

Halifax County Board of Commissioners

Vernon J. Bryant, Chairman
J. Rives Manning, Jr., Vice-Chairman
Carolyn C. Johnson
Linda A. Brewer
Marcelle O. Smith
T. Patrick W. Qualls



Tony N. Brown
County Manager
Andrea H. Wiggins
Clerk to the Board
M. Glynn Rollins, Jr.
County Attorney

Monday January 6, 2020 Regular Meeting 9:30 AM

Halifax County Historic Courthouse
10 North King Street, Post Office Box 38, Halifax, North Carolina 27839
252-583-1131/Fax: 252-583-9921
www.halifaxnc.com

The mission of the Halifax County Board of Commissioners is to provide leadership and support for an effective county government that seeks to enhance the quality of life for the people of Halifax County.

Call to Order

Chairman Vernon J. Bryant

Invocation and Pledge of Allegiance

Adoption of the Agenda

Conflict of Interest

Chairman Vernon J. Bryant

In accordance with the Halifax County Board of Commissioners Rules of Procedures and N. C. G. S. Sec.153A-44, it is the duty of every member present to vote on all matters coming before the Board, unless there is a conflict of interest as determined by the Board or by law. Does any Board member have any known conflict of interest with respect to any matters coming before the Board today? If so, please identify the conflict and the remaining Board members will vote to consider the requested excuse.

1. Consent Agenda

County Commissioners

- A. Approval of Minutes
- B. Budget Amendments
- C. Property Tax Releases - December 2019
- D. Homeland Security Grant Program FY2020 Project 1 and 2
- E. 2020 Seniors Health Insurance Information Program
- F. 2020 Rural Operating Assistance Program

2. Special Recognitions

- A. Retirement Resolution - Phyllis L. Caine, Social Services
- B. Retirement Resolution - Bealuh K. Turner, Social Services
- C. Retirement Resolution - Jean H. Cobb, Health Department
- D. Retirement Resolution - Brenda M. Pearson, Social Services

County Commissioners

County Commissioners

County Commissioners

County Commissioners

3. Public Comment Period N. C. G. S. 153A - 52.1

- A. Public Comment Period

4. Agenda Items

- A. Roanoke Rapids Graded School District Lottery Funds Release

Robbie Clements, Director of

- | | |
|---|---|
| Request | Operations RRGSD |
| B. Red Carpet Entertainment, LLC | C. Shane Lynch, Tax Assessor |
| C. Audit Contract for June 30, 2019 - Amended | Mary W. Duncan, Finance Director |
| D. Lease of County Property to Harris Family Farms, LLC | M. Glynn Rollins, Jr., County Attorney |

5. Board Appointments

- | | |
|-----------------------|-----------------------------|
| A. Board Appointments | County Commissioners |
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6. Economic Development Report

7. County Manager's Report

- | | |
|---|--------------------------------------|
| A. Retirement Resolution - Tammy H. Rodwell - Health Department | Tony N. Brown, County Manager |
| B. Retirement Resolution - Beverly B. Acree, Health Department | Tony N. Brown, County Manager |

8. County Attorney's Report

9. Other Business	County Commissioners
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10. Closed Session	County Commissioners
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| A. Approval of Closed Session Minutes |
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11. Special Recognition

- | | |
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| A. Proclamation Honoring the Services Rendered By M. L. Stallings | County Commissioners |
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12. Adjourn Until The January 21, 2020 Regular Meeting	County Commissioners
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Accommodations for individuals with disabilities may be arranged by contacting the County Manager's office at 252-583-1131 at least 48 hours prior to the meeting.



AGENDA
Halifax County Board of Commissioners
Regular Meeting

TO: Halifax County Board of Commissioners

FROM: Andrea H. Wiggins, MMC, Clerk to the Board/Assistant to the County Manager

SUBJECT: Approval of Minutes

DATE: January 6, 2020 Regular Meeting

SUPPORTING INFORMATION:

Attached, please find draft minutes for your review.

ATTACHMENTS:

Description

- ▯ October 21, 2019 Regular Meeting
- ▯ November 4, 2019 Regular Meeting

TOTAL COST:

COUNTY COST:

REQUEST: Approve the draft minutes.

**MINUTES
HALIFAX COUNTY
BOARD OF COMMISSIONERS
REGULAR MEETING
OCTOBER 21, 2019**

***Note to Reader:** Although the printed agenda document for this Board meeting is not part of these minutes, the agenda document provides background information on most all of the items discussed by the Board at this meeting. The Clerk to the Board maintains the agenda document in accordance with the laws of North Carolina. One may see a copy of the agenda for this meeting by contacting the Clerk to the Board.*

The Halifax County Board of Commissioners held a Regular Meeting on Monday, October 21, 2019, at 5:30 P. M. in the Historic Courthouse, Halifax, North Carolina.

PRESENT: Honorable J. Rives Manning, Jr., Vice Chairman
Honorable Carolyn C. Johnson
Honorable Marcelle O. Smith
Honorable Vernon J. Bryant, Chairman
Honorable T. Patrick W. Qualls
Honorable Linda A. Brewer

OTHERS: Tony N. Brown, County Manager
M. Glynn Rollins, Jr., County Attorney
Cathy A. Scott, Economic Development Director
Dia H. Denton, Deputy County Manager
Mary W. Duncan, Finance Director
Renee Perry, Human Resources Management Director
Ian M. Bumgarner, Senior Management Analyst
Michelle F. Moseley, Paralegal
Mary Anderson-Faison, Deputy Clerk

ABSENT: Andrea H. Wiggins, MMC, Clerk to the Board/Assistant to the County Manager

Call to Order

Chairman Bryant called the meeting to order.

Invocation and Pledge of Allegiance

Commissioner Manning provided the invocation and the Pledge of Allegiance was then recited.

Adoption of the Agenda

M. Glynn Rollins, Jr., County Attorney, requested that Item 3D. JBB Packaging Rail Spur Contract Award be removed from the agenda.

Commissioner Johnson moved to adopt the agenda as amended. Commissioner Manning seconded the motion, which passed unanimously by voice vote.

Conflict of Interest

There was no conflict of interest noted by any member of the Board.

1. Consent Agenda

Commissioner Brewer moved to approve the following items on the consent agenda. Commissioner Smith seconded the motion, which passed unanimously by voice vote.

- A. Blue Cross and Blue Shield of North Carolina, Meals on Wheels of North Carolina Senior Hunger Grant

Rose B. Lewis, Human Resources Management, Aging Program Coordinator, requested that the Board approve the receipt of \$4,454 from the Blue Cross and Blue Shield of North Carolina, Meals on Wheels of North Carolina Senior Hunger Grant.

- B. Family Caregiver Support Group Expenditures Grant

Rose B. Lewis, Human Resources Management, Aging Program Coordinator, requested that the Board approve the receipt of funds in the amount of \$225 from the Upper Coastal Plain Area Agency on Aging for the Family Caregiver Support Group Program.

- C. FY 2019 Homeland Security Grant Program Project 1

Buddy Wrenn, Emergency Management Coordinator, requested that the Board approve the receipt of funds in the amount of \$15,000 from the FY 2019 Homeland Security Grant Program Project 1 and to authorize the appropriate staff to execute the documents.

- D. FY 2019 Homeland Security Grant Program Project 2

Buddy Wrenn, Emergency Management Coordinator, requested that the Board approve the receipt of funds in the amount of \$40,000 from the FY 2019 Homeland Security Grant Program Project 2 and to authorize the appropriate staff to execute the documents.

- E. RFA# A367 - Family Planning Services Grant

Bruce L. Robistow, Health Director, requested that the Board approve the submission of the RFA# A367 - Family Planning Services Grant application, the receipt of funds if awarded, and to authorize the appropriate staff to execute the documents.

2. Special Recognition

A. Sons of the American Revolution Life Saving Medals

Ken Wilson, Sons of the American Revolution, recognized and presented Corporal Jacob J. Pignanello, Halifax County Law Enforcement Officer, and Lieutenant Michael Manning, Davie Volunteer Fire Department, with the Sons of the American Revolution Life Saving Medal for outstanding performance and dedication to duty. The Sons of the American Revolution Life Saving Medal is intended to recognize the actions of any person who is directly responsible for the saving of a human life or who prolonged a human life to the extent that the victim was still alive upon transfer to the care of medical authorities.

3. Agenda Items

A. Roanoke Rapids Graded School District Request, Lease of Property for use as a School Facility

M. Glynn Rollins, Jr., County Attorney, addressed the Board and reviewed the Roanoke Rapids Graded School District proposal to enter into a lease agreement with the City of Roanoke Rapids for the use of tennis courts at the T. J. Davis Recreation Center for tennis team practice, competition, and other school-related activities. The lease was one of a number of agreements between the school system and the city related to the repair, maintenance, and use of the tennis courts for a term of more than three years. In accordance with N. C. G. S. §115C-530(a), the lease must be approved by a resolution adopted by the board of county commissioners, which is attached to these minutes as Attachment A. It was requested that the Board adopt the resolution approving the lease between the Board of Trustees of the Roanoke Rapids Graded School District and the City of Roanoke Rapids.

Commissioner Smith moved to adopt the resolution approving the lease between the Board of Trustees of the Roanoke Rapids Graded School District and the City of Roanoke Rapids. Commissioner Brewer seconded the motion, which passed unanimously by voice vote.

B. Animal Control Ordinance Amendments

Bruce L. Robistow, Health Director, addressed the Board and stated that local boards of health were responsible for evaluating the need for the adoption or amendment of local rules or ordinances to protect the health of the public. On September 23, 2019, the Halifax County Board of Health approved the revised No-Tethering Ordinance amendments without funding from the People for the Ethical Treatment of Animals, PETA. A resolution to amend Article I, Chapter 14, of the Halifax County Code of Ordinances entitled Animals, along with amendments to the Animal Welfare Ordinance, was provide to the Board for review and discussion. It was requested that the Board adopt the Animal Control Ordinance along with the resolution to amend Article I, Chapter 14, of the Halifax County Code of Ordinances entitled Animals. After a brief discussion was held, Chairman Bryant requested that this matter be placed on the November 4, 2019 Regular Meeting agenda for further review based on the discussion held by the Board regarding the Animal Control Ordinance amendments.

C. Emergency Management Performance Grant and Tier II Grant

Buddy Wrenn, Emergency Management Coordinator, addressed the Board regarding the FY 2020 Emergency Management Performance Grant and Tier II Noncompetitive Grant applications. The Emergency Management Performance Grant was in the amount of \$41,250 with an in-kind match in the amount of \$20,625. The grant included optional work activities to earn additional funding that was historically in the amount of \$15,000 to \$17,000. The Tier II Noncompetitive Grant was provided by the County's local Emergency Preparedness Committee which allowed up to \$1,000 to be reimbursed by the State in support of the County's local Emergency Planning Committee.

Commissioner Qualls moved to approve the submission of the Emergency Management Performance Grant and Tier II Grant applications, the receipt of funds, if awarded, and to authorize the appropriate staff to execute the documents. Commissioner Johnson seconded the motion, which passed unanimously by voice vote.

D. Easter Seals UCP North Carolina and Virginia, Inc., Lease of County Property

M. Glynn Rollins, Jr., County Attorney, addressed the Board stating that a lease had been negotiated between the County and Easter Seals UCP North Carolina and Virginia, Inc., regarding property located at 1710 Watkins Drive, Weldon, that was owned by the County. The lease was for an initial 24-month term with monthly payments in the amount of \$1,800 effective July 1, 2019 until June 30, 2021. The lease also provided for successive renewal terms of 24 months with a 5% increase in rent for each renewal term with the last renewal term ending on or before June 30, 2029. The lease may be terminated by the County with 180 days prior notice. It was requested that the Board adopt the resolution authorizing the lease of property for more than one year pursuant to N. C. G. S. §160A-272(a) and (a1), located at 1710 Watkins Drive, Weldon, North Carolina, which is attached to these minutes as Attachment B.

Commissioner Qualls moved to adopt the resolution authorizing the lease of property for more than one year pursuant to N. C. G. S. §160A-272(a) and (a1), located at 1710 Watkins Drive, Weldon, North Carolina. Commissioner Johnson seconded the motion, which passed unanimously by voice vote.

4. Other Business

Commissioner Smith requested an update regarding a letter received from Joseph Scherer, Roanoke Rapids City Manager, that expressed concerns regarding the operation and staffing of E-911 Central Communications. It was further requested that the County Manager provide information in the Weekly Update regarding a contingency plan, current staffing levels, and the number of vacancies.

Commissioner Manning provided an update regarding the Charters of Freedom Time Capsule Ceremony that would be held in 2020.

5. Closed Session

There were no Closed Session matters for discussion.

6. Adjourn until the November 4, 2019 Regular Meeting

Commissioner Smith moved to adjourn the meeting until the November 4, 2019 Regular Meeting. Commissioner Brewer seconded the motion, which passed unanimously by voice vote.

Vernon J. Bryant, Chairman
Halifax County Board of Commissioners

Andrea H. Wiggins, MMC, NCCCC, Clerk to the Board
Halifax County Board of Commissioners

Attachment A

Resolution
Approval of Lease between Board of Trustees of the
Roanoke Rapids Graded School District
and the City of Roanoke Rapids

WHEREAS, the Board of Trustees of the Roanoke Rapids Graded School District wishes to enter into a fifteen (15) year lease with the City of Roanoke Rapids ("City") for real property to support operational, educational and student support needs under N.C. General Statute (N.C.G.S.) 115C-530;

WHEREAS, the Board of Trustees of the Roanoke Rapids Graded School District will be obligated to pay the City annual rent of \$1.00 per year, which will come from funds appropriated by the Board of Commissioners to the Board of Trustees of the Roanoke Rapids Graded School District for capital needs;

WHEREAS, N.C.G.S. 115C-530 requires that operational leases for school buildings and school facilities for terms of three years or longer be approved by the Board of County Commissioners;

WHEREAS, per N.C.G.S. 115C-530, if an operational lease is approved by the board of county commissioners, in each year the Board of County Commissioners "shall appropriate sufficient funds to meet the amounts to be paid during the fiscal year under the lease";

WHEREAS, the Board of Trustees of the Roanoke Rapids Graded School District has advised the Board of County Commissioners that the school budget resolution includes an appropriation authorizing the current fiscal year's portion of the lease obligation, and that an unencumbered balance remains in the appropriation sufficient to pay the sum obligated by the lease for the current fiscal year;


WHEREAS, the Board of Trustees of the Roanoke Rapids Graded School District has advised the Board of County Commissioners that the amount of funds needed to meet the amounts to be paid each year for annual rent under the lease is \$1.00;

WHEREAS, the Halifax County Board of Commissioners finds that the annual rent of \$1.00 under the lease is not excessive for the proposed purpose;

NOW, THEREFORE, BE IT RESOLVED that the Halifax County Board of Commissioners hereby approves the lease between the Board of Trustees of the Roanoke Rapids Graded School District and the City of Roanoke Rapids and acknowledges that it must appropriate sufficient funds to the Board of Trustees of the Roanoke Rapids Graded School District to meet the annual rent obligation of \$1.00 during the each fiscal year remaining under the lease.

Adopted this the 21st day of October 2019.


Halifax County Board of Commissioners



Vernon J. Bryant, Chair

Attachment A

Attest:

A handwritten signature in blue ink, appearing to read "Mary Anderson-Faison", is written over a horizontal line.

Mary Anderson-Faison
Deputy Clerk to the Board

Attachment B

Resolution Authorizing the Lease of Property For More Than One Year
Pursuant to G.S. 160A-272(a) and (a1)
(1710 Watkins Drive, Weldon, NC)

Whereas, Halifax County (the County) owns certain real property located in Weldon Township that includes 2.10 acres of land, more or less, and a 10,300 sq. ft. light industrial building located at 1710 Watkins Drive, Weldon, NC, more particularly identified on the county tax records as Parcel No. 1203289, and described in that certain deed recorded in Book 1440, Page 467, Halifax Public Registry (the Property); and

Whereas, the County does not presently have use for the Property and it is not anticipated that the County will have use for the Property during the term of the lease described below; and

Whereas, the County and Easter Seals UCP North Carolina & Virginia, Inc. ("Easter Seals/UCP"), have agreed upon a lease for the Property under which Easter Seals/UCP will lease the Property for an initial 24 month term effective as of July 1, 2019, and ending June 30, 2021, with rent during the initial term of \$1,800.00 per month; and

Whereas, the lease provides for successive renewal terms of 24 months with an increase in rent of five percent for each renewal term, provided however, that the last renewal term shall end on or before June 30, 2029; and

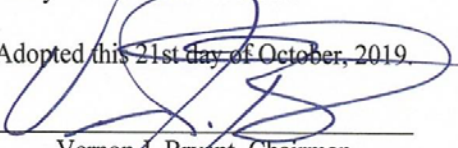
Whereas, a copy of the proposed lease has been presented to the board of commissioners; and


Whereas, under G.S. 160A-272(a) and (a1) the County is authorized to enter into leases of more than one year but not more than ten years upon resolution of the board of county commissioners adopted at a regular meeting after thirty (30) days public notice; and

Whereas, the required notice has been published and the board of commissioners is this day convened in a regular meeting;

NOW, THEREFORE, THE HALIFAX COUNTY BOARD OF COMMISSIONERS RESOLVES that the lease of the county property described above to Easter Seals UCP North Carolina & Virginia, Inc., is approved and the appropriate county officers and staff are directed to execute any instruments necessary to effectuate the lease.

Adopted this 21st day of October, 2019.


Vernon J. Bryant, Chairman
Halifax County Board of Commissioners


Mary Anderson-Faison
Deputy Clerk to the Board

**MINUTES
HALIFAX COUNTY
BOARD OF COMMISSIONERS
REGULAR MEETING
NOVEMBER 4, 2019**

***Note to Reader:** Although the printed agenda document for this Board meeting is not part of these minutes, the agenda document provides background information on most all of the items discussed by the Board at this meeting. The Clerk to the Board maintains the agenda document in accordance with the laws of North Carolina. One may see a copy of the agenda for this meeting by contacting the Clerk to the Board.*

The Halifax County Board of Commissioners held a Regular Meeting on Monday, November 4, 2019, at 9:30 A. M. in the Historic Courthouse, Halifax, North Carolina.

PRESENT: Honorable J. Rives Manning, Jr., Vice Chairman
Honorable Carolyn C. Johnson
Honorable Marcelle O. Smith
Honorable Vernon J. Bryant, Chairman
Honorable T. Patrick W. Qualls
Honorable Linda A. Brewer

OTHERS: Tony N. Brown, County Manager
M. Glynn Rollins, Jr., County Attorney
Cathy A. Scott, Economic Development Director
Dia H. Denton, Deputy County Manager
Mary W. Duncan, Finance Director
Renee Perry, Human Resources Management Director
Ian M. Bumgarner, Senior Management Analyst
Michelle F. Moseley, Paralegal
Mary Anderson-Faison, Deputy Clerk

ABSENT: Andrea H. Wiggins, MMC, Clerk to the Board/Assistant to the County Manager

Call to Order

Chairman Bryant called the meeting to order.

Invocation and Pledge of Allegiance

Chairman Bryant provided the invocation and the Pledge of Allegiance was then recited.

Adoption of the Agenda

Tony N. Brown, County Manager, addressed the Board and requested that Item 5E. JBB Packaging Rail Spur Contract Award be removed from the agenda.

Commissioner Brewer moved to adopt the agenda as amended. Commissioner Johnson seconded the motion, which passed unanimously by voice vote.

Conflict of Interest

There was no conflict of interest noted by any member of the Board.

1. Consent Agenda

Commissioner Johnson moved to approve the following items on the consent agenda. Commissioner Smith seconded the motion, which passed unanimously by voice vote.

A. Approval of Minutes

Andrea H. Wiggins, Clerk to the Board/Assistant to the County Manager, requested that the Board approve the draft minutes of the September 3, 2019 Regular Meeting, September 16, 2019 Regular Meeting, and October 7, 2019 Regular Meeting.

B. Property Tax Refunds and Releases - October 2019

Doris B. Hawkins, Halifax County Tax Coordinator and Collector, requested that the Board approve the property tax refunds and releases in accordance with N. C. G. S. §105-380 and N. C. G. S. §105-381.

C. Budget Amendments

Mary W. Duncan, Finance Director, requested that the Board approve a list of budget amendments, which is attached to these minutes as Attachment A.

2. Special Recognitions

A. Retirement Resolution - Katrina Baker, Halifax County Jail

Commissioner Smith read the retirement resolution in recognition of Katrina Baker, Halifax County Jail, which is attached to these minutes as Attachment B.

Commissioner Smith moved to adopt the retirement resolution honoring Katrina Baker, Halifax County Jail. Commissioner Manning seconded the motion, which passed unanimously by voice vote.

B. Retirement Resolution - Deborah Barrow, Public Health Department

Commissioner Johnson read and presented the retirement resolution in recognition of Deborah Barrow, Public Health Department, which is attached to these minutes as Attachment C.

Commissioner Johnson moved to adopt the retirement resolution honoring Deborah Barrow, Halifax County Public Health. Commissioner Brewer seconded the motion, which passed unanimously by voice vote.

C. Retirement Resolution - June R. Wollett, Emergency Services Department

Commissioner Qualls read and presented the retirement resolution in recognition of June R. Wollett, Emergency Services Department, which is attached to these minutes as Attachment D.

Commissioner Qualls moved to adopt the retirement resolution honoring June R. Wollett, Emergency Services Department. Commissioner Smith seconded the motion, which passed unanimously by voice vote.

3. **Public Comment Period N. C. G. S. §153A - 52.1**

There were no public comments.

4. **Public Hearing**

A. 2020 Halifax County Schedule of Values

C. Shane Lynch, County Assessor, addressed the Board stating that the purpose of the public hearing was to receive public comments regarding the 2020 Halifax County Schedule of Values. During the October 7, 2019 Regular Meeting, the Board accepted the Halifax County 2020 Schedule of Values and approved the proposed timeline.

With there being no comments from the Board, Commissioner Brewer moved to declare the public hearing open. Commissioner Manning seconded the motion, which passed unanimously by voice vote.

Chairman Bryant inquired if there was anyone from the public that wished to comment regarding the 2020 Schedule of Values.

With there being no comments from the public, Commissioner Smith moved that the public hearing be closed. Commissioner Johnson seconded the motion, which passed unanimously by voice vote.

5. **Agenda Items**

A. Comprehensive Annual Financial Report Award

Jeff McCauley, Greenville Utilities Commission, addressed the Board and presented the Certificate of Achievement for Excellence in Financial Reporting that had been awarded to Halifax County by the Government Finance Officers Association of the United States and Canada for its comprehensive annual financial report for fiscal year ending June 30, 2018. This was the 19th consecutive year the County had received this prestigious award which was the highest form of recognition in the area of governmental accounting and financial reporting. The receipt of this award was a significant accomplishment by the County and its management.

Mary W. Duncan, Finance Director, accepted the June 30, 2018 Certificate of Achievement for Excellence in Financial Reporting that was presented by the Government Finance Officer's Association.

B. Halifax Community College HVAC System

Dr. Michael A. Elam, Halifax Community College President and CEO, addressed the Board regarding the Halifax Community College HVAC system that was located in the Dr. Phillip W. Taylor Complex that was not operating properly and could not be resolved by using the current allocation of capital outlay funds provided by the County for FY 2019-2020. The Halifax Community College staff no longer had the ability to manually override the HVAC system to provide comfortable room temperatures during student instruction. It was reported that Envirocon, Inc., was the only provider that could be used for the buildings on campus with proprietary HVAC controls; therefore, a proposal was received in the amount of \$196,620. The College did not outsource the repairs to other vendors as Envirocon, Inc., had installed the system and had proprietary interests. The proposal from Envirocon, Inc., only addressed the controls and not the mechanical failure of 15 of the 50 total variable air volume units used in the Dr. Phillip W. Taylor Complex; therefore, a quote was received from Heat Transfer Solutions, Inc., to replace 15 variable air volume units at \$7,800 per unit in the total amount of \$117,000 along with another quote to replace 50 variable air volume units in the amount of \$390,000. It was requested that the Board approve one of the three options as follows: Option 1 consisted of replacing the HVAC controls in the amount of \$196,620 and replace all 50 variable air volume units in the amount of \$390,000 for a total amount of \$586,620. Option 2 consisted of replacing the HVAC controls in the amount of \$196,620 and replace 25 variable air volume units in the amount of \$195,000 for a total amount of \$391,620. Option 3 consisted of replacing the HVAC controls in the amount of \$196,620 and replace the 15 non-functioning variable air volume units in the amount of \$117,000 for a total amount of \$313,620. It was reported that the estimated option amounts did not include the repair or replacement of air handlers, dampers, and chiller that supported the Dr. Phillip W. Taylor Complex.

A discussion was held regarding Dr. Elam's request to the Board for additional funding without first presenting the request to the Halifax Community College Board of Trustees, the use of Connect NC Bond funds to construct an additional building when there was consistently a deficit in funds regarding the operational expenses on its current buildings, the use of Connect NC Bond funds to repair the HVAC system in the Dr. Phillip W. Taylor Complex, and the importance and timeliness of adequate heat and air conditioning temperatures during student instruction.

Commissioner Qualls moved to deny the Halifax Community College request. Commissioner Brewer seconded the motion.

The votes were as follows:

Commissioner Manning	Aye
Commissioner Johnson	Nay
Commissioner Smith	Aye
Commissioner Bryant	Aye
Commissioner Qualls	Aye
Commissioner Brewer	Aye

C. State Employees' Credit Union Late Brownfields Application

C. Shane Lynch, County Assessor, addressed the Board stating that pursuant to North Carolina General Statute §105-277.13. Qualifying improvements on brownfields properties are designated a special class of property under Article V, Sec. 2(2) of the North Carolina Constitution and shall be appraised, assessed, and taxed in accordance with this section. An owner of land is entitled to the partial exclusion provided by this section for the first five taxable years beginning after completion of qualifying improvements made after the later of July 1, 2000, or the date of the brownfields agreement. After property has qualified for the exclusion provided by this section, the assessor for the county in which the property is located shall annually appraise the improvements made to the property during the period of time that the owner is entitled to the exclusion. Mr. Lynch reported that the State Employees' Credit Union submitted a late application for a partial exclusion for parcel 09-20684 for the 2019 tax year. A letter was provided to the Board from Jamie Applequist, State Employees' Credit Union Chief Administrative Officer, requesting that the Board accept the late application. He reported that a timely application would have been due by the end of January 2019; however, there was some miscommunication between the State Employees' Credit Union and the Tax Department. He further reported that if the application had been received by the deadline, the application would have been approved. He further reported that if the application was accepted and approved, the partial exclusion would be applied as year two on the table outlined in the exclusion statute.

Commissioner Qualls moved to approve the State Employees' Credit Union 2019 late application request for a partial exclusion for parcel 09-20684. Commissioner Johnson seconded the motion, which pass unanimously by voice vote.

D. June W. Bunn 2019 Late Elderly or Disabled Exclusion Application

C. Shane Lynch, County Assessor, addressed the Board regarding June W. Bunn 2019 late elderly or disabled exclusion application. North Carolina excluded from property taxes a portion of the appraised value of a permanent residence owned and occupied by North Carolina residents who were at least 65 years of age or were totally and permanently disabled and whose income does not exceed \$30,200. Applications for the elderly or disabled exclusion were due June 1st of the tax year; however, Ms. Bunn's application for exemption was received by the Tax Department on October 8, 2019. The application and the letter requesting consideration for late

approval was provided for the Board's review. The Tax Department had reviewed the application and if the application had been received before the deadline it would have been approved.

Commissioner Manning moved to approve June W. Bunn 2019 late elderly or disabled exclusion application. Commissioner Brewer seconded the motion, which passed unanimously by voice vote.

E. North Carolina Association of County Commissioners Soft Body Armor Reimbursement Program

Sheriff S. Wes Tripp, Sheriff's Office, requested that the Board approve the submission of the Soft Body Armor Reimbursement application which was offered by the North Carolina Association of County Commissioners Workers Compensation Pool Soft Body Armor Reimbursement Program. The Soft Body Armor Reimbursement Program would reimburse members up to 100% of the cost of police body armor, subject to a maximum of \$500 per garment. The Sheriff's Office was eligible to receive reimbursement for a maximum of three ballistic vests per fiscal year. The total cost was in the amount of \$1,900 and the County cost was in the amount of \$400.

Commissioner Qualls moved to approve the submission of the Soft Body Armor Reimbursement application which was offered by the North Carolina Association of County Commissioners Workers Compensation Pool Soft Body Armor Reimbursement Program. Commissioner Johnson seconded the motion, which passed unanimously by voice vote.

F. Southern Software Records Management Software and Jail Management Software

Sheriff S. Wes Tripp, Sheriff's Office, addressed the Board and requested approval to purchase the Southern Software Records Management Software and Jail Management Software Package to replace outdated TriTech Records Management Software and Jail Management Software Package. The total cost was in the amount of \$215,837.95, with the County cost in the amount \$172,670.36. The purchase would be financed over five years with the first payment provided from drug forfeiture funds in the amount of \$43,167.59.

Commissioner Manning moved to approve the request to purchase Southern Software Records Management Software and Jail Management Software Package which would be financed over five years with the first payment provided from drug forfeiture funds in the amount of \$43,167.59. Commissioner Brewer seconded the motion, which passed unanimously by voice vote.

G. Informational Projections of Ancillary Costs for Jail Expansion Project

Sheriff S. Wes Tripp, Sheriff's Office, addressed the Board and provided a brief PowerPoint presentation regarding the proposed Jail Expansion Project. The expansion would increase from 85 beds to 220 beds; therefore, 25 additional personnel would be needed as follows: 24 Detention Officer I, Grade 64 - Step 3, at \$840,570 and a Population Manager,

Grade 69 - Step 3, \$44,900. These figures do not include overtime, longevity, bonus, holiday pay, or insurance. There were currently five detention officers on each shift at a ratio of 17 inmates per detention officer which would increase to five additional detention officers on each shift at a ratio of 22 inmates per detention officer. Uniforms and equipment in the amount of \$12,000 would cost an additional \$9,375. Detention officer training in the amount of \$2,885 would cost an additional \$2,250. Inmate supplies in the amount of \$30,000 would cost an additional \$47,520. Sanitary and household supplies in the amount of \$12,000 would cost an additional \$19,035. Laundry supplies in the amount of \$6,100 would cost an additional \$9,720. Meals in the amount of \$250,000 would increase to \$648,000. Medical contract with Southern Health Partners in the cost \$309,000 would cost up to \$398,000 yearly. The County could generate revenue by renting 40 of the 135 beds to the State Misdemeanor Program at \$40 per day for a total amount of \$584,000. The County could also generate additional revenue by housing inmates from other counties at \$50 per day. It currently cost the County an average \$356,208 for housing, personnel, and travel costs for special-out inmates each year. If the County used the State Misdemeanor Program along with the special-out population savings, revenue and cost savings would generated an approximate amount of \$940,208. The Jail Expansion Project would increase the current budget in the amount of \$770,162.

H. Halifax County Jail Expansion Project

Ian M. Bumgarner, Senior Management Analyst, addressed the Board and stated that Moseley Architects had completed updating the Jail Expansion Plan and was ready to begin the bid process. The Jail Expansion Project Budget Ordinance was provided for the Board's review. It was requested that the Board approve proceeding with the Jail Expansion Project and authorize Moseley Architects and County staff to begin the bid process.

Commissioner Qualls moved to approve proceeding with the Jail Expansion Project and to authorize Moseley Architects and County staff to begin the bid process once the Jail Expansion Plan was approved by the State. Commissioner Johnson seconded the motion, which passed unanimously by voice vote.

6. Board Appointments

Choanoke Public Transportation Authority

Commissioner Qualls moved to appoint Allen Purser to fill the unexpired term of Caleb Eller on the Choanoke Public Transportation Authority, term expiring March 31, 2020. Commissioner Johnson seconded the motion, which passed unanimously by voice vote.

Eastern Carolina Livestock Arena Board

Commissioner Manning moved to waive the term limit and reappoint William Scott West to serve on the Eastern Carolina Livestock Arena Board, term expiring November 30, 2023. Commissioner Qualls seconded the motion, which passed unanimously by voice vote.

7. Economic Development Report

Cathy A. Scott, Economic Development Director, addressed the Board and provided a brief PowerPoint presentation regarding the monthly Halifax County Economic Development Commission Activity Report.

8. County Manager's Report

A. Halifax County Intergovernmental Association Legislative Goals

Tony N. Brown, County Manager, addressed the Board and confirmed that there were no changes to the Halifax County Intergovernmental Association Legislative Goals that would be discussed at the Halifax County Intergovernmental Association Meeting on November 20, 2019.

B. Retirement Resolution - Dennis C. Richardson, Department of Social Services

Tony N. Brown, County Manager, addressed the Board stating that the job title on the 2010 retirement resolution honoring Dennis C. Richardson was inaccurate and needed to be changed from Income Maintenance Caseworker II to Income Maintenance Investigator I. It was requested that the Board adopt the amended retirement resolution in recognition of Dennis C. Richardson, Department of Social Services, which is attached to these minutes as Attachment E.

Commissioner Johnson moved to adopt the amended retirement resolution honoring Dennis C. Richardson, Department of Social Services. Commissioner Manning seconded the motion, which passed unanimously by voice vote.

C. Northampton County Board of Commissioners Joint Meeting

Tony N. Brown, County Manager, addressed the Board stating that the joint meeting with the Northampton County Board of Commissioners would be held at the Halifax Community College, Ervin V. Griffin, Sr. Centre, on November 7, 2019 at 6:00 P. M.

9. County Attorney's Report

M. Glynn Rollins, Jr., County Attorney, addressed the Board stating that he was recently contacted by Rod Malone, Tharrington Smith, LLP, Weldon City Schools Board of Education Attorney, regarding Weldon High School. He advised that once he had more information from Mr. Malone, he would update the Board.

10. Other Business

Commissioner Qualls requested that the Board keep Robin Lancaster, Lancaster Marketing Group and Real Estate Photography, in their thought and prayers regarding health concerns.

11. Closed Session

Commissioner Smith moved that Closed Session be entered pursuant to N. C. G. S. §143-318.11(a) to discuss (3) Legal Matters. Commissioner Qualls seconded the motion, which passed unanimously by voice vote.

Commissioner Manning moved to return to Regular Session. Commissioner Johnson seconded the motion, which passed unanimously by voice vote.

12. Adjourn until the November 7, 2019 Special Meeting

Commissioner Smith moved to adjourn the meeting until the November 7, 2019 Special Meeting at 6:00 P. M. at the Halifax Community College, Ervin V. Griffin, Sr. Centre. Commissioner Brewer seconded the motion, which passed unanimously by voice vote.

Vernon J. Bryant, Chairman
Halifax County Board of Commissioners

Andrea H. Wiggins, MMC, NCCCC, Clerk to the Board
Halifax County Board of Commissioners

Attachment A

Budget Amendments	Fiscal Year 19 - 20	November 4, 2019
1 Cooperative Extension - Farmer's Market - Budget additional revenue		\$ 290.00
2 Cooperative Extension - Rural Life Center - Budget additional revenue from Field Trips		1,235.00
3 HRM - Aging - Veterans - Carry forward FY 18-19 Donations for Veteran Transportation		200.00
4 Sheriff - Budget insurance claim reimbursement for not at fault accident		1,682.50
5 DSS - Crisis - Adjust budget to actual per Funding Authorization #3 effective 10-17-19		26,956.00
6 Cooperative Extension - Extension Agent Program - Budget additional revenue for Master Gardeners		100.76
7 Cooperative Extension - County Extension/County Council Account - Budget additional revenue from Harvest Days activities		260.00
8 Cooperative Extension - 4H Account - Budget additional revenue from miscellaneous activities		207.00
9 EMS - Budget insurance claim reimbursement for a not at fault accident (ambulance was a total loss)		56,607.32
10 Public Utilities - Solid Waste - Budget additional revenue on Collection Fees and Availability Fees		35,000.00

Approved: November 4, 2019


Vernon J. Bryant
Chairman

Resolution

✧ **WHEREAS, KATRINA BAKER**, decided to retire as a Detention - Lieutenant with the Halifax County Sheriff's Office effective June Twenty-Third of the Year Two Thousand and Nineteen; and

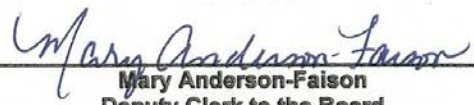
✧ **WHEREAS**, she has spent Six years with local government; Katrina has also served in many positions of honor in the community and State, as well as being a dedicated public servant to the citizens of Halifax County.

✧ **NOW THEREFORE BE IT RESOLVED** that on this day, Monday, November Fourth of the Year Two Thousand and Nineteen, the Halifax County Board of Commissioners did honor Katrina Baker with formal adoption of this resolution, to be recorded in the minutes of the meeting of this day.


Vernon J. Bryant, Chairman
Halifax County Board of Commissioners



ATTEST:


Mary Anderson-Faison
Deputy Clerk to the Board


Resolution

✧ **WHEREAS, DEBORAH BARROW**, decided to retire as a Public Health Nurse III with the Halifax County Public Health System effective October Thirty-First of the Year Two Thousand and Nineteen; and

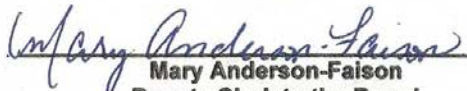
✧ **WHEREAS**, she has spent Thirty-One years with local government; Deborah has also served in many positions of honor in the community and State, as well as being a dedicated public servant to the citizens of Halifax County.

✧ **NOW THEREFORE BE IT RESOLVED** that on this day, Monday, November Fourth of the Year Two Thousand and Nineteen, the Halifax County Board of Commissioners did honor Deborah Barrow with formal adoption of this resolution, to be recorded in the minutes of the meeting of this day.




Vernon J. Bryant, Chairman
Halifax County Board of Commissioners

ATTEST:


Mary Anderson-Faison
Deputy Clerk to the Board

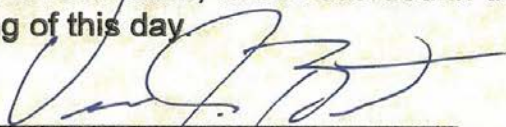
Resolution

✧ **WHEREAS, JUNE R. WOLLETT**, decided to retire as a Paramedic with the Halifax County Emergency Services Department effective September Thirtieth of the Year Two Thousand and Nineteen; and

✧ **WHEREAS**, he has spent Nineteen years with local government; June has also served in many positions of honor in the community and State, as well as being a dedicated public servant to the citizens of Halifax County.

✧ **NOW THEREFORE BE IT RESOLVED** that on this day, Monday, November Fourth of the Year Two Thousand and Nineteen, the Halifax County Board of Commissioners did honor June R. Wollett with formal adoption of this resolution, to be recorded in the minutes of the meeting of this day.




Vernon J. Bryant, Chairman
Halifax County Board of Commissioners

ATTEST:

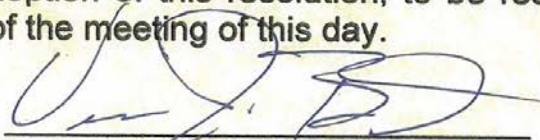

Mary Anderson-Falson
Deputy Clerk to the Board

Resolution

✧ **WHEREAS, DENNIS C. RICHARDSON**, decided to retire as an Income Maintenance Investigator I with the Halifax County Department of Social Services effective November Thirtieth of the Year Two Thousand and Ten; and

✧ **WHEREAS**, he has spent Thirty-one years with local government; Dennis has also served in many positions of honor in the community and State, as well as being a dedicated public servant to the citizens of Halifax County.


✧ **NOW THEREFORE BE IT RESOLVED** that on this day, Monday, November Fourth of the Year Two Thousand and Nineteen, the Halifax County Board of Commissioners did honor Dennis C. Richardson with formal adoption of this resolution, to be recorded in the minutes of the meeting of this day.



Vernon J. Bryant, Chairman
Halifax County Board of Commissioners



ATTEST:


Mary Anderson-Faison
Deputy Clerk to the Board



AGENDA
Halifax County Board of Commissioners
Regular Meeting

TO: Halifax County Board of Commissioners

FROM: Mary W. Duncan, Finance Director

SUBJECT: Budget Amendments

DATE: January 6, 2020 Regular Meeting

SUPPORTING INFORMATION:

Attached, please find a copy of the budget amendments which transfer funds between accounts or changes the originally adopted budget due to increases and/or decreases as a result of federal/state funding authorizations, fees or insurance reimbursements.

ATTACHMENTS:

Description

- ▢ BA Coversheet 1-6-20
- ▢ BA List 1-6-20

TOTAL COST:

COUNTY COST:

REQUEST: Approve the budget amendments.

Budget Amendments**Fiscal Year 19 - 20****January 6, 2020**

1	Cooperative Extension - Farmer's Market - Budget additional revenue	\$ 150.00
2	Maintenance & Repair to Buildings - Capital Outlay - Budget insurance proceeds from water damages sustained in September	38,266.63
3	Cooperative Extension - County Extension Program - Budget additional funds from Donations	1,000.00
4	Cooperative Extension - 4H Program - Budget additional funds	1,708.50

Approved: January 6, 2020

Vernon J. Bryant
Chairman

BUDGET AMENDMENT

Account Number / Name	Debit (Expense Increase) (Revenue Decrease)	Credit (Expense Decrease) (Revenue Increase)	Explanation
110-5949-5331-00 - Lights	150.00		Cooperative Extension - Farmers Market -
110-4410-4310-74 - Farmers Market Revenue		150.00	Budget additional funds
TOTALS	150.00	150.00	

* To **increase** a **revenue** line item, you credit - to decrease, you debit

* To **increase** an **expense** line item, you debit - to decrease, you credit

Approval for Performance Compensation

Human Resources Director Date

revised 9/16/14

Program Director

Date

Arthur Whitehead

Department / Agency Head

4/6/19

Date

County Manager or
Deputy County Manager or
County Commissioner Chairman

Date

FIN BA 01

BUDGET AMENDMENT

Account Number / Name	Debit	Credit	Explanation
110-9170-5351-04 / Public Buildings	35,436.38		Capital Outlay - Maint & Rep to Bldgs
110-4410-4839-97 / Insurance Claims Reimb		35,436.38	To budget insurance claims reimbursement (water damage)
			Capital Outlay - Human Resources
110-9115-5550-01 / Tools & Equipment	2,830.25		To budget insurance claims reimbursement (water damage)
110-4410-4839-97 / Insurance Claims Reimb		2,830.25	
TOTALS	38,266.63	38,266.63	

* To **increase** a **revenue** line item, you credit - to decrease, you debit

* To **increase** an **expense** line item, you debit - to decrease, you credit

Approval for Performance Compensation

Human Resources Director

Date

Program Director

Date

Department / Agency Head

Date

County Manager or

Date

Deputy County Manager or

County Commissioner Chairman

BUDGET AMENDMENT

Account Number / Name	Debit (Expense Increase) (Revenue Decrease)	Credit (Expense Decrease) (Revenue Increase)	Explanation
128-5956-5399-75 - 4H Projects	1,000.00		Cooperative Extension - County Extension Programs -
128-4501-4320-10 - Donations		1,000.00	Budget additional funds
TOTALS	1,000.00	1,000.00	

- * To **increase** a **revenue** line item, you credit - to decrease, you debit
- * To **increase** an **expense** line item, you debit - to decrease, you credit

Approval for Performance Compensation	
Human Resources Director	Date

Program Director	Date
<i>Arthur Whitehead</i>	<i>12/6/19</i>
Department / Agency Head	Date

County Manager or Deputy County Manager or County Commissioner Chairman	Date
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BUDGET AMENDMENT

Account Number / Name	Debit (Expense Increase) (Revenue Decrease)	Credit (Expense Decrease) (Revenue Increase)	Explanation
129-5957-5398-12 - 4H Miscellaneous Activities	1,618.50		Cooperative Extension - 4H Acct-
129-5957-5290-36 - OS&M - Hrs/Lvst Arena	90.00		Budget additional funds
129-4502-4490-10 -4H Miscellaneous Activities		1,618.50	
129-4502-4490-11 - Fees/Don - Hrs Lvst		90.00	
TOTALS	1,708.50	1,708.50	

* To **increase** a **revenue** line item, you credit - to decrease, you debit

* To **increase** an **expense** line item, you debit - to decrease, you credit

Approval for Performance Compensation

Human Resources Director Date

Program Director

Date

Arthur Whitehead
Department / Agency Head

4/6/19
Date

County Manager or
Deputy County Manager or
County Commissioner Chairman

Date



AGENDA
Halifax County Board of Commissioners
Regular Meeting

TO: Halifax County Board of Commissioners

FROM: Doris Hawkins, Halifax County Tax Collector

SUBJECT: Property Tax Releases - December 2019

DATE: January 6, 2020 Regular Meeting

SUPPORTING INFORMATION:

Report will be provided after the month-end process is completed on the last business day of the month.

ATTACHMENTS:

Description

No Attachments Available

TOTAL COST:

COUNTY COST:

REQUEST: Approve the December 2019 property tax releases.



AGENDA
Halifax County Board of Commissioners
Regular Meeting

TO: Halifax County Board of Commissioners

FROM: Buddy Wrenn, Emergency Management Coordinator

SUBJECT: Homeland Security Grant Program FY2020 Project 1 and 2

DATE: January 6, 2020 Regular Meeting

SUPPORTING INFORMATION:

Attached, please find a copy of an application for two Homeland Security Grant projects. These are two separate projects compiled in one application. Project 1 is a towed side scan sonar. Project 2 is a shelter trailer with accoutrements.

ATTACHMENTS:

Description

▯ HSGP application Halifax 2020

TOTAL COST:\$57,000

COUNTY COST:\$0

REQUEST: Approve submission of the Homeland Security Grant Program application, receipt of funds if awarded, authorize appropriate staff to sign Memorandum of Agreement (MOA), and authorize staff to purchase equipment and submit receipts for reimbursement.

North Carolina Emergency Management

Homeland Security Grant Program (HSGP) Application

Fiscal Year 2020

All fields are mandatory. Responses should be limited to the spaces allocated. If additional space is needed append the added text to this application. Clear, complete, and concise information is required for the review panel to make fair and equitable decisions.

Contacts

Enter requested information for all contacts listed below.

Applicant

Applicant <i>This is the agency applying for grants.</i>			
Applying agency	Halifax County Emergency Management		
Street address	10 N. King Street		
City	Halifax	ZIP + 4	27839-9753
Email	wrennb@halifaxnc.com		
EIN/Tax ID number	56-6001836		
DUNS number	014305957		
SAM registered	Yes	Expiration date	10/9/2020
Is the agency applying as a nonprofit with 501(c)(3) status?			No
Your name	Buddy Wrenn		
Are you authorized to apply for grants on behalf of the applying agency?			Yes

[Field help](#)

Point of contact

Grants point of contact <i>This is the focal point for any ongoing communications regarding the grants.</i>			
Name	Buddy Wrenn		
Agency	Halifax County Emergency Management		
Title	Emergency Management Coordinator		
Phone (work)	252-583-2031	Phone (mobile)	252-308-7617
Street address	10 North King Street		
City	Halifax	ZIP + 4	27839-9753
Email	wrennb@halifaxnc.com		

[Field help](#)

MOA signatory

Grants MOA signatory <i>This is the individual whose name appears on the signature page of the memorandum of agreement. While only one signatory is required, space for an additional signatory is provided. If even more signatories are required, add them in the project Additional information section.</i>			
Name	Tony Brown		
Agency	Halifax County		
Title	County Manager		
Street address (not PO Box)	10 North King Street		
City	Halifax	ZIP + 4	27839-0038
Email	brownt@halifaxnc.com		
Name	Mary Duncan		
Agency	Halifax County		
Title	Finance Director		
Street address (not PO box)	10 North King Street		
City	Halifax	ZIP + 4	27839-0038
Email	duncanm@halifaxnc.com		

[Field help](#)

Host local government (if project funds are being returned to the State)

Projects

Complete information for up to three projects.

Project # 1

Enter requested information in the sections listed below.

Project information

General information <i>Enter information describing the project.</i>			
Title	Towed side scan sonar array		
Description	Equipment. This project is for the purchase of a towable side scan sonar unit. This unit will be deployed to find locate objects located that are submerged in water. This can be used to locate victims of drownings to decrease the down time for divers which will increase the safety factor for responders. It can also be used to check locations around fresh water intakes to make sure no devices have been placed that could release any chemical or biological agent that would get into the water supply of local municipalities.		
Goal	To increase the ability to find, locate, and remove items that are submerged in water within the local, and state jurisdictions of North Carolina.		
Classification	DPR	DPR number (if "DPR")	4
Is project deployable?			Yes
Is project shareable?			Yes
Does the project contribute to the development or operation of the fusion center?			No
Does this project support a previously awarded investment?			No
Construction/renovation required	No		
Structural attachment required	No		
Core capabilities addressed <i>Select primary and secondary (if applicable) core capabilities addressed by this project.</i>			
Primary	Mass Search and Rescue Operations		
Secondary	Screening, Search, and Detection		
Capabilities building	Build (increase current capabilities)		
Project timeline milestones <i>List the major project events and their completion dates.</i>			
Milestone	Completion Date		
Receive award notification	11/2020		
Complete MOA signature process	1/2021		
Obtain quotes and purchase orders	4/2021		
Purchase Item	7/2021		
Close out grant	12/2021		
Click or tap here to enter text.	Click or tap to enter a date.		
Click or tap here to enter text.	Click or tap to enter a date.		
Click or tap here to enter text.	Click or tap to enter a date.		

Field help

Budget

Planning/Training/Exercise costs <i>For each cost item select an activity area and then a description and the amount.</i>		
Activity area	Description	Cost
Choose an item.	Click or tap here to enter text.	Enter cost.

Project information Enter additional project information in the space below.

Project # 2

Enter requested information in the sections listed below.

Project information

General information Enter information describing the project.			
Title	Shelter Trailer Halifax		
Description	Equipment. To support mass sheltering operations during identified needs. To create a shelter trailer with sheltering resources to support general population shelters when needed. The funds will be used to outfit a trailer. The unit will be housed in Halifax County because of the I-95 Corridor and its proximity to other counties as well as the coast of North Carolina. This project will provide us with a resource to prepare for, respond to, and recover from terrorist attacks and CBRNE or any other type events that would require mass sheltering operations.		
Goal	To support mass sheltering operations during identified needs.		
Classification	DPR	DPR number (if "DPR")	4
Is project deployable?			Yes
Is project shareable?			Yes
Does the project contribute to the development or operation of the fusion center?			No
Does this project support a previously awarded investment?			No
Construction/renovation required	No		
Structural attachment required	No		
Core capabilities addressed Select primary and secondary (if applicable) core capabilities addressed by this project.			
Primary	Mass Care Services		
Secondary	Operational Coordination		
Capabilities building	Build (increase current capabilities)		
Project timeline milestones List the major project events and their completion dates.			
Milestone	Completion Date		
Receive award notification	11/2020		
Complete MOA signature process	1/2021		
Obtain quotes and purchase orders	4/2021		
Purchase items and outfit	8/2021		
Close out grant	12/2021		
Click or tap here to enter text.	Click or tap to enter a date.		
Click or tap here to enter text.	Click or tap to enter a date.		
Click or tap here to enter text.	Click or tap to enter a date.		

Field help

Budget

Planning/Training/Exercise costs

For each cost item select an activity area and then a description and the amount.

[illegible]

Equipment costs

Enter equipment items and their costs into the table and then enter the total of the costs in the field below.

[illegible]

Funding summary		
<i>For each activity area enter the amount funded and any funds allocated for Law Enforcement Terrorism Prevention (LETP).</i>		
Activity area	Funding amount	Funds dedicated to LETP
Planning	Enter amount.	Enter amount.
Equipment	\$22,000	Enter amount.
Training	Enter amount.	Enter amount.
Exercise	Enter amount.	Enter amount.
Total funding	\$22,000	Enter total.

[Field help](#)

[Additional information \(if needed\)](#)

Add any information not accommodated by the application form here

Project information <i>Enter additional project information in the space below.</i>

Project # 3

Certification

Certification	
<i>Review each certification item and check where appropriate.</i>	
I certify that:	<ul style="list-style-type: none"><input checked="" type="checkbox"/> This application includes complete and accurate information.<input checked="" type="checkbox"/> No project (supported through federal and/or matching funds) having the potential to impact Environmental or Historical Preservation (EHP) can be started without the prior approval of FEMA, including but not limited to communications towers, physical security enhancements, new construction, and modifications to buildings, structures and objects that are 50 years old or greater. Applicant must comply with all conditions placed on the project as the result of the EHP review. Any change to the approved project scope of work requires re-evaluation for compliance with these EHP requirements. Any activities that have been initiated without the necessary EHP review and approval will result in a non-compliance finding and will not be eligible for FEMA funding.<input checked="" type="checkbox"/> In accordance with HSPD-5, the adoption of the National Incident Management System (NIMS) is a requirement to receive federal preparedness assistance through grants, contracts, and other activities. By submitting this grant application, you and all participating entities are certifying that your locality/state agency is NIMS compliant.<input checked="" type="checkbox"/> Submission of the project proposal does not guarantee funding.<input checked="" type="checkbox"/> Projects with funds allocated for equipment are required to check all equipment purchases against the Allowable Equipment List. (https://www.fema.gov/authorized-equipment-list).<input checked="" type="checkbox"/> Any changes made to this grant application after the submission deadline must be approved by the Planning and Homeland Security Section Grants Branch Manager and an updated application must be submitted.<input type="checkbox"/> If applying as a nonprofit agency you must have a 501(c)(3) status. A copy of that certification must be submitted with your application.<input type="checkbox"/> (EMPG only) Positions that are classified as sworn law enforcement officers may not be funded through EMPG.



AGENDA
Halifax County Board of Commissioners
Regular Meeting

TO: Halifax County Board of Commissioners

FROM: Rose Lewis, Aging Program Coordinator

SUBJECT: 2020 Seniors Health Insurance Information Program

DATE: January 6, 2020 Regular Meeting

SUPPORTING INFORMATION:

1. Halifax County Council on Aging will comply with the guidelines of the NC DOI SHIIP Division contract. Halifax Council on Aging will establish continue to establish relationships with Parks and Recreation Departments, Community Health Centers, Chamber of Commerce, etc. to promote SHIIP's toll free number and services provided by SHIIP.
2. Counseling sessions are provided all year long to Medicare Beneficiaries and new to Medicare Beneficiaries by appointment and walk in basis. Dedicated enrollment clinics are held between the months of October 15, 2019 and March 31, 2020. Medicare 101 sessions are held for new Medicare Beneficiaries and families.
3. The Aging Coordinator which is the SHIIP Coordinator participates in an annual mandatory SHIIP Coordinator's Conference and participates in monthly conference calls and/or webinars.
4. A Volunteer Appreciation is held annually for volunteer SHIIP Counselors. Emails, Newsletters, and information is shared with all SHIIP Counselors to keep counselors abreast of SHIIP information.

ATTACHMENTS:

Description

▢ SHIIP 2020

TOTAL COST:\$5,592.00

COUNTY COST:\$0.00

REQUEST: Request Board of Commissioners' approval for the receipt of Seniors' Health Insurance Information Program Grant funds from NC Department of Insurance.

STATE OF NORTH CAROLINA
COUNTY OF WAKE

Grant Name: CDAP – State Health Insurance Assistance Program
Federal Awarding Agency: US Department of Health & Human Services,
Administration for

Community Living

CFDA #	93.324	Fiscal Year:	2019-2020
Grant Award #	90SAPG0027-03-01	Performance Period:	7/1/2019 – 6/30/2020
Cost Center:	16001636g9	Award Amount \$	5,592.00
Account #	536405	Federal Award Date:	4/19/19

Contract Between

Recipient:

State of North Carolina
Department of Insurance
SHIIP Division

Subrecipient:

Name: Halifax County Council on Aging
County: Halifax
Tax ID/FIN# 56-6001836
DUNS # 14305957

This Contract and its attachments shall be completed and returned to the Recipient within 45 days of receiving the electronic document in order for the Recipient to process the award and provide funds to the Subrecipient. The Subrecipient shall provide the Recipient with progress reports and a final report detailing the Subrecipient's use of State funds.

- 1. Contract Documents:** This Contract shall consist of the following documents, incorporated herein by reference:

- (1) This Contract;
- (2) General Terms and Conditions for Public Sector Contracts (Attachment A)
- (3) Statement of Work (Attachment B)
- (4) Line Item Budget and Budget Narrative (Attachment C)
- (5) Certifications Regarding, Drug-Free Work-Place; Lobbying; and Debarment, Suspension and Other Responsibility Matters (Attachment D)

These documents constitute the entire agreement between the Parties and supersede all prior statements or agreements.

- 2. Precedence Among Contract Documents:** In the event of a conflict between or among the terms of the Contract Documents, the terms in the Contract Document with the highest relative precedence shall prevail. The order of precedence shall be the order of documents as listed in Paragraph 1, above, with the first-listed document having the highest precedence and the last-listed document having the lowest precedence. If there are multiple Contract Amendments, the most recent amendment shall have the highest precedence and the oldest amendment shall have the lowest precedence.
- 3. Subrecipient's Duties:** The Subrecipient shall provide the services as described in Attachment B with the terms of this Contract and in accordance with the approved budget in Attachment C. The Subrecipient shall maintain and make available all records, papers, vouchers, books, correspondence or other documentation or evidence at reasonable times for review, inspection or audit by duly authorized officials of the Recipient, the North Carolina State Auditor, or applicable federal agencies. Upon termination of contract as a SHIIP Coordinating Site, any equipment or property less than five (5) years old purchased by Subrecipient with grant funds to perform SHIIP functions shall be returned to the Recipient in good working order. The

Subrecipient shall submit to the Recipient all plans, reports, documents or other products that the Recipient may require, in the form specified by the Recipient, including at the least following:

- A) A final budget report of expenses incurred during the contract period date;
- B) A mid-year report of the contracted activities of the Subrecipient due by January 31;
- C) A final comprehensive report within sixty (60) days of the project end date; due on or before August 31.

4. **Recipient's Duties:** The Recipient shall reimburse the Subrecipient for the costs of services and activities described in Attachment B and in accordance with the approved budget in Attachment C. The Recipient shall monitor the Subrecipient for compliance with the terms of this Contract; and shall specify all reports and other deliverables required from the Subrecipient. The Recipient shall pay the Subrecipient in the manner and in the amounts specified in the Contract Documents.

[X] a. There are no matching requirements from the Subrecipient.

[] b. The Subrecipient's matching requirement is \$n/a, which shall consist of:

- | | |
|----------------------|-------------------------|
| [] In-kind | [] Cash |
| [] Cash and In-kind | [] Cash and/or In-kind |

The contributions from the Subrecipient shall be source from non-federal funds.

5. **Conflict of Interest Policy:** The Recipient has determined that this Contract is not subject to NCGS 143C-6-22 & 23.
6. **Reversion of Unexpended Funds:** Any unexpended grant funds shall revert to the Recipient upon termination of this Contract.
7. **Grants:** The Subrecipient has the responsibility to ensure that all sub-grantees, if any, provide all information necessary to permit the Subrecipient to comply with the terms and conditions set forth in this Contract. The grant award for the contract is not to be used for Research & Development (R&D).
8. **Payment Provisions:** As provided in NCGS 143C-6-21 this Contract is an annual appropriation of \$100,000 or less to or for the use of a non-profit corporation and payment shall be made in a single annual payment.
9. **Contract Administrators:** All notices permitted or required to be given by one Party to the other and all questions about the contract from one Party to the other shall be addressed and delivered to the other Party's Contract Administrator. The name, address, telephone number and fax number of the Parties' respective initial Contract Administrators are set out below. Either Party may change the name, address, telephone number and fax number of its Contract Administrator by giving timely written notice to the other Party.

For the Recipient:

Melinda Munden, Deputy Commissioner
SHIIP Division
1201 Mail Service Center
Raleigh, NC 27699-1201

Telephone: 919-807-6900

For the Subrecipient:

Rose Battle Lewis
Halifax County Council on Aging
120 Market Street
Enfield, NC 27823

Telephone: 252-445-3433

10. **Supplementation of Expenditures of Public Funds:** The Subrecipient assures that funds received under this Contract shall be used only to supplement, not to supplant, the total amount of federal, state and local public funds the Subrecipient otherwise expends for SHIIP services and related programs. Funds received

under this Contract shall be used to provide additional public funding for such services; the funds shall not be used to reduce the Subrecipient's total expenditure of other public funds for such services.

- 11. Disbursements:** As a condition of this Contract, the Subrecipient acknowledges and agrees to make disbursements in accordance with the following requirements:
 - a. Implement adequate internal controls over disbursements;
 - b. Pre-audit all vouchers presented for payment to determine:
 - Validity and accuracy of payment;
 - Payment due date;
 - Adequacy of documentation supporting payment; and
 - Legality of disbursement;
 - c. Assure adequate control of signature stamps/plates;
 - d. Assure adequate control of negotiable instruments; and
 - e. Implement procedures to ensure that the account balance is solvent and reconcile the account monthly.
- 12. Outsourcing:** The Subrecipient certifies that it has identified to the Recipient all jobs related to the Contract that have been outsourced to other countries, if any. Subrecipient further agrees that it will not outsource any such jobs during the term of this Contract without providing notice to the Recipient.
- 13. Executive Order # 24:** NCGS 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.
- 14. Audit:** The Recipient reserves the right to conduct an audit through the NCSMP Program Director. The Subrecipient must permit access to records and financial statements by the audit staff of Recipient as necessary.
- 15. Federal Certifications:** The Subrecipient agrees to execute the following federal certifications that are attached to this agreement (applicable when receiving federal funds).
 - A. Certification Regarding Lobbying.
 - B. Certification Regarding Department.
 - C. Certification Regarding Drug-Free Workplace Requirements.

16. Signature Warranty: The undersigned represent and warrant that they are authorized to bind their principals to the terms of this agreement.

Subrecipient:

DocuSigned by:
BY: Rose Battle Lewis
Rose Battle Lewis

DATE: 10/15/19

Division of SHIP,

DocuSigned by:
BY: Melinda Munden
Melinda Munden

DATE: 10/07/2019

BY: _____

DATE: _____

BY: _____

DATE: _____

In Process

Contract is not executed until last signature is obtained.

Reviewed by:

DS
KR

Controller's Office Review:

Attachment A General Terms and Conditions

DEFINITIONS

Unless indicated otherwise from the context, the following terms shall have the following meanings in this Contract. Some definitions are from 9 NCAC 3M.0102 unless otherwise noted. If the rule or statute that is the source of the definition is changed by the adopting authority, the change shall be incorporated herein.

- (1) "Recipient" (as used in the context of the definitions below) shall mean and include every public office, public officer or official (State or local, elected or appointed), institution, board, commission, bureau, council, department, authority or other unit of government of the State or of any county, unit, special district or other political sub-agency of government. For other purposes in this Contract, "Recipient" shall mean the entity identified as one of the parties hereto.
- (2) "Audit" means an examination of records or financial accounts to verify their accuracy.
- (3) "Certification of Compliance" means a report provided by the Recipient to the Office of the State Auditor that states that the Subrecipient has met the reporting requirements established by this Subchapter and included a statement of certification by the Recipient and copies of the submitted Subrecipient reporting package.
- (4) "Compliance Supplement" refers to the North Carolina State Compliance Supplement, maintained by the State and Local Government Finance Agency within the North Carolina Department of State Treasurer that has been developed in cooperation with agencies to assist the local auditor in identifying program compliance requirements and audit procedures for testing those requirements.
- (5) "Contract" means a legal instrument that is used to reflect a relationship between the Recipient, Subrecipient, and subrecipient.
- (6) "Fiscal Year" means the annual operating year of the non-State entity.
- (7) "Financial Assistance" means assistance that non-State entities receive or administer in the form of grants, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other assistance. Financial assistance does not include amounts received as reimbursement for services rendered to individuals for Medicare and Medicaid patient services.
- (8) "Financial Statement" means a report providing financial statistics relative to a given part of an organization's operations or status.
- (9) "Grant" means financial assistance provided by an Recipient, Subrecipient, or subrecipient to carry out activities whereby the grantor anticipates no programmatic involvement with the Subrecipient or subrecipient during the performance of the grant.
- (10) "Subrecipient" has the meaning in NCGS 143C-6-23(a)(2): a non-State entity that receives a grant of State funds from a State agency, department, or institution but does not include any non-State entity subject to the audit and other reporting requirements of the Local Government Commission. For other purposes in this Contract, "Subrecipient" shall mean the entity identified as one of the parties hereto.
- (11) "Grantor" means an entity that provides resources, generally financial, to another entity in order to achieve a specified goal or objective.
- (12) "Non-State Entity" has the meaning in NCGS 143C-1-1(d)(18): Any of the following that is not a State agency: An individual, a firm, a partnership, an association, a county, a corporation, or any other organization acting as a unit. The term includes a unit of local government and public authority.
- (13) "Public Authority" has the meaning in NCGS 143C-1-1(d)(22): A municipal corporation that is not a unit of local government or a local governmental authority, board, commission, council, or agency that (i) is not a municipal corporation and (ii) operates on an area, regional, or multiunit basis, and the budgeting and accounting systems of which are not fully a part of the budgeting and accounting systems of a unit of local government.
- (14) "Single Audit" means an audit that includes an examination of an organization's financial statements, internal controls, and compliance with the requirements of Federal or State awards.
- (15) "Special Appropriation" means a legislative act authorizing the expenditure of a designated amount of public funds for a specific purpose.
- (16) "State Funds" means any funds appropriated by the North Carolina General Assembly or collected by the State of North Carolina. State funds include federal financial assistance received by the State and transferred or disbursed to non-State entities. Both Federal

and State funds maintain their identity as they are subrecipient to other organizations. Pursuant to NCGS 143C-6-23(a)(1), the terms "State grant funds" and "State grants" do not include any payment made by the Medicaid program, the State Health Plan for Teachers and State Employees, or other similar medical programs.

- (17) "Subrecipient" has the meaning in NCGS 143C-6-23(a)(3): a non-State entity that receives State funds as a grant from a grantee or from another subrecipient but does not include any non-State entity subject to the audit and other reporting requirements of the Local Government Commission.
- (18) "Unit of Local Government" has the meaning in NCGS 143C-1-1(d)(29): A municipal corporation that has the power to levy taxes, including a consolidated city-county as defined by NCGS 160B-2(1), and all boards, agencies, commissions, authorities, and institutions thereof that are not municipal corporations.

Relationships of the Parties

Independent Contractor: The Subrecipient is and shall be deemed to be an independent contractor in the performance of this Contract and as such shall be wholly responsible for the work to be performed and for the supervision of its employees. The Subrecipient represents that it has, or shall secure at its own expense, all personnel required in performing the services under this agreement. Such employees shall not be employees of, or have any individual contractual relationship with, the Recipient.

Subcontracting: The Subrecipient shall not subcontract any of the work contemplated under this Contract without prior written approval from the Recipient. Any approved subcontract shall be subject to all conditions of this Contract. Only the subcontractors or subrecipients specified in the contract documents are to be considered approved upon award of the contract. The Recipient shall not be obligated to pay for any work performed by any unapproved subcontractor or subrecipient. The Subrecipient shall be responsible for the performance of all of its subrecipients and shall not be relieved of any of the duties and responsibilities of this Contract.

Subrecipients: The Subrecipient has the responsibility to ensure that all subrecipients, if any, provide all information necessary to permit the Subrecipient to comply with the standards set forth in this Contract.

Assignment: No assignment of the Subrecipient's obligations or the Subrecipient's right to receive payment hereunder shall be permitted. However, upon written request approved by the issuing purchasing authority, the State may:

- (a) Forward the Subrecipient's payment check(s) directly to any person or entity designated by the Subrecipient, or
- (b) Include any person or entity designated by Subrecipient as a joint payee on the Subrecipient's payment check(s).

In no event shall such approval and action obligate the State to anyone other than the Subrecipient and the Subrecipient shall remain responsible for fulfillment of all contract obligations.

Beneficiaries: Except as herein specifically provided otherwise, this Contract shall inure to the benefit of and be binding upon the parties hereto and their respective successors. It is expressly understood and agreed that the enforcement of the terms and conditions of this Contract, and all rights of action relating to such enforcement, shall be strictly reserved to the Recipient and the named Subrecipient. Nothing contained in this document shall give or allow any claim or right of action whatsoever by any other third person. It is the express intention of the Recipient and Subrecipient that any such person or entity, other than the Recipient or the Subrecipient, receiving services or benefits under this Contract shall be deemed an incidental beneficiary only.

Ineligible Vendors: As provided in G.S. 147-86.59 and G.S. 147-86.82, the following companies are ineligible to contract with the State of North Carolina or any political subdivision of the State: a) any company identified as engaging in investment activities in Iran, as determined by appearing on the Final Divestment List created by the State Treasurer pursuant to G.S. 147-86.58, and b) any company identified as engaged in a boycott of Israel as determined by appearing on the List of restricted companies created by the State Treasurer pursuant to G.S. 147-86.81. A contract with the State or any of its political subdivisions by any company identified in a) or b) above shall be void ab initio.

Indemnity

Indemnification: The Subrecipient agrees to indemnify and hold harmless the Recipient, the State of North Carolina, and any of their officers, agents and employees, from any claims of third parties arising out of any act or omission of the Subrecipient in connection with the performance of this Contract to the extent permitted by law.

Default and Termination

Termination by Mutual Consent: The Parties may terminate this Contract by mutual consent with 60 days' notice to the other party, or as otherwise provided by law.

Termination Without Cause: The Recipient may terminate this contract without cause by giving 60 days written notice to the Contractor. In that event, all finished or unfinished deliverable items prepared by the Contractor under this contract shall, at the option of the Recipient, become its property and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such materials, minus any payment or compensation previously made.

Termination for Cause: If, through any cause, the Subrecipient shall fail to fulfill its obligations under this Contract in a timely and proper manner, the Recipient shall have the right to terminate this Contract by giving written notice to the Subrecipient and specifying the effective date thereof. In that event, all finished or unfinished deliverable items prepared by the Subrecipient under this Contract shall, at the option of the Recipient, become its property and the Subrecipient shall be entitled to receive just and equitable compensation for any satisfactory work completed on such materials, minus any payment or compensation previously made. Notwithstanding the foregoing provision, the Subrecipient shall not be relieved of liability to the Recipient for damages sustained by the Recipient by virtue of the Subrecipient's breach of this agreement, and the Recipient may withhold any payment due the Subrecipient for the purpose of setoff until such time as the exact amount of damages due the Recipient from such breach can be determined.

Waiver of Default: Waiver by the Recipient of any default or breach in compliance with the terms of this Contract by the Subrecipient shall not be deemed a waiver of any subsequent default or breach and shall not be construed to be modification of the terms of this Contract unless stated to be such in writing, signed by an authorized representative of the Recipient and the Subrecipient and attached to the contract.

Availability of Funds: The parties to this Contract agree and understand that the payment of the sums specified in this Contract is dependent and contingent upon and subject to the appropriation, allocation, and availability of funds for this purpose to the Recipient.

Force Majeure: Neither party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations by any act of war, hostile foreign action, nuclear explosion, riot, strikes, civil insurrection, earthquake, hurricane, tornado, or other catastrophic natural event or act of God.

Survival of Promises: All promises, requirements, terms, conditions, provisions, representations, guarantees, and warranties contained herein shall survive the contract expiration or termination date unless specifically provided otherwise herein, or unless superseded by applicable federal or state statutes of limitation.

Health Insurance Portability and Accountability Act (HIPAA): The Contractor agrees that, if the Recipient determines that some or all of the activities within the scope of this contract are subject to the Health Insurance Portability and Accountability Act of 1996, P.L. 104-91, as amended ("HIPAA"), or its implementing regulations, it will comply with the HIPAA requirements and will execute such agreements and practices as the Recipient may require to ensure compliance.

Executive Order # 24: "By Executive Order 24, issued by Governor Perdue, and NCGS 133-32, it is unlawful for any vendor or contractor (i.e. architect, bidder, contractor, construction manager, design professional, engineer, landlord, offeror, seller, subcontractor, supplier, or vendor), to make gifts or to give favors to any State employee of the Governor's Cabinet Agencies (i.e., Administration, Commerce, Correction, Crime Control and Public Safety, Cultural Resources, Environment and Natural Resources, Health and Human Services, Juvenile Justice and Delinquency Prevention, Revenue, Transportation, and the Office of the Governor). This prohibition covers those vendors and contractors who have a contract with a governmental agency; or have performed under such a contract within the past year; or anticipate bidding on such a contract in the future.

For additional information regarding the specific requirements and exemptions, vendors and contractors are encouraged to review Executive Order 24 and NCGS Sec. 133-32.

Executive Order 24 also encouraged and invited other State Agencies to implement the requirements and prohibitions of the Executive Order to their agencies. Vendors and contractors should contact other State Agencies to determine if those agencies have adopted Executive Order 24."

Intellectual Property Rights

Copyrights and Ownership of Deliverables: All deliverable items produced pursuant to this Contract are the exclusive property of the Recipient. The Subrecipient shall not assert a claim of copyright or other property interest in such deliverables.

Compliance with Applicable Laws

Compliance with Laws: The Subrecipient shall comply with all laws, ordinances, codes, rules, regulations, and licensing requirements that are applicable to the conduct of its business, including those of federal, state, and local agencies having jurisdiction and/or authority.

Equal Employment Opportunity: The Subrecipient shall comply with all federal and state laws relating to equal employment opportunity.

Confidentiality

Confidentiality: Any information, data, instruments, documents, studies or reports given to or prepared or assembled by the Subrecipient under this agreement shall be kept as confidential and not divulged or made available to any individual or organization without the prior written approval of the Recipient. The Subrecipient acknowledges that in receiving, storing, processing or otherwise dealing with any confidential information it will safeguard and not further disclose the information except as otherwise provided in this Contract.

Oversight

Access to Persons and Records: The State Auditor shall have access to persons and records as a result of all contracts or grants entered into by State agencies or political subdivisions in accordance with NCGS 147-64.7. Additionally, as the State funding authority, the Recipient and all applicable federal agencies or their agents shall have access to persons and records as a result of all contracts or grants entered into by State agencies or political subdivisions.

Record Retention: Records shall not be destroyed, purged or disposed of without the express written consent of the Recipient. State basic records retention policy requires all grant records to be retained for a minimum of five years or until all audit exceptions have been resolved, whichever is longer. If the contract is subject to federal policy and regulations, record retention may be longer than five years since records must be retained for a period of three years following submission of the final Federal

Financial Status Report, if applicable, or three years following the submission of a revised final Federal Financial Status Report. Also, if any litigation, claim, negotiation, audit, disallowance action, or other action involving this Contract has been started before expiration of the five-year retention period described above, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular five-year period described above, whichever is later.

Miscellaneous

Choice of Law: The validity of this Contract and any of its terms or provisions, as well as the rights and duties of the parties to this Contract, are governed by the laws of North Carolina. The Subrecipient, by signing this Contract, agrees and submits, solely for matters concerning this Contract, to the exclusive jurisdiction of the courts of North Carolina and agrees, solely for such purpose, that the exclusive venue for any legal proceedings shall be Wake County, North Carolina. The place of this Contract and all transactions and agreements relating to it, and their situs and forum, shall be Wake County, North Carolina, where all matters, whether sounding in contract or tort, relating to the validity, construction, interpretation, and enforcement shall be determined.

Amendment: This Contract may not be amended orally or by performance. Any amendment must be made in written form and executed by duly authorized representatives of the Recipient and the Subrecipient.

Severability: In the event that a court of competent jurisdiction holds that a provision or requirement of this Contract violates any applicable law, each such provision or requirement shall continue to be enforced to the extent it is not in violation of law or is not otherwise unenforceable and all other provisions and requirements of this Contract shall remain in full force and effect.

Headings: The Section and Paragraph headings in these General Terms and Conditions are not material parts of the agreement and should not be used to construe the meaning thereof.

Time of the Essence: Time is of the essence in the performance of this Contract.

Key Personnel: The Contractor shall not replace any of the key personnel assigned to the performance of this contract without the prior written approval of the Recipient. The term "key personnel" includes any and all

persons identified as such in the contract documents and any other persons subsequently identified as key personnel by the written agreement of the parties.

Care of Property: The Subrecipient agrees that it shall be responsible for the proper custody and care of any property furnished to it for use in connection with the performance of this Contract and will reimburse the Recipient for loss of, or damage to, such property. At the termination of this Contract, the Subrecipient shall contact the Recipient for instructions as to the disposition of such property and shall comply with these instructions.

Travel Expenses: Reimbursement to the Subrecipient for travel mileage, meals, lodging and other travel expenses incurred in the performance of this Contract shall be reasonable and supported by documentation.

State rates should be used as guidelines. International travel shall not be reimbursed under this Contract.

Sales/Use Tax Refunds: If eligible, the Subrecipient and all subrecipients shall: (a) ask the North Carolina Department of Revenue for a refund of all sales and use taxes paid by them in the performance of this Contract, pursuant to NCGS 105-164.14; and (b) exclude all refundable sales and use taxes from all reportable expenditures before the expenses are entered in their reimbursement reports.

Advertising: The Subrecipient shall not use the award of this Contract as a part of any news release or commercial advertising, except as allowed in Attachment B.

In Process

Attachment B

For the period 7/1/2019 – 6/30/2020

Statement of Work

Subrecipient: Halifax County Council on Aging

This statement should be a short summary describing what the Subrecipient does and how the Subrecipient will use these funds. The terms of the contract between the SHIIP office and the agencies require local programs meet these goals for the contract period. The uses of these funds are not limited to but **MUST** include the following activities:

1. Initiate and develop relationships with local community partners such as, Community Health Centers, Chambers of Commerce, Realtor Associations, Community Arts Programs, Parks & Recreation Departments, etc.... to promote SHIIP's toll-free number and services provided by SHIIP;
2. Conduct a minimum of seven (7) dedicated enrollment events (counseling clinics) –one (1) must be dedicated to the disability population–during the period of 10/15/19 through 12/7/19 and conduct two (2) or more counseling clinics during the period of 1/1/20 through 3/31/20;
3. Conduct a minimum of two (2) presentations – at least one (1) New to Medicare or Medicare 101 presentation to the general public and one (1) Medicare Education presentation to a disability group or potential Extra Help group in your county including information on the Senior Medicare Patrol Program, Medicare Fraud and new Medicare cards; and represent SHIIP at a minimum of two (2) health fairs/senior fairs/special events utilizing local certified SHIIP counselors;
4. Submit Beneficiary Contact and Group Outreach and Education and Media Outreach and Education forms by the 15th of the month following the counseling session or event through the Federal reporting system STARS website for the date range of 4/1/2019 through 3/31/2020;
5. Counsel at least three (3) percent of the county's Medicare population while striving toward a goal of reaching five (5) percent of the county's Medicare population and report in the Federal reporting system STARS for the date range of 4/1/2019 through 3/31/2020;
6. Attend the Annual SHIIP Coordinators' Training Conference during the week of July 13-17, 2020; this is mandatory for all coordinators;
7. Reach out to 50 percent of the county's total population for Group Outreach and Education events and Media Outreach and Education events along with reporting in the Federal reporting system STARS for the date range of 4/1/2019 through 3/31/2020 (Group Outreach and Education events include: health fairs, senior fairs, interactive presentation to the public and enrollment events. Media Outreach and Education events include: television, radio, local newspapers, health fairs, newsletters, magazines, emails, flyers, digital banners, etc.);
8. Coordinate a county volunteer recognition event during the grant period providing volunteers with appreciation items from the North Carolina SHIIP office;
9. Participate in monthly Coordinator webinars/conference calls from July 2019 through June 2020 and attend quarterly follow-up meetings; and
10. Coordinators will provide program information to county volunteers, including emails, SHIIP News and other materials received from the North Carolina SHIIP office.

Subrecipient Response to Scope of work:

1. Halifax County Council on Aging (COA) has relationships with Parks and Recreation in the City of Roanoke Rapids, Scotland Neck, and Enfield. In addition Halifax COA have an active partnership with the Rural Health Group, Vidant Hospitals, UNC Nash Hospital, Dialysis centers and senior living communities to provide Senior Health Information Insurance Program services. Halifax County Council on Aging distributes postcards, flyers to Medicare Beneficiaries with the local SHIIP contact and Raleigh SHIIP contact numbers.
2. Halifax County Council on Aging conducts dedicated enrollment events during the months of October 15 through December 7, 2019 and During January 1, 2020 through March 31, 2020. Halifax County Council on Aging provides one on one counseling services all year round to Medicare Beneficiaries whom are on the road to Medicare, whether it be because of disability, renal failure, and or of retirement age (65).
3. Halifax County Council on Aging attends health fairs, community events, and support group meetings throughout the county. A Medicare 101 presentation will be conducted at the annual Roanoke Valley Aging Expo and at another outreach setting. Information will be presented on the Senior Medicare Patrol program (Medicare Fraud), Extra Help with prescription costs, Medicare Savings Program with help on the Medicare Part B premium, and the new Medicare cards.
4. Medicare Beneficiary client contact will be submitted into STARS as well as Public Media event information for the date range of April 1, 2019 to March 31, 2020. Halifax County Council on Aging and the Halifax County SHIIP team will counsel at least three percent of the Medicare population with a striving goal of five percent during the reporting period of April 1, 2019 to March 31, 2020.
5. Halifax County Council on Aging Program Coordinator (SHIIP County Coordinator) will meet the following requirements:
 - Attend the mandatory SHIIP Conference during the week of July 13-17, 2020
 - Reach out to at least fifty percent of the county's population through group outreach and education events. Events will include health fairs, educational events, newsletters, magazines, television and radio, newspapers, emails, etc.
 - Coordinate a Volunteer Appreciation event during the grant reporting period with appreciation items from the NC SHIIP office.
 - Participate in Monthly Coordinator Calls and Webinars from July 2019 through June 2020.
 - Provide information to volunteer counselors including emails, SHIIP News, and other materials and information received from the SHIIP office.

Attachment C

For the period 7/1/2019 – 6/30/2020

Line Item Budget and Budget Narrative

Provide a budget and short narrative on the use of the funding amount reflected on the contract. Please provide details of all expenses including routine charges. These expenditures may include telephone, postage, salary, equipment purchases, internet services etc. Upon termination of contract as a SHIIP Coordinating Site, any equipment or property less than five (5) years old purchased by Subrecipient with grant funds to perform SHIIP functions shall be returned to the Recipient in good working order.

All budgets must be approved by the Recipient.

Subrecipient Name: Halifax County Council on Aging **Award Amount:** \$ 5,592.00

All fields must be completed.

Zero is an acceptable answer.

Must agree to the award amount.

Is this required by your local government?

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Yes



Budget	Amount
Contractual	0.00
Construction	0.00
Supplies	706
Equipment	1500
Other	1500
Travel	300.00
Personnel	1350
Fringe	236
Total	5,592.00

Written description of planned expenditures:

Seven hundred and six dollars will be used to purchase supplies such paper, printed flyers, ink, etc. for outreach.

Fifteen hundred dollars will be used to purchase a laptop for outreach and necessary software.

Fifteen hundred dollars will be used for other supplies which will include the volunteer appreciation luncheon and materials needed by volunteers.

Three hundred dollars will be used for the mandatory SHIIP Conference attendance.

Fifteen hundred and eighty six dollars will be used for personnel cost and fringes.

Attachment D
Certifications Regarding, Drug-Free Work-Place; Lobbying; and
Debarment, Suspension and Other Responsibility Matters

1. Drug-Free Work-Place

The undersigned (authorized official) certifies that it will provide a drug-free workplace in accordance with the Drug-Free Work-Place Act of 1988, 45 CFR Part 76, subpart F. The certification set out below is a material representation of fact upon which reliance will be placed when awarding the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspensions or termination of grants or government wide suspension or debarment.

The Subrecipient certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Subrecipient's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b) Establishing an on-going drug-free awareness program to inform employees about—
 - (1) The dangers of drug abuse in the workplace;
 - (2) The Subrecipient's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a); above;
 - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
 - (e) Notifying the Recipient, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2), above, from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to Recipient on whose grant activity the convicted employee was working.
- Notices shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), above, with respect to any employee who is so convicted—
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
 - (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

The Subrecipient certifies that, as a condition of the grant, it will not engage in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in conducting any activity with the grant.

2. Lobbying

Title 31 of the United States Code, Section 1352, entitled "Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions," generally prohibits recipients of Federal grants and cooperative agreements from using Federal (appropriated) funds for lobbying the Executive or Legislative Branches of the Federal Government in connection with a SPECIFIC grant or cooperative agreement. Section 1352 also requires that each person who request or received a Federal grants or cooperative agreement must disclose lobbying undertaking with non-Federal (non-appropriated) funds. These requirements apply to grants and cooperative agreements EXCEEDING \$100,000 in total costs (45 CFR Part93).

The undersigned (authorized official) certifies, to the best of his or her knowledge and belief, that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, any officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant, loan or cooperative agreement;
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, contracts and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

3. Debarment, Suspension and Other Responsibility Matters

NOTE: In accordance with 45 CFR Part 76, amended June 26, 1995, any debarment, suspension, proposed debarment or other government wide exclusion initiated under the Federal Acquisition Regulation (FAR) on or after August 25, 1995, shall be recognized by and effective for Executive Branch agencies and participants as an exclusion under 45 CFR Part 76.

(a) Primary Covered Transactions

The undersigned (authorized official) certifies to the best of his or her knowledge and belief, that the applicant, defined as the primary participant in accordance with 45 CFR Part 76, and its principals:

- (1) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
- (2) have not within a 3-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

- (3) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (a)(2) of this certification; and
- (4) have not within a 3-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

Should the applicant not be able to provide this certification, an explanation as to why should be placed under the assurances page in the application package.

(b) Lower Tier Covered Transactions

The applicant agrees by submitting this proposal that it will include, without modification, **the following clause titled “Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion -- Lower Tier Covered Transaction”** (Appendix B to 45 CFR Part 76) in all lower tier covered transactions (i.e., transactions with subrecipients and/or contractors) and in all solicitations for lower tier covered transactions:

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion -- Lower Tier Covered Transactions

- (1) The prospective lower tier participant certifies by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Signature of Authorized Certifying Official	Title
Subrecipient Name	Date Submitted

All Participants: Enter any necessary notes throughout the process in the comments box below.
Comments are not part of the contract.

Please do not enter anything below as it will only restart the process. Thank you.

Please do not enter anything here as it will only restart the process. Thank you.

In Process

CONTRACT SIGNATURE PAGE

CONTRACTOR: NC Department of Insurance Seniors Health Information Insurance Program

COUNTY DEPARTMENT: Halifax County Aging / Human Resource Management

SUBJECT OF CONTRACT: SHIP 2019-2020

DATE/TERM OF CONTRACT: 7/1/2019-6/30/2020

HALIFAX COUNTY

By: _____
Tony N. Brown, County Manager

Date: _____

In Process

This instrument has been pre-audited in the Manner
Required by the Local Government and
Fiscal Control Act

Finance Officer

Date: _____

Approved as to Form and Legality

County Attorney

Date: _____



AGENDA
Halifax County Board of Commissioners
Regular Meeting

TO: Halifax County Board of Commissioners

FROM: Rose Lewis, Aging Program Coordinator

SUBJECT: 2020 Rural Operating Assistance Program

DATE: January 6, 2020 Regular Meeting

SUPPORTING INFORMATION:

1. The ROAP Grant will benefit the elderly and handicapped, employment transportation assistance clients and the general public with transportation within Halifax County.
2. The period of performance is July 1, 2019 to June 30, 2020 regardless of the date ROAP funds are disbursed to the County.
3. The allocation of \$209,167.66 will come from the North Carolina Department of Transportation and consist of three programs.
4. Elderly and Disabled (EDTAP) will receive \$89,470.08; Employment Transportation Assistance (EMPL) will receive \$18,463.78. These funds are received by Halifax County Council on Aging and Halifax County DSS and can be sub-allocated by them. Rural General Public (RGP) will receive \$101,233.80 for FY 2019-2020 and will be sub-allocated out to Choanoke Public Transportation Authority.
5. Feedback from local agencies and general public have been taken in consideration within the distribution of funding.
6. No County Match required.
7. The deadline for submission is January 17, 2020.
8. Halifax County should expect to receive a partial disbursement on January 3, 2020 and then again on March 6, 2020.

ATTACHMENTS:

Description

▣ 2020 ROAP

TOTAL COST:\$209,167.66

COUNTY COST:\$0.00

REQUEST: Request Board of Commissioners' approval to submit an application for the Rural Operating Assistance Program (ROAP) funding, acceptance, and administering the allocation of these funds for Halifax County for FY 2019-2020.

CERTIFIED STATEMENT
FY2020
RURAL OPERATING ASSISTANCE PROGRAM
County of Halifax

WHEREAS, the state-funded, formula-based Rural Operating Assistance Program (ROAP) administered by the North Carolina Department of Transportation, Integrated Mobility Division provides funding for the operating cost of passenger trips for counties within the state;

WHEREAS, the county uses the most recent transportation plans (i.e. CCP, CTIP, LCP) available and other public involvement strategies to learn about the transportation needs of agencies and individuals in the county before determining the sub-allocation of these ROAP funds;

WHEREAS, the county government or regional public transportation authorities created pursuant to Article 25 or Article 26 of Chapter 160A of the General Statutes (upon written agreement with the municipalities or counties served) are the only eligible recipients of Rural Operating Assistance Program funds which are allocated to the counties based on a formula as described in the Program Guidelines included in the ROAP State Management Plan. NCDOT will disburse the ROAP funds only to counties and eligible transportation authorities and not to any sub-recipients selected by the county;

WHEREAS, the county finance officer will be considered the county official accountable for the administration of the Rural Operating Assistance Program in the county, unless otherwise designated by the Board of County Commissioners;

WHEREAS, the passenger trips provided with ROAP funds must be accessible to individuals with disabilities and be provided without discrimination on the basis of national origin, creed, age, race or gender (FTA C 4702.1B, FTA C 4704.1A, Americans with Disabilities Act 1990); and

WHEREAS, the period of performance for these funds will be July 1, 2019 to June 30, 2020 regardless of the date on which ROAP funds are disbursed to the county.

NOW, THEREFORE, by signing below, the duly authorized representatives of the County of Halifax North Carolina certify that the following statements are true and accurate:

- The county employed a documented methodology for sub-allocating ROAP funds that involved the participation of eligible agencies and citizens. Outreach efforts to include the participation of the elderly and individuals with disabilities, persons with limited English proficiency, minorities and low income persons in the county's sub-allocation decision have been documented.
- The county will advise any sub-recipients about the source of the ROAP funds, specific program requirements and restrictions, eligible program expenses and reporting requirements. The county will be responsible for invoicing any sub-recipients for unexpended ROAP funds as needed.
- The county will monitor ROAP funded services routinely to verify that ROAP funds are being spent on allowable activities and that the eligibility of service recipients is being properly documented. The county will maintain records of trips for at least five years that prove that an eligible citizen was provided an eligible transportation service on the billed date, by whatever conveyance at the specified cost.
- The county will be responsible for monitoring the safety, quality and cost of ROAP funded services and assures that any procurements by subrecipients for contracted services will follow state and federal guidelines.
- The county will conduct regular evaluations of ROAP funded passenger trips provided throughout the period of performance.

Revised 12-6-19

- The county will only use the ROAP funds to provide trips when other funding sources are not available for the same purpose or the other funding sources for the same purpose have been completely exhausted.
- The county assures that the required matching funds for the FY2020 ROAP can be generated from fares and/or provided from local funds.
- The county will notify the Mobility Development Specialist assigned to the county if any ROAP funded services are discontinued before the end of the period of performance due to the lack of funding. No additional ROAP funds will be available.
- The county will provide an accounting of trips and expenditures in bi-annual milestone reports to NCDOT – Integrated Mobility Division or its designee. **Back-up documentation is required to support the bi-annual and annual reports, failure to provide documentation will affect future disbursements.**
- Any interest earned on the ROAP funds will be expended for eligible program uses as specified in the ROAP application. The County will include ROAP funds received and expended in its annual independent audit on the schedule of federal and state financial assistance. Funds passed through to other agencies will be identified as such.
- The county is applying for the following amount of FY2020 Rural Operating Assistance Program funds:

State-Funded Rural Operating Assistance Program	Allocated	Requested
Rural General Public Program (RGP)	<u>209,167.66</u>	<u>209,167.66</u>
TOTAL	<u>209,167.66</u>	<u>209,167.66</u>

WITNESS my hand and county seal, this ____ day of ____, 20__.

Signature of County Manager/Administrator

Signature of County Finance Officer

Printed Name of County Manager/Administrator

Printed Name of County Finance Officer

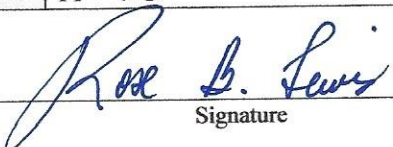
State of North Carolina County of

County Seal Here

Application for Transportation Operating Assistance

FY2020 Rural Operating Assistance Program (ROAP) Funds

Name of Applicant (County)	Halifax (CPTA)
County Manager	Tony Brown
County Manager's Email Address	brownt@halifaxnc.com
County Finance Officer	Mary Duncan
CFO's Email Address	duncanm@halifaxnc.com
CFO's Phone Number	252-583-3771
Person Completing this Application	Rose B. Lewis
Person's Job Title	Aging Program Coordinator
Person's Email Address	battler@halifaxnc.com
Person's Phone Number	252-583-1688 Ext. 2284 or 252-445-3433
Community Transportation System	Choanoke Public Transportation Authority
Name of Transit Contact Person	Pamela Perry
Transit Contact Person's Email Address	pperry@choanokepta.org

Application Completed by:  Date: 12/18/2019
Signature

I certify that the content of this application is complete and accurately describes the county's administration of the ROAP Program, and the use of the ROAP funds in accordance with applicable state guidelines. I certify and understand that if the bi-annual and annual milestone reports and any other status reports required by the Integrated Mobility Division (IMD) are not submitted on or before the due dates, the next scheduled disbursement will be held until all reports are submitted.

I certify and understand that the county will be invoiced by NC DOT for any unspent funds at the end of the period of performance and that funds for the next fiscal year will not be disbursed until re-payment has been made.

County Manager: _____ Date: _____
Signature

County Finance Officer: _____ Date: _____
Signature

Application Instructions

County officials should read the ROAP Program Administration Guide which contains guidance on the administration of the ROAP Program and information about the preparation of grant applications.

- The application must be completed by an official of the county or his/her designee.
- Click on the **gray rectangle** and type each answer. If necessary, the text will automatically wrap to the next row. The answer may wrap to the next page if necessary.
- If the county wishes to explain their response to any questions or provide more information, the county may include additional pages with this application form. All the pages of the application and any pages added by the applicant should be scanned into the same file.
- If there are questions regarding this application, contact the NCDOT-IMD Mobility Development Specialist assigned to the area served by the transit system.

FY2020 ROAP Program Schedule

Application Deadline	January 17, 2020
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Partial Funds Disbursement	January 3, 2020 March 6, 2020
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***All outstanding unspent funds must be repaid to NCDOT before disbursement of FY2020 funds can be made.**

Milestone Reports	
Milestone Report #1	February 28, 2020
Milestone Report #2	July 31, 2020 (Annual)

County's Management of ROAP Funds

County governments or regional public transportation authorities created pursuant to Article 25 or Article 26 of Chapter 160A of the General Statutes (upon written agreement with municipalities or counties served) are the only eligible applicants for ROAP funds. As a recipient of ROAP funds, the county must implement administrative processes that will ensure the following:

- ROAP funds are expended on needs identified through a public involvement and/or planning process
- **ROAP funds are expended only on eligible activities as described in Appendix A of the ROAP Guidance.**
- **Supporting documentation of expenditures by all sub-recipients is required.**
- Service recipients meet eligibility requirements and their eligibility is documented
- Trips funded with ROAP funding are monitored and evaluated throughout the period of performance
- An accounting of trips and expenditures is provided in bi-annual reports to NCDOT with supporting documents
- ROAP funds received and expended are included in the local annual audit

ROAP funds will be disbursed to counties in two lump-sum payments in the Rural General Public program. Counties have the flexibility to determine how the funding will be used to meet the needs of the citizens and how to sub-allocate the funding to meet the transportation needs, but the guidelines for each program used must be followed and trips accounted for by program used.

Transportation Needs and Public Involvement in Funding Decisions	Yes	No
A. Did the county ask the Community Transportation Advisory Board (TAB), which is affiliated with the Community Transportation System, to recommend how the ROAP funds should be sub-allocated?	X	
B. Were outreach efforts conducted to inform agencies about the availability of ROAP funds and to discuss transportation needs BEFORE the county decided how to sub-allocate the ROAP funds?	X	
C. Is the method used to sub-allocate the ROAP funds fair and equitable? Open and transparent?	X	
Financial Management of ROAP Funds	Yes	No
D. Does the county pass through any ROAP funds to agencies or organizations that are not county governmental departments or agencies?	X	
E. If yes, does the county have a written agreement with these agencies that addresses the proper use, return and accountability of these funds? <i>(Include a sample agreement with application)</i>	X	
F. Do any of the organizations or departments receiving ROAP funds plan to use private transit contractors to provide the ROAP funded trips? <i>(Their procurement practices will need to meet all federal and state requirements for procurement of professional services.)</i>		X
G. Are ROAP funds deposited in an interest-bearing account?	X	
H. Does the county provide local funds for transportation operating assistance to any of the ROAP sub-recipients in addition to the state ROAP funds?		X
Monitoring and Oversight Responsibilities	Yes	No
I. Subrecipients of ROAP funds are required to provide sufficiently detailed progress reports and statistical data about trips provided and rider eligibility with ROAP funds. How frequently are these provided to the county? In what format? The County must be prepared to provide documentation that an eligible citizen was provided an eligible service or trip on the billed date, by whatever conveyance, at a specific cost. What form of documentation is collected? Description of trips, participant documentation, cost per unit of trips or mileage, quarterly reports	X	
J. Does the county require the subrecipients of ROAP funds to use the coordinated transportation services of the federally funded Community Transportation System operating in the county?	X	
K. Will any of the subrecipients use their ROAP sub-allocation as matching funds for any of the following programs? <i>(Matching funds for operating assistance or purchase of service only.)</i> 5310 – Elderly Individuals and Individuals with Disabilities Program NO 5311 - Non-urbanized Area Formula Program NO 5316 – Job Access and Reverse Commute Program (JARC) NO 5317 – New Freedom Program NO		
L. Will any of the subrecipients charge a fare for a ROAP funded trip? Only CPTA-RGP. Otherwise NO		
M. Describe the eligibility criteria to be used in this county to determine who will be provided ROAP funded trips. What documents are used to determine eligibility? Eligibility is determined using an Eligibility forms which includes the person's name, DOB, address, SSN, disability, signature of determining individual and copy of photo ID. Those transitioned off Work First or Workforce development Program participants and the transportation of disadvantaged public and or general public for employment training. Elderly and or disabled rides to nutrition sites, educational trips, shopping trips, medical appointments, reimbursement for mileage to medical appointments, etc. as described on matrix.		

N. Since the subrecipient can only use RGP funds to pay for 90% of the cost of a trip, will the Community Transportation System use fare revenue to generate the local 10% match requirement for RGP funds?	Yes	
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Memorandum of Understanding
Choanoke Public Transportation Authority
Rural General Public Funds

In accordance with the North Carolina Department of Transportation Rural Operating Assistance Program (ROAP) State Management Plan, Choanoke Public Transportation Authority (CPTA) is eligible for an additional flexibility to be able to transfer funds between Counties being a Regional Transit System.

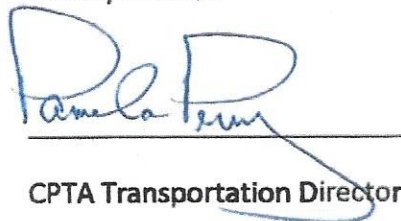
When General Funds are depleted in one of the following counties (Bertie, Halifax, Hertford and Northampton), Choanoke Public Transportation Authority will have the need to transfer funds from one County to another due to the transportation service demands.

County Manager

Date _____

County Finance

Date _____


CPTA Transportation Director

Date 12-11-19

AGREEMENT FOR TRANSPORTATION SERVICES

This agreement, made, entered into and effective as of the 1st day of July, 2019, by and between _____, hereafter called "Provider" and Halifax County Council on Aging, an agency of Halifax County, hereafter referred to as "Area Program";

WITNESSETH:

WHEREAS, the Provider and the Area Program have negotiated the terms of understanding whereby the Provider agrees to provide the needed transportation services to the Area Program upon the compensation basis set forth below; and

WHEREAS, the Provider and the Area Program acknowledge that it is in the best interests of each that they make and enter into this agreement.

NOW, THEREFORE, in consideration of the promises and in further consideration of the terms and provisions set forth below, the receipt and sufficiency of which is hereby respectively acknowledged, the Provider and the Area Program agree as follows:

1. **Period.** The period of performance of this agreement shall begin on July 1, 2019 and shall terminate on June 30, 2020. Renewal of this agreement will be in the sole discretion of the Area Program, based upon quality of services, documented need and the availability of funds. This agreement may be modified at any time with mutual written consent of both parties, executed by the persons signing hereunder or their successors. This agreement may be terminated by either party with 30 days written notice to the other.
2. **Provider's Responsibilities.**
 - A. Provide transportation services to disabled and or elderly population of Halifax County. Transportation services will include trips for medical appointments, shopping, meetings, educational activities, group field trips, community special events, out of county destinations, and human service appointments. Elderly is defined as an individual 60 years of age or older. Disabled is defined as one who has a physical or mental impairment that substantially limits one or more major life activities, an individual who has a record of such impairment, or an individual who is regarded as having such impairment.
 - B. Provide documentation of the service provided, with name of individual, date of service, and specified cost of service at the time of billing.
 - C. Notify the Area Program immediately of emergencies that may interrupt the transportation schedule.
 - D. Provide special trips for the Area Program within the Provider's limitations. Trips will be requested allowing at least a _____ hour notice. *(To be fill in by the Provider)*

3. Area Program Responsibilities

- A. Ensure receipt of documentation of transportation assistance participants.
- B. Review documentation of service provided, the date of service provided and specified cost before invoicing bill to County Finance.
- C. Agrees to pay the Provider for transportation services, upon invoice, at the identified rate of per unit of service (unit of service meaning one-way trip).
Trip will be provided at the rate of \$_____ per unit.
Out of town trips will be provided at rate as noted on the attached scale provided.
Group trip rates will be established at the time of request and before service is provided to group, special trip.

AMBULANCE TRANSPORTATION SERVICES PROHIBITED.

Notwithstanding any language herein to the contrary, the Provider is not franchised to provide emergency or non-emergency ambulance transportation services under this Agreement. Provider understands that ambulance transportation services cannot be provided in Halifax County without a franchise granted by the county commissioners pursuant to G.S. 153A-250 and Halifax County Code of Ordinances Chapter 28, Article II. Violation of the county code of ordinances will void this contract.

SAFETY POLICIES.

To ensure the safe transportation of passengers, the motor vehicles of the Provider shall be operated in a manner in compliance with the motor vehicle and highways laws of the State of NC. Drivers shall hold a NC Driver's License issued by the Division of Motor Vehicles. The Provider agrees to save, indemnify, defend, and hold the County harmless of and from any and all liability, loss, cost, or expenses incurred directly and indirectly from any act or omission by the Provider, or the Providers' agents, employees, or invitees from any cause or causes arising from or relating to the Provider's performance under this agreement.

CONTACT INFORMATION.

For the Provider:

Contact Number: _____

Location:

Contact Person: _____

For the Area Program:

Halifax County Council on Aging

Contact Number: 252-583-1688

Location:

26 N. King Street: P.O. Box 646

Halifax, NC 27839

Contact Person: Rose Lewis

[This space intentionally blank. Signatures follow.]

IN WITNESS WHEREOF, the parties have caused this agreement to be executed by their duly authorized officers.

Provider:

Area Program:

Halifax County Council on Aging

By: _____

By: _____

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Halifax County, North Carolina

Tony N. Brown, County Manager

Date: _____

This instrument has been pre-audited
in the manner required by the Local
Government Budget and Fiscal Control Act.

Mary Duncan, Finance Director

Date: _____

Approved as to Form and Legality

M. Glynn Rollins, Jr., County Attorney

Date: _____

Halifax	\$ 89,470.08	\$ 18,463.78	\$ 101,233.80	\$ 209,167.66
Harnett	\$ 101,014.66	\$ 32,441.34	\$ 150,774.38	\$ 284,230.39
Haywood	\$ 86,272.48	\$ 17,404.64	\$ 78,422.09	\$ 182,099.21
Henderson	\$ 112,204.82	\$ 28,009.03	\$ 81,312.17	\$ 221,526.02
Hertford	\$ 67,769.47	\$ 9,026.28	\$ 70,047.82	\$ 146,843.57
Hoke	\$ 70,575.52	\$ 15,347.59	\$ 65,468.66	\$ 151,391.78
Hyde	\$ 55,321.20	\$ 4,930.13	\$ 50,458.20	\$ 110,709.53
Iredell	\$ 118,699.71	\$ 43,686.84	\$ 107,210.99	\$ 269,597.53
Jackson	\$ 73,302.78	\$ 13,407.49	\$ 82,889.23	\$ 169,599.50
Johnston	\$ 120,617.51	\$ 45,581.89	\$ 180,944.34	\$ 347,143.75
Jones	\$ 59,276.23	\$ 5,249.11	\$ 54,970.34	\$ 119,495.68
Lee	\$ 79,208.99	\$ 18,404.74	\$ 104,531.90	\$ 202,145.64
Lenoir	\$ 89,263.16	\$ 18,139.69	\$ 106,223.96	\$ 213,626.81
Lincoln	\$ 91,985.43	\$ 23,021.92	\$ 114,505.23	\$ 229,512.58
Macon	\$ 74,116.95	\$ 11,708.41	\$ 79,660.11	\$ 165,485.47
Madison	\$ 64,755.49	\$ 7,948.22	\$ 63,968.62	\$ 136,672.33
Martin	\$ 67,187.54	\$ 9,345.31	\$ 69,877.80	\$ 146,410.66
McDowell	\$ 81,631.93	\$ 13,924.48	\$ 91,162.48	\$ 186,718.89
Mecklenburg	\$ 342,264.92	\$ 254,769.98	\$ 54,601.32	\$ 651,636.22
Mitchell	\$ 62,580.37	\$ 6,895.19	\$ 60,606.51	\$ 130,082.07
Montgomery	\$ 67,494.55	\$ 9,450.28	\$ 73,298.92	\$ 150,243.75
Moore	\$ 101,990.36	\$ 24,630.94	\$ 136,089.92	\$ 262,711.22
Nash	\$ 100,932.76	\$ 29,308.28	\$ 91,773.51	\$ 222,014.55
New Hanover	\$ 141,340.77	\$ 57,387.56	\$ 49,086.11	\$ 247,814.44
Northampton	\$ 68,913.49	\$ 8,503.26	\$ 67,378.73	\$ 144,795.48
Onslow	\$ 116,635.87	\$ 44,035.65	\$ 119,579.38	\$ 280,250.90
Orange	\$ 97,596.96	\$ 35,729.41	\$ 84,078.25	\$ 217,404.62
Pamlico	\$ 60,967.36	\$ 5,967.13	\$ 58,076.44	\$ 125,010.93
Pasquotank	\$ 71,545.64	\$ 14,178.56	\$ 86,660.34	\$ 172,384.54
Pender	\$ 81,455.06	\$ 16,818.66	\$ 96,437.65	\$ 194,711.37
Perquimans	\$ 61,377.36	\$ 6,225.16	\$ 58,397.44	\$ 125,999.95
Person	\$ 73,675.77	\$ 13,057.47	\$ 85,416.30	\$ 172,149.53
Pitt	\$ 118,026.30	\$ 47,910.12	\$ 96,724.66	\$ 262,661.08
Polk	\$ 64,345.59	\$ 7,530.19	\$ 65,727.68	\$ 137,603.45
Randolph	\$ 117,206.53	\$ 38,025.52	\$ 169,558.98	\$ 324,791.03
Richmond	\$ 82,585.83	\$ 15,062.57	\$ 92,869.54	\$ 190,517.94
Robeson	\$ 122,579.02	\$ 39,414.75	\$ 183,265.41	\$ 345,259.18
Rockingham	\$ 107,571.86	\$ 26,830.08	\$ 141,695.09	\$ 276,097.02
Rowan	\$ 121,324.45	\$ 37,924.56	\$ 100,246.78	\$ 259,495.78
Rutherford	\$ 94,733.42	\$ 20,410.81	\$ 114,861.24	\$ 230,005.47
Sampson	\$ 85,298.14	\$ 19,275.75	\$ 110,312.09	\$ 214,885.98
Scotland	\$ 75,594.65	\$ 13,049.50	\$ 81,981.20	\$ 170,625.35
Stanly	\$ 83,350.16	\$ 17,483.63	\$ 107,356.00	\$ 208,189.79
Stokes	\$ 77,402.93	\$ 14,295.49	\$ 81,695.18	\$ 173,393.61
Surry	\$ 92,980.47	\$ 20,641.75	\$ 120,951.43	\$ 234,573.64
Swain	\$ 59,450.29	\$ 7,639.28	\$ 54,663.32	\$ 121,752.90
Transylvania	\$ 73,561.98	\$ 10,599.32	\$ 78,551.09	\$ 162,712.39

FY 2019-2020 ROAP Application Submission Checklist

Applicant Name Here _____		Signed & Scanned Copy to PTD		Due Date (not later than)
ITEM				
<input checked="" type="checkbox"/>	<u>Certifications</u> Certification Statement			1/17/2020
<input checked="" type="checkbox"/>	<u>Program Documents</u> FY2019-2020 ROAP Program Application			1/17/2020
<input checked="" type="checkbox"/>	<u>Other Documents</u> ROAP Application Submission Checklist			1/17/2020

All documents must be scanned separately and submitted in the Drop Box in Enterprise Business Services (EBS) by the County Finance Director or the leader of the Community Transportation System in your county.

IMPORTANT!!

NCDOT will not accept any ROAP documents that are mailed or emailed to our office.



AGENDA
Halifax County Board of Commissioners
Regular Meeting

TO: Halifax County Board of Commissioners

FROM: Renee Perry, HR Management Director

PRESENTER: County Commissioners

SUBJECT: Retirement Resolution - Phyllis L. Caine, Social Services

DATE: January 6, 2020 Regular Meeting

SUPPORTING INFORMATION:

Please adopt the retirement resolution and acknowledge Phyllis L. Caine for her service to the County. Attached is the retirement resolution.

ATTACHMENTS:

Description

- ▢ Retirement Resolution - Phyllis L. Caine - Social Services

TOTAL COST:

COUNTY COST:

REQUEST: Please adopt the retirement resolution and acknowledge Phyllis L. Caine for her service to the County.

Resolution

✧ **WHEREAS, PHYLLIS L. CAINE**, decided to retire as a Community Services Consultant with the Halifax County Department of Social Services effective December Thirty-First of the Year Two Thousand and Nineteen; and

✧ **WHEREAS**, she has spent Thirty years with local government; Phyllis has also served in many positions of honor in the community and State, as well as being a dedicated public servant to the citizens of Halifax County.

✧ **NOW THEREFORE BE IT RESOLVED** that on this day, Monday, January Sixth of the Year Two Thousand and Twenty, the Halifax County Board of Commissioners did honor Phyllis L. Caine with formal adoption of this resolution, to be recorded in the minutes of the meeting of this day.

Vernon J. Bryant, Chairman
Halifax County Board of Commissioners

ATTEST:

Andrea H. Wiggins
Clerk to the Board



AGENDA
Halifax County Board of Commissioners
Regular Meeting

TO: Halifax County Board of Commissioners

FROM: Renee Perry, HR Management Director

PRESENTER: County Commissioners

SUBJECT: Retirement Resolution - Bealuh K. Turner, Social Services

DATE: January 6, 2020 Regular Meeting

SUPPORTING INFORMATION:

The resolution is attached to acknowledge Bealuh K. Turner for her service to the County.

ATTACHMENTS:

Description

- ▢ Retirement Resolution - Bealuh K. Turner

TOTAL COST:

COUNTY COST:

REQUEST: Please adopt the retirement resolution and acknowledge Bealuh K. Turner for her service to the County.

Resolution

✧ **WHEREAS, BEULAH K. TURNER**, decided to retire as a Income Maintenance Worker III with the Halifax County Department of Social Services effective December Thirty-First of the Year Two Thousand and Nineteen; and

✧ **WHEREAS**, she has spent Thirty years with local government; Beulah has also served in many positions of honor in the community and State, as well as being a dedicated public servant to the citizens of Halifax County.

✧ **NOW THEREFORE BE IT RESOLVED** that on this day, Monday, January Sixth of the Year Two Thousand and Twenty, the Halifax County Board of Commissioners did honor Beulah K. Turner with formal adoption of this resolution, to be recorded in the minutes of the meeting of this day.

Vernon J. Bryant, Chairman
Halifax County Board of Commissioners

ATTEST:

Andrea H. Wiggins
Clerk to the Board



AGENDA
Halifax County Board of Commissioners
Regular Meeting

TO: Halifax County Board of Commissioners

FROM: Renee Perry, HR Management Director

PRESENTER: County Commissioners

SUBJECT: Retirement Resolution - Jean H. Cobb, Health Department

DATE: January 6, 2020 Regular Meeting

SUPPORTING INFORMATION:

Please adopt the retirement resolution and acknowledge Jean H. Cobb for her service to the County. The resolution is attached.

ATTACHMENTS:

Description

▢ Retirement Resolution - Jean H. Cobb

TOTAL COST:

COUNTY COST:

REQUEST: Please adopt the retirement resolution and acknowledge Jean H. Cobb for her service to the County.

Resolution

✧ **WHEREAS, JEAN H. COBB**, decided to retire as a Environmental Health Specialist with the Halifax County Public Health System effective December Thirty-First of the Year Two Thousand and Nineteen; and

✧ **WHEREAS**, she has spent Thirty-One years with local government; Jean has also served in many positions of honor in the community and State, as well as being a dedicated public servant to the citizens of Halifax County.

✧ **NOW THEREFORE BE IT RESOLVED** that on this day, Monday, January Sixth of the Year Two Thousand and Twenty, the Halifax County Board of Commissioners did honor Jean H. Cobb with formal adoption of this resolution, to be recorded in the minutes of the meeting of this day.

Vernon J. Bryant, Chairman
Halifax County Board of Commissioners

ATTEST:

Andrea H. Wiggins
Clerk to the Board



AGENDA
Halifax County Board of Commissioners
Regular Meeting

TO: Halifax County Board of Commissioners

FROM: Renee Perry, HR Management Director

PRESENTER: County Commissioners

SUBJECT: Retirement Resolution - Brenda M. Pearson, Social Services

DATE: January 6, 2020 Regular Meeting

SUPPORTING INFORMATION:

Please adopt the retirement resolution and acknowledge Brenda M. Pearson for her service to the County. The resolution is attached.

ATTACHMENTS:

Description

- ▢ Retirement Resolution - Brenda M. Pearson

TOTAL COST:

COUNTY COST:

REQUEST: Please adopt the retirement resolution and acknowledge Brenda M. Pearson for her service to the County.

Resolution

✧ **WHEREAS, BRENDA M. PEARSON**, decided to retire as a Personnel Assistant V with the Halifax County Department of Social Services effective December Thirty-First of the Year Two Thousand and Nineteen; and

✧ **WHEREAS**, she has spent Eighteen years with local government; Brenda has also served in many positions of honor in the community and State, as well as being a dedicated public servant to the citizens of Halifax County.

✧ **NOW THEREFORE BE IT RESOLVED** that on this day, Monday, January Sixth of the Year Two Thousand and Twenty, the Halifax County Board of Commissioners did honor Brenda M. Pearson with formal adoption of this resolution, to be recorded in the minutes of the meeting of this day.

Vernon J. Bryant, Chairman
Halifax County Board of Commissioners

ATTEST:

Andrea H. Wiggins
Clerk to the Board



AGENDA
Halifax County Board of Commissioners
Regular Meeting

TO: Halifax County Board of Commissioners

FROM: Andrea H. Wiggins, MMC, Clerk to the Board/Assistant to the County Manager

SUBJECT: Public Comment Period

DATE: January 6, 2020 Regular Meeting

SUPPORTING INFORMATION:

Attached, please find the Public Comment Period Statement.

ATTACHMENTS:

Description

▢ Public Comment Period Statement

TOTAL COST:

COUNTY COST:

REQUEST:



OPENING STATEMENT PUBLIC COMMENT PERIOD

As required by G.S. 153A-52.1, the Halifax County Board of Commissioners provides a public comment period once a month as an item of business on its regular meeting agenda. Now is the scheduled time for the public comment period.

When I call your name, please come to the podium, state your name and address, and begin speaking. You will have three minutes to address the board. If you have documents that you want to give to the board, please hand those out before going to the podium.

I will not go over the rules for the public comment period because they were posted by the door of this room. By signing up to speak, you have acknowledged that you are familiar with the rules and that you will abide by them.

We will do our best to hear from everyone who has signed up to speak, but if we are unable to accommodate everyone in the time allotted, you will be invited to speak during our next public comment period, at which time you will be given priority without having to sign up again.

We appreciate your interest in Halifax County government, and we look forward to hearing from you.

At this time, I invite our first speaker to come to the podium and give us your remarks.



AGENDA
Halifax County Board of Commissioners
Regular Meeting

TO: Halifax County Board of Commissioners

FROM: Robbie Clements, Director of Operations RRGSD

PRESENTER: Robbie Clements, Director of Operations RRGSD

SUBJECT: Roanoke Rapids Graded School District Lottery Funds Release Request

DATE: January 6, 2020 Regular Meeting

SUPPORTING INFORMATION:

RRGSD is requesting the \$200,000 for the Manning School Project Debt Service.

ATTACHMENTS:

Description

- ▢ RRGSD Lottery Funds Release Request

TOTAL COST:\$200,000

COUNTY COST:0

REQUEST: Request the Board of Commissioners review the request for the lottery funds release and approve/deny the request.

**APPLICATION
PUBLIC SCHOOL BUILDING CAPITAL FUND
NORTH CAROLINA EDUCATION LOTTERY**

Approved: _____

Date: _____

County: Halifax
LEA: 421 Roanoke Rapids City Schools
Address: 536 Hamilton Street RRNC 27870

Contact Person: Robbie Clements
Title: Director Of Operations
Phone: 252-519-7121

Project Title: Debt Services

Location: Manning Elementary School 940 Park Avenue Roanoke Rapids NC 27870

Type of Facility: Elementary School

North Carolina General Statutes, Chapter 18C, provides that a portion of the proceeds of the North Carolina State Lottery Fund be transferred to the Public School Building Capital Fund in accordance with G.S. 115C-546.2. Further, G.S. 115C-546.2 (d) has been amended to include the following:

- (3) No county shall have to provide matching funds.
- (4) A county may use monies in this Fund to pay for school construction projects in local school administrative units and to retire indebtedness incurred for school construction projects.
- (5) A county may not use monies in this Fund to pay for school technology needs.

As used in this section, "Public School Buildings" shall include only facilities for individual schools that are used for instructional and related purposes, and does not include central administration, maintenance, or other facilities. *Applications must be submitted within one year following the date of final payment to the Contractor or Vendor.*

Short description of Construction Project: Debt Service

Estimated Costs:

Purchase of Land	_____	\$	_____
Planning and Design Services	_____		_____
New Construction	_____		_____
Additions / Renovations	_____		_____
Repair	_____		_____
Debt Payment / Bond Payment	_____		200,000.00
TOTAL	_____	\$	200,000.00

Estimated Project Beginning Date: _____ Est. Project Completion Date: _____

We, the undersigned, agree to submit a statement of state monies expended for this project within 60 days following completion of the project.

The County Commissioners and the Board of Education do hereby jointly request approval of the above project, and request release of \$ 200,000.00 from the Public School Building Capital Fund (Lottery Distribution). We certify that the project herein described is within the parameters of G.S. 115C-546.

(Signature) Chair, County Commissioners

(Date) _____

(Signature) Chair, Board of Education

(Date) _____



AGENDA
Halifax County Board of Commissioners
Regular Meeting

TO: Halifax County Board of Commissioners

FROM: C. Shane Lynch, Tax Assessor

PRESENTER: C. Shane Lynch, Tax Assessor

SUBJECT: Red Carpet Entertainment, LLC

DATE: January 6, 2020 Regular Meeting

SUPPORTING INFORMATION:

The Tax Department requests that the Board of Commissioners make a determination on whether or not to compromise, settle, or adjust the taxes and late list penalties on business personal property owned by Red Carpet Entertainment, LLC.

In the state of North Carolina, businesses are required to list any business related personal property and/or business related improvements to leased real property during the annual listing period each year. When a business does not accurately list its personal property or list it at all, N.C. G.S. 105-312 allows the Assessor to create a discovery bill for the current year and for any of the preceding five years during which it escaped taxation. The same statute allows the Tax Assessor and Tax Collector to add a penalty of ten percent (10%) of the amount of the tax for the earliest year in which the property was not listed, plus an additional ten percent (10%) of the same amount for each subsequent listing period that elapsed before the property was discovered. This statute also gives the Board of Commissioners the authority to compromise, settle, or adjust the taxes and penalty.

The owners of Red Carpet Entertainment, LLC have asked the Halifax County Commissioners for any consideration they can give towards the late list penalties applied to their discovery bill. This bill has been penalized the maximum penalty allowed by law. The owners have paid this bill already and would be issued a refund based on any adjustments the Board may recommend.

See the attached breakdown of penalties and request letter from the owners. Also attached is a copy of N.C. G.S. 105-312 regarding discovered property; appraisal; penalty.

ATTACHMENTS:

Description

- ▯ RED CARPET LETTER AND NC STATUTE 105-312

TOTAL COST:

COUNTY COST:

REQUEST: The Board of Commissioners decide whether to leave the taxes and penalty as is or whether to compromise, settle, or adjust the taxes and late list penalties for Red Carpet Entertainment, LLC.



Red Carpet Entertainment

DBA:RCE Theaters

2012 Stone Pasture Rd, Fuquay-Varina, NC 27526

Office: (252)673-2888 Theater (252)537-6302

Email: roanokecinemas@gmail.com www.roanokecinemas.com

11/15/2019

RE: Business Property Audit

County Commissioners,

This letter is intended to ask for your consideration in altering the audited amount owed to Halifax County. We are requesting that the amount that has been assessed in penalties and fees be waived. We recognize the need to pay for the business property that we had for the audited years and we will pay this. We did not understand the importance of having our CPA fill out this data so that it coincides with what is being submitted on our federal tax returns. We were not told this by our previous CPA but we have been made aware by our new CPA. We had no intention of deceit. We have tried to provide a quality entertainment venue to our citizens and have tried hard to do all that we promised we would. We hope that you will allow us the opportunity to be forgiven for the added fees and penalties.

Apologetically,

M Blaine & Janelle S. Given

§ 105-312. Discovered property; appraisal; penalty.

(a) Repealed by Session Laws 1991, c. 34, s. 4.

(b) Duty to Discover and Assess Unlisted Property. – It shall be the duty of the assessor to see that all property not properly listed during the regular listing period be listed, assessed and taxed as provided in this Subchapter. The assessor shall file reports of such discoveries with the board of commissioners in such manner as the board may require.

(c) Carrying Forward Real Property. – At the close of the regular listing period each year, the assessor shall compare the tax lists submitted during the listing period just ended with the lists for the preceding year, and he shall carry forward to the lists of the current year all real property that was listed in the preceding year but that was not listed for the current year. When carried forward, the real property shall be listed in the name of the taxpayer who listed it in the preceding year unless, under the provisions of G.S. 105-302, it must be listed in the name of another taxpayer. Real property carried forward in this manner shall be deemed to be discovered property, and the procedures prescribed in subsection (d), below, shall be followed unless the property discovered is listed in the name of the taxpayer who listed it for the preceding year and the property is not subject to appraisal under either G.S. 105-286 or G.S. 105-287 in which case no notice of the listing and valuation need be sent to the taxpayer.

(d) Procedure for Listing, Appraising, and Assessing Discovered Property. – Subject to the provisions of subsection (c), above, and the presumptions established by subsection (f), below, discovered property shall be listed by the assessor in the name of the person required by G.S. 105-302 or G.S. 105-306. The discovery shall be deemed to be made on the date that the abstract is made or corrected pursuant to subsection (e) of this section. The assessor shall also make a tentative appraisal of the discovered property in accordance with the best information available to him.

When a discovery is made, the assessor shall mail a notice to the person in whose name the discovered property has been listed. The notice shall contain the following information:

- (1) The name and address of the person in whose name the property is listed;
- (2) A brief description of the property;
- (3) A tentative appraisal of the property;
- (4) A statement to the effect that the listing and appraisal will become final unless written exception thereto is filed with the assessor within 30 days from date of the notice.

Upon receipt of a timely exception to the notice of discovery, the assessor shall arrange a conference with the taxpayer to afford him the opportunity to present any evidence or argument he may have regarding the discovery. Within 15 days after the conference, the assessor shall give written notice to the taxpayer of his final decision. Written notice shall not be required, however, if the taxpayer signs an agreement accepting the listing and appraisal. In cases in which agreement is not reached, the taxpayer shall have 15 days from the date of the notice to request review of the decision of the assessor by the board of equalization and review or, if that board is not in session, by the board of commissioners. Unless the request for review by the county board is given at the conference, it shall be made in writing to the assessor. Upon receipt of a timely request for review, the provisions of G.S. 105-322 or G.S. 105-325, as appropriate, shall be followed.

(e) Record of Discovered Property. – When property is discovered, the taxpayer's original abstract (if one was submitted) may be corrected or a new abstract may be prepared to reflect the discovery. If a new abstract is prepared, it may be filed with the abstracts that were submitted during the regular listing period, or it may be filed separately with abstracts designated "Late Listings." Regardless of how filed, the listing shall have the same force and effect as if it had been submitted during the regular listing period.

(f) Presumptions. – When property is discovered and listed to a taxpayer in any year, it shall be presumed that it should have been listed by the same taxpayer for the preceding five years unless the taxpayer shall produce satisfactory evidence that the property was not in existence, that it was actually listed for taxation, or that it was not his duty to list the property during those years or some of them under the provisions of G.S. 105-302 and G.S. 105-306. If it is shown that the property should have been listed by some other taxpayer during some or all of the preceding years, the property shall be listed in the name of the appropriate taxpayer for the proper years, but the discovery shall still be deemed to have been made as of the date that the assessor first listed it.

(g) Taxation of Discovered Property. – When property is discovered, it shall be taxed for the year in which discovered and for any of the preceding five years during which it escaped taxation in accordance with the assessed value it should have been assigned in each of the years for which it is to be taxed and the rate of tax imposed in each such year. The penalties prescribed by subsection (h) of this section shall be computed and imposed regardless of the name in which the discovered property is listed. If the discovery is based upon an understatement of value, quantity, or other measurement rather than an omission from the tax list, the tax shall be computed on the additional valuation fixed upon the property, and the penalties prescribed by subsection (h) of this section shall be computed on the basis of the additional tax.

(h) Computation of Penalties. – Having computed each year's taxes separately as provided in subsection (g), above, there shall be added a penalty of ten percent (10%) of the amount of the tax for the earliest year in which the property was not listed, plus an additional ten percent (10%) of the same amount for each subsequent listing period that elapsed before the property was discovered. This penalty shall be computed separately for each year in which a failure to list occurred; and the year, the amount of the tax for that year, and the total of penalties for failure to list in that year shall be shown separately on the tax records; but the taxes and penalties for all years in which there was a failure to list shall be then totalled on a single tax receipt.

(h1) Repealed by Session Laws 1991, c. 624, s. 8.

(i) Collection. – For purposes of tax collection and foreclosure, the total figure obtained and recorded as provided in subsection (h) of this section shall be deemed to be a tax for the fiscal year beginning on July 1 of the calendar year in which the property was discovered. The schedule of discounts for prepayment and interest for late payment applicable to taxes for the fiscal year referred to in the preceding sentence shall apply when the total figure on the single tax receipt is paid. Notwithstanding the time limitations contained in G.S. 105-381, any property owner who is required to pay taxes on discovered property as herein provided shall be entitled to a refund of any taxes erroneously paid on the same property to other taxing jurisdictions in North Carolina. Claim for refund shall be filed in the county where such tax was erroneously paid as provided by G.S. 105-381.

(j) Tax Receipts Charged to Collector. – Tax receipts prepared as required by subsections (h) and (i) of this section for the taxes and penalties imposed upon discovered property shall be delivered to the tax collector, and he shall be charged with their collection. Such receipts shall have the same force and effect as if they had been delivered to the collector at the time of the delivery of the regular tax receipts for the current year, and the taxes charged in the receipts shall be a lien upon the property in accordance with the provisions of G.S. 105-355.

(k) Power to Compromise. – After a tax receipt computed and prepared as required by subsections (g) and (h) of this section has been delivered and charged to the tax collector as prescribed in subsection (j), above, the board of county commissioners, upon the petition of the

taxpayer, may compromise, settle, or adjust the county's claim for taxes arising therefrom. The board of commissioners may, by resolution, delegate the authority granted by this subsection to the board of equalization and review, including any board created by resolution pursuant to G.S. 105-322(a) and any special board established by local act.

(l) Municipal Corporations. – The provisions of this section shall apply to all cities, towns, and other municipal corporations having the power to tax property. Such governmental units shall designate an appropriate municipal officer to exercise the powers and duties assigned by this section to the assessor, and the powers and duties assigned to the board of county commissioners shall be exercised by the governing body of the unit. When the assessor discovers property having a taxable situs in a municipal corporation, he shall send a copy of the notice of discovery required by subsection (d) to the governing body of the municipality together with such other information as may be necessary to enable the municipality to proceed. The governing board of a municipality may, by resolution, delegate the power to compromise, settle, or adjust tax claims granted by this subsection and by subsection (k) of this section to the county board of equalization and review, including any board created by resolution pursuant to G.S. 105-322(a) and any special board established by local act. (1939, c. 310, s. 1109; 1971, c. 806, s. 1; 1973, c. 476, s. 193; c. 787; 1977, c. 864; 1981, c. 623, ss. 1, 2; 1987, c. 45, s. 1; c. 743, ss. 1, 2; 1989, c. 522; 1991, c. 34, s. 4; c. 624, s. 8; 1991 (Reg. Sess., 1992), c. 961, s. 12; 1999-297, s. 2.)



AGENDA
Halifax County Board of Commissioners
Regular Meeting

TO: Halifax County Board of Commissioners

FROM: Mary W. Duncan, Finance Director

PRESENTER: Mary W. Duncan, Finance Director

SUBJECT: Amended Award audit contract for fiscal year ending June 30, 2019

DATE: January 6, 2020 Regular Meeting

SUPPORTING INFORMATION:

The LGC requires all audit contracts to be amended when not received by the due date of December 1, 2019. The discretely presented component unit audit for the Halifax County ABC Board was not received until December 13, 2019.

The cost for FY 19 also increased \$8,300 for two additional single audit programs needed to meet the major program threshold requirements.

ATTACHMENTS:

Description

- ▢ FY 19 Amended Audit Contract

TOTAL COST:\$68,800

COUNTY COST:\$68,800

REQUEST: Approve the amended 6-30-19 audit contract.

Whereas	Primary Government Unit Halifax County
and	Discretely Presented Component Unit (DPCU) (if applicable)
and	Auditor Mauldin & Jenkins, PLLC

entered into a contract in which the Auditor agreed to audit the accounts of the Primary Government Unit and DPCU (if applicable)

for	Fiscal Year Ending 06/30/19	and originally due on	Audit Report Due Date 10/31/19
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hereby agree that it is now necessary that the contract be modified as follows.

<input checked="" type="checkbox"/> Modification to due date:	Original due date 10/31/19	Modified due date 01/31/20
<input checked="" type="checkbox"/> Modification to fee:	Original fee 60,500	Modified fee 68,800

EXPLANATION OF MODIFIED CONTRACT TERMS

Please provide an explanation for the modification to due date and/or fees.

The due date was not met as the discretely presented component unit was not able to issue the audit or provide drafts of the audit until middle December 2019.

The fee adjustment was for two additional single audit programs required to meet coverage requirements. These were additional programs, outside the original amount included in fee pricing.


If the amendment is submitted to extend the due date, please indicate the steps the unit and auditor will take to prevent late filing of audits in subsequent years.

Interim work will incorporate communication with component unit management to ensure time lines are in place to ensure County reports can be submitted.

By their signatures on the following pages, the Auditor, the Primary Government Unit, and the DPCU (if applicable), agree to these modified terms.

SIGNATURE PAGE

AUDIT FIRM

Audit Firm* Mauldin & Jenkins, PLLC	
Authorized Firm Representative* (typed or printed) James Bence	Signature* 
Date* 12/19/19	Email Address jbence@mjcpa.com

GOVERNMENTAL UNIT

Governmental Unit* Halifax County	
Date Primary Government Unit Governing Board Approved Amended Audit Contract* (If required by governing board policy)	
Mayor/Chairperson* (typed or printed)	Signature*
Date	Email Address

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE

ONLY REQUIRED IF FEES ARE MODIFIED IN THE AMENDED CONTRACT

(Pre-audit certificate not required for charter schools or hospitals)

Required by G.S. 159-28(a1) or G.S. 115C-441(a1)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

Primary Governmental Unit Finance Officer*	Signature*
Date of Pre-Audit Certificate*	Email Address*

SIGNATURE PAGE – DPCU
(complete only if applicable)

DISCRETELY PRESENTED COMPONENT UNIT

DPCU	
Date DPCU Governing Board Approved <u>Amended</u> Audit Contract (If required by governing board policy)	
DPCU Chairperson (typed or printed)	Signature
Date	Email Address

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

DPCU – PRE-AUDIT CERTIFICATE
ONLY REQUIRED IF FEES ARE MODIFIED IN THE AMENDED CONTRACT
(Pre-audit certificate not required for charter schools or hospitals)

Required by G.S. 159-28(a1) or G.S. 115C-441(a1)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

DPCU Finance Officer (typed or printed)	Signature
Date of Pre-Audit Certificate	Email Address

Approved as to form and legality

Halifax County

M. Glynn Rollins, Jr., County Attorney

Tony N. Brown, County Manager

M-J 7/19



AGENDA
Halifax County Board of Commissioners
Regular Meeting

TO: Halifax County Board of Commissioners

FROM: M. Glynn Rollins, Jr., County Attorney

PRESENTER: M. Glynn Rollins, Jr., County Attorney

SUBJECT: Lease of County Property to Harris Family Farms, LLC

DATE: January 6, 2020 Regular Meeting

SUPPORTING INFORMATION:

The County owns 305 acres of cultivated land in the Halifax County Corporate Park, and 104 acres of cultivated land off Trestle Road, Enfield Township (the Culpepper Tract). Both of our farm leases with Harris Family Farms, LLC, on these tracts expired on December 31, 2019. After discussions regarding renewal of the leases, and after investigating farm rents in the county, it is proposed that leases be renewed with Harris Family Farms, LLC, at an annual rent of \$135.00 per acre on the Corporate Park Tract and \$130.00 per acre on the Culpepper Tract. This is the same amount of rent paid under the last lease agreements. Please note that the average farm rent in Halifax County is \$120.00 per acre, according to the most recent data available from the USDA. It is proposed that both tracts be leased for a three year term. (The Culpepper tract has been under a one year lease for the last three years.) Copies of both lease agreements are attached.

ATTACHMENTS:

Description

- ▢ Public Notice of Lease of County Property
- ▢ Farm Lease_Corporate Park
- ▢ Farm Lease_Culpepper Tract
- ▢ Resolution Authorizing Lease of Property

TOTAL COST:Not applicable

COUNTY COST:Not applicable

REQUEST: Approve the attached Resolution authorizing the county manager to execute the proposed farm leases.

PUBLIC NOTICE
LEASES OF COUNTY PROPERTY

Pursuant to G.S. 160A-272(a1), notice is given that Halifax County intends to enter into a lease of certain real property consisting of 305 acres of cultivated land identified as FSA Farm No. 9218, Tract #3350, Tract #3351 and Tract #3352, located within the Halifax County Corporate Park (the Property) to Harris Family Farms, LLC, for a three year term effective as of January 1, 2020, and ending December 31, 2022, with annual rent of \$135.00 per acre.

Halifax County also intends to enter into a lease of certain real property consisting of 104 acres of cultivated land identified as FSA Farm No. 9535, Tract #1718, and FSA Farm No. 8324, Tract #1717, located east and south of Trestle Road, Enfield Township, being a part of the County's "Culpepper Tract (the Property) to Harris Family Farms, LLC, for a three year term effective as of January 1, 2020, and ending December 31, 2022, with annual rent of \$130.00 per acre.

The Board will take action on these matters at its regular meeting on January 6, 2020, at 9:30 a.m., in the Commissioners Meeting Room located on the second floor of the Historic Courthouse, 10 North King St., Halifax, North Carolina. All persons interested in this matter are invited to attend this meeting of the Board.

The County of Halifax will provide reasonable accommodation and service for any qualified disabled person who wishes to attend the meeting. To request such accommodations please contact Andrea H. Wiggins, Clerk to the Board, at (252) 583-1131 three (3) days prior to the meeting.

December 6, 2019

Andrea H. Wiggins, MMC
Clerk to the Board

HALIFAX COUNTY

NORTH CAROLINA

THIS LEASE made and entered into effective January 1, 2020, by and between Halifax County hereinafter referred to as the “Lessor”, and Harris Family Farms, LLC, a North Carolina limited liability company, hereinafter referred to as the “Lessee”;

W I T N E S S E T H:

THAT WHEREAS, Lessee desires to lease from Lessor certain real property in Halifax County, North Carolina for the sole purpose of farming; and

WHEREAS, the parties desire to specify the terms and conditions of the current farm lease in writing;

NOW, THEREFORE, for and in consideration of the rents hereinafter set out and subject to the terms and conditions and the mutual promises hereinafter set out, Lessor hereby does lease and let to Lessee and Lessee does hereby lease and let from Lessor, the real property hereinafter described upon the following terms and conditions:

1. LEASED PROPERTY: The real property subject to this lease is known as FSA Farm No. 9218, Tract #3350, Tract #3351 and Tract #3352, located on the northern side and southern side of Hwy 561, and on the northern and southern side of J. S. Pope Road, Halifax Township, Halifax County, North Carolina and consisting of 305 acres of cultivated land, more or less. This land is within the Halifax County Corporate Park. The area under this lease excludes certain sections of uncultivated open land fronting on NC Highway 561, the approximate locations of which are shown on the site plan of the Halifax Corporate Park, highlighted in yellow, and attached hereto as Exhibit A.

2. TERM: The term of this lease shall be for a period beginning on the effective date of this lease, and terminating on December 31, 2022, unless sooner terminated in whole or in part as herein provided.

3. RENT: The annual rent to be paid during the above stated term of the Lease shall be \$135.00 per acre, based upon the acreage certified to the USDA Farm Service Agency as the acreage being farmed for the each calendar year of this lease. A copy of the acreage certified to the USDA Farm Service Agency as being farmed shall be provided to the Lessor on or before June 1 of each year of this lease. Notwithstanding the forgoing, in no event shall the acreage for which rent is paid be less than 250 acres in a calendar year, regardless of whether that amount of acreage is actually farmed by Lessee. Rent shall be due on November 15 of each year of this lease.

4. CREDIT AGAINST RENT FOR GRASS MOWING. As often as requested by Lessor, Lessee will mow the uncultivated open land of the Lessor located in the Halifax County Corporate Park. (See Exhibit A attached hereto.) Lessee will keep a record of the expenses incurred for this mowing, advise the Lessor of the expense, and, upon prior approval of Lessor, shall be allowed a credit against rent for mowing. The credit against rent shall not exceed \$7,000.00 without prior approval of the Lessor.

5. USE OF PROPERTY BY LESSEE: The Lessee, his agents, and employees shall have the right to use the Leased Property solely to farm or raise crops and for no other purpose. No mortgage or lien on the crops shall be given by Lessee without the prior consent of Lessor. All crops raised on said Leased Property shall be properly harvested and gathered by Lessee as soon as matured and the Leased Property returned to Lessor in as good condition as when leased by Lessee.

6. RIGHT OF ENTRY: The Lessor may enter the property with prospective Economic Development clients, surveyors, archaeologists, and similar persons acting as agents of Halifax County or the State of North Carolina with respect to the property leased. Such entries will be made at reasonable times without any prior notice to the Lessee and at such other times as mutually agreed upon by both parties. In the event any crops are damaged by the entry of the Lessor, its clients, surveyors, archaeologists, or agents, Lessor agrees to pay the Lessee for the damaged crops according to the schedule set forth in Exhibit B attached hereto and made a part hereof. However, Lessor shall not be responsible for damage to crops resulting from any construction activities of the Lessor, the North Carolina Department of Transportation, or their respective contractors. Such damage is hereby excepted and loss for same shall be borne by the Lessee.

7. EARLY TERMINATION: This agreement may be earlier terminated in whole or in part by either party upon 15 days written notice. In the event that a termination by the Lessor occurs before all crops have been harvested by the Lessee, then the Lessor shall pay the Lessee for the crops according to the schedule set forth in Exhibit B attached hereto and made a part hereof.

8. NOTICE: It is understood by the Lessee that the Lessor holds the leased property for development as an industrial park. It is agreed that the Lessor will notify Lessee and keep the Lessee informed of its plans in regard to the real property. Notices to the parties shall be delivered as follows:

To Lessee:

Harris Family Farms, LLC
Attn: Evan Harris
P. O. Box 478
Scotland Neck, NC 27874

To Lessor:

Halifax County
Tony N. Brown, County Manager
Post Office Box 38
Halifax, NC 27839

9. DUTIES AND OBLIGATIONS OF LESSEE: In exercise of the rights herein granted, the Lessee, its agents, employees and servants shall have the following duties and obligations:

(a) Lessee agrees to manage and to keep the Leased Property in as good condition as existed on the date Lessee took possession and shall not suffer any waste thereof.

(b) Lessee, in his occupancy of the Leased Property, shall at all times comply with all laws, ordinances, and regulations of all governmental entities applicable thereto, including but not limited to environmental laws and regulations, and shall not use the Leased Property for any unlawful purpose or in violation of any law, ordinance or regulation.

(c) Lessee shall indemnify and hold harmless Lessor, its successors and assigns, from any loss, costs, claims, damages and expenses of any nature resulting from any accident or claim arising out of Lessee's use of the Leased Property.

IN WITNESS WHEREOF, the parties have caused this instrument to be executed by their duly authorized officers, in duplicate originals, effective as of the day and year first above written.

Lessor:
HALIFAX COUNTY

By: _____
Tony N. Brown, County Manager

Lessee:
HARRIS FAMILY FARMS, LLC

By: _____

Title: _____

EXHIBIT A

SITE PLAN FOR
HALIFAX CORPORATE PARK

(See attached sheet)

EXHIBIT B

PAYMENT SCHEDULE FOR DAMAGED OR UNHARVESTED CROPS

Date of Planting to 1 month prior to harvesting –	Lessor will pay the Lessee the actual value of Lessee expenses to date on a per acre basis
Within 1 month of harvesting -	Lessor will pay the Lessee the fair market value of the unharvested crops on a per acre basis

HALIFAX COUNTY

NORTH CAROLINA

THIS LEASE made and entered into effective January 1, 2020, by and between Halifax County hereinafter referred to as the “Lessor”, and Harris Family Farms, LLC, a North Carolina limited liability company, hereinafter referred to as the “Lessee”;

W I T N E S S E T H:

THAT WHEREAS, Lessee desires to lease from Lessor certain real property in Halifax County, North Carolina for the sole purpose of farming; and

WHEREAS, the parties desire to specify the terms and conditions of the current farm lease in writing;

NOW, THEREFORE, for and in consideration of the rents hereinafter set out and subject to the terms and conditions and the mutual promises hereinafter set out, Lessor hereby does lease to Lessee and Lessee does hereby lease from Lessor, the real property hereinafter described upon the following terms and conditions:

1. LEASED PROPERTY: The real property subject to this lease is known as FSA Farm No. 9535, Tract #1718, and FSA Farm Tract 8324, Tract #1717, located east and south of Trestle Road, Enfield Township, Halifax County, North Carolina and consisting of 104 acres, more or less. This is part of the Lessor’s “Culpepper” tract (reference Deed Book 2464, Page 43, Halifax Public Registry).

2. TERM: The term of this lease shall be for a period beginning on the effective date of this lease, and terminating on December 31, 2022, unless sooner terminated in whole or in part as herein provided.

3. RENT: The annual rent to be paid during the above stated term of the Lease shall be \$130.00 per acre, based upon the acreage certified to the USDA Farm Service Agency as the acreage being farmed for the each calendar year of this lease. A copy of the acreage certified to the USDA Farm Service Agency as being farmed shall be provided to the Lessor on or before June 1 of each year of this lease. Notwithstanding the forgoing, in no event shall the acreage for which rent is paid be less than 85 acres in a calendar year, regardless of whether that amount of acreage is actually farmed by Lessee. Rent shall be due on November 15 of each year of this lease.

4. USE OF PROPERTY BY LESSEE: The Lessee, his agents, and employees shall have the right to use the Leased Property solely to farm or raise crops and for no other purpose. No mortgage or lien on the crops shall be given by Lessee without the prior consent of Lessor. All crops raised on said Leased Property shall be properly harvested and gathered by Lessee as soon as matured and the Leased Property returned to Lessor in as good condition as when leased by Lessee.

5. RIGHT OF ENTRY: The Lessor may enter the property with prospective Economic Development clients, surveyors, archaeologists, and similar persons acting as agents of Halifax County or the State of North Carolina with respect to the property leased. Such entries will be made at reasonable times without any prior notice to the Lessee and at such other times as mutually agreed upon by both parties. In the event any crops are damaged by the entry of the Lessor, its clients, surveyors, archaeologists, or agents, Lessor agrees to pay the Lessee for the damaged crops according to the schedule set forth in Exhibit A attached hereto and made a part hereof. However, Lessor shall not be responsible for damage to crops resulting from any construction activities of the Lessor, the North Carolina Department of Transportation, or their

respective contractors. Such damage is hereby excepted and loss for same shall be borne by the Lessee.

6. EARLY TERMINATION: This agreement may be earlier terminated in whole or in part by either party upon 15 days written notice. In the event that a termination by the Lessor occurs before all crops have been harvested by the Lessee, then the Lessor shall pay the Lessee for the crops according to the schedule set forth in Exhibit A attached hereto and made a part hereof.

7. NOTICE: It is understood by the Lessee that the Lessor holds the leased property for development as an industrial park. It is agreed that the Lessor will notify Lessee and keep the Lessee informed of its plans in regard to the real property. Notices to the parties shall be delivered as follows:

To Lessee:

Harris Family Farms, LLC
Attn: Evan Harris
P. O. Box 478
Scotland Neck, NC 27874

To Lessor:

Halifax County
Tony N. Brown, County Manager
Post Office Box 38
Halifax, NC 27839

8. DUTIES AND OBLIGATIONS OF LESSEE: In exercise of the rights herein granted, the Lessee, its agents, employees and servants shall have the following duties and obligations:

(a) Lessee agrees to manage and to keep the Leased Property in as good condition as existed on the date Lessee took possession and shall not suffer any waste thereof.

(b) Lessee, in his occupancy of the Leased Property, shall at all times comply with all laws, ordinances, and regulations of all governmental entities applicable thereto, including but not limited to environmental laws and regulations, and shall not use the Leased Property for any unlawful purpose or in violation of any law, ordinance or regulation.

(c) Lessee shall indemnify and hold harmless Lessor, its successors and assigns, from any loss, costs, claims, damages and expenses of any nature resulting from any accident or claim arising out of Lessee's use of the Leased Property.

IN WITNESS WHEREOF, the parties have caused this instrument to be executed by their duly authorized officers, in duplicate originals, all as of the day and year first above written.

Lessor:
HALIFAX COUNTY

By: _____
Tony N. Brown, County Manager

Lessee:
HARRIS FAMILY FARMS, LLC

By: _____

Title: _____

EXHIBIT A

PAYMENT SCHEDULE FOR DAMAGED OR UNHARVESTED CROPS

Date of Planting to 1 month prior to harvesting –	Lessor will pay the Lessee the actual value of Lessee expenses to date on a per acre basis
Within 1 month of harvesting -	Lessor will pay the Lessee the fair market value of the unharvested crops on a per acre basis

Resolution Authorizing the Lease of Property For More Than One Year
Pursuant to G.S. 160A-272(a) and (a1)
(Farm Leases for Corporate Park and Culpepper Tract)

Whereas, Halifax County (the County) owns certain real property consisting of 305 acres of cultivated land identified as FSA Farm No. 9218, Tract #3350, Tract #3351 and Tract #3352, located within the Halifax County Corporate Park (the Corporate Park Property); and

Whereas, Halifax County (the County) owns certain real property consisting of 104 acres of cultivated land identified as FSA Farm No. 9535, Tract #1718, and FSA Farm No. 8324, Tract #1717, located east and south of Trestle Road, Enfield Township, being a part of the County's "Culpepper Tract (the Culpepper Property, with the Corporate Park Property, collectively referred as the Properties); and

Whereas, the County does not presently have use for the Properties, and it is not anticipated that the County will have use for the Properties during the term of the leases described below; and

Whereas, the County and Harris Family Farms, LLC, have agreed upon a lease for the Corporate Park Property under which Harris Family Farms, LLC, will lease that Property for a three year term effective as of January 1, 2020, and ending December 31, 2022, with annual rent of \$135.00 per acre; and

Whereas, the County and Harris Family Farms, LLC, have agreed upon a lease for the Culpepper Property under which Harris Family Farms, LLC, will lease that Property for a three year term effective as of January 1, 2020, and ending December 31, 2022, with annual rent of \$130.00 per acre; and

Whereas, a copy of the proposed leases have been presented to the board of commissioners; and

Whereas, under G.S. 160A-272(a) and (a1) the County is authorized to enter into leases of more than one year but not more than ten years upon resolution of the board of county commissioners adopted at a regular meeting after thirty (30) days public notice; and

Whereas, the required notice has been published and the board of commissioners is this day convened in a regular meeting;

NOW, THEREFORE, THE HALIFAX COUNTY BOARD OF COMMISSIONERS RESOLVES that the lease of the Properties to Harris Family Farms, LLC, is approved and the county manager is authorized and directed to execute any instruments necessary to effectuate those leases.

Adopted this 6th day of January, 2020.

Vernon J. Bryant, Chairman
Halifax County Board of Commissioners

Andrea H. Wiggins
Clerk to the Board



AGENDA
Halifax County Board of Commissioners
Regular Meeting

TO: Halifax County Board of Commissioners

FROM: Andrea H. Wiggins, MMC, Clerk to the Board/Assistant to the County Manager

PRESENTER: County Commissioners

SUBJECT: Board Appointments

DATE: January 6, 2020 Regular Meeting

SUPPORTING INFORMATION:

Attached, please find the Board Appointments.

ATTACHMENTS:

Description

- ▢ Board Appointments Requiring Action
- ▢ Board Vacancies Without Recommendations
- ▢ February 2020 Board Appointments

TOTAL COST:

COUNTY COST:

REQUEST: Approve the Board Appointments that require action.

BOARD APPOINTMENTS

- A. Halifax-Northampton Regional Airport Authority
- B. Juvenile Crime Prevention Council
- C. Motor Vehicle Valuation Committee
- D. Parks and Recreation Advisory Board
- E. Roanoke Chowan Regional Housing Authority
- F. Solid Waste Advisory Board
- G. Board Vacancies Without Recommendations
- H. February 2020 Board Appointments

MEMORANDUM

TO: HALIFAX COUNTY COMMISSIONERS

FROM: ANDREA H. WIGGINS, CLERK TO THE BOARD

**SUBJECT: HALIFAX-NORTHAMPTON REGIONAL AIRPORT
AUTHORITY**

According to our records, the Halifax-Northampton Regional Airport Authority has one member that is appointed by the Board of Commissioners with a term that will expire on January 31, 2020:

Robert Clark

- Receive nominations to waive the term limit and reappoint Robert Clark

Airport Authority

15	Vacant		Alternate Member		through Term Number:	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
14	Vacant		Alternate Member		through Term Number:	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
13	Vacant		Alternate Member		through Term Number:	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
12	Vacant		Alternate Member		through Term Number:	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
3	Ian Halifax	Bumgarner	Ex-Officio White Male		through Term Number: 0	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
2	Mary Halifax	Duncan	Ex-Officio White Female		through Term Number: 0	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
4	Nicole Rich Square	Boone		Black Female	3/18/2019 through 1/31/2020 Term Number: 0	Appointed by: Northampton County Commissioners Eligible for reappointment? Yes
1	Chris Roanoke Rapids	Canady	Member White Male		2/1/2017 through 1/31/2020 Term Number: 1	Appointed by: Roanoke Rapids City Council Eligible for reappointment? Yes
10	Robert Roanoke Rapids	Clark	Member Black Male		2/1/2017 through 1/31/2020 Term Number: 4	Appointed by: Halifax County Commissioners Eligible for reappointment? No
5	Andrew Rocky Mount	Roy	Member White Male		2/1/2017 through 1/31/2020 Term Number: 2	Appointed by: Halifax-Northampton Airport Authority Eligible for reappointment? Yes
9	Joyce Margarettsville	Buffaloe	Member Black Female		3/18/2019 through 1/31/2021 Term Number: 0	Appointed by: Northampton County Commissioners Eligible for reappointment? Yes
8	Calvin Roanoke Rapids	Potter	Secretary White Male		2/1/2018 through 1/31/2021 Term Number: 9	Appointed by: Roanoke Rapids City Council Eligible for reappointment? No
11	Vernon J. Roanoke Rapids	Bryant	Member Black Male		2/1/2019 through 1/31/2022 Term Number: 2	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
7	Ralph Roanoke Rapids	Johnson, Jr.	Member White Male		10/7/2019 through 1/31/2022 Term Number: 0	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
6	Julia Weldon	Meacham	Member White Female		2/1/2019 through 1/31/2022 Term Number: 6	Appointed by: Halifax County Commissioners Eligible for reappointment? No

MEMORANDUM

TO: HALIFAX COUNTY COMMISSIONERS

FROM: ANDREA H. WIGGINS, CLERK TO THE BOARD

SUBJECT: JUVENILE CRIME PREVENTION COUNCIL

According to our records, the Juvenile Crime Prevention Council has four members that are appointed by the Board of Commissioners with terms that will expire on January 31, 2020:

Ellen Burnette, Anzell Harris, Joe Long, and Joseph Sandoval

The following action is requested, if the Board so chooses:

- Receive nominations to reappoint Anzell Harris and Joseph Sandoval
- Receive nominations to waive the term limits and reappoint Ellen Burnette and Joe Long

Juvenile Crime Prevention Council

9	Diane Pridgen (Vacant) <i>Scotland Neck</i>	Substance Abuse Professional <i>White Female</i>	2/1/2010 through 1/31/2012 Term Number: 2	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
7	Fred Draper (Vacant) <i>Roanoke Rapids</i>	Non-Profit or United Way Repres <i>White Male</i>	2/1/2011 through 1/31/2013 Term Number: 2	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
25	Ronna Graham (Vacant) <i>Halifax</i>	At-Large Member <i>White Female</i>	2/1/2013 through 1/31/2015 Term Number: 1	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
16	Linda Vaughan (Vacant) <i>Roanoke Rapids</i>	At-Large Member <i>White Female</i>	5/6/2013 through 1/31/2015 Term Number: 0	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
10	Janyah Alston (Vacant) <i>Scotland Neck</i>	Representative under 18 years ol <i>Black Female</i>	3/10/2014 through 1/31/2016 Term Number: 0	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
5	Niasia Anthony (Vacant) <i>Scotland Neck</i>	Representative under 18 years ol <i>Black Female</i>	2/1/2014 through 1/31/2016 Term Number: 1	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
1	Bettina Flood (Vacant) <i>Halifax</i>	Juvenile Defense Attorney <i>Black Female</i>	2/1/2014 through 1/31/2016 Term Number: 1	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
26	Levi Scott (Vacant) <i>Enfield</i>	Business Community Member <i>Black Male</i>	8/3/2015 through 1/31/2016 Term Number: 0	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
12	Clarette Glenn (Vacant) <i>Henderson</i>	Mental Health Representative <i>Black Female</i>	2/1/2017 through 1/31/2019 Term Number: 1	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
3	Ellen Burnette <i>Roanoke Rapids</i>	At-Large Member <i>White Female</i>	2/1/2018 through 1/31/2020 Term Number: 6	Appointed by: Halifax County Commissioners Eligible for reappointment? No
6	Anzell Harris <i>Halifax</i>	Halifax Sheriff Office <i>Black Male</i>	2/1/2018 through 1/31/2020 Term Number: 2	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
8	Joe Long <i>Halifax</i>	Parks & Recreation Representati <i>White Male</i>	2/1/2018 through 1/31/2020 Term Number: 11	Appointed by: Halifax County Commissioners Eligible for reappointment? No
4	Joseph Sandoval <i>Weldon</i>	Faith Community Representative <i>White Male</i>	2/1/2018 through 1/31/2020 Term Number: 3	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
14	Valerie Asbell <i>Halifax</i>	District Attorney <i>White Female</i>	2/1/2019 through 1/31/2021 Term Number: 3	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
20	Brenda Branch <i>Roanoke Rapids</i>	District Court Judge <i>Black Female</i>	2/1/2019 through 1/31/2021 Term Number: 6	Appointed by: Halifax County Commissioners Eligible for reappointment? No
13	Tony N. Brown <i>Halifax</i>	County Manager <i>Black Male</i>	2/1/2019 through 1/31/2021 Term Number: 6	Appointed by: Halifax County Commissioners Eligible for reappointment? No

23	Terry <i>Roanoke Rapids</i>	Buffaloe	At-Large Member <i>Black Male</i>	2/1/2019 through 1/31/2021 <i>Term Number: 3</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
24	Eric <i>Halifax</i>	Cunningham	School Superintendent Designee <i>Black Male</i>	2/1/2019 through 1/31/2021 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
11	Robin <i>Halifax</i>	Johnson	Social Services representative <i>White Female</i>	2/1/2019 through 1/31/2021 <i>Term Number: 3</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
2	Teresa <i>Enfield</i>	King	At-Large Member <i>Black Female</i>	2/1/2019 through 1/31/2021 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
21	Sonynia <i>Halifax</i>	Leonard	Chief Court Counselor <i>Black Female</i>	2/1/2019 through 1/31/2021 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
18	Doris <i>Littleton</i>	Mack	At-Large Member <i>Black Female</i>	2/1/2019 through 1/31/2021 <i>Term Number: 11</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
17	Bobby <i>Roanoke Rapids</i>	Martin, Jr.	Police Chief <i>Black Male</i>	10/7/2019 through 1/31/2021 <i>Term Number: 0</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
15	Angela <i>Roanoke Rapids</i>	Moody	Public Health Representative <i>White Female</i>	2/1/2019 through 1/31/2021 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
22	Barbara <i>Weldon</i>	Plum	At-Large Member <i>Black Female</i>	2/1/2019 through 1/31/2021 <i>Term Number: 3</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
19	Marcelle <i>Scotland Neck</i>	Smith	County Commissioner <i>Black Male</i>	2/1/2019 through 1/31/2021 <i>Term Number: 6</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>

MEMORANDUM

TO: HALIFAX COUNTY COMMISSIONERS

FROM: ANDREA H. WIGGINS, CLERK TO THE BOARD

SUBJECT: MOTOR VEHICLE VALUATION COMMITTEE

According to our records, the Motor Vehicle Valuation Committee has three members that are appointed by the Board of Commissioners with terms that will expire on January 31, 2020:

Larry High, J. Rives Manning, Jr., and J. B. Rodwell

The following action is requested, if the Board so chooses:

- Receive nominations to waive the term limits and reappoint Larry High, J. Rives Manning Jr., and J. B. Rodwell

Motor Vehicle Valuation Committee

1	C. Shane Halifax	Lynch	Ex-Officio White Male	through Term Number: 0	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
4	Larry Roanoke Rapids	High	Member Black Male	2/1/2017 through 1/31/2020 Term Number: 5	Appointed by: Halifax County Commissioners Eligible for reappointment? No
3	J. Rives Roanoke Rapids	Manning, Jr.	Member White Male	2/1/2017 through 1/31/2020 Term Number: 5	Appointed by: Halifax County Commissioners Eligible for reappointment? No
2	J.B. Roanoke Rapids	Rodwell	Member White Male	2/1/2017 through 1/31/2020 Term Number: 5	Appointed by: Halifax County Commissioners Eligible for reappointment? No

MEMORANDUM

TO: HALIFAX COUNTY COMMISSIONERS

FROM: ANDREA H. WIGGINS, CLERK TO THE BOARD

SUBJECT: PARKS AND RECREATION ADVISORY BOARD

According to our records, the Parks and Recreation Advisory Board has one member that is appointed by the Board of Commissioners that has resigned:

Carolyn Battle

The following action is requested, if the Board so chooses:

- Receive nominations to appoint Kayla Taylor to fill the unexpired term of Carolyn Battle

Parks and Recreation Advisory Board

5	Audrey Hardy <i>Roanoke Rapids</i>	Member <i>Black Female</i>	10/1/2017 through 9/30/2020 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
10	Lavern Harris <i>Weldon</i>	Member <i>Black Female</i>	10/1/2017 through 9/30/2020 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
4	Bettie Moore <i>Halifax</i>	Member <i>Black Female</i>	10/1/2017 through 9/30/2020 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
1	Regina Reaves <i>Roanoke Rapids</i>	Member <i>White Female</i>	10/1/2017 through 9/30/2020 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
9	Willis Richardson <i>Enfield</i>	Member <i>Black Male</i>	11/6/2017 through 9/30/2020 <i>Term Number: 0</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
7	Carolyn Battle <i>Roanoke Rapids</i>	Member <i>Black Female</i>	11/5/2018 through 9/30/2021 <i>Term Number: 0</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
3	Hattie Staton <i>Scotland Neck</i>	Member <i>Black Female</i>	12/3/2018 through 9/30/2021 <i>Term Number: 0</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
2	Paul Walden <i>Halifax</i>	Member <i>Black Male</i>	10/1/2018 through 9/30/2021 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
6	Delores Amason <i>Halifax</i>	Member <i>Black Female</i>	10/1/2019 through 9/30/2022 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
8	Jennifer Fields <i>Hobgood</i>	Member <i>Black Female</i>	10/1/2019 through 9/30/2022 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>



State of North Carolina
County of Halifax

HISTORIC COURTHOUSE ~ PO BOX 38 ~ KING STREET ~ HALIFAX, NC 27839
252-583-1131 ~ FAX: 252-583-9921



Date Received 12-10-19

APPLICATION FOR: AUTHORITIES, BOARDS, COMMISSIONS, and COMMITTEES

Note: All information on this document will be released to the public on request.

Name: Kayla Nicole Taylor Nickname: _____

ETHNIC BACKGROUND: African American ☐ Caucasian ☒ Hispanic ☐ Native American ☐ Other ☐

SEX: (M) ☐ (F) ☒ AGE: Under 18 ☐ 18-30 ☐ 31-50 ☒ 50-65 ☐ Over 65 ☐

Home Phone Number: 252-678-8111 Home Fax Number: _____

Email Address: kayla.taylor@vidantthealth.com

Home Address: 407 woodlawn avenue Weldon NC 27890
street city state zip

Mailing Address: Same as above

Are you a full-time resident of Halifax County? Yes ☒ No ☐ Township: _____

Do you live within any corporate or town limits? Yes ☒ No ☐ Which: Weldon

Employer: Halifax Regional-A Vidant Health Hospital

Business Address: 210 Smith Church Road Roanoke Rapids NC 27870
street city state zip

Business Phone Number: 252-535-8771 Business Fax: _____

Name of Authority/Board/Commission/Committee you are interested in:

Recreation Advisory Board

If Applicable - Specific category applying for: (e.g. Nurse, Attorney, At-Large, etc.)

Qualification for specific category: _____

Name of any Halifax County Board/Commission/Committee on which you presently serve:

N/A

If reapplying for a position you presently hold, how long have you served? _____

Based on your qualifications and experiences, briefly describe why your services on this Authority/ Board/Commission/Committee would be beneficial to the County:

I was born and raised in Weldon, and in my current position as the Coordinator for the
Roanoke Valley Community Health Initiative, it is my job to coordinate and promote health
& wellness activities around the county, I am fairly active in my community and aware of the
needs as they relate to physical activity.

Is your property tax listing current? Yes ☒ No ☐

Are your Halifax County property and motor vehicle taxes paid in full on a current basis? Yes ☒ No ☐

Do you have any delinquent Halifax County taxes? Yes ☐ No ☒

Other information you consider pertinent: (i.e., education, occupational background, civic memberships, related work experiences, etc.):

(If necessary, you may add additional pages - Check here if additional pages are added: ☐)

Note: All information on this document will be released to the public on request.

Date: 12-10-19

Applicant's Signature: Kayla N. Taylor

Return application to:

Clerk to the Board of County Commissioners
Halifax County Manager's Office
Post Office Box 38
Halifax, NC 27839

Fax: (252) 583-9921

Lincoln Heights Community Center

116 Lincoln Street
Roanoke Rapids, NC 27870

December 11, 2019

Ian M. Bumgarner
Senior Management Analyst
County of Halifax, State of North Carolina
Halifax County Historic Courthouse
10 North King Street, Post Office Box 38
Halifax, NC 27839

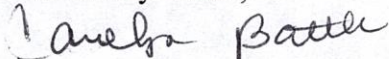
Re: Halifax County Parks and Recreation Advisory Board

Dear Mr. Bumgarner,

I am writing this letter to inform you that I will no longer be able to serve as a member of the Halifax County Parks and Recreation Advisory Board due to extenuating circumstances regarding my family. I must give my full attention to the health challenges that my family is now facing and cannot give the proper attention to the Recreation Board.

Please know that this decision has been a difficult one to make and that I will miss being a part of this wonderful organization. I have enjoyed serving with my fellow Board members and making the Halifax community a better place to live, work, and play. If there is ever anything that I can do to assist the Advisory Board in its endeavors, please let me know.

Sincerely Yours,



Carolyn Battle
Executive Director

MEMORANDUM

TO: HALIFAX COUNTY COMMISSIONERS

FROM: ANDREA H. WIGGINS, CLERK TO THE BOARD

SUBJECT: ROANOKE CHOWAN REGIONAL HOUSING AUTHORITY

According to our records, the Roanoke Chowan Regional Housing Authority has one member that is appointed by the Board of Commissioners that has resigned:

Vernon Bryant

The following action is requested, if the Board so chooses:

- Receive nominations to appoint an individual to serve the unexpired term of Vernon Bryant

Roanoke Chowan Regional Housing Authority

1	Vernon Bryant <i>Roanoke Rapids</i>	County Commissioner <i>Black Male</i>	1/1/2018 through 12/31/2022 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
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Andrea Wiggins

From: Vernon Bryant <vjbryant09@gmail.com>
Sent: Thursday, December 19, 2019 12:42 PM
To: jgreidsr@twc.com
Cc: t lindsey@rcrha.org; Tony Brown; Andrea Wiggins
Subject: Resignation

Effective immediately- I'm resigning as a member of the Roanoke Chowan Regional Housing Authority Board of Directors. I have served on the board for several years and I have thoroughly enjoyed that experience. I do wish the Housing Authority the very best. If I may be of assistance to anyone in the future, please let me know. Again, I thank you. Happy Holidays! Vernon

MEMORANDUM

TO: HALIFAX COUNTY COMMISSIONERS

FROM: ANDREA H. WIGGINS, CLERK TO THE BOARD

SUBJECT: SOLID WASTE ADVISORY BOARD

According to our records, the Solid Waste Advisory Board has nine members that are appointed by the Board of Commissioners with terms that will expire on January 31, 2020:

Danny Acree, Jeffrey Elks, Gregory Griffin, James Gunnells, Al Haskins, Ann Jackson, John Smith, Robert Sykes, Jr., and Betty Willis

The following action is requested, if the Board so chooses:

- Receive nominations to reappoint Danny Acree, Jeffrey Elks, Gregory Griffin, James Gunnells, Ann Jackson, and Robert Sykes, Jr.
- Receive nominations to waive the term limits and reappoint Al Haskins, John Smith, and Betty Willis

Solid Waste Advisory Board

5	Bill <i>Enfield</i>	Dickens (vacant)	Enfield <i>White Male</i>	2/1/2011 through 1/31/2014 <i>Term Number: 4</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
11	John <i>Halifax</i>	Lovett (vacant)	Member <i>White Male</i>	2/1/2011 through 1/31/2014 <i>Term Number: 3</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
2	Danny <i>Roanoke Rapids</i>	Acree	Roanoke Rapids <i>White Male</i>	2/1/2017 through 1/31/2020 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
6	Jeffrey <i>Weldon</i>	Elks	Weldon <i>White Male</i>	2/1/2017 through 1/31/2020 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
8	Gregory <i>Enfield</i>	Griffin	Ex-Officio <i>White Male</i>	2/1/2017 through 1/31/2020 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
3	James <i>Scotland Neck</i>	Gunnells	Scotland Neck <i>White Male</i>	2/1/2017 through 1/31/2020 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
7	Al <i>Littleton</i>	Haskins	At-Large Member <i>White Male</i>	2/1/2017 through 1/31/2020 <i>Term Number: 4</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
1	Ann <i>Littleton</i>	Jackson	At-Large Member <i>White Female</i>	2/1/2017 through 1/31/2020 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
9	John <i>Scotland Neck</i>	Smith	At-Large Member <i>Black Male</i>	2/1/2017 through 1/31/2020 <i>Term Number: 7</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
4	Robert <i>Hobgood</i>	Sykes, Jr.	Hobgood <i>White Male</i>	2/1/2017 through 1/31/2020 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
10	Betty <i>Littleton</i>	Willis	Littleton <i>White Female</i>	2/1/2017 through 1/31/2020 <i>Term Number: 5</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>

MEMORANDUM

TO: HALIFAX COUNTY COMMISSIONERS

FROM: ANDREA H. WIGGINS, CLERK TO THE BOARD

SUBJECT: BOARD VACANCIES WITHOUT RECOMMENDATIONS

For Information Only – No Action Required

No action is necessary at this time unless a member of the Board has a recommendation for an appointment.

According to our records, the **Adult Care Home Advisory Committee** has one position that is appointed by the Board of Commissioners that is vacant:

Fred Brown

According to our records, the **Community Child Protection Team** has two positions that are appointed by the Board of Commissioners that are vacant:

Susan Horrell and Lakeshia Jones

According to our records, the **Five County Community Operations Center Oversight Board** has one position that is appointed by the Board of Commissioners that is vacant:

Dean Smith

According to our records, the **Halifax County Board of Adjustment** has one position that is appointed by the Board of Commissioners that is vacant:

Thomas Myrick, Jr.

According to our records, the **Halifax County Council on Aging** has one position that is appointed by the Board of Commissioners that is vacant:

Jennifer Cooper

Continued

According to our records, the **Halifax County Human Relations Commission** has two positions that are appointed by the Board of Commissioners that are vacant:

George Branch, Jr. and Doris Richardson

According to our records, the **Halifax County Joseph Montfort Amphitheater Advisory Board** has one position that is appointed by the Board of Commissioners that is vacant:

Christopher Mayo

According to our records, the **Halifax-Northampton Regional Airport Authority** has four positions that may be appointed by the Board of Commissioners that are vacant:

Alternates

According to our records, the **Health Board** has one position that is appointed by the Board of Commissioners that is vacant:

Delisha Moore

According to our records, the **Industrial Facilities and Pollution Control Financing Authority** has one position that is appointed by the Board of Commissioners that is vacant:

Rick Gilstrap

According to our records, the **Juvenile Crime Prevention Council** has nine positions that are appointed by the Board of Commissioners that are vacant:

Diane Pridgen, Fred Draper, Ronna Graham, Linda Vaughan, Janyah Alston, Niasia Anthony,
Bettina Flood, Levi Scott, and Clarette Glenn

According to our records, the **Nursing Home Community Advisory Committee** has three positions that are appointed by the Board of Commissioners that are vacant:

Delores McGriff, Nannie Lynch, and Hattie Squire

According to our records, the **Roanoke Rapids Board of Adjustment** has one position that is appointed by the Board of Commissioners that is vacant:

Tillman Long

Continued

According to our records, the **Roanoke Rapids Planning Board** has two positions that are appointed by the Board of Commissioners that are vacant:

Tillman Long and Robert Moore, Jr.

According to our records, the **Solid Waste Advisory Board** has two positions that are appointed by the Board of Commissioners that are vacant:

Bill Dickens and John Lovett

According to our records, the **Tourism Authority** has one position that is appointed by the Board of Commissioners that is vacant:

Kathy White

According to our records, the **Upper Coastal Plain Board of Directors** has one position that is appointed by the Board of Commissioners that is vacant:

Norlan Graves

Adult Care Home Advisory Committee

3	Fred Brown (Vacant) <i>Roanoke Rapids</i>	Member <i>Black Male</i>	7/1/2016 through 6/30/2019 <i>Term Number: 6</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
1	Hattie Staton <i>Scotland Neck</i>	Member <i>Black Female</i>	7/1/2017 through 6/30/2020 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
5	Prudence Boseman <i>Littleton</i>	Member <i>White Female</i>	7/1/2018 through 6/30/2021 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
4	Ozie Ruffin <i>Weldon</i>	Member <i>Black Female</i>	7/1/2018 through 6/30/2021 <i>Term Number: 6</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
2	Alberta Greene <i>Weldon</i>	Member <i>Black Female</i>	7/1/2019 through 6/30/2022 <i>Term Number: 7</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>

Community Child Protection Team (CCPT)

5	Susan <i>Halifax</i>	Horrell (Vacant)	Member <i>White Female</i>	4/1/2015 through 3/31/2018 <i>Term Number: 5</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
8	Lakeshia <i>Roanoke Rapids</i>	Jones (Vacant)	Parent of Deceased Child <i>Female</i>	9/8/2015 through 3/31/2018 <i>Term Number: 0</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
4	Magda <i>Roanoke Rapids</i>	Baligh	Member <i>White Female</i>	4/1/2018 through 3/31/2021 <i>Term Number: 6</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
1	Florine <i>Roanoke Rapids</i>	Bell	Citizen <i>Black Female</i>	4/1/2018 through 3/31/2021 <i>Term Number: 4</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
7	Kevin <i>Roanoke Rapids</i>	Kupietz	Firefighter <i>White Male</i>	4/1/2018 through 3/31/2021 <i>Term Number: 3</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
6	Bobby <i>Roanoke Rapids</i>	Martin	Law Enforcement <i>White Male</i>	4/1/2018 through 3/31/2021 <i>Term Number: 5</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
2	Shannon <i>Littleton</i>	McAllister	Member <i>White Female</i>	4/1/2018 through 3/31/2021 <i>Term Number: 4</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
3	Michael <i>Halifax</i>	Pittman	Member <i>Black Male</i>	4/1/2018 through 3/31/2021 <i>Term Number: 6</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>

Five County Community Oper. Center Oversight Board

1	Dean Smith (vacant) <i>Roanoke Rapids</i>	Consumer/Family Member of Co <i>White Male</i>	7/1/2012 through 6/30/2015 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
3	Marcelle Smith <i>Scotland Neck</i>	County Commissioner <i>Black Male</i>	7/1/2015 through 6/30/2018 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
2	Regina Dickens <i>Littleton</i>	Community Stakeholder/Citizen <i>White Female</i>	7/1/2016 through 6/30/2019 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>

Halifax County Board of Adjustment

2	Thomas <i>Littleton</i>	Myrick, Jr. (Vacant)	Alternate <i>White Male</i>	6/2/2014 through 2/28/2017 <i>Term Number: 0</i>	Appointed by: Halifax County Commissioners <i>Eligible for reappointment? Yes</i>
5	Jeffrey <i>Roanoke Rapids</i>	Faison	Alternate <i>White Male</i>	3/1/2017 through 2/20/2020 <i>Term Number: 1</i>	Appointed by: Halifax County Commissioners <i>Eligible for reappointment? Yes</i>
1	Lee <i>Roanoke Rapids</i>	Bone	Member <i>White Male</i>	3/1/2017 through 2/28/2020 <i>Term Number: 6</i>	Appointed by: Halifax County Commissioners <i>Eligible for reappointment? No</i>
4	Jason <i>Littleton</i>	Myrick	Member <i>White Male</i>	2/4/2019 through 2/28/2020 <i>Term Number: 0</i>	Appointed by: Halifax County Commissioners <i>Eligible for reappointment? Yes</i>
3	James <i>Enfield</i>	Whitaker	Member <i>Black Male</i>	2/5/2018 through 2/28/2020 <i>Term Number: 0</i>	Appointed by: Halifax County Commissioners <i>Eligible for reappointment? Yes</i>
7	James <i>Roanoke Rapids</i>	Burroughs, Jr.	Member <i>Black Male</i>	3/1/2018 through 2/28/2021 <i>Term Number: 2</i>	Appointed by: Halifax County Commissioners <i>Eligible for reappointment? Yes</i>
8	Levi <i>Enfield</i>	Scott	Alternate <i>Black Male</i>	3/1/2018 through 2/28/2021 <i>Term Number: 1</i>	Appointed by: Halifax County Commissioners <i>Eligible for reappointment? Yes</i>
6	John <i>Scotland Neck</i>	Smith	Member <i>Black Male</i>	7/1/2017 through 6/30/2021 <i>Term Number: 1</i>	Appointed by: Halifax County Commissioners <i>Eligible for reappointment? Yes</i>

Halifax County Council on Aging

12	Carolyn Johnson <i>Littleton</i>	County Commissioner <i>Black Female</i>	through Term Number:	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
10	Jennifer Cooper (Vacant) <i>Enfield</i>	Member <i>Other Female</i>	7/1/2016 through 6/30/2019 Term Number: 1	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
5	Brenda Ausby <i>Roanoke Rapids</i>	Member <i>Black Female</i>	7/1/2017 through 6/30/2020 Term Number: 3	Appointed by: Halifax County Commissioners Eligible for reappointment? No
2	Helen Bush <i>Roanoke Rapids</i>	Member <i>White Female</i>	7/1/2017 through 6/30/2020 Term Number: 1	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
16	James Walden <i>Halifax</i>	Member <i>Black Male</i>	7/1/2017 through 6/30/2020 Term Number: 5	Appointed by: Halifax County Commissioners Eligible for reappointment? No
9	Gail Walker <i>Roanoke Rapids</i>	Member <i>White Female</i>	7/1/2017 through 6/30/2020 Term Number: 8	Appointed by: Halifax County Commissioners Eligible for reappointment? No
11	Greg Browning <i>Roanoke Rapids</i>	Member <i>Black Male</i>	7/1/2018 through 6/30/2021 Term Number: 4	Appointed by: Halifax County Commissioners Eligible for reappointment? No
13	Undine Garner <i>Roanoke Rapids</i>	Member <i>White Female</i>	7/1/2018 through 6/30/2021 Term Number: 6	Appointed by: Halifax County Commissioners Eligible for reappointment? No
14	Marion Lewis <i>Littleton</i>	Member <i>Black Female</i>	7/1/2018 through 6/30/2021 Term Number: 7	Appointed by: Halifax County Commissioners Eligible for reappointment? No
3	Ernestine Ware <i>Scotland Neck</i>	Member <i>Black Female</i>	7/1/2018 through 6/30/2021 Term Number: 3	Appointed by: Halifax County Commissioners Eligible for reappointment? No
15	Belinda Belfield <i>Halifax</i>	Member <i>Black Female</i>	7/1/2019 through 6/30/2022 Term Number: 3	Appointed by: Halifax County Commissioners Eligible for reappointment? No
4	Katherine Lee <i>Halifax</i>	Member <i>Black Female</i>	7/1/2019 through 6/30/2022 Term Number: 9	Appointed by: Halifax County Commissioners Eligible for reappointment? No
7	Tillman Long <i>Roanoke Rapids</i>	Member <i>White Male</i>	7/1/2019 through 6/30/2022 Term Number: 2	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
1	William Mueller <i>Roanoke Rapids</i>	Member <i>White Male</i>	7/1/2019 through 6/30/2022 Term Number: 1	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
8	Sandra Rosser <i>Roanoke Rapids</i>	Member <i>Black Female</i>	7/1/2019 through 6/30/2022 Term Number: 4	Appointed by: Halifax County Commissioners Eligible for reappointment? No
6	Gladys Walden <i>Halifax</i>	Member <i>Black Female</i>	7/1/2019 through 6/30/2022 Term Number: 3	Appointed by: Halifax County Commissioners Eligible for reappointment? No

Halifax County Human Relations Commission

1	George Branch, Jr. (Vacant) <i>Roanoke Rapids</i>	Member <i>Black Male</i>	11/1/2010 through 10/31/2013 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
9	Doris Richardson (vacant) <i>Hollister</i>	Member <i>Indian Female</i>	11/1/2012 through 10/31/2015 <i>Term Number: 4</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
6	Robert Bigham <i>Tillery</i>	Member <i>White Male</i>	11/1/2015 through 10/31/2018 <i>Term Number: 3</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
5	Sandra Bryant <i>Roanoke Rapids</i>	Member <i>Black Female</i>	11/1/2016 through 10/31/2019 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
2	Sheldon Deaton <i>Roanoke Rapids</i>	Member <i>White Male</i>	11/1/2016 through 10/31/2019 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
3	Susie Hodges <i>Littleton</i>	Member <i>Black Female</i>	11/1/2016 through 10/31/2019 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
4	J. Rives Manning <i>Roanoke Rapids</i>	Member <i>White Male</i>	11/1/2016 through 10/31/2019 <i>Term Number: 4</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
8	Terry Buffaloe <i>Roanoke Rapids</i>	Member <i>Black Male</i>	11/1/2017 through 10/31/2020 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
7	Michael Felt <i>Roanoke Rapids</i>	Member <i>White Male</i>	11/1/2017 through 10/31/2020 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>

Amphitheater Advisory Board

9	Christopher Mayo (Vacant) <i>Halifax</i>	Member <i>White Male</i>	8/1/2016 through 3/31/2018 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
6	George Daniel <i>Scotland Neck</i>	Member <i>White Male</i>	7/10/2017 through 3/31/2019 <i>Term Number: 0</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
5	Lori Medlin <i>Roanoke Rapids</i>	Member <i>White Female</i>	4/1/2016 through 3/31/2019 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
7	Richard Woodruff <i>Roanoke Rapids</i>	Member <i>White Male</i>	4/1/2016 through 3/31/2019 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
8	William Cox <i>Roanoke Rapids</i>	Member <i>White Male</i>	4/1/2017 through 3/31/2020 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
2	Jeff Dickens <i>Littleton</i>	Member <i>White Male</i>	4/1/2017 through 3/31/2020 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
1	Judy Evans-Barbee <i>Roanoke Rapids</i>	Member <i>White Female</i>	4/1/2017 through 3/31/2020 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
10	Curtis Strickland <i>Roanoke Rapids</i>	Member <i>White Male</i>	4/1/2017 through 3/31/2020 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
3	Frances King <i>Halifax</i>	Member <i>White Female</i>	4/1/2018 through 3/31/2021 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
4	J. Rives Manning, Jr. <i>Roanoke Rapids</i>	Member <i>White Male</i>	4/1/2018 through 3/31/2021 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
11	W. Turner Stephenson III <i>Roanoke Rapids</i>	Member <i>White Male</i>	4/1/2018 through 3/31/2021 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>

Airport Authority

15	Vacant		Alternate Member		through Term Number:	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
14	Vacant		Alternate Member		through Term Number:	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
13	Vacant		Alternate Member		through Term Number:	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
12	Vacant		Alternate Member		through Term Number:	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
3	Ian Halifax	Bumgarner	Ex-Officio White Male		through Term Number: 0	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
2	Mary Halifax	Duncan	Ex-Officio White Female		through Term Number: 0	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
4	Nicole Rich Square	Boone	Black Female	3/18/2019	through 1/31/2020 Term Number: 0	Appointed by: Northampton County Commissioners Eligible for reappointment? Yes
1	Chris Roanoke Rapids	Canady	Member White Male	2/1/2017	through 1/31/2020 Term Number: 1	Appointed by: Roanoke Rapids City Council Eligible for reappointment? Yes
10	Robert Roanoke Rapids	Clark	Member Black Male	2/1/2017	through 1/31/2020 Term Number: 4	Appointed by: Halifax County Commissioners Eligible for reappointment? No
5	Andrew Rocky Mount	Roy	Member White Male	2/1/2017	through 1/31/2020 Term Number: 2	Appointed by: Halifax-Northampton Airport Authority Eligible for reappointment? Yes
9	Joyce Margarettsville	Buffaloe	Member Black Female	3/18/2019	through 1/31/2021 Term Number: 0	Appointed by: Northampton County Commissioners Eligible for reappointment? Yes
8	Calvin Roanoke Rapids	Potter	Secretary White Male	2/1/2018	through 1/31/2021 Term Number: 9	Appointed by: Roanoke Rapids City Council Eligible for reappointment? No
11	Vernon J. Roanoke Rapids	Bryant	Member Black Male	2/1/2019	through 1/31/2022 Term Number: 2	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
7	Ralph Roanoke Rapids	Johnson, Jr.	Member White Male	10/7/2019	through 1/31/2022 Term Number: 0	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
6	Julia Weldon	Meacham	Member White Female	2/1/2019	through 1/31/2022 Term Number: 6	Appointed by: Halifax County Commissioners Eligible for reappointment? No

Health Board

7	Delisha Moore (vacant) <i>Roanoke Rapids</i>	Optometrist <i>White Female</i>	1/1/2017 through 12/31/2019 Term Number: 3	Appointed by: Halifax County Commissioners Eligible for reappointment? No
11	Justin Blackmon <i>Roanoke Rapids</i>	Engineer Position <i>White Male</i>	1/1/2019 through 12/31/2021 Term Number: 2	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
1	Donald Crowder <i>Roanoke Rapids</i>	At-Large Member <i>White Male</i>	1/1/2019 through 12/31/2021 Term Number: 2	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
3	Eloise P. Hardee <i>Roanoke Rapids</i>	Registered Nurse <i>White Female</i>	1/1/2019 through 12/31/2021 Term Number: 1	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
10	Belinda Hill <i>Roanoke Rapids</i>	At-Large Member <i>Black Female</i>	1/1/2019 through 12/31/2021 Term Number: 3	Appointed by: Halifax County Commissioners Eligible for reappointment? No
9	Kimberly Mack <i>Littleton</i>	At-Large Member <i>Black Female</i>	1/1/2019 through 12/31/2021 Term Number: 2	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
2	Eric Nicholson <i>Roanoke Rapids</i>	Dentist <i>White Male</i>	1/1/2019 through 12/31/2021 Term Number: 1	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
8	Carol Anne Rupe <i>Roanoke Rapids</i>	Physician <i>White Female</i>	1/1/2019 through 12/31/2021 Term Number: 1	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
6	Melissa Woodruff <i>Weldon</i>	Pharmacist <i>White Female</i>	1/1/2019 through 12/31/2021 Term Number: 2	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
4	Carolyn Johnson <i>Littleton</i>	County Commissioner <i>Black Female</i>	1/1/2020 through 12/31/2022 Term Number: 6	Appointed by: Halifax County Commissioners Eligible for reappointment? No
5	Louis V. Mann, III <i>Roanoke Rapids</i>	Veterinarian <i>White Male</i>	1/1/2020 through 12/31/2022 Term Number: 1	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes

Industrial Facilities & Pollution Control

5	Kenny Deloatch Roanoke Rapids	Member White Male	2/1/2013 through 1/31/2019 Term Number: 3	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
6	Carl Ferebee Roanoke Rapids	Member Black Male	3/11/2013 through 1/31/2019 Term Number: 0	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
7	G. Wayne Long Roanoke Rapids	Member White Male	2/1/2013 through 1/31/2019 Term Number: 2	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
1	Rick Gilstrap (Vacant) Roanoke Rapids	Member White Male	2/1/2015 through 1/31/2021 Term Number: 5	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
2	Clay Shields Scotland Neck	Member White Male	2/1/2015 through 1/31/2021 Term Number: 4	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
3	Michael Knudson Roanoke Rapids	Member White Male	2/1/2017 through 1/31/2023 Term Number: 3	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
4	Marvin Newsom, III Littleton	Member White Male	2/1/2017 through 1/31/2023 Term Number: 4	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes

Juvenile Crime Prevention Council

9	Diane Pridgen (Vacant) <i>Scotland Neck</i>	Substance Abuse Professional <i>White Female</i>	2/1/2010 through 1/31/2012 Term Number: 2	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
7	Fred Draper (Vacant) <i>Roanoke Rapids</i>	Non-Profit or United Way Repres <i>White Male</i>	2/1/2011 through 1/31/2013 Term Number: 2	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
25	Ronna Graham (Vacant) <i>Halifax</i>	At-Large Member <i>White Female</i>	2/1/2013 through 1/31/2015 Term Number: 1	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
16	Linda Vaughan (Vacant) <i>Roanoke Rapids</i>	At-Large Member <i>White Female</i>	5/6/2013 through 1/31/2015 Term Number: 0	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
10	Janyah Alston (Vacant) <i>Scotland Neck</i>	Representative under 18 years ol <i>Black Female</i>	3/10/2014 through 1/31/2016 Term Number: 0	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
5	Niasia Anthony (Vacant) <i>Scotland Neck</i>	Representative under 18 years ol <i>Black Female</i>	2/1/2014 through 1/31/2016 Term Number: 1	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
1	Bettina Flood (Vacant) <i>Halifax</i>	Juvenile Defense Attorney <i>Black Female</i>	2/1/2014 through 1/31/2016 Term Number: 1	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
26	Levi Scott (Vacant) <i>Enfield</i>	Business Community Member <i>Black Male</i>	8/3/2015 through 1/31/2016 Term Number: 0	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
12	Clarette Glenn (Vacant) <i>Henderson</i>	Mental Health Representative <i>Black Female</i>	2/1/2017 through 1/31/2019 Term Number: 1	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
3	Ellen Burnette <i>Roanoke Rapids</i>	At-Large Member <i>White Female</i>	2/1/2018 through 1/31/2020 Term Number: 6	Appointed by: Halifax County Commissioners Eligible for reappointment? No
6	Anzell Harris <i>Halifax</i>	Halifax Sheriff Office <i>Black Male</i>	2/1/2018 through 1/31/2020 Term Number: 2	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
8	Joe Long <i>Halifax</i>	Parks & Recreation Representati <i>White Male</i>	2/1/2018 through 1/31/2020 Term Number: 11	Appointed by: Halifax County Commissioners Eligible for reappointment? No
4	Joseph Sandoval <i>Weldon</i>	Faith Community Representative <i>White Male</i>	2/1/2018 through 1/31/2020 Term Number: 3	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
14	Valerie Asbell <i>Halifax</i>	District Attorney <i>White Female</i>	2/1/2019 through 1/31/2021 Term Number: 3	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
20	Brenda Branch <i>Roanoke Rapids</i>	District Court Judge <i>Black Female</i>	2/1/2019 through 1/31/2021 Term Number: 6	Appointed by: Halifax County Commissioners Eligible for reappointment? No
13	Tony N. Brown <i>Halifax</i>	County Manager <i>Black Male</i>	2/1/2019 through 1/31/2021 Term Number: 6	Appointed by: Halifax County Commissioners Eligible for reappointment? No

23	Terry <i>Roanoke Rapids</i>	Buffaloe	At-Large Member <i>Black Male</i>	2/1/2019 through 1/31/2021 Term Number: 3	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
24	Eric <i>Halifax</i>	Cunningham	School Superintendent Designee <i>Black Male</i>	2/1/2019 through 1/31/2021 Term Number: 2	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
17	Chuck <i>Roanoke Rapids</i>	Hasty	Police Chief <i>White Male</i>	2/1/2019 through 1/31/2021 Term Number: 2	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
11	Robin <i>Halifax</i>	Johnson	Social Services representative <i>White Female</i>	2/1/2019 through 1/31/2021 Term Number: 3	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
2	Teresa <i>Enfield</i>	King	At-Large Member <i>Black Female</i>	2/1/2019 through 1/31/2021 Term Number: 1	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
21	Sonynia <i>Halifax</i>	Leonard	Chief Court Counselor <i>Black Female</i>	2/1/2019 through 1/31/2021 Term Number: 2	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
18	Doris <i>Littleton</i>	Mack	At-Large Member <i>Black Female</i>	2/1/2019 through 1/31/2021 Term Number: 11	Appointed by: Halifax County Commissioners Eligible for reappointment? No
15	Angela <i>Roanoke Rapids</i>	Moody	Public Health Representative <i>White Female</i>	2/1/2019 through 1/31/2021 Term Number: 1	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
22	Barbara <i>Weldon</i>	Plum	At-Large Member <i>Black Female</i>	2/1/2019 through 1/31/2021 Term Number: 3	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
19	Marcelle <i>Scotland Neck</i>	Smith	County Commissioner <i>Black Male</i>	2/1/2019 through 1/31/2021 Term Number: 6	Appointed by: Halifax County Commissioners Eligible for reappointment? No

Nursing Home Advisory Committee

5	Carolyn <i>Littleton</i>	Johnson	Ex-Officio <i>Black Female</i>		through <i>Term Number:</i>	<i>Appointed by:</i> Halifax County Commissioners <i>Eligible for reappointment? Yes</i>
3	Delores <i>Enfield</i>	McGriff (vacant)	Member <i>Other Female</i>	9/3/2013	through 6/30/2014 <i>Term Number: 1</i>	<i>Appointed by:</i> Halifax County Commissioners <i>Eligible for reappointment? Yes</i>
1	Nannie <i>Hollister</i>	Lynch (vacant)	Member <i>Black Female</i>	7/1/2012	through 6/30/2015 <i>Term Number: 4</i>	<i>Appointed by:</i> Halifax County Commissioners <i>Eligible for reappointment? No</i>
7	Hattie <i>Roanoke Rapids</i>	Squire (Vacant)	Member <i>Black Female</i>	7/1/2012	through 6/30/2015 <i>Term Number: 4</i>	<i>Appointed by:</i> Halifax County Commissioners <i>Eligible for reappointment? No</i>
6	Prudence <i>Littleton</i>	Boseman	Member <i>White Female</i>	2/1/2016	through 6/30/2018 <i>Term Number: 0</i>	<i>Appointed by:</i> Halifax County Commissioners <i>Eligible for reappointment? Yes</i>
2	Clarence <i>Scotland Neck</i>	Pender	Member <i>Black Male</i>	7/1/2017	through 6/30/2020 <i>Term Number: 1</i>	<i>Appointed by:</i> Halifax County Commissioners <i>Eligible for reappointment? Yes</i>
4	Isabelle <i>Scotland Neck</i>	Pender	Member <i>Black Female</i>	7/1/2017	through 6/30/2020 <i>Term Number: 1</i>	<i>Appointed by:</i> Halifax County Commissioners <i>Eligible for reappointment? Yes</i>

Roanoke Rapids Board of Adjustment

- | | | | | |
|---|--|--------------------------------|--|---|
| 1 | Tillman Long (vacant)
Roanoke Rapids | ETJ Member
White Male | 6/1/2011 through 5/31/2014
Term Number: 4 | Appointed by: Halifax County Commissioners
Eligible for reappointment? No |
| 2 | Greg Browning
Roanoke Rapids | Alternate Member
Black Male | 6/1/2018 through 5/31/2021
Term Number: 6 | Appointed by: Halifax County Commissioners
Eligible for reappointment? No |

Roanoke Rapids Planning Board

2	Tillman Long (vacant) Roanoke Rapids	ETJ Member White Male	6/1/2011 through 5/31/2014 Term Number: 8	Appointed by: Halifax County Commissioners Eligible for reappointment? No
1	Terry Campbell Roanoke Rapids	ETJ Member Black Male	6/1/2016 through 5/31/2019 Term Number: 3	Appointed by: Halifax County Commissioners Eligible for reappointment? No
3	Robert Moore, Jr. (Vacant) Roanoke Rapids	ETJ Member Black Male	6/1/2017 through 5/31/2020 Term Number: 2	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
4	Greg Browning Roanoke Rapids	ETJ Member Black Male	6/1/2018 through 5/31/2021 Term Number: 6	Appointed by: Halifax County Commissioners Eligible for reappointment? No

Solid Waste Advisory Board

5	Bill <i>Enfield</i>	Dickens (vacant)	Enfield <i>White Male</i>	2/1/2011 through 1/31/2014 <i>Term Number: 4</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
11	John <i>Halifax</i>	Lovett (vacant)	Member <i>White Male</i>	2/1/2011 through 1/31/2014 <i>Term Number: 3</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
2	Danny <i>Roanoke Rapids</i>	Acree	Roanoke Rapids <i>White Male</i>	2/1/2017 through 1/31/2020 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
6	Jeffrey <i>Weldon</i>	Elks	Weldon <i>White Male</i>	2/1/2017 through 1/31/2020 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
8	Gregory <i>Enfield</i>	Griffin	Ex-Officio <i>White Male</i>	2/1/2017 through 1/31/2020 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
3	James <i>Scotland Neck</i>	Gunnells	Scotland Neck <i>White Male</i>	2/1/2017 through 1/31/2020 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
7	Al <i>Littleton</i>	Haskins	At-Large Member <i>White Male</i>	2/1/2017 through 1/31/2020 <i>Term Number: 4</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
1	Ann <i>Littleton</i>	Jackson	At-Large Member <i>White Female</i>	2/1/2017 through 1/31/2020 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
9	John <i>Scotland Neck</i>	Smith	At-Large Member <i>Black Male</i>	2/1/2017 through 1/31/2020 <i>Term Number: 7</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
4	Robert <i>Hobgood</i>	Sykes, Jr.	Hobgood <i>White Male</i>	2/1/2017 through 1/31/2020 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
10	Betty <i>Littleton</i>	Willis	Littleton <i>White Female</i>	2/1/2017 through 1/31/2020 <i>Term Number: 5</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>

Tourism Authority

4	Mary Halifax	Duncan	Ex-Officio White Female	through Term Number: 0	Appointed by: Halifax County Commissioners Eligible for reappointment? No
2	Cathy Roanoke Rapids	Scott	Ex-Officio White Female	through Term Number: 0	Appointed by: Halifax County Commissioners Eligible for reappointment? No
1	Jim Littleton	Trzinki	Ex-Officio White Male	through Term Number: 0	Appointed by: Halifax County Commissioners Eligible for reappointment? No
3	Arthur Halifax	Whitehead	Ex-Officio White Male	through Term Number: 0	Appointed by: Halifax County Commissioners Eligible for reappointment? No
6	Kathy Roanoke Rapids	White (Vacant)	Member White Female	8/1/2016 through 7/31/2019 Term Number: 3	Appointed by: Halifax County Commissioners Eligible for reappointment? No
10	Sandra Roanoke Rapids	Bryant	Member Black Female	8/1/2017 through 7/31/2020 Term Number: 2	Appointed by: Halifax County Commissioners Eligible for reappointment? No
9	James Roanoke Rapids	Carlisle	Member White Male	8/1/2017 through 7/31/2020 Term Number: 2	Appointed by: Halifax County Commissioners Eligible for reappointment? No
8	Jessica Roanoke Rapids	Hedgpeth	Member Indian Female	7/9/2018 through 7/31/2020 Term Number: 0	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
13	Christina Roanoke Rapids	Gregory	Member White Female	8/1/2018 through 7/31/2021 Term Number: 3	Appointed by: Halifax County Commissioners Eligible for reappointment? No
12	Brent Scotland Neck	Lubbock	Member White Male	6/3/2019 through 7/31/2021 Term Number: 0	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
11	Percilla Roanoke Rapids	West	Member Black Female	8/1/2018 through 7/31/2021 Term Number: 3	Appointed by: Halifax County Commissioners Eligible for reappointment? No
7	Yvonne Littleton	Thompson	Member White Female	8/1/2019 through 7/31/2022 Term Number: 3	Appointed by: Halifax County Commissioners Eligible for reappointment? No
5	Curtis Roanoke Rapids	Wynn	Member Black Male	8/1/2019 through 7/31/2022 Term Number: 2	Appointed by: Halifax County Commissioners Eligible for reappointment? No

Upper Coastal Plain Board of Directors

3	Tony <i>Halifax</i>	Brown	County Manager <i>Black Male</i>	7/1/2018 through 6/30/2020 <i>Term Number: 6</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
2	Ian <i>Halifax</i>	Bumgarner	Alternate Member <i>White Male</i>	7/1/2018 through 6/30/2020 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
6	Dia <i>Halifax</i>	Denton	Alternate Member <i>White Female</i>	7/1/2018 through 6/30/2020 <i>Term Number: 4</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
4	Norlan <i>Roanoke Rapids</i>	Graves (Vacant)	At-Large/Private Sector <i>Black Male</i>	7/1/2018 through 6/30/2020 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
1	Barbara <i>Enfield</i>	Simmons	At-Large/Private Sector <i>Black Female</i>	7/1/2018 through 6/30/2020 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
5	Marcelle <i>Scotland Neck</i>	Smith	Elected Official <i>Black Male</i>	7/1/2018 through 6/30/2020 <i>Term Number: 6</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>

MEMORANDUM

TO: HALIFAX COUNTY COMMISSIONERS

FROM: ANDREA H. WIGGINS, CLERK TO THE BOARD

SUBJECT: FEBRUARY 2020 BOARD APPOINTMENTS

For Information Only – No Action Required

No action is necessary at this time because Boards have until the middle of this month to make recommendations regarding these appointments.

According to our records, the Halifax County Board of Adjustment has four members that are appointed by the Board of Commissioners with terms that will expire on February 28, 2020:

Jeffrey Faison, Lee Bone, Jason Myrick, and James Whitaker

According to our records, the Halifax County Planning Board has three members that are appointed by the Board of Commissioners with terms that will expire on February 28, 2020:

Neal Davis, Tyrone Hewlin, and Bentley Mohorn

According to our records, the Lake Gaston Weed Control Council has three members that are appointed by the Board of Commissioners with terms that will expire on February 28, 2020:

Tony Brown, Ian Bumgarner and Dia Denton

Halifax County Board of Adjustment

2	Thomas <i>Littleton</i>	Myrick, Jr. (Vacant)	Alternate <i>White Male</i>	6/2/2014 through 2/28/2017 <i>Term Number: 0</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
1	Lee <i>Roanoke Rapids</i>	Bone	Member <i>White Male</i>	3/1/2017 through 2/28/2020 <i>Term Number: 6</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
5	Jeffrey <i>Roanoke Rapids</i>	Faison	Alternate <i>White Male</i>	3/1/2017 through 2/28/2020 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
4	Jason <i>Littleton</i>	Myrick	Member <i>White Male</i>	2/4/2019 through 2/28/2020 <i>Term Number: 0</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
3	James <i>Enfield</i>	Whitaker	Member <i>Black Male</i>	2/5/2018 through 2/28/2020 <i>Term Number: 0</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
7	James <i>Roanoke Rapids</i>	Burroughs, Jr.	Member <i>Black Male</i>	3/1/2018 through 2/28/2021 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
8	Levi <i>Enfield</i>	Scott	Alternate <i>Black Male</i>	3/1/2018 through 2/28/2021 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
6	John <i>Scotland Neck</i>	Smith	Member <i>Black Male</i>	3/1/2018 through 2/28/2021 <i>Term Number: 4</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>

Halifax County Planning Board

1	T. Patrick W. Qualls <i>Roanoke Rapids</i>	Ex-Officio <i>White Male</i>	1/5/2015 through Term Number: 0	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
5	Neal Davis <i>Littleton</i>	Alternate <i>White Male</i>	3/1/2017 through 2/28/2020 Term Number: 8	Appointed by: Halifax County Commissioners Eligible for reappointment? No
7	Tyrone Hewlin <i>Enfield</i>	Member <i>Black Male</i>	3/1/2017 through 2/28/2020 Term Number: 6	Appointed by: Halifax County Commissioners Eligible for reappointment? No
6	Bentley Mohorn <i>Halifax</i>	Member <i>White Male</i>	3/1/2017 through 2/28/2020 Term Number: 1	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
9	Danford Josey <i>Scotland Neck</i>	Member <i>White Male</i>	3/1/2018 through 2/28/2021 Term Number: 7	Appointed by: Halifax County Commissioners Eligible for reappointment? No
8	Portia Shields <i>Scotland Neck</i>	Member <i>Black Female</i>	3/12/2018 through 2/28/2021 Term Number: 0	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
10	Tyrone Williams <i>Enfield</i>	Member <i>Black Male</i>	3/1/2018 through 2/28/2021 Term Number: 1	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
2	Greg Browning <i>Roanoke Rapids</i>	Member <i>Black Male</i>	3/1/2019 through 2/28/2022 Term Number: 7	Appointed by: Halifax County Commissioners Eligible for reappointment? No
3	Thomas Hedgepeth <i>Hollister</i>	Alternate <i>Black Male</i>	3/1/2019 through 2/28/2022 Term Number: 6	Appointed by: Halifax County Commissioners Eligible for reappointment? No
4	Thomas Wrenn <i>Roanoke Rapids</i>	Member <i>White Male</i>	3/1/2019 through 2/28/2022 Term Number: 1	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes

Lake Gaston Weed Control Council

2	J. Rives <i>Roanoke Rapids</i>	Manning, Jr.	Alternate <i>White Male</i>	through <i>Term Number: 0</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
4	Tony <i>Halifax</i>	Brown	Member <i>Black Male</i>	3/1/2017 through 2/28/2020 <i>Term Number: 3</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
5	Ian <i>Halifax</i>	Bumgarner	Alternate <i>White Male</i>	3/1/2017 through 2/28/2020 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
1	Dia <i>Halifax</i>	Denton	Alternate <i>White Female</i>	3/1/2017 through 2/28/2020 <i>Term Number: 3</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
5	Quinton <i>Littleton</i>	Qualls	Member <i>White Male</i>	3/1/2018 through 2/28/2021 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
3	Robert <i>Littleton</i>	Etheridge	Member <i>White Male</i>	3/1/2019 through 2/28/2022 <i>Term Number: 5</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>



AGENDA
Halifax County Board of Commissioners
Regular Meeting

TO: Halifax County Board of Commissioners

FROM: Renee Perry, HR Management Director

PRESENTER: Tony N. Brown, County Manager

SUBJECT: Retirement Resolution - Tammy H. Rodwell - Health Department

DATE: January 6, 2020 Regular Meeting

SUPPORTING INFORMATION:

Please adopt the retirement resolution and acknowledge Tammy H. Rodwell for her service to the County. Attached is the retirement resolution.

ATTACHMENTS:

Description

- ▢ Retirement Resolution - Tammy H. Rodwell - Health Department

TOTAL COST:

COUNTY COST:

REQUEST: Adopt the retirement resolution and acknowledge Tammy H. Rodwell for her service to the County.

Resolution

✧ **WHEREAS, TAMMY H. RODWELL**, decided to retire as a Public Health Nursing Director I with the Halifax County Public Health System effective September Third of the Year Two Thousand and Nineteen; and

✧ **WHEREAS**, she has spent Sixteen years with local government; Tammy has also served in many positions of honor in the community and State, as well as being a dedicated public servant to the citizens of Halifax County.

✧ **NOW THEREFORE BE IT RESOLVED** that on this day, Monday, January Sixth of the Year Two Thousand and Twenty, the Halifax County Board of Commissioners did honor Tammy H. Rodwell with formal adoption of this resolution, to be recorded in the minutes of the meeting of this day.

Vernon J. Bryant, Chairman
Halifax County Board of Commissioners

ATTEST:

Andrea H. Wiggins
Clerk to the Board



AGENDA
Halifax County Board of Commissioners
Regular Meeting

TO: Halifax County Board of Commissioners

FROM: Renee Perry, HR Management Director

PRESENTER: Tony N. Brown, County Manager

SUBJECT: Retirement Resolution - Beverly B. Acree, Health Department

DATE: January 6, 2020 Regular Meeting

SUPPORTING INFORMATION:

Please adopt the retirement resolution and acknowledge Beverly B. Acree for her service to the County. Attached is the retirement resolution.

ATTACHMENTS:

Description

- ▢ Retirement Resolution - Beverly B. Acree - Health Department

TOTAL COST:

COUNTY COST:

REQUEST: Adopt the retirement resolution and acknowledge Beverly B. Acree for her service to the County.

Resolution

✧ **WHEREAS, BEVERLY B. ACREE**, decided to retire as a Public Health Nurse I with the Halifax County Public Health System effective December Thirty-First of the Year Two Thousand and Nineteen; and

✧ **WHEREAS**, she has spent Twenty years with local government; Beverly has also served in many positions of honor in the community and State, as well as being a dedicated public servant to the citizens of Halifax County.

✧ **NOW THEREFORE BE IT RESOLVED** that on this day, Monday, January Sixth of the Year Two Thousand and Twenty, the Halifax County Board of Commissioners did honor Beverly B. Acree with formal adoption of this resolution, to be recorded in the minutes of the meeting of this day.

Vernon J. Bryant, Chairman
Halifax County Board of Commissioners

ATTEST:

Andrea H. Wiggins
Clerk to the Board



AGENDA
Halifax County Board of Commissioners
Regular Meeting

TO: Halifax County Board of Commissioners

FROM: Andrea H. Wiggins, MMC, Clerk to the Board/Assistant to the County Manager

PRESENTER: County Commissioners

SUBJECT: Approval of Closed Session Minutes

DATE: January 6, 2020 Regular Meeting

SUPPORTING INFORMATION:

The draft minutes of the October 21, 2019 Closed Session Meeting has been previously provided for your review and approval. A copy of these minutes will also be provided during the meeting.

ATTACHMENTS:

Description

No Attachments Available

TOTAL COST:

COUNTY COST:

REQUEST: Approve the Closed Session Minutes.



AGENDA
Halifax County Board of Commissioners
Regular Meeting

TO: Halifax County Board of Commissioners

FROM: Vernon J. Bryant, Chairman

PRESENTER: County Commissioners

SUBJECT: Special Recognition - Proclamation Honoring the Services Rendered By M. L. Stallings

DATE: January 6, 2020 Regular Meeting

SUPPORTING INFORMATION:

Attached, please find the proclamation honoring the services rendered by M. L. Stallings for your review and approval.

ATTACHMENTS:

Description

- ▢ Letter of Invitation to M. L. Stallings
- ▢ Proclamation Honoring the Services Rendered By M. L. Stallings

TOTAL COST:

COUNTY COST:

REQUEST: Adopt the proclamation honoring the services rendered by M. L. Stallings.

Halifax County Board of Commissioners

Vernon J. Bryant, Chairman
J. Rives Manning, Jr., Vice-Chairman
Carolyn C. Johnson
Rachel K. Hux
Marcelle O. Smith
T. Patrick W. Qualls



Tony N. Brown
County Manager
Andrea H. Wiggins
Clerk to the Board
M. Glynn Rollins, Jr.
County Attorney

Halifax County Historic Courthouse
10 North King Street, Post Office Box 38, Halifax, North Carolina 27839
252-583-1131 · Fax: 252-583-9921
www.halifaxnc.com

December 30, 2019

Mr. M. L. Stallings
103 Hillside Court
Roanoke Rapids, North Carolina 27870

Dear Mr. Stallings:

The Halifax County Board of Commissioners would like to honor and recognize you for your outstanding services to Halifax County during its Monday, January 6, 2020 Regular Meeting. This meeting will be held on the second floor of the Halifax County Historic Courthouse located at 10 North King Street, Halifax, North Carolina.

Please plan to arrive at approximately 11:30 A. M. and invite your family and friends as we celebrate and proclaim January 6, 2020 as M. L. Stallings Day in Halifax County.

On behalf of the Halifax County Board of Commissioners, it is an honor and a pleasure to extend to you this invitation.

With kindest regards, I am

Sincerely,

Vernon J. Bryant, Chairman
Halifax County Board of Commissioners

Enclosure

The mission of the Halifax County Board of Commissioners is to provide leadership and support for an effective county government that seeks to enhance the quality of life for the people of Halifax County.

In God We Trust



Proclamation
Honoring the Services Rendered by
M. L. Stallings

Whereas, M. L. Stallings has proven to be a dedicated and extraordinary public servant who has gained the admiration and respect of the Halifax County Board of Commissioners and the citizens of Halifax County; and

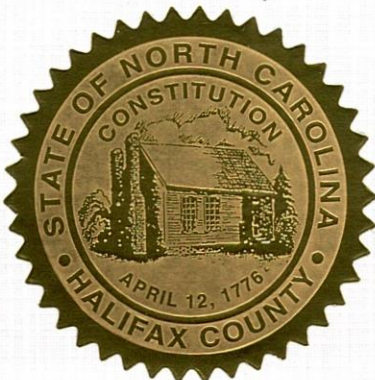
Whereas, Mr. Stallings began his career as a police officer for the City of Raleigh in 1956. In 1959, he accepted a position at Caledonia Correctional Institution and after years of perseverance and hard work was hired as the Superintendent. He later transferred to the Division of Adult Probation and Parole as a Unit Supervisor for Halifax and Northampton counties. In 1986, he retired with 30 years of service; and

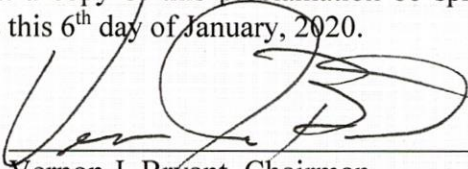
Whereas, Mr. Stallings was elected Sheriff of Halifax County in 1986. During his tenure, he demonstrated leadership, wisdom, creativity, and community spirit while improving public safety and Halifax County's unique quality of life. After 10 years of service, he decided to retire on December 31, 1996; and

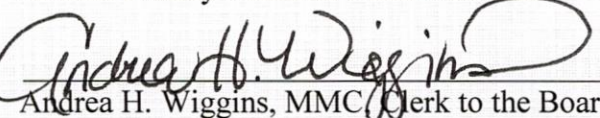
Whereas, Mr. Stallings and his lovely wife, Annette Hart Stallings, have been married for 62 years and attend Rosemary United Methodist Church. They were blessed with three beautiful children and four wonderful grandchildren.

Now, Therefore, Be It Proclaimed, that the Halifax County Board of Commissioners does hereby thank and express its sincere appreciation to M. L. Stallings, for his outstanding service to Halifax County and its citizens.

Be It Further Proclaimed, that the Halifax County Board of Commissioners does hereby recognize January 6, 2020 as M. L. Stallings Day in Halifax County, that the original of this proclamation be presented to M. L. Stallings, and that a copy of this proclamation be spread upon the minutes of the Halifax County Board of Commissioners this 6th day of January, 2020.




Vernon J. Bryant, Chairman
Halifax County Board of Commissioners


Andrea H. Wiggins, MMC Clerk to the Board
Halifax County Board of Commissioners