

# 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

## Tuesday September 8, 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](http://www.halifaxnc.com)

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**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.**

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### 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 Refunds and Releases - August 2020

### 2. Special Recognitions

- A. Resolution Honoring Gus H. Tulloss, North Carolina Department of Transportation
- B. Sons of the American Revolution Life Saving Medals

**County Commissioners**

**Ken Wilson, Halifax Resolves Chapter  
N. C. Sons of the American Revolution**

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

- A. Public Comment Period

### 4. Public Hearing

- A. Proposed Zoning Map Amendment Request

**Chris D. Rountree, Planning and  
Development Services Director**

### 5. Agenda Item

- A. Coronavirus Disease 2019 (COVID-19) Update

**Bruce L. Robistow, Health Director**

### 6. Action on Public Hearing

- A. Proposed Zoning Map Amendment Request

**Chris D. Rountree, Planning and  
Development Services Director**

**7. Agenda Items**

- A. North Carolina Department of Transportation, Division of Highways, Request for the Addition of Bishop Road and Canterbury Court in the Westminster Subdivision to the State Maintained Secondary Road System
- B. North Carolina Department of Transportation, Division of Highways, Request for the Abandonment of Crawley Farm Road from the State Maintained Secondary Road System
- C. Asset Inventory and Assessment Grant
- D. Modification to Solid Waste Services Contract
- E. Disposal Fee for Scrap Tires
- F. Approval of Amendment to Lease for USDA Office Space
- G. Acceptance of Final Bid on 1027 East Tenth Street, Roanoke Rapids, NC

**Allen W. Johnson, North Carolina  
Department of Transportation**

**Allen W. Johnson, North Carolina  
Department of Transportation**

**Greg Griffin, Public Utilities Director**

**Greg Griffin, Public Utilities Director**

**Greg Griffin, Public Utilities Director**

**M. Glynn Rollins, Jr., County Attorney**

**M. Glynn Rollins, Jr., County Attorney**

**8. Board Appointments**

- A. Board Appointments

**County Commissioners**

**9. Economic Development Report**

**10. County Manager's Report**

- A. NCACC Legislative Goals

**Tony N. Brown, County Manager**

**11. County Attorney's Report**

- A. Exception to Tax Collector's Certification on Deeds for Judicial and Other Court-Ordered Sales

**M. Glynn Rollins, Jr., County Attorney**

**12. Other Business**

**County Commissioners**

**13. Closed Session**

**County Commissioners**

- A. Approval of Closed Session Minutes

**14. Adjourn Until the September 21, 2020 at 5:30 P. M.**

**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.*

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**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:** September 8, 2020 Regular Meeting

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**SUPPORTING INFORMATION:**

Attached, please find draft minutes for your review.

**ATTACHMENTS:**

Description

- ▮ July 13, 2020 Regular Meeting
- ▮ July 27, 2020 Special Meeting

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**TOTAL COST:**

**COUNTY COST:**

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**REQUEST:** Approve the draft minutes.

**MINUTES  
HALIFAX COUNTY  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
JULY 13, 2020**

***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, July 13, 2020, 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  
Andrea H. Wiggins, MMC, Clerk to the Board/Assistant to the 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  
Christina Wells, Senior Management Analyst  
Michelle F. Moseley, Paralegal

**Call to Order**

Chairman Bryant called the meeting to order.

**Invocation and Pledge of Allegiance**

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

**Adoption of the Agenda**

Commissioner Brewer moved to approve the agenda as presented. Commissioner Smith 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 Manning moved to approve the following items on the consent agenda. Commissioner Johnson 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 April 6, 2020 Board of Equalization and Review Meeting, April 6, 2020 Regular Meeting, April 20, 2020 Regular Meeting, April 27, 2020 Regular Meeting, May 11, 2020 Board of Equalization and Review Meeting, May 11, 2020 Regular Meeting, and May 18, 2020 Regular Meeting.

B. 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.

C. Property Tax Releases – June 2020

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

D. 2020-2022 Holiday Schedule

Renee Perry, Interim Human Resources Management Director, requested that the Board approve the 2020-2022 Holiday Schedule.

E. 2020 Seniors Farmers Market Nutrition Program

Rose B. Lewis, Human Resources Management, Aging Program Coordinator, requested that the Board approve the receipt of an estimated \$2,280 in vouchers for participating older adults of each congregate site in the County.

F. 2020 SHIIP Medicare Improvements for Patients and Providers Act Grant

Rose B. Lewis, Human Resources Management, Aging Program Coordinator, requested that the Board approve the submission of the 2020 SHIIP Medicare Improvements for Patients and Providers Act Grant application, the receipt of funds if awarded, and to authorize the appropriate staff to execute the documents.

**2. Special Recognitions**

A. Retirement Resolution – Arthur Whitehead, Cooperative Extension Director

Commissioner Manning read and presented a retirement resolution in honor of Arthur Whitehead, Cooperative Extension Director, which is attached to these minutes as Attachment B.

Commissioner Manning moved to adopt the retirement resolution honoring Arthur Whitehead, Cooperative Extension Director. Commissioner Johnson seconded the motion, which passed unanimously by voice vote.

B. Special Recognition of Lieutenant Steven Casey and Sergeant Harold Phillips

Neil Aycock, Major, Sheriff Office, recognized Lieutenant Steven Casey and Sergeant Harold Phillips for their heroic actions on May 4, 2020 at D & D Garage in the County. On that day, a gentleman called 911 and requested help saying that he could not breathe and then finally stated please help. Dispatchers determined that he was calling from D & D Garage and dispatched a deputy and EMS. Lieutenant Casey was closer and immediately responded to find the gentleman unresponsive and laying on the ground outside of the garage. After providing an update to Central Communications that this was a code and to step up EMS; Lieutenant Casey began CPR. Shortly thereafter, Sergeant Harold Phillips arrived and assisted Lieutenant Casey with CPR until EMS arrived. After being loaded into the ambulance, EMS personnel determined the gentleman had a pulse and was transported to Vidant North Hospital. Major Aycock stated that the gentleman survived this life-threatening incident largely due to the quick actions of Lieutenant Casey and Sergeant Phillips.

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

There were no public comments.

**4. Public Hearing**

A. Proposed Economic Development Incentives Regarding Project Kitch

Cathy A. Scott, Economic Development Director, addressed the Board stating that a letter of intent had been authorized regarding incentives offered to Project Kitch, a manufacturing company that sought to locate a new facility in the Corporate Park. The principle incentive offered in the letter of intent was the conveyance of Lot 1 in the Corporate Park and the grant of a right of first refusal on Lot 5. On June 15, 2020, the Board authorized a grant application for a North Carolina Department of Commerce, One North Carolina Fund, in support of Project Kitch in the amount of \$150,000. Pursuant to N. C. G. S. §158-7.1, the Board must conduct a public hearing regarding the appropriation and expenditure of the One North Carolina Fund Grant, as well as the proposed conveyance of land and grant of a right of first refusal. The project would stimulate and stabilize the local economy and result in the creation of a substantial number of new, permanent jobs in the County. She requested that the Board adopt a resolution authorizing

the appropriation and expenditure of grant funds, conveyance of real property, and the grant of preemptive rights in other real property to a manufacturing company, Project Kitch.

Chairman Bryant inquired if there were any questions from the Board regarding the Proposed Economic Development Incentives regarding Project Kitch. After questions were received from the Board, Commissioner Brewer moved to open the public hearing. Commissioner Smith seconded the motion, which passed unanimously by voice vote.

Chairman Bryant inquired if there were any comments from the public regarding the Proposed Economic Development Incentives regarding Project Kitch.

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 Item**

- A. North Carolina Department of Transportation, Division of Highways, Request for the Abandonment of Hamill Road from the State Maintained Secondary Road System

Allen W. Johnson, North Carolina Department of Transportation, addressed the Board and requested the adoption of a resolution regarding the North Carolina Department of Transportation, Division of Highways, request for the abandonment of Hamill Road from the State Maintained Secondary Road System, which is attached to these minutes as Attachment C.

Commissioner Manning moved to adopt the resolution regarding the North Carolina Department of Transportation, Division of Highways, request for the abandonment of Hamill Road from the State Maintained Secondary Road System. Commissioner Brewer seconded the motion, which passed unanimously by voice vote.

**6. Action on Public Hearing**

Commissioner Bryant moved to adopt the resolution authorizing the appropriation and expenditure of grant funds, conveyance of real property, and the grant of preemptive rights in other real property to a manufacturing company, Project Kitch, which is attached to these minutes as Attachment D. Commissioner Qualls seconded the motion, which passed unanimously by voice vote.

**7. Agenda Items**

- A. Removal of Tablet Commemorating Confederate Brigadier General Junius Daniel

Rodney D. Pierce addressed the Board and requested that the tablet honoring Confederate Brigadier General Junius Daniel be removed and relocated from the front lawn of the Historic Courthouse in Halifax. He provided historical documentation regarding

Confederate Brigadier General Junius Daniel and the dedication of the tablet by the now defunct Halifax Chapter of the United Daughters of the Confederacy and the North Carolina Historical Commission in November 1929. Junius Daniel was born in Halifax into a slaveholding family as his grandfather, Willie Daniel, and his father, John Reeves Jones Daniel, a former United States Congressman and North Carolina Attorney General, both enslaved Africans and accumulated enough wealth to buy land for a plantation in Louisiana. General Junius Daniel resigned his commission as a United States Army first lieutenant in 1858 to manage the plantation. In 1859, according to Louisiana State Supreme Court records, he purchased certain lands and negroes from his father which demonstrated his knowledge of how chattel slavery worked. Junius Daniel enlisted in the Army of the Confederate States of America in 1861, commissioned as a Brigadier General by September 1862, and died during the Battle of Spotsylvania Courthouse in May 1864 for the cause of the confederacy. Mr. Pierce stated that the Board could not pledge allegiance to the United States of America during a meeting and allow a reminder of allegiance to the Confederate States of America to remain in front of the Historic Courthouse. He further stated that Junius Daniel did serve in the United States Army; however, died serving in the Confederate Army.

M. Glynn Rollins, Jr., County Attorney, addressed the Board stating that in accordance with N. C. G. S. §100-2.1 Protection of monuments, memorials, and works of art (a) Approval Required (b) Limitations on Removal, a determination would have to be reached in regards to who owned the tablet honoring Confederate Brigadier General Junius Daniel and whether it could be removed. Attorney Rollins stated that further research was required regarding this matter.

It was the consensus of the Board to direct the County Attorney to continue researching the ownership of the tablet honoring Confederate Brigadier General Junius Daniel and to provide an update regarding this matter during the August 10, 2020 Regular Meeting.

B. 2019 Property Tax Settlement, Report of Insolvents and Order for the Tax Collector to Collect Property Taxes

Doris B. Hawkins, Tax Collector, addressed the Board and requested approval of the 2019 Property Tax Settlement, Report of Insolvents, and to charge the Tax Collector with collection responsibility for the next fiscal year. A brief PowerPoint presentation and a spreadsheet that documented the FY 2019-2020 levy from beginning levy to year-end was provided. The levy by property category for FY 2019-2020 was as follows: secured property \$22,531,857.41, 86%, and unsecured property \$3,622,619.12, 14%. The County levy by property category collection percentage by category was as follows: secured levy 97.17%, unsecured property levy 98.93%, and the total combined levy 97.42%. The County levy by property category collection for all tax districts percentage by category was as follows: secured levy 97.22%, unsecured levy 98.95%, and the total combined levy 97.45%.

Commissioner Qualls moved to approve the 2019 Property Tax Settlement, Report of Insolvents, and to charge the Tax Collector with collection responsibility for the next fiscal year. Commissioner Manning seconded the motion, which passed unanimously by voice vote.

C. 2020 United States Department of Justice Bullet Proof Vest Grant

Shane Guyant, Sergeant, Sheriff Office, requested that the Board approve the submission of the United States Department of Justice Bullet Proof Vest Grant application, the receipt of funds if awarded, and authorize the appropriate staff to execute the documents. The grant would pay 50% of the 25 to 30 vests requested in the amount of \$21,049.58 and the remaining 50% match was included in the Sheriff's Office budget in the amount of \$10,524.79.

Commissioner Smith moved to approve the submission of the United States Department of Justice Bullet Proof Vest Grant application, the receipt of funds if awarded, and authorize the appropriate staff to execute the documents. Commissioner Brewer seconded the motion, which passed unanimously by voice vote.

D. Child Fatality Prevention Team Annual Report

Bruce L. Robistow, Public Health Director, addressed the Board stating that the 2019 Child Fatality Prevention Team Annual Report was being submitted for informational purposes only, as required by the N. C. G. S. Article 14, B-1406 and the State Child Health Contract Addenda. The report contained specific case information and recommendations on cases reviewed by the Child Fatality Prevention Team regarding child fatalities that occurred in 2019. There were no new member appointments to the Child Fatality Prevention Team. It was requested that the Board accept the Child Fatality Prevention Team Annual Report.

Commissioner Brewer moved to accept the Child Fatality Prevention Team Annual Report. Commissioner Johnson seconded the motion, which passed unanimously by voice vote.

E. Coronavirus Disease 2019 (Covid-19) Update

Bruce L. Robistow, Health Department Director, addressed the Board and provided a brief update regarding the Coronavirus Disease 2019 (Covid-19). As of July 9, 2020, the Halifax County Health Department was aware of 2,374 COVID-19 confirmed tests performed on Halifax County residents as follows: 390 positive cases, 282 patients recovered, 4 COVID-19 related death, 45 pending tests, and 1,939 known negative test results. The majority of the positive cases were spread out across the County and there were no noted hotspots. A graph was provided that reflected a rise in positive cases. He recommended that the County not forget the importance of following the Governor's Executive Orders and practice appropriate social distancing, handwashing, respiratory hygiene, and to wear a facial mask.

F. Account Receivables Write-Offs

Mary W. Duncan, Finance Director, addressed the Board requesting authorization to write-off uncollected debt in the total amount of \$1,050,376.66 as follows: Health \$984.72; EMS \$1,037,565.39; and Public Utilities Water \$5,924.31 and Solid Waste \$5,902.24. Independent auditors had requested that uncollectible debts be written off in order to accurately reflect year-end receivables. All debts were incurred prior to July 1, 2018 and were in compliance with the Halifax County Write-off Policy adopted May 6, 2002. Southern Credit

Adjusters would continue to pursue the EMS, Water, and Health Department collections through the State's debt set-off program.

Commissioner Smith moved to authorize write-offs in the amount of \$1,050,376.66 in uncollected debt for Health, EMS, and Public Utilities Water and Solid Waste. Commissioner Brewer seconded the motion, which passed unanimously by voice vote.

G. Sale of County Property at 1027 East 10th Street, Roanoke Rapids, by Offer and Upset Bid

M. Glynn Rollins, Jr., County Attorney, addressed the Board stating that the County had received an offer from Roanoke Valley Rentals, LLC, to purchase property located at 1027 East 10th Street, Roanoke Rapids, in the amount of \$16,200. Roanoke Valley Rentals, LLC, had paid the required 5% deposit on its offer. It was requested that the Board adopt the resolution authorizing the sale of property by offer and upset bid pursuant to N. C. G. S. §160A-269, which is attached to these minutes as Attachment E.

Commissioner Brewer moved to adopt the resolution authorizing the sale of property by offer and upset bid pursuant to N. C. G. S. §160A-269. Commissioner Smith seconded the motion, which passed unanimously by voice vote.

**8. Board Appointments**

Economic Development Board

It was the consensus of the Board to defer action on the Economic Development Board.

Halifax County Council on Aging

It was the consensus of the Board to defer action on the Halifax County Council on Aging.

Halifax-Northampton Regional Airport Authority

Commissioner Smith moved to appoint Christina Wells to replace Ian Bumgarner as an ex-officio member on the Halifax-Northampton Regional Airport Authority. Commissioner Brewer seconded the motion, which passed unanimously by voice vote.

Lake Gaston Weed Control Council

Commissioner Manning moved to appoint Christina Wells to fill the unexpired term of Ian Bumgarner as an alternate on the Lake Gaston Weed Control Council, term expiring February 28, 2023. Commissioner Smith seconded the motion, which passed unanimously by voice vote.

Library Board

Commissioner Brewer moved to appoint Crystal Crawley to fill the unexpired term of Margaret Phillips on the Library Board, term expiring June 30, 2022. Commissioner Qualls seconded the motion, which passed unanimously by voice vote.

#### Tourism Development Authority

Commissioner Smith moved to waive the term limits and reappoint Sandra Bryant and James Carlisle to serve on the Tourism Development Authority, terms expiring July 31, 2023. Commissioner Brewer seconded the motion, which passed unanimously by voice vote.

Commissioner Manning moved to reappoint Jessica Hedgepeth to serve on the Tourism Development Authority, term expiring July 31, 2023. Commissioner Qualls seconded the motion, which passed unanimously by voice vote.

#### Upper Coastal Plain Board of Directors

It was the consensus of the Board to defer action on the Upper Coastal Plain Board of Directors.

### **9. 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.

### **10. County Manager's Report**

#### **A. Retirement Resolution - Dora A. Carter, Department of Social Services Director**

Tony N. Brown, County Manager, read a retirement resolution in honor of Dora A. Carter, Department of Social Services Director, which is attached to these minutes as Attachment F.

Commissioner Manning moved to adopt the retirement resolution honoring Dora A. Carter, Department of Social Services Director. Commissioner Brewer seconded the motion, which passed unanimously by voice vote.

#### **B. NCACC Annual Conference - Designation of Voting Delegate**

Tony N. Brown, County Manager, requested that the Board designate two Commissioners to serve as voting delegate and alternate voting delegate at the North Carolina Association of County Commissioners 113<sup>th</sup> Annual Conference that would be held virtually with voting taking place via an electronic format due to the Coronavirus Disease 2019 (COVID-19) Pandemic.

Commissioner Qualls moved to designate J. Rives Manning, Jr. to serve as the County's voting delegate at the North Carolina Association of County Commissioners 113<sup>th</sup> Annual Conference. Commissioner Johnson seconded the motion, which passed unanimously by voice vote.

Commissioner Bryant moved to designate Commissioner Qualls to serve as the alternate voting delegate at the North Carolina Association of County Commissioners 113<sup>th</sup> Annual Conference. Commissioner Brewer seconded the motion, which passed unanimously by voice vote.

C. Easter Seals Request

Tony N. Brown, County Manager, addressed the Board stating that a letter was received from E. Glenn Echerd, Easter Seals Program Supervisor, requesting reduced or forgiven rent for a few months to help reduce its expenses due to the Coronavirus Disease 2019 (COVID-19) Pandemic. Easter Seals leased county-owned property located at 1710 Watkins Drive, Weldon, and served individuals with developmental disabilities. The current rent was in the amount of \$1,800 per month.

M. Glynn Rollins, Jr., County Attorney, addressed the Board stating that legally the County could not approve the request from Mr. Echerd and reviewed a memo which outlined the options the Board had under the North Carolina Constitution, Article I, Section 32. After a brief discussion was held regarding other options and programs that may be available to Easter Seals. It was the consensus of the Board not to take action and to direct the County Manager to continue to research options and programs that could assist Easter Seals.

D. Halifax County Budget Ordinance Amendment

Tony N. Brown, County Manager, addressed the Board stating that in reviewing the adopted Halifax County Budget Ordinance to prepare the tax bills with the solid waste fees, it was discovered that the incorrect final collection fee for solid waste was included in the Budget Ordinance. The correct amount was \$129.59 instead of \$132.60. He requested that the Board approve an amendment to the Halifax County Budget Ordinance to adjust the solid waste collection fee to \$129.59 instead of \$132.60.

Commissioner Qualls moved to approve an amendment to the Halifax County Budget Ordinance to adjust the solid waste collection fee to \$129.59 instead of \$132.60. Commissioner Brewer seconded the motion, which passed unanimously by voice vote.

**11. County Attorney's Report**

A. Commercial Tower License Agreement with CloudWyze

M. Glynn Rollins, Jr., County Attorney, addressed the Board stating that during the March 9, 2020 Regular Meeting, Shaun Olsen and Chris Utesh, CloudWyze, Inc., addressed the Board regarding their plans to provide high-speed internet access to rural areas of the County



under the terms of a Growing Rural Economies with Access to Technology Grant. After that presentation, the Board was advised that staff was finalizing the terms of a tower access agreement with CloudWyze. The agreement involved the lease of space on public utilities property; therefore, the United States Department of Agriculture was required to approve the agreement under our revenue bond order, which had been received. After researching similar arrangements in other jurisdictions, staff determined that an access fee of \$50 per month, per tower, was a reasonable fee under the agreement. Under the terms of the United States Department of Agriculture revenue bond order, all access fees received by the County must be deposited to the surplus fund established under the bond order.

Commissioner Manning moved to approve the Commercial Tower License Agreement with CloudWyze, Inc. and authorize the County Manager and other appropriate staff to execute the document. Commissioner Qualls seconded the motion, which passed unanimously by voice vote.

## **12. Other Business**

### **A. Coronavirus Pandemic Letter of Support to Governor Roy Cooper**

Commissioner Bryant requested that the Board approve a letter to North Carolina Governor Roy Cooper to reiterate the support of Halifax County to wear face coverings during the Coronavirus Disease 2019 (COVID-19) Pandemic.

Commissioner Manning moved to approve a letter to North Carolina Governor Roy Cooper to reiterate the support of Halifax County to wear face coverings during the Coronavirus Disease 2019 (COVID-19) Pandemic. Commissioner Qualls seconded the motion, which passed unanimously by voice vote.

### **B. Upper Coastal Plain Board of Directors**

Commissioner Smith moved to reappoint Norlan Graves to serve on the Upper Coastal Plain Board of Directors, term expiring June 30, 2022. Commissioner Johnson seconded the motion, which passed unanimously by voice vote.

## **13. Closed Session**

Commissioner Johnson moved that Closed Session be entered pursuant to N. C. G. S. §143-318.11(a) to discuss (3) Legal Matters and (5) Acquisition of Real Property. Commissioner Brewer seconded the motion, which passed unanimously by voice vote.

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

Tony N. Brown, County Manager, addressed the Board announcing his recent appointment by North Carolina Governor Roy Cooper on July 10, 2020 to serve a four-year term on the North Carolina Local Government Employees Retirement System Board.

**14. Adjourn until the August 10, 2020 Regular Meeting**

With there being no further matters to come before the Board, Commissioner Brewer moved to adjourn the meeting until the August 10, 2020 Regular Meeting at 9:30 A. M. in the Historic Courthouse. Commissioner Smith seconded the motion, which passed unanimously by voice vote.

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Vernon J. Bryant, Chairman  
Halifax County Board of Commissioners

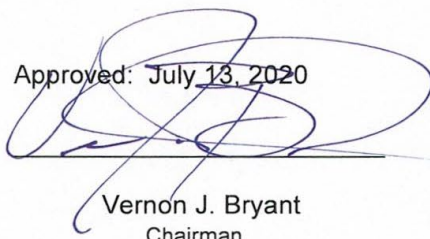
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Andrea H. Wiggins, MMC, NCCCC, Clerk to the Board  
Halifax County Board of Commissioners

Attachment A

Budget Amendments	Fiscal Year 20-21	July 13, 2020
1	<b>Sheriff</b> - Budget additional donations for Benefitting the Kids	\$ 10,000.00
2	<b>DSS</b> - Correct posting of fundraising revenue to Elderly Christmas Fund account	200.00
3	<b>DSS</b> - Budget additional revenue for Safe Kids Grant	1,300.00
4	<b>EMS</b> - Budget 3% Administrative fee charged by NCACC for DHHS Cost Settlement report (\$768,632 @ 3%)	23,059.00
5	<b>EMS</b> - Budget revenue from Rural Health Group contract for Community Paramedic Program	114,000.00

Approved: July 13, 2020



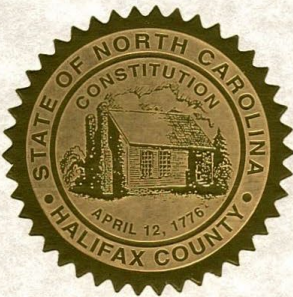
Vernon J. Bryant  
Chairman


# Resolution

✧ **WHEREAS, ARTHUR WHITEHEAD**, decided to retire as a Cooperative Extension Director with the Halifax County Cooperative Extension Department effective June Thirtieth of the Year Two Thousand and Twenty; and

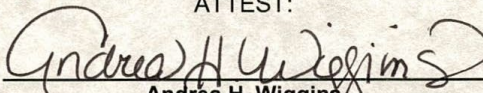
✧ **WHEREAS**, he has spent Twenty-six years with local and State government; Arthur has also served in many positions of honor in the community and State, as well as being a dedicated public servant to the citizens of Halifax County.

✧ **NOW THEREFORE BE IT RESOLVED** that on this day, Monday, July Thirteenth of the Year Two Thousand and Twenty, the Halifax County Board of Commissioners did honor Arthur Whitehead 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



Attachment C

**North Carolina Department of Transportation  
Division of Highways  
Request for Abandonment from State Maintained Secondary Road System**

North Carolina

County: Halifax

Road Description: Hamill Road is a gravel road located off NC-561 about 1.4 mi. West of Heathsville Intersection. (SR1210). Will be retaining 265' (0.05mi.) of the beginning and deleting the rest of the road 2,270' (0.43mi.)

WHEREAS, the attached petition has been filed with the Board of County Commissioners of the County of Halifax requesting that a portion of the above described road, the location of which has been indicated in red on the attached map, to be abandoned from the Secondary Road System.

WHEREAS, the Board of County Commissioners is of the opinion that the above described road should be abandoned from the Secondary Road System, as recommended by the Division of Highways of the Department of Transportation.


NOW, THEREFORE, be it resolved by the Board of County Commissioners of the County of Halifax that the Division of Highways is hereby requested to review the above described road, and to abandon a portion of the road from the State Maintained system.

**CERTIFICATE**

The foregoing resolution was duly adopted by the Board of Commissioners of the County of Halifax at a meeting on the 13th day of July, 2020

WITNESS my hand and official seal this the 13th day of July, 2020.

Official Seal

  
Clark, Board of Commissioners  
County: Halifax

**PLEASE NOTE:**

**Forward direct with request to the Division Engineer, Division of Highways**

Form SR-2 (3/2006)

Attachment D

Resolution Authorizing the Appropriation and Expenditure of Grant Funds,  
Conveyance of Real Property and the Grant of Preemptive Rights in  
Other Real Property to a Manufacturing Company  
(*Project Kitch*)

WHEREAS, a certain manufacturing company (the Company) is considering location of its manufacturing operations in Halifax County (the County); and

WHEREAS, G.S. 158-7.1(a) authorizes the County to make appropriations for economic development purposes if it is determined by the Board of County Commissioners (the Board) that such appropriations will increase the population, taxable property, agricultural industries, employment, industrial output, or business prospects of the county; and

WHEREAS, such appropriations may be funded by property taxes or by the allocation of other revenues whose use is not otherwise restricted by law; and

WHEREAS, the Board has authorized county staff to make application to the N.C. Dept. of Commerce, One North Carolina Fund, for a grant in support of the Company, in an amount not to exceed \$150,000.00 (the Grant); and

WHEREAS, G.S. 158-7.1(d) authorizes the County to convey or lease interests in real property held or was acquired by the County for economic development purposes; and

WHEREAS, the Halifax County Board of Commissioners held a public hearing to consider

1. the appropriation and expenditure of the anticipated grant funds from the N.C. Dept. of Commerce, One North Carolina Fund, in support of the Company,
2. the conveyance of that certain tract or parcel of land containing approximately 20.89 acres, more or less, designated as Lot #1 of the Halifax Corporate Park, Halifax Township, Halifax County, North Carolina, to be more particularly described in the proposed form of Economic Development Agreement attached hereto (the Property), and
3. whether to grant the Company certain preemptive rights ("right of first refusal") in an adjoining tract of land designated as Lot #5, Halifax Corporate Park, bounded on the south by N.C. Highway 561, containing approximately 13.86 acres (the Adjoining Property) also to be more particularly described in the proposed form of Economic Development Agreement,

all subject to the conditions and limitations set forth in the proposed form of Economic Development Agreement; and

WHEREAS, the Board finds that the current fair market value of the Property is \$339,600.00; and

WHEREAS, it is anticipated that the manufacturing company will make an additional taxable investment including real property improvements, machinery and equipment in Halifax County of not less than \$5,000,000.00; and



Attachment D

WHEREAS, it is anticipated that the manufacturing company will create not less than 50 new permanent jobs in Halifax County which will pay wages that exceed the current average hourly wage for Halifax County, the current average hourly wage in Halifax County being \$15.79; and

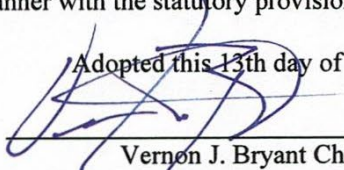
WHEREAS, the location of this manufacturing company in Halifax County will stimulate, diversify, and stabilize the local economy, promote business in Halifax County, increase the population and taxable property in Halifax County, and result in the creation of a substantial number of good paying jobs in Halifax County; and

WHEREAS, as required under G.S. 158-7.1(d2)(1), the Board specifically finds that conveyance of the Property to the manufacturing company, subject to an appropriate reversionary or reverter clause, will stimulate the local economy, promote business and result in the creation of a substantial number of jobs in Halifax County that pay at or above the median average hourly wage in the County; and

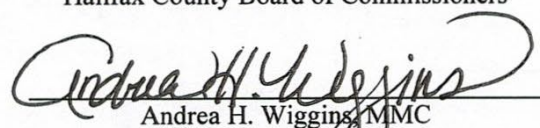
WHEREAS, a proposed form of Economic Development Agreement attached hereto setting out the terms and conditions related to the conveyance of Property, the grant of preemptive rights in the Adjoining Property and the appropriation, expenditure and repayment of the Grant has been presented to the Board;

NOW, THEREFORE, BE IT RESOLVED that subject to the decision of the manufacturing company to expand its operations in Halifax County, authorization is given to appropriate and expend the anticipated One North Carolina Fund grant, to convey the Property to the Company and to grant preemptive rights in the Adjoining Property to the Company, all subject to the terms and conditions as substantially set forth in the proposed form of Economic Development Agreement attached to this resolution, PROVIDED, that such appropriation and expenditure, conveyance and grant of preemptive rights shall comply in all manner with the statutory provisions of G.S. 158-7.1.

Adopted this 13th day of July, 2020.



Vernon J. Bryant Chairman  
Halifax County Board of Commissioners



Andrea H. Wiggins, MMC  
Clerk to the Board

**RESOLUTION AUTHORIZING SALE OF PROPERTY  
BY OFFER AND UPSET BID PURSUANT TO G. S. 160A-269**

WHEREAS, Halifax County (the County) owns certain real property located at 1027 East Tenth Street, Roanoke Rapids, North Carolina, identified as Tax Parcel No. 0919420, and more particularly described in that certain deed from M. Glynn Rollins, Jr., Commissioner, to Halifax County, dated March 3, 2020, and recorded in Book 2613, Page 392, Halifax Public Registry (the "Property"); and

WHEREAS, G.S. 160A-269 permits the sale of the Property by upset bid, after receipt of an offer for the Property; and

WHEREAS, the County has received an offer to purchase the Property in the amount of \$16,200.00, submitted by Roanoke Valley Rentals, LLC, a copy of which is attached to this resolution; and

WHEREAS, Roanoke Valley Rentals, LLC, has paid the required 5% deposit on its offer; and

NOW, THEREFORE, the Halifax County Board of Commissioners (the Board) resolves that:

1. The Board authorizes the sale of the Property through the upset bid procedure set forth in G.S. 160A-269.

2. The Clerk to the Board shall cause a notice of the proposed sale to be published. The notice shall describe the property and the amount of the offer, and shall state the terms under which the offer may be upset.

3. Those wishing to upset the offer that has been received shall submit a sealed bid to the County Attorney within 10 days after notice of the sale is published. At the conclusion of the 10-day period, the County Attorney shall open the bids, if any, and the highest bid will become the new offer. If there is more than one bid in the highest amount, the first such bid received will become the new offer.

4. If a qualifying higher bid is received, the Clerk to the Board shall cause a new notice of upset bid to be published, and shall continue to do so until a 10-day period has passed without any qualifying upset bid having been received. At that time, the amount of the final high bid shall be reported to the Board.

5. A qualifying higher bid is one that raises the existing offer by not less than ten percent (10%) of the first \$1,000.00 of that offer and five percent (5%) of the remainder of that offer.

6. A qualifying higher bid must also be accompanied by a deposit in the amount of five percent (5%) of the bid. The County will return the deposit on any bid not accepted, and will



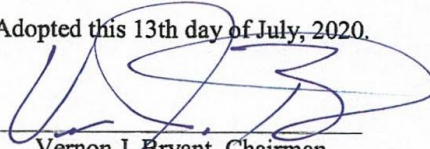
return the deposit on an offer subject to upset if a qualifying higher bid is received. The County will return the deposit of the final higher bidder at closing.

7. The terms of the final sale are:

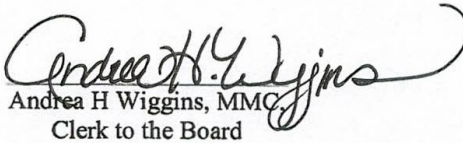
- a. the Board must approve the final high offer before the sale is closed, action on which will be taken within 30 days after the final upset bid period has passed.
- b. the buyer must pay with cash or certified funds at closing.
- c. all terms and conditions stated in the initial offer shall apply.

8. The Board reserves the right to withdraw the Property from sale at any time before the final high bid is accepted and the right to reject at any time all bids.

Adopted this 13th day of July, 2020.



Vernon J. Bryant, Chairman  
Halifax County Board of Commissioners



Andrea H Wiggins, MMC  
Clerk to the Board

**OFFER TO PURCHASE HALIFAX COUNTY PROPERTY**

**OFFER:** The undersigned Offeror hereby offers to purchase the property described below from Halifax County for the price of \$16,200.00.

**PROPERTY:** That certain lot or parcel of land, including all improvements thereon, situate in the City of Roanoke Rapids, Halifax County, North Carolina, with a physical address of 1027 East Tenth Street, Roanoke Rapids, North Carolina, identified as Tax Parcel No. 0919420, and more particularly described in that certain deed from M. Glynn Rollins, Jr., Commissioner, to Halifax County, dated March 3, 2020, and recorded in Book 2613, Page 392, Halifax Public Registry.

**"AS IS" CONDITION; TITLE:** The Offeror acknowledges that this offer is for the purchase of the property described above in its "as in" condition. Title will be conveyed by special warranty deed, free and clear of all liens or encumbrances except for those that do not impair the enjoyment and use of the property.

**DEPOSIT:** With this offer undersigned has deposited 5% of the proposed purchase price (\$810.00) with the county as required by law (refundable if offer is not accepted).

**Proration of Property Taxes:** Property taxes for the current year will be prorated at closing.

**UPSET BID PROCEDURE:** It is understood that this offer is subject to upset bid pursuant to GS 160A-269, and that no final action will be taken on acceptance of this offer until the upset bid period has expired. It is also understood that by law the County Board of Commissioners may reject this offer and any upset bid offers at any time.

**ADVERTISING COST:** If there are no upset bids on the property, the County will pay the advertising fees for the legal notice required under GS 160A-269. If there are upset bids, the successful bidder will reimburse all advertising fees at closing, even if the undersigned Offeror is the ultimate successful bidder.

This 4 day of June, 2020.

OFFEROR:

ROANOKE VALLEY RENTALS, LLC

BY:  

Timothy C. Robinson, Manager

Address: P. O. Box 847  
Roanoke Rapids, NC 27870



**RECEIVED**  
6-4-20  
GR  
LEGAL



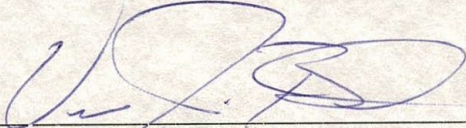
# Resolution

☞ **WHEREAS, DORA A. CARTER**, decided to retire as a County Social Services Director with the Halifax County Department of Social Services effective June Thirtieth of the Year Two Thousand and Twenty; and

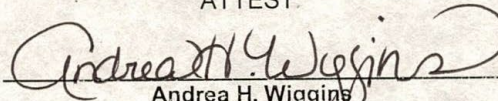
☞ **WHEREAS**, she has spent Thirty years with local and State government; Dora has also served in many positions of honor in the community and State, as well as being a dedicated public servant to the citizens of Halifax County.

☞ **NOW THEREFORE BE IT RESOLVED** that on this day, Monday, July Thirteenth of the Year Two Thousand and Twenty, the Halifax County Board of Commissioners did honor Dora A. Carter 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

**MINUTES  
HALIFAX COUNTY  
BOARD OF COMMISSIONERS  
SPECIAL MEETING  
JULY 27, 2020**

***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 Special Meeting on Monday, July 27, 2020, 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

**OTHERS:** Tony N. Brown, County Manager  
Andrea H. Wiggins, MMC, Clerk to the Board/Assistant to the County Manager  
M. Glynn Rollins, Jr., County Attorney  
Dia H. Denton, Deputy County Manager  
Mary W. Duncan, Finance Director  
Christina Wells, Senior Management Analyst  
Michelle F. Moseley, Paralegal

**ABSENT:** Honorable Linda A. Brewer

**Call to Order**

Chairman Bryant called the meeting to order.

**Invocation and Pledge of Allegiance**

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

**Adoption of the Agenda**

Commissioner Manning moved to approve the agenda as presented. Commissioner Smith seconded the motion, which passed unanimously by voice vote.

**Conflict of Interest**

There were no conflicts of interest noted by any member of the Board.

**Notice of Special Meeting Pursuant to N. C. G. S. §153A-40(b)**

Chairman Bryant stated that the Special Meeting was called pursuant to N. C. G. S. §153A-40(b). He inquired if each member of the Board had received a copy of the Notice of Special Meeting at least 48 hours prior to the time of the meeting. Each member of the Board responded that a copy of the Notice of Special Meeting was received at least 48 hours prior to the Special Meeting.

**1. Closed Session**

Commissioner Smith moved that Closed Session be entered pursuant to N. C. G. S. §143-318.11(a) (3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. Commissioner Qualls seconded the motion, which passed unanimously by voice vote.

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

**2. Adjourn until August 10, 2020 Regular Meeting**

With there being no further matters to come before the Board, Commissioner Manning moved to adjourn the meeting until the August 10, 2020 Regular Meeting. Commissioner Johnson seconded the motion, which passed unanimously by voice vote.

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Vernon J. Bryant, Chairman  
Halifax County Board of Commissioners

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



**AGENDA**  
**Halifax County Board of Commissioners**  
**Regular Meeting**

**TO:** Halifax County Board of Commissioners

**FROM:** Mary W. Duncan, Finance Director

**SUBJECT:** Budget Amendments

**DATE:** September 8, 2020 Regular Meeting

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**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
- ▢ BA for 9-8-20 meeting

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**TOTAL COST:**

**COUNTY COST:**

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**REQUEST:** Approve the budget amendments

<b>Budget Amendments</b>	<b>Fiscal Year 20-21</b>	<b>September 8, 2020</b>
1	<b>General Fund</b> - Correct postage transfer for FY 21; reverse duplicate posting	\$ 1,000.00
2	<b>Home &amp; Community Care Block Grant</b> - reverse estimated FY 20-21 revenues and expenses	308,749.00
3	<b>Home &amp; Community Care Block Grant</b> - post actual FY 20-21 revenues and expenses	384,823.00
4	<b>Sheriff</b> - Carry forward FY 19 - 20 balances for Bulletproof Vest Grant	6,371.71
5	<b>Capital Outlay - Maintenance &amp; Repairs to Buildings</b> - Carry forward E911 balances from FY 19 - 20	13,100.00
6	<b>Capital Outlay - Sheriff</b> - Carry forward Southern Software Upgrade balances from FY 19 - 20	152,413.00
7	<b>Aging - Elderly &amp; Handicap Transportation</b> - Carry forward available balance from FY 19 - 20	13,172.58
8	<b>Home Health &amp; Hospice</b> - Set up budget for expenses per agreement with Liberty through November 2020	5,633.32
9	<b>Health</b> - Set up budget for ELC Detection Activities	231,228.00
10	<b>Health - Catch My Breath</b> - Set up budget from Area L AHEC for new grant	10,000.00
11	<b>Capital Outlay - Maintenance &amp; Repair County Buildings - DSS</b> - Carry forward balance from FY 19 - 20	4,642.00
12	<b>DSS - Independent Living</b> - Funding Auth. #1, effective 7-1-20	8,356.00
13	<b>DSS - CRISIS</b> - Reverse BA 010225 keyed but was part of original adopted budget	47,596.00
14	<b>DSS - CRISIS</b> - Reverse BA 010540 keyed but was part of original adopted budget	336,017.00
15	<b>DSS - Home &amp; Community Care Block Grant</b> - Reverse estimated FY 20 - 21 budget	293,409.00
16	<b>DSS - Home &amp; Community Care Block Grant</b> - Post actual FY 20 - 21 budget	248,869.00
17	<b>C &amp; D Landfill Project</b> - Carry forward balance from FY 19 - 20	737,483.00

Approved: September 8, 2020

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Vernon J. Bryant  
Chairman



020410  
DB 8/20/20

# BUDGET AMENDMENT

Account Number / Name	Debit (Expense Increase) •(Revenue Decrease)	Credit •(Expense Decrease) (Revenue Increase)	Explanation
110-5261-532500 / Postage		1,000.00	COR JRNL#020369/DUPLICATE
110-4410-4991-00 / Fund Balance	1,000.00		
TOTALS	1,000.00	1,000.00	

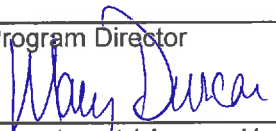
- \* To **increase** a **revenue** line item, you credit - to decrease, you debit
- \* To **increase** an **expense** line item, you debit - to decrease, you credit

Approval for Performance Compensation

Human Resources Director

Date

Program Director



Date

2/20/20

Department / Agency Head

Date

County Manager or  
Deputy County Manager or

Date



# BUDGET AMENDMENT

Account Number / Name	Debit (Expense Increase) (Revenue Decrease)	Credit (Expense Decrease) (Revenue Increase)	Explanation
110-4586-4330-53 Home & Comm Care Blk Grt	302,563.00		HOME AND COMMUNITY CARE BLOCK GRANT
110-4410-4991-00 Fund Balance	6,186.00		To reverse estimated budget FY20-21
110-6876-5699-17 Enf MOW/Home Del Meals		19,362.00	
110-6876-5699-18 SN Home Del Meals		10,028.00	
110-6876-5699-20 City of RR/Gen Transp		19,528.00	
110-6876-5699-27 Info/Case Assist		15,192.00	
110-6876-5699-55 Hal Sap/Congregate		21,471.00	
110-6876-5699-56 Hal Sap/Home Del Meals		8,500.00	
<b>TOTALS</b>			

\* 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

page 1 of 3

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
110-6876-5699-59 Twn of SN/Congregate		15,614.00	HOME AND COMMUNITY CARE BLOCK GRANT
110-6876-5699-65 COA Transportation		46,667.00	To reverse estimated budget FY20-21
110-6876-5699-66 COA Congregate		30,876.00	
110-6876-5699-76 City of RR/Sr Ctr Oper		20,291.00	
110-6876-5699-77 Twn of SN/Sr Ctr Oper		16,700.00	
110-6876-5699-78 Hal Sap/Transportation		20,200.00	
110-6876-5699-82 LGRVF Hlpfl Hands		5,000.00	
110-6876-5699-84 COA-Home Del Meals		42,745.00	
<b>TOTALS</b>			

- \* 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

pg 3

Program Director

Date



Department / Agency Head

Date

County Manager or  
Deputy County Manager or  
County Commissioner Chairman

Date

# BUDGET AMENDMENT

Account Number / Name	Debit (Expense Increase) (Revenue Decrease)	Credit (Expense Decrease) (Revenue Increase)	Explanation
110-6877-5699-38 NSIP Enf Home Del Meals		1,891.00	HOME AND COMMUNITY CARE BLOCK GRANT
110-6877-5699-39 NSIP SN Home Del Meals		1,395.00	To reverse estimated budget FY20-21
110-6877-5699-60 NSIP/Hal Sap Congregate		2,447.00	
110-6877-5699-61 NSIP/Hal Sap Home Del		752.00	
110-6877-5699-63 NSIP Twn of SN Cong		2,232.00	
110-6877-5699-85 NSIP COA Congregate		2,636.00	
110-6877-5699-86 NSIP COA Home Del		5,222.00	
<b>TOTALS</b>	308,749.00	308,749.00	

\* 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

Page 3 of 3

Program Director

Date

*Walter W. Duncan*

8/12/20

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
110-6876-5699-13 Twn of SN Gen Transp	31,500.00		HOME AND COMMUNITY CARE BLOCK GRANT
110-6876-5699-16 COA Medical Transp	27,778.00		To post actual budget FY20-21
110-6876-5699-18 SN Home Del Meals	21,000.00		
110-6876-5699-20 City of RR Gen Transp	17,500.00		
110-6876-5699-55 Hal Sap/Congregate	23,594.00		
110-6876-5699-56 Hal Sap/Home Del Meals	5,200.00		
110-6876-5699-59 Twn of SN Congregate	21,000.00		
110-6876-5699-65 COA Transportation	28,333.00		
<b>TOTALS</b>			

\* 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

page 1 of 3

Program Director

Date

*Wally W. Duncan*

*8/12/20*

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
110-6876-5699-66 COA Congregate	60,191.00		HOME AND COMMUNITY CARE BLOCK GRANT
110-6876-5699-76 City of RR/Sr Ctr Oper	40,000.00		To post actual budget FY20-21
110-6876-5699-77 Twn of SN Sr Ctr Oper	21,000.00		
110-6876-5699-78 Hal Sap/Transportation	9,115.00		
110-6876-5699-82 LGRVF Hlpfl Hands	7,000.00		
110-6876-5699-84 COA-Home Del Meals	51,575.00		
110-6877-5699-39 NSIP SN Home Del Meals	2,625.00		
110-6877-5699-60 NSIP Hal Sap Congregate	2,824.00		
<b>TOTALS</b>			

\* 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

Page 2 of 3

Program Director

Date

*Mary W. Duncan*

*8/3/20*

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
110-6877-5699-61 NSIP Hal Sap Home Del	750.00		HOME AND COMMUNITY CARE BLOCK GRANT
110-6877-5699-63 NSIP Twn of SN Cong	2,813.00		To post actual budget FY20-21
110-6877-5699-85 NSIP COA Congregate	6,150.00		
110-6877-5699-86 NSIP COA Home Del Meals	4,875.00		
110-4586-4330-53 Home & Comm Care Blk Grt		379,212.00	
110-4410-4991-00 Fund Balance		5,611.00	
<b>TOTALS</b>	384,823.00	384,823.00	

\* 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

Page 313

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
110-6882-5550-01 Tools & Equipment	6,371.71		SHF-FY19 BULLETPROOF VEST GRANT
110-4589-4589-07 FY19 Bulletproof Vest Grant		2,734.59	To carry forward available balance from FY19-20
110-4410-4991-00 Fund Balance		3,637.12	
<b>TOTALS</b>	6,371.71	6,371.71	

\* 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

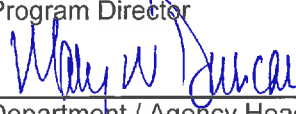
## BUDGET AMENDMENT

Account Number / Name	Debit (Expense Increase) (Revenue Decrease)	Credit (Expense Decrease) (Revenue Increase)	Explanation
110-9170-5351-34 E911 Center (Hist Cthse)	13,100.00		<b>CAPITAL OUTLAY-MAINT &amp; REP COUNTY BUILDINGS</b>
110-4410-4991-00 Fund Balance		13,100.00	To carry forward available balance from FY19-20
<b>TOTALS</b>	13,100.00	13,100.00	

\* 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
	8/31/20
Department / Agency Head	Date

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


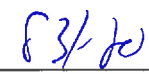
Account Number / Name	Debit (Expense Increase) (Revenue Decrease)	Credit (Expense Decrease) (Revenue Increase)	Explanation
110-9200-5697-05 Technology-Purchased	152,413.00		<b>CAPITAL OUTLAY-SHERIFF</b>
110-4410-4991-00 Fund Balance		152,413.00	Carry forward available balance from FY19-20
<b>TOTALS</b>	152,413.00	152,413.00	

- \* 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
	
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
114-5865-5300-22 COA EDTAP FY19-20	6,590.22		AGING-ELDERLY & HANDICAP TRANSPORTATION
114-5865-5300-23 DSS EDTAP FY19-20	3,101.36		Carry forward available balance from FY19-20
114-5865-5300-24 RVADC EDTAP FY19-20	3,481.00		
114-4587-4991-00 Fund Balance		13,172.58	
<b>TOTALS</b>	13,172.58	13,172.58	

- \* 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  
Deputy County Manager or  
County Commissioner Chairman

Date

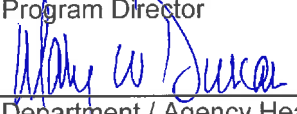
# BUDGET AMENDMENT

Account Number / Name	Debit (Expense Increase) (Revenue Decrease)	Credit (Expense Decrease) (Revenue Increase)	Explanation
124-6131-5121-00 Salaries-Regular	1,200.00		HOME HEALTH
124-6131-5181-00 Social Security	100.00		APPROPRIATE BUDGET FOR EXPENSES INCURRED PER AGREEMENT WITH LIBERTY
124-6131-5181-01 Medicare tax	30.00		
124-6131-5182-00 Retirement	200.00		
124-6131-5331-00 Lights	2,100.00		
124-6131-5334-00 Water	200.00		
124-6131-5693-00 Contracted Services	1,803.32		
124-4513-4860-12 Rent Bldg C-Liberty		5,633.32	
<b>TOTALS</b>	5,633.32	5,633.32	

\* 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
	8-20-20
Department / Agency Head	Date

County Manager or Deputy County Manager or County Commissioner Chairman	Date
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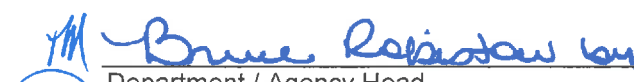

Keyed

## BUDGET AMENDMENT

Account Number / Name	Debit (Expense Increase) (Revenue Decrease)	Credit (Expense Decrease) (Revenue Increase)	Explanation
1244515-433249 ELC Enhanced Detection		231,228.00	HCHD- ELC Enhanced Detection Activities
1246145-512100 ELC Enhanced Detection salary	197,908.00		
1246145-518100 ELC Enhanced Detection SS	12,400.00		
1246145-518200 ELC Enhanced Detection Ret	18,020.00		
1246145-51518101 ELC Enhanced Detec Med	2,900.00		
<b>TOTALS</b>	231,228.00	231,228.00	

- \* 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
 	8/19/2020 Date
Department / Agency Head	
County Manager or Deputy County Manager or County Commissioner Chairman	
Date	

## BUDGET AMENDMENT

Account Number / Name	Debit (Expense Increase) (Revenue Decrease)	Credit (Expense Decrease) (Revenue Increase)	Explanation
1244515-433248 Area L Ahec Revenue		10,000.00	HCHD-FY 20-21 Catch my breath - papr machines (covid)
1249528-555001 Catch my breath Tools & Eq	10,000.00		
<b>TOTALS</b>	10,000.00	10,000.00	

\* 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

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
125-6460-5290-00 Other Supplies & Materials	2,021.00		<b>CAPITAL OUTLAY-MAINT &amp; REP COUNTY BUILDINGS</b>
125-6460-5370-00 Advertising	2,021.00		To carry forward available balance from FY19-20
125-6460-5550-01 Tools & Equipment	600.00		
125-4531-4991-00 Fund Balance		4,642.00	
<b>TOTALS</b>	4,642.00	4,642.00	

\* 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

*Wayne W. Duncan*  
Department / Agency Head

*8/31/10*

Date

County Manager or  
Deputy County Manager or  
County Commissioner Chairman

Date

# BUDGET AMENDMENT

Account Number / Name	Debit (Expense Increase) (Revenue Decrease)	Credit (Expense Decrease) (Revenue Increase)	Explanation
			DSS
125-4531-4210-09 Independent Living		8,356.00	Funding for Special Independent Living expenses, per FA#1 effective 7-1-2020
125-6430-5435-01 Special Independent Living	8,356.00		
<b>TOTALS</b>	8,356.00	8,356.00	

- \* 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

*Debra H. Garner*  
Program Director

8/21/2020

*John E. Ex*  
Department / Agency Head

8/21/2020  
Date

County Manager or  
Deputy County Manager or  
County Commissioner Chairman

Date  
FIN BA 01

# BUDGET AMENDMENT

Account Number / Name	Debit (Expense Increase) (Revenue Decrease)	Credit (Expense Decrease) (Revenue Increase)	Explanation
125-4531-4210-26 Crisis payments to clients	47,596.00		DSS
125-6480-5481-00 Crisis Intervention		47,596.00	To reverse BA#010225 already budgeted
<b>TOTALS</b>	47,596.00	47,596.00	

\* 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

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
125-4531-4210-26 Crisis payments to clients	336,017.00		DSS
125-6480-5481-00 Crisis Intervention		336,017.00	To reverse BA#010540 already budgeted
<b>TOTALS</b>	336,017.00	336,017.00	

\* 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

Department / Agency Head

Date

County Manager or  
Deputy County Manager or  
County Commissioner Chairman

Date

# BUDGET AMENDMENT

Account Number / Name	Debit (Expense Increase) (Revenue Decrease)	Credit (Expense Decrease) (Revenue Increase)	Explanation
125-6550-5698-01 In Home Svcs Level 2		213,000.00	DSS-HOME & COMM CARE BLOCK GRANT
125-6550-5698-02 In Home Svcs Level 3		19,425.00	To reverse estimated budget FY20-21
125-6550-5698-03 Adult Day Care		26,784.00	
125-6550-5698-04 Adult Day Health		34,200.00	
125-4555-4330-89 In-Home Service	232,425.00		
125-4555-4330-90 Adult Day Care/Health	60,984.00		
<b>TOTALS</b>	293,409.00	293,409.00	

\* 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

*Wally W. Dulcan*

*8/2/20*

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
125-6550-5698-01 In Home Svcs Level 2	204,789.00		DSS-HOME & COMM CARE BLOCK GRANT
125-6550-5698-02 In Home Svcs Level 3	18,065.00		To post actual budget FY20-21
125-6550-5698-03 Adult Day Care	11,790.00		
125-6550-5698-04 Adult Day Health	14,225.00		
125-4555-4330-89 In-Home Service		222,854.00	
125-4555-4330-90 Adult Day Care/Health		26,015.00	
<b>TOTALS</b>	248,869.00	248,869.00	

\* 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

*Wally W. Duncan*

*8/2/20*

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
483-7160-5412-09 Contingency	29,642.00		C & D LANDFILL PROJECT
483-7160-5412-14 Construction	592,841.00		To carry forward budget from FY19-20
483-7160-5413-10 Engineering Services	115,000.00		
483-4761-4986-01 T/F from Solid Waste		737,483.00	
<b>TOTALS</b>	737,483.00	737,483.00	

\* 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>Wally W. Dulca</i>	8-12-20
Department / Agency Head	Date

County Manager or Deputy County Manager or County Commissioner Chairman	Date
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**AGENDA**  
**Halifax County Board of Commissioners**  
**Regular Meeting**

**TO:** Halifax County Board of Commissioners

**FROM:** Doris Hawkins, Halifax County Tax Collector

**SUBJECT:** Property Tax Refunds and Releases - August 2020

**DATE:** September 8, 2020 Regular Meeting

---

**SUPPORTING INFORMATION:**

**Theophilus Alston; 924 Ellis Pkwy, Edison NJ 08820**

*Parcel 0102206: House demolished in 2018 (documentation provided)*

2019-Halifax County	\$ 147.84
2019-Halifax County Schools	\$ 19.20
2019-Enfield Fire	\$ 17.09
<b>TOTAL</b>	<b>\$ 184.13</b>

**Glenda E. Moseley; PO Box 763, Roanoke Rapids NC 27870**

*Parcel 0705489: Corrected data for number of bathrooms and 2nd story livable area and attic space*

2015-Halifax County	\$106.58
2015-Davie Fire	\$13.80
2016-Halifax County	\$113.88
2016-Davie Fire	\$13.80
2017-Halifax County	\$113.88
2017-Davie Fire	\$13.80
2017-Halifax County Schools	\$14.60
2018-Halifax County	\$112.42
2018-Davie Fire	\$13.80
2018-Halifax County Schools	\$14.60
2019-Halifax County	\$112.42
2019-Davie Fire	\$13.80
2019-Halifax County Schools	\$14.60
<b>TOTAL</b>	<b>\$671.98</b>

**Preston David Pair; check to be returned to Halifax County Tax Department**

*Parcel 0901126: 4 mobile homes removed in 2018; documentation from taxpayer and the City of Roanoke Rapids regarding removal was not provided until after Fiscal Year 2020-21 began which resulted in April 2020 payment made in*



*Fiscal Year 2019-20 was distributed incorrectly; returning the refund check to the Tax Department allows for re-posting of prior fiscal year payment to corrected bill in order to ensure all tax districts and solid waste fees can be distributed correctly*

2019-Halifax County	\$1,691.23
2019-Halifax County Late List	\$60.09
2019-City of Roanoke Rapids	\$1,429.86
2019-City of Roanoke Rapids Late List	\$50.80
2019-Roanoke Rapids City Schools	\$494.19
2019-Roanoke Rapids City Schools Late List	\$17.56
2019-Roanoke Rapids Solid Waste	\$4,400.00
2019-Solid Waste Availability	\$851.00
Interest Paid	\$351.78
<b>TOTAL</b>	<b>\$9,346.51</b>

**Wendy C. Richardson; 4119 Silvertown Rd, Enfield, NC 27823**

*Parcel 0101855: house was incorrectly assessed as 1.5 story instead of 1 story with unfinished attic*

2015-Halifax County	\$246.74
2015-Enfield Fire	\$23.32
2016-Halifax County	\$263.64
2016-Enfield Fire	\$23.32
2017-Halifax County	\$263.64
2017-Enfield Fire	\$33.80
2017-Halifax County Schools	\$23.32
2018-Halifax County	\$260.26
2018-Enfield Fire	\$23.32
2018-Halifax County Schools	\$33.80
2019-Halifax County	\$260.26
2019-Enfield Fire	\$30.08
2019-Halifax County Schools	\$33.80
<b>TOTAL</b>	<b>\$1,519.30</b>

**ATTACHMENTS:**

Description

- ▣ N.C.G.S. 105-381 Taxpayer's remedies

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**TOTAL COST:**

**COUNTY COST:**

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**REQUEST:** Approve the August 2020 property tax refunds and releases. The releases report will be provided after the month-end process is completed on the last business day of the month.

**§ 105-381. Taxpayer's remedies.**

(a) Statement of Defense. – Any taxpayer asserting a valid defense to the enforcement of the collection of a tax assessed upon his property shall proceed as hereinafter provided.

- (1) For the purpose of this subsection, a valid defense shall include the following:
  - a. A tax imposed through clerical error;
  - b. An illegal tax;
  - c. A tax levied for an illegal purpose.
- (2) If a tax has not been paid, the taxpayer may make a demand for the release of the tax claim by submitting to the governing body of the taxing unit a written statement of his defense to payment or enforcement of the tax and a request for release of the tax at any time prior to payment of the tax.
- (3) If a tax has been paid, the taxpayer, at any time within five years after said tax first became due or within six months from the date of payment of such tax, whichever is the later date, may make a demand for a refund of the tax paid by submitting to the governing body of the taxing unit a written statement of his defense and a request for refund thereof.

(b) Action of Governing Body. – Upon receiving a taxpayer's written statement of defense and request for release or refund, the governing body of the taxing unit shall within 90 days after receipt of such request determine whether the taxpayer has a valid defense to the tax imposed or any part thereof and shall either release or refund that portion of the amount that is determined to be in excess of the correct tax liability or notify the taxpayer in writing that no release or refund will be made. The governing body may, by resolution, delegate its authority to determine requests for a release or refund of tax of less than one hundred dollars (\$100.00) to the finance officer, manager, or attorney of the taxing unit. A finance officer, manager, or attorney to whom this authority is delegated shall monthly report to the governing body the actions taken by him on requests for release or refund. All actions taken by the governing body or finance officer, manager, or attorney on requests for release or refund shall be recorded in the minutes of the governing body. If a release is granted or refund made, the tax collector shall be credited with the amount released or refunded in his annual settlement.

(c) Suit for Recovery of Property Taxes. –

- (1) Request for Release before Payment. – If within 90 days after receiving a taxpayer's request for release of an unpaid tax claim under (a) above, the governing body of the taxing unit has failed to grant the release, has notified the taxpayer that no release will be granted, or has taken no action on the request, the taxpayer shall pay the tax. He may then within three years from the date of payment bring a civil action against the taxing unit for the amount claimed.
- (2) Request for Refund. – If within 90 days after receiving a taxpayer's request for refund under (a) above, the governing body has failed to refund the full amount requested by the taxpayer, has notified the taxpayer that no refund will be made, or has taken no action on the request, the taxpayer may bring a civil action against the taxing unit for the amount claimed. Such action may be brought at any time within three years from the expiration of the period in which the governing body is required to act.

(d) Civil Actions. – Civil actions brought pursuant to subsection (c) above shall be brought in the appropriate division of the general court of justice of the county in which the taxing unit is located. If, upon the trial, it is determined that the tax or any part of it was illegal or levied for an illegal purpose, or excessive as the result of a clerical error, judgment shall be

rendered therefor with interest thereon at six percent (6%) per annum, plus costs, and the judgment shall be collected as in other civil actions. (1901, c. 558, s. 30; Rev., s. 2855; C. S., s. 7979; 1971, c. 806, s. 1; 1973, c. 564, s. 3; 1977, c. 946, s. 2; 1985, c. 150, s. 1; 1987, c. 127.)



**AGENDA**  
**Halifax County Board of Commissioners**  
**Regular Meeting**

**TO:** Halifax County Board of Commissioners

**FROM:** Vernon J. Bryant, Chairman

**PRESENTER:** County Commissioners

**SUBJECT:** Resolution Honoring Gus H. Tulloss, North Carolina Department of Transportation

**DATE:** September 8, 2020 Regular Meeting

---

**SUPPORTING INFORMATION:**

Attached, please find a resolution honoring Gus H. Tulloss, North Carolina Department of Transportation.

**ATTACHMENTS:**

Description

- ▯ Resolution Honoring Gus H. Tulloss, North Carolina Department of Transportation

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**TOTAL COST:**

**COUNTY COST:**

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**REQUEST:** Adopt the resolution honoring Gus H. Tulloss, North Carolina Department of Transportation.



*Resolution*  
*Honoring The Services Rendered By*  
*Gus H. Tulloss*  
*North Carolina Board of Transportation*

*Whereas*, Gus H. Tulloss 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

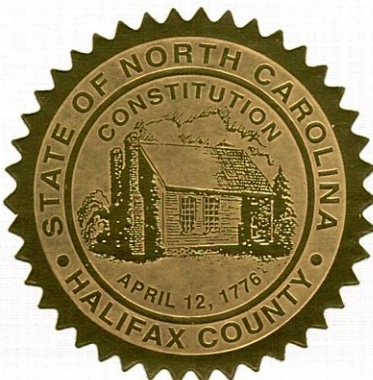
*Whereas*, Mr. Tulloss began his tenure as a member of the North Carolina Board of Transportation in January 2008 and has represented Division 4, which includes Halifax County, for more than 12 years; and

*Whereas*, Mr. Tulloss has been a strong advocate for road improvements and transportation priorities affecting the character of our community each time exhibiting sound judgment and concern for the citizens of Halifax County; and

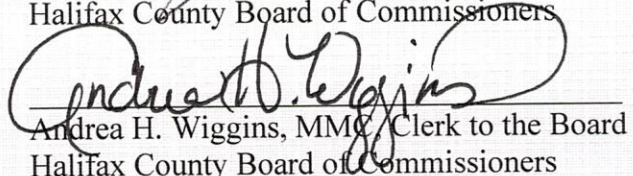
*Whereas*, Mr. Tulloss has demonstrated sound leadership, wisdom, creativity, and community spirit while serving as a member of the North Carolina Board of Transportation, Division 4, which has improved Halifax County's unique quality of life; and

*Now, Therefore, Be It Resolved*, that the Halifax County Board of Commissioners does hereby thank and express its sincere appreciation to Gus H. Tulloss, North Carolina Board of Transportation, Division 4, for his unselfish and outstanding service to Halifax County and its citizens.

*Be It Further Resolved*, that the original of this resolution be presented to Gus H. Tulloss and that a copy of this resolution be spread upon the minutes of the Halifax County Board of Commissioners this 8<sup>th</sup> day of September, 2020.



Vernon J. Bryant, Chairman  
Halifax County Board of Commissioners



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



**AGENDA**  
**Halifax County Board of Commissioners**  
**Regular Meeting**

**TO:** Halifax County Board of Commissioners

**FROM:** Ken Wilson, Halifax Resolves Chapter N. C. Sons of the American Revolution

**PRESENTER:** Ken Wilson, Halifax Resolves Chapter N. C. Sons of the American Revolution

**SUBJECT:** Sons of the American Revolution Life Saving Medals

**DATE:** September 8, 2020 Regular Meeting

---

**SUPPORTING INFORMATION:**

Mr. Wilson will present the Sons of the American Revolution Life Saving Medals.

**ATTACHMENTS:**

Description

No Attachments Available

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**TOTAL COST:**

**COUNTY COST:**

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**REQUEST:**





**AGENDA**  
**Halifax County Board of Commissioners**  
**Regular Meeting**

**TO:** Halifax County Board of Commissioners

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

**SUBJECT:** Public Comment Period

**DATE:** September 8, 2020 Regular Meeting

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**SUPPORTING INFORMATION:**

Attached, please find the Public Comment Period Statement.

**ATTACHMENTS:**

Description

▯ Public Comment Period Statement

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**TOTAL COST:**

**COUNTY COST:**

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**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:** Chris D. Rountree, Planning and Development Services Director

**PRESENTER:** Chris D. Rountree, Planning and Development Services Director

**SUBJECT:** Proposed Zoning Map Amendment Request

**DATE:** September 8, 2020 Regular Meeting

---

**SUPPORTING INFORMATION:**

1. The applicant, HMJ Holdings, LLC, has requested to rezone tax parcels # 09-05813 & #09-04995 from RA - Residential / Agriculture to HB - Highway Business.
2. The properties have approximately 150 ft of road frontage along Mobley Street.
3. The rezoning to the HB - Highway Business district will allow for a wider range of highway-orientated business uses.
4. The Halifax County Planning Board met on July 29, 2020 and unanimously recommended approval of the proposed zoning map amendment changes.

**ATTACHMENTS:**

Description

- ▢ Public Hearing Statement
- ▢ BOC Rezoning Request #2020-01
- ▢ Resolution -Amend Zoning Map - HMJ Holdings, LLC

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**TOTAL COST:**0

**COUNTY COST:**0

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**REQUEST:** Request the Board approve the zoning map amendment to change the zoning classification from RA - Residential / Agriculture to HB - Highway Business district.



## **OPENING STATEMENT PUBLIC HEARING**

**Public hearings are held for the purpose of receiving comments from the public regarding a specific subject. Those persons desiring to speak will give their name, their physical address, their phone number and the name of the organization they are speaking for, if applicable. We request that each speaker limit their comments solely to the issue at hand and not direct comments toward specific individuals. In the interest of time, please do not repeat facts or issues covered by previous speakers.**

**If you wish to comment, you should express your opinion on the subject matter and give the Board an understanding of whether you favor, or oppose, the issue being discussed.**

**The Board of Commissioners values and appreciates the opportunity to listen to the citizens of Halifax County and respectfully requests that the above guidelines be followed.**



## Halifax County Planning & Development Services

PO Box 69 - 15 W. Pittsylvania Street, Halifax, NC 27839

(252) 583-1082 Planning & Zoning

(252) 583-4891 Building Inspections

(252) 583-2288 E911 Addressing

(252) 583-2735 Fax

**TO:** Halifax County Board of Commissioners

**FROM:** Chris D. Rountree, Director *CDR*

**DATE:** August 19, 2020

**SUBJECT:** Rezoning Request #2020-01 - **Meeting Date 9-8-2020**

### ITEM

Rezoning Request #2020-01, HMJ Holdings, LLC is requesting to rezone tax parcels #09-05813 & #09-04995 from RA - Residential/Agricultural to the HB- Highway Business zoning district. The property has road frontage on Mobley Street, Roanoke Rapids, NC. The area for the proposed rezoning encompasses approximately .48± acres and is located in the Roanoke Rapids Township.

### GENERAL INFORMATION:

<b>Applicant:</b>	HMJ Holdings, LLC
<b>Address:</b>	PO Box 1833 Roanoke Rapids, NC 27870
<b>Owner:</b>	same
<b>Address:</b>	
<b>Proposed District:</b>	HB – Highway Business
<b>Existing Zoning &amp; Land Use:</b>	
<b>North:</b>	HB (Residential/Agriculture)/ Business
<b>South:</b>	RA (Residential/Agricultural)/ Dwellings
<b>East:</b>	RA (Residential/Agricultural)/ Dwellings
<b>West:</b>	RA(Residential/Agricultural)/ MHP / Church
<b>Applicable Regulations</b>	Halifax County Zoning Regulations

**COMMENTS**

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The applicant is requesting this rezoning to HB –Highway Business in an attempt to preserve the property for future development. A zoning designation of this type (HB) would allow a range of highway-oriented businesses. Currently, both parcels of land have dwellings located on them and have approximately 150 ft of road frontage along Mobley Street. The property to the north is owned by the applicant and there is currently an indoor Storage facility business operating.

**PLANNING STAFF RECOMMENDATION**

---

Staff recommends approval of the rezoning application. The Comprehensive Development Plan for Halifax County shows the proposed area for rezoning is within the US 158 Economic Development Area on the Growth Strategy Map, which is an area for potential commercial development.

This request for rezoning is consistent with these policies of the Comprehensive Development Plan.

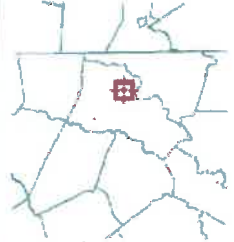
Policy PC -1: Coordinated inter-governmental planning for economic development, land use and development, transportation and centralized water / sewer services shall be among Halifax County's highest priority concerns.

Policy ED-1: Economic development shall be the number one priority for policies and actions of Halifax County.





## Overview



### Legend

-  **Parcels**
-  **Roads**
- City Limits**
  -  Enfield
  -  Halifax
  -  Hobgood
  -  Littleton
  -  Roanoke Rapids
  -  Scotland Neck
  -  Weldon
- Zoning**
  -  Commercial Downtown
  -  Commercial Highway
  -  Downtown Business
  -  Heavy Industrial
  -  Highway Business
  -  Lakeside Residential
  -  Light Industrial
  -  Low-Density Residential
  -  Medium-Density Residential
  -  Mobile Home Residential
  -  Neighborhood Business
  -  Residential
  -  Residential-Agricultural
  -  Residential-Office
  -  Single & Multi-Family Residential
  -  Singlewide Mobile Home Residential

☐ - PROPOSED REZONING  
RA TO HB

Please note that parcel data is for the 2020 tax year. In other words, the records reflect tax listing and recorded documents for the period between January 1 and December 31, 2019. Users of this website should understand that changes to official tax records may not be reflected on this website. This website is not a connection to the Halifax County Tax Office's "live" database and is updated each business day. Numerous changes occur to the assessment database each day and will not be reflected online until the next update. Please call (252) 583-2121 for more information.

A RESOLUTION TO AMEND  
THE OFFICIAL ZONING MAP OF HALIFAX COUNTY

(HMJ Holdings, LLC property Rezoned from RA District to HB District)

WHEREAS, on September 8, 2020, HMJ Holdings, LLC petitioned the Halifax County Board of Commissioners, regarding a proposed amendment to the Official Zoning Map of Halifax County, wherein he proposed that the following property be rezoned from Residential-Agricultural (RA) District to Highway Business (HB) District, to wit: that certain real property located in Roanoke Rapids Township, Halifax County, North Carolina, and for purposes of identification and description designated in the county tax records as follows: Tax Parcel Number 0905813 & 0904995, consisting of .48 acres, more or less; and

WHEREAS, this proposal was submitted to the Halifax County Planning Board for review and recommendation as required by GS 153A-344, GS 153A-341, and Section 902.01 of the county zoning ordinance; and

WHEREAS, the Planning Board conducted its review at its regular meeting on July 29, 2020, and by unanimous vote has recommended the adoption of the proposed amendment; and

WHEREAS, pursuant to GS 153A-323(a) and Section 900 of the county zoning ordinance, a public hearing was held by the Halifax County Board of Commissioners regarding the proposed amendment at its regular meeting on Tuesday, September 8, 2020, at 9:30 a.m. after notice of the public hearing had published in the manner required by said statute and ordinance, delivered by first class mail to those persons or entities entitled to notice under GS 153A-343(a), and posted on the Property as required by GS 153A-343(d);

WHEREAS, the proposed rezoning is consistent with the following policies of the Halifax County Comprehensive Development Plan, to wit: Policy PC-1 and Policy ED-1; and

WHEREAS, the Board of Commissioners has fully considered all of the permissible uses of property within the Highway Business (HB) District, and finds that such uses are compatible with the areas surrounding the proposed HB District;

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Official Zoning Map of Halifax County be and hereby is amended by changing the designated use district (zoning district) of the land within the boundary of the Property as described above from Residential-Agricultural (RA) District to Highway Business (HB) District.

Adopted this 8th day of September, 2020.

---

Vernon J. Bryant, Chairman  
Halifax County Board of Commissioners

ATTEST:

---

Andrea H. Wiggins, MMC



**AGENDA**  
**Halifax County Board of Commissioners**  
**Regular Meeting**

**TO:** Halifax County Board of Commissioners

**FROM:** Bruce L. Robistow, Health Director

**PRESENTER:** Bruce L. Robistow, Health Director

**SUBJECT:** Coronavirus Disease 2019 (COVID-19) Update

**DATE:** September 8, 2020 Regular Meeting

---

**SUPPORTING INFORMATION:**

I will present the most current information during my presentation.

**ATTACHMENTS:**

Description

No Attachments Available

---

**TOTAL COST:**

**COUNTY COST:**

---

**REQUEST:**



**AGENDA**  
**Halifax County Board of Commissioners**  
**Regular Meeting**

**TO:** Halifax County Board of Commissioners

**FROM:** Chris D. Rountree, Planning and Development Services Director

**PRESENTER:** Chris D. Rountree, Planning and Development Services Director

**SUBJECT:** Proposed Zoning Map Amendment Request

**DATE:** September 8, 2020 Regular Meeting

---

**SUPPORTING INFORMATION:**

1. The applicant, HMJ Holdings, LLC, has requested to rezone tax parcels # 09-05813 & #09-04995 from RA - Residential / Agriculture to HB - Highway Business.
2. The properties have approximately 150 ft of road frontage along Mobley Street.
3. The rezoning to the HB - Highway Business district will allow for a wider range of highway-orientated business uses.
4. The Halifax County Planning Board met on July 29, 2020 and unanimously recommended approval of the proposed zoning map amendment changes.

**ATTACHMENTS:**

Description

- ▣ Resolution - Amend Zoning Map - HMJ Holdings, LLC

---

**TOTAL COST:**0

**COUNTY COST:**0

---

**REQUEST:** Request the Board approve the zoning map amendment resolution to change the zoning classification from RA - Residential / Agriculture to HB - Highway Business district.

A RESOLUTION TO AMEND  
THE OFFICIAL ZONING MAP OF HALIFAX COUNTY

(HMJ Holdings, LLC property Rezoned from RA District to HB District)

WHEREAS, on September 8, 2020, HMJ Holdings, LLC petitioned the Halifax County Board of Commissioners, regarding a proposed amendment to the Official Zoning Map of Halifax County, wherein he proposed that the following property be rezoned from Residential-Agricultural (RA) District to Highway Business (HB) District, to wit: that certain real property located in Roanoke Rapids Township, Halifax County, North Carolina, and for purposes of identification and description designated in the county tax records as follows: Tax Parcel Number 0905813 & 0904995, consisting of .48 acres, more or less; and

WHEREAS, this proposal was submitted to the Halifax County Planning Board for review and recommendation as required by GS 153A-344, GS 153A-341, and Section 902.01 of the county zoning ordinance; and

WHEREAS, the Planning Board conducted its review at its regular meeting on July 29, 2020, and by unanimous vote has recommended the adoption of the proposed amendment; and

WHEREAS, pursuant to GS 153A-323(a) and Section 900 of the county zoning ordinance, a public hearing was held by the Halifax County Board of Commissioners regarding the proposed amendment at its regular meeting on Tuesday, September 8, 2020, at 9:30 a.m. after notice of the public hearing had published in the manner required by said statute and ordinance, delivered by first class mail to those persons or entities entitled to notice under GS 153A-343(a), and posted on the Property as required by GS 153A-343(d);

WHEREAS, the proposed rezoning is consistent with the following policies of the Halifax County Comprehensive Development Plan, to wit: Policy PC-1 and Policy ED-1; and

WHEREAS, the Board of Commissioners has fully considered all of the permissible uses of property within the Highway Business (HB) District, and finds that such uses are compatible with the areas surrounding the proposed HB District;

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Official Zoning Map of Halifax County be and hereby is amended by changing the designated use district (zoning district) of the land within the boundary of the Property as described above from Residential-Agricultural (RA) District to Highway Business (HB) District.

Adopted this 8th day of September, 2020.

---

Vernon J. Bryant, Chairman  
Halifax County Board of Commissioners

ATTEST:

---

Andrea H. Wiggins, MMC





**AGENDA**  
**Halifax County Board of Commissioners**  
**Regular Meeting**

**TO:** Halifax County Board of Commissioners

**FROM:** Allen W. Johnson, North Carolina Department of Transportation

**PRESENTER:** Allen W. Johnson, North Carolina Department of Transportation

**SUBJECT:** North Carolina Department of Transportation, Division of Highways, Request for the Addition of Bishop Road and Canterbury Court in the Westminster Subdivision to the State Maintained Secondary Road System

**DATE:** September 8, 2020 Regular Meeting

---

**SUPPORTING INFORMATION:**

Attached, please find the North Carolina Department of Transportation, Division of Highways, request for the addition of Bishop Road and Canterbury Court in the Westminster Subdivision to the State Maintained Secondary Road System.

**ATTACHMENTS:**

Description

▣ Letter of Request

---

**TOTAL COST:**

**COUNTY COST:**

---

**REQUEST:** Adopt the resolution regarding the North Carolina Department of Transportation, Division of Highways, request for the addition of Bishop Road and Canterbury Court in the Westminster Subdivision to the State Maintained Secondary Road System.



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

ROY COOPER  
GOVERNOR

J. ERIC BOYETTE  
SECRETARY

August 19, 2020

Tony Brown, County Manager  
Halifax County Board of Commissioners  
P.O Box 38  
Halifax, NC 27839

Dear Mr. Brown:

Attached are forms SR-1 (Petition), Form SR-2 (Resolution), SR -4 (Investigation Report), a portion of a marked county map indicating the location, verification of right of way for Bishop Road and Canterbury Court in Westminster Subdivision which we plan to present at your August 10th, 2020 County Commissioners meeting.

If you should have any questions, please feel free to call on me.

Yours very truly,

DocuSigned by:

*Perry G. Keeter*

C740EB82FB18405...

Perry G. Keeter, P.E.  
DISTRICT ENGINEER

Attachment

**North Carolina Department of Transportation  
Division of Highways  
Petition for Road Addition**

**ROADWAY INFORMATION:** (Please Print/Type)

County: Halifax Road Name: Bishop Road  
(Please list additional street names and lengths on the back of this form.)

Subdivision Name: Westminster Subdivision Length (miles): 1600' (0.30 Mi)

Number of occupied homes having street frontage: 16 Located (miles): 1845' (0.35 Mi)

miles N ☐ S ☐ E ☒ W ☐ of the intersection of Route 1426 and Route 1400.  
(Check one) (SR, NC, US) (SR, NC, US)

We, the undersigned, being property owners and/or developers of Westminster Subdivision in Halifax County, do hereby request the Division of Highways to add the above described road.

**CONTACT PERSON:** Name and Address of First Petitioner. (Please Print/Type)

Name: Michael Manning Phone Number: 252-365-1764

Street Address: 264 Bishop Rd, RR

Mailing Address: 264 Bishop, Rd, Roanoke Rapids NC 27870

**PROPERTY OWNERS**

Name

Mailing Address

Telephone

Mike & Kelly Manning 264 Bishop Rd 252-365-1764

CLAYTON Lee Smith 252-532-7456

Randy & Kathy Griffin 246 Bishop Rd 252-678-0130

Dustin & Ashley Newsome 290 Bishop Rd 252-678-0950

Philip & Tina May 74 Canterbury Ct (252) 532-5827

EMMA A Iston 239 Bishop Rd 252 326-5804

Steve & Jason Shotwell 206 Bishop Rd (252) 532-5968

Sylvia W. Pearson 172 Bishop Rd (252) 519-2929

Worenza Edwards 194 Bishop Rd (973) 964-8800

Worenza Edwards 211 Bishop Road (973) 964-8800

**North Carolina Department of Transportation  
Division of Highways  
Petition for Road Addition**

**ROADWAY INFORMATION:** (Please Print/Type)

County: Halifax Road Name: Canterbury Court  
(Please list additional street names and lengths on the back of this form.)

Subdivision Name: Westminster Subdivision Length (miles): 433' (0.08 Mi)

Number of occupied homes having street frontage: 8 Located (miles): 1845' (0.35 Mi)

miles N ☐ S ☐ E ☒ W ☐ of the intersection of Route 1426 and Route 1400  
(Check one) (SR, NC, US) (SR, NC, US)

We, the undersigned, being property owners and/or developers of Westminster Subdivision in Halifax County, do hereby request the Division of Highways to add the above described road.

**CONTACT PERSON:** Name and Address of First Petitioner. (Please Print/Type)

Name: Michael Manning Phone Number: 252-365-1764

Street Address: 264 Bishop Rd, Roanoke Rapids

Mailing Address: 264 Bishop Rd, Roanoke Rapids

**PROPERTY OWNERS**

Name

Mailing Address

Telephone

Philip & Tina May	114 Canterbury Ct	(252) 532-5827
Steward Townsend	163 Canterbury Ct.	(973) 452-8611
Lorenza Edwards	53 Canterbury Ct.	(973) 964-8800
Alana & Michele Cline	# Lot 29-	(252) 532-3777

**North Carolina Department of Transportation  
Division of Highways  
Request for Addition to State Maintained Secondary Road System**

North Carolina

County: Halifax

Road Description: Westminster Subdivision- Bishop Road and Canterbury Court. is off of SR-1400 about 0.35 Mi. east of SR-1426 (Bolling Road). Bishop Rd 1600' (0.30mi) Canterbury Ct 433' (0.08mi)

WHEREAS, the attached petition has been filed with the Board of County Commissioners of the County of Halifax requesting that the above described road, the location of which has been indicated in red on the attached map, be added to the Secondary Road System, and

WHEREAS, the Board of County Commissioners is of the opinion that the above described road should be added to the Secondary Road System, if the road meets minimum standards and criteria established by the Division of Highways of the Department of Transportation for the addition of roads to the System.

NOW, THEREFORE, be it resolved by the Board of County Commissioners of the County of Halifax that the Division of Highways is hereby requested to review the above described road, and to take over the road for maintenance if it meets established standards and criteria.

**CERTIFICATE**

The foregoing resolution was duly adopted by the Board of Commissioners of the County of Halifax at a meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

WITNESS my hand and official seal this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**Official Seal**

Clerk, Board of Commissioners  
County: \_\_\_\_\_

**PLEASE NOTE:**

**Forward direct with request to the Division Engineer, Division of Highways**



**North Carolina Department of Transportation  
Division of Highways  
Secondary Road Addition Investigation Report**

County: Halifax Co. File No: \_\_\_\_\_ Date: 4/2/2020  
Township: Roanoke Rapids Div. File No: \_\_\_\_\_ Div. No: \_\_\_\_\_

Local Name: Canterbury Court Subdivision Name: Westminster Subdivision  
Length: 433' (0.08mi) Width: 20' Surface Type: S9.5A PVMT Condition: Good  
Surface Thickness: 2" Base Type: ABC Base Thickness: 8"

\*Bridges Yes \_\_\_\_\_ No X \* Pipe > 48" Yes \_\_\_\_\_ No X \*Retaining Walls Within Right of Way Yes \_\_\_\_\_ No X

**\* If Yes -Include Bridge Maintenance Investigation Report**

Is this a subdivision street subject to the construction requirements for such streets? \_\_\_\_\_

Recording Date: Dec. 2004 Book: PC 6 Page: 122-S

Number of homes having entrances into road: 8

Other uses having entrances into road: None

Right-of-Way Width: 60' If right-of-way is below the desired width, give reasons under "Remarks and Recommendations."

Is petition (SR-1) attached? Yes

Is the County Commissioners Approval (SR-2) attached? Yes If not, why not? N/A

Is a map attached indicating information for reference in locating road by the Planning Department? Yes

Cost to place in acceptable maintenance condition: Total Cost: \$ N/A

Grade, drain, stabilize: \$ N/A Drainage: \$ N/A Other: \$ N/A

Remarks and Recommendations: \_\_\_\_\_

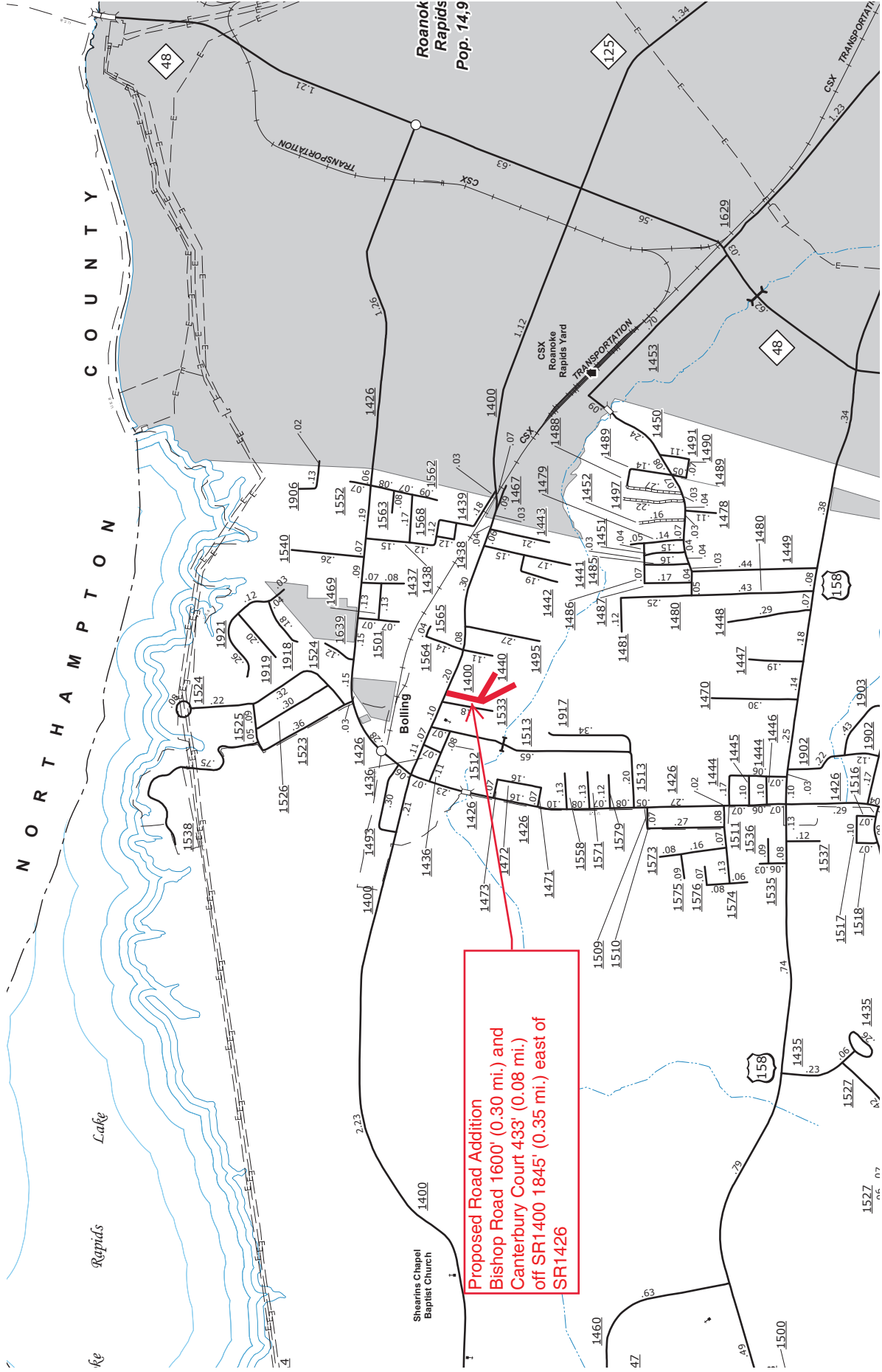
Submitted by: Perry G. Butler Reviewed and Approved: \_\_\_\_\_  
DocuSigned by: DISTRICT ENGINEER DIVISION ENGINEER

Reviewed and Approved

BOARD OF TRANSPORTATION MEMBER: \_\_\_\_\_

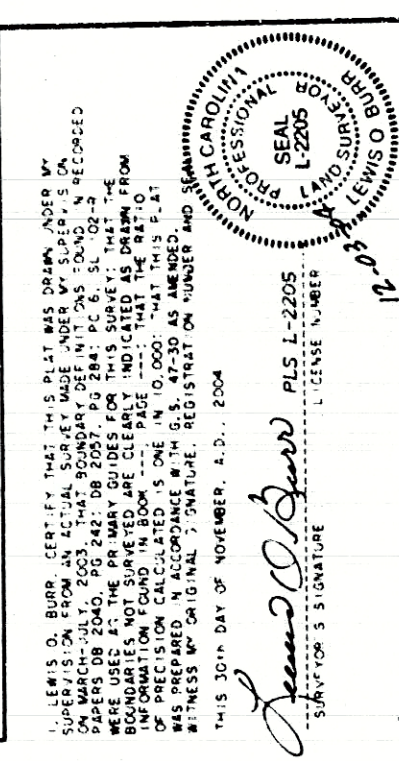
	<p>Do not write in this space- For Use by Secondary Roads Unit</p> <p>Petition # _____</p>
--	--





Proposed Road Addition  
Bishop Road 1600' (0.30 mi.) and  
Canterbury Court 433' (0.08 mi.)  
off SR1400 1845' (0.35 mi.) east of  
SR1426





NORTH CAROLINA, HALIFAX COUNTY  
Filed for registration and recorded  
12:39 o'clock AM  
November 16 1904  
in Plat Cabinet 66, Slide 123-S  
Judy Evans-Barbee  
Register of Deeds  
By: *Caroline S. Tuley*  
Deputy Register

Review in 2006  
by Franz Erders

[illegible]

SITE DATA  
 PROPERTY IS CURRENTLY ZONED MALIBU COUNTY R-6  
 RESIDENTIAL DISTRICT WITH  
 LOT SIZE - 6,000 SF  
 LOT WIDTH - 60 FEET  
 LOT DEPTH - 100 FEET  
 100' WIDE SETBACKS:  
 FRONT YARD - - - - - 30 FEET  
 SIDE YARD (INTERIOR) - - - - - 8 FEET  
 REAR YARD (ABUTTING STREET) - - - - - 15 FEET  
 REAR YARD (20' REAR LOT DEPTH) - 30 FEET MAX

AREA AS PLATTED - 14.322 ACRES.

10 FT. OF HWY. - 60 FT.  
RIGHT SECTION - 20' PAVEMENT - 6' SHOULDERS  
TOTAL LENGTH - 1962 LF (CENTERLINE-CENTER)  
UL-DE-SACS - 2 EA

VIRTUALLY ALL WOODED.

AREA WITH FLOOD INSURANCE RATE MAP CITY OF  
INDIANAPOLIS, INDIANA - 370117 0005 B AS REVISED  
IN 1992. A PORTION OF LOTS 12 THRU 17  
ARE WITHIN THE 100-YEAR FLOOD HAZARD  
AREA.

OTHER SERVICES ARE TO BE PROVIDED TO EACH LOT  
WITH THE ROCKDAKE RAPIDS SANITARY DISTRICT

WATER SUPPLY SYSTEM IS TO BE INSTALLED WITHIN THE RIGHTS OF WAY VIA CONNECTION TO THE EXISTING MAINLINE THE SOUTH SIDE OF WEST 10TH STREET. MAINLINE AT THE SOUTH END OF MOBLEY STREET AND AT THE CORNELLIA ROAD.

**DEVELOPERS**  
 HUNTING RIDGE ROAD  
 HUNTING RIDGE, NC 27870  
 703-596-0093

1



CHOCKOVATEE  
A PUBLIC WORKS  
THE STREET  
6" MAIN ALLOC  
AS THRU EAST  
STREET TO  
EAST END OF

2.

CERTIFICATE OF APPROVAL AND ACCEPTANCE  
OF WATER AND SEWER UTILITIES

I HEREBY CERTIFY THAT ALL WATER AND SANITARY SEWER IMPROVEMENTS  
SHOWN ON THIS PLAN ARE APPROVED AS TO DESIGN ALIGNMENT AND ALL  
NECESSARY PERMITS AS SHOWN AND  
AGENTS FOR INSTALLATION OF SUCH IMPROVEMENTS AS SHOWN AND  
DEDICATED ON THIS PLAN ARE HEREBY ACCEPTED.

*John C. Rose* 12/6/04

OWNERS & DEDICATORS:  
RONNOKO RIVERS  
TRUST  
BARBARA L. RIVERS  
CONTACT: 214 708 0000  
RONNOKO RIVERS  
TRUST  
CONTACT: 214 708 0000

DATE: \_\_\_\_\_

CEDED, RONNOKO RIVERS SANITARY DISTRICT

CERTIFICATE OF OWNERSHIP AND DEDICATION

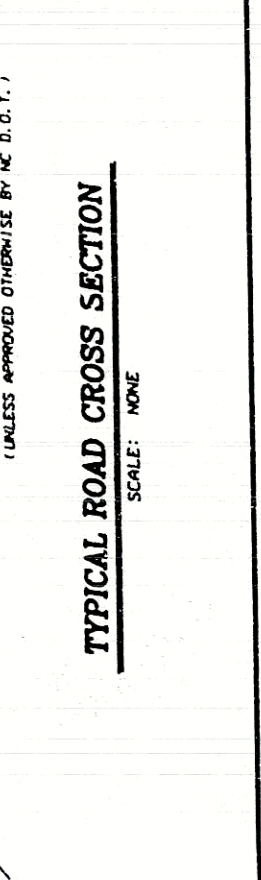
I HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY SHOWN AND DESCRIBED HEREON, WHICH IS LOCATED IN THE SUBDIVISION JURISDICTION OF THE COUNTY OF HALIFAX AND THAT THEREBY I AM DEDICATING THE SAME TO THE SUBDIVISION OF THE CITY OF HALIFAX, IN THE CASE OF ALL STREETS, ALLEYS, PARKWAYS, PARKS, AND OTHER SITES AND EASEMENTS TO PUBLIC OR PRIVATE USE AS NOTED.

60' RIGHT OF WAY

6' 6' 6' 6'

20' PAVEMENT

GRAPHIC SURVEILLANCE





**LEGEND**

- ECH = EXISTING CONCRETE MONUMENT
- EIR = EXISTING IRON ROD
- NCH = NEW CONCRETE MONUMENT SET THIS SURVEY
- NIR = NEW IRON ROD SET THIS SURVEY
- RCP = REINFORCED CONCRETE PIPE
- CMP = CORRUGATED METAL PIPE
- R/W = RIGHT OF WAY

REVISION 03-01-04  
GENERAL - DELETED ALL CURB AND GUTTER AND SIDEWALKS.  
DELETED WATER LINES TO SHOULDER OF NEW STREET CROSS  
SECTION, AND REMOVED STORM DRAINAGE AND SANitary SEWER  
SYSTEMS TO SUIT NEW STREET CROSS SECTION.  
LOT LINES AND STREET RIGHTS OF WAY REMAIN UNCHANGED.

Review in 2006  
by *Frederick*  
**FINAL PLAN**

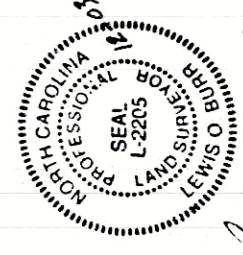
PLAT SHOWING A SUBDIVISION OF PROPERTY FOR  
**WESTMINSTER SUBDIVISION**  
THOMAS E. BARRETT, JR. & JODIE H. BARRETT - DB 2057, PG. 284  
ROANOKE RIVER DEVELOPMENT, LLC - DB 2040, PG. 242

SCALE: 1" = 50'  
DATE: 01-04-2003  
DRAWN BY: A.B.  
REVISED: 03-01-04

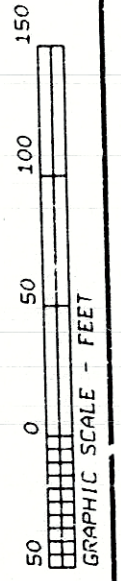
ROANOKE RAPIDS TOWNSHIP HALLIFAX COUNTY NORTH CAROLINA  
TAX PARCEL I.D. NUMBERS 09-0496 AND 09-00241 (PART)

BURR & ASSOCIATES, P.A.  
1400 GEORGIA AVENUE  
ROANOKE RAPIDS, NC 27870  
(252) 537-0369

DRAWING NUMBER:  
B & A 9-011  
SHT 2 OF 2



*Thomas E. Barrett, Jr.*



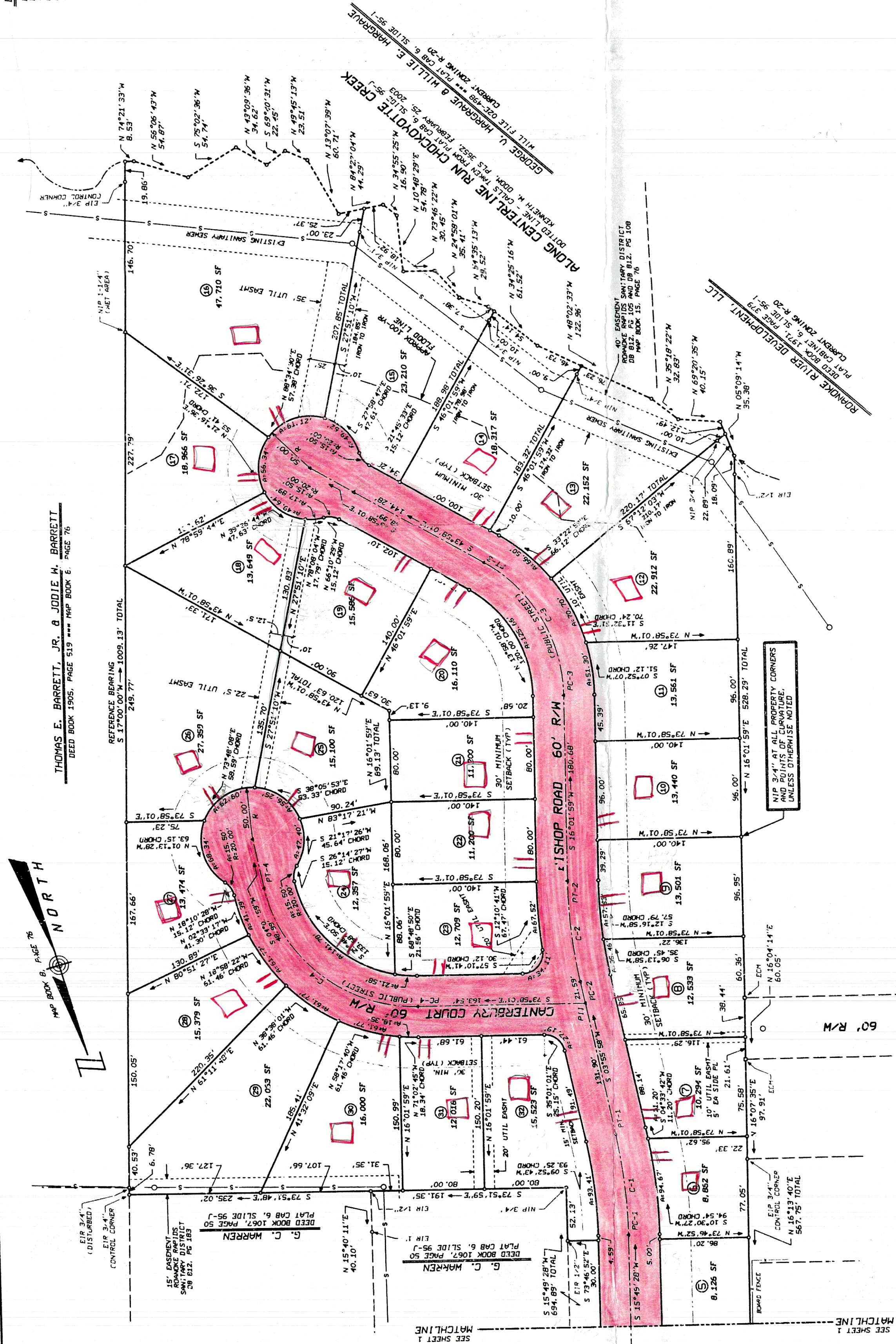
**NOTE**  
IN ACCORDANCE WITH FLOOD INSURANCE RATE MAP, CITY OF  
ROANOKE RAPIDS, NORTH CAROLINA, FLOOD HAZARD ZONING  
MAP, DECEMBER 17, 1992, A PORTION OF LOTS 12 THRU 17,  
INCLUSIVE, ARE WITHIN THE 100-YEAR FLOOD HAZARD  
AREA, ZONED AE.

**BOWLING GREEN SUBDIVISION**  
MAP BOOK 13, PAGE 85

North Carolina  
Halle County  
Filed for registration in accordance with  
the provisions of the North Carolina  
Recording Act.  
Judy Evans Burdette  
Surveyor at Large  
By *Thomas E. Barrett, Jr.*  
Surveyor/Assistant

**HORIZONTAL CURVE DATA \*\* CENTERLINE**

CURVE	RADIUS	TANGENT	LENGTH	DELTA	DEGREE	CHORD	CH. BEARING
C-1	480.08'	50.00'	115.33'	11°52'30"	1°56'04"	99.46'	S 09°52'43"W
C-2	471.05'	50.00'	115.33'	11°52'30"	1°56'04"	99.46'	S 09°52'43"W
C-3	471.05'	50.00'	115.33'	11°52'30"	1°56'04"	99.46'	S 09°52'43"W
C-4	150.00'	121.47'	204.20'	78°00'00"	38°11'50"	186.80'	S 34°59'01"E



**BOWLING GREEN SUBDIVISION**  
MAP BOOK 13, PAGE 85

**AZALEA ROAD 60' R/W**  
TO WEST TENTH ST. S.R. 1533





**AGENDA**  
**Halifax County Board of Commissioners**  
**Regular Meeting**

**TO:** Halifax County Board of Commissioners

**FROM:** Allen W. Johnson, North Carolina Department of Transportation

**PRESENTER:** Allen W. Johnson, North Carolina Department of Transportation

**SUBJECT:** North Carolina Department of Transportation, Division of Highways, Request for the Abandonment of  
Crawley Farm Road from the State Maintained Secondary Road System

**DATE:** September 8, 2020 Regular Meeting

---

**SUPPORTING INFORMATION:**

Attached, please find the North Carolina Department of Transportation, Division of Highways, request for the abandonment of Crawley Farm Road from the State Maintained Secondary Road System.

**ATTACHMENTS:**

Description

▣ Letter of Request

---

**TOTAL COST:**

**COUNTY COST:**

---

**REQUEST:** Adopt the resolution regarding the North Carolina Department of Transportation, Division of Highways, request for the abandonment of Crawley Farm Road from the State Maintained Secondary Road System.



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

ROY COOPER  
GOVERNOR

J. ERIC BOYETTE  
SECRETARY

August 25, 2020

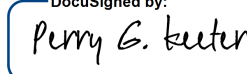
Tony Brown, County Manager  
Halifax County Board of Commissioners  
P.O Box 38  
Halifax, NC 27839

Dear Mr. Brown:

Attached are forms SR-3 (Petition), Form SR-2 (Resolution), SR -5 (Investigation Report), a portion of a marked county map indicating the location of the road to be partially deleted from the State Maintenance System which we plan to present at your September 8, 2020 County Commissioners meeting.

If you should have any questions, please feel free to call on me.

Yours very truly,

DocuSigned by:  
  
C740FB82FB18405...  
Perry G. Keeter, PE  
DISTRICT ENGINEER

Attachment

**North Carolina Department of Transportation  
Division of Highways  
Abandonment Petition**

North Carolina

County of Halifax

Petition request for the abandonment of Secondary Road Crawley Farm Road from the State.  
SR-1305

Maintained System

We the under signed, being all of the property owners on Secondary Road Crawley Farm Road  
SR-1305

in Halifax County do hereby request the Division of Highways of the Department of  
Transportation to abandon the road from the State Maintained System.

PROPERTY OWNERS

Name

Address

Lisa Crawley

13675 NC 48 Littleton NC 27850



**North Carolina Department of Transportation  
Division of Highways  
Request for Abandonment from State Maintained Secondary Road System**

North Carolina

County: Halifax

Road Description: SR1305 (Crawley Farm Rd.) is off SR1300 (Bowers Rd.) Will be retaining 600' (0.11mi) at the begging and deleting 1142' (0.22mi) from the Crawley Property Line to the end of road.

---

WHEREAS, the attached petition has been filed with the Board of County Commissioners of the County of Halifax requesting that a portion of the above described road, the location of which has been indicated in red on the attached map, to be abandoned from the Secondary Road System.

WHEREAS, the Board of County Commissioners is of the opinion that the above described road should be abandoned from the Secondary Road System, as recommended by the Division of Highways of the Department of Transportation.

NOW, THEREFORE, be it resolved by the Board of County Commissioners of the County of Halifax that the Division of Highways is hereby requested to review the above described road, and to abandon a portion of the road from the State Maintained system.

**CERTIFICATE**

The foregoing resolution was duly adopted by the Board of Commissioners of the County of Halifax at a meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

WITNESS my hand and official seal this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**Official Seal**

Clerk, Board of Commissioners  
County: \_\_\_\_\_

**PLEASE NOTE:**

**Forward direct with request to the Division Engineer, Division of Highways**

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
SECONDARY ROAD ABANDONMENT INVESTIGATION REPORT

County Halifax Co. File No. \_\_\_\_\_ Date 8/20/2020  
Township Butterwood Div. File No. \_\_\_\_\_

SR No. & Local Name If Any SR-1305 (Crawley Farm Road)

Length To Be Abandoned 1142' (0.22 mi) Length To Be Retained (if applicable) 600' (0.11mi)

Width 20' Type Gravel (ABC) Condition Fair

Number of homes having entrances into road None

Other uses having entrances into road None

Is the road a school bus route? No

Average Daily Traffic Count (estimated) N/A

Date of last State maintenance performed N/A

Is the road a mail route? No

Is a petition for this request attached? Yes

Is the County Commissioner's Approval attached? Yes

If not, give reason N/A

Additional information applicable Will Retain 600' of the Sain Family Property and will delete 1142'  
of the Crawley property

Submitted By  Perry G. Butler Reviewed and Approved \_\_\_\_\_  
DISTRICT ENGINEER DIVISION ENGINEER

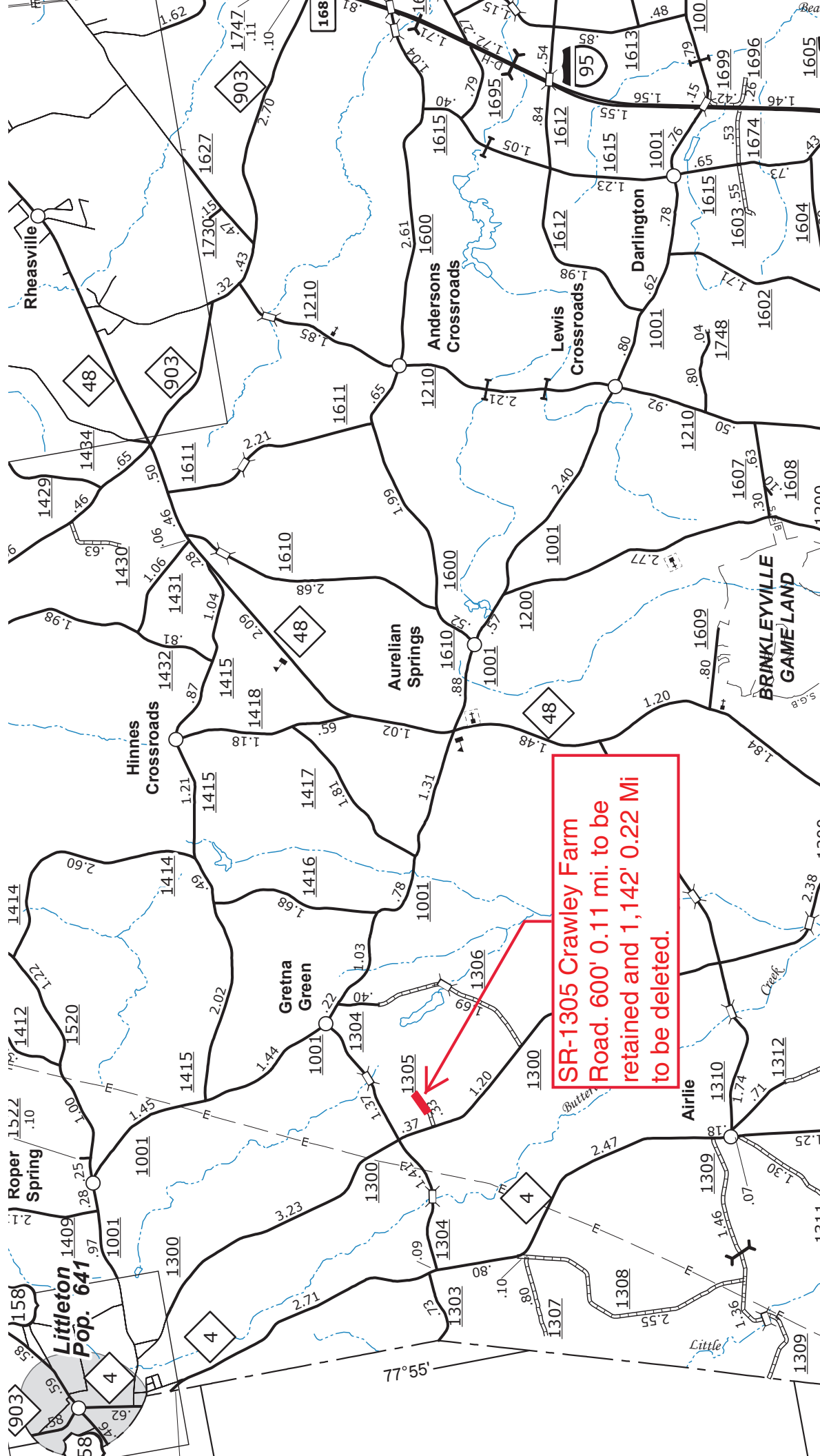
Reviewed and Approved  
BOARD OF TRANSPORTATION MEMBER \_\_\_\_\_

(Do not write in this space-  
For use of Planning Dept.)

(Do not write in this space-  
For use of Secondary Roads Dept.)

Petition No. \_\_\_\_\_

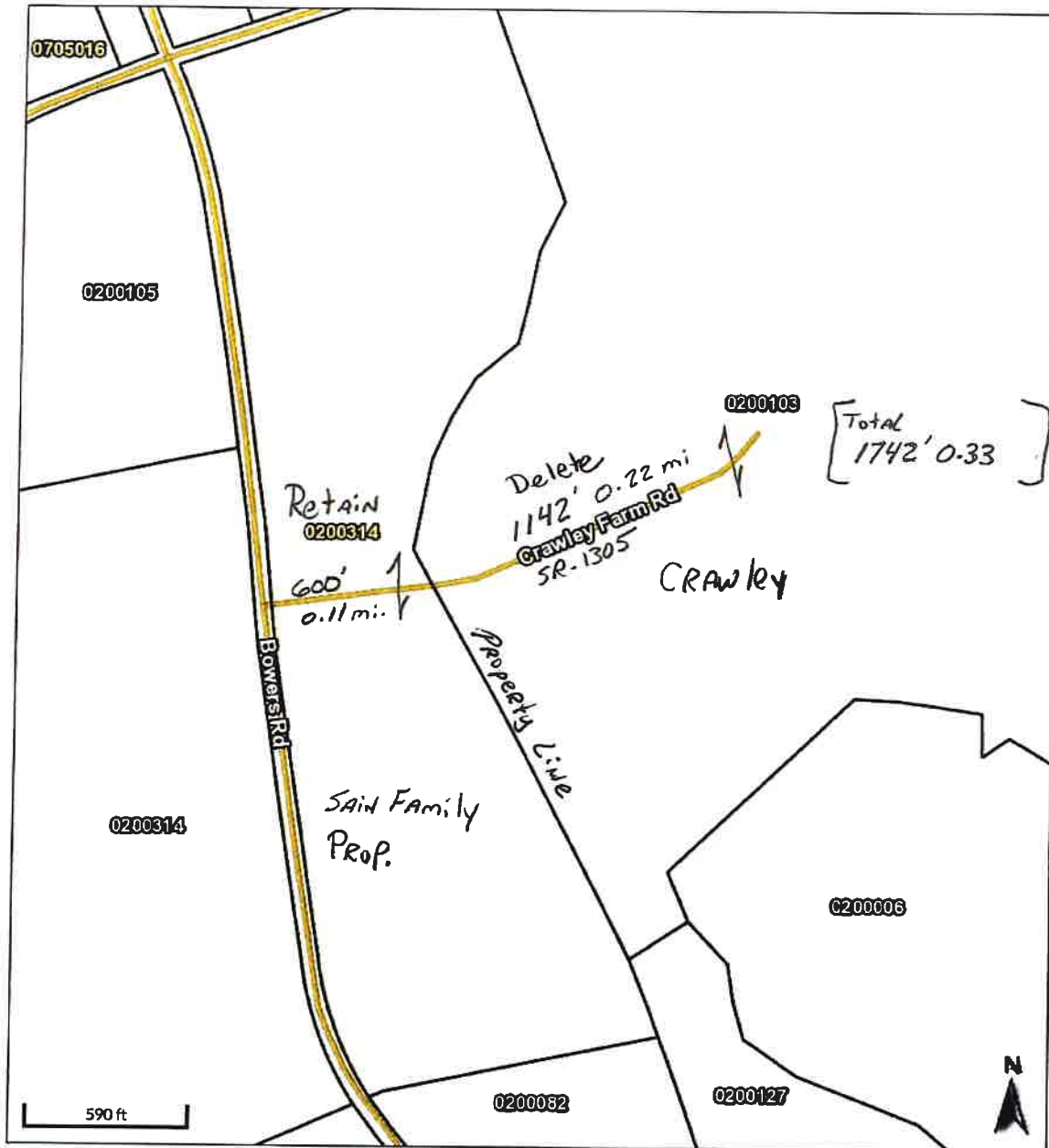
(Do not write in this space-  
For use of Planning Dept.)



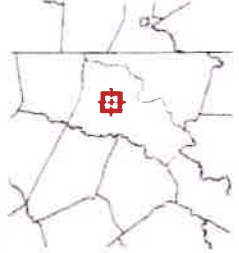


qPublic.net™

Halifax County, NC



#### Overview



#### Legend

- Parcels
- Roads
- City Limits**
  - Enfield
  - Halifax
  - Hobgood
  - Littleton
  - Roanoke Rapids
  - Scotland Neck
  - Weldon

Please note that parcel data is for the 2019 tax year. In other words, the records reflect tax listing and recorded documents for the period between January 1 and December 31, 2018. Users of this website should understand that changes to official tax records may not be reflected on this website. This website is not a connection to the Halifax County Tax Office's "live" database and is updated each week. Numerous changes occur to the assessment database each day and will not be reflected online until the next update. Please call (252) 583-2121 for more information.

Date created: 5/28/2019

Last Data Uploaded: 5/21/2019 10:30:29 PM

Developed by Schneider  
GEOSPATIAL



**AGENDA**  
**Halifax County Board of Commissioners**  
**Regular Meeting**

**TO:** Halifax County Board of Commissioners

**FROM:** Greg Griffin, Public Utilities Director

**PRESENTER:** Greg Griffin, Public Utilities Director

**SUBJECT:** Asset Inventory and Assessment Grant

**DATE:** September 8, 2020 Regular Meeting

---

**SUPPORTING INFORMATION:**

- NCDEQ is offering a grant program to fund an Asset Inventory and Assessment for water and wastewater systems.
- The maximum grant amount for each system is \$150,000 with a 5% county match not to exceed \$7,500 for water and \$7,500 for wastewater.
- Benefits to Public Utilities include: discovery of existing maintenance concerns, improved capital planning, and higher ranking for future grant and loan funding applications.
- Proposed funding for the up to \$15,000 combined match could be from Public Utilities Water Division operating budget.
- Green Engineering, PLLC has applied for this grant program on Halifax County's behalf in the past. The applications were not funded at that time. Green Engineering would like to reapply.

**ATTACHMENTS:**

- |                          | Description              |
|--------------------------|--------------------------|
| <input type="checkbox"/> | Resolution               |
| <input type="checkbox"/> | Application Form (Blank) |
| <input type="checkbox"/> | Application Guidance     |

---

**TOTAL COST:**\$300,000

**COUNTY COST:**\$15,000

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**REQUEST:** Request the Board of Commissioners vote on the proposed resolution authorizing Green Engineering, PLLC to apply for a water and wastewater Asset Inventory and Assessment grant, provide for the 5% match up to \$15,000, and authorize the Public Utilities Director to act as the County's Authorized Representative for the applications.

R \_\_\_\_\_  
**RESOLUTION BY BOARD OF COMMISSIONERS**  
**HALIFAX COUNTY, NORTH CAROLINA**

- WHEREAS, The Federal Clean Water Act Amendments of 1987 and the North Carolina the Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing the cost of performing an Asset Inventory and Assessment of water and sanitary sewer system components, and
- WHEREAS, The County of Halifax has need for and intends to prepare an Asset Inventory and Assessment of the water and wastewater systems currently under County operations and control, and
- WHEREAS, The County of Halifax has authorized Green Engineering, PLLC, on their behalf, to prepare and submit to the to the North Carolina Department of Environmental Quality – Division of Water Infrastructure separate applications for funding; the first application being for an Asset Inventory and Assessment of the County’s water system and the second application being for an Asset Inventory and Assessment of the sanitary sewer system, and
- WHEREAS The maximum grant available for each application shall not exceed \$150,000.00, of which the County of Halifax will be required to match in the amount of 5.00% the awarded grant amount per application,
- WHEREAS, The County of Halifax intends to request state grant assistance for both projects,

**NOW THEREFORE BE IT RESOLVED, BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF HALIFAX:**

That the County of Halifax, the **Applicant**, will arrange financing for all remaining costs required for the assessment and inventory, up to 5% of the grant not to exceed \$7,500, if approved for a State grant award.

That the **Applicant** will adopt and place into effect on or before completion of the asset management assessment and inventory a schedule of fees and charges and other available funds which will provide adequate funds for proper completion of the asset management assessment and inventory.

That the **Applicant** will continue to provide for efficient operation and maintenance of the water and wastewater systems currently under County operations and control.

That the governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of the County of Halifax to make scheduled repayment of the loan, to withhold from the County of Halifax any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That Greg Griffin, Public Utilities Director, shall be designated as the County of Halifax’s Authorized Representative, is hereby authorized to execute and file an application and associated documents on behalf of the **Applicant** with the State of North Carolina for a grant to aid in the performance and preparation of the Asset Inventory and Assessment of the County’s water and sanitary sewer systems.

That the **Authorized Official**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the \_\_\_\_\_ at the County of Halifax, North Carolina.

\_\_\_\_\_  
Vernon J. Bryant, Chairman of the Board – County of Halifax

ATTEST

\_\_\_\_\_  
Andrea H. Wiggins, Clerk to the Board



**CERTIFICATION BY RECORDING OFFICER**

The undersigned duly qualified and acting (title of officer) of the (unit of government) does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the Halifax County Board of Commissioners duly held on the \_\_\_\_\_ day of \_\_\_\_\_, 2020; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this - \_\_\_\_\_ day of \_\_\_\_\_, 2020.

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(Signature of Recording Officer)

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(Title of Recording Officer)

# Instructions for Completion of Funding Application For Division of Water Infrastructure Programs

(Last updated: June 2020)

The following instructions relate to completing the application for funding for infrastructure programs offered by the Division of Water Infrastructure (the Division). Please follow these directions when completing the form. In some cases, the instructions may refer you to our [application page](#) for additional information that may be helpful. Such cases will be noted below.

## **Section 1 – General Information**

This section contains information the Division will need in order to process your application. Complete each blank as directed below.

- **Applicant Name** – Provide the official name of your local government unit (LGU) (e.g., Town of Anytown, Bixby Sanitary District).
- **County** – List the county in which your LGU resides.
- **DUNS Number** – Use [www.sam.gov](http://www.sam.gov) to find your DUNS number. Make sure your DUNS number is up to date.
- **Federal Tax ID #** - Needed for loan and/or grant disbursement purposes
- **PWSID #** – Needed for all drinking water projects
- **Project Name** – Enter a project name that is short yet captures the nature of your project.
- **Funding Amount Requested** – Enter the amount of funding you are requesting. **Failure to provide this information will result in an incomplete application.**
- **Project Cost** – Please enter the cost of the entire project. Note: This cost may vary from the funding amount requested.
- **Funding Type(s) Requested** – Check the box(es) that are appropriate for the project type for which you are requesting funding. Note for fall rounds only: If requesting construction funding for both the Community Development Block Grant (CDBG-I) and State Revolving Fund/State Reserve Project funding, please check the appropriate box under Construction project as well as the CDBG-I box. If requesting CDBG-I funds, complete the appropriate boxes related to LMI determination method, and provide the LMI percentage.

## **Section 2 – System Parameters**

This section contains information related to system parameters, which is used across all programs. Please complete all blanks unless otherwise noted. An affordability calculator is available at the Division's [application page](#) for your use.

- **Residential and Non-Residential Sewer and Water Connections** – Follow the guidance found in Line Item 4.A of the *Priority Rating System Guidance and Form for Clean Water State Revolving Fund, Drinking Water State Revolving Fund, State Wastewater Reserve, and State Drinking Water Reserve Funding Programs* (Priority Rating System). For wastewater applications, count only sewer connections. For drinking water applications, count only drinking water connections.

- **Water and Sewer Bills per 5,000 gallons** – If your system offers it, provide the monthly bills for 5,000 gallons per month of use for both water and sewer. These rates are used to calculate Line Item 3.B operating ratio eligibility via rates to median household income. See Line Item 4.B in the Priority Rating System guidance (Line Item 4.G in the CDBG-I Priority System Rating guidance) for more information about what is needed for this parameter.
- **Questions** – Answer the three questions as described below. Note for construction projects: Responses to these questions will determine for which type of funding the project is eligible.
  1. Answer this question as “Yes” if you are willing to take on funding that contains federal requirements.
  2. Based upon your calculations (show completed by hand or by using the affordability calculator), check the appropriate box of the percentage grant for which you think you are eligible (does NOT apply to CDBG-I only applicants).
  3. If insufficient grant funding is available at your eligible percentage, check the box for the minimal grant amount you would accept. For example, if you qualify for 75% grant yet would be willing to accept 50% grant, then you would check the 50% grant box. Selecting a lower acceptable grant percentage in no way reduces your grant eligibility (does NOT apply to CDBG-I only applicants).

### **Sections 3, 4, and 5 – Applicant, Application Preparer, and Engineer Contact Information**

Complete this section with all pertinent information. The following bullet points contain specific information.

- **Authorized Representative Name** – This name must match the name listed on the Resolution.
- **Mailing Addresses** – Provide the mailing address where the Applicant, Preparer, and Engineer receive mail. For example, if you have a PO Box, provide this information rather than your physical address.

**Note:** Zip codes between PO Boxes and physical addresses may vary. If using a PO Box to receive mail, use the zip code that matches the PO Box.

- **Engineer Contact Information** – If your Application Preparer is the same as the Engineer Contact, check the No box. Section 5 may then be left blank. If the answer is Yes, provide the appropriate information.

### **Section 6 – Project Description**

In this section, provide a brief description of the proposed project in a broad level of detail. Include the project purpose and what the project entails (e.g., rehabilitation of 2,000 l.f. of sewer, construction of a new well). Include information such as types of equipment to be included, capacity of equipment, and estimates of line length. Note: Major line items in the project budget (Section 8) be shown in the project description. For example, if 2,000 l.f. of 4-inch, 3,000 l.f. of 6-inch, and 4,000 l.f. of 8-inch pipe are listed in the project budget, they must be listed in the project description. Include the number of new services if applicable.

### **Section 7 – Additional Information for Consideration**

In some situations, a project’s purpose may not be listed as eligible for points under Category 1 of the Priority Rating System. In these situations, you may use the Supplemental Guidance for the Ranking of

Applications and Providing Additional Information for Consideration found on the Division's [Application](#) page. Please note the following related to this section:

- This section does not apply to the Drinking Water State Revolving Fund program.
- Information for this section must fit into the space provided.

### **Section 8 – Additional Supplemental Appropriations for Disaster Relief Act, 2019 (ASADRA)**

Funding through ASADRA is available to systems that were impacted by Hurricanes Florence and / or Michael. If your system experienced impacts, please check the box(es) for the appropriate storm. Then briefly describe how the storm(s) impacted your system (e.g., power outage, pump station overflow, plant shutdown, pipe breakage). Note: The proposed project does not have to be directly related to impacts from Hurricanes Florence and / or Michael.

For an activity to be eligible for ASADRA funds, it must be for a system impacted by Hurricane(s) Florence and / or Michael, and the activity must be otherwise SRF eligible, and serve one or more of the following purposes:

- Facilitates preparation for, adaption to, or recovery from rapid hydrologic change or any other type of natural disaster for a wastewater treatment works, collection system, or drinking water system or related facility;
- Reduces the likelihood of physical damage to a treatment works, collection system, or drinking water system;
- Reduces a treatment works', collection system's or water system's susceptibility to physical damage or ancillary impacts caused by floods, earthquakes, or fires; or
- Facilitate preparation for, adaptation to, or recovery from a sudden, unplanned change in the amount of and movement of water in proximity to a treatment works, collection system, or water system.

### **Section 9 – Project Budget**

Complete the project budget by addressing the categories provided in the table below (insert rows as needed). Total the cost amount for each line, and provide the total cost amount. Please note the following related to this section:

- Project budget is required for construction projects only.
- If applying for ASADRA funds, please indicate in the line items which parts of the project would be eligible for ASADRA. Note: To be eligible for ASADRA, the majority of construction costs (>50%) must be related to the activities listed above in Section 8. If a project is eligible for ASADRA funds, then the entire project cost will be funded by ASADRA.
- The project budget must be signed and sealed by a properly licensed professional engineer. **If you do not provide a PE seal and signature on the budget, the application will be incomplete.**

### **Certification by Authorized Representative**

The Authorized representative must read and initial in the space beside each question. If not applicable, use N/A.

### **Completeness Checklist**

When putting together the application package, initial to show that the information is in the package.

## **Submittal Information**

- Submit each application copy in a bound format (e.g., report cover with fasteners, plastic report combs, spiral or 3-ring binders.)
- Number of copies to submit:
  - CDBG-I– Send one (1) original and two (2) copies of the Application.
  - All other applications (construction or non-construction) – Send one (1) original and one (1) electronic copy of the application (on CD/DVD/USB drive).
  - Joint CDBG-I and construction projects – Send one (1) original and three (3) copies of the Application. Please make one of these copies electronic (CD/DVD/USB drive).
- **Delivery Method**
  - All applications must be in the Division's offices by 5 PM the day of application deadline. **No exceptions.**
  - If mailing, allow at least two weeks for delivery to the Mail Service Center address shown on the application. The Division recommends certified mail. Please call the Division's offices to ensure that your package has been received.
  - If courier delivery or hand delivering, please utilize the physical address on the application. If courier delivery, verify that your package has arrived.



# North Carolina Department of Environmental Quality

## Division of Water Infrastructure

### Application for Funding

(Last updated: June 2020)



#### 1. General Information

Applicant Name

County

DUNS Number

Project Name

Federal Tax ID #

PWSID # (if applicable)

#### Applicant Type

- |  |   |
|--|---|
| <input type="checkbox"/> Municipality              | <input type="checkbox"/> Sanitary District            |
| <input type="checkbox"/> County                    | <input type="checkbox"/> Non-Profit Water Corporation |
| <input type="checkbox"/> Water and Sewer District  | <input type="checkbox"/> Other (Specify: )            |
| <input type="checkbox"/> Water and Sewer Authority |   |

Total Project Cost

Total Funding Requested

#### Funding Type(s) Requested

- |   |  |
|---|--|
| <input type="checkbox"/> Asset Inventory and Assessment Grant       | <input type="checkbox"/> Community Development Block Grant for Infrastructure <sup>†</sup> |
| <input type="checkbox"/> Merger/Regionalization Feasibility Grant   | <sup>†</sup> All CDBG-I grants are 100% grants.  |
| <input type="checkbox"/> Construction Project                       | LMI determination method:  |
| <input type="checkbox"/> Drinking Water (all funding except CDBG-I) | <input type="checkbox"/> Survey <input type="checkbox"/> ACS                               |
| <input type="checkbox"/> Wastewater (all funding except CDBG-I)     | LMI Percentage: _____  |
| <input type="checkbox"/> Stormwater, stream restoration             |  |

#### 2. System Parameters

Residential Sewer Connections

Residential Water Connections

Non-Residential Sewer Connections

Non-Residential Water Connections

Sewer Bill per 5,000 gallons

Water Bill per 5,000 gallons

#### Percentage of Utility Bills and Rate Increase Percentages

Year

Percentage of Utility Bills Collected

Rate Increase Percentage

Complete only if applying for construction projects or CDBG-I (Questions #2 and #3 do not apply to CDBG-I only applicants).

1. I am willing to accept funding that includes federal conditions. ☐ Yes ☐ No

2. Estimated grant /principal forgiveness (PF) percentage:

☐ 0% ☐ 25% ☐ 50% ☐ 75% ☐ 100%

3. If grant / PF funding is not available at the percentage provided above, I am willing to accept a minimal grant amount of\*:

☐ 0% (100% Loan) ☐ 25% ☐ 50% ☐ 75% ☐ 100%

\*If available grant amount is below the percentage listed above, project will not be funded.

(OVER)

**3. Applicant Contact Information****Authorized Representative Name:****Authorized Representative Title:****Mailing Address Line 1:****Mailing Address Line 2:****City:****State:****Zip Code:****Physical Address Line 1:****Physical Address Line 2:****Physical Address City:****Physical Address State:****Physical Address Zip Code:****Phone Number:****E-Mail Address:****4. Application Preparer Contact Information****Firm Name:****Contact Name:****Mailing Address Line 1:****Mailing Address Line 2:****City:****State:****Zip Code:****Physical Address Line 1:****Physical Address Line 2:****Physical Address City:****Physical Address State:****Physical Address Zip Code:****Phone Number:****E-Mail Address:****5. Engineer Contact Information**Is the engineering firm different from the application preparer? ☐ Yes ☐ No**Engineering Firm Name:****Contact Name:****Mailing Address 1:****Mailing Address 2:****City:****State:****Zip Code:****Physical Address Line 1:****Physical Address Line 2:****Physical Address City:****Physical Address State:****Physical Address Zip Code:****Phone Number:****E-Mail Address:**



6. Project Description	
Number of New Connections Served by Project (if applicable):	
7. Additional Information for Consideration	
8. Information Related to the Additional Supplemental Appropriations for Disaster Relief Act, 2019 (ASADRA)	
<p>Which storm(s) impacted your system(s)? <input type="checkbox"/> Hurricane Florence <input type="checkbox"/> Hurricane Michael <input type="checkbox"/> Neither (not applying for ASADRA)</p> <p>My project will:</p> <p><input type="checkbox"/> Enable my facility to prepare for, adapt to or recover from natural disasters</p> <p><input type="checkbox"/> Reduce the likelihood of damage to my facility</p> <p><input type="checkbox"/> Reduce my facility's susceptibility to physical damage or ancillary impacts caused by floods, earthquakes, or fires</p> <p><input type="checkbox"/> Prepare for, adapt to, or recover from a sudden unplanned change in the amount of and movement of water near my facility</p> <p>Describe the impacts these storms had on your system.</p>	

9. Project Budget (for Construction Projects Only)			
	Division Funding Requested	Other Secured Funding Source(s)	Total Cost Amount
Indicate construction costs by line item (e.g., linear feet of different-sized lines)			
<b><u>Construction Costs</u></b>			
<i>Contingency (10% of construction costs):</i>			
<b><i>Construction Subtotal:</i></b>			
<b><u>Engineering Costs</u></b>			
Engineering Design			
Permitting			
Land Surveying Costs			
<b><i>Engineering Subtotal:</i></b>			
<b><u>Administration Costs</u></b>			
Planning			
Easement Preparation			
Grant Administration (if applicable)			
Loan Administration (if applicable)			
ER Preparation			
Environmental Documentation Preparation			
Legal Costs			
Other			
<b><i>Administration Subtotal:</i></b>			
<b>TOTAL PROJECT COST:</b>			
<p>A PE Seal for the estimate <u>must be provided</u> in the space to the right for the application to be considered complete.</p>			

### **Certification by Authorized Representative**

The attached statements and exhibits are hereby made part of this application, and the undersigned representatives of the Applicant certifies that the information in this application and the attached statements and exhibits is true, correct, and complete to the best of his/her knowledge and belief. By initialing each item and signature at the end of this application, he/she further certifies that:

- \_\_\_\_\_ 1. as Authorized Representative, he/she has been authorized to file this application by formal action of the governing body;
- \_\_\_\_\_ 2. the governing body agrees to provide for proper maintenance and operation of the approved project after its completion;
- \_\_\_\_\_ 3. the Applicant has substantially complied with or will comply with all federal, state, and local laws, rules, and regulations and ordinances as applicable to this project;
- \_\_\_\_\_ 4. the Applicant will adopt and place into effect on or before the completion of the project a schedule of fees and charges which will provide for the adequate and proper operation, maintenance, and administration and repayment of all principle and interest on loans (if applicable) of the project;
- \_\_\_\_\_ 5. the Applicant has followed proper accounting and fiscal reporting procedures, as evidenced by the Applicant's most recent audit report, and that the Applicant is in substantial compliance with provision of the general fiscal control laws of the State;
- \_\_\_\_\_ 6. the project budget provided on Page 5 of this application form includes all funding requested from all sources of funding proposed for this project; and
- \_\_\_\_\_ 7. the (Town or County), North Carolina is organized and chartered under the laws of North Carolina. All officials and employees are aware of, and in full compliance with NCGS 14-234, "Director of public trust contracting for his own benefit, participation in business transaction involving public funds; exemptions." (For units of local government only. All others should initial "N/A.")
- \_\_\_\_\_ 8. the Applicant acknowledges that all loans are subject to approval by the Local Government Commission.
- \_\_\_\_\_ 9. in accordance with G.S. 120-157.1 through 157.9, for local government debt to be issued greater than \$1,000,000, the local government must submit a letter to Committee Chairs, Committee Assistant, and the Fiscal Research Division of the General Assembly at least 45 days prior to presentation before the Local Government Commission.

(OVER)

### **Completeness Checklist\***

*In addition to this application, **the following items must be included for a complete application package**; please initial that each item is included in this submittal.*

	Resolution by Governing Body of Applicant with Certification by Recording Officer
	Division Financial Information
	Division Fund Transfer Certification
	Applicable Priority Rating System Form with supporting narratives and documentation
	Current Rate Sheets in effect on application deadline for <u>both</u> water <u>and</u> sewer
	PE Seal on project budget (construction projects only)

\*All forms are available separately on the DWI website.

**\*\*For each application, please provide copies that are bound (e.g., report cover with fasteners, plastic report combs, spiral or 3-ring binders.) No paper clips, staples or binder clasps, for each application. \*\***

### **Submittal Information**

- For CDBG-I (Fall only), send one (1) original and two (2) copies of the Application.
- For all other programs, send one (1) original and one (1) copy, **either paper or electronic**, of the Application.
- If submitting for both CDBG-I and construction projects, send (1) original and (3) copies of the Application.

Send complete Application package to:

#### **Mailing Address<sup>†</sup> (US Postal Service only)**

Division of Water Infrastructure  
1633 Mail Service Center  
Raleigh, NC 27699-1633

#### **Physical Address (FedEx, UPS)<sup>‡</sup>**

Division of Water Infrastructure – 8<sup>th</sup> Floor, Archdale Building  
512 North Salisbury Street  
Raleigh, NC 27604  
919.707.9160

<sup>†</sup>Please allow a week for delivery if mailing via the US Postal Service.

<sup>‡</sup>For all courier services, please use the physical address, as having a courier deliver to the mailing address will delay package delivery.

### **Application Signature**

**Please note: Original signatures are required for each application.**

SIGNATURE OF AUTHORIZED REPRESENTATIVE

TYPED NAME

TYPED TITLE

DATE

# Asset Inventory and Assessment Grant Priority Rating System Guidance

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This guidance aids the applicant in understanding and implementing the Priority Rating System for Asset Inventory & Assessment (AIA) Grants. **Use this guidance only for AIA projects.** For any other funding program, please use the guidance appropriate for that particular program.

The goal of an asset inventory & assessment grant is to inventory the existing water and/or sewer system and document the condition of inventoried infrastructure. Other components of an asset management program may be eligible. The Division has structured the priority system to prioritize applications that reflect the greatest likelihood that information obtained through this project will be used by the utility to manage their infrastructure assets in the future.

**Only systems with 10,000 residential accounts or less are eligible for these grants with two exceptions:**

1. If one of the project benefits of doing an AIA grant is potential consolidation with a larger system, the applicant may address the questions related to system management using information provided by the larger system. In addition, the applicant must describe this benefit in the response to the first narrative question. **A resolution from the larger system stating the consolidation is being considered must be submitted with the application.**
2. If a small system (10,000 residential accounts or less) has merged with a larger system within 2 years of the date of the application and the larger system can justify needing the AIA project after merger, the larger system can apply on behalf of the merged system.

## **Submittal Requirements**

<p><b><u>If an applicant desires to do asset inventory and assessment on both the water system and the sewer system, two separate applications must be submitted.</u></b></p>
---

- The completed application must include the application forms, Financial Information Form, Fund Transfer Certification form, applicable water/sewer rate sheets, the narrative, resolution, and supporting documentation. **Do not submit a completed rating system point sheet.**
- A Rating System Narrative along with supporting documentation as required by this guidance must be submitted. The narrative is the main part of the application. Address every narrative question.
- All supporting documentation to determine priority points must be submitted with the funding application. Please ensure that submittals provide clear information needed to determine points. Additional information will not be requested. Points will be determined based solely on the information submitted.

## **Categories 1 & 2 - Project Benefits and System Management**

### **Narrative**

The following items must be addressed by the applicant in a narrative format to be used for scoring the Project Benefits and System Management categories:

1. What are the top three (3) challenges your system faces in the next 5 years? How will the proposed asset inventory and assessment project help address these challenges? Examples of such challenges might include age of infrastructure, high rates, high debt, public health issues, environmental compliance issues, lack of capacity, water loss, infiltration/inflow, infrastructure at risk of failure, etc. Provide any existing documentation of these challenges such as NOVs, a local water supply plan, water audits, inflow/infiltration study results, etc.

#### ***Scoring Rationale:***

To maximize points, the narrative should discuss challenges that would benefit from an AIA project, and there should be a clear link between each challenge and the AIA benefit. Narratives that demonstrate the water/sewer system is old and leaks or frequently breaks generally receive 4 benefit points. Applications with documented excessive I/I or excessive water loss usually receive 2 additional benefit points. Applications with documented NOVs or significant SSOs (other than during hurricanes) or documented significant waterline breaks or drinking water quality issues usually receive 2 additional benefit points. Narratives with growth as a top challenge or systems that are not old usually lose 2 benefit points. Including supporting documentation is essential to earn maximum project points.

2. Has the utility done any asset management or capital planning work previously? Give specific examples (i.e., immediate operational changes or longer-term changes in business practices) of how the system has benefited by having this information. Provide a copy (hard copy or CD) of any existing asset inventory map, smoke testing results or other condition assessment report, flow monitoring results, asset management plan or capital improvement plan.

#### ***Scoring Rationale:***

Applications that document previously completed asset management work or capital planning work and clearly describe the benefit to the applicant of doing this work and how the proposed project will build on the work that has been done usually receive 2 additional benefit points. Applications for AIA projects with a very limited scope that have not completed other components of an asset management program may lose 2 benefit points (e.g. application is for hydraulic modeling, but no mapping or condition assessment has been completed).

3. Identify (by title) the utility's asset management team that will be assembled to develop the asset inventory and assessment project. Describe any asset management and/or capital planning experience or training each team member has had. Include any external partners (consultants, county, COG, or nonprofit staff, etc.) that will participate on the team and describe the role of each member during this project. Differentiate between external members that are temporary (e.g., surveying companies) and those that will be continuously

assisting in asset management planning (e.g., company providing long-term data management). In addition, describe the future role of each team member to continue to inventory, assess, prioritize, and plan for water infrastructure assets after completion of the project.

***Scoring Rationale:***

To receive 4 points for knowledge base of team, the team should include members with system knowledge, financial knowledge, the ability to make decisions (i.e. management), asset management experience (e.g. capital improvement planning, rate setting, GIS), and the narrative should describe this experience. If the applicant does not have anyone with asset management experience, the team should include external partners with this experience. If the narrative does not explain the role of each team member and how the team will manage the asset management program now and in the future, fewer points will be awarded.

4. How does the utility currently set rates to generate revenue for appropriate levels of infrastructure maintenance, operations, and replacement? Has the process for setting rates changed in the last five (5) years, and how has it changed? How does the rate setting process blend with the CIP planning process?

***Scoring Rationale:***

A narrative that clearly documents the process used to set rates, and that this process utilizes a CIP (even if incomplete or limited), usually receives 2 points for rate setting practices. The rates should be sufficient to maintain an operating ratio above 1.0. The rate history on the application should show consistent increases. Applications that cannot meet these criteria generally score lower for this item.

5. How will the utility use the information developed through this project to develop future infrastructure projects, and how will these projects be prioritized? How will these projects be incorporated into the CIP planning process in the future, and how will the source of funding be determined?

***Scoring Rationale:***

A narrative that clearly describes how the AIA information will be used to develop projects and to prioritize helps document good system management practices and can receive additional points for management of asset inventory data.

6. How will the utility's asset inventory developed through this project be kept up to date, and how will the utility pay for this ongoing effort? Include any information about partnering with the county, Council of Government (COG), or others to maintain and update the asset inventory.

***Scoring Rationale:***

If the data developed through this AIA project is to be managed by an applicant who is already managing GIS data, or by the county or by a COG, applications usually receive 4 points for data management. The narrative should indicate which of these options is to be

utilized. Applicants that cannot demonstrate that the team has experience managing data may not score as high.

7. Provide the System Operating Ratio each year for the past three (3) years. Explain any discrepancies in the Operating Ratio from year to year. See below for Operating Ratio calculation instructions.

***Scoring Rationale if all three operating ratios are not consistently above or below 1.00:***

Points will be awarded based on how many years were less than 1.0, whether the OR trend is up or down, how high the bill is for 5,000 gallons, and if the narrative gives any explanation of why the ORs are less than 1.00.

8. Describe any additional benefits to the utility of receiving this Asset Inventory & Assessment grant that have not been previously mentioned.

Vulnerability to storms can be an important part of the risk analysis of water and sewer assets. If the AIA project includes this type of risk analysis, describe the benefit here.

***Scoring Rationale:***

Additional benefits discussed here will be evaluated in the scoring process and may increase points awarded for project benefits.

**Line Item 2.D – Operating Ratio**

Calculate the Operating Ratio using the formula below and include the calculations in the narrative.

$$\text{Operating Ratio} = \frac{\text{Operating Revenues}}{(\text{Total Expenditures} + \text{Debt Principal} + \text{Interest} + \text{Capital Outlay})}$$

**Calculation Notes:**

- In the narrative and calculations, use the same values entered in Financial Information Form.
- Do not include “Non-operating Revenues” in the numerator.
- Present “Total Expenditures” from Financial Information Form.
- Present “Debt Principal”, “Interest” and “Capital Outlay” from Financial Information Form; “Capital Outlay” is defined as funded from the enterprise fund.
- Report the Operating Ratio to two decimal points.

**Scoring:**

- all three operating ratios are less than 1.00 and the bill for 5,000 gallons is less than \$47/month = 0 points
- all three operating ratios are less than 1.00 and the bill for 5,000 gallons is greater than or equal to \$47/month = 1 point
- all three operating ratios are greater than 1.00 = 2 points



### **Category 3 – Affordability**

**Line Item 3.A** – Current Rate - points will be scored based on the current monthly utility rate at 5,000 gallons provided on the application form for in-town rates. The Division has determined that the median rate in NC for 5,000 gallons of water or sewer is \$33/month for in-town rates.

- Less than or equal to \$33/month = 0 points
- More than \$33/month and less than or equal to \$47/month = 1 point
- Greater than \$47/month = 2 points

**Line Item 3.B** – points will be scored based on the Local Government Unit (LGU) indicators provided on the application form and how these indicators compare with the state benchmarks. For systems that serve multiple local government units, a weighted average of indicators will be used.

- Percent population change
- Poverty rate
- Median household income
- Unemployment
- Property valuation per capita

### **Match Requirement**

The amount of match required is based on how many of the LGU indicators exceed the state benchmarks from the Affordability Criteria.

- 5 of 5 LGU indicators are worse than the state benchmarks = 5% match
- 4 of 5 LGU indicators are worse than the state benchmarks = 10% match
- 3 of 5 LGU indicators are worse than the state benchmarks = 15% match
- < 3 of 5 LGU indicators are worse than the state benchmarks = 20% match

The match requirement includes a 1.5% grant fee which must be paid. The remainder of the match (or a portion of it) can be achieved with in-kind services of the utility. Realistic and adequate documentation of the utility's internal asset management team members' time would count as in-kind services.

Asset Inventory and Assessment Grant Priority Rating System		
Line Item #	Category	Points
1.	Project Benefits	0 - 8
2.	System Management	
2.A	Knowledge base of utility's internal asset management team	0 - 4
2.B	Current and past rate setting practices, CIPs, etc.	0, 1, or 2
2.C	Management of asset inventory data	0 - 4
2.D	Operating Ratio (OR) is greater than or equal to 1.00 based on a current audit, or is less than 1.00 and water/sewer rates are greater than \$47/month	0, 1, or 2
3.	Affordability	
3.A	Current Monthly Utility Rate at 5,000 gallons usage	0, 1, or 2
3.B	Local Government Unit (LGU) Indicators	
3.B.1	3 out of 5 LGU indicators are worse than the state benchmark <b>OR</b>	0
3.B.2	4 out of 5 LGU indicators are worse than the state benchmark <b>OR</b>	1
3.B.3	5 out of 5 LGU indicators are worse than the state benchmark	2
Total Points		24 Max



**AGENDA**  
**Halifax County Board of Commissioners**  
**Regular Meeting**

**TO:** Halifax County Board of Commissioners

**FROM:** Greg Griffin, Public Utilities Director

**PRESENTER:** Greg Griffin, Public Utilities Director

**SUBJECT:** Modification to Solid Waste Services Contract

**DATE:** September 8, 2020 Regular Meeting

---

**SUPPORTING INFORMATION:**

- In order to clarify authority regarding designation of acceptable recyclable materials, and responsibility for notifying customers regarding changes to the list of acceptable recyclable materials, the attached Modification to the Solid Waste Services Contract Between Unity of the Carolinas and Halifax County is proposed.

**ATTACHMENTS:**

Description

- ▢ Redline of Modifications
- ▢ Modified Agreement

---

**TOTAL COST:**\$0

**COUNTY COST:**\$0

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**REQUEST:** Request the Board of Commissioners vote to accept the proposed Modification to the Solid Waste Services Contract Between Unity of the Carolinas and Halifax County regarding recyclable materials.

## Redlined Modifications to Collection and Disposal Agreement With Unity of the Carolinas

F. Recyclables or Recyclable Materials: Those materials that are capable of being recycled and that would otherwise be processed or disposed of as solid waste.

2.3 Recyclable Materials collected by the Contractor will include the following (subject to additions or deletions pursuant to the provisions of this subsection):

- Paper products, including, but not limited to, junk mail, newspaper, magazines, catalogs, white and colored paper, cardboard, paperboard, and chipboard;
- Aluminum food and beverage containers;
- Steel food and beverage cans;
- All plastics (#1 through #7);
- Glass containers; and
- Aseptic containers and gable-top cartons.

The Contractor is responsible for the delivery of Recyclable Materials to a recycling facility (ies) and/or Vendor (s). The County will be informed of changes in the recycling facility (ies) and/or Vendor (s) utilized by the Contractor. Unless approved in writing by the County, the Contractor will not dispose of or cause to be disposed any Recyclable Materials collected as part of this Contract with the exception of Rejects and Residue. Provided however, that the Contractor has the right in its sole discretion to delete certain types of Recycling Material from the Recycling program that may become banned, prohibited, disposed of or otherwise diverted from recycling by the Contractor's recycling facilities and recycling vendors. The Contractor will provide written notice to the County and to Residents of any material added to, or removed from, the list of acceptable recyclables under the provisions of this subsection. Notice to the County shall include documentation from the Contractor's recycling facilities or recycling vendors regarding why the material removed from the recycling program is banned, prohibited, disposed of or otherwise diverted from recycling. If materials removed from the recycling program under the provisions of this subsection are subsequently deemed to be acceptable for recycling by the Contractor's recycling facilities or recycling vendors, the Contractor shall return such materials to the recycling program and shall provide written notice of same to the County and to Residents. The Contractor acknowledges that its obligation to provide effective public education and awareness to Residents under subsection 16.3 of this Contract includes effective communication regarding changes to the list of Recyclable Materials.

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16.3 Public Education & Awareness The Contractor will provide clear concise information to Residents related to the collection of waste and Recyclables including a collection schedule, instructions for handling of containers, and a listing of acceptable Recyclables (if recycling option is selected). Information on ways to reduce waste will also be provided. This information will be provided to Residents upon initiation of service and at least annually. Adequate notice of any change in collection schedule will also be provided to affected Residents. The Contractor's obligation under this subsection shall include prompt and effective communication to Residents regarding changes in the list of acceptable Recyclable Materials pursuant to subsection 2.3 of this Contract.

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NORTH CAROLINA

HALIFAX COUNTY

### MODIFICATION TO COLLECTION AND DISPOSAL AGREEMENT

THIS MODIFICATION TO COLLECTION AND DISPOSAL AGREEMENT, hereinafter "Modification", is entered into effective July 1, 2020, by and between the Halifax County, organized and existing under the laws of the State of North Carolina (the County), and Unity of the Carolinas, Inc., a North Carolina corporation with offices at 108 Industrial Drive, Halifax, North Carolina, 27839 (the Contractor), and collectively referred to as the Parties;

### WITNESSETH:

WHEREAS, the Parties entered into a Collection and Disposal Agreement (Agreement) dated July 1, 2018, for the collection and disposal of Municipal Solid Waste (MSW) and the collection and recycling of Recyclables; and

WHEREAS, the Parties mutually desire to make certain modifications to the Agreement concerning the collection and disposition of Recyclables;

NOW, THEREFORE, in consideration and acknowledgment of the mutual benefits to be derived, the Parties agree as follows:

1. Section 1, Subsection F, is modified to read as follows:

*F. Recyclables or Recyclable Materials: Those materials that are capable of being recycled and that would otherwise be processed or disposed of as solid waste.*

2. Subsection 2.3 is modified to read as follows:

*2.3 Recyclable Materials collected by the Contractor will include the following (subject to additions or deletions pursuant to the provisions of this subsection):*

- *Paper products, including, but not limited to, junk mail, newspaper, magazines, catalogs, white and colored paper, cardboard, paperboard, and chipboard;*
- *Aluminum food and beverage containers;*
- *Steel food and beverage cans;*
- *All plastics (#1 through #7);*
- *Glass containers; and*
- *Aseptic containers and gable-top cartons.*

*The Contractor is responsible for the delivery of Recyclable Materials to a recycling facility (ies) and/or*

*Vendor (s). The County will be informed of changes in the recycling facility (ies) and/or*

*Vendor (s) utilized by the Contractor. Unless approved in writing by the County, the Contractor will not dispose of or cause to be disposed any Recyclable Materials collected as part of this Contract with the exception of Rejects and Residue. Provided however, that the Contractor has the right in its sole discretion to delete certain types of Recycling Material from the Recycling program that may become banned, prohibited, disposed of or otherwise diverted from recycling by the Contractor's recycling facilities and recycling vendors. The Contractor will provide written notice to the County and to Residents of any material added to, or removed from, the list of acceptable recyclables under the provisions of this subsection. Notice to the County shall include documentation from the Contractor's recycling facilities or recycling vendors regarding why the material removed from the recycling program is banned, prohibited, disposed of or otherwise diverted from recycling. If materials removed from the recycling program under the provisions of this subsection are subsequently deemed to be acceptable for recycling by the Contractor's recycling facilities or recycling vendors, the Contractor shall return such materials to the recycling program and shall provide written notice of same to the County and to Residents. The Contractor acknowledges that its obligation to provide effective public education and awareness to Residents under subsection 16.3 of this Contract includes effective communication regarding changes to the list of Recyclable Materials.*

3. Subsection 16.3 is modified to read as follows:

*16.3 Public Education & Awareness. The Contractor will provide clear concise information to Residents related to the collection of waste and Recyclables including a collection schedule, instructions for handling of containers, and a listing of acceptable Recyclables (if recycling option is selected). Information on ways to reduce waste will also be provided. This information will be provided to Residents upon initiation of service and at least annually. Adequate notice of any change in collection schedule will also be provided to affected Residents. The Contractor's obligation under this subsection shall include prompt and effective communication to Residents regarding changes in the list of acceptable Recyclable Materials pursuant to subsection 2.3 of this Contract.*

All other terms and conditions set forth in the Collection and Disposal Agreement shall remain in full force and effect.

*[This space is intentionally blank. Signatures follow.]*

**IN WITNESS WHEREOF**, this Modification has been executed by the duly authorized officials of the Parties, effective as of the date stated above.

HALIFAX COUNTY

By: \_\_\_\_\_  
Vernon J. Bryant, Chairman  
Board of County Commissioners

Attest:

By: \_\_\_\_\_  
Andrea Wiggins, Clerk to the Board

UNITY OF THE CAROLINAS, INC.

By: \_\_\_\_\_

Title: \_\_\_\_\_

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

\_\_\_\_\_  
Mary Duncan, Finance Officer

Approved as to Form and Legality

\_\_\_\_\_  
M. Glynn Rollins, Jr.  
County Attorney

Halifax County, North Carolina

\_\_\_\_\_  
Tony N. Brown, County Manager

Approved as to Content

\_\_\_\_\_  
Greg Griffin, Public Utilities



**AGENDA**  
**Halifax County Board of Commissioners**  
**Regular Meeting**

**TO:** Halifax County Board of Commissioners

**FROM:** Greg Griffin, Public Utilities Director

**PRESENTER:** Greg Griffin, Public Utilities Director

**SUBJECT:** Disposal Fee for Scrap Tires

**DATE:** September 8, 2020 Regular Meeting

---

**SUPPORTING INFORMATION:**

- In accordance with NCDEQ requirements, Halifax County should have a fee in place and charge for disposal of scrap tires that are not certified as produced during normal course of business in North Carolina.
- The fee should equal County's cost for disposal.
- Proposed Scrap Tire Disposal Fee of \$2.07 each for disposal of car and truck tires, and \$6.00 each for disposal of large off-road and agricultural tires.
- The tire disposal fee only applies to scrap tires that are not certified as created during the normal course of business in North Carolina

**ATTACHMENTS:**

Description

- ▢ Scrap Tire Program Information

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**TOTAL COST:**\$0

**COUNTY COST:**\$0

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**REQUEST:** Request the Board of Commissioners add a fee of \$2.07 each for car and truck tires, and a fee \$6.00 each for large off-road and large agricultural tires, to the Halifax County Budget Ordinance schedule of fees.



## SCRAP TIRE PROGRAM INFORMATION

- County receives funding for scrap tire disposal from the Scrap Tire Sales Tax
- Scrap Tire Sales Tax proceeds are disbursed to counties based on population not on the number of scrap tires generated.

- Revenue has decreased over last three fiscal years:

	Revenue	–	Expenses	
2018	80,961	-	80,000	= 961
2019	77,050	-	113,481	= (36,431)
2020	71,704	-	74,567	= (3,052)

- The Halifax County Manager sent an email to Senator Toby Fitch and Representative Michael Wray on May 9<sup>th</sup>, 2019 explaining our situation and requesting their assistance.
- New tire disposal contract effective Fiscal Year 2021 doubles disposal cost.



**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:** Approval of Amendment to Lease for USDA Office Space

**DATE:** September 8, 2020 Regular Meeting

---

**SUPPORTING INFORMATION:**

The United States of America has leased 4,797 S/F of office space in the Halifax County Agricultural Center for use by the USDA/FSA Office. The last amendment to the lease agreement (Lease Amendment No. 3) ended on July 31, 2020. Attached is Lease Amendment No. 4, which will extend the lease term from August 1, 2020, to July 31, 2023. The proposed rent remains the same. However, this amendment has additional janitorial requirements related to COVID. Pursuant to GS 160A-272(a) and (a1), you are required to approve the proposed amendments.

**ATTACHMENTS:**

Description

- ☐ Public Notice of Intent to Lease
- ☐ Resolution
- ☐ USDA Lease Amendment

---

**TOTAL COST:**N/A

**COUNTY COST:**N/A

---

**REQUEST:** Consider adoption of the attached resolution regarding proposed Lease Amendment No. 4 for lease of office space to the United States of America for use by the USDA/FSA Office.

PUBLIC NOTICE  
LEASE OF COUNTY PROPERTY

Halifax County intends to enter into an amendment of lease of certain real property consisting of 4,797 net usable square feet of space in the Halifax County Agricultural Center located at 359 Ferrell Lane, Halifax, NC (the Property) to the United States of America (USDA) for a 36 month term effective as of August 1, 2020, and ending July 31, 2023, with annual rent of \$33,579.00, payable at the rate of \$2,798.25 per month, representing \$7.00 per square foot.

The Board will take action on this matter at its regular meeting on September 8, 2020, at 9:30 p.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.

Halifax County 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.

July 30, 2020

Andrea H. Wiggins, MMC  
Clerk to the Board

Resolution Authorizing the Lease of Property For More Than One Year  
Pursuant to G.S. 160A-272(a) and (a1)  
(Office Space for the USDA, 359 Ferrell Lane, Halifax, NC)

Whereas, Halifax County (the County) owns 4,797 net usable square feet of office space in the Halifax County Agricultural Center, 359 Ferrell Lane, Halifax, NC (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 the United States of America (the USA), have agreed upon an amendment to a lease for the Property under which the USA will lease the Property for an additional three year term effective as of August 1, 2020 and ending July 31, 2023, with annual rent of \$33,579.00, payable at the rate of \$2,798.25 per month, representing \$7.00 per square foot; and

Whereas, a copy of the proposed lease amendment 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 the United States of America is approved and the appropriate county officers and staff are directed to execute any instruments necessary to effectuate the aforementioned lease amendment.

Adopted this 8th day of September, 2020.

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Vernon J. Bryant, Chairman  
Halifax County Board of Commissioners

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Andrea H. Wiggins, MMC  
Clerk to the Board

<b>UNITED STATES DEPARTMENT OF AGRICULTURE</b>  <b>LEASE AMENDMENT</b>	<b>LEASE AMENDMENT No. 4</b>  <b>TO LEASE NO. <u>Halifax County USDA Service Center</u></b>
<b>ADDRESS OF PREMISES</b>  <b>359 Ferrell Lane</b> <b>Halifax, NC 27839</b>	<b>PDN Number: N/A</b>

**THIS AMENDMENT** is made and entered into between **County of Halifax**

whose address is: **10 N. King Street, Halifax, NC 27839**

hereinafter called the Lessor, and the **UNITED STATES OF AMERICA**, hereinafter called the Government:

**WHEREAS**, the parties hereto desire to amend the above Lease to extend lease term.

NOW THEREFORE, these parties for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, covenant and agree that the said Lease is amended, effective upon execution by the Government as follows:

1. Effective upon execution by the Government, the lease period of the above described premises will be extended from **August 1<sup>st</sup>, 2020** through **July 31<sup>st</sup>, 2023**.
2. **Effective August 1<sup>st</sup>, 2020**, the Government will pay the Lessor annual rent of **\$33,579.00** payable at the rate of **\$2,798.25\*** per month (representing **\$7.00** per square foot for **4,797** net usable square feet) in arrears. (\*Rates may be rounded.)
3. The Lessor must have an active/updated registration in the System for Award Management (SAM) System (<https://www.sam.gov>) upon receipt of this lease Amendment. The Government will not process rent payments to Lessors without an active/updated SAM Registration.

**(Continued on next page...)**

**(Amendment continued...)** ...parties covenant and agree that the said Lease is amended as follows:

This Lease Amendment contains 2 pages.

All other terms and conditions of the lease shall remain in force and effect.

IN WITNESS WHEREOF, the parties subscribed their names as of the below date.

**FOR THE LESSOR:**

**FOR THE GOVERNMENT:**

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Entity Name: \_\_\_\_\_  
 Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: Lease Contracting Officer, USDA  
 Date: \_\_\_\_\_

**WITNESSED FOR THE LESSOR BY:**

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

4. Janitorial requirements now include the following:

**Cleaning and Disinfecting requirements.** The Lessor shall routinely wipe down all solid, high contact surfaces in common and high traffic areas using soap and water, followed by a disinfectant from the EPA-registered list of products. Cleaning staff shall use products in accordance with directions provided by the manufacturer, including the use of personal protective equipment (PPE), if applicable. Disinfection application and products should be chosen so as to not damage interior finishes or furnishings.

**“Routinely,” for purposes of this section, is defined as no less than once daily. More frequent cleaning and disinfection may be required based on level of use.**

**Examples of common and high traffic areas include, but are not limited to,** handrails, door knobs, key card scan pads, light switches, countertops, table tops, water faucets and handles, elevator buttons, sinks, toilets and control handles, restroom stall handles, toilet paper and other paper dispensers, door handles and push plates, water cooler and drinking fountain controls. Disinfected surfaces should be allowed to air dry.

INITIALS: \_\_\_\_\_ & \_\_\_\_\_  
LESSOR GOV'T



**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:** Acceptance of Final Bid on 1027 East Tenth Street, Roanoke Rapids, NC

**DATE:** September 8, 2020 Regular Meeting

---

**SUPPORTING INFORMATION:**

Earlier this year Halifax County acquired property located at 1029 East Tenth Street, Roanoke Rapids, NC, by tax foreclosure. After receiving an initial offer for the purchase the property from Roanoke Valley Rentals, LLC, the Board authorized the sale of the property by upset bid pursuant to G.S. 160A-269. The original offer was \$16,200.00. After a couple of rounds of upset bidding, the final upset bid was \$18,005.00, made by the original offeror, Roanoke Valley Rentals, LLC. Staff recommends that you accept this offer and authorize the sale of the property to Roanoke Valley Rentals, LLC.

**ATTACHMENTS:**

Description

- ▣ Resolution
- ▣ Final Upset Bid

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**TOTAL COST:**N/A

**COUNTY COST:**N/A

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**REQUEST:** Consider adoption of the attached "Resolution to Accept Final Upset Bid on County Property Being Sold by Negotiated Offer and Upset Bid Process Pursuant to G.S. 160A-269."

RESOLUTION TO ACCEPT FINAL UPSET BID ON COUNTY PROPERTY  
BEING SOLD BY NEGOTIATED OFFER AND UPSET BID PROCESS  
PURSUANT TO N. C. G. S. 160A-269

WHEREAS, Halifax County (County) owns certain real property located at 1027 East Tenth Street, Roanoke Rapids, North Carolina, and further identified by reference to tax parcel No. 0919420 (the Property); and

WHEREAS, G S. 160A-269 permits the County to sell property by upset bid, after receipt of an offer for the property; and

WHEREAS, on June 4, 2020, the County received an offer to purchase the Property for the amount of \$16,200.00, submitted by Roanoke Valley Rentals, LLC, upon certain terms and conditions as set forth in the offer to purchase and accompanied by the required 5% deposit; and

WHEREAS, on July 13, 2020, after considering the offer to purchase from Roanoke Valley Rentals, the Board of Commissioners authorized the sale of the Property by upset bid pursuant to G.S. 160A-269; and

WHEREAS, on July 24, 2020, after advertisement as required by law, the County received a qualified upset bid for the purchase to the Property in the amount of \$17,100.00, submitted by Barry S. Evans, accompanied by the required upset bid deposit; and

WHEREAS, on August 4, 2020, after advertisement as required by law, the County received a qualified upset bid for the purchase to the Property in the amount of \$18,005.00, submitted by Roanoke Valley Rentals, LLC, accompanied by the required upset bid deposit; and

WHEREAS, after further advertisement as required by law, no further upset bids were received and the aforementioned upset bid from Roanoke Valley Rentals, LLC, dated August 4, 2020, was the last qualified bid received on the Property;

NOW, THEREFORE, BE IT RESOLVED, that the final upset bid of \$18,005.00 made by Roanoke Valley Rentals, LLC, a copy of which is attached to this resolution, be and hereby is accepted, and the Chairman of the Halifax County Board of Commissioners and appropriate county staff are hereby authorized to execute such instruments as may be needed to effect the sale of the Property under the terms and conditions set forth in the upset bid.

Adopted this 8th day of September, 2020.

\_\_\_\_\_  
Vernon J. Bryant, Chairman  
Halifax County Board of Commissioners

\_\_\_\_\_  
Andrea H Wiggins, MMC,  
Clerk to the Board



COUNTY OF HALIFAX  
NOTICE OF SALE BY OFFER AND UPSET BID

Halifax County has received an offer for the purchase of certain county property more particularly described as follows:

That certain lot or parcel of land, including all improvements thereon, situate in the City of Roanoke Rapids, Halifax County, North Carolina, with a physical address of 1027 East Tenth Street, Roanoke Rapids, North Carolina, identified as Tax Parcel No. 0919420, and more particularly described in that certain deed from M. Glynn Rollins, Jr., Commissioner, to Halifax County, dated March 3, 2020, and recorded in Book 2613, Page 392, Halifax Public Registry (the "Property").

The offer to purchase the Property is for a price of \$17,100.00, in "as is" condition, with title to be conveyed by special warranty deed, free and clear of all liens or encumbrances except for those that do not impair the enjoyment and use of the property. Property taxes for the current year will be prorated at closing.

Pursuant to G.S. 160A-269, those wishing to upset this offer shall submit a sealed bid to the Halifax County Attorney by actual delivery to his office at 10 North King Street, Halifax, NC, by 5:00 p.m., August 10, 2020. The highest qualifying bid will become the new offer. If there is more than one bid in the highest amount, the first bid received will become the new offer. The new offer will be re-advertised for upset bids as required by law. Bids will not be received electronically. Bidders using a delivery service, including U.S. mail, do so at the risk of actual delivery in a timely manner.

An upset bid price must be at least \$18,005.00 to be a qualifying bid. Upset bids shall be accompanied by a deposit in the amount of 5% of the upset bid price. The County will return the deposit on any bid not accepted, and on any offer that is upset due to a later qualifying higher upset bid. If a final upset bid is accepted by the county, the purchaser must also reimburse the cost of all legal notices associated with this transaction at closing.

The Halifax County Board of Commissioners must approve the final upset bid offer. The Board reserves the right to withdraw the property from sale at any time prior to such approval.

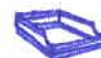
The submission of an upset bid shall constitute acceptance of all conditions stated in this notice. Further information may be obtained from the County Attorney's Office by calling (252) 583-3612 during regular business hours.

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

July 30, 2020

*Handwritten:* 1 Bid \$18,005.00  
Rosen Valley Pk LLC

*Handwritten signature:* [Signature]



**RECEIVED**

**8-4-20**

*Handwritten initials:* JW



**AGENDA**  
**Halifax County Board of Commissioners**  
**Regular Meeting**

**TO:** Halifax County Board of Commissioners

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

**PRESENTER:** County Commissioners

**SUBJECT:** Board Appointments

**DATE:** September 8, 2020 Regular Meeting

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**SUPPORTING INFORMATION:**

Attached, please find the Board Appointments.

**ATTACHMENTS:**

Description

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

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**TOTAL COST:**

**COUNTY COST:**

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**REQUEST:** Approve the Board Appointments that require action.

## **BOARD APPOINTMENTS**

- A. Halifax Parks and Recreation Advisory Board
- B. Lake Gaston Weed Control Council
- C. Scotland Neck Board of Adjustment
- D. Scotland Neck Planning Board
- E. Board Vacancies Without Recommendations
- F. October 2020 Board Appointments

# **MEMORANDUM**

**TO: HALIFAX COUNTY COMMISSIONERS**

**FROM: ANDREA H. WIGGINS, CLERK TO THE BOARD**

**SUBJECT: PARKS AND RECREATION ADVISORY BOARD**

According to our records, the Halifax Parks and Recreation Advisory Board has five members that are appointed by the Board of Commissioners with terms that will expire on September 30, 2020:

**Audrey Hardy, Chester Williams, Wade-Louis McMillan, Regina Reaves, and Willis Richardson**

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

- Receive nominations to reappoint Audrey Hardy, Wade-Louis McMillan, Regina Reaves, Willis Richardson, and Chester Williams

## Parks and Recreation Advisory Board

5	<b>Audrey Hardy</b> <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>
4	<b>Wade-Louis McMillan</b> <i>Weldon</i>	Member <i>Black Male</i>	3/9/2020 through 9/30/2020 <i>Term Number: 0</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
1	<b>Regina Reaves</b> <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	<b>Willis Richardson</b> <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>
10	<b>Chester Williams</b> <i>Enfield</i>	Member <i>Black Male</i>	8/10/2020 through 9/30/2020 <i>Term Number: 0</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
3	<b>Hattie Staton</b> <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>
7	<b>Kayla Taylor</b> <i>Weldon</i>	Member <i>Black Female</i>	1/6/2020 through 9/30/2021 <i>Term Number: 0</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
2	<b>Paul Walden</b> <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	<b>Delores Amason</b> <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	<b>Jennifer Fields</b> <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>



# **MEMORANDUM**

**TO: HALIFAX COUNTY COMMISSIONERS**

**FROM: ANDREA H. WIGGINS, CLERK TO THE BOARD**

**SUBJECT: LAKE GASTON WEED CONTROL COUNCIL**

According to our records, the Lake Gaston Weed Control Council has one member that is appointed by the Board of Commissioners that has resigned:

**Robert J. Etheridge**

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

- Receive nominations to appoint Lynnwood Little to serve the unexpired term of Robert Etheridge

## Lake Gaston Weed Control Council

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2	J. Rives Roanoke Rapids	Manning, Jr.	Alternate White Male	through Term Number: 0	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
5	Quinton Littleton	Qualls	Member White Male	3/1/2018 through 2/28/2021 Term Number: 1	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
3	Robert Littleton	Etheridge	Member White Male	3/1/2019 through 2/28/2022 Term Number: 5	Appointed by: Halifax County Commissioners Eligible for reappointment? No
4	Tony Halifax	Brown	Member Black Male	3/1/2020 through 2/28/2023 Term Number: 4	Appointed by: Halifax County Commissioners Eligible for reappointment? No
1	Dia Halifax	Denton	Alternate White Female	3/1/2020 through 2/28/2023 Term Number: 4	Appointed by: Halifax County Commissioners Eligible for reappointment? No
5	Christina Halifax	Wells	Alternate White Female	7/13/2020 through 2/28/2023 Term Number: 0	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes



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 8/6/2020

APPLICATION FOR: AUTHORITIES, BOARDS, COMMISSIONS, and COMMITTEES

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

Name: Lynnwood Earl Little Nickname: Lynn

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

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

Home Phone Number: 252-586-5004 Home Fax Number: — Cell # -252-532-1800

Email Address: lynn.little@embargo.mail.com

Home Address: 192 Hummingbird Lane Littleton NC 27850  
street city state zip

Mailing Address: 192 Hummingbird Lane Littleton NC 27850

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

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

Employer: retired assistant fire chief for City of Roanoke Rapids

Business Address: — — — —  
street city state zip

Business Phone Number: — Business Fax: —

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

Lake Gaston Weed Council

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

Committee member

Qualification for specific category: Lake Gaston Property owner, served on various other committees, actively participates

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? N/A



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

I am a life long resident of Halifax County. We've owned our lake cabin on Lake Gaston (Lee's Creek, Bluebird Point, since 1987.) We have lived full time on Lake Gaston for 20 years. I'm an avid boater and fisherman. I care about the quality of our lake water. Also, I'm on the Bluebird Point Road maintenance Committee.

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.):

I am a 1973 graduate of Roanoke Rapids High School. I am a retired Roanoke Rapids City Assistant Fire Chief with an associate degree in Fire Science. I serve on the Roanoke Rapids Fireman's Club Board of Directors as well as Twin City Rifle Club Board of Directors. I am on the RRHS Athletic Hall of Fame Committee. I coached girls' softball at RRHS for 25 years. I officiate girls' high school volleyball. I am an active member at my Church. I helped write the City's Emergency action Plan (Dick Clayton 1980's).

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

Date: 8/3/2020

Applicant's Signature:

*Lynwood E. Little*

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

August 18, 2020

186 Hummingbird Lane

Littleton, NC 27850

Halifax County Commissioners

Attn: Andrea H. Wiggins, Clerk

PO Box 38

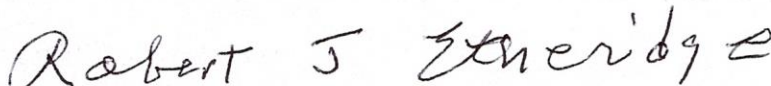
Halifax, NC 27839

Dear Commissioners,

I, Robert J. Etheridge, resign from the Lake Gaston Weed Control Council. This resignation is effective immediately.

I would like to suggest a replacement for me, my neighbor, Lynnwood E. Little (Lynn). Since 1987, he and his family have lived beside me on the lake. Lynn would do a good job on this committee. He has already submitted an application to the Halifax County Commissioners requesting my position on the Lake Gaston Weed Control Council.

Respectfully submitted,

A handwritten signature in cursive script that reads "Robert J. Etheridge". The signature is written in dark ink and is positioned above the printed name.

Robert J. Etheridge

# **MEMORANDUM**

**TO: HALIFAX COUNTY COMMISSIONERS**

**FROM: ANDREA H. WIGGINS, CLERK TO THE BOARD**

**SUBJECT: SCOTLAND NECK BOARD OF ADJUSTMENT**

According to our records, the Scotland Neck Board of Adjustment has one member that is appointed by the Board of Commissioners with a term that will expire on September 30, 2020:

**Gregory Jones**

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

- Receive nominations to waive the term limit and reappoint Gregory Jones

## Scotland Neck Board of Adjustment

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1	<b>Gregory Jones</b> Scotland Neck	ETJ Member White Male	10/1/2017 through 9/30/2020 Term Number: 5	Appointed by: Halifax County Commissioners Eligible for reappointment? No
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# **MEMORANDUM**

**TO: HALIFAX COUNTY COMMISSIONERS**

**FROM: ANDREA H. WIGGINS, CLERK TO THE BOARD**

**SUBJECT: SCOTLAND NECK PLANNING BOARD**

According to our records, the Scotland Neck Planning Board has one member that is appointed by the Board of Commissioners with a term that will expire on September 30, 2020:

**Larry Pendleton**

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

- Receive nominations to waive the term limit and reappoint Larry Pendleton

## Scotland Neck Planning Board

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2	Larry Pendleton Scotland Neck	ETJ Member White Male	10/1/2017 through 9/30/2020 Term Number: 7	Appointed by: Halifax County Commissioners Eligible for reappointment? No
3	Joey Josey Scotland Neck	ETJ Member White Male	10/1/2018 through 9/30/2021 Term Number: 8	Appointed by: Halifax County Commissioners Eligible for reappointment? No
4	James Wiggins Scotland Neck	ETJ Member Black Male	10/1/2018 through 9/30/2021 Term Number: 6	Appointed by: Halifax County Commissioners Eligible for reappointment? No
1	Linda Clark Scotland Neck	ETJ Member White Female	10/1/2019 through 9/30/2022 Term Number: 7	Appointed by: Halifax County Commissioners Eligible for reappointment? No

# 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.

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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 and Alberta Greene

-----

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 **Economic Development Board** has one position that is appointed by the Board of Commissioners that is vacant:

Samuel Robinson, Jr.

-----

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.

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Continued



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

Jennifer Cooper, Belinda Belfield, Gladys Walden, Brenda Ausby, and James Walden  
-----

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 two positions that are appointed by the Board of Commissioners that is vacant:

Christopher Mayo and Curtis Strickland  
-----

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  
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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  
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Continued



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

Edna Weeks  
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## Adult Care Home Advisory Committee

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3	<b>Fred Brown (Vacant)</b> <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>
5	<b>Prudence Boseman</b> <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	<b>Ozie Ruffin</b> <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	<b>Alberta Greene (Vacant)</b> <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>
1	<b>Hattie Staton</b> <i>Scotland Neck</i>	Member <i>Black Female</i>	7/1/2020 through 6/30/2023 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>

## Community Child Protection Team (CCPT)

5	<b>Susan Horrell (Vacant)</b> <i>Halifax</i>	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	<b>Lakeshia Jones (Vacant)</b> <i>Roanoke Rapids</i>	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	<b>Magda Baligh</b> <i>Roanoke Rapids</i>	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	<b>Florine Bell</b> <i>Roanoke Rapids</i>	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	<b>Kevin Kupietz</b> <i>Roanoke Rapids</i>	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	<b>Bobby Martin</b> <i>Roanoke Rapids</i>	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	<b>Shannon McAllister</b> <i>Littleton</i>	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	<b>Michael Pittman</b> <i>Halifax</i>	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>



## Economic Development Board

9	Samuel Littleton	Robinson Jr (Vacant)	At-Large Member Black Male	7/1/2017 through 6/30/2020 Term Number: 3	Appointed by: Halifax County Commissioners Eligible for reappointment? <b>No</b>
10	Hugh Bazemore Roanoke Rapids		At-Large Member White Male	7/1/2018 through 6/30/2021 Term Number: 4	Appointed by: Halifax County Commissioners Eligible for reappointment? <b>No</b>
5	Johnny Draper, Jr. Weldon		Weldon White Male	7/1/2018 through 6/30/2021 Term Number: 2	Appointed by: Halifax County Commissioners Eligible for reappointment? <b>Yes</b>
6	Daniel Fouts, Jr. Roanoke Rapids		Roanoke Rapids White Male	7/1/2018 through 6/30/2021 Term Number: 1	Appointed by: Halifax County Commissioners Eligible for reappointment? <b>Yes</b>
4	J. Rives Manning, Jr. Roanoke Rapids		County Commissioner White Male	7/1/2018 through 6/30/2021 Term Number: 4	Appointed by: Halifax County Commissioners Eligible for reappointment? <b>No</b>
11	Robert Sykes Hobgood		Hobgood White Male	7/1/2018 through 6/30/2021 Term Number: 1	Appointed by: Halifax County Commissioners Eligible for reappointment? <b>Yes</b>
8	Danny Hinnant Halifax		Halifax White Male	7/1/2019 through 6/30/2022 Term Number: 3	Appointed by: Halifax County Commissioners Eligible for reappointment? <b>No</b>
1	Kris Neal, Jr. Littleton		Littleton White Male	7/8/2019 through 6/30/2022 Term Number: 0	Appointed by: Halifax County Commissioners Eligible for reappointment? <b>Yes</b>
7	Portia Shields Scotland Neck		Scotland Neck Black Female	7/1/2019 through 6/30/2022 Term Number: 1	Appointed by: Halifax County Commissioners Eligible for reappointment? <b>Yes</b>
3	Ronnie Locke Enfield		Enfield White Male	7/1/2020 through 6/30/2023 Term Number: 4	Appointed by: Halifax County Commissioners Eligible for reappointment? <b>No</b>
2	Benjamin Sledge Roanoke Rapids		At-Large Member Black Male	7/1/2020 through 6/30/2023 Term Number: 4	Appointed by: Halifax County Commissioners Eligible for reappointment? <b>No</b>

## Five County Community Oper. Center Oversight Board

---

1	<b>Dean Smith (vacant)</b> <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	<b>Marcelle Smith</b> <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	<b>Regina Dickens</b> <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

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2	<b>Thomas</b> <i>Littleton</i>	<b>Myrick, Jr. (Vacant)</b>	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>
5	<b>Jeffrey</b> <i>Roanoke Rapids</i>	<b>Faison</b>	Alternate <i>White Male</i>	3/1/2017 through 2/20/2020 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
1	<b>Lee</b> <i>Roanoke Rapids</i>	<b>Bone</b>	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>
4	<b>Jason</b> <i>Littleton</i>	<b>Myrick</b>	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	<b>James</b> <i>Enfield</i>	<b>Whitaker</b>	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	<b>James</b> <i>Roanoke Rapids</i>	<b>Burroughs, Jr.</b>	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	<b>Levi</b> <i>Enfield</i>	<b>Scott</b>	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	<b>John</b> <i>Scotland Neck</i>	<b>Smith</b>	Member <i>Black Male</i>	7/1/2017 through 6/30/2021 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>



## Halifax County Council on Aging

12	<b>Carolyn Johnson</b> <i>Littleton</i>	County Commissioner <i>Black Female</i>	through Term Number:	Appointed by: Halifax County Commissioners Eligible for reappointment? <b>Yes</b>
10	<b>Jennifer Cooper (Vacant)</b> <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? <b>Yes</b>
11	<b>Greg Browning</b> <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? <b>No</b>
13	<b>Undine Garner</b> <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? <b>No</b>
14	<b>Marion Lewis</b> <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? <b>No</b>
3	<b>Ernestine Ware</b> <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? <b>No</b>
15	<b>Belinda Belfield (Vacant)</b> <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? <b>No</b>
4	<b>Katherine Lee</b> <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? <b>No</b>
7	<b>Tillman Long</b> <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? <b>Yes</b>
1	<b>William Mueller</b> <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? <b>Yes</b>
8	<b>Sandra Rosser</b> <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? <b>No</b>
6	<b>Gladys Walden (Vacant)</b> <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? <b>No</b>
5	<b>Brenda Ausby (Vacant)</b> <i>Roanoke Rapids</i>	Member <i>Black Female</i>	7/1/2020 through 6/30/2023 Term Number: 4	Appointed by: Halifax County Commissioners Eligible for reappointment? <b>No</b>
2	<b>Helen Bush</b> <i>Roanoke Rapids</i>	Member <i>White Female</i>	7/1/2020 through 6/30/2023 Term Number: 2	Appointed by: Halifax County Commissioners Eligible for reappointment? <b>Yes</b>
16	<b>James Walden (Vacant)</b> <i>Halifax</i>	Member <i>Black Male</i>	7/1/2020 through 6/30/2023 Term Number: 6	Appointed by: Halifax County Commissioners Eligible for reappointment? <b>No</b>
9	<b>Gail Walker</b> <i>Roanoke Rapids</i>	Member <i>White Female</i>	7/1/2020 through 6/30/2023 Term Number: 9	Appointed by: Halifax County Commissioners Eligible for reappointment? <b>No</b>

## Halifax County Human Relations Commission

1	<b>George Branch, Jr. (Vacant)</b> <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	<b>Doris Richardson (vacant)</b> <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	<b>Robert Bigham</b> <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	<b>Sandra Bryant</b> <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	<b>Sheldon Deaton</b> <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	<b>Susie Hodges</b> <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	<b>J. Rives Manning</b> <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	<b>Terry Buffaloe</b> <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	<b>Michael Felt</b> <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	<b>Christopher Mayo (Vacant)</b> <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>
10	<b>Curtis Strickland (vacant)</b> <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	<b>Frances King</b> <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	<b>J. Rives Manning, Jr.</b> <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	<b>W. Turner Stephenson III</b> <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>
6	<b>George Daniel</b> <i>Scotland Neck</i>	Member <i>White Male</i>	4/1/2019 through 3/31/2022 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
5	<b>Lori Medlin</b> <i>Roanoke Rapids</i>	Member <i>White Female</i>	4/1/2019 through 3/31/2022 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
7	<b>Richard Woodruff</b> <i>Roanoke Rapids</i>	Member <i>White Male</i>	4/1/2019 through 3/31/2022 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
8	<b>William Cox</b> <i>Roanoke Rapids</i>	Member <i>White Male</i>	4/1/2020 through 3/31/2023 <i>Term Number: 3</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
2	<b>Jeff Dickens</b> <i>Littleton</i>	Member <i>White Male</i>	4/1/2020 through 3/31/2023 <i>Term Number: 3</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
1	<b>Judy Evans-Barbee</b> <i>Roanoke Rapids</i>	Member <i>White Female</i>	4/1/2020 through 3/31/2023 <i>Term Number: 3</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>

## Airport Authority

15	Vacant		Alternate Member	through Term Number:	Appointed by: Halifax County Commissioners Eligible for reappointment? <b>Yes</b>
14	Vacant		Alternate Member	through Term Number:	Appointed by: Halifax County Commissioners Eligible for reappointment? <b>Yes</b>
13	Vacant		Alternate Member	through Term Number:	Appointed by: Halifax County Commissioners Eligible for reappointment? <b>Yes</b>
12	Vacant		Alternate Member	through Term Number:	Appointed by: Halifax County Commissioners Eligible for reappointment? <b>Yes</b>
2	Mary Halifax	Duncan	Ex-Officio White Female	through Term Number: 0	Appointed by: Halifax County Commissioners Eligible for reappointment? <b>Yes</b>
3	Christina Halifax	Wells	Ex-Officio White Female	through Term Number: 0	Appointed by: Halifax County Commissioners Eligible for reappointment? <b>Yes</b>
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? <b>Yes</b>
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? <b>Yes</b>
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? <b>No</b>
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? <b>Yes</b>
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? <b>Yes</b>
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? <b>No</b>
1	Chris Roanoke Rapids	Canady	Member White Male	2/1/2020 through 1/31/2023 Term Number: 2	Appointed by: Roanoke Rapids City Council Eligible for reappointment? <b>Yes</b>
10	Robert Roanoke Rapids	Clark	Member Black Male	2/1/2020 through 1/31/2023 Term Number: 5	Appointed by: Halifax County Commissioners Eligible for reappointment? <b>No</b>
5	Jim Littleton	Cooper	Member White Male	2/1/2020 through 1/31/2023 Term Number: 1	Appointed by: Halifax-Northampton Airport Authority Eligible for reappointment? <b>Yes</b>



## Health Board

7	<b>Delisha Moore (vacant)</b> <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? <b>No</b>
11	<b>Justin Blackmon</b> <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? <b>Yes</b>
1	<b>Donald Crowder</b> <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? <b>Yes</b>
3	<b>Eloise P. Hardee</b> <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? <b>Yes</b>
10	<b>Belinda Hill</b> <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? <b>No</b>
9	<b>Kimberly Mack</b> <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? <b>Yes</b>
2	<b>Eric Nicholson</b> <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? <b>Yes</b>
8	<b>Carol Anne Rupe</b> <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? <b>Yes</b>
6	<b>Melissa Woodruff</b> <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? <b>Yes</b>
4	<b>Carolyn Johnson</b> <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? <b>No</b>
5	<b>Louis V. Mann, III</b> <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? <b>Yes</b>

## Industrial Facilities & Pollution Control

5	<b>Kenny Deloatch</b> 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	<b>Carl Ferebee</b> 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	<b>G. Wayne Long</b> 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	<b>Rick Gilstrap (Vacant)</b> 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	<b>Clay Shields</b> 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	<b>Michael Knudson</b> 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	<b>Marvin Newsom, III</b> 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	<b>Diane Pridgen (Vacant)</b> <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? <b>Yes</b>
7	<b>Fred Draper (Vacant)</b> <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? <b>Yes</b>
25	<b>Ronna Graham (Vacant)</b> <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? <b>Yes</b>
16	<b>Linda Vaughan (Vacant)</b> <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? <b>Yes</b>
10	<b>Janyah Alston (Vacant)</b> <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? <b>Yes</b>
5	<b>Niasia Anthony (Vacant)</b> <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? <b>Yes</b>
1	<b>Bettina Flood (Vacant)</b> <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? <b>Yes</b>
26	<b>Levi Scott (Vacant)</b> <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? <b>Yes</b>
12	<b>Clarette Glenn (Vacant)</b> <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? <b>Yes</b>
14	<b>Valerie Asbell</b> <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? <b>Yes</b>
20	<b>Brenda Branch</b> <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? <b>No</b>
13	<b>Tony N. Brown</b> <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? <b>No</b>
23	<b>Terry Buffaloe</b> <i>Roanoke Rapids</i>	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? <b>Yes</b>
24	<b>Eric Cunningham</b> <i>Halifax</i>	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? <b>Yes</b>
11	<b>Robin Johnson</b> <i>Halifax</i>	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? <b>Yes</b>
2	<b>Teresa King</b> <i>Enfield</i>	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? <b>Yes</b>



21	<b>Sonynia</b> <i>Halifax</i>	<b>Leonard</b>	Chief Court Counselor <i>Black Female</i>	2/1/2019 through 1/31/2021 <i>Term Number: 2</i>	Appointed by: Halifax County Commissioners <i>Eligible for reappointment? Yes</i>
17	<b>Bobby</b> <i>Roanoke Rapids</i>	<b>Martin, Jr.</b>	Police Chief <i>Black Male</i>	10/7/2019 through 1/31/2021 <i>Term Number: 0</i>	Appointed by: Halifax County Commissioners <i>Eligible for reappointment? Yes</i>
15	<b>Angela</b> <i>Roanoke Rapids</i>	<b>Moody</b>	Public Health Representative <i>White Female</i>	2/1/2019 through 1/31/2021 <i>Term Number: 1</i>	Appointed by: Halifax County Commissioners <i>Eligible for reappointment? Yes</i>
22	<b>Barbara</b> <i>Weldon</i>	<b>Plum</b>	At-Large Member <i>Black Female</i>	2/1/2019 through 1/31/2021 <i>Term Number: 3</i>	Appointed by: Halifax County Commissioners <i>Eligible for reappointment? Yes</i>
19	<b>Marcelle</b> <i>Scotland Neck</i>	<b>Smith</b>	County Commissioner <i>Black Male</i>	2/1/2019 through 1/31/2021 <i>Term Number: 6</i>	Appointed by: Halifax County Commissioners <i>Eligible for reappointment? No</i>
18	<b>Stephanie</b> <i>Roanoke Rapids</i>	<b>Smith</b>	At-Large Member <i>Black Female</i>	4/6/2020 through 1/31/2021 <i>Term Number: 0</i>	Appointed by: Halifax County Commissioners <i>Eligible for reappointment? Yes</i>
3	<b>Ellen</b> <i>Roanoke Rapids</i>	<b>Burnette</b>	At-Large Member <i>White Female</i>	2/1/2020 through 1/31/2022 <i>Term Number: 7</i>	Appointed by: Halifax County Commissioners <i>Eligible for reappointment? No</i>
6	<b>Anzell</b> <i>Halifax</i>	<b>Harris</b>	Halifax Sheriff Office <i>Black Male</i>	2/1/2020 through 1/31/2022 <i>Term Number: 3</i>	Appointed by: Halifax County Commissioners <i>Eligible for reappointment? Yes</i>
8	<b>Joe</b> <i>Halifax</i>	<b>Long</b>	Parks & Recreation Representati <i>White Male</i>	2/1/2020 through 1/31/2022 <i>Term Number: 12</i>	Appointed by: Halifax County Commissioners <i>Eligible for reappointment? No</i>
4	<b>Joseph</b> <i>Weldon</i>	<b>Sandoval</b>	Faith Community Representative <i>White Male</i>	2/1/2020 through 1/31/2022 <i>Term Number: 4</i>	Appointed by: Halifax County Commissioners <i>Eligible for reappointment? Yes</i>



## Nursing Home Advisory Committee

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

## Roanoke Rapids Board of Adjustment

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

## Roanoke Rapids Planning Board

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2	<b>Tillman Long (Vacant)</b> Roanoke Rapids	ETJ Member White Male	6/1/2011 through 5/31/2014 Term Number: 8	Appointed by: Halifax County Commissioners Eligible for reappointment? <b>No</b>
3	<b>Robert Moore, Jr. (Vacant)</b> Roanoke Rapids	ETJ Member Black Male	6/1/2017 through 5/31/2020 Term Number: 2	Appointed by: Halifax County Commissioners Eligible for reappointment? <b>Yes</b>
4	<b>Greg Browning</b> Roanoke Rapids	ETJ Member Black Male	6/1/2018 through 5/31/2021 Term Number: 6	Appointed by: Halifax County Commissioners Eligible for reappointment? <b>No</b>
1	<b>Terry Campbell</b> Roanoke Rapids	ETJ Member Black Male	6/1/2019 through 5/31/2022 Term Number: 4	Appointed by: Halifax County Commissioners Eligible for reappointment? <b>No</b>

## Solid Waste Advisory Board

5	<b>Bill</b> <i>Enfield</i>	<b>Dickens (Vacant)</b>	Enfield <i>White Male</i>	2/1/2011 through 1/31/2014 <i>Term Number: 4</i>	Appointed by: Halifax County Commissioners <i>Eligible for reappointment? No</i>
11	<b>John</b> <i>Halifax</i>	<b>Lovett (Vacant)</b>	Member <i>White Male</i>	2/1/2011 through 1/31/2014 <i>Term Number: 3</i>	Appointed by: Halifax County Commissioners <i>Eligible for reappointment? No</i>
2	<b>Larry</b> <i>Roanoke Rapids</i>	<b>Chalker</b>	Roanoke Rapids <i>White Male</i>	8/10/2020 through 1/31/2023 <i>Term Number: 0</i>	Appointed by: Halifax County Commissioners <i>Eligible for reappointment? Yes</i>
8	<b>Gregory</b> <i>Enfield</i>	<b>Griffin</b>	Ex-Officio <i>White Male</i>	2/1/2020 through 1/31/2023 <i>Term Number: 3</i>	Appointed by: Halifax County Commissioners <i>Eligible for reappointment? Yes</i>
3	<b>James</b> <i>Scotland Neck</i>	<b>Gunnells</b>	Scotland Neck <i>White Male</i>	2/1/2020 through 1/31/2023 <i>Term Number: 3</i>	Appointed by: Halifax County Commissioners <i>Eligible for reappointment? No</i>
6	<b>Lindberg</b> <i>Weldon</i>	<b>Harlow</b>	Weldon <i>White Male</i>	2/1/2020 through 1/31/2023 <i>Term Number: 1</i>	Appointed by: Halifax County Commissioners <i>Eligible for reappointment? Yes</i>
7	<b>Al</b> <i>Littleton</i>	<b>Haskins</b>	At-Large Member <i>White Male</i>	2/1/2020 through 1/31/2023 <i>Term Number: 5</i>	Appointed by: Halifax County Commissioners <i>Eligible for reappointment? No</i>
1	<b>Ann</b> <i>Littleton</i>	<b>Jackson</b>	At-Large Member <i>White Female</i>	2/1/2020 through 1/31/2023 <i>Term Number: 2</i>	Appointed by: Halifax County Commissioners <i>Eligible for reappointment? Yes</i>
9	<b>John</b> <i>Scotland Neck</i>	<b>Smith</b>	At-Large Member <i>Black Male</i>	2/1/2020 through 1/31/2023 <i>Term Number: 8</i>	Appointed by: Halifax County Commissioners <i>Eligible for reappointment? No</i>
4	<b>Robert</b> <i>Hobgood</i>	<b>Sykes, Jr.</b>	Hobgood <i>White Male</i>	2/1/2020 through 1/31/2023 <i>Term Number: 3</i>	Appointed by: Halifax County Commissioners <i>Eligible for reappointment? No</i>
10	<b>Betty</b> <i>Littleton</i>	<b>Willis</b>	Littleton <i>White Female</i>	2/1/2020 through 1/31/2023 <i>Term Number: 6</i>	Appointed by: Halifax County Commissioners <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

## Weldon Planning Board

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3	<b>Edna</b> Weldon	<b>Weeks (Vacant)</b>	ETJ Member White Female	6/1/2018 through 5/31/2021 Term Number: 6	Appointed by: Halifax County Commissioners Eligible for reappointment? <b>No</b>
4	<b>Debra</b> Weldon	<b>Williams</b>	ETJ Member Black Female	6/1/2018 through 5/31/2021 Term Number: 5	Appointed by: Halifax County Commissioners Eligible for reappointment? <b>No</b>
1	<b>Angela</b> Weldon	<b>Boone</b>	ETJ Member Black Female	6/1/2020 through 5/31/2023 Term Number: 5	Appointed by: Halifax County Commissioners Eligible for reappointment? <b>No</b>
2	<b>Zenobia</b> Weldon	<b>Cofield</b>	ETJ Member Black Female	6/1/2020 through 5/31/2023 Term Number: 2	Appointed by: Halifax County Commissioners Eligible for reappointment? <b>Yes</b>



# MEMORANDUM

**TO: HALIFAX COUNTY COMMISSIONERS**

**FROM: ANDREA H. WIGGINS, CLERK TO THE BOARD**

**SUBJECT: OCTOBER 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.

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According to our records, the Halifax County Human Relations Commission has two members that are appointed by the Board of Commissioners with terms that will expire on October 31, 2020:

**Terry Buffaloe and Michael Felt**

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According to our records, the Central Communications Advisory Board has one member that is appointed by the Board of Commissioners with a term that will expire on October 31, 2020:

**Neil Aycock**

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## Halifax County Human Relations Commission

1	<b>George Branch, Jr. (Vacant)</b> Roanoke Rapids	Member Black Male	11/1/2010 through 10/31/2013 Term Number: 2	Appointed by: Halifax County Commissioners Eligible for reappointment? <b>No</b>
9	<b>Doris Richardson (vacant)</b> Hollister	Member Indian Female	11/1/2012 through 10/31/2015 Term Number: 4	Appointed by: Halifax County Commissioners Eligible for reappointment? <b>No</b>
5	<b>Sandra Bryant</b> Roanoke Rapids	Member Black Female	11/1/2016 through 10/31/2019 Term Number: 2	Appointed by: Halifax County Commissioners Eligible for reappointment? <b>No</b>
2	<b>Sheldon Deaton</b> Roanoke Rapids	Member White Male	11/1/2016 through 10/31/2019 Term Number: 1	Appointed by: Halifax County Commissioners Eligible for reappointment? <b>Yes</b>
3	<b>Susie Hodges</b> Littleton	Member Black Female	11/1/2016 through 10/31/2019 Term Number: 2	Appointed by: Halifax County Commissioners Eligible for reappointment? <b>No</b>
4	<b>J. Rives Manning, Jr.</b> Roanoke Rapids	Member White Male	11/1/2016 through 10/31/2019 Term Number: 4	Appointed by: Halifax County Commissioners Eligible for reappointment? <b>No</b>
8	<b>Terry Buffaloe</b> Roanoke Rapids	Member Black Male	11/1/2017 through 10/31/2020 Term Number: 2	Appointed by: Halifax County Commissioners Eligible for reappointment? <b>Yes</b>
7	<b>Michael Felt</b> Roanoke Rapids	Member White Male	11/1/2017 through 10/31/2020 Term Number: 1	Appointed by: Halifax County Commissioners Eligible for reappointment? <b>Yes</b>
6	<b>Robert Bigham</b> Tillery	Member White Male	11/1/2018 through 10/31/2021 Term Number: 4	Appointed by: Halifax County Commissioners Eligible for reappointment? <b>No</b>

## Central Communications Advisory Board

11	Winifred Littleton	Bowens	Chief of Police Black Female	through Term Number:	Appointed by: Littleton Town Council Eligible for reappointment? Yes
14	Tony Halifax	Brown	Ex-Officio Black Male	through Term Number:	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
2	Christopher Weldon	Davis	Police Chief White Male	through Term Number:	Appointed by: Weldon Town Council Eligible for reappointment? Yes
3	Tyree Enfield	Davis	Police Chief Black Male	through Term Number:	Appointed by: Enfield Town Commissioners Eligible for reappointment? Yes
16	Henry Halifax	Hedgepeth	Ex-Officio White Male	through Term Number:	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
4	John Scotland Neck	Hopkins	Ex-Officio White Male	through Term Number:	Appointed by: Hobgood Town Council Eligible for reappointment? Yes
9	Bobby Roanoke Rapids	Martin, Jr.	Chief of Police Black Male	through Term Number:	Appointed by: Roanoke Rapids City Council Eligible for reappointment? Yes
1	Jason Roanoke Rapids	Patrick	Fire Chief White Male	through Term Number:	Appointed by: Roanoke Rapids City Council Eligible for reappointment? Yes
15	Phil Halifax	Ricks	Ex-Officio White Male	through Term Number:	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
8	John Scotland Neck	Tippett	Member White Male	through Term Number:	Appointed by: Scotland Neck Town Council Eligible for reappointment? Yes
13	John Halifax	White	Ex-Officio White Male	through Term Number:	Appointed by: Halifax Town Council Eligible for reappointment? Yes
5	Neil Halifax	Aycock	Sheriff's Department White Male	11/1/2017 through 10/31/2020 Term Number: 2	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
7	Tanya Halifax	Byrd-Robinson	At-Large Member Black Female	11/1/2018 through 10/31/2021 Term Number: 2	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
10	Adam Scotland Neck	Greene	EMS Member White Male	11/1/2018 through 10/31/2021 Term Number: 1	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
6	James Michael Hale Littleton		Volunteer Fire Department Memb White Male	11/1/2019 through 10/31/2022 Term Number: 7	Appointed by: Halifax County Commissioners Eligible for reappointment? No
12	Richard Littleton	Pulley	At-Large Member White Male	11/1/2019 through 10/31/2022 Term Number: 1	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes



**AGENDA**  
**Halifax County Board of Commissioners**  
**Regular Meeting**

**TO:** Halifax County Board of Commissioners

**FROM:** Tony N. Brown, County Manager

**PRESENTER:** Tony N. Brown, County Manager

**SUBJECT:** NCACC Legislative Goals

**DATE:** September 8, 2020 Regular Meeting

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**SUPPORTING INFORMATION:**

Please see the attached email regarding the upcoming NCACC Legislative Goals process.

**ATTACHMENTS:**

Description

▯ NCACC Legislative Goals

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**TOTAL COST:**

**COUNTY COST:**

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**REQUEST:** Request that the Board consider whether there are any Halifax County goals to submit to NCACC.



## Andrea Wiggins

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**From:** NCACC <ncacc@ncacc.org>  
**Sent:** Wednesday, August 19, 2020 9:39 AM  
**To:** County Clerks  
**Cc:** Amber Harris  
**Subject:** NCACC Update: Message to County Clerks re: Legislative Goals Process

Good Morning, County Clerks!

NCACC's legislative goals process is underway and we encourage all counties and county officials to participate. If you haven't already, we invite you to add that the adoption of legislative goals to your upcoming Board of Commissioners meeting agenda. The NCACC goal setting process is open, inclusive and deliberative and is designed to give all 100 counties a voice in developing the Association's legislative agenda. The setting of the NCACC's legislative agenda is completely member driven, making your participation critical to our success in serving and representing all 100 counties at the General Assembly.

Goals submitted to the Association must be submitted by either a resolution from the Board of Commissioners or a signed letter from the Chair of the Board submitting the goal on behalf of the entire board. The deadline to submit goal proposals is September 30, 2020. To submit your county's proposals, or for more information go to [www.ncacc.org/legislativegoals](http://www.ncacc.org/legislativegoals).

Please contact NCACC Director of Government Relations Amber Harris with any questions. Thanks for all you do for our counties!



Amber Harris  
Director of Government Relations  
N.C. Association of County Commissioners  
Phone (919) 715-7654 | Mobile (919) 475-0803  
[www.ncacc.org](http://www.ncacc.org)







**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:** Exception to Tax Collector's Certification on Deeds for Judicial or Other Court-Ordered Sales

**DATE:** September 8, 2020 Regular Meeting

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**SUPPORTING INFORMATION:**

On October 19, 2015, the Board adopted a resolution requiring that the Register of Deeds not accept any deed for recording unless the county tax collector has certified that no delinquent ad valorem taxes are a lien on the property described in the deed. After much discussion with the local bar, the Tax Administrator and the County Attorney have determined that the requirement for the tax collector's certification should not frustrate the purposes of judicial sales or other court-ordered sales, including, but not limited to, mortgage foreclosures, tax foreclosures, partition sales and similar proceedings requiring the confirmation of the Clerk of Court or any other judicial official. Therefore, the attached resolution is offered for your consideration. Under this resolution, if a copy of the court's confirmation of sale is attached to a deed, then the tax collector's certification will not be required for recording. The lien for unpaid property taxes will transfer with the property and will not be affected by the adoption of this exception.

**ATTACHMENTS:**

Description

▣ Resolution

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**TOTAL COST:**N/A

**COUNTY COST:**N/A

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**REQUEST:** Consider the adoption of the attached Resolution Regarding Exception to Tax Collector's Certification on Deeds for Judicial Sales and Other Court-Ordered Sales.

RESOLUTION REGARDING EXCEPTION TO  
TAX COLLECTOR'S CERTIFICATION ON DEEDS  
FOR JUDICIAL SALES AND OTHER COURT-ORDERED SALES  
*[Authority: G.S. 161-31(a1)]*

WHEREAS, on October 19, 2015, pursuant to authority of G.S. 161-31(a), the Halifax County Board of Commissioners adopted a resolution requiring that the Halifax County Register of Deeds not accept any deed transferring real property for registration unless the county tax collector has certified that no delinquent ad valorem taxes or other taxes with which the tax collector is charged are a lien on the property described in the deed offered for registration; and

WHEREAS, pursuant to G.S. 161-31(a1), the Board further provided for an exception to the tax certification if the deed is being submitted for registration under the supervision of a closing attorney and the following attorney exception statement appears on the deed: *"This instrument prepared by \_\_\_\_\_, a licensed North Carolina attorney. Delinquent taxes, if any, to be paid by the closing attorney to the county tax collector upon disbursement of closing proceeds."*; and

WHEREAS, on February 4, 2019, the Board adopted a resolution directing that the Register of Deeds shall not accept an attorney's exception statement unless it also provides the identity and contact information of the closing attorney under whose supervision the deed is being offered for registration; and

WHEREAS, the Board has determined that the requirement for the tax collector's certification on deeds should not operate to frustrate the purposes of judicial sales or other court-ordered sales, including, but not limited to, mortgage foreclosures, tax foreclosures, partition sales and similar special proceedings requiring the confirmation of the Clerk of Court or any other judicial official;

NOW, THEREFORE, BE IT RESOLVED that the Halifax County Board of Commissioners does hereby direct that the Halifax County Register of Deeds shall not require a tax certification before recording a deed or other instrument of transfer resulting from any judicial proceeding requiring a confirmation of sale, *provided*, a copy of the Court's confirmation of sale shall be attached to the deed or other instrument of transfer being offered for recording. Prior resolutions not inconsistent with this resolution shall remain in effect. This resolution shall be effective upon adoption.

ADOPTED this 8th day of September, 2020.

\_\_\_\_\_  
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, NCCCC, Clerk to the Board/Assistant to the County Manager

**PRESENTER:** County Commissioners

**SUBJECT:** Approval of Closed Session Minutes

**DATE:** September 8, 2020 Regular Meeting

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**SUPPORTING INFORMATION:**

The draft minutes of the July 13, 2020 and July 27, 2020 Closed Session Meetings have 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

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**TOTAL COST:**

**COUNTY COST:**

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**REQUEST:** Approve the Closed Session Minutes.