

# Halifax County Board of Commissioners

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



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

## Monday March 12, 2018 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. Property Tax Releases - February 2018
- C. Budget Amendments
- D. Library Services and Technology Act (LSTA) EZ Edge Technology Grant

### 2. Special Recognitions

- A. Proclamation in Support of the Sons of the American Revolution Observance of the Adoption of the Halifax Resolves **Ken Wilson, Halifax Resolves Chapter North Carolina Sons of the American Revolution**
- B. 2018 Social Work Month Proclamation **Dora Carter, Department of Social Services Director**

### 3. Community Issues

- A. Community Issues - William Hodge, CEES **William Hodge, CEES**

### 4. Agenda Items

- A. Public Health Educator II/Triple P Position **Bruce L. Robistow, Health Director**
- B. Water Quality Improvements - CDBG-I Project **Greg Griffin, Public Utilities Director**

**5. Board Appointments**

A. Board Appointments

**County Commissioners**

**6. Economic Development Report**

A. Economic Development Report

**Cathy A. Scott, Economic  
Development Director**

**7. County Manager's Report**

**8. County Attorney's Report**

A. Forest Hills Shopping Center Property Owners Corporation

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

**9. Other Business**

**County Commissioners**

**10. Closed Session**

**County Commissioners**

**11. Adjourn**

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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, Clerk to the Board/Assistant to the County Manager

**SUBJECT:** Approval of Minutes

**DATE:** March 12, 2018 Regular Meeting

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**SUPPORTING INFORMATION:**

Attached, please find the draft minutes of the February 6, 2017 Regular Meeting.

**ATTACHMENTS:**

Description

- ▣ Draft Minutes - February 6, 2017 Regular Meeting

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**TOTAL COST:**

**COUNTY COST:**

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**REQUEST:** Approve the draft minutes as presented.

**MINUTES  
COUNTY OF HALIFAX  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
February 6, 2017**

***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, February 6, 2017, 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  
Cheryl Warren, Human Resources Management Director  
Ian Bumgarner, Senior Management Analyst  
Michelle F. Moseley, Paralegal

**Call to Order**

Chairman Bryant called the meeting to order.

**Invocation and Pledge of Allegiance**

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

**Adoption of the Agenda**



Commissioner Manning requested that Item D. Kate B. Reynolds Charitable Trust Fund Grant listed under Item 1. Consent Agenda be removed and listed as Item 2. Kate B. Reynolds Charitable Trust Fund Grant and that all other items be numbered consecutively.

Commissioner Brewer moved to approve the agenda as amended. 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.

**1. Consent Agenda**

Commissioner Manning moved to approve the consent agenda as follows:

A. Approval of Minutes

The draft minutes of April 4, 2016 Regular Meeting, April 11, 2016 Special Meeting and April 18, 2016 Regular Meeting were approved.

B. Tax and Solid Waste Releases and Refunds

**January 2017 Refunds**

- (1) Taxpayer: Jennifer Keeter Mabrey, 437 Williams Street, Roanoke Rapids, North Carolina 27870

Tags were turned in.

Account 146909 Plate BLW-2151

G01	\$20.77	2013
HAL	16.80	
HAF	2.92	
SWL	<u>5.19</u>	
Total	\$45.68	

Total \$45.68

- 
- (2) Taxpayer: Charles Gregory and Daphne B. Williams, 1934 Williams Road, Hollister, North Carolina 27844

The taxpayer was charged for two solid waste fees after the mobile home was removed.

Parcel 01-02425

SWF	\$155.86	2015
ASF	<u>57.76</u>	
Total	213.62	

Total \$213.62

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Grand Total \$259.30

In accordance with G. S. §105-380 and G. S. §105-381, the following figures were the tax bills that required release during the month of January 2017, but did not require a refund. Approval of the releases was required for the records to stand corrected.

Number of Accounts With Release Activity: 23

- 8 Assessing Corrections – Real Property  
Four releases were to correct data errors that resulted in incorrect bills. One release was for solid waste fees from a property that did not have a habitable dwelling. Three releases were for present use value applications approved during the Board of Commissioners January 3, 2017 Regular Meeting.
- 15 Assessing Corrections – Personal Property  
Twelve releases were to release bills that were created in error due to a discovery billing process in September. Two releases were to release bills for a business that provided documentation regarding the timeframe they were actually operating. One release was to release solid waste fees from a property that did not have a habitable dwelling.

Years With Releases:	2015-2016
Total County Levy:	\$3,124.99
Total Solid Waste Fees:	\$311.72
Total Solid Waste Availability Fees:	\$118.50

A detailed report of the releases is on file in the County Manager's Office with the Clerk to the Board.

C. 2016 Advertising and Reporting of Tax Liens

Doris B. Hawkins, Tax Collector, requested that the Board approve advertising the tax liens during the week of April 17, 2017 or as close to that date as the newspapers can publish.

Commissioner Johnson seconded the motion, which passed unanimously by voice vote.

2. **Kate B. Reynolds Charitable Trust Fund Grant**

Arthur Whitehead, Cooperative Extension Director, requested that the Board approve the submission of the Kate B. Reynolds Charitable Trust Fund Grant application and the receipt of funds, if awarded, and authorize the appropriate staff to execute the documents.

Commissioner Manning requested clarification regarding the submission of the Kate B. Reynolds Charitable Trust Fund Grant application in the amount of \$150,000 for a playground. He inquired if bids had been received or was the \$150,000 an estimate. M. Glynn Rollins, County Attorney, responded that the time had not come to receive bids as Mr. Whitehead was applying for the grant and the \$150,000 was an estimate. He further stated that once the grant was awarded and the design and specifications were completed the project would go through the bidding process. Commissioner Manning stated that in reviewing the documents, it appeared that some designs had been completed as there was a pond to be located on the property adjacent to the area that had erosion issues. He inquired if the design was complete.

Joe Long, Cooperative Extension, addressed the Board stating that the Kate B. Reynolds Grant application in the amount of \$150,000 was due on February 14, 2017. He further stated that the funds would be used to enhance the playground facility that entailed a new playground, an upgrade of the trail adjacent to the playground, and additional elements that would include active living and play for adults. He advised that in order to apply for the grant there had to be some long-range planning, which was included as a draft in the proposal. He further stated that a request for bids would be completed once the grant was awarded.

Commissioner Manning moved to approve the submission of the Kate B. Reynolds Charitable Trust Fund Grant application and the receipt of funds, if awarded, and authorize the appropriate staff to execute the documents. Commissioner Smith seconded the motion, which passed unanimously by voice vote.

### **3. Budget Amendments**

Mary W. Duncan, Finance Director, addressed the Board and presented the budget amendments as follows:

- |    |   |           |
|----|---|-----------|
| 1. | County Management - Appropriate Fund Balance for Christmas Bonus                                    | \$ 691.80 |
| 2. | Human Resources - Appropriate Fund Balance for Christmas Bonus                                      | 691.82    |
| 3. | Transfer and Support Services - Appropriate Fund Balance for EMS Christmas Bonus                    | 7,494.58  |
| 4. | Transfer and Support Services - Appropriate Fund Balance for Health Christmas Bonus                 | 7,552.18  |
| 5. | Transfer and Support Services - Appropriate Fund Balance for Central Communications Christmas Bonus | 2,017.76  |
| 6. | Transfer and Support Services - Appropriate Fund Balance for miscellaneous grants Christmas Bonus   | 749.46    |
| 7. | Transfer and Support Services - Appropriate Fund Balance for DSS Christmas Bonus                    | 19,139.82 |

8.	Transfer and Support Services - Reverse estimated original budget as should have been a Carry Forward	26,158.00
9.	Finance - Appropriate Fund Balance for Christmas Bonus	807.10
10.	Tax - Appropriate Fund Balance for Christmas Bonus	2,306.00
11.	Tax Revaluation - Appropriate Fund Balance for Christmas Bonus	288.26
12.	Legal - Appropriate Fund Balance for Christmas Bonus	288.26
13.	Elections - Appropriate Fund Balance for Christmas Bonus	288.26
14.	Register of Deeds - Appropriate Fund Balance for Christmas Bonus	576.50
15.	ITS - Appropriate Fund Balance for Christmas Bonus	461.20
16.	Sheriff - Appropriate Fund Balance for Christmas Bonus	7,552.18
17.	Jail - Appropriate Fund Balance for Christmas Bonus	3,689.60
18.	Emergency Management - Appropriate Fund Balance for Christmas Bonus	115.30
19.	Central Permitting and Inspections - Appropriate Fund Balance for Christmas Bonus	576.52
20.	Operations - Appropriate Fund Balance for Christmas Bonus	2,075.42
21.	Economic Development - Appropriate Fund Balance for Christmas Bonus	230.60
22.	Cooperative Extension - Appropriate Fund Balance for Christmas Bonus	57.66
23.	NRCS - Appropriate Fund Balance for Christmas Bonus	345.90
24.	Library - Appropriate Fund Balance for Christmas Bonus	1,210.66
25.	Sheriff - Budget insurance reimbursement proceeds from a motor vehicle accident involving an animal	1,775.24
26.	Sheriff - Budget insurance reimbursement proceeds from a motor vehicle accident involving an animal (supplemental)	805.95
27.	Sheriff - Budget insurance reimbursement proceeds from a motor vehicle accident involving an animal	1,987.40
28.	Sheriff - Budget insurance reimbursement proceeds from a motor vehicle accident involving an animal	4,073.81

29.	Central Communications - Appropriate Fund Balance for Christmas Bonus	2,017.76
30.	Health - Appropriate Fund Balance for Christmas Bonus	7,552.18
31.	Health - Infant Mortality - 100% State funds - Budget additional funds for Program Specific Supplies	3,500.00
32.	DSS - Appropriate Fund Balance for Christmas Bonus	19,139.82
33.	DSS - Budget additional revenue for Childcare per State Funding Authorization, January reallocation	181,337.00
34.	DSS - Budget additional revenue for SHIFT NC per State Funding Authorization, quarterly reallocation	6,000.00
35.	DSS - Budget additional revenue for Energy Share per State Funding Authorizations 7 and 8	432.00
36.	Cooperative Extension - Extension Agent Program - Budget additional funds from fees	145.00
37.	Cooperative Extension - County Extension Program - Budget additional revenue from Winter Wonderland Program	205.00
38.	Cooperative Extension - 4-H Account - Budget additional revenue from fees and projects	1,121.00
39.	Cooperative Extension - Farmer's Market - Budget additional revenue	230.00
40.	EMS - Appropriate Fund Balance for Christmas Bonus	7,494.58
41.	EMS - Budget insurance proceeds from a not-at-fault motor vehicle accident	22,939.97
42.	ADM - Public School Capital Building Fund - Appropriate Fund Balance to refund accumulated project sales tax for future use	2,000.68
43.	Public Utilities - Water Division - Appropriate Fund Balance for Christmas Bonus	1,614.20
44.	Public Utilities - Solid Waste Division - Appropriate Fund Balance for Christmas Bonus	1,383.70
45.	Economic Development Incentive Program - Appropriate Fund Balance for 2016 Halifax Linen Retention Agreement	7,345.00
46.	DSS - Reduce LIEAP client distribution to actual per final authorization	64,748.00

47. DSS - Increase Childcare Client distribution to actual per funding 72,900.00 authorization dated January 27, 2017

Commissioner Manning moved to approve the budget amendments. Commissioner Qualls seconded the motion, which passed unanimously by voice vote.

**4. Special Recognitions**

- A. Retirement Resolution – Captain Charles L. Hendricks, Sheriff’s Office Jail

Commissioner Smith read and presented the following retirement resolution to Captain Charles L. Hendricks, Sheriff’s Office Jail, as follows:

**RESOLUTION**

**WHEREAS**, Charles L. Hendricks, decided to retire as a Jail Captain with the Halifax County Sheriff’s Office, effective January 31, 2017; and

**WHEREAS**, he has spent 26 years with local government; Charles 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, February 6, 2017, the Halifax County Board of Commissioners did honor Charles L. Hendricks with formal adoption of this resolution, to be recorded in the minutes of the meeting of this day.

Commissioner Smith moved to adopt the retirement resolution honoring Captain Charles L. Hendricks. Commissioner Manning seconded the motion, which passed unanimously by voice vote.

- B. 2017 Social Work Month Proclamation “Social Workers Stand Up!”

Norma C. Merriman, Department of Social Services Director, addressed the Board requesting the adoption of the Social Work Month 2017 Proclamation “Social Workers Stand Up!”

She stated that the proclamation recognized the County’s social workers for the numerous contributions made to ensure the health, safety, and well-being of County citizens that included the most vulnerable, which were the children, disabled, and senior citizens.

Ms. Merriman requested that the Board adopt the Social Work Month 2017 Proclamation “Social Workers Stand Up!” as follows:

**PROCLAMATION  
2017 Social Work Month Proclamation  
“Social Workers Stand Up!”**

**WHEREAS**, the primary mission of the social work profession is to enhance well-being and help meet the basic needs of all people, especially the most vulnerable in society; and

**WHEREAS**, social workers embody this year's Social Work Month Theme, "Social Workers Stand Up!", by serving, advocating, and empowering millions of Americans each day; and

**WHEREAS**, social workers embody the theme of this year's World Social Work Day on March 21, 2017, "Promoting Community and Environmental Sustainability," by working with individuals, organizations, and local and federal government to improve communities and protect the environment; and

**WHEREAS**, social work is one of the fastest growing careers in the United States, with almost 650,000 members of the profession; and

**WHEREAS**, social workers work in all areas of our society to improve happiness, health and prosperity, including in government, schools, universities, social service agencies, communities, the military, and mental health and healthcare facilities; and

**WHEREAS**, social workers have pushed for decades to ensure equal rights for all, including women, African Americans, Latinos, people who are disabled, people who are LGBTQ and various ethnic, cultural, and religious groups; and

**WHEREAS**, social workers have been behind and continue to advocate for legislation and policies that reduce racial discord, including renewal of the Voting Rights Act, The Violence Against Women's Act, The Civil Rights Act, the Affordable Care Act, Medicaid, unemployment insurance, workplace safety, and Social Security benefits; and

**WHEREAS**, social workers are the largest group of mental healthcare providers in the United States, and work daily to help people overcome substance use disorders and mental illnesses such as depression and anxiety; and

**WHEREAS**, social workers deploy across the United States and the world, helping people overcome earthquakes, floods, wars, and other disasters and return to peace and prosperity.

**NOW, THEREFORE**, in recognition of the numerous contributions made by Halifax County Social Workers, we the Halifax County Board of County Commissioners proclaim the month of March 2017 as National Social Work Month and call upon all citizens to join with the National Association of Social Workers and Halifax County Department of Social Services in celebration and support of the social work profession.

Commissioner Manning moved to adopt the Social Work Month 2017 Proclamation "Social Workers Stand Up!". Commissioner Brewer seconded the motion, which passed unanimously by voice vote.

- C. Resolution in Memory and Honor of Kenneth E. Brantley, Former Halifax County Commissioner

Chairman Bryant read and presented the following resolution to Joanne Parrott, daughter of Kenneth E. Brantley, former Halifax County Commissioner, as follows:

**RESOLUTION  
IN MEMORY AND HONOR OF  
KENNETH E. BRANTLEY  
FORMER HALIFAX COUNTY COMMISSIONER  
HALIFAX, NORTH CAROLINA**

**WHEREAS**, the Halifax County Board of Commissioners, pauses in its deliberations, to note with great sadness the passing of Kenneth E. Brantley; and

**WHEREAS**, Mr. Brantley served as a dedicated member of the Halifax County Board of Commissioners from July 2, 1990 until December 1, 2002; and

**WHEREAS**, during his tenure as an elected official, he was involved in many decisions affecting the character of the community; each time exhibiting sound judgment and concern for the education, health, safety, welfare, and economic development of Halifax County and its citizens during his decision making process; and

**WHEREAS**, Mr. Brantley was honored, respected, and held in the highest esteem by everyone who knew him for his many contributions and untiring efforts while serving on numerous boards and commissions that has indeed left an indelible mark on Halifax County, the State, and the nation, which he served well; and

**WHEREAS**, Halifax County mourns the loss and extends to his family its sincere sympathy and deepest appreciation for his leadership, foresight, and unselfish contributions in meeting the needs of the citizens and improving Halifax County's unique quality of life.

**NOW, THEREFORE, BE IT RESOLVED**, that the Halifax County Board of Commissioners, on behalf of a grateful community, does hereby express great sorrow at the passing of Kenneth E. Brantley, former Halifax County Commissioner, who personified a distinguished career in local government and whose life and memory we are proud to honor.

**BE IT FURTHER RESOLVED**, that the original of this resolution be presented to the family of Kenneth E. Brantley and orders that a copy of this resolution be spread upon the minutes of the Halifax County Board of Commissioners this 6<sup>th</sup> day of February, 2017.

Commissioner Bryant moved to adopt the resolution in memory and honor of Kenneth E. Brantley, former Halifax County Commissioner. Commissioner Manning seconded the motion, which passed unanimously by voice vote.

5. **Community Issues - William Hodge, Coalition for Education and Economic Security**



Commissioner Manning stated that the Coalition for Education and Economic Security currently had a lawsuit against Halifax County. He inquired if it was appropriate for the Board to receive information from the organization. Attorney Rollins responded that it was completely acceptable to hear from the organization under Community Issues, which was part of the agenda.

William H. Hodge, Coalition for Education and Economic Security, addressed the Board and read the following:

How healthy is Halifax County's economy? Today our organization wants to make sure Commissioners are aware of a poor record of jobs growth in Halifax County over a ten year period. The record shows Halifax has a job famine despite the fact job growth seems to be a top priority for this Board. Indeed, job growth is a frequent and important topic at your meetings with significant tax dollars allocated for projects. Economists have identified December 2007 as a robust economy just before the Great 2008 Recession. Between then and January 2010, Halifax County lost 3,160 jobs. Peak unemployment for Halifax County was January 2010 when the unemployment rate was an astonishing 16.1%, highest rate recorded since 1990-2016. Now, seven year later, current employment data shows we have added only 16 more jobs than we had in January 2010. In other words, actual job growth was less than three jobs per year. It is shocking to us that so much effort has produced so little progress.

Halifax County has a job crisis. Let's look at the state and our neighboring counties' job data. How is Halifax County different? North Carolina Economy. During 2008 Great Recession, the North Carolina unemployment rate skyrocketed to 11.3%. Although the State's economic recovery has been slow and uneven across the state, last year the North Carolina unemployment rate equaled the national rate, 4.6% to 5.0%, last achieved in 2007. What about Halifax County? Chart II at the end of the presentation list employment data for Halifax and six neighboring counties. All local counties lost jobs from December 2007 to November 2016. Halifax lost the most 3,144 jobs. This was more than Warren 619 jobs, Northampton 1,079 jobs, Bertie 258 jobs and Edgecombe 822 jobs combined. Halifax County lost 32% of the regional job losses even though Halifax's population is only 18% of the region.

Halifax and Neighboring Counties Recovery chart at the end of the presentation provides data on new jobs added growth. Halifax's unemployment rate peaked in January 2010, 16.1% while Northampton and Nash recessions did not reach their zenith until 18 months later. Halifax should have had a head start in job growth, but did not. Not only has our painful drop in jobs been deeper than our neighbors, growth to Halifax County has not returned. Falling Unemployment Rates. Today, all seven counties have seen their unemployment rates fall to approximately half the peak values due mostly to a large reduction of the number of unemployed workers. In other words, our current feel good 7.6% unemployment rate disguises the harsh reality of the high number of workers who have lost their jobs without regaining them. Four counties did noticeably increase employment from peak recession lows.

Summary of Local County Economies. Nash, Edgecombe, Warren, and Bertie counties economies have recovered faster than Halifax, Martin, and Northampton counties. Halifax had the biggest job losses and has created only a few new jobs. Ten Poorest Places in the Tar Heel State. A survey published in 2016 ranked North Carolina towns with populations over 2,000 and

took into account poverty level, median household income, and unemployment. Sadly, Enfield was ranked at the top of the list, poorest of the poor with a poverty level of 43.2% and an unemployment rate of 34.2%. Enfield could be the canary in the coalmine. Their plight may forecast what is in store for Halifax's citizens without new meaningful job growth policies.

Population Growth. The North Carolina Department of Commerce, Labor and Economic Analysis Division, issued a report on economic factors which influenced local economies. Population growth was one of four critical factors. The report ranked all 100 counties. Halifax County had the largest population lost 3.2% over a three-year period, 2012-2015, worst in the State. Make no mistake, the population loss is a telling symptom of the decline in our local economy. The magnitude of the decline highlights the seriousness and urgency of Halifax's job crisis.

Our local economy has not recovered from the Great Recession. Current efforts at job creation are clearly not working. Continuing to do what we've done for years is highly unlikely to produce different results. We must reform programs and devise new strategies.

**6. FY 2017-2018 Community Services Block Grant**

Gail Walker, Choanoke Area Development Association, Inc., addressed the Board regarding the 2017-2018 Community Services Block Grant.

She provided the Board with a draft copy of the proposed FY 2017-2018 Community Services Block Grant that would be provided to the Office of Economic Opportunity at the North Carolina Department of Health and Human Services. She briefly reviewed the plan and requested that the Board certify that it had reviewed the proposed FY 2017-2018 Community Services Block Grant Refunding Application. She distributed a copy of the Community Service Block Grant Programs to be discussed at a future meeting.

Commissioner Manning moved to approve that the Board reviewed the proposed FY 2017-2018 Community Services Block Grant. Commissioner Brewer seconded the motion, which passed unanimously by voice vote.

**7. North Carolina Department of Transportation, Division of Highways, Request for Abandonment from the State Maintained Secondary Road System Resolution – River Road, Weldon**

Ronald L. Keeter, Jr., District Engineer, 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, abandonment of a portion of River Road located in Weldon from the State Maintained Secondary Road System as follows:

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

North Carolina  
County of Halifax  
Road Description: A portion of SR 1150, River Road

**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 last 150 feet as shown on the attached map, be abandoned from the Secondary Road System; and

**WHEREAS**, the Halifax County Commissioners are of the opinion that the above described road should be abandoned from the Secondary Road System.

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

Certificate

The foregoing resolution was duly adopted by the Board of Commissioners of the County of Halifax at a meeting on the 6<sup>th</sup> day of February, 2017

Witness my hand and official seal this the 6<sup>th</sup> day of February, 2017.

After a brief discussion was held, Commissioner Manning moved to adopt a resolution regarding the North Carolina Department of Transportation, Division of Highways, abandonment of a portion of River Road located in Weldon from the State Maintained Secondary Road System Commissioner Qualls seconded the motion, which passed unanimously by voice vote.

**8. 2013 Community Development Block Grant Infrastructure Project – Small Purchase Request**

J. Michael Scott, Progressive Resources and Opportunities, addressed the Board requesting the approval of the 2013 Community Development Block Grant Infrastructure Project small purchase request.

He stated that on December 14, 2016, the County staff prepared and provided a request for quotes to provide a Trihalomethane Analyzer necessary for the startup of the 2013 Community Development Block Grant Infrastructure Project. He further stated that the equipment was necessary for testing purposes during the installation of the post treatment aeration and mixing equipment at two water storage tanks on the County's water system. He advised that the equipment would also be utilized to conduct testing after the project was completed. He further advised that, upon recommendation by the County's project engineer, it was determined that the purchase and availability of this equipment would be necessary at the time construction started, as opposed to waiting for the equipment to be ordered and delivered, which would save approximately 10% to 15% of the cost if the selected contractor included this item in their bid. He explained that the County solicited quotes from three qualified suppliers and two of the suppliers declined to submit quotes as follows: Combs Associates and Tilley, Inc., declined to submit quotes and Premier

Water, LLC, provided a quote in the amount of \$43,169.13.

Mr. Scott stated that the procurement was handled using the Community Development Block Grant small purchase guidelines, which required that the item or service being purchased be specifically described and cost no more than \$90,000. He further stated that a detailed set of equipment specifications were provided to all three suppliers. He advised that the guidance of the North Carolina Division of Environmental Quality, Water Infrastructure Division, was used on the procurement of the equipment and had fully reviewed the process, as well as the results. He further advised that the Division had concurred that all guidelines had been met and the County could move forward with awarding the contract to purchase the equipment.

He recommended that the Board award the contract to Premier Water, LLC, for the purchase of the Trihalomethane Analyzer in the amount of \$43,169.13.

Commissioner Smith moved to award the contract to Premier Water, LLC, for the purchase of a Trihalomethane Analyzer in the amount of \$43,169.13 for the 2013 Community Development Block Grant Infrastructure Project. Commissioner Johnson seconded the motion, which passed unanimously by voice vote.

**9. Kate B. Reynolds Coordinated Approach to Child Health Grant**

Rhonda Hubbard, Health Department, addressed the Board requesting the approval of the submission of the Kate B. Reynolds Coordinated Approach to Child Health Grant application for an additional three years of funding.

She stated that the Health Department was applying for a three-year grant to continue the implementation of the Coordinated Approach to Child Health Program, extending the program to KIPP Halifax, Pre-K sites and after school programs. She further stated that the Health Department would continue the partnership with the three local school systems to include Halifax County Schools, Roanoke Rapids Graded School District, and Weldon City Schools, to target approximately 5,500 elementary and middle school aged children. She advised that the goals of the Coordinated Approach to Child Health Program were to: increase the knowledge and understanding of health, nutrition, and physical activity; increase the amount of time students were physically active; increase the number of parents that support healthy eating; and increase community awareness about the importance of making healthy food choices and physical activity.

Ms. Hubbard requested that the Board approve the submission of the Kate B. Reynolds Coordinated Approach to Child Health Grant application and the receipt of funds, if awarded, and authorize the appropriate staff to execute the documents.

Commissioner Manning moved to approve the submission of the Kate B. Reynolds Coordinated Approach to Child Health Grant application and the receipt of funds, if awarded, and authorize the appropriate staff to execute the documents. Commissioner Qualls seconded the motion, which passed unanimously by voice vote.

**10. Tax Department Requests**

C. Shane Lynch, County Assessor, addressed the Board stating that at the request of the Board, all 100 North Carolina counties were contacted regarding whether its board had adopted a resolution defining good cause in accordance with G. S. §105-277.4(a1).

He stated that only six counties responded, which was a true reflection of how sensitive the subject was and how opinions varied from county to county. He further stated that two counties had adopted resolutions, which consisted of Pender and Scotland counties. He advised that the four remaining counties had not adopted a resolution, which consisted of Pitt, Caldwell, Forsyth, and Washington counties. He further advised that Pitt and Forsyth counties had presented resolutions to its boards; however, the resolutions were not adopted. He explained the boards cited too many variables and being boxed in as reasons not to adopt the proposed resolutions. He further explained that the UNC School of Government recommended that each board be consistent and that if a county routinely accepted a majority of late applications, it may be tough to justify a sudden switch to a more strict definition of good cause.

After a brief discussion was held, Chairman Bryant stated that the Board had been consistent in its deliberations and there was no need to adopt a resolution.

A. Robert D. Belle

C. Shane Lynch, County Assessor, addressed the Board regarding a 2016 late application for present use value for parcel 04-00371 owned by Robert D. Belle.

He stated that applications for present use value must be filed during the regular listing period, or within 30 days of a notice of a change in valuation, or within 60 days of a transfer of the land. He further stated that the County listing period for 2016 was from January 1 until February 1. He advised that Mr. Belle visited the Tax Department in November 2016 inquiring about present use value and the application process. He further advised that on December 21, 2016, Mr. Belle submitted a completed application and a letter addressed to the Halifax County Board of Commissioners. He explained that the Board's approval for a late application was the only recourse Mr. Belle had to be able to receive present use value status for the 2016 tax year.

Mr. Lynch stated that the property owner did meet all of the present use value requirements, other than meeting the annual application deadline. He further stated that if received on time, the application would have been approved. He advised that if approved, the owner was aware that the application was only good for 2016 and he would have to submit a timely application for 2017.

He requested that the Board determine whether to accept the 2016 late application for present use value for parcel 04-00371 owned by Robert D. Belle.

Commissioner Manning moved to deny the late 2016 application for present use value for parcel 04-00371 owned by Robert D. Belle. The motion died for the lack of a second.

Commissioner Smith moved to approve 2016 late present use value application for parcel 04-00371 owned by Robert D. Belle. Commissioner Johnson seconded the motion.

The votes were as follows:

Commissioner Manning	No
Commissioner Johnson	Yes
Commissioner Smith	Yes
Commissioner Bryant	Yes
Commissioner Qualls	Yes
Commissioner Brewer	Yes

B. Lizzie Smith Heirs

C. Shane Lynch, County Assessor, addressed the Board regarding a 2016 late application for present use value for parcel 04-02428 owned by Lizzie Smith heirs in care of Louise Francis.

He stated that applications for present use value must be filed during the regular listing period, or within 30 days of a notice of a change in valuation, or within 60 days of a transfer of the land. He further stated that the County's listing period for 2016 was from January 1 until February 1. He advised that Ms. Francis submitted a letter and application on behalf of Lizzie Smith heirs on December 29, 2016 that stated that her aunt, who previously handled the farm business, had reached her eighties and was not aware of the present use value program. He further advised that the Board's approval of a late application for the 2016 tax year was the only recourse the Lizzie Smith heirs had to be able to receive present use value status for this tax year. He explained that the property owner did meet all of the present use value requirements, other than meeting the annual application deadline. He further explained that if received on time, the application would have been approved.

Mr. Lynch stated that if approved, the owners were aware that this application was only for 2016 and would have to submit a timely application for 2017. He requested that the Board determine whether to accept the 2016 late application for present use value for parcel 04-02428 owned by Lizzie Smith heirs.

Commissioner Brewer moved to approve the 2016 late present use value application for parcel 04-02428 owned by Lizzie Smith Heirs. Commissioner Johnson seconded the motion.

The votes were as follows:

Commissioner Manning	No
Commissioner Johnson	Yes
Commissioner Smith	Yes
Commissioner Bryant	Yes
Commissioner Qualls	Yes
Commissioner Brewer	Yes

C. B. D. Lynch Heirs and Lillie B. Lynch Heirs

C. Shane Lynch, County Assessor, addressed the Board regarding a 2016 late application for present use value for parcel 01-01340 owned by B. D. Lynch heirs and parcels 01-01406, 01-01405 and 01-01404 owned by Lillie B. Lynch heirs, both in care of Archable Lynch.

He stated that applications for present use value must be filed during the regular listing period, or within 30 days of a notice of a change in valuation, or within 60 days of a transfer of the land. He further stated that the County's listing period for 2016 was from January 1 until February 1. He advised that Archable Lynch and his daughter visited the Tax Department in October 2016 inquiring about any form of tax relief for the parcels at which time he explained the present use value application process. He further advised that on December 29, 2016, Mr. Lynch submitted completed applications for both heir accounts and a late approval request letter. He explained that the Board's approval for a late application to be submitted for the 2016 tax year was the only recourse B. D. Lynch heirs and Lillie B. Lynch heirs had to be able to receive present use value status. He further explained that the property owners did meet all of the present use value requirements, other than meeting the annual application deadline.

Mr. Lynch stated that if the application was received on time, it would have been approved. He further stated that if approved, the owners were aware that the applications were only good for 2016 and that they would have to submit timely applications for 2017. He requested that the Board determine whether to accept the 2016 late applications for present use value for parcels 01-01340 owned by B. D. Lynch heirs and parcels 01-01406, 01-01405 and 01-01404 owned by Lillie B. Lynch heirs, both in care of Archable Lynch.

Commissioner Johnson moved to approve the 2016 late application for present use value for parcel 01-01340 owned by B. D. Lynch heirs and parcels 01-01406, 01-01405 and 01-01404 owned by Lillie B. Lynch heirs. Commissioner Smith seconded the motion.

The votes are as follows:

Commissioner Manning	No
Commissioner Johnson	Yes
Commissioner Smith	Yes
Commissioner Bryant	Yes
Commissioner Qualls	Yes
Commissioner Brewer	Yes

D. Grover and Betty Whitley

C. Shane Lynch, County Assessor, addressed the Board regarding the 2016 late application for the disabled veteran property tax relief exclusion for parcel 08-01016.

He stated that North Carolina excluded from property taxes a portion of the appraised value of a permanent residence owned and occupied by North Carolina residents who had been certified with a total and permanent service-connected disability. He further stated that applications for the disabled veteran exclusion were due June 1 of the tax year. He advised that the Whitley's application for exemption was received by the Tax Department on December 22, 2016 along with

a letter dated December 22, 2016 requesting consideration for late approval. He further advised that the Tax Department had reviewed the application and had it been received before the deadline, it would have been approved. He explained that the Board's approval for a late application for the 2016 tax year was the only recourse the Whitleys had to obtain property tax relief. He further explained that if received on time, the application would have been approved.

Mr. Lynch stated that if the late application was approved, the Whitleys were aware that the application was only good for 2016 and would have to submit a timely application for 2017. He requested that the Board decide whether to accept the 2016 late application for the disabled veteran property tax relief exclusion for Grover and Betty Whitley, parcel 08-01016.

Commissioner Qualls moved to approve the 2016 late application for the disabled veteran property tax relief exclusion for Grover and Betty Whitley, parcel 08-01016. Commissioner Manning seconded the motion, which passed unanimously by voice vote.

## **11. Board Appointments**

### **Enfield Board of Adjustment**

Commissioner Manning moved to reappoint Lester Shields to serve on the Enfield Board of Adjustment, term expiring February 28, 2019. Commissioner Brewer seconded the motion, which passed unanimously by voice vote.

Commissioner Manning moved to appoint Tony E. Silver to replace Phenious Daniels, Jr. on the Enfield Board of Adjustment, term expiring February 28, 2019. Commissioner Qualls seconded the motion, which passed unanimously by voice vote.

### **Enfield Planning Board**

Commissioner Qualls moved to appoint Tony E. Silver to replace Phenious Daniels, Jr., on the Enfield Planning Board, term expiring February 28, 2019. Commissioner Johnson seconded the motion, which passed unanimously by voice vote.

Commissioner Qualls moved to waive the term limits and reappoint Calvin Pittman to serve on the Enfield Planning Board, term expiring February 28, 2019. Commissioner Johnson seconded the motion, which passed unanimously by voice vote.

### **Halifax County Board of Adjustment**

Commissioner Qualls moved to waive the term limit and reappoint Lee Bone to serve on the Halifax County Board of Adjustment, term expiring February 28, 2020. Commissioner Manning seconded the motion, which passed unanimously by voice vote.

Commissioner Johnson moved to reappoint Jeffery Faison and Ashley Mohorn to serve on the Halifax County Board of Adjustment, terms expiring February 28, 2020. Commissioner Brewer seconded the motion, which passed unanimously by voice vote.



Halifax County Planning Board

Commissioner Smith moved to waive the term limits and reappoint Neal Davis and Tyrone Hewlin to serve on the Halifax County Planning Board, terms expiring February 28, 2020. Commissioner Johnson seconded the motion, which passed unanimously by voice vote.

Commissioner Manning moved to reappoint Bentley Mohorn to serve on the Halifax County Planning Board, term expiring February 28, 2020. Commissioner Brewer seconded the motion, which passed unanimously by voice vote.

Lake Gaston Weed Control Council

Commissioner Manning moved to reappoint Tony Brown, Ian Bumgarner and Dia Denton to serve on the Lake Gaston Weed Control Council, terms expiring February 28, 2020. Commissioner Brewer seconded the motion, which passed unanimously by voice vote.

Commissioner Manning moved to appoint Quinton Qualls to fill the unexpired term of Tommy Winebrenner on the Lake Gaston Weed Control Council, term expiring February 28, 2018. Commissioner Brewer seconded the motion, which passed unanimously by voice vote.

**12. Economic Development Report**

Cathy A. Scott, Economic Development Director, addressed the Board and reviewed the Halifax County Economic Development Commission Activity Report (See Attachment A).

Mrs. Scott requested that the Board approve a change order with S&ME, Inc., Geotechnical Services Agreement for Klausner Lumber Two, Rail Spur Construction Project, which was complete. She stated that the original contract amount was approved by the Board during the May 2, 2016 Regular Meeting in the amount of \$50,000 and the value of work performed to date was in the amount of \$50,700.25. She further stated that the overage incurred was as a result of a directive from Civil Smith, Engineer, to check the sub-ballast depths, which revealed stone depths of 10 inches instead of six inches required by specifications at certain points in the spur track and the contractor billing for additional stone. She provided the Board with the Klausner Rail Construction Project total cost as of January 31, 2017.

Commissioner Qualls moved to approve the change order with S&ME, Inc., Geotechnical Services Agreement for Klausner Lumber Two, Rail Spur Construction Project. Commissioner Johnson seconded the motion, which passed unanimously by voice vote.

**13. County Manager's Report**

Tony N. Brown, County Manager, addressed the Board stating that Sheriff Wes Tripp was requesting approval of the submission of the Governor's Crime Commission Grant application and the receipt of funds, if awarded, and authorize the appropriate staff to execute the documents.

Sheriff Tripp, Sheriff's Office, addressed the Board and requested approval of the submitted Governor's Crime Commission Grant application, which would be used to purchase eight Motorola 4000VIPER portable radios in the amount of \$24,000.

Commissioner Qualls moved to approve the submission of the Governor's Crime Commission Grant application and 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.

**14. County Attorney's Report**

M. Glynn Rollins, Jr., County Attorney, addressed the Board and provided an update regarding an option with the Andrew Max Boggs, Jr., property.

He stated that at the August 1, 2016 Regular Meeting, the Board adopted a resolution regarding an amendment to lease, with option to purchase and other related documents regarding the Andrew Max Boggs, Jr., property that was located adjacent to the Roanoke Valley Chamber of Commerce, Inc. He further stated that at that time, it was anticipated that the Chamber would receive a loan in the amount of \$437,330. He advised that the resolution adopted in August was still in effect and that staff was ready to move forward. He further advised the Chamber was going to receive a zero interest loan that was going to fund most of the purchase. He explained that the County would assign its option to the Chamber which would exercise the option to purchase the property and under that loan arrangement would not have to make payments for one year; however, during that year would refinance all the debt that was now on the Chamber building along with the purchase of the new property, which would change the lease payments that the County paid to the Chamber and reduce the current lease payment. He further explained that the loan amount of \$437,330 was considerably less totaling \$398,000.

Commissioner Manning moved to authorize that staff continue to move forward with the purchase. Commissioner Brewer seconded the motion.

The votes are as follows:

Commissioner Manning	Yes
Commissioner Johnson	Yes
Commissioner Smith	Yes
Commissioner Bryant	Yes
Commissioner Qualls	No
Commissioner Brewer	Yes

Attorney Rollins requested the adoption of a resolution authorizing the lease of property for more than one year pursuant to G. S. §160A-272(a) and (a1) regarding the Halifax Corporate Park Tracts and the approval of a lease between the County and Harris Family Farms, LLC, effective February 6, 2017, for the sole purpose of farming.

He stated that the parties desired to specify the terms and conditions of the current farm lease in writing in regards to rent. He further stated that the real property subject to this lease was known as FSA Farm No. 9218, Tract 3350, Tract 3351, and Tract 3352, located on the northern side and southern side of Highway 561, and on the northern and southern side of J. S. Pope Road, Halifax, consisting of 305 acres of cultivated land, more or less, located within the Halifax County Corporate Park. He advised that the area under the lease excluded certain sections of uncultivated open land fronting on NC Highway 561, the approximate locations of which were shown on the site plan of the Halifax Corporate Park. He explained that the term of the lease was for a period beginning on the effective date of the lease, and terminating on December 31, 2019. He further explained that the rent to be paid in the amount of \$135 per acre, based upon the acreage certified to the USDA Farm Service Agency as the acreage being farmed for each calendar year of the lease, which shall be provided to the lessor on or before June 1 of each year and in no event shall the acreage for which rent was paid be less than 250 acres in a calendar year, regardless of whether that amount of acreage was actually farmed by lessee and rent would be due on November 15 of each year.

Attorney Rollins stated that as often as requested by the lessor, the lessee would mow the uncultivated open land located in the Halifax County Corporate Park. He further stated that the lessee would keep a record of the expenses incurred for mowing and advise the County and receive a credit against rent for mowing, which shall not exceed \$7,000 without prior approval of the County. He advised that the agreement may be early terminated in whole or in part by either party upon 15 days written notice. He further advised that in the event that a termination by the County occurred before all crops had been harvested by the lessee, then the County would pay the lessee for the crops according to the payment schedule for damaged or unharvested crops.

Attorney Rollins stated that the lessee agreed to manage and to keep the property in as good condition as existed on the date of possession and shall not suffer any waste thereof; the lessee, in his occupancy of the property would comply with all laws, ordinances, and regulations of all governmental entities applicable thereto, including but not limited to environmental laws and regulations, and shall not use the property for any unlawful purpose or in violation of any law, ordinance or regulation; the lessee shall indemnify and hold harmless the County, its successors and assigns, from any loss, costs, claims, damages and expenses of any nature resulting from any accident or claim arising out of lessee's use of the property.

**RESOLUTION**  
**AUTHORIZING THE LEASE OF PROPERTY FOR MORE THAN ONE YEAR**  
**Pursuant to G. S. §160A-272(a) and (a1)**  
**(The Halifax Corporate Park Tracts)**

**WHEREAS**, Halifax County (the County) owns certain real property located in Halifax Township that includes 328 acres, more or less, of tillable property located on Highway 561 east of Halifax, North Carolina, which is a portion of the property known as the Halifax County Corporate Park, and designated as FSA Farm 9218, Tracts 3350, 3351 and 3352 (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 Harris Family Farms, LLC, (Harris Family Farms) have agreed upon a farm lease for the Property under which Harris Family Farms will lease the Property for a term not to exceed December 31, 2019, for a consideration of \$135.00 per acre per year, to be paid on or before November 15 of each year of the lease; and

**WHEREAS**, G. S. §160A-272(a) and (a1) authorizes the County to enter into leases of more than one year but less 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 Harris Family Farms, LLC, is approved and the appropriate county officers and staff are directed to execute any instruments necessary to the lease.

Adopted this 6<sup>th</sup> day of February, 2017.

Commissioner Qualls moved to adopt the resolution authorizing the lease of property for more than one year pursuant to G. S. §160A-272(a) and (a1) regarding the Halifax Corporate Park Tracts and to approve the adoption of a resolution authorizing the lease of property for more than one year pursuant to G. S. §160A-272(a) and (a1) regarding the Halifax Corporate Park Tracts and to approve a lease between the County and Harris Family Farms, LLC, effective February 6, 2017, for the sole purpose of farming. Commissioner Manning seconded the motion, which passed unanimously by voice vote.

Attorney Rollins requested that the Board adopt a resolution authorizing the conveyance of real property to another governmental unit pursuant to G. S. §160A-274 regarding the Enfield-Inborden School Property to Halifax County Board of Education and to approve the special warranty deed.

He stated that the County and the Board of Education entered into a plan for the construction of an educational facility now known as the Enfield-Inborden School, including site improvements and related equipment, in the amount of \$17,000,000 in financing obtained by the County through the issuance of certificates of participation. He further stated that the Board of Education conveyed the land to the County. He advised that the County and the Board of Education entered into an Administrative Agreement on February 1, 2006 provided for the construction of the improvements, the lease of the site and the improvements by the County to the Board of Education, and for the encumbrance of the site and the improvements as security for the repayment of the moneys advanced under the terms of an installment financing agreement evidencing the loan of \$17,000,000 used for the construction of the improvements. He further

advised that Section 13 of the Administrative Agreement provided that upon termination of the Installment Financing Agreement the County shall re-convey the site and improvements to the Board of Education. He explained that on December 15, 2016, the then unpaid balance of the \$17,000,000 loan evidenced by the Installment Financing Agreement was refinanced by the County with a new loan that did not require encumbrance of the site and improvements as security for the new loan. He further explained that although the County continued to repay funds related to the construction of the improvements under the refinancing, the Installment Financing Agreement was paid in full and terminated on December 20, 2016.

Attorney Rollins stated that under G. S. §160A-274 a governmental unit was authorized to convey real property to another governmental unit with or without consideration. He requested that Board adopt the resolution authorizing the re-conveyance of the site and improvements to the Board of Education pursuant to G. S. §160A-274 and in compliance with Section 13 of the Administrative Agreement.

**RESOLUTION**  
**AUTHORIZING THE CONVEYANCE OF REAL PROPERTY TO ANOTHER**  
**GOVERNMENTAL UNIT PURSUANT TO G. S. §160A-274**  
(Enfield-Inborden School Property to Halifax County Board of Education)

**WHEREAS**, on or about February 1, 2006, Halifax County (the County) and the Halifax County Board of Education (the Board of Education) entered into a plan for the construction of an educational facility now known as the Enfield-Inborden School, including site improvements and related equipment (together, the “Improvements”), with \$17,000,000.00 in financing obtained by the County through the issuance of certificates of participation; and

**WHEREAS**, in furtherance of such plan, the Board of Education conveyed the land described herein (the “Site”) to the County as evidenced by that certain deed recorded on May 26, 2004, in Book 2032, Page 147, Halifax Public Registry; and

**WHEREAS**, in furtherance of such plan the County and the Board of Education entered into that certain agreement entitled “Administrative Agreement by and between The Halifax County Board of Education and Halifax County, North Carolina dated as of February 1, 2006” (the Administrative Agreement) which, among other things, provided for the construction of the Improvements, the lease of the Site and the Improvements by the County to the Board of Education, and for the encumbrance of the Site and the Improvements as security for the repayment of the moneys advanced under the terms of an Installment Financing Agreement evidencing the loan of \$17,000,000.00 used for the construction of the Improvements; and

**WHEREAS**, Section 13 of the Administrative Agreement provides that upon termination of the Installment Financing Agreement the County shall re-convey the Site and Improvements to the Board of Education; and

**WHEREAS**, on December 15, 2016, the then unpaid balance of the \$17,000,000.00 loan evidenced by the Installment Financing Agreement was refinanced by the County with a new loan that did not require encumbrance of the Site and Improvements as security for the new loan; and

**WHEREAS**, although the County continues to repay moneys related to the construction of the Improvements under the refinancing, the Installment Financing Agreement reference above was paid in full and terminated on December 20, 2016;

**WHEREAS**, the County, in order to comply with Section 13 of the Administrative Agreement between the parties, desires to convey the Site and Improvements to the Board of Education pursuant to G. S. §160A-274, which permits a governmental unit to convey real property to another governmental unit with or without consideration;

**NOW, THEREFORE, BE IT RESOLVED**, that pursuant to G. S. 160A-274, and in compliance with Section 13 of the Administrative Agreement between the parties, the Halifax County Board of Commissioners hereby authorizes the conveyance of the Enfield-Inborden School Property to the Halifax County Board of Education and further authorizes the Board Chairman and the Clerk to the Board to execute such documents as may be necessary to make such conveyance.

Adopted this 6<sup>th</sup> day of February, 2017.

Commissioner Brewer moved to adopt the resolution authorizing the conveyance of real property to another governmental unit pursuant to G. S. §160A-274 regarding Enfield-Inborden School Property to Halifax County Board of Education and approve the Special Warranty Deed. Commissioner Qualls seconded the motion, which passed unanimously by voice vote.

#### **15. Other Business**

Commissioner Manning stated that a meeting was held with Commissioner Johnson, Commissioner Qualls, Dia H. Denton, Deputy County Manager, M. Glynn Rollins, Jr., County Attorney, and himself regarding the proposed Highway Hunting Safety and Property Protection Act, which was reviewed as follows:

1. It is unlawful in Halifax County to take deer with the aid of a boat or floating device in the Roanoke River between U. S. 17 and U. S. 301. Amendment: It is unlawful in Halifax County to take deer with the aid of a boat or floating device in the Roanoke River between U. S. 17 and U. S. 301 or to take or attempt to take deer or bear in Fishing Creek between the Warren County line, east to the point where it is no longer on the Halifax County line and goes 100% into Edgecombe County. Remove the following: Fishing Creek Road, SR 1338 and Bellamy Mill Road, SR1222.

2. It is unlawful in Halifax County to hunt with a firearm from the right-of-way of a public road. Amendment: It is unlawful in Halifax County to hunt, take, or kill or attempt to hunt, take or kill any wild animal or wild bird with a firearm, bow and arrow, or crossbow, on, from, or across the right-of-way of any state maintained road or to discharge any firearm, bow and arrow, or crossbow on the right-of-way of any state maintained road or highway. The "long gun" weapons of hunters lawfully recovering dogs must remain fully unloaded, in the passenger area of the vehicle while on state right-of-way or unloaded, in a locked gun case or unloaded, in a locked tool box in the back of a truck or other vehicle when parked beside POSTED or purple paint marked land, if they don't have written permission to hunt that land.

3. It is unlawful in Halifax County to discharge a firearm on or across a public road. Amendment: It is unlawful in Halifax County to have possession of a loaded shotgun or centerfire rifle while on the right-of-way including the traveled portion of any public road or highway while inside or outside of the confines of the passenger area of a vehicle. Loaded means with a shell or cartridge in the chamber, clip, or magazine of a shotgun or centerfire rifle.

Commissioner Manning further reviewed the proposed additions as follows: 1. It is unlawful in Halifax County to hunt deer or other wild animals with dogs unless the dog has a collar with the owner's name, address, and telephone number. 2. It is unlawful in Halifax County to chase deer or other wild animals with dogs, or permit a dog to chase deer or other wild animals between April 1 and June 30, except wild game pens are exempt. 3. It is unlawful in Halifax County to release a dog or dogs with the intent of hunting the property of another without having on one's person the written permission of the owner or lessee of that property. 4. It is unlawful in Halifax County to hunt or take wildlife or attempt to take wildlife on the land of another, or fish on the land of another, without having on one's person while hunting, taking or attempting to take or fishing, the written permission, signed and dated for the current hunting, trapping or fishing season, by the land owner or lessee or the landowner's or lessee's designee. 5. It is unlawful in Halifax County to hunt deer or other wild animals with a centerfire rifle, except from a stand with a shooting height of at least eight feet from the ground. 6. These game laws can be enforced in Halifax County by any law enforcement officer or Wildlife Resources Commission Game Warden. 7. Deer, bear, fox, or coyote hunters, hunting with dogs, must have in their possession written proof of permission to hunt on the property where the dogs are released and must keep on file the current hunting season's records of leases or written permission, with the maps printed off from the Halifax County GIS website and may be kept in a central location, available to law enforcement upon request of adjoining lands making up at least a 300-acre tract that they have permission to hunt on. Records shall include the names and contact information, including telephone number(s) of the landowner or lessee of hunting rights of the adjoining lands to be in compliance. 8. It is requested that violation of these trespass and hunting laws bear the following mandatory fines: first offense \$250 fine, second offense \$500 fine, third and subsequent offenses \$500, plus confiscation of the firearm(s) in possession at the time of the offense.

After a brief discussion was held for clarification of the proposed Highway Hunting Safety and Property Protection Act, Commissioner Johnson stated that there was a lot of discussion during the meeting regarding the proposed document. She further stated that the draft document was to be used for further discussions with various representatives from the hunt clubs to ask questions and provide input regarding hunting. She stated that the document was not a recommendation from the Board of Commissioners. Commissioner Manning stated the final document would have to be enacted by legislation or the North Carolina Wildlife Resources Commission.

Commissioner Qualls stated that there were some matters in the proposed document that he would agree with and other matters that he did not agree with such as the fine structure. He further stated that the draft document was being proposed to stop hunters from hunting on land without the permission of the owner which has been clearly posted. He advised that it was his desire to ask the State to allow the County to use their existing law regarding the Landowner Protection Act. He further advised that after discussing this matter with Michael H. Wray, North Carolina House of Representatives, it was recommended that a letter be drafted in support of a

special penalty schedule to allow a county to enforce the following: 1. The first offense of the law would result in a fine in the amount of \$1,000 along with the loss of hunting privileges for one year. 2. The second offense of the law, within a five-year period, would result in a fine in the amount of \$5,000 along with the loss of hunting privileges for five years. He explained that the special penalty schedule would not be used as a means of generating revenue, but as means to maintain the safety and wellbeing of the citizens.

After a brief discussion was held, it was the consensus of the Board to authorize the Chairman to execute a letter on behalf of the Board as recommended by Commissioner Qualls.

Tony N. Brown, County Manager, reminded the Board of the annual Youth Leadership Mock Board Meeting scheduled on February 22, 2017 at 9:00 A. M.

**16. Closed Session**

There were no items for discussion under Closed Session.

**17. Adjourn until the March 6, 2017 Regular Meeting**

With there being no further matters to come before the Board, Commissioner Smith moved to adjourn the meeting until the March 6, 2017 Regular Meeting at 9:30 A. M. in the Historic Courthouse. 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



Attachment A



### ECONOMIC DEVELOPMENT MEETINGS

- ▶ Center for Energy Education Board Meeting – January 10
- ▶ NCDOT Meeting – January 10
- ▶ Halifax Horizons Board Meeting – January 11
- ▶ Roanoke Valley Chamber Board Meeting – January 12
- ▶ NC Works Eastern Region Presentation – January 12
- ▶ HCCVB Board Meeting – January 17
- ▶ Meeting with Town of Enfield – January 23
- ▶ Northeast Collaboration Meeting – January 24
- ▶ HCEDC Board of Directors Meeting – January 26
- ▶ Daily Herald Reader Advisory Meeting – January 31

Tweets Tweets & replies Media

**Halifax County BOD** @HCFOD · 12h  
2 projects important to Halifax County on President Trump's Priority Infrastructure List. I-95 & ACP. <https://t.co/4Hk6v2> @POTUS

**EXCLUSIVE: Trump team compiles infrastructure priority list**  
President Donald Trump's team has compiled a list of about 50 infrastructure projects nationwide, totaling at least \$137.5 billion, as the R...

### 5. I-95 Critical Highway Repairs, North Carolina

1. Description: This was one of the first sections of I-95 built and is ranked by the Federal Highway Administration as a top priority and one of the most critical highway repairs needed. I-95 is the busiest interstate in the nation, and this section is a major freight corridor.

2. Authority: NC DOT

3. Cost: \$1.5 billion

4. Jobs: 5,400 Direct Jobs

5. Status:

- 1.1 Engineering: in progress
- 1.2 Permitting: in progress
- 1.3 Funding: seeking Federal

**FERC HEARING**  
**WEDNESDAY**  
**FEBRUARY 15**  
**Hilton Garden Inn**  
**Roanoke Rapids**  
**5 – 9 p.m.**

### 20. Atlantic Coast Pipeline

1. Description: The Atlantic Coast Pipeline (ACP) is an innovative natural gas pipeline that will serve multiple public utilities and their urgent energy needs in Virginia and North Carolina.

2. Authority: Dominion Energy

3. Cost: \$4.5 - \$5 billion

4. Jobs: 10,000 direct job years

5. Status:

- 1.1 Engineering - done
- 1.2 Permitting - done
- 1.3 Funding - private/utility

### CENTER FOR ENERGY EDUCATION (C4EE)

- ▶ C4EE hosted Solar Science Day on January 28 in Enfield
- ▶ Programming for 2017 underway
- ▶ C4EE Chairman, Georg Veit, says construction will be completed this summer

### KLAUSNER INFRASTRUCTURE CONSTRUCTION

- ▶ Sewer – Contractor waiting for electrical extension to pump station
- ▶ Rail – Contractor is completing final items outlined by engineer
- ▶ Water is complete
- ▶ Requisitions for grant funds underway
- ▶ EDA Representative plans site visit on February 9th

### MID-ATLANTIC EYE CENTER PROJECT

- ▶ Site visit today by Commerce as a part of Economic Infrastructure Application review
- ▶ Rural Infrastructure Authority will make funding decisions on February 18th

Attachment A

### SAFELITE INDUSTRIAL BUILDING

- ▶ Building continues to generate interest
- ▶ Safelite has signed 60-day option agreement with Binswanger (real estate group)
- ▶ 7 Inquiries in the month of January
- ▶ Project Fill visit on 1/11/17
- ▶ Project Fill visit on 1/27



### HALIFAX CORPORATE PARK



- ▶ Patton Mechanical purchase of two-acre site complete
- ▶ Company is finalizing permitting required to begin construction

### LITTLETON INDUSTRIAL BUILDING



- ▶ Interest in Littleton Building continues!!!
- ▶ Most recent upset bid is for purchase at \$370,700

### FLAMBEAU & SONRISE PROPERTIES

FLAMBEAU BUILDING  
ADVERTISING BEGINS IN MARCH



DEQ STILL REVIEWING BROWNFIELDS  
APPLICATION (11 MONTHS)



### ACTIVE PROJECTS

785 jobs  
\$220 M

- Project Horizon**
  - 92 jobs
  - \$50 million investment
- Project TG**
  - 35 jobs
  - \$5.2 million investment
- Project Bio**
  - 20 Jobs
  - \$2 million investment

- Project Treat**
  - 65 jobs
  - \$25 million investment
- Project Rhino**
  - 40 jobs
  - \$8 million investment
- Project Falcon**
  - 80 jobs
  - \$9 million investment
- Project Pill**
  - 367 jobs
  - \$25 million investment

**Project Berta**

- 20 jobs
- \$2 million investment

- Project FreeBird**
  - 50 jobs
  - \$55 million investment
- Project PAK-DITZ**
  - 16 jobs
  - \$48 million investment

**Project Bridge**

- 155 jobs
- \$5.7 million investment

### UPCOMING ECONOMIC DEVELOPMENT MEETINGS

- ▶ NCEDA Networking Luncheon with Commerce Secretary Tony Capeland – February 2
- ▶ Meeting with ECU regarding Industrial Hemp and Plant Extraction projects – February 6
- ▶ Halifax-Northampton Regional Airport Authority – February 7
- ▶ Roanoke Valley Chamber Board – February 9
- ▶ US Highway 158 Planning Meeting with Warren County – February 13
- ▶ Center for Energy Education Board Meeting – February 14
- ▶ CCX Intermodal Project Meeting – February 15
- ▶ Turning Point Workforce Development Board – February 16
- ▶ Roanoke Valley Chamber Annual Dinner – February 16
- ▶ IEDC - Economic Development Marketing & Attraction – February 23-24
- ▶ NCEDA Mid-Winter Conference – March 14-15



**Halifax County Economic Development Commission**  
250 Premier Boulevard  
Roanoke Rapids, NC 27870  
Phone: 252-619-2930  
E-Mail: [edc@halifaxdevelopment.com](mailto:edc@halifaxdevelopment.com)  
Website: [www.halifaxdevelopment.com](http://www.halifaxdevelopment.com)

[www.HalifaxCorporatePark.com](http://www.HalifaxCorporatePark.com)  
[www.LittletonIndustrialBuilding.com](http://www.LittletonIndustrialBuilding.com)  
[www.FlambeauBuilding.com](http://www.FlambeauBuilding.com)



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

**TO:** Halifax County Board of Commissioners

**FROM:** Doris B. Hawkins, Halifax County Tax Coordinator/Collector

**SUBJECT:** Property Tax Releases - February 2018

**DATE:** March 12, 2018 Regular Meeting

---

**SUPPORTING INFORMATION:**

**ATTACHMENTS:**

Description

▣ Property Tax Releases

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**TOTAL COST:**

**COUNTY COST:**

---

**REQUEST:** Approve the February 2018 property tax releases.

# Halifax County Tax Department

Post Office Box 68  
357 Ferrell Lane  
Halifax, NC 27839  
Phone: (252) 583-2121  
Fax: (252) 583-9311

Doris B. Hawkins, Tax Coordinator/Collector  
hawkinsd@halifaxnc.com

C. Shane Lynch, Tax Assessor  
lynchc@halifaxnc.com

TO: Halifax County Commissioners

FROM: Doris Hawkins, Tax Coordinator/Collector

Date: March 1, 2018

In accordance with G.S. 105-380 and G.S. 105-381 the following figures are the tax bills that required release during the month of February 2018 and do not require a refund. Your approval of the releases is required for the records to stand corrected.

Please refer to the detailed report of releases on file with the Clerk to the Board for further information. Thank you for your attention to this matter.

**Number of accounts:** 3  
**Tax year(s):** 2014-2017  
**Total County levy:** \$903.32

Reason for Change	Real Property	Personal Property
Incorrect assessment code applied to building	1	
Personal property double-listed (boat)		1
Personal property sold in 2013 (boat, documentation provided)		1
	1	2



*Where the Spirit of Independence Was Born*



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

**TO:** Halifax County Board of Commissioners

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

**SUBJECT:** Budget Amendments

**DATE:** March 12, 2018 Regular Meeting

---

**SUPPORTING INFORMATION:**

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

**ATTACHMENTS:**

Description

- ▢ BA Coversheet for 3-12-18
- ▢ BA List for 3-12-18

---

**TOTAL COST:**

**COUNTY COST:**

---

**REQUEST:** Approve presented Budget Amendments

1	<b>Cooperative Extension - Farmer's Market</b> - Budget additional revenue to cover expenses incurred up to November's closing	\$ 230.00
2	<b>Unity &amp; Success Committee</b> - Budget revenue generated from raffle ticket sales at Christmas	1,133.00
3	<b>Sheriff</b> - Budget insurance supplement for not at fault MVA; driver turned in front of deputy	5,277.39
4	<b>DSS</b> - Adjust funding to actual for February 9th authorization #8 under Project Energy Share	216.00
5	<b>DSS</b> - Budget revenues received for fees, refunds and donations to cover Paternity Testing expenses	1,200.00
6	<b>DSS</b> - Adjust funding to actual for February 28th authorization regarding Low Income Energy Assistance Program (LIEAP)	30,000.00

Approved: March 12, 2018

---

Vernon J. Bryant

Chairman

## BUDGET AMENDMENT

Account Number / Name	Debit (Expense Increase) (Revenue Decrease)	Credit (Expense Decrease) (Revenue Increase)	Explanation
110-5949-5126-00 - Salaries - PT & Temp	230.00		<b>Cooperative Extension - Farmers Market -</b>
110-4410-4310-74 - Farmers Market Rev		230.00	Budget additional funds
<b>TOTALS</b>	230.00	230.00	

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

Approval for Performance Compensation

\_\_\_\_\_

Human Resources Director                      Date

revised 9/16/14

<div style="border-bottom: 1px solid black; padding-bottom: 5px;"> <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> </div> <div> <b>Program Director</b>  <b>Department / Agency Head</b> </div> </div> </div> <div style="border-bottom: 1px solid black; padding-bottom: 5px; margin-top: 20px;"> <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> </div> <div> <b>County Manager or Deputy County Manager or County Commissioner Chairman</b> </div> </div> </div>	<div style="border-bottom: 1px solid black; padding-bottom: 5px;"> <b>Date</b>  2/6/18 </div> <div style="border-bottom: 1px solid black; padding-bottom: 5px; margin-top: 20px;"> <b>Date</b> </div>
---	---

## BUDGET AMENDMENT

Account Number / Name	Debit (Expense Increase) (Revenue Decrease)	Credit (Expense Decrease) (Revenue Increase)	Explanation
110-5128-5176-01 / Unity & Success Committee	1,133.00		<b>Unity &amp; Success Committee</b>
110-4410-4839-25 / Unity & Success Committee		1,133.00	To increase budget for revenue collected from raffle ticket sales
<b>TOTALS</b>	<b>1,133.00</b>	<b>1,133.00</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	
<div style="border-top: 1px solid black; display: flex; justify-content: space-between; margin-top: 5px;"> <span>Human Resources Director</span> <span>Date</span> </div>	

<div style="display: flex; justify-content: space-between;"> <span>Program Director</span> <span>Date</span> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span><i>Mary W Duncan</i></span> <span><i>2-20-18</i></span> </div>	
<div style="display: flex; justify-content: space-between;"> <span>Department / Agency Head</span> <span>Date</span> </div>	
<div style="display: flex; justify-content: space-between;"> <span>County Manager or Deputy County Manager or County Commissioner Chairman</span> <span>Date</span> </div>	



Keyed

**BUDGET AMENDMENT**

<b>Account Number / Name</b>	<b>Debit</b> (Expense Increase) (Revenue Decrease)	<b>Credit</b> (Expense Decrease) (Revenue Increase)	<b>Explanation</b>
110-9200-5697-04 / Vehicles Purchased-CA	5,277.39		<b>Sheriff</b>
110-4410-4839-97 / Insurance Claims Reimb		5,277.39	To budget insurance claims reimbursement for a not at fault collision accident totalling vehicle
<b>TOTALS</b>	<b>5,277.39</b>	<b>5,277.39</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 DirectorDate

Program DirectorDate

Department / Agency HeadDate

County Manager or  
Deputy County Manager or  
County Commissioner ChairmanDate

## BUDGET AMENDMENT

Account Number / Name	Debit (Expense Increase) (Revenue Decrease)	Credit (Expense Decrease) (Revenue Increase)	Explanation
			DSS
125-4531-4210 27 CP&L Project Share		216.00	Adjust funding to actual per February 9, 2018 Funding Authorization #8
125-6490-5491-00 C P & L	216.00		
<b>TOTALS</b>	216.00	216.00	

- \* 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

*Shewanda Hodusz*  
\_\_\_\_\_  
Program Director

*Dona A. Carter*  
\_\_\_\_\_  
Department / Agency Head

*W*

County Manager or  
Deputy County Manager or  
County Commissioner Chairman

2/12/2018  
\_\_\_\_\_  
Date

2/12/2018  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# BUDGET AMENDMENT

Account Number / Name	Debit (Expense Increase) (Revenue Decrease)	Credit (Expense Decrease) (Revenue Increase)	Explanation
125-4534-4839-32 Paternity Tests		1,200.00	
			DSS
125-6311-5499-86 Paternity Tests	1,200.00		Appropriate revenue for fees, refunds, and donations collected to continue to pay for client testing fees.
TOTALS	1,200.00	1,200.00	

- \* 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

revised 9/16/14

Human Resources Director

Date

Sherranda Ledwith

Program Director

2/13/2018

Dora A. Carter

Department / Agency Head

2/13/2018

County Manager or

Deputy County Manager or

County Commissioner Chairman

Date

FIN BA 01

## BUDGET AMENDMENT

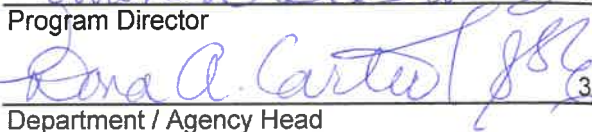
Account Number / Name	Debit (Expense Increase) (Revenue Decrease)	Credit (Expense Decrease) (Revenue Increase)	Explanation
			<b>DSS</b>
125-4547-4211-00 DSS LIEAP Program		30,000.00	<b>Adjust to actual for client distribution per Funding Authorization dated 02/28/2018</b>
125-6475-5481-04 LIEAP Payments	30,000.00		
<b>TOTALS</b>	30,000.00	30,000.00	

- \* 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                      3/1/2018

  
\_\_\_\_\_  
Department / Agency Head                      3/1/2018  
Date

\_\_\_\_\_  
County Manager or  
Deputy County Manager or  
County Commissioner Chairman                      Date  
FIN BA 01



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

**TO:** Halifax County Board of Commissioners

**FROM:** Ginny Orvedahl, Library Director

**SUBJECT:** Library Services and Technology Act (LSTA) EZ Edge Technology Grant

**DATE:** March 12, 2018 Regular Meeting

---

**SUPPORTING INFORMATION:**

Attached, please find a copy of the LSTA EZ Edge Technology grant application.

**ATTACHMENTS:**

Description

▣ EDGE Grant 2018

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**TOTAL COST:**\$2,000

**COUNTY COST:**0

---

**REQUEST:** Approve the submission of the LSTA EZ Edge Technology grant, the receipt of funds, if awarded, and authorize the appropriate staff to execute the documents.

## **LSTA EASY EDGE TECHNOLOGY GRANT APPLICATION**

Halifax County Library  
P O Box 97  
Halifax, NC 27839

Library Director: Ginny Orvedahl  
252-583-3631- Voice  
[orvedahlg@halifaxnc.com](mailto:orvedahlg@halifaxnc.com)

Project Manager: Ginny Orvedahl  
252-583-3631  
[orvedahlg@halifaxnc.com](mailto:orvedahlg@halifaxnc.com)

**Total grant amount requested: \$2,000**

**1. My Library is Children's Internet Protection Act (CIPA) compliant**

Yes

**2. My library has completed and submitted the 2017-2018 Edge Assessment at [libraryedge.org](http://libraryedge.org).**

Yes

**3. My library has developed a 2017-2018 Action Plan using the Edge Assessment.**

Yes

**4. Select one or more Edge Benchmarks from your 2017-2018 Action Plan that you will address.**

Benchmark 9 – Provide sufficient devices and bandwidth to meet user demand.

**5. List specific items with quantities and the price per item you will purchase as part of the project.**

5 – Brother HL-6250 DW @ \$400 each = \$2,000.

**6. Discuss the Edge Benchmark you wish to address. Include what your library currently offers in this area and how purchase of the above items will help you improve in this area.**

Currently, the Halifax County Library System is unable to offer wireless printing to our patrons. The purchase of these printers would meet a need expressed by our patrons on a daily basis. We are seeing an increasing number of patrons doing transactions from their phones or tablets only and need and want wireless printing capabilities from these devices. If funded, we would like to have a wireless printer installed in each of our

five libraries. If we were to offer wireless printing, it would attract new patrons and possibly entice them to use other library services.



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

**TO:** Halifax County Board of Commissioners

**FROM:** Ken Wilson, Halifax Resolves Chapter North Carolina Sons of the American Revolution

**PRESENTER:** Ken Wilson, Halifax Resolves Chapter North Carolina Sons of the American Revolution

**SUBJECT:** Proclamation in Support of the Sons of the American Revolution Observance of the Adoption of the Halifax Resolves

**DATE:** March 12, 2018 Regular Meeting

---

**SUPPORTING INFORMATION:**

Attached, please find the Proclamation in Support of the Sons of the American Revolution Observance of the Adoption of the Halifax Resolves.

**ATTACHMENTS:**

Description

- ▢ Proclamation in Support of the Sons of the American Revolution Observance of the Adoption of the Halifax Resolves

---

**TOTAL COST:**

**COUNTY COST:**

---

**REQUEST:** Adopt the Proclamation in Support of the Sons of the American Revolution Observance of the Adoption of the Halifax Resolves.





*Proclamation in Support of the  
Sons of the American Revolution  
Observance of the Adoption of the Halifax Resolves*

*Whereas*, the stated purposes of the National Society, Sons of the American Revolution include: (1) "To perpetuate the memory of the people and events of the American Revolution" and (2) "To maintain and extend the institutions of American freedom"; and

*Whereas*, the fourth North Carolina Provincial Congress convened on April 4, 1776 in Halifax to determine the direction the colony would take concerning independence; and

*Whereas*, on April 12, 1776, the appointed committee, under the leadership of Cornelius Harnett, crafted a document that determined not only the direction the colony of North Carolina would take, but also that of all the thirteen colonies; and

*Whereas*, this document, known as the Halifax Resolves, read in part "*Resolved, that the delegates for this Colony in the Continental Congress be empowered to concur with the delegates of the other Colonies in declaring independency, and forming foreign alliances, reserving to this Colony the sole and exclusive rights of forming a Constitution and laws for this Colony, and of appointing delegates from time to time (under the direction of the general representation thereof), to meet the delegates of the other Colonies for such purposes as shall be hereafter pointed out.*" This document paved the way for the writing of the Declaration of Independence.

*Now, Therefore, Be It Proclaimed*, that the Halifax County Board of Commissioners, in the State of North Carolina, is fully in support of the Halifax Resolves Chapter, North Carolina Society, Sons of the American Revolution's efforts to commemorate the adoption of this historic document on April 12, 1776.

*Be It Further Proclaimed*, that a copy of this proclamation be spread upon the minutes of the Halifax County Board of Commissioners this 12<sup>th</sup> day of March, 2018.



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Vernon J. Bryant, Chairman  
Halifax County Board of Commissioners

---

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

## Andrea Wiggins

---

**From:** noreply@civicplus.com  
**Sent:** Wednesday, February 07, 2018 1:49 PM  
**To:** Andrea Wiggins  
**Subject:** Online Form Submittal: Request To Appear Before the Halifax County Board of Commissioners

### Request To Appear Before the Halifax County Board of Commissioners

State of North Carolina County of Halifax  
Board of County Commissioners  
Historic Courthouse ~ PO Box 38 ~ King Street ~ Halifax, NC 27839  
252-583-1131 ~ Fax: 252-583-9921

Request to Appear Before the Halifax County Board of Commissioners  
*It is the goal of the Board of Commissioners to conduct effective meetings and to make informed decisions. Individuals requesting to appear before the Board of Commissioners must submit their request in writing to the Clerk to the Board two weeks prior to the meeting date. This form must indicate the item of discussion along with pertinent materials for review.*

Meeting Date	3/12/2018
Name of Person Requesting to Appear	Ken Wilson
Organization Representing (if applicable)	Halifax Resolves Chapter North Carolina Sons of the American Revolution (NC SAR)
Address	121 Northside Drive
City	Roanoke Rapids
State	NC
Zip Code	27870
Phone Number	252-676-4630
Item of Discussion	Request for proclamation in support of the Sons of the American Revolution Observance of the Adoption of the Halifax Resolves.

*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.*



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

**TO:** Halifax County Board of Commissioners

**FROM:** Dora Carter, Department of Social Services Director

**PRESENTER:** Dora Carter, Department of Social Services Director

**SUBJECT:** 2018 Social Work Month Proclamation

**DATE:** March 12, 2018 Regular Meeting

---

**SUPPORTING INFORMATION:**

Attached, please find a copy of the Proclamation declaring March 2018 as Social Work Month in Halifax County.

**ATTACHMENTS:**

Description

- ▢ 2018 Social Work Month Proclamation

---

**TOTAL COST:**

**COUNTY COST:**

---

**REQUEST:** Request that the Board of Commissioner declare March 2018 as Social Work Month in Halifax County and sign the attached Proclamation.



**PROCLAMATION  
2018 SOCIAL WORK MONTH  
“SOCIAL WORKERS: LEADERS. ADVOCATES. CHAMPIONS.”**

**WHEREAS**, the Social Work Profession is dedicated to enhancing the well-being of others and meeting the basic needs of all people, especially the most vulnerable in our society; and

**WHEREAS**, Social Workers embody this year’s Social Work Month theme, “Social Workers: Leaders. Advocates. Champions.”; and

**WHEREAS**, the Social Work profession is expected to grow faster than average over the next seven years, with more than 649,000 people expected to be employed as social workers by 2024; and

**WHEREAS**, Social Workers are present throughout our society, including the government, schools, universities, social service agencies, communities, the military and in health care and mental health organizations; and

**WHEREAS**, Social Workers are the largest group of suppliers of mental health services in the United States and the United States Department of Veterans Affairs is one of the largest employers of social workers holding advanced degrees; and

**WHEREAS**, Social Workers are present in times of crisis, helping people overcome issues such as death and grief and helping people and communities recover from natural disasters such as floods and hurricanes; and

**WHEREAS**, Social Workers have pushed for decades to ensure rights for all, including women, African Americans, Latinos, people who are disabled, people who are LGBTQ and various ethnic, cultural and religious groups; and

**WHEREAS**, the Social Work Profession has helped bring about some of the most profound, positive changes in our society over the past century, including voting rights, improved workplace safety, minimum wage and social safety net programs that help prevent poverty and hunger; and

**WHEREAS**, Social Workers continue to engage and bring together individuals, communities, agencies and government to help society solve some of the most pressing issues of the day, including immigration reform, equal rights for all, affordable and good health care and mental health care for all; and protecting the environment; and

**NOW, THEREFORE, BE IT RESOLVED**, in recognition of the numerous contributions made by America’s Social Workers, the Halifax County Board of Commissioners, does hereby proclaim the month of March 2018 as National Social Work Month and call upon all citizens to

join the National Association of Social Workers and Halifax County in celebration and support of the Social Work Profession.

**BE IT FURTHER RESOLVED**, that the original of this proclamation be presented to the Halifax County Department of Social Services and orders that a copy of this proclamation be spread upon the minutes of the Halifax County Board of Commissioners this 12<sup>th</sup> day of March, 2018.



---

Vernon J. Bryant, Chairman  
Halifax County Board of Commissioners

---

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:** William Hodge, CEES

**PRESENTER:** William Hodge, CEES

**SUBJECT:** Community Issues - William Hodge, CEES

**DATE:** March 12, 2018 Regular Meeting

---

**SUPPORTING INFORMATION:**

Information will be provided regarding the current status of countywide education.

**ATTACHMENTS:**

Description

- ▢ Community Issues Statement
- ▢ Request To Appear - William Hodge

---

**TOTAL COST:**

**COUNTY COST:**

---

**REQUEST:**

## **COMMUNITY ISSUES**

**The Halifax County Board of Commissioners honors requests from citizens of Halifax County to appear at the Board of Commissioner's meetings in order to make comments or voice concerns to the Board regarding a specific subject. We request that each speaker limit their comments solely to the issue stated in their written request and not direct comments towards specific individuals. 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.**

## Andrea Wiggins

---

**From:** noreply@civicplus.com  
**Sent:** Sunday, February 25, 2018 11:16 PM  
**To:** Andrea Wiggins  
**Subject:** Online Form Submittal: Request To Appear Before the Halifax County Board of Commissioners

### Request To Appear Before the Halifax County Board of Commissioners



State of North Carolina County of Halifax  
Board of County Commissioners  
Historic Courthouse ~ PO Box 38 ~ King Street ~ Halifax, NC 27839  
252-583-1131 ~ Fax: 252-583-9921

**Request to Appear Before the Halifax County Board of Commissioners**  
*It is the goal of the Board of Commissioners to conduct effective meetings and to make informed decisions. Individuals requesting to appear before the Board of Commissioners must submit their request in writing to the Clerk to the Board two weeks prior to the meeting date. This form must indicate the item of discussion along with pertinent materials for review.*

Meeting Date	3/12/2018
Name of Person Requesting to Appear	William Hodge
Organization Representing (if applicable)	CEES -Coalition for Education & Economic Security
Address	425 Rightmyer Dr
City	Roanoke Rapids
State	NC
Zip Code	27870
Phone Number	On file with the Clerk to the Board



Item of Discussion

Current status of countywide education

*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.*

Email not displaying correctly? [View it in your browser.](#)



**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:** Public Health Educator II/Triple P Position

**DATE:** March 12, 2018 Regular Meeting

---

**SUPPORTING INFORMATION:**

Attached, please find a copy of the Public Health Educator II/Triple P Data Specialist job description. The position is required so that we may serve 3 additional counties-Johnston, Franklin and Wilson. The money is anticipated to be received on April 1, 2018. This position will manage all current and incoming data provided by the providers of Triple P within the Halifax County cluster: (Halifax, Northampton, Granville, Vance, Warren, Nash, Edgecombe, Franklin, Johnston and Wilson).

The candidate will support currently trained and newly trained Triple P providers in the process of data collection and how to submit it to the state using the Survey Gizmo app. This position will provide peer support and coaching to trained Triple P Practitioners, ensuring the collection of data is evident in all aspects. This position will partner with community stakeholders extensively to implement Triple P data collection and submission. This position will only be filled if Halifax County receives 100% of Triple P funding.

**ATTACHMENTS:**

Description

- ▢ Public Health Educator II/ Triple P

---

**TOTAL COST:**\$60, 000 (All State money for salary)

**COUNTY COST:**\$0.00

---

**REQUEST:** Approve a full time Health Educator II position.

**STATE OF NORTH CAROLINA**  
**OFFICE OF STATE PERSONNEL**  
**POSITION DESCRIPTION FORM (PD-102R)**

**APPROVED CLASSIFICATION:**

**EFFECTIVE DATE:**

**ANALYST:**

(This Space for Personnel Department Use Only)

<b>1. Present Classification Title of Position:</b> Public Health Educator II	<b>7 Present 15 Digit Position Number:</b>	<b>Proposed 15 Digit Position Number:</b>
<b>2. Usual Working Title of Position:</b> Triple P Data Specialist	<b>8. Department, University, Commission, or Agency</b>	
<b>2. Requested Classification of Position:</b> Public Health Educator II	<b>A. Institution &amp; Division:</b> Halifax County Health Dept	
<b>4. Name of Immediate Supervisor:</b> Angela Moody	<b>10. Section and Unit:</b>	
<b>5. Supervisor's Position, Title &amp; Position Number:</b> Public Health Nurse Supervisor II	<b>11. Street Address, City and County:</b>	
<b>6. Name of Employee:</b>	<b>12. Location of Workplace, Building and Room Number:</b>	

**I. A. Primary Purpose of Organizational Unit:**

To fulfill the mission of Halifax County Health Department: "In Partnership with our community, the agency will educate, protect, and empower the citizens of Halifax County to lead healthier, more fulfilling lives." The goal of the agency is to prevent disease and promote a healthy environment, to provide quality services, education and advocacy and to promote health and well-being for the citizens of Halifax County, which is a large rural county with socio-economic issues.

**B. Primary Purpose of Position:**

This position will manage all current and incoming data provided by the providers of Triple P within the Halifax County cluster; (Halifax, Northampton, Granville, Vance, Warren, Nash, Edgecombe, Franklin, Johnston and Wilson).

The candidate will support currently trained and newly trained Triple P providers in the process of data collection and how to submit it to the state using the Survey Gizmo app. This position will provide peer support and coaching to trained Triple P practitioners, ensuring the collection of data is evident in all aspects. Partner with community stakeholders extensively to implement Triple P data collection and submit Required documentation according to Triple P requirements.

**C. Work Schedule :**

The hours for this position are generally 8:30 am - 5:00 pm Monday-Friday, however these hours are subject to change based on the needs of the community and/or agency. With the assignment and approval of the Public Health Nurse Director I, after hours or weekend work may be required based on program requirements, travel for meetings/trainings and community outreach. Travel will be frequent and will often extend the day.

This position is nonexempt and subject to the provisions of the Fair Labor Standards Act (FLSA). Work schedule will be from Monday through Friday from 8:30 a.m. to 5:00 p.m. with one (1) hour for lunch totaling 37.5 hours per week with the assignment and approval of the supervisor. After hours or weekend work may be required based on program requirements, travel for meetings/trainings and community outreach.

Public Health is a first responder agency for natural disasters (e.g. hurricanes, tornadoes, floods, winter storms), naturally occurring infectious disease outbreaks (e.g. influenza, SARS), technological hazards (hazardous materials releases, critical infrastructure disruptions), and terrorist incidents. This position, like all other positions within the Department may be required to participate in any emergency response activities as deemed necessary by the Health Director or his/her designee. Availability during emergencies and exercises is required. The employee is considered available 24 hours/7 days per week.

The primary worksite for this position will be at the Halifax County Health Department main office: 19 North Dobbs Street, Halifax, NC 27839.

**D. Change in Responsibilities or Organizational Relationship:**

**II. A. DESCRIPTION OF RESPONSIBILITIES AND DUTIES: Method Used:**      Order of importance      Sequential order

Support the coordination of the development, implementation, planning and evaluation of all five levels of Positive Parenting Program (the Triple P System), a nationally recognized, evidenced-based model within the counties, by engaging child/parent service providers, establishing community buy-in for the project, and assisting in the development of tools and resources to support the evaluation of the Triple P System.

**Program Support (49%)**

- Serve as the day-to-day contact for evaluation and support for these counties.
- Plan and coordinate logistics for evaluation component/requirements including developing evaluation tools and local evaluation process, in conjunction with the Triple P State Collaborative Data Workgroup.
- Collect and analyze data measuring the progress of Triple P implementation.
- Work with the Division of Public Health, Children and Youth Branch, Best Practices Unit for evaluation and analysis of data collected.
- Attend and participate in quarterly NC Triple P State Learning Collaborative meetings.
- Participate in the data/evaluation work group.
- Must have a valid NC driver's license.

### **Consultation and Implementation Assistance (25%)**

- Participate in the Triple P Data Work Group to provide support in identifying data resources, collecting new data, and data analysis, reviewing ongoing evaluation studies, statistical reports, and methodologies.
- Responsible for attending all NC State Triple P collaborative meetings.
- Respond to data requests from state and local partners.
- Responsible for making quarterly site visits to assigned counties.

### **Evaluation of Data and Report Preparation (25%)**

- Collaborate with the Triple P Coordinators and providers to develop strategies to improve Triple P implementation among trained staff in various agencies.
- Present statistical findings in clear, accurate, and appropriate format (effective conversion of “data” to “information”).
- Prepare and disseminate written narratives of the findings of the analysis from databases including recommendations for program planning and evaluation.

### **Other Duties as Assigned (1%)**

- Maintain accurate records.
- Submit reports in a timely manner.

## **III. B. OTHER POSITION CHARACTERISTICS:**

### **1. Accuracy Required in Work:**

The work requires accuracy and adherence to nutritional, public health, medical, legal, and behavioral research findings as well as contract law.

### **2. Consequence of Error :**

The consequences of error include inadequate or ineffective programs and services; the potential for breach of contract and loss of continued or future funding and non-compliance with PH State statutes; and the threat to long standing relationships with agencies working to improve health in North Carolina and the nation.

### **3. Instructions Provided to Employee:**

The position will be supervised by the Public Health Nurse Director I of Halifax County and will work in close collaboration with the NC DPH and Triple P America staff members. The instructions to the employee will be broad and general and will require independent planning and implementation on a variety of projects and tasks. As a result of being engaged in meetings with various health and community leaders, the employee will be required to make many decisions with the counsel of supervisory input. Judgments must be accurate and sound.

### **4. Guides, Regulations, Policies and References Used by Employee:**

This position will rely on State General Statutes, NC Administrative Codes, Division and Department policies and procedures, including Personnel, Purchase, and other operational procedures, as well as by the broad, non-specific Programs Standards of other related Programs, i.e. Triple P Implementation Manual ([www.triplep-america.com](http://www.triplep-america.com)); Division of Public Health Agreement Addendum

**5. Supervision Received by Employee:**

This position is supervised by the Public Health Nurse Director I. Employee is expected to work independently and must carry out responsibilities and initiate actions without direct supervision. The supervision received is usually to ensure that work assignments have been completed in accordance with management's program goals and established policies. All assignments that cause significant changes in the position will be reviewed and approved. The employee receives an interim and annual performance evaluation. The nature of the job requires the employee to frequently work independently, with close communication with lead agency.

**6. Variety and Purpose of Personal Contacts:**

This position will have regular and ongoing contacts with local and State public health leaders and staff and leadership from communities across the State in addition to Triple P America staff, in the areas of medicine, public health, media, social marketing, business and community based organizations. The position has high visibility for the agency and region. This position will require extensive contact with numerous professional and community members especially all agencies serving children and adolescents. The employee will be expected to interact with these individuals in a manner that will demonstrate confidence and leadership in child-centered programming and services.

**7. Physical Effort:**

This position is involved in physical activity comparable to other personnel who work primarily at a desk and with a personal computer. Physical effort involves visual acuity for computer work and stamina for maintaining level of performance. Training and presentations can require employee to move equipment such as projectors, displays, etc. The employee will be required to lift, carry, and unload audiovisual equipment and educational supplies and print materials, including display boards. This position primarily involves office work, training and consultation. Local, state and national travel is required.

**8. Work Environment and Conditions:**

The work environment is a general office setting or in other agencies during presentations. During site visits or training events, the work area will change. Travel (which may extend the day) is required to local health departments, state, regional and national meetings. The work environment does not expose the employee to any known hazards, irritants, or other potential harmful conditions.

**9. Machines, Tools, Instruments, Equipment, and Materials Used:**

This position requires the ability to use a computer and current knowledge of Windows programs such as Microsoft Word, PowerPoint, Excel, and email platforms (Outlook Express). Computer software programs are used in the development and presentation (including formatting, revising, and editing) of many documents such as letters, articles, tables, graphs, reports, PowerPoint presentations, flyers, response to and composition of correspondence via electronic mail and other high level administrative duties. Some knowledge of websites is also helpful. Other office equipment that may be used includes calculators, copier, fax machine, GPS/GIS, audio-visual equipment including laptop, LCD projector, and fax machine/scanners.

#### **10. Visual Attention, Mental Concentration, and Manipulative Skills:**

This position requires the ability to use a computer and current knowledge of Windows programs such as Microsoft Word, PowerPoint, Excel, and email platforms (Outlook Express). Computer software programs are used in the development and presentation (including formatting, revising, and editing) of many documents such as letters, articles, tables, graphs, reports, PowerPoint presentations, flyers, response to and composition of correspondence via electronic mail and other high level administrative duties. Some knowledge of websites is also helpful. Other office equipment that may be used includes calculators, copier, fax machine, GPS/GIS, audio-visual equipment including laptop, LCD projector, and fax machine/scanners.

#### **11. Safety for Others:**

There are no particular hazards or work procedures that could be potentially harmful to others, if the duties are performed according to policies and procedures. It is necessary to maintain a work area that meets fire and safety regulations to ensure safety of co-workers. The employee along with other Health Department employees will take precautions to ensure the safety of the clients/community members he/she is working with. The performance of duties for this job does not appear to place others at risk.

#### **12. Dynamics of Work:**

Public health problems are multifaceted. Solutions to these problems are ever changing. This position is required to continually assess program effectiveness and be responsive to change. Many organizations and individuals will be required to partner with the Health Department and the multi-county Collaborative to accomplish the objectives of the project with which this person works. Working with so many diverse and dynamic people while maintaining focus will create a challenge for this employee. This position requires interaction with many other individuals, both at state and local levels, to accomplish the responsibilities of the position with the goal of the promotion of the independence and health of families. Failure to carry out responsibilities satisfactorily could result in diminished funds or a loss of Triple P grant funding.

### **IV. A. KNOWLEDGES, SKILLS, & ABILITIES:**

#### **B. 1. Required Minimum Training:**

A Master's degree in public health education or in public health with a major in public health education; or graduation from a four year college or university with a major in health education and two years experience in public health education or a related field; or graduation from a four year college or university and three years experience in public health education; or an equivalent combination of training and experience.

#### **2. Additional Training/Experience:**

Must have experience in data management. Must be able to interpret and analyze data. •Candidate must be able to provide quantitative and qualitative feedback on data collected. •Must have knowledge in Microsoft Excel, PowerPoint and Microsoft word.

#### **3. Equivalent Training and Experience:**

### **V. License or Certification Required by Statute or Regulation: Valid NC Drivers license**

**VI. Signatures** indicate agreement with all information provided, including designation of essential functions.

***Supervisor's Certification:*** I certify that ( a ) I am the immediate Supervisor of this position, that ( b ) I have provided a complete and accurate description of responsibilities and duties and ( c ) I have verified (and reconciled as needed) its accuracy and completeness with the employee.

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

***Employee's Certification:*** I certify that I have reviewed this position description, completed by the above named immediate supervisor, is complete and accurate.

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

***Section or Division Manager's Certification:*** I certify that this position description, completed by the above named immediate supervisor, is complete and accurate.

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

***Health Director's or Authorized Representative's Certification:*** I certify that this is an authorized, official position description of the subject position.

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





**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:** Water Quality Improvements - CDBG-I Project

**DATE:** March 12, 2018 Regular Meeting

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**SUPPORTING INFORMATION:**

- To address water quality concerns, Public Utilities has received approval from NCDEQ to install chlorine management components and tank mixers in the Halifax County Water System.
- Bids for installation of the water system components designed to improve water quality were opened February 26th, 2018.
- The lowest responsive, responsible bidder is Lisbon Contractors, LLC. Their base bid price is \$174,000 and includes installation of a mixer in the Davie elevated storage tank, two chlorine analyzers with improvements to our remote monitoring (SCADA) system, and a new chlorine booster station.
- If 5% for contingency is added to the Lisbon Contractors, LLC base bid, the budget for construction of the proposed items would be \$182,700.
- There are currently \$131,779 in CDBG-I grant funds remaining that can be used for this project.
- To provide funds for the construction of the proposed water system improvements by Lisbon Contractors, LLC, with a 5% contingency, Halifax County Public Utilities would need to fund \$50,921.

**ATTACHMENTS:**

Description

- ☐ Budget Amendment
- ☐ Recommendation of Award w/ Bid Tab

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**TOTAL COST:**\$182,700

**COUNTY COST:**\$50,921

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**REQUEST:** If the Halifax County Board of Commissioners chooses to proceed with the Water Quality Improvements Project, approval of a budget amendment in the amount of \$50,921 is requested along with Board of Commissioner approval of the \$174,000 base bid by Lisbon Contractors, LLC, and authorization for Management and Staff to negotiate and execute the construction contract.

## BUDGET AMENDMENT

<b>Account Number / Name</b>	<b>Debit</b>	<b>Credit</b>	<b>Explanation</b>
664-8110-5981-24 T/F to CDBG-Aeration Prj	50,921.00		PUBLIC UTILITIES-WATER
664-4711-4991-00 Fund Balance		50,921.00	APPROPRIATE BUDGET FOR CONSTRUCTION OF WATER SYSTEM IMPROVEMENTS FOR THE CDBG INFRASTRUCTURE GRANT (AERATION PRJ)
	50,921.00	50,921.00	

- \* 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

Program Director

Date \_\_\_\_\_

 $3/2/18$ 

Wiederwieder

Date \_\_\_\_\_

3-2-18

Human Resources Director

Date \_\_\_\_\_

County Manager or  
Deputy County Manager or  
County Commissioner Chairman

Date \_\_\_\_\_



Green Engineering, PLLC

Water, Wastewater, Surveying

Planning, Project Management

303 Goldsboro Street East • PO Box 609 • Wilson, NC 27894

TEL 252.237.5365 • FAX 252.243.7489

WWW.GREENENGINEERING.COM

February 28, 2018

Halifax County Department of Public Utilities  
Post Office Box 70  
Halifax, North Carolina 27839

Attention: Mr. Greg Griffin  
Director of Utilities

SUBJECT: **Recommendation of Award**  
Water Quality Improvements  
CDBG-I Project No. 13-I-2630  
Halifax County, North Carolina  
PN: 14-094.1

Dear Mr. Griffin:

Bids were received and publicly read aloud on February 26, 2018 at 2:00 PM at the Halifax County Historic Courthouse for the above referenced project. Enclosed for your review is a copy of the certified bid tabulation for the above referenced project. Based on the bids received, we recommend award of the Base Bid to the low bidder as follows:

Lisbon Contractors LLC  
Post Office Box 509  
Red Oak, North Carolina 27868  
Bid Amount: \$174,000.00

Should you have any questions regarding this information, please do not hesitate to call me.

Respectfully,

A handwritten signature in blue ink that reads 'Thomas D. Dienes'.

Thomas D. Dienes, P.E.

TDD

Enclosures: As Stated

PROJECT OWNER: HALIFAX COUNTY  
 PROJECT DESCRIPTION: WATER QUALITY IMPROVEMENTS - CDBG-I PROJECT NO. 13-1-2630  
 BID OPENING DATE: FEBRUARY 26, 2018 @ 2:00 P.M.  
 ENGINEER: GREEN ENGINEERING, P.L.L.C

BID TABULATION

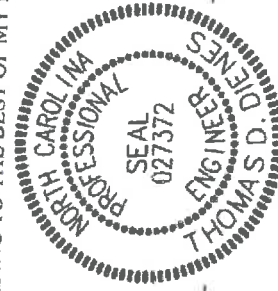
BASE BID

<u>Item</u>	<u>Description</u>	<u>Lisbon Contractors Total Cost</u>	<u>T.A. Loving Company Total Cost</u>	<u>Carolina Civilworks, Inc. Total Cost</u>
1	<u>LS Submersible Tank Mixer – 500,000 gallon Roanoke Elevated Water Storage Tank</u>	26,000.00	41,000.00	158,900.00
2	<u>LS Residual Chlorine Analyzer – Halifax Ground Storage Tank Booster Pump Station</u>	38,000.00	38,981.00	97,173.00
3	<u>LS Residual Chlorine Analyzer – Scotland Neck Booster Pump Station</u>	26,000.00	20,000.00	46,133.00
4	<u>LS Chlorine Booster Station – Scotland Neck Booster Pump Station</u>	72,000.00	150,000.00	131,490.00
5	<u>SCADA Improvements</u>	12,000.00	15,000.00	15,436.00
	<b>TOTAL BASE BID</b>	<b>\$174,000.00</b>	<b>\$264,981.00</b>	<b>\$449,132.00</b>

ALTERNATE BID

<u>Item</u>	<u>Description</u>	<u>Lisbon Contractors Total Cost</u>	<u>T.A. Loving Company Total Cost</u>	<u>Carolina Civilworks, Inc. Total Cost</u>
1	<u>LS Submersible Tank Mixer – 200,000 gallon Halifax Elevated Water Storage Tank</u>	30,000.00	31,000.00	163,208.00
2	<u>LS Submersible Tank Mixer – 250,000 gallon Southeast High School Elevated Water Storage Tank</u>	30,000.00	31,000.00	163,208.00

I, THOMAS D. DIENES, P.E., HEREBY CERTIFY THAT THIS BID TABULATION IS A TRUE AND CORRECT REPRESENTATION OF THE BIDS RECEIVED FOR THIS PROJECT ACCORDING TO THE BEST OF MY KNOWLEDGE AND BELIEF.



Thomas D. Dienes  
 THOMAS D. DIENES

2/26/18

NC Firm License No. P-0115



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

**TO:** Halifax County Board of Commissioners

**FROM:** Andrea H. Wiggins, Clerk to the Board, MMC, NCCCC

**PRESENTER:** County Commissioners

**SUBJECT:** Board Appointments

**DATE:** March 12, 2018 Regular Meeting

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**SUPPORTING INFORMATION:**

Attached, please find the Board Appointments.

**ATTACHMENTS:**

Description

- ▢ Board Appointments Requiring Action
- ▢ Board Vacancies Without Recommendations
- ▢ April 2018 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. Amphitheater Advisory Board
- B. Choanoke Public Transportation Authority
- C. Community Child Protection Team
- D. Economic Development Board
- E. Halifax County Planning Board
- F. Parks and Recreation Advisory Board
- G. Tourism Development Authority
- H. Board Vacancies Without Recommendations
- I. April 2018 Board Appointments

# **MEMORANDUM**

**TO: HALIFAX COUNTY COMMISSIONERS**

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

**SUBJECT: AMPHITHEATER ADVISORY BOARD**

According to our records, the Amphitheater Advisory Board has four members that are appointed by the Board of Commissioners with terms that will expire on March 31, 2018:

**Frances King, J. Rives Manning, Jr., Christopher Mayo and W. Turner Stephenson, III**

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

- Receive nominations to reappoint Frances King, J. Rives Manning, Jr., and W. Turner Stephenson, III
- Receive nominations to appoint an individual to replace Christopher Mayo



## Amphitheater Advisory Board

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

# **MEMORANDUM**

**TO: HALIFAX COUNTY COMMISSIONERS**

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

**SUBJECT: CHOANOKE PUBLIC TRANSPORTATION AUTHORITY**

According to our records, the Choanoke Public Transportation Authority has two members that are appointed by the Board of Commissioners with terms that will expire on March 31, 2018:

**Tammy Clark and Mildred Moore**

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

- Receive nominations to appoint Patricia Whalen to replace Tammy Clark
- Receive nominations to appoint Caleb E. Eller to replace Mildred Moore

## Choanoke Public Transportation Authority

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1	<b>Tammy Clark</b> <i>Roanoke Rapids</i>	Member <i>White Female</i>	4/1/2016 through 3/31/2018 <i>Term Number: 5</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
2	<b>Mildred Moore</b> <i>Scotland Neck</i>	Member <i>Black Female</i>	4/1/2016 through 3/31/2018 <i>Term Number: 9</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
3	<b>Chris Rountree</b> <i>Halifax</i>	Member <i>White Male</i>	4/3/2017 through 3/31/2019 <i>Term Number: 0</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>



**CHOANOKE PUBLIC TRANSPORTATION AUTHORITY**

Post Office Box 320  
Rich Square, North Carolina 27869

Phone: (252) 539-2022

Fax: (252) 539-2533

Rebecca Stapleton  
Board Chair

Pamela Perry  
Executive Director

*February 19, 2018*

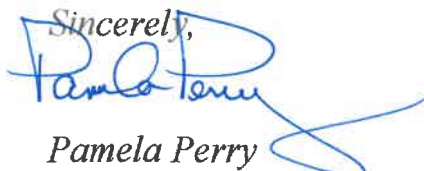
*Ms. Andrea Wiggins  
Clerk to the Halifax County Board of Commissioners  
P. O. Box 38  
Halifax, NC 27839*

*Dear Ms. Wiggins:*

*I am writing to inform you the term of Ms. Tammy Clark's appointment to the CPTA Board of Directors will expire on March 31, 2018.*

*Ms. Clark has indicated at this time that she would not like to renew her appointment. Ms. Clark and I would like to recommend Ms. Patricia Whalen from Halifax County Department of Social Services to serve on the CPTA Board of Directors.*

*We appreciate your support. Please contact me if you have any questions.*

*Sincerely,*  
  
Pamela Perry  
Executive Director



## CHOANOKE PUBLIC TRANSPORTATION AUTHORITY

Post Office Box 320  
Rich Square, North Carolina 27869

Phone: (252) 539-2022

Fax: (252) 539-2533

Rebecca Stapleton  
Board Chair

Pamela Perry  
Executive Director

*February 28, 2018*

*Ms. Andrea Wiggins  
Clerk to the Board  
Halifax County Board of Commissioners  
P. O. Box 38  
Halifax, NC 27839*

*Dear Ms. Wiggins:*

*I am writing to inform you the term of Ms. Mildred Moore's appointment to the CPTA Board of Directors will expire on March 31, 2018.*

*Ms. Moore has indicated at this time that she wishes not to renew her term on the CPTA Board of Director's.*

*I would like to recommend the following name to serve on CPTA's Board of Directors:*

*Mr. Caleb E. Eller  
Peanut Belt RPO Transportation Coordinator  
Roanoke Valley Chamber of Commerce  
260 Premier Blvd.  
Roanoke Rapids, NC 27870*

*We appreciate your support. Please contact me if you have any questions.*

*Sincerely,*

*Pamela Perry  
Executive Director*

# **MEMORANDUM**

**TO: HALIFAX COUNTY COMMISSIONERS**

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

**SUBJECT: COMMUNITY CHILD PROTECTION TEAM**

According to our records, the Community Child Protection Team has eight members that are appointed by the Board of Commissioners with terms that will expire on March 31, 2018:

**Magda Baligh, Florine Bell, Susan Horrell, Lakeshia Jones, Kevin Kupietz, Bobby Martin, Shannon McAllister and Michael Pittman**

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

- Receive nominations to reappoint Magda Baligh, Florine Bell, Kevin Kupietz, Bobby Martin, Shannon McAllister and Michael Pittman
- Receive nominations to appoint individuals to replace Susan Horrell and Lakeshia Jones

## Community Child Protection Team (CCPT)

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

# **MEMORANDUM**

**TO: HALIFAX COUNTY COMMISSIONERS**

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

**SUBJECT: ECONOMIC DEVELOPMENT BOARD**

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

Clay Shields

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

- Receive nominations to appoint Portia Shields to fill the unexpired term of Clay Shields



## Economic Development Board

10	<b>Hugh Bazemore</b> <i>Roanoke Rapids</i>	At-Large Member <i>White Male</i>	7/1/2015 through 6/30/2018 <i>Term Number: 3</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
5	<b>George W. Draper, Jr.</b> <i>Weldon</i>	Weldon <i>White Male</i>	7/1/2015 through 6/30/2018 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
6	<b>Daniel Fouts, Jr.</b> <i>Roanoke Rapids</i>	Roanoke Rapids <i>White Male</i>	10/3/2016 through 6/30/2018 <i>Term Number: 0</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
4	<b>Rives Manning</b> <i>Roanoke Rapids</i>	County Commissioner <i>White Male</i>	7/1/2015 through 6/30/2018 <i>Term Number: 3</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
11	<b>Robert Sykes</b> <i>Hobgood</i>	Hobgood <i>White Male</i>	2/5/2018 through 6/30/2018 <i>Term Number: 0</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
8	<b>Danny Hinnant</b> <i>Halifax</i>	Halifax <i>White Male</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>
1	<b>Jeff Peedin</b> <i>Littleton</i>	Littleton <i>White Male</i>	7/1/2016 through 6/30/2019 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
7	<b>Clay Shields (vacant)</b> <i>Scotland Neck</i>	Scotland Neck <i>White Male</i>	7/1/2016 through 6/30/2019 <i>Term Number: 3</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
3	<b>Ronnie Locke</b> <i>Enfield</i>	Enfield <i>White Male</i>	7/1/2017 through 6/30/2020 <i>Term Number: 3</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
9	<b>Samuel Robinson, Jr.</b> <i>Littleton</i>	At-Large Member <i>Black Male</i>	7/1/2017 through 6/30/2020 <i>Term Number: 3</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
2	<b>Benjamin Sledge</b> <i>Roanoke Rapids</i>	At-Large Member <i>Black Male</i>	7/1/2017 through 6/30/2020 <i>Term Number: 3</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>



State of North Carolina  
County of Halifax

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



Date Received 3-5-18

APPLICATION FOR: AUTHORITIES, BOARDS, COMMISSIONS, and COMMITTEES

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

Name: Portia Pope Shields Nickname: \_\_\_\_\_

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

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

Home Phone Number: 252-676-0983 Home Fax Number: \_\_\_\_\_

Email Address: portiadiane@msn.com

Home Address: 1259 Bakers School Rd Scotland Neck NC 27854  
street city state zip

Mailing Address: same as above

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

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

Employer: DLH Corporation Federal Contractor

Business Address: 8737 Colesville Rd Silver Spring MD 20910  
street city state zip

Business Phone Number: 301-802-1073 Business Fax: \_\_\_\_\_

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

Halifax Community College Board of Trustees, Halifax Co.  
Planning Board, and Halifax County Economic Board

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

At large

Qualification for specific category: MS degree, experience in finance  
management, and compliance knowledge

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 would like to volunteer and share my expertise in strategic planning, oversight and monitoring, and help improve efficiencies where needed.

Is your property tax listing current? Yes ☒ No ☐ listed in Portia Pope

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 ☐ listed in Portia Pope

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

Please see attached resume

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

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

Date: 3/3/18

Applicant's Signature:

Portia Pope Shields

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

Portia Pope Shields

1259 Bakers School Road

Scotland Neck, NC 27874

March 3, 2018

Board of County Commissioners

Halifax County Manager's Office

Post Office Box 38

Halifax, NC 27839

Dear County Commissioners,

I would like to express my interest in participating on boards and commissions, where I can use my skills to help our local government and various departments reach their objectives. I have held the position of Board Member with organizations such as the Region IV Head Start Association comprised of members from eight states, where I worked for over two years. During this time, I participated in meetings and helped to create initiatives to improve services for at risk children and families, as well as, developed sustainable systems that could be used at the local grantee level to comply with federal regulations and safeguard federal funds.

I have administrative experience and leadership skills that I would like to put to use for Halifax County. I have the ability to support strategic and long range planning, review budgets, review and create proposals, and successfully work with a team committed to a mission. I am computer literate with extensive knowledge of Microsoft Office Programs. I am resourceful and an active avid listener. I get along well with others when working in a group setting and I have the ability to help others find common ground when they disagree on what actions to take. Sometimes, it just takes a little negotiating to help reach a reasonable agreement that benefits the overall objective.

I look forward to hearing from you and serving our community. Please call (252) 676-0983 if you have any questions or need additional information.

Sincerely,



Portia Pope Shields

Enclosure

**Portia Diane Pope Shields, M.S.**  
**[portiadiane@msn.com](mailto:portiadiane@msn.com)**  
**252-676-0983**

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**Personnel Profile**

Ms. Shields has more than 25 years of experience of management, monitoring and compliance, analytics, planning and coordination, risk management, quality assurance, and delivering timely deliverables. Over the last 11 years, she has been developing and managing virtual teams, training teams, and serving as a Subject Matter Expert in the area of monitoring and compliance. Top skills include: leadership, project management, business acumen, after action reviews and problem solving, grant writing and compliance, facilitation, and coaching teams for success.

---

**Relevant Work Experience**

**DLH Corporation (formerly known as Danya International, Inc.)** worked for the company for over 11 years (2006 to present) and received various promotions throughout that time period.

**a. Field Operations Manager-current**

- Developed detailed comprehensive training plans with objectives for staff and consultants
- Used project management to oversee over 600 onsite monitoring reviews
- Conducted After Action Reviews to collect data for continuous improvement
- Utilized Lean Six Sigma strategies to evaluate work processes and improve efficiencies
- Developed and curated technical reports for the Office of Head Start
- Analyzed qualitative and quantitative data for trends and root cause analysis
- Performance management, supervised, coached, supported a virtual team of 28
- Trained over 200 Reviewer Consultants on auditing and monitoring practices
- Developed and completed metrics to ensure all contract deliverables were completed in a timely manner
- Developed quality assurance strategies to ensure timely deliverable of onsite monitoring reports for federal client
- Earned promotion for ability to successfully implement new initiatives and oversee complex field operations
- Developed reports for the Office of General Counsel and consulted with attorneys on the sustainability of monitoring findings to include deficiencies
- Lead special reviews per request of the Office of Head Start/Office of the Inspector General

**b. Content Area Manager, Comprehensive Services and School Readiness**

- Supervised, coached, and supported a virtual staff of (6) to ensure a knowledgeable and skilled team
- Served as a Subject Matter Expert

- Oversaw and supervised the completion of over 500 onsite federal reviews and ensured timely submission of over 500 reports in a year
- Project management and organized workloads for equity across various time zones
- Conducted trend analysis of findings focusing on qualitative and quantitative data
- Developed training for staff and over 125 Reviewers on monitoring practices and protocols
- Disseminated important feedback from the client to all staff to ensure adequate high quality narratives
- Developed systems to implement a new monitoring tools and protocols
- Developed training materials and resource documents for federal monitoring reviews to include matrices and crosswalks of new federal standards.

**c. Associate Director for Review Planning**

- Supervised, coached, and supported a virtual staff of (6) to ensure a knowledgeable and skilled team
- Provided oversight of review planning process ensuring over 600 onsite monitoring review events were executed
- Planned complex and follow up review events ensuring appropriate logistics and staffing
- Resolved issues and conflicts within analyzing, building and deploying onsite reviews
- Evaluated the review planning processes, identified project risks; and collaborated with the Senior Director of Review Scheduling and Planning on risk mitigation strategies
- Ensured quality customer service methods were consistently used with all stakeholders

**d. Senior Review Planning Analyst**

- Supervised, coached, and supported a Review Planning Associate virtually
- Analyzed Head Start grantee data and planned 80 noncomplex, complex, and super grantee reviews within the required timelines with no delays
- Supported and assisted co-workers as needed to ensure all assigned deliverables were met
- Recommended team sizes, composition, procedures, and deployment for reviews
- Ensured accuracy of travel and logistics for reviewers
- Proficient at using a variety of data base planning systems
- Implemented high quality customer service strategies

**e. Non Federal Review Team Leader**

- Managed reviewers while completing the program design and management and governance portion of the protocol
- Provided high quality customer service to grantee staff and governing bodies
- Planned reviews with the Head Start Director and management team
- Analyzed evidence and ensured all areas of noncompliance were sustainable
- Developed high quality narratives

**f. Reviewer and Reviewer Coach Consultant**

- Conducted reviews in a variety of areas
- Subject Matter Expert for federal monitoring process

- Trained and coached Reviewers in the field to use the standardized tool, evidence collection, and appropriate interview strategies and techniques for qualitative and quantitative data collection for Federal client

**National Association for the Education of Young Children, Washington, DC**  
***Consultant-2006-2013***

- Worked with teams to evaluate Associate Degree Early Childhood Education Programs to determine if they met the accreditation criteria for the NAEYC Accreditation of Associate Degree Early Childhood Education Programs
- Used and implemented standardized evaluation tools with fidelity
- Developed comprehensive reports
- Adhered to onsite data collection procedures
- Consulted with early childhood education professionals

**Zero to Three, Washington, DC**

***Early Head Start Program Start Up Planner and T/TA Consulant-2008-2010***

- EHS Start Up/Implementation Planner nationwide-worked with over 30 programs
- Provided strategic guidance and support for new EHS programs starting up
- Provided Training and Technical Assistance under the American Recovery and Reinvestment Act
- Assisted EHS Directors with developing management systems and implementing the Head Start Program Performance Standards
- Completed status reports for Zero to Three
- Utilized the Implementation Checklist with fidelity
- Assisted with developing training and resource materials for new EHS programs
- Attended trainings with the OHS Federal Project Officer

**Delta Sigma Theta Head Start and State Preschool, Los Angeles, California**  
***Interim Executive Director, 2008-2009***

- Managed a Head Start/Early Head Start State Preschool Program
- Oversaw fiscal operations for a \$12 million child development program
- Oversaw record keeping and reporting using various software systems
- Ensured compliance with all State childcare regulations, Head Start program performance standards, and the Head Start Act.
- Conducted strategic planning, policy and procedure development, grant writing, cost analysis, staff supervision, community assessments, and coordination of major program functions such as the annual self-assessment.

**Lewin Group, Fall Church, Virginia**  
***PIR Validation Reviewer, 2006-2007***

- Conducted onsite visits to over 60 Head Start and EHS Programs nationwide to verify the Program Information Report data previously reported.
- Collected and reconciled data for a research project verifying data for the Office of Head Start

- Submitted data for a study for the Office of Head Start

**Nash Edgecombe Economic Development, Inc., Rocky Mount, North Carolina**  
***Head Start Director, 2007–2008***

- Oversaw program and fiscal operations for a \$6 million child development program
- Ensured compliance with all State childcare regulations, Head Start program performance standards, and the Head Start Act.
- Wrote the grant application and provided program oversight
- Helped program correct program deficiencies acquired prior to my employment through a strong partnership with the Regional Office

**Martin Community College, Williamston, North Carolina**  
***Part-time Adjunct Early Childhood Education Instructor, 2005–2007***

- Taught early childhood education courses and advised students regarding career options
- Prepared syllabi and developed rubrics for all courses taught

**Roanoke Chowan Community College, Ahoskie, North Carolina**  
***Part-time Adjunct Early Childhood Education Instructor, 2005–2007***

- Taught early childhood education courses and advised students regarding career options
- Prepared syllabi and developed rubrics for all courses taught

**Bertie County Schools, Windsor, North Carolina**  
***Exceptional Children's Preschool Coordinator, 2006–2007***

- Supervised preschool exceptional teachers and support staff
- Served as the Individual Education Planning Chair and developed individual education plans
- Monitored the program for compliance with the Individuals with Disabilities Education Act and other Federal, State, and district regulations
- Served as a liaison between the district and community-based preschool programs
- Ensured preschool classrooms had assistive equipment and compliant modifications
- Developed training for preschool teachers on services to children with disabilities
- Created inclusion model classrooms

**Choanoke Area Development Association, Inc., Rich Square, North Carolina**  
***Director for Child Health, Development Services, and EHS, 2000–2007***

- Started up and served as the Early Head Start Director
- Wrote grants and developed systems to ensure quality operations
- Worked with the State to get all the EHS centers licensed
- Worked to acquire NAEYC accreditation, oversaw the process
- Oversaw a team of 24 staff
- Managed comprehensive services
- Monitored program services
- Developed the community assessment, oversaw annual Self-Assessment process, and worked closely with the program governing structure.



## **Northside Behavioral Health, Ahoskie, North Carolina**

### ***Mental Health Counselor, 1996–2000***

- Counseled patients in an inpatient psychiatric 100 bed facility
- Facilitated psycho-education groups
- Assisted with the development of treatment and discharge plans
- Assisted with milieu therapy, and worked closely with clinical treatment team to help patients accomplish short-term goals
- Treatment team member

## **Government Experience**

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U.S. Department of Health and Human Services—Administration for Children and Families, Office of Family and Youth Services Bureau, Office of Family Assistance, Office of Head Start

U.S. Department of Housing and Urban Development—Office of University Partnerships

U.S. Department of Justice—Office of Juvenile Justice and Delinquency Prevention

## **Education**

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M.S., Public Administration with a concentration in Management, UNC-Pembroke University, Pembroke, North Carolina (enrolled)

M.S., Curriculum and Instruction (Early Childhood Education concentration), Shaw University, Raleigh, North Carolina, 2005

B.S., Social Work, Shaw University, Raleigh, North Carolina, 2002

A.A.S., Human Services specialization in Mental Health, Roanoke-Chowan Community College, Ahoskie, North Carolina, 1999

## **Recent Training**

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- Project Management
- Governance and Tribal Council Certification
- Lean Six Sigma and Theory of Constraints
- OMB Circulars and Uniform Guidance
- Scrum Agile Techniques
- Coaching to Fidelity
- Situational Leadership
- Theory of Constraints and Completing Projects within Budget On Time

## **Certifications**

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- Teaching License, North Carolina Department of Public Instruction 2006
- Project Management Professional Certification 2017
- Scrum Fundamental Certified 2017
- Lean Six Sigma Certification, 2016
- Customer Service Relationship Management Certification, Universal Class, 2014
- Customer Service Certification, Universal Class, 2014
- Project Management Certification Program, Universal Class, 2014

- ◆ Systems Appraiser for Higher Learning Commission Academic Quality Improvement Division- certified since 2005
- Nonprofit Management, Duke University, 2005

### **Professional Associations**

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- Member of Project Management Institute
- Member, North Carolina Association for Research in Education
- Member, Association for Childhood Education International
- Peer Reviewer/Editor for the Journal on Cognitive and Affective Learning, 2005
- Member of the American Civil Liberties Union
- Member, Delta Sigma Theta Sorority

# **MEMORANDUM**

**TO: HALIFAX COUNTY COMMISSIONERS**

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

**SUBJECT: HALIFAX COUNTY PLANNING BOARD**

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

**Scott Dudley**

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

- Receive nominations to appoint Portia Shields to replace Scott Dudley

## Halifax County Planning Board

1	<b>T. Patrick W. Qualls</b> <i>Roanoke Rapids</i>	Ex-Officio <i>White Male</i>	1/5/2015 through <i>Term Number: 0</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
8	<b>Scott Dudley (Vacant)</b> <i>Scotland Neck</i>	Member <i>White Male</i>	3/1/2015 through 2/28/2018 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
2	<b>Greg Browning</b> <i>Roanoke Rapids</i>	Member <i>Black Male</i>	3/1/2016 through 2/28/2019 <i>Term Number: 6</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
3	<b>Thomas Hedgepeth</b> <i>Hollister</i>	Alternate <i>Black Male</i>	3/1/2016 through 2/28/2019 <i>Term Number: 5</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
4	<b>Robert Moore, Jr. (Vacant)</b> <i>Roanoke Rapids</i>	Member <i>Black Male</i>	12/5/2016 through 2/28/2019 <i>Term Number: 0</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
5	<b>Neal Davis</b> <i>Littleton</i>	Alternate <i>White Male</i>	3/1/2017 through 2/28/2020 <i>Term Number: 8</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
7	<b>Tyrone Hewlin</b> <i>Enfield</i>	Member <i>Black 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>
6	<b>Bentley Mohorn</b> <i>Halifax</i>	Member <i>White Male</i>	3/1/2017 through 2/28/2020 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
9	<b>Danford Josey</b> <i>Scotland Neck</i>	Member <i>White Male</i>	3/1/2018 through 2/28/2021 <i>Term Number: 7</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
10	<b>Tyrone Williams</b> <i>Enfield</i>	Member <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>



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 3-5-18

APPLICATION FOR: AUTHORITIES, BOARDS, COMMISSIONS, and COMMITTEES

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

Name: Portia Pope Shields Nickname: \_\_\_\_\_

ETHNIC BACKGROUND: African American ☒ Caucasian \_\_\_\_\_ Hispanic \_\_\_\_\_ Native American \_\_\_\_\_ Other \_\_\_\_\_

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

Home Phone Number: 252-676-0983 Home Fax Number: \_\_\_\_\_

Email Address: portiadiane@msn.com

Home Address: 1259 Bakers School Rd Scotland Neck NC 27884  
street city state zip

Mailing Address: same as above

Are you a full-time resident of Halifax County? Yes ☒ No \_\_\_\_\_ Township: Scotland Neck

Do you live within any corporate or town limits? Yes \_\_\_\_\_ No ☒ Which: \_\_\_\_\_

Employer: DLH Corporation Federal Contractor

Business Address: 8737 Colesville Rd Silver Spring MD 20910  
street city state zip

Business Phone Number: 301-802-1073 Business Fax: \_\_\_\_\_

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

Halifax Community College Board of Trustees, Halifax Co.  
Planning Board, and Halifax County Economic Board  
If Applicable - Specific category applying for: (e.g. Nurse, Attorney, At-Large, etc.)

At large

Qualification for specific category: MS degree, experience in finance  
& management, and compliance knowledge

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 would like to volunteer and share my expertise in strategic planning, oversight and monitoring, and help improve efficiencies where needed.

Is your property tax listing current? Yes ☒ No ☐ listed in Portia Pope

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 ☐ listed in Portia Pope

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

Please see attached resume

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

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

Date: 3/3/18

Applicant's Signature: Portia Pope Shields

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

Portia Pope Shields

1259 Bakers School Road

Scotland Neck, NC 27874

March 3, 2018

Board of County Commissioners

Halifax County Manager's Office

Post Office Box 38

Halifax, NC 27839

Dear County Commissioners,

I would like to express my interest in participating on boards and commissions, where I can use my skills to help our local government and various departments reach their objectives. I have held the position of Board Member with organizations such as the Region IV Head Start Association comprised of members from eight states, where I worked for over two years. During this time, I participated in meetings and helped to create initiatives to improve services for at risk children and families, as well as, developed sustainable systems that could be used at the local grantee level to comply with federal regulations and safeguard federal funds.

I have administrative experience and leadership skills that I would like to put to use for Halifax County. I have the ability to support strategic and long range planning, review budgets, review and create proposals, and successfully work with a team committed to a mission. I am computer literate with extensive knowledge of Microsoft Office Programs. I am resourceful and an active avid listener. I get along well with others when working in a group setting and I have the ability to help others find common ground when they disagree on what actions to take. Sometimes, it just takes a little negotiating to help reach a reasonable agreement that benefits the overall objective.

I look forward to hearing from you and serving our community. Please call (252) 676-0983 if you have any questions or need additional information.

Sincerely,



Portia Pope Shields

Enclosure

**Portia Diane Pope Shields, M.S.**  
**[portiadiane@msn.com](mailto:portiadiane@msn.com)**  
**252-676-0983**

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**Personnel Profile**

Ms. Shields has more than 25 years of experience of management, monitoring and compliance, analytics, planning and coordination, risk management, quality assurance, and delivering timely deliverables. Over the last 11 years, she has been developing and managing virtual teams, training teams, and serving as a Subject Matter Expert in the area of monitoring and compliance. Top skills include: leadership, project management, business acumen, after action reviews and problem solving, grant writing and compliance, facilitation, and coaching teams for success.

---

**Relevant Work Experience**

**DLH Corporation (formerly known as Danya International, Inc.)** worked for the company for over 11 years (2006 to present) and received various promotions throughout that time period.

**a. Field Operations Manager-current**

- Developed detailed comprehensive training plans with objectives for staff and consultants
- Used project management to oversee over 600 onsite monitoring reviews
- Conducted After Action Reviews to collect data for continuous improvement
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- Developed quality assurance strategies to ensure timely deliverable of onsite monitoring reports for federal client
- Earned promotion for ability to successfully implement new initiatives and oversee complex field operations
- Developed reports for the Office of General Counsel and consulted with attorneys on the sustainability of monitoring findings to include deficiencies
- Lead special reviews per request of the Office of Head Start/Office of the Inspector General

**b. Content Area Manager, Comprehensive Services and School Readiness**

- Supervised, coached, and supported a virtual staff of (6) to ensure a knowledgeable and skilled team
- Served as a Subject Matter Expert



- Oversaw and supervised the completion of over 500 onsite federal reviews and ensured timely submission of over 500 reports in a year
- Project management and organized workloads for equity across various time zones
- Conducted trend analysis of findings focusing on qualitative and quantitative data
- Developed training for staff and over 125 Reviewers on monitoring practices and protocols
- Disseminated important feedback from the client to all staff to ensure adequate high quality narratives
- Developed systems to implement a new monitoring tools and protocols
- Developed training materials and resource documents for federal monitoring reviews to include matrices and crosswalks of new federal standards.

**c. Associate Director for Review Planning**

- Supervised, coached, and supported a virtual staff of (6) to ensure a knowledgeable and skilled team
- Provided oversight of review planning process ensuring over 600 onsite monitoring review events were executed
- Planned complex and follow up review events ensuring appropriate logistics and staffing
- Resolved issues and conflicts within analyzing, building and deploying onsite reviews
- Evaluated the review planning processes, identified project risks; and collaborated with the Senior Director of Review Scheduling and Planning on risk mitigation strategies
- Ensured quality customer service methods were consistently used with all stakeholders

**d. Senior Review Planning Analyst**

- Supervised, coached, and supported a Review Planning Associate virtually
- Analyzed Head Start grantee data and planned 80 noncomplex, complex, and super grantee reviews within the required timelines with no delays
- Supported and assisted co-workers as needed to ensure all assigned deliverables were met
- Recommended team sizes, composition, procedures, and deployment for reviews
- Ensured accuracy of travel and logistics for reviewers
- Proficient at using a variety of data base planning systems
- Implemented high quality customer service strategies

**e. Non Federal Review Team Leader**

- Managed reviewers while completing the program design and management and governance portion of the protocol
- Provided high quality customer service to grantee staff and governing bodies
- Planned reviews with the Head Start Director and management team
- Analyzed evidence and ensured all areas of noncompliance were sustainable
- Developed high quality narratives

**f. Reviewer and Reviewer Coach Consultant**

- Conducted reviews in a variety of areas
- Subject Matter Expert for federal monitoring process

- Trained and coached Reviewers in the field to use the standardized tool, evidence collection, and appropriate interview strategies and techniques for qualitative and quantitative data collection for Federal client

**National Association for the Education of Young Children, Washington, DC**  
***Consultant-2006-2013***

- Worked with teams to evaluate Associate Degree Early Childhood Education Programs to determine if they met the accreditation criteria for the NAEYC Accreditation of Associate Degree Early Childhood Education Programs
- Used and implemented standardized evaluation tools with fidelity
- Developed comprehensive reports
- Adhered to onsite data collection procedures
- Consulted with early childhood education professionals

**Zero to Three, Washington, DC**

***Early Head Start Program Start Up Planner and T/TA Consulant-2008-2010***

- EHS Start Up/Implementation Planner nationwide-worked with over 30 programs
- Provided strategic guidance and support for new EHS programs starting up
- Provided Training and Technical Assistance under the American Recovery and Reinvestment Act
- Assisted EHS Directors with developing management systems and implementing the Head Start Program Performance Standards
- Completed status reports for Zero to Three
- Utilized the Implementation Checklist with fidelity
- Assisted with developing training and resource materials for new EHS programs
- Attended trainings with the OHS Federal Project Officer

**Delta Sigma Theta Head Start and State Preschool, Los Angeles, California**  
***Interim Executive Director, 2008–2009***

- Managed a Head Start/Early Head Start State Preschool Program
- Oversaw fiscal operations for a \$12 million child development program
- Oversaw record keeping and reporting using various software systems
- Ensured compliance with all State childcare regulations, Head Start program performance standards, and the Head Start Act.
- Conducted strategic planning, policy and procedure development, grant writing, cost analysis, staff supervision, community assessments, and coordination of major program functions such as the annual self-assessment.

**Lewin Group, Fall Church, Virginia**  
***PIR Validation Reviewer, 2006-2007***

- Conducted onsite visits to over 60 Head Start and EHS Programs nationwide to verify the Program Information Report data previously reported.
- Collected and reconciled data for a research project verifying data for the Office of Head Start

- Submitted data for a study for the Office of Head Start

**Nash Edgecombe Economic Development, Inc., Rocky Mount, North Carolina**  
***Head Start Director, 2007–2008***

- Oversaw program and fiscal operations for a \$6 million child development program
- Ensured compliance with all State childcare regulations, Head Start program performance standards, and the Head Start Act.
- Wrote the grant application and provided program oversight
- Helped program correct program deficiencies acquired prior to my employment through a strong partnership with the Regional Office

**Martin Community College, Williamston, North Carolina**  
***Part-time Adjunct Early Childhood Education Instructor, 2005–2007***

- Taught early childhood education courses and advised students regarding career options
- Prepared syllabi and developed rubrics for all courses taught

**Roanoke Chowan Community College, Ahoskie, North Carolina**  
***Part-time Adjunct Early Childhood Education Instructor, 2005–2007***

- Taught early childhood education courses and advised students regarding career options
- Prepared syllabi and developed rubrics for all courses taught

**Bertie County Schools, Windsor, North Carolina**  
***Exceptional Children's Preschool Coordinator, 2006–2007***

- Supervised preschool exceptional teachers and support staff
- Served as the Individual Education Planning Chair and developed individual education plans
- Monitored the program for compliance with the Individuals with Disabilities Education Act and other Federal, State, and district regulations
- Served as a liaison between the district and community-based preschool programs
- Ensured preschool classrooms had assistive equipment and compliant modifications
- Developed training for preschool teachers on services to children with disabilities
- Created inclusion model classrooms

**Choanoke Area Development Association, Inc., Rich Square, North Carolina**  
***Director for Child Health, Development Services, and EHS, 2000–2007***

- Started up and served as the Early Head Start Director
- Wrote grants and developed systems to ensure quality operations
- Worked with the State to get all the EHS centers licensed
- Worked to acquire NAEYC accreditation, oversaw the process
- Oversaw a team of 24 staff
- Managed comprehensive services
- Monitored program services
- Developed the community assessment, oversaw annual Self-Assessment process, and worked closely with the program governing structure.

## **Northside Behavioral Health, Ahoskie, North Carolina**

### ***Mental Health Counselor, 1996–2000***

- Counseled patients in an inpatient psychiatric 100 bed facility
- Facilitated psycho-education groups
- Assisted with the development of treatment and discharge plans
- Assisted with milieu therapy, and worked closely with clinical treatment team to help patients accomplish short-term goals
- Treatment team member

## **Government Experience**

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U.S. Department of Health and Human Services—Administration for Children and Families, Office of Family and Youth Services Bureau, Office of Family Assistance, Office of Head Start

U.S. Department of Housing and Urban Development—Office of University Partnerships

U.S. Department of Justice—Office of Juvenile Justice and Delinquency Prevention

## **Education**

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M.S., Public Administration with a concentration in Management, UNC-Pembroke University, Pembroke, North Carolina (enrolled)

M.S., Curriculum and Instruction (Early Childhood Education concentration), Shaw University, Raleigh, North Carolina, 2005

B.S., Social Work, Shaw University, Raleigh, North Carolina, 2002

A.A.S., Human Services specialization in Mental Health, Roanoke-Chowan Community College, Ahoskie, North Carolina, 1999

## **Recent Training**

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- Project Management
- Governance and Tribal Council Certification
- Lean Six Sigma and Theory of Constraints
- OMB Circulars and Uniform Guidance
- Scrum Agile Techniques
- Coaching to Fidelity
- Situational Leadership
- Theory of Constraints and Completing Projects within Budget On Time

## **Certifications**

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- Teaching License, North Carolina Department of Public Instruction 2006
- Project Management Professional Certification 2017
- Scrum Fundamental Certified 2017
- Lean Six Sigma Certification, 2016
- Customer Service Relationship Management Certification, Universal Class, 2014
- Customer Service Certification, Universal Class, 2014
- Project Management Certification Program, Universal Class, 2014

- Systems Appraiser for Higher Learning Commission Academic Quality Improvement Division- certified since 2005
- Nonprofit Management, Duke University, 2005

### **Professional Associations**

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- Member of Project Management Institute
- Member, North Carolina Association for Research in Education
- Member, Association for Childhood Education International
- Peer Reviewer/Editor for the Journal on Cognitive and Affective Learning, 2005
- Member of the American Civil Liberties Union
- Member, Delta Sigma Theta Sorority

# **MEMORANDUM**

**TO: HALIFAX COUNTY COMMISSIONERS**

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

**SUBJECT: PARKS AND RECREATION ADVISORY BOARD**

According to our records, the Parks and Recreation Advisory Board has two members that are appointed by the Board of Commissioners that has resigned:

**Chester Williams and Sylvia Alston**

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

- Receive nominations to appoint individuals to fill the unexpired terms of Chester Williams and Sylvia Alston

## Parks and Recreation Advisory Board

8	<b>Loraine</b> <i>Halifax</i>	<b>Searcy (vacant)</b>	Member <i>White Female</i>	9/8/2015 through 9/30/2018 <i>Term Number: 0</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
9	<b>Paul</b> <i>Halifax</i>	<b>Walden</b>	Member <i>Black Male</i>	9/8/2015 through 9/30/2018 <i>Term Number: 0</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
10	<b>Chris</b> <i>Roanoke Rapids</i>	<b>Wicker (vacant)</b>	Member <i>White Male</i>	9/8/2015 through 9/30/2018 <i>Term Number: 0</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
12	<b>Chester</b> <i>Enfield</i>	<b>Williams</b>	Member <i>Black Male</i>	10/5/2015 through 9/30/2018 <i>Term Number: 0</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
11	<b>Kennon</b> <i>Roanoke Rapids</i>	<b>Wrenn, Jr.</b>	Member <i>White Male</i>	9/8/2015 through 9/30/2018 <i>Term Number: 0</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
1	<b>Sylvia</b> <i>Littleton</i>	<b>Alston</b>	Member <i>White Female</i>	10/1/2016 through 9/30/2019 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
2	<b>Delores</b> <i>Halifax</i>	<b>Amason</b>	Member <i>Black Female</i>	10/1/2016 through 9/30/2019 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
13	<b>Jennifer</b> <i>Hobgood</i>	<b>Fields</b>	Member <i>Black Female</i>	10/1/2016 through 9/30/2019 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
3	<b>Michael</b> <i>Roanoke Rapids</i>	<b>Green</b>	Member <i>White Male</i>	10/1/2016 through 9/30/2019 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
4	<b>Archie</b> <i>Hollister</i>	<b>Lynch</b>	Member <i>Indian Male</i>	10/1/2016 through 9/30/2019 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
5	<b>Audrey</b> <i>Roanoke Rapids</i>	<b>Hardy</b>	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>
15	<b>Lavern</b> <i>Weldon</i>	<b>Harris</b>	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>
6	<b>Bettie</b> <i>Halifax</i>	<b>Moore</b>	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>
7	<b>Regina</b> <i>Roanoke Rapids</i>	<b>Reaves</b>	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>
14	<b>Willis</b> <i>Enfield</i>	<b>Richardson</b>	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>

## Ian Bumgarner

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**From:** Chester Williams <[abetterchanceabettercommunity@gmail.com](mailto:abetterchanceabettercommunity@gmail.com)>  
**Sent:** Monday, February 12, 2018 11:17 AM  
**To:** Ian Bumgarner  
**Subject:** Resignation

Hello Ian,

I hope you are well.

It is bitter sweet to sent this email to announce my resignation from the Halifax County Parks and Recreation Advisory.

I have really loved this journey and experience to serve on the board and an to honor to be the first chair.

It is become very challenging for me to lead the Advisory Board Effective or to commit the time necessary to ensure success. I gave it my all until recently when other things have come up which takes priority at the moment. I will always be a supporter of parks and recreation and through ABC2 you will hear a lot with a couple of huge projects which will seek the support of the Advisory Board in the near future.

I have invited two residents to apply to be on the board whom I believe will be excellent to the board and will do an amazing job.

This was a very hard decision with heavy consideration but I have decided to do what is best for the board and ultimately myself.

Let everyone know that I wish them very well and continue to do amazing things in Halifax County.

Thank you Ian for everything.

In The Spirit Of Community.

--

Chester B. Williams  
Chief Empowerment Officer  
A Better Chance A Better Community (ABC2)  
1620 E. 10th Street, Suite 125  
Roanoke Rapids, NC 27870  
252-673-6218 cell 252-541-4041 office  
[abetterchanceabettercommunity@gmail.com](mailto:abetterchanceabettercommunity@gmail.com)



## Andrea Wiggins

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**From:** Ian Bumgarner  
**Sent:** Tuesday, February 13, 2018 10:24 AM  
**To:** Andrea Wiggins  
**Subject:** FW: Halifax County Parks and Rec

Another resignation.

Thanks,  
Ian

**From:** Sylvia Alston [mailto:ssalston47@gmail.com]  
**Sent:** Tuesday, February 13, 2018 1:04 AM  
**To:** Ian Bumgarner <bumgarneri@halifaxnc.com>  
**Subject:** Halifax County Parks and Rec

Hi Ian,

For the last several months, I have been totally immersed( I wanted to say drowning) in my part time job in Warren County. I have 14 brand new teachers some who did not go through teacher education programs. What I assumed would be part time is more than full time because I have to do all that I can to make sure teachers are successful so that students are successful.. This is my passion.. I thought surely I would make today's meeting, however a teacher needing assistance and only time available after 3:15 would prevent me from being there. This scenario has played out too often over the past few months and weeks.

All of this is to say, I think, I must tender my resignation. I would really like to submit some names from Littleton so that the town continues to be represented on this board. While I know the decision is not yours, I know that you have some influence over the choice.

I have enjoyed meeting and working with this group. I must say I have learned so much over the past several years. Thank the Halifax County Commissioners for the opportunity.

Best Regards

S Alston

# **MEMORANDUM**

**TO: HALIFAX COUNTY COMMISSIONERS**

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

**SUBJECT: TOURISM DEVELOPMENT AUTHORITY**

According to our records, the Tourism Development Authority has one member that is appointed by the Board of Commissioners that is deceased:

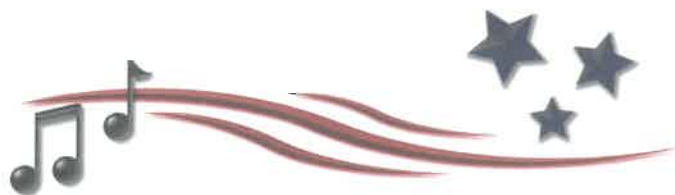
**Frank Avent**

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

- Receive nominations to appoint Ronald D. Locke or Jay Baker to fill the unexpired term of Frank Avent

## 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	Trzinski	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
12	Frank Hobgood	Avent (Vacant)	Member White Male	8/1/2015 through 7/31/2018 Term Number: 2	Appointed by: Halifax County Commissioners Eligible for reappointment? No
13	Christina Roanoke Rapids	Gregory	Member White Female	8/1/2015 through 7/31/2018 Term Number: 2	Appointed by: Halifax County Commissioners Eligible for reappointment? No
11	Percilla Roanoke Rapids	West	Member Black Female	8/1/2015 through 7/31/2018 Term Number: 2	Appointed by: Halifax County Commissioners Eligible for reappointment? No
7	Yvonne Littleton	Thompson	Member White Female	8/1/2016 through 7/31/2019 Term Number: 2	Appointed by: Halifax County Commissioners Eligible for reappointment? No
6	Kathy Roanoke Rapids	White	Member White Female	8/1/2016 through 7/31/2019 Term Number: 3	Appointed by: Halifax County Commissioners Eligible for reappointment? No
5	Curtis Roanoke Rapids	Wynn	Member Black Male	8/1/2016 through 7/31/2019 Term Number: 1	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
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	Stacey Roanoke Rapids	Senters	Member White Female	8/1/2017 through 7/31/2020 Term Number: 1	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes



# HALIFAX COUNTY

## CONVENTION AND VISITORS BUREAU

260 Premier Blvd.  
Roanoke Rapids, NC 278780

(252) 535-1687  
(800) 522-4282  
Fax: (252) 535-5767

February 20, 2018

Ms. Andrea H. Wiggins, MMC  
Clerk to the Board/Assistant to the County Manager  
County of Halifax  
P. O. Box 38  
Halifax, NC 27839

Dear Andrea:

The Halifax County Convention & Visitors Bureau respectfully requests that the Halifax County Commissioners appoint Ronald D. Locke to the Board of Directors to fulfill the unexpired term of Frank Avent. This term will end on July 31, 2018. Locke will be eligible for reappointment at that time for a term from 8/1/18 to 7/31/21.

Please include this information for the Halifax County Commissioner's March 12, 2018 meeting.

Thank you for your assistance with this matter. Please feel free to call me with any questions.

Best Regards,

Lori R. Medlin, CDME  
President/CEO

Enclosures

LRM/scw



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 2/12/18

APPLICATION FOR: AUTHORITIES, BOARDS, COMMISSIONS, and COMMITTEES

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

Name: Ronald D. Locke

Nickname: Ronnie

ETHNIC BACKGROUND: African American \_\_\_ Caucasian ☒ Hispanic \_\_\_ Native American \_\_\_ Other \_\_\_

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

Home Phone Number: 252-445-5055 Home Fax Number: (252) 445-2400

Email Address: rlocke@enfielddnc.org

Home Address: 356 Randolph Pines Road, Enfield NC 27823

Mailing Address: \_\_\_\_\_

Are you a full-time resident of Halifax County? Yes ☒ No \_\_\_ Township: Enfield

Do you live within any corporate or town limits? Yes \_\_\_ No ☒ Which: \_\_\_\_\_

Employer: Town of Enfield

Business Address: 121 SE Railroad Street, P.O. Box 699, Enfield, NC 27823

Business Phone Number: Phone: (252) 445-3146 Business Fax: (252) 445-1019

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

Halifax County Tourism Development Authority dba Halifax County Convention & Visitors Bureau

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

Board of Directors

Qualification for specific category: OWNER and CO-OWNERS of BUSINESS in numerous industries, agribusiness, contracting, petroleum and retail

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

Halifax Development Commission, Halifax Horizons

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 dedicated to serving all of Halifax County in a capacity that  
will improve the quality of life for those with a long history in  
Halifax as well as attracting growth through tourism and  
economic development. Halifax County has historically been disconnected

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.):

NC State Alumni, NC State School of Agri. & Life Science Board,  
Trustee of Enfield Methodist Church, B.B. & T. Board, Halifax Mutual  
INS. Board, Enfield Planning Board, Downtown Enfield Preservation &  
Restoration, EMS Committee, Enfield Fire Chief, Recipient of  
NC order of Longleaf Pine

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

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

Date: 2-10-18

Applicant's Signature: Ronnie Lyle

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

from town to town. It is my goal to help connect the northern  
 and southern parts of the county. Each community is special  
 to the people that live in that community. We must work together  
 to develop Tourism in <sup>all of</sup> Halifax County.

Remember - Working together works



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 2-1-18

APPLICATION FOR: AUTHORITIES, BOARDS, COMMISSIONS, and COMMITTEES

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

Name: Jay Baker Nickname: —

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

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

Home Phone Number: 252 203-7000 Home Fax Number: —

Email Address: lakenit@gmail.com

Home Address: 381 Cross Creek Ct. Littleton NC 27850  
street city state zip

Mailing Address: SAME

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

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

Employer: Baker Laundries, Inc. + WakeSurf NC, LLC.

Business Address: 381 Cross Creek Ct. Littleton NC 27850  
street city state zip

Business Phone Number: 252 203-7000 Business Fax: —

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

Tourism Board

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

N/A

Qualification for specific category: —

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

—

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

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

Have been in Business over 25 years, currently operate a school on Lake Gaston that brings visitors from all over the world.

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 ☒

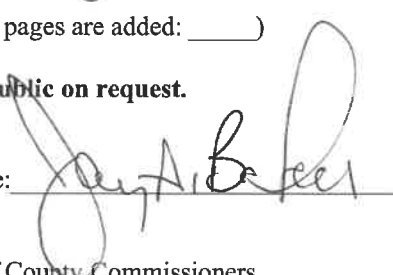
Other information you consider pertinent: (i.e., education, occupational background, civic memberships, related work experiences, etc.):

Have served on numerous boards. I currently serve as Chairman of the Weldon Board of Adjustment. Decided to spend more time doing what I enjoy, which is spending time on Lake Gaston. In my capacity as owner/operator of WakeSurfNC I feel I can bring a unique perspective to attracting visitors to Halifax County.

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

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

Date: 1-31-2018

Applicant's Signature: 

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



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

Clay Shields

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

Kenneth Smith, John Patrick Staton and Ronald Locke

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

Dean Smith

-----

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

Thomas Myrick, Jr.

-----

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

George Branch, Jr. and Doris Richardson

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Continued

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

Scott Dudley and Robert Moore, Jr.  
-----

According to our records, the **Halifax-Northampton Regional Airport Authority** has four alternate 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:

Raj Bhagwandass  
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According to our records, the **Industrial Facilities and Pollution Control** 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, Sandra Fleming, Ronna Graham, Linda Vaughan, Janyah Alston,  
Niasia Anthony, Bettina Flood and Levi Scott  
-----

According to our records, the **Nursing Home 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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According to our records, the **Parks and Recreation Advisory Board** has two positions that are appointed by the Board of Commissioners that are vacant:

Loraine Searcy and Chris Wicker  
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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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Continued

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

Tillman Long and Robert Moore, Jr.

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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

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## Economic Development Board

10	<b>Hugh Bazemore</b> <i>Roanoke Rapids</i>	At-Large Member <i>White Male</i>	7/1/2015 through 6/30/2018 <i>Term Number: 3</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
5	<b>George W. Draper, Jr.</b> <i>Weldon</i>	Weldon <i>White Male</i>	7/1/2015 through 6/30/2018 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
6	<b>Daniel Fouts, Jr.</b> <i>Roanoke Rapids</i>	Roanoke Rapids <i>White Male</i>	10/3/2016 through 6/30/2018 <i>Term Number: 0</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
4	<b>Rives Manning</b> <i>Roanoke Rapids</i>	County Commissioner <i>White Male</i>	7/1/2015 through 6/30/2018 <i>Term Number: 3</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
11	<b>Robert Sykes</b> <i>Hobgood</i>	Hobgood <i>White Male</i>	2/5/2018 through 6/30/2018 <i>Term Number: 0</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
8	<b>Danny Hinnant</b> <i>Halifax</i>	Halifax <i>White Male</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>
1	<b>Jeff Peedin</b> <i>Littleton</i>	Littleton <i>White Male</i>	7/1/2016 through 6/30/2019 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
7	<b>Clay Shields (vacant)</b> <i>Scotland Neck</i>	Scotland Neck <i>White Male</i>	7/1/2016 through 6/30/2019 <i>Term Number: 3</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
3	<b>Ronnie Locke</b> <i>Enfield</i>	Enfield <i>White Male</i>	7/1/2017 through 6/30/2020 <i>Term Number: 3</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
9	<b>Samuel Robinson, Jr.</b> <i>Littleton</i>	At-Large Member <i>Black Male</i>	7/1/2017 through 6/30/2020 <i>Term Number: 3</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
2	<b>Benjamin Sledge</b> <i>Roanoke Rapids</i>	At-Large Member <i>Black Male</i>	7/1/2017 through 6/30/2020 <i>Term Number: 3</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>

## EMS Advisory Committee

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<b>5</b>	<b>John Patrick</b> <i>Scotland Neck</i>	<b>Staton (vacant)</b>	Member <i>White Male</i>	7/1/2013 through 6/30/2016 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
<b>6</b>	<b>Linwood</b> <i>Scotland Neck</i>	<b>Letchworth, Jr.</b>	Member <i>White Male</i>	7/1/2015 through 6/30/2018 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
<b>7</b>	<b>Ronald</b> <i>Enfield</i>	<b>Locke (vacant)</b>	Member <i>White Male</i>	7/1/2015 through 6/30/2018 <i>Term Number: 3</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
<b>9</b>	<b>Janice</b> <i>Roanoke Rapids</i>	<b>Hales</b>	Member <i>White Female</i>	7/1/2016 through 6/30/2019 <i>Term Number: 4</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
<b>3</b>	<b>Terry</b> <i>Littleton</i>	<b>Newsom</b>	Member <i>White Male</i>	7/1/2016 through 6/30/2019 <i>Term Number: 3</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
<b>8</b>	<b>Sandra</b> <i>Roanoke Rapids</i>	<b>Showalter</b>	Member <i>White Female</i>	7/1/2016 through 6/30/2019 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
<b>1</b>	<b>Mildred</b> <i>Littleton</i>	<b>Dotson</b>	Member <i>White Female</i>	7/1/2017 through 6/30/2020 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
<b>4</b>	<b>Kenneth</b> <i>Roanoke Rapids</i>	<b>Smith (vacant)</b>	Member <i>White Male</i>	7/1/2017 through 6/30/2020 <i>Term Number: 3</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
<b>2</b>	<b>Suzanne</b> <i>Roanoke Rapids</i>	<b>Whiddon</b>	Member <i>White Female</i>	7/1/2017 through 6/30/2020 <i>Term Number: 3</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>

## Five County Community Oper. Center Oversight Board

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

## Halifax County Board of Adjustment

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<b>2</b>	<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>
<b>5</b>	<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>
<b>1</b>	<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>
<b>4</b>	<b>Ashley</b> <i>Littleton</i>	<b>Mohorn</b>	Member <i>White Male</i>	3/1/2017 through 2/28/2020 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
<b>3</b>	<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>
<b>7</b>	<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>
<b>8</b>	<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>
<b>6</b>	<b>John</b> <i>Scotland Neck</i>	<b>Smith</b>	Member <i>Black Male</i>	3/1/2018 through 2/28/2021 <i>Term Number: 4</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>

## Halifax County Human Relations Commission

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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>



## Halifax County Planning Board

<b>1</b>	<b>T. Patrick W. Qualls</b> <i>Roanoke Rapids</i>	Ex-Officio <i>White Male</i>	1/5/2015 through <i>Term Number: 0</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
<b>8</b>	<b>Scott Dudley (Vacant)</b> <i>Scotland Neck</i>	Member <i>White Male</i>	3/1/2015 through 2/28/2018 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
<b>2</b>	<b>Greg Browning</b> <i>Roanoke Rapids</i>	Member <i>Black Male</i>	3/1/2016 through 2/28/2019 <i>Term Number: 6</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
<b>3</b>	<b>Thomas Hedgepeth</b> <i>Hollister</i>	Alternate <i>Black Male</i>	3/1/2016 through 2/28/2019 <i>Term Number: 5</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
<b>4</b>	<b>Robert Moore, Jr. (Vacant)</b> <i>Roanoke Rapids</i>	Member <i>Black Male</i>	12/5/2016 through 2/28/2019 <i>Term Number: 0</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
<b>5</b>	<b>Neal Davis</b> <i>Littleton</i>	Alternate <i>White Male</i>	3/1/2017 through 2/28/2020 <i>Term Number: 8</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
<b>7</b>	<b>Tyrone Hewlin</b> <i>Enfield</i>	Member <i>Black 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>
<b>6</b>	<b>Bentley Mohorn</b> <i>Halifax</i>	Member <i>White Male</i>	3/1/2017 through 2/28/2020 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
<b>9</b>	<b>Danford Josey</b> <i>Scotland Neck</i>	Member <i>White Male</i>	3/1/2018 through 2/28/2021 <i>Term Number: 7</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
<b>10</b>	<b>Tyrone Williams</b> <i>Enfield</i>	Member <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>

## Airport Authority

15	Vacant		Alternate Member		through	Appointed by: Halifax County Commissioners	
				Term Number:		Eligible for reappointment?	Yes
14	Vacant		Alternate Member		through	Appointed by: Halifax County Commissioners	
				Term Number:		Eligible for reappointment?	Yes
13	Vacant		Alternate Member		through	Appointed by: Halifax County Commissioners	
				Term Number:		Eligible for reappointment?	Yes
12	Vacant		Alternate Member		through	Appointed by: Halifax County Commissioners	
				Term Number:		Eligible for reappointment?	Yes
3	Dia	Denton	Ex-Officio		through	Appointed by: Halifax County Commissioners	
	Halifax		White Female	Term Number: 0		Eligible for reappointment?	Yes
2	Mary	Duncan	Ex-Officio		through	Appointed by: Halifax County Commissioners	
	Halifax		White Female	Term Number: 0		Eligible for reappointment?	Yes
8	Calvin	Potter	Secretary	2/1/2015	through 1/31/2018	Appointed by: Roanoke Rapids City Council	
	Roanoke Rapids		White Male	Term Number: 8		Eligible for reappointment?	No
9	Geneva	Riddick-Faulkner	Member	5/2/2017	through 1/31/2018	Appointed by: Northampton County Commissioners	
	Rich Square		Black Female	Term Number: 0		Eligible for reappointment?	Yes
11	Vernon J.	Bryant	Member	2/1/2016	through 1/31/2019	Appointed by: Halifax County Commissioners	
	Roanoke Rapids		Black Male	Term Number: 1		Eligible for reappointment?	Yes
7	Edward Lee	Clements	Member	2/1/2016	through 1/31/2019	Appointed by: Halifax County Commissioners	
	Halifax		White Male	Term Number: 2		Eligible for reappointment?	Yes
6	Julia	Meacham	Member	2/1/2016	through 1/31/2019	Appointed by: Halifax County Commissioners	
	Weldon		White Female	Term Number: 5		Eligible for reappointment?	No
1	Chris	Canady	Member	2/1/2017	through 1/31/2020	Appointed by: Roanoke Rapids City Council	
	Roanoke Rapids		White Male	Term Number: 1		Eligible for reappointment?	Yes
10	Robert	Clark	Member	2/1/2017	through 1/31/2020	Appointed by: Halifax County Commissioners	
	Roanoke Rapids		Black Male	Term Number: 4		Eligible for reappointment?	No
4	Fannie	Greene		2/1/2017	through 1/31/2020	Appointed by: Northampton County Commissioners	
	Gaston		Black Female	Term Number: 4		Eligible for reappointment?	Yes
5	Andrew	Roy	Member	2/1/2017	through 1/31/2020	Appointed by: Halifax-Northampton Airport Authority	
	Rocky Mount		White Male	Term Number: 2		Eligible for reappointment?	Yes

## Health Board

2	<b>Raj Bhagwandass (Vacant)</b> <i>Roanoke Rapids</i>	Dentist <i>Asian Male</i>	1/1/2014 through 12/31/2016 <i>Term Number: 3</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
11	<b>Justin Blackmon</b> <i>Roanoke Rapids</i>	Engineer Position <i>White Male</i>	1/1/2016 through 12/31/2018 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
1	<b>Donald Crowder</b> <i>Roanoke Rapids</i>	At-Large Member <i>White Male</i>	1/1/2016 through 12/31/2018 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
3	<b>Eloise P. Hardee</b> <i>Roanoke Rapids</i>	Registered Nurse <i>White Female</i>	1/4/2016 through 12/31/2018 <i>Term Number: 0</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
10	<b>Belinda Hill</b> <i>Roanoke Rapids</i>	At-Large Member <i>Black Female</i>	1/1/2016 through 12/31/2018 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
9	<b>Kimberly Mack</b> <i>Littleton</i>	At-Large Member <i>Black Female</i>	1/1/2016 through 12/31/2018 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
8	<b>Carol Anne Rupe</b> <i>Roanoke Rapids</i>	Physician <i>White Female</i>	1/4/2016 through 12/31/2018 <i>Term Number: 0</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
6	<b>Melissa Woodruff</b> <i>Weldon</i>	Pharmacist <i>White Female</i>	1/1/2016 through 12/31/2018 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
4	<b>Carolyn Johnson</b> <i>Littleton</i>	County Commissioner <i>Black Female</i>	1/1/2017 through 12/31/2019 <i>Term Number: 5</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
5	<b>Louis V. Mann, III</b> <i>Roanoke Rapids</i>	Veterinarian <i>White Male</i>	4/3/2017 through 12/31/2019 <i>Term Number: 0</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
7	<b>Delisha Moore</b> <i>Roanoke Rapids</i>	Optometrist <i>White Female</i>	1/1/2017 through 12/31/2019 <i>Term Number: 3</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>

## Industrial Facilities & Pollution Control

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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? <b>Yes</b>
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? <b>Yes</b>
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? <b>Yes</b>
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? <b>Yes</b>
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? <b>Yes</b>
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? <b>Yes</b>
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? <b>Yes</b>

## 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 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
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 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
2	<b>Sandra Fleming (Vacant)</b> <i>Roanoke Rapids</i>	At-Large Member <i>Black Female</i>	2/1/2013 through 1/31/2015 <i>Term Number: 4</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
25	<b>Ronna Graham (Vacant)</b> <i>Halifax</i>	At-Large Member <i>White Female</i>	2/1/2013 through 1/31/2015 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
16	<b>Linda Vaughan (Vacant)</b> <i>Roanoke Rapids</i>	At-Large Member <i>White Female</i>	5/6/2013 through 1/31/2015 <i>Term Number: 0</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
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 <i>Term Number: 0</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
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 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
1	<b>Bettina Flood (Vacant)</b> <i>Halifax</i>	Juvenile Defense Attorney <i>Black Female</i>	2/1/2014 through 1/31/2016 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
26	<b>Levi Scott (vacant)</b> <i>Enfield</i>	Business Community Member <i>Black Male</i>	8/3/2015 through 1/31/2016 <i>Term Number: 0</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
3	<b>Ellen Burnette</b> <i>Roanoke Rapids</i>	At-Large Member <i>White Female</i>	2/1/2016 through 1/31/2018 <i>Term Number: 5</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
6	<b>Anzell Harris</b> <i>Halifax</i>	Halifax Sheriff Office <i>Black Male</i>	1/4/2016 through 1/31/2018 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
8	<b>Joe Long</b> <i>Halifax</i>	Parks & Recreation Representati <i>White Male</i>	2/1/2016 through 1/31/2018 <i>Term Number: 10</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
4	<b>Joseph Sandoval</b> <i>Weldon</i>	Faith Community Representative <i>White Male</i>	2/1/2016 through 1/31/2018 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
14	<b>Valerie Asbell</b> <i>Halifax</i>	District Attorney <i>White Female</i>	2/1/2017 through 1/31/2019 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
20	<b>Brenda Branch</b> <i>Roanoke Rapids</i>	District Court Judge <i>Black Female</i>	2/1/2017 through 1/31/2019 <i>Term Number: 5</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
13	<b>Tony N. Brown</b> <i>Halifax</i>	County Manager <i>Black Male</i>	2/1/2017 through 1/31/2019 <i>Term Number: 5</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>

<b>23</b>	<b>Terry</b> <i>Roanoke Rapids</i>	<b>Buffaloe</b>	At-Large Member <i>Black Male</i>	2/1/2017 through 1/31/2019 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
<b>24</b>	<b>Eric</b> <i>Halifax</i>	<b>Cunningham</b>	School Superintendent Designee <i>Black Male</i>	2/1/2017 through 1/31/2019 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
<b>12</b>	<b>Clarette</b> <i>Henderson</i>	<b>Glenn</b>	Mental Health Representative <i>Black Female</i>	2/1/2017 through 1/31/2019 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
<b>17</b>	<b>Chuck</b> <i>Roanoke Rapids</i>	<b>Hasty</b>	Police Chief <i>White Male</i>	2/1/2017 through 1/31/2019 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
<b>11</b>	<b>Robin</b> <i>Halifax</i>	<b>Johnson</b>	Social Services representative <i>White Female</i>	2/1/2017 through 1/31/2019 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
<b>21</b>	<b>Sonynia</b> <i>Halifax</i>	<b>Leonard</b>	Chief Court Counselor <i>Black Female</i>	2/1/2017 through 1/31/2019 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
<b>18</b>	<b>Doris</b> <i>Littleton</i>	<b>Mack</b>	At-Large Member <i>Black Female</i>	2/1/2017 through 1/31/2019 <i>Term Number: 10</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
<b>15</b>	<b>Angela</b> <i>Roanoke Rapids</i>	<b>Moody</b>	Public Health Representative <i>White Female</i>	12/4/2017 through 1/31/2019 <i>Term Number: 0</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
<b>22</b>	<b>Barbara</b> <i>Weldon</i>	<b>Plum</b>	At-Large Member <i>Black Female</i>	2/1/2017 through 1/31/2019 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
<b>19</b>	<b>Marcelle</b> <i>Scotland Neck</i>	<b>Smith</b>	County Commissioner <i>Black Male</i>	2/1/2017 through 1/31/2019 <i>Term Number: 5</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>

## Nursing Home Advisory Committee

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

## Parks and Recreation Advisory Board

<b>8</b>	<b>Loraine</b> <i>Halifax</i>	<b>Searcy (vacant)</b>	Member <i>White Female</i>	9/8/2015 through 9/30/2018 <i>Term Number: 0</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment?</i>	<b>Yes</b>
<b>9</b>	<b>Paul</b> <i>Halifax</i>	<b>Walden</b>	Member <i>Black Male</i>	9/8/2015 through 9/30/2018 <i>Term Number: 0</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment?</i>	<b>Yes</b>
<b>10</b>	<b>Chris</b> <i>Roanoke Rapids</i>	<b>Wicker (vacant)</b>	Member <i>White Male</i>	9/8/2015 through 9/30/2018 <i>Term Number: 0</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment?</i>	<b>Yes</b>
<b>12</b>	<b>Chester</b> <i>Enfield</i>	<b>Williams</b>	Member <i>Black Male</i>	10/5/2015 through 9/30/2018 <i>Term Number: 0</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment?</i>	<b>Yes</b>
<b>11</b>	<b>Kennon</b> <i>Roanoke Rapids</i>	<b>Wrenn, Jr.</b>	Member <i>White Male</i>	9/8/2015 through 9/30/2018 <i>Term Number: 0</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment?</i>	<b>Yes</b>
<b>1</b>	<b>Sylvia</b> <i>Littleton</i>	<b>Alston</b>	Member <i>White Female</i>	10/1/2016 through 9/30/2019 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment?</i>	<b>Yes</b>
<b>2</b>	<b>Delores</b> <i>Halifax</i>	<b>Amason</b>	Member <i>Black Female</i>	10/1/2016 through 9/30/2019 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment?</i>	<b>Yes</b>
<b>13</b>	<b>Jennifer</b> <i>Hobgood</i>	<b>Fields</b>	Member <i>Black Female</i>	10/1/2016 through 9/30/2019 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment?</i>	<b>Yes</b>
<b>3</b>	<b>Michael</b> <i>Roanoke Rapids</i>	<b>Green</b>	Member <i>White Male</i>	10/1/2016 through 9/30/2019 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment?</i>	<b>Yes</b>
<b>4</b>	<b>Archie</b> <i>Hollister</i>	<b>Lynch</b>	Member <i>Indian Male</i>	10/1/2016 through 9/30/2019 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment?</i>	<b>Yes</b>
<b>5</b>	<b>Audrey</b> <i>Roanoke Rapids</i>	<b>Hardy</b>	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?</i>	<b>Yes</b>
<b>15</b>	<b>Lavern</b> <i>Weldon</i>	<b>Harris</b>	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?</i>	<b>Yes</b>
<b>6</b>	<b>Bettie</b> <i>Halifax</i>	<b>Moore</b>	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?</i>	<b>Yes</b>
<b>7</b>	<b>Regina</b> <i>Roanoke Rapids</i>	<b>Reaves</b>	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?</i>	<b>Yes</b>
<b>14</b>	<b>Willis</b> <i>Enfield</i>	<b>Richardson</b>	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?</i>	<b>Yes</b>



## Roanoke Rapids Board of Adjustment

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1	<b>Tillman Long (vacant)</b> Roanoke Rapids	ETJ Member White Male	6/1/2011 through 5/31/2014 Term Number: 4	Appointed by: Halifax County Commissioners Eligible for reappointment? <b>No</b>
2	<b>Greg Browning</b> Roanoke Rapids	Alternate Member Black Male	6/1/2015 through 5/31/2018 Term Number: 5	Appointed by: Halifax County Commissioners Eligible for reappointment? <b>No</b>

## Roanoke Rapids Planning Board

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2	<b>Tillman Long (vacant)</b> <i>Roanoke Rapids</i>	ETJ Member <i>White Male</i>	6/1/2011 through 5/31/2014 <i>Term Number: 8</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
4	<b>Greg Browning</b> <i>Roanoke Rapids</i>	ETJ Member <i>Black Male</i>	6/1/2015 through 5/31/2018 <i>Term Number: 5</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
1	<b>Terry Campbell</b> <i>Roanoke Rapids</i>	ETJ Member <i>Black Male</i>	6/1/2016 through 5/31/2019 <i>Term Number: 3</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
3	<b>Robert Moore, Jr. (Vacant)</b> <i>Roanoke Rapids</i>	ETJ Member <i>Black Male</i>	6/1/2017 through 5/31/2020 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>

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

# MEMORANDUM

**TO: HALIFAX COUNTY COMMISSIONERS**  
**FROM: ANDREA H. WIGGINS, CLERK TO THE BOARD**  
**SUBJECT: APRIL 2018 BOARD APPOINTMENTS**

***For Information Only – No Action Required***

There are no expiring terms in the month of April.

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

**TO:** Halifax County Board of Commissioners

**FROM:** Cathy A. Scott, Economic Development Director

**PRESENTER:** Cathy A. Scott, Economic Development Director

**SUBJECT:** Economic Development Report

**DATE:** March 12, 2018 Regular Meeting

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**SUPPORTING INFORMATION:**

Attached, please find the Economic Development Report.

**ATTACHMENTS:**

Description

▢ Economic Development Report

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**TOTAL COST:**

**COUNTY COST:**

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**REQUEST:**



NORTH CAROLINA  
HALIFAX COUNTY

# ECONOMIC DEVELOPMENT UPDATE

HALIFAX COUNTY BOARD OF COMMISSIONERS

MARCH 12, 2018



# ECONOMIC INDICATORS & COMPARISONS

7.1%

**UNEMPLOYMENT RATE**

Compared to 7.7% in December 2016

1,449

**NUMBER UNEMPLOYED**

Compared to 1,604 in December 2016

\$2,457,213

**BUILDING PERMITS**

(Compared to \$3,634,198 in January 2017)

\$514,359,073

**GROSS RETAIL SALES**

Up 10.8% over December 2016 (\$463,947,222)

\$890.00

**AVERAGE WEEKLY MFG WAGE**

Down from \$938 2<sup>nd</sup> Qtr 2016

# JOB OPENINGS IN HALIFAX COUNTY

Advertised jobs are spidered daily in real-time. Real-time advertised jobs are collected from employer corporate sites, hospitals, non-profits, local and federal government agencies, schools and universities, recruiter sites, newspapers, volunteer sites, and other public, private, and state job boards. [Show Full Description](#)

## Job Openings Table

The table below shows the number of job openings advertised online and advertised salary data in Halifax County in in January, 2018 (Jobs De-duplication Level 2).

Job Openings	Mean (Average) Wage
755	\$43,187

Source: Online advertised jobs data

**755** job openings advertised in Halifax County in January 2018

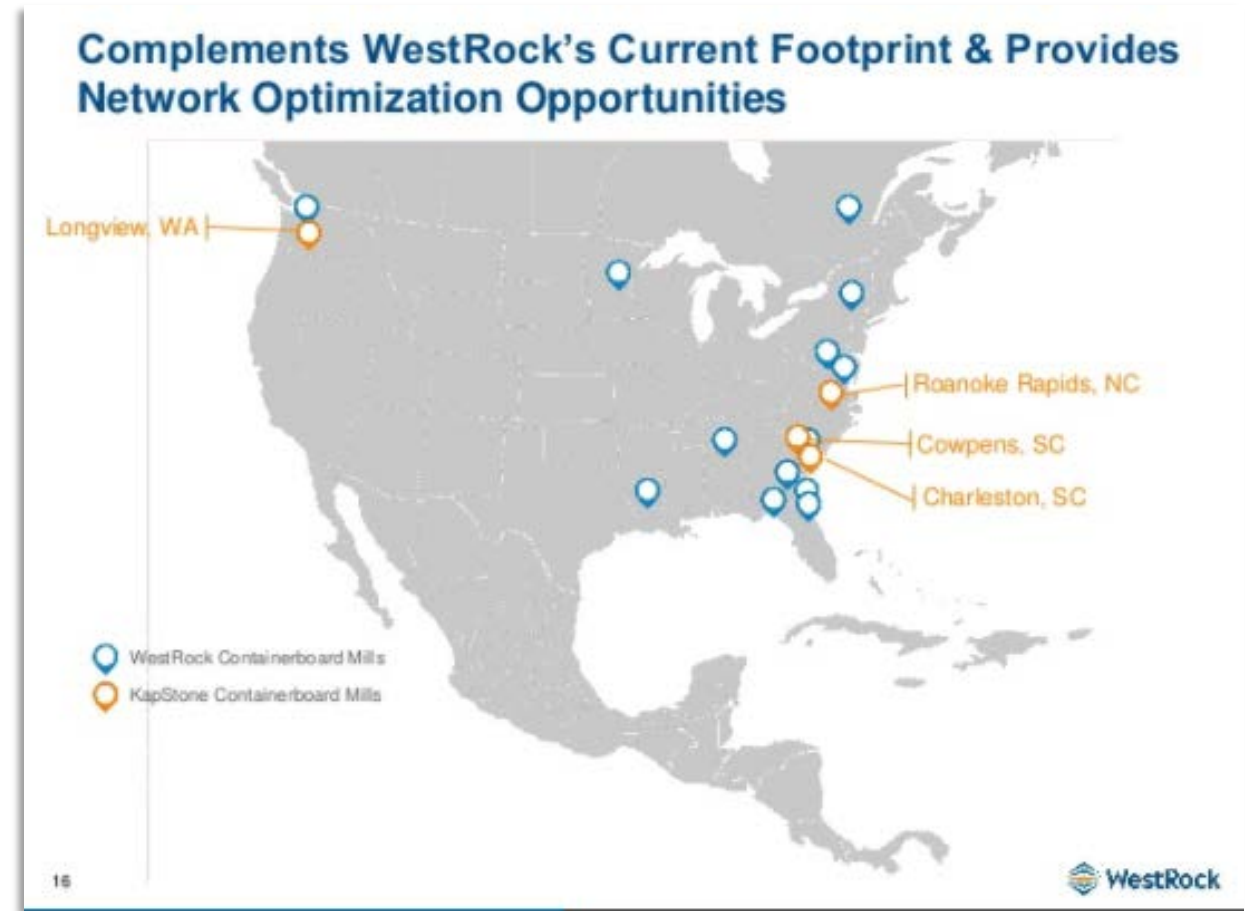
Average wage of advertised jobs: \$43,187

Halifax County Average Weekly Wage: \$31,838



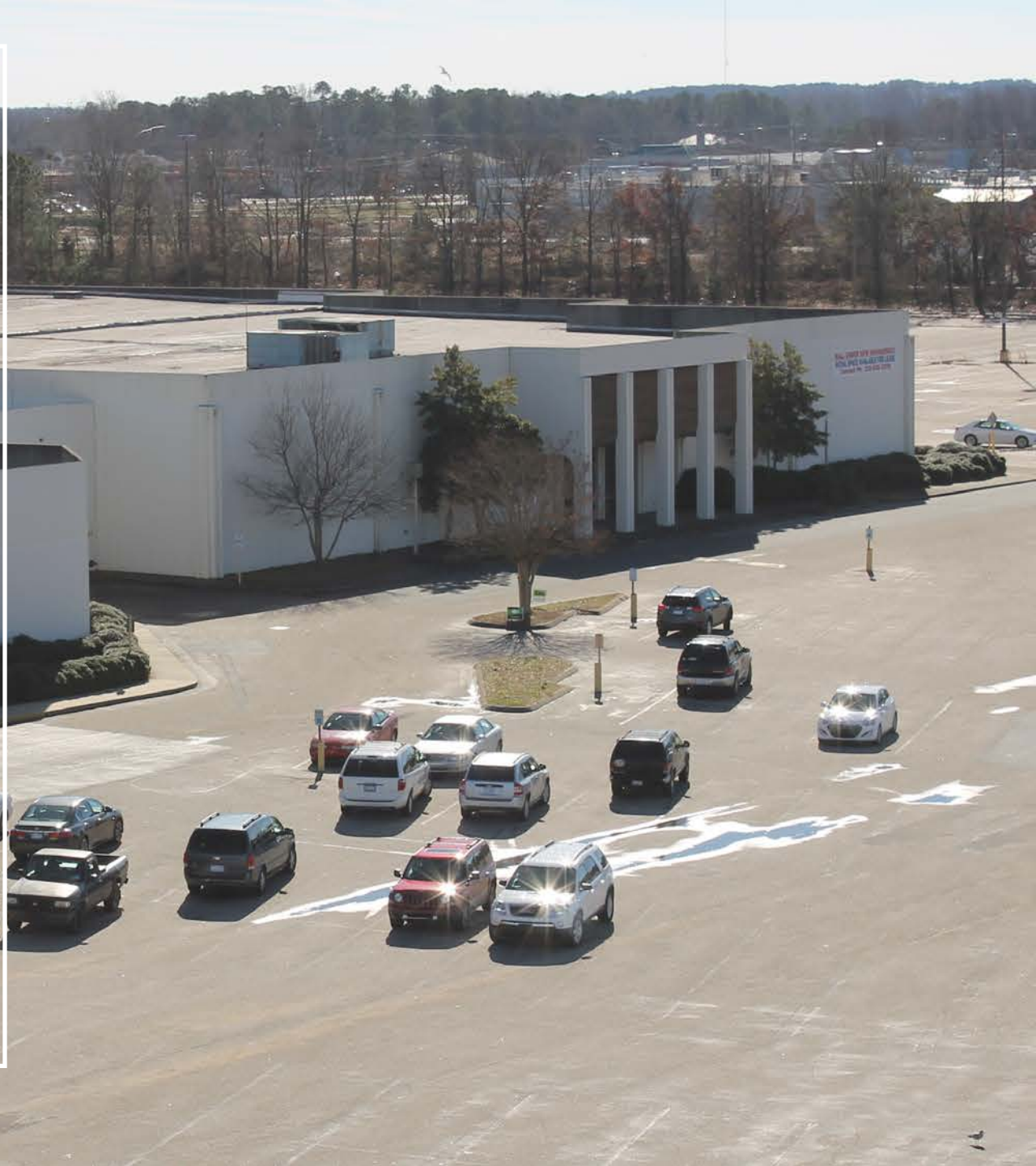
# KAPSTONE SALE TO WESTROCK

- Kapstone Paper & Packaging sold to WestRock
- Company leadership is excited about synergies and new opportunities



# BECKER VILLAGE MALL

- Mall is being sold to Virginia developer
- Plan is for retail and self-storage facilities
- Meeting with owner planned in the near future



# ATLANTIC COAST PIPELINE UPDATE



- ACP has begun tree clearing along right-of-way in Northampton and Halifax counties
- Project is on schedule to begin full construction within the next 90 days

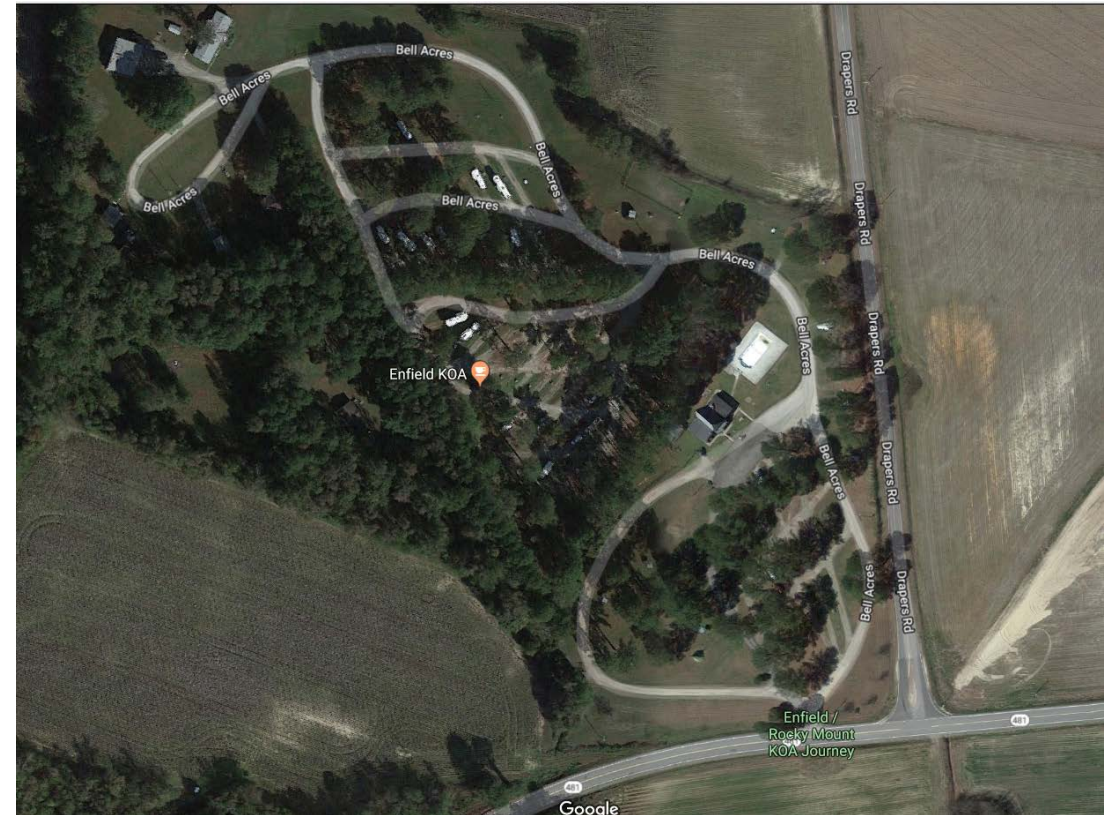


# ACP GENERATING NEED FOR RV SITES

## PROPOSED RV PARK



## KOA EXPANSION

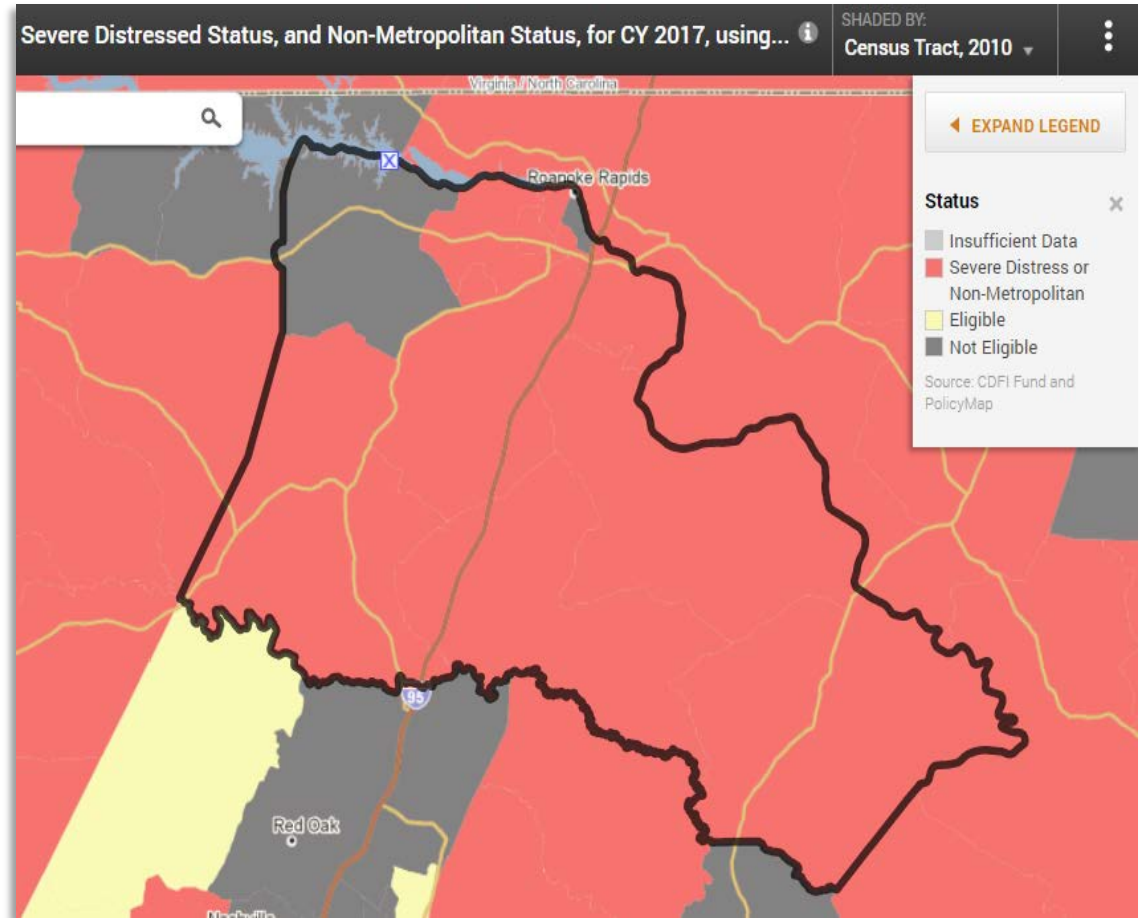


# HIGHWAY & INFRASTRUCTURE PROJECTS

- I-95 Welcome Center
  - Sidewalk reconstruction, curbing and guttering, roadwork on ramp, new guardrail replacement, new safety features – totally new approach and look at the Welcome Center
- Julian Allsbrook Widening at Virginia Avenue will start next week
- Numerous bridge replacements through Halifax County under design/building contract with ST Wooten
- High-Impact Low Cost Project – Roanoke Rapids
  - Adding links to turn lanes at the bridge at Interstate 95
- Premier Boulevard Extension & Widening of Highway 125
  - Design mostly complete and right-of-way acquisition underway
- Resurfacing of Roanoke Avenue
  - Contract will be let in March; work later in the year, mostly at night

# OPPORTUNITY ZONE PROGRAM

- Created under the Tax Cuts & Jobs Act
  - Tax incentives for investments in economically distressed areas
  - Only 25% of each state's eligible zones can be certified
- BOC sent recommendation letter to Governor Cooper in February
- No strategic thresholds from the State in selecting zones
- Public Comment period extended to March 27





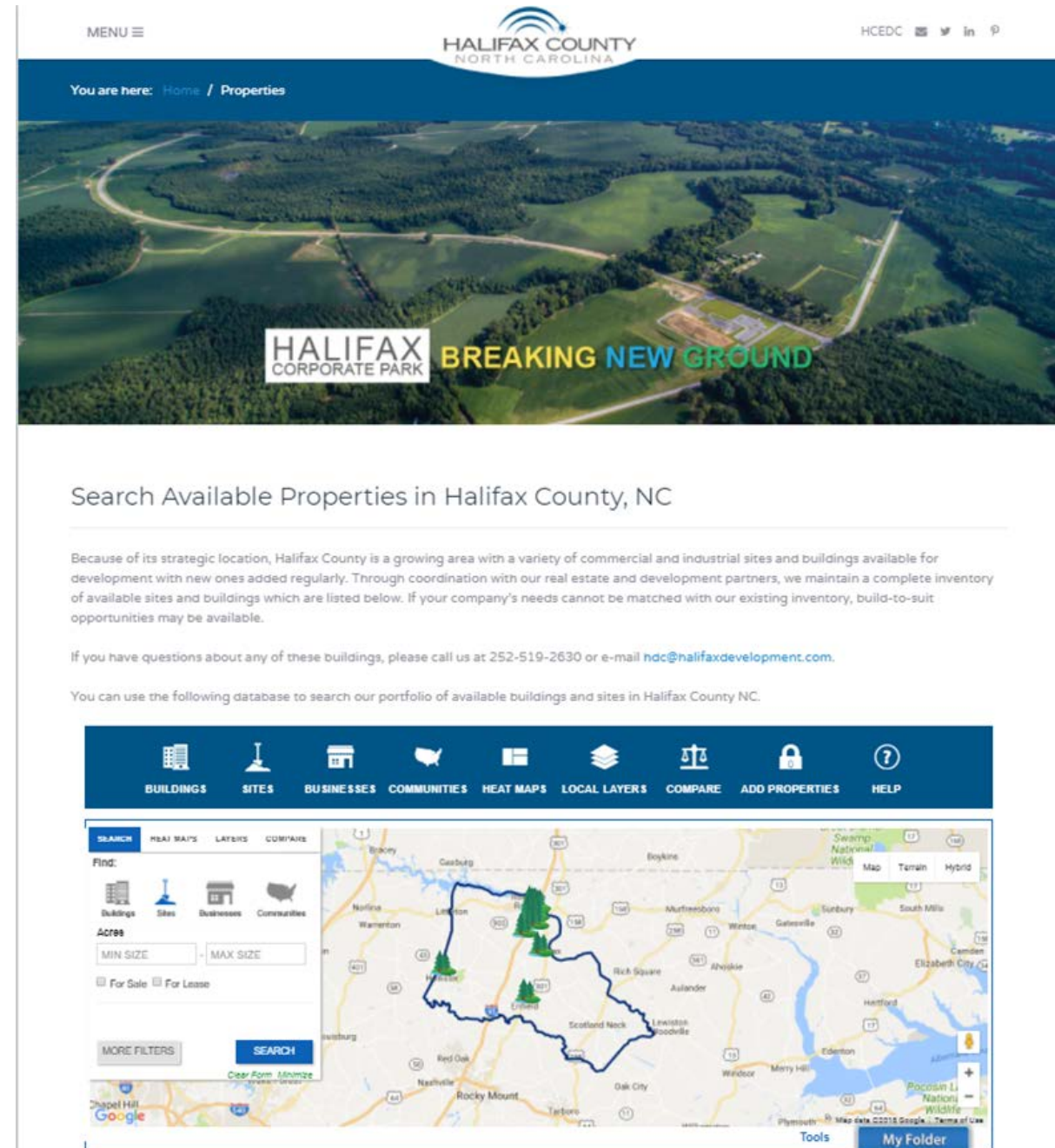
# HCEDC WEBSITE



## Welcome to Halifax County, North Carolina

Halifax County, North Carolina is one of the most strategic locations in the Eastern United States. Our position along the Interstate 95 corridor offers an attractive location for new and expanding businesses as well as a growing destination for travelers. Equidistant between New York and Florida, Halifax County is a world-class location providing unlimited access to global markets and a hub for commercial and business activity in northeastern North Carolina.

[Learn More](#)



## IXA Taking You to New Heights



The Halifax-Northampton Regional Airport (KIXA) is a general aviation airport consisting of a 5,500 foot lighted runway, parallel taxiway, modern terminal facilities, T-Hangars, 24-hour fuel services, and corporate hangar facilities. The Halifax-Northampton Regional Airport is located at 700 Gregory Farm Road, just 5 minutes from Interstate 95 in Northeast North Carolina. A rental vehicle is available on-site.

Our modern terminal building has a spacious lobby and vending area, visitor information center, operations room, offices, conference room, 24-hour pilot lounge, quiet room, and other facilities. These facilities provide comfortable amenities found at many larger airports.



Halifax County Convention & Visitors Bureau  
260 Premier Blvd | Roanoke Rapids, NC 27870  
(800) 522-4282 | [visithalifax.com](http://visithalifax.com)

<b>Airport Code:</b> KIXA	<b>Location:</b> 36.3298056 / -77.6352222 (estimated)
<b>Runway:</b> 5,500' x 100'	
<b>Physical Address:</b> 700 Gregory Farm Road   Halifax, NC 27839	
<b>Elevation:</b> 144.5 ft. / 44 m (estimated)	
<b>Operating Hours:</b> Sun. 12:00–17:00   Mon.–Sat. 08:00–17:00 Unattended New Years Day, Easter, July 4, Thanksgiving, and Christmas. For service after hours, contact (252) 578-3774.	
<b>Website:</b> FlyIXA.com	

## HALIFAX CORPORATE PARK

- 700 Acres
- Minutes to Interstate 95
- Midway from NY to FL
- Adjacent to Regional Airport (IXA)
- CSX Class I Rail Accessible
- Industrial Quality Utilities
- Natural Gas Available
- Pad Ready Site



**HALIFAX COUNTY**  
ECONOMIC DEVELOPMENT COMMISSION  
[www.halifaxdevelopment.com](http://www.halifaxdevelopment.com)  
[cathyscott@halifaxdevelopment.com](mailto:cathyscott@halifaxdevelopment.com)

## BREAKING NEW GROUND

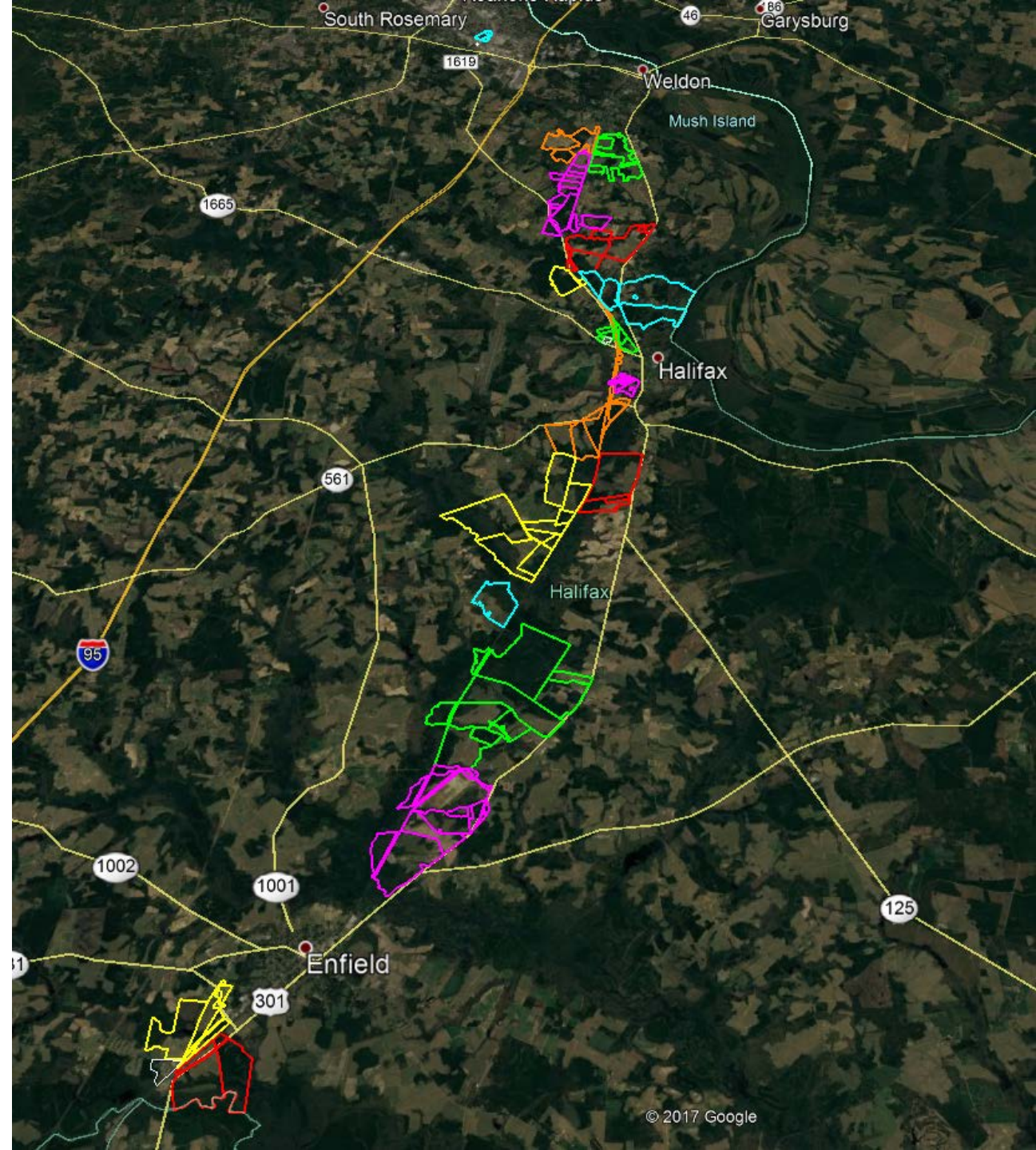


# ADVERTISING

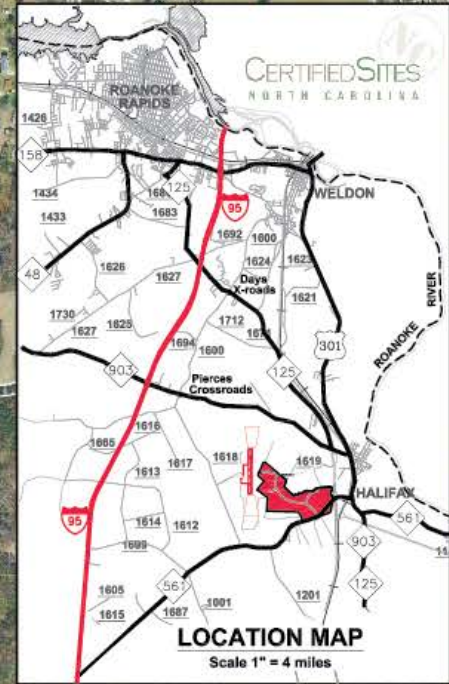
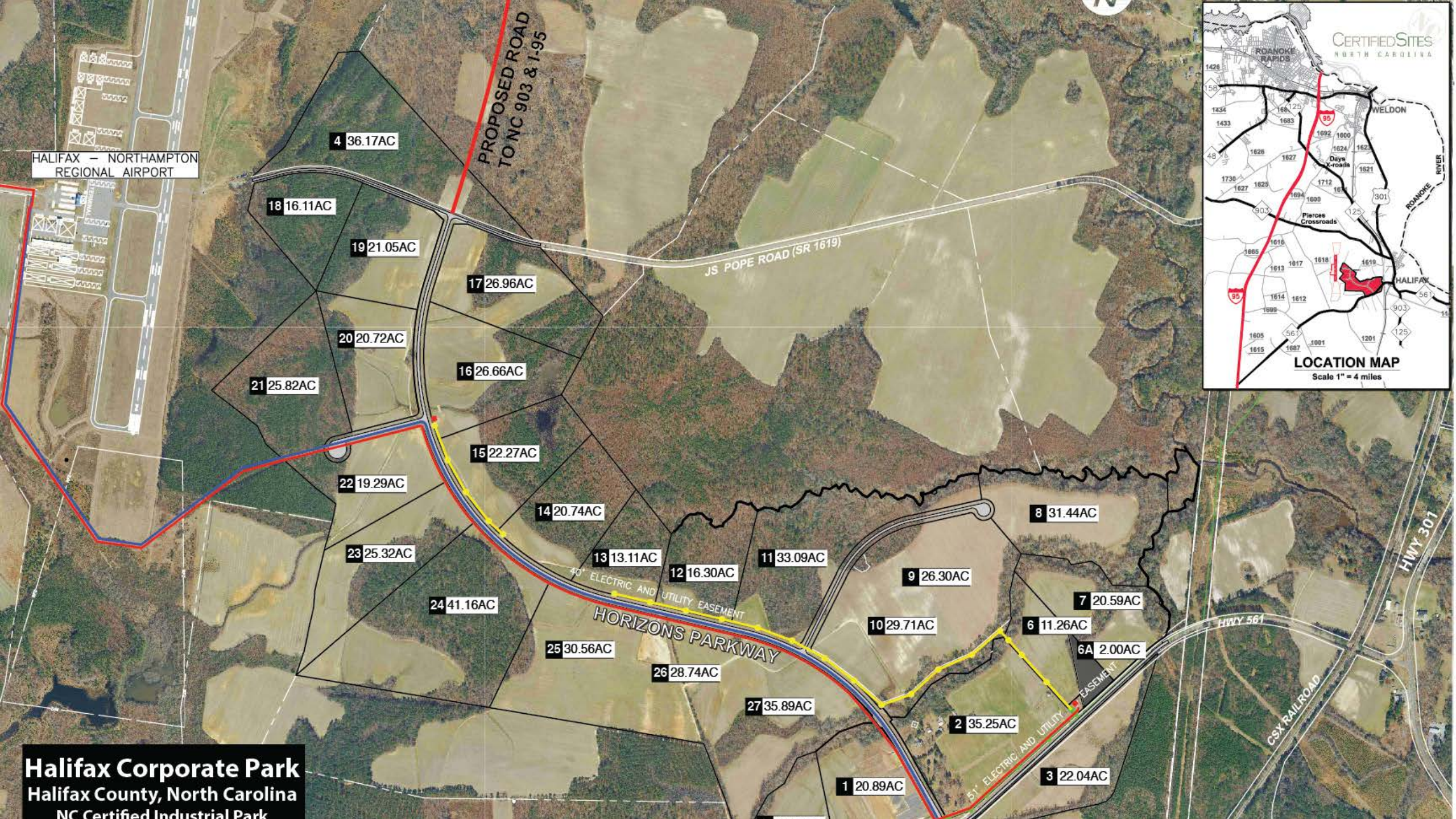


# SITE DEVELOPMENT

- Initiative with NC Railroad to identify large rail-served sites
- Sites identified with focus on 5 most feasible sites
- Rural Ready Sites Program
  - Provides funding for infrastructure development for sites







**Halifax Corporate Park**  
Halifax County, North Carolina  
NC Certified Industrial Park





HALIFAX-NORTHAMPTON  
REGIONAL AIRPORT

# AIRPORT IMPROVEMENT COMMITTEE

- Committee established by Airport Authority to look at improvements to enhance airport standards including safety, security, and business opportunities

# AMTRAK PROJECT

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- Applications for Federal INFRA and TIGER grant funds still under review
  - Some TIGER awardees announced last week
- Communications with Federal Legislators to support funding approval



# GRANT PROJECT STATUS

- Mid-Atlantic Sewer Project
  - All funding agreements now signed; Engineering contract will now be executed
- Enfield Timber Building Reuse Project
  - Project approximately 75% complete
  - Second saw line installed and completed
- Meherrin River Forest Products
  - Expansion complete and project expenditures complete
- Weldon Steel Building Reuse
  - Final requisition review in process
- Klausner Rail, Water, & Sewer Projects
  - All activities complete and all requisitions except NCDOT funding complete



# FLAMBEAU BUILDING

- Project Ruther made second offer to purchase Flambeau building with 120 day due diligence period
- Flambeau has accepted offer
- Phase II revealed site contamination near location of UST removed in 1992 and near existing AST - \$35,000 estimated removal cost



# KLAUSNER LUMBER TWO

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- Klausner hired twelve (12) additional employees in January (47)
- Company identifies major completion items as: equipment connections; paving; and 2<sup>nd</sup> boiler installation





# PATTON MECHANICAL

- Company is finalizing building interior and infrastructure
- Assistance with sewer extension
- Company is growing – now expects 16 employees





# AEL SPAN

- Visit with company's leadership for worker recruitment and training
  - Company has 30 jobs to fill
  - NC Works & Halifax Community College collaborating for worker recruitment and training
  - AEL SPAN has been using Employment Agency and temps



# CLIENT ACTIVITY

## **NEW PROJECT INQUIRIES**

- Project M-2
- Project Gingerbread

## **CLIENT VISITS & ACTIVITY**

- Project Castle
- Project Ruther
- Project Brew
- Project Gideon
- Project Transport

# HCEDC ACTIVITIES

- Continued work with NCDEQ on Westpoint/Sonrise “Ready for Reuse” designation
- Rural Ready Sites Program
- Small Business/Entrepreneurial Development Pilot Program
- Site & Building Development with municipalities
- Economic Development Strategic Planning

# UPCOMING ECONOMIC DEVELOPMENT MEETINGS



- HCEDC Board of Directors Meeting – March 22
- IEDC FED Forum – March 25-27
- NC Sustainable Energy Association Board Meeting – March 29
- New York Site Selection Consultant Visits – April 10-12
- State Energy Conference – April 17-18
- Select USA – June 20-22



## **Halifax County Economic Development Commission**

260 Premier Boulevard

Roanoke Rapids, NC 27870

Phone: 252-519-2630

E-Mail: [cathyscott@halifaxdevelopment.com](mailto:cathyscott@halifaxdevelopment.com)

Websites: [www.HalifaxDevelopment.com](http://www.HalifaxDevelopment.com)  
[www.HalifaxCorporatePark.com](http://www.HalifaxCorporatePark.com)



**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 Declaration for Common Parking Lot for Forest Hills Shopping Center

**DATE:** March 12, 2018 Regular Meeting

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**SUPPORTING INFORMATION:**

Owners in the Forest Hills Shopping Center have formed a non-profit corporation for the purpose of repair and maintenance of the common parking lot in the shopping center, which is currently owned by the county. Attached is a declaration proposed by the non-profit corporation which details how the corporation will establish and collect assessments and other fees from its members in order to cover the cost of repair and maintenance now and in the future. The corporation intends to present this document to the court for approval, and has requested that the county and the City of Roanoke Rapids also give approval.

**ATTACHMENTS:**

Description

▣ Declaration

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**TOTAL COST:**none

**COUNTY COST:**none

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**REQUEST:** To approve the attached Forest Hills Shopping Center Property Owners Corporation Declaration for Common Parking Lot and authorize the County Attorney to sign the approval on behalf of the County.

NORTH CAROLINA

HALIFAX COUNTY

GENERAL COURT OF JUSTICE  
SUPERIOR COURT DIVISION  
FILE NO. 15 CVS 896

HALIFAX COUNTY,  
Plaintiff

VS.

GRAND DEVELOPMENT, INC., et al,  
Defendants

)  
)  
)  
)  
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)

APPROVAL

The Plaintiff, Halifax County, and the Defendant, City of Roanoke Rapids, approve the foregoing Declaration for the nonprofit corporation, Forest Hills Shopping Center Property Owners Corporation, as being the responsible party for the repair, maintenance and responsibility for, including the obligation for compliance with the applicable land use ordinances of the City of Roanoke Rapids, the tract or parcel of land comprising a portion of the parking lot at Forest Hills Shopping Center, identified as PIN 0911949, which is the subject of this litigation.

This the \_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
M. Glynn Rollins, Jr., County Attorney  
Halifax County, North Carolina

\_\_\_\_\_  
Gilbert W. Chichester, City Attorney  
Roanoke Rapids, North Carolina

Approved and accepted, this the the \_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Alma L. Hinton, Senior Resident Superior Court  
Judge and Judge Presiding

Prepared by and mail after recording to:

William O. White, Jr.  
Wellman & White, PLLC  
644 Roanoke Avenue  
Roanoke Rapids, NC 27870

**FOREST HILLS SHOPPING CENTER  
PROPERTY OWNERS CORPORATION**

**DECLARATION FOR COMMON PARKING LOT**

THIS DECLARATION FOR THE COMMON PARKING LOT AT FOREST HILLS SHOPPING CENTER (hereinafter sometimes referred to as the "Declaration") is made and entered into this the \_\_\_\_ day of \_\_\_\_\_, 2018, by Forest Hills Shopping Center Property Owners Corporation, a North Carolina nonprofit corporation, whose mailing address is 1036 East Tenth Street, Roanoke Rapids, North Carolina 27870; Jay Alan Baker, unmarried, whose mailing address is P. O. Box 823, Weldon, NC 27890; Joe C. Bright, Jr., and Jo Ann B. Bright, his wife, whose mailing address is 515 Oakwood Avenue, Roanoke Rapids, NC 27870; Joe Cecil Bright, III, unmarried, whose mailing address is 515 Oakwood Avenue, Roanoke Rapids, NC 27870; Tri Duy Tuong Chau and Phuong Kim Thi Nguyen, his wife, whose mailing address is 1001 Green Street, Roanoke Rapids, NC 27870; James M. Edwards and Betty G. Edwards, his wife, whose mailing address is 1541 Clay Street, Franklin, VA 23851; Joyce A. Edwards, unmarried, whose mailing address is 11 Lee Lane, Weldon, NC 27890; Exquisite Occasions, LLC, a North Carolina limited liability company, whose mailing address is P. O. Box 1151, Roanoke Rapids, NC 27870; Mark A. Fell and Tammy P. Fell, his wife, 7614 NC Highway 903, Roanoke Rapids, NC 27870; Cynthia M. Fowler, Trustee, whose mailing address is 254 Henny Penny Road, Littleton,



NC 27850; Edward George, a/k/a Edward George, Jr., by and through his duly appointed and acting Attorney in Fact, Billie George, and Billie Carol Dampier George, his wife, whose mailing address is P. O. Box 1019, Roanoke Rapids, NC 27870; HMJ Holdings, LLC, a North Carolina limited liability company, whose mailing address is P. O. Box 1833, Roanoke Rapids, NC 27870; Jane Edwards Holt and Robert D. Holt, her husband, whose mailing address is 105 Charleston Place, Roanoke Rapids, NC 27870; Ernest H. Hux, Jr., and Trevor H. Hux, his wife, whose mailing address is 673 NC Highway 48, Roanoke Rapids, NC 27870; Jean Edwards Hux and Grady W. Hux, her husband, whose mailing address is 110 River Road South, Roanoke Rapids, NC 27870; Judy M. Johnson, sole member of Rapid Dry Cleaners, LLC a North Carolina limited liability company that was administratively dissolved on January 14, 2016; and William Wayne Shaw, her husband, whose mailing address is 1419 Elm Street, Weldon, NC 27890; Aaron Randolph Jones and Vivian Harriet White Jones, his wife, whose mailing address is 807 Bolling Road, Roanoke Rapids, NC 27870; Gerald S. Lynch, Trustee of the Gerald S. Lynch Living Trust dated October 16, 2003, whose mailing address is 107 River Road North, Roanoke Rapids, NC 27870; Faye L. Pierce, widow, whose mailing address is 1312 Bolling Road, Roanoke Rapids, NC 27870; Joan Edwards Richardson and Ray D. Richardson, her husband, whose mailing address is 5169 Overlook Drive, Elm City, NC 27822; James Louis Saunders and Shirley W. Saunders, his wife, whose mailing address is P. O. Box 37, Roanoke Rapids, NC 27870; Joseph Edward Sawyer and Marguerite Jenkins Sawyer, his wife, whose mailing address is P. O. Box 612, Gaston, NC 27832; and Kip Sterling Warren and Linda Askew Warren, his wife, whose mailing address is 3802 Hedgepeth Road, Littleton, NC 27850 (hereinafter sometimes collectively referred to as "Declarant").

In order to comply and fully satisfy the terms and conditions of the Judgment and Order entered by the Honorable Alma L. Hinton, Senior Resident Superior Court Judge and Judge Presiding, dated October 30, 2017, filed in File No. 15-CvS-896, in the Office of the Clerk of Superior Court of Halifax County; and recorded in Book 2547, Page 184, Halifax Public Registry, the Declarant has established the following as a Declaration for the repair and perpetual maintenance of the Parking Lot, owned by Halifax County, identified as PIN 0911949, and evidenced by the deed recorded in Book 2100, Page 483, Halifax Public Registry, including the responsibility and obligation for compliance with the applicable land use ordinances of the City

of Roanoke Rapids. The twenty-five (25) tracts or parcels of real property affected by and subject to this Declaration are as follows:

PIN 0900074, owned by Cynthia Medlin Fowler, Trustee of the Mildred V. Medlin Revocable Trust, dated January 10, 2003, f/b/o Clarence Keith Medlin, according to the deed of Cynthia Medlin Fowler, Trustee of the Mildred V. Medlin Revocable Trust, dated January 10, 2003, dated November 1, 2016, recorded in Book 2513, Page 586;

PIN 0900165, owned by Mark A. Fell and Tammy P. Fell, his wife, according to the deed from IB Property Holdings, LLC, dated August 23, 2010, recorded in Book 2323, Page 113, Halifax Public Registry;

PIN 0900224, owned by Joe C. Bright, Jr., and Jo Ann B. Bright, his wife; and Joe Cecil Bright, III, unmarried, according to the deed from GWH Group, dated July 3, 2015, recorded in Book 2474, Page 629, Halifax Public Registry;

PIN 0900326, owned by Exquisite Occasions, LLC, according to the deed from Rufus B. Hux & Son, Inc., dated November 15, 2012, recorded in Book 2393, Page 530, Halifax Public Registry;

PIN 0900333, owned by Mark A. Fell and Tammy P. Fell, his wife, according to the deed from Rufus B. Hux & Son, Inc., dated March 22, 2002, recorded in Book 1911, Page 743, Halifax Public Registry;

PIN 0900422, owned by Rapid Dry Cleaners, LLC, a North Carolina limited liability company, according to the deed from Motahar A. Alhetar and Ahmed A. Alawadhi dated August 7, 2007, recorded in Book 2207, Page 355, Halifax Public Registry;

PIN 0900435, owned by Faye L. Pierce, widow, according to the deed from NationsBank of Virginia, N.A., *et al.*, dated May 21, 1998, recorded in Book 1761, Page 161, Halifax Public Registry;

PIN 0900598, owned by Ernest H. Hux, Jr. and Trevor H. Hux, his wife, according to the deed from Thomas C. Cooke, unmarried, dated November 10, 2000, recorded in Book 1847, Page 186, Halifax Public Registry;

PIN 0900602, owned by Tri Duy Tuong Chau and Phuong Kim Thi Nguyen, his wife according to the deed from Tri Duy Tuong Chau to Tri Duy Tuong Chau and Phuong Kim Thi Nguyen, dated August 21, 2003, and recorded in Book 1993, Page 274, Halifax Public Registry;

PIN 0900603, owned by Tri Duy Tuong Chau and Phuong Kim Thi Nguyen, his wife, according to the two deeds from Hale Plumbing, Inc., dated April 14, 1998 and July 30, 2003, recorded in Book 1742, Page 556 and Book 1993, Page 282, respectively, Halifax Public Registry;

PIN 0900607, owned by Joe Cecil Bright, III, unmarried, according to the deed from Sarah A. Bright dated July 3, 2015, recorded in Book 2474, Page 627, Halifax Public Registry;

PIN 0904502, owned by HMJ Holdings, LLC, according to the deed from GWH Group, Inc., dated December 30, 2011, recorded in Book 2364, Page 34, Halifax Public Registry;

PIN 0905480, owned by Gerald S. Lynch, Trustee of the Gerald S. Lynch Living Trust dated October 16, 2003, according to the deed from Gerald S. Lynch and Peggy G. Lynch, his wife, dated November 20, 2003, recorded in Book 2006, Page 264, Halifax Public Registry;

PIN 0909828, owned by Edward George, Jr., by the following three (3) deeds: (a) Triple A Development Corporation, dated February 11, 1982, recorded in Book 1161, Page 1, Halifax Public Registry; (b) Grady W. Hux and Jean E. Hux, his wife, and Edward George, Jr., unmarried, to Edward George, Jr. (a two-third undivided interest) and Grady W. Hux (a one-third undivided interest), dated June 3, 1982, recorded in Book 1170, Page 241, Halifax Public Registry; and (c) deed from Grady W. Hux and Jean E. Hux, his wife, dated February 25, 1991, recorded in Book 1496, Page 518, Halifax Public Registry;

PIN 0911029, owned by Exquisite Occasions, LLC, according to the deed of Union Mission of Roanoke Rapids, Inc., dated May 17, 2017, recorded in Book 2530, Page 173, Halifax Public Registry;

PIN 0911030, owned by Kip Sterling Warren and Linda Askew Warren, his wife, according to the deed from Brenda H. Jarman and F. G. Jarman, Jr., her husband, dated December 31, 1997, recorded in Book 1731, Page 143, Halifax Public Registry;

PIN 0911291, owned by James Louis Saunders and Shirley W. Saunders, his wife, according to the deed from Grady W. Hux and Jean E. Hux, his wife, dated August 1, 1991, recorded in Book 1510, Page 173, Halifax Public Registry;

PIN 0911311, owned by Jay Alan Baker, unmarried, according to the deed from Winford B. Dickens and Rose H. Dickens, his wife, dated September 4, 1990, recorded in Book 1485, Page 37, Halifax Public Registry;

PIN 0911312, owned by Joseph Edward Sawyer and Marguerite Jenkins Sawyer, his wife, according to the deed from Marguerite Jenkins Sawyer (formerly Marguerite Jenkins Rook) and husband, Joseph Edward Sawyer, dated November 3, 2008, recorded in Book 2262, Page 12, Halifax Public Registry;

PIN 0911952, owned by James M. Edwards, Joyce A. Edwards, Joan Edwards Richardson, Jane Edwards Holt and Jean Edwards Hux, as tenants in common, according to the Will of Gracie Anne Sykes Edwards, as evidenced by to the Will and probate proceedings of the Estate of Gracie Anne Sykes Edwards, File No. 16-E-440, in the Office of the Clerk of Superior Court of Halifax County (the said Gracie Anne Sykes Edwards, who died testate on October 6, 2016, having acquired the real property acquired by deed from GWH Group, Inc., dated October 15, 2011, recorded in Book 2364, Page 32, Halifax Public Registry);

PIN 0911988, owned by Edward George, Jr., according to the deed from Grand Development, Inc., by and through its shareholders and officers, Grady W. Hux and Jean E. Hux, dated February 16, 2018, recorded in Book \_\_\_\_\_, Page \_\_\_\_\_, Halifax Public Registry;

PIN 0919258, owned by Joe Cecil Bright, III, unmarried, according to the deed from Charles H. Laughridge, III, and Michelle L. Laughridge, his wife, dated April 26, 1999, recorded in Book 1789, Page 39, Halifax Public Registry;

PIN 0920421, owned by Aaron Randolph Jones and Vivian Harriet White Jones, his wife, according to the deed from Rufus B. Hux and Son, Inc., dated January 2, 2007, recorded in Book 2173, Page 144, Halifax Public Registry;

PIN 0920456, owned by Exquisite Occasions, LLC, according to the deed from Rufus B. Hux & Son, Inc., dated November 15, 2012, recorded in Book 2393, Page 530, Halifax Public Registry; and

PIN 0920688, owned by Edward George, Jr., according to the deed from Grand Development, Inc., by and through its shareholders and officers, Grady W. Hux and Jean E. Hux, dated February 16, 2018, recorded in Book \_\_\_\_\_, Page \_\_\_\_\_, Halifax Public Registry.

NOW, THEREFORE, Declarant agrees, for itself and any and all persons, firms or corporations hereinafter acquiring title to any of the above twenty-five (25) referenced lots, tracts or parcels of real property, that the same shall be subject to the all of the following restrictions, conditions and covenants relating to the use, repair and maintenance of the common parking lot

at Forest Hills Shopping Center, Roanoke Rapids, North Carolina, as described in the deed recorded in Book 2100, Page 483, Halifax Public Registry; that the restrictions, conditions and covenants shall be perpetually in full force and effect and shall enure to the benefit of and be binding upon the above referenced lots, tracts or parcels of real property; and that the restrictions, conditions and covenants shall be binding upon the Declarant, its heirs, successors and assigns and all persons, firms or corporations hereinafter acquiring title to or any interest in any of the above twenty-five (25) referenced lots, tracts or parcels of real property. The above referenced properties shall be conveyed and encumbered subject to and together with all rights described herein, whether or not specifically mentioned or recited in any deed of conveyance or encumbrance.

Every property owner shall be a member of the Corporation. Ownership of a fee interest in a property in Forest Hills Shopping Center shall be the sole qualification for membership, and membership shall be appurtenant to and shall not be separated from each ownership. The basic purposes and duties of the Corporation shall be to repair and maintain the common parking lot pursuant to the terms and provisions of Judgment and Order hereinabove referenced, this Declaration, any Bylaws promulgated by the Corporation and any Rules and Regulations promulgated by the Corporation; and to promote and to protect the enjoyment and beneficial use of the property owners. The Corporation also shall have the power to enforce in its own name the terms and provisions of this Declaration, any Bylaws promulgated by the Corporation and any Rules and Regulations promulgated by the Corporation. In addition, the Corporation shall have the power to:

- (a) Adopt and amend bylaws and rules and regulations;
- (b) Adopt and amend budgets for revenues, expenditures, and reserves and collect assessments for common expenses from property owners;
- (c) Hire and terminate employees, agents, and independent contractors;
- (d) Institute, defend, or intervene in its own name in litigation or administrative proceedings on matters affecting the Corporation;
- (e) Make contracts and incur liabilities;
- (f) Regulate the use, maintenance, repair, replacement, and modification of the common parking lot;

- (g) Impose charges for late payment of assessments and, after notice and an opportunity to be heard, levy reasonable fine not to exceed one hundred fifty dollars (\$150.00) for violations of the declaration, bylaws, and rules and regulations of the Corporation;
- (h) Impose reasonable charges for the preparation and recordation of amendments to the declaration, bylaws or statements of unpaid assessments;
- (i) Exercise all other powers that may be exercised in North Carolina by a nonprofit corporation; and
- (l) Exercise any other powers necessary and proper for the governance and operations of the Corporation.

2. Maintenance and Assessments. The Corporation shall maintain all of the common parking lot, and assess all of the property owners for the costs thereof. The Corporation shall have the power to assess the property owners as follows:

(a) Mandatory Paving Assessment. The Corporation shall assess the property owners based upon the percentages shown on Exhibit A of the total paving cost as set forth on the proposal of Rightmyer Machine Rentals, Inc., as shown on Exhibit B; both Exhibit A and Exhibit B are attached hereto.

(b) Regular Assessments. The Corporation shall establish an adequate reserve fund for the periodic maintenance, repair and replacement of the common parking lot. The Corporation shall charge each property owner on a quarterly basis or monthly basis (as determined by its Board) a Regular Assessment as its share of the common expenses and its contribution to the reserve fund.

(c) Special Assessments. In addition to the Regular Assessment authorized in subsection (a) above, the Corporation may charge each property owner, in any fiscal year of the Corporation, a Special Assessment applicable to that fiscal year only for the purpose of defraying, in whole or in part, the cost of any maintenance or repairs of the common parking lot; provided that any such Special Assessment must be approved by the affirmative vote of at least two-thirds (2/3) of all property owners existing at the time of the vote, cast in person or by proxy at a meeting duly held in accordance with the bylaws of the Corporation. If authorized by the Corporation, Special Assessments may be paid by property owners in monthly or quarterly

installments, as determined by the Board of the Corporation.

(d) Rates of Regular and Special Assessments. Regular and Special Assessments shall be assessed against all property owners based upon each owners percentage as set forth on Exhibit A, unless changed by the property owners by a vote in accordance with the Bylaws of the Corporation.

(e) Commencement of Regular and Special Assessments. Each property owner shall be and become subject to Regular and Special assessments from and after the date of recording of this Declaration.

(f) Initial Assessments. In order to provide initial operating funds for the Corporation, each property shall be assessed an Initial Assessment of \$100 at the time of execution of this Declaration. The Initial Assessment shall be due and payable within 30 days.

(g) Assessments for Fines. The Corporation may assess individual property owners any fines owed to the Corporation by the property owner for violations of this Declaration or any Bylaws or Rules and Regulations promulgated by the Corporation. Any such fine shall not exceed One Hundred Fifty Dollars (\$150.00) per occurrence.

(h) Certificates of Assessment. The Corporation shall furnish, upon demand, and for a reasonable charge, a certificate signed by an officer of the Corporation stating whether all assessments against a specified property have been paid. A properly executed certificate of the Corporation as to the status of assessments against a property shall be binding upon the Corporation as of the date of its issuance.

(i) Payment and Collection of Assessments. Each of the applicable assessments described above, together with interest thereon and the costs of collection thereof, including reasonable attorney's fees, and together with late fees, if any, shall be a lien upon each property and the personal obligation of all of the owners of such property. Assessments shall be paid in such manner and on such dates as the Board of the Corporation may establish, which may include discounts for early payment, reasonable late fees for late payment and special requirements for property owners with a history of late payments. No property owner may exempt himself from liability for assessments by non-use of the common parking lot, abandonment of his property, or any other reason. The obligation to pay assessments is a separate and independent covenant on the part of each property owner. No diminution or

abatement of assessments or set-off shall be claimed or allowed for any alleged failure of the Corporation to take some action or perform some function required of it, or for inconvenience or discomfort arising from the making of repairs or improvements, or from any other action taken by the Corporation. Any assessment against any property which remains unpaid for a period of thirty (30) days after delivery of a request for payment thereof shall be past due, and interest shall accrue on any unpaid amount from the date that it became past due, and interest shall accrue on any unpaid amount from the date that it became past due at the rate of twelve percent (12.00%) per annum. The Corporation shall have the power to take whatever action is necessary, at law or in equity, to collect any past due assessment, together with interest, late fees and costs of collection, including reasonable attorney's fees. When an assessment becomes past due, the lien created hereunder may be filed by the Corporation against the delinquent property owner in the office of the Clerk of Superior Court of Halifax County. The lien may be foreclosed by the Corporation in like manner as a mortgage on real estate under power of sale pursuant to Article 2A of Chapter 45 of the General Statutes of North Carolina.

3. Compliance with Declaration, Bylaws and Rule and Regulations. Each property owner shall comply with all applicable provisions of this Declaration, the Bylaws, the Articles of Incorporation of the Corporation, the Rules and Regulations promulgated by the Board or the Corporation, as amended, and the Judgment and Order entered by the Honorable Alma L. Hinton, Senior Resident Superior Court Judge and Judge Presiding, dated October 30, 2017, filed in File No. 15-CvS-896, in the Office of the Clerk of Superior Court of Halifax County; and recorded in Book 2547, Page 184, Halifax Public Registry. Failure to comply shall be grounds for an action by the Corporation, an aggrieved property owner, or any person adversely affected, for recovery of damages, injunction, or other relief.

4. Administration of Parking Lot. The common parking lot shall be administered in accordance with the provisions of this Declaration, the Bylaws, the Articles of Incorporation of the Corporation, the Rules and Regulations promulgated by the Board or the Corporation, as amended, and the Judgment and Order entered by the Honorable Alma L. Hinton, Senior Resident Superior Court Judge and Judge Presiding, dated October 30, 2017, filed in File No. 15-CvS-896, in the Office of the Clerk of Superior Court of Halifax County; and and recorded in Book 2547, Page 184, Halifax Public Registry.



5. Use Restricted: Use by Declarant. Except as may be otherwise expressly provided, the common parking lot may be used for parking, ingress, egress and regress and for such other purposes as are incidental to the use of a parking lot, and are, in the opinion of the Board in its sole discretion, consistent with the maintenance of the general character of the shopping center.

FURTHER, the enforcement of these restrictions, conditions and covenants shall be by Forest Hills Shopping Center Property Owners Corporation, a North Carolina nonprofit corporation, according to the Bylaws duly adopted by the members of the nonprofit corporation:

IN WITNESS WHEREOF, upon notice duly given, at a Special Meeting of Forest Hills Shopping Center Property Owners Corporation, held on \_\_\_\_\_, 2018, the foregoing Declaration and Bylaws were adopted by the property owners.

This the \_\_\_\_ day of \_\_\_\_\_, 2018.

FOREST HILLS SHOPPING CENTER  
PROPERTY OWNERS CORPORATION

By: \_\_\_\_\_  
Linda A. Warren, President

By: \_\_\_\_\_  
Trevor H. Hux, Vice President

By: \_\_\_\_\_  
David L. Dickens, Secretary

By: \_\_\_\_\_  
Wanda P. Cooke, Treasurer