

# 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 July 9, 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 Refunds and Releases - June 2018
- C. Budget Amendments

### 2. Agenda Items

- A. Clements-Spence, Wanda Elderly/Disabled Exclusion Application for 2018
- B. Dickens, Colleen Elderly/Disabled Exclusion Application 2018
- C. 2017 Property Tax Settlement and Report of Insolvents/Authorize Order for the Tax Collector to Collect Taxes
- D. Additional LEO 401K Position

C. Shane Lynch, Tax Assessor

C. Shane Lynch, Tax Assessor

Doris Hawkins, Tax Collector

Sheriff Wes Tripp, Sheriff's Office

### 3. Board Appointments

- A. Board Appointments

County Commissioners

### 4. Economic Development Report

- A. Economic Development Report

### 5. County Manager's Report

- A. NCACC Annual Conference - Designation of Voting Delegate

Tony N. Brown, County Manager

B. Halifax County ABC Board Travel Policy

**Tony N. Brown, County Manager**

**6. County Attorney's Report**

A. Conflicts of Interest Policy

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

B. Resolution in Support of an All-Way Stop at NC Highway 43  
and NC Highway 561

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

**7. Other Business**

**County Commissioners**

**8. Closed Session**

**County Commissioners**

**9. 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:** July 9, 2018 Regular Meeting

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**SUPPORTING INFORMATION:**

Attached, please find draft minutes for your approval.

**ATTACHMENTS:**

Description

- ▢ June 5, 2017 Regular Meeting
- ▢ June 19, 2017 Regular Meeting
- ▢ July 10, 2017 Regular Meeting

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**TOTAL COST:**

**COUNTY COST:**

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**REQUEST:** Approve the draft minutes.

**MINUTES  
COUNTY OF HALIFAX  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
June 5, 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, June 5, 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 M. Bumgarner, Senior Management Analyst  
Michelle F. Moseley, Paralegal

**Call to Order**

Chairman Bryant called the meeting to order.

**Invocation and Pledge of Allegiance**

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

**Adoption of the Agenda**



Chairman Bryant recommended that the agenda be amended to move Item 5. The North Carolina Public School Partnership: Past, Present, and Opportunities before Item 3. Issues.

Commissioner Manning moved to approve that the agenda be amended to move Item 5. The North Carolina Public School Partnership: Past, Present, and Opportunities before Item 3. Community Issues and to change the subsequent number of each agenda item appropriately. Commissioner Brewer seconded the motion, which passed unanimously by voice vote.

Commissioner Smith moved to adopt the agenda as amended. Commissioner Qualls 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. Tax and Solid Waste Refunds and Releases

**May 2017 Refunds**

- (1) Taxpayer: Fred A. Warren, Jr., 35807 Highway 561, Hollister, North Carolina 27870.

There was no dwelling on the parcel since 1999; therefore, ASF and SWF were billed in error.

Parcel 01-06174

SWF	\$155.52	2011
ASF	<u>30.00</u>	
Total	\$185.52	

SWF	\$162.28	2012
ASF	<u>41.75</u>	
Total	\$204.03	

SWF	\$155.86	2013
ASF	<u>33.89</u>	
Total	\$189.75	

SWF	\$155.86	2014
ASF	<u>41.75</u>	
Total	\$197.61	

SWF	\$155.86	2015
ASF	<u>57.76</u>	
Total	\$213.86	

Total \$990.53

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Grand Total \$990.53

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 May 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: 9

- 6 Real Property Accounts  
Three releases were to correct data for either land or a dwelling. The remaining three releases were for properties that were now in compliance with the 2016 present use value audits.
- 3 Personal Property Accounts  
All three releases were to correct bills for businesses that filed amended business personal property listings.

Years With Releases:	2014-2016
Total County Levy:	\$8,163.97
Total Solid Waste Fees:	\$155.86
Total Solid Waste Availability Fees:	\$57.76

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

B. Budget Amendments

1. Sheriff - To budget supplemental insurance reimbursement from a not-at-fault motor vehicle accident \$ 210.15
2. Sheriff - To budget insurance reimbursement proceeds from a not-at-fault motor vehicle accident 1,843.12
3. DSS - To increase Project Energy Share per Funding Authorization 13, dated May 17, 2017 216.00
4. DSS - To increase funding to actual per quarterly funding allocation 6,000.00

5.	Cooperative Extension - Extension Agent Program- Budget additional funds from fees and donations	620.00
6.	Cooperative Extension - 4-H Account - Budget additional funds from livestock projects and fees	1,682.70
7.	EMS - To budget insurance reimbursement proceeds from a not-at-fault motor vehicle accident	5,390.94
8.	Our Community Hospital - Budget additional revenue from increase in tax collections in FY 2017	7,000.00
9.	Weldon School District - Budget additional revenue from increase in tax collections in FY 2017	22,000.00
10.	Davie Fire District - Budget additional revenue from increase in tax collections in FY 2017	9,300.00
11.	Darlington Fire District - Budget additional revenue from increase in tax collections in FY 2017	1,150.00
12.	Rheasville Fire District - Budget additional revenue from increase in tax collections in FY 2017	5,750.00
13.	Tillery Fire District - Budget additional revenue from increase in tax collections in FY 2017	425.00
14.	Littleton Fire District - Budget additional revenue from increase in tax collections in FY 2017	2,350.00
15.	Arcola Fire District - Budget additional revenue from increase in tax collections in FY 2017	1,400.00
16.	Enfield Fire District - Budget additional revenue from increase in tax collections in FY 2017	18,600.00
17.	Halifax Fire District - Budget additional revenue from increase in tax collections in FY 2017	1,400.00
18.	Hobgood Fire District - Budget additional revenue from increase in tax collections in FY 2017	625.00
19.	Scotland Neck Fire District - Budget additional revenue from increase in tax collections in FY 2017	1,350.00

20. Weldon Fire District - Budget additional revenue from increase in tax collections in FY 2017 2,800.00
21. Roanoke Rapids School District - Budget additional revenue from increase in tax collections in FY 2017 26,500.00
22. Tax Agency - Littleton - Budget additional revenue from increase in tax collections in FY 2017 16,850.00
23. Tax Agency - Roanoke Rapids - Budget additional revenue from increase in tax collections in FY 2017 50,000.00
24. Tax Agency - Weldon - Budget additional revenue from increase in tax collections in FY 2017 12,250.00
25. Tax Agency - Scotland Neck - Budget additional revenue from increase in tax collections in FY 2017 12,750.00
26. Tax Agency - Enfield - Budget additional revenue from increase in tax collections in FY 2017 13,800.00
27. Tax Agency - Hobgood - Budget additional revenue from increase in tax collections in FY 2017 2,100.00
28. Tax Agency - Halifax - Budget additional revenue from increase in tax collections in FY 2017 850.00

C. Approval of the 2018 Holiday Schedule

Cheryl Warren, Human Resources Management Director, requested that the Board approve the 2018 Holiday Schedule (See Attachment A).

D. Branch Banking and Trust Company, PNC Bank, and First Citizens Bank Signature Designations Resolutions

Mary W. Duncan, Finance Director, requested the adoption of the following resolutions:

**RESOLUTION**

**TO: BRANCH BANKING AND TRUST COMPANY  
HALIFAX, NORTH CAROLINA**

**RESOLVED**, that Branch Banking and Trust Company ("Bank") as a designated depository of funds of this County is hereby requested, authorized and directed to allow Tony N. Brown, Mary W. Duncan, Samuel W. Tripp, Jr., Tonya Bowen, Chris Scott, and Jessica Lyles to transact the following under his/her signature.

1. To sign checks for Halifax County Sheriff Department Execution Account

**FURTHER RESOLVED**, that the County, to the extent allowed by law, assumes full responsibility and holds harmless the Bank for any and all payments made or any other actions taken by the Bank in reliance upon the said signatures.

**IN WITNESS WHEREOF**, I have hereunto set my hand and the seal of Halifax County this the 5<sup>th</sup> day of June 2017.

**RESOLUTION**

**TO: BRANCH BANKING AND TRUST COMPANY  
HALIFAX, NORTH CAROLINA**

**RESOLVED**, that Branch Banking and Trust Company ("Bank") as a designated depository of funds of this County is hereby requested, authorized and directed to allow Tony N. Brown, Mary W. Duncan, Samuel W. Tripp, Jr., Lovie J. Burch, Silvester Hardy and Tonya Bowen to transact the following under his/her signature.

1. To sign checks for Halifax County Sheriff Department Inmate Account

**FURTHER RESOLVED**, that the County, to the extent allowed by law, assumes full responsibility and holds harmless the Bank for any and all payments made or any other actions taken by the Bank in reliance upon the said signatures.

**IN WITNESS WHEREOF**, I have hereunto set my hand and the seal of Halifax County this the 5<sup>th</sup> day of June 2017.

**RESOLUTION**

**TO: BRANCH BANKING AND TRUST COMPANY  
HALIFAX, NORTH CAROLINA**

**RESOLVED**, that Branch Banking and Trust Company ("Bank") as a designated depository of funds of this County is hereby requested, authorized and directed to allow Tony N. Brown, Mary W. Duncan, Norma C. Merriman, and Patricia Whalen to transact the following under his/her signature.

1. To sign checks for Halifax County Department of Social Services, Account No.  
\*\*\*\*\*0163

**FURTHER RESOLVED**, that the County, to the extent allowed by law, assumes full responsibility and holds harmless the Bank for any and all payments made or any other actions taken by the Bank in reliance upon the said signatures.

**IN WITNESS WHEREOF**, I have hereunto set my hand and the seal of Halifax County this the 5<sup>th</sup> day of June 2017.

**RESOLUTION**

**TO: BRANCH BANKING AND TRUST COMPANY  
HALIFAX, NORTH CAROLINA**

**RESOLVED**, that Branch Banking and Trust Company (“Bank”) as a designated depository of funds of this County is hereby requested, authorized and directed to allow Tony N. Brown, Mary W. Duncan, and Teresa A. Mozingo to transact the following under his/her signature.

1. Enter the Safety Deposit Box
2. Purchase Certificates of Deposit
3. Make Wire Transfers
4. Transfer Funds within the Money Rate Accounts
5. Open Night Deposit Contract

**FURTHER RESOLVED**, that the County, to the extent allowed by law, assumes full responsibility and holds harmless the Bank for any and all payments made or any other actions taken by the Bank in reliance upon the said signatures.

**IN WITNESS WHEREOF**, I have hereunto set my hand and the seal of Halifax County this the 5<sup>th</sup> day of June 2017.

**RESOLUTION**

**TO: PNC BANK  
ROANOKE RAPIDS, NORTH CAROLINA**

**RESOLVED**, that PNC Bank (“Bank”) as a designated depository of funds of Halifax County, a political subdivision of the State of North Carolina (“County”), is hereby requested, authorized and directed to allow Tony N. Brown, County Manager, Mary W. Duncan, and Teresa A. Mozingo to transact the following under his/her signature.

1. Account Transfers

**FURTHER RESOLVED**, that the County, to the extent allowed by law, assumes full responsibility and holds harmless the Bank for any and all payments made or any other actions taken by the Bank in reliance upon the said signatures.

**IN WITNESS WHEREOF**, I have hereunto set my hand and the seal of Halifax County this the 5<sup>th</sup> day of June 2017.

**RESOLUTION**

**TO: FIRST CITIZENS BANK  
ROANOKE RAPIDS, NORTH CAROLINA**

**RESOLVED**, that First Citizens Bank (“Bank”) as a designated depository of funds of

Halifax County, a political subdivision of the State of North Carolina ("County"), is hereby requested, authorized and directed to allow Tony N. Brown, Mary W. Duncan, and Teresa A. Mozingo to transact the following under his/her signature.

1. Account Transfers

**FURTHER RESOLVED**, that the County, to the extent allowed by law, assumes full responsibility and holds harmless the Bank for any and all payments made or any other actions taken by the Bank in reliance upon the said signatures.

**IN WITNESS WHEREOF**, I have hereunto set my hand and the seal of Halifax County this the 5<sup>th</sup> day of June 2017.

### **RESOLUTION**

**TO: BRANCH BANKING AND TRUST COMPANY  
HALIFAX, NORTH CAROLINA**

**RESOLVED**, that Branch Banking and Trust Company ("Bank") as a designated depository of funds of this County is hereby requested, authorized and directed to allow Christie C. Avens, Wanda M. Patrick and Karen M. Lashley to transact the following under his/her signature.

1. Open and enter the Safety Deposit Box under Halifax County's name

**FURTHER RESOLVED**, that the County, to the extent allowed by law, assumes full responsibility and holds harmless the Bank for any and all payments made or any other actions taken by the Bank in reliance upon the said signatures.

**IN WITNESS WHEREOF**, I have hereunto set my hand and the seal of Halifax County this the 5<sup>th</sup> day of June 2017.

- E. Authorization to Prepare Budget Amendments to Prevent Deficit Spending

Mary W. Duncan, Finance Director, requested authorization to prepare year-end budget amendments for the fiscal year ending June 30, 2017 to prevent deficit spending.

- F. Authorization for Continuation of Current Bank Accounts

Mary W. Duncan, Finance Director, requested that the Board approve a listing of bank accounts now open with various banking institutions and to grant authority to open and close the bank accounts as needed.

- G. Capital, Grant and Bond Project Ordinances, and School Capital Funds to be Carried Forward

Mary W. Duncan, Finance Director, requested that the Board approve the Capital, Grant, and Bond Project Ordinances, and School Capital Funds to be carried forward.

H. Town of Halifax Fireworks Display

Chris D. Rountree, Planning and Development, requested that the Board authorize Ed Johnson to discharge/operate an outdoor pyrotechnics display for the Town of Halifax, Halifax Lions Club, and Halifax Fire and Rescue, Inc., contingent upon approval of a valid operator's permit from the North Carolina Office of State Fire Marshal and meeting all relevant North Carolina Fire Code requirements.

I. Town of Hobgood Fireworks Display

Chris D. Rountree, Planning and Development, requested that the Board authorize Danny Ellis and Thomas Ellis to discharge/operate an outdoor pyrotechnics display for the Hobgood Volunteer Fire Department, Inc., contingent upon approval of a valid operator's permit from the North Carolina Office of State Fire Marshal and meeting all relevant North Carolina Fire Code requirements.

J. Town of Weldon Fireworks Display

Chris D. Rountree, Planning and Development, requested that the Board authorize Zambelli Fireworks Manufacturing Company to discharge/operate an outdoor pyrotechnics display for the Town of Weldon contingent upon approval of a valid operator's permit from the North Carolina Office of State Fire Marshal and meeting all relevant North Carolina Fire Code requirements.

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

2. **Special Recognitions**

A. Retirement Resolution - Betty H. Shell, Department of Social Services

Commissioner Manning read and presented the following resolution in recognition of Betty H. Shell:

**RESOLUTION**

**WHEREAS**, Betty H. Shell, decided to retire as an Income Maintenance Caseworker II with the Halifax County Department of Social Services, effective May 31, 2017; and

**WHEREAS**, she has spent 30 years with local government; Betty 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, June 5, 2017, the Halifax County Board of Commissioners did honor Betty H. Shell with formal adoption of this resolution, to be recorded in the minutes of the meeting of this day.

Commissioner Manning moved to adopt the retirement resolution honoring Betty H. Shell. Commissioner Smith seconded the motion, which passed unanimously by voice vote.

B. Halifax Community College Presidential Award

Chairman Bryant presented the Halifax Community College Presidential Award to the Halifax County Board of Commissioners. He stated that this award was received by Commissioner Manning and himself for commitment and partnership in developing education, workforce and economic development programs in the Roanoke Valley.

C. Certificate of Achievement for Excellence in Financial Reporting

Bernita Demery, Director of Financial Services, City of Greenville, stated that the Certificate of Achievement for Excellence had been awarded to Halifax County by the Government Finance Officers Association of the United States and Canada for its comprehensive annual financial report for the 18<sup>th</sup> consecutive year. She further stated that the Certificate of Achievement was the highest form of recognition in the area of governmental accounting and financial reporting and its attainment represented a significant accomplishment by a government and its management. She then presented the award to Mary W. Duncan, Finance Director.

Tony N. Brown, County Manager, commended Ms. Duncan and her staff stating that the Finance Department had shown exceptional skill and efficiency while administering the finances of the County which brings great credit to both staff and Halifax County.

**3. The North Carolina Public School Partnership: Past, Present, and Opportunities**

Kevin Leonard, Executive Director, North Carolina Association of County Commissioners, addressed the Board and provided a brief PowerPoint Presentation regarding the North Carolina Public School Partnership: Past, Present, and Opportunities.

He stated that the discussion of school finance began on a typical day late last spring when Surry County Commissioner Larry Phillips, now the Association's First Vice President, was in town and came by his office at the Albert Coates Local Government Center for a visit. He further stated that Commissioner Phillips noticed the collection of Association yearbooks dating back to 1933 on his bookshelf, which was a historical compilation of Association events. He advised that Commissioner Phillips picked up the 1958 Association yearbook, which was the year he was born and noticed an article entitled *Statement by the North Carolina Association of County Commissioners to Committee for the Study of Public School Finance*. He further advised that the article stated the following: "Current expense has been largely a state responsibility....", "Capital outlay has been largely a county responsibility....", and "One thing is crystal clear: school construction needs impose a tremendous burden on all counties." and "In our opinion,

current expense funds provided by the state are inadequate in several respects.” He explained that it became apparent to them both that the more things changed, the more they stayed the same. He further explained that we were well into the 21<sup>st</sup> century, and still struggling with how to adequately fund public education in North Carolina; therefore, the Association’s Center for County Research was asked to research public school financing in North Carolina.

Mr. Leonard stated that North Carolina and the North Carolina Association of County Commissioners were dealing with similar school funding issues all over again. There were public school infrastructure needs going unmet in the counties and the partnership between the State and the counties that had often seen collaboration on both capital and operating funding in the past was becoming less equal. He further stated that since 1776, North Carolina had a long history of commitment to public education. He advised that while the State had a written commitment to public education, the local partnership was established in 1839 by the voters and if the vote passed in a county, then the tax was applied to that county. The result was that only seven counties statewide did not voluntarily approve the additional taxation for schools. He further advised that the State and local partnership was so successful that within seven years of the statewide vote, every county had at least one publicly funded school. He explained that as a part of Reconstruction, North Carolina affirmed and expanded its State level commitment to public education. He further explained that the new State Constitution of 1868 required that there be a general and uniform system of free public schools.

He stated that in 1917 and 1921, the State of North Carolina issued the first bonds on behalf of local school investment. He further stated that the Great Depression started in 1929, however, North Carolina fell into depression in 1915 to 1923 due to the debt of farmers that were unable to pay local taxes and as a result the State began to assist with covering more local school needs. He advised that in 1931, the Local Government Commission was established to provide assistance to local governments and public authorities in North Carolina and was staffed by the Department of State Treasurer and approves the issuance of debt for all units of local government and assists those units with fiscal management. He further advised that in 1933, the State relieved local governments of the responsibility of funding current expenses, which was still the law today. The statute states that it is the policy of the State of North Carolina to provide from State revenue sources, the instructional expense for current operations of the public school system. He explained that it was the policy of the State of North Carolina that the facilities requirements for a public education system would be met by county governments and because the North Carolina Constitution specifically stated that the governing boards of the units of local government with financial responsibility for public education may use local revenues to add to or supplement any public school or post-secondary school program. He further explained that this did not change the State’s statutory responsibility or the North Carolina’s General Assembly’s constitutional duty to provide a general and uniform system of free public schools and equal opportunities for all students. He clarified that the statutory separation of responsibilities consisted of the State being primarily responsible for operating expenses, while counties fund capital costs; however, the school funding relationship had been a partnership between the State and the counties, with each side contributing to both operating and capital.

Mr. Leonard provided a brief historical account of how the State’s consistency and assistance in funding school capital costs had declined, while the counties’ investment in

operating expenses continued to climb. He stated that the lottery was introduced to provide a new, permanent source of State funding for school capital. He further stated that when the lottery was approved, 40% of the net lottery proceeds were dedicated to county school construction needs, which was considered a stable source of revenue and counties were allowed to pledge future lottery revenues for local school bonds. He reviewed a graph that showed what would have been available to counties, based on actual lottery revenues, if the 40% commitment remained, which proved to be significant, stable, and a growing revenue source. He advised that unfortunately, the commitment changed in 2012 to 2013 at which time the General Assembly eliminated the 40% standard and replaced it with an annual appropriation. He further advised that since 2012 to 2013, that lump sum appropriation had been \$100 Million, which was particularly troubling because 75% of the remaining funding was being spent on debt service from earlier commitments and resulted in few new schools being built with lottery funds. He explained that this was particularly problematic for smaller counties that did not have enough resources for school construction without State resources. He further explained that the average cost of a new school construction to build one elementary school over the past three years in North Carolina was \$19 Million; \$27 Million on average for one middle school; and \$60 Million on average for one high school, which meant that the current \$100 Million appropriation would only fund two middle schools and two elementary schools statewide.

He then reviewed how the counties' investment in operating expenses continued to climb which was supposed to be primarily a State responsibility, with counties able to supplement to meet local expectations. He stated that the local share of current expense funding was increasing, while the State proportion was declining on a per pupil basis. He further stated that in 1999, the State picked up 73.4% of school operating costs and today that number had decreased to 68.1%. He advised that County contributions had increased from 21.7% to 24.6% of the total over the same period. He further advised that traditional public school enrollment was leveling off and projections would soon drop due to slowing student growth and students attending charter schools.

Mr. Leonard stated that the top legislative goal of the North Carolina Association of County Commissioners was to seek legislation to establish a new State and county partnership to address statewide public school capital challenges, including but not limited to maintenance, renovation, construction, and debt through a dedicated, stable funding stream that was consistent from county to county and sufficient to meet the school facility needs of all 100 counties. He further stated that the North Carolina General Assembly, boards of county commissioners, and schools boards must avoid the temptation to point fingers. He advised that the North Carolina Association of County Commissioners and its member counties had the opportunity, in partnership with the State and other critical partners, to search for solutions and ways to reaffirm and strengthen the State and county partnership with a bold, actionable, and comprehensive plan.

After a brief discussion was held regarding the presentation, Chairman Bryant thanked Mr. Leonard for sharing his presentation with the Board.

#### **4. Community Issues**

A. Passion Collins and Susan Watson, Halifax County Neighbors

Passion Collins, 86 Hollyhock Lane, Littleton, and Susan Watson, 374 Myrick Estates Road, Littleton, both representing Halifax County Neighbors, addressed the Board regarding internet cafés within close proximity to residences, churches, and schools.

Ms. Collins stated that an internet café was opening approximately 324 feet away from her new home and 20 feet away from the neighborhood bus stop. She further stated that the internet café was an illegal business that no one wanted in the neighborhood. She advised that she was not in favor of the internet café operating so closely to the homes in the community. She further advised that upon polling the residents in the neighborhood, no one was in favor of having the internet café due to noise and traffic. She explained that other surrounding counties had rules and regulations regarding internet cafés; however, Halifax County was the only county that did not have regulations to protect the citizens; therefore, the owners of these types of businesses were taking full advantage and opening businesses in the community. She requested that the Board approve rules and regulations to protect the citizens and provided photos of the business, homes, and the bus stop.

Ms. Watson stated that the purpose for being on the agenda was to call attention to electronic gaming or internet cafés within close proximity of permanent residences, churches, and schools and to request that the Board protect its citizen. She further stated that all the adjacent counties had a resolution in place to protect its residents as follows: Warren County does not allow internet cafés or electronic gaming anywhere in the Lake Gaston area. Northampton County does not allow internet cafés or electronic gaming within a ½ mile of a place of worship, recreational area used by residents or a group of homeowners, or within ¼ mile of any building used as a residence. Nash County does not allow internet cafés or electronic gaming in an unincorporated area within 500 feet of a church, school, existing residence or residentially zoned lot. She advised that electronic gaming was illegal in North Carolina; however, because of an injunction, law enforcement was not allowed to enforce the law. She further advised that the Sheriff's Office was not in favor of video gaming, video poker, or electronic gaming. She requested that the Board approve rules and regulation regarding internet cafés.

Chris D. Rountree, Planning and Development Director, addressed the Board stating that a conditional use permit was approved by the Board of Adjustment during its April 11, 2017 Meeting regarding the internet café located at 9681 Highway 158, Littleton. He further stated that there were five conditions placed on the permit as follows: the requirement to adhere to all federal, state, and local regulations; to follow environmental health regulations; hours of operation were to be Monday - Saturday, 10:00 A. M. to 12:00 midnight; any renovations to the existing building would require permits from building inspectors and the fire marshal; and the café was limited to 50 computers. He advised that the applicant was sent a zoning permit and instructed to contact the fire marshal and the inspections department to have the building inspected prior to opening. He provided a map that showed details regarding the location of the café and nearby parcels. He further provided a memorandum from the Sheriff's Office to the Planning and Development Office explaining why there were more internet cafés opening.

Sheriff Wes Tripp, Sheriff's Office, addressed the Board regarding the sweepstakes industry in North Carolina. He stated that Gift Surplus and Sandhill Amusements were two software companies that had entered temporary restraining orders against the enforcement of the law statewide. He further stated that sweepstakes was still against the law; however, with the temporary restraining orders it was not being enforced. He further advised that the North Carolina Alcohol Law Enforcement Branch was the lead in the enforcement of these laws and had decided not to enforce the law until the temporary restraining orders had been settled, which was the reason why there were several internet cafés opening.

After a brief discussion was held, it was the consensus of the Board that Mr. Rountree and the Management Team research surrounding jurisdictions and develop a zoning ordinance related to internet cafés or electronic gaming operations for discussion during the July 10, 2017 Regular Meeting.

B. Valerie Williams, Concerned Stewards of Halifax County

Valerie Williams, Concerned Stewards of Halifax County, 11292 Speights Chapel Road, Whitakers, addressed the Board regarding a resolution concerning consumer protection, improving the environment, and confronting environment injustices in regards to the Atlantic Coast Pipeline. She read the following:

On this June 5, 2017, I greet you in this Historic Halifax when on April 12, 1776, the Halifax Resolves was unanimously adopted which was the first official, explicit declaration of independence from Great Britain by any colony. As the Concerned Stewards of Halifax County and the Blue Ridge Environmental Defense League Chapter, we believe in conserving, protecting, and preserving our environment. I speak to you this morning on behalf of our group as voices for the elderly and advocates for humanity. The Atlantic Coast Pipeline is set to run over 600 miles through West Virginia, Virginia, and across North Carolina through my family's historic farm in Halifax County. Our farm belongs to my 89 year old mother and me and has been in our African American family for over 100 years. My grandfather died plowing the fields, my father worked the land digging trenches and ditches to make the wetlands suitable for farming, and I grew up in this beautiful place. If the Atlantic Coast Pipeline is built, it will leak into the historic tributary, the Beaver Dam Swamp, threatening our land, health, and everything our family has built and interferes with future plans. A project like this will not create lasting jobs for our community, but threatens our aquifers, safety, and our land. The land has been our survival. As Concerned Stewards of Halifax County and the Blue Ridge Environmental Defense League Chapter, we seek freedom from the oppression this pipeline is causing. The vulnerability of our senior citizens is preyed upon by the Atlantic Coast Pipeline. The 2010 Census reports that Halifax County has a 26% poverty rate; however, Enfield has a 46% poverty rate. Sixty-five percent of Enfield's population are senior citizens 65 and older, raising grandchildren and on fixed incomes.

We, the Concerned Stewards of Halifax County and the Blue Ridge Environmental Defense League Chapter, encourage our Commissioners and political leaders, in unity and local initiatives, to take the freedom challenge today to stop the Atlantic Coast Pipeline, LLC, and Dominion Transmission Project. Free us from dangers, potential explosions, gas leaks, water

contamination and lawsuits. To give you an example: On February 13, 2017, Normandy Solomon Blackman's family was summoned to court and sued because she said no to surveying their family land knowing it was just to map the way for the pipeline. The judge ruled in favor of the pipeline survey. So, free us from property loss, decrease in property value, destruction of land, loss of habitat, limited land use, loss of crop value, compressor station noise, pollution, gas energy, but give us instead solar wind, or the zero point energy. If we settle for the gas, we cannot accept anything else. Free us from stress and big headaches. The land has been our survival. We ask for a community veto to stop this destruction from happening. Help us realize that Halifax County is a true representation of much more than a historic place where the spirit of independence was born, but a place where freedom is realized.

**5. Public Hearings - Halifax County FY 2017-2018 Budget**

Tony N. Brown, County Manager, addressed the Board stating that at the May 22, 2017 Regular Meeting, the FY 2017-2018 Budget was presented to the Board and laid on the table for 10 days.

Chairman Bryant inquired if there were any questions from the Board regarding the FY 2017-2018 Budget.

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

Chairman Bryant inquired if there were any questions from the public regarding the FY 2017-2018 Budget.

Hugh Creedle, Weldon City Schools Board of Education Chairman, addressed the Board on behalf of Dr. Anitra D. Wells, Weldon City Schools Superintendent, and read the following:

I am speaking before you today as the Board Chairman of Weldon City Schools. First, let me say that as a district, we very much appreciate of all the support we have received from the County and look forward to building a much stronger relationship in the future. The additional monies we have received for special projects has allowed us to update some of our facilities to include painting at the elementary and high school. We look forward to being able to update our facilities even more in the coming years. As you know, the high school in Weldon has been on the list for renovations for quite some time now. We have been asking for several years for funding to give our students the quality school building so rightfully deserve. We are in need of updated restrooms, updated cafeteria, a ceiling lift with a new roof, replacement of windows, and several other structural issues. We know that you will do all that you can to provide us with adequate funding to address these needs.

In addition to this request, we have questions regarding our capital outlay allotment as well as the distribution of sales and use taxes once received from the North Carolina Department of Revenue. We hope to get the answers we need during our meeting tomorrow with Chairman Bryant, Vice-Chairman Manning, and County Manager Brown. We have made significant

improvements for the students of Weldon City Schools and we know that you want to see the continued success of our students as we prepare them to be competitive as graduates who are college and career ready. Thank you for your time and attention.

William Hodge, 425 Rightmyer Drive, Roanoke Rapids, Coalition for Education and Economic Security, addressed the Board and read the following:

Current expense or local revenue is used for school operating costs and additional programs not funded with state or federal funds; classroom extra's, teacher assistants, school nurse, field trips, sports, band, and chorus. Our organization strongly believes the Commissioners must focus on maximizing their current expense appropriation. Unfortunately next year's proposed current expense funding is only 1% more than six years ago and the lowest amount in the last five budgets. Conversely, Halifax will have a huge capital outlay budget, \$4.2 Million, 41% bigger than last year and 45% bigger than six years ago. Halifax County has an inferior academic reputation earned over many years. Our focus must be quality teachers, teacher retention programs and devices and programs for digital learning. With three separate supplemental education taxes, the County will soon have the appropriate funds to: Operate at a higher standard, the stated purpose of supplemental education taxes. The local funds operate our schools and help provide a sound basic education.

The Commissioners piece of the education puzzle is to provide adequate current expense funding. Commissioners should not short change this responsibility. Education funding must be our County's top priority. Let's take a quick look at how our neighboring counties fund education. See Chart II, this data is from your North Carolina Association of County Commissioners Tax and Budget Survey. Points of Interest on Chart II: Line four tells us each county's general fund budget per capita. Halifax County is the lowest. We are 25% lower than Nash, the second lowest. Lines five and six, Warren and Martin Counties have almost the same total amount of current expense funding as Halifax with less than half the students. Edgecombe has 75% more funding with 10% less students. Line seven list capital outlay for 2016-2017. Halifax County \$3 Million leads the pack, triple Edgecombe's budget, and 66% more than Nash's capital budget more than Edgecombe and Nash Counties budgets combined. The scary part is Halifax's new capital outlay budget for 2017-2018 is \$4.2 Million. We are sinking too much money into bricks and mortar; not using our limited resources to impact students' academic performance. Please invite our three superintendents to visit our neighboring districts and ask questions, lots of questions, about their capital budgets and current practices. Thank you for the opportunity to present a different view.

Commissioner Qualls moved to close the Public Hearing. Commissioner Manning seconded the motion, which passed unanimously by voice vote.

**6. Roanoke Rapids Graded School District Early College Building Project - Transfer of Funds Request**

Dr. Dain Butler, Roanoke Rapids Graded School District Superintendent, addressed the Board requesting that the Roanoke Rapids Graded School District Board of Trustees be authorized to transfer Roanoke Rapids Graded School District funds in the amount of \$250,000

from the local current expense fund balance to the capital outlay fund.

He stated that he was not requesting additional funds from the County; however, was requesting authorization to amend its current 2016-2017 budget to transfer funds that would assist in the construction of a building intended to house an early college for high school students within the District. He further stated that the request was on an emergency basis in accordance with North Carolina General Statute §115C-433(d). He advised that the Roanoke Rapids Graded School District Board of Trustees adopted a resolution on May 16, 2017 stating that the emergency was not foreseen and was not foreseeable when the budget resolution was adopted. He further advised that no current objects of local current expense expenditure were anticipated to be eliminated or reduced as a result of the transfer and the funds proposed for transfer were otherwise undesignated. He explained that a copy of the resolution that was adopted by the Roanoke Rapids Graded School District Board of Trustees had been attached to the letter sent to the County Manager regarding the request. He further explained that copies of the resolution were also sent to the Halifax County Schools Board of Education and Weldon City Schools Board of Education in accordance with the North Carolina General Statute §115C-433(d).

Dr. Butler requested that the Roanoke Rapids Graded School District Board of Trustees be authorized to transfer Roanoke Rapids Graded School District funds in the amount of \$250,000 from the local current expense fund balance to the capital outlay fund.

Commissioner Manning stated that the County Attorney had raised concerns previously regarding this matter and inquired if there was any legal reason that the Board could not approve the request.

M. Glynn Rollins, Jr., County Attorney, addressed the Board stating that G. S. §115C-433(d) made it clear that there could be no amendment to a school budget to transfer funds to the capital outlay fund from any other fund without the approval of the Board of County Commissioners and a showing that the transfer of money to capital outlay was needed to meet an emergency that was unforeseen and unforeseeable at the time of the adoption of the school budget resolution. He further stated that the statute was not clear on what constituted unforeseen and unforeseeable emergencies; however, there was a timeline regarding the Early College Building Project.

Commissioner Qualls moved that the Roanoke Rapids Graded School District Board of Trustees be authorized to transfer Roanoke Rapids Graded School District funds in the amount of \$250,000 from the local current expense fund balance to the capital outlay fund. Commissioner Manning seconded the motion, which passed unanimously by voice vote.

## **7. Halifax County School District Lottery Funds Requests**

Tony Alston, Halifax County Schools Director of School Operations, addressed the Board requesting lottery funds in the amount of \$255,000 as follows: Interior and exterior painting at Aurelian Springs Elementary School, Hollister Elementary School, Northwest Halifax High School, Southeast Halifax High School, Scotland Neck Elementary School and William R. Davie Middle School in the amount of \$100,000. Floor covering at Aurelian Springs Elementary



School and Northwest Halifax High School in the amount of \$75,000. Bathroom renovations at Aurelian Springs Elementary School in the amount of \$80,000.

After a brief discussion was held regarding the availability of funds, Commissioner Brewer moved to approve the lottery funds requests in the amount of \$255,000 for the repainting, floor covering, and bathroom renovations at the various school facilities. Commissioner Qualls seconded the motion, which passed unanimously by voice vote.

**8. Health Department Annual Reports**

**A. Halifax County Public Health System 2016 Annual Report**

Elizabeth Buffaloe, Executive Assistant to the Health Director, addressed the Board and presented the 2016 Halifax County Public Health System Annual Report.

She stated that the 2016 Halifax County Public Health System Annual Report reflected many of the accomplishments and services provided by the Health Department to help prevent the spread of communicable disease, promote positive health behaviors, reduce poor health risks, and to provide a safe, clean, and healthy environment.

Ms. Buffaloe requested that the Board accept the submission of the 2016 Halifax County Public Health System Annual Report, which was submitted for informational purposes only.

Commissioner Smith moved to accept the 2016 Halifax County Public Health System Annual Report. Commissioner Manning seconded the motion, which passed unanimously by voice vote.

**B. Child Fatality Prevention Team Annual Report**

Elizabeth Buffaloe, Executive Assistant to the Health Director, addressed the Board stating that the 2016 Child Fatality Prevention Team Annual Report was being submitted for informational purposes only, as required by the State Child Health Contract Addenda.

She stated that the report contained data on cases reviewed by the Child Fatality Prevention Team in calendar year 2016 from child fatalities occurring in 2015. She further stated that all of the fatalities reviewed were on children that resided in the County and specific case information and recommendations were included in the document. She advised that there were no new member appointments required at this time.

Ms. Buffaloe requested that the Board accept the submission of the Child Fatality Prevention Team Annual Report.

Commissioner Smith made a motion to accept the Child Fatality Prevention Team Annual Report. Commissioner Manning seconded the motion, which passed unanimously by voice vote.

**9. Coal Ash Monofill Cover Project Resolution Exempting Engineering Services from the Selection Process Required by G. S. §143-64.31**

Greg Griffin, Public Utilities Director, addressed the Board regarding the adoption of a resolution exempting engineering services for the Coal Ash Monofill Cover Project from the selection process required by G. S. §143-64.31.

He stated that the coal ash monofill required a minimum of one foot of soil cover on areas not actively receiving ash material to comply with permit requirements. He further stated that Smith+Gardner Engineers had knowledge of the site pertinent to this project from previous work experience at the Halifax County Coal Ash Monofill. He advised that Smith+Gardner Engineers had submitted a proposal to design, bid, and administer an intermediate cover project at a cost of \$21,000.

Mr. Griffin requested that the board adopt the resolution exempting engineering services for the Coal Ash Monofill Cover Project from the selection process required by G. S. §143-64.31 as follows:

**RESOLUTION  
EXEMPTING ENGINEERING SERVICES FOR  
COAL ASH MONOFILL COVER PROJECT  
FROM THE SELECTION PROCESS REQUIRED BY G. S. §143-64.31**

**WHEREAS**, G. S. §143-64.31 requires the initial selection of firms to perform architectural, engineering, and surveying services on the basis of demonstrated competence and qualification without regard to fee; and

**WHEREAS**, Halifax County (the County) proposes to enter into a contract for engineering services for the design, bidding, and administration of a construction project to install cover on certain areas of the County's coal ash monofill (the Project); and

**WHEREAS**, Smith+Gardner Engineers has provided services for the County in the past with regard to the coal ash monofill facility and the firm is very familiar with the needs of the County with regard to the Project; and

**WHEREAS**, the estimated professional fees for design, bidding and contract administration services associated with the Project is \$21,000.00, which is less than the \$50,000.00 statutory limit required in order to qualify engineering services for exemption from the selection process set forth in G. S. §143-64.31.

**NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF HALIFAX COUNTY RESOLVES:**

1. Pursuant to G. S. §143-64.32(a), the above-described Project is hereby made exempt from the provisions of G. S. §143-64.31 for the reasons stated in this resolution.

2. The County Manager and appropriate staff are authorized to negotiate a contract with Smith+Gardner Engineers for the design, bidding and construction contract administration services associated with this Project.
3. This resolution shall be effective upon passage.

Adopted this 5<sup>th</sup> day of June, 2017.

Commissioner Manning moved to adopt the resolution exempting engineering services for the Coal Ash Monofill Cover Project from the selection process required by G. S. §143-64.31. Commissioner Qualls seconded the motion, which passed unanimously by voice vote.

**10. Municipal Solid Waste Collection and Disposal Ordinance Amendment**

M. Glynn Rollins, Jr., County Attorney, addressed the Board regarding an amendment to the Municipal Solid Waste Collection and Disposal Ordinance.

He stated that at the May 1, 2017 Regular Meeting, the Board adopted a new ordinance related to the collection and disposal of municipal solid waste and other materials. He further stated that since the date of that action, it had become apparent that certain amendments and clarifications were desired. He advised that the proposed amendments would: (1) clarify the definition of dwelling or dwelling unit, (2) postpone the establishment of a lien for collection, disposal and availability fees on mobile home parks by continuing to establish a lien on mobile homes that were listed as personal property for a period of one year, (3) make it unlawful to dispose of municipal solid waste by placing it in the roll-out cart of another, (4) allow the owner of a mobile home park or an apartment complex with 10 or more dwelling units to contract for a commercial dumpster service, (5) clarify that the annual fees were imposed on a per dwelling basis, (6) subject fees to the same discount, penalty, interest and discovery procedures as those for property taxes, (7) clarify that additional disposal fees would be imposed for additional roll-out carts, (8) clarify that disposal fees would not be imposed on dwelling units in mobile home parks or apartment complexes that use a commercial dumpster service, and (9) clarify that availability fees would be imposed on a per dwelling unit basis for all mobile home parks and apartment complexes regardless of whether a commercial dumpster service was used.

Attorney Rollins requested that the Board adopt the resolution to amend Article III, Chapter 54, of the Halifax County Code of Ordinances related to municipal solid waste collection and disposal as follows:

**RESOLUTION  
TO AMEND ARTICLE III, CHAPTER 54, OF THE  
HALIFAX COUNTY CODE OF ORDINANCES  
RELATED TO MUNICIPAL SOLID WASTE COLLECTION AND DISPOSAL**

**WHEREAS**, on May 1, 2017, the Halifax County Board of Commissioners adopted new ordinances related to the collection and disposal of municipal solid waste and other materials as set forth in Article III, Chapter 54, of the Halifax County Code of Ordinances; and

**WHEREAS**, it is the desire of the Board of Commissioners to make certain amendments to said ordinances as recommended by county staff.

**NOW, THEREFORE, IT IS HEREBY RESOLVED**, that Article III, Chapter 54, of the Halifax County Code of Ordinances is amended in the following manner:

1. Section 54-26, entitled "Definitions" is amended by adding the following definition of "Dwelling or dwelling unit" in the appropriate alphabetical placement:

*"Dwelling or dwelling unit" means a house, residence, mobile home, apartment, multi-family structure or similar permanent structure that is suitable for human habitation. A tent, camper or similar temporary structure is not a dwelling or dwelling unit."*

2. The definition of "Improved property" under Section 54-26 is amended by deleting the current definition and substituting the following:

*"Improved property" [effective until July 1, 2018] means all real property upon which is located a residence, mobile home, apartment, multi-family structure, or other dwelling or dwelling unit, whether occupied or unoccupied. For purposes of this Article, real property on which a dwelling or dwelling unit is located will be deemed to be improved property unless the dwelling or dwelling unit is both unoccupied and unfit for human habitation. Provided, for purposes of this Article, if a mobile home is listed as personal property for ad valorem taxes purposes by some person other than the real property owner, then the real property on which the mobile home is located shall not be considered improved property, but the mobile home owner shall be assessed with the fees established under this Article.*

*"Improved property" [effective July 1, 2018] means all real property upon which is located a residence, mobile home, apartment, multi-family structure, or other dwelling or dwelling unit, whether occupied or unoccupied. For purposes of this Article, if a mobile home is listed as personal property for ad valorem taxes purposes then the real property on which the mobile home is located shall be considered improved property. For purposes of this Article, real property on which a dwelling or dwelling unit is located will be deemed to be improved property unless the dwelling or dwelling unit is both unoccupied and unfit for human habitation."*

3. Subsection 54-28(b) is amended to read as follows:

*“It shall be unlawful for any person, firm or entity to dispose of municipal solid waste, white goods, brown goods, or tires on any public or private property, including one’s own property, or to dispose of the same in the roll-out cart of another.”*

4. Subsection 54-28(d) is amended by adding the following sentence to the end:

*“Provided, the owner of improved property on which there are located ten (10) or more mobile home dwellings or apartment dwellings shall have the option of contracting directly with a commercial entity for collection of municipal solid waste by use of a commercial dumpster.”*

5. The third sentence of Subsection 54-29(a) is amended to read as follows:

*“Pursuant to G. S. §153A-292(b), the County may impose an annual fee per dwelling or dwelling unit for this collection service, which fee shall be established from time to time pursuant to G. S. §153A-102 and imposed and collected on a fiscal year basis.”*

6. The sixth sentence of Subsection 54-29(a) is amended to read as follows:

*“It shall be subject to the same discount, interest, penalties and discovery procedures as property taxes.”*

7. The first sentence of Subsection 54-30(a) is amended to read as follows:

*“Pursuant to G. S. §153A-292(b), the owner of each improved property located in the unincorporated areas of the County shall be assessed an annual disposal fee per dwelling or dwelling unit for the use of the County disposal facilities, which fee shall be established from time to time pursuant to G. S. §153A-102 and imposed and collected on a fiscal year basis.”*

8. The fourth sentence of Subsection 54-30(a) is amended to read as follows:

*“It shall be subject to the same discount, interest, penalties and discovery procedures as property taxes.”*

9. Subsection 54-30(b) is amended by adding the following sentence to the end:

*“Any owner of improved property or an eligible commercial establishment requesting additional carts will be billed an annual disposal fee for each additional cart.”*

10. Subsection 54-30(c) is amended by adding the following sentence to the end:

*“Provided, any owner of a mobile home park or apartment complex that uses a commercial dumpster that is served by a private entity shall not be required to pay the per dwelling disposal fee assessed under this Section.”*

11. The first sentence of Subsection 54-31(a) is amended to read as follows:

*“Pursuant to G. S. §153A-292(b) there is hereby imposed on the owner of every improved property located in the County (including those located within the corporate limits of each municipality in the County) an annual fee per dwelling or dwelling unit for the availability of the convenience centers located throughout the County.”*

12. The fourth sentence of Subsection 54-31(a) is amended to read as follows:

*“The availability fee shall be billed with the property taxes of all owners of improved property in the County, including those who live within the corporate limits of any municipality, and including owners of mobile home parks and apartment complexes that use a commercial dumpster for municipal solid waste collection.”*

13. The fifth sentence of Subsection 54-31(a) is amended to read as follows:

*“It shall be subject to the same discounts, interest, penalties and discovery procedures as property taxes.”*

The Article III, Chapter 54, originally adopted on May 1, 2017, and now as amended herein, shall become effective July 1, 2017.

Adopted this 5<sup>th</sup> day of June, 2017.

Commissioner Brewer moved to adopt the resolution to amend Article III, Chapter 54, of the Halifax County Code of Ordinances related to municipal solid waste collection and disposal. Commissioner Johnson seconded the motion, which passed unanimously by voice vote.

## **11. Board Appointments**

### **Adult Care Home Advisory Committee**

Commissioner Manning moved to reappoint Hattie Station to serve on the Adult Care Home Advisory Committee, term expiring June 30, 2020. Commissioner Smith seconded the motion, which passed unanimously by voice vote.

### **Alcoholic Beverage Control Board**

Commissioner Johnson moved to reappoint Drewery Beale to serve on the Alcoholic Beverage Control Board, term expiring June 30, 2020. Commissioner Smith seconded the motion, which passed unanimously by voice vote.

#### Economic Development Board

Commissioner Johnson moved to reappoint Ronnie Locke, Samuel Robinson, Jr., and Benjamin Sledge to serve on the Economic Development Board, terms expiring June 30, 2020. Commissioner Brewer seconded the motion, which passed unanimously by voice vote.

#### EMS Advisory Committee

Commissioner Manning moved to reappoint Mildred Dotson, Kenneth Smith and Suzanne Whiddon to serve on the EMS Advisory Committee, terms expiring June 30, 2020. Commissioner Johnson seconded the motion, which passed unanimously by voice vote.

#### Halifax County Council on Aging

Commissioner Manning moved reappoint Brenda Ausby to serve on the Halifax County Council on Aging, term expiring June 30, 2020. Commissioner Johnson seconded the motion, which passed unanimously by voice vote.

Commissioner Manning moved to waive the term limits and reappoint James Walden and Gail Walker to serve on the Halifax County Council on Aging, terms expiring June 30, 2020. Commissioner Johnson seconded the motion, which passed unanimously by voice vote.

Commissioner Manning moved to appoint Helen Bush to replace Cynthia Fenner on the on the Halifax County Council on Aging, term expiring June 30, 2020. Commissioner Brewer seconded the motion, which passed unanimously by voice vote.

#### Jury Commission

Commissioner Brewer moved to reappoint Annette Liles to serve on the Jury Commission, term expiring June 30, 2019. Commissioner Manning seconded the motion, which passed unanimously by voiced vote.

#### Library Board

Commissioner Manning moved to reappoint Betty Freuler and Delores Harvey-Amason to serve on the Library Board, terms expiring June 30, 2020. Commissioner Qualls seconded the motion, which passed unanimously by voice vote.

#### Nursing Home Advisory Committee

Commissioner Qualls moved to reappoint Clarence Pender and Isabelle Pender to serve on the Nursing Home Advisory Committee, terms expiring June 30, 2020. Commissioner Johnson seconded the motion, which passed unanimously by voiced vote.

#### Roanoke Canal Commission

Commissioner Manning moved to reappoint James Frazier, Jr., to serve on the Roanoke Canal Commission, term expiring June 30, 2020. Commissioner Brewer seconded the motion, which passed unanimously by voiced vote.

#### Social Services Board

It was the consensus of the Board to defer action on the Social Services Board until the next meeting.

#### Upper Coastal Plain Workforce Development Board

Commissioner Manning moved to reappoint Crystal Lyons, Charles McElheney, Clarence Pender, Cathy Scott, and Gail Walker to serve on the Upper Coastal Plain Workforce Development Board, terms expiring June 30, 2019. Commissioner Johnson seconded the motion, which passed unanimously by voice vote.

Commissioner Manning moved to appoint Kelley Barber to fill the vacant private sector position on the Upper Coastal Plain Workforce Development Board, term expiring June 30, 2019. Commissioner Qualls 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 B).

M. Glynn Rollins, Jr., County Attorney, addressed the Board stating that the County had a Building Reuse Grant through the North Carolina Department of Commerce, Rural Development, in the amount of \$450,000. He further stated he was contacted by an attorney on behalf of Enfield Timber regarding a deed of trust the County had on property that secured their performance under the Building Reuse Grant. He advised that the request was that the County subordinate its deed of trust with a new deed of trust that was in the amount of \$1.5 Million. He further advised that he was not comfortable with the proposal and the attorney presented another suggestion for a different property. He explained that there was adjoining property just across the railroad track from Enfield Timber that they once owned but conveyed it to another associate company, Evelyn Timber and Mat, LLC, that was a 42 acre tract similar to the one currently owned by the County which had a higher tax value than the current Enfield Timber property. He further explained that the proposal was to release the County's deed of trust on the Enfield Timber property in exchange for the adjoining property to secure the performance under the Building Reuse Grant.



He stated that the Board would need to approve substituting the collateral. He further stated that if Enfield Timber performed under the grant and retained 36 jobs for six months, the project would be completed; however, if a problem arose Enfield Timber would have to make repayment based on a formula regarding the number of jobs created and maintained against the total grant commitment. He advised that Enfield Timber had used \$276,000 and as jobs were created and maintained the amount of the grant would decrease. He further advised that he had completed the title work on the title insurance policy that was provided and was comfortable that substituting the collateral would benefit the County and allow Enfield Timber to complete its business plans in obtaining the refinancing needed for other items associated with the project. He requested that the Board approve the substitution.

After a brief discussion was held, Commissioner Manning moved to approve the proposed substitution collateral on the Enfield Timber Building Reuse Grant Project. Commissioner Brewer seconded the motion, which passed unanimously by voice vote.

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

Tony N. Brown, County Manager, read the retirement resolution in recognition of Mary R. Jacobs as follows:

#### **RESOLUTION**

**WHEREAS**, Mary R. Jacobs, decided to retire as a Processing Assistant IV with the Halifax County Department of Social Services, effective May 31, 2017; and

**WHEREAS**, she has spent 26 years with local government; Mary 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, June 5, 2017, the Halifax County Board of Commissioners did honor Mary R. Jacobs with formal adoption of this resolution, to be recorded in the minutes of the meeting of this day.

Commissioner Manning moved to adopt the retirement resolution honoring Mary R. Jacobs. Commissioner Qualls seconded the motion, which passed unanimously by voice vote.

Mr. Brown stated that C. Shane Lynch, County Assessor, was originally appointed to complete the term of the former County Assessor, Charles Graham. He requested that the Board reappoint C. Shane Lynch to serve a two or four year term. He advised that Mr. Lynch had completed all of the State requirements for his position and had done an excellent job since he was hired almost two years ago.

He requested that the Board reappoint C. Shane Lynch to serve a four-year term as County Assessor.

Commissioner Brewer moved to reappoint C. Shane Lynch to serve a four-year term as County Assessor. Commissioner Qualls seconded the motion, which passed unanimously by voice vote.

Ian M. Bumgarner, Senior Management Analyst, addressed the Board stating that the County had been with CopyPro for the past seven years and the lease would expire on July 17, 2017. He further stated that on April 17, 2017, staff initiated the request for proposals process that was advertised through various media. He advised that a mandatory pre-proposal meeting was held on May 3, 2017 and a total of six companies submitted ten proposals for review. He further advised that on May 19, 2017, members of the Management Team and the ITS Manager met and scored each proposal and CopyPro was found to be the best responsible bidder.

He requested that the Board authorize contract negotiations with CopyPro for a new five-year lease contract.

Commissioner Manning inquired if the lease included all the County copiers. Mr. Bumgarner responded that almost all the copiers would be covered under the lease contract with CopyPro with the exception of the Register of Deeds Office and some of the copiers in the Tax Department. Commissioner Manning further inquired if all the copiers were accounted for which was a problem several years ago. Mr. Brown responded yes.

Commissioner Qualls moved to authorize contract negotiations with CopyPro for a new five-year lease contract. Commissioner Johnson seconded the motion, which passed unanimously by voice vote.

#### **14. County Attorney's Report**

M. Glynn Rollins, Jr., County Attorney, addressed the Board stating that there was no items for discussion under his report.

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

Chairman Bryant inquired if the scheduled July 3, 2017 Regular Meeting would interfere with the Commissioners July 4, 2017 holiday. He further inquired if the Board would like to change the July 3, 2017 Regular Meeting to the July 10, 2017 Regular Meeting.

Commissioner Brewer moved to approve changing the scheduled meeting date from July 3, 2017 Regular Meeting to the July 10, 2017 Regular Meeting. Commissioner Johnson seconded the motion, which passed unanimously by voice vote.

#### **16. Closed Session**

Commissioner Qualls moved that Closed Session be entered under G. S. §143-318.11 to discuss Legal Matters regarding contract negotiations and pending litigations regarding Empire Foods, Forest Hill Shopping Center, compensation or other payment to Board of Election

members in past years. Commissioner Brewer seconded the motion, which passed unanimously by voice vote.

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

**17. Adjourn until June 19, 2017 Regular Meeting**

Commissioner Smith moved to adjourn the meeting until the June 19, 2017 Regular Meeting. Commissioner Johnson seconded the motion, which passed unanimously by voice vote.

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Vernon J. Bryant, Chairman  
Halifax County Board of Commissioners

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

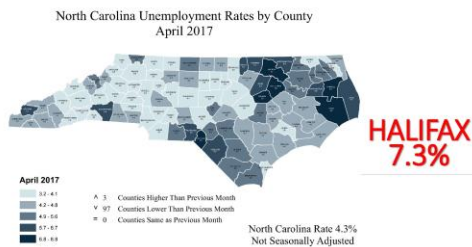
Halifax County Holiday Schedule				
Holiday	Calendar Year 2017		Calendar Year 2018	
New Year's Day	Monday	January 2nd	Monday	January 1st
Martin Luther King, Jr. Day	Monday	January 16th	Monday	January 15th
Easter (Good Friday)	Friday	April 14th	Friday	March 30th
Memorial Day	Monday	May 29th	Monday	May 28th
Independence Day	Tuesday	July 4th	Wednesday	July 4th
Labor Day	Monday	September 4th	Monday	September 3rd
Veteran's Day	Friday	November 10th	Monday	November 12th
Thanksgiving	Thursday Friday	November 23rd November 24th	Thursday Friday	November 22nd November 23rd
Christmas	Monday Tuesday	December 25th December 26th	Monday Tuesday Wednesday	December 24th December 25th December 26th

submitted, June 5, 2017

Attachment B

## ECONOMIC DEVELOPMENT UPDATE

HALIFAX COUNTY BOARD OF COMMISSIONERS  
JUNE 5, 2017



## ECONOMIC DEVELOPMENT MEETINGS

Halifax Convention & Visitors Bureau Board Meeting – May 2  
Halifax Broadband Providers Meeting with CenturyLink – May 3  
Peanut Belt RPO Meeting – May 4  
Center for Energy Education Board Meeting – May 9  
NCDOT Statewide Multimodal Logistics Plan Meeting – May 10  
HCC Renewable Energy Focus Meeting – May 10  
Roanoke Valley Chamber of Commerce Board Meeting – May 11  
Enfield Town Board Presentation – May 15  
UPCOG (Region I) Comprehensive Economic Development Strategy Meeting – May 22  
Solar Workshop for Local Governments – May 23  
HCEDC Board of Directors Meeting – May 25  
Darlington Substation Dedication – Roanoke Electric – May 31

## TRADE NC BRANDING INITIATIVE



## SOLAR WORKSHOP FOR LOCAL GOVERNMENTS

Representatives from 10 counties  
Topics included regulating solar development, legal aspects, taxation and benefit to communities, myths relating to health impacts, decommissioning, and much more  
Experts in the field - NC Sustainable Energy Association, NC Clean Energy Technology Center, Kilpatrick & Townsend, and others



## REGION I CEDS MEETING

Development of Comprehensive Economic Development Strategy (CEDS)  
Four Goals:  
• Build on the Region's Competitive Advantages & Leverage the Marketplace  
• Establish & Maintain a Robust Regional Infrastructure  
• Create Revitalized, Healthy & Resilient Communities  
• Develop Talented and Innovative People



## OLLIE'S GRAND OPENING



Roanoke Valley residents were excited for grand opening of Ollie's  
200 people waiting for the doors to open

## NC STATEWIDE MULTIMODAL LOGISTICS PLAN





Attachment B



ROANOKE RAPIDS  
CERTIFIED  
RETIREMENT  
COMMUNITY

MAY 25, 2017



DARLINGTON  
SUBSTATION

Roanoke Electric Cooperative held  
ribbon cutting for new 30 MW  
Darlington Substation  
Substation serves Halifax  
Industrial Center and the Halifax  
Corporate Park

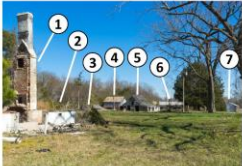
ROANOKE VALLEY ENERGY

There are companies  
interested in the Roanoke  
Valley Energy facilities



HALIFAX CORPORATE PARK

Demolition funding requested  
for remaining structures at the  
Park  
Funding award expected in  
July



FLAMBEAU BUILDING

Three (3) company visits in the  
past 45 days  
Building is serious option for  
Project Quantum Leap  
Company is looking at NC, SC, VA  
for expansion location



SAFELITE BUILDING & SONRISE  
INDUSTRIAL CENTER UPDATES



Agracell acquiring building and upfitting  
for lease to third party



NC DEQ Brownfields Program representatives  
plan site visit on June 19th



ENFIELD  
TIMBER

Enfield Timber nearing  
completion of building upfits  
in conjunction with Building  
Reuse Grant  
13 of the 36 jobs committed  
have been created  
Company is making timber  
mats for Dominion and  
Piedmont Natural Gas

CENTER FOR ENERGY EDUCATION (C4EE)



Good progress in construction. All appears on track for completion this summer

Attachment B

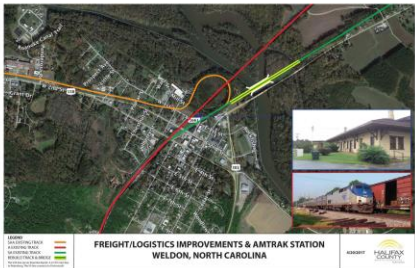
KLAUSNER LUMBER TWO



Klausner President, Thomas Mende, attended Board of Commissioners meeting in May  
Company is hiring additional workers and will send to Florida for training  
Commissioning of log yard will begin soon, according to Klausner



PATTON MECHANICAL AT HALIFAX CORPORATE PARK  
*Plumbing complete and ready to pour foundation*



PROJECT PRESERVE

Virginia company finalizing purchase of former Georgia Pacific treating facility on 10<sup>th</sup> Street  
HCEDC assisting with Building Reuse Grant Application (due July 6)  
20 new jobs



RECENT CLIENT ACTIVITY

COMPANY INQUIRIES (RFI's)	COMPANY VISITS
Project Quantum Leap	Project Rhino
Project Brew	Project Quantum Leap
Project Dan	Project Mustard
Project Regal	Project Brew
Project LKK	Project LKK
Project Sega	



PROJECT LKK

Food-related company from Taiwan visited Halifax Corporate Park last Friday

UPCOMING ECONOMIC DEVELOPMENT MEETINGS

Halifax-Northampton Regional Airport Authority Meeting – June 6  
Roanoke Valley Chamber of Commerce Board Meeting – June 8  
Roanoke Electric County Partners (RCP2) Meeting – June 9  
Center for Energy Education Board Meeting – June 13  
Select USA, Washington, DC – June 18-20  
NCDOT – Rail/Logistics Meeting – June 19  
Halifax County Convention & Visitor Center – June 20  
HCC Renewable Energy Focus Meeting – June 21  
Turning Point Workforce Development Board – June 22  
HCEDC Board of Directors Meeting – June 22  
NC Department of Agriculture – Food Processing Initiative Update – June 23



**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)  
Website: [www.halifaxdevelopment.com](http://www.halifaxdevelopment.com)  
[www.HalifaxCorporatePark.com](http://www.HalifaxCorporatePark.com)  
[www.LittletonIndustrialBuilding.com](http://www.LittletonIndustrialBuilding.com)  
[www.PlambeauBuilding.com](http://www.PlambeauBuilding.com)

**MINUTES  
COUNTY OF HALIFAX  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
June 19, 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, June 19, 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

**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 M. Bumgarner, Senior Management Analyst  
Michelle F. Moseley, Paralegal

**ABSENT:** Honorable Linda A. Brewer

**Call to Order**

Chairman Bryant called the meeting to order.

**Invocation and Pledge of Allegiance**

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

**Adoption of the Agenda**



Chairman Bryant recommended that the agenda be amended to change Item 3. Other Business to Item 1. Other Business and to change the subsequent number of each remaining agenda items appropriately.

Commissioner Manning 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. Other Business**

Chairman Bryant requested that the Board adopt a resolution in honor of Halifax County's Centenarian Sabina A. Gould as follows:

**RESOLUTION  
IN HONOR OF HALIFAX COUNTY'S CENTENARIAN  
SABINA A. GOULD**

**WHEREAS**, Sabina A. Gould was born on June 15, 1917; and

**WHEREAS**, a centenarian is a person who lives to or beyond the age of 100 years; and

**WHEREAS**, longevity of life is a blessing for an individual and for a community which benefits from the knowledge, creativity, and experiences of older individuals; and

**WHEREAS**, senior citizens bring a wealth of experience and knowledge to the increasingly active roles they play in today's society; their past contributions and future participation are a vital part of, and valuable asset to, the fabric of community life and activity; and

**WHEREAS**, Halifax County recognizes the contributions of senior citizens to our community and the important role they serve in our society; and

**WHEREAS**, Halifax County senior citizens have earned the respect and admiration of all the citizens of the County for their knowledge, wisdom, and community spirit and for how they enrich the lives of those around them through their joyous and sincere love for others and through their quiescent charm and wisdom which comes only from a fullness of years.

**NOW, THEREFORE**, the Halifax County Board of Commissioners publicly recognizes those who have reached such a remarkable age and who have witnessed and celebrated the innovations, cultural developments, and awesome achievements of this country during the last century, while themselves contributing to the growth and excellence of this great Nation, State and County and does hereby deem it an honor and a pleasure to extend to Centenarians in

Halifax County sincere congratulations and best wishes for many more happy and productive years.

This the 19<sup>th</sup> day of June, 2017.

Commissioner Manning moved to adopt the resolution in honor of Halifax County's Centenarian Sabina A. Gould. Commissioner Johnson seconded the motion, which passed unanimously by voice vote.

Tony N. Brown, County Manager, addressed the Board requesting the approval of two budget amendments for Project FreeBird. He stated that one budget amendment was to transfer funds from the General Fund for the Administration and Construction Change Order One in the amount of \$37,204.50 and the second budget amendment was to transfer funds to Project FreeBird for the Administration and Construction Change Order One in the amount of \$37,204.50.

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

Cathy A. Scott, Economic Development Director, addressed the Board requesting approval of the submission of the Rural Building Reuse and Infrastructure Application, the receipt of funds if awarded up to \$205,000, authorize the appropriate signatures on the documents and to adopt the authorizing resolution for the North Carolina Department of Commerce Building Reuse Program (See Attachment A).

She stated that Project Preserve had purchased and was renovating the former Georgia Pacific facility on 10<sup>th</sup> Street, Roanoke Rapids, to be used as a wood treatment facility. She further stated that this was a good opportunity for the reuse of the Georgia Pacific facility that had been abandoned and that the Project Preserve had allocated significant funds in addressing the environmental issues at the facility. She advised that Project Preserve was family owned and established in Virginia where there were five locations. She further advised that this project would be the first facility located in North Carolina. She explained that Project Preserve would create 20 jobs at an average wage of approximately \$45,850.

Mrs. Scott requested that the Board approve the submission of the Rural Building Reuse and Infrastructure Application, the receipt of funds if awarded, authorize the appropriate signatures on the documents and to adopt the authorizing resolution for the North Carolina Department of Commerce Building Reuse Program.

Commissioner Manning inquired whether there would be any County cost regarding the Project Preserve Renovation Project. Mrs. Scott responded that there was a 5% County match required; however, Project Preserve would be required to provide the match. She stated that the County would receive the deed of trust for the property to insure that any funds spent were secured until the job creation requirements were met. Commissioner Manning further inquired if for some reason Project Preserve did not meet its requirements whether the County would be held accountable any environmental issues that was left by the company. Mrs. Scott stated that she

would insure that there would be no environmental liability to the County and would coordinate with the County Attorney to include that provision in the contracts and agreements with Project Preserve.

Commissioner Johnson stated that in reviewing the employees that would be employed by Project Preserve, most of the employees appeared to be administrative. She inquired whether there was any intent by Project Preserve to expand to laborers. Mrs. Scott responded yes. She stated that the company had great expectations with this location; however, with the startup of a new operation in North Carolina the job commitment was for 20 great paying jobs. She further stated that there was a great opportunity for expansion and laborers in the future. She further stated that the top management position was held by a local resident.

Commissioner Qualls moved to approve the submission of the Rural Building Reuse and Infrastructure Application, the receipt of funds if awarded, authorize the appropriate signatures on the documents and to adopt the authorizing resolution for the North Carolina Department of Commerce Building Reuse Program. Commissioner Johnson seconded the motion, which passed unanimously by voice vote.

## **2. Halifax County FY 2017 - 2018 Budget Adoption**

Tony N. Brown, County Manager, addressed the Board and requested the adoption of the Halifax County FY 2017 - 2018 Budget Ordinance (See Attachment B).

Mr. Brown stated that with the support of the Board, the FY 2017-2018 Budget was balanced and included an increase in salaries for the employees to address the employee turnover rate. He thanked the Board and Management Team for a job well done.

Commissioner Smith moved to adopt the Halifax County FY 2017 - 2018 Budget Ordinance and Fee Schedule. Commissioner Manning seconded the motion.

Upon discussion, Commissioner Qualls stated that he would support the budget because of the employees; however, his concerns were the same as those raised during the budget work sessions. Mr. Brown stated that he planned to respond to his concerns during the Board's retreat in December.

The motion passed unanimously by voice vote.

Chairman Bryant thanked the County Commissioners, County Manager and the Department Heads and staff for a job well done.

## **3. NovusAgenda Introduction and Training**

Andrea H. Wiggins, Clerk to the Board/Assistant to the County Manager, addressed the Board and provided a brief PowerPoint presentation and training regarding the new NovusAgenda software that was approved during FY 2016-2017 Budget and would be used to access the agenda document, effective July 1, 2017.

**4. Adjourn until the July 10, 2017 Regular Meeting**

Commissioner Qualls moved to adjourn the meeting until the July 10, 2017 Regular Meeting. Commissioner Johnson seconded the motion, which passed unanimously by voice vote.

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Vernon J. Bryant, Chairman  
Halifax County Board of Commissioners

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

Attachment A

## 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

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

### AUTHORIZING RESOLUTION FOR THE NORTH CAROLINA DEPARTMENT OF COMMERCE BUILDING REUSE PROGRAM

**WHEREAS**, The North Carolina Department of Commerce operates the Building Reuse Program with funding provided by the North Carolina General Assembly, and

**WHEREAS**, The Building Reuse Program is offered to stimulate job creation in rural communities by supporting the reuse of existing and vacant buildings that will create new jobs; and

**WHEREAS**, Halifax County intends to request grant assistance from the Building Reuse Program to support the reuse of an existing buildings in the County that will be renovated to create new jobs, commonly referred to as the Project Preserve Renovation Project;

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

That Halifax County will make application to the North Carolina Department of Commerce for up to \$250,000 in Building Reuse Program funds and the private business will create 20 new jobs and provide funding for all remaining costs of the total project, estimated at \$2,700,000.

That if approved for a grant, Halifax County has approved \$12,500 in required matching funds for the project.

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

That Vernon J. Bryant, and successors so titled, is hereby authorized to execute, file, and accept an application on behalf of the Halifax County with the North Carolina Department of Commerce for a grant to assist in the construction of the project described above.

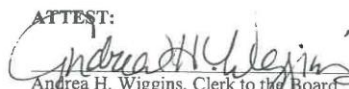
That Vernon J. Bryant, and successors so titled, is hereby authorized and directed to furnish such information as the North Carolina Department of Commerce may request in connection with such application or the project; to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That Cathy A. Scott, Executive Director of the Halifax County Economic Development Commission, is authorized as the contact for Halifax County for information regarding the Project Timber Renovation Project;

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

Adopted this the 19th day of June, 2017 in Halifax County, North Carolina.

  
Vernon J. Bryant, Chairman

ATTEST:  
  
Andrea H. Wiggins, Clerk to the Board

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

**In God We Trust**

## *Fiscal Year 2017-2018 Budget Ordinance*

Commissioner Smith introduced the following Budget Ordinance, which was seconded by Commissioner Manning and adopted.

Whereas, the proposed budget for Fiscal Year 2017-2018 was submitted to the Board of Commissioners on May 22, 2017 by the Halifax County Manager and filed with the Clerk to the Board on that date; and,

Whereas, on June 5, 2017 the Halifax County Board of Commissioners held a public hearing on the budget pursuant to G.S. 159-13.

Be it ordained by the Halifax County Board of Commissioners that for the purpose of financing the operations of Halifax County for the fiscal year beginning July 1, 2017 and ending June 30, 2018 there are hereby appropriated from taxes and other revenue the following amounts:

BE IT ORDAINED by the Board of Commissioners of Halifax County, North Carolina

**Section 1.** The following amounts are hereby appropriated in the General Fund for the operation of the county government and its activities for the fiscal year beginning July 1, 2017 and ending June 30, 2018 in accordance with the chart of accounts heretofore established for this County:

<b>GENERAL GOVERNMENT</b> .....	<b>\$8,604,061</b>
Cooperative Extension	\$334,326
County Management	562,296
Elections	326,048
Finance Department	489,917
Governing Body	202,146
Halifax Development Commission	299,362
Human Resources	340,157
Information Technology Services	635,069
Legal Department	247,488
Library	642,121
Natural Resources Conservation	168,542
Operations Department	2,189,252
Planning and Development Services	412,543

Register of Deeds	425,626
Tax Administration	1,279,168
Tax Revaluation	50,000
<b>HUMAN SERVICES</b> .....	<b>\$7,789,268</b>
Health Department	2,308,794
Cardinal Innovations	304,500
Cardinal Innovations ABC	30,220
Social Services	5,145,754
<b>EDUCATION</b> .....	<b>\$11,011,901</b>
Schools Current Expense	5,489,758
Schools Capital Outlay	4,228,765
Halifax Community College Current Expense	1,052,851
Halifax Community College Capital Outlay	240,527
<b>PUBLIC SAFETY</b> .....	<b>\$11,275,016</b>
Central Communications	887,986
Emergency Management	109,053
Emergency Medical Services	2,512,156
Jail Department	2,750,989
Sheriff's Department	4,850,673
Fire Departments Donations	79,000
Judicial Services	25,159
Medical Examiner	60,000
<b>OTHER SERVICES</b> .....	<b>\$3,333,320</b>
Student Incentive	84,584
Juvenile Crime Prevention	177,218
Boards and Commissions	7,348
Outside Funding Recipients	86,000
Home & Community Care Block Grant	292,174
Economic Development Incentive Program	19,916
Tourism	17,295
Council on Aging	16,575
Farmers Market	3,000

Insurance	244,597	Credit Card Fees	8,500
NC Forestry Service	114,066	Elections Revenue/Filing Fees	25,000
Transfers/ Support Services	2,270,547	Sheriff's Fees	51,700
		ID Card Replacement	50
		Civil Fees	47,000
		Jail Canteen	39,300
		Inmate Sick Call Fees	100
		Misdemeanor Program	4,500
		Officer Fees	13,700
		Fine & Forfeitures	205,727
		Jail Fees	38,200
		Tax Administration- Maps	2,000
		Handgun Processing-Sheriff	23,800
		Handgun Fingerprint Fee	3,000
		Camp Fees	20,000
		Attorney Fees	63,585
		Tax Advertising Fees	67,000
		<b>MISCELLANEOUS REVENUE.....</b>	<b>\$1,233,705</b>
		Concession Machines	100
		Magistrates Rent	2,100
		Other Rents	117,846
		Interest on Investments	15,000
		Library	112,595
		Economic/Physical Development	25,819
		Miscellaneous Revenue	75,000
		Jail Paytel Communications	30,000
		Fire - Loan	6,000
		Farmers' Market	3,800
		Social Services/Weldon Middle Sewer Pump	2,687
		Halifax Co. Schools SRO	236,153
		Donations - Sheriff	1,500
		Public Utilities - Water Indirect Cost	123,680
		Public Utilities - Solid Waste Indirect Cost	131,129
		Public Utilities - Solid Waste Monofill Indirect Cost	5,385
		Tourism	17,295
		QSCB Debt Pmt Federal Reimbursement	116,160
		RVCC/EDC/TDA Maint. Account	9,456
		Lottery Funds - Manning Elem. Debt Pmt	200,000
		Meals on Wheels Donations	2,000

Notwithstanding the appropriation for "Outside Funding Recipients", if it is determined that there is no statutory authority for the county to engage in the activity funded for the outside funding recipient, or that the funding of such activity is not authorized by law, then such appropriation shall be void.

**\$42,013,566**

<b><u>TOTAL APPROPRIATION</u></b>	
<b>Section 2.</b> It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2017 and ending June 30, 2018:	
<b>AD VALOREM TAXES .....</b>	<b>\$24,632,880</b>
Taxes Ad Valorem	24,082,880
Prior Years Taxes	370,000
Late Payment Interest	150,000
Gross Tax Receipts	30,000
<b>OTHER TAXES AND LICENSES.....</b>	<b>\$12,013,010</b>
.01 Sales Tax	2,390,000
% Cent Sales Tax (Art. 40)	2,300,000
% Cent Sales Tax (Art. 42)	1,800,000
% Cent Sales Tax (Art. 44)	445,000
Local % Cent Sales Tax (Art. 46)	1,149,000
Register of Deeds	253,500
ABC	282,900
Privilege Schedule B	3,650
Occupancy Taxes-Administration	789,960
Motor Vehicle Tax	2,600,000
<b>INTERGOVERNMENTAL REVENUES .....</b>	<b>\$497,350</b>
Facility Fees	63,000
Telecable Franchise Tax	94,550
Reimbursement from State-DWI	4,800
Municipal Tax and Fee Collection	335,000
<b>PERMITS AND FEES .....</b>	<b>\$812,162</b>
Building Inspection Fees	200,000

HUMAN SERVICES.....	\$2,000
Veterans Administration	2,000
GRANTS.....	\$564,365
Student Incentive	84,584
Youth Services-DJDP	177,218
Home & Community Care Block Grant	302,563
TRANSFER FROM OTHER FUNDS .....	\$406,875
FUND BALANCE.....	\$1,851,219
<u>TOTAL REVENUES</u>	<u>\$42,013,566</u>



Attachment B

<b>Section 3.</b> The following amounts are hereby appropriated in the <b>Reassessment Fund</b> for the future revaluation of property in Halifax County during the fiscal year beginning July 1, 2017 and ending June 30, 2018, in accordance with the chart of accounts heretofore established for this county:	
<b>RESERVE FOR REVALUATION</b>	<b><u>\$50,000</u></b>
<b>Section 4.</b> It is estimated that the following revenues will be available to the <b>Reassessment Fund</b> for the fiscal year beginning July 1, 2017 and ending June 30, 2018:	
Transfer General Fund	\$50,000
Fund Balance	0
<b>TOTAL ESTIMATED REVENUES</b>	<b><u>\$50,000</u></b>
<b>Section 5.</b> The following amounts are hereby appropriated for <b>Unemployment Insurance</b> for the fiscal year beginning July 1, 2017 and ending June 30, 2018, in accordance with the chart of accounts heretofore established for this county:	
Expenses	\$40,000
Transfer General Fund	246,500
<b>TOTAL APPROPRIATIONS</b>	<b><u>\$286,500</u></b>
<b>Section 6.</b> It is estimated that the following revenues will be available for <b>Unemployment Insurance</b> for the fiscal year beginning July 1, 2017 and ending June 30, 2018:	
Interest Earned	\$0
Transfer General Fund	267,589
Fund Balance	18,911
<b>TOTAL ESTIMATED REVENUES</b>	<b><u>\$286,500</u></b>
<b>Section 7.</b> The following amounts are hereby appropriated for the <b>Drug Enforcement Fund</b> for the fiscal year beginning July 1, 2017 and ending June 30, 2018, in accordance with the chart of accounts heretofore established for this county:	
Miscellaneous Expenditures	\$200
<b>TOTAL APPROPRIATIONS</b>	
	<b><u>\$200</u></b>
<b>Section 8.</b> It is estimated that the following revenues will be available for the <b>Drug Enforcement Fund</b> for the fiscal year beginning July 1, 2017 and ending June 30, 2018:	
<b>TOTAL APPROPRIATIONS</b>	<b><u>\$200</u></b>
Fund Balance	\$200
<b>TOTAL ESTIMATED REVENUES</b>	<b><u>\$200</u></b>
<b>Section 9.</b> The following amounts are hereby appropriated for the <b>Drug Task Force Funds</b> for the fiscal year beginning July 1, 2017 and ending June 30, 2018, in accordance with the chart of accounts heretofore established for this county:	
Supplies and Materials	\$13,000
Tools and Equipment	5,000
<b>TOTAL APPROPRIATIONS</b>	<b><u>\$18,000</u></b>
<b>Section 10.</b> It is estimated that the following revenues will be available for the <b>Drug Task Force Funds</b> for the fiscal year beginning July 1, 2000 and ending June 30, 2018:	
Federal Funds	\$0
Other Operating Revenues	0
Fund Balance	18,000
<b>TOTAL ESTIMATED REVENUES</b>	<b><u>\$18,000</u></b>
<b>Section 11.</b> The following amounts are hereby appropriated for the <b>Controlled Substance Tax Fund</b> for the fiscal year beginning July 1, 2017 and ending June 30, 2018, in accordance with the chart of accounts heretofore established for this county:	
Supplies and Materials	\$5,000
Capital Outlay	5,000
Travel/Training	2,000
Other Expense	20,000
<b>TOTAL APPROPRIATIONS</b>	<b><u>\$32,000</u></b>

Attachment B

<b>Section 12.</b> It is estimated that the following revenues will be available for the <b>Controlled Substance Tax Funds</b> for the fiscal year beginning July 1, 2017 and ending June 30, 2018:	
Slate Funds	\$7,000
Interest Earned	0
Fund Balance	25,000
<b>TOTAL ESTIMATED REVENUES</b>	<b>\$32,000</b>
<b>Section 13.</b> The following amounts are hereby appropriated for the <b>Federal Asset Forfeiture Fund</b> for the fiscal year beginning July 1, 2017 and ending June 30, 2018, in accordance with the chart of accounts heretofore established for this county:	
Supplies	\$20,000
Capital Outlay	30,000
<b>TOTAL APPROPRIATIONS</b>	<b>\$50,000</b>
<b>Section 14.</b> It is estimated that the following revenues will be available for the <b>Federal Asset Forfeiture Funds</b> for the fiscal year beginning July 1, 2017 and ending June 30, 2018:	
Federal Funds	\$0
Fund Balance	50,000
<b>TOTAL ESTIMATED REVENUES</b>	<b>\$50,000</b>
<b>Section 15.</b> The following amounts are hereby appropriated for the <b>Emergency Telephone System</b> for the fiscal year beginning July 1, 2017 and ending June 30, 2018, in accordance with the chart of accounts heretofore established for this county:	
Telephone Expenses	\$55,000
Service Contracts	155,000
Recurring Charges	0
Employee Training	35,000
Expenses	10,000
Capital Outlay	475,031
<b>TOTAL APPROPRIATIONS</b>	<b>\$1,456,013</b>
<b>Section 16.</b> It is estimated that the following revenues will be available for the <b>Emergency Telephone System</b> for the fiscal year beginning July 1, 2017 and ending June 30, 2018:	
Wireless Fund	\$314,531
Fund Balance	415,500
<b>TOTAL ESTIMATED REVENUES</b>	<b>\$730,031</b>
<b>Section 17.</b> The following amounts are hereby appropriated for the <b>Health Insurance Fund</b> for the fiscal year beginning July 1, 2017 and ending June 30, 2018, in accordance with the chart of accounts heretofore established for this county:	
Expenses	\$4,500,000
<b>TOTAL APPROPRIATIONS</b>	<b>\$4,500,000</b>
<b>Section 18.</b> It is estimated that the following revenues will be available for the <b>Health Insurance Fund</b> for the fiscal year beginning July 1, 2017 and ending June 30, 2018:	
Revenue	\$4,500,000
Interest Earned	0
Fund Balance	0
<b>TOTAL ESTIMATED REVENUES</b>	<b>\$4,500,000</b>
<b>Section 19.</b> The following amounts are hereby appropriated for the <b>Solid Waste Disposal Fund</b> for the fiscal year beginning July 1, 2017 and ending June 30, 2018, in accordance with the chart of accounts heretofore established for this county:	
Salaries and Benefits	\$497,429
Supplies	725,784
Capital	232,800
<b>TOTAL APPROPRIATIONS</b>	<b>\$1,456,013</b>

Attachment B

<b>Section 20.</b> It is estimated that the following revenues will be available for the <b>Solid Waste Disposal Fund</b> for the fiscal year beginning July 1, 2017 and ending June 30, 2018:		
Tipping Fees	\$94,295	
Availability Fees	996,034	
Westmoreland Operations	261,988	
Other Revenues	103,696	
Fund Balance	0	
<b>TOTAL ESTIMATED REVENUES</b>	<b>\$1,456,013</b>	
<b>Section 21.</b> The following amounts are hereby appropriated for the <b>White Goods Disposal Fund</b> operation for the fiscal year beginning July 1, 2017 and ending June 30, 2018, in accordance with the chart of accounts heretofore established for this county:		
Engineering Services	\$10,000	
Fees	0	
<b>TOTAL APPROPRIATIONS</b>	<b>\$10,000</b>	
<b>Section 22.</b> It is estimated that the following revenues will be available for the <b>White Goods Disposal Fund</b> operations for fiscal year beginning July 1, 2017 and ending June 30, 2018:		
Privilege Tax	\$0	
Fund Balance	10,000	
<b>TOTAL ESTIMATED REVENUES</b>	<b>\$10,000</b>	
<b>Section 23.</b> The following amounts are hereby appropriated for the <b>Solid Waste Transfer Station Fund</b> operation for the fiscal year beginning July 1, 2017 and ending June 30, 2018, in accordance with the chart of accounts heretofore established for this county:		
Salaries and Benefits	49,861	
Supplies	7,144	
Collection and Hauling	2,307,950	
Debt Service	189,839	
Capital Outlay	27,500	
<b>TOTAL APPROPRIATIONS</b>	<b>\$80,000</b>	
<b>Section 24.</b> It is estimated that the following revenues will be available for the <b>Solid Waste Transfer Station Fund</b> operations for fiscal year beginning July 1, 2017 and ending June 30, 2018:		
Tipping Fees	\$19,724	
MSW Collection/Disposal	2,308,363	
Availability Fees	254,207	
<b>TOTAL ESTIMATED REVENUES</b>	<b>\$2,582,294</b>	
<b>Section 25.</b> The following amounts are hereby appropriated for the <b>Solid Waste Electronics Management Fund</b> operation for the fiscal year beginning July 1, 2017 and ending June 30, 2018, in accordance with the chart of accounts heretofore established for this county:		
Recycling Disposal Fee	10,000	
<b>TOTAL APPROPRIATIONS</b>	<b>\$10,000</b>	
<b>Section 26.</b> It is estimated that the following revenues will be available for the <b>Solid Waste Electronics Management Fund</b> operations for fiscal year beginning July 1, 2017 and ending June 30, 2018:		
SW Electronics Management	\$3,000	
Fund Balance	7,000	
<b>TOTAL ESTIMATED REVENUES</b>	<b>\$10,000</b>	
<b>Section 27.</b> The following amounts are hereby appropriated for the <b>Tire Disposal Fund</b> operations for the fiscal year beginning July 1, 2017 and ending June 30, 2018, in accordance with the chart of accounts heretofore established for this county:		
Fees	\$80,000	
<b>TOTAL APPROPRIATIONS</b>	<b>\$80,000</b>	

Attachment B

**Section 28.** It is estimated that the following revenues will be available for the **Tire Disposal Fund** operations for the fiscal year beginning July 1, 2017 and ending June 30, 2018:

Sales Tax	\$65,000
Scrap Tire Grant	11,000
Fund Balance	4,000
<b>TOTAL ESTIMATED REVENUES</b>	<b><u>\$80,000</u></b>

**Section 29.** The following amounts are hereby appropriated for the **Water Department** operations for the fiscal year beginning July 1, 2017 and ending June 30, 2018, in accordance with the chart of accounts heretofore established for this county:

Salaries and Benefits	\$706,155
Supplies	807,652
Services	609,766
Water Purchases	2,134,445
Capital Outlay	127,200
Debt Service	1,648,962
<b>TOTAL APPROPRIATIONS</b>	<b><u>\$6,034,180</u></b>

**Section 30.** It is estimated that the following revenues will be available for the **Water Department** operations for the fiscal year beginning July 1, 2017 and ending June 30, 2018:

Other Operating Revenues	\$435,838
Water Sales	5,554,114
Fees	42,514
Interest	1,714
Fund Balance	0
<b>TOTAL ESTIMATED REVENUES</b>	<b><u>\$6,034,180</u></b>

**Section 31.** The following amounts are hereby appropriated for the **Phase XI Water Revenue Bonds – Debt Service Fund** operations for the fiscal year beginning July 1, 2017 and ending June 30, 2018, in accordance with the chart of accounts heretofore established for this county:

Revenue Bonds	\$47,000
Revenue Bond Interest	50,980
Bank Service Charges	100
<b>TOTAL APPROPRIATIONS</b>	<b><u>\$98,080</u></b>

**Section 32.** It is estimated that the following revenues will be available for the **Phase XI Water Revenue Bonds – Debt Service Fund** operations for the fiscal year beginning July 1, 2017 and ending June 30, 2018:

Transfer – Water and Sewer Fund Interest Earned	\$97,980
	100
<b>TOTAL ESTIMATED REVENUES</b>	<b><u>\$98,080</u></b>

**Section 33.** The following amounts are hereby appropriated for the **Law Enforcement Separation Fund** for the fiscal year beginning July 1, 2017 and ending June 30, 2018, in accordance with the chart of accounts heretofore established for this county:

Salaries and Benefits	\$118,150
<b>TOTAL APPROPRIATIONS</b>	<b><u>\$118,150</u></b>

**Section 34.** It is estimated that the following revenues will be available for the **Law Enforcement Separation Fund** for the fiscal year beginning July 1, 2017 and ending June 30, 2018:

Transfer General Fund	\$118,150
Interest Earned	0
Fund Balance	0
<b>TOTAL ESTIMATED REVENUES</b>	<b><u>\$118,150</u></b>

**Section 35.** The following amounts are hereby appropriated for the **Public School Building Fund** for the fiscal year beginning July 1, 2017 and ending June 30, 2018, in accordance with the chart of accounts heretofore established for this county:

Expenses	\$87,000
<b>TOTAL APPROPRIATIONS</b>	<b><u>\$87,000</u></b>

Attachment B

<b>Section 36.</b> It is estimated that the following revenues will be available for the <b>Public School Building Fund</b> for the fiscal year beginning July 1, 2017 and ending June 30, 2018:	
Interest Earned	\$0
Fund Balance	87,000
<b>TOTAL ESTIMATED REVENUES</b>	<b>\$87,000</b>
<b>Section 37.</b> The following amounts are hereby appropriated for the <b>Health Department</b> operations for the fiscal year beginning July 1, 2017 and ending June 30, 2018, in accordance with the chart of accounts heretofore established for this county:	
Salaries and Benefits	\$4,971,521
Operational Expense	2,248,438
Capital Outlay	182,045
<b>TOTAL APPROPRIATIONS</b>	<b>\$7,402,004</b>
<b>Section 38.</b> It is estimated that the following revenues will be available for the <b>Health Department</b> operations for the fiscal year beginning July 1, 2017 and ending June 30, 2018:	
County Appropriation	\$2,308,794
Home Health and Hospice Fund Balance	353,923
State Grants	1,572,584
Fees/Donations	169,750
Health Fund Balance	661,173
Home Health - Medicaid, Medicare Ins.	888,350
Hospice Donations - United Way/Private Ensure	394,800
Medicare, Medicaid	559,434
Other	493,196
<b>TOTAL ESTIMATED REVENUES</b>	<b>\$7,402,004</b>
<b>Section 39.</b> The following amounts are hereby appropriated for the <b>Department of Social Services</b> operations for the fiscal year beginning July 1, 2017 and ending June 30, 2018, in accordance with the chart of accounts heretofore established for this county:	
General Administration	\$10,369,248
Purchased Services	3,080,749
Medicaid/Special Assistance	1,240,000
Foster Care/Adoptions	498,026
Crisis	371,368
Blind Services	6,991
Leap Program	363,804
<b>TOTAL APPROPRIATIONS</b>	<b>\$15,930,186</b>
<b>Section 40.</b> It is estimated that the following revenues will be available for the <b>Department of Social Services</b> operations for the fiscal year beginning July 1, 2017 and ending June 30, 2018:	
General Administration/Purchased Services	\$9,525,556
Foster Care/Adoption	128,942
IV-D Incentive Returns	75,302
CAP/Medicaid Case Management	675,000
Twin Co./Hospital	15,828
General Fund Appropriation	5,145,754
Leap Program	363,804
<b>TOTAL ESTIMATED REVENUES</b>	<b>\$15,930,186</b>
<b>Section 41.</b> The following amounts are hereby appropriated for the <b>Cooperative Extension Agent Program/County Extension/4-H Account</b> for the fiscal year beginning July 1, 2017 and ending June 30, 2018, in accordance with the chart of accounts heretofore established for this county:	
Coop Agent Program Expenses	\$1,150
County Extension Expenses	2,000
4-H Account Expenses	2,000
<b>TOTAL APPROPRIATIONS</b>	<b>\$5,150</b>
<b>Section 42.</b> It is estimated that the following revenues will be available for the <b>Cooperative Extension Agent Program/County Extension/4-H Account</b> for the fiscal year beginning July 1, 2017 and ending June 30, 2018:	
Fees	\$1,300

Attachment B

<b>TOTAL APPROPRIATIONS</b>	<b>\$1,327,014</b>
<b>Section 46.</b> It is estimated that the following revenues will be available for the operations of <b>Central Communications</b> for the fiscal year beginning July 1, 2017 and ending June 30, 2018:	
City of Roanoke Rapids Contribution	\$284,785
Town of Scotland Neck Contribution	26,937
Town of Weldon Contribution	46,623
Town of Enfield Contribution	69,804
Town of Littleton Contribution	10,620
Town of Hobgood Contribution	259
Transfer General Fund	887,986
<b>TOTAL ESTIMATED REVENUES</b>	<b>\$1,327,014</b>
<b>Section 47.</b> The following amounts are hereby appropriated in the <b>Fire District Fund</b> for the operation of fire protection services for the fiscal year beginning July 1, 2017 and ending June 30, 2018, in accordance with the chart of accounts heretofore established for this county:	
Davie Fire District	\$408,000
Darlington Fire District	81,700
Rheasville Fire District	191,800
Thelma Fire District	15
Tillery Fire District	28,700
Littleton Fire District	253,500
Brinkleyville Fire District	0
Arcola Fire District	48,600
Enfield Fire District	173,500
Halifax Fire District	99,700
Hobgood Fire District	25,750
Scotland Neck Fire District	102,600
Weldon Fire District	111,000
<b>TOTAL APPROPRIATIONS</b>	<b>\$1,524,865</b>

Donations	1,850
4-H Livestock	1,000
Other Revenues	1,000
<b>TOTAL ESTIMATED REVENUES</b>	<b>\$5,150</b>
<b>Section 43.</b> The following amounts are hereby appropriated for the operations of <b>Emergency Medical Services</b> for the fiscal year beginning July 1, 2017 and ending June 30, 2018, in accordance with the chart of accounts heretofore established for this county:	
Salaries and Benefits	\$4,294,140
Operating Expenses	674,300
Debt Service	92,575
Transfer General Fund – Performance Evaluations	12,173
Capital Outlay	426,132
<b>TOTAL APPROPRIATIONS</b>	<b>\$5,499,320</b>
<b>Section 44.</b> It is estimated that the following revenues will be available for the operations of <b>Emergency Medical Services</b> for the fiscal year beginning July 1, 2017 and ending June 30, 2018:	
Emergency Medical Services	\$2,100,000
CST REP RE	400,000
Warren Co. Appropriation	105,000
Transfer General Fund	2,512,156
HFD Contract	4,000
Debt Setoff Collections	20,000
Fund Balance	358,164
<b>TOTAL ESTIMATED REVENUES</b>	<b>\$5,499,320</b>
<b>Section 45.</b> The following amounts are hereby appropriated for the operations of <b>Central Communications</b> for the fiscal year beginning July 1, 2017 and ending June 30, 2018, in accordance with the chart of accounts heretofore established for this county:	
Salaries and Benefits	\$1,194,345
Operating Expenses	126,269
Capital	6,400

Attachment B

**Section 48.** It is estimated that the following revenues will be available in the **Fire District Fund** for the fiscal year beginning July 1, 2017 and ending June 30, 2018:

Tax Revenues	\$1,307,965
Sales Tax	216,900

**TOTAL ESTIMATED REVENUES**

**\$1,524,865**

**Section 49.** The following amounts are hereby appropriated for the **Tax Agency Fund** for the fiscal year beginning July 1, 2017 and ending June 30, 2018, in accordance with the chart of accounts heretofore established for this county:

Town of Littleton Tax Payments	\$ 258,000
City of Roanoke Rapids Tax Payments	8,226,000
Town of Weldon Tax Payments	770,000
Town of Scotland Neck Tax Payments	625,000
Town of Enfield Tax Payments	550,000
Town of Hobgood Tax Payments	56,000
Town of Halifax Tax Payments	75,000

**TOTAL APPROPRIATIONS**

**\$10,560,000**

**Section 50.** It is estimated that the following revenues will be available for the **Tax Agency Fund** for the fiscal year beginning July 1, 2017 and ending June 30, 2018:

Town of Littleton Tax Collected	\$258,000
City of Roanoke Rapids Tax Collected	8,226,000
Town of Weldon Tax Collected	770,000
Town of Scotland Neck Tax Collected	625,000
Town of Enfield Tax Collected	550,000
Town of Hobgood Tax Collected	56,000
Town of Halifax Tax Collected	75,000

**TOTAL ESTIMATED REVENUES**

**\$10,560,000**

**Section 51.** There is hereby levied a tax at the rate of seventy-three cents (\$0.73) per one hundred dollars (\$100) valuation of property listed as of January 1, 2017, for the purpose of raising revenue included in "Ad Valorem Taxes - Current Year" in the General Fund in Section 2 of this ordinance.

This rate of tax is based on an estimated total valuation of property for the purpose of taxation of \$3,169,960,000 with an estimated collection rate of 97.40%.

**Section 52.** Pursuant to G.S. 153A-149(b)(7), there is hereby levied a tax at the rate of five cents (\$0.05) per one hundred dollars (\$100) valuation of property listed as of January 1, 2017, for the purpose of raising revenue for the repayment of debt incurred by the County pursuant to an Installment Financing Contract dated May 26, 2016, to finance the construction of a new elementary school to replace Manning Elementary School. The County shall cause all such revenues received under this levy to be deposited to the credit of the General Fund of the County, but to be disbursed only for said debt repayment. The rate of tax is based on an estimated total valuation of property for the purpose of taxation of \$3,169,960,000 with an estimated collection rate of 97.40%.

**Section 53.** Pursuant to G.S. 115C-511, there is hereby levied a tax at the rate of \$0.20 per one hundred dollars (\$100) valuation of property listed for taxes as of January 1, 2017, located within the Weldon-Halifax Administrative School Unit for the purpose of supplementing the revenues of the Administration Unit. The rate of tax is based on an estimated total valuation of property for the purpose of taxation of \$296,913,183 and an estimated collection rate of 97.40%.

There is hereby appropriated to the Weldon-Halifax Administrative Unit the sum of \$359,757 from the proceeds of said tax plus any additional revenue accruing to the Weldon-Halifax Administrative Unit as required by law from Sales Taxes and other sources.

**Section 54.** Pursuant to G.S. 115C-511, there is hereby levied a tax at the rate of \$0.10 per one hundred dollars (\$100) valuation of property listed for taxes as of January 1, 2017, located within the Halifax County Schools Administrative School Unit for the purpose of supplementing the revenues of the Administration Unit. The rate of tax is based on an estimated total valuation of property for the purpose of taxation of \$1,744,200,000 and an estimated collection rate of 97.40%.

There is hereby appropriated to the Halifax County Schools Administrative Unit the sum of \$1,698,851 from the proceeds of said tax plus any additional revenue accruing to the Halifax County Schools Administrative Unit as required by law from Sales Taxes and other sources.

**Section 55.** The following taxes are hereby levied for the Special Fire Districts shown below. Each rate is per \$100 valuation of property listed for taxes as of January 1, 2017, located within each Fire District. This rate of tax is based on an

Attachment B

estimated total valuation of real and personal property for the purposes of taxation of \$1,643,716,281. The rates of tax are based on an estimated collection rate of 97.40%.

There is hereby appropriated to the Fire Districts the sum of \$1,156,215 from the proceeds of said tax plus any additional revenue accruing to the Special Fire Districts as required by law from Sales Taxes and other sources.

TAXING DISTRICT	PROPERTY VALUATION	TAX RATE	REVENUE
Davie	\$325,714,286	0.0945	\$299,797
Darlington	72,626,966	0.089	62,957
Rheasville	203,744,681	0.0705	139,905
Tillery	47,520,000	0.0475	21,985
Littleton	393,876,404	0.0534	204,861
Arcola	53,042,836	0.0677	34,976
Enfield	190,330,435	0.069	127,913
Halifax	109,928,571	0.0728	77,947
Hobgood	29,956,204	0.0685	19,986
Scotland Neck	115,982,609	0.069	77,947
Weldon	100,993,289	0.0894	87,941

**Section 56.** There is hereby levied a tax at the rate of \$0.1244 per \$100 valuation of property listed for taxes as of January 1, 2017, located within the Our Community Hospital District for the purpose of raising revenue for said Hospital District. This rate of tax is based on an estimated tax valuation of property for the purposes of taxation of \$296,913,183 and an estimated collection rate of 97.40%.

There is hereby appropriated to Our Community Hospital District the sum of \$359,757 from the proceeds of said tax plus any additional revenue accruing to the Our Community Hospital District as required by law from Sales Taxes and other sources.

**Section 57.** In accordance with G. S. 115C-429 (b) the following appropriations are made to the Halifax County, Weldon City, and Roanoke Rapids School Districts for Current Expenses. Per Pupil ADM allocations for Charter School students residing in Halifax County are included in the three school systems Current Expense allocations. The budget resolution adopted by those School Districts shall conform to the appropriations set forth in the Budget Ordinance.

In addition, the amount allocated to the three school units for Capital Outlay is only reserved for those units and will be appropriated on a project or item basis after

prior approval of the project or item by the Board of Commissioners. Any funds reserved for Capital Outlay that have not been approved for use by a school unit at the end of the fiscal year will revert back to the General Fund of Halifax County.

None of the funds appropriated to a school unit by the county as Current Expense can be used to increase any salaries, benefits, compensation, etc. by any amount above the percent or amount approved for state employees by the General Assembly.

**School Appropriations:**

	Halifax County	Roanoke Rapids	Weldon
Total Current Expense	\$2,492,350	\$2,195,903	\$801,505
Total Capital Outlay	343,147	302,332	110,351

- The Capital Outlay amount listed for RRGSD includes the QZAB debt service payment of \$89,500. The Capital Outlay amount also includes QSCB Debt Service for Weldon City Schools \$60,978 and QSCB Debt Service for RRGSD \$113,246.
- Additional Capital Outlay items are as follows: Enfield School project \$1,120,673 and Manning Elementary School project \$1,683,602.

**Section 58.** Pursuant to Chapter 54, Article III, of the Halifax County Code of Ordinances, the collection fee assessed under Section 54-29(a) shall be \$128.51 per year per dwelling unit, the disposal fee assessed under Section 54-30(a) shall be \$50.53 per year per dwelling unit, and the availability fee assessed under Section 54-31(a) shall be \$40.60 per year per dwelling unit.

**Section 59.** Funds collected from solid waste fees will be credited in accordance with the schedule adopted by the Board of Commissioners.

**Section 60.** The Budget Officer is hereby authorized to transfer appropriations as contained herein under the following conditions:

- He/she may transfer amounts between line item expenditures within a department without limitation and without a report being required. These changes should not result in increases in recurring obligations such as salaries.
- He/she may transfer amounts up to \$1,000 between departments, including contingency appropriations, within the same fund. He must make an official report on such transfers at the next regular meeting of the Board of Commissioners.



Attachment B

c. He/she may neither transfer any amounts between funds nor from any contingency appropriation within any fund, except as approved by the Board of Commissioners in the Budget Ordinance as amended.

**Section 61.** The Budget Officer may make cash advances between funds for periods not to exceed 60 days without reporting to the Board of Commissioners. Any advances that extend beyond 60 days must be approved by the Board. All advances that will be outstanding at the end of any fiscal year must be approved by the Board.

**Section 62.** The County Manager is hereby authorized to execute contractual documents under the following conditions.

a. He/she may execute contracts for construction, repair projects or design services requiring the estimated expenditure of \$15,000 or less, provided the amounts are within budgeted appropriations.

b. He/she may execute contracts for: 1) purchases of apparatus, supplies, materials, or equipment which are within budgeted appropriations; and, 2) services which are within budgeted appropriations.

c. He/she may execute grant agreements to or from public and non-profit organizations which are within budgeted appropriations, unless a grantor organization requires execution by the Board of Commissioners.

**Section 63.** Capital Outlay purchases shall be defined as equipment and physical property, other than land or buildings, having a useful life of more than three years and a cost in excess of \$5,000.

**Section 64.** Copies of this Budget Ordinance shall be furnished to the Clerk to the Board of Commissioners, the Budget Officer, the Finance Officer and the Tax Administrator to be kept on file by them for their direction in the disbursement of funds.

**Section 65.** This 2017-2018 budget includes a ceiling on the maximum number of funded positions by department.

a. This budget provides for the following full-time employee positions:

Board of Elections	2
Cooperative Extension Service	4
County Management	6
Economic Development	2
Emergency Services – Central Communications	21
Emergency Services – Emergency Management	1
Emergency Services – Emergency Medical Services	64
Finance	8
Human Resources Management	5
Information Technology	4
Legal	2
Library	10
Natural Resources Conservation Service	3
Operations	17
Planning and Development	5
Public Health	84
Public Utilities	24
Register of Deeds	6
Sheriff	70
Sheriff – Jail	32
Social Services	170
Tax Administration	20
Tax Revaluation	7
Total Full-Time Positions	567

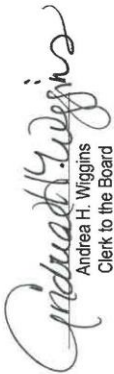
b. Pursuant to G.S. 128-21 (11d) and G.S. 143-166.50(a)(3), the number of full time paid personnel who receive service retirement benefits for law enforcement officers and supplemental retirement benefits for law enforcement officers may not exceed the number of law enforcement positions approved by the Halifax County Board of Commissioners. The number of law enforcement positions approved by the Halifax County Board of Commissioners is 70. Subject only to this limitation, the Sheriff may employ such personnel in any position he deems advisable.

c. The County Manager will continue to enforce a hiring freeze as positions come vacant, but may use discretion if a vacant position will negatively impact the revenue generation, work efficiency, or public safety of the County.

Adopted this 19<sup>th</sup> day of June 2017.

A blue ink signature, appearing to read 'VJB', written over a horizontal line.

Vernon J. Bryant, Chairman  
Halifax County Board of Commissioners

A blue ink signature, appearing to read 'Andrea H. Wiggins', written over a horizontal line.

Andrea H. Wiggins  
Clerk to the Board

**MINUTES  
COUNTY OF HALIFAX  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
JULY 10, 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, July 10, 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 M. Bumgarner, Senior Management Analyst  
Michelle F. Moseley, Paralegal

**Call to Order**

Chairman Bryant called the meeting to order.

**Moment of Silence - Frank V. Avent, III**

Commissioner Smith requested that a moment of silence be held in memory of the life and legacy of Frank V. Avent, III, who passed away on June 29, 2017 due to illness.

**Invocation and Pledge of Allegiance**

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

### **Adoption of the Agenda**

Chairman Bryant requested that Item 3A. Community Issues - Dr. Anitra D. Wells, Weldon City School Superintendent be removed from the agenda.

Tony N. Brown, County Manager, requested that Item 8. Late Application for Present Use Value – W. W. Hines Heirs be removed from the agenda.

Commissioner Smith moved to approve the agenda as amended. Commissioner Brewer 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 Brewer moved to approve the consent agenda as follows:

##### **A. Approval of Minutes**

The draft minutes of the June 6, 2016 Board of Equalization and Review Meeting, June 6, 2016 Regular Meeting, June 13, 2016 Emergency Meeting, June 20, 2016 Regular Meeting, and July 5, 2016 Regular Meeting were approved.

##### **B. Tax and Solid Waste Releases**

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 June 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: 6

- 6 Real Property Accounts  
Four releases were for properties which were now in compliance with the 2016 present use value audit. One release was to add present use value to a parcel which should have originally received the deferment. One release was to amend a business personal property listing per documentation provided by the taxpayer.

Years With Releases: 2011-2016

Total County Levy: \$59,258.12

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

C. Budget Amendments

- |    |   |            |
|----|---|------------|
| 1. | Transfer and Support Services - Transfer funds from Contingency to Pension Trust to cover LEO retiree payroll through June 30 <sup>th</sup> | \$4,913.52 |
| 2. | Cooperative Extension - Farmers Market - Budget additional revenue from booth rentals   | 748.00     |
| 3. | Cooperative Extension - Rural Life - Budget additional revenue from camp fees   | 6,000.00   |
| 4. | Sheriff - Budget insurance claim proceeds from patrol car being totaled after a deer collision  | 9,795.75   |
| 5. | DSS - Increase childcare funding to actual per reallocation dated April 13, 2017  | 9,125.00   |
| 6. | Cooperative Extension - Extension Agent Program - Budget additional revenue from donations  | 1,000.00   |
| 7. | Cooperative Extension - 4-H Account - Budget additional revenue from activities, fees, and donations  | 720.00     |
| 8. | Law Enforcement Separation - Transfer funds to Pension Trust to cover LEO retiree payroll through June 30 <sup>th</sup>                     | 4,913.52   |

D. 2017 Seniors Farmers Market Nutrition Program

Rose D. Lewis, Aging Services, Human Resources Management, requested that the Board approve the receipt of the funds from the Division of Aging in Farmers Market vouchers to assist seniors at the three congregate sites with nutrition.

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

2. **Special Recognition - Ralph Johnson, Halifax-Northampton Regional Airport Manager, Retirement Certificate of Service**

A. Ralph Johnson, Halifax-Northampton Regional Airport Manager

Chairman Bryant presented a Retirement Certificate of Service in honor of Ralph Johnson, Halifax-Northampton Regional Airport Manager, in recognition of the completion of ten years of service to the citizens of Halifax County.

Commissioner Bryant moved to approve the Retirement Certificate of Service in honor of Ralph Johnson, Halifax-Northampton Regional Airport Manager. Commissioner Johnson seconded the motion, which passed unanimously by voice vote.

B. Honorable Michael H. Wray, North Carolina House of Representatives

Chairman Bryant presented a plaque in honor of the Honorable Michael H. Wray, North Carolina House of Representatives, in recognition of his exemplary leadership, service and commitment to the citizens of Halifax County. He thanked Representative Wray for dedication and service to Halifax County and for being instrumental in securing funding from the General Assembly in the amount of \$150,000 for the Joseph Montfort Amphitheater.

Commissioner Manning, Chairman of the Amphitheater Advisory Board, thanked Representatives Wray for the \$150,000 that would be used to revitalize the Joseph Montfort Amphitheater.

**3. Public Hearing – Zoning Text Amendments – Electronic Gaming Operations**

Chris D. Rountree, Planning Director, addressed the Board regarding a proposed zoning text amendments regarding electronic gaming operations.

He stated that at the June 5, 2017 Regular Meeting, the Board directed that the Planning Director and Management Team research surrounding jurisdictions and develop zoning ordinance text amendments related to internet cafés, internet sweepstakes, and similar establishments such as electronic gaming operations. He further stated that the Zoning Ordinance currently did not address any setbacks, buffers, etc. in reference to internet sweepstakes businesses being located near dwellings, churches, schools, daycares, parks, or other gaming establishments. He advised that such establishments were allowed in the residential/agriculture district with the issuance of a conditional use permit from the Board of Adjustment, similar to numerous other retail or commercial uses. He further said that customers stop by these establishments and purchase air time/phone cards to access computers for online entertainment; playing games that were basically games of chance. He explained that the addition of a new permitted use by conditional use permit was also proposed in the residential-agriculture, highway business, light industrial and heavy industrial districts in order to clarify that such uses were specifically subject to approval of a conditional use permit application. He provided the Board with the proposed text amendments including a definition of electronic gaming operations, proposed setback provisions, hours of operation, parking provisions and the prohibition of alcohol.

He stated that the Halifax County Planning Board met on June 21, 2017 and unanimously recommended approval of the text amendments with some revisions related to the hours of operation and with the understanding that the Planning Director and County Attorney might expand on the definition of electronic gaming operations. He further stated that the proposed text amendments would adequately address concerns related to the location of electronic gaming operations in the County. He advised that after reviewing several options with the County Manager, Management Team, and Planning Board, the following amendments were

recommended, including a new definition and permitted use type. He further advised that staff recommended approval of the proposed text amendments to the Halifax County Zoning Ordinance, which were consistent with the policies of the Comprehensive Development Plan as follows: Policy PC -1 Coordinated inter-governmental planning for economic development, land use and development, transportation and centralized water/sewer services shall be among Halifax County's highest priority concerns. Policy ED-1 Economic development shall be the number one priority for policies and actions of Halifax County; it is the critical foundation for all other County functions and service capabilities, and is essential to enhance the quality of life of area residents.

Mr. Rountree requested that the Board adopt the following:

**A RESOLUTION TO AMEND CERTAIN PORTIONS  
OF THE HALIFAX COUNTY ZONING ORDINANCE  
RELATING TO ELECTRONIC GAMING OPERATIONS**

**WHEREAS**, on June 5, 2017, the Halifax County Board of Commissioners, directed county staff to develop certain proposed amendments to the Halifax County Zoning Ordinance related to the regulation of electronic gaming operations or "internet cafés"; and

**WHEREAS**, the proposed amendments were submitted to the Halifax County Planning Board for review and recommendation as required by G. S. §153A-344, G. S. §153A-341, and Section 902.01 of the county zoning ordinance; and

**WHEREAS**, the Planning Board conducted its review at its regular meeting on June 21, 2017, and by unanimous vote has recommended the adoption of the proposed text amendments; and

**WHEREAS**, pursuant to G. S. §153A-323(a) and Section 900 of the county zoning ordinance, a public hearing was held by the Halifax County Board of Commissioners regarding the proposed amendment at its Regular Meeting on Monday, July 10, 2017, at 9:30 A. M., after notice of the public hearing had published in the manner required by said statute and ordinance; and

**WHEREAS**, pursuant to Article IX, Section 900, of the Zoning Ordinance of Halifax County, North Carolina, the Halifax County Board of Commissioners has the authority to amend said zoning ordinance; and

**WHEREAS**, it is desirable to amend the zoning ordinance from time to time in response to business operations which did not exist at the time of the original adoption of the county zoning ordinance; and

**WHEREAS**, the Board of Commissioners desires to consider certain amendments to the zoning ordinance related to the definition, location, and operation of electronic gaming establishments; and

**WHEREAS**, the Board has considered the Halifax County Comprehensive Development Plan and finds that the proposed text amendments are consistent with the following policies of the Plan, to wit: Policy PC-1 and Policy ED-1.

**NOW, THEREFORE**, pursuant to Section 900 of the Zoning Ordinance of Halifax County, North Carolina, it is hereby resolved as follows:

1. That the text of Section 1301.02 of said zoning ordinance (pertaining to permitted uses by conditional use permit in the R-A residential-agricultural district) be and hereby is amended by adding the following as subsection tttt:

*tttt. Electronic gaming operations (as defined in Section 1413.01), arcades or similar forms of amusement and entertainment within the establishment.*

2. That the text of Section 1309.02 of said zoning ordinance (pertaining to permitted uses by conditional use permit in the HB highway business district) be and hereby is amended by adding the following as subsection g:

*g. Electronic gaming operations (as defined in Section 1413.01), arcades or similar forms of amusement and entertainment within the establishment.*

3. That the text of Section 1312.02 of said zoning ordinance (pertaining to permitted uses by conditional use permit in the LI light industrial district) be and hereby is amended by adding the following as subsection f:

*f. Electronic gaming operations (as defined in Section 1413.01), arcades or similar forms of amusement and entertainment within the establishment.*

4. That the text of Section 1313.08 of said zoning ordinance (pertaining to permitted uses by conditional use permit in the HI heavy industrial district) be and hereby is amended by adding the following as subsection f:

*f. Electronic gaming operations (as defined in Section 1413.01), arcades or similar forms of amusement and entertainment within the establishment.*

5. That the text of Article XIV - Supplementary Uses be amended by adding the following as Section 1413:

***Section 1413. Electronic Gaming Operations***

*1413.01. Electronic Gaming Operations defined. Electronic Gaming Operations are business enterprises, whether principal or accessory, where persons utilize*



*electronic machines, including but not limited to computers and gaming terminals to conduct games of skill, odds or chance, including sweepstakes entries, and where cash, coupons, gift cards, internet access time, merchandise or other items of value are redeemed or otherwise distributed, whether or not the value of such items is determined by skill on electronic games played or by predetermined odds, and regardless of whether the business operation does not violate any provision of Chapter 14, Article 37, Part 1 of the North Carolina General Statutes or any other state or federal law. Electronic Gaming Operations do not include operations associated with the official North Carolina Education Lottery.*

*1413.02. Hours of Operation. The business shall operate only between the hours of 8:00 A. M. and 10:00 P. M., unless the business is located 150% or more of the setback distances set forth in subsection 1413.03, in which case the hours of operation may be extended until 12:00 A. M. (midnight).*

*1413.03. Location. The business shall not be located closer than:*

- a. One-thousand (1,000) feet from any building used as a dwelling residence).*
- b. Two-thousand (2,000) feet from any church, daycare facility, school, playground, park, library, movie theatre.*
- c. Two-thousand (2,000) feet from any existing electronic gaming operation, tattoo and body piercing establishment or adult and sexually oriented business.*
- d. Measurement of distance shall be in a straight line from the closest point of the building at which the business is located to closest point of the building being protected by the applicable setback.*

*1413.04. No alcoholic beverages shall be sold or consumed on the premises (buildings or grounds).*

*1413.05. Parking. There shall be one and one-half (1.5) parking spaces for each electronic gaming machine plus one (1) for each employee on the shift of greatest employment.*

*1413.06. Loitering Prohibited. There shall be no loitering on the premises (buildings or grounds) after business hours.*

Adopted this 10<sup>th</sup> day of July, 2017.

Chairman Bryant inquired if there were any questions from the Board regarding the Zoning Text Amendments - Electronic Gaming Operations.

Commissioner Manning inquired if the proposed zoning text amendments would affect all zoning districts within the County. Mr. Rountree responded that the addition of a new permitted use by conditional use permit was also proposed in the residential-agriculture, highway

business, light industrial and heavy industrial districts in order to clarify that such uses were specifically subject to approval of a conditional use permit application.

Commissioner Brewer stated that at the June 5, 2017 Regular Meeting, there were public comments and concerns that the approved internet cafés was also the same place as the neighborhood bus stop. She inquired if this matter was addressed in the zoning text amendments. Mr. Rountree responded that the neighborhood bus locations were not addressed in the text amendments because they frequently changed.

Commissioner Johnson inquired if once the zoning text amendments were adopted whether there would be any impact on internet cafés that had already been established that were currently located very close to residents. Mr. Rountree responded that the current businesses would continue to operate as such until the internet cafés closed. He further responded that there would not be any effect on the current internet cafés unless there was some change at the State level. Commissioner Johnson further inquired of the hours of operation and whether there was any consideration provided regarding the weekdays from 8:00 A. M. until 10:00 P. M. and on the weekend from 8:00 A. M. until 12:00 A. M. Mr. Rountree responded that the hours of operation would be from 8:00 A. M. and 10:00 P. M., unless the business was located 150% or more of the setback distances set forth in subsection 1413.03, in which case the hours of operation may be extended until 12:00 A. M. as recommended by the Planning Board.

Commissioner Smith stated that the Planning Board had done a great job in addressing electronic gaming operations in the proposed zoning text amendments. He stated that the amendments would not affect the previously approved electronic gaming operations; however, the proposed guidelines would be effective in regards to how such requests were handled in the future.

Commissioner Manning inquired if an electronic gaming operations changed hands would the conditional use permit awarded to the first owner apply to the second owner. Attorney Rollins responded that as long as the use of the building as an electronic gaming operation continued, even though it changed hands, the conditional use permit would apply to the second owner as long as the business did not cease operation for six months.

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

Chairman Bryant inquired if there were any questions from the public regarding the Zoning Text Amendments – Electronic Gaming Operations.

Susan Watson, 374 Myrick Estates Road, Littleton, representing Halifax County Neighbors Against Electronic Gaming, addressed the Board regarding internet cafés within close proximity to residences, churches, and schools.

Ms. Watson stated that at the June 5, 2017 Regular Meeting, she addressed the Board along with Passion Collins and expressed concerns regarding electronic gaming or internet cafés

within close proximity of permanent residences, churches, and schools and to request that the Board protect its citizens. She further stated that approximately 30 individuals from the Halifax County Neighbors Against Electronic Gaming attended the Board of Adjustment Meeting on April 11, 2017 regarding the internet café located at 9681 Highway 158, Littleton. She advised that during that meeting concerns were expressed and a request was made that a conditional use permit not be approved to open an electronic gaming establishment within their neighborhood. She further advised that subsequently the request was approved based on the definition of compatibility for their neighborhood and reminded the Board that the internet café was opening approximately 324 feet away from Passion Collins new home and 20 feet away from the neighborhood bus stop. She explained that at that time there was no ordinance to protect residents against electronic gaming establishments. She requested that the Board approve rules and regulations regarding internet cafés and to review whether electronic gaming establishments would be allowed to operate on Sunday, which was prohibited by Board of Adjustment for the establishment that was previously awarded a conditional use permit. She further requested that the Board give some consideration regarding the Sheriff's recommendations that no internet cafés be allowed in the County. She reminded that Board that internet cafés were illegal.

After a brief discussion was held regarding the proposed zoning ordinance that would allow internet cafés to operate seven days per week, Attorney Rollins clarified that the Board of Adjustment had the jurisdiction and ability to make any restrictions to zoning ordinance that was deemed necessary upon considering a conditional use permit application regarding compatibility. He further stated that it was being assumed that the operation of internet cafés was legal; however, there was some concern that some of the electronic gaming devices was in violation of the criminal code, which had not been legally settled. He advised that there was nothing that could be done in regards to the previous conditional use permit that was awarded for the internet cafés by the Board of Adjustment, even in regards to the proposed zoning text amendment.

Commissioner Smith moved to close the Public Hearing. Commissioner Brewer seconded the motion, which passed unanimously by voice vote.

#### **4. Piedmont Natural Gas Request**

Bob Garrison, Percheron Field Services Project Manager, addressed the Board stating that Percheron Field Services was contracted by Piedmont Natural Gas to handle land acquisitions and landowner management services for pipeline projects. He introduced Charice Muckelvene, Senior Land Planning Agent, Percheron Field Services.

He stated that during the June 6, 2016 Regular Meeting, an initial request was made on behalf of Piedmont Natural Gas for space needed to accommodate a replacement natural gas pipeline that was routed through property owned by the County. He further stated that the County was gracious enough to discuss, negotiate, and agree to the request. He advised that since that time, Piedmont Natural Gas had been working diligently to construct the pipeline as planned and to meet the timelines of the Line 6 Corridor Replacement Project.

Mr. Garrison stated that Piedmont Natural Gas purchased a utility station site easement on the property at the end of Industrial Drive located off of Highway 903. He further stated that

the purpose of this site was to house a regulator station to bring high pressure from a transmission line down to lower pressures to allow the distribution to citizens and businesses of the County for which these lines serve; however, there was an issue with the site chosen regarding soil content and/or structure due to the amount of water in and around the area that would create a possible hazard in the future with the settlement of the station. He advised that Piedmont Natural Gas was requesting a substitute location approximately 400 feet from the existing easement site purchased that would provide a more suitable footprint and eliminate potential safety concerns.

He stated that the existing utility station site easement location was .281 acres and the newly proposed site was .230 acres. He further stated that Piedmont Natural Gas planned to release the existing site back to the County in the form of a release deed as part of the transaction for the proposed site. He advised that there was some additional temporary construction easement workspace needed around the proposed site as well. He further advised that Piedmont Natural Gas was aware that this request was an opportunity for an exchange of near equal sites and agreed to compensate the County for the new site while still releasing the original site already purchased. He explained that this decision was in hopes that the Board would acknowledge the desire of Piedmont Natural Gas for a quick resolution in order to maintain the current construction schedule.

Mr. Garrison provided for review and discussion a screenshot of the area described with both the existing and proposed locations of the utility station site easement locations, a survey plat showing the proposed utility station site easement location and additional temporary construction easement with dimensions and acreage, a survey plat showing the existing utility station site easement to be released back with dimensions and acreage, a compensation worksheet/agreement reflecting the offer amount for the transaction, easement document for the new purchase, and a partial release deed for the existing utility station site easement location.

Charice Muckelvene, Senior Land Planning Agent, Percheron Field Services, LLC, addressed the Board and stated that the total compensation agreement for permanent easement, temporary construction easement, and damages agreements in the total compensation amount of \$1,351 were as follows: permanent easement in the amount of \$460 for .230 acres at \$2,000 per acre; temporary easement in the amount of \$63 for .156 acres at \$400 per acre; signing bonus \$1,000; additional easement acreage allowance in the amount of \$477 and damages to timber in the amount of \$1,351 for .386 acres at \$3,500 per acre.

Mr. Garrison stated that the second request of Piedmont Natural Gas was for a distribution easement to accommodate the outgoing natural gas distribution line from the aforementioned regulator station. He further stated that the survey plat showed that the distribution line would run out of the newly proposed regulator station site, under the transmission easement, and along the west side of the access road to Industrial Drive. He advised that this would be an outlet for the reduced pressure gas to serve the community. He provided the Board with a survey plat showing the proposed distribution easement and route, compensation worksheet/agreement reflecting the offer amount for the transaction, per acre price based on original transactions with the County, additional amount added to meet minimum payment requirement, and a copy of the distribution easement document for the new purchase.

Charice Muckelvene, Senior Land Planning Agent, Percheron Field Services, LLC, addressed the Board and stated that the total compensation agreement for permanent easement, temporary construction easement, and damages agreements were as follows: permanent easement in the amount of \$286 for .143 acres at \$2,000 per acre; additional easement acreage allowance in the amount of \$214 for a total compensation of \$500.

Commissioner Manning stated that he had a perceived conflict of interest as Piedmont Natural Gas would be crossing a piece of property that he owned, which was west of the Town of Weldon between the aqua duct and the city limits.

After a brief discussion was held, Commissioner Qualls moved to approve the requests of Piedmont Natural Gas as presented by Mr. Garrison and to authorize Chairman Bryant and the appropriate staff to execute the documents pending review and approval by the County Attorney. Commissioner Brewer seconded the motion.

Upon discussion, Commissioner Smith inquired whether there had been any changes to the original site that was being returned to the County. Mr. Garrison responded that the only change to the original site was the clearing of timber of which the County had been duly compensated.

The motion passed unanimously by voice vote.

**5. Action on Public Hearing**

Commissioner Manning moved to adopt the resolution to amend certain portions of the Halifax County Zoning Ordinance relating to electronic gaming operations and to include in section 1413.02. Hours of Operation language that would authorize the Board of Adjustment to make any restrictions deemed necessary upon considering a conditional use permit application. Commissioner Smith seconded the motion.

Upon discussion, Commissioner Smith reiterated that the Board was not endorsing or adopting a resolution that was illegal; however, was adopting a resolution that was deemed to be lawful by the State regarding electronic gaming operations.

The motion passed unanimously by voice vote.

**6. Tax Settlement and Insolvents List, Authorize Order for the Tax Collector to Collect Taxes**

Doris B. Hawkins, Tax Collector, addressed the Board requesting approval of the insolvents list and to be charged with tax collection responsibility for the next fiscal year. She further requested that the Board approve the FY 2016-2017 Property Tax Levy Year-end Settlement.

She provided a brief PowerPoint presentation and a spreadsheet that documented the FY 2016-2017 levy from beginning levy to year-end. She stated that the levy by property category for FY 2016-2017 was as follows: real property \$22,005,902.34, 89%, and personal property \$2,811,677.57, 11%. She further stated that the collections by property category was as follows: real property levy \$526,571.43, 97.61%; personal property levy \$31,695.35, 98.87%; and total annual levy \$558,266.78, 97.75%. She advised that there was additional information on the record reporting the ongoing work to collect the balance of the 2016 levy and prior year's collection summary. She requested that the Board approve the 2016 Report of Insolvents in the amount of \$105,282.76, which did not include motor vehicles.

After a brief discussion was held, Commissioner Johnson moved to approve the tax settlement and insolvents list and to charge the Tax Collector with collection responsibility for the next fiscal year. Commissioner Manning seconded the motion, which passed unanimously by voice vote.

## **7. Community Paramedic Program**

Phil Ricks, Emergency Services, addressed the Board and provided a brief PowerPoint presentation regarding the Community Paramedic Program.

He stated that the Halifax Integrated Health Collaborative was a group of healthcare providers in Halifax County that had been meeting for over two years to find solutions to manage patient healthcare costs and to establish an integrated healthcare collaborative to improve the manner in which individuals with physical and behavioral health needs access and receive services. He further stated that the monthly meetings were facilitated by Brandy Bynum-Dawson with Rural Forward North Carolina. He advised that the membership consisted of Rural Health Group, Halifax Regional Medical Center, Halifax County Department of Social Services, Halifax County Public Health System, Halifax County EMS, Cardinal Innovations, Woodside Psychiatric, Area L Area Health Education Centers, Juvenile Justice, and RHA Health Services. He further advised that the typical emergency medical services delivery model consisted of the 911 call, EMS response, and the transport to the emergency room. He explained that the key concepts of the program consisted of the following: Improve utilization of healthcare resources for underserved patients using the current scope of practice for EMS. Decreases workload and increases efficiency of managing patients in a primary care setting by utilizing EMS personnel through non-traditional methods. Coordinated and integrated care with medical providers including public health, physician's offices, hospitals, home health, and long term care facilities. Innovative design that promotes new thinking on how to deliver services. Retrain and re-deploy the EMS workforce for mental health first aid and crisis intervention training. Integrate EMS as part of the overall delivery model with services delivered after discharge. Focus on individual needs of each patient as social needs were often the most pressing issue. He further explained that the Rural Health Group had been awarded a Kate B. Reynolds Foundation Grant for Roanoke Valley Care Coordination and Healthy Transitions that had funding for two community care paramedic positions that would provide well patient check-ups, assess medication compliance, and confer with a medical provider as needed through Tele-Medicine for a period of three years.

He requested that the Board approve two additional paramedic positions, enter into a memorandum of understanding with Rural Health Group to reimburse the County for the cost of the two positions, and execute the contract pending review by the County Attorney.

Commissioner Smith moved to approve two additional paramedic positions, enter into a memorandum of understanding with Rural Health Group to reimburse the County for the cost of the two positions, and execute the contract pending review by the County Attorney. Commissioner Brewer seconded the motion, which passed unanimously by voice vote.

**8. Accounts Receivable Write-offs for Health, EMS, and Public Utilities - Water and Solid Waste**

Mary W. Duncan, Finance Director, addressed the Board requesting the approval of accounts receivable writ-offs for the Health Department, EMS, and Public Utilities to accurately reflect the June 30, 2017 balances.

She stated that every attempt had been made to collect the delinquent funds incurred prior to July 1, 2015, which was in compliance with the Halifax County Write-off Policy adopted May 6, 2002. She further stated that independent auditors requested that uncollectible debts be written off to accurately reflect year-end receivables. She advised that Southern Credit Adjusters and the North Carolina Debt Set-Off Program would be used to collect outstanding debts for as long as legally possible. She further advised that the debts were as follows: Health Department \$6,789.31; EMS \$1,183,149.91; and Public Utilities - Water \$ 2,355.22 and Solid Waste 5,807.15. She explained that the accounts had been uncollectible after two years of attempts and reported a total write-off in the amount of \$1,198,010.59.

Commissioner Johnson moved to authorize write-offs for the Health Department \$6,789.31; EMS \$1,183,149.91; and Public Utilities - Water \$ 2,355.22 and Solid Waste 5,807.15. Commissioner Qualls seconded the motion, which passed unanimously by voice vote.

**9. FY 2017-2018 Home and Community Care Block Grant Funding Plan**

Rose B. Lewis, Human Resources Management - Aging Services, addressed the Board regarding the FY 2017-2018 Home and Community Care Block Grant Funding Plan.

She stated that the Council on Aging received notice that the FY 2017-2018 Home and Community Care Block Grant would be in the amount of \$579,749, which was \$8,877 less than last year. She further stated that the 2018 Home and Community Care Block Grant Advisory Committee met and agreed to fund seven of the current providers with 20 services on the funding plan. She advised that a 10% match was required by all providers and the County provided the 10% cash match for the Council on Aging in the amount of \$5,942 cash and a 10% in-kind match in the amount of \$8,060. She further advised that the required match for the Department of Social Services was an in-kind match in the amount of \$34,903. She explained that the funds for the Home and Community Care Block Grant County Funding Plan were contingent upon the balancing of the State's budget. She further explained that once the funding plan and grant agreement were in place any changes to the grant would be provided in the Weekly Update.

Mrs. Lewis requested that the Board approve the submission of the FY 2017-2018 Home and Community Care Block Grant Funding Plan, the grant agreement, the receipt of funds if awarded, and to authorize the appropriate staff to execute the documents.

Commissioner Manning moved to approve the submission of the FY 2017-2018 Home and Community Care Block Grant County Funding Plan, the grant agreement, the receipt of funds if awarded, and to authorize the appropriate staff to execute the documents. Commissioner Johnson seconded the motion, which passed unanimously by voice vote.

#### **10. Board Appointments**

##### Amphitheater Advisory Board

Commissioner Manning moved to appoint George Daniel to fill the unexpired term of Cheryl Warren, on the Amphitheater Advisory Board term expiring March 31, 2019. Commissioner Qualls seconded the motion, which passed unanimously by voice vote.

##### EMS Advisory Committee

It was the consensus of the Board to defer action on the EMS Advisory Committee.

##### Tourism Authority

Commissioner Johnson moved to reappoint Sandra Bryant, James Carlisle, and Stacey Senters to serve on the Tourism Authority, term expiring July 31, 2020. Commissioner Manning seconded the motion, which passed unanimously by voice vote.

##### Upper Coastal Plain Workforce Development Board

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

#### **11. Economic Development Report**

Cathy A. Scott, Economic Development Director, addressed the Board and stated that in the essence of time she would provide the Halifax County Economic Development Commission Activity Report at the August 7, 2017 Regular Meeting.

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

Tony N. Brown, County Manager, read the retirement resolution in recognition of Reba C. Allen as follows:

##### **RESOLUTION**

**WHEREAS**, Reba C. Allen, decided to retire as an Administrative Officer III with the



Halifax County Public Utilities Department, effective June 30, 2017; and

**WHEREAS**, she has spent 26 years with local government; Reba has also served in many positions of honor in the community and State, as well as being a dedicated public servant to the citizens of Halifax County.

**NOW, THEREFORE, BE IT RESOLVED**, that on this day, Monday, July 10, 2017, the Halifax County Board of Commissioners did honor Reba C. Allen with formal adoption of this resolution, to be recorded in the minutes of the meeting of this day.

Commissioner Johnson moved to adopt the retirement resolution honoring Reba C. Allen. Commissioner Qualls seconded the motion, which passed unanimously by voice vote

Mr. Brown requested that the Board approve the ABC Board Travel Policy.

Commissioner Qualls moved to approve the ABC Board Travel Policy. Commissioner Smith seconded the motion, which passed unanimously by voice vote.

Mr. Brown requested that the Commissioners designate a member to serve as voting delegate at the North Carolina Association of County Commissioners 110<sup>th</sup> Annual Conference that would be held in Durham County on August 10-13, 2017.

Commissioner Qualls moved to designate J. Rives Manning, Jr. to serve as the County's voting delegate at the North Carolina Association of County Commissioners 110<sup>th</sup> Annual Conference. Commissioner Bryant seconded the motion, which passed unanimously by voice vote.

Mr. Brown stated that Anne Thomas, Interim Health Director, had resigned. He further stated that Dia H. Denton, Deputy County Manager, would serve as Interim Health Director until the position was filled.

Dia H. Denton, Deputy County Manager, addressed the Board regarding the Blue Cross Blue Shield Foundation Grant. She stated that the purpose of the grant application was to apply for funding to purchase equipment to enhance the current bereavement program for Home Health and Hospice of Halifax.

Mrs. Denton requested that the Board approve the submission of the Blue Cross Blue Shield Foundation Grant application, the receipt of funds if awarded, and authorize the appropriate staff to execute the documents.

Commissioner Qualls moved to approve the submission of the Blue Cross Blue Shield Foundation Grant application, the receipt of funds if awarded, and to authorize the appropriate staff to execute the documents. Commissioner Brewer seconded the motion, which passed unanimously by voice vote.

### **13. County Attorney**

M. Glynn Rollins, Jr., County Attorney, addressed the Board stating that he had no matters for discussion under his report.

**14. Other Business**

Chairman Bryant requested that the Board approve a proclamation in honor of the Burgess Harper Family Reunion that was executed on behalf of the Board as follows:

**PROCLAMATION  
BURGESS HARPER FAMILY REUNION**

**WHEREAS**, We are a nation of families. We take pride in our families, and we value family life. The family is the most basic unit in our society. It teaches us the values of loyalty, independence, responsibility, and mutual love. We look to our families for care, support, and protection. Strong, stable families are the vital cells of a society that is healthy and free. But to remain strong, families require nurturing; their bonds must be reinforced. A family reunion is a wonderful way to strengthen and preserve those families ties; and

**WHEREAS**, family reunions bring multiple generations together linking past, present, and future generations providing a time to share their heritage and their family traditions; and

**WHEREAS**, families honor those who have passed on and celebrate their continuing renewal through new marriages and the birth of new babies; and

**WHEREAS**, at these special times families come together to renew and refresh their relationships and reconnect with long lost relatives. They help celebrate and honor those family members furthering their education by extending college scholarship money; and

**WHEREAS**, these families are ever linked together because of the tradition that was started by the love and dedication of Claudia Brinkley, Cynthia Harris, McCellan Copeland and Harriette Ward.

**NOW, THEREFORE, BE IT PROCLAIMED**, that the Halifax County Board of Commissioners do recognize the Burgess Harper Family Reunion legacy which began over 40 years ago, gathering together every three years in Hollister, North Carolina, at Pleasant Grove Baptist Church which began under a bush arbor in 1882. The church was founded by Reverend Burgess Harper.

**BE IT FURTHER PROCLAIMED**, that a copy of this proclamation be spread upon the minutes of the Halifax County Board of Commissioners this 10<sup>th</sup> day of July, 2017.

Commissioner Manning moved to approve the proclamation in honor of the Burgess Harper Family Reunion. Commissioner Qualls seconded the motion, which passed unanimously by voice vote.

Chairman Bryant requested that the Board approve a congratulatory letter that was executed on behalf of the Board and presented to Mazie Carter Jackson regarding her 90<sup>th</sup> Birthday.

Commissioner Smith moved to approve a congratulatory letter that was executed on behalf of the Board and presented to Mazie Carter Jackson regarding her 90<sup>th</sup> Birthday. Commissioner Johnson seconded the motion, which passed unanimously by voice vote.

Chairman Bryant requested that the Board approve a congratulatory letter on behalf of the Board to be presented to Reverend Turner J. White, Mary's Chapel Missionary Baptist Church, regarding an installation service that would be held in his honor.

Commissioner Smith moved to approve that a congratulatory letter be executed on behalf of the Board and presented to Reverend Turner J. White, Mary's Chapel Missionary Baptist Church, regarding an installation service held in his honor. Commissioner Manning seconded the motion, which passed unanimously by voice vote.

**15. Closed Session**

Commissioner Smith moved that Closed Session be entered under G. S. §143-318.11 to discuss Legal Matters and Personnel Matters. Commissioner Manning seconded the motion, which passed unanimously by voice vote.

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

**16. Adjourn until July 18, 2017 Special Meeting**

Commissioner Smith moved to adjourn the meeting until the July 18, 2017 Special Meeting. Commissioner Qualls seconded the motion, which passed unanimously by voice vote.

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Vernon J. Bryant, Chairman  
Halifax County Board of Commissioners

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



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

**TO:** Halifax County Board of Commissioners

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

**SUBJECT:** Property Tax Refunds and Releases - June 2018

**DATE:** July 9, 2018 Regular Meeting

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**SUPPORTING INFORMATION:**

**Deborah Sue Lloyd; c/o Halifax County Tax Dept., PO Box 68, Halifax NC 27839**

*Parcel 1103033: Solid Waste Availability Fee charged in error to this parcel (return refund to Tax Department to apply to 2017 and 2018 tax bills for account 82019)*

2012	ASF	\$41.75
2013	ASF	\$33.89
2014	ASF	\$41.75
2015	ASF	\$57.76
2016	ASF	\$59.25
2017	ASF	\$40.60
<b>TOTAL</b>		<b>\$275.00</b>

**ATTACHMENTS:**

Description

▣ Releases

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**TOTAL COST:**

**COUNTY COST:**

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**REQUEST:** Approve the June 2018 property tax refunds and releases.

The releases report will be provided after the month-end is completed on the last business day of the month.


# 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: June 29, 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 June 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: 7  
Tax year(s): 2014-2017  
Total County levy: \$15,113.69

Reason for Change	Real Property	Personal Property
Double-listed mobile home		1
Taxpayer filed amended business personal property listing		1
Business closed in 2016 (documentation provided)		1
Corrected value for 2017 bill		1
Adjusted value according to actual condition of personal property		1
Reduced real property value due to timely appeal with Assessor	1	
Reduced personal property value due to timely appeal with Assessor		1
	1	6



*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:** July 9, 2018 Regular Meeting

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**SUPPORTING INFORMATION:**

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

**ATTACHMENTS:**

Description

- ▢ Coversheet for July 9th BA
- ▢ BA List for July 9th

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**TOTAL COST:**\$0

**COUNTY COST:**\$0

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**REQUEST:** Approve presented Budget Amendments

**Budget Amendments****Fiscal Year 17 - 18****July 9, 2018**

1	<b>Sheriff</b> - Budget donation from Aman Family for Sheriff Employee Appreciation	\$ 100.00
2	<b>Operations - Cooperative Extension</b> - Budget insurance proceeds from burst pipe at Rural Life Center	43,058.71
3	<b>Home &amp; Community Care Block Grant</b> - modify budget for Revision #3; #4 is pending	44,207.00
4	<b>Library</b> - Budget additional e-rate revenue for FY 18 supplies	78.46
5	<b>DSS</b> - Budget additional Energy Share revenue per Funding Authorization #13 dated June 19, 2018	26.00
6	<b>DSS</b> - Reduce SHIFT NC budget to actual per quarterly Funding Authorization	9,250.00
7	<b>EMS</b> - Budget insurance proceeds from supplemental claim on a not-at-fault accident	10,963.99
8	<b>Cooperative Extension - Farmer's Market</b> - Budget additional revenue from booth rentals	600.00
9	<b>Cooperative Extension - Extension Agent Program</b> - Budget additional revenue from fees	15.00
10	<b>Cooperative Extension - County Agent Program</b> - Budget additional revenue from fees and donations	1,010.00
11	<b>Cooperative Extension - 4H</b> - Budget additional revenue from fees and activities	2,774.03

Approved: July 9, 2018

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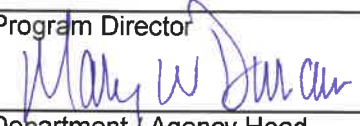
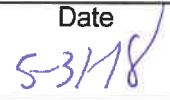
Vernon J. Bryant  
Chairman

## BUDGET AMENDMENT

Account Number / Name	Debit	Credit	Explanation
110-5310-5176-00 Employee Appreciation	100.00		<b>Sheriff</b>
110-4410-4320-11 Sheriff Donations		100.00	Budget donation received from Aman family for Employee Appreciation
<b>TOTALS</b>	100.00	100.00	

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

Approval for Performance Compensation	
Human Resources Director	Date

Program Director	Date
	
Department / Agency Head	Date
County Manager or Assistant County Manager or County Commissioner Chairman	Date

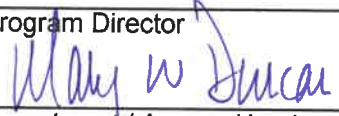
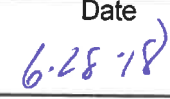


## BUDGET AMENDMENT

Account Number / Name	Debit (Expense Increase) (Revenue Decrease)	Credit (Expense Decrease) (Revenue Increase)	Explanation
110-9195-5550-01 / Tools & Equipment	5,233.00		Cooperative Extension / Maint & Repairs
110-9170-5351-00 / Maint & Rep Buildings	1,181.27		To budget insurance claims reimbursement for a frozen pipe leak at 4H Camp in January
110-9170-5351-12 / M&R Rural Life Education	36,644.44		
110-4410-4839-97 / Insurance Claims Reimb		43,058.71	
<b>TOTALS</b>	<b>43,058.71</b>	<b>43,058.71</b>	

- \* To **increase** a **revenue** line item, you credit - to decrease, you debit  
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Approval for Performance Compensation	
Human Resources Director	Date

Program Director	Date
	
Department / Agency Head	Date
County Manager or Deputy County Manager or County Commissioner Chairman	Date

## BUDGET AMENDMENT

Account Number / Name	Debit	Credit	Explanation
110-6876-5699-17 Enf MOW/Home Del Meals	942.00		HOME AND COMMUNITY CARE BLOCK GRANT
110-6876-5699-18 SN Home Del Meals	1,556.00		ADJUST BUDGET FOR HCCBG PER REVISION #3
110-6876-5699-27 Info/Case Assist.	975.00		
110-6876-5699-55 Hal Sap Tr/Congregate	6,200.00		
110-6876-5699-76 City of RR/Sr Ctr Oper.	24,102.00		
110-6876-5699-77 Town of SN/Sr Ctr Oper.	7,632.00		
110-6876-5699-82 LGRVF Hlpfl Hds & Heart	2,800.00		
110-6876-5699-20 City of RR/Gen Transp		750.00	
110-6876-5699-56 Hal Sap Tr/Home Del Meals		3,471.00	

Pg 1 of 2

- \* 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

Mary W. Duncan

Department / Agency Head

Date

6-26-18

Date

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County Manager or  
Deputy County Manager or  
County Commissioner Chairman

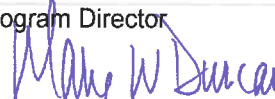


Date

## BUDGET AMENDMENT

Account Number / Name	Debit	Credit	Explanation
110-6876-5699-59 Town of SN/Congregate		1,446.00	HOME AND COMMUNITY CARE BLOCK GRANT
110-6876-5699-66 COA Congregate		593.00	ADJUST BUDGET FOR HCCBG PER REVISION #3
110-6876-5699-78 Hal Sap Tr/Transportation		4,030.00	
110-6876-5699-84 COA-Home Del Meals		5,335.00	
110-6876-5991-00 Contingency		28,485.00	
110-4410-4991-00 Fund Balance		97.00	
	44,207.00	44,207.00	Pg 2 of 2

- \* To **increase** a **revenue** line item, you credit - to decrease, you debit
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Approval for Performance Compensation	
Human Resources Director	Date

Program Director	Date
	
Department / Agency Head	Date
	
County Manager or Deputy County Manager or County Commissioner Chairman	Date

# BUDGET AMENDMENT

Account Number / Name	Debit	Credit	Explanation
			<b>Library 2018</b>
110-4611-484000 - E-Rate Reimb		78.46	Transfer funds to pay end of the
110-7110-526000 Office Supplies	78.46		year invoices.
<b>TOTALS</b>	<b>78.46</b>	<b>78.46</b>	

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Approval for Performance Compensation	
Human Resources Director	Date

Program Director	Date
<i>Amy Overholt</i>	<i>6-1-2018</i>
Department / Agency Head	Date

<i>[Signature]</i>	Date
County Manager or	
Assistant County Manager or	
County Commissioner Chairman	

## 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		26.00	Adjust funding to actual per June 19, 2018 Funding Authorizations #13
125-6490-5491-00 C P & L	26.00		
TOTALS	26.00	26.00	

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

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### Approval for Performance Compensation

Human Resources Director

Date \_\_\_\_\_

*Shewanda Edvis*  
Program Director

6/20/2018

Program Director

Donald A. Carter SSG  
Department / Agency Head

6/20/2018

Date \_\_\_\_\_

County Manager or

Date \_\_\_\_\_

Deputy County Manager or

FIN BA 01

County Commissioner Chairman

## BUDGET AMENDMENT

Account Number / Name	Debit (Expense Increase) (Revenue Decrease)	Credit (Expense Decrease) (Revenue Increase)	Explanation
			<b>DSS</b>
125-4559-4225-00 SHIFT NC Program	9,250.00		<b>Reduce funding to adjust to actual per quarterly funding allocation received</b>
125-6459-5311-00 Travel		2,000.00	
125-6459-5397-02 Tools & Equipment		2,000.00	
125-6459-5395-00 Employee Training		350.00	
125-6459-5290-00 Other Supplies & Materials		5,000.00	
125-6459-5399-23 Indirect Cost		900.00	
125-6459-5697-02 Technology Purchase		1,000.00	
<b>TOTALS</b>	9,250.00	9,250.00	

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Approval for Performance Compensation

Human Resources Director

Date

revised 9/16/14

*Shewanda Ledward* 6/25/2018  
Program Director

*Theresa A. Carter* 6/25/2018  
Department / Agency Head Date

*WS* \_\_\_\_\_ Date  
County Manager or  
Deputy County Manager or  
County Commissioner Chairman

FIN BA 01

## BUDGET AMENDMENT

Account Number / Name	Debit (Expense Increase) (Revenue Decrease)	Credit (Expense Decrease) (Revenue Increase)	Explanation
130-9800-5353-00 / Maint & Rep-Vehicles	10,963.99		EMS
130-4439-4839-97 / Insurance Claims Reimb		10,963.99	To budget insurance claims supplement reimbursement for 2016 not at fault accident
<b>TOTALS</b>	<b>10,963.99</b>	<b>10,963.99</b>	

- \* To **increase** a **revenue** line item, you credit - to decrease, you debit  
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Approval for Performance Compensation	
<div style="border-top: 1px solid black; width: 100%;"></div>	<div style="border-top: 1px solid black; width: 100%;"></div>
Human Resources Director	Date

Program Director 	Date 6-26-18
Department / Agency Head	Date
<div style="display: flex; align-items: center;">          County Manager or          Deputy County Manager or          County Commissioner Chairman       </div>	Date

# BUDGET AMENDMENT

Account Number / Name	Debit (Expense Increase) (Revenue Decrease)	Credit (Expense Decrease) (Revenue Increase)	Explanation
110-5949-5126-00 - Salaries - PT & Temp	400.00		Cooperative Extension - Farmers Market
110-5949-5331-00 - Lights	100.00		<i>Budget</i> Budget additional funds
110-5949-5693-00 - Contracted Services	100.00		
110-4410-4310-74 - Farmers Market Revenue		600.00	
<b>TOTALS</b>	600.00	600.00	

- \* To **increase** a **revenue** line item, you credit - to decrease, you debit
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Approval for Performance Compensation	
Human Resources Director	Date

revised 9/16/14

Program Director	Date
<i>Arthur Whitehead</i>	<i>6/28/18</i>
Department / Agency Head	Date
County Manager or Deputy County Manager or County Commissioner Chairman	Date

FIN BA 01



# BUDGET AMENDMENT

Account Number / Name	Debit (Expense Increase) (Revenue Decrease)	Credit (Expense Decrease) (Revenue Increase)	Explanation
127-5955-5290-18 - OS&M - Ag Materials	15.00		Cooperative Extension - Extension Agent Programs -
127-4500-4310-00 - Fees		15.00	<i>Budget</i> Budget additional funds
<b>TOTALS</b>	15.00	15.00	

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Approval for Performance Compensation

Human Resources Director

Date

Program Director

Date

*Arthur Whithead*  
Department / Agency Head

*6/28/18*  
Date

County Manager or  
Deputy County Manager or  
County Commissioner Chairman

Date

# BUDGET AMENDMENT

Account Number / Name	Debit (Expense Increase) (Revenue Decrease)	Credit (Expense Decrease) (Revenue Increase)	Explanation
128-5956-5220-04 - EFNEP Food Fund	1,000.00		Cooperative Extension - County Extension Programs
128-5956-5398-06 - Harvest Days	10.00		<i>Budget</i> Budget additional funds
128-4501-4320-10 - Donations		1,000.00	
128-4501-4310-68 - Harvest Days		10.00	
<b>TOTALS</b>	1,010.00	1,010.00	

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Approval for Performance Compensation

Human Resources Director Date

Program Director

Date

*Arthur Whitehead*  
Department / Agency Head

*6/28/18*  
Date

County Manager or  
Deputy County Manager or  
County Commissioner Chairman

Date

# BUDGET AMENDMENT

Account Number / Name	Debit (Expense Increase) (Revenue Decrease)	Credit (Expense Decrease) (Revenue Increase)	Explanation
129-5957-5399-76 - 4H Lvst Projects	190.00		Cooperative Extension -4H Account -
129-5957-4398-12 - 4H Miscellaneous Activities	1,609.03		<i>Budget</i> Budget additional funds
129-5957-5290-36 - OS&M Hrs Lvst Arena	975.00		
129-4502-4490-10 - 4H Miscellaneous Activities		1,799.03	
129-45024490-11 - <i>Fees -</i> <del>Fees</del> Don/Hrs Lvst Arena		975.00	
<b>TOTALS</b>	2,774.03	2,774.03	

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

Approval for Performance Compensation	
Human Resources Director	Date

revised 9/16/14

Program Director	Date
<i>Arthur Whitehead</i>	<i>6/28/18</i>
Department / Agency Head	Date

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



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

**TO:** Halifax County Board of Commissioners

**FROM:** C. Shane Lynch, Tax Assessor

**PRESENTER:** C. Shane Lynch, Tax Assessor

**SUBJECT:** Clements-Spence, Wanda Elderly/Disabled Exclusion Application for 2018

The Tax Department requests that the Board of Commissioners make a determination on whether to accept a late 2018 application for the Elderly or Disabled Property Tax Relief Exclusion for parcel 0911070.

**DATE:** July 9, 2018 Regular Meeting

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**SUPPORTING INFORMATION:**

North Carolina excludes from property taxes a portion of the appraised value of a permanent residence owned and occupied by North Carolina residents who are at least 65 years of age or are totally and permanently disabled and whose income does not exceed \$29,600. Applications for the Elderly or Disabled Exclusion are due June 1 of the tax year.

The Mrs. Clements-Spence application for exemption was received by the Tax Department on June 6, 2018. Enclosed with the application was a letter requesting consideration for late approval (see attached letter). The Tax Department has reviewed the application and had it been received before the deadline it would have been approved.

See the attached letter from Mrs. Clements-Spence for further details. Also attached is NCGS 105-277.1(c) noting the application deadline of June 1st and NCGS 105-282.1(a1) which addresses the late application issue.

**ATTACHMENTS:**

Description

- ▢ letter and general statutes

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**TOTAL COST:**

**COUNTY COST:**

**REQUEST:** The Board of Commissioners' approval for a late application to be submitted for the 2018 tax year is the only recourse Mrs. Clements-Spence has to obtain this property tax relief for the 2018 tax year. If received on time, the application would have been approved. If approved, the taxpayer is aware that this application is only good for 2018 and that they will have to submit a timely application for 2019.

# Reasons for late filing for Property Tax Relief

1. Wanda Clements  
527 Pinecrest Ave  
Roanoke Rapids

parcel # 0911070

- 1- helping daughter with Cancer
- 2- death of daughter
- 3- Broken leg
- 4- grandson 4 wheeler accident & surgeries
- 5- Ex husband (my childrens father) in  
Petersburg ICU expecting to die
- 6- Financial difficulties
- \* 7- Mind has been disorientated
- 8- ~~first~~ 2nd husband stole my savings, cheated and moved  
to Charleston, SC
- 9- These are reasons - not excuses
- Please show mercy
- 9-

Thank you.

**§ 105-277.1. Elderly or disabled property tax homestead exclusion.**

(a) Exclusion. – A permanent residence owned and occupied by a qualifying owner is designated a special class of property under Article V, Sec. 2(2) of the North Carolina Constitution and is taxable in accordance with this section. The amount of the appraised value of the residence equal to the exclusion amount is excluded from taxation. The exclusion amount is the greater of twenty five thousand dollars (\$25,000) or fifty percent (50%) of the appraised value of the residence. An owner who receives an exclusion under this section may not receive other property tax relief.

A qualifying owner is an owner who meets all of the following requirements as of January 1 preceding the taxable year for which the benefit is claimed:

- (1) Is at least 65 years of age or totally and permanently disabled.
- (2) Has an income for the preceding calendar year of not more than the income eligibility limit.
- (3) Is a North Carolina resident.

(a1) Temporary Absence. – An otherwise qualifying owner does not lose the benefit of this exclusion because of a temporary absence from his or her permanent residence for reasons of health, or because of an extended absence while confined to a rest home or nursing home, so long as the residence is unoccupied or occupied by the owner's spouse or other dependent.

(a2) Income Eligibility Limit. – For the taxable year beginning on July 1, 2008, the income eligibility limit is twenty-five thousand dollars (\$25,000). For taxable years beginning on or after July 1, 2009, the income eligibility limit is the amount for the preceding year, adjusted by the same percentage of this amount as the percentage of any cost-of-living adjustment made to the benefits under Titles II and XVI of the Social Security Act for the preceding calendar year, rounded to the nearest one hundred dollars (\$100.00). On or before July 1 of each year, the Department of Revenue must determine the income eligibility amount to be in effect for the taxable year beginning the following July 1 and must notify the assessor of each county of the amount to be in effect for that taxable year.

(b) Definitions. – The following definitions apply in this section:

- (1) Code. – The Internal Revenue Code, as defined in G.S. 105-228.90.
- (1a) Income. – All moneys received from every source other than gifts or inheritances received from a spouse, lineal ancestor, or lineal descendant. For married applicants residing with their spouses, the income of both spouses must be included, whether or not the property is in both names.
- (1b) Owner. – A person who holds legal or equitable title, whether individually, as a tenant by the entirety, a joint tenant, or a tenant in common, or as the holder of a life estate or an estate for the life of another. A manufactured home jointly owned by husband and wife is considered property held by the entirety.
- (2) Repealed by Session Laws 1993, c. 360, s. 1.
- (2a) Repealed by Session Laws 1985 (Reg. Sess., 1986), c. 982, s. 20.
- (3) Permanent residence. – A person's legal residence. It includes the dwelling, the dwelling site, not to exceed one acre, and related improvements. The dwelling may be a single family residence, a unit in a multi-family residential complex, or a manufactured home.
- (3a) Property tax relief. – The property tax homestead exclusion provided in this section, the property tax homestead circuit breaker provided in G.S. 105-277.1B, or the disabled veteran property tax homestead exclusion provided in G.S. 105-277.1C.

- (4) Totally and permanently disabled. – A person is totally and permanently disabled if the person has a physical or mental impairment that substantially precludes him or her from obtaining gainful employment and appears reasonably certain to continue without substantial improvement throughout his or her life.

(c) Application. – An application for the exclusion provided by this section should be filed during the regular listing period, but may be filed and must be accepted at any time up to and through June 1 preceding the tax year for which the exclusion is claimed. When property is owned by two or more persons other than husband and wife and one or more of them qualifies for this exclusion, each owner must apply separately for his or her proportionate share of the exclusion.

- (1) Elderly Applicants. – Persons 65 years of age or older may apply for this exclusion by entering the appropriate information on a form made available by the assessor under G.S. 105-282.1.
- (2) Disabled Applicants. – Persons who are totally and permanently disabled may apply for this exclusion by (i) entering the appropriate information on a form made available by the assessor under G.S. 105-282.1 and (ii) furnishing acceptable proof of their disability. The proof must be in the form of a certificate from a physician licensed to practice medicine in North Carolina or from a governmental agency authorized to determine qualification for disability benefits. After a disabled applicant has qualified for this classification, the applicant is not required to furnish an additional certificate unless the applicant's disability is reduced to the extent that the applicant could no longer be certified for the taxation at reduced valuation.

(d) Ownership by Spouses. – A permanent residence owned and occupied by husband and wife is entitled to the full benefit of this exclusion notwithstanding that only one of them meets the age or disability requirements of this section.

(e) Other Multiple Owners. – This subsection applies to co-owners who are not husband and wife. Each co-owner of a permanent residence must apply separately for the exclusion allowed under this section.

When one or more co-owners of a permanent residence qualify for the exclusion allowed under this section and none of the co-owners qualifies for the exclusion allowed under G.S. 105-277.1C, each co-owner is entitled to the full amount of the exclusion allowed under this section. The exclusion allowed to one co-owner may not exceed the co-owner's proportionate share of the valuation of the property, and the amount of the exclusion allowed to all the co-owners may not exceed the exclusion allowed under this section.

When one or more co-owners of a permanent residence qualify for the exclusion allowed under this section and one or more of the co-owners qualify for the exclusion allowed under G.S. 105-277.1C, each co-owner who qualifies for the exclusion under this section is entitled to the full amount of the exclusion. The exclusion allowed to one co-owner may not exceed the co-owner's proportionate share of the valuation of the property, and the amount of the exclusion allowed to all the co-owners may not exceed the greater of the exclusion allowed under this section and the exclusion allowed under G.S. 105-277.1C. (1971, c. 932, s. 1; 1973, c. 448, s. 1; 1975, c. 881, s. 2; 1977, c. 666, s. 1; 1979, c. 356, s. 1; c. 846, s. 1; 1981, c. 54, s. 1; c. 1052, s. 1; 1985, c. 656, ss. 44, 45; 1985 (Reg. Sess., 1986), c. 982, ss. 19, 20; 1987, c. 45, s. 1; 1993, c. 360, s. 1; 1996, 2nd Ex. Sess., c. 18, s. 15.1(a); 2001-308, s. 1; 2007-484, s. 43.7T(a), (b); 2007-497, ss. 1.1, 2.1, 2.2; 2008-35, s. 3; 2008-107, s. 28.11(c)-(f), (i); 2009-445, s. 22(a).)



**§ 105-282.1. Applications for property tax exemption or exclusion; annual review of property exempted or excluded from property tax.**

(a) Application. – Every owner of property claiming exemption or exclusion from property taxes under the provisions of this Subchapter has the burden of establishing that the property is entitled to it. If the property for which the exemption or exclusion is claimed is appraised by the Department of Revenue, the application shall be filed with the Department. Otherwise, the application shall be filed with the assessor of the county in which the property is situated. An application must contain a complete and accurate statement of the facts that entitle the property to the exemption or exclusion and must indicate the municipality, if any, in which the property is located. Each application filed with the Department of Revenue or an assessor shall be submitted on a form approved by the Department. Application forms shall be made available by the assessor and the Department, as appropriate.

Except as provided below, an owner claiming an exemption or exclusion from property taxes must file an application for the exemption or exclusion annually during the listing period.

- (1) No application required. – Owners of the following exempt or excluded property do not need to file an application for the exemption or exclusion to be entitled to receive it:
  - a. Property exempt from taxation under G.S. 105-278.1 or G.S. 105-278.2.
  - b. Special classes of property excluded from taxation under G.S. 105-275(15), (16), (26), (31), (32a), (33), (34), (37), (40), (42), or (44).
  - c. Property classified for taxation at a reduced valuation under G.S. 105-277(g) or G.S. 105-277.9.
- (2) Single application required. – An owner of one or more of the following properties eligible for a property tax benefit must file an application for the benefit to receive it. Once the application has been approved, the owner does not need to file an application in subsequent years unless new or additional property is acquired or improvements are added or removed, necessitating a change in the valuation of the property, or there is a change in the use of the property or the qualifications or eligibility of the taxpayer necessitating a review of the benefit.
  - a. Property exempted from taxation under G.S. 105-278.3, 105-278.4, 105-278.5, 105-278.6, 105-278.7, or 105-278.8.
  - b. Special classes of property excluded from taxation under G.S. 105-275(3), (7), (8), (12), (17), (18), (19), (20), (21), (31e), (35), (36), (38), (39), (41), or (45) or under G.S. 131A-21.
  - c. Special classes of property classified for taxation at a reduced valuation under G.S. 105-277(h), 105-277.1, 105-277.1C, 105-277.10, 105-277.13, 105-277.14, 105-277.15, 105-277.17, or 105-278.
  - d. Property owned by a nonprofit homeowners' association but where the value of the property is included in the appraisals of property owned by members of the association under G.S. 105-277.8.
  - e. Repealed by Session Laws 2008-35, s. 1.2, effective for taxes imposed for taxable years beginning on or after July 1, 2008.

(a1) Late Application. – Upon a showing of good cause by the applicant for failure to make a timely application, an application for exemption or exclusion filed after the close of the listing period may be approved by the Department of Revenue, the board of equalization and



review, the board of county commissioners, or the governing body of a municipality, as appropriate. An untimely application for exemption or exclusion approved under this subsection applies only to property taxes levied by the county or municipality in the calendar year in which the untimely application is filed.

(b) Approval and Appeal Process. – The Department of Revenue or the assessor to whom an application for exemption or exclusion is submitted must review the application and either approve or deny the application. Approved applications shall be filed and made available to all taxing units in which the exempted or excluded property is situated. If the Department denies an application for exemption or exclusion, it shall notify the taxpayer, who may appeal the denial to the Property Tax Commission.

If an assessor denies an application for exemption or exclusion, the assessor must notify the owner of the decision and the owner may appeal the decision to the board of equalization and review or the board of county commissioners, as appropriate, and from the county board to the Property Tax Commission. If the notice of denial covers property located within a municipality, the assessor shall send a copy of the notice and a copy of the application to the governing body of the municipality. The municipal governing body shall then advise the owner whether it will adopt the decision of the county board or require the owner to file a separate appeal with the municipal governing body. In the event the owner is required to appeal to the municipal governing body and that body renders an adverse decision, the owner may appeal to the Property Tax Commission. Nothing in this subsection shall prevent the governing body of a municipality from denying an application which has been approved by the assessor or by the county board provided the owner's rights to notice and hearing are not abridged. Applications handled separately by a municipality shall be filed in the office of the person designated by the governing body, or in the absence of such designation, in the office of the chief fiscal officer of the municipality.

(c) Discovery of Property. – When an owner of property that may be eligible for exemption or exclusion neither lists the property nor files an application for exemption or exclusion, the assessor or the Department of Revenue, as appropriate, shall proceed to discover the property. If, upon appeal, the owner demonstrates that the property meets the conditions for exemption or exclusion, the body hearing the appeal may approve the exemption or exclusion. Discovery of the property by the Department or the county shall automatically constitute a discovery by any taxing unit in which the property has a taxable situs.

(d) Roster of Exempted and Excluded Property. – The assessor shall prepare and maintain a roster of all property in the county that is granted tax relief through classification or exemption. On or before November 1 of each year, the assessor must send a report to the Department of Revenue summarizing the information contained in the roster. The report must be in the format required by the Department. The assessor must also send the Department a copy of the roster upon the request of the Department. As to affected real and personal property, the roster shall set forth:

- (1) The name of the owner of the property.
- (2) A brief description of the property.
- (3) A statement of the use to which the property is put.
- (4) A statement of the value of the property.
- (5) The total value of exempt property in the county and in each municipality therein.

(e) Annual Review of Exempted or Excluded Property. – Pursuant to G.S. 105-296(l), the assessor must annually review at least one-eighth of the parcels in the county exempted or excluded from taxation to verify that the parcels qualify for the exemption or exclusion. (1973, c. 695, s. 8; c. 1252; 1981, c. 54, ss. 2, 3; c. 86, s. 2; c. 915; 1985 (Reg. Sess., 1986), c. 982, s.



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

**TO:** Halifax County Board of Commissioners

**FROM:** C. Shane Lynch, Tax Assessor

**PRESENTER:** C. Shane Lynch, Tax Assessor

**SUBJECT:** Dickens, Colleen Elderly/Disabled Exclusion Application 2018

The Tax Department requests that the Board of Commissioners make a determination on whether to accept a late 2018 application for the Elderly or Disabled Property Tax Relief Exclusion for parcel 1101397.

**DATE:** July 9, 2018 Regular Meeting

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**SUPPORTING INFORMATION:**

North Carolina excludes from property taxes a portion of the appraised value of a permanent residence owned and occupied by North Carolina residents who are at least 65 years of age or are totally and permanently disabled and whose income does not exceed \$29,600. Applications for the Elderly or Disabled Exclusion are due June 1 of the tax year.

Ms. Dickens' application for exemption was received by the Tax Department on June 8, 2018. Enclosed with the application was a letter requesting consideration for late approval (see attached letter). The Tax Department has reviewed the application and had it been received before the deadline it would have been approved.

See the attached letter from Ms. Dickens for further details. Also attached is NCGS 105-277.1(c) noting the application deadline of June 1st and NCGS 105-282.1(a1) which addresses the late application issue.

**ATTACHMENTS:**

Description

▣ letter and statutes

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**TOTAL COST:**

**COUNTY COST:**

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**REQUEST:** The Board of Commissioners' approval for a late application to be submitted for the 2018 tax year is the only recourse that Ms. Dickens has to obtain this property tax relief for the 2018 tax year. If received on time, the application would have been approved. If approved, the taxpayer is aware that this application is only good for 2018 and that they will have to submit a timely application for 2019.

Colleen Dickens  
4367 moonlight Rd.  
Scotland Neck, NC 27874  
June 7, 2018

Halifax Co. Tax Collector:

Please excuse the late Tax Application.  
I was away in New Jersey for a family  
Crisis and have just returned home.

Thank you.

Emergency 5-30-6-6-18      Sincerely Colleen Dickens

**§ 105-277.1. Elderly or disabled property tax homestead exclusion.**

(a) Exclusion. – A permanent residence owned and occupied by a qualifying owner is designated a special class of property under Article V, Sec. 2(2) of the North Carolina Constitution and is taxable in accordance with this section. The amount of the appraised value of the residence equal to the exclusion amount is excluded from taxation. The exclusion amount is the greater of twenty five thousand dollars (\$25,000) or fifty percent (50%) of the appraised value of the residence. An owner who receives an exclusion under this section may not receive other property tax relief.

A qualifying owner is an owner who meets all of the following requirements as of January 1 preceding the taxable year for which the benefit is claimed:

- (1) Is at least 65 years of age or totally and permanently disabled.
- (2) Has an income for the preceding calendar year of not more than the income eligibility limit.
- (3) Is a North Carolina resident.

(a1) Temporary Absence. – An otherwise qualifying owner does not lose the benefit of this exclusion because of a temporary absence from his or her permanent residence for reasons of health, or because of an extended absence while confined to a rest home or nursing home, so long as the residence is unoccupied or occupied by the owner's spouse or other dependent.

(a2) Income Eligibility Limit. – For the taxable year beginning on July 1, 2008, the income eligibility limit is twenty-five thousand dollars (\$25,000). For taxable years beginning on or after July 1, 2009, the income eligibility limit is the amount for the preceding year, adjusted by the same percentage of this amount as the percentage of any cost-of-living adjustment made to the benefits under Titles II and XVI of the Social Security Act for the preceding calendar year, rounded to the nearest one hundred dollars (\$100.00). On or before July 1 of each year, the Department of Revenue must determine the income eligibility amount to be in effect for the taxable year beginning the following July 1 and must notify the assessor of each county of the amount to be in effect for that taxable year.

(b) Definitions. – The following definitions apply in this section:

- (1) Code. – The Internal Revenue Code, as defined in G.S. 105-228.90.
- (1a) Income. – All moneys received from every source other than gifts or inheritances received from a spouse, lineal ancestor, or lineal descendant. For married applicants residing with their spouses, the income of both spouses must be included, whether or not the property is in both names.
- (1b) Owner. – A person who holds legal or equitable title, whether individually, as a tenant by the entirety, a joint tenant, or a tenant in common, or as the holder of a life estate or an estate for the life of another. A manufactured home jointly owned by husband and wife is considered property held by the entirety.
- (2) Repealed by Session Laws 1993, c. 360, s. 1.
- (2a) Repealed by Session Laws 1985 (Reg. Sess., 1986), c. 982, s. 20.
- (3) Permanent residence. – A person's legal residence. It includes the dwelling, the dwelling site, not to exceed one acre, and related improvements. The dwelling may be a single family residence, a unit in a multi-family residential complex, or a manufactured home.
- (3a) Property tax relief. – The property tax homestead exclusion provided in this section, the property tax homestead circuit breaker provided in G.S. 105-277.1B, or the disabled veteran property tax homestead exclusion provided in G.S. 105-277.1C.

- (4) Totally and permanently disabled. – A person is totally and permanently disabled if the person has a physical or mental impairment that substantially precludes him or her from obtaining gainful employment and appears reasonably certain to continue without substantial improvement throughout his or her life.

(c) **Application.** – An application for the exclusion provided by this section should be filed during the regular listing period, but may be filed and **must be accepted at any time up to and through June 1** preceding the tax year for which the exclusion is claimed. When property is owned by two or more persons other than husband and wife and one or more of them qualifies for this exclusion, each owner must apply separately for his or her proportionate share of the exclusion.

- (1) Elderly Applicants. – Persons 65 years of age or older may apply for this exclusion by entering the appropriate information on a form made available by the assessor under G.S. 105-282.1.
- (2) Disabled Applicants. – Persons who are totally and permanently disabled may apply for this exclusion by (i) entering the appropriate information on a form made available by the assessor under G.S. 105-282.1 and (ii) furnishing acceptable proof of their disability. The proof must be in the form of a certificate from a physician licensed to practice medicine in North Carolina or from a governmental agency authorized to determine qualification for disability benefits. After a disabled applicant has qualified for this classification, the applicant is not required to furnish an additional certificate unless the applicant's disability is reduced to the extent that the applicant could no longer be certified for the taxation at reduced valuation.

(d) Ownership by Spouses. – A permanent residence owned and occupied by husband and wife is entitled to the full benefit of this exclusion notwithstanding that only one of them meets the age or disability requirements of this section.

(e) Other Multiple Owners. – This subsection applies to co-owners who are not husband and wife. Each co-owner of a permanent residence must apply separately for the exclusion allowed under this section.

When one or more co-owners of a permanent residence qualify for the exclusion allowed under this section and none of the co-owners qualifies for the exclusion allowed under G.S. 105-277.1C, each co-owner is entitled to the full amount of the exclusion allowed under this section. The exclusion allowed to one co-owner may not exceed the co-owner's proportionate share of the valuation of the property, and the amount of the exclusion allowed to all the co-owners may not exceed the exclusion allowed under this section.

When one or more co-owners of a permanent residence qualify for the exclusion allowed under this section and one or more of the co-owners qualify for the exclusion allowed under G.S. 105-277.1C, each co-owner who qualifies for the exclusion under this section is entitled to the full amount of the exclusion. The exclusion allowed to one co-owner may not exceed the co-owner's proportionate share of the valuation of the property, and the amount of the exclusion allowed to all the co-owners may not exceed the greater of the exclusion allowed under this section and the exclusion allowed under G.S. 105-277.1C. (1971, c. 932, s. 1; 1973, c. 448, s. 1; 1975, c. 881, s. 2; 1977, c. 666, s. 1; 1979, c. 356, s. 1; c. 846, s. 1; 1981, c. 54, s. 1; c. 1052, s. 1; 1985, c. 656, ss. 44, 45; 1985 (Reg. Sess., 1986), c. 982, ss. 19, 20; 1987, c. 45, s. 1; 1993, c. 360, s. 1; 1996, 2nd Ex. Sess., c. 18, s. 15.1(a); 2001-308, s. 1; 2007-484, s. 43.7T(a), (b); 2007-497, ss. 1.1, 2.1, 2.2; 2008-35, s. 3; 2008-107, s. 28.11(c)-(f), (i); 2009-445, s. 22(a).)



**§ 105-282.1. Applications for property tax exemption or exclusion; annual review of property exempted or excluded from property tax.**

(a) Application. – Every owner of property claiming exemption or exclusion from property taxes under the provisions of this Subchapter has the burden of establishing that the property is entitled to it. If the property for which the exemption or exclusion is claimed is appraised by the Department of Revenue, the application shall be filed with the Department. Otherwise, the application shall be filed with the assessor of the county in which the property is situated. An application must contain a complete and accurate statement of the facts that entitle the property to the exemption or exclusion and must indicate the municipality, if any, in which the property is located. Each application filed with the Department of Revenue or an assessor shall be submitted on a form approved by the Department. Application forms shall be made available by the assessor and the Department, as appropriate.

Except as provided below, an owner claiming an exemption or exclusion from property taxes must file an application for the exemption or exclusion annually during the listing period.

- (1) No application required. – Owners of the following exempt or excluded property do not need to file an application for the exemption or exclusion to be entitled to receive it:
  - a. Property exempt from taxation under G.S. 105-278.1 or G.S. 105-278.2.
  - b. Special classes of property excluded from taxation under G.S. 105-275(15), (16), (26), (31), (32a), (33), (34), (37), (40), (42), or (44).
  - c. Property classified for taxation at a reduced valuation under G.S. 105-277(g) or G.S. 105-277.9.
- (2) Single application required. – An owner of one or more of the following properties eligible for a property tax benefit must file an application for the benefit to receive it. Once the application has been approved, the owner does not need to file an application in subsequent years unless new or additional property is acquired or improvements are added or removed, necessitating a change in the valuation of the property, or there is a change in the use of the property or the qualifications or eligibility of the taxpayer necessitating a review of the benefit.
  - a. Property exempted from taxation under G.S. 105-278.3, 105-278.4, 105-278.5, 105-278.6, 105-278.7, or 105-278.8.
  - b. Special classes of property excluded from taxation under G.S. 105-275(3), (7), (8), (12), (17), (18), (19), (20), (21), (31e), (35), (36), (38), (39), (41), or (45) or under G.S. 131A-21.
  - c. Special classes of property classified for taxation at a reduced valuation under G.S. 105-277(h), 105-277.1, 105-277.1C, 105-277.10, 105-277.13, 105-277.14, 105-277.15, 105-277.17, or 105-278.
  - d. Property owned by a nonprofit homeowners' association but where the value of the property is included in the appraisals of property owned by members of the association under G.S. 105-277.8.
  - e. Repealed by Session Laws 2008-35, s. 1.2, effective for taxes imposed for taxable years beginning on or after July 1, 2008.

(a1) Late Application. – Upon a showing of good cause by the applicant for failure to make a timely application, an application for exemption or exclusion filed after the close of the listing period may be approved by the Department of Revenue, the board of equalization and

review, the board of county commissioners, or the governing body of a municipality, as appropriate. An untimely application for exemption or exclusion approved under this subsection applies only to property taxes levied by the county or municipality in the calendar year in which the untimely application is filed.

(b) Approval and Appeal Process. — The Department of Revenue or the assessor to whom an application for exemption or exclusion is submitted must review the application and either approve or deny the application. Approved applications shall be filed and made available to all taxing units in which the exempted or excluded property is situated. If the Department denies an application for exemption or exclusion, it shall notify the taxpayer, who may appeal the denial to the Property Tax Commission.

If an assessor denies an application for exemption or exclusion, the assessor must notify the owner of the decision and the owner may appeal the decision to the board of equalization and review or the board of county commissioners, as appropriate, and from the county board to the Property Tax Commission. If the notice of denial covers property located within a municipality, the assessor shall send a copy of the notice and a copy of the application to the governing body of the municipality. The municipal governing body shall then advise the owner whether it will adopt the decision of the county board or require the owner to file a separate appeal with the municipal governing body. In the event the owner is required to appeal to the municipal governing body and that body renders an adverse decision, the owner may appeal to the Property Tax Commission. Nothing in this subsection shall prevent the governing body of a municipality from denying an application which has been approved by the assessor or by the county board provided the owner's rights to notice and hearing are not abridged. Applications handled separately by a municipality shall be filed in the office of the person designated by the governing body, or in the absence of such designation, in the office of the chief fiscal officer of the municipality.

(c) Discovery of Property. — When an owner of property that may be eligible for exemption or exclusion neither lists the property nor files an application for exemption or exclusion, the assessor or the Department of Revenue, as appropriate, shall proceed to discover the property. If, upon appeal, the owner demonstrates that the property meets the conditions for exemption or exclusion, the body hearing the appeal may approve the exemption or exclusion. Discovery of the property by the Department or the county shall automatically constitute a discovery by any taxing unit in which the property has a taxable situs.

(d) Roster of Exempted and Excluded Property. — The assessor shall prepare and maintain a roster of all property in the county that is granted tax relief through classification or exemption. On or before November 1 of each year, the assessor must send a report to the Department of Revenue summarizing the information contained in the roster. The report must be in the format required by the Department. The assessor must also send the Department a copy of the roster upon the request of the Department. As to affected real and personal property, the roster shall set forth:

- (1) The name of the owner of the property.
- (2) A brief description of the property.
- (3) A statement of the use to which the property is put.
- (4) A statement of the value of the property.
- (5) The total value of exempt property in the county and in each municipality therein.

(e) Annual Review of Exempted or Excluded Property. — Pursuant to G.S. 105-296(l), the assessor must annually review at least one-eighth of the parcels in the county exempted or excluded from taxation to verify that the parcels qualify for the exemption or exclusion. (1973, c. 695, s. 8; c. 1252; 1981, c. 54, ss. 2, 3; c. 86, s. 2; c. 915; 1985 (Reg. Sess., 1986), c. 982, s.



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

**TO:** Halifax County Board of Commissioners

**FROM:** Doris Hawkins, Tax Collector

**PRESENTER:** Doris Hawkins, Tax Collector

**SUBJECT:** 2017 Property Tax Settlement and Report of Insolvents/Authorize Order for the Tax Collector to Collect Taxes

**DATE:** July 9, 2018 Regular Meeting

---

**SUPPORTING INFORMATION:**

The 2017 property tax settlement will be provided during the meeting. The order to collect taxes and report of insolvents are attached for your review.

*(Report of insolvents will be emailed to County Manager's Office after Fiscal Year End close after 5:00 p.m. June 29, 2018)*

**ATTACHMENTS:**

Description

- ▣ Report of Insolvents
- ▣ Order to Collect Taxes

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**TOTAL COST:**

**COUNTY COST:**

---

**REQUEST:** Approve the 2017 property tax settlement and report of insolvents and authorize the order to collect taxes.



# 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

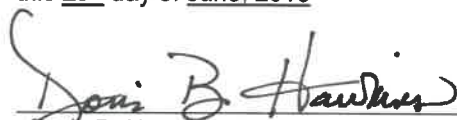
## Report of Insolvents

To: Halifax County Board of Commissioners

The undersigned Tax Collector respectfully reports that certain personal property taxes levied for the tax year **2017** remain uncollected, such uncollected taxes being set out below. Said taxes are not liens upon real estate. The undersigned Tax Collector has made diligent efforts to collect said taxes by use of remedies against personal property as provided by law but has been unable to locate sufficient property belonging to delinquent taxpayers out of which the taxes might be collected. In every instance in which the Tax Collector has been able to discover through diligent inquiry the existence of property belonging to delinquent taxpayers within other taxing units in North Carolina, the undersigned has proceeded under the provisions of G.S. 105-364.

Account & Taxpayer's Name	Tax Year / Number of Bills	Principal Tax Amount Due
Report on file in Tax Department	2017 / 607	\$124,376.73 *

The undersigned requests the above-listed taxes be declared insolvent and credited upon annual settlement this 29<sup>th</sup> day of June, 2018

  
Doris B. Hawkins, Tax Collector

Sworn and subscribed to before me, this the 9<sup>th</sup> day of July, 2018.

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

\* Amount includes all taxing units charged for collection. No registered motor vehicles are included.



*Where the Spirit of Independence Was Born*



**County of Halifax**  
**State of North Carolina**

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)

Tony N. Brown  
County Manager  
[brownt@halifaxnc.com](mailto:brownt@halifaxnc.com)

State of North Carolina  
County of Halifax

To the Tax Collector of Halifax County:

Pursuant to the provisions of North Carolina General Statutes 105-321, 366, 367 and 368, the Halifax County Board of Commissioners passed the following order:

You are hereby authorized, empowered and commanded to collect the taxes set forth in the tax records filed in the office of the Halifax County Tax Department and in the tax receipts herewith delivered to you, in the amounts and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be a first lien upon all real property of the respective taxpayers in the County of Halifax and this Order shall be a full and sufficient authority to direct, require and enable you to levy on and sell any real or personal property of such taxpayers, for and on account thereof, in accordance with the law.

You are hereby authorized to proceed first against personal property of taxpayers whose taxes are delinquent to enforce the collection of said taxes as provided in North Carolina General Statutes 105-366 and 105-368.

You are hereby authorized to direct executions to the Sheriff of Halifax County to levy on and sell any personal property of taxpayers whose taxes are delinquent for the collection of said taxes as provided in North Carolina General Statute 105-367.

Witness my hand and official seal this 9<sup>th</sup> day of July, 2018.

---

Vernon J. Bryant, Chairman  
Halifax County Board of Commissioners

---

Andrea H. Wiggins, MMC  
Clerk to the Board

*Where the Spirit of Independence Was Born*



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

**TO:** Halifax County Board of Commissioners

**FROM:** Sheriff Wes Tripp, Sheriff's Office

**PRESENTER:** Sheriff Wes Tripp, Sheriff's Office

**SUBJECT:** Additional LEO 401K Position

**DATE:** July 9, 2018 Regular Meeting

---

**SUPPORTING INFORMATION:**

Requesting an additional LEO 401K position for an additional School Resource Officer. Salary and fringes will be reimbursed to the county by the Board of Education. This position will be a Deputy I at grade 65, step 15.

**ATTACHMENTS:**

Description

No Attachments Available

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**TOTAL COST:**\$0.00

**COUNTY COST:**\$54,278.28

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**REQUEST:** Approve an additional LEO 401K position for an additional School Resource Officer.



**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:** July 9, 2018 Regular Meeting

---

**SUPPORTING INFORMATION:**

Attached, please find the Board Appointments.

**ATTACHMENTS:**

Description

- ▢ Board Appointments Requiring Action
- ▢ August 2018 Board Appointments
- ▢ Board Vacancies Without Recommendations

---

**TOTAL COST:**

**COUNTY COST:**

---

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

# **BOARD APPOINTMENTS**

- A. Tourism Development Authority
- B. Board Vacancies Without Recommendations
- C. August 2018 Board Appointments

# **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 three members that are appointed by the Board of Commissioners with terms that will expire on July 31, 2018 and one member that will need to be replaced:

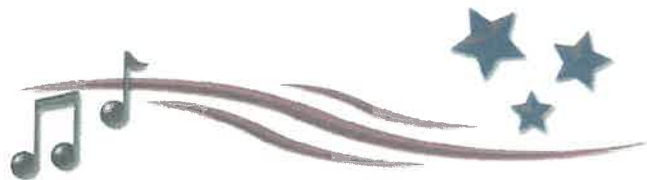
**Christina Gregory, Ronald Locke, Percilla West, and Stacey Senters**

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

- Receive nominations to reappoint Christina Gregory, Ronald Locke, and Percilla West
- Receive nominations to appoint Jessica Hedgepeth to fill the unexpired term of Stacey Senters

## Tourism Authority

4	Mary Halifax	Duncan	Ex-Officio White Female	through Term Number: 0	Appointed by: Halifax County Commissioners Eligible for reappointment? <b>No</b>
2	Cathy Roanoke Rapids	Scott	Ex-Officio White Female	through Term Number: 0	Appointed by: Halifax County Commissioners Eligible for reappointment? <b>No</b>
1	Jim Littleton	Trzinki	Ex-Officio White Male	through Term Number: 0	Appointed by: Halifax County Commissioners Eligible for reappointment? <b>No</b>
3	Arthur Halifax	Whitehead	Ex-Officio White Male	through Term Number: 0	Appointed by: Halifax County Commissioners Eligible for reappointment? <b>No</b>
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? <b>No</b>
12	Ronald Enfield	Locke	Member White Male	3/12/2018 through 7/31/2018 Term Number: 0	Appointed by: Halifax County Commissioners Eligible for reappointment? <b>Yes</b>
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? <b>No</b>
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? <b>No</b>
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? <b>No</b>
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? <b>Yes</b>
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? <b>No</b>
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? <b>No</b>
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? <b>Yes</b>



260 Premier Blvd.  
Roanoke Rapids, NC 278780

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

# HALIFAX COUNTY

## CONVENTION AND VISITORS BUREAU

June 15, 2018

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

Dear Andrea:

Thank you for your letter regarding board appointments for the Halifax County Tourism Development Authority. The Board of Directors respectfully requests the following action regarding the expired terms of Percilla West, Tina Gregory and Ronnie Locke at the Halifax County Commissioner's July 9, 2018 meeting:


		<u>Term</u>	<u>Term #</u>
Percilla West - Reappoint	Black Female	8/1/2018 through 7/31/2021	3
Tina Gregory - Reappoint	White Female	8/1/2018 through 7/31/2021	3
Ronnie Locke - Reappoint	White Male	8/1/2018 through 7/31/2021	1

Also, the Halifax County Convention and Visitors Bureau respectfully requests that you appoint Jessica Hedgepeth to the Board of Directors to fulfill the unexpired term of Stacey Senters. Ms. Senters has relocated to another hotel property. House Bill 540, our enabling legislation, requires that we have two members of our board from the hotel industry. Jessica Hedgepeth manages the Quality Inn in Roanoke Rapids, NC. They have a significant hotel investment in our County and certainly deserve a seat on the board. Hedgepeth's term would expire on July 31, 2020.

		<u>Term</u>	<u>Term #</u>
Jessica Hedgepeth - Appoint	Native American Female	8/1/2018 through 7/31/2020	1

Thank you for your assistance with these important appointments. If you have any questions, please do not hesitate to call me at (252) 535-1687.

Best Regards,

  
Lori R. Medlin, CDME  
President/CEO

LRM/scw





State of North Carolina  
County of Halifax

HISTORIC COURTHOUSE - PO BOX 98 - KING STREET - HALIFAX, NC 27839  
252-583-1131 - FAX: 252-583-9921



Date Received 6-22-18

**APPLICATION FOR: AUTHORITIES, BOARDS, COMMISSIONS, and COMMITTEES**

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

Name: Jessica Hedgepeth Nickname: Jay

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: 252-536-8846 Home Fax Number:

Email Address: qirrgm@1stcarolina.net

Home Address: 628 Porter Road Hollister NC 27844  
street city state zip

Mailing Address: same

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

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

Employer: Quality Inn

Business Address: 1914 Julian R. Allsbrook Highway Roanoke Rapids NC 27870  
street city state zip

Business Phone Number: 252-537-9927 Business Fax: 252-308-6905

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

Halifax County Tourism Development Authority dba Halifax County CVB

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

Board Member

Qualification for specific category: Hotel Manager for Quality Inn

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 will represent the hotel industry on the board. This industry collects the occupancy tax used to fund The Tourism Dev. Authority.

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.):

Two year Associates Degree, Notary Public, Active member of Church

(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: June 12, 2018

Applicant's Signature:

*J. Wedgeman*

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: AUGUST 2018 BOARD APPOINTMENTS**

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

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

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According to our records, the Voluntary Agriculture District Board has three members that are appointed by the Board of Commissioners with terms that will expire on August 31, 2018:

**Tony Francis, Raymond Garner, Jr., and Wayne Short**

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## Voluntary Agriculture District Board

0	<b>James</b> <i>Scotland Neck</i>	<b>Davis, III</b>	Ex-Officio <i>Black Male</i>	through <i>Term Number: 0</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
0	<b>Judy</b> <i>Halifax</i>	<b>Evans-Barbee</b>	Ex-Officio <i>White Female</i>	through <i>Term Number: 0</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
0	<b>Doris</b> <i>Halifax</i>	<b>Hawkins</b>	Ex-Officio <i>White Female</i>	through <i>Term Number: 0</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
0	<b>Will</b> <i>Halifax</i>	<b>Mann</b>	Ex-Officio <i>White Male</i>	through <i>Term Number: 0</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
0	<b>Chris</b> <i>Halifax</i>	<b>Rountree</b>	Ex-Officio <i>White Male</i>	through <i>Term Number: 0</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
0	<b>Arthur</b> <i>Halifax</i>	<b>Whitehead</b>	Ex-Officio <i>White Male</i>	through <i>Term Number: 0</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
6	<b>Tony</b> <i>Enfield</i>	<b>Francis</b>	Member <i>Black Male</i>	9/1/2015 through 8/31/2018 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
0	<b>Raymond</b> <i>Roanoke Rapids</i>	<b>Garner, Jr.</b>	Member <i>White Male</i>	9/1/2015 through 8/31/2018 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
5	<b>Wayne</b> <i>Littleton</i>	<b>Short</b>	Member <i>White Male</i>	9/1/2015 through 8/31/2018 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
2	<b>Troy</b> <i>Enfield</i>	<b>Fulkerson</b>	Member <i>White Male</i>	9/1/2016 through 8/31/2019 <i>Term Number: 3</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
1	<b>Mike</b> <i>Littleton</i>	<b>Hale</b>	Member <i>White Male</i>	9/1/2016 through 8/31/2019 <i>Term Number: 3</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
3	<b>Chris</b> <i>Scotland Neck</i>	<b>Braddy</b>	Member <i>White Male</i>	9/1/2017 through 8/31/2020 <i>Term Number: 3</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
4	<b>Michael</b> <i>Roanoke Rapids</i>	<b>Morris</b>	Member <i>White Male</i>	9/1/2017 through 8/31/2020 <i>Term Number: 3</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>

# MEMORANDUM

**TO: HALIFAX COUNTY COMMISSIONERS**

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

**SUBJECT: BOARD VACANCIES WITHOUT RECOMMENDATIONS**

**For Information Only – No Action Required**

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

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

Christopher Mayo

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

Susan Horrell and Lakeshia Jones

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

John Patrick Staton, Linwood Letchworth, Ronald Locke, and Kenneth Smith,

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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

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

Thomas Myrick, Jr.

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Continued

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

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

Robert Moore, Jr.  
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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  
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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  
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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  
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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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Continued

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

Loraine Searcy, Chris Wicker, Chester Williams, Sylvia Alston, and Michael Green

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

James Richard Scott

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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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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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## Amphitheater Advisory Board

9	<b>Christopher Mayo (Vacant)</b> <i>Halifax</i>	Member <i>White Male</i>	8/1/2016 through 3/31/2018 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
6	<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>
5	<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>
7	<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>
8	<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>
2	<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>
1	<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>
10	<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>
3	<b>Frances King</b> <i>Halifax</i>	Member <i>White Female</i>	4/1/2018 through 3/31/2021 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
4	<b>J. Rives Manning, Jr.</b> <i>Roanoke Rapids</i>	Member <i>White Male</i>	4/1/2018 through 3/31/2021 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
11	<b>W. Turner Stephenson III</b> <i>Roanoke Rapids</i>	Member <i>White Male</i>	4/1/2018 through 3/31/2021 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>



## Community Child Protection Team (CCPT)

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

## EMS Advisory Committee

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

## Five County Community Oper. Center Oversight Board

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

## Halifax County Board of Adjustment

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

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

## Halifax County Human Relations Commission

<b>1</b>	<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>
<b>9</b>	<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>
<b>6</b>	<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>
<b>5</b>	<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>
<b>2</b>	<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>
<b>3</b>	<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>
<b>4</b>	<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>
<b>8</b>	<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>
<b>7</b>	<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

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>
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>
8	<b>Portia Shields</b> <i>Scotland Neck</i>	Member <i>Black Female</i>	3/12/2018 through 2/28/2021 <i>Term Number: 0</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</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>

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

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

## 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>	Appointed by: Halifax County Commissioners <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>	Appointed by: Halifax County Commissioners <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>	Appointed by: Halifax County Commissioners <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>	Appointed by: Halifax County Commissioners <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>	Appointed by: Halifax County Commissioners <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>	Appointed by: Halifax County Commissioners <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>	Appointed by: Halifax County Commissioners <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>	Appointed by: Halifax County Commissioners <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>	Appointed by: Halifax County Commissioners <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>	Appointed by: Halifax County Commissioners <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>	Appointed by: Halifax County Commissioners <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>	Appointed by: Halifax County Commissioners <i>Eligible for reappointment? No</i>
23	<b>Terry Buffaloe</b> <i>Roanoke Rapids</i>	At-Large Member <i>Black Male</i>	2/1/2017 through 1/31/2019 <i>Term Number: 2</i>	Appointed by: Halifax County Commissioners <i>Eligible for reappointment? Yes</i>
24	<b>Eric Cunningham</b> <i>Halifax</i>	School Superintendent Designee <i>Black Male</i>	2/1/2017 through 1/31/2019 <i>Term Number: 1</i>	Appointed by: Halifax County Commissioners <i>Eligible for reappointment? Yes</i>
12	<b>Clarette Glenn</b> <i>Henderson</i>	Mental Health Representative <i>Black Female</i>	2/1/2017 through 1/31/2019 <i>Term Number: 1</i>	Appointed by: Halifax County Commissioners <i>Eligible for reappointment? Yes</i>
17	<b>Chuck Hasty</b> <i>Roanoke Rapids</i>	Police Chief <i>White Male</i>	2/1/2017 through 1/31/2019 <i>Term Number: 1</i>	Appointed by: Halifax County Commissioners <i>Eligible for reappointment? Yes</i>
11	<b>Robin Johnson</b> <i>Halifax</i>	Social Services representative <i>White Female</i>	2/1/2017 through 1/31/2019 <i>Term Number: 2</i>	Appointed by: Halifax County Commissioners <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>
<b>3</b>	<b>Ellen</b> <i>Roanoke Rapids</i>	<b>Burnette</b>	At-Large Member <i>White Female</i>	2/1/2018 through 1/31/2020 <i>Term Number: 6</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
<b>6</b>	<b>Anzell</b> <i>Halifax</i>	<b>Harris</b>	Halifax Sheriff Office <i>Black Male</i>	2/1/2018 through 1/31/2020 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
<b>8</b>	<b>Joe</b> <i>Halifax</i>	<b>Long</b>	Parks & Recreation Representati <i>White Male</i>	2/1/2018 through 1/31/2020 <i>Term Number: 11</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
<b>4</b>	<b>Joseph</b> <i>Weldon</i>	<b>Sandoval</b>	Faith Community Representative <i>White Male</i>	2/1/2018 through 1/31/2020 <i>Term Number: 3</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>

## Nursing Home Advisory Committee

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

## Parks and Recreation Advisory Board

8	Loraine Halifax	Searcy (vacant)	Member White Female	9/8/2015 through 9/30/2018 Term Number: 0	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
9	Paul Halifax	Walden	Member Black Male	9/8/2015 through 9/30/2018 Term Number: 0	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
10	Chris Roanoke Rapids	Wicker (Vacant)	Member White Male	9/8/2015 through 9/30/2018 Term Number: 0	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
12	Chester Enfield	Williams (Vacant)	Member Black Male	10/5/2015 through 9/30/2018 Term Number: 0	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
11	Kennon Roanoke Rapids	Wrenn, Jr.	Member White Male	9/8/2015 through 9/30/2018 Term Number: 0	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
1	Sylvia Littleton	Alston (Vacant)	Member White Female	10/1/2016 through 9/30/2019 Term Number: 1	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
2	Delores Halifax	Amason	Member Black Female	10/1/2016 through 9/30/2019 Term Number: 1	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
13	Jennifer Hobgood	Fields	Member Black Female	10/1/2016 through 9/30/2019 Term Number: 1	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
3	Michael Roanoke Rapids	Green (vacant)	Member White Male	10/1/2016 through 9/30/2019 Term Number: 1	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
4	Archie Hollister	Lynch	Member Indian Male	10/1/2016 through 9/30/2019 Term Number: 1	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
5	Audrey Roanoke Rapids	Hardy	Member Black Female	10/1/2017 through 9/30/2020 Term Number: 1	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
15	Lavern Weldon	Harris	Member Black Female	10/1/2017 through 9/30/2020 Term Number: 1	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
6	Bettie Halifax	Moore	Member Black Female	10/1/2017 through 9/30/2020 Term Number: 1	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
7	Regina Roanoke Rapids	Reaves	Member White Female	10/1/2017 through 9/30/2020 Term Number: 1	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
14	Willis Enfield	Richardson	Member Black Male	11/6/2017 through 9/30/2020 Term Number: 0	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes

## Regional Aging Advisory Council

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2	<b>Rose Battle</b> <i>Rocky Mount</i>	Ex-Officio (Aging Director) <i>Black Female</i>	through <i>Term Number:</i>	<i>Appointed by:</i> Halifax County Commissioners <i>Eligible for reappointment?</i> <b>Yes</b>
7	<b>William Mueller</b> <i>Roanoke Rapids</i>	Ex-Officio (NC Senior Tar Heel) <i>White Male</i>	through <i>Term Number:</i>	<i>Appointed by:</i> Halifax County Commissioners <i>Eligible for reappointment?</i> <b>Yes</b>
3	<b>James Richard Scott (vacant)</b> <i>Scotland Neck</i>	Member <i>White Male</i>	11/7/2016 through 6/30/2018 <i>Term Number: 0</i>	<i>Appointed by:</i> Halifax County Commissioners <i>Eligible for reappointment?</i> <b>Yes</b>
6	<b>Greg Browning</b> <i>Roanoke Rapids</i>	Member <i>Black Male</i>	7/1/2018 through 6/30/2020 <i>Term Number: 1</i>	<i>Appointed by:</i> Halifax County Commissioners <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	6/1/2018 through 5/31/2021 Term Number: 6	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> Roanoke Rapids	ETJ Member White Male	6/1/2011 through 5/31/2014 Term Number: 8	Appointed by: Halifax County Commissioners Eligible for reappointment? <b>No</b>
1	<b>Terry Campbell</b> Roanoke Rapids	ETJ Member Black Male	6/1/2016 through 5/31/2019 Term Number: 3	Appointed by: Halifax County Commissioners Eligible for reappointment? <b>No</b>
3	<b>Robert Moore, Jr. (Vacant)</b> Roanoke Rapids	ETJ Member Black Male	6/1/2017 through 5/31/2020 Term Number: 2	Appointed by: Halifax County Commissioners Eligible for reappointment? <b>Yes</b>
4	<b>Greg Browning</b> Roanoke Rapids	ETJ Member Black Male	6/1/2018 through 5/31/2021 Term Number: 6	Appointed by: Halifax County Commissioners Eligible for reappointment? <b>No</b>

## Solid Waste Advisory Board

<b>5</b>	<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>
<b>11</b>	<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>
<b>2</b>	<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>
<b>6</b>	<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>
<b>8</b>	<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>
<b>3</b>	<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>
<b>7</b>	<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>
<b>1</b>	<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>
<b>9</b>	<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>
<b>4</b>	<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>
<b>10</b>	<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>



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

**TO:** Halifax County Board of Commissioners

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

**SUBJECT:** Economic Development Report

**DATE:** July 9, 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:**

# ECONOMIC DEVELOPMENT UPDATE

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HALIFAX COUNTY BOARD OF COMMISSIONERS  
JULY 9, 2018

# ECONOMIC INDICATORS & COMPARISONS

**5.9%**

**UNEMPLOYMENT RATE**

Compared to 7.1% in May 2017

**1,219**

**NUMBER UNEMPLOYED**

Compared to 1,464 in May 2017

**\$863,744**

**BUILDING PERMITS**

(Compared to \$5,102,944 in May 2017)

**\$48,914,053**

**GROSS RETAIL SALES**

Down slightly over April 2017 (\$49,071,518)

But still up for the same period

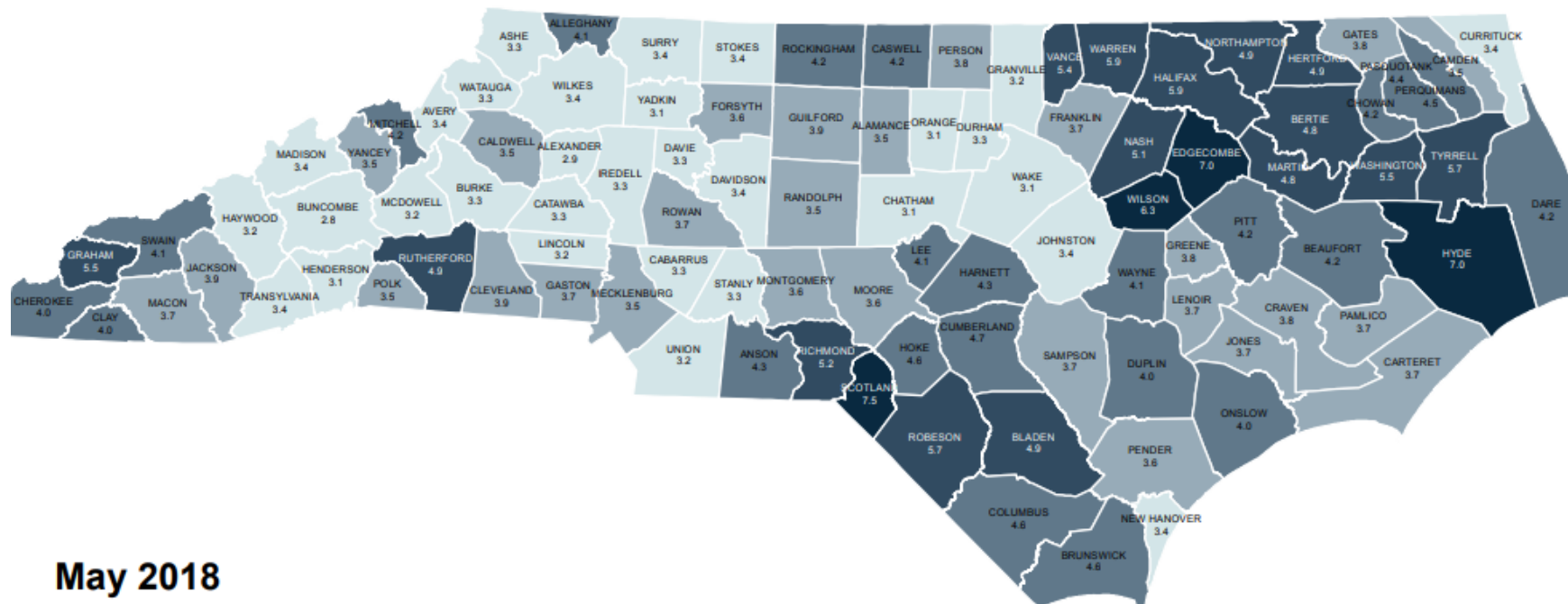
**\$944**

**AVERAGE WEEKLY MFG WAGE**

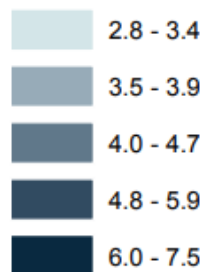
Up from \$890 for 4th Qtr 2016

# North Carolina Unemployment Rates by County

## May 2018



May 2018



^ 8 Counties Higher Than Previous Month  
 v 60 Counties Lower Than Previous Month  
 = 32 Counties Same as Previous Month

North Carolina Rate 3.7%  
 Not Seasonally Adjusted

## Job Openings Table

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

Job Openings	Mean (Average) Wage	% Openings with Wage
814	\$33,753	9%

Source: Online advertised jobs data

# ADVERTISED JOB OPENINGS - 814

## Job Openings by Industry for all Sectors in Halifax County in May, 2018

### Job Openings Table

The table below shows the number of job openings advertised online and advertised salary data for all Sectors in Halifax County.

Industry	Industry Code	Job Openings	Mean (Average) Wage
Accommodation and Food Services	72	57	N/A
Administrative, Support, Waste Management, Remediation	56	35	N/A
Agriculture, Forestry, Fishing and Hunting	11	1	N/A
Construction	23	2	N/A
Educational Services	61	21	N/A
Finance and Insurance	52	23	N/A
Health Care and Social Assistance	62	262	N/A
Information	51	3	N/A
Manufacturing	31-33	53	\$31,891
Other Services (except Public Administration)	81	8	N/A
Professional, Scientific, and Technical Services	54	8	N/A
Public Administration	92	28	\$43,491
Real Estate and Rental and Leasing	53	5	N/A
Retail Trade	44-45	71	N/A
Transportation and Warehousing	48-49	16	N/A
Utilities	22	2	N/A
Wholesale Trade	42	15	N/A
Total, All Industries	00	814	\$33,753



# SELECT USA

HCEDC participated with  
Economic Development  
Partnership of North  
Carolina

Foreign companies  
interested in business  
opportunities in the US

3,000 attendees





# TURNING POINT WORKFORCE DEVELOPMENT BOARD ANNUAL MEETING

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# CSX (CCX) INTERMODAL FACILITY

- NCDOT investing \$118 million for Intermodal facility with CSX's \$40 million
- Scale reduced, but still a great benefit for Halifax County & Eastern North Carolina



# HALIFAX CORPORATE PARK

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GARNER'S LANDSCAPING PROVIDING MAINTENANCE OF PARK ENTRY

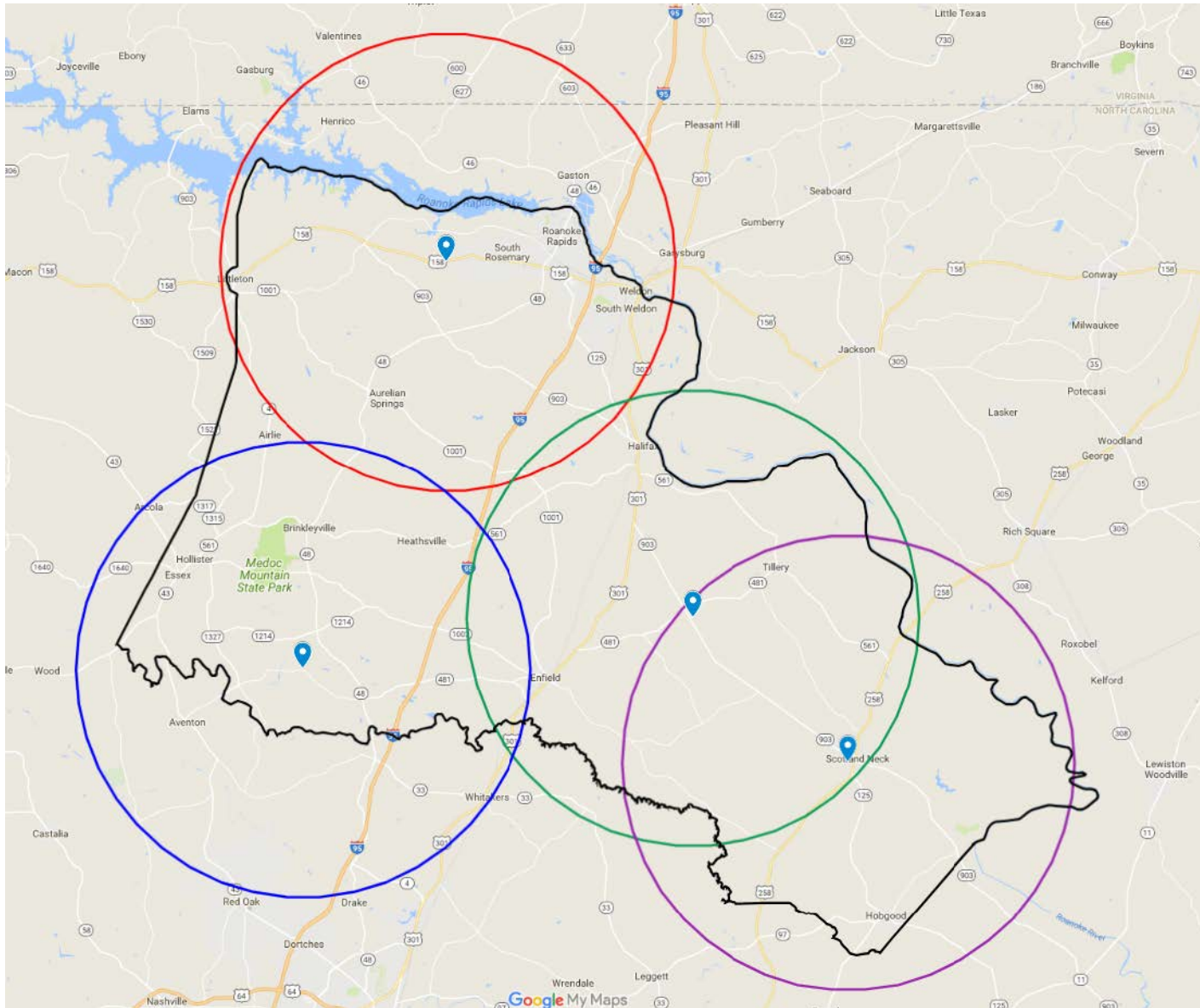


# COMMERCIAL

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New commercial activity  
throughout Halifax County





# GOLDEN LEAF COMMUNITY-BASED GRANTS INITIATIVE

Project emerging in which four “centers” that can serve as focal points for education, training, and workforce development along with wrap-around services to support participation of adults and youth.



# AMTRAK STATION INITIATIVE

Freight/Logistics  
improvements now including  
in the State Transportation  
Improvement Program (STIP)

Budgeted at \$67 Million

NCDOT will apply to USDOT for  
BUILD Grant Funds to support  
project

Applications due July 19

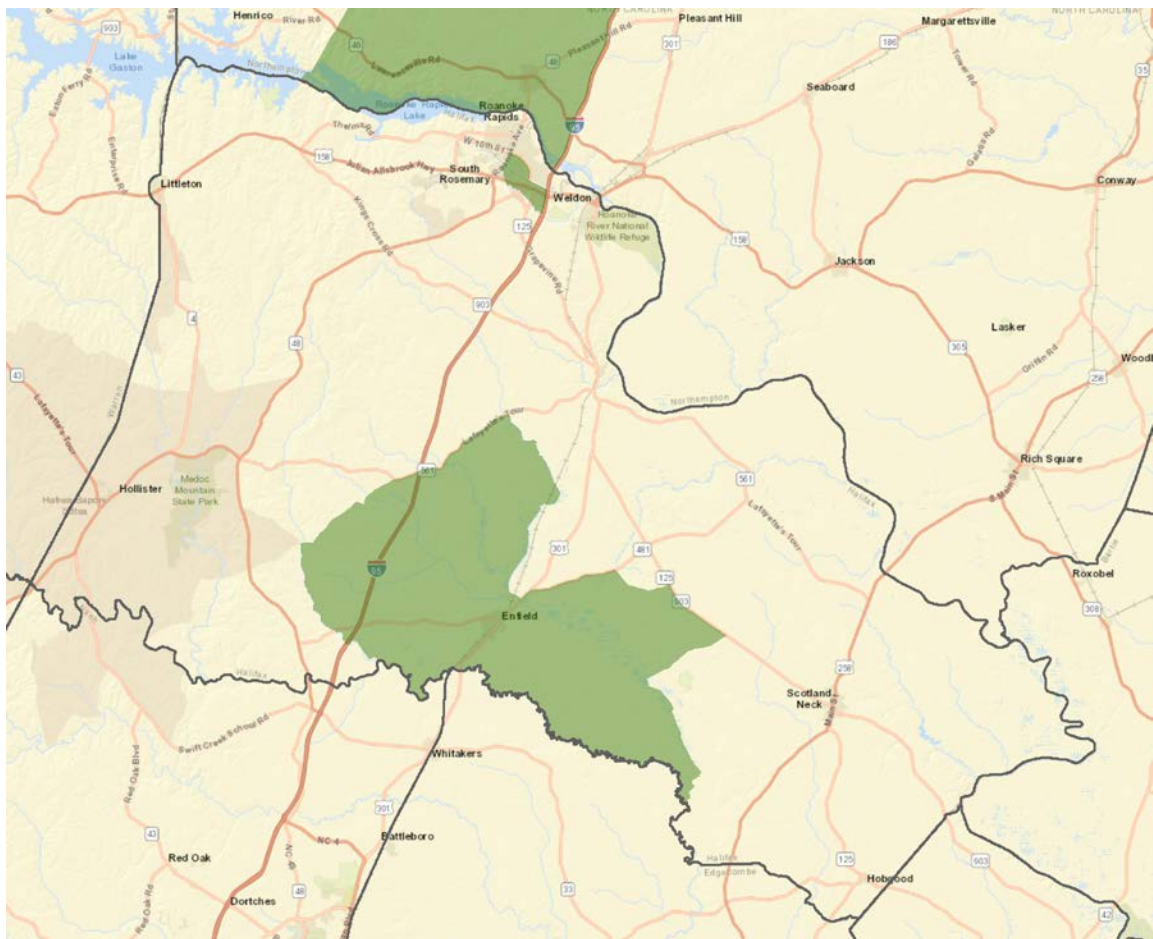


**FREIGHT/LOGISTICS IMPROVEMENTS & AMTRAK STATION  
WELDON, NORTH CAROLINA**

4/20/2017







# HALIFAX COUNTY OPPORTUNITY ZONES

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- HCEDC compiling list of “assets” within the zones
- Meeting with community leaders



# 1,200 SF COMMERCIAL BUILDING FOR SALE

901 Main Street, Scotland Neck (Halifax County), NC

For more information, contact:

**NANCY WINSLOW**  
KELLER WILLIAMS REALTY  
252-813-1096  
nancywinslow@kw.com

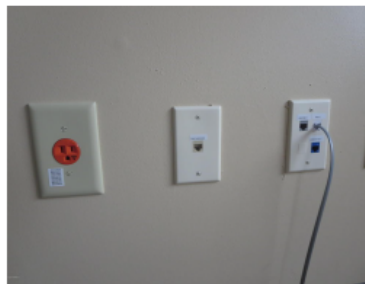
**CATHY A. SCOTT**  
HALIFAX COUNTY ECONOMIC  
DEVELOPMENT COMMISSION  
252-519-2630

www.halifaxdevelopment.com  
cathyscott@halifaxdevelopment.com



## IMPORTANT FEATURES

- 1,200 SF building on 0.34 acres
- Interior in excellent condition with large reception area, control room, conference room, executive office, and bath. All handicap accessible. Sound-proof walls, double-capacity AC, Fiber cable, firewall, security protection and secure phone lines
- On the corner of HWY 258 (Main Street) - 8,910 vehicles daily and HWY 903 (E 9th Street) - 2,000 vehicles daily
- Daytime Population of 8,563 in a 10 mile radius
- Great location opportunity for financial, health, legal, and customer service related businesses



## BUILDINGS & SITES PORTFOLIO

Continuing efforts to validate available buildings and sites for our communities

Latest addition – Scotland Neck commercial building



# FLAMBEAU BUILDING

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Company is finalizing information for state incentives

Conference call this week with Planning & Zoning for permit to extend roof at back of building to 65 feet

Flambeau is not being responsible to company



# KLAUSNER LUMBER TWO







# PATTON MECHANICAL

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Sewer installation  
complete

Certificate of occupancy  
not yet issued as of 6-27-  
18



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# ENFIELD RV PARK

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**FISHING CREEK RV PARK for  
Atlantic Coast Pipeline Workers**





# ATLANTIC COAST PIPELINE OFFICE

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# Halifax Corporate Park

## Halifax County, North Carolina

Halifax-Northampton  
Regional Airport

Planned  
Extension

Horizons Parkway

CSX Class I Rail

Halifax

Justice Branch Rd

\*Miles indicate the distance from Horizons Parkway to the nearest I-95 on-ramp

# CLIENT ACTIVITY

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## NEW PROJECT INQUIRIES

Project Darwin

Project Longleaf

Project ISO

Project Floor

Project Neptune

## CLIENT VISITS & ACTIVITY

Project Ruther

Project Brew

Project Transport

Project Boss

Project

Project Sonrise



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# HCEDC ACTIVITIES

Continued work with NCDEQ on  
Westpoint/Sonrise “Ready for Reuse”  
designation

Small Business/Entrepreneurial  
Development Pilot Program

Site & Building Development with  
municipalities

Economic Development Academy

Opportunity Zone Marketing



## **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)  
and [www.HalifaxCorporatePark.com](http://www.HalifaxCorporatePark.com)



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

**TO:** Halifax County Board of Commissioners

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

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

**SUBJECT:** NCACC Annual Conference - Designation of Voting Delegate

**DATE:** July 9, 2018 Regular Meeting

---

**SUPPORTING INFORMATION:**

Attached, please find the Designation of Voting Delegate form. Please appoint a Voting Delegate to represent the County at the NCACC Annual Conference.

**ATTACHMENTS:**

Description

▢ NCACC Voting Delegate Form

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**TOTAL COST:**

**COUNTY COST:**

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**REQUEST:** Approve a Voting Delegate in reference to the NCACC Annual Conference.



## Designation of Voting Delegate to NCACC Annual Conference

I, \_\_\_\_\_, hereby certify that I am the duly designated voting delegate for \_\_\_\_\_ County at the 111<sup>th</sup> Annual Conference of the North Carolina Association of County Commissioners to be held in Catawba County, N.C., on August 23-25, 2018.

Signed: \_\_\_\_\_

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

### Article VI, Section 2 of our Constitution provides:

“On all questions, including the election of officers, each county represented shall be entitled to one vote, which shall be the majority expression of the delegates of that county. The vote of any county in good standing may be cast by any one of its county commissioners who is present at the time the vote is taken; provided, if no commissioner be present, such vote may be cast by another county official, elected or appointed, who holds elective office or an appointed position in the county whose vote is being cast and who is formally designated by the board of county commissioners. These provisions shall likewise govern district meetings of the Association. A county in good standing is defined as one which has paid the current year's dues.”

Please return this form to Alisa Cobb by: **12 Noon on Friday, August 17, 2018:**

NCACC  
353 E. Six Forks Road, Suite 300  
Raleigh, NC 27609  
Fax: (919) 733-1065  
Email: [alisa.cobb@ncacc.org](mailto:alisa.cobb@ncacc.org)  
Phone: (919) 715-2685



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

**TO:** Halifax County Board of Commissioners

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

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

**SUBJECT:** Halifax County ABC Board Travel Policy

**DATE:** July 9, 2018 Regular Meeting

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**SUPPORTING INFORMATION:**

Attached, please find the Halifax County ABC Board Travel Policy for review and approval.

**ATTACHMENTS:**

Description

- ▢ Halifax County ABC Board Travel Policy

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**TOTAL COST:**

**COUNTY COST:**

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**REQUEST:** Approve the Halifax County ABC Board Travel Policy.

## **Andrea Wiggins**

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**From:** HALIFAX COUNTY OF <hcabc@embarqmail.com>  
**Sent:** Wednesday, June 20, 2018 11:43 AM  
**To:** Tony Brown; Andrea Wiggins  
**Subject:** HALIFAX ABC BOARD TRAVEL POLICY  
**Attachments:** travel pg 6.jpg; travel pg 5.jpg; travel pg 4.jpg; travel pg 3.jpg; travel pg 2.jpg; travel pg 1.jpg

**June 20, 2018**

**County of Halifax  
Mr. Tony Brown, County Manager  
P.O. Box 38  
Halifax, NC 27839**

**Dear Mr. Brown,**

**The N.C. ABC Commission requires all ABC Boards to either adopt the State of N.C. Travel Policy or one which mirrors that of their appointing authority. Furthermore, annual submission for approval by our appointing body is required.**

**At the regular meeting of the Halifax County ABC Board on June 20, 2018, our board voted to follow the Travel Policy of their appointing body, The County of Halifax.**

**I have attached for your review, our Travel Policy which mirrors that of The County of Halifax.**

**As required by the State, will you please review and forward written approval of our attached policy to me?**

**Approval of the policy does not require enforcement of the policy by the appointing authority. This will be done by the Halifax County ABC Board.**

**If you should have any questions, please feel free to call me at (252) 583-3751.**

**Thank you.**

**Sincerely,**

**Cynthia P. Allen  
Board Clerk  
HALIFAX COUNTY ABC BOARD**

**HALIFAX COUNTY ABC BOARD**  
**TRAVEL POLICY**

**1. Policy**

The policy of the Halifax County ABC Board ("Board") is to reimburse the official/employee traveling on authorized business for all legitimate expenses incurred as a result of the travel and authorized in this procedure pursuant to the regulations set forth by the Internal Revenue Service. The Board Chairman or his designee is responsible for monitoring the initial need for the travel, the availability of funds for such and its conduct to the end that the cost of such travel is held in a reasonable minimum.

Authorized travel is not a right or privilege of position and the policy shall be administered in a manner that does not discriminate on the basis of the age, sex, religious belief, or race of officials and employees who are appropriate to accomplish the purpose of the travel.

The Travel Authorization form must be completed by the official/employee and approved by the Board Chairperson. Attach a copy of the program agenda, (if available) to the authorization form. These procedures must be completed and approved prior to the booking reservations and requesting purchase orders. Travel advances should be processed in the Accounts Payable check run closest to the employee's departure date. No off-line checks will be issued for Travel Advances. Upon return from the approved seminar/conference, the Travel Reimbursement form, with receipts attached, must be completed within five (5) days or the entire advance will be deducted from the next payroll check.

**NOTE:** The word "officials: refers to members of the Halifax County ABC Board.

**2. Out-of-State Travel**

(Approval of attendance at conferences, seminars, and out-of-state meetings  
Attendance – Out-of-state conference, Attendance limitation guidelines)

The Board Chairperson must authorize any out-of-state travel of official/employees of the Board. The number of people approved for any one meeting should be no more than is required to cover all portions of the meeting and/or meet requirements for special presentation by Board personnel.

The Board Chairperson should approve special responsibilities in organization or activities that might require unusual out-of-state travel prior to acceptance.

**3. In-State Travel**

The Board Chairperson must approve in-state travel. It is required that all employees traveling will use a Board provided vehicle when one is available for use. In the event that a Board provided vehicle is not available and the employee

must use their personal vehicle for travel, the employee will be reimbursed per mile at the rate described herein from the primary work site to the temporary travel destination. If a Board vehicle is available and the employee elects to drive their personal vehicle instead, then the employee will not be reimbursed for mileage.

4. In-County Travel

The Board Chairperson must approve in-county travel to meetings, seminars, or other similar functions, regardless of the distance, if there are any associated expenses. Expenses reimbursed under this method are limited to otherwise legitimate business expenses covered by the Board travel procedures. It is required that all employees traveling will use a Board provided vehicle when one is available for use. In the event that a Board provided vehicle is not available and the employee must use their personal vehicle for travel, the employee will be reimbursed per mile at the rate described herein from the primary work site to the temporary travel destination. If a Board vehicle is available and the employee elects to drive their personal vehicle instead, then the employee will not be reimbursed for mileage.

**EXCEPTIONS:** If the employee is required to travel to any seminar, meeting, etc., which would require the employee to depart prior to 6:00 a.m. and return no later than 10:00 p.m. on the same day, then the Board will authorize one overnight stay. If an overnight stay is justified, the amount reimbursed the employee for mileage; lodging and food will not be considered taxable income to the employee.

5. Air Travel

Air travel arrangements should be made at the lowest fare available under the travel circumstances and time requirements.

Discount fares should be pursued when travel plans are definite and discount conditions exist, such as a Saturday night stay over. Approval of Saturday night stay-over not related to regular Board business will be considered on an individual basis and would require a net economic benefit to the Board due to the lower fare savings as compared to the normal applicable fare. All air travel will be coach service unless approved otherwise by the Board Chairperson.

A Board employee may retain frequent flyer coupons provided the traveler has obtained the lowest fare possible with any carrier. Selection of higher fares or the manipulation of routes for the purpose of accruing value coupons is prohibited.

6. Lodging

Lodging expenses will be reimbursed at the actual cost of the room, provided that the employee will seek reasonably priced lodging. Travelers should take advantage of special convention or travel agency negotiated rates. Officials/employees sharing a room with a non-Board individual are responsible for reporting and requesting reimbursement of lodging expenses at no more than the single



occupancy rate. Employees of the same gender will share a room. Separate rooms may be obtained at the employee's own expense. Reimbursement for lodging expenses will not be considered taxable income to the employee.

**7. Meals**

Reimbursement for meals is limited to the total actual expenses incurred during the day or part of the day applicable and documented by receipts with the maximum listed below. Breakfast reimbursement will not be allowed when the hotel offers a complimentary continental meal.

<u>MEALS</u>	<u>IN-STATE MAXIMUM</u>	<u>OUT-STATE MAXIMUM</u>
Breakfast	5.00	6.00
Lunch	8.00	10.00
Dinner	16.00	23.00
	29.00	39.00

On the originating day of any travel, the meal schedule shall be as follows:

Breakfast – depart duty station prior to 7:00 a.m.

Lunch – depart duty station prior to 10:00 a.m. and return after 2:00 p.m.

Dinner – return to duty station after 7:00 p.m.

Exceptions to the meal allowance limitations may be made in situations where opportunities to purchase meals within the limitations are unavailable or are available only with additional costs or by placing the official/employee in an unsafe situation. The Board Chairperson with such documentation may grant such exceptions on a case-by-case basis as he may require.

Meals will be reimbursed according to the scheduled described above and will be reported to the Internal Revenue Service as taxable income to the employee.

**EXCEPTIONS:** If the employee is traveling and the travel required the employee to be away overnight, the employee will be reimbursed and the amount will not be treated as taxable income to the employee.

**8. Car Rentals**

The Board Chairperson should approve car rental in advance. Car rental expenses incurred while on Board business are reimbursed upon the completion of the trip. Rental receipts are required to be submitted with the expense report for

reimbursement. The use of a rental car for business that is not pre-approved must be clearly justified on the final expense statement. To be justified, car rental must be based on grounds cost (including employee time and practicality).

The Board has approved the use of compact or medium size cars. Larger cars should be used only when the number of people or the amount of mileage so dictates.

Liability and physical damage insurance should be purchased on rental vehicles to protect the traveler and Board in case of accident. Such coverage is not included in the Board's regular insurance.

**9. Public Transportation**

Actual reasonable expenses are paid for public transportation connected with out-of-county travel on Board business. Travelers are expected to use the most reasonable and economical means of transportation available. Reimbursement for expense for travel to the airport from the traveler's office or home may include personal auto mileage and direct parking costs, or necessary taxi or limousine service.

**10. Personal Auto**

When travel is authorized by personal automobile, the rate of reimbursement per mile shall be the same as is allowed for county employees. Reasonable mileage will be allowed in lieu of taxi expenses. Reimbursement for use of a personal automobile for out-of-state travel, in addition to the cost of any extra meals and lodging resulting from such use of the personal automobile, shall not exceed the otherwise applicable fares for such travel for the official/employee.

**11. Telephone**

A personal "safe arrival" three-minute telephone call is authorized up to a maximum of \$5. An additional three-minute telephone call of up to \$5 is permissible in the event of an itinerary change or after a seven-day period of absence. Any phone charges other than as authorized must be fully detailed and business related. All long distance calls are to be documented on the Travel Expense Report form, giving party, location, and telephone number called and the business project discussed.

**12. Special Conference or Meeting Expenses**

Expenses incurred by the Halifax County ABC Board members and it's General Manager/Supervisor while transacting Board business incidental to the event for which travel was authorized, may be reimbursed and will be identified on the Travel Expense Report under the "Other Expense" category. Supporting documentation for such expenses must include validated receipts and must list the date, description of expenses discussed, names and organization or company affiliation of persons attending the conference or meeting.

**13. No Duplicate Reimbursement**

All expenses are to be deducted from other applicable reimbursed categories. (For example, an official/employee traveler shall not be permitted to report his meal cost as part of any conference expense and claim the full meal allowance also.)

The Board will not reimburse for traffic violations, towing charges or other acts of negligence caused by the employee.

**14. Refunds**

In the event of canceled travel plans, the traveler should pursue all refunds available.

**15. Travel Required by Employees During Their Course of Duties**

Employees, who as part of their daily job requirements travel throughout the county, may be assigned a Board vehicle for such travel.

Board vehicles are not to be used for commuting purposes between the employee's home and place of business. If an employee is required to be on call, the employee will be responsible for retrieving their Board assigned vehicle from its primary location prior to arriving at the job site. Pursuant to IRS regulations any employee who uses a Board vehicle to commute to and from home will be subject to \$3.00 per day to be reported to the IRS as taxable income to the employee.

**EXCEPTIONS:** Board employees who are assigned a clearly marked Police, Fire, or Public Safety Officer vehicle; who is always on call, required to use the vehicle for commuting, and is prohibited from personal use of the vehicle outside of his jurisdiction are exempt. Any Board employee who is required to drive a Board assigned vehicle in the performance of his job duties will not be taxed on the use of the vehicle for small personal detours while on business, such as driving to lunch while out of the office on business, provided the employee is in a position that would make it impractical to return to its primary work site to retrieve his personal vehicle.

**INCLEMENT WEATHER EXCEPTIONS:** In the event of inclement weather conditions, the Board Chairman may allow certain key positions to drive their Board assigned vehicle home. A decision will be made on a case by case basis and will be upon written notification of the Board Chairman or his designee. This notification will identify the time frame and which key positions will be authorized for such exceptions.


**16. Adjustment of Policy**

The Halifax County ABC Board shall have the authority to make timely and necessary administrative adjustment to this policy that reflects prudence and applicable IRS regulations. The Board Chairman must approve any exceptions to the policy.

17. Applicability

This policy is effective as of July 1, 2018, and all other policies in conflict with it are rescinded.

  
Robert F. Shields, Chairman

  
Date



**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:** Conflicts of Interest Policy

**DATE:** July 9, 2018 Regular Meeting

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**SUPPORTING INFORMATION:**

New regulations will soon go into effect regarding federal grants. In preparing for those changes, we need to update our conflicts of interest policy. A "Code of Conduct" policy was adopted by the board in 2013, but it applies only to federal grants and therefore needs to be updated. The proposed new Conflicts of Interest Policy will cover all procurement contracts and construction/repair contracts, regardless of the source of funding. This is preferred because we receive state grants from time to time which also require that we have a formally adopted conflicts of interest policy. Attached is a copy of the 2013 federal grants "Code of Conduct" policy, as well as the proposed new Conflicts of Interest Policy.

**ATTACHMENTS:**

Description

- ▢ 2013 Code of Conduct Policy
- ▢ Proposed Conflicts of Interest Policy

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**TOTAL COST:**N/A

**COUNTY COST:**N/A

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**REQUEST:** Adopt the proposed Conflicts of Interest Policy.

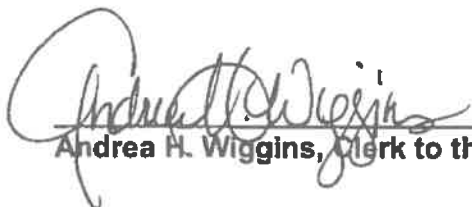
**CODE OF CONDUCT**  
**Halifax County, NC**

- A. This Code shall govern the performance of officers, employees, and agents engaged in the award and administration of contracts supported by Federal funds.
- B. No employee, officer or agent of Halifax County shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when: the employee, officer or agent; any members of his immediate family; his or her partner, or any organization which employs or is about to employ any of the above, has a financial or other interest in the firm selected for award.
- C. County officers, employees or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors or parties to sub-agreements.
- D. Halifax County, at its discretion, may make determinations of minimum rules where financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value.
- E. All violations of these standards deemed by the Board to be in excess of minimum levels determined in D., will result in penalties, sanctions or disciplinary action as required by State and Local laws and regulations or as deemed appropriate by the County's Board of Commissioners.

Adopted this the 18<sup>th</sup> day of February, 2013.

  
James H. Pierce, Chairman

ATTEST:

  
Andrea H. Wiggins, Clerk to the Board

# **Conflicts of Interest Policy For Halifax County**

## **I. Purpose**

The purpose of this policy is to establish conflicts of interest guidelines that meet or exceed the requirements under state law and or other local policy when procuring goods (apparatus, supplies, materials, and equipment), services, and when undertaking construction or repair projects, including, but not limited to, those procurements or projects paid for in whole or part by federal funds as required under 2 C.F.R. § 200.318(c)(1).

## **II. Policy**

This policy applies when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects, regardless of whether funded in whole or in part with federal financial assistance (direct or reimbursed). This policy also applies to any subrecipient of funds.

The employee responsible for managing any financial assistance award, including federal awards, shall review the notice of award to identify any additional conflict of interest prohibitions or requirements associated with the award, and shall notify all employees, officers, and agents, including subrecipients, of the requirements of this policy and any additional prohibitions or requirements.

**A. Conflicts of Interest.** In addition to the prohibition against self-benefiting from a public contract under G.S. 14-234, no officer, employee, or agent of Halifax County may participate directly or indirectly in the selection, award, or administration of a contract supported by a federal award or any other award if he or she has a real or apparent conflict of interest. A real or apparent conflict exists when any of the following parties has a financial or other interest in or receives a tangible personal benefit from a firm considered for award of a contract:

1. the officer, employee or agent involved in the selection, award, or administration of a contract;
2. any member of his or her immediate family;
3. his or her partner; or
4. an organization which employs or is about to employ any of these parties.

Any officer, employee, or agent with an actual, apparent, or potential conflict of interest as defined in this policy shall report the conflict to his or her immediate supervisor. Any such conflict shall be disclosed in writing to the award agency or pass-through entity in accordance with applicable awarding agency policy.

**B. Gifts.** In addition to the prohibition against accepting gifts and favors from vendors and contractors under G.S. 133-32, officers, employees, and agents of Halifax County are prohibited from accepting or soliciting gifts, gratuities, favors, or anything of monetary value from contractors, suppliers, or parties to subcontracts. Items of nominal value valued at less than \$50.00 which fall into one of the following categories may be accepted:

1. promotional items;
2. honoraria for participation in meetings; or
3. meals furnished at banquets.

Any officer, employee or agent who knowingly accepts an item of nominal value allowed under this policy shall report the item to his or her immediate supervisor.

### **III. Violation**

Employees violating this policy will be subject to discipline up to and including termination. Contractors violating this policy will result in termination of the contract and may not be eligible for future contract awards.

Adopted by the Halifax County Board of Commissioners on July 9, 2018.

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Vernon J. Bryant, Chair  
Halifax County Board of Commissioners

Attest: \_\_\_\_\_  
Andrea H. Wiggins, CMC  
Clerk to the Board





**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:** Resolution in Support of an All-Way Stop at NC Highway 43 and NC Highway 561

**DATE:** July 9, 2018 Regular Meeting

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**SUPPORTING INFORMATION:**

According to Ronnie Keeter, NCDOT has had calls and emails about the safety of the intersection in Essex at NC Highway 43 and NC Highway 561. Their safety experts have discussed an all-way stop as a cost-effective improvement. Although all-way stops are not always popular they are very effective at reducing more serious accidents. Mr. Keeter is requesting a resolution stating that the commissioners are in favor of NCDOT installing an all-way stop at this intersection. Attached is an information card about all-way stops and a proposed supporting resolution.

**ATTACHMENTS:**

Description

- ▢ NCDOT Information Card on All-Way Stops
- ▢ Resolution in Support of All-Way Stop

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**TOTAL COST:**N/A

**COUNTY COST:**N/A

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**REQUEST:** Adopt the proposed resolution in support of an all-way stop at the intersection of NC 43 and NC 561 in Essex.

# All-WAY



# STOP

## Frequently Asked Questions About All-way Stop Intersections

**Q: What is an all-way stop?**

**A:** All-way stops are a low cost form of intersection control. Stop signs are placed at each road approaching an intersection requiring all drivers to stop before proceeding through the intersection. All-way stops are commonly referred to as four-way or three-way stops.

**Q: Who goes first at an all-way stop?**

**A:** The first vehicle to reach the intersection should move forward first. If two vehicles reach the intersection at the same time, the driver on the right would proceed first.

**Q: Why are all-way stop signs being installed at this intersection?**

**A:** Once a safety concern is identified, NCDOT and local government officials evaluate the intersection for safety. If a safety issue is identified, an all-way stop may be installed if it is determined to be the appropriate action. Intersections with low traffic volumes do not warrant a traffic signal. Traffic signals can cause more traffic delays and be more expensive to maintain than all-way stops. An all-way stop is not installed to reduce speed.

**Q: What are the benefits of having all-way stop signs installed?**

**A:** All-way stop signs are low cost and can be quickly installed. All-way stop signs allow drivers to take turns entering the intersection, resulting in fewer and less severe crashes.

**Q: Are all-way stops appropriate everywhere?**

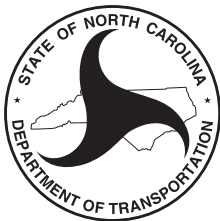
**A:** No. The decision to use an all-way stop versus another form of traffic control is made on a case-by-case basis. NCDOT and local government officials evaluate each candidate intersection individually to determine whether an all-way stop or another form of traffic control would be more effective in addressing a safety concern.

**Q: Will installing all-way stop signs reduce the crashes at this intersection?**

**A:** North Carolina crashes of all types have been reduced by an average of 68 percent where an intersection was converted to an all-way stop. Also, crashes are typically less severe once all-way stop signs are installed. Injury crashes have been reduced by an average of 77 percent where all-way stops have been installed to replace existing intersections. For more information, please review the technical report available at [www.ncdot.org/doh/preconstruct/traffic/safety/Reports/completed.html](http://www.ncdot.org/doh/preconstruct/traffic/safety/Reports/completed.html).

**Q: How should bicyclists navigate an all-way stop?**

**A:** Bicyclists must stop at the intersection just like any other type of vehicle. The first vehicle to reach the intersection should move forward first. If two vehicles reach the intersection at the same time, the driver on the right would proceed first.



RESOLUTION IN SUPPORT OF PROPOSED  
INSTALLATION OF AN ALL-WAY STOP AT THE INTERSECTION  
OF NC HIGHWAY 43 AND NC HIGHWAY 561

WHEREAS, the N. C. Department of Transportation (NCDOT) has received a number of calls and emails concerning the safety of the intersection of NC Highway 43 and NC Highway 561 in Essex, North Carolina; and

WHEREAS, NCDOT has recommended that an all-way stop be installed at this intersection as a proven and cost-effective way to improve safety at this intersection; and

WHEREAS, NCDOT requires the support of the Halifax County Board of Commissioners for the proposed installation of an all-way stop at this intersection; and

WHEREAS, the safety of the traveling public on the roads of Halifax County is of primary importance to the Board;

NOW, THEREFORE, it is hereby RESOLVED that the Halifax County Board of Commissioners does hereby express its support of the proposal to install an all-way stop at the intersection of NC Highway 43 and NC Highway 561 as a means of improving traffic safety at that intersection.

Adopted this 9th day of July, 2018.

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Vernon J. Bryant, Chair  
Halifax County Board of Commissioners

Attest:

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Andrea H. Wiggins, MMC  
Clerk to the Board