MINUTES
REGULAR MEETING
NORTHAMPTON COUNTY BOARD OF COMMISSIONERS
JANUARY 6, 2020

BE IT REMEMBERED that the Board of Commissioners of Northampton County met on January 6, 2020 at 6:00 p.m. at the Northampton County Cultural and Wellness Center located at 9536 NC Highway 305, Jackson, North Carolina, with the following present: Charles Tyner, Geneva Faulkner, Nicole Boone, Joyce Buffaloe and Kelvin Edwards.

Others Present: Charles Jackson, Tanya Smallwood, Angela Cahoon, Robin Williams, Kristin Shotwell, Joslyn Reagor, Franklin Williams, Bill Blanchard and Scott McKellar.

Call to Order (Tab 1):
Mr. Tyner called the meeting to order.

Moment of Silence and Pledge of Allegiance (Tab 2):
Mr. Tyner called for a moment of silence and followed with an invitation for all present to participate in the Pledge of Allegiance.

Approval of Agenda (Tab 3):
A motion was made by Mr. Edwards, seconded by Ms. Boone, to approve the agenda for January 6, 2020 with the addition of a consent agenda for the consideration of approval of Special Called Joint Meeting Minutes of the Board for October 21, 2019 and November 18, 2019, and approval of Regular Session Minutes of the Board for October 21, 2019, November 4, 2019, November 18, 2019 and December 2, 2019. Question Called: All present voting yes. Motion Carried.

Conflict of Interest (Tab 4):
Mr. Tyner read the conflict of interest statement and asked if any Board member had a conflict with any matter on the approved agenda. No conflict was reported.

Consent Agenda:
After providing a summary of the items appearing on the Consent Agenda by Mr. Tyner, a motion was made by Ms. Faulkner, seconded by Mr. Edwards, to approve as a first reading and that such matters come back before the Board at its next regular meeting the Consent Agenda as presented containing Special Called Joint Meeting Minutes of the Board for October 21, 2019 and November 18, 2019, and approval of Regular Session Minutes of the Board for October 21, 2019, November 4, 2019, November 18, 2019 and December 2, 2019. Question Called: All present voting yes. Motion Carried.
**ABC Board Appointment (Tab 6):**

After a presentation by Daryl Smith, ABC Board Member, a motion was made by Mr. Edwards, seconded by Ms. Buffaloe, to approve the appointment of Ted Sumner to serve on the Northampton County ABC Board effective January 6, 2020. **Question Called:** All present voting yes. **Motion carried.**

**Democracy North Carolina (Tab 7):**

May Ross, Northeastern NC Regional Managing Organizer of Democracy North Carolina, presented the Board with an election activity guide for faith-based communities.

**Ethelean's Seafood (Tab 8):**

Horace Robinson, owner of Ethelean’s Seafood in Rich Square, appeared before the Board to highlight his new small business and upcoming ribbon cutting ceremony on January 13, 2020.

**Roanoke Valley United Way (Tab 9):**

Jeff Watson, President of the Roanoke Valley United Way, provided the Board with an overview of services provided by United Way.

**West Frasier Project (Tab 10):**

After a presentation by Franklin Williams, EDC Grant Writer/Coordinator, a motion was made by Mr. Edwards, seconded by Ms. Boone, to award the bid as presented on the West Fraser Project to Ralph Hodge Construction Company and to further authorize the County Manager to execute related construction contracts for the Project after review from the County Attorney. **Question Called:** All present voting yes. **Motion carried.**

A motion thereafter was made by Ms. Faulkner, seconded by Ms. Boone, to authorize the County Manager act as fiscal agent for the Project, thereby authorizing him to make subsequent funding releases and verifications of Project expenditures. **Question Called:** All present voting yes. **Motion carried.**

**Northampton County Schools Recognition (Tab 5):**

After presentations led by Mr. Edwards, the Board recognized and congratulated the Northampton County High School JROTC for its Gold Star Recognition and the Northampton County High School Varsity Football Team for its 1A East Regional Championship and 1A State Championship Runner-Up award.

At another point later in the meeting, the Board separately recognized and congratulated the combined Conway and Gaston Middle School Football Team on winning its conference championship this season. The middle school cheerleading team was also recognized for its hard work and support.
Personnel Policy Amendment (Tab 11):

After a presentation by Kristin Shotwell, Human Resources Director, a motion was made by Ms. Faulkner, seconded by Mr. Edwards, to adopt the change in the Northampton County Personnel Policy as presented. **Question Called:** All present voting yes. **Motion carried.**

Tax Department Matters (Tab 12):

After a presentation by Cathy Allen, Tax Administrator, a motion was made by Mr. Edwards, seconded by Ms. Boone, to approve the release or refunds of the December 2019 ad valorem real property tax appeals in the total amount of $1,147.64 and for the reasons stated in Ms. Allen’s decision paper. **Question Called:** All present voting yes. **Motion carried.**

After a further presentation by Ms. Allen, a motion was made by Ms. Faulkner, seconded by Ms. Buffaloe, to approve the release or refunds of the December 2019 ad valorem motor vehicle tax appeals in the total amount of $339.18 and for the reasons stated in Ms. Allen’s decision paper. **Question Called:** All present voting yes. **Motion carried.**

2019-2020 Rural Operating Assistance Program (Tab 13):

After a presentation by Joslyn Reagor, Office of Aging Director, a motion was made by Ms. Boone, seconded by Mr. Edwards, to approve the Rural Operating Assistance Program grant for the amounts and reasons stated in Ms. Reagor’s decision paper. **Question Called:** All present voting yes. **Motion carried.**

A motion thereafter was made by Ms. Boone, seconded by Ms. Buffaloe, to approve the memorandum of understanding with CPTA as presented by Ms. Reagor. **Question Called:** All present voting yes. **Motion carried.**

Monthly Finance Report (Tab 14):

Angela Cahoon, Finance Officer, appeared before the Board and presented a financial report for the month ending November 2019.

Nonprofit Policy (Tab 15):

After a presentation by Scott McKellar, County Attorney, a motion was made by Ms. Faulkner, seconded by Ms. Boone, to approve the Northampton County Nonprofit Agency Funding Policy and the associated Funding Request Application as presented. **Question Called:** All present voting yes. **Motion carried.**
**Zacchaeus Legal Services, Tax Foreclosure Assistance (Tab 16):**

After a presentation by Mr. McKellar a motion was made by Ms. Boone, seconded by Mr. Edwards, to approve the Agreement as presented between the County and Mark D. Bardill, P.C., d/b/a Zacchaeus Legal Services, for increased tax foreclosure assistance. **Question Called:** All present voting yes. **Motion carried.**

**County Manager Comments (Tab 17):**

Thanked those present for their attendance and presented a five-year County revenue history and forecast to the Board.

**Citizen Comments (Tab 18):**

None.

**Board Comments (Tab 18):**

Ms. Boone:
- Attended Northampton High School open house.
- Thanked Mr. Burnette for his services on behalf of County citizens.

Mr. Edwards:
- Noted his desire for sound fiscal management in the County.

Ms. Faulkner:
- Thanked citizens for their attendance and support.

Ms. Buffaloe:
- Also thanked citizens for coming out this evening.

Mr. Tyner:
- Thanked the County Manager and County staff for their hard work.
- Highlighted 2020 goals for the Board.

**Closed Session (Tab 19):**

A motion was made by Ms. Boone, seconded by Ms. Faulkner, that the Board enter into closed session pursuant to N.C.G.S. §§143-318.11(a)(6) [Personnel], (a)(3) [Attorney-Client Privilege] and (a)(4) [EDC Report]. **Question Called:** All present voting yes. **Motion carried.**
Adjourn (Tab 20):

There being no further business upon return from closed session, a motion was made by Ms. Faulkner, seconded by Mr. Edwards, to adjourn the Board. **Question Called:** All present voting yes. **Motion carried.**

Respectfully submitted this 6th day of January, 2020.

Tanya Smallwood
Clerk to the Board