

**MINUTES  
REGULAR MEETING  
NORTHAMPTON COUNTY BOARD OF COMMISSIONERS  
MARCH 7, 2022**

BE IT REMEMBERED that the Board of Commissioners of Northampton County met on March 7, 2022 at 6:00 p.m. in the Commissioners' Meeting Room located in the JW Faison Building, 9495 NC Highway 305, Jackson, North Carolina, with the following present: Charles Tyner, Geneva Faulkner, Nicole Boone, Joyce Buffaloe and Kelvin Edwards (via Zoom).

Others Present: Itia Robertson, Theresa Scott, Doris Garner, Paul Nowell, Robert Murphy, Jaime Mason, Sheila Watford, Craig Ellison and Scott McKellar.

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**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 Ms. Faulkner, seconded by Ms. Boone, to approve the agenda for March 7, 2022 with the following revisions:

- Deleting Tab 16 (Contract for Shred-It/SteriCycle); and
- Adding a new item after Tab 14 consisting of a presentation by Halifax Community College.

**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.

**Proclamation for Virginia D. Spruill (Tab 5):**

Ms. Faulkner presented the Board with a Proclamation honoring Virginia D. Spruill, former Northampton County Commissioner who passed away on February 28, 2022. A motion thereafter was made by Ms. Buffaloe, seconded by Ms. Boone, to approve the Proclamation as presented.

**Question Called: All present voting yes. Motion Carried.**

**Proclamation for Janie Harvey Grant (Tab 6):**

Ms. Faulkner presented the Board with a Proclamation honoring Janie Harvey Grant, a Northampton County citizens who celebrated her 103rd birthday on March 6, 2022. A motion thereafter was made by Ms. Boone, seconded by Ms. Buffaloe, to approve the Proclamation as presented. **Question Called: All present voting yes. Motion Carried.**

**Introduction of 4-H Program Assistant (Tab 7):**

Craig Ellison, Cooperative Extension Director, appeared and presented Joel Dixon to the Board. Mr. Dixon will be serving as the new 4-H Program Assistant for the County. No Board action was taken.

**Grant Funding for Aging Department (Tab 8):**

Theresa Scott, Director of Aging, appeared and presented the Board with proposed grant funding receiving from Roanoke Electric in the amount of \$250 to be used in the Aging Department's Home Delivered Meal Program. A motion thereafter was made by Ms. Buffaloe, seconded by Ms. Boone, to accept the grant funding as presented. **Question Called: All present voting yes. Motion Carried.**

Ms. Scott next presented the Board with proposed grant funding receiving from Roanoke Valley United Way in the amount of \$5,000, which is also to be used in the Aging Department's Home Delivered Meal Program. A motion thereafter was made by Ms. Buffaloe, seconded by Ms. Boone, to accept the grant funding as presented. **Question Called: All present voting yes. Motion Carried.**

**Proposed Medical Insurance Rate Increase (Tab 9):**

Sheila Watford, Interim Human Resources Director, appeared and presented Wes Grigston and Dave Costa with Gallagher Insurance who reviewed a proposed 4% increase for medical insurance coverage for the 2022-2023 fiscal year. A motion thereafter was made by Ms. Boone, seconded by Ms. Buffaloe, to approve the recommended 4% increase for medical insurance coverage for the 2022-2023 fiscal year with the County covering the cost of the total increase; to transition to MetLife for dental, vision, basic life, vol life, STD, LTD and EAP; and to transition to Voya for supplemental health products as presented. **Question Called: All present voting yes. Motion Carried.**

**Surplus Vehicle Donation Request (Tab 10):**

Paul Nowell, EMS Director, appeared and presented the Board with a decision paper seeking the approval to donate an out of service surplus EMS vehicle (2004 Ford Explorer, VIN 1FMZU72K64ZA90870) to the Garysburg Volunteer Fire Department so that it can be repaired and continue to service County citizens. A motion thereafter was made by Ms. Faulkner, seconded by Ms. Boone, to approve the donation of the identified vehicle as presented. **Question Called:**

**All present voting yes. Motion Carried.**

**EMSAR Contract Renewal (Tab 11):**

Mr. Nowell next presented the Board with a proposed contract renewal for stretcher maintenance and inspection with CSA Service Solutions, LLC, d/b/a EMSAR. A motion thereafter was made by Ms. Boone, seconded by Ms. Faulkner, to approve the renewal contract as presented. **Question Called: All present voting yes. Motion Carried.**

**Ad Valorem Tax Appeals (Tab 12):**

Jaime Mason, Tax Administrator, appeared and presented the Board with Ad Valorem tax appeals in the total amount of \$1,137.95 on 4 appeals. A motion thereafter was made by Ms. Faulkner, seconded by Ms. Boone, to approve the appeals as presented. **Question Called: All present voting yes. Motion Carried.**

**Ad Valorem Tax Appeals (Motor Vehicles) (Tab 13):**

Ms. Mason next presented the Board with Ad Valorem tax appeals on motor vehicles in the total amount of \$1,328.72 on 16 appeals. A motion thereafter was made by Ms. Boone, seconded by Ms. Buffaloe, to approve the appeals as presented. **Question Called: All present voting yes. Motion Carried.**

**Halifax Community College (Added Agenda item)**

Dr. David Forester, Acting President for Halifax Community College (HCC), appeared and presented the Board with an overview of HCC's Fiscal Year 2021-22 budget. No Board action was taken.

**Appointment of County Manager and Approval of Employment Contract (Tab 14):**

Scott McKellar, County Attorney, appeared and presented the Board with a proposed Employment Contract with Julian F. Phillips for the position of County Manager. A motion thereafter was made by Ms. Faulkner, seconded by Ms. Boone, to appoint Mr. Phillips as County Manager of Northampton County pursuant to N.C.G.S. §153A-81 and to approve the Employment Contract as presented. **Question Called: All present voting yes. Motion Carried.**

**Contract for Shred-It/SteriCycle (Tab 16):**

This Tab was deleted and no Board action was taken.

**Budget Amendments (Tab 17):**

Doris Garner, Interim Finance Director, appeared and presented the Board with the following Budget Amendments:

- Budget Amendment #16: Insurance payments received for vehicle repairs in Sheriff's Department in the amount of \$2,181.76;
- Budget Amendment #20: Allocation of \$130,917.39 from debt refunding bonds to cover the costs of issuance of such bonds;
- Budget Amendment #21: Allocation of \$202,530.00 in additional State funding received for COVID Vaccination Program;
- Budget Amendment #22: Insurance payments received for awning repairs at drive thru window at Public Works Department in the amount of \$2,000.00;
- Budget Amendment #23: Reallocation of \$23,000.00 from Sheriff's Department line item 438350 to 521205 to purchase vests; and
- Budget Amendment #24: Insurance payments received for repairs to Faison Center and former Seaboard Bank property in the amount of \$23,674.77.

A motion thereafter was made by Ms. Boone, seconded by Ms. Buffaloe, to approve the Budget Amendments as presented. **Question Called: All present voting yes. Motion Carried.**

[Mr. Edwards departed the meeting.]

**Citizen Comments (Tab 18):**

None.

**Interim County Manager Comments (Tab 18):**

Mr. Tyner remarked that it had been a pleasure serving as the County's Interim County Manager and thanked the County staff who assisted him. The County is in good shape financially and he will work with the new County Manager. Mr. Tyner is confident the citizens will be pleased with Mr. Phillips.

**Board Comments (Tab 18):**

Ms. Boone thanked those citizens in attendance.

Ms. Buffaloe remarked that loans and grants are available to low income homeowners through the USDA Rural Development program. She also recommended a brochure from the Northampton Library for its March activities.

Ms. Faulkner appreciated those citizens coming out for the meeting. She noted that the County had lost three respected former Commissioners over the last year and remembered their time and service to the County.

Mr. Tyner thanked the Board members for their efforts to help the citizens of the County.

**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):**

Upon return from closed session, a motion was made by Ms. Buffaloe, seconded by Ms. Boone, to adjourn. **Question Called: All present voting yes. Motion carried.**

Respectfully submitted this 7th day of March, 2022.

Scott McKellar  
County Attorney / Acting Secretary