

Minutes  
 Regular Meeting  
 Hertford County Board of Commissioners  
 County Commissioners' Meeting Room  
 Tuesday, January 18, 2011  
 7:00 P.M.

Present: Johnnie R. Farmer, Curtis A. Freeman, Sr., Ronald J. Gatling, Howard J. Hunter, III, and William F. Mitchell, Jr.

Absent: None

Also Present with the Board: Loria D. Williams, County Manager; Charles L. Revelle, III, County Attorney; and Shelia W. Matthews, Clerk to the Board

Chairman Johnnie R. Farmer called the meeting to order.

The invocation for the meeting was provided by Commissioner William F. Mitchell, Jr.

**TAX**

On a motion by Hunter and a second by Freeman, the Board voted unanimously to approve the Tax Releases for the month of December, 2010, as follows:

|  |           |
|--|-----------|
| TOTAL VALUE APPROVED THIS REPORT (2010 LEVY)                 | 62,830.00 |
| TOTAL TAX RELEASED THIS REPORT (2010 LEVY)                   | 581.49    |
| TOTAL VALUE APPROVED THIS REPORT (PRIOR LEVY)                | 00.00     |
| TOTAL TAX RELEASED THIS REPORT (PRIOR LEVY)                  | 00.00     |
| TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE 2010)       | 747.50    |
| TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATION 2010) | 747.50    |
| TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE 2009)       | 00.00     |
| TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATION 2009) | 00.00     |
| TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE 2008)       | 00.00     |
| TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATION 2008) | 00.00     |
| TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE 2007)       | 00.00     |
| TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATION 2007) | 00.00     |
| TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE 2006)       | 00.00     |
| TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATION 2006) | 00.00     |
| TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE 2005)       | 00.00     |
| TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATION 2005) | 00.00     |
| TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE 2004)       | 00.00     |
| TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATION 2004) | 00.00     |
| TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE 2003)       | 00.00     |
| TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATION 2003) | 00.00     |
| TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE 2002)       | 00.00     |
| TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATION 2002) | 00.00     |
| TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE 2001)       | 00.00     |
| TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATION 2001) | 00.00     |
| TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE 2000)       | 00.00     |
| TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATION 2000) | 00.00     |

**EAST CAROLINA BEHAVIORAL HEALTH**

Carol Cannon, Outreach Coordinator with Recovery Innovations, was present along with Susan Hall to discuss the Outreach Wellness City Program. They conduct Wellness Recovery Action Planning (WRAP) Classes for mental illness and/or substance abuse patients. They asked the Board to keep this program in mind during the upcoming budget process.

**BUDGET**

On a motion by Hunter and a second by Gatling, the Board voted unanimously to approve the Hertford County Budget Preparation Schedule FY 2011-12 as follows:

**HERTFORD COUNTY  
BUDGET PREPARATION SCHEDULE  
FY 2011-12**

**Please note that all dates are subject to change per direction of the Board of  
County Commissioners**

| <b><u>DATE</u></b>       | <b><u>ACTIVITY</u></b>  |
|--------------------------|---|
| <b>December 14, 2010</b> | <p><b>Presentation of Proposed Budget materials</b></p> <ul style="list-style-type: none"> <li>a. Schedule for FY 2011-12 Budget Preparation</li> <li>b. Budget Funding Summary Form</li> <li>c. Standard Budget Forms</li> </ul> <p><b>Standard HR Form for New or Revised Jobs/Job Questionnaire:</b> These forms must be completed for all new hire and reclassification requests for all county departments, as well as those subject to the state personnel act. Individual meetings will be scheduled on an as needed basis.</p> <p><b>Capital Purchase Justification Form:</b> This form must be completed when requesting the purchase of \$5,000 or more. The County Manager will be reviewing all requests.</p> <p><b>Vehicle Request Form:</b> This form must be completed when requesting county vehicles. Vehicle/capital equipment committee will be reviewing all requests.</p> <p><b>New Equipment/Technology Request Form:</b> This form must be completed when requesting a purchase of equipment between \$1,000 - \$4,999. County Manager will be reviewing all requests.</p> <p><b>Budget Materials Distributed to All Departments</b></p> <p><b>Senior Management Monthly Meeting</b></p> |
| <b>January 17, 2011</b>  | <p><b>Quarterly Reports</b> – Quarterly reports should be submitted to the Manager’s Office.</p>  |
| <b>February 09, 2011</b> | <p><b>Senior Management Monthly Meeting</b></p> <p><b>Distribute Miscellaneous/Non-Profit Request - Manager’s Office</b></p>  |
| <b>March 4, 2011</b>     | <p><b>Distribution of Budget Worksheets to all Departments</b></p>  |
| <b>March 09, 2011</b>    | <p><b>Senior Management Monthly Meeting</b></p> <p><b><u>Return the following forms in one packet to County Administration</u></b></p> <ul style="list-style-type: none"> <li>HR New &amp; Revised Job Form/Questionnaire</li> <li>Capital Purchase Justification Form</li> <li>Vehicle Request Form</li> <li>Equipment/Technology Request Form</li> <li>CIP Questionnaire</li> </ul>   |

|   |   |
|---|---|
| <b>March 31, 2011</b>                               | <b>Deadline for Budget Requests from Outside Agencies</b>   |
| <b>April 4, 2011</b>                                | <b><u>Departments Return Budget Work Sheets and Funding Summary to County Administration</u></b> – Budget worksheets are to be forwarded directly to the Finance Officer. |
| <b>April 4<sup>th</sup> – 15<sup>th</sup>, 2011</b> | <b>Schedule meeting with all Department Heads/Outside Agencies to Review Budget Requests</b> – Meetings should be scheduled in advance during this week. Discuss budgets. |
| <b>April 15, 2011</b>                               | <b>Quarterly Reports</b> – Quarterly reports should be submitted to the Manager’s Office.   |
|   | <b>Deadline for Receipt of Miscellaneous Requests from Non-profits</b>  |
| <b>April 30, 2010</b>                               | <b>MANAGER’S FINAL BUDGET CUTS DUE TO FINANCE -</b><br>The remainder of month dedicated to reviewing and fine-tuning budget for formal presentation.                      |
|   | <b>END OF YEAR SPENDING CUT OFF</b> – All spending must be projected and requisitioned.   |
| <b>May 02, 2011</b>                                 | <b>Annual Budget Presentation</b> – Presentation of FY 2011-12 Budget to the Board of County Commissioners  |
|   | <b>*CIP PRESENTATION</b> – Presentation of Five –Year Capital Improvement Plan.   |
| <b>To Be Announced</b>                              | <b>County Commissioners’ Budget Work Session</b>  |
| <b>May 11, 2011</b>                                 | <b>Senior Management Monthly Meeting</b>  |
| <b>To Be Announced</b>                              | <b>County Commissioners’ Budget Work Session</b>  |
| <b>June 6, 2010</b>                                 | <b>Budget Public Hearing</b> – Held in accordance with N.C.G.S. to receive citizens’ comments.  |
| <b>To Be Announced</b>                              | <b>County Commissioners’ Budget Work Session</b>  |
| <b>June 20, 2011</b>                                | <b>Adopt Budget</b>   |

On a motion by Gatling and a second by Freeman, the Board voted unanimously to go into a scheduled Public Hearing to review the update of the County’s Coastal Area Management Act (CAMA) Land Use Plan.

**PUBLIC HEARING/CAMA**

Minutes  
Public Hearing  
Hertford County Board of Commissioners  
County Commissioners' Meeting Room  
Tuesday, January 18, 2011  
7:30 P.M.

Present: Johnnie R. Farmer, Curtis A. Freeman, Sr., Ronald J. Gatling, Howard J. Hunter, III, and William F. Mitchell, Jr.

Absent: None

Also Present with the Board: Loria D. Williams, County Manager; Charles L. Revelle, III, County Attorney; and Shelia W. Matthews, Clerk to the Board

The Public Hearing was called to order by Board Chairman Johnnie R. Farmer for the following purpose and as advertised:

Notice of Public Hearing  
Update of the Hertford County CAMA Land Use Plan

Notice is hereby given that the Hertford County Board of Commissioners will conduct a public hearing on January 18, 2011, at 7:30 P.M. to review the update of the County's Coastal Area Management Act (CAMA) Land Use Plan. The meeting will be held at the Hertford County Board of Commissioners meeting room located at 704 North King Street in Winton. All interested citizens are encouraged to attend.

Following the public hearing, the Board will consider adoption of the Land Use Plan. Once adopted, the Plan will be submitted to the Coastal Resources Commission for certification.

Per 15A NCAC 07B.0801(a), written objections, comments, or statements of support of the County's LUP adoption shall be submitted to the CAMA Manager of Local Planning and Public Access Programs, John Thayer, 400 Commerce Avenue, Morehead City, NC 28557 no less than 15 business days prior to the Coastal Resources Commission meeting the land use plan is scheduled for state Certification. To validate the date scheduled for state certification or for other further information, interested parties can contact Mr. Thayer at 252-808-2808.

Copies of the Land Use Plan Update are available for review by the public at the Hertford County Officers during normal office hours. The public is encouraged to review the document and to attend the public hearing. For additional information, please contact Bill Early, Hertford County Planning and Zoning Administrator.

Bill Early, Planning and Zoning Administrator, as well as Bryant Buck with the Mid-East Commission, addressed the Board.

The following matters were specifically addressed:

- (1) On page 59, Part 3: Plan for the Future, was read in its entirety, and the Board members all confirmed that they wholeheartedly endorsed these statements as guiding principles.
- (2) The last paragraph of Section 6.1 was highlighted, and the Board confirmed the provisions of that section as recently modified by the Hertford County Planning Board.
- (3) Section VIII: Future Land Use Map categories, were reviewed and the Board confirmed the provisions of that section as recently modified by the Hertford County Planning Board.
- (4) The Board members emphasized that they desired to make Hertford County an attractive place for new commercial and industrial ventures, as well as residential growth, consistent with federal and state regulations, but they did not want to discourage growth by overly restrictive additional local ordinances and regulations.

On a motion by Hunter and a second by Mitchell, the Board voted unanimously to return to Regular Session.

**REGULAR SESSION**

**CAMA/RESOLUTIONS**

On a motion by Freeman and a second by Hunter, the Board voted unanimously to approve the following resolution adopting the CAMA Land Use Plan Update giving the Board the authority to appropriately add any additional tables to the Plan as needed:

**RESOLUTION OF THE HERTFORD COUNTY BOARD OF COUNTY  
COMMISSIONERS OF HERTFORD COUNTY, NORTH CAROLINA, ADOPTING THE  
COUNTY'S CAMA CORE LAND USE PLAN UPDATE**

**WHEREAS**, the Hertford County CAMA Core Land Use Plan Update was financed in part through a grant provided by the North Carolina Coastal Management Program through funds provided by the Coastal Zone Management Act of 1972, as amended, which is administered by the Office of Ocean and Coastal Resource Management, National Oceanic and Atmospheric Administration; and

**WHEREAS**, from January 2006 through January 2010, the County drafted a Land Use Plan Update with the assistance of its consultant Mid-East Commission, and conducted a series of public workshops and meetings as part of a comprehensive public participation program under the leadership of the Planning Board/CAMA Land Use Plan Committee; and

**WHEREAS**, on January 11, 2011, the Hertford County Planning Board recommended adoption of the draft CAMA Core Land Use Plan Update; and

**WHEREAS**, at a duly advertised Regular Meeting on January 18, 2011 the Hertford County Board of Commissioners held a public hearing on the draft CAMA Core Land Use Plan Update; and

**WHEREAS**, at the Regular Meeting on Tuesday, January 18, 2011 the County Commissioners of Hertford County, North Carolina found the policies in the draft CAMA Core Land Use Plan Update to be internally consistent; and

**WHEREAS**, at the Regular Meeting on January 18, 2011 the County Commissioners of Hertford County, North Carolina found the policies and Future Land Use Map in the draft CAMA Core Land Use Plan Update to be consistent with the County's desired vision for the future and unanimously approved to adopt the draft CAMA Core Land Use Plan Update as amended; and

**WHEREAS**, the adopted Plan will be submitted as required by state law to the Northeast District Planner for the Division of Coastal Management under the North Carolina Department of Environmental and Natural Resources and forwarded to the Coastal Resources Commission; and

**WHEREAS**, a review of the adopted Plan by the Coastal Resources Commission will be scheduled; and the CRC will then vote on certification of the County's Land Use Plan; and

**WHEREAS**, a certified Hertford County CAMA Core Land Use Plan Update will be forwarded to the Office of Ocean and Coastal Resource Management (OCRM) for federal approval.

**NOW, THEREFORE, BE IT RESOLVED THAT** the County Commissioners of Hertford County, North Carolina, has unanimously adopted the draft CAMA Core Land Use Plan; and

**BE IT FURTHER RESOLVED** that the County Manger of Hertford County is hereby authorized to submit the adopted CAMA Core Land Use Plan Update to the State for certification as described above.

Adopted this 18th day of January 2011.

On a motion by Hunter and a second by Gatling, the Board voted unanimously to go into a scheduled Public Hearing to discuss the Hertford County Multi-Jurisdictional 2010 Hazard Mitigation Plan Update.

**PUBLIC HEARING/EMERGENCY MANAGEMENT**

Minutes  
Public Hearing  
Hertford County Board of Commissioners  
County Commissioners' Meeting Room  
Tuesday, January 18, 2011  
7:45 P.M.

Present: Johnnie R. Farmer, Curtis A. Freeman, Sr., Ronald J. Gatling, Howard J. Hunter, III, and William F. Mitchell, Jr.

Absent: None

Also Present with the Board: Loria D. Williams, County Manager; Charles L. Revelle, III, County Attorney; and Shelia W. Matthews, Clerk to the Board

The Public Hearing was called to order by Board Chairman Johnnie R. Farmer for the following purpose and as advertised:

NOTICE OF PUBLIC HEARING  
ON THE HERTFORDCOUNTY MULTI-JURISDICTIONAL  
2010 HAZARD MITIGATION PLAN UPDATE

Notice is hereby given that the Hertford County Board of Commissioners will conduct a public hearing on January 18, 2011, at 7:45 P.M., in the Commissioners' Meeting Room in County Office Building Number One, 704 N. King Street, Room 222, Winton, NC, to discuss the Hertford County Multi-Jurisdictional 2010 Hazard Mitigation Plan Update. Following the public hearing, the Board will consider adoption of the plan. All citizens are encouraged to attend.

A copy of the plan is available for public review at the Hertford County Emergency Management Office, 102 Industrial Park Road, Winton, NC. The public is encouraged to review the draft plan.

For questions and/or additional information, please contact Mr. Chris Smith, Emergency Management Coordinator at 252/358-7861.

Mr. Dale Holland, with Holland Consulting, gave an overview of the plan.

On a motion by Freeman and a second by Hunter, the Board voted unanimously to Regular Session.

**REGULAR SESSION**

**HAZARD MITIGATION/EMERGENCY MANAGEMENT/RESOLUTIONS**

On a motion by Gatling and a second by Freeman, the Board voted unanimously to approve the following resolution adopting the Hertford County Multi-Jurisdictional Hazard Mitigation Plan Update as follows:

**HERTFORD COUNTY  
RESOLUTION ADOPTING THE  
HERTFORD COUNTY MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN  
UPDATE**

WHEREAS, the citizens and property within Hertford County are subject to the effects of natural hazards and man-made hazard events that pose threats to lives and cause

damages to property, and with the knowledge and experience that certain areas, i.e., flood hazard areas, are particularly susceptible to flood hazard events; and

WHEREAS, Hertford County desires to seek ways to mitigate situations that may aggravate such circumstances; and

WHEREAS, the Legislature of the State of North Carolina, in Part 6, Article 21 of Chapter 143; Parts 3 and 4 of Article 18 of Chapter 153A; and Article 6 of Chapter 153A of the North Carolina General Statutes, has delegated to local governmental units the responsibility to adopt regulations designed to promote the public health, safety, and general welfare of its citizenry; and

WHEREAS, the Legislature of the State of North Carolina, in Article 1 of Chapter 166A of the North Carolina General Statutes (adopted in Session Law 2001-214 – Senate Bill 300 effective July 1, 2001), has stated in Item 6.01(b)(2): “For a state of disaster proclaimed pursuant to G.S. 166A-6(a) after August 1, 2002, the eligible entity shall have a hazard mitigation plan approved pursuant to the Stafford Act;” and

WHEREAS, it is the intent of the Board of Commissioners of Hertford County to fulfill this obligation in order that the county will be eligible for federal and state assistance in the event that a state of disaster is declared for a hazard event affecting the county; and

WHEREAS, Section 322 of the Federal Disaster Mitigation Act of 2000 states that local governments must develop an All-Hazards Mitigation Plan and update it every five years in order to receive future Hazard Mitigation Grant Program Funds; and

NOW, THEREFORE, be it resolved that the Board of Commissioners of Hertford County hereby:

1. Adopts the Hertford County Multi-Jurisdictional Hazard Mitigation Plan; and
2. Vests the Emergency Management Coordinator with the responsibility, authority, and the means to:
  - (a) Inform all concerned parties of this action.
  - (b) Cooperate with Federal, State and local agencies and private firms which undertake to study, survey, map, and identify floodplain or flood-related erosion areas, and cooperate with neighboring communities with respect to management of adjoining floodplain and/or flood-related erosion areas in order to prevent aggravation of existing hazards.
3. Appoints the Emergency Management Coordinator to assure that the Hazard Mitigation Plan is reviewed annually and in greater detail at least once every five years.
4. Agrees to take such other official action as may be reasonably necessary to carry out the strategies outlined within the 2010 Hertford County Multi-Jurisdictional Hazard Mitigation Plan.

Adopted this 18<sup>th</sup> day of January, 2010.

#### **PUBLIC COMMENT PERIOD**

There was no one present to speak during the public comment period.

#### **COUNTY MANAGER’S UPDATE**

- Sound System for Commissioners’ Room was discussed. All information (pictures, quotes, etc.) will be shared during the Goal Setting Work Session.
- There was a good turnout at the Tunis Community Forum

**COMMISSIONERS' COMMENTS**

- Commissioner Gatling scheduled a meeting of the Recreation Advisory Committee for January 27<sup>th</sup> at 7:00 P.M. in the Commissioners' Room
- Commissioner Gatling mentioned three old monitors in the building that need replacing. The County Manager explained the process for replacing computers.
- Chairman Farmer inquired about a later appointment for a citizen to discuss a revaluation matter.

On a motion by Farmer and a second by Mitchell, the Board voted unanimously to recess Regular Session to go into a scheduled Closed Session as allowed under G. S. 143-318.11 (a) (3) to consult with the County Attorney and (6) to discuss personnel matters.

**CLOSED SESSION**

Minutes of Closed Session are on file in the office of the Clerk to the Board.

**REGULAR SESSION**

On a motion by Hunter and a second by Gatling, the Board voted unanimously to adjourn the meeting.

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Shelia W. Matthews  
Clerk to the Board

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Johnnie R. Farmer, Chairman  
Hertford County Commissioners