

Minutes  
 Regular Meeting  
 Hertford County Board of Commissioners  
 County Commissioners' Meeting Room  
 Monday, April 4, 2011  
 9:00 A.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 Vice-Chairman Curtis A. Freeman, Sr.

**MINUTES**

On a motion by Hunter and a second by Freeman, the Board voted unanimously to approve the minutes of the February 7, 2011, Regular Meeting as presented.

On a motion by Freeman and a second by Hunter, the Board voted unanimously to approve the minutes of the February 21, 2011, Regular Meeting as presented.

On a motion by Freeman and a second by Hunter, the Board voted unanimously to approve the minutes of the March 21, 2011, Regular Meeting as presented.

**RESOLUTIONS**

On a motion by Gatling and a second by Hunter, the Board voted unanimously to approve the following Resolution of Appreciation for Kay Edwards, recently retired from the Register of Deeds Office:

RESOLUTION OF APPRECIATION  
 FOR  
 KAY B. EDWARDS

The Hertford County Board of Commissioners adopted the following resolution with regard to the retirement of Kay B. Edwards from the Hertford County Register of Deeds Office.

WHEREAS, Kay B. Edwards has served continuously in the Hertford County Register of Deeds Office from August 11, 1993, through February 25, 2011, retiring in the position of Deputy Register of Deeds; and

WHEREAS, during her term of service, the citizens of Hertford County have benefited from her experience, ability and devotion to her work; and

WHEREAS, Kay B. Edwards continuously updated her department to better serve the public and all the citizens of Hertford County.

NOW, THEREFORE, BE IT RESOLVED, by the Hertford County Board of Commissioners:

1. That Hertford County has been fortunate to have had the efficient and devoted services of Kay B. Edwards.
2. That this Board of Commissioners hereby expresses its gratitude for her many years of diligent service.

- That this resolution be entered upon the minutes of this Board and a copy thereof presented to Kay B. Edwards.

This the 4<sup>th</sup> day of April, 2011.

**COOPERATIVE EXTENSION**

Crystal Smith, Cooperative Extension Service Director, was present to introduce Wendy Drake, new Assistant Agriculture Agent.

**PERSONNEL**

Loria D. Williams, County Manager, introduced the following new County employees:

<u>NAME</u>	<u>DEPARTMENT</u>	<u>HIRE DATE</u>
Arden Wright	Social Services	01-10-2011
William Blanchard	Emergency Services	01-11-2011
Allison Hunt	Social Services	01-25-2011
La'tia Lewter	Register of Deeds	03-28-2011

**BUDGET AMENDMENTS**

On a motion by Mitchell and a second by Gatling, the Board voted unanimously to approve the following Budget Amendment #8 for FY 2010-2011 as presented by Robbin Stephenson, Finance Director:

**AMENDMENT TO THE HERTFORD COUNTY BUDGET ORDINANCE  
2010/2011  
(Amendment No. 8)**

**Section I** of the Hertford County Budget Ordinance, pertaining to the General Fund operations of the County, shall be amended as follows:

**Increase (Decrease) Appropriations:**

<b>General Government</b>	
Contingency	(17,587)
JCPC Certification	936
Courts	1,450
Governing Body	11,000
<b>Human Services</b>	
DSS- Daycare Services	(39,455)
Office of Aging – AAA/Region Q	900
<b>Public Safety</b>	
Sheriff – Emergency Communications	5,137
EMS Earmarked – Rescue Donation	100
EMS – Capital Outlay Vehicle	20,471
<b>Total</b>	<b>(17,048)</b>

**Section II** of the Hertford County Budget Ordinance, pertaining to the General Fund operations of the County, shall be amended as follows:

**Increase (Decrease) Revenues:**

Restricted Intergovernmental – DSS	(39,455)
Restricted Intergovernmental – EMS	20,471
Miscellaneous Revenues	1,936
<b>Total</b>	<b>(17,048)</b>

This amendment:

- Budgets decreased funding in DSS; Source of funding – Federal /State
- Budgets increased funding in EMS; Source of funding - State
- Budgets earmarked funds in EMS donated by Elizabeth Phillips
- Budgets increased in Juvenile Crime Prevention Council (JCPC); Source of funding - local counties share cost

- Budgets increased from AAA/Region Q for Family Caregiver Program – Source of funding – State
- Decreased funding from Contingency for a contract with Buxton identifying customers proposal; to upgrade equipment in Central Communication that was not eligible for E-911 funding; and to upgrade electrical system in Clerk of Court office to meet AOC requirements; Source of Funding – local funds.

### **FINANCE/POLICIES/RESOLUTIONS**

On a motion by Gatling and a second by Freeman, the Board voted unanimously to approve the following Hertford County Policy to Write Off Unpaid County Checks by our Financial Institution as presented by Robbin Stephenson, Finance Director:

#### **Hertford County Policy Write Off Unpaid County Checks by Our Financial Institution**

#### **Purpose**

This policy's purpose is to establish uniform guidelines for determining if the County should void original checks and issue a new one. This will provide a fair representation of cash in our financial statements.

#### **Criteria for Determining Payment was Made and Received**

Expired time of Check Cashing: A person has 90 days to cash a check tendered by Hertford County.

Untraceable: Where a customer has provided false information, cannot be located and correct identity cannot be established.

Deceased: Payee is deceased with no estate.

Amount Doesn't Warrant Further Action: The payee fails to respond and further action would not be cost effective.

#### **Procedure**

The Finance Department will identify payees meeting one or more of the above criteria and submit a list including amounts to the Hertford County Board of Commissioners for a vote of approval to write off unpaid checks by our financial institution.

Upon approval, the Finance Department shall write the unpaid checks off the county's financial statements. The legal obligation to pay will still remain, provided that proof of the obligation has been determined by the payee. This will show fair representation of our financial statements.

On a motion by Gatling and a second by Freeman, the Board voted unanimously to approve the following Resolution to Write Off Checks that was Lost During the Payment Process as presented by Robbin Stephenson, Finance Director:

#### **HERTFORD COUNTY RESOLUTION OF THE BOARD OF COMMISSIONERS TO WRITE OFF CHECKS THAT WAS LOST DURING THE PAYMENT PROCESS**

**WHEREAS**, the Board of Commissioners of Hertford County has adopted a policy to review and write off checks that was lost in the payment process; and,

**WHEREAS**, the Finance Director has determined that a list of vendors totaling **\$2,364.88** which is attached hereto and made a part hereof by reference should be written off as a lost; and,

**WHEREAS**, diligent efforts have already been made to make sure the amounts shown on the attached list was received and cashed, further effects are not possible or not being cost effective; and,

**WHEREAS**, continuing to include such amounts in the financial records of the County could result in a distorted balance sheet;

**THEREFORE, BE IT RESOLVED** that the Hertford County Board of County Commissioners direct the Finance Director to write off the checks that were lost in the payment process totaling **\$2,364.88** in the financial records of the County. Hertford County does not waive any rights it may have to pay recipients of this cash in the future.

Adopted this the 4<sup>th</sup> day of April, 2011.

On a motion by Mitchell and a second by Gatling, the Board voted unanimously to approve the write off list totaling \$2,364.88 worth of checks as presented by Robbin Stephenson, Finance Director.

### **TAX**

On a motion by Hunter and a second by Freeman, the Board voted unanimously to approve a tax refund of \$369.71 to Earl Gilliam and Crystal S. Nash on account #36684 for the 2008 and 2009 tax years as presented by Gay Sumner, Tax Collector. This refund is due to a mobile home being charged to the wrong person.

### **EMERGENCY SERVICES**

On a motion by Freeman and a second by Hunter, the Board voted unanimously to approve the writing off of deceased patients' EMS accounts in the amount of \$8,660.06, as presented by James Broglin, EMS Director.

Vice-Chairman Freeman and Chairman Farmer both commended Mr. Broglin and all his EMS staff for a job well done.

### **AUDITS/CONTRACTS**

On a motion by Mitchell and a second by Freeman, the Board voted unanimously to approve the Contract to Audit Accounts with Winston, Williams, Creech, Evans & Company, LLP, for one year totaling \$51,500.

### **COUNTY PROPERTY/CONTRACTS**

On a motion by Mitchell and a second by Freeman, the Board voted unanimously to award the bid to Team Roofing, Inc., as lowest responsible bidder, for replacing the roof on County Office Building #1 as recommended by the County Manager. The bid was in the amount of \$294,000. Able presented a slightly lower bid, at \$286,700; but Able's bid did not comply with the time to begin specified in the bid instructions, nor with minority contractor information.

On a motion by Gatling and a second by Hunter, the Board voted unanimously to authorize Loria D. Williams, County Manager, to execute the contract with Team Roofing, Inc. for the roof replacement.

### **COUNTY MANAGER'S UPDATE**

- Starting the budget process with meetings scheduled beginning this afternoon
- Schedule Joint Meetings with School Board and Health Board after the May 2<sup>nd</sup> Preliminary Budget Presentation

### **COMMISSIONERS' COMMENTS**

- Discussion regarding ball field property and lighting behind C. S. Brown School
- The Buxton Group is currently working on the Community ID Project
- District NCACC Meeting will be held April 27<sup>th</sup> in Williamston
- Courthouse architects will be here tomorrow. The variance request has been moved from April to May. The request from the Town of Winton officials to move the courthouse back further off King Street has been accommodated.
- County Health Rankings Handout was shared

- Legislators are changing some commercial fishing laws

### **SOCIAL SERVICES/COMMISSIONERS**

Vice-Chairman Freeman instructed the County Manager to inform the Department of Social Services employees to remain quiet during the County Commissioners' Meetings.

On a motion by Hunter and a second by Gatling, the Board voted unanimously to recess Regular Session to go into a meeting of the Hertford County Board of Equalization and Review.

### **BOARD OF EQUALIZATION AND REVIEW**

Shelia W. Matthews, Clerk to the Board, administered the following oaths of office to the Board:

#### OATH OF OFFICE

Board of Equalization and Review

I, Johnnie R. Farmer, do solemnly swear (or affirm) that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as a member of the Board of Equalization and Review of Hertford County, North Carolina, and that I will not allow my actions as a member of the Board of Equalization and Review to be influenced by personal or political friendships or obligations, so help me God.

#### OATH OF OFFICE

Board of Equalization and Review

I, William F. Mitchell, Jr., do solemnly swear (or affirm) that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as a member of the Board of Equalization and Review of Hertford County, North Carolina, and that I will not allow my actions as a member of the Board of Equalization and Review to be influenced by personal or political friendships or obligations, so help me God.

#### OATH OF OFFICE

Board of Equalization and Review

I, Howard J. Hunter, III, do solemnly swear (or affirm) that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as a member of the Board of Equalization and Review of Hertford County, North Carolina, and that I will not allow my actions as a member of the Board of Equalization and Review to be influenced by personal or political friendships or obligations, so help me God.

#### OATH OF OFFICE

Board of Equalization and Review

I, Curtis A. Freeman, Sr., do solemnly swear (or affirm) that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as a member of the Board of Equalization and Review of Hertford County, North Carolina, and that I will not allow my actions as a member of the Board of Equalization and Review to be influenced by personal or political friendships or obligations, so help me God.

#### OATH OF OFFICE

Board of Equalization and Review

I, Ronald J. Gatling, do solemnly swear (or affirm) that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as a member of the Board of Equalization and Review of Hertford County, North Carolina, and that I will not allow my actions as a member of the Board of Equalization

and Review to be influenced by personal or political friendships or obligations, so help me God.

**MINUTES  
HERFORD COUNTY BOARD OF EQUALIZATION AND REVIEW MEETING  
APRIL 4, 2011**

The Hertford County Board of Equalization and Review met on April 4, 2011 at 10:00 A.M., in Room #222 of the Hertford County Office Building #1, Winton, North Carolina.

Members present were:           Johnnie R. Farmer, Chairman  
  Howard J. Hunter, III  
  Curtis A. Freeman, Sr.  
  William F. Mitchell, Jr.  
  Ronald J. Gatling  
  Sylvia F. Anderson, Clerk

Also present was Charles L. Revelle, III, Attorney for Hertford County and Robert Pearson, Project Manager for Pearson Appraisal Service, Inc.

On a motion to open the Board of Equalization and Review by Curtis A. Freeman, Sr. and a second by Ronald J. Gatling, the meeting was called to order by Johnnie R. Farmer after each member of the Board of Equalization and Review took the oath required of the North Carolina Constitution.

Mrs. Anderson presented each member a packet of the appeals to be heard. Requests for reduction in value were received from the following property owners for the property indicated:

Richard and Barbara Sypolt	Pin # 5958-54-5074
Leroy and Susan Pierce	5995-87-9464
Theresa Burgess, Trustee	5989-42-4372
	5989-18-4303
	5070-81-6097
Peggy Hare	5989-30-4158
	5988-37-3399
	5988-33-0927
	5988-25-5212
	5988-36-4319
	5988-14-4013
	5988-28-8537
	5988-26-3351
	5988-26-8228
	5988-53-3442

After hearing each request, the Board informed the appellant that no action would be taken until property information was reviewed. The appellant would be notified accordingly.

On a motion by Ronald J. Gatling and a second by Howard J. Hunter, II, The Board recessed to meet again on Monday, April, 18, 2011, at 7:00 P.M.

Sylvia F. Anderson  
Clerk to Board of Equalization and Review

**REGULAR SESSION**

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