

Minutes  
 Regular Meeting  
 Hertford County Board of Commissioners  
 County Commissioners' Meeting Room  
 Monday, June 6, 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.

**SCATTERED SITE CDBG/RESOLUTIONS**

On a motion by Freeman and a second by Hunter, the Board voted unanimously to approve the Hertford County Scattered Site Housing Project CDBG #10-C-2121 Program Manual Resolution as follows:

HERTFORD COUNTY SCATTERED SITE HOUSING PROJECT  
 CDBG #10-C-2121  
 PROGRAM MANUAL RESOLUTION

WHEREAS, Hertford County has received a grant from the North Carolina Department of Commerce, Community Investment and Assistance under the Small Cities Community Development Block Grant Program, Scattered Site Housing Category in the amount of \$400,000;

and WHEREAS, the following documents are required under this program;

- Fair Housing Plan
- Equal Employment and Procurement Plan
- Local Economic Benefit For Low And Very Low Income Persons Plan
- Section 504
- Citizen Participation Plan
- Residential Anti-Displacement And Relocation Assistance Plan
- Optional Coverage Relocation Plan
- Code Of Conduct/Hatch Act Policy/Section 519
- Relocation Guidelines
- Clearance Guidelines
- Rehabilitation/Reconstruction Guidelines
- Complaint Procedure
- Contracts Officer Designation
- Labor Standards
- Verification Officer Designation
- Just Compensation Officer Designation
- Financial Management Procedure

THEREFORE BE IT RESOLVED, that the Board of Commissioners of Hertford County, North Carolina, hereby adopts the Program Manual to be used throughout the implementation of the Hertford County FY 10 Community Development Program.

Adopted this 6<sup>th</sup> day of June, 2011.

**SCATTERED SITE CDBG/ORDINANCES**

On a motion by Freeman and a second by Hunter, the Board voted unanimously to adopt the Hertford County FY 10 Community Development Program Scattered Site Housing Project Grant Project Ordinance as follows:

HERTFORD COUNTY FY 10 COMMUNITY DEVELOPMENT PROGRAM  
SCATTERED SITE HOUSING PROJECT  
GRANT PROJECT ORDINANCE

Be it ordained by the Hertford County Board of Commissioners that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Grant Project Ordinance is hereby adopted:

Section 1. The project authorized is the Community Development Project described in the work statement contained in Grant Agreement 10-C-2121 between the County and the North Carolina Department of Commerce. This project is known as the Hertford County Scattered Site Housing Project.

Section 2. The officers of this unit are hereby to proceed with the grant project within the terms of the grant documents, the rules and regulations of the North Carolina Department of Commerce and the budget contained herein.

Section 3. The following revenues are anticipated to be available to complete this project:

|                                   |           |
|-----------------------------------|-----------|
| Community Development Block Grant | \$400,000 |
| Total                             | \$400,000 |

Section 4. The following amounts are appropriated for the project:

|                               |               |
|-------------------------------|---------------|
| Clearance Activities          | \$ 41,000     |
| Rehabilitation-Reconstruction | 319,000       |
| Planning                      | 7,000         |
| Administration                | <u>33,000</u> |
| Total                         | \$400,000     |

Section 5. The Finance Director is hereby directed to maintain within the Grant Project Fund sufficient specific detailed accounting records to provide the accounting to the grantor agency required by the Grant Agreement and Federal and State regulations.

Section 6. Funds will be requisitioned from the State after submission of documentation to the County. The County upon actual receipt of CDBG funds will make disbursement of funds from the State. Compliance with all federal and state procurement regulations is required.

Section 7. The Finance Director is directed to report quarterly on the financial status of each project element in Section 4 and on the total grant revenues received or claimed.

Section 8. The Finance Director is directed to include a detailed analysis of past and future costs and revenues on this grant project in every budget submission made to the County Board of Commissioners.

Section 9. Copies of this Grant Project Ordinance shall be made available to the Finance Director for direction in carrying out this project.

Adopted this 6<sup>th</sup> day of June, 2011.

**RESOLUTIONS/E911**

On a motion by Gatling and a second by Mitchell, the Board voted unanimously to approve the following Resolution Reserving E911 Fund Balance for Public Safety Purposes with a correction being made to the date in the second paragraph (change July 9, 2011, to July 9, 2010):

**State of North Carolina  
County of Hertford**

**Hertford County Board of Commissioners' Resolution  
Reserving E911 Fund Balance for Public Safety Purposes**

**WHEREAS**, N.C.G.S. 62A 43-44 provides for a monthly service charge (70 cents) on each active voice communications service connection that is capable of accessing the 911 system and established the 911 Fund; and

**WHEREAS**, NC General Assembly ratified House Bill 1691, "An Act to Amend the Statutes Governing Emergency Telephone Service, on July 09, 2010; and

**WHEREAS**, Section 9 allows for a one time use of up to 50% of the county's 911 fund balance, as determined July 1, 2010 for public safety purposes and this one time amount can be utilized only in FY 2010-11 and FY 2011-12.

**NOW, THEREFORE, BE IT RESOLVED** that the Hertford County Board of Commissioners hereby reserve E911 Fund Balance in the amount of \$176,925 for the following public safety purposes:

| <u>Department</u>      | <u>Amount</u> | <u>Equipment</u>          |
|------------------------|---------------|---------------------------|
| Sheriff's Department   | \$56,000      | Two (2) Chargers/Equipped |
| Central Communications | \$83,500      | Radio Console             |
| Fire Departments       | \$37,425      | Pager Replacement/FCC     |

**BE IT FURTHER RESOLVED** that the Finance Officer is hereby directed to move forward in the procurement of said purchases in accordance with NC general statutes.

**Adopted this the 6<sup>th</sup> day of June 2011.**

Loria D. Williams, County Manager, shared that this money would need to be spent by the end of 2012. The resolution may be amended later as long as it is before June 30, 2011.

Discussion was then held about centralized dispatch and pager replacements for fire departments.

**TAX**

On a motion by Hunter and a second by Freeman, the Board voted unanimously to reappoint Sylvia Anderson as Hertford County Tax Assessor for another four-year term to expire June, 2015. Ms. Anderson was praised for a job well done especially during revaluation and Board of Equalization and Review. Her staff was commended as well.

**COMMISSIONERS**

On a motion by Freeman and a second by Mitchell, the Board voted unanimously to reschedule the July 4<sup>th</sup> meeting to July 5<sup>th</sup> due to the Independence Day Holiday.

On a motion by Freeman and a second by Hunter, the Board voted unanimously to cancel the July 18<sup>th</sup> meeting due to the 2011 NACO Conference.

**COUNTY MANAGER'S UPDATE**

- Letter from Elks Shrine informing the County of dates scheduled for using the fields (June 10-13)

**COMMISSIONERS' COMMENTS**

There were no comments made by the Commissioners.

**COMMISSIONERS**

On a motion by Freeman and a second by Gatling, the Board voted unanimously to amend the agenda to allow the Hertford County Board of Education to address the Board.

**SCHOOLS**

Dr. John Fahey, Superintendent of Hertford County Schools, apologized for not being able to address the Board at their budget work session held on May 31. Dr. Fahey, along with Board of Education Members Wendell Hall and David Shields, are requesting an additional \$240,000 appropriation to Hertford County Schools.

On a motion by Gatling and a second by Freeman, 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****BUDGET/SCHOOLS/R-CCC**

Commissioner Mitchell raised the issue of the possibility of providing increased funding for the Hertford County Schools and Roanoke-Chowan Community College, but he did not specify an amount. The Commissioners engaged in significant discussion on this issue, as to whether to make an appropriation, the amount, and the source of funds.

On a motion by Mitchell and a second by Gatling, the Board voted to direct the County Manager to include in the proposed 2011-2012 budget a one-time Fund Balance Appropriation in the amount of \$100,000 to Hertford County Schools and \$25,000 to Roanoke-Chowan Community College, for consideration at the June 20 public hearing. This was approved by Commissioners Freeman, Mitchell, and Gatling. It was opposed by Commissioners Farmer and Hunter.

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