

Minutes
Regular Meeting
Hertford County Board of Commissioners
County Commissioners' Meeting Room
Tuesday, January 3, 2012
9:00 A.M.

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

Absent: None

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

Chairman Curtis A. Freeman, Sr., called the meeting to order.

The invocation for the meeting was provided by Vice-Chairman William F. Mitchell, Jr.

TAX

On a motion by Mitchell and a second by Gatling, the Board voted unanimously to approve the following Tax Releases for November, 2011:

TOTAL VALUE APPROVED THIS REPORT (2011 LEVY)	6,898.00
TOTAL TAX RELEASED THIS REPORT (2011 LEVY)	61.30
TOTAL VALUE APPROVED THIS REPORT (PRIOR LEVY)	28,829.00
TOTAL TAX RELEASED THIS REPORT (PRIOR LEVY)	484.32
TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE 2011)	230.00
TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATION 2011)	230.00
TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE 2010)	00.00
TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATION 2010)	00.00
TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE 2009)	00.00
TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATION 2009)	00.00
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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
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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

AUDIT

Jennifer Reese with Winston, Williams, Creech, Evans & Co., L.L.P., presented the FY 2010-2011 Hertford County Audit Report. Mrs. Reese informed the Board that Hertford County had received an unqualified opinion on the June 30, 2011, Financial Statements. The tax collection rate increased from 94.75% in 2010 to 94.90% in 2011, which is above the State average rate of 94.79%. The Fund Balance went down \$1 million to \$8,343,337. The Fund Balance available for appropriation as a percentage of expenditures is at 24.05%, which is above the State average of 22.59%. She reviewed revenues and expenditures as follows:

Governmental Fund Revenues

	2010	2011
Ad valorem taxes	\$ 10,927,254	\$ 11,280,355
Sales tax	3,441,322	3,539,046
Other taxes	100,355	106,624
Unrestricted intergovernmental	74,325	115,731
Restricted intergovernmental	6,096,556	4,973,054
Permits and fees	208,755	194,023
Sales and service	1,080,376	1,008,666
Other	<u>231,176</u>	<u>166,269</u>
Total	<u>\$ 22,160,119</u>	<u>\$ 21,383,768</u>

Governmental Fund Expenditures

	2010	2011
General Government	\$ 2,830,714	\$ 3,116,979
Public Safety	5,404,528	5,611,980
Transportation	34,800	32,467
Economic Development	721,853	399,459
Human Services	6,277,477	6,605,366
Cultural and Recreational	82,880	87,872
Education	7,487,812	5,988,016
Capital Outlay	10,080	311,520
Debt Service	<u>250,865</u>	<u>242,459</u>
Total	<u>\$ 23,101,009</u>	<u>\$ 22,396,118</u>

Mrs. Reese thanked the Board for the opportunity of working with Hertford County. The County Manager and Finance Staff were commended for a job well done.

EMERGENCY SERVICES

James Broglin, EMS Director, was present to give the Board an update from the Medical Services Transportation Advisory Board. The Advisory Board met on November 29, 2011, and is recommending denial of the application from Coastal Medical Transport due to the fact there isn't a need for another transport agency in Hertford County at this time.

On a motion by Mitchell and a second by Farmer, the Board voted unanimously to deny the application of Coastal Medical Transport based on the recommendation of the Medical Services Transportation Advisory Board that there is not a need for any additional medical transport services at this time.

BUDGET AMENDMENTS

On a motion by Hunter and a second by Gatling, the Board voted unanimously to approve the following Amendment No. 7 to the FY 2011-2012 Hertford County Budget Ordinance as presented by Robbin Stephenson, Finance Director:

**AMENDMENT TO THE HERTFORD COUNTY BUDGET ORDINANCE
2011/2012
(Amendment No. 7)**

Section 1 of the Hertford County Budget Ordinance, pertaining to the General Fund operations of the County, shall be amended as follows:

Increase (Decrease) Appropriations:

Human Services

Department of Social Services – Public Assistance Medical Transportation	123,269
Department of Social Services – Administration Medical Transportation	(123,269)
Department of Social Services – FNS Contingency Grant	(25,213)

Public Safety

Earmarked Funds	500
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Total **(24,713)**

Section 2 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	(25,213)
Sales and Services – Earmarked Funds	500

Total **(24,713)**

This amendment:

- Reallocate State funds in DSS – Source of funds from State
- Director of DSS requested Medical Transportation be moved from Administration to Public Assistance
- Detention Center received funds from GEO for Toys for Tots

JUVENILE JUSTICE

On a motion by Gatling and a second by Hunter, the Board voted unanimously to approve a Memorandum of Understanding (MOU) Between the North Carolina Department of Juvenile Justice and Delinquency Prevention, Division of Court Services,

and Hertford County in order to receive \$2,000 in grant funds to facilitate the forum, Improving Outcomes for Our Youth.

FIREFIGHTERS' RELIEF FUND BOARD

Shelia W. Matthews, Clerk to the Board, advised the Board that appointments would need to be made at the next meeting to the Firefighters' Relief Fund Board. Terms of eight members will expire January 31, 2012. The Clerk was instructed to obtain attendance records of the members seeking reappointment.

RESOLUTIONS/BOARD APPOINTMENTS

On a motion by Hunter and a second by Mitchell, the Board voted unanimously to approve the following resolution establishing guidelines for making appointments to County boards:

RESOLUTION FOR THE ESTABLISHMENT OF POLICY AND PROCEDURES FOR APPOINTMENTS TO COUNTY BOARDS, COMMISSIONS, COMMITTEES OR AUTHORITIES

WHEREAS, it is the statutory duty of the Hertford County Board of Commissioners, as the governing body of Hertford County, to appoint citizens to various boards, commissions, committees or authorities, to assist in the operation of county government; and

WHEREAS, the County Commissioners recognize and value the role of public service by citizens in the proper governance of the County; and

WHEREAS, the Board of Commissioners is desirous of appointing qualified, knowledgeable, and dedicated people to serve on these boards, commissions, or committees and thus solicits the interest and input of citizens of Hertford County in make such appointments; and

WHEREAS, the Board of Commissioners desires to enhance overall representativeness of the appointments to be made from time to time by the Board, to increase the public interest and awareness in the appointment process, to require attendance at meetings, and to ensure operational effectiveness of boards, commissions, and committees as appropriate.

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

- A. Any citizen of Hertford County is eligible to serve on the appointed boards, commissions, or committees of the County where such appointment is not prohibited or otherwise guided by State statute, federal regulations, or local law.

- B. All appointments will be made according to the North Carolina Statute or County Ordinance that created that board, commission or committee.
- C. No citizen of Hertford County may serve in more than three appointed positions of Hertford County Government unless exempted by nature of the position held in governmental service.
- D. No citizen may serve more than ten (10) consecutive years on any board, commission, committee or authority unless the individual has served for less 10 years at the time his/her term expires, then he/she shall be eligible for re-appointment of one additional term. This policy may be waived if the Board of County Commissioners determines that the removal of one or more individual made ineligible by this ordinance will be detrimental to the functioning of that board, commission or committee.
- E. If an appointee misses three consecutive meetings without notifying the committee chairperson prior to the meeting, the appointee will be considered to have resigned his or her appointment. The committee chairperson shall be responsible for notifying the Clerk to the Board of the vacancy.
- F. Appointee must uphold all applicable policies pertaining to the board, commission or committee or which he or she serves.

Section II. Procedures for filling vacancies for appointed positions:

A. Notification of available appointments

1. A list of available positions stating terms of office, requirements for the office and duties of positions shall be available for public inspection at the Office of the Clerk to the Board of County Commissioners.
2. A list of available positions that will be considered by the Board of Commissioners during the year will be published in the newspaper of Hertford County quarterly.

B. Selection Process

1. Individuals interested in applying for appointment shall complete the county application and submit to the Clerk of the Board of County Commissioners.

2. The Clerk to the Board shall provide the County Commissioners the names of individuals who have applied for appointment.

C. Applications

All applications for appointments shall remain active and on file with the Clerk to the Board for at least the remainder of the calendar year in which received, or for six months, whichever is longer.

Section III. The policy of the board of commissioners for boards, commissions and committees under its direction and control which may not be functioning as intended, inactive, or otherwise not serving as deemed appropriate by the Commissioners is as follows:

- A. The Board of Commissioners may elect to require reports of activities and related information from boards, commissions, and committees as appropriate.
- B. The Board of Commissioners may replace any or all members of the board, commission, or committee as it deems appropriate.
- C. In accordance with existing laws, Commissioners may by resolution abolish, redirect, increase or decrease the membership of, or take any necessary actions to ensure that the board, commission or committee is functioning according to its intended purpose.

Adopted this the 3rd day of January 2012.

The Board of Commissioners asked that a copy of this resolution be shared with every County board.

AGREEMENTS/LIBRARY

On a motion by Gatling and a second by Mitchell, the Board voted unanimously to approve the Albemarle Regional Library Agreement as presented. This agreement was required in order to comply with the new NC Administrative Code rules.

COUNTY MANAGER'S UPDATE/DAY REPORTING

Loria D. Williams, County Manager, discussed with the Board changes in the Criminal Justice Partnership Program (CJPP) that will affect the Day Reporting Program. The current program will continue to operate through June 30, 2012. For next fiscal year, the County will need to participate in the competitive bidding process to

continue this program. A decision will need to be made in the near future since the bidding process will begin in early 2012.

NEWS-HERALD

Editor of the R-C News-Herald, Cal Bryant, introduced Joe Cowart as the new publisher at the newspaper.

On a motion by Hunter and a second by Gatling, 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

COURTHOUSE

Commissioner Gatling made a motion to select the Stuart Pierce property in Ahoskie as the location for the new Hertford County Courthouse. Chairman Freeman seconded the motion. The motion died due to Commissioners Farmer, Hunter, and Mitchell opposing it.

Commissioner Hunter made a motion to select the Percy Bunch property in Murfreesboro as the location for the new Hertford County Courthouse. Commissioner Farmer seconded the motion. The motion passed with Vice-Chairman Mitchell voting in favor. Commissioners Gatling and Freeman opposed the motion.

On a motion by Hunter and a second by Farmer, the Board voted unanimously to authorize the County Manager to negotiate a contract related to the Percy Bunch property.

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