

Minutes
Organizational Meeting
Hertford County Board of Commissioners
County Commissioners' Meeting Room
Monday, December 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; and Shelia W. Matthews, Clerk to the Board

County Attorney Charles L. Revelle called the Organizational Meeting to order.

The invocation for the meeting was provided by the Honorable Judge W. Rob Lewis.

COMMISSIONERS

The Honorable Judge W. Rob Lewis administered the following oath of office to the newly reelected Hertford County Commissioners:

OATH OF OFFICE

HERTFORD COUNTY

WINTON, NORTH CAROLINA

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 HERTFORD COUNTY COMMISSIONER, SO HELP ME GOD.

OATH OF OFFICE

HERTFORD COUNTY

WINTON, NORTH CAROLINA

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 HERTFORD COUNTY COMMISSIONER, SO HELP ME GOD.

OATH OF OFFICE

HERTFORD COUNTY

WINTON, NORTH CAROLINA

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 HERTFORD COUNTY COMMISSIONER, SO HELP ME GOD.

At this point, County Attorney Revelle asked for nominations for Chairman of the Hertford County Commissioners for the next year. On a motion by Hunter and a second by Farmer, the Board voted unanimously to nominate Curtis Freeman as Chairman. On a motion by Gatling and a second by Hunter, the Board voted unanimously to close the nominations.

Then, Chairman Freeman asked for nominations for Vice-Chairman of the Hertford County Commissioners for the next year. On a motion by Gatling and a second by Hunter, the Board voted unanimously to nominate Bill Mitchell as Vice-Chairman. On a motion by Hunter and a second by Gatling, the Board voted unanimously to close the nominations.

On a motion by Hunter and a second by Mitchell, the Board voted unanimously to add Item C to Memo #7677 "Consideration of Authorizing a Public Hearing of Possible Financing Contract".

REGISTER OF DEEDS

The Honorable Judge Thomas L. Jones, Jr., administered the following Oath of Office to the newly elected Register of Deeds, Melanie H. Storey:

OATH OF OFFICE

HERTFORD COUNTY

WINTON, NORTH CAROLINA

I, MELANIE H. STOREY, 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 HERTFORD COUNTY REGISTER OF DEEDS, SO HELP ME GOD.

The Board extended their congratulations to Mrs. Storey.

PERSONNEL

There were no new County employees present to be introduced to the Board.

R-CCC

Ms. Andrea Glaze, Back to Work Coordinator with the Roanoke-Chowan Community College, was present to discuss the Career Readiness Certificate Program and the Back to Work Program that are available at the college.

Chairman Freeman questioned starting a Basic Law Enforcement Training (BLET) Program at R-CCC. He explained there are a lot of people in this area that are traveling to other community colleges for this course. She will defer this to Mr. Fred Curley, Director of Continuing Education.

AUDIT

Mr. Jim Winston, with Winston, Williams, Creech, Evans and Company, presented the Hertford County Audit Report ending June 30, 2012. He expressed it was a good, positive year. Hertford County earned an unqualified opinion, meaning it is "as good as it gets". Hertford County's revenues increased as well as the total Fund Balance. The Fund Balance is 24.05% of its expenditures; the state average is 27.99%. Mr. Winston praised the tax collection effort. The tax collection rate increased from 94.9% to 95.26% with the state average being 94.54%. Mr. Winston commended Robbin Stephenson, Finance Director, on all of her hard work. The Commissioners also commended Mrs. Stephenson and Ms. Williams, as well as staff, on a job well done.

COURTHOUSE

On a motion by Hunter and a second by Farmer, the Board voted unanimously to approve the following Amendment to the Capital Project Ordinance – Hertford County Judicial Center/County Government Center as presented by Loria D. Williams, County Manager:

AMENDMENT TO THE CAPITAL PROJECT ORDINANCE HERTFORD COUNTY JUDICIAL CENTER/COUNTY GOVERNMENT CENTER

The Hertford County Board of Commissioners pursuant to Section 13.2 of Chapter 150 of the General Statutes of North Carolina hereby amends this capital project ordinance as follows:

Section 1. The project authorized is the Hertford County Judicial Center and County Government Center Project.

Section 2. The Officers of this unit are hereby directed to proceed with the project within the terms of the above statute and budget contained within.

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

Installment Financing Proceeds (Local Funds)	<u>\$12,225,438</u>
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Total Revenues	\$12,225,438
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Section 4. The following amounts are appropriated for the project:

Construction Cost	\$ 9,983,476
Furnishing and Equipment	666,738
Design Fees & Expenses	850,306
Land and Right-of-Way	70,000
Materials/Testing/Special Inspections	155,744
Contingency	<u>499,174</u>

Total Appropriations	\$12,225,438
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Section 5. The Finance Officer is hereby directed to maintain with the Capital Project Fund sufficient detailed accounting records required by federal and state regulations.

Section 6. Funds may be advanced from the General Fund for the purpose of making payments as due.

Section 7. The Finance Officer is directed to report monthly to the Board of Commissioners on the financial status of each project element in Section 4.

Section 8. Copies of the project ordinance shall be entered into the minutes of the governing board and filed with the Finance Officer.

Adopted this 3rd day of December 2012.

Some discussion was held regarding our Code Enforcement Officer being certified to inspect the construction of these buildings.

On a motion by Mitchell and a second by Hunter, the Board voted unanimously to award the contract for construction of the Courthouse and County Administration Building to A. R. Chesson Construction Company, Inc., the low bidder, in the amount of \$9,983,476 subject to prior approval by the Local Government Commission.

On a motion by Hunter and a second by Mitchell, the Board voted unanimously to schedule a Public Hearing for 7:15 P.M. on Monday, December 17, 2012, for the Courthouse/County Administration Building Project Financing Contract as a result of bids being opened today at 12 Noon.

HOLIDAYS/MEETING CALENDAR

Commissioner Mitchell led a discussion regarding Veterans Day. On a motion by Mitchell and a second by Hunter, the Board voted unanimously to add Veterans Day as a County Holiday and leave the Christmas Holiday at three days. The County will observe Veterans Day when the Federal Government observes it. The 2013 Holiday Closings for the Hertford County Offices will be as follows:

2013 HOLIDAY CLOSINGS
HERTFORD COUNTY OFFICES

New Year's Day	Tuesday, January 1
Martin Luther King, Jr. Day	Monday, January 21
Good Friday	Friday, March 29
Memorial Day	Monday, May 27
Independence Day	Thursday, July 4
Labor Day	Monday, September 2
Veteran's Day	Monday, November 11
Thanksgiving	Thursday, November 28 Friday, November 29
Christmas	Tuesday, December 24 Wednesday, December 25 Thursday, December 26

On a motion by Hunter and a second by Mitchell, the Board voted unanimously to approve the following Meeting Calendar for the 2013 Meetings of the Hertford County Board of Commissioners:

Meeting Calendar for 2013
Hertford County Board of Commissioners

Monday, January 7	9:00 A.M.	Regular Meeting
Tuesday, January 22	7:00 P.M.	Rescheduled Meeting (Due to ML King, Jr. Holiday)
Monday, February 4	9:00 A.M.	Regular Meeting
Monday, February 18	7:00 P.M.	Regular Meeting
Monday, March 4	9:00 A.M.	Canceled Meeting

Monday, March 18	7:00 P.M.	(Due to NACO Legislative Conf.) Regular Meeting
Monday, April 1	9:00 A.M.	Regular Meeting
Monday, April 15	7:00 P.M.	Regular Meeting
Monday, May 6	9:00 A.M.	Regular Meeting
Monday, May 20	7:00 P.M.	Regular Meeting
Monday, June 3	9:00 A.M.	Regular Meeting
Monday, June 17	7:00 P.M.	Regular Meeting
Monday, July 1	9:00 A.M.	Regular Meeting
Monday, July 15	7:00 P.M.	Regular Meeting
Monday, August 5	9:00 A.M.	Regular Meeting
Monday, August 19	7:00 P.M.	Regular Meeting
Tuesday, September 3	9:00 A.M.	Rescheduled Meeting (Due to Labor Day Holiday)
Monday, September 16	7:00 P.M.	Regular Meeting
Monday, October 7	9:00 A.M.	Regular Meeting
Monday, October 21	7:00 P.M.	Regular Meeting
Monday, November 4	9:00 A.M.	Regular Meeting
Monday, November 18	7:00 P.M.	Regular Meeting
Monday, December 2	9:00 A.M.	Regular Meeting
Monday, December 16	7:00 P.M.	Regular Meeting

BOARD APPOINTMENTS

Hertford County Economic Development Commission

On a motion by Hunter and a second by Gatling, the Board voted unanimously to appoint Mr. Michael Bunch to the Hertford County Economic Development Commission for a three-year term to expire on January 1, 2016.

Industrial Facilities & Pollution Control Financing Authority

On a motion by Hunter and a second by Mitchell, the Board voted unanimously to appoint Mr. Terry Hairston, Jr., to the Industrial Facilities & Pollution Control Financing Authority to fill an unexpired term that will expire on December 1, 2014.

TOWN OF AHOSKIE/BUXTON REPORT

The County Manager reviewed the Executive Summary from the Buxton Report, a study conducted to determine the viability of retail development in Ahoskie.

COUNTY MANAGER'S UPDATE

- Discussion on Salary Analysis including matching the market; leading the market; changing hiring rates; etc. After establishing mid-points for each salary grade, it was discovered that 187 out of 198 employees fell below mid-point. In 30 days, the County Manager will bring back how much money is needed for several different options being researched.
- Discussion was held regarding the limiting of heavy and/or industrial truck traffic on Statesville Road. This road also runs through Courtland, VA; and the Southampton County Board of Supervisors are discussing limiting this kind of traffic. This would affect traffic to and from Nucor and farmers moving farm equipment. The Board agreed to send a letter to Southampton County asking them to consider maintaining the current practices regarding heavy and/or industrial truck traffic on Statesville Road.

COMMISSIONERS' COMMENTS

There were no Commissioners' Comments.

On a motion by Hunter 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

PERSONNEL

The Board instructed the County Manager to finalize the Salary Study and put it in action.

On a motion by Hunter and a second by Farmer, the Board voted unanimously to award Loria Williams a \$2,500 Performance Bonus in light of her diligent work and success in the Tunis Sewer District Project, the Hertford County Judicial Center Project, the overall financial health of Hertford County as reflected in the FY June 30, 2012, Audit, and improved Bond Rating.

LAWSUITS

On a motion by Hunter and a second by Mitchell, the Board voted unanimously to approve the settlement of the Eddie Dewayne Flythe lawsuit against the Hertford County Sheriff and several deputies, in the total amount of \$14,500, as negotiated by the County's insurance carrier.

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