

Minutes
Regular Meeting
Hertford County Board of Commissioners
County Commissioners' Meeting Room
Monday, January 7, 2013
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

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

The invocation for the meeting was provided by Commissioner Johnnie R. Farmer.

PERSONNEL

The following new County employees were introduced by Ms. Holly Brooks, Human Resources Director:

<u>Name</u>	<u>Position</u>
Sylvia Morrisey	Detention Officer
Joseph Stephen	Building and Grounds Maintenance Worker

SOLID WASTE

On a motion by Hunter and a second by Mitchell, the Board voted unanimously to waive the formal bid procedure requirements of NCGS 143-129(a) for the purchase of a loader for use at the landfill. This motion also granted approval to purchase a 324J Loader in the amount of \$103,130 from R. W. Moore.

A "Notice of Consideration of Waiver of Formal Bid Procedure" had been properly advertised prior to the meeting.

BOARD APPOINTMENTS

Firefighters Relief Fund Board

On a motion by Gatling and a second by Hunter, the Board voted unanimously to reappoint the following members to the Firefighters Relief Fund Board for another two-year term to expire on January 31, 2015, as presented by Chris Smith, Emergency

Management Director/Fire Marshal: Pansy White, Samuel B. Howell, Roy Worrells, Richard Lassiter, Josh Baldwin, and Jay Askew.

On a motion by Hunter and a second by Farmer, the Board voted unanimously to appoint Tiffany Lewis and Craig Dennis to the Firefighters Relief Fund Board for a two-year term to expire on January 31, 2015, as presented by Chris Smith, Emergency Management Director/Fire Marshal.

BUDGET AMENDMENTS

On a motion by Hunter and a second by Mitchell, the Board voted unanimously to approve the following Amendment No. 5 to the FY 2012-2013 Hertford County Budget Ordinance as presented by Robbin Stephenson, Finance Director:

**AMENDMENT TO THE HERTFORD COUNTY BUDGET ORDINANCE
2012/2013
(Amendment No. 5)**

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:

General Fund

Elections Grant – Supplies and Services for November Election	\$ 8,805.00
General Government – Bonus and Longevity	\$ 20,925.75

Public Safety

Sheriff – Earmarked Funds for Toys	\$ 1,000.00
Public Safety – Bonus and Longevity	\$ 34,455.98

Economic/Physical Development

Economic/Physical Development – Bonus and Longevity	\$ 4,346.82
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Human Services

Human Services – Bonus and Longevity	\$ 39,565.86
LIEAP and CIP Administration	\$ 133,295.00

Transfer to Enterprise Funds

	\$ 3,540.64
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Contingency

Salary Contingency	\$(102,835.05)
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Total	\$ 143,100.00
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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:

State Government Grant – HAVA Grant	\$ 8,805.00
Donations – Nucor, GEO, and Soul Saving Station	\$ 1,000.00
Restricted Intergovernmental – DSS	\$ 133,295.00

Total \$ 143,100.00

This amendment:

- Grant funds given by the state to subsidize the November election expenditures
Source of funding: 100% State Funding
- Donations for children toys at Christmas
Source of funding: Private donations, GEO, Nucor and Soul Saving Church
- Funds for low-income home energy assistance and crisis intervention programs
Source of funding: 100% Federal Funding
- Longevity and bonus given in December
Source of funding: Salary Contingency

On a motion by Mitchell and a second by Gatling, the Board voted unanimously to approve the following Amendment No. 3 to the FY 2012-2013 Hertford County Enterprise Fund as presented by Robbin Stephenson, Finance Director:

**AMENDMENT TO THE HERTFORD COUNTY
ENTERPRISE FUND
2012/2013
(Amendment No. 3)**

Section I of the Enterprise Fund, pertaining to the expenses of the fund shall be amended as follows:

Increase (Decrease) Appropriations:

Solid Waste Program	\$ 1,658.10
Northern Water District	\$ 942.36
Southern Water District	\$ 940.18
Total	\$ 3,540.64

Section II of the Enterprise Fund, pertaining to the revenues of the fund shall be amended as follows:

Increase (Decrease) Revenues:

Operating Transfer from Fund 10 – Solid Waste Program	\$ 1,658.10
Operating Transfer from Fund 10 – Northern Water District	\$ 942.36
Operating Transfer from Fund 10 – Southern Water District	\$ 940.18
Total	\$ 3,540.64

This amendment:

- Funds appropriated from Salary Contingency for bonuses and longevity
Source of Funding: Salary Contingency

On a motion by Hunter and a second by Gatling, the board voted unanimously to recess Regular Session to go into a scheduled Public Hearing for the execution and

delivery of an Installment Financing Contract with a Third Party for the Courthouse/Administration Building Project.

PUBLIC HEARING

A regular meeting of the Board of Commissioners of the County of Hertford, North Carolina, was duly held in the Commissioners Room, 704 North King Street, Winton, North Carolina, at 9:00 a.m. on January 7, 2013. Chairman Freeman presiding.

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

Commissioners Absent: None

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The County Manager reported to the Board of Commissioners that notice of a public hearing to receive public comments on a proposal for the County to proceed to finance all or a portion of the costs of acquiring real property, constructing and equipping a new courthouse and county administration building and various real and personal property improvements related to the foregoing (the "*Project*"), pursuant to an installment financing contract (the "*Contract*") under which the County will make certain installment payments, in order to make the Project available to the County, and to proceed to provide, in connection with the Contract, as grantor, a deed of trust, security agreement and fixture filing (the "*Deed of Trust*") under which the County's interest in the real property on which the Project will be located and the improvements thereon (the "*Mortgaged Property*") would be mortgaged therefor was published on December 25, 2012, and January 3, 2013, stating that the Board of Commissioners would hold a public hearing thereon on January 7, 2013 at 9:00 a.m.

The Chairman of the Board announced that the public hearing notice stated that the Board of Commissioners would consider approving the proposed Contract for the principal amount not to exceed \$14,250,000.

The Chairman of the Board then announced that the Board of Commissioners would hear anyone who wished to be heard on the questions of the proposed Contract and the Project to be financed thereby.

The following people spoke at the public hearing:

No comments were made.

Commissioner Hunter moved that the public hearing be closed. The motion was seconded by Commissioner Mitchell and was unanimously adopted.

HELD the 7th day of January, 2013.

REGULAR SESSION

EDC

Bill Early, EDC Director, was present to request the Board to schedule a Public Hearing on a proposed Incentive Agreement for Enviva Pellets Ahoskie. He explained that the Incentive Agreement had been agreed upon at a previous meeting and a Public Hearing is NOT required. He further explained that the Board could follow protocol and schedule a Public Hearing or approve the agreement today.

On a motion by Hunter and a second by Gatling, the Board voted unanimously to schedule a Public Hearing for January 22, 2013, at 7:30 P.M. for the proposed Hertford County Economic Development Incentive Agreement between Hertford County and Enviva Pellets Ahoskie, LLC.

COMMISSIONERS

On a motion by Hunter and a second by Gatling, the Board voted unanimously to appoint Commissioner Johnnie R. Farmer as the Voting Delegate for the NCACC Legislative Goals Conference being held January 24-25, 2013.

PERSONNEL

At the request of the Board to lead the market with competitive salaries, Loria D. Williams, County Manager, shared the Salary Strategy slide presentation. She explained that Hertford County currently lags 6-10% in our hiring ranges and the salary range itself (being compared to other local governments). We also have a 12% turnover rate.

Of 200 employees, 187 are below mid-point of the salary range due to "compression" – a lack of sizable increases over a length of time. Depending on how far these employees are from mid-point will determine how much proposed increase they will receive as follows:

- 25% & over below mid-point (5% raise)
- 20-24.99% below mid-point (4% raise)
- 15-19.99% below mid-point (3% raise)
- 5-14.99% below mid-point (2% raise)
- 0.1-4.99% below mid-point (1.5% raise)

There are 29 employees are on minimum of their respective salary range. They are proposed to receive a 3% increase.

The 11 employees exceeding mid-point are proposed to receive a 1% increase.

The proposed total increase is approximately \$157,000 before considering FICA and retirement costs.

There was further discussion held on reclassifying some positions that will be presented at the next meeting, as well as Performance Appraisal System/Merit Base Pay. Staff will continue working on developing a plan for maintaining a schedule of pay raises.

On a motion by Hunter and a second by Gatling, the Board voted unanimously to approve the Salary Plan as presented by the County Manager effective January 1, 2013.

DRAINAGE

Loria D. Williams, County Manager, presented and reviewed bids for three possible drainage projects in the county as follows:

- (A) California – Job I (\$12,340 low bid)
- (B) California – Job II (\$15,790 low bid)
- (C) Weaver Subdivision (\$11,000 low bid)

She explained there is \$20,000 budgeted for drainage work. On a motion by Mitchell and a second by Hunter, the Board voted unanimously to award the bids to the low bidder (Lloyd Grant) for both the California – Job I and California – Job II drainage projects for a total of \$28,130; and to allow the County Manager to use Contingency for the amount over the \$20,000 budgeted.

COUNTY MANAGER'S UPDATE

The County Manager updated the Board on the Tunis Sewer Project and the Courthouse Project. She was reminded about setting up a County/Town Officials Meeting. There was also an update on a phone system issue in the Probation Office that had been resolved.

COMMISSIONERS' COMMENTS

- Commissioner Hunter expressed interest in internet for rural areas and will discuss this issue with NCACC staff
- Commissioner Gatling shared the he will be having a Recreation Meeting on January 29 in the Commissioners' Meeting Room
- Vice-Chairman Mitchell commended the work going on at the landfill

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

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