

Minutes  
Regular Meeting  
Hertford County Board of Commissioners  
County Commissioners' Meeting Room  
Monday, October 7, 2013  
9:00 A.M.

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

Absent: None

Also Present with the Board: Loria D. Williams, County Manager; Maria Jones, Acting 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 Vice-Chairman William F. Mitchell, Jr.

**COMMISSIONERS**

On a motion by Hunter and a second by Mitchell, the Board voted unanimously to amend the agenda to add a Budget Amendment as requested by Robbin Stephenson, Finance Director, and to remove Memo #7869 (Request for Approval to Close the Register of Deeds Office to Attend a Workshop). The Budget Amendment will be presented at that time.

**MINUTES**

On a motion by Hunter and a second by Gatling, the Board voted unanimously to approve the minutes of the Regular Meeting held on August 19, 2013, as presented.

On a motion by Hunter and a second by Mitchell, the Board voted unanimously to approve the minutes of the Regular Meeting held on September 3, 2013, as presented.

**TAX**

On a motion by Hunter and a second by Gatling, the Board voted unanimously to approve the following Tax Releases for the month of September, 2013:

TOTAL VALUE APPROVED THIS REPORT (2013 LEVY)	220,749.00
TOTAL TAX RELEASED THIS REPORT (2013 LEVY)	2,547.55
TOTAL VALUE APPROVED THIS REPORT (PRIOR LEVY)	00.00
TOTAL TAX RELEASED THIS REPORT (PRIOR LEVY)	00.00
TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE 2013)	260.00
TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATION 2013)	260.00

TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE 2012)	00.00
TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATION 2012)	00.00
TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE 2011)	00.00
TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATION 2011)	00.00
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
TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE 2008)	00.00
TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATION 2008)	00.00
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
TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE 2005)	00.00
TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATION 2005)	00.00
TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE 2004)	00.00
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

## **PERSONNEL**

Holly Brooks, Human Resources Director, announced that the Employee of the 3<sup>rd</sup> Quarter was Viola Benthall, Administrative Officer I in the Social Services Department. She received a certificate and a \$250 Wal-Mart Gift Card.

Ms. Brooks then introduced the following new County employees:

Boone, Clayton – Detention Officer  
Davenport, Charles – Income Maintenance Supervisor II  
Thompson, Gloria – Income Maintenance Caseworker II  
Stewart, Charles – Housekeeper  
Casey, Sharon – EMT part time  
Wallace, James – Site Attendant  
Nichols, Louis – Site Attendant  
Clark, William – Site Attendant  
Askew, Paul – Site Attendant

Ms. Brooks also requested approval of a new Organizational Chart. She thanked Sara Turner, Land Records Manager, for her assistance with the chart. On a motion by Mitchell and a second by Gatling, the Board voted unanimously to approve the Organizational Chart as presented by the Human Resources Director.

Commissioner Farmer entered the meeting at this time.

## **R-CCC**

Dr. Michael Elam, R-CCC President, along with Mr. Strickland, R-CCC Facilities Manager, were present requesting financial assistance with purchasing a new 80-ton Trane Chiller. It has been patched numerous times and now needs replacing. The cost of replacement is \$61,759.

On request, the County Manager shared that the County gave R-CCC an additional \$200,000 this year, and this request of \$61,759 would be in addition to that.

The Board will discuss this matter further during the Work Session immediately following today's meeting. The County Manager was instructed to inform Dr. Elam of their decision this afternoon following the discussion in the Work Session.

**RECORDS RETENTION/REGISTER OF DEEDS**

On a motion by Hunter and a second by Mitchell, the Board voted unanimously to approve the Register of Deeds Records Retention Schedule Amendment as presented by Melanie H. Storey, Register of Deeds.

**BUDGET AMENDMENTS**

On a motion by Hunter and a second by Gatling, the Board voted unanimously to approve the following FY 2013-2014 Budget Amendment #1 as presented by Robbin Stephenson, Finance Director:

AMENDMENT TO THE HERTFORD COUNTY BUDGET ORDINANCE  
2013-2014  
AMENDMENT 1

BE IT ORDAINED by the Governing Board of the County of Hertford, North Carolina, that the following						
amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2014:						
<b>Section 1</b> to amend the General Fund by functions, the appropriations are to be changed as follows:						
<b>General Government</b>						
	Account	Account	Comment	Amount	Amount	
Department	Number	Description		Increase	Decrease	
Administration	10-4120-5121-00	Salaries & Wages	Local college intern program	1,250		
Court Facilities	10-4310-5331-00	Electricity	Electric connect @ new court	17,237		
General Gov't Depts.		Liab, Prof, Fid, Veh. Ins	Correct budgeted figures	12,319		
General Gov't Depts.		Life Insurances	Correct budgeted figures	950		

Human Resources		Life Insurances	Correct budgeted figures		6,168
<b>Total</b>				31,756	6,168
<b>Public Safety</b>					
	Account	Account	Comment	Amount	Amount
Department	Number	Description		Increase	Decrease
Sheriff Department	10-4180-5121-00	Salaries & Wages	Federal OCDEF Funds	26,462	
Emergency Mgmt.	10-4200-5270-00	Earmarked Funds	Prep responders hazard mat.	10,000	
Public Safety Depts		Liab, Prof, Fid, Veh. Ins	Correct budgeted figures		9,228
Public Safety Depts		Life Insurances	Correct budgeted figures	2,494	
<b>Total</b>				38,956	9,228
<b>Econ/Phy Dev.</b>					
	Account	Account	Comment	Amount	Amount
Department	Number	Description		Increase	Decrease
Econ/Phy Dev. Depts		Liab, Prof, Fid, Veh. Ins	Correct budgeted figures	8,816	
Econ/Phy Dev. Depts		Life Insurances	Correct budgeted figures	130	
<b>Total</b>				8,946	
<b>Human Services</b>					
	Account	Account	Comment	Amount	Amount
Department	Number	Description		Increase	Decrease
Special Approp.	10-9000-5000-02	Contri to CADA	IDA grant match & approp.	21,000	
Office of Aging	10-4390-5693-00	Grant-RCH Found	To improve community health	20,000	
Human Servs. Depts.		Liab, Prof, Fid, Veh. Ins	Correct budgeted figures		3,890
Human Servs. Depts.		Life Insurances	Correct budgeted figures	2,139	
<b>Total</b>				43,139	3,890

<b>Culture/Recreation</b>						
	Account	Account	Comment		Amount	Amount
Department	Number	Description			Increase	Decrease
Library		Liab, Prof, Fid, Veh. Ins	Correct budgeted figures			1,191
<b>Total</b>						1,191
<b>Other</b>						
	Account	Account	Comment		Amount	Amount
Department	Number	Description			Increase	Decrease
Contingency	10-9900-5991-00	Contingency	IDA grant match & approp.			21,000
Contingency	10-9900-5991-00	Contingency	Electric connect @ new Court			17,237
Transfer To		Enterprise Funds	Correct life ins. budget amts.	455		
<b>Total</b>						37,782
<b>Total Expenditures</b>						\$ 64,538.00
<b>Section 2</b> to amend the General Fund by functions, the revenues are to be changed as follows:						
	Account	Account	Comment		Amount	Amount
	Number	Description			Increase	Decrease
Department						
Taxes						
Local Sales Taxes						
Other Tax/Licenses						
Unrestricted Gov't	10-0061-4177-00	RCH-Found Grant	To improve community health		20,000	
Restricted Gov't	10-0060-4140-00	Fed. OCDEF Grant	Federal OCDEF Funds		26,462	
Restricted Gov't	10-0060-4133-02	SECU Intern Prog.	Local college intern program		1,250	

Restricted Gov't	10-0060-4134-01	Homeland Security	Prep responders hazard mat.	10,000	
Restricted Gov't					
Permits & Fees					
Sales and Services					
Investments					
Miscellaneous Rev.					
Transfers From		Enterprise Funds	Correct budgeted figures-Ins.	6,826	
Fund Bal. Approp.					
<b>Total Revenues</b>					\$ 64,538.00
This will result in a net increase /decrease of <b>\$57,712</b> in the expenditures of the General Fund. To provide the additional revenue for these expenditures, the revenues will increase /decrease by the same amount of <b>\$57,712</b> . These additional revenues have already been received.					
Adopted this 7 day of October, 2013.					

On a motion by Hunter and a second by Farmer, the Board voted unanimously to approve the following FY 2013-2014 Enterprise Fund Budget Amendment #1 as presented by Robbin Stephenson, Finance Director:

AMENDMENT TO THE HERTFORD COUNTY BUDGET ORDINANCE  
2013-2014  
AMENDMENT 1

BE IT ORDAINED by the Governing Board of the County of Hertford, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2014:					
<b>Section 4, 7 and 9</b> to amend the Enterprise Funds, the appropriations are to be changed as follows:					
<b>Enterprise Funds</b>					
	Account	Account	Comment	Amount	Amount
Department	Number	Description		Increase	Decrease
Transfer to Gen. Fund		Liab, Prof, Fid, Veh. Ins	Correct budgeted figures		6,826
Trs to North/South Water		Liab, Prof, Fid, Veh. Ins	Correct budgeted figures		3,419

Enterprise Funds		Liab, Prof, Fid, Veh. Ins	Correct figures	budgeted	3,419	
Solid Waste, Northern		Life Insurances	Correct figures	budgeted	2,494	
and Southern Water						
Districts						
<b>Total</b>					5,913	10,245
<b>Total Expenditures</b>						\$ 4,332.00
<b>Section 5, 8 and 10</b> to amend the Enterprise Funds, the revenues are to be changed as follows:						
	Account	Account	Comment		Amount	Amount
Department	Number	Description			Increase	Decrease
Solid Waste, Northern		Liab, Prof, Fid, Veh. Ins	Correct figures	budgeted		6,826
and Southern Water						
Districts						
Transfer from GF		Life Insurances	Correct figures	budgeted	2,494	
<b>Total</b>					2,494	6,826
<b>Total Revenues</b>						\$ 4,332.00
This will result in a net increase /decrease of <b>\$4,332</b> in the expenditures of the Enterprise Funds. To provide the additional revenue for these expenditures, the revenues will increase /decrease by the same amount of <b>\$4,332</b> . These additional revenues have already been received.						
	Adopted this 7 day of October, 2013.					

**ORDINANCES/E911**

On a motion by Gatling and a second by Hunter, the Board voted unanimously to approve the following Capital Project Ordinance – Hertford County E911 Communications Center as presented by Loria D. Williams, County Manager:

**CAPITAL PROJECT ORDINANCE  
HERTFORD COUNTY E911 COMMUNICATIONS CENTER**

**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 Capital Project Ordinance is hereby adopted:

**Section 1.** The project authorized is the Hertford County E911 Communications 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 the budget contained within.

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

NC 911 Grant Funds	\$4,250,000
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<b>Total Revenues</b>	<b>\$4,250,000</b>
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**Section 4.** The following amounts are appropriated for the project:

Construction Cost	2,028,000
Furnishing & Communications Equipment	1,650,420
Design Fees & Expenses	162,240
Permitting	10,000
Water & Sewer Connection	10,000
Materials/Testing/Special Inspections	30,420
Communications Consultant	75,000
Escalation	182,520
Contingency	<u>101,400</u>

<b>Total Appropriations</b>	<b>\$4,250,000</b>
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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 7<sup>th</sup> day of October 2013.

On a motion by Farmer and a second by Hunter, the Board voted unanimously to approve the AIA Document B101-2007 Standard Form of Agreement Between Owner (Hertford County) and Architect (Becker Morgan Group, Inc.) for the Hertford County E911 Communications Center as presented by Loria D. Williams, County Manager.

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

- Reviewed progress of Courthouse and Government Center Projects
- Reviewed response from N.C.D.O.T. regarding drainage issue discussed at the last meeting on NC Highway 561. N.C.D.O.T. can not excavate certain areas of the ditching on that road due to illegal dumping ("gray" water from sinks and washing machines).
- Accolades went out to James Broglin and his EMS staff as a result of a thank you letter from a citizen

### **COMMISSIONERS' COMMENTS**

- Commissioner Hunter urged everyone, if they had not already done so, to please go listen to the Hertford County High School Marching Band. They are great and have won several awards. He would like a resolution prepared for them. He also attended a State class of elected leaders and commented it was worthwhile.
- Chairman Freeman questioned the status of the 208 Lloyd Street property in Ahoskie (evicting occupant and demolition). The County Manager explained they would continue working on the project when the County Attorney returns from vacation.

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