

Minutes  
Regular Meeting  
Hertford County Board of Commissioners  
County Commissioners' Meeting Room  
Monday, April 7, 2014  
9:00 A.M.

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

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 William F. Mitchell, Jr., called the meeting to order.

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

**MINUTES**

On a motion by Gatling and a second by Freeman, the Board voted unanimously to approve the minutes for the Regular Meeting held on March 17, 2014, with the following correction: Change Mrs. Evelyn Farmer to Mrs. Evelyn Rawls on page 878.

**TAX**

On a motion by Freeman and a second by Gatling, the Board voted unanimously to approve the following Tax Releases for the month of March, 2014:

TOTAL VALUE APPROVED THIS REPORT (2013 LEVY)	135,597.00
TOTAL TAX RELEASED THIS REPORT (2013 LEVY)	1,440.40
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)	00.00
TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATION 2013)	00.00
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

On a motion by Freeman and a second by Gatling, the Board voted unanimously to approve the Vehicle Tax Releases for the months of January – March, 2014.

**PERSONNEL**

Denise Ashe, Human Resources Director, introduced Ms. Audrey Stephenson, newly hired Part-Time Clerical Employee in the Social Services Department.

Commissioner Freeman requested Ms. Ashe to have the other newly hired employees introduced at another meeting.

At this time, Ms. Ashe presented the Employee of the Quarter (4th Quarter) award to Mr. Chris Smith, Emergency Management Director. He received a certificate and a \$250 gift card.

Commissioner Hunter entered the meeting at this time.

**EAST CAROLINA BEHAVIORAL HEALTH**

Mr. Keith Letchworth, Community Resources Database Coordinator with East Carolina Behavioral Health, was present to inform everyone about the implementation of NC 2-1-1. NC 2-1-1 is a statewide database of community services and resources available to the citizens of North Carolina. It is maintained by United Way of North Carolina and can be accessed via the internet ([www.nc211.org](http://www.nc211.org)) or by calling 2-1-1 where available. This became available to Hertford County citizens on December 31, 2013. Mr. Letchworth explained the past three months have been spent updating the database. The next step is to add services that are not already in the database. Finally, with cooperation of Emergency Management offices in counties, information will be added such as shelter locations, road closures, water pick-up spots, etc. during disasters. NC 2-1-1 is available 24/7/365. United Way has produced Public Service Announcements to be put on TV to inform the citizens of this great tool.

On a motion by Freeman and a second by Gatling, the Board voted unanimously to recess Regular Session to go into a scheduled Public Hearing as follows:

NOTICE OF PUBLIC HEARING  
RELATIVE TO APPLICATION  
BY HERTFORD COUNTY  
FOR FUNDING UNDER THE HOUSING AND COMMUNITY  
DEVELOPMENT ACT OF 1974, AS AMENDED

Notice is hereby given that Hertford County will conduct a public hearing on Monday, April 7, 2014, at 9:30 A.M., or as soon thereafter as the agenda will allow, at the County Office Building Number One, Room 222, next to the County Manager's Office located at 704 North King Street, Winton, NC, relative to the intention of the county to apply for FY2013 CDBG Infrastructure funding under Title I of the Housing and Community Development Act.

Hertford County intends to submit an application for a grant of approximately \$985,000 in CDBG Infrastructure funds to install water system improvements in and near the Millennium Community area.

The following is a tentative list of proposed activities and an estimated budget. The final application will be reviewed at the public hearing.

1 EA – 100,000 gallon Elevated Water Tank  
9,600 LF – 6-inch Water Main  
17 EA – Fire Hydrants

The estimated budget for these Water Improvements complete with all Technical Services and Grant Administration is \$985,000.

If additional information is needed, please contact the County Manager's Office at 252-358-7805. Formal written complaints or comments concerning the application process that are submitted to the County Manager's Office will be responded to within ten working days by the County Manager.

Persons with disabilities or who otherwise need assistance should contact Loria Williams at 252-358-7805 or [loria.williams@hertfordcountync.gov](mailto:loria.williams@hertfordcountync.gov) (TDD # 919-807-4420 or Relay North Carolina TTY # 1-800-735-2962) by Friday, April 4, 2014. Accommodations will be made for all who request assistance with participating in the public hearing.

This information is available in Spanish or any other language upon request. Please contact the County Manager's office, at 252-358-7805, or at 704 North King Street, Winton, NC, for accommodations for this request.

Esta informacion esta disponible en espaniol o en cualquier otro idioma bajo peticion. Por favor, pongase en contacto con County Manager's Office, al 252-358-7805, o en 704 North King Street, Winton, NC, de alojamiento para esta solicitud.

## **PUBLIC HEARING/MILLENNIUM WATER**

Mr. Leo Green, with Green Engineering, was present to answer any questions. This is the 2<sup>nd</sup> required Public Hearing for the FY 2013 CDBG Infrastructure Funding under Title I of the Housing and Community Development Act (Millennium Water).

There were no public comments.

On a motion by Freeman and a second by Gatling, the Board voted unanimously to leave the Public Hearing and return to Regular Session.

## **REGULAR SESSION**

### **RESOLUTIONS/MILLENNIUM WATER**

On a motion by Freeman and a second by Gatling, the Board voted unanimously to approve the following resolution:

#### **RESOLUTION BY BOARD OF COUNTY COMMISSIONERS COUNTY OF HERTFORD, N.C.**

WHEREAS, Title I of the Federal Housing and Community Development Act of 1974, as amended, has established the U.S. Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Program, and has authorized the making of grants to aid eligible units of government in funding the cost of construction, replacement, or rehabilitation of water and wastewater infrastructure, and that the North Carolina Department of Environment & Natural Resources (NCDENR) Division of Water Infrastructure (DWI) was delegated the authority by the state legislature to administer the water and wastewater infrastructure portion of the state grant monies received from the U.S. HUD CDBG program by Session Law 2013-360, Section 15.15(a) as amended by Section 5.3 of Session Law 2013-363, and

WHEREAS, Hertford County has need for and intends to construct a drinking water distribution system project described as **Elevated Storage Tank and Auxiliary Water Supply** and

WHEREAS, Hertford County intends to request state grant assistance for the project,

#### **NOW THEREFORE BE IT RESOLVED, BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF HERTFORD:**

That Hertford County, the **Applicant**, will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system.

That Hertford County will provide for efficient operation and maintenance of the project on completion of construction thereof.

That Loria D. Williams, County Manager, the **Authorized Official**, and successors so titled, is hereby authorized to execute and file an application on behalf of Hertford County with the State of North Carolina for a grant to aid in the construction of the project described above.

That the **Authorized Official**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project; to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That Hertford County has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 7<sup>th</sup> day of April, 2014 at Hertford County, North Carolina.

## **TAX**

On a motion by Freeman and a second by Farmer, the Board voted unanimously to approve the following ad valorem tax refunds totaling \$1,393.33 as presented by Gay Sumner, Tax Collector:

Gordon Andrews (\$682.00)  
652 Cullen Road  
Harrellsville, NC 27942  
(Taxpayer had paid 2012 bill prior to debt setoff sending payment)

Robert Byrum (\$132.35)  
21472 Siding Road  
Kelford, NC 27847  
(Taxpayer had paid 2012 bill prior to debt setoff sending payment)

Jerome Soloman, Jr. (\$250.23)  
302 Menola St. John Road  
Ahoskie, NC 27910  
(Taxpayer had paid 2012 bill prior to debt setoff sending payment)

Time Warner NY Cable, LLC (\$328.75)  
c/o Time Warner Cable Tax Department  
P O Box 7467  
Charlotte, NC 28241  
(Paid in full prior to 30 day deadline)

On a motion by Freeman and a second by Gatling, the Board voted unanimously to approve the following vehicle tax refunds totaling \$761.66 as presented by Gay Sumner, Tax Collector:

Darren Cottle (\$169.30)  
205 Jernigan Airport Road  
Ahoskie, NC 27910  
(Taxpayer had paid vehicle bill prior to debt setoff sending payment)

Tamica Faison (\$281.57)  
909 Pembroke Avenue  
Ahoskie, NC 27910  
(Taxpayer had paid vehicle bill prior to debt setoff sending payment)

Stephanie Hooks (\$145.85)  
135 Bowles Place Drive  
Como, NC 27818  
(Taxpayer had paid vehicle bill prior to debt setoff sending payment)

Mabell Williams Archer (\$164.94)  
P. O. Box 187  
Winton, NC 27986  
(Taxpayer paid vehicle bill, sold vehicle and surrendered the tag with 11 months remaining on tag. Taxpayer presented surrendered tag receipt.)

**PERSONNEL/CENTRAL COMMUNICATIONS**

On a motion by Gatling and a second by Hunter, the Board voted unanimously to approve the salary of Mr. David Brown, newly hired Central Communications Director, at \$47,000. Mr. Brown will begin employment on April 10, 2014.

**AGING**

Loria D. Williams, County Manager, presented a Change Order for the Murfreesboro Nutrition Site Renovation Project. The contractor, Kee Builders, found a considerable amount of additional work that was needed for this project. The original project was quoted at \$67,000, and the Change Order amount is an additional \$22,000. The County Manager is recommending approval of the Change Order.

On a motion by Hunter and a second by Freeman, the Board voted unanimously to approve the Change Order for the Murfreesboro Nutrition Site Renovation Project not to exceed \$22,175.14.

**BUDGET AMENDMENTS**

On a motion by Freeman and a second by Hunter, the Board voted unanimously to approve the following FY 2013-2014 Hertford County Budget Ordinance Amendment #6 as presented by Robbin Stephenson, Finance Director:

AMENDMENT TO THE HERTFORD COUNTY BUDGET ORDINANCE  
2013-2014  
AMENDMENT 6

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:

**Section 1** to amend the General Fund by functions, the appropriations are to be changed as follows:

**General Government**

Department	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
Administration	10-4120-5690-00	Contracted Services	Cost analysis Co. Admin. Bldg.	12,750	
Administration	Salary Accounts	Salary Account Nos.	To set up salary for Asst. Co. Manager	25,757	
Public Buildings	10-4260-5690-16	Contract Svs. -Site Const.	Change Order for Nutrition Site	23,000	
<b>Total</b>				61,507	-
<b>Public Safety</b>					
Department	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
Sheriff Dept.	10-4180-551003	Capital Outlay-Vehicle	To set up installment loan to purchase vehicles	133,041	
Central Communication	Salary Accounts	Salary Account Nos.	To set up Salary for E-911 Dir.	12,571	
	10-4185-5260-00	Supplies and Materials	To set up Office for E-911 Dir.	3,500	
<b>Total</b>				149,112	-
<b>Econ/Phy Dev.</b>					
Department	Account Number	Account Description	Comment	Amount Increase	Amount Decrease

<b>Total</b>					
<b>Human Services</b>					
Department	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
Department of Social Svs	10-4440-5630-01	Low Energy Asst.	Funding Allocationby DHHS	400	
	10-4410-5690-24	Adult Daycare Adoption	Funding Allocationby DHHS	7,151	
	10-4480-5632-02	Assistance Crisis Intervention	Funding Allocationby DHHS	1,800	
	10-4440-5690-09	Prog.	Funding Allocationby DHHS	6,741	
<b>Total</b>				16,092	
<b>Culture/Recreation</b>					
Department	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
<b>Total</b>					

<b>Other</b>					
Department	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
Contingency	10-9900-5991-00	Contingency	Fund Administration Position		11,763
Contingency	10-9900-5991-01	Contingency-Salary	Fund Administration Position		3,362
<b>Total Expenditures</b>					<b>\$ 211,586.00</b>

**Section 2** to amend the General Fund by functions, the revenues are to be changed as follows:

Department	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
Taxes					
Local Sales Taxes					



Other Tax/Licenses					
Unrestricted Gov't					
Restricted Gov't	10-0063-4179-00	Administration	Funding Allocationby DHHS	8,951	
Restricted Gov't	10-0063-4187-01	Low Income Energy Asst.	Funding Allocationby DHHS	400	
Restricted Gov't	10-0063-4191-01	Crisis Intervention Prog.	Funding Allocationby DHHS	6,741	
Permits & Fees					
Sales and Services					
Investments					
Miscellaneous Rev.					
Miscellaneous Rev.					
Proceeds From Debt	10-0105-0000-00	Proceeds From Debt	Loan to purchase Sheriff cars	133,041	
Fund Bal. Approp.	10-0112-4485-00	Fund Balance Approp.	To Fund Asst Co. Mgr, E911Dir. Salary	62,453	
			Change Or. Nutri. Site, Cost Analysis		
<b>Total Revenues</b>					<b>\$ 211,586.00</b>

This will result in a net increase /decrease of **\$211,586.** 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 **\$211,586.** These additional revenues have already been received.

Adopted this 7 day of April, 2014.

### **POLICIES/FINANCE**

On a motion by Gatling and a second by Hunter, the Board voted unanimously to approve changes to the Hertford County Travel Policy presented by Robbin Stephenson, Finance Director, as follows, as well as implementing a new Out-of-County Travel Request Form to be used by Senior Management Staff:

“VI. Travel Procedures page 3

- A. Middle of paragraph changed from five days to fifteen days. Third sentence from the bottom changes from five days to seven days.
- B. Third sentence from the bottom, change from five days to fifteen days. Last sentence changed from 10 days to fifteen days.”

### **COURTHOUSE/N.C.D.O.T.**

On a motion by Hunter and a second by Gatling, the Board voted unanimously to approve the Traffic – DOT Construction Agreement between Hertford County and N. C.

Department of Transportation for construction of a driveway entrance to the new Courthouse (Project R-2583) at an estimated cost of \$87,877.

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

- Reviewed timeline and budget for the E911 Building Project
- Clerk to the Board informed the Commissioners that a minority needs to be appointed to the Mid-East Board per a letter from the Executive Director (This will be included in the Board Vacancy Ad that will be presented for approval at the next meeting.)

On a motion by Freeman and a second by Hunter, the Board voted unanimously to recess Regular Session to go into a meeting of the Hertford County Board of Equalization and Review.

### **BOARD OF EQUALIZATION AND REVIEW**

Shelia W. Matthews, Clerk to the Board, administered the following oaths of office to the Board:

#### OATH OF OFFICE

Board of Equalization and Review

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 a member of the Board of Equalization and Review of Hertford County, North Carolina, and that I will not allow my actions as a member of the Board of Equalization and Review to be influenced by personal or political friendships or obligations, so help me God.

#### OATH OF OFFICE

Board of Equalization and Review

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 a member of the Board of Equalization and Review of Hertford County, North Carolina, and that I will not allow my actions as a member of the Board of Equalization and Review to be influenced by personal or political friendships or obligations, so help me God.

#### OATH OF OFFICE

Board of Equalization and Review

I, Johnnie R. Farmer, 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 a member of the Board of Equalization and Review of Hertford County, North Carolina, and that I will not allow my actions as a member of the Board of Equalization

and Review to be influenced by personal or political friendships or obligations, so help me God.

#### OATH OF OFFICE

Board of Equalization and Review

I, Curtis A. Freeman, Sr., 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 a member of the Board of Equalization and Review of Hertford County, North Carolina, and that I will not allow my actions as a member of the Board of Equalization and Review to be influenced by personal or political friendships or obligations, so help me God.

#### OATH OF OFFICE

Board of Equalization and Review

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 a member of the Board of Equalization and Review of Hertford County, North Carolina, and that I will not allow my actions as a member of the Board of Equalization and Review to be influenced by personal or political friendships or obligations, so help me God.

### **Minutes**

## **Hertford County Board of Equalization and Review Meeting April 7, 2014**

The Hertford County Board of Equalization and Review met on April 7, 2014 at 10:00 A.M., in Room #222 of the Hertford County Office Building #1, Winton, North Carolina.

Members present were:

- William F. Mitchell, Jr., Chairman
- Ronald J. Gatling, Vice-Chairman
- Howard J. Hunter, III
- Curtis A. Freeman
- Johnnie R. Farmer
- Sylvia F. Anderson, Clerk

Charles L. Revelle, III Attorney for Hertford County was also present.

Each member present of the Board of Equalization and Review took the oath required of the North Carolina Constitution. The meeting was then called to order.

Sylvia F. Anderson, Clerk to the Board presented the following appeal for the property indicated as follows:

Sheryl Byrum Harrell

Pin# 6913-22-1097

Ms. Harrell was not present for her appointment to appeal. Therefore, the Board instructed Mrs. Anderson to make contact with Ms. Byrum and make an appointment for visiting the property to review.

At 10:05 A.M., on a motion by William F. Mitchell, Jr. and seconded by Howard J. Hunter, III, the Board of Equalization and Review is now in recess until Monday, May 5, 2014 at 10:00 A. M.

Sylvia F. Anderson  
Clerk to Board of Equalization and Review

### **REGULAR SESSION**

#### **PERSONNEL/SHERIFF'S DEPARTMENT**

Sheriff Juan Vaughan updated the Board on Deputy Chase Oliver, who had recently been in an automobile accident. He has two broken vertebrae.

On a motion by Hunter 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 discuss personnel matters and (6) to consult with the County Attorney.

#### **CLOSED SESSION**

Minutes of Closed Session are on file in the office of the Clerk to the Board.

#### **REGULAR SESSION**

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