

Minutes
Regular Meeting
Hertford County Board of Commissioners
County Commissioners' Meeting Room
Monday, May 5, 2014
9:00 A.M.

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

Absent: Johnnie R. Farmer

Also Present with the Board: Loria D. Williams, County Manager; M. Ray Wiggins, Assistant 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 and provided the invocation.

MINUTES

On a motion by Freeman and a second by Gatling, the Board voted unanimously to approve the minutes as follows:

- (1) April 02, 2014 – Joint Meeting with EDC
- (2) April 07, 2014 – Regular Meeting
- (3) April 21, 2014 – Regular Meeting

REPORTS

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

- (1) Tax Collection Percentage Report (thru 3rd Quarter)
- (2) Tax Releases (April, 2014)
- (3) Vehicle Tax Releases (April, 2014)

PERSONNEL

Ms. Denise Ashe, Director of Human Resources, introduced the following new County employees:

Carlton Howard	Detention Officer
Johnathan Bradley	EMT-I

The other employees (all part-time) scheduled to be introduced were working their full-time jobs.

At this time, Ms. Ashe presented the Employee of the Year (2013) to Mr. Mike Bradley, Public Works Director. He received a Certificate and \$1,000 in gift cards.

Vice-Chairman Gatling requested that this award presentation be shared with the NCACC to be published in the County Lines newsletter.

PERSONNEL/POLICIES

As requested at the last meeting, Assistant County Manager Ray Wiggins presented amendment options to the Voluntary Shared Leave Policy.

On a motion by Freeman and a second by Hunter, the Board voted unanimously to approve the Bereavement Leave Policy as follows:

Bereavement Leave Policy

When a death occurs in an employee's immediate family, all regular full-time employees may take up to three (3) days off with pay to attend the funeral or make funeral arrangements. The pay for time off will be pro-rated for a part-time employee if the funeral occurs on a scheduled work day. The employer may require verification of the need for the leave. The employee may make arrangements with his or her supervisor for an additional four unpaid days off in the instance of the death of an immediate family member. Additional unpaid time off may be granted depending on the circumstances such as distance, the individual's responsibility for funeral arrangements, and the employee's responsibility for taking care of the estate of the deceased.

After some discussion, the Board would like to see unused leave that was donated to be returned to those employees. The County Manager would like to share this with Department Heads, as well as staff that would be involved in implementing this amendment.

At the next meeting, the Voluntary Shared Leave Policy will be presented for approval with the amendment to return unused leave.

RECORDS RETENTION AND DISPOSITION SCHEDULE

On a motion by Hunter and a second by Freeman, the Board voted unanimously to approve the following Records Retention and Disposition Schedules:

- County Management Schedule (April 15, 2013)
- County Management Schedule Amendment (August 28, 2013)
- Tax Administration Schedule (April 17, 2013)
- Tax Administration Amendment (September 8, 2013)

These are the latest schedules issued by the North Carolina Department of Cultural Resources, Division of Historical Resources, Archives and Records Section, Government Records Branch.

COUNTY MANAGER'S UPDATE

- Shared with the Board a letter sent in support of the Northeastern North Carolina Rail Improvement Project
- Meetings had been conducted with furniture dealers for the Courthouse/Admin Building Projects – The County Manager recommends New Day from Suffolk, VA
- Substantial Completion of the Courthouse/Admin Buildings is October 15
- Rain has delayed the Tunis Sewer Project
- Cost for renovating Office Building #1 for Social Services will be presented at the next meeting

COMMISSIONERS' COMMENTS

- Commissioner Freeman questioned if a Budget Work Session had been scheduled, which prompted a discussion to schedule a Joint Meeting with the Board of Education (decided on May 15th at 6:00 P.M.)
- Vice-Chairman Gatling discussed several items:
 - Ditch Cleanout Projects (Weaver Subdivision and Area Behind Freeman Chevrolet)
 - Schedule a Park Dedication for the DuPont L. Davis Park as well as some work that needs to be done there
 - Murfreesboro would like for the County to partner with them again for the Summer Program (June 23 – July 3) and provide financial assistance
 - Murfreesboro and Harrellsville Parks still look good (plenty of mulch in place) and are being utilized

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

MINUTES HERTFORD COUNTY BOARD OF EQUALIZATION AND REVIEW MEETING May 5, 2014

The Hertford County Board of Equalization and Review met again on Monday, May 05, 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
Sylvia F. Anderson, Clerk

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

Members absent were: Johnnie R. Farmer

On a motion to open the Board of Equalization and Review by Ronald J. Gatling and a second by Howard J. Hunter, III, the meeting was called to order by William F. Mitchell, Jr., Chairman.

Ms. Sheryl Byrum Harrell presented her request for reduction in value on Pin #6913-22-1097 to the Board of Equalization and Review.

The Board took the following action on the appeal as shown below:

On a motion by William F. Mitchell, Jr. and second by Howard J. Hunter, III, the Board voted to make no change in the assessed value on Pin# 6913-22-1097, due to the refusal of the taxpayer to allow inspection of the interior of the mobile home.

On a motion by Howard J. Hunter, III and a second by Ronald J. Gatling, the Board of Equalization and Review adjourned for the year 2014.

Sylvia F. Anderson

Clerk to the Board of Equalization and Review

REGULAR SESSION

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