

Minutes
Regular Meeting
Hertford County Board of Commissioners
County Commissioners' Meeting Room
Tuesday, September 2, 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

Absent: None

Also Present with the Board: Loria D. Williams, County Manager; M. Ray Wiggins, Assistant County Manager; Maria Jones, Acting County Attorney; and Shelia W. Matthews, Clerk to the Board

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

Commissioner Johnnie R. Farmer provided the invocation for the meeting.

TOWN OF MURFREESBORO/COUNTY PROPERTY

Mayor John Hinton and Interim Town Administrator Hugh Montgomery were present to discuss the possibility of using property owned by Hertford County for mobile food vendors. Mobile food services are an increasing trend. The Town of Murfreesboro would like to provide them with a safe and secure location. Hertford County owns a parcel located on US Hwy 258 within the Murfreesboro town limits (Tax ID 9122) that would be suitable.

Loria D. Williams, County Manager, explained that this is the old MST property that has environmental issues due to underground storage tanks (UST), and that is why the property has never sold. The Board is in agreement to allow such vendors to use it.

Some discussion was held between long-term lease versus conveying property. Mr. Montgomery would like to report back to his Board that the County is in agreement before any further progression is made.

RESOLUTIONS/FIRE DEPARTMENTS

On a motion by Gatling and a second by Freeman, the Board voted unanimously to approve the following Resolution Approving Insurance District Boundaries as presented by Chris Smith, Emergency Management Director/Fire Marshal:

**Hertford County Board of Commissioners
RESOLUTION**

APPROVING INSURANCE DISTRICT BOUNDARIES

WHEREAS, fire districts boundaries for fire departments are established by boards of county commissioners pursuant to N.C.G.S 153A-233, which districts are also used for insurance grading purposes; and

WHEREAS, the fire district boundaries in the incorporated portion of Hertford County need to be revised to change the way they have historically been described by a point to point description to by reference of maps created using the GIS system, and to reflect annexations by municipalities in the County;

WHEREAS, the Hertford County Fire Marshal has caused to be created new fire insurance district maps using the GIS system to change certain portions of Millennium and Ahoskie Rural Fire Departments which are incorporated by reference into Schedule A.1 and A.2 to this resolution; now, therefore, be it

RESOLVED that the Hertford County Board of Commissioners approves the boundary lines of the Millennium and Ahoskie Rural Insurance Districts, exclusive of current or future municipal town limits, and as represented in the GIS produced map certified by the County Fire Marshal referenced in Schedule A.1 and A.2.

Adopted this 2nd day of September, 2014.

On a motion by Freeman and a second by Gatling, the Board voted unanimously to approve the Contracts to Provide Fire Protection and Hazard Response for Millennium Fire Department Inc. and Ahoskie Rural Volunteer Fire Department Inc. as presented by Chris Smith, Emergency Management Director/Fire Marshal.

AGREEMENTS

On a motion by Gatling and a second by Farmer, the Board voted unanimously to approve the Memorandum of Agreement with Jernigan Oil Co., Inc., for Disaster Fuel Supply for Hertford County Government Public Safety Agencies as presented by Chris Smith, Emergency Management Director/Fire Marshal.

COOPERATIVE EXTENSION

The State of North Carolina awarded a "bonus leave" provision to employees as part of the 2014 State Budget. Specifically, 40 hours of leave is to be allocated for full-time, leave-earning employees.

On a motion by Gatling and a second by Freeman, the Board voted unanimously to approve the County Partner Decision on Fiscal Year 2014 Bonus Leave Award by the State of North Carolina for NC Cooperative Extension Employees at NC State University and NC A&T State University as presented by Loria D. Williams, County Manager.

RESOLUTIONS/REGISTER OF DEEDS

On a motion by Hunter and a second by Freeman, the Board voted unanimously to approve the following Resolution Authorizing Removal of Deed Books as presented by Shelia W. Matthews, Clerk to the Board, due to the absence of Melanie H. Storey, Register of Deeds:

**RESOLUTION AUTHORIZING REMOVAL OF CERTAIN PUBLIC RECORD BOOKS
KEPT BY THE REGISTER OF DEEDS FOR THE PURPOSE OF REPAIR,
RESTORATION AND REBINDING**

WHEREAS, N.C. Gen. Stat. 132-7 provides that books of public records should be copied or repaired, renovated or rebound if worn, mutilated, damaged or difficult to read; and

WHEREAS, there is identified certain books of public records maintained by the Register of Deeds in need of repair, restoration and rebinding; and

WHEREAS, Kofile Preservation is under contract to provide repair, restoration and rebinding of those certain books of public records.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS FOR HERTFORD COUNTY, NORTH CAROLINA, that:

Section 1. The Register of Deeds is authorized to remove or cause to be removed to the care and custody of Kofile Preservation, Document Preservation Specialists for repair, restoration and rebinding the following books of public records:

Deed Book C and Deed Book D

Section 2. The books of public records listed in Section 1. of this resolution may remain in the care and custody of Kofile Preservation, Document Preservation Specialists for the length of time required to repair, restore or rebind it.

Section 3. This resolution is effective upon its adoption.

Adopted the 2nd of September, 2014.

COURTHOUSE

Loria D. Williams, County Manager, was requesting permission to waive the formal bid procedures to purchase furniture for the Courthouse/Government Center. New Day Office Products and Furnishings, Inc., is the vendor; and the amount of \$577,852.63 is within the budget.

On a motion by Gatling and a second by Hunter, the Board voted unanimously to waive the formal bid procedures of NCGS 143-129 in order to enter into a contract for the purchase of furniture, fixtures, and equipment for the new Hertford County Courthouse and Government Center Project with New Day Office Products and

Furnishings, Inc., as the contract terms meet the requirements of NCGS 143-129 (g) (1), (2), and (3).

On a motion by Hunter and a second by Freeman, the Board voted unanimously to approve entering into a contract with New Day Office Products, Inc., for the sum of \$577,852.63 as outlined in New Day Office Products, Inc.'s letter dated August 19, 2014, to the Hertford County Board of Commissioners, for furniture, fixtures, and equipment for the new Hertford County Courthouse and Government Center Project.

BOARD APPOINTMENTS

Nursing Home/Adult Care Community Advisory Committee

After several months of evaluating the duties of the Nursing Home/Adult Care Community Advisory Committee, the Board reappointed five current members and appointed five new members. On a motion by Hunter and a second by Freeman, the Board voted unanimously to reappoint Jeri Pierce, Orlanda Reed, Westelle Cherry, Sandra Stephenson, and Yvonne Brown and to appoint EmyWinstead, Melanie Storey, June Warren, Porsha Watford, and Michael Allen.

Some discussion was held on travel reimbursement for these members, an attendance spreadsheet being formulated, and training requirements. The Board would like monthly updates from this Committee (possibly Orlanda Reed or Jeri Pierce, since they are frequently in attendance at the meetings).

PERSONNEL

On a motion by Hunter and a second by Freeman, the Board voted unanimously to approve the reclassification of the Chief Code Enforcement Officer from Grade 15 (\$34,952-\$54,176) to Grade 18 (\$40,461-\$62,716) as presented by M. Ray Wiggins, Assistant County Manager.

COUNTY MANAGER'S UPDATE

- Substantial completion date for the Courthouse is October 25 and the Government Center is October 4
- Peele Plumbing's contract is signed, and they are working on hookups in the Tunis Sewer District

COMMISSIONERS' COMMENTS

No comments were made by the Commissioners.

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 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

On a motion by Gatling and a second by Hunter, the Board voted unanimously to approve the hiring of Ruth Bek as the Chief Code Enforcement Officer with a beginning salary of \$47,000 and to approve the hiring of the Human Resources Officer with a negotiating hiring range of \$47-\$49,000.

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