

Minutes
Regular Meeting
Hertford County Board of Commissioners
County Commissioners' Meeting Room
Monday, October 6, 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; Charles L. Revelle, III, County Attorney; and Shelia W. Matthews, Clerk to the Board

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

Commissioner Curtis A. Freeman, Sr., provided the invocation for the meeting.

MINUTES

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

- (1) August 04, 2014 – Regular Meeting
- (2) August 18, 2014 – Regular Meeting
- (3) September 02, 2014 – Regular Meeting
- (4) September 15, 2014 – Regular Meeting
- (5) September 23, 2014 – Emergency Meeting

REPORTS

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

- TEC Data Systems Vehicle Tax Release (DMV sent duplicate files causing double billing) \$72,922.65
- Write-Offs \$67,954.35
- Vehicle Tax Releases (August, 2014) \$1,908.63

PERSONNEL

Assistant County Manager M. Ray Wiggins introduced Ruth Bek as the new Chief Code Enforcement Officer and Leah Craddock as the new Human Resources Director/Risk Manager. Mrs. Craddock then introduced the recently hired employees as follows:

<u>Aging</u>	Shirley D. Pennington Keeven M. Askew
<u>Social Services</u>	Lauren Harrison Melanie Gatling Ebony H. Rankins Satonya Gonzalez
<u>Sheriff</u>	Tammy McGraw-Emory John C. Parker Darren R. Manley

R-CCC

Dr. Michael Elam, President, Roanoke-Chowan Community College, distributed and reviewed the President's Annual Report 2013-2014 which included enrollment/demographic information, report on graduates, success stories, etc.

Dr. Elam also shared a College Guide that they try to distribute to all high school students.

At this time, Dr. Elam thanked the Board for their support of R-CCC.

TAX

On a motion by Freeman and a second by Gatling, the Board voted unanimously to approve the following tax refund totaling \$1,034.46 as presented by Tammy Eason, Deputy Tax Collector/Interim Tax Collector:

Affiliated Mortgage
Post Office Box 428
Rocky Mount, NC 27802-0428

This refund is due to a duplicate payment. Mr. Ernest J. Perry, Jr. paid the taxes due on parcel 5992-36-8514 on August 6, 2014. Then, Affiliated Mortgage sent in a payment on the same parcel on September 10, 2014. Therefore, Affiliated Mortgage is due a refund of the overpayment.

AGING

On a motion by Gatling and a second by Freeman, the Board voted unanimously to schedule a Public Hearing for 7:15 P.M. on October 20, 2014, for the purpose of hearing public comments on the FY 2014-2015 Rural Operating Assistance Program (ROAP) Application as presented by Linda Blackburn, Director, Office of Aging.

FINANCE

Robbin Stephenson, Finance Director, asked the Board's permission to address Memo #8080 before Memo #8079. She explained that the State Auditor has presented our auditor (Winston, Williams, Creech, Evans & Co.) with a request to evaluate Eligibility Intake Functions of the Medicaid and State Children's Insurance Program. On

a motion by Freeman and a second by Gatling, the Board voted unanimously to approve this agreement to evaluate the Eligibility Intake Functions. On a motion by Gatling and a second by Hunter, the Board voted unanimously to approve the contract to audit accounts with Winston, Williams, Creech, Evans & Co. increasing the total by \$2,375 from \$56,500 to \$58,875.

PERSONNEL

Leah Craddock, Human Resources Director, presented a review of the Senior Administrative Assistant II/Assistant to the County Manager job description. Originally, the job description included support to the County Manager and the Human Resources Director. Since there has been growth in the Administration Department, the job description has been changed to include support to the County Manager's Office (which would include the County Manager, Assistant County Manager, and the Human Resources Director).

On a motion by Hunter and a second by Farmer, the Board voted unanimously to approve the amended job description of the Senior Administrative Assistant II/Assistant to the County Manager position as presented.

At this time, Vice-Chairman Gatling requested to see a copy of the County's Organizational Chart. He was informed that the chart is currently being reviewed and would be available within the next couple of meetings.

PERSONNEL/JAIL

On a motion by Freeman and a second by Farmer, the Board voted unanimously to officially create a new Detention Officer position that was discussed at a previous meeting due to the absence of two officers on Workman's Compensation.

On a motion by Freeman and a second by Gatling, the Board voted unanimously to recess Regular Session to go into a meeting of the Northern and Southern Rural Water Districts Board of Commissioners.

NORTHERN AND SOUTHERN RURAL WATER DISTRICTS BOARD OF COMMISSIONERS

Mike Bradley, Public Works Director, presented the 2012 Local Water Supply Plan to the Board. On a motion by Gatling and a second by Hunter, the Board voted unanimously to approve the following resolution approving the Local Water Supply Plan:

RESOLUTION

APPROVING LOCAL WATER SUPPLY PLAN

WHEREAS, North Carolina General Statute 143-355 (1) requires that each unit of local government that provides public water services or plans to provide such services shall, either individually or together with other such units of local government, prepare and submit a Local Water Supply Plan; and

WHEREAS, as required by the statute and in the interests of sound local planning, a Local Water Supply Plan for the Hertford County Northern and Southern Rural Water Districts, has been developed and submitted to the Hertford County Northern and Southern Rural Water Districts Board for approval; and

WHEREAS, the Hertford County Northern and Southern Rural Water Districts Board finds that the Local Water Supply Plan is in accordance with the provisions of North Carolina General Statute 143-355 (1) and that it will provide appropriate guidance for the future management of water supplies for the Hertford County Northern and Southern Rural Water Districts, as well as useful information to the Department of Environment and Natural Resources for the development of a state water supply plan as required by statute;

NOW, THEREFORE, BE IT RESOLVED by the Hertford County Northern and Southern Rural Water Districts Board of the Hertford County Northern and Southern Rural Water Districts that the Local Water Supply Plan entitled, 2012 Local Water Supply Plan dated September 16, 2014, is hereby approved and shall be submitted to the Department of Environment and Natural Resources, Division of Water Resources; and

BE IT RESOLVED that the Hertford County Northern and Southern Rural Water Districts Board intends that this plan shall be revised to reflect changes in relevant data and projections at least once every five years or as otherwise requested by the Department, in accordance with the statute and sound planning practice.

This the 6th day of October, 2014.

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

REGULAR SESSION

PLANNING

Bill Early, Planning & Zoning Administrator, appeared before the Board with a request for a campground from Camp PD Hunt Club. Mr. Early explained there had previously been a campground at this location until a fire a few months ago. Camp PD Hunt Club presented a request to the Planning Board to relocate the campground. The request was approved by NC DENR Erosion and Sedimentation Control and there had also been approval of a road name change.

On a motion by Hunter and a second by Freeman, the Board voted unanimously to approve the request for a campground from Camp PD Hunt Club.

PARKS AND RECREATION

Assistant County Manager M. Ray Wiggins presented park sign designs (main sign and rules sign) and wording possibilities for the DuPont L. Davis Memorial Park.

Discussion was held, and it was the consensus of the Board to move forward with ordering the signs.

COUNTY MANAGER'S UPDATE

Loria D. Williams, County Manager, alerted the Board that the County is holding a Road Naming Contest for the access road to the new Courthouse and Government Center. It is open to employees and citizens. Once names are submitted (November 1st Deadline), the County Commissioners will make the decision.

Substantial completion for the Courthouse has now been moved to November 15th. There has been discussion on liquidated damages.

COMMISSIONERS' COMMENTS

- Commissioner Farmer asked for an update on the Tunis Sewer Project. The County Manager explained the punch list is almost complete. All that is left to do is the abandonment of tanks, and Lassiter Septic Tank Service will be handling that.

On a motion by Freeman 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 Farmer, the Board voted unanimously to adjourn the meeting.