

Minutes  
Regular Meeting  
Hertford County Board of Commissioners  
County Commissioners' Meeting Room  
Monday, January 5, 2015  
9:00 A.M.

Present: William F. Mitchell, Jr., Ronald J. Gatling, Johnnie R. Farmer, and Curtis A. Freeman, Sr.

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 and provided the invocation for the meeting.

**TAX**

On a motion by Freeman and a second by Gatling, the Board voted unanimously to approve the Vehicle Tax Releases for the month of November, 2014.

**PERSONNEL**

Leah Craddock, Human Resources/Risk Manager, introduced the following new County employees:

<u>Name</u>	<u>Department</u>
Linda Rideout	Land Records
Ernest Bruce Meurer	Public Works
Stephanie Goddard	Tax Assessor
Jacqueline Roberson	Tax Assessor
Teresa Garrow-Cowan	Administration
Morris Blount	Public Works

**NEWS-HERALD**

Toby Wilder, Marketing Consultant with the Roanoke-Chowan News-Herald, was present requesting the Board to participate in the Crossroads Edition. A full-page ad with color would cost \$1,775.

On a motion by Freeman and a second by Gatling, the Board voted unanimously to purchase a full-page ad in the Crossroads Edition for a total cost of \$1,775.

On a motion by Gatling and a second by Freeman, the Board voted unanimously to recess Regular Session to enter Closed Session as allowed under G. S. 143-318.11 (a) (3) 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**

#### **E-911**

On a motion by Gatling and a second by Freeman, the Board voted unanimously to approve the following: "The irregularities of failure to use Bid Form Addendum 5 and failure to have bid form notarized in various bids for the Hertford County E911 and Emergency Operations Center are all considered minor in nature, and do not contain any material variances that would result in any bidder having an advantage or benefit not enjoyed by other bidders, and are therefore waived; therefore, all six bids received are considered responsive and shall be evaluated on the basis of selecting the lowest responsible bidder considering price, experience, quality of work, performance, and time specified for performance of the contract."

On a motion by Freeman and a second by Farmer, the Board voted unanimously to approve the following: "Based upon the wide variations in bids for alternates, the ability to negotiate with a selected General Contractor after award for the alternate work, and the recommendation of the architect, the County shall evaluate the lowest bid of Base Bid plus Alternate 2."

On a motion by Freeman and a second by Gatling, the Board voted unanimously to approve the following: "Based upon an evaluation of the six bids, the significant delays and quality problems recently and continually experienced with A. R. Chesson Construction Company, Inc. during construction of the Hertford County Courthouse, reference checks of bidders, the recommendation of the County Manager, and the recommendation of Becker Morgan Group, the contract for the construction of the Hertford County E-911 and Emergency Operations Center is awarded to Cadet Construction Company as the lowest responsible bidder when considering price, experience, quality of work, performance, and time specified for performance of the contract, for the sum of \$2,636,300 for Base Bid plus Alternate 2."

### **TAX**

On a motion by Freeman and a second by Farmer, the Board voted unanimously to approve tax refunds in the total amount of \$5,719.23 due to the fact of taxes being paid before mortgage companies sending in escrow payments. Refunds should be made as follows:

Refund Department	\$850.12
Corelogic Real Estate Tax Service	
Post Office Box 961250	

Fort Worth, TX 76161-9858

Local Government Credit Union  
 Attention: Escrow Department  
 Post Office Drawer 25279  
 Raleigh, NC 27611

\$569.34

State Employees Credit Union  
 Attention: Escrow Department  
 Post Office Drawer 25279  
 Raleigh, NC 27611

\$4,299.77

**BUDGET AMENDMENTS**

On a motion by Gatling and a second by Freeman, the Board voted unanimously to approve the following Amendment #3 to the FY 2014-2015 Hertford County Budget Ordinance as presented by Robbin Stephenson, Finance Director:

**AMENDMENT #3 TO THE HERTFORD COUNTY BUDGET ORDINANCE  
 2014-2015**

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, 2015:

**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
Public Buildings	10-4260-5691-16	Contract Svcs. - Site Dev.	Develop and Construct Parking lot at M'boro Nutrition Site	40,250	
General Gov't Depts.	Various Accounts	Various payroll accts.	To pay longevity and bonus	21,190	
<b>Total</b>					
<b>Public Safety</b>					
Department	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
Public Safety Depts.	Various Accounts	Various payroll accts.	To pay longevity and bonus	33,200	
<b>Total</b>					

<b>Econ/Phy Dev.</b>					
Department	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
Econ/Phy Dev. Depts.	Various Accounts	Various payroll accts.	To pay longevity and bonus	4,360	
<b>Human Services</b>					
Department	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
DSS	10-4440-5630-01	Low Income Energy Asst.	Fed. Funding Authorization #1	104,006	
Human Services Depts	Various Accounts	Various payroll accts.	To pay longevity and bonus	35,573	
Total					
<b>Education</b>					
Department	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
Total					
<b>Other</b>					
Department	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
Transfer to Fund 62	10-9500-5962-00	Oper transfer fund 62	To pay longevity and bonus	1,894	
Transfer to Fund 65	10-9500-5965-00	Oper transfer fund 65	To pay longevity and bonus	1,521	
Transfer to Fund 66	10-9500-5966-00	Oper transfer fund 66	To pay longevity and bonus	834	
Department	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
<b>Other</b>					
Department	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
Contingency	10-9900-5991-00	Contingency	M'boro Nutrition Site Parking lot		40,250
Contingency	10-9900-5991-01	Salary Contingency	To pay Longivity and Bonus		98,572

<b>Total Expenditures</b>					
<b>Section 2</b> 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					
Restricted Gov't	10-0063-4187-01	LIEAP Authorization 1	Low income assistance program	104,006	
Restricted Gov't					
Miscellaneous Rev.					
Transfers					
Transfers					
Fund Bal. Approp.					
Fund Bal. Approp.					
<b>Total Revenues</b>					

This will result in a net increase/decrease of \$104,006 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 \$104,006. These additional revenues have already been received.

Adopted this 5th day of January, 2015.

On a motion by Farmer and a second by Gatling, the Board voted unanimously to approve the following Amendment #2 to the FY 2014-2015 Hertford County Enterprise Fund as presented by Robbin Stephenson, Finance Director:

**AMENDMENT #2 TO THE HERTFORD COUNTY BUDGET ORDINANCE  
2014-2015**

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, 2015:

**Section 7, 9, and 11** to amend the Enterprise Fund, the appropriations are to be changed as follows:

**Enterprise Fund 62**

Department	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
Solid Waste	Various Payroll Accts.	Various Payroll Accts.	Post Longivity and Bonus	1,894	
	62-4690-5270-00	Old Landfill	To Correct Budget	1,110	
<b>Enterprise Fund 65</b>					
Department	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
Northern Water Dist	Various Payroll Accts.	Various Payroll Accts.	Post Longivity and Bonus	1,521	
<b>Enterprise Fund 66</b>					
Department	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
Southern Water Dist	Various Payroll Accts.	Various Payroll Accts.	Post Longivity and Bonus	834	
<b>Total Expenses</b>				5,359	

**Section 8, 10, and 12** to amend the Enterprise Fund, the revenues are to be changed as follows:

Department	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
Transfer from General Fund	62-0117-4495-00	Transfer from General	Transfer from Salary	1,894	
	65-0118-4495-00	Transfer from General	Contingency	1,521	
	66-0119-4495-00	Transfer from General		834	
Solid Waste	62-0117-4449-00	Misc. Revenue	To Correct Budget	1,110	
<b>Total Revenues</b>				5,359	

This will result in a net increase/decrease of \$5,359 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 \$5,359. These additional revenues have already been received.

Adopted this 5th day of January, 2015.

## **BOARD APPOINTMENTS**

### **Firefighters Relief Fund Board**

On a motion by Gatling and a second by Freeman, the Board voted unanimously to appoint Graham Pearce to replace Roy Worrells and to reappoint the following members to the Firefighters Relief Fund Board for two-year terms to expire January 31, 2017, as presented by Chris Smith, Emergency Management Director/Fire Marshal:

Pansy White  
Richard Lassiter  
Josh Baldwin  
Tiffany Lewis

Samuel B. Howell  
Craig Dennis  
Jay Askew

## **COUNTY MANAGER'S UPDATE**

- The County Manager informed the Board that today marks the last day of the Fraud Protection Call Center – 98 citizens had called out of 1,300 affected

## **COMMISSIONERS' COMMENTS**

- Commissioner Farmer reminded the Board of the Opening Ceremony taking place at the Murfreesboro Nutrition Site at 1:00 P.M. today
- Chairman Mitchell shared that he attended the Swearing-In Ceremony of Senator Erica Smith-Ingram on Saturday
- The County Manager was instructed to formally send a letter notifying the Hertford County Democratic Party of Commissioner Howard Hunter's resignation

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