

Minutes  
Regular Meeting  
Hertford County Board of Commissioners  
Multi-Purpose Room – Judicial Center  
Monday, August 3, 2015  
9:00 A.M.

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

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.

**TAX**

On a motion by Freeman and a second by Gatling, the Board voted unanimously to accept the Vehicle Tax Releases for June, 2015, as presented.

**PERSONNEL**

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

<u>Employee</u>	<u>Department</u>
Carolyn Everette	Veterans Service Office
Dennis Wilder	Solid Waste
Latoya Smallwood	E-911

Introductions of new employees was followed by announcement of winners for the Employee of the Quarter (Quarters 3 and 4), as well as Employee of the Year. The winners were announced as followed:

Employee of Quarter 3 – Sara Turner  
Employee of Quarter 4 – Valerie Pierce  
Employee of the Year – Brenda Brown

**COOPERATIVE EXTENSION**

Stephanie Parker-Helmkamp, Cooperative Extension Director, invited the Commissioners to the Farm-to-Table Community Picnic being held on August 13, from 6:30 P.M. to 8:00 P.M. on the Courtyard Lawn on the Roanoke-Chowan Community College's campus. This event is free and everyone is invited. This is an effort between

Cooperative Extension and the R-C Community Health Center to support our farming heritage, farm workers, and their families. Registration goal is 100; presently have 70 registered participants.

On a motion by Freeman and a second by Lewter, the Board voted unanimously to go into a scheduled Public Hearing per the following advertisement:

**Public Notice  
Meeting Announcement  
Albemarle Regional Hazard Mitigation Plan**

Camden, Chowan, Currituck, Dare, Gates, Hertford, Pasquotank and Perquimans counties, along with participating local jurisdictions and other participating partners, have completed a Regional Hazard Mitigation Plan. The purpose of this Plan, titled the **Albemarle Regional Hazard Mitigation Plan**, is to identify and assess our community's natural hazard risks and determine how to best minimize or manage those risks.

Public participation is a valuable component of the planning process and therefore a public meeting of the Hertford County Board of Commissioners will be held to approve the Final Draft plan on August 3, 2015, in the Multi-Purpose Room of the Hertford County Judicial Center located at 119 Justice Drive, Winton, NC. The Public Hearing will be held at 9:15 A.M. Anyone interested in learning more about the **Albemarle Regional Hazard Mitigation Plan** and helping us make the region less vulnerable to natural disasters is encouraged to attend.

**PUBLIC HEARING/EMERGENCY MANAGEMENT**

Chris Smith, Emergency Management Director, reviewed the Hazard Mitigation Plan through a Power Point presentation.

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**

**EMERGENCY MANAGEMENT**

On a motion by Freeman and a second by Lewter, the Board voted unanimously to approve the Resolution Adopting the Albemarle Regional Hazard Mitigation Plan as follows:

**RESOLUTION OF ADOPTION**

**ALBEMARLE REGIONAL**

**HAZARD MITIGATION PLAN**

WHEREAS, the citizens and property within Hertford County are subject to the effects of natural hazards that pose threats to lives and cause damage to property, and with the knowledge and experience that certain areas of the county are particularly vulnerable to hurricanes, floods, tornadoes, winter storms, severe thunderstorms, wildfires, drought, and etc.; and

WHEREAS, the County desires to seek ways to mitigate the impact of identified hazard risks; and

WHEREAS, the Legislature of the State of North Carolina has in Part 6, Article 21 of Chapter 143; Parts 3, 5, and 8 of Article 19 of Chapter 160A; and Article 8 of Chapter 160A of the North Carolina General Statutes, delegated to local governmental units the responsibility to adopt regulations designed to promote the public health, safety, and general welfare of its citizenry; and

WHEREAS, the Legislature of the State of North Carolina has in Section 1 Part 166A of the North Carolina General Statutes (adopted in Session Law 2001-214 --- Senate Bill 300 effective July 1, 2001), states therein in Item (a) (2) "For a state of disaster proclaimed pursuant to G.S. 166A-6(a) after August 1, 2002, the eligible entity shall have a hazard mitigation plan approved pursuant to the Stafford Act"; and

WHEREAS, Section 322 of the Federal Disaster Mitigation Act of 2000 states that local governments must develop an All-Hazards Mitigation Plan in order to be eligible to receive future Hazard Mitigation Grant Program Funds and other disaster-related assistance funding and that said Plan must be updated and adopted within a five year cycle; and

WHEREAS, Hertford County has performed a comprehensive review and evaluation of each section of the previously approved Hazard Mitigation Plan and has updated the said plan as required under regulations at 44 CFR Part 201 and according to guidance issued by the Federal Emergency Management Agency and the North Carolina Division of Emergency Management.

WHEREAS, it is the intent of the Hertford County Board of Commissioners to fulfill this obligation in order that the County will be eligible for federal and state assistance in the event that a state of disaster is declared for a hazard event affecting the County;

NOW, therefore, be it resolved that the Hertford County Board of Commissioners hereby:

1. Adopts the Albemarle Regional Hazard Mitigation Plan, and;
2. Vests Chris Smith, Emergency Management Director, with the responsibility, authority, and the means to:
  - (a) Inform all concerned parties of this action.
  - (b) Cooperate with Federal, State and local agencies and private firms which undertake to study, survey, map and identify floodplain areas, and cooperate with neighboring communities with respect to management of adjoining floodplain areas in order to prevent exacerbation of existing hazard impacts.
3. Appoints Chris Smith, Emergency Management Director, to assure that the Hazard Mitigation Plan is reviewed annually and every five years as specified in the Plan to assure that the Plan is in

compliance with all State and Federal regulations and that any needed revisions or amendments to the Plan are developed and presented to the Hertford County Board of Commissioners for consideration.

4. Agrees to take such other official action as may be reasonably necessary to carry out the objectives of the Hazard Mitigation Plan.

Adopted on this 3<sup>rd</sup> day of August, 2015.

### **COUNTY BUILDINGS/SOCIAL SERVICES**

On a motion by Freeman and a second by Farmer, the Board voted unanimously to approve the following Capital Project Ordinance for the renovation of Hertford County Administration Office Building #1 as presented by M. Ray Wiggins, Assistant County Manager:

### **CAPITAL PROJECT ORDINANCE FOR THE RENOVATION OF HERTFORD COUNTY ADMINISTRATION OFFICE BUILDING #1**

The Hertford County Board of Commissioners pursuant to Section 13.2 of Chapter 150 of the General Statutes of North Carolina hereby amends this capital project ordinance as follows:

**Section 1.** The project authorized is the Hertford County Administration Office Building #1 Renovation Project.

**Section 2.** The Officers of this unit are hereby directed to proceed with the project within the terms of the above statute and budget contained within.

**Section 3.** The following revenues are anticipated to be available to complete the project:

Installment Financing Proceeds	<u>\$ 2,525,000</u>
<b>Total Revenues</b>	<b>\$ 2,525,000</b>

**Section 4.** The following amounts are appropriated for the project:

Construction Cost	1,925,325
Furnishing and Equipment	150,000
Design Fees & Expenses	254,143
Materials/Testing/Special Inspections	3,000
Contingency	<u>192,532</u>
<b>Total Appropriations</b>	<b>\$ 2,525,000</b>

**Section 5.** The Finance Officer is hereby directed to maintain within the Capital Project Fund sufficient detailed accounting records required by federal and state regulations.

**Section 6.** Funds may be advanced from the General Fund for the purpose of making payments as due.

**Section 7.** The Finance Officer is directed to report monthly to the Board of Commissioners on the financial status of each project element in Section 4.

**Section 8.** Copies of the project ordinance shall be entered into the minutes of the governing board and filed with the Finance Officer.

**Adopted** this 3<sup>rd</sup> day of August, 2015.

On a motion by Lewter and a second by Farmer, the Board voted unanimously to approve the Architecture Agreement with JKF Architecture for this renovation project at cost of \$254,143. Construction is scheduled to begin March 23, 2016.

### **RESOLUTIONS/SCHOOLS**

On a motion by Farmer and a second by Gatling, the Board voted unanimously to approve the following resolution as presented by Loria D. Williams, County Manager:

#### **RESOLUTION APPROVING THE CONVEYANCE OF SURPLUS PROPERTY TO HERTFORD COUNTY SCHOOLS**

**WHEREAS**, under G.S. 160A-280 a county may donate to another governmental unit within the United States, a sister county, or a nonprofit organization incorporated by the United States any personal property, including supplies, materials, and equipment, that the governing board deems to be surplus, obsolete or unused; and

**WHEREAS**, this same statute requires the county to post a public notice at least five days prior to the adoption of a resolution approving said donation; and

**WHEREAS**, on Monday, July 27<sup>th</sup>, 2015 a notice of intent to donate surplus/unused property was posted at the Courthouse and County Administration Office Building 1.

**NOW, THEREFORE BE IT RESOLVED** by the Hertford County Board of Commissioners that:

1. The Intelliscan Eighteen-Zone Ranger Metal Detector located in the old County Courthouse is; and
2. Said equipment is hereby donated to the Hertford County High School in accordance with G.S. 160A-280.

Adopted this the 3<sup>rd</sup> day of August 2015.

### **COMMISSIONERS**

On a motion by Lewter and a second by Gatling, the Board voted unanimously to designate Commissioner Johnnie Farmer as the voting delegate at the NCACC Annual Conference held in Pitt County on August 20-23, 2015.

### **RESOLUTIONS**

At this time, Michelle Felton asked to address the Board. She presented them with a program (to be put on record for prosperity) from the award ceremony held on August 1 honoring her father, Rev. James A. Felton. The late Rev. Felton's family was presented the Congressional Gold Medal and Certificate of Status for serving as a Montford Point Marine in the 1940s. Ms. Felton also said she would be gifting a book to the County entitled "To Right These Wrongs".

The Commissioners instructed the County Manager to bring back a resolution to the next meeting honoring Rev. James A. Felton. There was much discussion held by the Board regarding how more citizens in this county need recognition for their accomplishments – still living and already passed on.

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

Loria D. Williams, County Manager, thanked the Commissioners for their participation in the Employee Recognition Program. Vice-Chairman Gatling apologized for not being in attendance due to a family emergency.

The County Manager also reminded the Board that three County Commissioners need to be appointed to the newly established Employee Advisory Council.

### **COMMISSIONERS/TAX**

On a motion by Freeman and a second by Lewter, the Board voted unanimously to amend the agenda to include Memo #8301(a) to discuss the exemption request from Mt. Moriah Missionary Baptist Church. Sylvia Anderson, Tax Assessor, was present to discuss this request made by the church at the last Commissioners' Meeting.

At the last meeting, the spokesperson from the church was present requesting the Board to reconsider the Tax Assessor's Office decision to tax 5.1903 acres of land that was donated to the church in 2013. This land has been designated by the church as an expansion area for the church's graveyard.

The Tax Assessor explained that the property has to be "in use" to be considered for exemption. Currently, this tract of land is still woods land and has not been cleared for use as a graveyard.

On a motion by Lewter and a second by Freeman, the Board voted unanimously to uphold the Tax Assessor's decision to **not** exempt the 5.1903 acres owned by the Mt. Moriah Missionary Baptist Church.

### **COMMISSIONERS' COMMENTS**

- Commissioner Farmer commended staff on the Employee Recognition Program and the presentation of awards earlier in the meeting. He then used his time to prompt a discussion on the Walter Reed House. He made a motion to authorize the County Manager and County Attorney to proceed with process of preparing the deed transferring the Walter Reed House to the Murfreesboro Historical Association along with \$10,000 in 12 installments, with the MHA reporting back to the County how it was spent. The County Attorney suggested waiting since there are some things that need to be worked out. The motion died for lack of a second.
- Commissioner Freeman commended Leah Craddock, Human Resources/Risk Manager, for her enthusiasm. She sees the Board's vision – she makes it fun and is still professional. He commended the Assistant County Manager, as well. They have both picked up the ball and took off running.
- Vice-Chairman Gatling discussed appointing a Stakeholders Committee to start looking into replacing Ahoskie Elementary School.
- Chairman Mitchell loves the enthusiasm about our County – all the recent events have showed that enthusiasm.

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