

Minutes  
Regular Meeting  
Hertford County Board of Commissioners  
County Commissioners' Meeting Room – Office Building #1  
Monday, September 21, 2015  
7:00 P.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

Due to the fact there had been a mold issue discovered on the second floor of the Courthouse, the Multi-Purpose Room could not be used for the meeting and was moved to the old County Commissioners' Meeting Room in County Office Building #1. Since the change had been made at the last minute, Chairman William F. Mitchell, Jr., called the meeting to order at 7:15 P.M. to allow extra time for anyone coming to the meeting. Chairman Mitchell also provided the invocation.

**TAX**

On a motion by Gatling and a second by Farmer, the Board voted unanimously to approve the Vehicle Tax Releases for August, 2015, as presented.

**BUDGET**

On a motion by Freeman and a second by Lewter, the Board voted unanimously to approve the following Budget Amendment #1 to the FY 2015-2016 Hertford County Budget Ordinance as presented by Robbin Stephenson, Finance Director:

AMENDMENT #1  
HERTFORD COUNTY BUDGET ORDINANCE 2015-2016

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, 2016:

**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	10-4260-5690-16	Contract Svcs. - Site Dev.	Demolition of House in Ahoskie, NC	9,500	
Contributions	10-9900-5991-02	ContriBryantvill Par	Rcreation contribution Bryantville Park	10,000	
Contributions	10-9000-5000-25	Contri-Watermelon F.	Payment for security at festival.	5,974	
Contributions	10-9000-5000-11	ContriStructur Coat	Structural Coating Grant and match	210,000	
Total <b>Public Safety</b>				235,474	
Department	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
Sheriff Department	10-4180-5690-00	Contract Services	To make repairs at Firing Range	7,800	
Total <b>Econ/Phy Dev.</b>				7,800	
Department	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
<b>Human Services</b>					
Department	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
DSS	10-4410-5121-00	Salaries & Wages-Reg	At Risk Funding from prior years	3,902	
DSS	10-4480-5632-02	Special Adoption	Funds received after last year final budget	12,000	
DOT Grant - ROAP	10-4342-5686-00	Approp. - Aging	To correct original budget to actual		5,798
DOT Grant - ROAP	10-4342-5687-00	Approp. - CPTA	To correct original budget to actual		754
DOT Grant - ROAP	10-4342-5689-01	Approp. - Work 1st	To correct original budget to actual		1,660
Total					

<b>Education</b>				15,902	8,212
Department	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
Total					
<b>Other</b>					
Department	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
Contingency	10-9900-5991-00	Contingency	Payment for security at festival.		5,974
Contingency	10-9900-5991-00	Contingency	To make repairs at Firing Range		7,800
Department	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
<b>Other</b>					
Department	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
<b>Total Expenditures</b>					237,190

**Section 2** 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					
Restricted Gov't	10-0060-4135-00	ROAP Grant	State G'ovt Grant-ROAP	774	
Restricted Gov't	10-0060-4133-02	Rural Infrastruct	Structural Coating Commerce Grant	200,000	
Restricted Gov't	10-0063-4187-00	At Risk Cost Settle	At Risk Funding from prior years	3,902	
Restricted Gov't Miscellaneous Rev.					
Fund Bal. Approp.	Fund Balance	10-0112-4485-00	Fund Bal. Appro.	12,000	
Fund Bal. Approp.	Fund Balance	10-0112-4485-00	Fund Bal. Appro.	20,514	

<b>Total Revenues</b>					237,190

This will result in a net increase/decrease of \$237,190 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 \$237,190. These additional revenues have already been received.

Adopted this 21st day of September, 2015.

**SHERIFF’S DEPARTMENT**

On a motion by Gatling and a second by Freeman, the Board voted unanimously to approve matching funds in the amount of \$20,000 (25% of \$80,000 grant) for body cameras for the Sheriff’s Department as presented by Loria D. Williams, County Manager.

**BUDGET/COUNTY VEHICLES**

On a motion by Gatling and a second by Freeman, the Board voted unanimously to approve the purchase of six (6) vehicles in the amount of \$135,420.22 from Central Ford and to approve an additional \$75,000 from Fund Balance to purchase these vehicles outright instead of lease purchase. The vehicles are as follows:

- 2016 Ford Explorer - \$26,801.46
- 2015 Ford Taurus - \$23,800.46
- (2) 2016 Ford Fusion - \$17,420.46 x 2 = \$34,840.92
- 2016 Ford E9F0 Wagon - \$23,813.46
- 2016 Ford F-150 Truck - \$26,163.92

**PERSONNEL/JAIL**

On a motion by Freeman and a second by Farmer, the Board voted unanimously to approve the job description for the Detention Center Administrator as discussed at the last meeting.

**PERSONNEL**

On a motion by Gatling and a second by Lewter, the Board voted unanimously to approve moving the Administrative Assistant position to Grade 7, with a minimum salary of \$23,657. This allows the Administrative Assistant position to align with the Senior Administrative Assistant positions.

On a motion by Freeman and a second by Farmer, the Board voted unanimously to approve reclassifying the Records Clerk position within the Sheriff’s Department to an Administrative Assistant position. This is due to the fact that this position’s duties have increased since the classification study was done in 2006.

Vice-Chairman Gatling shared his desire to have all areas reviewed that may need to be changed and not wait until there is a vacancy.

### **VOLUNTARY AGRICULTURAL DISTRICT**

Wendy Burgess, Voluntary Agricultural District Board Member, was present requesting approval of some minor changes in the Voluntary Agricultural District Ordinance that was adopted on April 6, 2015. The Advisory Board had held their first meeting and found some changes needed after reviewing the ordinance such as:

- Change Agricultural Extension Service to Hertford County Extension Service
- Change “application” fee to “sign” fee
- Change 30 days to 60 days to approve applications
- Change Soil Conservation Service to Natural Resources Conservation Service
- As well as a few typographical errors

On a motion by Freeman and a second by Gatling, the Board voted unanimously to approve these changes to the Voluntary Agricultural District Ordinance, as shown in the document filed in the Hertford County Ordinance Book.

### **BOARD APPOINTMENTS**

#### **Choanoke Public Transportation Authority**

On a motion by Lewter and a second by Farmer, the Board voted unanimously to reappoint Connie Perry to the Choanoke Public Transportation Authority for another two-year term to expire on September 30, 2017.

#### **Joint Community Advisory Committee**

On a motion by Freeman and a second by Lewter, the Board voted unanimously to appoint Elizabeth Jones to the Joint Community Advisory Committee for an initial one-year term to expire on September 30, 2016.

#### **Medical Services Transportation Advisory Council**

Due to the fact that the applicant for the Medical Services Transportation Advisory Council is not a County resident, the Board decided to leave the At-Large Representative position vacant.

#### **Tri-County Airport Authority**

On a motion by Gatling and a second by Lewter, the Board voted unanimously to reappoint Michael Bunch to the Tri-County Airport Authority for a three-year term to expire on October 1, 2018.

### **WALTER REED HOUSE**

Charles L. Revelle, III, County Attorney, reminded the Board that the “Notice of Authorization to Convey Real Estate by Private Sale” for the Walter Reed House has been advertised and scheduled to be conveyed on or after September 23, 2015,

provided there was still no opposition. There being none, he directed the Clerk to have the deed signed and delivered on or after September 23, 2015.

### **PUBLIC COMMENT PERIOD**

There were no public comments.

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

The County Manager reminded the Board there would be a Planning Session held after their next meeting on October 5, 2015, to include discussions on the following:

- Paramedic Service
- Inclement Weather Policy
- Compensation Package
- Capital Improvement Building Plans
- Organizational Chart

### **COMMISSIONERS' COMMENTS**

- Commissioner Farmer shared that he recently had a visit from Steve King with the Governor's Office. He toured Nucor, toured the Courthouse, met several employees, discussed road needs, etc.
- Vice-Chairman Gatling invited everyone to Community Clean-Up Day on September 26 at Bryantville Park and lunch would be provided.
- Commissioner Lewter had attended the NCACC Annual Conference in Pitt County and completed his Ethics Training.

On a motion by Gatling and a second by Lewter, 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 recess the meeting until 4:00 P.M. on Thursday, September 24, 2015, and to authorize the Chairman to cancel the meeting if no discussion is needed after receiving the results of the mold samples taken in the Courthouse.