

Minutes  
Regular Meeting  
Hertford County Board of Commissioners  
Multi-Purpose Room – Judicial Center  
Monday, November 2, 2015  
9:00 A.M.

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

Absent: Curtis A. Freeman, Sr.

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 Johnnie R. Farmer provided the invocation.

**MINUTES**

On a motion by Gatling and a second by Lewter, the Board voted unanimously to approve the following sets of minutes as presented:

- (1) September 08, 2015 – Regular Meeting
- (2) September 21, 2015 – Regular Meeting

**PERSONNEL**

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

<u>Employee</u>	<u>Department</u>
William Barmer	Sheriff's Office
Beneiah Urquhart	Detention Center
Edna Williams	Social Services
Megan Daughtrey	EMS

At this time, Mrs. Craddock introduced TammiLewter and Lisa Pope as the nominees for the Employee of the Quarter. The Employee of the Quarter winner was TammiLewter. She received a certificate and a \$250 gift card.

**HUMAN RESOURCES**

Mr. Michael Kelly, Risk Management Director with the NC Association of County Commissioners, was present to announce the 2015 Frank Bonner Scholarship Award

winner as being Mrs. Leah Craddock. This award will fully pay for a 3-day training workshop on risk management being held in Albuquerque, New Mexico.

**INTEGRATED FAMILY SERVICES**

Mr. Neil Brothers was present to share the services offered through Integrated Family Services. He is the supervisor of the Mobile Crisis Program. He explained that during a medical services emergency, Emergency Services is called. During a law enforcement emergency, law enforcement agencies are called. During a mental health emergency, the mobile crisis unit is called. Consumers are not charged for this service. They have five office locations in the surrounding areas.

**BUDGET AMENDMENTS**

On a motion by Gatling and a second by Lewter, the Board voted unanimously to approve the FY 2015-2016 Hertford County Budget Ordinance Amendment #2 as follows:

AMENDMENT TO THE HERTFORD COUNTY BUDGET ORDINANCE Amendment  
 2015-2016 2

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:

<b>General Government</b>					
Department	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
Central Services-Telephone <b>Public Safety</b>	10-4365-5352-00	Main and Repair-Equip	Maintenance Upgrade Phone System for County	11,000	
Department	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
Sheriff Department	10-4180-5510-03	CO - Vehicles Proj. Tech	To purchase three vehicles	23,000	
Sheriff Department	10-4180-5270-04	Upgrade Proj. Tech	To match Project Technology Grant	20,000	
Sheriff Department	10-4180-5270-04	Upgrade	To set up grant Project Tech #PROJ011313	<u>60,000</u>	

Total <b>Econ/Phy Dev.</b>				103,000	
Department	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
Soil Conservation <b>Human Services</b>	10-4280-5510-03	CO - Vehicle	To purchase vehicle	19,164	
Department	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
DSS	10-4440-5690-09	CIP	Due to overpayment of client's bill.	1,189	
DSS	10-4410-5510-03	CO - Vehicle	Purchase two vehicles	38,972	
Total				40,161	
<b>Total Expenditures</b>					173,325
<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
Restricted Gov't	10-0063-4187-00	CIP	Due to overpayment of client's bill.	1,189	
Restricted Gov't	10-0060-4135-01	Proj. Tech Upgrade	To set up grant Project Tech #PROJ011313	60,000	
Fund Bal. Approp.	10-0112-4485-00	Fund Balance	Maintenance Upgrade Phone System for County	11,000	
Fund Bal. Approp.	10-0112-4485-00	Fund Balance	Fund Bal. Approp. - Grant	20,000	
Fund Bal. Approp.	10-0112-4485-00	Fund Balance	Fund Bal. Approp. - Vehicles	81,136	
<b>Total Revenues</b>					173,325

This will result in a net increase/decrease of \$173,325 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 \$173,325. These additional revenues have already been received.

Adopted this 2nd day of November, 2015.

### **SCHOOLS**

On a motion by Lewter and a second by Farmer, the Board voted unanimously to approve a request from Hertford County Public Schools to use \$55,500 in capital outlay funds for the purpose of a technology upgrade. This will upgrade four computer labs in the school district.

### **AGREEMENTS/CODE ENFORCEMENT**

On a motion by Gatling and a second by Farmer, the Board voted unanimously to approve the Interlocal Government Agreement for Code Enforcement for Cofield, Como, Harrellsville, Murfreesboro, and Winton. The Town of Ahoskie has their own code enforcement.

### **COUNTY PROPERTY/TAX FORECLOSURES**

A bid in the amount of \$1,000 had been made on the Dwight D. DeLoatch tax foreclosure property (PIN #5992-71-8941) by Donnie Delotach.

A bid in the amount of \$2,100 had been made on the Clyde and Annie Hardison tax foreclosure property (PIN #5958-95-9100) by Scott Edwards.

Some discussion was held on such low bids being made on property with a lot of money owed on them. Loria Williams, County Manager, recommended to consider accepting a certain percentage of what is owed and to research how long a piece of property has been on the County's books.

On a motion by Lewter and a second by Gatling, the Board voted unanimously to table this matter and allow Ms. Williams to research these properties.

### **POLICIES**

On a motion by Gatling and a second by Lewter, the Board voted unanimously to table the amendment to the Hertford County Personnel Policy Manual (Holidays Section).

On a motion by Gatling and a second by Lewter, the Board voted unanimously to table the approval of the Hertford County Inclement Weather Policy.

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

Assistant County Manager M. Ray Wiggins informed the Board that another agency (Hertford County Arts Council) had expressed interest in some of the surplus furnishings left in the old Courthouse/Office Building Number One. He will present a resolution for approval at the next Commissioners' Meeting.

### **COMMISSIONERS' COMMENTS**

- Vice-Chairman Gatling thanked all employees who participated in the Halloween Festival. He was ecstatic with the turn out for the event. There were 560

participants, and the booths were amazing. He also commended the Board and the Public Works Department for the work done at the DuPont L. Davis Memorial Park opening up another entrance. He welcomed Commissioner Farmer back who had been under the weather and shared that Commissioner Freeman was recovering from rotator cuff surgery.

- Chairman Mitchell thanked all staff for their work at the Halloween Festival. He is looking forward to more events of this magnitude.

On a motion by Lewter 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 Lewter, the Board voted unanimously to remove item off the table for discussion (Amendment to Personnel Policy).

### **POLICIES/PERSONNEL**

On a motion by Lewter and a second by Gatling, the Board voted unanimously to approve the Amendment to the Hertford County Personnel Policy Manual (Holidays Section) as follows:

Current Policy: When Christmas falls on Friday, the County Offices observe the holiday on Thursday, Friday, and Monday

Amended Policy: When Christmas falls on Friday, the County Offices observe the holiday on Wednesday, Thursday, and Friday

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