

Minutes
Organizational Meeting
Hertford County Board of Commissioners
Multi-Purpose Room – Judicial Center
Monday, December 7, 2015
9:00 A.M.

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

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

Hertford County Attorney Charles L. Revelle, III, called the Organizational Meeting to order, and Commissioner William F. Mitchell, Jr., provided the invocation.

COMMISSIONERS

County Attorney Revelle opened the floor for nominations for Chairman for the next year. On a motion by Freeman and a second by Mitchell, Ronald J. Gatling was nominated as Chairman. On a motion by Lewter and a second by Freeman, the Board voted to close the nominations. All were in favor. All Commissioners voted in favor of electing Ronald J. Gatling as Chairman.

Chairman Gatling then opened the floor for nominations for Vice-Chairman for the next year. On a motion by Freeman and a second by Mitchell, F. Garry Lewter was nominated as Vice-Chairman. On a motion by Mitchell and a second by Farmer, the Board voted to close the nominations. All were in favor. All Commissioners voted in favor of electing F. Garry Lewter as Vice-Chairman.

TAX

On a motion by Freeman and a second by Mitchell, the Board voted unanimously to accept the following Tax Releases for November, 2015:

TOTAL VALUE APPROVED THIS REPORT (2015 LEVY)	48,415.00
TOTAL TAX RELEASED THIS REPORT (2015 LEVY)	466.37
TOTAL VALUE APPROVED THIS REPORT (PRIOR LEVY)	00.00
TOTAL TAX RELEASED THIS REPORT (PRIOR LEVY)	25.36
TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE 2015)	450.00
TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATION 2015)	450.00
TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE 2014)	2.32
TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATION 2014)	2.32

TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE 2013)	00.00
TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATION 2013)	00.00
TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE 2012)	00.00
TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATION 2012)	00.00
TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE 2011)	00.00
TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATION 2011)	00.00
TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE 2010)	00.00
TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATION 2010)	00.00
TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE 2009)	00.00
TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATION 2009)	00.00
TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE 2008)	00.00
TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATION 2008)	00.00
TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE 2007)	00.00
TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATION 2007)	00.00
TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE 2006)	00.00
TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATION 2006)	00.00

PERSONNEL

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

<u>Employee</u>	<u>Department</u>
Gregory Giddings	Solid Waste
James Everett	Solid Waste
Richard Oakley	Solid Waste
Shelton Cofield	Solid Waste
Jaleesa Privott	Social Services
Rodgerla Beamon	Social Services
Tierra Walton	Social Services

PUBLICATIONS

Erin Faile and John Parker, with the Historic Murfreesboro Commission, were present to request financial assistance for the publication of *West of the Chowan: The Historical Architecture of Hertford County, North Carolina*. They provided the publication quote, which was a request from the County Commissioners during a recent meeting.

Much discussion was held including the County Manager wishing to receive monthly updates as it relates to paying invoices. It was also discussed that the proceeds from the sales will go to non-profits, such as schools, churches, etc. The cost per book is estimated at \$45 to \$50.

On a motion by Farmer and a second by Mitchell, the Board voted unanimously to approve funding the entire project at a cost of \$36,660 for 1,000 books.

NEWS-HERALD

Cliff Forbes, R-C News-Herald Marketing Advisor, was present requesting the County's participation in the annual Progress Edition. After some discussion, on a motion by Mitchell and a second by Freeman, the Board voted unanimously to approve a Center Spread ad costing \$2,600.

SCHOOLS

At this time, Chairman Gatling introduced Dr. William T. Wright, Jr., who was in the audience, as the new Superintendent of Hertford County Schools.

TAX

On a motion by Freeman and a second by Mitchell, the Board voted unanimously to approve the following tax refunds as presented by Gay Sumner, Tax Collector:

- Refund in the amount of \$7,273.63 for overpayment of ad valorem 2015 real property taxes. Taxpayers with escrow accounts paid prior to mortgage company sending payments. (Refund to: CoreLogic Real Estate Tax Service)
- Refund in the amount of \$1,178.97 for overpayment of ad valorem 2015 real property taxes. Taxpayer with escrow account paid prior to mortgage company sending payment. (Refund to: LERETA)
- Refund in the amount of \$410.48 for overpayment from Debt Setoff on ad valorem real property tax bill 156915927162, account 42904. (Refund to: Michael Flood)
- Refund in the amount of \$275.56 on a prepay overpayment made on account 36521, tax bill 15A6906671170. (Refund to: Jones & Carter, P.A.)

BUDGET AMENDMENTS

On a motion by Freeman and a second by Lewter, the Board voted unanimously to approve the FY 2015-2016 Hertford County Budget Ordinance Amendment #3 and School Reserve Fund Amendment #1 as follows:

AMENDMENT TO THE HERTFORD COUNTY BUDGET ORDINANCE FY 2015-2016 AMENDMENT #3

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
Administration	10-4120-5260-00	Dept. - Supplies & Mat.	Bryantville Park Paint and Halloween Festival-Murf.	2,000	
Central Services-Telephone	10-4365-5352-00	Main and Repair-Equip	Pay out contract to Century Link	32,145	
Total				34,145	
Public Safety					
Department	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
Emergency Mgmt	10-4200-5270-05	Tier II Grant	Assist with LEPC mission	1,105	
Emergency Mgmt	10-4200-5270-02	Homeland Sec. Grant	Prepare for Active Mass Shooting	10,000	
Total				11,105	
Econ/Phy Dev.					
Department	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
Human Services					
Department	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
DSS	10-4440-5690-09	CIP	Fed. Funding Authorization #4	53,091	
JCPC Program	10-4340-5600-00	Certification Funds	Extra Funding	2,273	
Total				55,364	

Education					
Department	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
Public Schools	10-8050-5280-02	Schools CO-Proj.	Purchase Computers - BOE	55,501	
Other					
Department	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
Department	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
Other					
Department	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
Contingency- Rec.	10-9900-5991-02	Contingency	Bryantville Park Paint and Halloween Festival-Murf.		2,000
Total Expenditures					154,115
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	10-0060-4134-02	Tier II Grant	Assist with LEPC mission	1,105	
Restricted Gov't	10-0060-4134-10	Homeland Sec. Grant	Prepare for Active Mass Shooting	10,000	
Restricted Gov't	10-0063-4191-01	CIP	Fed. Funding Authorization #4	53,091	
Restricted Gov't	10-0060-4139-00	State Grant-DPS-JCPC	Extra Funding	2,273	
Miscellaneous Rev.					

Transfers	10-0102-4159-03	Transfer from Fund 21	Purchase Computers - BOE	55,501	
Transfers					
Fund Bal. Approp.	10-0112-4485-00	Fund Bal. Approp.	Pay out contract to Century Link	32,145	
Fund Bal. Approp.					
Total Revenues					154,115

This will result in a net increase/decrease of \$154,115 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 \$154,115. These additional revenues have already been received.

Adopted this 7th day of December, 2015.

**AMENDMENT TO THE HERTFORD COUNTY BUDGET ORDINANCE
FY 2015-2016
AMENDMENT #1**

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 25 and 26 to amend the General Fund by functions, the appropriations/revenues are to be changed as follows:

E-911 Fund

Department	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
Total					
21 School Reserve					
Department	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
School Reserve	21-4590-591000	Trans to General F. FB Approp-School Re.	To pay for computers for Board of Education	55,501	
Total	21-0128-4200-00			\$	\$

				55,501	55,501
26 Woodland Fire District					
Department	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
Total					
28 Ahoskie fire District					
Department	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
Total					
29 Union Fire District					
Department	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
Total					

This will result in a net increase /decrease of \$55,501 in the expenditures of the School Reserve Fund. To provide the additional revenue for these expenditures, the revenues will increase /decrease by the same amount of \$55,501. These additional revenues have already been received.

Adopted this 7 day of December, 2016.

FIRE DEPARTMENTS

On a motion by Freeman and a second by Lewter, the Board voted unanimously to approve the Agreement to Provide Fire Protection and Hazard Response with the Powellsville Volunteer Fire Department Inc. as presented by Chris Smith, Emergency Management Director/Fire Marshal.

PERSONNEL/SHERIFF’S DEPARTMENT

Sheriff Juan Vaughan was present requesting approval of two additional law enforcement employees for the Courthouse – Full-Time Bailiff and Full-Time Security/Surveillance Operator. Due to new regulations allowing part-time employees to

work no more than 1,000 hours per year, the Sheriff is requesting these full-time positions. These new regulations require retirement to be paid by the employer and the employee if they work over 1,000 hours per year. Also effective in 2015, the Affordable Care Act requires health insurance to be provided on employees that work over 30 hours per week.

The County Manager explained that the Sheriff's Department could have an unlimited number of part-time employees, and the Sheriff shared that he was not aware of that fact.

The Board asked that a job description be submitted for the Full-Time Security/Surveillance Operator at the first meeting in January and to look into using part-time help for Bailiff duties until the Board has their retreat in February.

SCHOOLS

Loria D. Williams, County Manager, presented two requests from Hertford County Public Schools for the use of Capital Outlay Funds. On a motion by Freeman and a second by Farmer, the Board voted unanimously to approve these two requests as follows:

- \$234,368 for Running Track Renovations at Hertford County High School
- \$9,053.20 for Computers at the Alternative Learning Center

SOCIAL SERVICES

On a motion by Freeman and a second by Mitchell, the Board voted unanimously to approve funding in the amount of \$8,145.01 in order to relocate the Department of Social Services on a short-term basis during building renovations. This will cover installing networking cabling through the Soundside Group. This will be paid from the Capital Project Fund

PERSONNEL

On a motion by Freeman and a second by Farmer, the Board voted unanimously to approve the Organizational Chart as presented which includes the Assistant County Manager overseeing all of the operations services departments – Emergency Management/Fire Marshal, Emergency Medical Services, E911 Communications, Inspections, Public Works and Facilities Maintenance, and Veterans Services.

COMMISSIONERS

On a motion by Freeman and a second by Mitchell, the Board voted unanimously to approve the 2016 Holiday Closings and 2016 Commissioners' Meeting Calendar as follows:

2016 HOLIDAY CLOSINGS HERTFORD COUNTY OFFICES

New Year's Day	Friday, January 1
Martin Luther King, Jr. Day	Monday, January 18
Good Friday	Friday, March 25
Memorial Day	Monday, May 30
Independence Day	Monday, July 4
Labor Day	Monday, September 5
Veteran's Day	Friday, November 11
Thanksgiving	Thursday, November 24 Friday, November 25
Christmas	Thursday, December 22 Friday, December 23 Monday, December 26

Meeting Calendar for 2016 Hertford County Board of Commissioners

Monday, January 4	9:00 A.M.	Regular Meeting
Tuesday, January 19	7:00 P.M.	Rescheduled Meeting (Due to ML King, Jr. Holiday)
Monday, February 1	9:00 A.M.	Regular Meeting
Monday, February 15	7:00 P.M.	Regular Meeting
Monday, March 7	9:00 A.M.	Regular Meeting
Monday, March 21	7:00 P.M.	Regular Meeting
Monday, April 4	9:00 A.M.	Regular Meeting
Monday, April 18	7:00 P.M.	Regular Meeting
Monday, May 2	9:00 A.M.	Regular Meeting
Monday, May 16	7:00 P.M.	Regular Meeting
Monday, June 6	9:00 A.M.	Regular Meeting
Monday, June 20	7:00 P.M.	Regular Meeting
Tuesday, July 5	9:00 A.M.	Rescheduled Meeting

Monday, July 18	7:00 P.M.	(Due to Independence Day Holiday) Regular Meeting
Monday, August 1	9:00 A.M.	Regular Meeting
Monday, August 15	7:00 P.M.	Regular Meeting
Tuesday, September 6	9:00 A.M.	Rescheduled Meeting (Due to Labor Day Holiday)
Monday, September 19	7:00 P.M.	Regular Meeting
Monday, October 3	9:00 A.M.	Regular Meeting
Monday, October 17	7:00 P.M.	Regular Meeting
Monday, November 7	9:00 A.M.	Regular Meeting
Monday, November 21	7:00 P.M.	Regular Meeting
Monday, December 5	9:00 A.M.	Regular Meeting
Monday, December 19	7:00 P.M.	Regular Meeting

COUNTY MANAGER'S UPDATE

The County Manager shared with the Board that the retooling of the HVAC system in the Courthouse would take place this week at no cost to the County. She added the warranty issue had also been worked out. The County would still have a five-year warranty on the compressors.

Assistant County Manager Wiggins updated the Board on the disposition of the surplus property in County Office Building #1 and the old Courthouse.

COMMISSIONERS' COMMENTS

All the Commissioners welcomed the new Superintendent to Hertford County. The Clerk was instructed to add his name to the Sunshine List to receive County Commissioners' Meetings Agendas.

On a motion by Freeman and a second by Mitchell, 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

PERSONNEL

On a motion by Freeman and a second by Lewter, the Board voted unanimously to approve a performance bonus in the amount of \$3,000 to the County Manager and a performance bonus in the amount of \$500 to the Assistant County Manager.

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