

Minutes  
Regular Meeting  
Hertford County Board of Commissioners  
Multi-Purpose Room – Judicial Center  
Monday, June 6, 2016  
9:00 A.M.

Present: Ronald J. Gatling, F. Garry Lewter, and Curtis A. Freeman, Sr.

Absent: Johnnie R. Farmer and William F. Mitchell, Jr.

Also Present with the Board: Loria D. Williams, County Manager; Charles L. Revelle, III, County Attorney; M. Ray Wiggins, Assistant County Manager; and Shelia W. Matthews, Clerk to the Board

Chairman Ronald J. Gatling called the meeting to order. Commissioner Curtis A. Freeman, Sr., provided the invocation, including a special prayer for Commissioner Farmer.

**CONSENT AGENDA**

On a motion by Lewter and a second by Freeman, the Board voted unanimously to approve the consent agenda as presented with the following items:

- (1) Approval of Tax Refund

The approved tax refund is as follows:

Kathleen M. Dukes           \$549.36  
124 Pine Street  
Murfreesboro, NC 27855

(Tax bills #15A5958112196, 14A5958112196, 13A5958112196, and 12A5958112196; solid waste fee was double charged – on the land and on the mobile home)

**PERSONNEL**

Joanna Bradley, Human Resources Specialist, introduced the following new County employees:

<u>Name</u>	<u>Department</u>
Latoya Lassiter	Social Services
Moesha Lassiter	Finance
Bryant Cooke	Sheriff

**BUDGET AMENDMENTS**

On a motion by Freeman and a second by Lewter, the Board voted unanimously to approve the following FY 2015-2016 General Fund Budget Ordinance Amendment #8 as presented by Robbin Stephenson, Finance Director:

AMENDMENT TO HERTFORD COUNTY BUDGET ORDINANCE 2015-2016

Amendment 8

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
	<b>Total</b>				
<b>Public Safety</b>	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
Department					
	<b>Total</b>				
<b>Econ/Phy Dev.</b>	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
Department					
	<b>Total</b>				
<b>Human Services</b>	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
Department					
<b>Aging</b>	10-4390-5690-06	Contracted Svcs. - CII	To Budget Additional Funding HDM in Harrellsville	1,074	
<b>Aging</b>	Various Accounts		To adjust budget according to grant approval.	35,312	
	<b>Total</b>			36,386	
<b>Education</b>	Account	Account	Comment	Amount	Amount

Department	Number	Description		Increase	Decrease
<b>Board of Education</b>	10-8050-5280-02	Schools CO-Proj.	Netwk switch, wireles/server prj	93,138	
	<b>Total</b>			93,138	
<b>Other</b>					
Department	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
<b>Total Expenditures</b>				<b>\$129,524.00</b>	

**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
Restricted Intergovern.	10-0061-4449-00	Miscellaneous Rev.	Mid-East Sponsors of Harrell'vil	1,074	
Restricted Intergovern.	10-0061-4169-01	Home Del. Block Grant	To adjust budget according to grant approval.		3000
<b>Fund Bal. Approp.</b>	10-0112-4485-00	Fund Bal. Approp.	To adjust budget according to grant approval and include county match.	38,312	
Transfer from Fund 21	10-0102-4159-03	Transfer from Fund 21	Netwk switch, wireles/server prj	93,138	
				<b>\$132,524.00</b>	
<b>Total Revenues</b>				<b>\$129,524.00</b>	

This will result in a net increase/decrease of \$129,524 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 \$129,524. These additional revenues have already been received.

Adopted this 6th day of June, 2016.

On a motion by Freeman and a second by Lewter, the Board voted unanimously to approve the following FY 2015-2016 School Reserve Fund Amendment #4 as presented by Robbin Stephenson, Finance Director:

AMENDMENT TO THE HERTFORD COUNTY BUDGET ORDINANCE FY 2015-2016 Amendment #4

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
Emergency Telephone Sys	11-4201-5352-00	Main&Repair- Eq.	Priority Dispatch Software for E-911 Project	46,899	
Total	11-0101-4485-00	Fund Balance Appro.	Priority Dispatch Software for E-911 Project	46,899	
<b>21 School Reserve</b>					
Department	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
School Reserve	21-0128-4485-21	Fund Balance Appro.	To pay for emergency expenses at schools	93,138	
	21-4590-5910-00	Transfer to Gen. Fund	To pay for emergency expenses at schools	93,138	
				-	
<b>26 Woodland Fire District</b>					
Department	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
Total					

<b>28 Ahoskie Fire District</b>					
Department	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
Total					
<b>29 Union Fire District</b>					
Department	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
Total					

This will result in a net increase /decrease of \$181,054 in the expenditures of the School Reserve Fund and E911 Fund. To provide the additional revenue for these expenditures, the revenues will increase /decrease by the same amount of \$181,054. These additional revenues have already been received.

Adopted this 6th day of June, 2016.

**COMMISSIONERS**

On a motion by Freeman and a second by Lewter, the Board voted unanimously to amend the agenda to include Memo #8504-A after County Manager’s Update for discussion on the Ambulance Franchise Ordinance.

**BUDGET/RECREATION**

Greg Hughes, Conservation Technician, was present requesting approval of funding for paddle trail markers. The paddle trail markers would be replaced along the Chowan, Meherrin, and Wiccacon Rivers, as well as the Chinkapin and Potecasi Creeks. On a motion by Freeman and a second by Lewter, the Board voted unanimously to approve \$3,420.98 for all supplies needed for replacement of Canoe/Kayak Paddle Trail Signs, effective July 1, 2016.

**LEGAL**

On a motion by Freeman and a second by Lewter, the Board voted unanimously to approve an increase of \$3,000 in the legal retainer fee for Hertford County Attorney Charles L. Revelle, III, as outlined in letter dated May 19, 2016.

## **TAX FORECLOSURES/COUNTY PROPERTY**

Charles L. Revelle, III, County Attorney, shared with the Board that the Jean Felton tax foreclosure property (PIN #6906-84-4596) had been advertised for upset bids twice. There appears to be only two people interested in this property and is suggesting the sealed bid process as compared to continuing to advertise for upset bids. The Board would still have the option to accept or reject these bids, as well.

On a motion by Freeman and a second by Lewter, the Board voted unanimously to follow the sealed bid procedure for the Jean Felton tax foreclosure property (PIN #6906-84-4596). Mr. Revelle explained this would be published in the newspaper for 30 days open to anyone to submit a bid, as well as contacting the two interested parties.

## **BOARD APPOINTMENTS**

### **Hertford County ABC Board**

On a motion by Lewter and a second by Freeman, the Board voted unanimously to reappoint Curtis A. Freeman, Sr., to the Hertford County ABC Board for another three-year term to expire on June 30, 2019.

### **Hertford County Public Health Authority Board**

On a motion by Freeman and a second by Lewter, the Board voted unanimously to reappoint Dr. Jamie Udawadia, Charles Reynolds, and Westelle Cherry for additional three-year terms to expire on June 30, 2019. Please note that Mr. Charles Reynolds and Ms. Westelle Cherry have both served over ten years, but are being reappointed due to their valuable experience on the board and lack of interest from other citizens.

### **Hertford County Social Services Board**

On a motion by Freeman and a second by Lewter, the Board voted unanimously to reappoint William F. Mitchell, Jr., for an additional three-year term to expire on June 30, 2019. Social Services Board Member James Futrell, Jr., was not eligible for reappointment due to number of terms already served pursuant to G.S. 108A-4. There were no applications received for his vacant position; so, the Clerk was advised to continue advertising for applications.

### **Joint Community Advisory Committee**

On a motion by Freeman and a second by Lewter, the Board voted unanimously to reappoint Jeri Pierce for an additional three-year term to expire on June 30, 2019.

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

On a motion by Freeman and a second by Lewter, the Board voted unanimously to reappoint William F. Mitchell, Jr., Deborah Perry, and Evelyn May to the Medical Services Transportation Advisory Council for an additional one-year term to expire on June 30, 2017.

There was a pending application being held from Joseph Dillon Lowe for the vacant position on this Council. Because he would need to recuse himself from most voting abilities since his family holds an ambulance franchise in the County, he was not appointed to the Council.

### **Mid-East Board**

Reappointment to the Mid-East Board was put on hold.

### **Parks & Recreation Advisory Commission**

On a motion by Lewter and a second by Freeman, the Board voted unanimously to reappoint Rev. C. David Stackhouse, Hermea Pugh, Jr., Michael Leary, and Jerry Castello to the Parks & Recreation Advisory Commission for an additional three-year terms to expire on June 30, 2019.

### **R-CCC Board of Trustees**

On a motion by Freeman and a second by Lewter, the Board voted unanimously to reappointment James Eure to the R-CCC Board of Trustees for a four-year term to expire on June 30, 2020.

### **Region Q Workforce Development Board**

On a motion by Lewter and a second by Freeman, the Board voted unanimously to reappoint Quinton Turman and Wendell Hall to the Region Q Workforce Development Board for a two-year term to expire on June 30, 2018.

The County Manager made the Commissioners aware of the attendance record for this Board's meetings. The Clerk was instructed to include a copy of the by-laws regarding attendance at meetings in Mr. Hall's reappointment letter.

### **Voluntary Agricultural District Advisory Board**

On a motion by Freeman and a second by Lewter, the Board voted unanimously to reappoint Jack Clint Brinkley, Wendy Drake Burgess, and Tim Newsome to the Voluntary Agricultural District Advisory Board for three-year terms to expire on June 30, 2019.

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

Loria D. Williams, County Manager, reminded the Board of a request from a past meeting for a "No Passing Zone" on a portion of Highway 258 North in the Bryantville Community. She had received notification from N. C. Department of Transportation that this request was not warranted. She was instructed to send a letter to the concerned citizens in that community.

The Board was alerted that our Maintenance and Public Works Departments were installing PVC pipes underground and running them to ditches to improve the drainage on the Judicial Center/Government Center property at an approximate cost of \$15,000 from the construction budget.

Update on the E-911 Center included not having reached substantial completion. Liquidated damages are being assessed since May 6. Cutover will be July 12. On July 1, the dispatchers will become County employees but will continue working in Ahoskie and Murfreesboro until July 12.

The Commissioners asked that these employees be introduced at the July 18<sup>th</sup> Meeting.

### **AMBULANCE**

The County Attorney explained that Ambulance Franchises normally expire on June 30<sup>th</sup> of each year. But since the Medical Services Transportation Advisory Council had not been able to get a quorum to meet, these franchises need to be extended for 90 days. This request needs to be presented to the Commissioners at two separate meetings and would be back on the agenda for the next meeting.

On a motion by Lewter and a second by Freeman, the Board voted unanimously to approve the following statement: "Be it ordained, that the existing franchises for ambulance service providers in Hertford County be extended, in the manner originally granted, for an additional ninety days, from June 30, 2016, to September 30, 2016."

### **COMMISSIONERS' COMMENTS**

- Commissioner Freeman shared two experiences that recently occurred involving animal control complaints and the way dispatchers handled these calls. He was concerned how dispatchers were not taking these calls seriously; putting the citizens off; and/or advising them to call someone else.
  - County Manager will discuss this with the E-911 Director and he will, in turn, meet with his staff.
  - County Manager also shared that law enforcement needs to be involved in implementing protocols and then discipline can be taken when protocol is not followed
- Vice-Chairman Lewter attended NCACC County Assembly Day in Raleigh on May 18<sup>th</sup> and then had a visit with Commissioner Johnnie Farmer in UNC Chapel Hill Hospital

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