

Minutes
Regular Meeting
Hertford County Board of Commissioners
Multi-Purpose Room – Judicial Center
Monday, August 1, 2016
9:00 A.M.

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

Absent: 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 thanks for bringing Commissioner Farmer back and to lift Commissioner Mitchell and his mother up in prayer.

Chairman Gatling welcomed Commissioner Farmer back and shared that Commissioner Mitchell's mother is ill. Commissioner Farmer thanked everyone for the warm welcome back.

CONSENT AGENDA

On a motion by Freeman and a second by Lewter, the Board voted unanimously to approve the consent agenda as follows:

- (1) Approval of Minutes
 - a. May 02, 2016 – Regular Meeting
 - b. May 02, 2016 – Board of Equalization and Review
 - c. May 16, 2016 – Regular Meeting
- (2) Acceptance of Reports
 - a. Vehicle Tax Releases – June, 2016

COMMISSIONERS

On a motion by Freeman and a second by Lewter, the Board voted unanimously to amend the agenda to add Memo #8539(A) for the disposition of law enforcement officer weapons.

On a motion by Lewter and a second by Freeman, the Board voted unanimously to amend the agenda to delete Memo #8535 "Letter of Condition from USDA-RD for Northern and Southern Rural Water District Improvements".

PERSONNEL

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

<u>Employee</u>	<u>Department</u>
Susie Dickens	Detention Center
Tyrone Ruffin	Sheriff's Office

Stephanie Parker-Helmkamp, Cooperative Extension Director, had not yet arrived to introduce her new employees.

Mrs. Craddock proceeded to recognize the Employee of the 4th Quarter nominees as follows:

- Pam Carr, Emergency Management
- Chris Smith, Emergency Management
- Aislinn Branch, Land Records
- Lisa Pope, Social Services

The Employee of the 4th Quarter winner was announced as Aislinn Branch.

The winners from each quarter during the year become the nominees for the Employee of the Year, and they are as follows:

- TammiLewter, Social Services (1st Quarter)
- TiffianyWaltan, Social Services (2nd Quarter)
- Sheila Privott, Elections (3rd Quarter)
- Aislinn Branch, Land Records (4th Quarter)

The Employee of the Year winner was announced as Sheila Privott.

Stephanie Parker-Helmkamp, Cooperative Extension Director, had now arrived to the meeting and introduced her two new agents – Regina Moseley started July 1 as the new 4-H Agent and Joshua Holland started today as the new Agriculture Agent.

Ms. Makayla Lewis was also in the audience, who will be attending the NCACC Conference as Hertford County's representative at the 4-H Youth Summit.

AGING

On a motion by Freeman and a second by Farmer, the Board voted unanimously to approve the Home and Community Care Block Grant (H&CCBG) for Older Adults County Funding Plan for FY 2016-2017 as presented by Loria D. Williams, County Manager.

PERSONNEL/EMERGENCY MANAGEMENT

Lean Craddock, Human Resources/Risk Manager, presented job descriptions for Deputy Director Emergency Management/Fire Marshal and Director Emergency Management/Fire Marshal. The Deputy Director is a new position that was approved in the FY 2016-2017 Budget. On a motion by Farmer and a second by Freeman, the Board voted unanimously to approve these two job descriptions.

RESOLUTIONS

On a motion by Lewter and a second by Freeman, the Board voted unanimously to approve the following resolution as presented by M. Ray Wiggins, Assistant County Manager:

NOTICE OF INTENT TO DECLARE SURPLUS PROPERTY NO VALUE AND DISCARD IN ACCORDANCE WITH G.S. 160A-266(D)

WHEREAS, under G.S. 160A-266(D) a county may discard any personal property that: (i) is determined to have no value; (ii) remains unsold or unclaimed after the city has exhausted efforts to sell the property using any applicable procedure under this Article; or (iii) poses a potential threat to the public health or safety;

WHEREAS, this same statute does not require the county to publish notice of the intent to declare surplus property no value or publish intent to discard of surplus property declared no value; but

WHEREAS, the Board of County Commissioners authorizes the declared surplus property no value to be made available to the citizens/public to be claimed by the citizens/public prior to discarding subject property in the County landfill; and

WHEREAS, on Thursday, August 4, 2016 a notice of intent to make available to citizens/public to claim declared surplus property no value shall be published in the Roanoke-Chowan News Herald, and posted at the Administration Building 1 and the County Courthouse, in addition to being posted on the County Website and Facebook Page;

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

- 1) Citizens/public may review list of Surplus No Value Property from published/posted Notice of Intent no less than 10 days before the date Surplus No Value Property is made available to the citizens/public. (Notice of Intent will be published on Thursday, August 4, 2016 in the Roanoke-Chowan News Harold, and posted on the Hertford County Website and Facebook Page, in addition to being posted in the County Courthouse and Administration Building #1 in Winton, NC.

- 2) Citizens/public may view property/claim Surplus No Value Property by appointment only on a first come basis at dates and times designated below:
- 3) August 8-19, 2016, Monday through Friday between the hours of 3:00-5:00 p.m. by appointment only.
- 4) Upon viewing Surplus Property No Value of interest on a first come basis, desired items may be selected and immediately removed from County property.
- 5) Any remaining Surplus Property No Value after 5:00 p.m. on August 19, 2016 will be disposed of at the County Landfill.

If you have questions regarding the Surplus Property No Value items listed in Attachment, or to make an appointment to view the items, you can contact M. Ray Wiggins, Assistant County Manager at (252)358-7890.

ATTACHMENT I

Hertford County Surplus Furniture/Equipment No Value List

- 1) 8 Desks
- 2) 12 Bookcases
- 3) 12 File Cabinets
- 4) 18 Guest/Reception Chairs
- 5) 9 Computer Stand/Tables
- 6) 4 Wood Tables
- 7) Large 3 Shelf AV Stand
- 8) Wood 10 Shelf Document/Form Holder
- 9) 2 Wall Mounted Bookcase/Document Shelving
- 10) Large Equipment Table
- 11) Records Storage Shelving System
- 12) Long Meeting Table
- 13) 3 Supply Cabinets
- 14) 9 Wood/Metal Tables

BOARD APPOINTMENTS

On a motion by Freeman and a second by Farmer, the Board voted unanimously to approve the following advertisement for upcoming board vacancies:

HERTFORD COUNTY BOARD VACANCIES

Hertford County has these upcoming Board vacancies. All interested citizens may download an application at www.hertfordcountync.gov or contact Shelia W. Matthews, Clerk to the Board, at 358-7805 for an application. Deadline is 5:00 P.M. on Monday, August 15, 2016.

<u>Board</u>	<u>Positions Available</u>
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Citizen Award Nomination Committee	6
Choanoke Public Transportation Authority Board	1
Joint Community Advisory Committee	4
Medical Services Transportation Advisory Council	1

SHERIFF’S DEPARTMENT

Charles L. Revelle, III, County Attorney, presented a proposal to the Board regarding the disposition of weapons to retiring law enforcement officers. Some highlights included were:

- Years of Service (30 years in retirement system – can you or can you not use sick leave toward years of service)
- Retroactive to a certain date
- Sheriff would like the authority to deny a request

These are some of the decisions to be made and brought back to the next meeting.

Another issue to come before the Board at the next meeting will be using sick leave when retiring toward the health insurance benefit.

COUNTY MANAGER’S UPDATE

Loria D. Williams, County Manager, presented the following items that had been left out of this year’s budget preparation:

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|--|-----------|
| ➤ Laptops for Elections | \$10,400 |
| ➤ Electricity for E-911 | \$12,000 |
| ➤ Additional money for FF&E for DSS Renovation Project | \$100,000 |

It was the general consensus of the Board to bring these items back at the next meeting in the form of a budget amendment for approval.

COMMISSIONERS’ COMMENTS

- Commissioner Farmer expressed how great it was to be back and how proud he was to be a part of a county of progress
- Commissioner Freeman shared how great it was to have Commissioner Farmer back and “a part of us had been missing”
- Vice-Chairman Lewter welcomed back Commissioner Farmer. He had also attended the NACo Annual Conference in California last week, where he met Kareem Abdul-Jabbar
- Chairman Gatling shared with Commissioner Farmer that there was not a meeting that went by that he was not mentioned or talked about

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