

**Minutes
Regular Meeting
Hertford County Board of Commissioners
Multi-Purpose Room – Judicial Center
Tuesday, October 2, 2017
9:00 A.M.**

Present: Ronald J. Gatling and John D. Horton Curtis A. Freeman, Sr., and William F. Mitchell, Jr. and Johnnie R. Farmer

Also Present with the Board: Loria D. Williams, County Manager; Attorney Charles Revelle; Juan Vaughan, II, Assistant County Manager; and Teresa Cowan, Clerk to the Board

Chairman Ronald J. Gatling called the meeting to order and Com. Farmer provided the invocation. He also asked that we take a moment of silence for the residents of the Las Vegas shootings.

CONSENT AGENDA

On a motion by Com. Freeman and a second by Com. Mitchell, the Board voted unanimously to approve the Consent Agenda.

1. Tax Refunds

- a. Affiliated Mortgage sent a check to pay Ernest J. Perry (\$1100.80) and Gary Vane White's (\$1124.73) tax bills. Both taxpayers had already submitted their payments; therefore the refund should go back to the Mortgage Company.

2. Vehicle Tax Refunds

a. Johnnie Byrum	Overpayment	\$185.75
b. Home Life Care Inc.	Vehicle Sold	\$12.99
c. Home Life Care Inc.	Vehicle Sold	\$97.55
d. Clayton L. James	Vehicle Sold	\$109.85
e. Earl Martin Jr.	Vehicle Totaled	\$200.69

PERSONNEL

Leah Craddock of Human Resources introduced Krystal Matthews, a full time employee of the Department of Social Services to the Commissioners and our County Manager. Everyone welcomed her to the County.

BUDGET AMENDMENTS

On a motion by Com. Mitchell and a second by Com. Freeman, the Board voted unanimously to approve the following Hertford County Budget Ordinance Amendment #8 as presented by Sandy Pittman, Finance Director.

AMENDMENT TO HERTFORD COUNTY BUDGET ORDINANCE FISCAL YEAR 2017-2018

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, 2018:

REVENUE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Proceeds from debt	100105 000000	Proceeds from debt	\$ 235,549	

		Total Changes in Revenue	\$ 235,549	\$ -

Net Change in Revenue	\$235,549
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EXPENDITURE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Sheriff	104180 551003	Capital Outlay - Vehicles	\$ 235,549	
		Total Changes in Expenditures	\$ 235,549	\$ -

Net Change in Expenditures	\$235,549
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Explanation:

Budget for loan proceeds for vehicle purchases as approved by the Board on August 7, 2017.

Amendment # 8
 Approved: _____
 Posted: _____

 Finance Director Date

On a motion by Com. Freeman and a second by Com. Mitchell, the Board voted unanimously to approve the following Hertford County Budget Ordinance Amendment #9 as presented by Sandy Pittman, Finance Director.

AMENDMENT TO HERTFORD COUNTY BUDGET ORDINANCE FISCAL YEAR 2017-2018

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, 2018:

REVENUE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Restricted Intergovernmental - Aging	100061 417602	SHIIP Grant		\$ 853
		Total Changes in Revenue	\$ -	\$ 853

Net Change in Revenue	(\$853)
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EXPENDITURE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Aging - Public Assistance	104390 569028	Contract Service - SHIIP		\$ 853
		Total Changes in Expenditures	\$ -	\$ 853

Net Change in Expenditures	(\$853)
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Explanation:

To reduce budget based on final grant figures.

Amendment # 9
 Approved: _____
 Posted: _____

 Finance Director Date

On a motion by Com. Mitchell and a second by Com. Horton, the Board voted unanimously to approve the following Hertford County Budget Ordinance Amendment #10 as presented by Sandy Pittman, Finance Director.

AMENDMENT TO HERTFORD COUNTY BUDGET ORDINANCE FISCAL YEAR 2017-2018

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, 2018:

REVENUE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Restricted Intergovernmental - DSS	100063 418900	Day Care		\$ 91,670
Restricted Intergovernmental - DSS	100063 418300	Smart Start	\$ 75,430	
Restricted Intergovernmental - DSS	100063 419101	Crisis Intervention Program	\$ 58,832	
		Total Changes in Revenue	\$ 134,262	\$ 91,670

Net Change in Revenue	\$42,592
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EXPENDITURE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
DSS Public Assistance	104440 569101	Day Care		\$ 91,670
DSS Public Assistance	104440 569104	Smart Start	\$ 75,430	
DSS Public Assistance	104440 569009	Crisis Intervention Program	\$ 58,832	
		Total Changes in Expenditures	\$ 134,262	\$ 91,670

Net Change in Expenditures	\$42,592
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Explanation:

To adjust budget based on revised figures from state.

Amendment # 10
 Approved: _____
 Posted: _____

 Finance Director Date

On a motion by Com. Freeman and a second by Com. Mitchell, the Board voted unanimously to approve the following Hertford County Budget Ordinance Amendment #11 and #12 as presented by Sandy Pittman, Finance Director.

AMENDMENT TO HERTFORD COUNTY BUDGET ORDINANCE FISCAL YEAR 2017-2018

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, 2018:

REVENUE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Transfers from other funds	100102 415903	Transfer from School Reserve Fund	\$ 199,617	
Total Changes in Revenue			\$ 199,617	\$ -

Net Change in Revenue	\$199,617
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EXPENDITURE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Public Schools	108050 528000	Prior Year Capital Outlay	\$ 199,617	
Total Changes in Expenditures			\$ 199,617	\$ -

Net Change in Expenditures	\$199,617
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Explanation:

To budget School Reserve Fund transfer to carry forward HCPS capital outlay funding for projects not completed by June 30 (HVAC HCHS main building, HCHS football stadium paving).

Amendment # 11
 Approved: _____
 Posted: _____

 Finance Director Date

AMENDMENT TO HERTFORD COUNTY BUDGET ORDINANCE FISCAL YEAR 2017-2018

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, 2018:

REVENUE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
School Reserve Fund	210128 448500	Fund Balance Appropriated	\$ 199,617	
Total Changes in Revenue			\$ 199,617	\$ -

Net Change in Revenue	\$199,617
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EXPENDITURE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
School Reserve Fund	214590 591000	Transfer to General Fund	\$ 199,617	
Total Changes in Expenditures			\$ 199,617	\$ -

Net Change in Expenditures	\$199,617
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Explanation:

To budget School Reserve Fund transfer to carry forward HCPS capital outlay funding for projects not completed by June 30 (HVAC HCHS main building, HCHS football stadium paving).

Amendment # 12
 Approved: _____
 Posted: _____

 Finance Director Date

On a motion by Com. Freeman and a second by Com. Mitchell, the Board voted unanimously to approve the following Hertford County Budget Ordinance Amendment #14 as presented by Sandy Pittman, Finance Director.

AMENDMENT TO HERTFORD COUNTY BUDGET ORDINANCE FISCAL YEAR 2017-2018

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, 2018:

REVENUE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Revenues	100112 448500	Fund Balance Appropriated	\$ 6,500	
Total Changes in Revenue			\$ 6,500	\$ -

Net Change in Revenue	\$6,500
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EXPENDITURE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Tax Collections	104145 569000	Contracted Services	\$ 6,500	
Total Changes in Expenditures			\$ 6,500	\$ -

Net Change in Expenditures	\$6,500
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Explanation:

To carry forward funds budgeted for motor vehicle bills programming project started in FY17 but not finished until FY18.

Amendment # 14
 Approved: _____
 Posted: _____

Finance Director

Date

On a motion by Com. Freeman and a second by Com. Mitchell, the Board voted unanimously to approve the following Hertford County Budget Ordinance Amendment #15 as presented by Sandy Pittman, Finance Director.

AMENDMENT TO HERTFORD COUNTY BUDGET ORDINANCE FISCAL YEAR 2017-2018

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, 2018:

REVENUE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Restricted Intergovernmental - DSS	100063 419200	HCCBG	\$ 700	
Restricted Intergovernmental - Aging	100061 416901	HCCBG	\$ 4,209	
Restricted Intergovernmental - Aging	100061 417101	USDA Contributions	\$ 19,285	
Total Changes in Revenue			\$ 24,194	\$ -

Net Change in Revenue	\$24,194
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EXPENDITURE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
DSS Grants	104480 512701	HCCBG	\$ 779	
Aging - Public Assistance	104390 569005	CI Contracted Services	\$ 12,792	
Aging - Public Assistance	104390 569006	CII Contracted Services	\$ 5,954	
Aging - Public Assistance	104390 569029	In Home Aid	\$ 4,669	
Total Changes in Expenditures			\$ 24,194	\$ -

Net Change in Expenditures	\$24,194
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Explanation:

To revise budget based on final grant figures.

Amendment # 15
 Approved: _____
 Posted: _____

 Finance Director Date

RESOLUTION APPOINTING REVIEW OFFICER

On a motion by Com. Mitchell and a second by Com. Freeman, the Board voted unanimously to approve the following Resolution Appointing a Review Officer for the Land Records Department.

RESOLUTION APPOINTING REVIEW OFFICER

WHEREAS, S.L. 1997-309 (S875) makes a number of significant changes in the procedures for recording maps and plats; and

WHEREAS, the main purpose of the law is to transfer the responsibility for reviewing plats and maps to determine whether they meet recording requirements from the Register of Deeds to a Review Officer; and

WHEREAS, G.S. 47-30.2 requires the Board of County Commissioners in each County, by resolution, to appoint a person to serve as Review Officer to review each plat and map before it is recorded and certify that it meets the statutory requirements for recording; and

WHEREAS, it is the desire of the Hertford County Board of Commissioners to ensure an expeditious review of all maps and plats as required by G.S. 47-30.2 before they are presented to the Register of Deeds for recording.

NOW, THEREFORE, BE IT RESOLVED, effective October 2nd, 2017, that Sara P. Turner and Aislinn Branch in the Hertford County Land Records/GIS Department and Josephine Green in the Hertford County Planning and Zoning Department are hereby appointed to perform all responsibilities as required for Review Officer under the appropriate North Carolina General Statutes.

BE IT FURTHER RESOLVED that a copy of this Resolution designating the Review Officers be recorded in the Hertford County Register of Deeds Office and indexed in the name of the Review Officers.

This the 2nd day of October 2017.

Ronald J. Gatling, Chairman
Hertford County Board of Commissioners

BOARD APPOINTMENTS

On a motion by Com. Mitchell and a second by Com. Freeman, the Board voted unanimously to appoint Blake Blythe of Winton to the Parks & Recreation Advisory Commission for a three year term to expire on 6/30/2020.

HERTFORD COUNTY SCHOOLS

On a motion by Com. Freeman and a second by Com. Mitchell, the Board voted unanimously to approve the request for the Bearfield Primary School project utilizing current appropriated School Capital Outlay Reserves via local option sales tax instead of Lottery Funds to replace and existing boiler and chiller at \$272,000.

HERTFORD COUNTY COURTHOUSE HANGING OF PORTRAIT

On a motion by Com. Freeman and a second by Com. Mitchell, the Board voted unanimously to approve the request to hang a portrait of Justice James William Copeland in the Hertford County Courthouse.

BOARD MEMBER COMPENSATION/STIPEND

Per the discussion of Board Member compensation/stipend, Com. Horton assumed that we had tabled this request and would discuss at a later date. The County Manager was under the impression that we place it back on the agenda this week to act upon. Our Attorney explained that since it was placed on the agenda, another motion had to be made to table it once again. Com Horton made the motion but it died due to lack of a second motion.

On a motion by Com. Farmer and a second by Com. Freeman, the Board voted unanimously to approve the following Board Compensation/Stipends for meetings attended by the Board of Elections.

Regular Meeting	\$50.00	Per Monthly Meeting
Absentee Meeting	\$50.00	Per Absentee Meeting
Election Day Meeting***	\$100.00	Per Election
Canvass	\$50.00	Per Election
Recount	\$50.00	Per Recount
Protest (if needed)	\$50.00	Per Meeting
Challenges (if needed)	\$50.00	Per Meeting

*** Mileage for Election Day travel Reimbursed per mile at rate set by County Policy.

On a motion by Com. Freeman and a second by Com. Horton, the Board voted unanimously to approve the Board Compensation/Stipends of \$50.00 for meetings attended per month and annual retreats for the Department of Social Services.

COUNTY MANAGERS COMMENTS

None

COMMISSIONER’S COMMENTS

Com. Freeman stated that the Infrastructure Study meeting went well.

Chairman Gatling reminded everyone of the following dates:

- Oct. 26, 2017 – Parks and Rec Advisory Commission at 6:30pm in the Government Center Conference Room
- Oct. 28, 2017 – Halloween Fall Festival at Riverview Elementary School from 6:00-9:00 pm
- Nov. 6, 2017 – Work Session to discuss how to nail down Hertford County Projects mentioned at a Planning Session earlier this year.

CLOSED SESSION

On a motion by Com. Freeman and a second by Com. Horton, the Board voted unanimously to go to Closed Session.

Minutes of Closed Session are on file in the office of the Clerk to the Board

REGULAR SESSION

On a motion by Mitchell and a second by Com Freeman the Board voted unanimously to go back to Regular session.

ADJOURN MEETING