

Minutes  
Regular Meeting  
Hertford County Board of Commissioners  
County Commissioners' Meeting Room  
Monday, June 1, 2015  
9:00 A.M.

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

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

Chairman William F. Mitchell, Jr., called the meeting to order and provided the invocation.

**PERSONNEL**

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

<u>Employee</u>	<u>Department</u>
Auntra T. Vann	Social Services
Teneisha Vaughan	Public Facilities
Latarsha Riddick	Social Services
Cynthia Vaughan	Aging
Carolyn Drummond Sweeting	Aging

**N.C.D.O.T.**

Mr. Sterling Baker, P.E., N.C.D.O.T. Division Maintenance Engineer, presented the Maintenance Budget and the Three-Year Retreatment/Resurfacing Plan.

After Mr. Baker's presentation, the Board addressed the issue of ditch cleaning. Vice-Chairman Gatling initiated the subject by sharing with the Board that a child had almost drowned in a ditch behind Freeman Chevrolet close to Strickland's Auto Center. Mr. Win Bridgers with N.C.D.O.T. was in the audience and shared with the Board the guidelines that are followed when investigating drainage issues. He recommended that all such concerns be brought to the attention of N.C.D.O.T. as a first step and let them determine what can be done to resolve each issue and who would be responsible for each issue.

On a motion by Freeman and a second by Gatling, the Board voted unanimously to recess Regular Session to go into a scheduled Public Hearing as follows:

### **NOTICE OF PUBLIC HEARING**

**THE PUBLIC SHOULD TAKE NOTICE** that the **HERTFORD COUNTY BOARD OF COMMISSIONERS** will hold a **Public Hearing** on **Monday, June 1, 2015** at **9:15 AM** in the **COMMISSIONER'S BOARD ROOM OF THE HERTFORD COUNTY OFFICE BUILDING #1, WINTON, NC** to hear and consider adoption of proposed updates and amendments to The Hertford County Zoning Ordinance being recommended by the Hertford County Planning Board

Interested citizens will be heard on this issue. Following the Public Hearing, the Hertford County Board of Commissioners may act upon the recommendations and amendments. A copy of the proposed changes is available for public inspection in the office of the Zoning Administrator, Hertford County Office Building #1, Winton, NC between the hours of **8:30 AM and 5:00 PM.**

This the 21<sup>st</sup> Day of May, 2015

**William F. Mitchell, Jr., Chairman**  
**Hertford County Board of Commissioners**

### **PUBLIC HEARING/ZONING**

Bill Early, Planning and Zoning Administrator, outlined some of the proposed changes in the Hertford County Zoning Ordinance as follows:

- Several additions to the Definitions section
- Official Zoning Map
- Nonconforming Uses section – Canal Cove area of Tunis Community grandfathered in
- Guidelines for Solar Energy Farms including vegetative buffers

Mr. Early is requesting adoption of this ordinance on June 15<sup>th</sup> to be effective on July 1, 2015.

There were no public comments.

Charles L. Revelle, III, Hertford County Attorney, commended Mr. Early, Commissioner Lewter and all of the Planning Board members. They did a marvelous job on such a massive task. At this time, Mr. Revelle reviewed some additional changes he had noted.

On a motion by Freeman and a second by Gatling, the Board voted unanimously to return to Regular Session.

## **REGULAR SESSION**

### **TAX/PERSONNEL**

On a motion by Freeman and a second by Lewter, the Board voted unanimously to reappoint Sylvia Anderson as the Hertford County Tax Assessor for an additional four-year term in accordance with NCGS 105-294.

At this time, Mrs. Anderson thanked the Board for the reappointment and for all the hard work that went into the new Courthouse and Government Center facilities.

### **AGREEMENTS/EMERGENCY MANAGEMENT**

On a motion by Freeman and a second by Farmer, the Board voted unanimously to approve the following Mutual Aid Agreement Between County Departments as presented by Chris Smith, Emergency Management Coordinator:

#### **EMERGENCY MANAGEMENT MUTUAL AID AGREEMENT BETWEEN COUNTY DEPARTMENTS**

**WHEREAS**, standard procedures at present require the Emergency Management Coordinator (hereinafter Coordinators) of a county or counties to request aid, and

**WHEREAS**, the two counties herein named come within the scope of Emergency Management mutual aid concept since they are situated adjacent one to the other; and

**WHEREAS**, if the counties herein are requesting aid from an adjacent county, the local Emergency Management Coordinator shall made his/her request directly to the Local Emergency Management Coordinator providing such aid and will notify, as a matter of information, the appropriate Branch Director of the North Carolina Division of Emergency Management of the intent to request/provide "Mutual Aid" from/to an adjacent County.

**NOW, THEREFORE, BE IT RESOLVED**, that we the undersigned officials of Northampton County and Hertford County hereby authorize the Local Emergency Management Coordinators in Northampton County and Hertford County authority to use their resources to assist one another in local natural and manmade disaster situations when the need arises; however, with the express understanding that the local community extending such aid may be required to withhold resources to the extent necessary to provide reasonable protection for its community; and

**BE IT FURTHER RESOLVED**, that the Emergency Management forces will continue under the command and control of their regular leaders, but that the organizational units will come under the operational control of Emergency Management authorities of the communities receiving assistance, unless otherwise specified. It is further understood and agreed that the county extending such aid will be reimbursed for the physical needs of its volunteers and operational cost to the extent necessary and as mutually agreed upon, not to exceed the current FEMA rate.

**IN WITNESS WHEREOF**, Northampton County has caused this Mutual Aid Agreement to be duly executed in its name and behalf, and Hertford County has caused this agreement to be duly executed in its name and behalf and all parties do hereby assume and agree to be bound by and to perform all of the terms and provisions set forth in this Mutual Aid Agreement.

This the 1<sup>st</sup> day of June, 2015.

### **PERSONNEL**

Leah Craddock, Human Resources/Risk Manager, was present to request approval from the Board to revive the Employee Recognition Program. In her research, she discovered the last time that employees were recognized for their years of service was in 1999. She is requesting to schedule a kick-off event as a “catch up” for the past 16 years (with service pins, certificates, and cups) and then to schedule a recognition event annually. Mrs. Craddock also shared with the Board several catalogs that would be used to commensurate with years of service for employees to select a gift.

On a motion by Gatling and a second by Freeman, the Board voted unanimously to move forward with the kick-off event for employee recognition tentatively scheduled for Thursday, July 30, from 4:00 to 6:00 in the Multi-Purpose Room at the Judicial Center.

### **COURTHOUSE**

On a motion by Freeman and a second by Farmer, the Board voted unanimously to approve the Authorization for Change in Services in the amount of \$19,047.41 for the Hertford County Courthouse and Government Center Project.

The County Manager shared with the Board that A. R. Chesson (Contractor) would like to meet with the Board to discuss liquidated damages.

### **PUBLIC HEARING/BUDGET**

On a motion by Freeman and a second by Farmer, the Board voted unanimously to approve to schedule the Budget Hearing on June 15, 2015, at 7:15 P.M. A Special Meeting will need to be scheduled for June 25 in the morning to approve the final Budget Amendment for FY 2014-2015 to approve the Budget for FY 2015-2016.

### **COMMISSIONERS' COMMENTS**

- Commissioners Farmer and Freeman remarked about how nice the new facilities were and the great comments being received from the citizens
- Vice-Chairman Gatling would like to have the Soil Conservation Technician look at the ditch beside Strickland's Auto Center. This led into a discussion regarding “community” ditches.
- Vice-Chairman Gatling also reminded of the DuPont L. Davis Park Dedication being held June 20

- Commissioner Lewter and Chairman Mitchell commended the County Manager and Assistant County Manager on a job well done with the new facilities

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**

#### **PERSONNEL/SHERIFF'S DEPARTMENT**

On a motion by Freeman and a second by Farmer, the Board voted unanimously to approve a one-time bonus to Sheriff Juan Vaughan in the amount of \$2,000 in recognition of the revenues generated by his departments from the State Misdemeanant Program and housing Gates County inmates.

#### **EMERGENCY SERVICES**

As a result of a letter from Vidant Health requesting paramedic service in Hertford County, the administrative staff was instructed to research this and have some numbers pulled together to consider in the next budget year.

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