

Minutes  
Regular Meeting  
Hertford County Board of Commissioners  
Multi-Purpose Room – Judicial Center  
Monday, January 4, 2016  
9:00 A.M.

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

Absent: Johnnie R. Farmer

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 Ronald J. Gatling called the meeting to order.

County Attorney Charles L. Revelle, III, provided the invocation for the meeting.

**COMMISSIONERS**

On a motion by Mitchell and a second by Freeman, the Board voted unanimously to amend the agenda to have a discussion regarding the Ahoskie Nutrition Site after Memo #8405.

**TAX**

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

**PERSONNEL**

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

<u>Name</u>	<u>Department</u>
Mary Brock	Social Services
Kimani Stanley	Sheriff's Department
Chavaliala Hendrix	Tax Assessor
Jarrett Davis	Sheriff's Department

**PERSONNEL/COOPERATIVE EXTENSION**

Stephanie Parker-Helmkamp, Cooperative Extension Director, introduced Mitch Smith as the Part-Time Agriculture Agent to fill in during the process of hiring a Full-Time Agriculture Agent. Mr. Smith is the retired Director from Pitt County.

**AUDIT**

Mr. Jim Winston, with Winston, Williams, Creech, Evans and Company, presented the Hertford County Audit Report ending June 30, 2015. The Fund Balance is 37.75% of its expenditures. The tax collection rate increased from 95.03% to 95.77%. Mr. Winston expressed this was a good year and thanked the County Manager and staff and department heads.

**TAX**

On a motion by Freeman and a second by Lewter, the Board voted unanimously to approve tax refunds totaling \$3,649.95 as follows. These refunds are due to overpayment of ad valorem 2015 real property taxes; taxpayers with escrow accounts, paid prior to mortgage company sending payment.

NC Local Government Federal Credit Union	
15A5992569778	\$1,343.04
15A5957485571	\$ 100.00
15A6925276867	<u>\$ 25.00</u>
	\$1,468.04

State Employees Credit Union	
15A5993205029	\$ 500.00
15A5995345788	\$ 486.57
15A6953056598	\$ 688.16
15A5958143494	<u>\$ 507.18</u>
	\$2,181.91

**BUDGET AMENDMENTS**

On a motion by Mitchell and a second by Lewter, the Board voted unanimously to approve FY 2015-2016 General Fund Budget Amendment #4 as follows:

**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 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
Governing Body	10-4110-5315-00	Other Miscellaneous	Overpayment by State for rent	2,847	

Governing Body	10-4110-5370-00	Advertising	Particip. in annual Prog. Ed.-NH	2,600	
Governing Body	10-4110-5220-00	Food and Provision	Set up employee Xmas Party charges	4,270	
Governing Body	10-4110-5315-00	Other	Set up employee Xmas Party charges	2,500	
Governing Body	Salary Accounts	Miscellaneous	To post longevity and bonuses	2,508	
Administration	Salary Accounts		To post longevity and bonuses	5,316	
Human Resources	Salary Accounts		To post longevity and bonuses	216	
Finance	Salary Accounts		To post longevity and bonuses	2,400	
Tax Assessor	Salary Accounts		To post longevity and bonuses	3,200	
Tax Collection	Salary Accounts		To post longevity and bonuses	2,216	
Elections	Salary Accounts		To post longevity and bonuses	800	
Register of Deeds	Salary Accounts		To post longevity and bonuses	616	
Land Records	Salary Accounts		To post longevity and bonuses	708	
Public Buildings	Salary Accounts		To post longevity and bonuses	1262	
	<b>Total</b>			31,459	
<b>Public Safety</b>					

Department	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
Emergency Mgmt	Salary Accounts		To post longevity and bonuses	508	
Emergency Svcs.	Salary Accounts		To post longevity and bonuses	4,846	
Sheriff/Jail/Animal C.	Salary Accounts		To post longevity and bonuses	24,354	
Bldg. Inspections	Salary Accounts		To post longevity and bonuses	216	
E-911	Salary Accounts		To post longevity and bonuses	539	
	<b>Total</b>			30,463	
<b>Econ/Phy Dev.</b>					

Department	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
Economic Dev.	Salary Accounts		To post longevity and bonuses	1,800	
Cooperative Ext.	Salary Accounts		To post longevity and bonuses		
Soil and Water Cons.	Salary Accounts		To post longevity and bonuses	2,000	
	<b>Total</b>			3,800	
<b>Human Services</b>					

Department	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
DOT Grant-E/D	Various accounts		To set up budget with actual award		16,328
Special Appropriation	10-9000-5000-27	Contri to M'boroHis.Ass.	Extra Funding for publishing books	36,660	
Aging	Salary Accounts		To post longevity and bonuses	2,908	
Dept. of Social	Salary Accounts		To post longevity and bonuses	27,153	

Services					
Veteran Services	Salary Accounts		To post longevity and bonuses	<u>108</u>	
	<b>Total</b>			50,501	

<b>Education</b>					
Department	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
Public Schools	10-8050-5280-02	Schools CO-Proj.	Purchase Computers - BOE Renovate HCHS Running Track	243,053	
<b>Other</b>					
Department	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
Transfers	10-9500-5962-00	Trans. To Fund 62	To post longevity and bonuses	1,908	
Transfers	10-9500-5965-00	Trans. To Fund 65	To post longevity and bonuses	1,908	
Transfers	10-9500-5966-00	Trans. To Fund 66	To post longevity and bonuses	508	
<b>Total</b>				4,324	
<b>Other</b>					
Department	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
Contingency	10-9900-5991-01	Contingency-Salary	To set up longevity and bonus		87,998
<b>Total Expenditures</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 Gov't Sales and Services	10-0060-4135-00	State Grant-ROAP	Adjust budget to actual award		5,808
	10-0080-4147-00	Rent and Concession	Overpayment by State for rent	2,847	

Transfers	10-0102-4159-03	Transfer from Fund 21	Purchase Computers - BOE and renovate running track	243,053	
Fund Bal. Approp.	10-0112-4485-00	Fund Bal. Approp.	Appro. His. Ass. and ad in New Herald	35,510	
<b>Total Revenues</b>					

This will result in a net increase/decrease of \$275,602 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 \$275,602. These additional revenues have already been received.

Adopted this 4th day of January, 2016.

On a motion by Lewter and a second by Freeman, the Board voted unanimously to approve FY 2015-2016 School Reserve Fund Budget Amendment #2 as follows:

AMENDMENT TO THE HERTFORD COUNTY BUDGET ORDINANCE  
FY 2015-2016  
SCHOOL RESERVE FUND AMENDMENT #2

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					
<b>21 School Reserve</b>					
Department	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
School Reserve	21-4590-591000	Trans to General F.	To pay for computers	243,053	

Total	21-0128-4200-00	FB Approp-School Re.	for Board of Education	243,053	
<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 \$243,053 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 \$243,053. These additional revenues have already been received.

Adopted this 4th day of January, 2016.

On a motion by Mitchell and a second by Freeman, the Board voted unanimously to approve FY 2015-2016 Enterprise Fund Budget Amendment #1 as follows:

AMENDMENT TO THE HERTFORD COUNTY BUDGET ORDINANCE

FY 2015-2016  
ENTERPRISE FUND 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 7, 9, and 11** to amend the Enterprise Fund, the appropriations are to be changed as follows:

**Enterprise Fund 62**

Department	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
Solid Waste	Various Payroll Accts.	Various Payroll Accts.	Post Longivity and Bonus	1,908	
<b>Enterprise Fund 65</b>					
Department	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
Northern Water Dist	Various Payroll Accts.	Various Payroll Accts.	Post Longivity and Bonus	1,908	
<b>Enterprise Fund 66</b>					
Department	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
Southern Water Dist	Various Payroll Accts.	Various Payroll Accts.	Post Longivity and Bonus	508	
<b>Total Expenses</b>				4,324	

**Section 8, 10, and 12** to amend the Enterprise Fund, the revenues are to be changed as follows:

Department	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
Transfer from General	62-0117-4495-00	Transfer from General	Contingency- Salary	1,908	

Fund	65-0118-4495-00	Transfer from General	Contingency- Salary	1,908	
	66-0119-4495-00	Transfer from General	Contingency- Salary	508	
<b>Total Revenues</b>				4,324	

This will result in a net increase/decrease of \$4,324 in the expenditures of the Enterprise Fund. To provide the additional revenue for these expenditures, the revenues will increase/decrease by the same amount of \$4,324. These additional revenues have already been received.

Adopted this 4th day of January, 2016.

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

Leah Craddock, Human Resources/Risk Manager, presented a job description for a Security Officer as requested at the last Commissioners' Meeting.

On a motion by Freeman and a second by Mitchell, the Board voted unanimously to approve the job description for a Security Officer as presented.

### **PERSONNEL/EMERGENCY SERVICES**

Leah Craddock, Human Resources/Risk Manager, presented a revised job description for the Emergency Medical Services Coordinator position. Currently, this position is vacant and a favorable time to make changes to meet the upcoming training and administrative needs with the department moving to paramedic service. On a motion by Freeman and a second by Mitchell, the Board voted unanimously to approve the revised Emergency Medical Services Coordinator job description as presented.

### **SCHOOLS**

Loria D. Williams, County Manager, presented three requests from Hertford County Schools for Capital Outlay Funds as follows:

(1)	Network Switches	\$ 36,487.00
(2)	Wireless Project	\$119,733.35
(3)	Server Project	\$ 15,660.38
	Telephone Labor	<u>\$ 9,173.20</u>
		\$181,053.93

On a motion by Mitchell and a second by Freeman, the Board voted unanimously to approve these three Capital Outlay Funds Requests from Hertford County Schools as presented by Loria D. Williams, County Manager.



## **RESOLUTIONS/COUNTY BUILDINGS**

On a motion by Freeman and a second by Lewter, the Board voted unanimously to approve the following resolution as it relates to the financing agreement for the renovation of the County Office Building #1 as presented by Loria D. Williams, County Manager:

### **RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION FOR APPROVAL OF FINANCING AGREEMENT AUTHORIZED BY NORTH CAROLINA GENERAL STATUTE 160A-20**

**WHEREAS**, the Board of Commissioners of Hertford County, North Carolina desires to ad renovate its existing County Administration Office Building #1 (the "Project"); and

**WHEREAS**, the Board of Commissioners of Hertford County, North Carolina desires to finance the Project by the use of an installment contract authorized under North Carolina General Statute 160A, Article 3, Section 20; and

**WHEREAS**, findings of fact by this governing body must be presented to enable the North Carolina Local Government Commission to make its findings of fact set forth in North Carolina General Statute 159, Article 8, Section 151 prior to approval of the proposed contract;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of Hertford County, North Carolina, meeting on the 4<sup>th</sup> day of January 2016, make the following findings of fact:

1. The proposed contract is necessary or expedient to facilitate the renovation of the existing County Administration Office Building #1 to adequately house and combine the county Department of Social Services offices that are currently housed in separate locations one of which does not meet all existing ADA requirements.
2. The proposed contract is preferable to a bond issue because of comparable interest rates offered through installment financing and the low fixed cost as compared to a bond issue. The cost of the undertaking is an estimated \$3,000,000 which exceeds the amount that can be prudently appropriated from available fund balance in light of the County's percentage as it relates to general fund operations.
3. The cost of financing under the proposed contract is believed to be less than the cost of issuing general obligation bonds, considering expenses related in holding a special referendum and obtaining bond counsel.
4. The sums to fall due under the contract are adequate and not excessive for the proposed purposes due to the County's historical pay-as-you-go

methodology, resulting in less than 3% of its general fund budget allocated for installment contract financing.

5. The County of Hertford's debt management procedures and policies are in compliance and the County is well below its debt margin with no defaults on debt service payments.
6. The increase in taxes necessary to meet the sums to fall due under the proposed contract will be less than one cent per \$100 valuation and is not deemed to be excessive.
7. The County of Hertford is not in default in any of its debt service obligations.
8. The attorney for the County of Hertford will render an opinion that the proposed Project is authorized by law and is a purpose for which public funds may be expended pursuant to the Constitution and laws of North Carolina.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the County Manager is hereby authorized to act on behalf of the County of Hertford in filing an application with the North Carolina Local Government Commission for approval of the Project and the proposed financing contract and other actions not inconsistent with this Resolution.

This resolution is effective upon its adoption this 4<sup>th</sup> day of January 2016.

### **RESOLUTIONS**

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

#### **RESOLUTION APPROVING THE DISPOSITION OF SURPLUS PROPERTY ELECTRONICALLY THROUGH ONLINE AUCTION BY PUBLIC SURPLUS TM IN ACCORDANCE WITH G.S. 160A-270**

**WHEREAS**, under G.S. 160A-270(C) a county may conduct auctions of real or personal property electronically by authorizing the establishment of an electronic auction procedure or by authorizing the use of existing private or public electronic auction services;

**WHEREAS**, this same statute requires the county to published at least once and not less than 10 days before the date of the auction;

**WHEREAS**, on Saturday, December 19, 2015 a notice of intent to dispose of surplus/unused property electronically was published in the Roanoke-Chowan News Herald, the Hertford County Website and the Hertford County Facebook Page;

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

1. The furniture/equipment items listed in Attachment I which are located in the County Administration Building 1, the old County Courthouse and the new County Courthouse; and
2. Said furniture/equipment is hereby to be auctioned electronically online by Public Surplus beginning Monday, December 28, 2015 through Monday, January 11, 2016.

Adopted this the 4<sup>th</sup> day of January 2016.

### **COUNTY PROPERTY/TAX FORECLOSURES**

On a motion by Mitchell and a second by Freeman, the Board voted unanimously to approve a bid of \$3,000 on the Atlantic Coast Funding tax foreclosure property (PIN #5992-39-0191) submitted by Howard J. Hunter, III.

On a motion by Mitchell and a second by Lewter, the Board voted unanimously to approve a bid of \$2,100 on the Clyde & Annie Hardison tax foreclosure property (PIN #5958-95-9100) submitted by Scott Edwards.

On a motion by Mitchell and a second by Lewter, the Board voted unanimously to approve a bid of \$1,000 on the Dwight D. Deloatch tax foreclosure property (PIN #5993-71-8941) submitted by Donnie Deloatch.

### **AGING**

The agenda had been amended to add a discussion on the Ahoskie Nutrition Site at this time. Several different alternatives were discussed for improving the current facility such as pricing a new steel frame building, leasing another building, roof estimate and other improvements at present location, etc. These options will be investigated and discussed again at the first meeting in February.

### **COUNTY MANAGER'S UPDATE/PERSONNEL**

In reference to a cost-of-living increase, Ms. Williams had been waiting for the audit report and would like to know now from the Board what their wishes are. A 2% increase would total \$145,481 and a 3% increase would total \$218,221. Commissioner Freeman recommends 3%. On a motion by Freeman and a second by Lewter, the Board voted unanimously to approve a 3% cost-of-living increase for County employees effective January 1, 2016.

### **COMMISSIONERS' COMMENTS**

- Chairman Gatling shared that the Recreation Commission would like to host a County Easter Egg Hunt. He received the general consensus of

the Board to start planning. He will bring back cost estimate at the mid-monthly in January.

- Chairman Gatling also shared his desire to begin a Hertford County Citizen Award. On a motion by Gatling and a second by Freeman, the Board voted unanimously to initiate the Hertford County Citizen Award, and the process involved will come back at a later meeting.
- Commissioner Freeman expressed his desire for a County Fair. The Atlantic District Fair has been out of existence for 3 to 4 years now. It's time to bring the fair back. This will also be discussed further at a future meeting. Commissioner Freeman also thanked the Sheriff and his staff for capturing three individuals who were on the run in the Winton area last week.
- Chairman Gatling also shared the he and Commissioner Farmer had been asked by Stephanie Parker-Helmkamp to serve on the Hertford County Education Committee for the Connect NC Bond

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**

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