

Minutes
Regular Meeting
Hertford County Board of Commissioners
Multi-Purpose Room – Judicial Center
Monday, May 2, 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; 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, and Commissioner Freeman provided the invocation, including a special prayer for Commissioner Farmer.

CONSENT AGENDA

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

- (1) Approval of Minutes – March 7 and March 21
- (2) Acceptance of Report – Vehicle Tax Releases (March)
- (3) Approval of Tax Refunds
- (4) Approval to Advertise Board Vacancies

The approved tax refunds are as follows:

Joseph Clinton Smith \$102.71

639 Bluefoot Road

Ahoskie, NC 27910

(Tax bill #14A6914086555; taxpayer paid bill prior to debt setoff sending payment)

Hertford County Board of Education \$123.45

Attn: Payroll Department

Post Office Box 158

Winton, NC 27986

(Tax bill #15A6904593022; account #18062 Linda Simmons Vinson; taxpayer's mortgage company paid bill prior to receiving wage garnishment payment)

Hertford County Board of Education \$125.81

Attn: Payroll Department
Post Office Box 158
Winton, NC 27986
(Tax bill #15A5995542331; account #36368 Michael Savage; taxpayer paid bill prior to receiving wage garnishment payment)

The approved Board Vacancy advertisement is as follows:

HERTFORD COUNTY
BOARD VACANCIES

Hertford County has these upcoming Board vacancies in the near future. 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. The deadline for applications is Friday, May 20, 2016.

<u>Board</u>	<u>Positions Available</u>
Albemarle Regional Library Board of Trustees	1
Hertford County Public Health Authority Board	3
Hertford County Social Services Board	1
Joint Community Advisory Committee	1
Medical Services Transportation Advisory Council	3
Mid-East Commission (Minority Representative)	1
Parks & Recreation Advisory Commission	4
R-CCC Board of Trustees	1
Region Q Workforce Development Board	2

PERSONNEL

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

<u>Name</u>	<u>Department</u>
Carlton Greene	Social Services
Tameka Knight	Social Services
Joyce Wiggins	Public Buildings
Shauna Taylor-Powell	Aging
Lorraine Lassiter	Aging
Ella Badham	Aging

At this time, Mrs. Craddock recognized the Employee of the 3rd Quarter nominees as being Ebony Rankins (Social Services), Sheila Privott (Elections), and Lisa Pope (Social Services); whom were all present at the meeting. The winner was

announced for the Employee of the 3rd Quarter as being Sheila Privott. She was presented a certificate and a \$250 gift card.

COOPERATIVE EXTENSION

Becky Castello with the Hertford County Extension Office announced the NC Governor’s Volunteer Award Winner as being Carolyn Lasater for her volunteer services at the Office on Aging. She received a letter from the Governor, a pin, and a certificate.

BUDGET AMENDMENTS

On a motion by Mitchell and a second by Lewter, the Board voted unanimously to approve the following FY 2015-2016 General Fund Budget Ordinance Amendment #7 as presented by Robbin Stephenson, Finance Director:

AMENDMENT TO THE HERTFORD COUNTY BUDGET ORDINANCE
2015-2016

Amendment 7

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
Elections	10-4260-5690-16	Various Accounts	To pay for the June, 2016 Congressional Pri. Elect.	30,000	
Public Buildings		Contract Services-Site	To pave parking lot at M'boro Nutrition Site	24,500	
Total					54,500
Public Safety					
Department	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
Sheriff Department	10-4180-5260-09	Project Weapon	Project Weapons Replacement-011317	15,000	
Total					
Human Services					
	Account	Account	Comment	Amount	Amount

Department	Number	Description		Increase	Decrease
Social Services	10-4440-5691-01	Daycare	Additional State Allocation	8,190	
Total Public Schools					
Department	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
Board of Education Total	10-8050-5280-02	Schools-CO - Project	To correct budget keying error		100
Other					
Contingency	10-9900-5991-00	Contingency	To correct budget keying error	100	
Total Expenditures				\$ 77,690.00	

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	10-0060-4134-02	Tier II Grant	Funds received last fiscal year		1,105
Restricted Gov't	10-0063-4189-00	Daycare	Additional State Allocation	8,190	
Restricted Gov't	10-0060-4140-01	Project Weapons	Project Weapons Replacement-011317	15,000	
Fund Bal. Approp.	10-0112-4485-00	Fund Balance	To correct BA #3 posting	55,605	
Total Revenues				\$77,690.00	

This will result in a net increase/decrease of \$77,690 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 \$77,690. These additional revenues have already been received.

Adopted this 2nd day of May, 2016.

Mrs. Stephenson also informed the Board that the County just learned of a \$100,000 Kate B. Reynolds grant awarded to Hertford County. Stephanie Parker-

Helmkamp, Extension Director, was present to further explain the grant. The grant is for a walking trail that is ADA compliant that will connect the schools. This is in partnership with Hertford Health Access, Roanoke Chowan Community Health Center, and Hertford County Student Wellness Center, to name a few. The plan is to have it completed before the new school year.

SCHOOLS

Loria D. Williams, County Manager, presented a Capital Outlay request from Hertford County Schools. She explained to the Board that the Schools have been pre-approving projects with the County first before moving forward. This project was not pre-approved and stressed that the Commissioners need to hold the School Board to the pre-approval process.

On a motion by Freeman and a second by Lewter, the Board voted unanimously to approve the Capital Outlay request from Hertford County Schools in the amount of \$93,138. This is for replacement of two compressors, fuel pump platforms, and paging system.

RESOLUTIONS/COUNTY PROPERTY

M. Ray Wiggins, Assistant County Manager, presented a resolution for approval to dispose of surplus vehicles through online auction. He distributed a revised listing removing an ambulance and adding a 4th Charger, as well as a boat and trailer.

Commissioner Freeman instructed staff to make certain that any of these vehicles cannot be used in another department.

On a motion by Lewter and a second by Mitchell, the Board voted unanimously to approve the following resolution with the revised list:

RESOLUTION APPROVING THE DISPOSITION OF SURPLUS VEHICLES 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, April 23, 2016 a notice of intent to dispose of surplus/unused vehicles 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 vehicles listed in Attachment I which are located in Winton across from the County Courthouse; and
2. Said surplus/unused vehicles are hereby to be auctioned electronically online by Public Surplus beginning Monday, May 9, 2016 through Monday, May 23, 2016.

Adopted this the 2th day of May 2016.

ATTACHMENT 1

HERTFORD COUNTY 2015-2016 SURPLUS VEHICLES TO BE AUCTIONED

Vin	Yr	Model	Make	Dept	2014 Miles	2015 Miles	2016 Miles	IN USE
1602	2004	Ford	F-150 4X4	Animal Control	252269	264097	264097	NO
7328	199	Ford	Crown Victoria	County Manager	148925	155264		NO
7991	2007	Ford	Five Hundred	DSS	194139	212187	227501	NO
4531	2007	Ford	Freestar	DSS	163258	180900	189492	NO
4297	1997	Ford	Eco. Van	Jail	222437	222461		NO
331	1999	Ford	F-150	Public Bldgs.	230253	230253	234816	NO
6083	1997	Volvo	Truck	Public Works	356973			NO
3833	2001	Ford	F-150	Public Works	200000	205222	205222	NO
4724	2000	Dodge	Stratus	Sheriff			57944	NO
9386	2009	Dodge	Charger	Sheriff	126536	141383	151722	NO
9383	2009	Dodge	Charger	Sheriff	165894			NO
9384	2009	Dodge	Charger	Sheriff	169903	199655	206796	NO
6958	1993	Ford	Truck	Sheriff	71541	71896		NO
3116	2004	Ford	Explorer	Sheriff	132674	133688	133688	NO
8856	2006	Ford	Crown Victoria	Sheriff	195666	196022		NO
5282	2008	Ford	Crown Victoria	Sheriff	159327			NO
9381	2009	Dodge	Charger	Sheriff	170696	189048	203000	NO
	2005	Ford	Eco. Van	Sheriff				NO

	2003	Boat/Trailer		Sheriff				NO
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COUNTY MANAGER’S UPDATE

The County Manager shared that the completion date for the E-911 Building had been extended 28 days.

COMMISSIONERS’ COMMENTS

- Chairman Gatling shared that the Bryantville Community Center had been painted. Also, he will be holding a Recreation Committee Meeting today at 1:00 P.M.

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 (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 Lewter, the Board voted unanimously to approve a bonus of \$2,000 for Sheriff Juan Vaughan.

On a motion by Freeman and a second by Lewter, the Board voted unanimously to enter into the Board of Equalization and Review.

BOARD OF EQUALIZATION AND REVIEW

MINUTES

HERTFORD COUNTY BOARD OF EQUALIZATION AND REVIEW MEETING

May 2, 2016

The Hertford County Board of Equalization and Review met again on Monday, May 02, 2016 at 10:00 A.M. in the Multipurpose Room of the Courthouse (2nd floor); 119 Justice Drive, Winton, North Carolina.

- Members present were:
- Ronald J. Gatling, Chairman
 - F. Garry Lewter, Vice-Chairman
 - Curtis A. Freeman
 - William F. Mitchell, Jr.
 - Sylvia F. Anderson, Clerk

Also present was Charles L. Revelle, III, Attorney for Hertford County

Members absent were: Johnnie R. Farmer

On a motion to open the Board of Equalization and Review by Ronald J. Gatling and seconded by Curtis A. Freeman, the meeting was called to order by Ronald J. Gatling, Chairman. Sylvia F. Anderson, Clerk to the Board, stated there were no appeals for 2016 and requested for the Board of Equalization and Review to close for 2016. On a motion by Curtis A. Freeman, and seconded by William F. Mitchell, Jr., the Board of Equalization and Review adjourned for the year 2016.

Sylvia F. Anderson

Clerk to the Board of Equalization and Review

REGULAR SESSION

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