

Minutes
Regular Meeting
Hertford County Board of Commissioners
Multi-Purpose Room – Judicial Center
Tuesday, September 6, 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. Rev. James Shearn provided the invocation. Rev. Shearn is the President of the Hertford County NAACP and shared they were having a banquet this Saturday celebrating 108 years.

COMMISSIONERS

On a motion by Freeman and a second by Lewter, the Board voted unanimously to add Memo #8566(B) to the agenda to consider increasing the minimum hiring salary for the Human Resources Specialist position.

On a motion by Lewter and a second by Freeman, the Board voted unanimously to remove Memo #8563 from the agenda and postpone until a later date.

CONSENT AGENDA

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

- (1) Approval of Tax Refund

The approved tax refund is as follows:

Refund in the amount of \$793.75 is due to the fact that taxpayer paid the 2016 tax bill on 7-29-16 on tax bill #16A6943243189 and Vanderbilt Mortgage sent payment in on 8-8-16. The refund is due to Vanderbilt Mortgage and Fin., Inc., P. O. Box 9800, Maryville, TN, 37802 (REF: MSAS/6943-24-3189, PCL/2016/Estate of Betty Greene, Invoice 1023568).

PERSONNEL

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

<u>Name</u>	<u>Department</u>
Janice Sykes	Office on Aging
Allison Cotton	Social Services
Devon Branch	Solid Waste

EMERGENCY MANAGEMENT

Chris Smith, Emergency Management Director, introduced Brian Parnell, Area 1 Emergency Management Coordinator. Mr. Parnell made a Power Point presentation to the Board entitled "Public Officials Conference". It provided an overview of Emergency Management's and local Public Officials' roles during disasters.

Loria D. Williams, County Manager, commended Chris on his job and stated, "We are in great hands".

PERSONNEL

On a motion by Freeman and a second by Lewter, the Board voted unanimously to approve the following amendments (2nd Readings) to the Hertford County Personnel Policy:

- (1) Section VI: Leaves of Absence, VI.1 Holidays
- (2) Section VI: Leaves of Absence, VI.2 Holiday Pay
- (3) Section VII: Employee Benefits, VII.2 Health Insurance for Retired Personnel (VII.2.1 and VII.2.4)
- (4) Section VII.8: Law Enforcement Officer Weapons

On a motion by Farmer and a second by Lewter, the Board voted unanimously to approve the following amendment to the Hertford County Personnel Policy Section VIII: Classification and Pay, VIII.4 FLSA and Overtime Provisions, Subsection (b) Workweek:

Old Wording:

"Unless otherwise noted in this policy, the workweek for all county employees will begin at 5:01 P.M. Friday and end at 5:00 P.M. the following Friday."

New Wording:

"Unless otherwise noted in this policy, the workweek for all county employees will begin at 12:01 A.M. Monday and end at 12:00 A.M. Sunday."

This amendment will be presented at the next Commissioners' Meeting for a second reading before final approval.

BUDGET AMENDMENTS

On a motion by Freeman and a second by Farmer, the Board voted unanimously to approve the following FY 2016-2017 Hertford County Budget Ordinance General Fund Amendment #2 as presented by Robbin Stephenson, Finance Director:

**AMENDMENT TO HERTFORD COUNTY BUDGET ORDINANCE
FY 2016-2017
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, 2017:

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
	Total				

Public Safety

Department	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
Sheriff Department	10-4180-5352-01	Main and Repair - Veh	To amend the budget for insurance proceeds	2,220	
	Total				

Econ/Phy Dev.

Department	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
Cooperative Extension	10-4290-5525-01	4-H Trust Account	Carry over funds dropped in Fund Balance	100	
	Total				

Human Services

Department	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
Aging	Various Accounts		To set Aging Budget according	114,925	

	Various Accounts Total		to the grant funds awarded.	-	114,925
Education					
Department	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
Board of Education	10-8050-5280-02	School CO-Proj.	To bring funds appropriated last fiscal year out of fund bal.	93,740	
	Total				
Other					
Department	Account Number	Account Description	Comment	Amount Increase	Amount Decrease
	Total				
Total Expenditures				\$96,060.00	

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
Miscellaneous Revenue	10-0100-4155-00	Insurance Claims	To amend the budget for insurance proceeds	2,220	
Fund Bal. Approp.	10-0112-4485-00	Fund Bal. Approp.	Carry over funds dropped in Fund Balance	93,840	

Total Revenues				\$96,060.00	

This will result in a net increase/decrease of \$96,060 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 \$96,060. These additional revenues have already been received.

Adopted this 6th day of September, 2016.

CONTRACTS/COUNTY PROPERTY

On a motion by Freeman and a second by Lewter, the Board voted unanimously to waive the formal bid procedure for the purchase of furniture for the County Administration Building Renovation Project per NCGS 143-129.

On a motion by Lewter and a second by Freeman, the Board voted unanimously to enter a contract with Institutional Interiors Inc. in the amount of \$265,436.01 for the purchase of furniture, fixtures, and equipment for the County Administration Building Renovation Project, the contract terms meet the requirements of NCGS 143-129 (g) (1), (2), and (3).

John Farkas, Architect, will be present at the October 3rd Meeting to update the Board on this renovation project.

AMBULANCE FRANCHISES

On a motion by Freeman and a second by Farmer, the Board voted unanimously to approve the ambulance franchises for FY 2016-2017 as listed below:

- Bertie Ambulance, Med-Ex, and White Oak – Basic and Advanced Life Support Non-Emergency Transports
- Hertford County Emergency Services – Basic and Advanced Life Support Emergency and Non-Emergency Transports
- Gates County Rescue – ALS Non-Emergency Paramedic Service Out of the Hospital Transports Only

The franchises will need to be presented for a second reading at the next Commissioners' Meeting on September 19, 2016, for final approval.

FOREST SERVICE

On a motion by Farmer and a second by Lewter, the Board voted unanimously to approve the FY 2016-2017 County Cooperative Agreement with the North Carolina Forest Service as presented by Loria D. Williams, County Manager.

PERSONNEL/FINANCE

Loria D. Williams, County Manager, presented the restructuring of the Finance Department. The Finance Department is in transition to better align duties and responsibilities within the department in accordance with governmental accounting standards.

On a motion by Freeman and a second by Farmer, the Board voted unanimously to approve the revised job descriptions presented for the Director of Finance, Staff Accountant, and Accounts Payable/Receivable Specialist.

On a motion by Farmer and a second by Freeman, the Board voted unanimously to approve increasing the part-time position to full-time as a Payroll Specialist, at an additional cost of \$26,046 for the remainder of this fiscal year.

PERSONNEL/HUMAN RESOURCES

On a motion by Farmer and a second by Freeman, the Board voted unanimously to increase the minimum hiring salary of Human Resources Specialist from \$33,288 to \$38,170 (\$4,882 increase) as requested by Leah Craddock, Human Resources/Risk Manager.

BOARD APPOINTMENTS

Choanoke Public Transportation Authority Board

On a motion by Lewter and a second by Farmer, the Board voted unanimously to reappoint AxemBracy to the Choanoke Public Transportation Authority Board for another two-year term to expire on September 30, 2018.

Joint Community Advisory Committee

On a motion by Freeman and a second by Farmer, the Board voted unanimously to reappoint Elizabeth W. Jones for a three-year term to expire on September 30, 2019, and to reappoint Arica Parker for a three-year term to expire on October 31, 2019.

Mid-East Board

The Board has learned that Tremaine Kwasikpui has relocated; therefore, leaving a vacancy on the Mid-East Board.

Murfreesboro Planning Board

On a motion by Freeman and a second by Farmer, the Board voted unanimously to reappoint Edward Holley and Judith Newsome Boone for additional three-year terms to expire on November 1, 2019. Mr. Willie Boone did not wish to be reappointed due to health reasons; therefore, leaving a vacancy on this board.

Tri-County Airport Authority

On a motion by Freeman and a second by Lewter, the Board voted unanimously to reappoint Commissioner Johnnie R. Farmer to the Tri-County Airport Authority for an additional three-year term to expire on October 1, 2019.

Citizen Award Nomination Committee

On a motion by Freeman and a second by Lewter, the Board voted unanimously to appoint AxemBracy and TammiLewter to the Citizen Award Nomination Committee. Term limits were not yet set until we reach the required number of members.

The Clerk called the Board's attention to the dates listed in the Citizen Award Policy – nominations being accepted from August 1 to September 21, 2016. The Board decided to leave the dates the same and to remove the year.

COUNTY MANAGER'S UPDATE

M. Ray Wiggins, Assistant County Manager, and Chad Stephens, Veterans Service Officer, presented draft by-laws for the proposed Veterans Advisory Council. Commissioner Farmer pointed out that part of item (d) was missing between pages 2 and 3. It was the general consensus of the Board to bring back for approval at the next meeting the corrected by-laws and resolution.

At this time, Mr. Wiggins reviewed some historical property remaining at the old courthouse that needs to be removed prior to building demolition. The property consists of a historic bell with clapper and an antique cannonball safe.

After some discussion, it was decided to keep both pieces and wait until later to find the most appropriate place to display them.

COMMISSIONERS' COMMENTS

There were no Commissioners' comments.

On a motion by Freeman and a second by Lewter, the Board voted unanimously to recess Regular Session to go into a Closed Session as allowed under G. S. 143-318.11 (a) (3) to discuss personnel matters and (6) to consult with the County Attorney.

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 accept the Sheriff's resignation effective October 1, with his last working day being September 25, 2016.

The County Manager's Office will receive Letters of Interest for the Sheriff's position from September 6 through September 14, 2016.

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