

Minutes  
Regular Meeting  
Hertford County Board of Commissioners  
Multi-Purpose Room – Judicial Center  
Monday, September 19, 2016  
7:00 P.M.

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

Absent: None

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 William F. Mitchell, Jr., provided the invocation.

**CONSENT AGENDA**

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

- (1) Approval of Minutes
  - a. June 06, 2016 – Regular Meeting
  - b. June 20, 2016 – Regular Meeting
- (2) Acceptance of Reports
  - a. Tax Releases – August, 2016
  - b. Tax Collection Percentage Report
- (3) Approval of Tax Refunds

The approved tax releases are as follows:

TOTAL VALUE APPROVED THIS REPORT (2016 LEVY)	150,871.00
TOTAL TAX RELEASED THIS REPORT (2016 LEVY)	2,034.53
TOTAL VALUE APPROVED THIS REPORT (PRIOR LEVY)	47,290.00
TOTAL TAX RELEASED THIS REPORT (PRIOR LEVY)	682.07
TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE 2016)	975.00
TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATION 2016)	975.00
TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE 2015)	00.00
TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATION 2015)	00.00
TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE 2014)	00.00
TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATION 2014)	00.00
TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE 2013)	00.00

TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATION 2013)	00.00
TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE 2012)	00.00
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TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE 2008)	00.00
TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATION 2008)	00.00
TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE 2007)	00.00
TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATION 2007)	00.00

The approved tax refunds were as follows:

Refund in the amount of \$114.24 due to Dylan James Management, Inc., 102 Commercial Avenue, Mount Olive, NC, 28365. Business personal property was double listed, also listed on account 43994. Taxpayer paid the 2015 tax bill #15A44028.10 on August 31, 2015.

Refund in the amount of \$153.29 due to Harry Hayes & Molly R. Hayes, 134 Hollowell Road, Aulander, NC, 27805. Taxpayer overpaid the 2016 taxes on tax bill #16A5962602078.

### **PERSONNEL**

On a motion by Farmer and a second by Lewter, the Board voted unanimously to approve the 2<sup>nd</sup> reading of 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.”

### **AMBULANCE FRANCHISES**

On a motion by Mitchell and a second by Freeman, the Board voted unanimously to approve the 2<sup>nd</sup> reading for ambulance franchise renewals 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

### **RESOLUTIONS/VETERANS SERVICE**

On a motion by Freeman and a second by Farmer, the Board voted unanimously to approve the following resolution presented by Assistant County Manager M. Ray Wiggins establishing the Hertford County Veterans Advisory Council:

#### **RESOLUTION ESTABLISHING THE HERTFORD COUNTY VETERANS ADVISORY COUNCIL**

**WHEREAS**, the Hertford County Board of Commissioners, as the governing body of Hertford County, has made the following determinations:

1. This Board should create a Veterans Advisory Council for the purpose of establishing a forum for all Hertford County veterans of military service to maintain coordinated communication with County and local governments, businesses, and veterans of the County; and to provide assistance, guidance, and information to businesses and academic communities of the County and various levels of government to ensure adequate consideration of veterans in employment, education, training and public programs.
2. On September 6, 2016, the Board of County Commissioners at its regular meeting discussed and reached consensus on the creation of the Hertford County Veterans Advisory Council (HCVAC) and said HCVAC is to operate in conformance to the By-Laws presented and discussed.

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

1. This Board hereby create the Hertford County Veterans Advisory Council.
2. The HCVAC shall operate in conformance with the HCVAC By-Laws.
3. This Board will consider recommendations for members of the HCVAC from the Ahoskie and Murfreesboro Chambers of Commerce for the local business member; from the Roanoke Chowan Community College and Chowan University for the educator/educational administrator member; and from the veterans organizations for the three veterans organization members, which recommendations must be submitted on the County application for Board appointed advisory bodies. The Board will appoint the other two citizen/veteran members in accordance with the standard procedure for submission of applications from citizens interested in appointment to Board advisory bodies. The Board will appoint one member from the Board of County Commissioners.

4. The HCVAC shall have the following powers and duties in serving in an advisory role to the Board of County Commissioners, and making recommendations to the Board of County Commissioners concerning veterans activities:
  - (a) Establish a forum for all Hertford County veterans of military service;
  - (b) Maintain coordinated communication with County and local governments, businesses, and veterans of the County; and
  - (c) Provide assistance, guidance, and information to the business and academic communities of the County and various levels of government to ensure adequate consideration of veterans in employment, education, training and public programs.
  
5. The Hertford County Veterans Services Officer will provide technical support for the HCVAC.

Adopted this the 19th day of September, 2016.

On a motion by Freeman and a second by Farmer, the Board voted unanimously to approve the Hertford County Veterans Advisory Council By-Laws presented by the Assistant County Manager.

#### **PUBLIC COMMENT PERIOD**

Ms. Kim Castle spoke regarding the County Commissioners not attending events and not returning calls to Senator Erica Ingram-Smith.

At this time, Loria D. Williams, County Manager, took the floor to discuss the County moving from bi-monthly payroll to bi-weekly payroll. The audience was full of County employees, but no one signed up to speak during public comment period. She shared that she did not realize that there would be this much concern. She explained this is being changed due to the fact that employees are projecting time when timesheets are turned in. With this change, the timesheets will mirror the actual time worked. There will be some issues in transitioning. This will cause monies to be missing on 2016 W-2s but will be made up in 2017. There will be meetings held Tuesday and Thursday of this week, and the Board directed the County Manager to report back at the next meeting with the questions and concerns of the employees.

There was much discussion held among the Board members stressing communication issues since staff in the audience were not even aware of meetings scheduled to be held; as well as issues regarding department heads and/or designees attending meetings to speak for all employees.

#### **COUNTY MANAGER'S UPDATE**

Preliminary plans for the Maintenance Shop were distributed at an estimated cost of \$661,210. John Farkas, Architect, will be here at the October 3<sup>rd</sup> Meeting to discuss this further. Commissioner Farmer asked if the building in the Industrial Park could be looked at again and see if there are any changes with the owner being willing to sell it. Chairman Gatling questioned the need for a pump station that was included in the plans.

### **COMMISSIONERS' COMMENTS**

- Commissioner Farmer called attention to the Trillium Fiscal Monitoring Report included in the agenda packet for informational purposes and shared that it had expanded to 24 counties now
- Commissioner Freeman shared that a family from Baltimore had called him regarding their experience with Officer John Parker. They shared with him how pleased they were that Officer Parker worked in the heat to get them in their vehicle at the Ahoskie Inn and how professional he was.
- Chairman Gatling reminded everyone of the Employee/Family Fun Day being held on Saturday, September 24. He announced the parade scheduled for tomorrow for Hertford County High School Homecoming had been canceled.

On a motion by Freeman and a second by Lewter, the Board voted unanimously 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**

On a motion by Lewter and a second by Freeman, the Board voted unanimously to recess the meeting until 5:30 P.M. on Wednesday, September 21, 2016, to conduct interviews for Sheriff.