

Minutes
Regular Meeting
Hertford County Board of Commissioners
Multi-Purpose Room – Judicial Center
Monday, February 6, 2017
9:00 A.M.

Present: Ronald J. Gatling, Curtis A. Freeman, Sr., Johnnie R. Farmer, John D. Horton, and William F. Mitchell, Jr.

Absent: None

Also Present with the Board: Loria D. Williams, 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, and Commissioner Johnnie R. Farmer 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. October 03, 2016 – Regular Meeting
 - b. October 17, 2016 – Regular Meeting
 - c. November 07, 2016 – Regular Meeting
 - d. November 21, 2016 – Regular Meeting
- (2) Acceptance of Reports
 - a. Tax Releases – January, 2017
 - b. Vehicle Tax Releases – January, 2017
- (3) Approval of Tax Refund

The approved tax releases are as follows:

TOTAL VALUE APPROVED THIS REPORT (2016 LEVY)	32,617.00
TOTAL TAX RELEASED THIS REPORT (2016 LEVY)	3,185.43
TOTAL VALUE APPROVED THIS REPORT (PRIOR LEVY)	3,950.00
TOTAL TAX RELEASED THIS REPORT (PRIOR LEVY)	157.51
TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE 2016)	319.81
TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATION 2016)	319.81
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)	192.50
TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATION 2014)	192.50

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
TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATION 2012)	00.00
TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE 2011)	00.00
TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATION 2011)	00.00
TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE 2010)	00.00
TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATION 2010)	00.00
TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE 2009)	00.00
TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATION 2009)	00.00
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 refund is as follows:

Refund in the amount of \$10,481.31 for overpayment on 2016 taxes. Taxpayers paid prior to mortgage companies sending payments. Refund should be sent to: Refund Department, Corelogic Real Estate Tax Service, Post Office Box 961250, Fort Worth, TX, 76161-9858.

PERSONNEL

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

<u>Name</u>	<u>Department</u>
Natoria Gatling	Social Services
Robert Mizelle	Inspections
Bryan Green	Public Works
BrandiceCullipher	E911
Tamara Powell	Housekeeping

At this time, Mrs. Craddock recognized the following Employee of the Quarter Nominees:

- Mrs. Tawanda Chamblee, HCSO (formerly E911)
- Ms. Beth Cutler, E911
- Mrs. Helen White, Finance

The winner of the Employee of the 2nd Quarter was announced as Helen White, Staff Accountant in the Finance Office.

AUDIT

Mr. Jim Winston with Winston, Williams, Creech, Evans & Co. presented with FY 2015-2016 Audit Report. Hertford County received an unmodified opinion. Fund

Balance available for appropriation is at 34.33%, just slightly below State average of 34.72%. Tax Collection Rate for 2016 was at 95.86%, with State average being 96.47%.

The Board thanked the County Manager and her staff for all the hard work.

CADA

On a motion by Freeman and a second by Mitchell, the Board voted unanimously to approve the 2017-2018 CSBG Anti-Poverty Work Plan.

COOPERATIVE EXTENSION

Stephanie Parker-Helmkamp, Cooperative Extension Director, presented the Annual Report to the People sharing highlights from the Family Consumer Science, Ag, and 4-H Programs in 2016. They sponsored 211 educational programs with 11,358 face-to-face program contacts and 11,706 non face-to-face contacts. Funds in the amount of \$138,025 were secured to support programs. There were 858 volunteer hours estimating in value of \$20,214.

Mrs. Helmkamp and her staff also provided breakfast to the Board prior to the meeting in appreciation of all their support.

BUDGET AMENDMENTS

On a motion by Farmer and a second by Mitchell, the Board voted unanimously to approve the following FY 2016-2017 Budget Amendment #5 as presented by Sandy Pittman, Finance Director:

AMENDMENT TO HERTFORD COUNTY BUDGET ORDINANCE FISCAL YEAR 2016-2017

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:

REVENUE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Restricted Intergov. - Aging	100061 417700	Grant - Vidant Foundation	\$ 2,500	
Restricted Intergov. - DSS	100063 418701	Low Income Home Energy Assistance	\$ 42,120	
Restricted Intergovernmental	100060 413406	2016 HSGP - Sonar Upgrade Grant	\$ 10,000	

		Total Changes in Revenue	\$ 54,620
			\$ -

Net Change in Revenue	\$54,620
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EXPENDITURE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Aging - Public Assistance	104390 569300	Grant - Vidant Foundation	\$ 2,500	
Public Assistance	104440 563001	Low Income Home Energy Assistance	\$ 42,120	
Emergency Management	104200 527006	2016 HSGP - Sonar Upgrade Grant	\$ 10,000	
		Total Changes in Expenditures	\$ 54,620	\$ -

Net Change in Expenditures	\$54,620
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Explanation:

Increase in Grant Funding.

Amendment # 5

On a motion by Freeman and a second by Mitchell, the Board voted unanimously to approve the following FY 2016-2017 Budget Amendment #6 as presented by Sandy Pittman, Finance Director:

AMENDMENT TO HERTFORD COUNTY BUDGET ORDINANCE FISCAL YEAR 2016-2017

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:

REVENUE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Revenues	100112 448500	Fund Balance Appropriated	\$ 19,415	
Total Changes in Revenue			\$ 19,415	\$ -

Net Change in Revenue	\$19,415
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EXPENDITURE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Elections	104150 512600	Salaries - PT	\$ 18,035	
Elections	104150 518100	Social Security	\$ 1,380	
Total Change in Expenditures			\$ 19,415	\$ -

Net Change in Expenditures	\$19,415
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Explanation:

To increase budget for Elections department due to higher than anticipated election costs.

Commissioner Horton requested additional back-up in the future explaining the budget amendments.

BOARD APPOINTMENTS

Firefighters Relief Fund Board

On a motion by Freeman and a second by Mitchell, the Board voted unanimously to appoint Wayne Conner with the Millennium Volunteer Fire Department to the Firefighters Relief Fund Board to replace Richard Lassiter.

Chris Smith, Emergency Management Director/Fire Marshal, reviewed some changes made in 2016 to the General Statutes regarding Firefighters Relief Fund Boards. Under Section 58-84-30, it states "All of the trustees shall hold office for their appointed time, or until their successors are appointed". Mr. Smith questioned if the Board would rather continue reappointing members every two years or let them hold office indefinitely. The Board expressed their desire to continue reappointments.

TAX FORECLOSURES/COUNTY PROPERTY

On a motion by Farmer and a second by Mitchell, the Board voted unanimously to accept a bid offer in the amount of \$2,700 made by Viola W. Vaughan on the Jamelia Outlaw tax foreclosure property (PIN #5993-62-2190) and to authorize the County Attorney to advertise for upset bids.

COUNTY MANAGER'S UPDATE

The County Manager had no update.

COMMISSIONERS' COMMENTS

There were no Commissioners' comments.

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