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


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

(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
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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natoria Gatling</td>
<td>Social Services</td>
</tr>
<tr>
<td>Robert Mizelle</td>
<td>Inspections</td>
</tr>
<tr>
<td>Bryan Green</td>
<td>Public Works</td>
</tr>
<tr>
<td>Brandice Cullipher</td>
<td>E911</td>
</tr>
<tr>
<td>Tamara Powell</td>
<td>Housekeeping</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Department</th>
<th>Account Number</th>
<th>Account Description</th>
<th>Amount Increase</th>
<th>Amount Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restricted Intergov. - Aging</td>
<td>100061 417700</td>
<td>Grant - Vidant Foundation</td>
<td>$2,500</td>
<td></td>
</tr>
<tr>
<td>Restricted Intergov. - DSS</td>
<td>100063 418701</td>
<td>Low Income Home Energy Assistance</td>
<td>$42,120</td>
<td></td>
</tr>
<tr>
<td>Restricted Intergovernmental</td>
<td>100060 413406</td>
<td>2016 HSGP - Sonar Upgrade Grant</td>
<td>$10,000</td>
<td></td>
</tr>
</tbody>
</table>
Net Change in Revenue $54,620

**EXPENDITURE:**

<table>
<thead>
<tr>
<th>Department</th>
<th>Account Number</th>
<th>Account Description</th>
<th>Amount Increase</th>
<th>Amount Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aging - Public Assistance</td>
<td>104390 569300</td>
<td>Grant - Vidant Foundation</td>
<td>$ 2,500</td>
<td></td>
</tr>
<tr>
<td>Public Assistance</td>
<td>104440 563001</td>
<td>Low Income Home Energy Assistance</td>
<td>$ 42,120</td>
<td></td>
</tr>
<tr>
<td>Emergency Management</td>
<td>104200 527006</td>
<td>2016 HSGP - Sonar Upgrade Grant</td>
<td>$ 10,000</td>
<td></td>
</tr>
</tbody>
</table>

Total Changes in Expenditures $ 54,620

Net Change in Expenditures $54,620

**Explanation:**

Increase in Grant Funding.

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:**

<table>
<thead>
<tr>
<th>Department</th>
<th>Account Number</th>
<th>Account Description</th>
<th>Amount Increase</th>
<th>Amount Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues</td>
<td>100112 448500</td>
<td>Fund Balance Appropriated</td>
<td>$ 19,415</td>
<td></td>
</tr>
</tbody>
</table>

Total Changes in Revenue $19,415

**EXPENDITURE:**

<table>
<thead>
<tr>
<th>Department</th>
<th>Account Number</th>
<th>Account Description</th>
<th>Amount Increase</th>
<th>Amount Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elections</td>
<td>104150 512600</td>
<td>Salaries - PT</td>
<td>$ 18,035</td>
<td></td>
</tr>
<tr>
<td>Elections</td>
<td>104150 518100</td>
<td>Social Security</td>
<td>$ 1,380</td>
<td></td>
</tr>
</tbody>
</table>

Total Change in Expenditures $19,415

**Explanation:**

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

Amendment # 6

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.