

Minutes
Regular Meeting
Hertford County Board of Commissioners
Multi-Purpose Room – Judicial Center
Monday, Aug 17, 2017
9:00 A.M.

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

Also Present with the Board: Loria D. Williams, County Manager; Attorney Charles Revelle; Juan Vaughan, II, Assistant County Manager; and Teresa Cowan, Clerk to the Board

Chairman Ronald J. Gatling called the meeting to order and Commissioner John D. Horton provided the invocation.

CONSENT AGENDA

On a motion by Com. Farmer and a second by Com. Mitchell, the Board voted unanimously to approve the Consent Agenda as follows:

(1) ACCEPTANCE OF REPORTS
a. Tax Releases (July 2017)

BILL#	NAME	LEVY YEAR	VALUE RELEASED	TAX RELEASED
AHOSKIE TOWNSHIP				
MURFREESBORO TOWNSHIP				
WINTON TOWNSHIP				
MANEY’S NECK TOWNSHIP				
ST. JOHN TOWNSHIP				
HARRELLSVILLE TOWNSHIP				
Acct. #36755 Parcel #17A36755.20.1	Perry, Walter Thomas II	2017		7,697.71
Adjustment made due to revised findings in audit.				
MANEYS NECK TOWNSHIP				

TOTAL VALUE APPROVED THIS REPORT (2017 LEVY)	\$ 0.00
TOTAL TAX RELEASED THIS REPORT (2017 LEVY)	\$ 7697.71
TOTAL VALUE APPROVED THIS REPORT (PRIOR LEVY)	\$ 0.00
TOTAL TAX RELEASED THIS REPORT (PRIOR LEVY)	\$ 0.00
TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE SITE 2016)	\$ 0.00
TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATON 2016)	\$ 0.00

Tax Collections

STCS0101

Tax Bill Inquiry by Name or Account Number

Refund: \$120.00

Parcel Number: 6904-20-6793

MILLS, CAROLYN C WILLIAMS

Taxpayer Address: R RESIDENTIAL

617 HALL SIDING RD

Acct 11632

Account Principal: \$1,669.53

Net Due: \$1,669.53

Cond: DQ

Ln Bill Number:

Principal:

Net Due:

Property Description:

Cond:

1 17A6904206793 \$935.08 \$935.08 JONES LOT

2 16A6904206793 \$734.45 \$734.45 JONES LOT

3 15A6904206793 \$0.00 \$0.00 JONES LOT

4 14A6904206793 \$0.00 \$0.00 JONES LOT

5 13A6904206793 \$0.00 \$0.00 JONES LOT

6 +12A6904206793 \$0.00 \$0.00 JONES LOT

Enter inquiry(Ln#), date(D), more(#+), next<CR>, or stop(XX)

7/12/2017 1:13:30 PM HostAccess@ - Session

check 854.45+
Bill 734.45-
120.00*
Refund to gvc

✓ Jones & Carter sent check for \$854.45 on parcel # 6904-20-6793. Taxpayer had made payment of \$120 the day before. Overpaid \$120 that is to be refunded to Jones & Carter. Commissioner's approval needed.
Vendor #: 1424
Warrant Date :
chnance #:

Tax Collections

STCS0101

Tax Bill Inquiry by Name or Account Number

Refund: \$336.33

Acct Number: 28438

WHEELER, MCCURTIS

WHEELER, ISSOM H, HEIRS

Taxpayer Address: R RESIDENTIAL

PO BOX 482

AHOSKIE, NC 27910

Billing Address: PO BOX 482

AHOSKIE NC 279100482

Account Principal: \$-84.34

Net Due: \$-84.34

Ln Bill Number:

Principal:

Net Due:

Property Description:

Cond:

1 17A5993611144 \$-336.33 \$-336.33 NEWSOME

2 17A5993611107 \$0.00 \$0.00 311 TROY ST

3 17A5993611107 \$0.00 \$0.00 HILL

4 17A5993611107 \$178.26 \$178.26 WHEELER

5 16A5993611144 \$0.00 \$0.00 NEWSOME

6 +16A5993611107 \$0.00 \$0.00 311 TROY ST

Enter inquiry(Ln#), date(D), more(#+), next<CR>, or stop(XX)

7/28/2017 11:19:56 AM HostAccess@ - Session

Taxpayer's prepayments overpaid because of change of exemption for 2017 resulting in an overpayment of \$336.33. Commissioner's approval needed. Check to Mr. Wheeler. to 7/28/17
Vendor 105
104111-411200
Warrant #
chnance # 28438 0817

Exemption 2016 24,616
Exemption 2017 49,000

c. Tax Settlements 2016-2017 Collection

COLLECTION PERCENTAGE REPORT JULY 2016 - JUNE 2017													Percentage Collected 2016-2017	Percentage Collected 2015-2016
Name	Tx Code	July	August	September	Total 1st Qtr.	October	November	December	Total 2nd Qtr.	Mid-Year Total				
Hertford County	GO1	0.53	8.18	3.74	12.45	8.64	14.09	33.34	56.07	68.52		67.7		
Public Utility	GO2	0	0	0	0	0	13.22	76.18	89.4	89.4		70.19		
Hoskie Fire District	FO1	0.85	5.6	3	9.45	5.54	18.32	26.63	50.47	59.92		70.19		
Union Fire District	FO2	0.08	7.73	4.12	11.93	13.45	16	29.88	55.03	70.96		70.19		
Woodland Fire District	FO3	0	5.3	6.67	11.97	2.38	8.15	38.85	49.38	61.35		55.32		
Dog	DO1	0.42	8.3	6.72	15.23	5.89	19.7	34.78	50.44	65.65		71.71		
Town of Ahoskie	CO1	0.69	6.67	1.98	9.34	3.3	11.07	35.8	50.17	59.51		61.88		
Town of Camo	CO2	0.92	9.06	8.12	17.7	1.85	18.09	38.16	58.13	75.33		84.25		
Town of Harrellsville	CO3	0.05	7.88	2.02	9.95	4.79	23.55	38.91	65.25	75.2		76.82		
Town of Newfreesboro	CO4	0.39	6.66	2.62	9.7	8.28	23.82	36.49	68.59	78.39		77.2		
Town of Winton	CO6	1.88	6.92	1.61	10.41	2.11	14.35	27.27	43.73	54.14		56.29		
Town of Colfield	CO7	0.02	26.64	1.46	28.12	3.05	10.11	42.51	55.68	83.2		80.6		
Collection Recycle	WO1	0.91	6.94	4.81	12.66	6.38	17.54	23.6	47.52	60.18		60.33		
Landfill Operation	WO2	0.91	6.94	4.81	12.66	6.38	17.54	23.6	47.52	60.18		60.33		
Ahoskie Creek	AC	0.42	7.23	3.39	11.04	4.07	7.92	41.27	53.26	64.3		73.15		
Horse Flat	HF	0.88	7.81	2.6	11.29	4.89	13.46	26.2	44.55	55.84		51.64		
Name	Tx Code	January	February	March	Total 3rd Qtr.	April	May	June	Total 4th Qtr.	FY 2016-2017 % Collected	FY 2015-2016 % Collected			
Hertford County	CO1	20.33	2.66	2.06	25.05	0.46	0	1.07	27.27	95.82	95.89			
Public Utility	GO2	30.6	0	0	30.6	0	0	0	30.6	95.87	95.89			
Hoskie Fire District	FO1	28.93	2.92	2.33	34.18	0.35	0.86	0.23	39.44	95.74	97.49			
Union Fire District	FO2	10.37	3.09	10.98	24.44	0.67	0.44	0.23	31.44	92.67	92.93			
Woodland Fire District	FO3	16.53	11.08	2.19	29.8	0.12	0.98	0.32	37.83	95.97	93.84			
Dog	DO1	19.23	6.56	3.01	28.8	1.29	0.13	0.28	30.7	96.47	96.94			
Town of Ahoskie	CO1	32.82	1.63	1.41	35.86	0.27	0.63	0.26	36.72	96.45	97.07			
Town of Harrellsville	CO2	18.28	1.89	0	20.17	0.57	0	0.08	20.82	97.15	98.46			
Town of Camo	CO3	14.47	3.84	3.64	21.95	0	0	0	21.95	97.76	98.01			
Town of Newfreesboro	CO4	15.43	1.83	1.63	18.89	0.26	0.17	0.15	19.21	95.02	81.63			
Town of Winton	CO6	12.91	2.27	4.1	19.28	3.77	3.48	4.35	27.23	87.45	87.45			
Town of Colfield	CO7	2.51	2.26	1.52	6.29	1.51	1.09	0.9	3.5	87.45	87.45			
Collection Recycle	WO1	14.44	5.46	3.87	23.77	1.51	1.09	0.9	3.5	87.45	87.45			
Landfill Operation	WO2	14.44	5.46	3.87	23.77	1.51	1.09	0.9	3.5	87.45	87.45			
Ahoskie Creek	AC	24.23	2.26	4.91	31.4	1.09	0.28	0.32	32.01	92.39	92.73			
Horse Flat	HF	30.53	5.37	1.25	37.15	0.36	0.46	0.66	38.17	94.25	94.33			

**Tax Collector's
Collection Report Vehicle Tax
July 2016 - June 2017**

Tax Name	Codes	Levy Added FY 2016-2017	July	August	September	1st Quarter			October	November	December	2nd Quarter Collections
						October	November	December				
Hertford County	G01	\$40,520.60	(\$36,514.32)	(\$6,294.70)	(\$1,452.26)	(\$45,361.28)	(\$2,554.44)	(\$58,570.14)	(\$63.16)	(\$61,755.84)		
Hoskie Fire District	F01	\$733.32	(\$61.22)	(\$14.60)	\$0.00	(\$61.22)	(\$12.63)	(\$101.79)	(\$33.27)	(\$317.69)		
Union Fire District	F02											
Woodland Fire District	F03		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$7.44)		
Town of Abbeville	C01	\$436.77	(\$11.25)	(\$79.88)	(\$151.36)	(\$242.50)	(\$14.25)	(\$32.11)	\$0.00	(\$46.36)		
Abbeville License Fees	L1	\$50.00	(\$10.00)	(\$29.18)	(\$11.67)	(\$50.85)	(\$10.00)	\$0.00	\$0.00	\$0.00		
Town of Harrellsville	C02		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Town of Como	C03		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Town of Murfreesboro	C04	\$194.84	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$65.87)	\$0.00	(\$65.87)		
Murfreesboro License Fees	L4	\$40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$20.00)	\$0.00	(\$20.00)		
Town of Winton	C06		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$16.25)	\$0.00		
Winton License Fees	L6		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$5.00)	\$0.00		
Town of Colfield	C07	\$280.52	(\$93.56)	\$0.00	\$0.00	(\$93.56)	\$0.00	(\$97.56)	\$0.00	(\$97.56)		
Colfield License	L7	\$12.00	(\$2.00)	\$0.00	\$0.00	(\$2.00)	\$0.00	(\$4.00)	\$0.00	(\$4.00)		
Garnishments	GAR/RETN CK	\$60.00	(\$18.00)	\$0.00	(\$30.00)	(\$48.00)	\$0.00	\$0.00	\$0.00	\$0.00		
TOTAL		\$40,328.05	(\$27,712.62)	(\$6,418.37)	(\$1,659.49)	(\$46,790.48)	(\$2,591.32)	(\$58,922.72)	(\$64.93)	(\$62,155.97)		
Tax Name	Codes	January	February	March	3rd Quarter			April	May	June	4th Quarter Collections	Total Collected Fiscal Yr. 2016-2017
Hertford County	G01	\$41,223.54	(\$4,291.23)	(\$5,400.59)	(\$7,713.74)	(\$7,545.56)	(\$2,309.40)	(\$1,625.18)	(\$394.39)	(\$4,328.97)	(\$538,891.65)	
Hoskie Fire District	F01	\$739.86	(\$153.86)	\$0.00	(\$30.10)	(\$183.36)	(\$17.88)	(\$14.90)	\$0.00	\$0.00	(\$1,365.50)	
Union Fire District	F02	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$61.22)	
Woodland Fire District	F03	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$7.40)	
Town of Abbeville	C01	\$770.96	\$0.00	(\$8.95)	(\$456.26)	(\$465.21)	(\$169.02)	(\$302.72)	\$0.00	(\$471.74)	(\$1,225.81)	
Abbeville License Fees	L1	\$140.00	\$0.00	(\$5.16)	(\$182.49)	(\$187.75)	(\$99.21)	(\$17.51)	\$0.00	(\$116.72)	(\$375.32)	
Town of Harrellsville	C02	\$0.00	\$0.00	\$0.00	(\$28.25)	(\$38.25)	\$0.00	\$0.00	\$0.00	\$0.00	(\$38.25)	
Town of Como	C03	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Town of Murfreesboro	C04	\$194.84	(\$85.89)	\$0.00	(\$99.18)	(\$185.07)	(\$62.19)	\$0.00	\$0.00	(\$62.19)	(\$313.13)	
Murfreesboro License Fees	L4	\$40.00	(\$30.00)	\$0.00	(\$45.85)	(\$75.85)	(\$35.73)	\$0.00	\$0.00	(\$35.73)	(\$131.58)	
Town of Winton	C06	\$0.00	\$0.00	\$0.00	(\$452.74)	(\$452.74)	(\$25.43)	(\$71.65)	\$0.00	(\$97.08)	(\$566.07)	
Winton License Fees	L6	\$0.00	\$0.00	\$0.00	(\$6.70)	(\$6.70)	(\$9.92)	(\$9.96)	\$0.00	(\$19.88)	(\$31.58)	
Town of Colfield	C07	\$280.52	(\$91.45)	\$0.00	\$0.00	\$0.00	(\$74.46)	\$0.00	\$0.00	(\$74.46)	(\$357.03)	
Colfield License	L7	\$12.00	(\$4.00)	\$0.00	\$0.00	(\$4.00)	(\$3.23)	\$0.00	\$0.00	(\$3.23)	(\$13.23)	
Garnishments	GAR/RETN CK	\$60.00	(\$30.00)	\$0.00	(\$30.00)	(\$30.00)	\$0.00	(\$22.50)	(\$22.50)	(\$22.50)	(\$100.50)	
TOTAL		\$43,461.72	(\$4,686.43)	(\$554.80)	(\$4,015.31)	(\$9,256.54)	(\$2,806.47)	(\$2,041.92)	(\$16.89)	(\$5,265.28)	(\$123,468.27)	
Release All Codes 2,321.38												
Tag & Tax DMV ACH Deposits												
County												
Total												
July												
August												
September												
October												
November												
December												
January												
February												
March												
April												
May												
June												
Total												

Release: All Codes: 2,321,38		Tag & Tax, DMV ACH Deposits	
		County	Total
	July	\$163,607.12	\$126,785.04
	August	\$162,815.74	\$128,363.95
	September	\$140,787.12	\$111,548.08
	October	\$127,334.09	\$99,511.19
	November	\$129,435.47	\$100,543.91
	December	\$140,201.72	\$108,078.88
	January	\$145,605.45	\$115,391.26
	February	\$140,101.78	\$110,474.85
	March	\$179,352.50	\$143,197.49
	April	\$148,584.64	\$138,729.57
	May	\$161,542.95	\$128,594.06
	June	\$163,200.35	\$127,576.19
	Total	\$1,802,568.93	\$1,418,794.47

a. Minutes for July 17, 2002 – Regular Meeting

a. Introduction of New Hires – All of the Commissioners welcomed our New Hires.

<u>Employees Hired/Transfer</u>	<u>PT/FT</u>	<u>Department</u>
Monique Mitchell	FT	IT
Juanita Britt	PT	Public Buildings
Curtis Lee	PT	Public Buildings

July, 2017

<u>Employees Hired/Transfer</u>	<u>PT/FT</u>	<u>Department</u>
Latorn Holloman	FT	E911
Johnny Jackson	PT	E911
Dennis Pillmon	FT	Detention Center
Kenneth Britt	PT	Public Buildings
Andreas Monger	PT	Public Buildings

David Austin Bradley	PT	EMS
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- a. Recognizing Employee of the Quarter Nominees and Announcing the Winner (FY 2016-17)

Employee of the 4th Quarter Nominees:

- Ms. Kimberly Ward (Department of Social Services)
- Ms. Tammy Eason (Tax Collection)

Employee of the 4th Quarter:

Tammy Eason was the Employee of the 4th Quarter.

- b. Announcing the Employee of the Year
- Ms. Helen White (Finance Dept.)
- c. Hertford County Job Classification List/Salary Schedule 2017-2018

Hertford County Job Classification List and Salary Schedule 2017-2018				
Grade	Minimum	Mid-Point	Maximum	Job Title
1	17,653	22,508	27,363	
2	18,536	23,633	28,731	Recycling Attendant
3	19,463	24,815	30,168	*Community Social Service Assistant
				Home Delivered Meals Coordinator
				*Processing Assistant III
				Receptionist
4	20,436	25,525	30,615	Housekeeper
				Nutrition Site Supervisor
5	21,458	27,359	33,260	Processing Assistant IV*
				Program Assistant
				Public Information Assistant IV*
6	22,530	28,727	34,923	Animal Control Officer I
				Equipment Operator
				Housekeeping Coordinator
7	23,657	30,163	36,669	Accounting Technician II*
				Administrative Assistant
				Building and Grounds Maintenance Worker
				Income Maintenance Caseworker I*
-	-	-	-	Office Assistant V*
				Processing Assistant V*
				Respite Outreach Coordinator
8	24,839	31,671	38,502	Animal Control Officer II
				Deputy Register of Deeds
				Tax Clerk-Assessor
				Tax Collections Clerk
				Water Clerk
				Water Maintenance Worker
9	26,083	33,255	40,428	Accounting Technician III*
				Detention Officer
				Dispatcher
				Emergency Medical Technical -B

				GIS Technician
				Income Maintenance Caseworker II*
				Income Maintenance Investigator I*
				Office/Site Manager
				Permit Technician
				Security Officer
				Senior Administrative Assistant
				Social Worker I*
				Water Maintenance Worker
10	27,386	34,917	42,448	Veterans Service Officer
11	28,756	36,663	44,570	Building and Grounds Coordinator
				Assistant Register of Deeds
				Detention Sergeant
				Income Maintenance Caseworker III*
12	30,193	38,496	46,799	Buildings, Grounds Maintenance Supervisor
				Detention Lieutenant
				Emergency Medical Technician-I
				Housekeeping Supervisor
				Scalehouse Operator
				Water Supervisor
13	31,702	40,421	49,140	Administrative Officer I*
				Administrative Secretary III*
				Code Enforcement Officer
				Daycare Services Coordinator*
				Income Maintenance Supervisor II*
				Senior Administrative Assistant II
				Social Worker II*
14	33,288	42,442	51,597	Assistant Tax Assessor
				Chief Jailer
				Clerk to the Board
				Deputy Tax Collector
				Director of Aging
				Director of Elections
				Human Resources Specialist
				Payroll Specialist
				Soil Conservation Technician
15	34,952	44,564	54,176	Accounts Payable Receivable Specialist
				Deputy Sheriff
				Social Worker III*
16	36,700	46,793	56,886	Deputy Director - Emergency Mgmt./Fire Marshal
				EMS Coordinator
				Social Work Supervisor II*
				Social Worker IAT*
17	38,535	49,137	59,730	Deputy Sheriff-Sergeant
				Deputy Sheriff-Sergeant Investigator
18	40,461	51,589	62,716	Chief Code Enforcement Officer
				Emergency Medical Services Director
				GIS/Land Records Director/Webmaster
19	42,484	54,168	65,852	Central Communications Director
				Deputy Sheriff-Lieutenant
				Emergency Management Director
				Social Work Supervisor III*
				Tax Collector
20	44,608	56,876	69,144	Deputy Sheriff-Captain
				Register of Deeds
				Staff Accountant

				Tax Assessor
21	46,840	59,721	72,602	Detention Administrator
				Facilities Manager
				Public Works Manager
22	49,181	62,707	76,232	Chief Deputy
23	51,640	65,841	80,042	
24	54,222	69,134	84,046	
25	56,934	72,590	88,247	Director of Human Resources and Risk Management
26	59,780	76,220	92,660	Director of Information Technology
27	62,769	80,031	97,293	Director of Finance
				Director of Planning and Economic Development
				Director of Public Works and Facilities
28	65,909	84,033	102,157	Assistant County Manager
				*Director of Social Services
29	69,204	88,234	107,265	
30	72,663	92,646	112,628	Sheriff
31	76,297	97,278	118,260	
32	80,111	102,142	124,173	County Manager
33	84,118	107,250	130,382	
34	88,324	72,865	136,900	
35	92,739	118,242	143,746	
	* Denotes SPA			

d. Hertford County Technology Appropriate Use Policy

On a motion by Com. Mitchell and a second by Com. Freeman, the Board voted unanimously to approve the Hertford County Technology Appropriate Use Policy.

Ms. Craddock explained that this policy has always been in use but today was the first time it has been presented as an official policy.

Purpose: This policy covers the use of all technology resources belonging to the County. It includes, but is not limited to pagers, radios, all computer systems of any size and function and their attached peripherals, phones, cellular phones, faxes, voice mail systems, e-mail systems, network resources and Internet resources. All technology resources owned by the County are in place to enable the County to provide its services in a timely and efficient manner. This is the primary function of these resources and any activity or action that interferes with this purpose is prohibited. Because technology systems are constantly evolving, the County requires its employees to use a common sense approach to the rules set forth below, complying not only with the letter, but also with the spirit, of this policy.

Scope: This policy applies to all full and part-time employees, temporaries, contractors, volunteers and other individuals who are provided access to the County's email, Internet, Intranet, and database services.

Department Head: It is the responsibility of the Department Head to support and administer the County's technology appropriate use policy and to ensure that their employee is aware of, understands, and complies with the policy.

DEFINITIONS

E-Mail: The distribution of messages, documents, files, software, or images by electronic means over a phone line or a network connection. This includes internal e-mail, external e-mail, and Internet e-mail.

Internet and the World Wide Web: A worldwide network of computer servers connected by phone lines that allow access to the public through a special language (Hypertext Markup Language of HTML) and a special protocol (Hypertext Transfer Protocol or HTTP).

POLICY

Information Access and Ownership: All technology resources and all information transmitted by, received from, or stored on County systems are the property of the County and as such, are subject to inspection by County officials. The County reserves the right for business purposes to enter, review, and monitor the information on all systems, including voice mail, electronic mail, and information stored on computer systems or media, without advance notice. This might include investigating theft, unauthorized disclosure of confidential business or proprietary information, personal abuse of the system or monitoring workflow and productivity.

Anytime information is transmitted through electronic media, there is the possibility that it could be intercepted. Therefore, no confidential County information may be transmitted electronically without the prior approval of the County Manager. If the employee is uncertain whether information is confidential, err on the side of caution and obtain approval before transmitting.

Employees who are provided access to County technology and technology resources are required to use these resources responsibly. If the County determines that an employee has used technology resources in a manner that violates this policy or other County policies, the County will take appropriate disciplinary action up to and including dismissal.

Personal Use: Personal use of a County owned technology resource by County employees is subject to the following restrictions:

1. Personal use of a County owned technology resource is still subject to all of the rules in this policy including inspection and monitoring.
2. There must be no cost to the County.
3. Use must not interfere with other employees performing their jobs or undermine the use of the County resources for official purposes.
4. Personal use of computer or Internet, if approved by the Department Head, must be conducted on an employee's own time, outside of the normal office hours of the County.
5. Use of the County's technology resources for operating a personal business or soliciting of any kind is prohibited.
6. Personal telephone calls on non-cellular phones or personal use of e-mail on an occasional basis may be permitted providing that they do not interfere with a County employee's obligation to carry out County duties in a timely and effective manner.
7. Some technology resources such as cellular phones are billed from the first minute of use (both local and long distance) and are not allowed to be used for personal use except in an emergency. In the event of emergency use, the employee is expected to reimburse any charges to the County.
8. Individuals who are not employees of the County (including an employee's family or friends) are not allowed to use the County's technology resources.
9. Personal use of County resources by an employee neither expresses nor implies sponsorship or endorsement by the County.

Security: Each employee is responsible for all actions taken while using his/her user profile, password, or access code. None of these are allowed to be shared with anyone else (including other employees of the County) except by Department Head approval. They should not be written down and stored, posted anywhere, programmed into a macro or stored on the computer system in an unencrypted form.

Except as provided elsewhere in this policy the examination, modification, copying, or deletion of files and/or data belonging to other employees without their prior consent is prohibited.

Any file, program, or document received on media (USB drives, external hard drives, CD ROMs, etc.), through the Internet (including e-mail) or through file transfer must be virus checked immediately. This is to prevent viruses from infecting the County's entire network. Each individual employee is responsible for the prevention of the spread of viruses. The Internet provides easy access to software distributed by companies on a trial basis. The free access does not indicate that the software is free or that it may be distributed freely. **Applicable software copyright laws must be followed.** In addition, software **may not be loaded onto any County computer**

system, through any of the above methods, without prior approval of the Hertford County Data Center. This includes shareware, freeware, personal software or Internet distributed programs.

Retention and Disposition of Technology Resources and Electronic Information: The County encourages information and record management that follows the County approved and adopted Records Retention and Disposition Schedule issued by the North Carolina Department of Cultural Resources. Although the deletion of unnecessary email communications and/or electronic files is encouraged, users should refer to the County’s approved Records Retention and Disposition Schedule for proper procedures regarding the disposition of email communication and electronic files.

Appropriate Use: At all times when an employee is using County technology resources, he or she is representing the County. Use the same good judgment in all resource use that you would use in written correspondence or in determining appropriate conduct. Appropriate use of a particular resource will be discussed as a part of the training for its use.

While in the performance of work-related functions, while on the job, or while using publicly owned or publicly provided technology resources, County employees are expected to use them responsibly and professionally. They shall make no intentional use of these resources in an illegal, malicious, inappropriate, or obscene manner. Each Internet capable workstation will be configured to allow the screening and review of sites visited on the Internet.

All employees shall identify themselves clearly and accurately when sending or forwarding e-mail, either internally or externally. Anonymous or pseudonymous posting is expressly forbidden.

County employees have a responsibility to make sure that all public information disseminated via the Internet is accurate. Employees shall provide, in association with such information, its source, the date at which it was current, and an electronic mail address allowing the recipient to contact the staff responsible for making the information in its current form.

Employee Certification

Employee Signature

Date

TAUP Version 1.2 (7/24/17)

BUDGET AMENDMENTS

On a motion by Com. Farmer and a second by Com. Freeman, the Board voted unanimously to approve the following FY 2017-2018 Hertford County Budget Ordinance Amendment #3 as presented by Sandy Pittman, Finance Director:

AMENDMENT TO HERTFORD COUNTY BUDGET ORDINANCE FISCAL YEAR 2017-2018

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, 2018:

REVENUE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Revenues	100112 448500	Fund Balance Appropriated	\$ 51,145	

	Total Changes in Revenue	\$ 51,145	\$ -
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Net Change in Revenue	\$51,145
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EXPENDITURE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Administration	104120 551001	Capital Outlay - Buildings	\$ 51,145	
	Total Changes in Expenditures		\$ 51,145	\$ -

Net Change in Expenditures	\$51,145
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Explanation:

To carry forward budget for remaining JKF contract relating to Office Building #2 (Scott Edwards Building).

	Amendment #	3
	Approved:	
	Posted:	
Finance Director	Date	

On a motion by Com. Farmer and a second by Com. Freeman, the Board voted unanimously to approve the following FY 2017-2018 Hertford County Budget Ordinance Amendment #4 as presented by Sandy Pittman, Finance Director:

AMENDMENT TO HERTFORD COUNTY BUDGET ORDINANCE FISCAL YEAR 2017-2018

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, 2018:

REVENUE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Revenues	100112 448500	Fund Balance Appropriated	\$ 5,000	
	Total Changes in Revenue		\$ 5,000	\$ -

Net Change in Revenue	\$5,000
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EXPENDITURE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Sheriff	104180 527000	Earmarked Funds	\$ 5,000	
	Total Changes in Expenditures		\$ 5,000	\$ -

Net Change in Expenditures	\$5,000
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Explanation:

To carry forward funds received from GEO at end of year.

Amendment # 4

Approved:

Posted:

Finance Director

Date

On a motion by Com. Farmer and a second by Com. Freeman, the Board voted unanimously to approve the following FY 2017-2018 Hertford County Budget Ordinance Amendment #5 as presented by Sandy Pittman, Finance Director:

AMENDMENT TO HERTFORD COUNTY BUDGET ORDINANCE FISCAL YEAR 2017-2018

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, 2018:

REVENUE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Revenues	250109 448500	Fund Balance Appropriated	\$ 145,407	
	Total Changes in Revenue		\$ 145,407	\$ -

Net Change in Revenue	\$145,407
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EXPENDITURE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease

Revaluation	254600 569000	Contracted Services	\$ 145,407	
	Total Changes in Expenditures		\$ 145,407	\$ -

Net Change in Expenditures	\$145,407
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Explanation:

To carry forward revaluation budget.

Amendment
5
Approved:
Posted:

Finance Director

Date

VEHICLE BIDS AND BANK FINANCING

On a motion by Com. Mitchell and a second by Com. Freeman, the Board voted unanimously to approve and accept the following Vehicle Bids for the Sheriff’s Dept.

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- a. Capital Chevrolet - \$39,915.04
(1 Tahoe + Equipment)
- b. Performance Dodge - \$195,633.89
(5 Dodge Chargers + Equipment)

On a motion by Com. Mitchell and a second by Com. Freeman, the Board voted unanimously to approve the following Proposal for 3-year Financing from Southern Bank:

BANK	RATE
PNC	3.02%
Southern Bank	2.24%
First Citizens Bank	Declined to submit proposal
BB&T	Proposal received after deadline

BID OFFERS FOR TAX FORCLOSURES

On a motion by Com. Freeman and a second by Com. Mitchell, the Board voted unanimously to approve the withdrawal of the following Tax Foreclosure Bids from Mr. Jeffrey L. Benthall; as bids were withdrawn prior to initial continuance acceptance:

- a. Pin #5944-40-6085 – Pauline Bush (\$17,900)
- b. Pin #5072-90-2390 – FRB Custom Homes of NE NC LLC (\$5,500.00)
- c. Pin #5072-90-5383 and 5474 – FRB Custom Homes of NE NC LL (\$6,100.00)

Com. Horton was informed that our Foreclosed properties were listed on the County Website for viewing.

Com. Farmer was concerned about the total bid amounts of the Foreclosures.

The County Manager stated that we will suspend the Foreclosure Program for new properties until further notice. She suggested maybe selling the properties collectively or perhaps reducing the rate/cost of the properties.

HERTFORD COUNTY EDC ADVISORY BOARD BYLAWS

On a motion by Com. Mitchell and a second by Com. Freeman, the Board voted unanimously to approve the Hertford County EDC Advisory Board Bylaws.

BYLAWS OF HERTFORD COUNTY ECONOMIC DEVELOPMENT ADVISORY BOARD

ARTICLE I

STATEMENT OF PURPOSE AND OBJECTIVES

1. The purpose of the Hertford County Economic Development Advisory Board is to function in an advisory capacity to the Hertford County Board of Commissioners to encourage and assist in the development and expansion of businesses in Hertford County that will increase the Tax Base of Hertford County and create additional quality job opportunities for the residents of Hertford County.
2. Specific objectives of the Hertford County Economic Development Advisory Board are:
 - Prepare Hertford County and its municipalities to compete effectively for economic development projects.
 - Market Hertford County's assets to potential economic development prospects and allies.
 - Assist in developing planning necessary to attract new business and industry to Hertford County

ARTICLE II

MEMBERS OF THE ECONOMIC DEVELOPMENT ADVISORY BOARD

1. The Hertford County Economic Development Advisory Board shall consist of nine (9) members who shall be appointed by the Hertford County Board of Commissioners. Members shall serve a term of three (3) years, with three (3) members appointed annually.
2. Each member shall take office at the Regular Meeting of the Economic Development Advisory Board in January of each calendar year following the date of the member's appointment. Appointees for mid-term vacancies shall take office immediately upon appointment, and shall serve the remainder of the unexpired term of the member being replaced.
3. Each member appointed to the Economic Development Advisory Board is expected to attend and participate in all meetings. Termination of membership may result if any member misses three (3) unexcused consecutive meetings in a calendar year. The Hertford County Board of Commissioners may remove any member of the Economic Development Advisory Board with cause.
4. Members of the Hertford County Economic Development Advisory Board may resign by submitting their resignation in writing to the Economic Development Advisory Board Chair and the Executive Director. The Hertford County Board of Commissioners shall be notified of all resignations and a request will be made to fill the unexpired term of the member. Filling an unexpired term does not count towards the number of terms a member has served.
5. Members of the Economic Development Advisory Board, and staff, shall not participate in any Economic Development Advisory Board decision process in which they or any member of their immediate family have a direct or indirect financial or political interest.

ARTICLE III

OFFICERS

1. The Officers of the Hertford County Economic Development Advisory Board shall consist of a Chair and Vice-Chair, all whom shall be elected annually by the membership of the Economic Development Advisory Board. The Executive Director shall serve as Secretary and Technical Advisor to the Board.
2. The Chair shall preside at all regular and special meetings of the Hertford County Economic Development Advisory Board at which they are present. The Chair shall do and perform other duties and have such authority as from time to time may be assigned by the Economic Development Advisory Board. Additionally, the Chair shall appoint various committees as may be necessary.
3. The Vice-Chair shall preside at all regular and special meetings in the absence of the Chair and shall perform all duties of the Chair during any incapacity of the Chair. The Vice-Chair shall do and perform other duties and have such authority as from time to time may be assigned by the Economic Development Advisory Board.
4. The Economic Development Executive Director and/or Staff shall serve as Secretary to the Economic Development Advisory Board. The Secretary shall keep all minutes, documents and records of the Economic Development Advisory Board and shall see that all notices are duly given in accordance with these Bylaws and North Carolina Open Meetings Law Requirements.

ARTICLE IV

MEETINGS

1. The Hertford County Economic Development Advisory Board shall meet at least once every three (3) months, or more often if needed. All regular meetings shall be held on the last Wednesday of the month at 1:00 PM at a location agreed upon by the members of the Economic Development Advisory Board. All meetings shall be conducted in accordance with Robert's Rules of Order and the North Carolina Open Meetings Law.
2. A Special Meeting may be called by the Chair or a majority of the members of the Economic Development Advisory Board at any time by giving notice not less than 48 hours prior to the time set for the meeting. The Notice shall state the purpose for which the meeting is called. Notification of Special Meetings may be by telephone or email.
3. Whenever there is no business for the Hertford County Economic Development Advisory Board, the Chair may cancel the regular meeting by giving notice to all members not less than 48 hours prior to the time set for the meeting.
4. A quorum at any meeting shall consist of five (5) members and it shall be necessary to have the concurrence of a majority of said quorum to approve any action by the Economic Development Advisory Board.
5. Members of the Economic Development Advisory Board shall receive twenty-five (\$25) per Diem for attendance at each meeting.

ARTICLE V

REPORTING

The Hertford County Economic Development Advisory Board shall prepare an Annual Report each year summarizing its activities for the year in which the report is provided and goals and objectives for the upcoming year. The Annual Report shall be presented to the Hertford County Board of Commissioners during the first quarter of the year following annual report year. The Annual Report shall be presented by the Chair, or in the absence of the Chair, the report may be made by the Executive Director.

ARTICLE VI

CONFIDENTIALITY

All members of the Hertford County Economic Development Advisory Board shall be required to sign and honor a confidentiality agreement.

ARTICLE VII

BYLAWS

These Bylaws may only be amended by the Hertford County Board of Commissioners; however, a recommendation of the Economic Development Advisory Board may be presented to the Hertford County Board of Commissioners for consideration and subsequent approval by the Board of Commissioners.

RURAL BUSINESS DEVELOPMENT GRANT (SERCAP)

On a motion by Com. Mitchell and a second by Com. Freeman, the Board voted unanimously to approve the Rural Business Development Grant for Southeast Rural Community Assistance Project (SERCAP).

NCACC – FINALIST FOR CIVICS CHALLENGE (KATHIE DIETRICH)

Miss. Kathie Dietrich is the Finalist for the Civics Challenge, which is an organization sponsored by the NCACC, to engage High School Students on issues that impact County Government and how it is handled by the Commissioners. Her topic was “Mental Health and High School Students” and she incorporated her personal experiences with Depression and Anxiety.

HERTFORD COUNTY NCACC YOUTH SUMMIT REPRESENTATIVE (SHEKINA GONZALES)

Miss Shekina Gonzales is the Hertford County Representative for the Youth Summit sponsored by the 4-H Club. It also offers sessions that help youth gain a better understanding of what County governments do and the role of the Commissioners. Her topic was “Lack of Mental Health Awareness”. Ms. Gonzales stressed that her support system (family) has enabled her to have a feeling of acceptance among her peers.

COUNTY MANAGERS UPDATE

No Comments

COMMISSIONERS COMMENTS

Com. Farmer explained the purpose of the NCACC and stated that 3 past presidents from that organization was from Hertford County; Dupont Davis, Howard Hunter and Fred.....He told the Board and audience that he was not running for re-election in Dec 2018 for the Murfreesboro District 1 seat, due to health issues and his age. Mr. Farmer also stated that residents in some areas in our County should start programs like “Adopt a Highway” to keep the roads free of trash.

Com. Freeman inquired about the Board of Elections/Aging Building. The County Manager told him about the meeting with the Architect, Sheila Privott and Heather Howell to review the schematic design and he would be coming back with bids, documents and maps. He wanted to look into County Recreation Programs since the closing of the Ahoskie Recreation Center. He also spoke about Com Farmer stepping down from the Board.

Com. Mitchell stated that this meeting was the most gratifying meeting that they had in a long time. He thanked the two speakers affiliated with the NCACC programs. He also spoke very highly of Com. Farmer and how he had impacted him personally and the County. He asked him to stay connected with the Board.

Com. Horton referenced an article in the Newspaper pertaining to the trash on Willoughby Road. The County Manager will look into this. He also spoke about the street sign that was damaged on Vaughantown Road. He stated it was replaced with a sign called Dead End Road. The County Manager will also check into this.

Com Gatling thanked everyone for their support and thoughtfulness during the difficult time of the passing of his sister.

CLOSED SESSION

Minutes of Closed Session are on file in the office of the Clerk to the Board.

REGULAR SESSION

On a motion by Com. Freeman and a second by Com. Mitchell, the Board voted unanimously to return to Regular Session.

On a motion by Com. Farmer and a second by Com. Mitchell, the Board voted unanimously to assess 34 days liquidated damages on the renovation of the County Administration Building for the Department of Social Services in the amount of \$34,000.00, provided a Settlement and Release acceptable to the County Attorney is reached.

ADJOURN MEETING