

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

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

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 Attorney Charles Revelle provided the invocation.

CHANGES TO THE AGENDA:

Chairman Gatling added Memo 8832 (a) to the Agenda, titled Architect Bidding Information.

CONSENT AGENDA

On a motion by Com. Freeman and a second by Com. Mitchell, the Board voted unanimously to approve the Consent Agenda

Tax Releases for Month Ending Oct. 31, 2017

		LEVY	VALUE	TAX
BILL#	NAME	YEAR	RELEASED	RELEASED
AHOSKIE TOWNSHIP				
Acct. #4902 Parcel #17A5981186186 Property is not habitable or is unoccupied with no electrical service during the period of July 1, through June 30 th of the taxable year.	Early, Joel	2017		W01 - \$75.00 W02 - \$75.00
Acct. #11505 Parcel #15A11505.10 #16A11505.10 #17A11505.10 Mr. Melton failed to take care of listing. Gave away to Carlton P. Daniel, Jr. We will bill Mr. Daniel for 2015, 2016, 2017	Melton, Wayne	2017	1,000 1,000 1,000	G01 - \$8.40 G01 - \$8.40 G01 - \$8.40

Acct. #378 Parcel #17A378.10 Property belongs to Carroll L. Askew, Jr., #45795. Documents were brought in for proof. Trailer is being taxed in VTS with yearly tags.	Askew, Carroll L. & Sylvia	2017	1,372	G01 – 12.68 F01 - \$.60
MURFREESBORO TOWNSHIP				
Acct. #31222 Parcel #16A5966146484 #15A5966146484 Taxpayer failed to report that the 1980 double wide was replaced with a 2013 16x76 single wide on account #45660.	Lewis, Ronald & Angelec	2016 2015	519 519	G01 – \$4.35 G01 - \$4.35 W01 - \$150.00 W02 - \$150.00
WINTON TOWNSHIP				
MANEY'S NECK TOWNSHIP				
Acct. #43587 Parcel #15A5070844056 Correction to a parcel that should not have been charged due to wrong lot being deeded.	Redmond, Regina D.	2015		G01 – \$482.83 AO - \$1.16
ST. JOHN TOWNSHIP				
Acct. #5830 Parcel #17A5830.50 Property is not habitable or is unoccupied with no electrical service during the period of July 1, through June 30 th of the taxable year.	Fennell, Willie R.	2017		W01 - \$75.00 W02 - \$75.00
Acct. #29111 Parcel #17A29111.50 Property is not habitable or is unoccupied with no electrical service during the period of July 1, through June 30 th of the taxable year.	Eason, Juanita Smith	2017		W01 - \$75.00 W02 - \$75.00
HARRELLSVILLE TOWNSHIP				
Acct. #3084 Parcel #17A3084.20	Castelow, Tommy V.	2017	1,000	G01 - \$8.40

1969 & 1980 trailers were double-listed. Trailers are taxed correctly on business account #33589				
MANEYS NECK TOWNSHIP				

HUMAN RESOURCES

1. Introduction of New Hires – The Chairman and all Commissioners welcomed each new employee.
2. Approval of Hertford County Job Descriptions
 - a. Outreach Program Supervisor
 - b. Sr. Center Nutrition Program Manager
 - c. Bailiff
 - d. Assistant Poll Worker
 - e. Chief Judge Poll Worker
 - f. Judge Poll Worker

Chairman Gatling stated that questions about the positions can be discussed later in the scheduled Work Session held at 11:30 today.

HERTFORD COUNTY BUDGET AMENDMENTS

On a motion by Com. Farmer and a second by Com. Mitchell, the Board voted unanimously to approve the Budget Amendment #16 as presented by Sandy Pittman, Director of Finance.

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
Restricted Intergovernmental - Aging	100061 417201	Senior General Purpose Grant		\$ 4,388
Restricted Intergovernmental	100060 413500	ROAP Grant	\$ 18,655	
		Total Changes in Revenue	\$ 18,655	\$ 4,388

Net Change in Revenue	\$14,267
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EXPENDITURE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Aging - Public Assistance	104390 569021	Senior General Purpose Grant		\$ 5,390

Aging - Public Assistance	104390 569007	CII Local (Nutrition)	\$ 1,002	
ROAP Grant	104342 568600	EDTAP HCOA	\$ 10,147	
ROAP Grant	104342 568700	RGP	\$ 6,677	
ROAP Grant	104342 568900	EDTAP DSS		\$ 3,805
ROAP Grant	104342 568901	EMPL DSS	\$ 5,636	
Total Changes in Expenditures			\$ 23,462	\$ 9,195

Net Change in Expenditures	\$14,267
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Explanation:

To revise budget based on final grant figures.

Amendment # 16
Approved: _____
Posted: _____

Finance Director Date

On a motion by Com. Mitchell and a second by Com. Freeman, the Board voted unanimously to approve the Budget Amendment #17 as presented by Sandy Pittman, Director of Finance.

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
Restricted Intergovernmental	100060 413551	Refund of ROAP Grant Funds		\$ 32,868
Revenues	100112 448500	Fund Balance Appropriated	\$ 32,868	
Restricted Intergovernmental	100060 413991	Refund of DJJDP JCPC Grant Funds		\$ 17
Revenues	100112 448500	Fund Balance Appropriated	\$ 17	
Total Changes in Revenue			\$ 32,885	\$ 32,885

Net Change in Revenue	\$0
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EXPENDITURE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease

E. Details of Billing process and Time Frames; Invoices should be submitted on a monthly basis. Invoices are paid by the county managers office on the 10th and 25th of each month, depending upon date invoice received in-house.

F. Area to be served/Delivery site(s): Primary Hertford County, Secondary: Northampton, Bertie, Gates and Pitt Co. & Southeastern Virginia

G. Gates County Inter-Regional Transportation System (GITS) must meet the following obligations in providing transportation for HCDSS and for the clients:

1. An obligation that no more than one quarter of one percent of all trips be missed by the vendor (vendor no-show) during the course of the contract year;
2. An obligation to meet on-time performance standards such that no more than five percent (5%) of trips should be late for recipient drop off to their appointment per month (past the recipients appointment time);
3. An obligation to provide names of all owners, managers, management entities and subcontractors;
4. An obligation to report any changes such as insurance provider, business ownership or management of exclusion from participation in Medicare;
5. An obligation to allow monitoring of records to ensure all contract requirements are met;
6. An obligation to report all no-shows on a daily basis and cancellations on a monthly basis;
7. An obligation not to charge HCDSS for no-show or wait times;
8. An obligation to maintain its own transportation logs comparable to DMA-2056 to ensure an accurate count of all NEMT trips.
9. An obligation to use the provided transportation billing codes on invoices to HCDSS for reimbursements.
10. An obligation to record all recipient complaints which deal with matters in the vendors control, including the date the complaint was made, the nature of the complaint and what steps were taken to resolve the complaint.
11. An obligation to allow one Guest to accompany a wheelchair patient on trip at No Charge.
12. An obligation to receive approval from Medical Transportation Coordinator before transporting an escort or attendant.

Natalie Rountree County Manager
 Signature/Natalie Rountree, Authorized Official 6-22-17
Date

Brenda D. Brown
 Signature/Brenda Brown, Director 6/20/17
Date

On Demand Transport Services, LLC

E. Details of Billing process and Time Frames; Invoices should be submitted on a monthly basis. Invoices are paid by the county managers office on the 10th and 25th of each month, depending upon date invoice received in-house.

F. Area to be served/Delivery site(s): Primary Hertford County, Secondary: Northampton, Bertie, Gates and Pitt Co. & Southeastern Virginia

G. On Demand Transport Service must meet the following obligations in providing transportation for HCDSS and for the clients:

1. An obligation that no more than one quarter of one percent of all trips be missed by the vendor (vendor no-show) during the course of the contract year;
2. An obligation to meet on-time performance standards such that no more than five percent (5%) of trips should be late for recipient drop off to their appointment per month (past the recipients appointment time);
3. An obligation to provide names of all owners, managers, management entities and subcontractors;
4. An obligation to report any changes such as insurance provider, business ownership or management of exclusion from participation in Medicare;
5. An obligation to allow monitoring of records to ensure all contract requirements are met;
6. An obligation to report all no-shows on a daily basis and cancellations on a monthly basis;
7. An obligation not to charge HCDSS for no-show or wait times;
8. An obligation to maintain its own transportation logs comparable to DMA-2056 to ensure an accurate count of all NEMT trips.
9. An obligation to use the provided transportation billing codes on invoices to HCDSS for reimbursements.
10. An obligation to record all recipient complaints which deal with matters in the vendor's control, including the date the complaint was made, the nature of the complaint and what steps were taken to resolve the complaint.
11. An obligation to allow one Guest to accompany a wheelchair patient on trip at No Charge.
12. An obligation to receive approval from Medical Transportation Coordinator before transporting an escort or attendant.

Traci L. Short
 Signature/Traci L. Short, Authorized Official 6/22/2017
Date

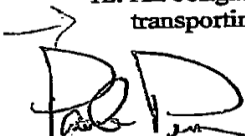
Brenda D. Brown
 Signature/Brenda Brown, Director 6/29/17
Date

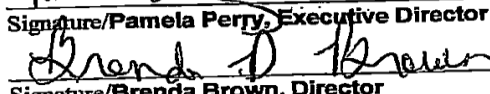
F. Area to be served/Delivery site(s): Transportation program delivery sites: Primary Hertford County, Secondary: Northampton, Bertie, Gates and Pitt Co

G. Trip Requirements

Choanoke Public Transportation Authority (CPTA) must meet the following obligations in providing transportation for HCDSS and for the clients:

1. An obligation that no more than one quarter of one percent of all trips be missed by the vendor (vendor no-show) during the course of the contract year;
2. An obligation to meet on-time performance standards such that no more than five percent (5%) of trips should be late for recipient drop off to their appointment per month (past the recipients appointment time);
3. An obligation to provide names of all owners, managers, management entities and subcontractors;
4. An obligation to report any changes such as insurance provider, business ownership or management of exclusion from participation in Medicare;
5. An obligation to allow monitoring of records to ensure all contract requirements are met;
6. An obligation to report all no-shows on a daily basis and cancellations on a monthly basis;
7. An obligation no to charge HCDSS for no-show or wait times;
8. An obligation to maintain its own transportation logs comparable to DMA-2056 to ensure an accurate count of all NEMT trips.
9. An obligation to use the provided transportation billing codes on invoices to HCDSS for reimbursements.
10. An obligation to record all recipient complaints which deal with matters in the vendors control, including the date the complaint was made, the nature of the complaint and what steps were taken to resolve the complaint.
11. An obligation to allow one Guest to accompany a wheelchair patient on trip at No Charge.
12. An obligation to receive approval from Medical Transportation Coordinator before transporting an escort or attendant.


 Signature/Pamela Perry, Executive Director 6-20-17
Date


 Signature/Brenda Brown, Director 6/30/17
Date

HERTFORD COUNTY E911 COMMUNICATIONS UPDATE

David Brown gave an update on the first year at the new E911 Communications Bldg. He discussed calls served (Law Enforcement calls, EMS calls and Fire Calls). He explained the Text to 911 operations and provided a handout of its availability.

Chairman Gatling asked how calls were tracked and if he had a good feeling about the center overall. He also wanted to know about the fair share that each county is paying for the center.

Com. Farmer wanted to if David felt that the system is up to date.

Com. Horton asked David what was the contribution from the other counties of the cost of the operation now that the calls had increased.

Com. Freeman was concerned as to where the calls would go at night when the Police Departments are closed.

EMPLOYEE ADVISORY COUNCIL

The Commissioners were asked to replace Daphne Lee (no longer works for the County) and Rebecca Castello (Term ends on Dec 31, 2017) on the Council. The Commissioners would like for the EAC to gather names of interest from the Department Heads for them to choose from.

SCHEDULING A PUBLIC HEARING TO REZONE PROPERTY

On a motion by Com. Farmer and a second by Com. Mitchell, the Board voted unanimously to advertise to schedule a public hearing on Nov 20, 2017, at 7:00 pm to rezone property owned by Shield Family Limited Partnership from commercial Highway (CH) to Residential Agriculture (RA-30)

EDWARDS BUILDING RENOVATION

On October 17, 2017, there were not enough bids (2) on the Scott Edwards Building Renovation Project. On November 1, 2017, three bids came in: Aarene Contracting, LLC, Burney & Burney Construction Company and Spruill Construction Corporation.

On a motion by Com. Farmer and a second by Com. Mitchell, the Board voted unanimously to select Alternates #1, #2 and #3, and to award the contract to the lowest responsible bidder considering the selected alternates being Burney & Burney Construction Company which came in at \$493,000, to renovate the Scott Edwards Building to house the Elections/Aging Departments.

CEMETARY RELOCATION (LASSITER/PROCTOR FAMILY CEMETERY)

On a motion by Com. Farmer and a second by Com. Mitchell, the Board voted unanimously to approve the relocation of graves of the Lassiter/Proctor in southern Hertford County along Brickmill Road (Hertford County PIN #5967-95-6646), according to the plans outlined in a 10/10/17 letter from Terra quest, pursuant to G.S. 65-106.

Attorney Revelle explained the location of a cemetery was found during a Price Solar, LLC solar farm development. He explained that the company would be responsible for moving the graves from the middle of the property to the edge of the property. All expenses will be paid by Price Solar, LLC, and this will be performed under the direction of a Funeral Home.

COUNTY MANAGER'S UPDATE

The County Manager gave two important dates to remember:

1. Dec. 1, 2017 – Employee Recognition Celebration
2. Dec. 15, 2017 – Employee Christmas Event

COMMISSIONER'S UPDATE

Chairman Ronald Gatling thanked all of those who came to the Halloween Fall Festival on Oct. 28, 2017 and those who participated in the event.

Commissioner Farmer thanked all County employees for their hard work.

CLOSED SESSION

On a motion by Com. Mitchell and a second by Com. Farmer, the Board voted unanimously to go to Closed Session.

REGULAR SESSION

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

On a motion by Com. Horton and a second by Com. Mitchell, the Board voted unanimously to approve payment of the invoice of \$9630 to Gary Hughes Electric for the HVAC system installed at the jail, because of time sensitivity of installation of the system prior to receipt of a third bid, which was received after the initial deadline.

On a motion by Com. Horton and a second by Com. Mitchell, the Board voted unanimously to approve creation of a Senior Administrative Assistant II position at the Hertford County Jail, to perform some of the responsibilities of Mary White, who remains on Workers Compensation Leave, as well as the some other responsibilities, with the understanding that when Ms. White returns to work she will be reinstated to her existing position.

On a motion by Com. Freeman and a second by Com Farmer the Board voted to adjourn the meeting.

ADJOURN MEETING