

**Minutes
Regular Meeting
Hertford County Board of Commissioners
Multi-Purpose Room – Judicial Center
Monday April 2, 2018
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 Chuck Revelle, Juan Vaughan, II, Assistant County Manager; and Teresa Cowan, Clerk to the Board

Chairman Curtis Freeman called the meeting to order and Com. Farmer provided the invocation.

CONSENT AGENDA

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

1. Regular Minutes for March 19, 2018
2. Nucor submitted a check for garnishments after release letters were sent for two individuals that were listed on the check. Total \$209.56
 - a. Tony Haywood Simmons
 - b. Eley Jackson Morris

NEW COUNTY EMPLOYEES AND SPECIAL RECOGNITION

Chairman Freeman and the Commissioners welcomed the following new employee to Hertford County:

Hertford County Personnel Report

April 2018

<u>Employees Hired</u>	<u>PT/FT</u>	<u>Department</u>	<u>Type</u>
Jennifer Byrd	FT	Detention Center	Senior Administrative Assistant II

The Commissioners also congratulated Casey Minton and David Austin Bradley for their unique experience in January of this year, when they delivered a baby in route to the hospital. They were also given a pin with the EMS symbol and a picture of a stork:

HERTFORD COUNTY BUDGET AMENDMENTS

On a motion by Com. Mitchell and a second by Com. Farmer, the Board voted unanimously to approve the following Hertford County Budget Amendments (#24 through #28) 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:

EXPENDITURE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Contingency	109900 599101	Salary Contingency		\$ 98,402
Governing Body	10 -4110-512100-	FT Salaries	\$ 2,508	
	10 -4110-518100-	FICA	\$ 192	
Administration	10 -4120-512100-	FT Salaries	\$ 925	
	10 -4120-518100-	FICA	\$ 71	
	10 -4120-518200-	Retirement	\$ 46	
Human Resources	10 -4121-512100-	FT Salaries	\$ 325	
	10 -4121-518100-	FICA	\$ 25	
Finance	10 -4130-512100-	FT Salaries	\$ 325	
	10 -4130-518100-	FICA	\$ 25	
Tax Assessor	10 -4140-512100-	FT Salaries	\$ 3,600	
	10 -4140-518100-	FICA	\$ 275	
	10 -4140-518200-	Retirement	\$ 273	
Tax Collector	10 -4145-512100-	FT Salaries	\$ 1,617	
	10 -4145-518100-	FICA	\$ 124	
	10 -4145-518200-	Retirement	\$ 106	
Elections	10 -4150-512100-	FT Salaries	\$ 1,000	
	10 -4150-518100-	FICA	\$ 77	
	10 -4150-518200-	Retirement	\$ 76	
Register of Deeds	10 -4160-512100-	FT Salaries	\$ 908	
	10 -4160-518100-	FICA	\$ 69	
	10 -4160-518200-	Retirement	\$ 61	
Land Records	10 -4170-512100-	FT Salaries	\$ 708	
	10 -4170-518100-	FICA	\$ 54	
	10 -4170-518200-	Retirement	\$ 46	
Sheriff	10 -4180-512100-	FT Salaries	\$ 10,866	
	10 -4180-512600-	PT Salaries	\$ 379	
	10 -4180-518100-	FICA	\$ 860	
	10 -4180-518200-	Retirement	\$ 820	
Detention Center	10 -4190-512100-	FT Salaries	\$ 9,208	
	10 -4190-518100-	FICA	\$ 704	
	10 -4190-518200-	Retirement	\$ 592	
Emergency Management	10 -4200-512100-	FT Salaries	\$ 617	
	10 -4200-518100-	FICA	\$ 47	
	10 -4200-518200-	Retirement	\$ 30	
Emergency Services	10 -4205-512100-	FT Salaries	\$ 5,283	
	10 -4205-512600-	PT Salaries	\$ 542	
	10 -4205-518100-	FICA	\$ 446	
	10 -4205-518200-	Retirement	\$ 319	
E911 Central Communications	10 -4206-512100-	FT Salaries	\$ 4,466	
	10 -4206-512600-	PT Salaries	\$ 108	
	10 -4206-518100-	FICA	\$ 350	
	10 -4206-518200-	Retirement	\$ 273	
Animal Control	10 -4210-512100-	FT Salaries	\$ 108	
	10 -4210-512600-	PT Salaries	\$ 54	
	10 -4210-518100-	FICA	\$ 12	
Building Inspections	10 -4230-512100-	FT Salaries	\$ 217	
	10 -4230-518100-	FICA	\$ 17	
Economic Development	10 -4240-512100-	FT Salaries	\$ 2,000	
	10 -4240-518100-	FICA	\$ 153	
	10 -4240-518200-	Retirement	\$ 152	
Public Buildings	10 -4260-512100-	FT Salaries	\$ 1,400	
	10 -4260-512600-	PT Salaries	\$ 217	
	10 -4260-518100-	FICA	\$ 124	

	10 -4240-518100-	FICA	\$ 153	
	10 -4240-518200-	Retirement	\$ 152	
Public Buildings	10 -4260-512100-	FT Salaries	\$ 1,400	
	10 -4260-512600-	PT Salaries	\$ 217	
	10 -4260-518100-	FICA	\$ 124	
	10 -4260-518200-	Retirement	\$ 57	
Veterans Service	10 -4270-512100-	FT Salaries	\$ 400	
	10 -4270-512600-	PT Salaries	\$ 54	
	10 -4270-518100-	FICA	\$ 35	
	10 -4270-518200-	Retirement	\$ 30	
Soil Conservation	10 -4280-512100-	FT Salaries	\$ 1,108	
	10 -4280-518100-	FICA	\$ 85	
	10 -4280-518200-	Retirement	\$ 76	
IT	10 -4370-512100-	FT Salaries	\$ 108	
	10 -4370-518100-	FICA	\$ 8	
Aging	10 -4380-512100-	FT Salaries	\$ 2,508	
	10 -4380-512600-	PT Salaries	\$ 325	
	10 -4380-518100-	FICA	\$ 217	
	10 -4380-518200-	Retirement	\$ 182	
Social Services	10 -4410-512100-	FT Salaries	\$ 28,057	
	10 -4410-518100-	FICA	\$ 2,146	
	10 -4410-518200-	Retirement	\$ 1,973	
Solid Waste	62 -4690-512100-	FT Salaries	\$ 2,414	
	62 -4690-512600-	PT Salaries	\$ 1,137	
	62 -4690-518100-	FICA	\$ 272	
	62 -4690-518200-	Retirement	\$ 183	
Northern Water	65 -4700-512100-	FT Salaries	\$ 1,322	
	65 -4700-518100-	FICA	\$ 101	
	65 -4700-518200-	Retirement	\$ 92	
Southern Water	66 -4710-512100-	FT Salaries	\$ 1,130	
	66 -4710-512600-	PT Salaries	\$ 54	
	66 -4710-518100-	FICA	\$ 91	
	66 -4710-518200-	Retirement	\$ 78	
Total Increase in Expenditures			\$ 98,042	\$ 98,402

Net Change in Expenditures	\$0
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Explanation:

To reallocate budget for Longevity and Christmas Bonus payments.

		Amendment #	24
		Approved:	
		Posted:	
Finance Director	Date		

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
Transfers	620117 449500	Transfer from GF	\$ 4,006	
Transfers	650118 449500	Transfer from GF	\$ 1,516	
Transfers	660119 449500	Transfer from GF	\$ 1,353	
Total Changes in Revenue			\$ 6,874	\$ -

Net Change in Revenue	\$6,874
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EXPENDITURE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Transfers	109500 596200	Transfer to Solid Waste Fund	\$ 4,006	
Transfers	109500 596500	Transfer to Northern Water Fund	\$ 1,516	
Transfers	109500 596600	Transfer to Southern Water Fund	\$ 1,353	
Total Changes in Expenditures			\$ 6,874	\$ -

Net Change in Expenditures	\$6,874
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Explanation:

To budget transfers for Longevity and Christmas Bonus payments.

		Amendment #	25
		Approved:	
		Posted:	
Finance Director	Date		

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
General Fund	100102 415945	Transfer from Fund 46	\$ 237,993	
General Fund	100112 448500	Fund Balance Appropriated		\$ 237,993
Total Changes in Revenue			\$ 237,993	\$ 237,993

Net Change in Revenue	\$0
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EXPENDITURE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Total Changes in Expenditures			\$ -	\$ -

Net Change in Expenditures	\$0
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Explanation:

To budget transfer of remaining funds in capital reserve fund. Amount appropriated in FY18 budget was an estimated number prior to processing of final figures for FY17.

		Amendment #	26
		Approved:	
		Posted:	
Finance Director	Date		

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
Capital Reserve Fund	460045 448500	Fund Balance Appropriated	\$ 237,993	
Total Changes in Revenue			\$ 237,993	\$ -
Net Change in Revenue			\$237,993	

EXPENDITURE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Capital Reserve Fund	464635 591000	Transfer to General Fund	\$ 237,993	
Total Changes in Expenditures			\$ 237,993	\$ -
Net Change in Expenditures			\$237,993	

Explanation:

To budget transfer of remaining funds in capital reserve fund. Amount appropriated in FY18 budget was an estimated number prior to processing of final figures for FY17.

Finance Director	Date	Amendment #	27
		Approved:	
		Posted:	

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 413801	DNCR Grant	\$ 80,000	
Total Changes in Revenue			\$ 80,000	\$ -

Net Change in Revenue	\$80,000
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EXPENDITURE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Economic Development	104240 527008	DNCR Grant	\$ 80,000	
Total Changes in Expenditures			\$ 80,000	\$ -

Net Change in Expenditures	\$80,000
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Explanation:

Budget for NC Department of Natural Cultural Resources grant.

Finance Director	Date	Amendment #	28
		Approved:	
		Posted:	

GRANT BETWEEN NC DEPT OF NATURAL/CULTURAL RESOURCES AND HERTFORD COUNTY

On a motion by Com. Mitchell and a second by Com. Horton, the Board voted unanimously to approve the Contract between the NC Department of Natural and Cultural Resources (DNCR) and Hertford County of \$80,000.00. The grant money must be used for either economic development or for recreational purposes. Currently there is a feasibility study for water and wastewater infrastructure needs partially funding through the USDA (US Dept. of Agriculture).

TRI-COUNTY AIRPORT HEIGHT RESTRICTION ORDINANCE

On a motion by Com. Farmer and a second by Com. Mitchell, the Board voted unanimously to approve the Tri-County Airport Height Restriction Ordinance.

On a motion by Com. Farmer and a second by Com. Mitchell, the Board voted unanimously to appoint Russell Joyner to the Tri-County Airport Authority.

DEPARTMENT OF SOCIAL SERVICES CONTRACT WITH DENEEN ROBBINS

On a motion by Com. Farmer and a second by Com. Mitchell, the Board voted unanimously to approve the contract between the HC Department of Social Services and Deneen Robbins providing Nursing Assessments, Continued Need Reviews (CNR's) Agency's CAP/DA, CAP/Children, CAP Choice Clients.

COUNTY MANAGER UPDATES

The County Manager updated the Commissioners on the Office of Aging and Elections Project and stated that it was still on track. A few more days were added to take care of moisture issues and a discussion of window replacements was had. Com. Freeman inquired about pavement work to the driveway.

The County Manager asked the Commissioners to invite the NC Legislators to the county to discuss legislative goals.

COMMISSIONERS COMMENTS

Com. Gatling thanked the administrative staff and all others who participated in the Easter Egg Hunt on March 31, 2018.

Com Farmer stated that the Airport Projects (New Waterline, Electrical Vault and New Terminal) will be funded by the state and no county money will be used.

Com Freeman thanked Com. Gatling for the time and energy he put in arranging the Easter Egg Hunt for the county.

CLOSED SESSION

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

BOARD OF EQUALIZATION OF REVIEW

On a motion by Com. Gatling and a second by Com. Mitchell, the Board voted unanimously to approve the Board of Equalization of Review's findings of 34 informal appeals on new construction. They agreed to recess to May 2, 2018.

ADJOURN