

**MINUTES  
REGULAR MEETING  
HERTFORD COUNTY BOARD OF COMMISSIONERS  
MULTI-PURPOSE ROOM – JUDICIAL CENTER  
MONDAY, FEBRUARY 4, 2019  
9:00 A.M.**

**PRESENT:**

Mr. Ronald J. Gatling, Chairman  
Mr. John D. Horton, Vice-Chair  
Mr. Andre` Lassiter

**ABSENT:** Mr. Leroy Douglas  
Mr. William F. Mitchell, Jr.

**ALSO PRESENT WITH THE BOARD:**

Ms. Loria Williams, County Manager  
Mr. Juan Vaughan, Asst. County Manager  
Dr. Renee Fleetwood, Clerk to the Board  
Mr. Charles L Revelle, III, County Attorney  
Ms. Maria R. Jones, Asst. County Attorney

Chairman, Ronald J. Gatling called the Meeting to order and provided the Invocation.

**REQUEST FOR APPOINTMENT AND OATH OF OFFICE FOR CLERK TO THE BOARD**

Chairman Gatling called for the Appointment and Oath of Office for the Clerk to the Board. On a motion by Vice-Chair Horton and a second by Com. Lassiter, the Board voted unanimously to approve the appointment of Dr. Renee Fleetwood as Clerk to the Board.

Mrs. Melanie Storey, Register of Deeds, administered the Oath of Office to Dr. Renee Fleetwood for the Clerk to the Board.

**CONSENT AGENDA**

On a motion by Vice-Chair Horton and a second by Com. Lassiter, the Board voted unanimously to approve the following Consent Agenda:

1. Approval of Regular Meeting Minutes for December 3, 2018
2. Approval of Regular Meeting Minutes for January 7, 2019
3. Approval of Tax Releases Ending January 31, 2019
4. Approval of NC Vehicle Tax System Refunds
5. Approval of Refund to Penske Truck
6. Approval of Refund to Core Logic
7. Approval of Refund to F. Jernigan
8. Approval of Refund to Vanderbilt Mortgage

## **INTRODUCTION OF NEW HERTFORD COUNTY EMPLOYEES**

Human Resource Risk Management Director, Mrs. Keri Askew, introduced the following new employees:

<b><u>EMPLOYEES HIRED</u></b>	<b><u>PT/FT</u></b>	<b><u>DEPARTMENT</u></b>	<b><u>TYPE</u></b>
Curtis Chamblee, Jr.	FT	Detention Center	Detention Officer
Christopher Baker	FT	Sheriff Dept.	Deputy Sheriff (Temp)
Inga Miner	FT	E-911	Dispatcher
Rebecca Turner	FT	Public Works	Public Works Manager
William Eason	FT	Detention Center	Detention Officer
Cameron Goodman	FT	Detention Center	Detention Officer
Taylor Fry	FT	Animal Control	Animal Control Officer I
Ashlee White	FT	E-911	Dispatcher
Megan Odom	PT	Detention Center	Detention Officer
Ciara Parker	PT	Detention Center	Detention Officer
James Jones	PT	Detention Center	Detention Officer
Taneshia Young	PT	Public Buildings	Housekeeper
Victoria Barrow	PT	Detention Center	Detention Officer
Erica Lewter	PT	ROD	Receptionist
Shakera Eley	PT	Public Facilities	Housekeeper

Vice-Chair Horton and Com. Lassiter welcomed and congratulated the new employees to Hertford County Government.

## **PRESENTATION OF FY 2018 AUDIT REPORT**

The 2018 Audit Report presentation was given by Ms. Brandy Turbeville, of Thompson, Price, Scott & Adams & Co., P.A. shared that 2018 was not a bad year; all financial decisions made were beneficial to the bottom line and shared the following details:

- the audit report was a clean report, an unmodified opinion
- fund balances, cash, tax rates and debts showed a \$981,000 decline
- General fund increase \$3,000,000.00 from FY 2014-2018
- Property Tax remain steady (.84)
- Tax Levy increase \$376,000.00 since 2014;
- Investment Earnings up \$50,000.00 (Finance Officer investing well)
- DSS funding big decline, resulting from certain line item funding no longer funnel through DSS.

County Manager Williams shared with the Board that the Sanitation fund balance is not where it needs to be and requires attention and conversation. It was decided that school debt, jail operation, economic & physical development funding will be discussed at the first work session of the Board. After discussion between the Board, County Manager Williams and Ms.

Turbeville regarding sanitation funding, it was stated a more detailed breakdown of accounting will be presented at the Budget Work Session with the auditor present if requested.

**CADA – 2019-2020 COMMUNITY SERVICES BLOCK GRANT ANTI-POVERTY WORK PLAN**

Mrs. Sallie Surface, Executive Director and Ms. Jacqueline Melton presented the 2019-2020 Community Services Black Grant Anti-Poverty Work Plan.

On a motion by Com. Lassiter and a second by Vice-Chair Horton the Board voted unanimously to approve the CADA 2019-2020 Community Services Black Grant Anti-Poverty Work Plan for Hertford County.

**TRILLIUM ANNUAL REPORT**

Regional Director, Mr. Bland Baker, of Trillium presented the Annual Report with an expense of \$10,392,577.00 as follows:

- 926 consumers served in Hertford County
- 753 Mental Health
- 155 Substance Abuse
- 157 1/DD

**APPROVAL OF HERTFORD COUNTY BUDGET AMENDMENTS**

Mrs. Sandy Pittman, Finance Director, presented the Amendment to Hertford County Budget Ordinance Fiscal Year 2018-2019 Amendments # 17 – 21.

On a motion by Vice-Chair Horton and second by Com. Lassiter the Board voted unanimously to approve the Amendment to Hertford County Budget Ordinance Fiscal Year 2018-2019 Amendment #17.

<b>AMENDMENT TO HERTFORD COUNTY BUDGET ORDINANCE FISCAL YEAR 2018-2019</b>				
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, 2019:				
<b>EXPENDITURE:</b>				
	<b>Account</b>	<b>Account</b>	<b>Amount</b>	<b>Amount</b>
<b>Department</b>	<b>Number</b>	<b>Description</b>	<b>Increase</b>	<b>Decrease</b>
Contingency	10 -9900-599101-	Salary Contingency		\$ 86,342
Governing Body	10 -4110-512100-	FT Salaries	\$ 2,909	
	10 -4110-518100-	FICA	\$ 222	

Administration	10 -4120-512100-	FT Salaries	\$ 817	
	10 -4120-518100-	FICA	\$ 62	
	10 -4120-518200-	Retirement	\$ 47	
Human Resources	10 -4121-512100-	FT Salaries	\$ 217	
	10 -4121-518100-	FICA	\$ 17	
Finance	10 -4130-512100-	FT Salaries	\$ 433	
	10 -4130-518100-	FICA	\$ 33	
Tax Assessor	10 -4140-512100-	FT Salaries	\$ 2,000	
	10 -4140-518100-	FICA	\$ 153	
	10 -4140-518200-	Retirement	\$ 157	
Tax Collector	10 -4145-512100-	FT Salaries	\$ 3,000	
	10 -4145-518100-	FICA	\$ 230	
	10 -4145-518200-	Retirement	\$ 235	
Elections	10 -4150-512100-	FT Salaries	\$ 1,000	
	10 -4150-512600-	PT Salaries	\$ 54	
	10 -4150-518100-	FICA	\$ 81	
	10 -4150-518200-	Retirement	\$ 78	
Register of Deeds	10 -4160-512100-	FT Salaries	\$ 1,508	
	10 -4160-518100-	FICA	\$ 115	
	10 -4160-518200-	Retirement	\$ 110	
Land Records	10 -4170-512100-	FT Salaries	\$ 708	
	10 -4170-518100-	FICA	\$ 54	
	10 -4170-518200-	Retirement	\$ 47	
Sheriff	10 -4180-512100-	FT Salaries	\$ 10,991	
	10 -4180-512600-	PT Salaries	\$ 217	
	10 -4180-518100-	FICA	\$ 857	
	10 -4180-518200-	Retirement	\$ 825	
Detention Center	10 -4190-512100-	FT Salaries	\$ 8,008	
	10 -4190-512600-	PT Salaries	\$ 54	
	10 -4190-518100-	FICA	\$ 617	
	10 -4190-518200-	Retirement	\$ 517	
Emergency Management	10 -4200-512100-	FT Salaries	\$ 617	
	10 -4200-518100-	FICA	\$ 47	
	10 -4200-518200-	Retirement	\$ 31	

EMS	10 -4205-512100-	FT Salaries	\$ 4,866	
	10 -4205-512600-	PT Salaries	\$ 433	
	10 -4205-518100-	FICA	\$ 405	
	10 -4205-518200-	Retirement	\$ 314	
Central Communications	10 -4206-512100-	FT Salaries	\$ 2,450	
	10 -4206-512600-	PT Salaries	\$ 217	
	10 -4206-518100-	FICA	\$ 204	
	10 -4206-518200-	Retirement	\$ 141	
Animal Control	10 -4210-512100-	FT Salaries	\$ 108	
	10 -4210-518100-	FICA	\$ 8	
Inspections	10 -4230-512100-	FT Salaries	\$ 217	
	10 -4230-518100-	FICA	\$ 17	
Planning/Zoning	10 -4250-512100-	FT Salaries	\$ 1,000	
	10 -4250-518100-	FICA	\$ 77	
	10 -4250-518200-	Retirement	\$ 78	
Public Buildings	10 -4260-512100-	FT Salaries	\$ 1,650	
	10 -4260-512600-	PT Salaries	\$ 271	
	10 -4260-518100-	FICA	\$ 147	
	10 -4260-518200-	Retirement	\$ 78	
Veterans Service	10 -4270-512100-	FT Salaries	\$ 400	
	10 -4270-512600-	PT Salaries	\$ 54	
	10 -4270-518100-	FICA	\$ 35	
	10 -4270-518200-	Retirement	\$ 31	
Soil Conservation	10 -4280-512100-	FT Salaries	\$ 1,108	
	10 -4280-518100-	FICA	\$ 85	
	10 -4280-518200-	Retirement	\$ 78	
IT	10 -4370-512100-	FT Salaries	\$ 108	
	10 -4370-518100-	FICA	\$ 8	
Aging Administration	10 -4380-512100-	FT Salaries	\$ 2,508	
	10 -4380-512600-	PT Salaries	\$ 217	
	10 -4380-518100-	FICA	\$ 208	
	10 -4380-518200-	Retirement	\$ 188	
DSS Administration	10 -4410-512100-	FT Salaries	\$ 21,458	
	10 -4410-518100-	FICA	\$ 1,641	

	10 -4410-518200-	Retirement	\$ 1,521	
Solid Waste	62 -4690-512100-	FT Salaries	\$ 3,217	
	62 -4690-512600-	PT Salaries	\$ 1,029	
	62 -4690-518100-	FICA	\$ 325	
	62 -4690-518200-	Retirement	\$ 235	
Northern Water	65 -4700-512100-	FT Salaries	\$ 820	
	65 -4700-518100-	FICA	\$ 63	
	65 -4700-518200-	Retirement	\$ 56	
Southern Water	66 -4710-512100-	FT Salaries	\$ 996	
	66 -4710-512600-	PT Salaries	\$ 54	
	66 -4710-518100-	FICA	\$ 80	
	66 -4710-518200-	Retirement	\$ 70	
	<b>Total Changes in Expenditures</b>		<b>\$ 86,342</b>	<b>\$ 86,342</b>
		<b>Net Change in Expenditures</b>	<b>\$ (0)</b>	
<b>Explanation:</b>				
To reallocate budget for Longevity/Christmas Bonus payments.				
			Amendment #	17
			Approved:	
			Posted:	
Finance Director	Date			

On a motion by Com. Lassiter and second by Vice-Chair Horton the Board voted unanimously to approve the Amendment to Hertford County Budget Ordinance Fiscal Year 2018-2019 Amendment #18.

<b>AMENDMENT TO HERTFORD COUNTY BUDGET ORDINANCE FISCAL YEAR 2018-2019</b>				
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, 2019:				
<b>REVENUE:</b>				
	<b>Account</b>	<b>Account</b>	<b>Amount</b>	<b>Amount</b>

Department	Number	Description	Increase	Decrease
Solid Waste	620117-449562	Transfer from General Fund	\$ 4,806.00	
Northern Water	650118-449500	Transfer from General Fund	\$ 939.00	
Southern Water	660119-449500	Transfer from General Fund	\$ 1,200.00	
	<b>Total Changes in Revenue</b>		<b>\$ 6,945</b>	<b>\$ -</b>
		<b>Net Change in Revenue</b>	<b>\$6,945</b>	
<b>EXPENDITURE:</b>				
	<b>Account</b>	<b>Account</b>	<b>Amount</b>	<b>Amount</b>
Department	Number	Description	Increase	Decrease
GF Operating Transfers	109500-596200	Transfer to Solid Waste Fund	\$ 4,806.00	
GF Operating Transfers	109500-596500	Transfer to Northern Rural Water Fund	\$ 939.00	
GF Operating Transfers	109500-596600	Transfer to Southern Rural Water Fund	\$ 1,200.00	
	<b>Total Changes in Expenditures</b>		<b>\$ 6,945</b>	<b>\$ -</b>
		<b>Net Change in Expenditures</b>	<b>\$6,945</b>	
<b>Explanation:</b>				
To budget transfers for Longevity/Christmas Bonus payments.				
			Amendment #	18
			Approved:	
			Posted:	
Finance Director	Date			

On a motion by Vice-Chair Horton and second by Com. Lassiter the Board voted unanimously to approve the Amendment to Hertford County Budget Ordinance Fiscal Year 2018-2019 Amendment #19.

**AMENDMENT TO HERTFORD COUNTY BUDGET ORDINANCE FISCAL YEAR 2018-2019**





**AMENDMENT TO HERTFORD COUNTY BUDGET ORDINANCE FISCAL YEAR 2018-2019**

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, 2019:

**REVENUE:**

<b>Department</b>	<b>Account Number</b>	<b>Account Description</b>	<b>Amount Increase</b>	<b>Amount Decrease</b>
Restricted Intergovernmental - Aging	100061-416401	Contributions - ROAP Trips	\$ 849	
Restricted Intergovernmental - Aging	100061-416901	HCCBG	\$ 2,266	
Restricted Intergovernmental - Aging	100061-417101	USDA Contributions		\$ 2,586
Restricted Intergovernmental - DSS	100063-419200	HCCBG	\$ 3,369	
<b>Total Changes in Revenue</b>			<b>\$ 6,484</b>	<b>\$ 2,586</b>
			<b>Net Change in Revenue \$3,898</b>	

**EXPENDITURE:**

<b>Department</b>	<b>Account Number</b>	<b>Account Description</b>	<b>Amount Increase</b>	<b>Amount Decrease</b>
ROAP Grant	104342-568600	ROAP EDTAP	\$ 849	
Public Assistance - Aging	104390-569002	HCCBG - Transportation		\$ 3,879
Public Assistance - Aging	104390-569005	HCCBG - CI Nutrition		\$ 8,062
Public Assistance - Aging	104390-569006	HCCBG - CII Nutrition		\$ 4,623
Public Assistance - Aging	104390-569020	HCCBG - Respite	\$ 4,330	
Public Assistance - Aging	104390-569029	HCCBG - In Home	\$ 11,540	
Public Assistance - DSS	104480-512701	HCCBG - In Home	\$ 3,743	
<b>Total Changes in Expenditures</b>			<b>\$ 20,462</b>	<b>\$ 16,564</b>

<b>Net Change in Expenditures</b>	<b>\$3,898</b>
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**Explanation:**

To revise ROAP and HCCBG grant budgets.

Amendment # 20  
 Approved: \_\_\_\_\_  
 Posted: \_\_\_\_\_

\_\_\_\_\_  
 Finance Director

\_\_\_\_\_  
 Date

On a motion by Com. Lassiter and second by Vice-Chair Horton the Board voted unanimously to approve the Amendment to Hertford County Budget Ordinance Fiscal Year 2018-2019 Amendment #21.

<b>AMENDMENT TO HERTFORD COUNTY BUDGET ORDINANCE FISCAL YEAR 2018-2019</b>				
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, 2019:				
<b>REVENUE:</b>				
	<b>Account</b>	<b>Account</b>	<b>Amount</b>	<b>Amount</b>
<b>Department</b>	<b>Number</b>	<b>Description</b>	<b>Increase</b>	<b>Decrease</b>
Restricted Intergovernmental - DSS	100063-418701	LIEAP	\$ 20,000	
Restricted Intergovernmental - DSS	100063-419101	CIP	\$ 20,000	
	<b>Total Changes in Revenue</b>		<b>\$ 40,000</b>	<b>\$ -</b>
		<b>Net Change in Revenue</b>	<b>\$40,000</b>	
<b>EXPENDITURE:</b>				
	<b>Account</b>	<b>Account</b>	<b>Amount</b>	<b>Amount</b>
<b>Department</b>	<b>Number</b>	<b>Description</b>	<b>Increase</b>	<b>Decrease</b>
Public Assistance - DSS	104440-563001	LIEAP	\$ 20,000	
Public Assistance - DSS	104440-569009	CIP	\$ 20,000	
	<b>Total Changes in Expenditures</b>		<b>\$ 40,000</b>	<b>\$ -</b>
		<b>Net Change in Expenditures</b>	<b>\$40,000</b>	
<b>Explanation:</b>	To revise CIP and LIEAP budgets per increased allocation request.			
			Amendment #	21
			Approved:	
			Posted:	
Finance Director	Date			

**TERMINATION OF RECYCLED CLEAN SHINGLES PROGRAM**

County Manager Williams presented the Termination of Recycled Clean Shingles Program for Board approval.

On a motion by Com. Lassiter and second by Vice-Chair Horton the Board voted unanimously to approve the Termination of Recycled Clean Shingles Program.

### **VETERAN'S ADVISORY COUNCIL UPDATE**

Mr. Donald Kirkland presented the Veteran's Advisory Council Update as noted:

- 1400+ veterans are being serviced
- L & M Printers provides items for the council at no cost
- additional funding for advisory council to carry out its role

Chairman Gatling and County Manager Williams advised there would need to be additional discussion with the Veteran's Affairs Director regarding the needs of Veteran's Affairs and its council.

### **COUNTY MANAGER'S COMMENTS**

There were no comments from County Manager Williams.

### **COUNTY COMMISSIONERS' COMMENTS**

Chair Gatling, Vice-Chair Horton and Com. Lassiter welcomed Clerk Fleetwood to the Clerk to the Board assignment. Chair Horton advised he would meet with Clerk Fleetwood later during the week.

Vice-Chair Horton stated he would like to have a department head to give updates at each Board Meeting. He asked County Manager Williams to put a three minute plan in place for updates.

Chair Gatling reminded County Manager Williams of business cards for Commissioners. He also requested that a standalone sign be ordered for the new Election Office Building in Ahoskie.

### **CLOSED SESSION**

On a motion by Com. Lassiter and second by Vice-Chair Horton, the Board voted unanimously to move to Closed Session.

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

On a motion by Vice-Chair Horton and second by Com. Lassiter the Board voted unanimously to return to Regular Session.

On a motion by Com. Lassiter and second by Vice-Chair Horton the Board voted unanimously to adjourn the meeting.