MINUTES
REGULAR MEETING
HERTFORD COUNTY BOARD OF COMMISSIONERS
MULTI-PURPOSE ROOM - JUDICIAL CENTER
MONDAY, November 4, 2019
9:00 AM

PRESENT:
Com. Ronald J. Gatling, Chairman
Com. John D. Horton, Vice-Chair
Com. Leroy Douglas
Com. Andre’ Lassiter
Com. William F. Mitchell, Jr.

Absent:

ALSO PRESENT WITH THE BOARD:
Ms. Loria Williams, County Manager
Dr. Renee Fleetwood, Clerk to the Board
Mr. Charles L Reveille, III, County Attorney
Ms. Maria R. Jones, Attorney ~ Reveille & Lee, LLP

Chairman Ronald J. Gatling called the meeting to order at 9:00 am. Invocation was provided by Overseer Denise Hardy, Overseer of New Life Ministries, Ahoskie, NC. Chairman Gatling thanked Overseer Hardy for the Invocation.

CONSENT AGENDA

On a motion by Com. William F. Mitchell, Jr. and second by Vice-Chair John Horton, the Board unanimously approved the October 21, 2019 Minutes.

INTRODUCTION OF NEW HERTFORD COUNTY EMPLOYEES

County Manager Williams presented the new employees as follows:

<table>
<thead>
<tr>
<th>Employees Hired</th>
<th>PT/FT</th>
<th>Department</th>
<th>Type</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Erica Farmer</td>
<td>FT</td>
<td>E-911</td>
<td>Dispatcher - Re-hire</td>
<td>10/7/2019</td>
</tr>
<tr>
<td>Shanta White</td>
<td>FT</td>
<td>DSS</td>
<td>IMC/Family/Children Medicaid/wa (IMC)</td>
<td>10/7/2019</td>
</tr>
<tr>
<td>Quincy Nowell</td>
<td>FT</td>
<td>Detention Center</td>
<td>Detention Officer</td>
<td>10/7/2019</td>
</tr>
<tr>
<td>Grade Goss</td>
<td>FT</td>
<td>DSS</td>
<td>SW II/Intake/Home Services/Courtesy/Adult/Child Services - Re-Hire</td>
<td>10/21/2019</td>
</tr>
<tr>
<td>Heather Alexander</td>
<td>FT</td>
<td>DSS</td>
<td>IMC/Food/Nutrition Services/ w/a</td>
<td>10/21/2019</td>
</tr>
<tr>
<td>Anthony Brinkley</td>
<td>FT</td>
<td>DSS</td>
<td>IMC/Food/Nutrition Services/ w/a</td>
<td>10/21/2019</td>
</tr>
<tr>
<td>Calida Johnson</td>
<td>FT</td>
<td>DSS</td>
<td>Public Information Assistant IV</td>
<td>10/21/2019</td>
</tr>
<tr>
<td>Robert Ward</td>
<td>FT</td>
<td>Detention Center</td>
<td>Detention Officer</td>
<td>10/21/2019</td>
</tr>
<tr>
<td>Ayodele Gatling</td>
<td>FT</td>
<td>Detention Center</td>
<td>Detention Officer - Transfer</td>
<td>10/7/2019</td>
</tr>
</tbody>
</table>
The Board welcomed the new employees and thanked them for joining the Hertford County Local Government staff.

REQUEST APPOINTMENT OF JURY COMMISSION MEMBER

On a motion by Com. Andre Lassiter and second by Com. Mitchell, the Board unanimously approved the reappointment of Mrs. Tammy Mizelle to the Jury Commission for a two-year term expiring on June 30, 2021.

Chair Gatling informed Clerk Fleetwood to notify Mrs. Mizelle of the requirement to take the Oath of Office for her reappointment.

REQUEST APPROVAL OF CONTRACTUAL AGREEMENT – JOE DURHAM & ASSOCIATES, LLC

On a motion by Com. Mitchell and second by Vice-Chair Horton, the Board unanimously approved the Contractual Agreement for County Manager recruiting services for Joe Durham & Associates, LLC not to exceed $13,700.00 as noted.
Recruitment service framework

1. Operational inquiry and analysis (October 2019)
   - Outline project plan and timeline
   - Individual interviews with search committee and others
   - Review of position profile and description
   - Development of a position analysis

2. Advertising and recruitment (November 2019)
   - Ad placement
   - Social media and marketing of position
   - Direct recruitment and ongoing communications with applicants and potential prospects

3. Initial screening and review (December 2019)
   - Management of applications
   - Search committee briefing to facilitate selection of Semifinalists

4. Evaluation of semi-finalist candidates
   - Personal interaction with the candidates (December 2019)
   - Written questionnaire
   - Media search
   - Search committee briefing to select finalists

5. Evaluation of finalist candidates (December 2019)
   - Preparation of finalist information

6. Interview process with search committee (December 2019-January 2020)
   - Develop interview questions
   - Attend interview sessions
   - Reference checks
   - Final Interviews

7. Negotiations and hiring process (February 2020)
   - Develop terms of offer
   - Negotiate terms and conditions of employment with search committee
   - Develop transition strategy

Project Cost (Not to Exceed)
All Inclusive Maximum Price $13,700

This represents a compressed schedule.
TAX FORECLOSURE UPSET BID – ADELAIDE VAUGHAN HEIRS PROPERTY
PIN#S 5993-91-1315, 5993-91-1289 & 5993-91-2045

On a motion by Com. Mitchell and a second by Com. Leroy Douglas, the Board unanimously approved to continue the upset bid advertising for Foreclosed Adelaide Vaughan Heirs Property PIN#S 5993-91-1315, 5993-91-1289 & 5993-91-2045 as presented by Board Attorney Charles Revelle, III, at $7,000.00 and $4,800.00 repeatedly.

On a motion by Com. Mitchell and a second by Com. Andre Lassiter, the Board voted unanimously to leave Regular Session and convene as the Board of the Hertford County Northern Rural Water District.

REQUEST APPROVAL OF AMENDMENT TO OWNER-ENGINEER AGREEMENT
AMENDMENT NO. 1 – NORTHERN WATER DISTRICT PROJECT

On a motion by Com. Mitchell and a second by Com. Lassiter, the Board voted unanimously to approve the Amendment to Owner-Engineer Agreement Amendment No. 1 - Northern Water District Project as presented by Manager Williams.
AMENDMENT TO OWNER-ENGINEER AGREEMENT
Amendment No. 1

The Effective Date of this Amendment is: October 9, 2019.

Background Data

Effective Date of Owner-Engineer Agreement: September 13, 2016
Owner: Hertford County Rural Northern Water District
Engineer: Municipal Engineering Services Company, P.A.
Project: Water System Improvements 2016

Nature of Amendment:

X Modifications of payment to Engineer

Description of Modifications: Exhibit C, Article 2, Section C2.04 E, Total estimated compensation for Resident Project Representative Services is amended to from $83,700.00 to $124,355.20 to cover RPR Services through project completion. The additional compensation is based upon the additional time required to complete the project. The Certificate of Substantial Completion is anticipated to be issued on or about October 9, 2019.

Agreement Summary:

Original agreement amount: $206,000.00
Net change for prior amendments: $ 0
This amendment amount: $ 40,655.20
Adjusted Agreement amount: $246,655.20

The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement, including those set forth in Exhibit C.
Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect.

OWNER:

Hertford County Rural Northern Water District

By: ________________________________
Print name: Loria D. Williams
Title: County Manager
Date Signed: ________________________

ENGINEER:

Municipal Engineering Services Company, P.A.

By: ________________________________
Print name: Jimmy D. Woodie
Title: President
Date Signed: 10-9-2019
CHANGE ORDER NO. 3 – CONSTRUCTION CONTRACT NORTHERN WATER DISTRICT PROJECT

On a motion by Com. Mitchell and a second by Com. Lassiter, the Board voted unanimously to approve Change Order No. 3 – Construction Contract Norther Water District Project to extend for 63 days from June 30, 2019 through August 5, 2019 as presented by Manager Williams.
Change Order
No. 3

Date of Issuance: Oct 7, 2019
Effective Date:

<table>
<thead>
<tr>
<th>Project: Northern Rural Water District Water System Improvements</th>
<th>Owner: Hertford County Northern Rural Water District</th>
<th>Owner's Contract No.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract: Single Prime</td>
<td>Date of Contract:</td>
<td></td>
</tr>
<tr>
<td>Contractor: TA Loving Company</td>
<td>Engineer's Project No.: G14140</td>
<td></td>
</tr>
</tbody>
</table>

The Contract Documents are modified as follows upon execution of this Change Order:

Description:
This change will add time to the contract timeframe to address lost production days due to stop work order issued by Hertford County. Adds time for ordering proper sized tapping sleeve and valve to match exiting waterlines.

Attachments (list documents supporting change):
See attached for Engineers summary of time extension.

Contractors quote : Time only

<table>
<thead>
<tr>
<th>CHANGE IN CONTRACT PRICE:</th>
<th>CHANGE IN CONTRACT TIMES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Negotiated Contract Price:</td>
<td>Original Contract Times: Working days Calendar days</td>
</tr>
<tr>
<td>$ 1,167,588.00</td>
<td>Substantial completion (days or date): 180</td>
</tr>
<tr>
<td>Decrease from previously approved Change Orders No. 0 to No. 2:</td>
<td>Ready for final payment (days or date): 210</td>
</tr>
<tr>
<td>$ 270.91</td>
<td>Increase from previously approved Change Orders No. 0 to No. 2:</td>
</tr>
<tr>
<td>Contract Price prior to this Change Order:</td>
<td>Substantial completion (days): 21</td>
</tr>
<tr>
<td>$ 1,167,317.09</td>
<td>Ready for final payment (days): 21</td>
</tr>
<tr>
<td>Increase of this Change Order:</td>
<td>Contract Times prior to this Change Order:</td>
</tr>
<tr>
<td>$ 0</td>
<td>Substantial completion (days or date): 201</td>
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<tr>
<td>Contract Price incorporating this Change Order:</td>
<td>Ready for final payment (days or date): 231</td>
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<tr>
<td>$ 1,167,317.09</td>
<td>Increase of this Change Order:</td>
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<tr>
<td></td>
<td>Substantial completion (days or date): 63</td>
</tr>
<tr>
<td></td>
<td>Ready for final payment (days or date): 63</td>
</tr>
<tr>
<td></td>
<td>Contract Times with all approved Change Orders:</td>
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<tr>
<td></td>
<td>Substantial completion (days or date): 264</td>
</tr>
<tr>
<td></td>
<td>Ready for final payment (days or date): 294</td>
</tr>
</tbody>
</table>

RECOMMENDED: By: [Signature]  
Engineer (Authorized Signature)  
Date: 10-7-19

ACCEPTED: By: [Signature]  
Owner (Authorized Signature)  
Date: 10-9-2019

ACCEPTED: By: [Signature]  
Contractor (Authorized Signature)  
Date: 10-9-2019

EJCDC C-941 Change Order  
Prepared by the Engineers Joint Contract Documents Committee and endorsed by the Construction Specifications Institute.
On a motion by Com. Mitchell and a second by Vice-Chair Horton, the Board voted unanimously to adjourn as the Board of the Hertford County Northern Rural Water District and reconvene as the Regular Meeting.

REQUEST APPROVAL OF AMENDMENT TO HERTFORD COUNTY BUDGET ORDINANCE FISCAL YEAR 2019-2020 AMENDMENT # 8

On a motion by Com. Mitchell and a second by Vice-Chair Horton, the Board voted unanimously to approve the Amendment to Hertford County Budget Ordinance Fiscal Year 2019-2020 Amendment # 8 in the amount of $96,184.02 to budget additional funding allocation for CIP, budget funds for J. Durham & Associates and remit unspent ROAP funds to DOT as presented by Manager Williams.
AMENDMENT TO HERTFORD COUNTY BUDGET ORDINANCE FISCAL YEAR 2019-2020

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, 2020:

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>Restricted Ingov-DSS</td>
<td>100063-419101</td>
<td>Crisis Intervention</td>
<td>$80,863.00</td>
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<tr>
<td>Revenues</td>
<td>100112-448500</td>
<td>Fund Balance Appropriated</td>
<td>$15,321.02</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Total Changes in Revenue</td>
<td>$96,184.02</td>
<td></td>
</tr>
</tbody>
</table>

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>DSS</td>
<td>104440-569009</td>
<td>Crisis Intervention Program</td>
<td>$80,863.00</td>
<td></td>
</tr>
<tr>
<td>Administration</td>
<td>104120-569000</td>
<td>Contracted Services</td>
<td>$13,700.00</td>
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</tr>
<tr>
<td>Rural Operating Assistance</td>
<td>104342-</td>
<td>Rural Operating Assistance Program</td>
<td>$1,621.02</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total Changes in Expenditures</td>
<td>$96,184.02</td>
<td></td>
</tr>
</tbody>
</table>

Explanation:

To budget additional funding allocation for CIP; budget funds for J. Durham & Associates; remit unspent ROAP Funds to DOT

Amendment # 8
Approved: ____________________

Interim Finance Director  Date
REQUEST APPROVAL OF HEALTH SERVICES AGREEMENT FOR DETENTION FACILITY

On a motion by Com. Mitchell and a second by Com. Douglas, the Board voted unanimously to approve the Health Services Agreement for Detention Facility as presented by Sheriff Dexter Hayes.

PRESENTATION OF AHOSKIE AMBULANCE SERVICE FOR FRANCHISE SUPPORT

Ms. Allison Slade and Mr. Lance Joyner, Ahoskie Ambulance Service Owners, presented the Ahoskie Ambulance Service for Franchise Support to the Board.

Chairman Gatling advised Ms. Slade and Mr. Joyner to meet with Manager Williams today prior to their meeting with Mr. James Broglin and the Transportation Advisory Committee today at 5:00 p.m.

COUNTY MANAGER’S COMMENTS

County Manager Williams advised the Board that she would hold her comments for Closed Session.

COMMISSIONERS’ COMMENTS

The Board thanked Overseer Hardy, the additional citizens and recognized the Social Services Department for their large attendance of new employees and supervisors who were in attendance.

CLOSED SESSION

On a motion by Com. Mitchell and a second by Com. Douglas, the Board unanimously approved to move to Closed Session as allowed under G.S. 143-318.11 (a) (3) to consult with the County Attorney.

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

On a motion by Com. Mitchell and a second by Vice-Chair Horton, 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.