

**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 Revelle, III, County Attorney

Ms. Maria R. Jones, Attorney ~ Revelle & 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:

Employees Hired	PT/FT	Department	Type	Date
Erica Farmer	FT	E-911	Dispatcher - Re-hire	10/7/2019
Shanta White	FT	DSS	IMC I/ Family/Children Medicaid/wa (IMC I)	10/7/2019
Quincy Nowell	FT	Detention Center	Detention Officer	10/7/2019
Gracie Goss	FT	DSS	SW II/Intake/Home Services/Courtesy/Adult/Child Services - Re-Hire	10/21/2019
Heather Alexander	FT	DSS	IMC I/Food/Nutrition Servies/ w/a	10/21/2019
Anthony Brinkley	FT	DSS	IMC I/Food/Nutrition Servies/ w/a	10/21/2019
Calida Johnson	FT	DSS	Public Information Assistant IV	10/21/2019
Robert Ward	FT	Detention Center	Detention Officer	10/21/2019
Ayodele Gatling	FT	Detention Center	Detention Officer - Transfer	10/7/2019

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)
 - Add 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 Semifinalist
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.

Joe Durham and Associates LLC • 301 Fayetteville Street #3012 • Raleigh, NC 27601

Office: 1-800-332-0724


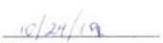
Mobile: 919-215-1064

jdurham@joedurhamassociates.com



Agreement for services:

- Fees will be invoiced in 25% intervals (total fee not to exceed \$13,700)
- All services will be provided in accordance with the Scope of Services outlined above



 Joseph Durham Date
 Principal
 Joe Durham and Associates LLC

 Hertford County Authorized Representative Date

Joe Durham and Associates LLC • 801 Fayetteville Street 43012 • Raleigh, NC 27601
 Office: 1 800 332-0724 Mobile: 919-215-1064 jdurham@jodurhamassociates.com

**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.

This is **EXHIBIT K**, consisting of 2 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated September 13, 2016.

**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:

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:

ENGINEER:

Hertford County Rural Northern Water District

Municipal Engineering Services Company, P.A.

By:

Print Loria D. Williams

name: _____

By:

Print Jimmy D. Woodie

name: _____

Title: County Manager

Title: President

Date Signed: _____

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: _____

Project: Northern Rural Water District Water System Improvements.	Owner: Hertford County Northern Rural Water District	Owner's Contract No.:
Contract: Single Prime		Date of Contract:
Contractor: TA Loving Company		Engineer's Project No.: G14140

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

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

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

ACCEPTED:
By: _____
Owner (Authorized Signature)
Date: _____

ACCEPTED: T.A Loving Company
By: [Signature]
Contractor (Authorized Signature)
Date: 10-09-2019

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:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Restricted Ingov-DSS	100063-419101	Crisis Intervention	\$80,863.00	
Revenues	100112-448500	Fund Balance Appropriated	\$ 15,321.02	
Total Changes in Revenue			\$96,184.02	\$ -

Net Change in Revenue	\$96,184.02
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EXPENDITURE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
DSS	104440-569009	Crisis Intervention Program	\$ 80,863.00	
Administration	104120-569000	Contracted Services	\$ 13,700.00	
Rural Operating Assistance	104342-	Rural Operating Assistance Program	\$ 1,621.02	
Total Changes in Expenditures			\$ 96,184.02	

Net Change in Expenditures	\$96,184.02
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Explanation:

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

Amendment # 8

Approved: _____

Posted: _____

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.