

Minutes Regular Monthly Meeting June 12, 2017 7:30 PM

Mayor Horace Reid called the meeting to order. Commissioners present were Mayor Pro Tem Lillian Holman, Commissioners Archie Aples and Sid Eley. Commissioner Ed Lane was absent. Others present were Town Manager Brandon Shoaf, Town Clerk Cindy Sharber, Executive Assistant Pam Hurdle, Police Chief Doug Freeman, Mack Nixon, Edgar Salvo, and Frank Norman.

Mayor Reid led the Pledge of Allegiance and Archie Aples had the prayer.

Motion by Sid Eley and seconded by Lillian Holman, and passed 4-0 to approve the agenda as presented.

Motion by Archie Aples and seconded by Sid Eley, and passed 4-0 to approve the regular meeting minutes of May 8, 2017 as presented.

Scheduled Business Appointments

There were none.

Administrative Concerns

Archie Aples thanked Brandon, Cindy, Pam and Doug. He said while selling quilt squared this Saturday he had the opportunity to speak with at least ten visitors to Hertford. They all said Hertford was a beautiful town and two of them are moving here.

Sid Eley thanked public works and police for their help while the fire department burned the house at 300 Church Street. He said people needed to keep their properties up to avoid having them burned or torn down. He commended the town on the work done at the basketball courts and at Missing Mill Park.

Lillian Holman said the lot across from the new library looked terrible. She asked if anything could be done to make that area look better.

Citizen Concerns

Mack Nixon asked for some help from council to eliminate the dilapidated/overgrown house at 305-307 Woodland Ave. He said they struggle to keep tenants in the house he owns next door because of the condition of this house/yard. He requested a written response from council.

Edgar Salvo said he understood the need to make the town presentable but he was upset with whoever sprayed round up. He said on Market Street the spraying was spotty and some places are sprayed a foot from the curbing into grass. He said English ivy was growing up a phone poll and now the roadside part of the English Ivy is dead. He realizes nothing can be done now but they could at least be consistent.

Continued Business

Brandon Shoaf said he attended a meeting about the S-Bridge last week. He said the DOT have teams made of firms for design and construction of the replacement. He said the process is still moving forward and NCDOT hopes to award the contract by summer or early fall. Brandon said he believes that the contractors would have to move the pump station at the bridge but DOT doesn't want the contractors to touch the S-bridge pump station if possible.

New Business

Pam Hurdle presented a listing of properties with tax lien amounts she has attached to the properties for mowing the properties. She explained a big problem was the lack of owners. She said one was paying regular because of a garnishment. Majority of the amounts owe are for the penalties. Pam said they have an equipment list which the labor cost is already factored in. Public Works is issued a work order to cut and they turn that work order in when complete with the equipment used and the time spent cutting. Brandon said the county tries not to foreclose on the property unless there are interested parties. He and Pam try to encourage neighbors to contact the County Tax Office to possibly purchase these lots when they call the office to complain.

Brandon Shoaf presented the copies of the proposed electric rates for July 2017 and advised council to set a public hearing if they were satisfied with the proposed rates. The rates will reduce retail electric charges across the board by 2.4%.

Motion by Sid Eley and seconded by Archie Aples, and passed 4-0 to set an adoption hearing for June 29, 2017 at 5:30 PM.

Motion by Archie Aples and seconded by Sid Eley, and passed 4-0 to approve the audit contract with Carr, Riggs and Ingram as presented.

Motion by Sid Eley and seconded by Archie Aples, and passed 4-0 to approve the budget amendment # 5 FY 2016-2017 as follows:

<u>Acct. No.</u>	<u>Account Name</u>	<u>Decrease</u>	<u>Increase</u>
104200.1600	Muni. Bldg./ MMP		\$4,000.00
105600.1100	Streets Operating Expense		\$12,500.00
			\$14,050.00
			\$3,391.44
105600.4500	Streets Powell Bill		\$6,000.00
			\$435.00
318100.0200	Electric Salaries		\$6,023.70
308100.0200	Water Salaries		\$5,087.70

318100.3300	Electric Materials and Supplies	\$6,027.22
318100.1700	Electric Vehicle Expense	\$2,110.50
105100.0200	Police Salaries	\$1,994.97
		\$1,319.14
104200.0200	Admin. Salaries	\$669.24
105600.0200	Streets Salaries	\$2,693.92
105100.1700	Police Vehicle Expense	\$5,092.50
		\$2,571.45
		\$4,468.50
308200.3300	Collections Materials and Supplies	\$6,650.00
105600.3300	Streets Materials and Supplies	\$108.91
105600.1700	Streets Vehicle Expense	\$3,317.63
308100.1700	Water Vehicle Expense	\$1,123.40
308200.0200	Collections Salaries	\$341.01
105300.8000	Fire Dept. Communications	\$140.00
105100.800	Police Dept. Communications	\$2,869.52
105300.0700	Fire Dept. Retirement	\$1,188.00
105300.1100	Fire Dept. Operating	\$4,200.00
105300.5400	Fire Dept. Insurance	\$4,578.00
318100.7400	Electric Capital	\$5,000.00

This will result in a net increase to the Revenue line item below.

<u>Acct. No.</u>	<u>Account Name</u>	<u>Decrease</u>	<u>Increase</u>
103810.0000	General Fund Misc. Revenue		\$12,500.00
			\$1,319.14
			\$6,606.57
			\$6,948.91
			\$18,198.13
			\$9,966.00
			\$6,571.45

103510.0000	Police Misc. Revenue	\$4,468.50
303350.0000	Water Misc. Revenue	\$6,211.10
303350.0100	Sewer Misc. Revenue	\$6,991.01
313350.0000	Electric Misc. Revenue	\$14,161.42
		\$5,000.00
103990.1400	Fund Balance Appropriated (Powell Bill Restricted)	\$6,000.00
103990.1400	Fund Balance Appropriated	\$3,009.52

Explanation and Notes:

1. Revenue of \$12,500 for the sale of old backhoe. Same amount to Street Operating Expense.
2. Revenue of \$6,571.45 for Taxes/ Penalties/ Lien Repayments and Fire Truck. An expense of \$4,000 to Missing Mill Park maintenance and \$2,571.45 to Police Vehicle expense.
3. An increase in Fund Balance Appropriated as a revenue of \$6,000 for Powell Bill and expended from the Streets Powell Bill line item.
4. A revenue of \$9,966 from the Firemen's Relief Fund to cover all retirement expenses to the retired firemen, the retirement pension and supplemental insurances. The same amount expended through the appropriate Fire Dept. line items as listed above.
5. FEMA Reimbursement totaling \$59,082.02 is highlighted. All revenues and expenses encompass almost all Town Depts.
6. A Fund Balance Appropriation of \$3,009.52 as a revenue for County Communications because the actual cost was that much higher than what was projected. The expenses are paid through both the Fire Dept. and Police Dept. respective line items.
7. A revenue of \$1,319.14 for the sale of two Crown Victorias that were surplus. The same amount is shown expended through the Police Dept. salaries line item to help cover overtime task force work.
8. A revenue of \$5,000.00 for System betterment from Electricities for the purchase of 100 Smart Meters.
9. A revenue of \$4,468.50 for insurance reimbursement for PD cars, one where the front bumper fell off and the other that was backed into in Wilson at training. The same amount is expended through the Police Vehicle line item for the repairs.

Brandon Shoaf advised as allowed by the 2016-2017 Fiscal Year Budget Ordinance, he had instructed the Finance Officer to make the following transfers:

1. A transfer of \$3,000 from Fire Dept. Insurance line item to Fire Dept. Operating line item to cover the cost of repainting the exterior of the Fire Department building.
2. A transfer of \$1,000 from the Administration Capital Outlay line item to the Police Dept. Operating Expense line item to cover the cost of a server upgrade and the associated labor cost.

Brandon Shoaf presented the 2017-2018 Budget Message and the Proposed 2017-2018 Budget Ordinance for General Fund, Water and Sewer Fund, and Electric Fund. He advised council to set a public hearing to adopt the 2017-2018 budget ordinance and that both documents are on the Town's webpage.

Motion by Archie Aples and seconded by Lillian Holman, and passed 4-0 to set an adoption hearing for June 29, 2017 at 5:30 PM.

Brandon Shoaf presented the Town/County Joint Disaster Debris Monitoring and Management Contracts. He said these contracts are needed to be able to request funding from FEMA in Emergency events for reimbursement.

Motion by Archie Aples and seconded by Lillian Holman, and passed 4-0 to approve the Town/County Joint Disaster Debris Monitoring Contract and the Town/County Joint Disaster Debris Management Contract.

Mayor Reid presented the ABC report showing an increase of 5.65% over last May.

Sid Eley invited council to a ribbon cutting June 15, 2017 at 5:00 PM at the Food Pantry and June 23, 2017 at 10:30 AM at the boat ramp in the Commerce Park.

Sid asked that council congratulate and recognize Frederick Norman, II on finishing 4th in the State in track.

Motion by Sid Eley and seconded by Archie Aples, and passed 4-0 to honor Frederick Norman, II.

Motion by Lillian Holman and seconded by Archie Aples, and passed 4-0 to adjourn the meeting.