

Regular Monthly Meeting January 11, 2016 at 7:30 PM

Mayor Horace Reid called the meeting to order. Commissioners present were Mayor Pro Tem Lillian Holman, Ed Lane, Sid Eley and Archie Aples. Others present were Town Manager Brandon Shoaf, Town Clerk Cindy Sharber, Superior Clerk of Court Todd Tilley, Administrative Assistant Pam Hurdle, Lieutenant Bert Webb, Louise Reid, Frank Norman, and Angela Welsh.

Mayor Reid led the Pledge of Allegiance.

Mayor Reid had the prayer.

Superior Clerk of Court Todd Tilley swore in Horace Reid as Mayor. Louise Reid held the Bible for her husband.

Mayor Reid turned the meeting over to Mayor Pro Tem Lillian Holman as he continues to recover.

Motion by Sid Eley and seconded by Archie Aples, and passed 5-0 to approve the agenda as presented.

Motion by Sid Eley and seconded by Archie Aples, and passed 5-0 to approve the minutes of December 14, 2015 as presented.

Scheduled Business Appointments

There were none.

Administrative Concerns

Mayor Pro Tem Lillian Holman said on behalf of her and the board they are glad to have Mayor Reid back with them.

Town Manager Brandon Shoaf said the town has a break in a sewer force main at Gaston Drive and Wynne Fork Road that was being worked on tonight. He felt the spill would be reportable but didn't think it had been spilling long before it was discovered. He said that the spill hadn't reached the creek or river.

Sid Eley said the Chamber of Commerce will sponsor a meeting with the new chancellor of Elizabeth City State University February 2, 2016, 8:00 AM at Captain Bob's Restaurant.

Archie Aples said that Sid Eley had given him a tour of the Hertford Fire Department but he notice the windows and doors at the public works building while he was down there.

Brandon Shoaf said he has asked for a quote for the windows and doors.

Sid Eley said he knows the town can't use the sweeper when the temperature is really low outside but they needed to sweep downtown because of the leaves as soon as possible.

Archie Aples asked if the town had received sewer problem calls because of the excessive rain we have been having.

Brandon Shoaf said we hadn't. He said in 2009 the town relined a lot of their lines then and that has cut down on infiltration.

Citizens Concerns

Frank Norman said that Dr. Leigh Cooley would be at the high school on February 20th from 11:30 – 2:00. He said she would do a presentation about the new Voter ID law that will go into effect at the next election and afterwards there will be an opportunity for questions and answers. Frank said that Perquimans County is not sponsoring this and he asked the board for \$500 to assimilate information. He said he was also asking the County and Winfall boards for money.

Archie Aples asked if he would let us know what the other two entities decided to give toward this request.

Brandon Shoaf said he would need to research this request with the Board of Elections.

Continued Business

Brandon Shoaf said he had nothing new to report regarding the commercial business incentives.

New Business

Mayor Pro Tem Lillian Holman opened the public hearing to discuss the stop sign on Jimmy Hunter Drive.

Brandon Shoaf explained and showed the location of the new stop signs to be installed on Jimmy Hunter Drive.

There were no questions or comments.

Lillian Holman closed the public hearing.

Motion by Ed Lane and seconded by Archie Aples, and passed 5-0 to amend town ordinance Section 5-134, Schedule XI by adding Jimmy Hunter Drive from Jimmy Hunter Drive, from the East and South of the intersection with the Perquimans High School Parking Lot.

Brandon Shoaf informed the board, for informational purposes only, that the general membership of the Hertford Fire Department had reappointed Drew Woodard as Fire Chief.

Motion by Sid Eley and seconded by Archie Aples, and passed 5-0 to appoint Carlton Davenport to fill the unexpired term of Don Morris on the Hertford Planning and Zoning Board of Adjustment. Don Morris had resigned due to health issues and his term expires December 2017.

Angela Welsh, Albemarle RPO Director, presented the CTP and gave an overview. She did note that the report reflects the discussion of a 33ft span S-bridge that DOT recommends, even though the Towns and County are on record in support of Alt. B.

Archie Aples questioned that the town would be adopting now, but they are nowhere near starting.

Angela Welsh said this is a 25-30 year plan.

Brandon Shoaf thanked Angela Welsh for all the work she did toward this project.

Lillian Holman asked if the board would be getting a bound copy. Angela Welsh said they would get a bound copy.

Archie Aples asked if something could be amended after funding had been approved. Angela Welsh said they could request changes and they should amend if not too drastic of a change.

Motion by Sid Eley and seconded by Archie Aples, and passed 5-0 to adopt resolution 1-11-2016-1 Comprehensive Transportation Plan Support as presented.

Brandon Shoaf presented FY 2015-2016 budget amendment #4 as follows:

BE IT ORDAINED by the Governing Board of the Town of Hertford, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2016:

Section 1. To amend the General Fund, Water & Sewer Fund, and Electric Fund expenditures as follows:

<u>Acct. No.</u>	<u>Account Name</u>	<u>Decrease</u>	<u>Increase</u>
104200.0200	Admin. Salaries		\$2,572.08
104200.0500	Admin. FICA		\$196.78
105100.0200	Police Salaries		\$1,662.00
105100.0500	Police FICA		\$127.15
105300.1100	Fire Operating		\$6,480.00
105600.0200	Street Salaries		\$4,317.20
105600.0500	Street FICA		\$330.31
107100.0200	DMV Salaries		\$1,721.20
107100.0500	DMV FICA		\$131.67
108600.0200	Planning Salaries		\$172.80
108600.0500	Planning FICA		\$13.22
308100.0200	Water Salaries		\$1,957.12
308100.0500	Water FICA		\$149.73
308200.0200	Collection Salaries		\$403.94
308200.0500	Collection FICA		\$30.91
308300.0200	WWTP Salaries		\$1,604.24
308300.0500	WWTP FICA		\$122.65
318100.0200	Electric Salaries		\$3,613.42
318100.0500	Electric FICA		\$276.42
104200.0600	Admin. Group Health		\$53.00
105100.0600	Police Group Health		\$380.00
105600.0600	Streets Group Health		\$147.00
107100.0600	DMV Group Health		\$42.00

108600.0600	Main St. Group Health	\$11.00
308100.0600	Water Group Health	\$80.00
308200.0600	Collections Group Health	\$42.00
308300.0600	Waste Water Treatment Group Health	\$106.00
318100.0600	Electric Group Health	\$158.00

<u>Acct. No.</u>	<u>Account Name</u>	<u>Decrease</u>	<u>Increase</u>
103990.1400	Fund Balance Appropriated		\$18,357.41
303000.0000	Fund Balance Appropriated	\$4,496.59	
313000.0000	Fund Balance Appropriated	\$4,047.84	

Explanation and notes:

1. The approved Longevity Bonuses to Town Staff and the Call Bonuses to the Volunteer Firemen will result in a net increase all departmental salaries and the Fire Dept. Operating line item, totaling \$24,504.00. It also includes an increase to the General Fund Balance Appropriated, the Water and Sewer Fund Balance Appropriated and the Electric Fund Balance Appropriated to cover those costs.
2. A \$1,056 increase to the employee health insurance, which is a part of the salary line item in each department, will increase those same line items across the board. That payment is spent between all departments. The same amount will increase in the Fund Balance Appropriated line items for the General Fund, Water and Sewer Funds and the Electric Fund.

Motion by Ed Lane and seconded by Archie Aples, and passed 5-0 to approve FY 2015-2016 budget amendment #4 as presented.

Motion by Sid Eley and seconded by Ed Lane, and passed 5-0 to appoint Archie Aples to fill Carlton Davenport's seat on the Albemarle RPO TAC.

Mayor Pro Tem Lillian Holman presented the ABC report showing an increase of 7.78% increase over last December.

Motion by Ed Lane and seconded by Sid Eley, and passed 5-0 to enter into closed session pursuant to NCGS 143-318.11 (a) (6) to discuss personnel.

Motion by Sid Eley and seconded by Ed Lane, and passed 5-0 to go back into regular session.

No action was taken as a result of the closed session.

Brandon Shoaf said that with the abnormal warm weather this winter the cemetery was cut an extra time. He said he budgets for two additional cuts so it will not have an impact on the budget. He said that the contract between the town and the contractor states that the town needs to be contacted if the contractor is cutting beyond the 20 cuts. He recommended paying for the additional cut and sending a letter stressing that the town needs to be notified before cutting more than 20 times.

Sid Eley invited the board to the Perquimans County Chamber banquet on January 29th, 6 PM at Louise's Event Center.

Motion by Sid Eley and seconded by Ed Lane, and passed 5-0 to adjourn the meeting.