

**December 11, 2017 Regular Monthly Meeting Minutes at 7:30**  
**at the Perquimans County Courthouse**

Mayor Horace Reid called the meeting to order. Commissioners present were Mayor Pro Tem Lillian Holman, Commissioners present were Ed Lane, Archie Aples and Sid Eley. Others present were Town Manager Brandon Shoaf, Town Clerk Cindy Sharber, Town Attorney Ben Gallop, Councilmen elect Frank Norman and Quentin Jackson, Edgar Salvo, Dorcas White, Kyajia Jackson, Marion Leary, Michael Hare, Chris and Gina Wharton, Valeria Brinkley, Michael Vaughn, Gail Hill, Manuel Miller, Elva Lee, Iris Lee, Betty Jones, Toby Crandall, Frank Norman IV, Judie and Joseph Hoffler, Guy Simmons, Gilbert Vaughn, Fred Yates, Barbara Baxter, Tony Gibson, Joel McClenney, Tara White, Jaleesa Banks, Tony Riddick, Pam Hurdle, Todd Tilley and Policemen Bert Webb and Clinton Brothers.

Mayor Reid led the Pledge of Allegiance and Sid Eley had the prayer.

Motion by Sid Eley and seconded by Archie Aples, and passed 5-0 to approve the agenda as amended by adding January work session rescheduling.

Motion by Sid Eley and seconded by Ed Lane, and passed 5-0 to approve the regular meeting minutes of November 13, 2017.

Motion by Archie Aples and seconded by Lillian Holman, and passed 5-0 to approve the closed session minutes of November 13, 2017.

**Scheduled Business Appointments**

There were none.

**Administrative Concerns**

Motion by Archie Aples and seconded by Sid Eley, and passed 5-0 to add Mrs. Moreland to the January work session agenda.

**Citizen Concerns**

There were none.

**Continued Business**

Brandon Shoaf presented the S-Bridge MOA Agreement requesting signatures. Motion by Archie Aples and seconded by Lillian Holman, and passed 5-0 to sign the S-Bridge MOA Agreement.

Brandon Shoaf advised council that the Town had received notice from Golden Leaf Disaster Recover Grant Funds that we would be receiving \$637,094 for sewer repairs caused by Hurricane Matthew.

Mayor Reid presented service award plaques to Mayor Pro Tem Lillian Holman and Councilman Ed Lane for their years of service on the town council.

Ed Lane and Lillian Holman thanked the board and the citizens for working with them during their time served on the board.

### **New Business**

Clerk of Court Todd Tilley swore in newly elected council members, Quentin Jackson and Frank Norman.

Motion by Archie Aples and seconded by Sid Eley, to have a 5-minute recess to allow for pictures.

Motion by Sid Eley and seconded by Quentin Jackson, and passed 5-0 to appoint Archie Aples as Mayor Pro Tem.

Motion by Archie Aples and seconded by Quentin Jackson, and passed 5-0 to open a public hearing for annexation petition at 108 Cedar Stretch Road.

Brandon Shoaf presented the supporting documents for the annexation request at 108 Cedar Stretch Road.

There was no discussion from council or citizens.

Motion by Sid Eley and seconded by Archie Aples, and passed 5-0 to close the public hearing.

Motion by Sid Eley and seconded by Archie Aples, and passed 5-0 to approve the annexation request for 108 Cedar Stretch Road.

Town Manager Brandon Shoaf presented council with information sent to him from individuals expressing an interest in filling the vacated position on the Hertford Planning and Zoning Board of Adjustments.

Motion by Quentin Jackson and seconded by Archie Aples, and passed 5-0 to appoint Kisha Darden to the Hertford Planning and Zoning Board of Adjustments

Motion by Sid Eley and seconded by Quentin Jackson, and passed 5-0 to appoint Gracie Felton to the Hertford Planning and Zoning Board of Adjustments.

Motion by Archie Aples and seconded by Frank Norman, and passed 5-0 to appoint Quentin Jackson to the Perquimans County Economic Development Commission.

Brandon Shoaf said he had written a letter requesting relief from the sewer plant land application permit violation. Quentin Jackson asked if we had to use outside contractors for the land application. Brandon Shoaf advised we would always use outside contractors for the land application.

Quentin Jackson asked if in the future a clause could be added to contracts with contractors if such penalties arise the contractor would be responsible for paying.

Frank Norman asked if the contractor could be held responsible for the penalty? Brandon Shoaf advised no.

Brandon Shoaf presented budget amendment #2, FY 2017-2018 as follows:

BUDGET ORDINANCE AMENDMENT

Amendment # 2

FY 2017-2018

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, 2018:

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		\$2,873.52
104200.0500	Admin. FICA		\$219.82
105100.0200	Police Salaries		\$1,922.00
105100.0500	Police FICA		\$147.05
105600.0200	Street Salaries		\$4243.84
105600.0500	Street FICA		\$324.66
107100.0200	DMV Salaries		\$1,922.80
107100.0500	DMV FICA		\$147.10
108600.0200	Planning Salaries		\$211.20
108600.0500	Planning FICA		\$16.15
308100.0200	Water Salaries		\$2,461.52
308100.0500	Water FICA		\$188.29
308200.0200	Collection Salaries		\$433.52
308200.0500	Collection FICA		\$33.17
308300.0200	WWTP Salaries		\$2,520.72
308300.0500	WWTP FICA		\$192.84
318100.0200	Electric Salaries		\$5,132.88

318100.0500	Electric FICA	\$392.65
105100.3300	Police Materials and Supplies	\$2,948.80
105300.1100	Fire Operating Expenses	\$7,792.00
103810.0000	General Fund Misc. Revenues	\$1,265.00
105600.7300	Streets Powel Bill (Paving and Patching)	\$1,265.00
103990.0300	Fire Dept. Grant Revenues	\$5,000.00
105300.7500	Fire Dept. Grant Match	\$5,000.00

This will result in a net increase

<u>Acct. No.</u>	<u>Account Name</u>	<u>Decrease</u>	<u>Increase</u>
103990.1400	Fund Balance Appropriated		\$22,768.94
303000.0000	Fund Balance Appropriated		\$5,830.06
313000.0000	Fund Balance Appropriated		\$5,525.53

Explanation Notes:

1. A total of \$29,564 was appropriated to fund the longevity bonuses and the call bonuses for staff and firemen. It should be noted that the same is shown split between all the applicable departmental expense line items and the 3 Fund Balance accounts that it was paid from.
2. Perquimans County reimbursed us \$1,265 for paving that was done around the DSS by our contractor. The expense is shown as an increase to the Powell Bill item as well as to the General Fund Misc. Revenues line item.
3. The Town received an additional \$5,000 from the Dept. of Insurance Grant because the volunteers used money from fund raising functions to match that and purchase other equipment under the grant from DOI this year. There is the same amount shown in the Fire Dept. Grants Revenue line item and Fire Grant Expense line item.

Motion by Sid Eley and seconded by Archie Aples, and passed 4-1 to approve budget amendment # 2 as presented. Quentin Jackson voted against the motion.

Mayor Reid presented the ABC report showing a decrease of 7.72% over last November.

Quentin Jackson said he would like to add 2 items of business.

Motion by Quentin Jackson and seconded by Sid Eley, and passed 5-0 to prepare a proclamation or resolution for Michael Bonner.

Motion by Quentin Jackson and seconded by Archie Aples, and passed 4-1 to have the fire chief present at the January 8, 2018 council meeting. Sid Eley voted against the motion.

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