

## **Minutes Regular Monthly Meeting December 12, 2016 at 7:30PM**

Mayor Horace Reid called the meeting to order. Commissioners present were Mayor Pro Tem Lillian Holman, Commissioners Ed Lane, Archie Aples and Sid Eley. Others present were Town Manager Brandon Shoaf, Town Clerk Cindy Sharber, Town Attorney Ben Gallop, Pam Hurdle, Michell Covey, Steve Lane, Joseph and Judy Hoffler, Frank Norman, Perquimans County High School Principal Melissa Fields, Perquimans County Schools Superintendent Matthew Cheeseman, Perquimans County Schools CTE Coordinator Jill Cohen and Police Lieutenant Bert Webb.

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

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

Motion by Lillian Holman and seconded by Ed Lane, and passed 5-0 to approve the minutes of November 14, 2016 as presented.

### **Scheduled Business Appointments**

Joseph Hoffler would like to do some more research with the help of Sid Eley and the school board on the history of the Hertford High School and possibly have a ceremony and a sign erected on the site where the old school once was. He said many other counties had some type of landmark for African American Schools but Perquimans has no trace of the school ever existing.

Michell Covey with Carr, Riggs and Ingram presented the 2016 audit report. She stressed that the audit had not been approved by the LGC yet and that the settlement from Winfall will not appear in any other years' audits.

Steve Lane ask the board to approve a resolution supporting his efforts to have the post office moved. He said they had no break room, lack security, the back lot flooded, cars scraping when pull in and out, the roof coming off, and the lack of parking. Lane said he currently has a petition circulating getting signatures in support of having the post office moved.

### **Administrative Concerns**

Sid Eley said on behalf of the Perquimans County Chamber of Commerce he would like to thank the town staff especially the street department and the police department for their efforts to make the Christmas Parade a success.

Lillian Holman agreed with Sid about the town's efforts and for the grand illumination.

Ed Lane asked Brandon about the trimming needed at the cemetery. Brandon said he had spoken with the contractor and the trimming will be done in the next few weeks at Cedarwood and Roadside cemetery. Brandon also said they would be getting rock for the drive at Roadside once it gets drier.

Ed Lane asked about the sinkhole on Market Street. Brandon said he had met with the FEMA representative on Friday and they would be scheduling a time to look at all the sinkholes that appeared after hurricane Matthew.

Archie Aples said the house for sale on Grubb Street by the pump station is complaining of washout from the continuous water flow.

### **Citizen Concerns**

There were none.

### **Continued Business**

Brandon said 2 windows on the high bay side had been ordered and painting of the trim work still needs to be done and the ice plant. He said that lighting had been completed at the Missing Mill Park Shelter.

Motion by Sid Eley and seconded by Archie Aples, and passed 5-0 to accept the revised proposal from Perquimans County Schools for purchase of the fire truck. The agreement would allow the school system to pay \$3,000 up front and \$7,000 per year, for the next 6 years, for a total purchase of \$45,000.

### **New Business**

Mayor Reid opened the public hearing to consider an amendment to the Town's General Ordinance Chapter 9 – Business Registrations.

Brandon said they had been working on a business registration and new fees to replace that had been the old privilege license fees that the State Legislators ended 2 years ago.

There were no public comments during the public hearing.

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 Ed Lane, and passed 5-0 to approve the amendment to the Town's General Ordinance Chapter 9 - Business Registrations as amended by attorney, Ben Gallop near the bottom by adding GS 160A - 194.

Mayor Reid opened the public hearing to consider an Amendment to the Town's General Ordinance Section 6-11 - Capacity Fee Charges.

Brandon said the purpose of the public hearing was to remove the wording of capacity fees and the actual fees from the Town's General Ordinance.

There were no public comments during the public hearing.

Motion by Ed Lane and seconded by Lillian Holman, and passed 5-0 to close the public hearing.

Motion by Lillian Holman and seconded by Sid Eley, and passed 5-0 to approve the amendment to the Town's General Ordinance Section 6-11 as presented.

Mayor Reid opened the public hearing to consider an amendment to the Town's Electric Rate Schedule 35 - Small General Service.

Brandon said he had requested assistance some time ago from Electricities to change the calculation process of the town's current Rate Schedule 35 – Small General Service rate to make it easier for staff and the customers to be able to understand and able to calculate more easily.

There were no public comments during the public hearing.

Motion by Archie Aples and seconded by Ed Lane, 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 amendment to the Town's Electric Rate Schedule 35 – Small General Service as presented.

Brandon Shoaf presented Budget Amendment #3 – Longevity and Call Bonuses ad 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, 2017:

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		\$2,722.80
104200.0500	Admin. FICA		\$208.30
105100.0200	Police Salaries		\$1,950.00
105100.0500	Police FICA		\$149.17
105300.1100	Fire Operating		\$8,952.00
105600.0200	Street Salaries		\$4,563.44
105600.0500	Street FICA		\$349.11
107100.0200	DMV Salaries		\$1,822.00
107100.0500	DMV FICA		\$139.39
108600.0200	Planning Salaries		\$192.00
108600.0500	Planning FICA		\$14.68
308100.0200	Water Salaries		\$2,126.80
308100.0500	Water FICA		\$162.69
308200.0200	Collection Salaries		\$463.28
308200.0500	Collection FICA		\$35.44
308300.0200	WWTP Salaries		\$1,742.48
308300.0500	WWTP FICA		\$133.29
318100.0200	Electric Salaries		\$4,007.20
318100.0500	Electric FICA		\$306.56

This will result in a net increase to the fund balance line items below.

<u>Acct. No.</u>	<u>Account Name</u>	<u>Decrease</u>	<u>Increase</u>
103990.1400	Fund Balance Appropriated		\$21,062.89
303000.0000	Fund Balance Appropriated		\$4,663.98
313000.0000	Fund Balance Appropriated		\$4,313.76

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 \$30,040.63. 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.

Sid Eley asked to be excused from voting on the amendment since he received money from the call bonus.

Motion by Lillian Holman and seconded by Archie Aples, and passed 4-0 to approve budget amendment #3 as presented.

Motion by Sid Eley and seconded by Lillian Holman, and passed 5-0 to approve HHI request to have the 2017 Car Show on the municipal building parking lot and property. Brandon said he had asked if the boat ramp could remain open that day. HHI said they didn't mind but would need someone to police the area. Brandon said Doug said he would assign someone to keep things civil at the ramp but if the new ramp is open by then it may not be a problem.

Motion by Ed Lane and seconded by Sid Eley, and passed 5-0 to approve a resolution to declare surplus property a 2006 Crown Victoria, VIN 2FAFP71W16X107916.

Mayor Reid presented the ABC report showing an increase of 15.71% over last November.

Motion by Lillian Holman and seconded by Sid Eley, and passed 4-0 to approve a resolution of the Town Council of the Town of Hertford, NC designating a claim committee for a specific claim, relating to capacity fees. Archie Aples was excused from voting.

Brandon Shoaf presented a letter from Archie and Lora Aples requesting a refund of the \$8,800 paid on their behalf for capacity fees. He informed the board that they paid \$8,000 in capacity fees.

Motion by Ed Lane and seconded by Sid Eley and passed 4-0 to go into closed session per NC GS 143-318.11.(a)(3), to protect Attorney – Client Privileges.

Motion by Sid Eley and seconded by Lillian Holman, and passed 4-0 to go into regular session. Archie Aples rejoined the meeting.

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