

Regular Meeting
Monday, August 2, 2010
6:00pm
Chowan County Public Safety Center
305 West Freemason Street

MINUTES

The Chowan County Board of Commissioners held their regular meeting on Monday, August 2, 2010 at 6:00pm in the Chowan County Public Safety Center, 305 West Freemason Street Edenton NC. Present Chairman Eddy Goodwin, Vice Chairman Emmett Winborne, Commissioners Keith Nixon, Kenny Goodwin, Ralph Cole, Jimmy Alligood and Louis Belfield. Staff Present Finance Officer Lisa Jones; Interim Manager Paul Parker and Board Clerk Susanne Stallings.

Chairman Eddy Goodwin called the meeting to order and then led the group in the pledge.

Commissioner Kenny Goodwin provided the invocation.

Public Comment

Chairman Eddy Goodwin opened the floor to public comment.

Lynn Hurdle-Winslow, Dean of COA Edenton campus invited the Board of Commissioners to the inauguration of the 9th President of COA on August 26, 2010 at 2:00pm at the Elizabeth City Campus.

Norman Brinkley asked for the status of the removal of the sign at the DF Walker Alumni Building at the former DF Walker School Campus/COA Campus. He stated that at a previous meeting of the Board of Commissioners, the COA Board promised to have the sign removed.

Commissioner Nixon noted that the Board of Commissioners did not vote to remove the sign; however he was present at the meeting where COA's Board president Matt Wood promised to have the sign removed.

Douglas Stallings, Alumni Association member stated that he was concerned because there is a lease of the space for the association as long as the Alumni Association is a viable organization.

Commissioner Nixon asked if the sign removal is a responsibility of the County.

Lynn Hurdle Winslow stated that she felt the County would be the party responsible for removing the sign.

Commissioner Kenny Goodwin stated he did not feel that the County was responsible for such.

Commissioner Nixon asked if COA would notify the County of their desire to have the County's maintenance department remove the sign, and then the County would take care of it.

Robbie Laughton, retired Chowan County Recreation Director spoke and expressed his appreciation for the support of the Recreation Department for the past 28 years. He stated the success of the Recreation Department could not have been without the support of the County Commissioners and County Administration.

Consent Agenda

Chairman Eddy Goodwin asked for any questions or comments on the consent agenda.

a. Tax Release and Collector’s Report (attached)

Craddock, J.	\$100.99	Incorrectly billed by computer
Forth, S.	\$201.18	SITUS – Bertie County
Harrell, R.	\$279.83	Land Use Added
Nixon, J.	\$310.43	Listed on another account

There were no Board questions on this item.

b. Minutes

Minutes of the June 8, 2010; June 10, 2010; June 14, 2010; June 18, 2010 and June 29, 2010 Special meetings and July 12, 2010 Regular Meeting.

Board Clerk, Susanne Stallings noted a few typo corrections to be done to the minutes. There were no further questions/comments.

c. Recommended Budget Amendments

BA-1011-008

3495	Ag Extension	\$ 2,883	Increase revenue for Dept of Insurance grant (100% funding – no match required)
4950	Ag Extension	\$ 2,883	Increase expense for supplies & materials to educate senior citizens on Medicare Part D options and travel for mandatory training for Ag Extension agent

BA-1011-009

3431	Sheriff	\$ 4,000	Decrease revenue from State Drug Seizure income (revenue over-projected)
4317	Sheriff	\$ 4,000	Decrease drug purchase expense

BA-1011-010

3431	Sheriff	\$ 600	Increase revenue from NRA grant (100% grant – no match required)
4310	Sheriff	\$ 600	Increase expense to purchase replacement weapon holsters

There were no Board questions on this item.

d. Recommended Budget Transfers

BT-1011-001

9900	Contingency	\$ 2,000	Decrease contingency
4910	Planning	\$ 2,000	Increase expense for road sign and pole replacement

There were no Board questions on this item.

e. Local Emergency Planning Committee (LEPC)

Chowan and Perquimans Counties have joined together a Local Emergency Planning Committee as required by the Emergency Management Performance Grant for 2010. A membership list as well as additional information on the grant is attached. The Board is asked to consider approval of the membership of the committee.

Commissioner Nixon asked for further clarification on this item.

Cord Palmer stated that this committee is required by the EPA to allow the County to participate in grant programs and other funding sources. He stated that this is a joint effort between Chowan and Perquimans Counties due to the low number of qualifying storage locations for hazardous materials.

Commissioner Winborne stated his concern of no representation from Chowan Co. Fire Department.

Chairman Eddy Goodwin stated his concern over the impact of local farmers.

Mr. Palmer stated that most farmers would not qualify for committee review because they do not store the large quantities of chemicals.

Commissioner Kenny Goodwin asked if the committee has any jurisdiction over chemical storage

Commissioner Nixon asked who polices the storage.

Mr. Palmer stated this committee does not police the storage of hazardous materials. He stated a list is provided by the EPA (the policing authority) to the committee of companies or individuals that qualify for large quantities. He stated the committee would review the list of chemicals stored at the premise and determine how and if necessary to notify adjoining property owners.

Commissioner Kenny Goodwin stated he wanted the Board of Commissioners to have some control over the policies of the committee and their review if it became a problem for businesses or farmers in the area.

Sheriff Dwayne Goodwin stated he is a member of the proposed committee. He stated that this was created because of citizen's right to know. He stated this committee does not police the storage of chemicals, and solely determines the best means to notify neighbors and emergency services of the chemicals stored on the property if they meet the criteria.

Commissioner Winborne recommended that item e be removed from the consent agenda.

Commissioner Belfield moved that the Board approve items a-d of the consent agenda. Chairman Eddy Goodwin asked for all in favor, the motion passed unanimously (7-0).

Chairman Eddy Goodwin stated that item e would be tabled by the Board and brought for review by the Public Safety Committee.

Public Hearing - FY 2010-2011 Rural Operating Assistance Program (ROAP)

Mr. Parker presented the application from Chowan County to be submitted to the North Carolina Department of Transportation as prepared by Herb Mullen the County's representative with ARHS that administers Chowan County's ROAP program. He stated that ROAP consolidates the Elderly and Disabled Transportation Assistance Program (EDTAP), the Employment Transportation Program (EMP) and the Rural General Public (RGP) Transportation Program into a single application package. Mr. Parker also presented a Resolution which is a certified statement for the Board's consideration.

Chairman Eddy Goodwin opened the floor for the public hearing.

Board Clerk Susanne Stallings read the following resolution into the record:

CERTIFIED STATEMENT
FY 2011
RURAL OPERATING ASSISTANCE PROGRAM
County of Chowan

WHEREAS, the state-funded, formula-based Rural Operating Assistance Program (ROAP) administered by the North Carolina Department of Transportation, Public Transportation Division provides funding for the operating cost of passenger trips and for other transportation services for counties within the state;

WHEREAS, the county uses the most recent transportation plans (i.e. CTSP, CTIP, LCP) available and other public involvement strategies to learn about the transportation needs of agencies and individuals in the county before determining the sub-allocation of these ROAP funds;

WHEREAS, the county government is the only eligible recipient of Rural Operating Assistance Program funds which are allocated to the counties based on a formula as described in the Program Guidelines included in the ROAP application. NCDOT will disburse the ROAP funds only to the county and not to any sub-recipients selected by the county;

WHEREAS, the county finance officer will be considered the county official accountable for the administration of the Rural Operating Assistance Program in the county, unless otherwise designated by the Board of County Commissioners;

WHEREAS, the passenger trips and transportation services provided with ROAP funds must be accessible to individuals with disabilities and be provided without discrimination on the basis of national origin, creed, age, race or gender (FTA C 4702.1A, FTA C 4704.1, Americans with Disabilities Act 1990); and

WHEREAS, the period of performance for these funds will be July 1, 2010 to June 30, 2011 regardless of the date on which ROAP funds are disbursed to the county.

NOW, THEREFORE, by signing below, the duly authorized representatives of the County of Chowan North Carolina certify that the following statements are true and accurate:

- The county employed a documented methodology for sub-allocating ROAP funds that involved the participation of eligible agencies and citizens. Outreach efforts to include the participation of the elderly and individuals with disabilities, persons with limited English proficiency, minorities and low income persons in the county's sub-allocation decision have been documented.
- The county will advise any sub-recipients about the source of the ROAP funds, specific program requirements and restrictions, eligible program expenses and reporting requirements. The county will be responsible for invoicing any sub-recipients for unexpended ROAP funds as needed.
- The county will monitor ROAP funded services routinely to verify that ROAP funds are being spent on allowable activities and that the eligibility of service recipients is being properly documented. The county will maintain records of trips and services for five years that prove that an eligible citizen was provided an eligible service or trip on the billed date, by whatever conveyance at the specified cost.
- The county will be responsible for monitoring the safety, quality and cost of ROAP funded services and assures that any procurements by subrecipients for contracted services will follow state guidelines.
- The county will conduct regular evaluations of ROAP funded passenger trips and transportation services provided throughout the period of performance.

- The county will only use the ROAP funds to provide trips and other transportation services when other funding sources are not available for the same purpose or the other funding sources for the same purpose have been completely exhausted.
- The county assures that the required matching funds for the FY2011 ROAP can be generated from fares and/or provided from local funds.
- The county will notify the Mobility Development Specialist assigned to the county if any ROAP funded services are discontinued before the end of the period of performance due to the lack of funding. No additional ROAP funds will be available.
- The county manager will provide written assurance to the Public Transportation Division that the employment transportation needs in the county have been met prior to transferring any Employment Transportation Program (EMPL) funds or Supplemental EMPL funds. The letter will describe the process used to make this determination. Transfer of EMPL or SuppEMPL funds is prohibited if there are any unmet needs or service strategies in the Coordinated Public Transit – Human Services Transportation Plan that have not been addressed.
- The county will provide an accounting of trips, services and expenditures in semi-annual reports to NCDOT – Public Transportation Division or its designee.
- Any interest earned on the ROAP funds will be expended for eligible program uses as specified in the ROAP application. The County will include ROAP funds received and expended in its annual independent audit on the schedule of federal and state financial assistance. Funds passed through to other agencies will be identified as such.
- The county is applying for the following amounts of FY 2011 Rural Operating Assistance Program funds:

State-Funded Rural Operating Assistance Program	Allocated	Requested
Elderly & Disabled Transportation Assistance Program (EDTAP)	\$38,653	\$38,653
Employment Transportation Assistance Program (EMPL)	4,140	4,140
Rural General Public Program (RGP)	31,671	31,671
Supplemental EDTAP	22,280	22,280
Supplemental EMPL	5,194	5,194
Supplemental RGP	28,060	28,060
TOTAL	\$129,998	\$129,998

Chairman Eddy Goodwin asked for any public comment, there was none.

The Board discussed if there was a match of county funds. Ms. Jones stated that Chowan County does budget funds for transportation.

Being no further questions or discussion, Commissioner Alligood moved that the Board approve the resolution and the ROAP application for Chowan County. Chairman Eddy Goodwin asked for all in favor, the motion passed (4-3 Winborne, K. Goodwin and Nixon).

Resolution EMS Payback

Commissioner Kenny Goodwin stated that a resolution is attached for the Board's consideration. He stated that as approved in the FY 2010-11 budget a resolution was recommended by the County's Auditor as a formality to detail the payback of the loan from the General Fund to the EMS fund. The loan is to be paid back to the General Fund no later than June 30, 2011 as detailed in the FY 2010-11 Budget Ordinance. He added that this resolution was recommended by the Finance Sub Committee.

Resolution for EMS Fund to Pay-back the General Fund

WHEREAS, the FY 2010-11 budget was approved by the Chowan County Board of Commissioners at their regular meeting on June 7, 2010; and,

WHEREAS, the FY 2010-11 budget provided a contribution of \$42,160 from the General Fund to the EMS Fund to cover the expense for Unit 3 – Unit 4 coverage; and,

WHEREAS, the Board passed a resolution that \$42,160 was to be a loan from the General Fund and that the EMS Fund pay back the General Fund by June 30, 2011; and,

NOW THEREFORE BE IT RESOLVED, by the Chowan County Board of Commissioners that the General Fund loan to the EMS Fund \$42,160 and that the EMS Fund transfer \$42,160 to the General Fund prior to or no later than June 30, 2011 if collections exceed budgeted revenues.

Adopted this 2nd day of August, 2010.

Chairman Eddy Goodwin asked for all in favor on the Committee recommendation, the motion passed unanimously (7-0).

Internal Committee Reports

Planning/Enterprise Committee – The Planning Enterprise Committee met on Tuesday, July 20, 2010. Commissioner Nixon reported that the committee is reviewing a feasibility study provided by intern Fred Davis (a copy of the report is in the meeting file labeled August 2, 2010). He stated the committee has asked COA to provide a plan for consolidation of the campus for \$100,000 and allow the college to prioritize their move. He added that the Committee has requested the manager bid out lawn care for county owned facilities.

Finance Sub-Committee – The Finance Sub Committee met on Tuesday, July 20, 2010. Commissioner Kenny Goodwin stated that the committee reviewed and made recommendations on the following items:

He stated that the committee recommends that the Arts Council June- July 2010 utility cost share be forgiven due to the circumstances of the broken a/c unit the amount to be forgiven is \$1,400. Chairman Eddy Goodwin asked for all in favor on the motion, the motion passed unanimously (7-0).

Purchasing Policy Revision – Commissioner Kenny Goodwin stated that the committee moved to approve the proposed revisions to the purchasing policy. He stated this will reduce paperwork for finance staff. He stated the policy will be more in line with other local government purchasing policy limits.

Commissioner Winborne stated he felt this was a good idea.

Chairman Eddy Goodwin asked for all in favor, the motion passed unanimously (7-0).

Returned Check Policy Revision – Commissioner Kenny Goodwin stated that the committee recommended approval of the revised policy to allow persons to write checks after one year on the list for bad checks.

Finance Officer, Lisa Jones stated that there are very few repeat offenders for bad checks and if there are two returned checks within a 1 year period the person would be restricted from check writing forever. Chairman Eddy Goodwin asked for all in favor on the committee recommendation, the motion passed unanimously (7-0)

Human Services Committee – The Human Services Committee met on Thursday, July 22, 2010. Chairman Eddy Goodwin stated that the following items were discussed by the committee:

Department Head residency policy

Vehicle Policy

Employee/Retiree Recognition Policy

He added that the items will be discussed further at the committee level before bringing to the full Board.

Public Safety Committee – No meeting in July

External Board/Committee Reports

Chairman Eddy Goodwin stated that the Board members are asked to report on the activities of the external boards to which they have been appointed.

Commissioner Cole stated the DSS Board has welcomed new members and the COA Board is working on policy revisions.

Commissioner Belfield stated he had no meetings in July.

Board Appointments

Board Clerk Susanne Stallings stated that the Board members have received applications to review for appointments to the following Boards:

County Planning Board (two vacancies)

County Board of Adjustment (two vacancies)

Town of Edenton Planning Board (one vacancy, appointee must live within ETJ)

Commissioner Kenny Goodwin stated that he would like to wait an additional month to recruit applicants. Chairman Eddy Goodwin stated he would place this on the September agenda.

Information Technology

IT Director Joe Sliva gave a PowerPoint on the annual activities of the IT Department. A copy of the PowerPoint presentation is in the meeting file labeled August 2, 2010.

Elections Department

Elections Director Rebecca Lowe gave a PowerPoint on the annual activities of the Elections Department. A copy of the PowerPoint presentation is in the meeting file labeled August 2, 2010.

Finance Officer Report

Finance Officer Lisa Jones provided the Board with the June 2010 Cash and Investment Balance Report with a total of \$4,055,852. She noted she is working with RBC on the investment accounts. She added that the EMS director is monitoring cash flow until revenues begin to come in for collections with the new company.

Resolution – Carrie Byrum

Chairman Eddy Goodwin presented Carrie Byrum with the following resolution as requested by the Board at the July meeting:

RESOLUTION

Honoring Carrie Byrum for her service to Chowan County

WHEREAS, Carrie Byrum began public service to Chowan County on August 1, 1999 when she was appointed Administrative Assistant and on December 1, 1999 was appointed Deputy Clerk;
and,

WHEREAS, Carrie Byrum served as the Humans Resources Manager/Administrative Office Manager for Chowan County from March 16, 2007 to present; and,

WHEREAS, Carrie Byrum successfully completed the UNC Institute of Government, County Administration Course in April 2001; and,

WHEREAS, County Manager Peter Rascoe announced in May and subsequently resigned on June 7, 2010 to accept the position of Manager of the Town of Southern Shores; and,

WHEREAS, the Board of Commissioners initiated a search for interim and permanent County manager in May 2010 with the assistance of the NCACC and Human Resources Manager Carrie Byrum; and,

WHEREAS, on Tuesday, June 8, 2010 the Board of Commissioners unanimously appointed Carrie Byrum as their designee for the public and department heads until the appointment of interim Manager, and,

WHEREAS, Ms. Byrum accepted the appointment with enthusiasm with no additional compensation or incentives; and,

WHEREAS, Ms. Byrum maintained open communication with the Board and Department Heads until the appointment of an interim County Manager on July 1, 2010; and,

NOW, THEREFORE, BE IT RESOLVED that the Chowan County Board of Commissioners recognizes, appreciates, and honors the service of Carrie Byrum to Chowan County and the Chowan County Board of Commissioners.

ADOPTED 2nd day of August, 2010

Manager's Items

Mr. Parker provided the Board with updates on the following items he is working on:

- Nancy Easterday, RN, MBA from Albemarle Hospital has requested to speak to the Board of Commissioners at the September 13, 2010 meeting to discuss the Hospital Foundation applying for Federal Qualifications for the free clinic.
- ESC Unemployment Information
- Action Items in Progress
 - Draft Residency Policy
 - Draft Vehicle Policy
 - Appoint Asst Recreation Director as Interim and advertise Recreation Director Position
 - Develop a Plan/Policy to recognize employee service to Chowan County
 - Develop specs and rebid lawn maintenance contract for County Buildings
 - Inquiring of Painting and/or up fit of Old Jailers House
 - Spot Check Fixed Asset Inventory
 - Obtain School Budget
 - Working with Perquimans/Gates County SPCA on costs no longer covered by Perquimans SPCA
 - Transfer truck from Inspections to Water Department
 - Steamers Press Release

Timely and Important Matters

Commissioner Nixon asked if the position for the Recreation Director was being advertised and if the interim director was willing to serve any additional time.

Mr. Parker stated that Mary Sawyer has agreed to serve as interim director for the Recreation Department.

Commissioner Nixon asked if he could meet with the Advisory Board to discuss the need for part time help and the possibility of freezing the position. He stated he would report this back to the Finance Sub Committee at their next meeting in September.

Board Clerk Susanne Stallings noted that the Board would need to appoint a voting delegate for the NCACC conference in August. Commissioner Nixon nominated Chairman Eddy Goodwin, being no further discussion, the Board voted unanimously (7-0).

Being no further business before the Board, the meeting was adjourned.

Chairman
Eddy Goodwin

Clerk