

Regular Meeting  
Monday, January 4, 2010  
6:00 pm  
Chowan County Public Safety Center  
305 West Freemason Street  
Edenton, NC

MINUTES

The Chowan County Board of Commissioners held their regular meeting on Monday, January 4, 2010 at 6:00pm in the lobby of the Chowan County Public Safety Center, 305 West Freemason Street, Edenton, NC.

Present, Chairman Eddy Goodwin, Vice Chairman Emmett Winborne, Commissioner Jimmy Alligood, Commissioner Louis Belfield, Commissioner Kenny Goodwin, Commissioner Ralph Cole, and Commissioner Keith Nixon. Staff present: County Manager Peter Rascoe, Finance Officer Lisa Jones, and Clerk to the Board Susanne Stallings.

Chairman Eddy Goodwin called the meeting to order and let the group present in the pledge.

Commissioner Keith Nixon then offered the invocation.

**Introduction of DSS Director**

Commissioner Ralph Cole introduced Clifton Hardison the new director of DSS.

Mr. Hardison said he was pleased to be working for Chowan County and looked forward to a good working relationship.

**Public Comment**

Chairman Eddy Goodwin then opened the floor to public comment in accordance with NCGS § 153A-52.1.

There was no public comment; Chairman Eddy Goodwin then closed the floor to public comment.

**Consent Agenda**

- a. **Tax Release and Collector's Report**
- b. **Minutes**

Minutes of the December 7, 2009 meeting.

**c. Recommended Budget Amendment**

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**BA-0910-90**

|      |              |           |   |
|------|--------------|-----------|---|
| 3835 | Sale of Prop | \$274,450 | Increase revenue for sale of Virginia Road property<br>12/10/09 |
| 9841 | Reserve      | \$274,500 | Increase contribution to General Fund reserve                   |

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**d. 2010 Commissioner Committee Appointment**

Chairman Eddy Goodwin provided the External and Internal Committee appointments of the Board of Commissioners for 2010.

**e. Records Retention and Disposition Schedule Amendment**

Chowan County Sheriff's Office received an amendment provided by the Government Records Branch of the State Retention and Disposition Schedule for the County Sheriff's Offices Statewide. Such an amendment requires approval by the Board of Commissioners in each County. The amendment required by the Government Records Branch is attached.

Commissioner Belfield moved that the Board approve the Consent Agenda as presented. Chairman Eddy Goodwin asked for all in favor, the motion carried unanimously (7-0).

**Report from East Carolina Behavioral Health**

Mr. Rascoe introduced Roy Wilson, the Area Director of East Carolina Behavioral Health to make a report to the Board of Commissioners.

Mr. Wilson introduced his administrative team Joy Futrell and Mike Kupecki to present the 2009-10 Initiatives in Albemarle Mental Health Center First Quarter Report and the Fiscal Monitoring Report for the Board's consideration. Mr. Wilson noted that a Board decision as to a provider of Mental Health Services would be required by June 30, 2010. He said his agency will be present until July 1, 2010. He said that a needs assessment has been performed and noted the number of staff and private provider that have been brought into the local mental health system.

Chairman Goodwin asked about the current employees and where they reside.

Ms. Futrell said that most employees reside within the 10 counties that are currently being served.

Chairman Goodwin said the concern of the Board is the per capita expense in the future. He stated that he understands most mental health expense money comes from State funding.

Mr. Wilsons said that the expense is equal for all other 9 counties.

Commissioner Kenny Goodwin asked what problems have occurred since East Carolina Behavioral Health took over.

Mr. Wilsons stated that a report on the 2009-10 initiatives is available for Board review. A copy of the report is included in the meeting file January 4, 2010. He noted that four areas of concern were addressed, 1. Psychiatry, 2. Adult Care 3. Mobile Crisis, 4. Screening/Triage/Referral. He said a system is now in place with the Mobile Crisis unit to provide services and training for local law enforcement and other agencies.

Mr. Rascoe asked how care is provided to citizens of Chowan without a local building.

Mr. Wilson said that citizens call an 800 phone number; a person that answers the call will triage the need and then refers the caller to the correct provider.

Ms. Futrell presented the fiscal monitoring report and explained the numbers for Chowan County.

Mr. Rascoe noted that counties are meeting to discuss the options. He noted there are not many options for the counties unless they operate their mental health service. He said the state has encouraged the counties to talk with East Carolina Behavioral Health.

Chairman Goodwin said that this is a job interview and asked Mr. Wilson to explain why they wanted to take on mental health for Chowan County.

Mr. Wilson said that East Carolina Behavioral Health is mission driven. He stated their mission is to see people mentally healthy. He said that they have been good partners and have the best management staff. He said that staff looks for creative ways to meet the needs. He said that they will only merge with the counties if the county will buy into their mission. He said that the recovery services are the largest part of their mission. He said he hoped that East Carolina Behavioral Health and Chowan County can become partners.

Commissioner Cole asked about office locations.

Mr. Wilson said there is an office in Ahoskie and Elizabeth City. He said he is not sure that he will place an office in Edenton. He explained that they are now providing televised psychiatric services. He added that their contracts are year to year. He noted he has a concern with having an area board to oversee operations. He said there is a Board in place and they set policy not management like previously.

Commissioner Winborne asked for clarification on the mobile crisis unit response.

Mr. Wilson explained that the unit can make a home visit or set appointments. He said this unit will also work with local law enforcement on response.

Chairman Eddy Goodwin asked if there is a deadline for the county to decide.

Mr. Wilson said that as soon as the County is comfortable he would like a decision from Chowan County. He added that this will require a public hearing.

Chairman Eddy Goodwin asked the Board to show hands of who was in favor of selecting East Carolina Behavioral Health to provide services for Chowan County. All Board members raised their hands.

Commissioner Winborne recommended that the Board get references from counties currently using East Carolina Behavioral Health for mental health services.

### **Martin County Request – Recovery Zone Bond Allocation**

Mr. Rascoe presented the Board a request from Martin County to Chowan County regarding the allocation of Recovery Zone Facility Bonds under the federal stimulus legislation (ARRA) and administered in NC by the Department of Commerce and the Local Government Commission. He stated that Martin County is making this request that Chowan County indicate to the governing committee of these applications (LGC, Dept of Commerce, and State Budget Officer) that Chowan desires for Martin County to be able to access its allocation of bonded financing eligibility in support of the described regional economic development conversion project at Domtar (former Weyerhaeuser).

Chairman Eddy Goodwin noted for the public's interest that Chowan County has a bad rating and is not able to take on new debt and if the County does not use it, without designating it, there is no control as to where it is spent. He stated that he is in favor of the request because there are residents of the County that work at Domtar.

Chairman Eddy Goodwin asked if there was any public comment on the request, there was none.

Commissioner Allgood stated that with residents working there he was in favor of the request, and moved that the Board approve.

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

### **Albemarle RC&D Resolution of Support**

Chairman Goodwin presented a resolution of support for the Albemarle RC&D Council, Inc. has been provided for the Board's consideration.

Mr. Rascoe stated that this resolution allows RC&D to seek federal funding.

Chairman Goodwin asked if the County has control over the projects done.

Mr. Rascoe said yes, the County applies for the funding and the projects come from the Board.

Commissioner Belfield moved that the resolution be approved as submitted. Chairman Eddy Goodwin asked for all in favor, the motion carried unanimously (7-0).

RESOLUTION OF SUPPORT

WHEREAS, Albemarle RC&D Council, Inc. is a local non-profit tax exempt charity serving the Albemarle region which includes Chowan County, and

WHEREAS, Albemarle RC&D Council, Inc. has a mission to promote environmental quality and conservation while working to ensure sustained economic development, and

WHEREAS, Albemarle RC&D Council, Inc. has completed over 114 projects since 1972 benefitting the citizens in the Chowan County service area, and

WHEREAS, Albemarle RC&D Council, Inc. is committed to continuing to serve the citizens in the Chowan County service area, and

WHEREAS, All programs and services of Albemarle RC&D Council, Inc. are offered on a non-discriminatory basis, without regard to race, color, national origin, religion, sex, sexual orientation, age, marital or family status, disability or political beliefs.

BE IT RESOLVED that we, the Chowan County Commissioners fully support Albemarle RC&D Council, Inc. and the work this organization does to make our communities better places in which to live and work.

BE IT FURTHER RESOLVED that this resolution be spread upon the Meeting Minutes of the Chowan County Board of Commissioners on January 4, 2010 as a permanent record of the achievements of Albemarle RC&D Council, Inc.

### **Broadband Technology Opportunities Program and Broadband Infrastructure Program**

Mr. Rascoe presented a letter of support for the Broadband Technology Opportunities program, Broadband Opportunities Program and Broadband Infrastructure Program Grant submitted by the Kennan Institute as the lead agency in NCNCI, the Northeast North Carolina initiative for the Board's consideration. He stated that the Kennan Institute seeks to apply for stimulus monies to fund Broadband coverage in the Northeast. He stated there is an 80% cost with 20% match from other sources.

Commissioner Belfield asked if the County would be responsible for the 20% match.

Mr. Rascoe said that the County would need to clarify if this was a letter of support with no commitment to funding.

Commissioner Allgood moved that the Board approve the letter of support to clarify that no monetary commitment could be made by the County.

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

### **Airpark Resolution**

Mr. Rascoe stated that COA has presented a resolution for the Board's consideration that supports the quick build of a COA airpark facility. He added that this resolution was presented to

neighboring counties and is to be submitted by COA to Governor Beverly Perdue during her January 19<sup>th</sup> visit to the Air Park. He said this facility would train people to work for DRS and in the aviation field.

Commissioner Alligood said this is similar to the Boat Building programs that the Board previously supported through COA. He moved that the Board approve the resolution as submitted.

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

A RESOLUTION TO THE HONORABLE BEVERLY PERDUE, GOVERNOR  
AND THE GENERAL ASSEMBLY OF THE STATE OF NORTH CAROLINA

NOW WHEREAS the Elizabeth City-Pasquotank County Aviation Research and Development Commerce Park (Aviation Park) has been successful in attracting high-wage employers;

AND WHEREAS, DRS Technologies, located adjacent to the Aviation Park with four sites in the Park under lease, already employs 300 people from the Albemarle area engaged in the maintenance, repair and overhaul of aircraft (MRO) and who enjoy an average salary of more than \$48,500 per year;

AND WHEREAS a study conducted for the Golden LEAF Foundation, projects that aerospace companies doing business in North Carolina will need to fill nearly 6,000 positions by the year 2017, and has identified certification of an FAA-approved training provider as a key necessity to attract aircraft maintenance, repair and overhaul operations;

AND WHEREAS the Aviation Park has the potential to provide tremendous job opportunities to citizens of the entire seven-county region served by the College of the Albemarle *provided* they have the opportunity to train for the related positions;

AND WHEREAS the Aviation Park contains an Elizabeth City State University-owned 15-acre tract planned for development as a campus with a facility containing a \$2.5-million College of the Albemarle FAA-certified Airframe and Power Plant maintenance training facility to be connected to a \$15-million Elizabeth City State University School of Aviation Science;

AND WHEREAS the College of the Albemarle training facility has been designed so that it could be built prior to the construction of the Elizabeth City State University School of Aviation Science;

AND WHEREAS the absence of an FAA-certified training program within a facility at the Aviation Park could force DRS and other future tenants of the Aviation Park to import employees from other states and other regions that have such programs;

AND WHEREAS the College of the Albemarle has now been awarded \$580,000 by the Golden LEAF Foundation to develop an FAA-certified Airframe and Power Plant maintenance program; and

NOW THEREFORE, BE IT RESOLVED that the Chowan County Board of Commissioners urges the Honorable Beverly Perdue, Governor, and the members of North Carolina General Assembly to seek to fund construction of the College of the Albemarle training facility for the 2010-2011 fiscal year on the Elizabeth City State University-owned tract so that area citizens may have the opportunity to compete for jobs in the aerospace industry.

**Board Appointment**

Chairman Eddy Goodwin stated that the Board has been given applications that remain on file for consideration of the County Planning Board vacancy these applications were previously reviewed in July 2009 and remain on file for 2 years. He stated the Board also received a map showing the areas in which members of the Planning Board reside.

Commissioner Kenny Goodwin stated that Joe Ward who currently serves as an alternate on the Board of Adjustment has submitted an application. He stated that based on his willingness to serve the County and his proximity to the area of the vacant seat, he recommended him for the position vacancy on the County Planning Board.

Commissioner Emmett Winborne agreed with Commissioner Goodwin and stated his support of the nomination.

Chairman Eddy Goodwin asked for any further nominations from the Board, there were none. Chairman Eddy Goodwin asked for all in favor of appointing Joe Ward to fill the vacant seat on the County Planning Board, the motion passed unanimously (7-0).

**Internal Committee Reports**

Finance Sub Committee – The Sub Committee recommended the following budget actions to the full Board.

Recommended Budget Amendments

Commissioner Kenny Goodwin stated that the Finance Sub Committee has recommended the following budget amendments.

Ms. Jones said these amounts are cost savings realized from a refund on workers comp premiums and revenues discovered by Bob Siegel. She said the transfer is savings

Chairman Goodwin asked for any questions or comments on the proposed budget amendments and transfer, there were none. He asked for all in favor of approval of the amendments, the motion passed unanimously (7-0).

**BA-0910-89**

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|------|------|-----------|---|
| 3839 | Misc | \$ 15,000 | Increase revenue for refund of worker's comp premium due to worker's comp audit conducted 11/3/09 |
|------|------|-----------|---|

9900 Contingency \$ 15,000 Increase General Fund Budget Contingency

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**BA-0910-91**

|      |               |           |   |
|------|---------------|-----------|---|
| 3839 | GF Misc       | \$ 43,450 | Increase revenue for sales tax refunds received 12/8/09 for 2006, 2007 & 2008 per sales tax discovery audit performed by Robert Segal, CPA contracted summer 2008 to explore revenue enhancements |
| 9841 | Contingency   | \$ 21,725 | Increase General Fund Budget Contingency  |
| 4120 | Admin         | \$ 21,725 | Increase expense for sales tax audit  |
| 3839 | Water Misc    | \$ 1,419  | Increase revenue for sales tax refund   |
| 7120 | Water Reserve | \$ 709    | Increase contribution to designated for future appropriation  |
| 7120 | Water         | \$ 710    | Increase expense for sales tax audit  |
| 3839 | EMS Misc      | \$ 108    | Increase revenue for sale tax refund  |
| 4370 | EMS Reserve   | \$ 54     | Increase contribution to designated for future appropriation  |
| 4370 | EMS           | \$ 54     | Increase expense for sales tax audit  |
| 3839 | TDA Misc      | \$ 264    | Increase revenue for sales tax refund   |
| 8150 | TDA Reserve   | \$ 132    | Increase contribution to designated for future appropriation  |
| 8150 | TDA           | \$ 132    | Increase expense for sales tax audit  |

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Recommended Budget Transfer

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**BT-0910-06**

|      |             |           |  |
|------|-------------|-----------|--|
| 6120 | ALC         | \$ 22,119 | Decrease expenditures for remaining BB&T building payments on ALC and insurance premiums due |
| 9841 | Contingency | \$ 22,119 | Increase General Fund Budget Contingency due to cost savings from sale of ALC                |

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**Planning/ Enterprise Committee**

Commissioner Keith Nixon gave a synopsis of the past years activities of the Planning and Enterprise Committee. He said a focus of this committee was to get rid of County debt. He said four (4) county properties have been put up for sale. He said three of them sold which resulted in the early pay off of two loans. He said in the past year a total of 5 loans have been paid in full. He said the County is scheduled to pay off 7 loans by December 2010 leaving 10 loans. He said the committee and the full Board is working with COA on campus consolidation to free the county of lease payments. Mr. Nixon stated that the Mental Health Building is on a list of properties being considered by the VA Clinic and is a work in progress. He said the Committee has recommended that the Board set a goal for all offices in the County Office Building (113

East King Street) to be vacated by November 2011 as part of building/office consolidations. He said that the Committee has also recommended a budget transfer of contingency monies in the amount of \$22,119 (savings from ALC budget line) be placed into a line item for plans/drawings and preliminary moving costs for the first floor of the County Office Building with the goal for the first floor to be vacated by the end of FY 09-10.

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**BT-0910-07**

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|------|---------------------------|-----------|---|
| 9900 | Contingency               | \$ 22,119 | Decrease contingency expenditure  |
| 8200 | Facility<br>Consolidation | \$ 22,119 | Increase expense line for plans and moving expense for 1 <sup>st</sup> floor operations to move from County office Building to Public Safety Center |

Commissioner Alligood asked if the timeline was reasonable.

Commissioner Nixon stated that the County is going to take one step at a time. He said this is a goal and work in progress. He said the remaining three floors are also being discussed by the committee. He noted that the committee has spoken with the School Board and they have indicated that a date is needed to begin working on moving forward.

Commissioner Cole asked where Administration offices would be located.

Commissioner Nixon said the goal is to develop a plan to consolidate the offices into the unused space at the Public Safety Center.

Commissioner Cole asked if there were any concerns voiced by the schools.

Commissioner Nixon said that Dr. Smith is aware of the plan and the condition of the building. He said the goal is to consolidate county offices into one building to make it a "one stop shop" for the public.

Commissioner Alligood said he did not understand the concept of vacating the 1<sup>st</sup> floor first.

Commissioner Nixon said that the first floor runs on a separate heating system from the rest of the building.

Commissioner Cole stated he felt it was important to find adequate space for DSS because of state space requirements for reimbursement.

Mr. Rascoe noted this has been a long process and several locations for the offices are being studied.

Commissioner Nixon added that DSS has provided detailed information on their space requirements.

There was discussion of using the leased space at the Chowan Shopping Center for future DSS offices.

Commissioner Kenny Goodwin said that the proposal is only a plan with a goal. He stated it was not set in stone but the Committee has brought it before the Board to get full support.

Commissioner Nixon added that very little money was budgeted for maintenance of the County Office Building and this and the condition of the building considering employee safety makes the move necessary. He said the convenience to tax payers is also an item of importance the Committee considered.

Chairman Eddy Goodwin asked for all in favor of the Committee's recommendation to set a goal for all offices in the County Office Building (113 East King Street) to be vacated by November 2011 as part of building/office consolidations, the recommendation passed unanimously (7-0).

Chairman Eddy Goodwin asked for all in favor of the Committee's recommendation to allow for a budget transfer of contingency monies in the amount of \$22,119 (savings from ALC budget line) be placed into a line item for plans/drawings and preliminary moving costs for the first floor of the County Office Building with the goal for the first floor to be vacated by the end of FY 09-10, the recommendation passed unanimously (7-0).

### **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 Ralph Cole stated that the COA Board is narrowing down the applicants for the selection of President. He said an announcement will be made soon.

There were no other December meetings to report.

### **Land Records Annual Report**

Julie Sharpe with the Land Records department gave an update on the activities of her department for 2009 a copy of the presentation is in the meeting file labeled January 4, 2010.

### **Finance Officer Report**

Finance Officer Lisa Jones provided the Cash Balance Summary and Cash and Investment balance information for the month of November noting a total of \$4,040,911 total cash and investments. She shared information on the General Fund Revenue/Expenses, Special Revenue Funds, and Enterprise Funds. A copy of the report is in the meeting file labeled January 4, 2010.

Ms. Jones also highlighted a restricted investment of \$25,000 which is a certificate of deposit for the Edenton Steamers. She said this investment is unallowable according to the Local Government Commission. She stated the County could elect to appropriate \$25,000 to the Steamers to purchase a Certificate of Deposit for their franchise agreement.

Chairman Eddy Goodwin stated that this investment was also not approved by the Board of Commissioners.

Commissioner Belfield stated his concern for the Steamers which rely on the investment.

Mr. Rascoe said the Board of Directors of the Steamers have been informed of the status of the investment and are exploring options.

Commissioner Nixon stated that a Board member from the Steamers plans to attend the next Finance Sub Committee meeting to discuss their options.

### **Manager's Report**

County Manager Peter Rascoe provided the Manager's report highlighting the following items:

- No word from the VA Clinic on their interest in the Mental Health Building.
- Mr. Rascoe has spoken with DOT's district Engineer on the Board's concern of the two County interchanges at Sandy Ridge Road and County Line Road. He said he has also submitted a formal letter to DOT.
- Mr. Rascoe is going to meet with the Engineer and DWQ at the Water Plant He said a meeting will be held soon because of favorable response on creating a regional water plant between Perquimans and Chowan Counties.
- Notice has been given to the County Departments requesting budgets. Budgets will be evaluated in February and March. The Board will have budget retreats on February 25<sup>th</sup> and March 25<sup>th</sup>. He stated he will be asking the board for direction in writing the FY 2010-11 budget. He stated that the department heads were notified to present their budgets based on the services of FY 09-10 with 10-11 costs. He stated no services are to be expanded.
- The Finance Sub Committee met with the School Board Finance Committee and discussed applying for lottery monies for capital improvements available to Chowan County Schools. He said the School Board is in the process of obtaining bids to replace the gym roof at John A Holmes High School.
- Mr. Rascoe presented the Board members with a certificate and pin on behalf of the Department of Defense for Chowan County's Board of Commissioner's support through the personnel policy.

**Timely and Important Matters**

Chairman Eddy Goodwin asked the Board for any timely and important matters for discussion.

Commissioner Keith Nixon noted the Recreation Advisory Board has reported that the work on the Chowan River Fishing Pier will be complete March 2010. Commissioner Nixon also asked that a copy of the Chowan County Audit be placed at the Shepard Pruden Memorial Library for public review.

Being no further business, the meeting was adjourned.

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Edward C. Goodwin, Chairman

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L. Susanne Stallings, Clerk