

Special Joint Meeting
Monday, December 16, 2013
5:30pm
Chowan County Public Safety Center
305 West Freemason Street

Minutes

The Chowan County Board of Commissioners held a special joint meeting on Monday, December 16, 2013 at 5:30pm at the Chowan County Public Safety Center. Present: Chairman Keith Nixon, Commissioners Jeff Smith, Emmett Winborne, Alex Kehayes, Greg Bonner, Ellis Lawrence and John Mitchener.

Staff present: County Manager Zee Lamb, Finance Officer Willie Carawan and Board Clerk Susanne Stallings.

Edenton Chowan Board of Education Members present: Richard Browder, Gil Burroughs, Jean Bunch, Glorious Elliott, Eugene Jordan, Kay Wright and John Guard.

Edenton Chowan Schools Staff present: Dr. Alan Smith Superintendent and Carrie Baker Clerk

(Minutes of the Board of Education meeting are summarized below an official copy of the Board of Education minutes can be obtained through the Clerk's office).

Call to Order

Chairman Nixon called the meeting of the Board of Commissioners to order. Mr. Guard called the meeting of the Board of Education to order.

Chowan County Manager Zee Lamb provided the Boards with information on the proposed redistricting. He noted that in 1989 the County Board of Commissioners and Board of Education agreed to set up three districts each with two seats and one at large seat in Chowan County. He provided a history of redistricting noting the last time the maps were reviewed for compliance with the laws was in 1989. He noted the average population of Chowan County in each district is 4,931. To remain compliant with the +/- 5% ratio the population per district is 4,684 to 5,177. He stated that since the last redistricting the population has shifted around 2,000. He stated after establishing a committee comprised of members of the Board of Education and the Board of Commissioners the consensus was to maintain a minority district in District 3 but to move some people from District 2 into District 3. He stated that move will include 529 Caucasians, 564 African Americans and 12 listed "Other". He stated the proposed change to District 3 will be a total of 4,713.

Chairman Nixon opened the floor to questions from Commissioners.

Commissioner Winborne asked if the change would affect any current Board members.

Mr. Lamb stated no, however in the 2014 election the district boundaries would change some for district 2 and 3.

Commissioner Winborne thanked the committee for their diligent work on the plan.

Mr. Guard called for questions or comments from the Board of Education, there were none.

Commissioner Smith moved to open the floor to public hearing. Chairman Nixon asked for all in favor, the motion passed unanimously (7-0).

The Board of Education moved to open their floor to public hearing.

Both Board Chairmen called for public comment, there was none.

Commissioner Smith moved to close the public hearing. Chairman Nixon asked for all in favor, the motion passed unanimously (7-0).

The Board of Education moved to close their floor to public hearing.

Commissioner Winborne moved to adopt the map and resolution as presented. Chairman Nixon asked for all in favor, the motion passed unanimously (7-0).

Board Clerk Susanne Stallings read the resolution into the record.

RESOLUTION

WHEREAS, the Chowan County Board of Commissioners includes seven members elected from districts; and,

WHEREAS, the three election districts are subject to the constitutional and statutory requirement of one person/one vote; and,

WHEREAS, the Chowan County Board of Commissioners has recently received and reviewed the population of the districts as determined by the 2010 federal census; and,

WHEREAS, the Chowan County Board of Commissioners has determined that the population of the districts is out of balance and that the boundaries of the districts need to be altered to provide equal representation; and,

WHEREAS, the Chowan County Board of Commissioners is authorized and required by North Carolina General Statutes 153A-22 to revise its district boundaries to correct population imbalances shown by federal census; and,

WHEREAS, the Chowan County Board of Commissioners has appointed a committee to recommend a redistricting plan to the Board of Commissioners; and,

WHEREAS, the Committee unanimously recommended a plan to the Chowan County Board of Commissioners at a public hearing held on December 16, 2013; and,

WHEREAS, on Chowan County Board of Commissioners advertised the proposed redistricting maps and on December 16, 2013 held a public hearing to review and consider the recommendation; and,

WHEREAS, the redistricting plan considered by the Chowan County Board of Commissioners and presented in public session would satisfy the requirements of one-person/one-vote; and,

NOW, THEREFORE BE IT RESOLVED, by the Chowan County Board of Commissioners as follows:

1. The boundaries of the three districts for election of the Chowan County Board of Commissioners are altered to follow the lines depicted on the attached map.
2. The attached maps have been prepared from the United States Census Bureau maps and the boundaries have been drawn to meet the legal requirements.
3. The new district boundaries shall be used for the next election of Board members and for each subsequent election until the boundaries are altered according to the law.
4. A copy of this resolution and the maps showing the district boundaries shall be retained in the office of the Clerk to the Board.
5. The maps, shall become law upon passage by the Chowan County Board of Commissioners and signed by the Chairman and Clerk.

Commissioner Winborne asked if the public would be educated on the change.

Mr. Lamb stated that the public would be notified by the Board of Elections in the next 30 days.

The Board of Education unanimously adopted their resolution and it was read into the record by their Clerk, Ms. Baker.

Being no further business, Commissioner Smith moved to adjourn the joint meeting. Chairman Nixon asked for all in favor, the motion passed unanimously (7-0).

The Board of Education also adjourned their joint meeting.

Special Meeting
Monday, December 16, 2013
6:00pm
Chowan County Public Safety Center
305 West Freemason Street

Minutes

The Chowan County Board of Commissioners held a special meeting on Monday, December 16, 2013 at 6:00pm at the Chowan County Public Safety Center. Present: Chairman Keith Nixon, Commissioners Jeff Smith, Emmett Winborne, Alex Kehayes, Greg Bonner, Ellis Lawrence and John Mitchener.

Staff present: County Manager Zee Lamb, Finance Officer Willie Carawan and Board Clerk Susanne Stallings.

Approval of Agenda

Commissioner Mitchener moved to approve the agenda as presented. Chairman Nixon asked for all in favor, the motion passed unanimously (7-0).

Public Comment

Chairman Nixon then opened the floor to public comment.

Francis Ingles Water Street, Edenton, NC read a statement to the Board of Commissioners in opposition to the pending application with the Edenton Preservation Commission (EPC) for the demolition of the former County Office Building, also known as the Hotel Hinton. She stated her main concern was the impact of demolition on the adjoining historic 1767 Chowan County Courthouse and other neighboring properties. A copy of her written statement is in the meeting file labeled December 16, 2013. Ms. Ingles also provided the Board with a petition from neighbors objecting the County's application to the EPC to demolish the building.

Anne Rowe, 103 Blount Street Edenton, NC stated her opposition to the County's application for demolition of the building and requested the Board consider rehabilitation first before demolition.

John Morehead, 112 East Queen Street, Edenton, NC stated his concern with the demolition application and requested the Board exhaust all other options before considering demolition.

Cynthia Harding, 407 Court Street requested the County reconsider the demolition and seek other options for the building.

Susan Ingles Water Street, Edenton, NC stated her concern with the demolition and the impact on the historic district and downtown.

Being no further public comment, Chairman Nixon closed the floor.

He made a few remarks to the public present regarding the concerns over the demolition of the County Office Building. He noted the County has and continues to work with Preservation North Carolina to find a use and new owner for the building. He noted the reason the County vacated the building is to consolidate facilities to save money. He noted that there were safety concerns regarding the condition of the building. He noted the property is under contract with Preservation North Carolina and the County has also worked closely with the Town to save the building. He stated that the County is aware of time limits to delay demolition applications and with concern of a potential buyer needing to demolish the building, there could be delays. He ensured the public present that the Board's first intention is not to demolish the building but to have all options available to them when a decision is made about the future use of the building.

Commissioners Winborne, Bonner and Smith echoed the comments of the Chairman ensuring the public that demolition is only the last option and the application is just that, an option if other uses are not able to be determined.

Finance Committee

BA-1314-032

Account Code	Description	Old	+ or (-)	New	
11-3835-820-00	Sales of Foreclosed Properties	(1,000.00)	(3,500.00)	(4,500.00)	
11-4110-370-00	Advertising - Governing Body	2,193.00	245.00	2,438.00	
11-9800-980-33	Transfer to Capital Reserve	136,308.00	3,255.00	139,563.00	
11-8200-183-00	Retiree Health Insurance	91,200.00	(5,000.00)	86,200.00	
11-6130-354-01	Main & Repair - Earnhardt Con.	-	2,000.00	2,000.00	
11-6130-354-02	Main & Repair - Park Ave. Lighting	-	3,000.00	3,000.00	
General Fund (11) Property Sale / Recreation					
40-5913-634-00	Capital Outlay	218,980.00	(3,000.00)	215,980.00	
40-5913-634-01	Capital Outlay - Park Ave. Lighting	-	3,000.00	3,000.00	
School Capital (22) - Recreation					
33-3980-980-11	Transfer from General Fund	(136,308.00)	(3,255.00)	(139,563.00)	
33-9930-995-00	Designated for Future Appropriation	49,558.00	3,255.00	52,813.00	
Capital Reserve (33)					
		Balanced:	\$ 360,931.00	\$ -	\$ 360,931.00

Justification:

Appropriating foreclosure sale proceeds to cover advertising costs and the remainder to the Capital Reserve Fund for future designation. Also, included is the redistributing of resources to address the Recreation Department's facilities needs

BA-1314-033

Account Code	Description	Old	+ or (-)	New	
11-3495-363-00	SHIIP Grant	(2,653.00)	(1,739.00)	(4,392.00)	
11-4950-600-00	SHIIP Grant	2,764.00	1,739.00	4,503.00	
Cooperative Extension					
		Balanced:	\$ 111.00	\$ -	\$ 111.00

Justification:

Appropriating additional grant revenues with the extension of the SHIIP Grant

BA-1314-034

Account Code	Description	Old	+ or (-)	New
11-4120-121-00	Salaries	326,914.00	(2,800.00)	324,114.00
11-4120-299-00	Departmental Supplies	5,000.00	2,800.00	7,800.00
Administration & Finance				
	Balanced:	\$ 331,914.00	\$ -	\$ 331,914.00
Justification:				
<i>The copier in the finance office cannot be repaired due to availability of parts</i>				

BA-1314-035

Account Code	Description	Old	+ or (-)	New
11-4381-550-00	Capital Vehicle - Vehicle	12,000.00	(2,000.00)	10,000.00
11-4381-353-00	Maint & Repair - Vehicle	1,000.00	2,000.00	3,000.00
Animal Shelter				
12-3531-230-10	Special Links	-	(270.56)	(270.56)
12-5380-539-29	Special Links	-	270.56	270.56
Social Services				
60-3471-530-00	Scrap Tire Grant	(19,425.00)	(4,852.20)	(24,277.20)
60-4710-694-00	Scrap Tire Grant	19,425.00	4,852.20	24,277.20
Solid Waste				
	Balanced:	\$ 13,000.00	\$ -	\$ 13,000.00
Justification:				
<i>Animal Shelter - transferring monies to make needed repairs to the truck donated truck by Gates County. Social Services - additional appropriation for a new program. Solid Waste - budgeting additional monies received for the Scrap Tire Program.</i>				

Finance Officer Willie Carawan reviewed the budget amendments as presented.

Chairman Nixon stated his concern with adding additional copiers and maintenance contracts on copiers in the buildings. He stated his desire to consolidate the equipment as much as possible.

Commissioner Mitchener moved to approve the budget amendments but to use retiree insurance rather than salaries for the copier expense.

Commissioner Smith stated he would prefer to vote on budget amendments at the regular night meetings.

Chairman Nixon asked for all in favor, the motion passed (4-3 Nixon, Smith and Winborne).

Items Continued from December 2, 2013 Meeting

2013 Meeting Schedule

The Board discussed a proposed meeting schedule to include a second meeting and various starting times 5:00pm, 5:30pm, 6:00pm or 8:00am.

Commissioner Winborne moved to add to the current meeting schedule a second meeting on the third Monday of each month to begin at 5:30pm.

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

The Board discussed and concurred that this meeting will not be a work session and items other than public hearings will be decided on.

Library Board of Trustees Appointment

Commissioner Kehayes moved to appoint Sharon Adams. Chairman Nixon asked for all in favor, the motion passed (4-3 Nixon, Smith and Winborne).

Chowan County Planning Board

Commissioner Bonner moved to reappoint Jim Leggett. Chairman Nixon asked for all in favor, the motion passed unanimously (7-0).

External Board and Committee Reports

Commissioner Winborne stated he has visited the newly renovated shelter and commended the staff and volunteers for their work.

Commissioner Mitchener noted the Hospital is making progress on its renovations.

Commissioner Lawrence provided a report on the COA Board.

Commissioner Smith reported that the resolution regarding North Carolina Cooperative Extension Service has been adopted by many neighboring counties and is making its way across the state.

Southern Chowan Fire Coverage

During the meeting, Fire Chief Craig Forlines received a fire call and had to leave. Chairman Nixon requested that this matter be placed on the agenda for the second meeting in January 2014.

Request from ABC Board

Chairman Nixon provided the Board with a request from the ABC Board to increase the Board salaries from \$75 per meeting to \$100 per meeting. He provided the Board with a survey of neighboring Board salaries.

Ms. Stallings noted that this proposal does not include the salary of the ABC Board Chairman.

Commissioner Winborne and Chairman Nixon stated their concern with the request.

Commissioner Bonner moved to approve the request by the ABC Board.

Chairman Nixon asked for all in favor, the motion failed (1-6 Nixon, Smith, Kehayes, Winborne, Mitchener and Lawrence).

EMS Ambulance Replacement

EMS Director Colin Ryan provided the Board with quotes and various options for replacement of an ambulance which was totaled.

The Board discussed the various upgrades to equipment and the options given by the dealer.

The Board discussed the option to “piggy back” when bidding for ambulances.

Mr. Lamb discussed how this purchase may reduce the anticipated revenues from the Paramedic Program implementation. He noted that those revenues are estimated to cover the expense for the ambulance replacement.

The Board discussed various payment options. The Board requested that Mr. Ryan contact the dealer to see if he would be willing to split the payment between FY 2013-14 and FY 2014-15.

Mr. Ryan left the meeting to contact the vendor, the discussion is continued below.

Timely and Important Matters

Redistricting

Mr. Lamb stated that normally during redistricting the lines are drawn along census blocks. He stated that there is a possibility that the resolution may have to be amended to follow the census blocks on the map.

County Office Building Demolition Application

Mr. Lamb asked if the Board wished to provide any direction on the pending application to be heard by the EPC at their meeting on December 17th for the County Office Building demolition request.

The Board did not request any changes to the pending application.

EMS Ambulance Replacement

Mr. Ryan stated the vendor is willing to split the invoice between two fiscal years. He stated that he prefers the \$129,000 option to purchase a base line model ambulance. He stated the vendor is willing to take \$65,000 on deliver and another \$64,000 in FY 2014-15.

Commissioner Mitchener moved to approve a budget amendment to allow for the purchase of the ambulance.

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

Closed Session

Commissioner Mitchener moved to go into closed session in accordance with NCGS 143-318-11 (a) (6). Chairman Nixon asked for all in favor, the motion passed unanimously (7-0).

The minutes of the closed session are sealed.

Commissioner Kehayes moved to close the closed session. Chairman Nixon asked for all in favor, the motion passed unanimously (7-0).

Adjourn

Commissioner Mitchener moved to adjourn the meeting. Chairman Nixon asked for all in favor, the motion passed unanimously (7-0).

Chairman
D. Keith Nixon

Clerk