

Emergency Meeting
Tuesday, January 21, 2014
4:30 pm
Chowan County Public Safety Center
305 West Freemason St. Edenton, NC

MINUTES

The Chowan County Board of Commissioners held an emergency meeting at 4:30pm on Tuesday, January 21, 2014. The purpose of the emergency meeting was to move up the closed session originally scheduled for the regular meeting to begin at 5:30pm because of inclement weather moving into the area during the meeting.

Present Chairman Keith Nixon, Commissioners Jeff Smith, Greg Bonner, Alex Kehayes, Emmett Winborne and John Mitchener. Commissioner Ellis Lawrence came in later during the closed session.

Staff present Interim Manager Clifton Hardison, Human Resources Carrie Byrum and Board Clerk Susanne Stallings.

Commissioner Smith moved to go into closed session in accordance with NCGS 143-318 11 a 5 and 6. Chairman Nixon asked for all in favor, the motion passed unanimously (6-0).

The minutes of the closed session are sealed.

Commissioner Mitchener moved to come out of closed session. Chairman Nixon asked for all in favor, the motion passed unanimously (7-0).

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

Regular Meeting
Tuesday, January 21, 2014
5:30 pm
Chowan County Public Safety Center
305 West Freemason St. Edenton, NC

MINUTES

The Chowan County Board of Commissioners held their regular meeting at 5:30pm on Tuesday, January 21, 2014.

Present Chairman Keith Nixon, Commissioners Jeff Smith, Greg Bonner, Alex Kehayes, Emmett Winborne, Ellis Lawrence and John Mitchener.

Staff present Interim Manager Clifton Hardison, Finance Officer Willie Carawan and Board Clerk Susanne Stallings.

Call to Order

Chairman Nixon called the meeting to order and led the pledge. Commissioner Bonner offered the invocation.

Public Comment

Chairman Nixon opened the floor to public comment. There was none.

Consent Agenda

Chairman Nixon then provided the consent agenda.

a. Budget Amendments

BT-1314-003

Account Code	Description	Old	+ or (-)	New
11-4310-121-00	Salaries & Wages - Regular	594,534.00	(20,000.00)	574,534.00
11-4310-126-00	Salaries & Wages - Part-time	65,000.00	20,000.00	85,000.00
Sheriff				
11-4320-121-00	Salaries & Wages - Regular	300,875.00	(10,000.00)	290,875.00
11-4310-122-00	Salaries & Wages - OT/Hol	55,000.00	10,000.00	65,000.00
11-4320-695-00	Contr Svcs - Central Prison	36,000.00	(3,000.00)	33,000.00
11-4310-299-00	Departmental Supplies	14,000.00	3,000.00	17,000.00
Jail / Sheriff				
11-4270-121-00	Salaries & Wages - Regular	282,292.00	(9,000.00)	273,292.00
11-4270-126-00	Salaries & Wages - Part-time	8,000.00	(2,000.00)	6,000.00
11-4270-122-00	Salaries & Wages - OT/Hol	30,000.00	11,000.00	41,000.00
Central Communications				
	Balanced:	\$ 1,385,701.00	\$ -	\$ 1,385,701.00
Justification:				
	<i>Sheriff Goodwin has requested permission to transfer salary items within his various departments to cover operational expenses</i>			

BA-1314-038

Account Code	Description	Old	+ or (-)	New	
11-3230-310-00	Article 39 - Sales Tax	(925,000.00)	(10,000.00)	(935,000.00)	
11-6132-620-01	NC Coastal Mgmt Grt - Pembroke	-	10,000.00	10,000.00	
Local Match					
11-3612-360-01	NC Coastal Mgmt Grt - Pembroke	-	(149,720.00)	(149,720.00)	
11-6132-620-01	NC Coastal Mgmt Grt - Pembroke	10,000.00	149,720.00	159,720.00	
NC Coastal Mgmt Grt Award					
11-3612-360-02	CT Grant - Pembroke	-	(5,000.00)	(5,000.00)	
11-6132-620-02	CT Grant - Pembroke	-	5,000.00	5,000.00	
Community Transformation Grant					
		Balanced:	\$ (915,000.00)	\$ -	\$ (915,000.00)
Justification:					
<i>Budgeting the Recreation Department's grants for the Pembroke Creek Park</i>					
<i>- OR, Article 39 revenues are coming in higher than last year for the same period. If you wish not to increase this projection, you could pull the local match from Contingency, which has a balance of \$ 12,822.00.</i>					
<i>- OR the Local Match could be funded by the Capital Reserve Fund with monies currently in the line item Designated for Future Appropriations, which has a balance of \$ 52,813.00.</i>					

BA-1314-039

Account Code	Description	Old	+ or (-)	New	
11-3616-536-00	Alb Comm - General Purpose	-	(11,680.00)	(11,680.00)	
11-4268-600-00	Alb Comm - General Purpose	-	11,680.00	11,680.00	
Albemarle Comm - General Purpose					
11-3616-537-00	Alb Comm - Health Promotion	(474.00)	(940.00)	(1,414.00)	
11-4268-601-00	Alb Comm - Health Promotion	474.00	940.00	1,414.00	
Albemarle Comm - Health Promotions					
		Balanced:	\$ -	\$ -	\$ -
Justification:					
<i>Budgeting re-occurring Albemarle Commission Grants for the Senior Center</i>					

Mr. Carawan provided information on the three budget amendments.

Commissioner Winborne asked for clarification on the budget amendment for the Sheriff budget amendment.

Chief Deputy Andy Bunch noted the monies were moved from lapsed salary. He stated the justification was due to the upcoming retirement and vacation payout for an employee.

Commissioner Smith asked for clarification on the budget amendment for the Pembroke Creek project.

Chairman Nixon noted his concern with increasing the overall budget. He stated he would prefer the monies needed for the cash match on the grant to come from the capital improvement budget line items.

Commissioner Smith moved to approve BT -1314-003. Chairman Nixon asked for all in favor, the motion passed unanimously (7-0).

Chairman Nixon asked for discussion on BA-1314-038.

Commissioner Winborne stated his concern for using the capital improvement monies.

Commissioner Mitchener moved to select the option to take the monies from Article 39.

Chairman Nixon stated his concern with selecting that option as these additional revenues have helped build fund balance.

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

Commissioner Smith moved to take the \$10,000 from capital reserve budget with Swain and other projects as needed or from the Shepard Building renovation project and approve BA-1314-038.

Chairman Nixon asked for all in favor the motion passed (6-1 Mitchener).

Commissioner Smith moved to approve BA 1314-039. Chairman Nixon asked for all in favor, the motion passed unanimously (7-0).

Community Child Protection Team Update

Leticia Newton, representing Social Services and the Community Child Protection Team provided the Board with an overview of the statistics for North Carolina and Chowan County for 2013. She noted Chowan County reported one child death in 2013 and that cause was listed as "other". She provided the Board with a list of the team membership and state statistics and a manual for reporting child abuse.

Centerhill Crossroads Fire Department Request

Walter Copeland, representing Centerhill Crossroads Fire Department provided the Board with a request to purchase computer software for the fire department. He stated the software is named "Firehouse Software" and is designed to streamline recordkeeping and reporting. He noted the software will assist the fire department with scheduling maintenance of hydrants and equipment also. He stated the cost is approximately \$5,000. He stated that the fire department requests the purchase come from Fire Inspections salary line and from capital outlay equipment.

The Board discussed the monies remaining in the Fire Fund.

Commissioner Winborne moved to approve the budget transfer request BT-1314-004.

Commissioner Mitchener asked if there would be maintenance contract expenses in the future for the software.

Mr. Copeland stated yes, but the cost could be absorbed in the professional services line.

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

Update on Paramedic Program

EMS Director Colin Ryan provided the Board with an update on the status of the Paramedic Program in EMS. He stated the program started on January 1, 2014 and has already run 22 paramedic transports and 25 paramedic emergency calls. He stated he is still working to obtain some equipment however the program is moving forward.

The Board thanked him for the update.

Solid Waste Board Appointment

Chairman Nixon stated the Board would need to appoint the Interim Manager to the Regional Solid Waste Board to vote at the upcoming meeting.

Commissioner Mitchener moved to appoint Interim Manager Clifton Hardison. Chairman Nixon asked for all in favor, the motion passed unanimously (7-0).

Emergency Management Grant Application

Emergency Management Coordinator Cord Palmer provided the Board with information on two grant applications for Emergency Management. He stated that one application is for a grant to conduct Tugboat/Barge Fire Exercise and the second application is for the 2014 LEPC Transportation Hazmat exercise.

Commissioner Smith asked if neighboring counties would participate in the barge fire exercise.

Mr. Palmer stated that neighboring partners will be invited to attend the exercise and area businesses have indicated their support for the exercise which is the first of its kind in the area.

Commissioner Bonner stated his support of collaborating with partners in the area.

Commissioner Smith moved to approve both grant applications. Chairman Nixon asked for all in favor, the motion passed unanimously (7-0).

Presentation of Revaluation Manual with Schedule of Values

Tax Administrator Hosea Wilson provided the Board with the 2014 Revaluation Manual. He stated the manual contains the schedule of values, standards and rules for market value and present use value for the 2014 revaluation. He stated the manual contains rates and formulas to arrive at fair market value for any property type in Chowan County.

Commissioner Winborne asked if the manual is legal.

Mr. Wilson stated yes.

Commissioner Winborne asked if the manual is fair.

Mr. Wilson stated yes.

Commissioner Winborne asked if Mr. Wilson is comfortable with the manual.

Mr. Wilson stated yes.

Commissioner Smith asked for clarification on the actual property values.

Mr. Wilson stated that the Board is only considering the manual at this time. He stated this manual will allow the software to develop the values on the properties.

Commissioner Smith asked how appeals on values would be handled.

Mr. Wilson stated that the values will be appealed locally and noted that if there are any appeals on the manual that they will be taken directly to the State.

Commissioner Winborne moved to adopt the 2014 Market Value Schedules, Standards and Rules. Chairman Nixon asked for all in favor, the motion passed unanimously (7-0).

Commissioner Winborne moved to adopt the 2014 Present Use Value Schedules, Standards and Rules. Chairman Nixon asked for all in favor, the motion passed unanimously (7-0).

Chairman Nixon asked when Mr. Wilson expects to have the property values.

Mr. Wilson stated he hoped to have all numbers by the middle to the end of February.

Timely and Important Matters

Economic Development Announcement

Chairman Nixon announced on behalf of the ECP (Edenton Chowan Partnership) the announcement of a business relocating to Chowan County that will create 28 new jobs. He thanked the ECP and the Town for the work on the project.

Commissioner Recusal from Windmill Discussions

Commissioner Smith disclosed that he was contacted by Apex Energy recently as an adjoining land owner to the proposed windmill location owned by Weyhauser and proposed to be developed by Apex. He stated he contacted the County Attorney to discuss this recent contact with Apex and requested that he be recused from any future discussions, emails and votes on the matter. He stated the attorney agreed with his request to be recused from all discussions on the matter.

Commissioner Lawrence moved that Commissioner Smith be allowed to recuse himself from all matters coming to the Board of Commissioners requiring Board approval, recommendation or participation of any kind in the development of wind energy projects in Chowan County. Additionally he moved that all communication including emails, notices, correspondence and the like be withheld from Commissioner Smith by the Clerk.

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

Financial Report

Commissioner Winborne thanked the Finance Officer for providing a 6 month review of all departmental budgets in the meeting packet. He stated that from preliminary review all budgets appear to be on target.

211

Commissioner Mitchener provided the Board and the public with information on a new service to Chowan County residents that cover basic needs, and many other services when residents call 211.

Signage

Commissioner Kehayes requested that staff continue to look into permanent signage in the lobby of the Public Safety Center.

Closed Session

Commissioner Smith moved that the Board 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 Bonner moved to come out of closed session. Chairman Nixon asked for all in favor, the motion passed unanimously (7-0).

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

D. Keith Nixon, Chairman

Susanne Stallings, Clerk