

Regular Meeting  
Tuesday, January 3, 2012  
6:00 pm  
Chowan County Public Safety Center  
305 West Freemason Street

MINUTES

The Chowan County Board of Commissioners held their regular meeting on Tuesday, January 3, 2012 at 6:00 pm in the Chowan County Public Safety Center, 305 West Freemason Street Edenton NC. Present: Chairman Eddy Goodwin, Vice Chairman Keith Nixon, Commissioners, Jeff Smith Emmett Winborne, Ralph Cole, Ellis Lawrence and John Mitchener. Staff Present County Manager Zee Lamb and Board Clerk Susanne Stallings.

Chairman Eddy Goodwin called the meeting to order and led the pledge. Commissioner Nixon provided the invocation.

**Oath of Office**

Board Clerk Susanne Stallings administered the oath of office to County Manager Zee Lamb.

Mr. Lamb stated to the public that he looked forward to working for Chowan County. He stated that he has an open door policy and the public was welcome to come by anytime. He stated his appreciation of the vote of confidence by the Board of Commissioners and looked forward to serving the residents of Chowan County.

(Commissioner Lawrence came into the meeting).

**Public Comment**

Chairman Goodwin opened the floor to public comment, in accordance with NCGS 153A-52.1

There was none

**Consent Agenda**

Chairman Goodwin presented the consent agenda.

**Tax Release**

Badger, J.      \$125.70      SITUS – Bluffton, SC

**Approval of Minutes**

Attached are the minutes of the November 7, 2011 (recessed until November 10, 2011 meeting) minutes for the Board's review and approval.

Commissioner Cole moved to remove the closed session minutes from the consent agenda for further review. Chairman Goodwin asked for all in favor, the motion passed unanimously (7-0).

Recommended Budget Amendments

**BA-1112-048**

3493	Insurance	\$ 2,263.92	Increase revenue from insurance proceeds
4930	Hurricane	\$ 2,263.92	Increase expenditures for hurricane relate damage to various county buildings including DF Walker-Rec Dept and building on Morristown Rd.

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**BA-1112-049**

3839	Tax	\$ 901	Increase revenue from Alb. Ad-Valorem Tax Association Meeting
4140	Tax	\$901	Increase expenditures for Tax Association Meeting

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**BA-1112-050**

3616	Sr. Ctr.	\$ 2,728.41	Increase revenue from November Sr. Ctr. Fundraiser
4268	Sr. Center	\$ 2,728.41	Increase expenditures from Sr. Center Fundraiser

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**BA-1112-051**

3616	Sr. Center	\$ 1936	Increase revenue from donations
4268	Sr. Center	\$ 1936	Increase expenditures for building maintenance and repairs

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**BUDGET TRANSFERS**

**BT-1112-009**

9900	Contingency	\$1,750	Decrease contingency for repairs to Chowan Life Center (Health Dept Freemason St.) HVAC repair
4240	Maintenance	\$1,750	Increase contribution to Maintenance and repair for repair of health department HVAC system.

Commissioner Smith moved that the Board approve the consent agenda with the closed session minutes being removed for further review. Chairman Goodwin asked for all in favor, the motion passed unanimously (7-0).

**External Board/Committee Reports**

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

There were none.

**Board Appointments**

Chairman Goodwin stated that the Board has received applications for consideration for the Tourism Development Authority.

Collections (appointee must be in the business of collecting occupancy tax)

Commissioner Nixon moved that the Board appoint the following

- Seat #1 - Katrina Barnes
- Seat #2- Diane Pariseau
- Seat #3- Guiliano Giannone

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

Promotion (Appointee must be involved in the promotion of travel and tourism in Chowan County)

Seat #4-

Commissioner Cole nominated Ben Speller. Chairman Goodwin asked for all in favor, the motion passed (6-1 Smith)

Seat #5 –

Commissioner Nixon nominated Jerry Climer. Chairman Goodwin asked for all in favor, the motion passed (7-0).

Seat #6 –

Commissioner Smith nominated Marshall Williford. Chairman Goodwin asked for all in favor, the motion passed (7-0).

Seat #7-

Commissioner Mitchener nominated John Dowd. Chairman Goodwin asked for all in favor, the motion passed (5-2 Goodwin/Winborne)

Seat #8 –

Commissioner Lawrence nominated Nicole Yardley. Chairman Goodwin asked for all in favor, the motion passed (6-1 Mitchener)

Seat #9 – (Appointee must be appointed by the Board of Commissioners and serves as TDA Chairman)

Commissioner Smith nominated Commissioner Keith Nixon as TDA Seat #9 and Chairman. Chairman Goodwin asked for all in favor, the motion passed unanimously (7-0).

### **Community Child Protection Team**

Letecia Loadholt was unable to present at the meeting, but will reschedule for a later date.

### **Timely and Important Matters**

#### **Pre-Audit Certification**

Chairman Goodwin asked the Board to discuss the appointment of someone to provide pre-audit certifications to any and all agreements.

Commissioner Nixon moved that the Board appoint Mr. Lamb to serve as acting Finance Officer.

Mr. Lamb noted that the pre-audit certification verifies that monies have been budgeted for a contract or agreement. He added that a contract without a certification is void.

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

#### RBC Bank Resolution and Agreement

Chairman Goodwin stated that the Board is asked to consider a resolution and agreement with RBC Bank adding the County Manager, Zee Lamb as an authorized representative on the Chowan County RBC account. Commissioner Mitchener moved that the Board approve the resolution as presented. Chairman Goodwin asked for all in favor, the motion passed unanimously (7-0).

#### Health Department Move Update

Chairman Goodwin noted that the Health Department has noted that they plan to move January 14-15<sup>th</sup>. He stated there were some questions about signage. He added that the hospital has agreed to pave the gravel road entrance to the health department parking lot and there is an agreement to share parking.

#### Sale of Real Property – 817 B Soundside Rd.

Chairman Goodwin announced that no change in the previous agreement has been made. He stated that the terms of the original board motion stand where the property will be sold for \$7,000 with the property as is and the fence will be put back up.

#### Salary Study

Chairman Goodwin noted that the salary study will be presented to the Board in February.

Commissioner Nixon recommended that the presentation be at the daytime meeting in February.

#### County Audit

Board Clerk Susanne Stallings noted that the County Audit was online for the public to review.

#### Generator and Building donation

Commissioner Winborne stated that he has verified that Center Hill Crossroads Fire Department does have a need for the generator. He stated they do not have a use for the building that is cinderblock 12x28.

Mr. Lamb stated he would check to see if any county departments had a use for the building.

Commissioner Mitchener recommended that the animal shelter be given a option for use of the building as storage space there is limited.

Commissioner Winborne added that the Fire Department is willing to arrange moving and setup of the generator.

**Closed Session**

Commissioner Nixon moved that the Board go into closed session in accordance with NCGS 143-318.11.6 regarding a personnel matter.

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

The minutes of the closed session are sealed.

Commissioner Smith moved that the Board adjourn the closed session. Chairman Goodwin asked for all in favor, the motion passed unanimously (7-0).

**Announcement**

Chairman Goodwin stated that he wanted to take an opportunity to let the Board know that he would not be seeking reelection for another term as Commissioner. He stated that he has announced that he will be running for Secretary of State in the upcoming general election. He noted that the Board members could decide if he should remain as Chairman in the coming year and promised that he would do all he could to continue to serve Chowan County.

**Adjourn**

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

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Chairman  
Edward C. Goodwin

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Clerk