

Special Meeting
Monday, January 6, 2014
5:00 pm
Chowan County Public Safety Center
305 West Freemason Street

Minutes

The Chowan County Board of Commissioners held a special meeting on Monday, January 6, 2014 at 5:00 pm at the Chowan County Public Safety Center. Present: Chairman Keith Nixon, Commissioners Jeff Smith, Ellis Lawrence, Emmett Winborne, Alex Kehayes and John Mitchener.

Commissioner Bonner was absent

Staff present: Board Clerk Susanne Stallings and Human Resources Manager Carrie Byrum.

Chairman Nixon called the meeting to order.

Closed Session

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

The minutes of the closed session are sealed.

Commissioner Smith moved come out of the closed session.

Chairman Nixon asked for all in favor, the motion passed unanimously (6-0).

Chairman Nixon recessed the Special meeting.

Regular Meeting
Monday, January 6, 2014
6:00 pm
Chowan County Public Safety Center
305 West Freemason Street

Minutes

The Chowan County Board of Commissioners held their regular meeting on Monday, January 6, 2014 at 6:00 pm at the Chowan County Public Safety Center. Present: Chairman Keith Nixon, Commissioners Jeff Smith, Ellis Lawrence, Emmett Winborne, Alex Kehayes, Greg Bonner and John Mitchener.

Staff present Board Clerk Susanne Stallings and Finance Officer Willie Carawan.

Chairman Nixon called the meeting to order and led the invocation.

Approval of Agenda

Commissioner Smith moved to approve the agenda amended to include the appointment of an interim manager.

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

Appointment of Interim Manager

Commissioner Winborne moved to appoint DSS Director, Clifton Hardison as Interim County Manager.

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

Mr. Hardison was then seated at the meeting table.

Mr. Hardison thanked the Board for their vote of confidence and stated he looked forward to working with the Board and staff as Interim County Manager.

Consent Agenda

Chairman Nixon provided the consent agenda.

a. Tax Release and Collector's Report

Spencer, I.	\$138.03	SITUS- Florida
Hayes, B.	\$162.37	SITUS – Perquimans Co.
Hayes, B.	\$143.47	SITUS – Perquimans Co.
Long, St.	\$122.24	Vehicle traded
Graybill, M.	\$105.31	Vehicle Sold
Jernigan, H.	\$210.24	Registered in Arizona
Barrett, C.	\$127.64	Registered in Florida
Donlen T.	\$226.063	SITUS
Riddick, A.	\$100.00	Refund
Richards. R.	\$3,630.50	Refund
Leary, J.	\$721.78	Refund
Bateman, L.	\$2530.13	Refund
Thompson, L.	\$362.82	Refund
Clinger, T.	\$2081.40	Refund
Hardy, M.	\$662.28	Refund
Tisdale, D.	\$4061.50	Refund
Jernigan, J.	\$575.95	Refund

b. Budget Amendments

Account Code	Description	Old	+ or (-)	New	
11-9880-980-60	Transfer to EMS Fund	338,077.00	(56,322.00)	281,755.00	
11-9900-999-00	Contingency	2,400.00	56,322.00	58,722.00	
General Fund (11)					
		Balanced:	\$ 340,477.00	\$ -	\$ 340,477.00
Justification:					
<i>Reducing the General Fund Appropriation to the EMS Fund based on the projected revenues associated with Chowan EMS providing ParaMedic Services and additional Medical Transports</i>					
Account Code	Description	Old	+ or (-)	New	
11-9800-980-60	Transfer to EMS Fund	281,755.00	45,900.00	327,655.00	
11-9900-999-00	Contingency	58,722.00	(45,900.00)	12,822.00	
60-3437-850-00	Insurance-Settlement	-	(19,100.00)	(19,100.00)	
60-3980-980-11	Transfer from General Fund	(281,755.00)	(45,900.00)	(327,655.00)	
60-4370-550-00	Capital Outlay- Vehicles	90,000.00	65,000.00	155,000.00	
EMS Fund (60)					
		Balanced:	\$ 148,722.00	\$ -	\$ 148,722.00
Justification:					
<i>Appropriating monies from the General Fund and Insurance Proceeds to assist Chowan EMS in the replacement of an Ambulance</i>					

Commissioner Smith moved to approve items a and b of the consent agenda. Chairman Nixon asked for all in favor, the motion passed (7-0).

c. Approval of Minutes

Approval of the minutes of November 19, 2013, December 2, 2013, December 11, 2013, December 13, 2013 and December 16, 2013

Ms. Stallings noted a correction to the November 19, 2014 minutes.

d. PNC Resolution

Attached is a resolution from PNC Bank to remove the County Manager as an authorized representative. Finance Officer Willie Mack Carawan, Finance Officer Assistant Kim Smith and Chairman Keith Nixon will remain on the account.

Commissioner Mitchener moved to approve items c and d as submitted. Chairman Nixon asked for all in favor, the motion passed unanimously (7-0).

External Board and Committee Reports

Commissioner Winborne provided an update from the Animal Shelter.

Chairman Nixon provided the Board with the appointments to External Boards and Committees for 2014.

Commissioner Smith moved to approve the list as submitted (same as 2013 appointments).

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

Timely and Important Matters

Pembroke Creek Project

Chairman Nixon noted the County has been notified by the Governor’s Office of the grant award for the enhancements to Pembroke Creek.

The Board discussed the project with Recreation Director Jason Petersen.

Mr. Petersen updated the Board with the status of the repairs to Earnhardt Field and Park Ave Softball Field.

Budget Amendments

BT-1314-002

Account Code	Description	Old	+ or (-)	New
11-4210-395-00	Employee Training	-	3,135.00	3,135.00
11-4210-520-00	Capital - DP Equipment	7,740.00	(3,135.00)	4,605.00
General Fund (11)				
	Balanced:	\$ 7,740.00	\$ -	\$ 7,740.00
Justification:				
	Board approval needed to transfer funds from the IT Capital line to Employee Training to cover the costs associated with Microsoft SQL Database training for IT			

BA-1314-037

Account Code	Description	Old	+ or (-)	New
23-4340-580-00	Capital Outlay - Bldg	18,000.00	3,120.00	21,120.00
23-3990-990-00	Fund Balance	(18,000.00)	(3,120.00)	(21,120.00)
Administration & Finance				
		Balanced:	\$ -	\$ -
			\$ -	\$ -
Justification:				
	<i>Additional appropriation needed to cover actual costs</i>			

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

Closed Session

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

Personnel Policy Amendment

Commissioner Mitchener moved to amend the personnel policy to state that retirees must apply for Medicare with coverage effective the first day of the month of their eligibility age as the group health plan coverage will terminate on the last day of the prior month.

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

Closed Session

Commissioner Smith moved to go into closed session in accordance with NCGS 143-318-11-a-5. Chairman Nixon asked for all in favor, the motion passed unanimously (7-0).

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).

Adjourn

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

D. Keith Nixon, Chairman

Susanne Stallings, Clerk