

Regular Meeting
Tuesday, June 10, 2014
9:00am
Chowan County Public Safety Center
305 West Freemason Street

Minutes

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

Commissioner Bonner was absent.

Staff present County Manager Kevin Howard, Finance Officer Willie Carawan and Board Clerk Susanne Stallings.

Chairman Nixon called the meeting to order.

County Manager Kevin Howard presented the Board with a revised budget that reflected the Board's recommended changes from the May 19, 2014 budget worksession.

The following discussions regarding the budget are not in chronological order and are summarized by subject as some budgets were discussed several times during the meeting.

Admin

No changes recommended.

Tax

No changes recommended.

Elections

Computers were purchased this year. Computers were purchased in the current fiscal year, reduction was made by staff \$2,180.

Register of Deeds

No changes recommended.

Land Records

No changes recommended.

Information Technology

No changes recommended.

The Board later discussed the need to discuss the agreement between the County and the Town of Edenton for IT services.

Central Maintenance

The Board discussed the housekeeping position, previously funded as a fulltime position in the DSS budget now part time. The Board requested that the manager look into this change as the full time position was reimbursed previously at 50% by the State.

Senior Center

No changes recommended.

Central Communications

The Board discussed the changes that were recommended at the May 19, 2014 meeting with Chief Deputy Andy Bunch. He stated his concerns were the reduction in overtime because the monies for holiday pay are also included in the overtime line. He noted that there is a vacant position in Central Communications that has not been filled which would require the use of overtime. He noted that the position has been filled unsuccessfully and that training would be necessary for the new hire that would take 6 to 8 weeks. He stated this would require the department to utilize overtime. He stated this was something he wanted the Board to be aware of. He stated that after taking out the holiday pay (\$11,500) it would leave \$18,500 for overtime pay.

The Board discussed the need to enhance recruitment to fill the position.

The Board agreed to look at this budget again later in the meeting. They discussed that if the budget needed to be amended during the FY 2014-15 fiscal year that staff could bring an amendment back to the Board.

The Board agreed to take \$4,000 from the Jail budget and add it into the overtime line. (5-0)

Sheriff

Mr. Bunch stated his concern with this budget is the reduction in overtime pay.

The Board discussed previous cuts and frozen positions that were dedicated to animal control.

Chairman Nixon stated his concern with the increase in the Sheriff's budget from the 2007/08 level.

The Board requested that the Sheriff consider keeping Animal Control in the Sheriff budget for one more year and possibly looking at taking some capital requests from the Sheriff budget and purchasing them during the current fiscal year 2013-14.

Later in the meeting Sheriff Goodwin stated he was not interested in continuing to provide Animal Control services. He stated he would assist the County Manager in training and transitioning the Animal Control Officer position to the supervision of the County Manager.

Later in the meeting, the Board removed the two patrol vehicles remaining the in the FY 14-15 proposed budget and added them to the capital purchase list for FY 13-14.

Commissioner Smith made a motion to increase the Sheriff Overtime and 911 overtime 4,000. He later rescinded that motion.

Later in the meeting Commissioner Lawrence moved to add back \$15,000 to this budget. Chairman Nixon asked for all in favor, the motion passed (4-2 Nixon, Smith).

Chairman Nixon stated his concern with the money from the Animal Control position not coming out of the Sheriff budget and moving into the FY 2014-15 Animal Control budget. He noted those monies were given to the Sheriff to fund Animal Control.

Jail

Mr. Bunch stated his concern with the reduction to the Central Prison line, Juvenile Housing line and Medical line. He stated that he would request that the Board have an understanding that the budget is based on the current year expenses however if these unknown expenses were to increase in the FY 2014-15 fiscal year, that the Sheriff may have to come back and request more money to cover the additional expenses.

He requested that the Board reinstate \$10,000 in the overtime line. Take \$3,000 from the food and provisions line, reduce the medical line \$20,000, increase the central prison line to a \$10,000 total reduction and put back the \$5,000 previously taken from the Juvenile Contracted services line.

The Board by consensus later agreed to the changes recommended by the Sheriff.

EMS

EMS Director Colin Ryan provided the Board with his recommendation to meet the deficit and to decrease the General Fund contribution to the EMS fund. He provided the Board with two scenario options. He stated that scenario one takes out one night of paid coverage at the Center Hill Crossroads Fire Department. He stated it also reduces the billing expense due to the decline in transport expenses. He noted the first scenario will require an additional \$56,000 from the General Fund over the previous budget worksession reduction recommendations. He noted the second scenario meets the recommended changes from the previous budget worksession however it eliminates two positions. He noted that by reducing the positions, the revenues will also have to be reduced because transports will also be cut back to leave personnel on site to answer only emergency calls.

The Board recommended that Mr. Ryan look into grant monies through the Chowan Hospital Foundation for future equipment purchases.

(See discussion below in Central Services)

Animal Control/Animal Shelter

The Board recommended using the monies in the Animal Shelter Budget (\$17,000) that was previously discussed for the possible purchase of a vehicle and utilizing those monies to fund the Animal Control position.

Mr. Howard noted that neighboring Counties are not interested in participating in a joint Animal Control effort.

Later in the meeting the Board by unanimous consensus agreed to allow the monies from the truck purchase in the Animal Shelter budget be utilized in the Animal Control budget.

Recreation

No changes recommended.

The Board discussed the expense for the computer purchase. Mr. Howard noted that these are the only computers that are not connected to the network.

Central Services

The Board agreed to only reduce the EMS fund transfer \$84,790 and selected scenario one provided by Mr. Ryan.

Chairman Nixon called for a one hour lunch recess. The Board reconvened and were called to order at 1:30pm.

The Board noted that the current deficit after the changes that morning was \$257,788.

Sales Tax

Chairman Nixon requested that the Manager provide the Board with Sales Tax trends to review the projected sales tax revenue.

Cost of Living Adjustment (COLA)

The Board discussed a possible COLA for County employees. It was estimated that a 2% COLA for all employees would be \$94,000. The Board by consensus agreed to give all full-time and part-time employees a 2% COLA.

Revenues

The Board reviewed revenues and agreed to increase the following:

ABC - \$15,000

Health Board (Insurance payout) - \$20,000

Water - \$20,000

Fund Balance - \$40,000

The Board approved these by unanimous consent.

The Board requested that the manager located \$42,788 in additional cuts.

The Board discussed classes for the finance officer and determined if additional monies are needed, these can be located by the Finance Officer through a budget amendment for the Board to review.

COA

No changes recommended.

Schools

Board members discussed the supplement request. The Board asked if the supplement was only for teacher or all staff.

Mr. Howard stated that this is for all staff.

Chairman Nixon called for a 5 minute recess. After 5 minutes he called the meeting back to order. He provided the Board members with a survey he compiled of neighboring counties and their tax rates.

After the final vote on the Sheriff budget changes Commissioner Lawrence requested to be excused from the meeting. Commissioner Mitchener moved to excuse Commissioner Lawrence. Chairman Nixon asked for all in favor, the motion passed (4-2 Winborne, Smith).

The Board further discussed the request and by majority consensus agreed to not recommend any changes to this budget.

List of Capital requests to be considered at the end of FY 2013-14

- Maintenance additional truck
- \$14,000 in for repairs at Jail
- ½ of ambulance payment
- Ceiling repair in Ambulance bay at EMS
- Recreation Department multipurpose tractor
- Two Sheriff patrol cars

Being no further business, Commissioner Smith moved that the meeting be adjourned. Chairman Nixon asked for all in favor, the motion passed unanimously (5-0).

D. Keith Nixon, Chairman

Susanne Stallings, Clerk