

Chowan County Board of Equalization and Review  
Meeting  
Monday June 2, 2014  
6:00pm  
**Chowan County Public Safety Center**  
**305 West Freemason Street**

**AGENDA**

(Continuation of meeting recessed Monday, May 19, 2014)

The Chowan County Board of Commissioners reconvened the Board of Equalization and Review at 6:00pm on Monday, May 19, 2014.

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

Staff present Hosea Wilson Tax Administrator.

Chairman Keith Nixon reconvened the Board of Equalization and Review at 6:00 pm. There were no appeals scheduled to be heard. Mr. Wilson stated that there are other appeals that will be heard at the coming meetings.

He stated he was requesting authority to make corrections to the tax card for Robert Rideout, 309 Sandy Ridge Road Edenton. He stated the value would adjust from \$67,350 to \$83,200.

Commissioner Smith moved to allow the Tax Administrator to adjust the record. Chairman Nixon asked for all in favor, the motion passed unanimously (7-0).

Tax Administrator Hosea Wilson informed the Board that the next meeting of the Board of Equalization and Review was scheduled for Monday, June 16, 2014 at 5:30pm. Chairman Nixon recessed the Board of Equalization and Review.

Regular Meeting  
Monday, June 2, 2014  
**Chowan County Public Safety Center**  
**305 West Freemason Street**

**Minutes**

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

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

### **Regular Meeting**

Chairman Nixon called the regular meeting to order and led the pledge of allegiance he then offered the invocation.

### **Approval of Agenda**

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

### **Public Comment**

Chairman Nixon opened the floor to public comment in accordance with NCGS 153A-52.1.

Cathy Hines, Chowan Beach stated her appreciation of the Sheriff's Office for addressing vandalism issues in Chowan Beach.

Earl Rountree, 225 Folly Road Sunbury NC 27979, stated that he would like for the County to fund the District Attorney and Public Defenders offices in Pasquotank County. He stated that Gates and Chowan have not funded these offices.

Chairman Nixon stated that until a couple of years ago, Chowan County provided office space to the Public Defender. He stated that there was no agreement at that time for other counties to assist Chowan in this office space. He stated these offices relocated to Elizabeth City and there was no agreement in place that Chowan was required to pay for the new space. He stated that the cost is approximately \$12 per square foot and Chowan County nor Gates were given the opportunity to bid the space out to see if there was a better rate for rental space. He stated that he would recommend this matter be discussed at a future meeting.

There was no further public comment.

### **3. Consent Agenda**

Chairman Nixon then presented the consent agenda.

#### **a. Budget Amendments**

**1314-054**

Account Code	Description	Old	+ or (-)	New
33-3493-890-00	Insurance Proceeds	(133,717.93)	(559,132.18)	(692,850.11)
33-8110-580-01	Hotel Hinton - Ins	-	371,624.00	371,624.00
33-8110-580-02	Northern Rec - Ins	133,717.93	187,508.18	321,226.11
		<b>Balanced:</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Justification:</b>				
<i>Budgeting Insurance Proceeds to cover repair costs</i>				

**1314-055**

Account Code	Description	Old	+ or (-)	New
12-3531-230-01	Social Service Administration	(1,430,100.00)	(5,923.00)	(1,436,023.00)
12-5380-539-21	Low Income Energy Assistance Prog	117,599.00	5,923.00	123,522.00
		<b>Balanced:</b>	<b>#####</b>	<b>#####</b>
<b>Justification:</b>				
<i>Budgeting additional LIEAP funding</i>				

**1314-056**

Account Code	Description	Old	+ or (-)	New
23-4340-353-00	Maint & Repair - Vehicles	12,000.00	(2,000.00)	10,000.00
23-4340-392-00	Laundry & Dry Cleaning	1,000.00	(1,000.00)	-
23-4340-510-00	Capital Outlay - Equipment	15,505.00	(7,492.37)	8,012.63
23-4340-126-00	Salaries & Wages - Part-time	50,000.00	10,492.37	60,492.37
		<b>Balanced:</b>	<b>\$ 78,505.00</b>	<b>\$ 78,505.00</b>
<b>Justification:</b>				
<i>Alan Monds with the Center Hill Fire Department made the above request (see attached)</i>				

**\*Management budget amendments 1314-008, 13140—009 and 1314-010 are attached as FYI\***

Mr. Carawan explained the budget amendments.

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

### **Northeastern Workforce Development Board**

Mr. Howard provided the Board with a letter from the NWDB to consider a request from NWDB to locate an office for Division of Workforce Solutions. The request states that local career centers have had to be realigned and the Chowan County Office is on that list. Mr. Howard noted there is only one small office available in the Public Safety Center however that office is utilized for other purposes as well. Mr. Howard noted that the space is cost prohibited at COA.

Chairman Nixon stated that he felt the program is best suited for the COA campus. He requested that Commissioner Lawrence discuss this with the COA Board and Administrative staff.

Commissioner Kehayes stated that he would prefer more questions about the program be answered before making a decision on this matter.

Chairman Nixon stated this would be brought up for a future meeting agenda.

### **Actuarial Studies for Other Post-Employment Benefits**

Mr. Carawan provided the Board with information on a proposal for Cavanaugh Macdonald Consulting to provide Chowan County with actuarial studies for other post-employment benefits. He stated this company provided the last study done for Chowan County.

Commissioner Winborne asked if this is required.

Mr. Carawan stated yes it is required, according to the auditor.

Chairman Nixon asked if this expense is budgeted.

Mr. Carawan stated no.

Commissioner Lawrence moved to approve the contract with Cavanaugh Macdonald. Chairman Nixon asked who would locate these funds.

Mr. Carawan stated he would defer that question to the Budget Officer.

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

### **Courthouse Security**

Mr. Howard stated that at the May 19<sup>th</sup> meeting the Board requested additional information regarding a warranty for a proposed replacement of the security system at the Courthouse. He stated that the company offers a one year warranty.

Commissioner Smith asked if the locks currently have keys.

Mr. Howard stated yes.

Chairman Nixon requested that this matter be sent to the Planning and Enterprise Committee for study and recommendation to the full Board. He stated that he has concerns with needs that should be addressed at the jail, and recommended that this item be placed on the capital needs list for future consideration.

### **Board Appointments**

#### **ABC Board**

Commissioner Smith nominated Andy Hare.

Commissioner Mitchener nominated Craig Miller.

Being no further nominations, Chairman Nixon asked for all in favor of the nomination of Andy Hare, the motion passed (5-2 Mitchener and Bonner).

#### **DSS Board**

Commissioner Kehayes stated he had no objection to the reappointment of Darnell White.

Commissioner Winborne moved to reappoint Darnell White to the DSS Board.

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

**Tourism Development Authority** (Applicant must be involved in the promotion of tourism and/or events in Chowan County)

Chairman Nixon noted there are currently no qualified applicants for review.

#### **Red Cross Board**

Chairman Nixon noted this vacancy will be advertised for another month.

### **External Board/Committee Report**

Chairman Nixon stated that the Board members are asked to report on the activities of the external boards to which they have been appointed.

Board members discussed the recent County Assembly Day held in Raleigh on May 28<sup>th</sup>.

Commissioner Mitchener reported on the Hospital Board.

Chairman Nixon reported on the Solid Waste Board.

### **Manager's Report**

County Manager Kevin Howard reported that the Hotel Hinton clean out is completed and the drying out and mold remediation is beginning.

He reported that the Community Center is planned to partially reopen however they are waiting on the gym floors.

He noted the Farmers Market has requested permission to install a portable building on the site it utilizes at the Extension Building

Commissioner Smith recommended that this be referred to the Planning and Enterprise Committee.

Mr. Howard noted that sonar work is to begin on the Courthouse Green soon.

Mr. Howard discussed the dam at Bennett's Millpond.

Commissioner Smith recommended that staff look into removing the walkway beam that is collecting debris.

### **Timely and Important Matters**

Commissioner Smith thanked the Maintenance Department for installing the blinds, and added that one additional window needs covering as the sun is distracting to the Clerk and Chairman.

The Board discussed dumpsters at Burnt Mill. Ms. Stallings shared the press release with the Board on assistance available to storm victims.

Chairman Nixon called for a five minute recess, after five minutes Chairman Nixon called the meeting back to order.

### **FY 2014-15 Budget Discussion**

Chairman Nixon stated the purpose of this discussion was to review the special funds outside of the General Fund.

### **Water Development Fund**

No changes recommended

### **Fire District**

Mr. Howard stated he is working with the Town Manager on their budget request. He noted the capital request for Belvidere Chappell Hill Fire Department \$15,000 for a tanker. He stated that Edenton has not provided a capital request list.

Chairman Nixon recommended that staff and the Town review the agreement for fire coverage.

### **911 Fund**

No changes

**Revaluation Fund**

No changes

**Debt Service Fund**

No changes

**Capital Reserve Fund**

No changes

**School Capital Reserve Fund**

No changes

**Lottery**

Mr. Howard noted that the Superintendent wants to start some projects in the summer when school is out.

**TDA**

Will be adopted by the TDA Board in June.

**EMS**

Discussed at the previous meeting.

**Water Fund**

The Board discussed the capital requests from the water department with Water Supervisor Nick Lories.

Radio Read Meters	\$150,000
Fence Replacement	\$10,000
½ ton truck	\$20,000
Scada Communication	\$25,000
Used Utility Truck	\$10,000

The Board asked if Mr. Lories could go without the truck. He stated is needed to, yes.

Mr. Lories stated that the Board will need to consider raising the water rates in the future.

Chairman Nixon recommended that the Water Supervisor work on developing a capital improvement plan for the Water Department.

The Board discussed scheduling the next budget work session and agreed on meeting again Tuesday, June 10 at 9:00am.

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

**Closed Session**

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

**Adjourn**

Being no further business, Commissioner Bonner moved that the meeting be adjourned. Vice Chairman Smith asked for all in favor, the motion passed unanimously (6-0).

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D. Keith Nixon, Chairman

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Susanne Stallings, Clerk

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Jeff Smith, Vice Chairman