

Regular Meeting
Monday, March 3, 2014 rescheduled to March 5, 2014
Due to Inclement Weather
6:00 pm
Chowan County Public Safety Center
305 West Freemason St. Edenton, NC

MINUTES

The Chowan County Board of Commissioners held their rescheduled regular meeting at 6:00pm on Wednesday, March 5, 2014. The March 3, 2014 meeting was rescheduled to March 5, 2014 because of inclement weather (ice) in the area on March 3, 2014.

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

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

Call to Order

Chairman Nixon called the meeting to order and led the pledge. He then offered the invocation.

Approval of Agenda

Chairman Nixon asked to amend the agenda to remove items #4 Public Hearing Voluntary Ag District Ordinance Amendment and Item #5 Schedule of Values.

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

Administration of Oath of Office

Ms. Stallings administered the oath of office to County Manager Kevin Howard.

Public Comment

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

Consent Agenda

Chairman Nixon then provided the consent agenda.

a. Approval of Minutes

Approval of the minutes of February 17, 2014.

b. Budget Amendments

BA1314-042

| Account Code | Description | Old | + or (-) | New | |
|--|------------------|------------------|--------------|-----------|--------------|
| 33-4192-014-05 | Library | 5,000.00 | (500.00) | 4,500.00 | |
| 33-4192-014-04 | Jailer's House | 7,911.00 | 500.00 | 8,411.00 | |
| Jailer's House / Library | | | | | |
| 33-4192-014-06 | Shepard Bldg | 27,500.00 | (25,000.00) | 2,500.00 | |
| 33-4192-014-01 | Courthouse | 24,250.00 | 15,000.00 | 39,250.00 | |
| 33-4192-014-09 | Agriculture Bldg | - | 10,000.00 | 10,000.00 | |
| Shepard Bldg / Courthouse | | | | | |
| | | Balanced: | \$ 64,661.00 | \$ - | \$ 64,661.00 |
| Justification: | | | | | |
| <i>Maintenance has requested these funds to complete the Jailer's House Project, replace bathrooms in the Courthouse and replace HVAC units (1995 & 1998) at Ag Bldg</i> | | | | | |

BA1314-043

| Account Code | Description | Old | + or (-) | New | |
|--|----------------------------------|------------------|--------------|-----------|--------------|
| 11-4310-520-00 | Capital Outlay - Data Processing | 8,000.00 | (8,000.00) | - | |
| 11-4310-299-00 | Departmental Supplies | 14,000.00 | 8,000.00 | 22,000.00 | |
| Shepard Bldg / Courthouse | | | | | |
| | | Balanced: | \$ 22,000.00 | \$ - | \$ 22,000.00 |
| Justification: | | | | | |
| <i>Replacing Desktop Computers in the Sheriff's Office</i> | | | | | |

c. PNC Resolutions

Attached are resolutions from PNC to add County Manager Kevin Howard to the PNC Bank signature cards for the two accounts held at PNC.

Ms. Stallings noted a correction to the minutes of February 17th, to include Commissioners Kehayes and Mitchener as attendees of the Hydrilla meeting.

Finance Officer Willie Carawan explained the budget amendments.

The Board discussed budget BA1314-042.

Commissioner Winborne stated his concern with utilizing the monies that were designated for the renovation of the Shepard Building.

Commissioner Mitchener asked if the monies could be located within another budget.

Mr. Carwan stated that the monies could not be located in additional revenues within the general fund.

The Board discussed locating the monies in the capital projects line that also includes land transfer monies.

Chairman Nixon stated that the Board should discuss that capital line at budget time, especially the co-mingling of the land transfer monies. He stated he would also like for the maintenance director to get three quotes for the repair of the bathrooms to only do a budget amendment for the actual expense.

Ms. Stallings noted that item c on the consent agenda would be a resolution from PNC to add Mr. Howard to the signature line.

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

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

The Board recommended referring budget amendment BA 1314-042 to the consent agenda.

Commissioner Mitchener moved to approve item BA 1314-043 on the consent agenda. Chairman Nixon asked for all in favor, the motion passed unanimously (7-0).

Sidewalk Right of Way Request

Chairman Nixon stated that the NCDOT has requested that Chowan County grant permission for NC DOT to construct a new sidewalk on County owned property on Coke Avenue. He stated that the NCDOT has contributed funding to construct this sidewalk and that the Town has committed to future maintenance of the sidewalk.

Commissioner Winborne stated he had no concerns with this request. He moved to approve the request as submitted by the Town of Edenton.

Recreation Director Jason Petersen stated he felt the sidewalk would be beneficial to all.

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

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.

Commissioner Mitchener reported on the activities of the Destination Downtown Edenton and Northeast Workforce Development Board.

Commissioner Lawrence reported on the activities of the COA Board.

Chairman Nixon reported on the activities of the Health Department Board.

Maintenance Repair Quotes

The Board was provided quotes from the Maintenance Director for repairs to the Red Banks Farm house for pressure washing, deck repair, gutter cleaning and window trim painting. The quotes were Chambers Ferry \$910, Albemarle Painting \$950 and Carrera Painting \$2,350.

The Board discussed the quotes.

Commissioner Smith stated he liked for the County to spread the work around to area businesses.

Mr. Rose noted that the contractors that bid have done various projects for the County.

Commissioner Mitchener moved to award the contract to Chambers Ferry. Chairman Nixon asked for all in favor, the motion passed unanimously (7-0).

Grant Pre-application Request

Recreation Director Jason Petersen provided the Board with a Grant Pre-application request for the Edenton-Chowan Recreation Department for the After School Plus Grant in the amount of \$33,289 which requires an in-kind-non cash match of \$7,970. He noted that this amount has remained the same annually since 2012 with no changes.

Commissioner Mitchener moved to approve the application. Chairman Nixon asked for all in favor, the motion passed unanimously (7-0).

Appointments

Joint Community Advisory Committee

Chairman Nixon stated the Board has received a request for reappointment of Dellie Bass and Daisy Bembry to the Chowan County Joint Community Advisory Committee.

Ms. Stallings noted that there are no applications are on file for this vacancy.

Commissioner Smith moved to appoint Ms. Bass and Ms. Bembry. Chairman Nixon asked for all in favor, the motion passed unanimously (7-0).

Albemarle Regional Solid Waste Management Authority (ARSWMA) and Landfill Board

Chairman Nixon stated that he would recommend that the County Manager Kevin Howard be appointed to the ARSWMA and Landfill Boards.

Commissioner Bonner moved to approve the recommendation. Chairman Nixon asked for all in favor, the motion passed unanimously (7-0).

Timely and Important Matters

Invitations

Ms. Stallings noted the Board was invited to attend the Albemarle Hopeline legislative breakfast on March 10th.

Commissioner Smith shared information on an invitation to a breakfast at Farm Bureau to receive information on the Farm Bill.

Closed Session

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

The minutes of the closed session are sealed.

Commissioner Kehayes 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 Bonner 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