

Special Meeting  
Monday, May 18, 2015  
**Chowan County Public Safety Center**  
**305 West Freemason St.**  
**Edenton, NC**  
**4:00pm**

Present Chairman Jeff Smith, Commissioners Keith Nixon, Alex Kehayes, John Mitchener and Emmett Winborne. Commissioner Bonner came in later

Commissioners Ellis Lawrence was absent.

Staff present County Manager Kevin Howard and Deputy Clerk Carrie Byrum.

**Closed Session**

Commissioner Mitchener moved that the Board go into closed session, in accordance with NCGS 143-318 (11) (a) (5) contract negotiations.

Chairman Smith asked for all in favor, the motion passed unanimously (5-0).

The minutes of the closed session are sealed.

Commissioner Nixon moved that the Board come out of closed session. Chairman Smith asked for all in favor, the motion passed unanimously (5-0)

**Adjourn**

Commissioner Kehayes moved that the special meeting be adjourned. Chairman Smith asked for all in favor, the motion passed unanimously (5-0).

Chowan County Board of Equalization and Review  
Meeting  
Monday May 18, 2015  
6:00pm  
**Chowan County Public Safety Center**  
**305 West Freemason Street**

Chowan County Board of Equalization and Review  
Minutes May 18, 2015

At 6:00 PM the Board convened the Chowan County Board of Equalization and Review for the May 18, 2015 meeting. Tax Administrator Hosea Wilson advised the Board that he had no scheduled appeals to come before the Board at this meeting. Mr. Wilson also inquired if anyone

in the audience intended to make an appeal before the Board. Hearing none, the Tax Administrator advised the Board of a request for review of assessor's final decision made by a CPA representing Jernigan Oil Company. This was tentatively scheduled for the June 1, 2015 meeting. Mr. Wilson informed the Board that he had a meeting with the company's representative and two other counties on May 26, 2015 to discuss the decision. Mr. Wilson then made the recommendation to the Board that they recess until the June 1, 2015 meeting at 6:00 P.M. A motion was made and unanimously approved, 7-0, to recess until June 1, 2015 at 6:00 P.M.

Regular Meeting  
Monday, May 4, 2015  
**Chowan County Public Safety Center**  
**305 West Freemason St.**  
**Edenton, NC**  
**6:00pm**

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

Staff present County Manager Kevin Howard Finance Officer Willie Carawan and Deputy Clerk Carrie Byrum.

**Regular Meeting**

Chairman Smith called the meeting to order and led all in attendance in the pledge of allegiance, he then offered the invocation.

**Approval of Agenda**

Chairman Smith asked that the agenda to be amended to include a closed session for personnel.

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

**Public Comment**

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

There was none.

**Consent Agenda**

Chairman Smith presented the consent agenda.

**a. Minutes**

Attached are the minutes of the April 13, 2015, April 20, 2015, April 29, 2015 and May 4, 2015 meetings for the Board's review and consideration.

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

**b. Budget Amendments**

**BA1415-046**

Account Code	Description	Old	+ or (-)	New
11-4170-395-00	Employee Training	500.00	(200.00)	300.00
11-4170-126-00	Salaries & Wages - PT Prct Workers	15,473.56	(3,000.00)	12,473.56
11-4170-321-00	Telephone & Postage	3,200.00	200.00	3,400.00
11-4170-122-00	Salaries & Wages - PT	6,366.44	3,000.00	9,366.44
<b>Balanced:</b>		<b>25,540.00</b>	<b>-</b>	<b>25,540.00</b>
<b>Justification:</b>				
<i>Shifting monies to cover operational shortfalls</i>				

**BA1415-047**

Account Code	Description	Old	+ or (-)	New
11-6131-126-00	Salaries & Wages - PT	11,160.00	1,760.00	12,920.00
11-6131-181-00	FICA Tax	854.00	125.00	979.00
11-6131-185-00	Unemployment	111.00	(111.00)	-
11-6131-261-00	Office Supplies	1,279.00	111.00	1,390.00
11-6131-390-00	Restitution	1,955.00	(275.00)	1,680.00
11-6131-392-00	Contr Svcs - Strengthen Families	1,610.00	(1,610.00)	-
<b>Balanced:</b>		<b>16,969.00</b>	<b>-</b>	<b>16,969.00</b>
<b>Justification:</b>				
<i>Additional hourly funding needed for Restitution Coordinator</i>				

**BA1415-048**

<b>Account Code</b>	<b>Description</b>	<b>Old</b>	<b>+ or (-)</b>	<b>New</b>	
61-7120-599-00	Capital Outlay - Other Improv.	50,000.00	20,698.78	70,698.78	
61-7120-510-00	Capital Outlay - Equipment	188,000.00	(10,000.00)	178,000.00	
61-7120-351-00	Maint & Repair - Bldgs & Grds	72,329.00	(10,698.78)	61,630.22	
61-7120-395-00	Employee Training	2,450.00	50.00	2,500.00	
61-7120-370-00	Advertising	2,000.00	(50.00)	1,950.00	
		<b>Balanced:</b>	<b>314,779.00</b>	<b>(0.00)</b>	<b>314,779.00</b>
<b>Justification:</b>					
<i>Covering system improvements &amp; training</i>					

Also attached are MBA 1415-012 and MBA1415-013 as FYI.

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

**c. Tax Items Refund/Release and Tax Collectors Report**

Wilson, M.                      \$167.43                      should not have been Debt Set-off

Commissioner Mitchener moved to approve the Tax Release and Collector report. Chairman Smith asked for all in favor the motion passed unanimously (7-0)

**Workforce Development Consortium Resolution**

Chairman Smith noted that the Board requested that Mr. David Whitmer provide the Board with information on the resolution of support for the Workforce Development Consortium.

Mr. Whitmer provided the Board with information on the flow of the Workforce Innovation and Opportunity Act 9 (WIOA). He explained that the WIOA is the liability that is covered in federal law. He stated that the previous agreement from 2000 has the exact same wording. He stated that the County has an agreement with the Albemarle Commission which lists the Commission as the grand administrator and the fiscal agent. He stated that the Albemarle Commission is the initial responsible party for the grant funds.

Commissioner Winborne asked Commissioner Lawrence if he had any concerns with the resolution. Mr. Lawrence stated no.

Commissioner Kehayes moved to approve the agreement and resolution as presented. Chairman Smith asked for all in favor, the motion passed unanimously (7-0).

**RESOLUTION APPROVING NORTHEASTERN WORKFORCE DEVELOPMENT  
CONSORTIUM AGREEMENT**

**WHEREAS**, the counties of Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell and Washington, being independent and contiguous units of local county government (the “Counties”), wish to agree to establish a workforce development consortium (“Consortium”) to act jointly as a Local Workforce Development Area under the Workforce Innovation and Opportunity Act (WIOA), Public Law 113-128 as enacted July 22, 2014; and

**WHEREAS**, in addition to specific authority to enter into the agreement attached hereto, a “County Appointed Representative” for WIOA purposes upon whose representations the State, the Workforce Development Board, the Albemarle Commission (as the local administrative/fiscal agent) and the other Counties may rely, must be designated and authorized to execute the attached agreement and such other agreements as are necessary for purposes of WIOA and who shall sit on the Consortium Board.

**BE IT RESOLVED, THAT** Chowan County, is hereby designated the “County Appointed Representative” for the foregoing purposes and as such he/she is fully authorized to execute the attached agreement and such other and further agreements on behalf of this County as are necessary for these purposes.

**County Employee Health Insurance Coverage Options**

Donna Nixon with Pierce Group Benefits provided the Board with updated information for County Employee Health Insurance Coverage Options. She stated that at the last meeting she provided the Board with information on the rising costs of health insurance for the County employee health insurance plan. She stated that at the last meeting she shared that a renewal with United Healthcare could result in a 29.8% increase in the employer premium contribution. She provided information on a new proposed plan with Aetna. She noted the new plan design will have lower copays and result in reduced out of pocket expense. She stated a new plan with Aetna will realize a savings of \$180,561 from a plan renewal with United Healthcare. She stated that the proposed plan with Aetna will have a wellness benefit. She stated the reports compiled in health screenings will help target claim costs, education sessions. She noted that there are more area providers in that are in-network with Aetna.

Board members discussed concerns regarding employee privacy for the wellness screenings.

Ms. Nixon stated that there are privacy laws that protect employee’s privacy while allowing the County to provide resources to employees to promote healthy behaviors.

Mr. Howard noted that participating in the wellness programs results in a savings to the County.

Commissioner Nixon moved to approve the proposed plan with Aetna. Chairman Smith asked for all in favor, the motion passed unanimously (6-1 Winborne).

### **DOT Presentation**

Sterling Baker, Division Maintenance Engineer with NCDOT provided the Board with the Division One Maintenance Budget and the Three Year Resurfacing and Retreatment Plan. He provided information on the Division One Maintenance Budget over a 5 year time period. He noted that there are no separate funds for secondary road construction. He noted that there is an increase in primary and secondary resurfacing funds. He provided direct information pertaining to Chowan County Maintenance Budget. Mr. Baker provided information on the plan for resurfacing in the County over the next fiscal year.

Board members asked for additional information regarding the number of unpaved roads in the County (and the total mileage of unpaved roads), DOT expense for guardrail maintenance, stoplight at White Oak Elementary/DF Walker School and road concerns at Perry Road.

Mr. Baker provided the Board with written responses to the questions Board members asked during his presentation.

### **2015-16 JCPC Funding Plan and Membership**

Nancy Hodges provided the Board with the JCPC 2015-16 Funding Plan and Membership Roster for Chowan County for the fiscal year 2015-16. Ms. Hodges provided information on all of the programs that are funded through the program including After-School Plus tutoring, After-School Restitution, Intensive Supervision, and Passport to Manhood Skills program.

Commissioner Nixon moved to approve the 2015-16 Plan and Membership roster. Chairman Smith asked for all in favor, the motion passed unanimously (7-0).

### **Hwy 17 Association Presentation**

Mark Finlayson provided the Board with a PowerPoint presentation and information on the activities of the Highway 17 Association. A copy of the PowerPoint presentation is in the meeting file labeled May 18, 2015.

Board members noted that the requested \$2,500 contribution will be reviewed in the FY 2015-16 budget planning.

### **NCACC Property/Liability and Worker's Compensation Plan Quotes**

Mr. Howard provided the Board with the renewal information from the NCACC 2015-16 Property/Liability and Worker's Compensation quotes. He noted that there is an increase of approximately \$10,000 in workers compensation premiums and \$13,000 increase in property and liability premiums. He stated it is a total of \$23,738. He stated that there is a multiple pools discount which will reduce the total increase to \$19,188. He stated the property and liability claims are the driving factors and there is a modified increase in workers comp.

Mr. Howard noted that there will be a decrease or credit issued once the Hotel Hinton is sold.

Commissioner Nixon asked about increasing the deductibles to reduce the premiums.

Commissioner Nixon asked if vehicles are itemized by enterprise fund.

Mr. Carawan stated that there is a percentage formula used in the past to charge the enterprise funds.

Mr. Carawan will provide this information to the Board.

Chairman Smith asked about liability coverage on trailers, stating his trailers are covered by the towing vehicle not by the trailer.

Commissioner Nixon moved to table the approval until the next meeting to bring back quotes with lower costs for a higher deductible and to provide a quote with credit or removal of Hotel Hinton.

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

#### **NC Information Technology Services MOU**

Mr. Howard provided the Board with a proposed MOU with ITS for Microsoft O365 Exchange Online and Archive Online Subscriptions for 12 months. He stated that ITS is changing the email service to the County. He stated that the total cost is \$6.02 per account. Board members discussed the total number of email accounts.

Commissioner Mitchener moved to approve the MOU with NC ITS.

Commissioner Nixon stated his concern with the number of email accounts and the increased cost of approximately \$2,300. He discussed departmental employees sharing email addresses to save monies.

Mr. Howard explained that the service provided by ITS includes email archiving as required by law for public information request. He stated the County IT Director has not located another vendor who can provide the service to meet the criteria in the State law.

Chairman Smith asked for all in favor, the motion passed unanimously (6-1 Nixon).

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

Chairman Smith stated that 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 Arrowhead Beach POA Hydrilla presentation.

## **Manager's Report**

County Manager Kevin Howard updated the Board on the parking lot lease between the Town and the Hotel. He stated the Hotel hopes to close by the end of June.

## **Timely and Important Matters**

### **- Schedule Next Budget Meeting**

Commissioner Nixon requested that the meeting be at night rather than day. The Board scheduled the meeting for May 27, 2015 at 4:00pm.

### **- Travel Reimbursement**

Commissioner Nixon requested that staff look into travel reimbursement for employees and compare the policy to other counties.

Mr. Howard noted that the County follows the federal IRS rate.

### **- Planning Board Appointment**

Commissioner Kehayes stated his concern with the nominating committee that was established for the selection of the County Planning Board. He moved that the Commissioners do away with the nominating committee.

Board members discussed the process for appointment of residents who reside within the Town limits.

Commissioner Nixon asked that the new Planner research with the manager the process for appointment of Planning Boards in the 16 County region. He stated he would support the motion from Commissioner Kehayes to have the full Board review and select Planning Board candidates.

Commissioner Kehayes rescinded his original motion. He moved to do away with all committees for Board Appointment and select all boards as a full Board.

It was clarified that the new process will not require interviews for all candidates.

Mr. Howard noted that a report from the Planner will be forthcoming on how neighboring counties appoint to these Boards.

Chairman Smith asked for all in favor, the motion passed (5-2 Smith and Winborne)

## **Closed Session**

Commissioner Mitchener moved that the Board go into closed session, in accordance with NCGS 143-318 (11) (a) (5) contract negotiations.

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

The minutes of the closed session are sealed.

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

**County Attorney Contract**

Commissioner Mitchener moved to hire the Twiford Law Firm and utilize Lauren Womble as the primary attorney for Chowan County. Chairman Smith asked for all in favor, the motion passed unanimously (7-0).

**Adjourn**

Being no further business Commissioner Nixon moved that the meeting be adjourned. Chairman Smith asked for all in favor, the motion passed unanimously (7-0).

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Jeffery Smith, Chairman

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Susanne Stallings, Clerk