

Special Meeting
May 5, 2014
4:30 pm
Chowan County Public Safety Center
305 West Freemason St. Edenton, NC

MINUTES

The Chowan County Board of Commissioners held a special meeting at 4:30pm on Monday, May 5, 2014.

Present Chairman Keith Nixon, Commissioners Jeff Smith, Alex Kehayes, Emmett Winborne, Ellis Lawrence (came in later) and John Mitchener.

Staff present Hosea Wilson Tax Administrator.

Board Clerk Susanne Stallings was present for the convening and recessing of the presentation.

Commissioner Bonner was absent

Department of Revenue Presentation

Chairman Nixon called the meeting to order.

Mr. Scott Casey gave a presentation on the expectations of and job duties of a member of the Board of Equalization and Review. A copy of his PowerPoint presentation is in the meeting file labeled May 5, 2014.

Commissioner Mitchener moved to adjourn the meeting, Chairman Nixon asked for all in favor, the meeting was adjourned. (6-0).

Regular Meeting
May 5, 2014
6:00 pm
Chowan County Public Safety Center
305 West Freemason St. Edenton, NC

MINUTES

The Chowan County Board of Commissioners held their regular meeting at 6:00pm on Monday, May 5, 2014.

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.

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

Commissioner Kehayes provided 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

James Brabble 127 Drummonds Point Road thanked staff for the work and all the volunteers assisting victims of the tornado damage.

David Denton stated he was there to present information on beaver management services he could provide in Chowan County.

Consent Agenda

Chairman Nixon then presented the consent agenda.

a. Approval of Minutes

Attached are the minutes of the April 7, 2014 meeting for the Board’s review and approval.

b. Budget Amendments

BA1314-042

Account Code	Description	Old	+ or (-)	New
30-3980-980-11	Transfer from General Fund	(1,397,175.00)	10,000.00	(1,387,175.00)
30-9100-710-03	2008 Library Trustee Note	10,000.00	(10,000.00)	-
Balanced:		\$ (1,387,175.00)	\$ -	\$ (1,387,175.00)
Justification:				
<i>Adjusting the Debt Service Budget to reflect the FY'13 payoff of the Library's Trustee Note</i>				

BA1314-052

Account Code	Description	Old	+ or (-)	New
11-3110-014-00	2014 - Ad Valorem Tax	-	(17,446.00)	(17,446.00)
11-3343-890-00	Building Permits	(75,842.00)	(17,100.00)	(92,942.00)
11-3347-000-00	Planning Fees	(5,000.00)	(1,758.00)	(6,758.00)
11-3531-275-00	Medicaid Hold Harmless	(175,000.00)	(41,911.00)	(216,911.00)
11-3835-822-00	Sale of Property	(20,251.00)	(24,000.00)	(44,251.00)
11-3839-890-00	Miscellaneous Rev	(5,000.00)	(2,267.00)	(7,267.00)
11-4140-191-00	Prof Svcs - Tax Audit	15,000.00	17,246.00	32,246.00
11-4240-299-00	Departmental Supplies	3,467.00	2,204.00	5,671.00
11-8200-183-01	Hospitalization - 3% Commission	18,386.00	9,750.00	28,136.00
11-8200-185-00	Unemployment	5,000.00	10,862.00	15,862.00
11-8200-321-00	Telephone / Postage	500.00	4,500.00	5,000.00
11-8200-451-00	Insurance - Property & Liability	126,214.00	675.00	126,889.00
11-8300-692-00	Nat. Assoc. Of Gov Unit	400.00	50.00	450.00
11-8300-906-00	Albemarle Commission - RPO Match	2,255.00	236.00	2,491.00
11-9900-999-00	Contingency	12,822.00	91,921.00	104,743.00
Cost Associated with Operations		(97,049.00)	32,962.00	(64,087.00)
11-8200-183-02	Hospitalization - Reserve	11,614.00	(11,614.00)	-
11-8200-991-00	Salary Reserve	43,000.00	(43,000.00)	-
11-4120-125-00	Stipend - Cellphone	-	140.00	140.00
Central Services / Administration & Finance				
11-4140-121-00	Salaries & Wages - Regular	174,159.00	1,350.00	175,509.00
11-4140-182-00	Retirement	12,314.00	100.00	12,414.00
11-4140-183-00	Hospitalization	27,360.00	200.00	27,560.00
Tax Office				
11-4170-121-00	Salaries & Wages - Regular	35,730.00	350.00	36,080.00
11-4170-182-00	Retirement	2,526.00	25.00	2,551.00
11-4170-183-00	Hospitalization	5,700.00	45.00	5,745.00
Board of Elections				
11-4180-121-00	Salaries & Wages - Regular	99,142.00	1,051.00	100,193.00
11-4180-182-00	Retirement	7,010.00	75.00	7,085.00
11-4180-183-00	Hospitalization	17,100.00	75.00	17,175.00
Register of Deeds				
11-4190-121-00	Salaries & Wages - Regular	37,485.00	351.00	37,836.00
11-4190-182-00	Retirement	2,650.00	30.00	2,680.00
11-4190-183-00	Hospitalization	5,700.00	50.00	5,750.00
Land Records				
11-4210-121-00	Salaries & Wages - Regular	60,683.00	425.00	61,108.00
11-4210-182-00	Retirement	4,290.00	35.00	4,325.00
11-4210-183-00	Hospitalization	6,840.00	65.00	6,905.00
Informa Technology				
11-4268-121-00	Salaries & Wages - Regular	41,255.00	350.00	41,605.00
11-4268-183-00	Hospitalization	5,700.00	50.00	5,750.00
Senior Center				
11-4270-121-00	Salaries & Wages - Regular	273,292.00	3,900.00	277,192.00
11-4270-182-00	Retirement	22,487.00	500.00	22,987.00
11-4270-183-00	Hospitalization	53,350.00	250.00	53,600.00
Central Communications				
11-4310-121-00	Salaries & Wages - Regular	580,534.00	5,600.00	586,134.00
Sheriff's Office				
11-4312-121-00	Salaries & Wages - Regular	102,263.00	1,050.00	103,313.00
11-4312-183-00	Hospitalization	17,100.00	135.00	17,235.00
School Resource Officer				
11-4330-121-00	Salaries & Wages - Regular	25,500.00	175.00	25,675.00
11-4330-182-00	Retirement	1,856.00	25.00	1,881.00
11-4330-183-00	Hospitalization	2,850.00	25.00	2,875.00
Emergency Management				
11-4350-121-00	Salaries & Wages - Regular	137,075.00	1,075.00	138,150.00
11-4350-181-00	FICA Tax	10,487.00	25.00	10,512.00
11-4350-182-00	Retirement	9,691.00	75.00	9,766.00
11-4350-183-00	Hospitalization	17,100.00	150.00	17,250.00
Building Inspections				
11-4730-121-00	Salaries & Wages - Regular	60,130.00	725.00	60,855.00
11-4730-182-00	Retirement	4,251.00	50.00	4,301.00
11-4730-183-00	Hospitalization	11,400.00	100.00	11,500.00
Soil & Water				
11-6130-121-00	Salaries & Wages - Regular	213,575.00	2,500.00	216,075.00
11-6130-182-00	Retirement	15,100.00	200.00	15,300.00
11-6130-183-00	Hospitalization	39,900.00	325.00	40,225.00
Recreation		2,198,199.00	(32,962.00)	2,165,237.00
Balance:		#####	\$	#####

c. Tax Refund Release Report

Rankins, D.	\$100.93	Debt Set off Refund
White, E.	\$104.95	Debt Set off Refund
Carter, J.	\$168.00	Debt Set off Refund
Bryant, E.	\$139.24	Debt Set off Refund
Valentine, L.	\$151.83	Debt Set off Refund
Fentress, M.	\$127.23	SITUS Perquimans Co
Bradshaw, S.	\$105.33	Deceased
Bunch, B.	\$122.26	Vehicle turned in
Bryant, E.	\$133.70	Vehicle sold
KCT	\$784.32	10 years unenforceable
Byrum, C.	\$117.46	Wrong owner
Cooper, C.	\$303.93	SITUS Perquimans Co.
Coward, A.	\$119.99	SITUS Pitt Co.
Lilley, I.	\$511.81	Wrong value

Chairman Nixon asked if there were any questions from the Board.

Finance Officer Willie Carawan explained that the first budget amendment 1314-042 was to offset revenue and expenditures from the library trustee note. He explained that 1314-052 are for additional revenues that have been realized above what has been budgeted. He stated that the budget amendment is a cleanup that addresses workers comp, unemployment and the salary increase approved in June for the FY 13/14 budget. He stated this amendment will address salary lines and fringe benefits.

Chairman Nixon asked if this amendment increasing the total budget. He stated that typically amendments like this are addressed at the end of the fiscal year.

Mr. Carawan stated that the county has realized an additional \$88,000 in revenues. He noted that some of the revenues are from the payment from the Boys and Girls Club.

Chairman Nixon stated the monies from the sale of real property are typically moved into the capital line.

Mr. Carawan noted the revenues realized from the previous year business audit which was not previously budgeted.

Tax Administrator Hosea Wilson noted that this was from the previous fiscal year and added that this program is no longer in place.

Chairman Nixon stated his concern with moving the monies into contingency.

Mr. Carawan stated these monies cannot be spent from contingency without Board approval.

Chairman Nixon stated his concern that if the sales tax revenues decline in the last two months of the fiscal year, the Board would be forced to utilize fund balance to make up the revenue loss.

Mr. Carawan stated that sales tax monies are realized two months after the time they are collected and would be of no impact to the current fiscal year.

Chairman Nixon stated the uncertainty is what concerns him.

Commissioner Smith asked if this amendment would affect the final audited budget.

Mr. Carawan stated that the additional revenues do increase the total budget.

Commissioner Smith asked if this would impact the fund balance percentage.

Mr. Carawan stated that amount is based on the tax collection not the total budget.

Chairman Nixon asked about the increase in telephone and postage.

Mr. Carawan stated this is due to many departments not having a postage line in their budgets for billing when DSS posts the mail.

Commissioner Kehayes moved to approve the consent agenda as presented. Chairman Nixon asked for all in favor, the motion passed (5-2 Nixon and Winborne).

JCPC County Funding Plan

Mr. Howard noted that attached to the Board's meeting packet is the 2014-15 JCPC County Funding Plan for the Board's review and consideration. He noted that this is a non-cash match.

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

Emergency Management

Crowder Gulf Contract

Mr. Howard presented the Board with the renewal of the County's contract with Crowder Gulf for disaster recovery and debris management. He stated that there is no cost unless the contract is activated.

Commissioner Winborne asked for clarification.

Mr. Howard stated the contract needs to be in place should there be an event requiring debris removal however there is no charge unless the contract is activated.

Commissioner Winborne moved to approve the contract.

Commissioner Smith asked if the contract remains under the same terms as the previous contract.

Mr. Palmer stated that Crowder Gulf's charges are based on FEMA reimbursement per cubic yard.

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

Tornadoes Update

Emergency Management Coordinator Cord Palmer updated the Board on the activities of Emergency Management following the tornadoes of April 25, 2014. He provided the Board with a PowerPoint summary of the tornado damage and response. A copy of the PowerPoint is in the meeting file labeled May 5, 2014.

Commissioner Winborne commented on the impact of damage to agricultural uses.

The Board discussed the debris removal noting that the Department of Transportation did one pass to pick up debris on the roadside.

Chairman Nixon thanked the Sheriff, County Emergency Staff, EMS, Emergency Management, 911 and Administration for their response to the tornadoes. He stated his condolences to the Bain family in the loss of their son and stated his prayers continue for all the residents affected by the tornadoes.

Commissioner Bonner stated that the residents of Burnt Mill are appreciative of the debris dumpsters.

Chairman Nixon noted the Chamber is compiling a list of places where donations are being taken up for the tornado victims.

Chairman Nixon thanked Mr. Palmer for the report from Emergency Management.

Shepard Building

Mr. Howard stated that during the renovation of the building while the floors were being removed, staff located asbestos in the flooring. He stated the County has acquired proposals for removal of the asbestos and that he proposes to utilize the monies in the capital project fund for the removal and abatement of the asbestos. He stated that he felt the quote for the abatement is fair and noted this is the company already working in Chowan County on the Hotel Hinton. He stated that the companies are Atlantic Environmental and Quality Environmental.

The Board discussed the proposal and concluded that this matter did not require Board approval as the funds are already budgeted.

Boards and Committee Report

Commissioner Kehayes requested that DSS Director Clifton Hardison speak to the Board regarding funding of Hopeline through the DSS Budget.

Mr. Hardison stated that DSS used to fund Hopeline through their budget however there are no reimbursement monies eligible for this expense. He stated the service Hopeline provides to DSS is invaluable. Mr. Hardison stated that may of the housing relocation that is provided by Hopeline is something DSS would have to provide to a county resident if Hopeline was not available.

Commissioner Bonner stated his support of funding Hopeline within the County budget.

Chairman Nixon recommended the Board look at this matter at budget time.

Commissioner Smith reported that the Edenton Chowan Partnership Board recently participated in a field trip to St. Michaels to study their methods for attracting Economic Development and Tourism.

Commissioner Winborne asked if the ECP has taken a position on Walmart looking into Edenton.

Commissioner Smith stated that this has been discussed by the Board and the Director and Chairman of the ECP were asked to look into this.

Commissioner Winborne stated his desire to see ECP support a Walmart in Edenton.

Commissioner Smith stated that the three Commissioners that serve on the ECP Board are in full support of Walmart.

Manager's Report

County Manager Kevin Howard stated that the School Board has requested a joint meeting for Monday, March 12, 2014 at 6:00pm. The Board discussed the proposed meeting and by consensus agreed to hold a budget work session on the 12th following the joint meeting with the Board of Education.

Chairman Nixon asked about the status of the Community Center.

Mr. Howard stated that he is waiting for a report from the contractors. He stated that the gym floor is to be installed in the next week or two.

Chairman Nixon asked if the building would be open partially before the gym floors are complete.

Mr. Howard stated yes.

Timely and Important Matters

Commissioner Kehayes inquired on the status of Riversound Phase I.

Mr. Howard stated that the bonding company attorney is meeting with the bonding company attorney.

Recess Regular Meeting

Chairman Nixon then recessed the regular meeting to start back after the meeting of the Board of Equalization and Review.

Chowan County Board of Equalization and Review
Meeting
Monday May 5, 2014
Chowan County Public Safety Center
305 West Freemason Street

AGENDA

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, Tax Administrator Hosea Wilson and Board Clerk Susanne Stallings.

Chairman Nixon called the meeting of the Board of Equalization and Review to order.

Board Clerk Susanne Stallings administered the oath to the Board members.

Chairman Nixon opened the floor to appeals, there were none.

Mr. Wilson made brief statements regarding the informal appeals hearings and notified the Board that the next meeting of the Board of Equalization and Review was scheduled for Monday, May 19, 2014 at 5:30pm.

Being no further Business, Chairman Nixon recessed the meeting until May 19, 2014 at 5:30pm.

Continued Regular Meeting
Monday, May 5, 2014
Chowan County Public Safety Center
305 West Freemason Street

AGENDA

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.

Call to Order

Chairman Nixon called the regular meeting back to order.

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)

Hotel Hinton

Commissioner Mitchener moved to approve the letter of agreement between Chowan County and the School of Government (SOG) for services provided by the SOG's Development Finance Initiative "DFT", pending the closing of the agreement with SAGA.

Mr. Howard clarified that he would not execute the agreement until the closing moves forward.

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

Adjourn

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