

Regular Meeting
Friday March 22, 2013
9:00 am
Chowan County Public Safety Center
305 West Freemason Street

Minutes

The Chowan County Board of Commissioners held a special meeting on Friday, March 22, 2013 at 9:00 am at the Chowan County Public Safety Center. Present: Chairman Keith Nixon, Commissioners Jeff Smith, Ellis Lawrence, Greg Bonner, Emmett Winborne, Alex Kehayes and John Mitchener.

Staff present: County Manager Zee Lamb, Finance Officer Kim Woodley and Board Clerk Susanne Stallings.

Chairman Nixon called the meeting to order.

Budget Amendments

Finance Officer Kim Woodley presented the Board with the following budget amendments. She also noted the Board received financial reports through February 28, 2013. A copy of the reports is in the meeting file labeled March 22, 2013.

<u>BA 1213-065:</u>		INCR	DECR			
11-4270-510-00	Capital Outlay-equipment		51,135			
11-4270-299-00	Departmental supplies	51,135				
The COPS Grant was budgeted as computer equipment in capital outlay. The cost of the equipment being purchased is less than the capital outlay threshold (\$5,000) and should be charged to departmental supplies line item instead.						
11-3990-990-00	Fund balance appropriated	647				
11-4270-299-00	Departmental supplies	647				
The COPS Grant was re-balanced in preparation for close-out June 30, 2013. The individual invoices have been used to re-balance the grant. There was an error in 2010 on a grant reimbursement report which resulted in excess grant funds being drawn down. These funds have been in Chowan County's fund balance since 2010. An additional \$647 was identified in fund balance when the individual invoices were used to balance prior reimbursement reports.						
<u>BA 1213-066:</u>		INCR	DECR			
11-5110-312-00	Chowan Life HCCBG Grant	53				
11-8200-171-00	Committee expense		53			
The Home Community Care Block Grant (HCCBG) through Albemarle Commission has allocated additional funds for this program for Chowan County. Additional County match of \$53 is required for the reallocation.						

BA 1213-067:		INCR	DECR			
11-3431-235-00	Sheriff executions	9,275				
11-4316-440-00	Sheriff executions	9,275				
Appropriation of additional Sheriff executions collected.						
BA 1213-068:		INCR	DECR			
11-8300-906-00	Albemarle Commission RPO m	9				
11-8200-171-00	Committee expense		9			
The original budget was short \$9 for the final Albemarle Commission RPO match. The full budget for Committee expense is not anticipated to be spent for FY 2013.						
BA 1213-069:		INCR	DECR			
62-3471-530-00	Scrap Tire Grant	41,831				
62-4710-694-00	Scrap Tire Grant	41,831				
Appropriation of NC DENR Scrap Tire grant funding received. This is paid to Albemarle Regional Solid Waste Authority.						

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

Ms. Woodley stated these amendments would clean up the budget through March 22, 2013.

The Board discussed the financial reports and various investment accounts.

Banking Services Proposals

Ms. Woodley stated she sent out a formal Request for Proposals (RFP) for banking services. She stated she used the suggested format from the State Treasurer's Office for the bid process. She provided the Board with a spreadsheet that summarized the proposals. A copy of the information is in the meeting file labeled March 22, 2013. She stated the proposals were bid on three services banking; lock box services and credit card services. She stated the bid from Southern Bank did not include service fees for guaranteed three years. She stated she tried to get a five year bid from the banks but all bid for 3 years.

The Board discussed the proposals in detail including guarantees and historical information.

Ms. Woodley noted that Southern Bank is proposing service charge free accounts on the central depository and inmate checking accounts for three years. She noted the comparison shows fees

charged by Southern for comparison purposes only. She noted that currently PNC is charging the County \$1,400 - \$1,500 a month now in fees.

Mr. Lamb stated that changing banking services will result in a savings for the County however the process of changing over while the County is without a finance officer will result in more work on the limited staffing.

Chairman Nixon asked if Gateway Bank submitted a proposal.

Ms. Woodley stated that a bid packet was sent to Gateway but they did not submit a proposal. She noted that Albemarle Bank and Trust was also contacted but informed her that they were not a full service bank.

Chairman Nixon asked if changing the banking would create any problems for employees.

Ms. Woodley stated no.

Mr. Lamb stated his concerns about transitioning banking services while there is no finance officer in place. He asked Ms. Woodley if changing services in July was a good or bad time for the Finance Office.

Ms. Woodley stated that July is not a good time to change banks because of year end close out, the audit and setting up a new fiscal year in the finance office. She stated that May 1, 2013 would be her preferred target for changing banks.

Commissioner Smith moved to award the banking services contract to Southern Bank with a May 1, 2013 implementation date.

Chairman Nixon stated that if the time frame became difficult for staff that the manager should make the Board aware and request that the time frame be delayed.

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

Chairman Nixon asked if there was any further business to discuss.

The Board reviewed the sales tax collection report and the trends of sales tax collection.

Being no further business, Commissioner Mitchener moved that the meeting be adjourned.

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

Being no further business before the Board, the meeting was adjourned.

D. Keith Nixon, Chairman

Susanne Stallings, Clerk