

Regular Meeting
Monday, May 2, 2011
6:00pm
Chowan County Public Safety Center
305 West Freemason Street

The Chowan County Board of Commissioners held their regular meeting on Monday, May 2, 2011 at 6:00pm in the Chowan County Public Safety Center, 305 West Freemason Street Edenton NC. Present Chairman Eddy Goodwin, Vice Chairman Keith Nixon, Commissioners Emmett Winborne, Ellis Lawrence, Ralph Cole, Jeff Smith and John Mitchener. Staff Present Finance Officer Lisa Jones; County Manager Paul Parker and Board Clerk Susanne Stallings

Chairman Eddy Goodwin called the meeting to order and then led the group in the pledge.

Commissioner Nixon then provided the invocation.

Public Comment

Chairman Eddy Goodwin asked for public comment in accordance with NCGS 153A-52.1.

Extension Director Introduction

Dr. Travis Burke District Director for North Carolina Cooperative Extension Service introduced Tim Smith, Chowan County's new Extension Director. Mr. Smith stated he was looking forward to working with the staff in Chowan.

Mental Health

Carol Cannon with Recovery Innovation of Greenville presented information packets on the services she provides to 17 of the 19 counties served by East Carolina Behavioral Health. She stated she hoped these services would be offered in Chowan County through the additional funding in the upcoming budget.

Commissioner Winborne stated his concern due to the conflict in what was presented by ECBH's representative that Chowan would not lack in services because of no funding and stated he would look into this further.

Resolution

A John A. Holmes High School Student and Carol Cannon with the Albemarle Pediatric Asthma Coalition presented a resolution for the Board's consideration.

Commissioner Mitchener moved that the Board approve the resolution as presented. Chairman Goodwin asked for all in favor, the motion passed unanimously (7-0).

(a copy of the resolution is in the meeting file labeled May 2, 2011)

Chairman Eddy Goodwin then closed the floor for public comment.

Consent Agenda

Chairman Goodwin presented the consent agenda.

a. Tax Release and Collector's Report (attached)

Tynan, W. \$215.10 Vehicle Sold

b. Approval of Minutes

Approval of the minutes of the April 4, 2011 meeting.

Ms. Stallings noted a correction to the April 4, 2011 minutes.

c. Recommended Budget Amendments

BA-1011-068

3322	Beer & Wine	\$ 21,800	Increase revenue from NC Dept of Revenue Beer & Wine tax distribution to be received 5/15/2011 (revenue underestimated)
4110	Gov Body	\$ 21,800	Increase expense for classification/compensation study contract with Springsted

BA-1011-069

3230	Art 39	\$ 73,200	Increase revenue from NC Dept of Revenue for sales tax to be received for fiscal year 2010-11 (revenue underestimated)
	Sales Tax		
3232	Art 40	\$ 46,800	(revenue underestimated)
	Sales Tax	\$120,000	
9841	GF Loan	\$120,000	Increase loan to the EMS from the General Fund to purchase an ambulance

60-3437	EMS	\$120,000	Increase loan from the General Fund
60-4370	EMS	\$120,000	Increase expense for purchase of an ambulance

d. Transfer of Property

Mr. Leon Evans presented a resolution (a copy of the resolution is in the meeting file labeled May 2, 2011) requesting that ownership of the 1961 Chevrolet Viking Pumper Fire Truck to the Center Hill Cross Roads Volunteer Fire Department. He stated the truck is no longer in use by the fire department however the members plan to restore and display the truck at various

public events to increase awareness and pride in the fire department. He added that the truck is currently housed at the fire department.

Commissioner Winborne moved that the Board approve item d. Chairman Goodwin asked for all in favor, the motion passed unanimously (7-0).

Commissioner Cole moved that the Board approve items a-c. Chairman Goodwin asked for all in favor, the motion passed unanimously (7-0).

Items for discussion from the April 18, 2011 Mtg

- **School Lease for space for relocation of Administrative offices**

The Board received the proposed lease for the school's relocation of their administrative offices. Mr. Parker noted that attached was the County Attorney's opinion as requested at the April 18th meeting.

Chairman Goodwin asked that Mr. Parker forward the County Attorney's comments to Dr. Smith and noted that there is no Board objection to the proposed lease but the School is responsible for approval of the lease.

- **Resolution in Support of the Recommended Feasibility Study for the proposed NC International Terminal at Southport**

Chairman Goodwin noted the Board has been asked to consider a resolution from Yes Port NC advocating the proposed NC Deepwater Project in Brunswick County and the feasibility study for the same. (This item received a 3-3 split vote at the April 18th meeting). At the request of the Chairman, the item was tabled for the May meeting for a full Board vote.

Commissioner Smith added that he was not in favor of the resolution as many county residents are employed at ports in Virginia and the port in Brunswick would not provide any positive impact for Chowan County residents.

After additional discussion of the resolution no action was taken on the matter.

External Board/Committee Reports

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

Commissioner Cole reported on the activities of the Health Department Board.

Commissioner Nixon asked if any discussion was held about the move of the Health Department offices to the new building. Mr. Cole said there was no report on that.

Commissioner Nixon reported on the TDA Board meeting noting an increase in occupancy tax collections and increased tourism.

Chairman Goodwin noted that he shared the information on the Health Insurance rate increase from his Board meeting of the Group Health Insurance Plan.

Emergency Management Annual Report

Deputy Sheriff/Emergency Management Coordinator Cordell Palmer provided the Board with an update on the annual activities of Emergency Management a copy of the PowerPoint is in the meeting file labeled May 2, 2011.

Finance Officer Report

Finance Officer Lisa Jones provided the Cash Balance Summary and Cash and Investment Balance information for the month of March noting a total of \$8,427,359 of petty cash, checking and investment balances. (a copy of the PowerPoint is in the meeting file labeled May 2, 2011)

Manager Items

County Manager Paul Parker updated the Board on the following items:

- Updated MOA for the Animal Shelter
Mr. Parker provided the Board with an updated MOA for the Animal Shelter to be shared with Gates and Perquimans Counties. He noted the 3% administration fee is included in the MOA and the Managers of the counties have not agreed to the proposed increase.

Commissioner Nixon discussed the reclaim fee and reimbursement of such. He stated he felt the Manager should discuss in more detail the 3% fee with the County Managers. He stated that the 3% fee is in his opinion minimal costs.

Chairman Goodwin stated he felt the Board should approve the MOA as presented to show their support of the recommended 3% increase.

Commissioner Smith moved that the Board approve the MOA as presented. Chairman Goodwin asked for all in favor, the motion passed unanimously (7-0).

Tri County Animal Shelter
138 Icaria Rd. Tyner, NC

MEMORANDUM OF AGREEMENT

This agreement entered into by Chowan County; Gates County and Perquimans County.

WHEREAS, the operation and maintenance of the Tri County Animal Shelter, 138 Icaria Rd. Tyner, NC is of mutual interest and benefit to Chowan, Gates and Perquimans Counties, and;

NOW, THEREFORE, the parties hereto agree as follows:

- A. Chowan County will operate and maintain an Animal Shelter at 138 Icaria Rd. for use by the three counties, supervision, review and evaluation of shelter personnel will be done by the Chowan County Manager.
- B. The annual budget for the Tri County Animal Shelter will be requested by the Animal Shelter Department Head with input from the Tri County Animal Shelter Advisory Board. The Chowan County Manager, in conjunction with the County Managers from Gates and Perquimans Counties, will prepare a recommended budget for the Tri County Animal Shelter.
- C. All Capital Outlay Expenditures that exceed \$20,000 will be undertaken with approval of the Tri County Animal Shelter Advisory Board, if the Board members comprise of County Commissioners from the three counties.
- D. Chowan County will invoice Gates and Perquimans bi-annually (July and January).
- E. Funding for the operation and maintenance (excluding capital improvements) will be based on a per capita (latest census data) of each County (i.e. population of the three counties will be totaled and budgeted accordingly) additionally a 3% administrative fee will be added to this figure. Capital Outlay expenses will be divided among the three counties by thirds. Any revenues specific to a county for animal reclamation will be credited to that County's operation and maintenance expenses.
- F. This Memorandum of Agreement may be terminated by either party upon sixty (60) days written notice.

- Presentation of FY 2011-12 Budget

Mr. Parker presented the FY 2011-12 budget with the changes recommended at the April 28, 2011 workshop meeting. He recommended that the Board schedule a public hearing for May 16, 2011 at 6:00pm.

Commissioner Nixon stated that he wanted to discuss in more detail the Enterprise funds in the budget. He noted for the public in attendance that there is no proposed tax increase in the proposed budget. Commissioner Nixon asked that staff look into collectable monies from the Hospital as monies are collected in Pasquotank from their hospital for transports.

The Board discussed information provided by the Schools on their audited financial statements and an email explanation of the \$2.6 million fund balance held by the school. Mr. Parker noted that in the email, Dr. Smith states that \$800,000 of that is reserved leaving \$1.3 million unreserved.

Chairman Goodwin stated he would like to have discussions in person with the School Board or Superintendent on the fund balance to get a better understanding of it.

Commissioner Nixon stated he felt it was important for the public to understand that the County is not responsible for funding teachers. He stated that statutes obligate the

County to fund the buildings and that the County is not obligated to fund any deficit that is unfunded with State/Federal monies.

The Board requested a line by line explanation of the budget request from the schools.

Chairman Goodwin stated that this will be discussed in more detail at the May 16th meeting unless the School Board requests a meeting prior to it.

Chairman Goodwin asked that if no date is given by the Health Department that a deadline is set for their move at the May 16th meeting as well.

Clifton Hardison, DSS director stated that the architect will present a plan on May 16th for the move of DSS.

- Schedule public hearing to receive public comment on the proposed budget
Commissioner Nixon moved that the Board change the meeting schedule for May 16th, and schedule the public hearing and meeting time to 6:00pm at the Public Safety Center. Chairman Goodwin asked for all in favor, the motion passed unanimously (7-0).

Ms. Stallings noted the budget will be online and available in her office for public inspection on Tuesday morning.

Timely and Important Matters

There were none.

Adjourn

Being no further business, the regular meeting was adjourned.

Chowan County Board of Equalization and Review

Meeting

Monday May 2, 2011

Chowan County Public Safety Center

305 West Freemason Street

AGENDA

Present Chairman Eddy Goodwin, Vice Chairman Keith Nixon, Commissioners Emmett Winborne, Ellis Lawrence, Ralph Cole, Jeff Smith and John Mitchener. Staff Present County Manager Paul Parker, Tax Administrator Gene Rountree and Board Clerk Susanne Stallings

Oath

Clerk to the Board, Susanne Stallings administered the Oath to the Commissioners as they serve as Board of Equalization and Review Board.

Presentation of Appeals

Walter and Melissa Acevedo, 106 Sandy Ridge Rd.

Mr. Acevedo presented an appeal of the assessment of his property valued at \$464,168. He presented an appraisal of the property with an appraised value of \$232,000. He noted that there was a large difference between the amount he purchased his home for and the tax valuation.

Mr. Rountree stated that he reviewed the property and adjusted the valuation down to \$427,378 because of errors in square footage and balcony space.

The Board members discussed the legal obligations of the Board of E&R.

Commissioner Nixon expressed his empathy of Mr. Acevedo's situation because of the current housing market. He stated that most homes are in this same situation. He stated while it is unfortunate, the County is not able to adjust property valuations without a revaluation or an error in calculation.

Chairman Goodwin, Commissioner Smith and Commissioner Mitchener echoed the sentiment of Commissioner Nixon.

Commissioner Winborne stated that the Board is mandated to only make adjustments when there are mathematical errors such as the one noted in the proposed adjustment by Mr. Rountree.

Commissioner Smith moved that the Board approve the recommended adjustment from Mr. Rountree to reduce the value to \$427,378. Chairman Goodwin asked for all in favor, the motion passed (7-0).

Steven Graham (Duff & Phelps) 413 West Queen Street

No property owner was present. Mr. Rountree presented the appeal letter noting the landowner used an income/cost approach. He stated that he reviewed the property and felt the actual assessment was accurate.

Commissioner Winborne moved that the Board not recommend a change to the valuation.

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

Roy Kirkman 143 Gum Pond Rd.

Ms. Kirkman presented an appeal of the assessment of her property valued at \$326,362. She provided an appraisal valuing the property at \$277,000 and stated her concern of the fairness of the valuation.

Mr. Rountree presented a recommended adjustment from \$326,362 to \$314,807 due to adjustments for the outbuildings and square footage.

Commissioners Nixon, Winborne expressed their empathy for the difference in the valuation and the appraisal and restated that this is one of many homes in the County that fall into this category, due to economic times.

Commissioner Nixon moved that the Board approve the recommended adjusted value to be set at \$314,807.

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

Recess Meeting until May 16, 2011

Commissioner Nixon moved that the Board recess until May 16, 2011 to hear any further appeals. Chairman Goodwin asked for all in favor, the motion passed unanimously (7-0).

Chairman
Edward C. Goodwin

Clerk