

**Regular Meeting**  
**Tuesday, November 19, 2013**  
**8:00 am**  
**Chowan County Public Safety Center**  
**305 West Freemason Street**

Minutes

The Chowan County Board of Commissioners held their regular meeting on Tuesday, November 19, 2013 at 8:00 am at the Chowan County Public Safety Center. Present: Chairman Keith Nixon, Commissioners Jeff Smith, Emmett Winborne, Greg Bonner, Alex Kehayes and John Mitchener.

Commissioner Lawrence was absent.

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

Chairman Nixon called the meeting to order.

**Approval of Agenda**

Mr. Lamb requested that the agenda be amended to include a discussion on access control from the courthouse.

Commissioner Mitchener moved to approve the agenda with the addition of that discussion during Timely and Important Matters. Chairman Nixon asked for all in favor, the motion passed unanimously (5-0).

**Public Comment**

Steve Lane, 723 McMullen Ave Edenton requested that the Board reconsider their position on the Regional Bike Plan as proposed by the Albemarle Commission RPO. He stated his support of the plan as a cyclist in the area and stated others would benefit from the proposed road enhancements for Chowan County to include bike lanes. He stated that he bicycles as a medical necessity.

Chairman Nixon stated that the Board was not aware of the plan until it was presented at the last meeting. He stated he would have liked to have local residents included in the planning of the Bike Plan and stated he would have liked for the local Tourism Development Authority to have been included as well. He thanked Mr. Lane for his interest and for his request to reconsider.

Bill Miller, 100 Blount Street Edenton stated his support for the regional bike plan. He stated that he felt there would be positive economic impact for Chowan County if the plan was approved and then fulfilled by DOT.

Both Mr. Lane and Mr. Miller stated their interest in participating if needed by the RPO Board.

**Finance Committee**

BA-1314-028

| Account Code  | Description                          | Old           | + or (-)    | New           |
|---|--------------------------------------|---------------|-------------|---------------|
| 11-6110-451-00  | Property & General Liability (Flood) | 13,261.00     | 15,693.00   | 28,954.00     |
| 11-8200-186-00  | Workers Comp                         | 91,596.00     | 16.00       | 91,612.00     |
| 11-8200-499-00  | Bank Fees                            | -             | 1,891.00    | 1,891.00      |
| 11-9900-999-00  | Contingency                          | 20,000.00     | (17,600.00) | 2,400.00      |
|   |                                      |               |             | -             |
|   |                                      |               |             | -             |
|   |                                      |               |             | -             |
|   |                                      |               |             | -             |
|   |                                      |               |             | -             |
| <b>General Fund (11)</b>  |                                      |               |             |               |
|   | <b>Balanced:</b>                     | \$ 124,857.00 | \$ -        | \$ 124,857.00 |
| <b>Justification:</b>   |                                      |               |             |               |
| When reviewing NCACC Insurance proposals, flood insurance for the Library was not considered in calculations. Workers Comp actuals were greater than estimates and the final service charges from PNC, acct closed. |                                      |               |             |               |

Mr. Carawan explained the proposed budget amendment stating that the County did not receive information on the renewal for flood insurance for the Library. He stated that in the past this expense has been allocated in Central Services. He stated the renewal came in higher than what was previously budgeted. He stated that this expense is projected to come from contingency.

Commissioner Mitchener moved to approve the budget amendment as presented. Chairman Nixon asked for all in favor, the motion passed unanimously (5-0).

**Proposed Agricultural Museum**

Bob Harrell stated he has spoken with Currituck County as requested by the Board at a previous meeting. He stated that the plans for a Currituck Ag Museum are not similar to what he proposes in Chowan County. He stated he has spoken with the Boys and Girls Club about a potential agreement on the facility if the county did not grant his request for land on the site however he did not wish to share details as the plans are in the negotiating state. He stated he was still requesting 10 acres of land on the former Albemarle Learning Center Farm as previously requested and asked that the Board of Commissioners allow him 8 months to raise the funds to construct a museum. He stated that he continues to believe the site is the best possible location

for an Agricultural Museum. He stated he has shared information with the Edenton Chowan Partnership (ECP) Director Frank Miglorie about the museum.

Frank Miglorie, ECP Director stated he did not intend on speaking about the request however he is aware of movement in North Carolina to promote agri-tourism. He stated the project has potential and would like to investigate the proposal in more detail.

Commissioner Winborne stated he has learned of a rumor that the Boys and Girls Club may be moving back into the Town limits, he stated that he did not see how he could discuss this proposal with that pending. He stated that he loves farming and agriculture and has worked in it his entire life. He stated that on this Board he represents all of Chowan County however and did not feel compelled to offer 10 acres of public owned land for the project. He moved to deny the request by the Boys and Girls Club. He thanked Mr. Harrell for dedicating his life to agriculture and projects of this nature but stated he felt he could not vote in good conscience on the request. He added that he hoped Mr. Harrell's negotiations with the Boys and Girls Club would be fruitful.

Commissioner Mitchener stated that with the news of negotiations with the Boys and Girls Club that he would respectfully request that Commissioner Winborne withdraw his motion to see if the Club is able to reach an agreement with Mr. Harrell.

Commissioner Bonner stated his support of Commissioner Mitcheners sentiment. He stated that he felt the project is worthwhile and would be beneficial to the County and young people in the community.

Commissioner Smith stated he has been concerned with sustainability of the project since the first time it was presented to the Board.

Commissioner Winborne stated he would not withdraw his motion.

Chairman Nixon stated that if the public wants the project they will come to the Board however has not received any public requests for the Board to support the project and donate the land.

Chairman Nixon then asked for all in favor of the motion to deny the request, the motion passed (3-2 Bonner, Mitchener).

KN think he needs to raise money on his own, willing to listen. If citizens want this to come back, Constituents have not supported the project, willing to listen if there is more support.

### **IT Equipment Relocation**

Information Technology Director Joe Sliva stated that at previous meetings the Board has discussed the need to move the data fiber and switches from the former County Office Building on King Street. He stated that previously there were questions about the fiber for the Town also

proposed to be relocated from the vacant building. He noted the Town has budgeted its share of the expense to relocate their fiber and equipment.

Mr. Carawan noted the funds have been located within the IT budget by Mr. Sliva but because the expense is a capital expense it requires Board approval.

Commissioner Smith asked what portion of the expense the Town is covering.

Mr. Sliva stated the Town is paying 100% of the cost that is particular to them and 50% of any shared equipment.

Mr. Lamb stated this will allow the County to no longer pay utility expenses for the building.

Mr. Sliva stated the contract is 6-8 weeks in January, the Town also has work to do in relocating equipment. He stated he hoped to complete the project in January.

Chairman Nixon asked what expense is being eliminated from the IT budget.

Mr. Sliva stated he requested to purchase a Dell Case Appliance but after looking at the equipment and discussing it with other IT directors, including upkeep and annual expenses in maintaining it, he has decided not to purchase the device. He stated that he will continue with the proposal to purchase data back up and archiving servers however that priority was eliminated.

Commissioner Winborne moved to approve the budget amendment. Chairman Nixon asked for all in favor, the motion passed unanimously (5-0).

**BT-1314-001**

| Account Code             | Description            | Old          | + or (-)   | New       |
|--------------------------|------------------------|--------------|------------|-----------|
| 11-4210-192-00           | Professional Services  | 5,000.00     | 8,000.00   | 13,000    |
| 11-4210-520-00           | Capital - DP Equipment | 15,740.00    | (8,000.00) | 7,740     |
| <b>General Fund (11)</b> |                        |              |            |           |
| <b>Balanced:</b>         |                        | \$ 20,740.00 | \$ -       | \$ 20,740 |

**Justification:**

Board approval needed to transfer funds from the IT Capital line to Professional Services cover the costs associated with relocating the Data Fiber and Switches from the County Office Building to the Jail.

**EMS Paramedic Plan**

EMS Director Colin Ryan and Dave Pickering with Colleton Software provided the Board with proposed cost estimates for implementation of a Paramedic program at EMS.

Mr. Lamb provided the Board with information on projected savings. He stated the estimates are very conservative and are only 75% of what is actually projected to be made in revenues. He stated that projections show EMS to become profitable and self-supporting in the next year or two which would allow the EMS Fund to become a true enterprise fund.

Mr. Pickering stated that in working with Chowan County for the past 4-5 years the goal has been to make EMS self-sufficient. He stated the opportunity was noticed a couple of years ago when it was realized that Chowan is not able to provide paramedic transports. He stated that the County could realize \$750,000 to \$800,000 annually in revenues which is a significant increase. He stated this would make Chowan EMS one of the few counties in North Carolina with a self-sufficient EMS fund.

The Board discussed the current equipment and necessary upgrades.

Mr. Pickering stated the numbers provide by staff are very conservative and the revenues are underestimated.

Mr. Lamb noted the County is working on getting certifications in place by the State.

Commissioner Smith stated his concern with reoccurring salary expense. He stated that if the Paramedic program does not work, he is concerned with having paramedic salaries no funding to support them.

Commissioner Winborne stated that that is an important part however he feels that the increased level of care provided to the County residents outweighs that concern.

Commissioner Bonner stated his support of the proposed Paramedic program and stated he felt the County is moving forward by implementing this program.

Mr. Lamb noted the County is working to have an agreement in place to get Paramedic transports from Chowan Hospital. He noted that one uncertainty is the reimbursement rates with the pending Obama care legislation but can only base the revenue projections on past and present reimbursement rates.

Mr. Ryan stated that his goal is to make Chowan County a paramedic county. He stated the quality of care will advance and added that he felt the quality and a paramedic transport contract with Chowan Hospital would outweigh the cost.

Mr. Carawan stated that retirement may shift the numbers some at the end of the year.

Chairman Nixon asked if liability insurance would increase.

Mr. Carawan stated he would check but he did not think it would change anything.

Chairman Nixon stated that it is a service that the County wants to provide. He stated that the Board would need to monitor the EMS budget closely over the coming months. He stated he was willing to give the proposal a try to see if it can make EMS self-sufficient.

Commissioner Smith clarified that he supports going paramedic in Chowan County and that his questions did not mean he did not support the idea.

Commissioner Mitchener stated he did not want to lose anymore transports and stated his support of the plan.

Commissioner Winborne asked about an estimate for implementation.

Mr. Ryan stated he hopes for December however he has to wait for the state approval and Chowan Hospital contract.

Commissioner Winborne moved to approve the budget amendment as presented. Chairman Nixon asked for all in favor the motion passed unanimously (5-0).

**BA-1314-029**

| Account Code  | Description                              | Old               | + or (-)     | New               |
|---|--|-------------------|--------------|-------------------|
| 60-3437-410-00  | Ambulance Service Fees - higher level    | (1,000,000.00)    | (23,750.00)  | (1,023,750.00)    |
| 60-3437-410-00  | Ambulance Service Fees - add'l transport | (1,023,750.00)    | (225,000.00) | (1,248,750.00)    |
| 60-3980-980-11  | Transfer from General Fund               | (338,077.00)      | 56,322.00    | (281,755.00)      |
| 60-4370-121-00  | Salaries & Wages - Regular               | 634,042.00        | 62,932.00    | 696,974.00        |
| 60-4370-122-00  | Salaries & Wages - Overtime              | 65,000.00         | 2,500.00     | 67,500.00         |
| 60-4370-181-00  | Social Security                          | 61,892.00         | 5,006.00     | 66,898.00         |
| 60-4370-182-00  | Retirement                               | 50,137.00         | 4,626.00     | 54,763.00         |
| 60-4370-183-00  | Hospitalization                          | 114,000.00        | 11,490.00    | 125,490.00        |
| 60-4370-185-00  | Unemployment                             | 5,180.00          | 418.00       | 5,598.00          |
| 60-4370-186-00  | Workman's Comp                           | 40,000.00         | 3,655.00     | 43,655.00         |
| 60-4370-213-00  | Uniforms                                 | 5,000.00          | 1,500.00     | 6,500.00          |
| 60-4370-238-00  | Drugs & Medical Supplies                 | 2,500.00          | 1,000.00     | 3,500.00          |
| 60-4370-239-00  | Medical Supplies                         | 30,000.00         | 4,000.00     | 34,000.00         |
| 60-4370-251-00  | Automobile Supplies                      | 30,000.00         | 12,500.00    | 42,500.00         |
| 60-4370-299-00  | Departmental Supplies                    | 4,020.00          | 11,000.00    | 15,020.00         |
| 60-4370-353-00  | Main & Repairs - Vehicles                | 28,000.00         | 3,000.00     | 31,000.00         |
| 60-4370-550-00  | Capital - Equipment                      | 90,000.00         | 68,801.00    | 158,801.00        |
| <b>EMS Fund (60)</b>  |  |                   |              |                   |
| <b>Balanced:</b>  |  | \$ (1,202,056.00) | \$ -         | \$ (1,202,056.00) |
| <b>Justification:</b>   |  |                   |              |                   |
| Budgeting additional revenues and expenditures associated with Chowan County offering |  |                   |              |                   |
| Paramedic Services  |  |                   |              |                   |

## **Presentation**

Chairman Nixon stated that Apex Clean Energy has requested the opportunity to present to the Board of Commissioners their proposal for a wind farm located in Chowan County. He noted that the text amendment application will be heard by the Planning Board on November 19, 2013 at 7:00pm. A recommendation from the Planning Board and the public hearing on the text amendment will not be heard by the Board of Commissioners until the December 2, 2013 meeting.

Representatives from Apex provided the Board with a PowerPoint presentation on their proposed project.

After the presentation Commissioner Mitchener moved to schedule a public hearing to receive public comment on the proposed text amendment for the December 2, 2013 Commissioners meeting. Chairman Nixon asked for all in favor, the motion passed unanimously (5-0).

## **Release of Lien**

Board Clerk Susanne Stallings provided information on a request from Michael Lewis Taylor to release a lien held by Chowan County dated 1993 on a 1973 mobile home. She noted that the Tax Office and Register of Deeds are unable to locate the reason for the lien.

Commissioner Smith moved to approve the release of the lien. Chairman Nixon asked for all in favor, the motion passed unanimously (5-0).

“Chowan County is unable to locate a lien held by Chowan County and placed on a 1973 Ritz Mobile Home owned by Michael Lewis Taylor, 150C Green Road Tyner, NC 27980. Because Chowan County is not able to determine a reason for this lien and because the property is not of value to Chowan County, Chowan County authorizes the release of the lien dated January 21, 1993 on the 1973 Ritz Mobile Home (TITLE 000001303513054).”

## **Redistricting**

Mr. Lamb provided the Board with information from the committee working on the proposed redistricting of District 3. The Board discussed the proposed map.

Commissioner Mitchener moved to schedule a public forum in December as a joint meeting with the Board of Education. Chairman Nixon asked for all in favor, the motion passed unanimously (5-0).

## **Courthouse Security**

Emergency Management Coordinator, Cord Palmer provided the Commissioners with quotes to replace the access controls at the Courthouse. He note the equipment has stopped communicating

with the keycards. He stated this technology with the vendor that he recommends will allow the cards to communicate with the equipment at the public safety center also.

Chairman Nixon recommended that the matter be placed on the December 2, 2013 agenda.

**Timely and Important Matters**

Commissioner Mitchener provided the Board with a request for funding from NC 20. The Board discussed the request, no action was taken.

**Closed Session**

Commissioner Smith moved to go into closed session in accordance with NCGS 143-318 (a) (a) (5 and 6). Chairman Nixon asked for all in favor, the motion passed unanimously (5-0).

The minutes of the closed session are sealed.

Commissioner Smith moved to close the closed session. Chairman Nixon asked for all in favor, the motion passed unanimously.

**Adjourn**

Being no further business Commissioner Mitchener moved to adjourn the meeting, Chairman Nixon asked for all in favor, the motion passed unanimously (5-0).

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D. Keith Nixon, Chairman

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Susanne Stallings, Clerk