

Regular Meeting
Monday, November 4, 2013
6:00 pm
Chowan County Public Safety Center
305 West Freemason Street

Minutes

The Chowan County Board of Commissioners held their regular meeting on Monday, November 4, 2013 at 6:00 pm at the Chowan County Public Safety Center. Present: Chairman Keith Nixon, Commissioners Jeff Smith, Greg Bonner, Ellis Lawrence, Emmett Winborne, Alex Kehayes and John Mitchener.

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

Chairman Nixon called the meeting to order, he led the pledge and then offered the invocation.

Approval of Agenda

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

Public Comment

Chairman Nixon called for public comment. There was none.

Consent Agenda

Approval of Minutes

Board Clerk Susanne Stallings noted a correction to the minutes of October 7, 2013. Commissioner Smith moved to approve the minutes with corrections to page 11. Chairman Nixon asked for all in favor, the motion passed unanimously (7-0).

Register of Deeds Records and Retention Schedule

Ms. Stallings presented the Board with an update to the Register of Deeds Records and Retention Schedule as recommended by the North Carolina Department of Cultural Resources. She noted the updates to the personnel records section was accepted by County Human Resources with no concerns. A copy of the schedule is in the meeting file labeled November 4, 2013.

Commissioner Kehayes moved to approve the schedule as recommended. Chairman Nixon asked for all in favor, the motion passed unanimously (7-0).

Local Emergency Planning Committee

Ms. Stallings provided the Board with a proposed roster for the 2014 Local Emergency Planning Committee with highlighted recommended changes. The following appointees were recommended.

Jim Bielski, Brian Parnell, Greg Bonner, Richard Brittingham, Susan Chaney, Janice Cole, Crystal Copeland, David Lafon, Grady Lawrence, Patty Madry, Jonathan Nixon, Cordell Palmer, Tome Ponte, Lewis Smith, Mary Spruill, Ashley Stoop, Jason Value, Gwen VanDuyn, Peter Williams, Harry Winslow and Jarvis Winslow.

Commissioner Smith stated he would like to see more Agricultural representation on the committee with future appointments.

Commissioner Winborne requested that the committee provide annual reports to the Board.

Commissioner Winborne moved to accept the roster as presented. Chairman Nixon asked for all in favor, the motion passed unanimously (7-0).

Appointment

Chairman Nixon stated that Chowan County has received a request from Pasquotank County to appoint two representatives to a committee for planning for the Pasquotank Golden Leaf Grant Application. He stated that Chowan County is not providing monetary support to the project and applied for its own Golden Leaf application. He stated that Pasquotank has applied for funds to develop a STEM school to serve Camden, Chowan, Currituck, Perquimans and Pasquotank Counties.

Commissioner Lawrence asked for clarification on which counties are part of Pasquotank application.

Mr. Lamb stated that none of the listed counties participated in Pasquotank application however all have been asked to be a part of the planning committee.

Chairman Nixon noted that the Edenton-Chowan Board of Education is interested in participating on the committee.

Commissioner Winborne stated his concern with serving on this committee if Chowan is also applying for funds.

Commissioner Kehayes stated he would recommend asking the Board of Education to appoint a member to this committee and he recommended Commissioner Mitchener.

Commissioner Lawrence stated this project has not been put in front of the COA Board.

Commissioner Kehayes withdrew his motion stating he would want to wait and see what happens with the Chowan application.

No further action was taken on this item.

Community Services Block Grant 2014 Anti-Poverty Plan

Janie White, 408 Mexico Road stated she was representing the Economic Improvement Council and was there to provide the Board with the 2014 Anti-poverty Plan and Community Services Block Grant (CDBG) application. She stated a requirement of the application is that the Board of Commissioners is provided the application.

Chairman Nixon clarified that the monies are 100% federally funded.

Ms. White stated yes there are no local monies involved.

Commissioner Mitchener asked for clarification on the program.

Ms. White provided program information and included that this fiscal year did realize a reduction in federal funding.

There was no action, Board clerk Susanne Stallings will certify that the application was received by the Board of Commissioners.

Worksession Items

Plan for Redistricting

Commissioner Smith stated that at the work session representatives from the Board of Education were present when the Board discussed data for redistricting Chowan County to be in compliance with the Voting Rights Act. He stated that he would recommend that the Board of Education and the Board of Commissioners utilize the education liaisons to discuss this plan and form a recommendation.

Commissioner Winborne stated his support of having both boards work together on this.

Mr. Lamb clarified that under the Voting Rights Act the districts must remain with 5% +/- of the average. He stated preliminary numbers indicate that approximately 1,000 residents should be moved from District 2 to District 3. He clarified this process only requires Board of Commissioner and Board of Education approval.

Commissioner Kehayes noted that the law requires population compliance and demographic compliance.

The Board discussed the process and clarified that this committee will make a recommendation to be adopted by both boards.

Commissioner Smith moved to assign this matter to the Education liaison committee to include the County Manager and Superintendent to form a recommendation and bring it back to both full boards for approval.

Mr. Lamb noted this should be in place at least 60 days prior to the filing period.

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

Regional Bike Plan

Ms. Stallings noted that at the previous worksession the Board was provided with information from the Regional Planner with the Albemarle Commission for a Regional Bike Plan. She noted the Albemarle Commission has provided the Board with a sample resolution of support for the plan.

Commissioner Winborne asked if the plan requires local funds.

Chairman Nixon asked who locally attended these meetings where the plan was developed.

Mr. Lamb stated he was not aware of the plan until it was presented at the worksession. He stated the Planner who presented the plan is no longer working with the Albemarle Commission. He stated that at this time, the resolution does not appear to commit funds from Chowan County.

Commissioner Winborne stated his concern with the plan and stated he felt this was not a good use for taxpayer money.

Chairman Nixon asked if there was any motion on the resolution.

Commissioner Smith stated that he is the Board's representative on the Albemarle Commission's Board of Directors. He stated the recommendation came from the RPO Board. He stated his concern over the cost of the plan. He stated he was not sure if agricultural equipment was taken into consideration when the plan was developed. He stated he felt he needed to study the plan in more detail.

Commissioner Mitchener stated he felt this type of plan should be more focused in cities and towns where there is more foot traffic.

Commissioner Bonner stated he enjoyed the presentation and felt the project was good for the community. He stated that there appears to be no cost to Chowan County and he felt it would be beneficial to have the plan implemented.

Chairman Nixon asked for clarification on the formula for funding.

Mr. Lamb stated that the RPO does have more say how DOT funds are utilized in the area.

Chairman Nixon asked where the funding for the plan would come from.

Mr. Lamb stated this is funded by the gas tax.

Commissioner Kehayes stated his concern of committing funds for future boards.

Commissioner Mitchener stated his support of the project.

Mr. Lamb stated the plan is long term and parts may be funded through various sources. He stated there may be some local monies needed. He stated the idea of the plan is to have an interconnectivity bike path in the Northeast.

Commissioner Mitchener moved to approve the resolution with no financial obligation to Chowan County or the Town of Edenton.

Commissioner Winborne stated that this project would be funded by taxpayers either directly or indirectly.

Chairman Nixon stated his concerns with the plan and stated there are many questions unanswered. He asked for all in favor of the motion to support the plan, the motion failed (2-5 Nixon, Kehayes, Smith, Winborne, and Lawrence).

Appointment to TAC and TCC of the Albemarle Commission

Commissioner Smith moved to nominate Mr. Lamb to serve on the TAC committee of the Albemarle Commission RPO. Chairman Nixon asked for all in favor, the motion passed unanimously (7-0).

Commissioner Smith stated he would volunteer to serve on the TCC committee if he found no objection with the disclosure requirements and if there was not conflict with him serving on the Board of Directors.

Ms. Stallings stated she inquired with the Commission to see if a Board of Directors member could serve on the RPO. She stated she was informed there would not be any conflict to serve on both boards.

Commissioner Lawrence moved to nominate Commissioner Smith to serve on the TCC committee of the Albemarle Commission RPO. Chairman Nixon asked for all in favor, the motion passed unanimously (7-0).

Regional Advisory Council

Commissioner Mitchener stated he spoke with Senior Center Director Connie Parker about the request by the Albemarle Commission to appoint her to the Regional Advisory Committee. He stated that there is no conflict with scheduling nor is there any conflict with her serving on this Board.

Commissioner Smith moved to nominate Connie Parker to the Regional Advisory Committee of the Albemarle Commission. Chairman Nixon asked for all in favor, the motion passed unanimously (7-0).

Senior Center Operational Hours

Chairman Nixon stated that the Board was presented with a request to obtain Board approval for abbreviated hours for the Senior Center.

Mr. Lamb stated he was made aware of the abbreviated schedule and wanted to receive Board approval for it.

Commissioner Mitchener stated he inquired about the hours and was informed that the hours have been 8am to 4pm since 1992. He stated that he feels it is most economical to have the hours to allow staff to be present to assist with lunch Meals on Wheels feeding.

Commissioner Lawrence and Commissioner Winborne expressed their concern with the employees working through lunch.

Chairman Nixon asked if there have been any complaints from the public on the hours of the Senior Center.

Mr. Lamb stated he was not aware of any public concerns.

Commissioner Mitchener moved to approve the operating hours of 8am to 4pm.

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

Planning/Enterprise Committee

Recreation Initiative

Chairman Nixon stated that a citizen brought this proposal to the Board at the worksession. He stated the Board referred it to the Planning and Enterprise Committee. He stated at the Planning and Enterprise Committee meeting the Committee requested that the Recreation Director bring forward immediate needs for capital improvements to existing recreation facilities. He stated that the committee recommended forming a committee to study the location and feasibility of a sports complex to be developed in the future. He stated this committee is for planning and recommendations only. He stated that he would recommend the following individuals to appoint to the committee. Greg Bonner (Commissioner and Recreation Advisory Board Member), Town of Edenton to appoint a Town Councilperson, Eric Bergevin, Rob Winborne, Steve Gabel, Nelson Spear, Linda Peterson, Chairman Nixon and Vice Chairman Smith. Ex officio members would be the County manager and the Recreation Director.

Commissioner Winborne stated his support of the committee recommendation. He moved to approve the membership as presented. Chairman Nixon asked for all in favor, the motion passed unanimously (7-0).

Capital Improvements

Recreation Director Jason Petersen stated that the concession stand at Earnhart Field is the main area of concern. He stated that one quote to repair the roof on the concession stand was around \$3,315. He stated there are other issues at that field, however this is the most pressing because it concerns safety. He stated another area of concern is the lighting at the Park Ave Softball field. He stated the quote to replace all the lighting was around \$60,000. He stated that he has since learned that the Recreation Department was given light bars and they have been in storage for several years. He stated that he found an electrician that will be able to use those lights to fix them, and cost estimates are anywhere from \$6,000 to \$8,000 depending on the condition of the stored lights.

Chairman Nixon asked if any school capital monies could be used for the lights repair at Park Ave since the field is also shared for highschool sports.

Mr. Lamb stated that monies used from the school capital reserve require Board approval.

Commissioner Smith asked if the Town Electric Department is able to assist with the light replacement.

Mr. Petersen stated they have looked at the lights however they have indicated the repairs exceed their expertise and time allotted for volunteering.

Chairman Nixon recommended getting more quotes for the proposed repairs. He stated there are monies remaining in the capital project fund for Swain.

Mr. Lamb stated he would recommend putting this on a future agenda when Mr. Petersen has more quotes.

Recommended budget Amendment

Chairman Nixon stated that the budget amendment is recommended by the Planning and Enterprise Committee to take the monies from the sale of property on Paradise Road and off Sandy Ridge road, less the costs for advertising to the capital reserve line. He stated this Budget Amendment is BA1314-027.

The Board clarified that these monies will go into the capital reserve fund where land transfer tax is collected.

Account Code	Description	Old	+ or (-)	New
11-3835-822-00	Sale of Property - off Sandy Rdige Rd	-	(251.00)	(251.00)
11-3835-822-00	Sale of Property - Paradise Road	(251.00)	(20,000.00)	(20,251.00)
11-4110-370-00	Advertising - Governing Body	1,500.00	693.00	2,193.00
11-9800-980-33	Transfer to Capital Reserve	116,750.00	19,558.00	136,308.00
General Fund (11)				
33-3980-980-11	Transfer from General Fund	(116,750.00)	(19,558.00)	(136,308.00)
33-9930-995-00	Designated for Future Appropriation	30,000.00	19,558.00	49,558.00
Capital Reserve Fund (33)				
	Balanced:	\$ 31,249.00	\$ -	\$ 31,249.00
Justification:				
	Recommendation from the Enterprise Committee, to transfer the proceeds from the sell of properties on Paradise Road and off Sandy Ridge Road to Capital Reserve			

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

External Board and Committee Reports

Commissioner Winborne requested that Shelter Volunteer Barbara Yates provide the board with an update on the shelter renovations.

Ms. Yates stated the floors are in and look great, she noted there have been some delays because of weather however the shelter reopened the previous Friday. She stated staff is still unpacking and setting up. She noted there were savings from labor costs because of assistance from inmate and other Counties providing labor.

Chairman Nixon provided an update on from the Health Department Board.

Timely and Important Matters

Mr. Lamb stated that at the previous meeting the Board approved the Paramedic Program for EMS. He stated that paperwork is being submitted to the state however a budget amendment is needed. He stated that estimates on revenue are conservative however the program will decrease the dependency of the EMS fund from the General Fund.

Commissioner Smith stated his concern with the projected salaries for the new positions.

Mr. Lamb stated that staff would provide a budget amendment and final numbers at the next meeting.

Mr. Ryan noted an ambulance was totaled in an accident. He stated he is waiting on information from the insurance company on the replacement of the vehicle and he will bring it back to a future meeting to get Board direction.

Closed Session

Commissioner Smith moved to go into closed session in accordance with NCGS 143-318 (11) (a) (5 and 6). Chairman Nixon asked for all in favor, the motion passed unanimously (7-0).

The minutes of the closed session are sealed.

Commissioner Mitchener moved to close the closed session. Chairman Nixon asked for all in favor, the motion passed unanimously (7-0).

Personnel policy Amendment

Commissioner Mitchener moved to amend the Chowan County Personnel Policy, Article XII Section 2 “Health Insurance for Retired Employees of Chowan County”, to stated that retirees must apply for Medicare within 60 days of eligibility age. Chairman Nixon asked for all in favor, the motion passed unanimously (7-0).

Gliden Road

Commissioner Smith moved to advertise a bid of \$4,500 for the 10 day upset bid period, for property located at 242 Gliden Road Hobbsville, NC. Chairman Nixon asked for all in favor, the motion passed unanimously (7-0).

Water Dept Property Purchase

Commissioner Winborne moved to offer Mr. Copeland \$7,500 for the 3 +/- acre tract located adjacent to the Valhalla Water Treatment Plant.

The Board discussed the funding source for the purchase (Water Development Fund or Water Fund).

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

Adjourn

Being no further business, Commissioner Mitchener moved to adjourn the meeting. Chairman Nixon asked for all in favor, the motion passed unanimously (7-0).

D. Keith Nixon, Chairman

Susanne Stallings, Clerk