

Regular Meeting
Monday, October 3, 2011
6:00 pm
Chowan County Public Safety Center
305 West Freemason Street

MINUTES

The Chowan County Board of Commissioners held a regular meeting on Monday, October 3, 2011 at 6:00 pm in the Chowan County Public Safety Center, 305 West Freemason Street Edenton NC. Present: Chairman Eddy Goodwin, Vice Chairman Keith Nixon, Commissioners Ellis Lawrence, Jeff Smith Emmett Winborne, Ralph Cole and John Mitchener. Staff Present Finance Officer Lisa Jones; Interim County Manager John Ed Whitehurst and Board Clerk Susanne Stallings.

Chairman Eddy Goodwin called the meeting to order and led the pledge of allegiance. Commissioner Cole then provided the invocation.

Public Comment

Chairman Goodwin asked for any public comment.

There was no public comment.

Consent Agenda

Chairman Eddy Goodwin then presented the Consent Agenda.

a. Approval of Minutes

Attached are the minutes of the August 26, 2011, September 6, 2011, September 14, 2011 and September 19, 2011 meetings for Board approval.

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

Bird, S.	\$155.25	SITUS Missouri
Hare, C.	\$303.51	Dwelling only 80% complete
Medas, E.	\$300.64	Fire Damage 2007
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Rivenbark, J.	\$431.52	Corrected square footage of dwelling
Phelps, J.	\$121.50	Vehicle sold

c. Recommended Budget Amendments

BA-1112-023

3839	Misc Rev	\$ 3,432	Increase misc revenue from insurance proceeds for vehicle total loss
4310	Sheriff	\$ 3,432	Increase expenditure for vehicle replacement

BA-1112-024

3326	Soil Consv	\$ 425	Increase revenue for donations received for aquatic weed eradication
4730	Soil Consv	\$ 425	Increase expenditures for aquatic weed eradication

BA-1112-025

3839	Misc Rev	\$ 1,500	Increase misc. revenue from insurance proceeds for Chowan Fishing Pier damages
6130	Recreation	\$ 1,500	Increase expenditure for repair of fishing pier

BA-1112-026

3495	Extension	\$ 3,857	Increase revenue from Dept of Insurance grant
4950	Extension	\$ 3,857	(100% funding – no match required) Increase expense for supplies and materials educate seniors on Medicare Part D options and travel for mandatory training for Ag. Extension agent administering program

BA-1112-027

3495	Extension	\$ 4,000	Increase revenue from 4H discretionary fund Camp workshop fees
4953	Extension	\$ 4,000	Increase 4H Discretionary expenditures for camp registration and 4H workshop program supplies; Summer fun 4H Camp & Supplies

BA-1112-028 - ~~REMOVED~~

3990	Fund Bal App	\$ 2,550	Increase fund balance appropriated
4210	IT	\$ 2,550	Increase expense to configure financial software for laser check print and digital signatures (expenditure was budgeted in last fiscal year, but will not be expended until FY 2011-12)

d. Budget Transfers

BT-1112-004

9900	Contingency	\$ 3,664	Decrease contingency
4110	Gov Body	\$ 3,664	Increase professional services for post employment benefits actuary study completed by Cavanaugh/McDonald Consulting, Inc required every three years as part of financial statement prep

Chairman Goodwin asked if there were any additions or corrections to items a or b (there were none). He then asked if there were any questions about item c.

Commissioner Nixon moved that the Board pull out BA 1112-028. He stated he preferred that that the monies are pulled from contingency. Chairman Goodwin asked for all in favor, the motion passed unanimously (7-0).

Commissioner Nixon moved that the Board amend the consent agenda to add BT1112-005. Chairman Goodwin asked for all in favor, the motion passed unanimously (7-0).

BT 1112-005

9900	Contingency	\$ 2,550	Decrease Contingency
4210	Info Technology	\$ 2,550	Increase professional services

Commissioner Mitchener moved that the Board approve the consent agenda as amended (removal of BA-1112-028 and addition of BT-1112-005. Chairman Goodwin asked for all in favor the motion passed unanimously (7-0).

External Board/Committee Reports

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

Commissioner Cole stated that the Health Department Board met and he received an update on the renovations of the new building. He stated that Mr. Parks reported that they should be moved in by the end of October.

Chairman Goodwin stated that the former county manager was on the transition committee for this move. He stated that he now receives updates on the status of the move via email from the Health Department Director. He added that the last update indicated that the project would come in under budget and the Health Department was on track to move by the end of October.

Finance Officer Report

Finance Officer Lisa Jones provided the Cash Balance Summary and Cash and Investment Balance information for the month of August noting a total cash checking and investment balance of \$10,025,655. A copy of the report is in the meeting file labeled October 3, 2011.

Additionally Ms. Jones presented the following items for Board consideration:

- **Amendment to the Travel Policy**

Ms Jones presented an amendment to the travel policy that now requires authorization for travel prior to conferences, meetings, trainings prior to any expense being incurred.

Board Clerk Susanne Stallings noted that this would be an amendment to the personnel policy.

Chairman Goodwin asked if any department heads in the audience had any concerns about the amendment.

Kim Goodwin, DSS Administrative Assistant asked if the policy would impact the employees that are reimbursed for routine daily travel.

Ms Jones stated no, these are for planned trips and out of county travel.

Being no further discussion, Commissioner Smith moved that the Board accept the amendment to the travel policy of the personnel manual. Chairman Goodwin asked for all in favor, the motion passed unanimously (7-0).

- **EMP and Supplemental EMP transfer for ROAP program**

Ms. Jones stated that she was presenting a request from Herb Mullen with the ROAP program that the monies not expended with the EMPL and supplemental EMPL allocation. Mr. Mullen requested that the monies be transferred into the County's ROAP program.

Being no further discussion, Commissioner Nixon moved that the Board approve the request. Chairman Goodwin asked for all in favor, the motion passed unanimously (7-0).

- **School Lottery Project**

The Board discussed the lottery project of the school for a project halted at the High School. The project was stopped by the county building inspectors because of violations with building code.

Commissioner Winborne stated that he wanted an explanation from the schools on use of non-licensed contractors for school facilities.

Mr. Whitehurst stated that he would recommend setting up a joint meeting between the two boards to have open discussion. He stated that he will work with the clerk to schedule a meeting.

Senior Center Annual Report

Senior Center Director Connie Parker provided the annual report of the activities of the Senior Center. (A copy of the PowerPoint is in the meeting file labeled October 3, 2011).

Manager Items

Interim County Manager John Ed Whitehurst will update the Board on the following items:

- Agricultural Extension Building - Roof

Mr. Whitehurst provided the Board with pictures of the Ag Building roof. He stated that the Maintenance Director was to meet and get three estimates for repair of the leaks. He stated that by all accounts, the dormers need to be closed and that he hoped to have the estimates by the next meeting.

Ag Extension Director Tim Smith described the leaks in the building. He stated that he agrees the problem is in the dormers on the sides of the building where they are located.

Commissioner Nixon stated his concern with the design flaw of these buildings.

Other updates

Mr. Whitehurst stated that he is meeting with the advisory board of the Animal Shelter and working on updates of the Standard Operating Procedures and rules. He stated he will continue to meet with the members to work on it further.

Commissioner Winborne thanked the Manager for giving a weekly update on his activities to the Board.

Timely and Important Matters

Commissioner Winborne asked if the Extension Director would share any current information on crop damage related to Hurricane Irene.

Mr. Smith stated that the additional rains that have fallen have created further damage he stated that as the crops dry and he learns more he will share that information with the Board.

Executive Session

Commissioner Mitchener moved that the Board go into Executive Session in accordance with NCGS 143-318.11(a) (1) & (5). Chairman Goodwin asked for all in favor, the motion passed unanimously (7-0).

The minutes of the executive session are sealed.

Commissioner Nixon moved that the Board close the executive session. Chairman Goodwin asked for all in favor, the motion passed unanimously (7-0).

Adjourn

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

Chairman
Edward C. Goodwin

Clerk