

Regular Meeting
Tuesday, September 17, 2013
8:00am
Chowan County Public Safety Center
305 West Freemason Street

Minutes

The Chowan County Board of Commissioners held their regular meeting on Tuesday, September 17, 2013 at 8:00am at the Chowan County Public Safety Center. Present: Chairman Keith Nixon, Commissioners Jeff Smith, Greg Bonner, Emmett Winborne, Ellis Lawrence, 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.

Commissioner Smith moved to approve the agenda but to allow for Mr. Harrell to be moved up on that agenda as he has another engagement to attend. Chairman Nixon asked for all in favor, the motion passed unanimously (7-0).

Public Comment

Barbara Yates spoke to the Board about the upcoming renovations to the Animal Shelter and the timeline. She stated staff and the Advisory Board is monitoring Animal Control issues and looking at working with neighbors to work together

There was no further public comment.

Finance Committee

- a. Budget Amendments

BA1314-019

Account Code	Description	Old	+ or (-)	New
62-3471-530-00	Scrap Tire Grant	-17500.00	(1,925.00)	(19,425.00)
62-4710-694-00	Scrap Tire Grant	17500.00	1,925.00	19,425.00

0.00	0.00	0.00
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Justification:

Budgeting additional Scrap Tire Revenues received

BA1314-020

Account Code	Description	Old	+ or (-)	New
73-3414-110-00	Town of Edenton Tax Collection	(1,500,000.00)	1,500,000.00	-
73-3414-120-00	Town of Edenton Land Transfer	(80,000.00)	80,000.00	-
73-3414-160-00	Tax Refunds	(2,000.00)	2,000.00	-
73-4140-499-00	Tax Overpayment Refunds	2,000.00	(2,000.00)	-
73-4140-601-00	Town of Edenton Tax Collection	1,500,000.00	(1,500,000.00)	-
73-4140-602-00	Town of Edenton Land Transfer	80,000.00	(80,000.00)	-
Town of Edenton				
75-3100-180-00	HB 1779 - Motor Vehicle Interest	(7,500.00)	7,500.00	-
75-4140-630-00	HB 1779 - Motor Vehicle Interest	7,500.00	(7,500.00)	-
HB 1779 - Motor Vehicle Interest				
		\$ -	\$ -	\$ -

Justification:

Per the Auditor, these are Activity Funds and like the Drainage District Fund, no budget is needed.

Finance Officer Willie Mack Carawan reviewed the proposed budget amendments for scrap tire grant monies and for drainage district monies.

Mr. Lamb stated that after discussions with the auditor Chowan is the only County that has the EMS fund set up as an enterprise fund. He stated that there are plans to assist with generating more revenues but that fund has never been self-sufficient.

Commissioner Winborne asked how the Board would be able to monitor the fund if it were included in the general fund.

Mr. Carawan stated that there is a way to group it separately to track it, such as Fund 12 the Social Services Fund.

Chairman Nixon asked how the Board would have to handle this fund if they implemented an EMS tax.

Mr. Carawan stated it would have to be treated the same.

Chairman Nixon asked about the status of the checking account with PNC bank.

Mr. Carawan stated the account with PNC is still open because there are a few outstanding checks.

Chairman Nixon asked about the status of cash flow and noted the previous finance officer indicated concern about cash flow when the loan payments become due.

Mr. Carawan stated that the general fund has adequate liquid funds in the money market account. He added that some notes are due in November and the others are due in February.

Chairman Nixon noted that the clerk has emailed the solid waste fund capital projects as requested at the previous meeting.

Commissioner Smith asked that the amendments be voted on at the October night meeting.

Proposed Agricultural Museum

Mr. Bob Harrell provided a handout to the Board regarding a proposal for an Agricultural Museum. He stated that his collection of antique farm equipment is in need of a home. He shared his farming background. He stated that he is requesting land from the County. He stated he is requesting 10 acres of the farm at Valhalla (former Albemarle Learning Center and current Boys

and Girls Club location). He stated that the land would allow him the opportunity to begin raising monies to construct a museum and to have demonstration farmland. He stated his contacts and experience in raising monies for the Boys and Girls Club will assist him in raising monies for the museum.

Mr. Yates Parrish provided information on his background in farming. He stated his support of the request to the County for the land.

Commissioner Kehayas asked if this is a request to donate land or lease the land.

Mr. Harrell stated that is negotiable.

Commissioner Bonner discussed contingencies on a potential lease.

Mr. Harrell stated he is requesting that 10 acres be set aside to allow him the opportunity to raise monies for the project.

Commissioner Winborne stated his support of the project idea and gave his personal background in farming. He stated that the Board is obligated to use taxpayer money wisely. He stated that there are many other nonprofits who have made requests of the County but stated his concern about getting financially involved in the project.

Mr. Harrell stated he would like to include forestry and commercial fishing later in the museum. He stated he was not requesting cash but just land.

Mr. Lamb asked for clarification on how much land is owned by the County.

Mr. Harrell stated the County owns 60 acres and part of the land has a radio tower on it.

Commissioner Smith stated he would need to see numbers for the proposed project. He stated that a lot of fundraising would be needed to get the project going. He questioned the ability of the project to be sustainable.

Mr. Harrell stated he did not think finding the monies would be a problem.

Commissioner Smith stated the need for maintenance of the building and staff would be a concern for the future after the building is built.

Commissioner Winborne recommended the discussion be sent to the Planning and Enterprise Committee.

Chairman Nixon stated that the land belongs to the taxpayers not the Board. He stated the request would need to be studied more. He stated that there are laws about donations from the County to

non-profits. He stated the project must be a function of County government. He asked if the American Legion supported the project.

Mr. Harrell stated yes but are not able to be financially supportive.

Commissioner Winborne moved to send the discussion to the Planning and Enterprise Committee. Chairman Nixon asked for all in favor, the motion passed unanimously (7-0).

Mr. Harrell thanked the Board for hearing his request and said he would support any decision the Board makes.

Capital Improvement Projects

Maintenance Director Terry Rose provided the Board with a summary of capital improvement projects. He noted he was under budget on the DSS project by \$2,911. He stated he was requesting that the monies from the DSS project to the Courthouse. He stated the Courthouse project is over budget because more rotten wood was discovered when the repairs were being made. He stated his budget of \$5,000 for the Jailers House may not be enough. He stated the quotes estimate the repairs will be around \$7,000.

The Board discussed the remaining monies and where to move the funds.

Commissioner Lawrence moved to take \$2,500 from the Swain capital budget and move it where needed. He noted that any more monies needed would need to come back to the Board in future requests. Chairman Nixon asked for all in favor, the motion passed unanimously (7-0).

Tax Items

Collections Report

Tax Administrator Hosea Wilson provided the collections report for 2013. A copy of the report is in the meeting file labeled September 17, 2013.

Business Audit Contract Amendment

Mr. Wilson provided information on the business audits performed in FY 2012/13. He stated the County has contracted with County Tax Services for the past 9 years. He stated previously the fee was based on the collection. He stated that based on new laws that type of contract is no longer allowed. He stated that County Tax Services has proposed a new contract that the fee is based on the size of the account. He state monies have not been budgeted for this. He noted that his estimates show that the amount paid in fees to the contractor under the proposed contract will be considerably less than previous years.

Chairman Nixon stated he would like to bid out this contract.

Mr. Wilson stated he would seek bids on the contract.

Update on Revaluation

Mr. Wilson agreed to provide this update at the October board meeting.

Chairman Nixon requested that Mr. Wilson look into how many daycares in Chowan County are paying business property taxes.

Mr. Wilson stated he would look into this.

The Board discussed the new tax software.

Agreements

Beaver Management Program

Mr. Lamb stated the County received the proposed contract for Beaver Management. He stated the County has not participated in this program for several years.

Scott Alons stated that the program has previously been run through the Soil and Water Conservation Office. He stated that there is a problem with beavers in the County.

Commissioner Winborne stated this is a program that he feels is worth looking into again.

Commissioner Smith asked what areas are problem areas.

Mr. Alons stated Pollock's Swamp, Rocky Hock Creek and Dillard's Mill are problem areas currently.

Commissioner Smith recommended placing this on the next meeting agenda.

Chairman Nixon asked which program the clear snag program or beaver program were a bigger priority.

Mr. Alons stated Hydrilla is the biggest priority but this program is also needed.

Chairman Nixon requested to move the Golden Leaf discussion up on the agenda because most of the public present was there to discuss that.

Chairman Nixon called for a 5 minute recess. Following the recess Chairman Nixon called the meeting to order.

Golden Leaf Community Assistance Initiative

Mr. Lamb stated that the County has invited several stake holders to participate in continued discussion from the September 3, 2013 meeting regarding the pending Golden Leaf Community Assistance Initiative. He noted that 21 counties are competing for \$10 million and each county can only receive a maximum of \$1.5, however counties can partner for requests. He stated the

grant process is competitive. He stated the projects are not to be tourism related and Golden Leaf is not interested in Capital projects. The County Manager is the required applicant. He stated that the County can submit 3 applications by the October 15, 2013 deadline. He noted that Elizabeth City Mayor, Joe Peel has requested support of an initiative for an aviation program.

Edenton Chowan Partnership Director Frank Miglorie stated the project should have significant impact. He noted that a 20% match is preferred.

The group discussed the 20% match which could be in-kind.

Dr. Smith noted he attended a presentation on the initiative from Elizabeth City for the aviation school. He stated that he would prefer a project with more impact in Chowan County.

The group discussed various projects and the need for transportation and manufacturing programs at the Edenton-Chowan COA Campus and the challenges of getting an idea together in a short time. The group by consensus agreed to get together before the next Commissioner meeting and come up with various ideas to provide to the Board of Commissioners.

Chairman Nixon thanked all for attending the meeting.

Meeting Schedule

The Board discussed the current meeting schedule. Commissioner Mitchener moved to amend the schedule but withdrew his motion.

Agreements

Overflow Hurricane Shelter

Mr. Lamb stated that he has received a request from the Emergency Management Director for permission to designate the Northern Chowan Community Center as an overflow shelter in the event that the shelter at Chowan Middle School is at capacity. He stated he had no objection with the request but wanted to get the Board's approval before signing it.

There was no objection to the manager approving the contract.

Timely and Important Matters

COA

Commissioner Lawrence provided an update on the activities of the COA Board.

EMS

Mr. Lamb noted that there are pending discussions for EMS to contract with Chowan Hospital to prevent a loss of potential revenue for paramedic transports. He stated there is cost involved in

the startup of a paramedic unit however that may be an opportunity to reduce the general fund contribution.

Fire Coverage

Mr. Lamb stated he has met with the Town and various locations for a potential fire department for the Southern Portion of the County are being identified.

Commissioner Winborne thanked the Board for their support and concern during his recent medical issues.

Commissioner Kehayes 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