

Regular Meeting
Tuesday, September 3, 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 Tuesday, September 3, 2013 at 6:00 pm at the Chowan County Public Safety Center. Present: Chairman Keith Nixon, Commissioners Jeff Smith, Greg Bonner, Ellis Lawrence, Alex Kehayes and John Mitchener.

Commissioner Emmett Winborne was absent.

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

Chairman Nixon called the meeting to order and led the pledge.

Commissioner Mitchener then provided the invocation.

Approval of Agenda

Commissioner Kehayes moved to approve the agenda. Chairman Nixon asked for all in favor, the motion passed unanimously (6-0).

Public Comment

Introduction – Librarian

Representatives of the Shepard Pruden Memorial Library introduced the newly hired Librarian, Jennifer Finaly.

Introduction – Forest Ranger

Representatives of the Forestry Service introduced the newly hired Chowan County Forest Ranger Doug White.

There was no further public comment.

Consent Agenda

Chairman Nixon then presented the Consent Agenda.

a. Approval of Minutes

Minutes of the July 29, 2013, August 5, 2013 and August 9, 2013 meetings for Board review and consideration.

b. Budget Amendments

BA 1314-018

| Account Code | Description | Old | + or (-) | New |
|----------------|---------------------------|------|-------------|-------------|
| 62-3990-990-00 | Fund Balance Appropriated | 0.00 | (36,000.00) | (36,000.00) |
| 62-4710-550-00 | Capital - Equipment | 0.00 | 36,000.00 | 36,000.00 |
| | | | | |
| | | | | |
| | | 0.00 | 0.00 | 0.00 |

Justification:

The PCG Solid Waste Board agreed to request each county appropriate \$ 36,000.00 for capital. And approximately \$ 25,475.00, was to be used for the purchase of backhoe (\$ 76,000.00).

Mr. Carawan stated that in working on the budget, he realized that the County budget did not include a capital improvement request from the Solid Waste Board. He added that the County originally approved \$25,000 for capital and this would amend the budget to \$36,000 he noted that part of the purchase is for a backhoe. He noted other capital improvements are for purchasing other equipment.

Commissioner Mitchener moved to approve the consent agenda as presented.

Commissioner Smith asked for more clarification on the equipment purchase.

Chairman Nixon stated that he serves on this Board and reviewed the list of capital improvements. He stated that he would have staff forward a list of the capital projects that were approved to the full Board.

Commissioner Smith stated he had no concern with the request, he said he wanted to make sure the landfill Board had oversight of the purchases.

Chairman Nixon stated that the Board has been very conservative regarding capital for the past 3-4 years. He stated the purchases will not affect the rates and the repairs are only being done at the transfer station, not the convenience sites.

Chairman Nixon asked for all in favor of the motion, the motion passed unanimously (6-0).

Edenton Chowan Partnership (ECP) Annual Update

Edenton Chowan Partnership (ECP) Director Frank Miglorie provided a progress report on the Partnership. He provided information on initiatives currently being pursued by the partnership.

The Board thanked Mr. Miglorie for his work.

Appointments

Chairman Nixon noted the Board has advertised vacancies and opened the floor for nominations.

ABC Board

Commissioner Lawrence nominated Haywood Coston.

Chairman Nixon asked for all in favor, the motion passed (6-0).

Workforce Development Board

Commissioner Mitchener nominated Bobby Densmore.

Chairman Nixon asked for all in favor, the motion passed (6-0).

COA Campus Advisory Board

Commissioner Kehayes nominated Steven Guttu.

Chairman Nixon asked for all in favor, the motion passed (6-0).

Hospital Directors Council

Commissioner Kehayes nominated Dr. Bart Resta.

Chairman Nixon asked for all in favor, the motion passed (6-0).

Worksession Items

Mr. Carawan stated that at the August 20, 2013 meeting, the Board discussed discretionary funds. He stated that these funds are monies that are contributions to individual departments are not grant or tax revenue monies. He stated that he would recommend that the Board approve a policy to allow himself and the County Manager the authority to budget these monies as they are received in order to give departments the discretion to spend them. He stated this procedure

would eliminate a back log of donations. He added that he would recommend that staff report these items to the Board monthly as FYI.

Chairman Nixon clarified that these funds do not include grant monies.

Mr. Carawan stated that was correct.

The Board discussed how the amended policy and tracking of these funds will impact the total budget.

Mr. Carawan stated he has identified for the auditor which part of these funds are restricted.

Mr. Lamb noted these monies may be used for purchases previously budgeted by the general fund.

The Board discussed the proposed policy and the wording for a motion to approve.

Commissioner Smith moved that the Chowan County Board of Commissioners grants the Finance Officer and County Manager the authority to process Non-Tax Revenue Budget Amendments such as contributions, donations and registration fees with the understanding that Staff will provide the Board with monthly listings of all Management Budget Amendments. He added that the final motion would be emailed to the Board for review.

Chairman Nixon asked for all in favor, the motion passed unanimously (6-0).

Gateway Community Health Center Lease

Mr. Lamb stated the County was contacted by Gateway Community Health Center regarding the lease for space held at the Northern Chowan Community Center. The Board discussed the lease and recommended that lease negotiations be discussed in closed session.

Commissioner Smith moved to send the lease negotiations to closed session. Chairman Nixon asked for all in favor, the motion passed unanimously (6-0).

Real Property Sale – Diagnostic Lab

Board Clerk Susanne Stallings noted the property owned by Chowan County (located at 1833 Paradise Road, formerly the Diagnostic Lab, was originally placed for upset bids in March 2013 at \$7,000. She stated that after a long upset bid process, the final bid is set at \$20,000. She asked the Board to consider acceptance of the final offer.

Commissioner Kehayes moved to accept the high bid and transfer ownership of the property. Chairman Nixon asked for all in favor, the motion passed unanimously (6-0).

Elections Annual Report

Elections Director, Rebecca Lowe provided the Board with the annual activity report from the Elections Office.

Surplus

Ms. Stallings provided the Board with a list of property identified by department heads as being surplus. She stated there are no requests from County Department Heads for any of the equipment.

Commissioner Smith moved to authorize declaring the items surplus and to authorize the Clerk to list the items for sale on Gov Deals. Chairman Nixon asked for all in favor, the motion passed unanimously (6-0).

Golden Leaf Community Initiative

Mr. Lamb stated he attended a meeting hosted by the Golden Leaf Foundation regarding a new Community Assistance Initiative. He stated in this round, the Northeast Counties are the first counties eligible to participate. He stated that there is \$10 million available. However the maximum per county is \$1.5 million. He stated that there are 21 counties invited to compete for the \$10 million and added that a few counties were added to the Northeast District. He noted that a proposal from Pasquotank County for an aerospace school has been mentioned and support from neighboring counties is requested. He added that the monies designated for one county can be joined with other counties. He stated the process would be competitive and is not limited to Tier I counties.

The Board discussed the timeline of the application process and the quick turnaround.

Mr. Lamb noted the RFI (Request for Invitation) is due October 15, 2013. He stated that any project from Chowan County would be approved and supported by the Board of Commissioners, although Golden Leaf has designated the County Managers of each County to submit applications.

The Board discussed various meetings and decided to put this on the next worksession agenda for more discussion.

External Board and Committee Reports

Chairman Nixon reported on the activities of the Health Department Board.

Commissioner Mitchener reported on the activities of the Destination Downtown Board.

Timely and Important Matters

Street Sign Assessment

Mr. Lamb provided the Board with a copy of a street sign assessment provided at no cost to Chowan County by the 97th Civil Affairs Battalion (Airborne). He stated that the County needs to replace missing or damaged street signs and added that this could become costly.

The Board discussed purchasing the sign making equipment and possibly sharing it with neighboring counties.

Mr. Lamb stated he would talk with neighboring counties to see if this is an option or to see if they already have the equipment.

Chairman Nixon recommended sending this plan to the Planning/Enterprise Committee.

Employee Health Screenings

Mr. Lamb stated that the County is offering health screenings for employees covered under the County's insurance plan. He stated the provider has requested 40% participation and therefore with no objection from the Board he is going to make attendance mandatory. He stated that the County will not require employees to have any screenings without their consent but has made it mandatory for them to show up. He stated the provider is going to have several vendors present and will have a light lunch. He stated the Board is invited to stop by the screening if they would like to.

NCACC District Director

Ms. Stallings stated that the Association of County Commissioners has requested that Chowan designate an attendee to participate in an election for a district representative for the Northeast District.

Commissioner Smith moved to appoint Chairman Nixon or his designee as the voting delegate for Chowan County. Chairman Nixon asked for all in favor, the motion passed unanimously (6-0)

Closed Session

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

The minutes of the closed session are sealed.

Commissioner Bonner moved to close the closed session. Chairman Nixon asked for all in favor, the motion passed unanimously (6-0).

Commissioner Kehayes moved to adjourn the meeting. Chairman Nixon asked for all in favor, the motion passed unanimously (6-0).

D. Keith Nixon, Chairman

Susanne Stallings, Clerk