

Regular Meeting
Monday, August 4, 2014
Chowan County Public Safety Center
305 West Freemason Street
6:00pm

Minutes

Present Chairman Keith Nixon, Commissioners Jeff Smith, Alex Kehayes, Ellis Lawrence, Emmett Winborne, Greg Bonner and John Mitchener.

Staff present County Manager Kevin Howard and Board Clerk Susanne Stallings.

Regular Meeting

Chairman Nixon called the regular meeting to order and led the pledge of allegiance.

Commissioner Kehayes then offered the invocation.

Approval of Agenda

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

Public Comment

Chairman Nixon opened the floor to public comment in accordance with NCGS 153A-52.1.

There was none.

Consent Agenda

Chairman Nixon then presented the consent agenda.

a. Minutes

Attached are the minutes of the June 23, 2014 and July 7, 2014 meetings for the Board's review and consideration.

Commissioner Kehayes noted a correction to the minutes of June 23, 2014.

b. Budget Amendments

At the June 23, 2014 meeting, the Board of Commissioners authorized the Finance Officer and Manager to complete budget closeout amendments for FY 2013-14. Attached are budget amendments 1314-062, 1314-063, 1314-064, 1314-065, 1314-066, 1314-067, 1314-068, 1314-069, 1314-070, 1314-071, 1314-072 and Management Budget Amendment 1415-001 for your review and acceptance.

Mr. Howard noted the budget amendments presented were authorized at the previous meeting and conclude all if the FY 2013-14 clean up.

Commissioner Winborne asked if there was a total for the estimated fund balance.

Mr. Howard stated it was too soon to estimate and he would wait to hear from the auditor.

Chairman Nixon stated he would like for the Manager to let the Finance Officer know that he would like for him to provide the Board with a total dollar amount per department that was used to balance the FY 13-14 budget, the total per department of any monies turned in from FY 13-14 budget and provide the Board with monthly financial reports and put finance reports online.

Commissioner Mitchener moved to approve the consent agenda with the amendments to the minutes and the budget amendments accepted. Chairman Nixon asked for all in favor, the motion passed unanimously (7-0).

Board Appointments

Chairman Nixon noted that the following vacancies have been advertised. Applications and information is attached for Board consideration.

Tourism Development Authority

Ms. Stallings noted that two of the current vacancies are eligible for reappointment. She explained that the statutes require that Seat 2 must collect Occupancy Tax, Seat 7 must promote Travel and Tourism.

Chairman Nixon nominated Diane Pariseau for Seat 2. He asked for all in favor, the motion passed unanimously (7-0).

Commissioner Winborne nominated Ms. Geramita for Seat 7. Chairman Nixon asked for all in favor, the motion failed (3-4 Bonner, Nixon, Mitchener and Kehayes).

Commissioner Mitchener nominated John Dowd to fill seat 7. Chairman Nixon asked for all in favor, the motion passed (4-3 Lawrence, Winborne, Smith)

Red Cross Board

The Board discussed the requirements to serve on this Board. Commissioner Mitchener asked for specifics on meeting times and locations as well as the Board mission.

DSS Director Clifton Hardison stated that he previously served on this Board and the Board met in Elizabeth City once a month. He stated the meetings are in the evenings. He noted that the primary focus of the Board is to coordinate fundraising.

Commissioner Smith nominated Commissioner Mitchener, but later withdrew his nomination as Commissioner Mitchener stated he would not be able to fulfill that obligation with the other appointments he has.

The Board asked the Clerk to continue to advertise the vacancy.

Northeast Workforce Development Board

The Board discussed the applications on file.

Ms. Stallings noted that the requirement of the appointment is to be involved in the private sector.

Commissioner Mitchener nominated Mr. Guttu.

Commissioner Smith stated that he felt Mr. Guttu was qualified however his employment with the Workforce Development Board did not mean he was involved in the private sector.

Chairman Nixon asked for all in favor, the motion failed (1-6 Nixon, Smith, Bonner, Kehayes, Winborne and Lawrence).

The Board asked the Clerk to continue to advertise the vacancy.

Town of Edenton Planning Board (County Seat)

Chairman Nixon stated that he has spoken with an individual that is interested and eligible to be appointed as he lives within the ETJ. He nominated Tim Phelps.

There were no other nominations.

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

Hospital Directors Council

Commissioner Smith nominated the recommended candidate Todd Tilley.

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

Planning/Enterprise Committee Report/Recommendations

Commissioner Winborne noted that the Planning and Enterprise Committee met recently. He noted that two items were forwarded to the full Board for discussion.

- Discussion of long term lease of Dillard's Millpond

Commissioner Winborne stated that this property was taken on in 2005 by the County under a conservation easement. He stated that the County wanted to use the space as recreational and available to the general public. He stated the County does not currently own the property. He stated he met recently with the owners, the Byrum family, and discussed the needs at the property from storm damage. He stated the Recreation Director has looked into grant monies to repair the property however the County is not eligible for the grant monies because the property is not owned by the County. He stated the Byrum family is willing to enter into a long-term lease of the property for 25 or more years. He stated under the current conservation easement, the County is required to provide maintenance of the property and operate the property. He stated he

personally felt that the County is obligated to make the repairs to the property based on the 2005 conservation easement.

Commissioner Mitchener asked for clarification on the actual conservation easement.

Mr. Howard explained the language in the easement.

Commissioner Smith asked what part of the property is under the conservation easement.

Commissioner Winborne stated that the Dam and .07 acres of land are covered in the easement. He stated the mill and the pond are not under the conservation easement. He stated he felt it was important to address the needs at the damn to protect it for future generations.

Recreation Director Jason Peterson stated he felt that the Recreation Department needs to put some focus on better maintaining the property. He stated that currently the dam is blown out. He noted the grant monies he has inquired of are 10% matching grants from CAMA up to \$100,000.

Chairman Nixon asked if the grants were available for Bennett's Millpond.

Mr. Petersen stated the repairs needed at Bennett's Millpond fall under a minor CAMA permit.

Chairman Nixon recommended that the County Manager obtain legal advice on how to proceed with the project. He stated he would like a full history on the conservation easement and the legal ramifications of taking on a long term lease of the property. He stated he would also like to know numbers of patrons using the millpond. He suggested bringing this back in September or when the attorney has provided this information. He noted that he would like a recommendation also from the Recreation Advisory Board.

- Review of updated Capital Projects List

Commissioner Winborne stated this list was compiled by the Committee. He noted the list has not been prioritized yet. He recommended the Board members review the list and make their recommendations on each items priority. He stated that this list should be prioritized by the full board once the fund balance estimate is ready from the auditor.

Senior Center Annual report

Senior Center Director Connie Parker provided the annual report from the Senior Center.

TFC Agreement

Chairman Nixon provided a proposal from Tidewater Fiber for the hauling and processing of recyclable materials for Chowan County for the Board's consideration. He stated that the PCG Board has approved the contract.

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

COA Capital

Chairman Nixon noted that there are two requests from COA for capital projects utilizing the Capital Improvement Funds.

Mr. Howard noted the request is for security cameras (up to \$12,000).

Commissioner Smith asked if there is an annual maintenance contract cost.

Mr. Howard yes most likely.

The Board discussed the recently capital purchase for Town of Edenton cameras on the campus.

Mr. Howard noted this is a different project.

Mr. Lawrence noted the COA Board has discussed this request. He stated this was a recommendation from the security study.

Chairman Nixon stated that the security study was done as a result of a security incident at the Elizabeth City campus. He stated he would like more information on crime statistics on the Edenton-Chowan campus. He noted there are also security guards on the campus.

Commissioner Bonner stated that he felt the cameras would be an asset for campus security.

Sheriff Dwayne Goodwin stated that in his opinion lighting at the campus should be a bigger concern.

Commissioner Lawrence stated that he would request additional information on the cameras and bring it back to the Board.

Chairman Nixon stated he has requested that the campus look into use of the two story building. He stated in previous discussions it has been mentioned that Edenton Police Department look at this building as a potential location in the future.

Mr. Howard discussed a request to close the underground storage tanks on the campus. He stated this is a required need at the campus.

Commissioner Smith stated that he would like for the Maintenance Director to check to see if he can get a bid from Greenwood Applied Services. He made a motion to allow the manager to spend up to \$12,000 for the tank removal but request a 3rd bid from Greenwood Applied Services.

Commissioner Kehayes asked if there is any evidence the tanks have leaked.

Mr. Howard stated this project is part of the State's program to close these types of tanks.

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

External Board/Committee Report

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

Commissioner Mitchener reported on the activities of the Senior Center Advisory Board and the Hospital Directors Council.

Commissioner Smith reported on the activities of the Fire Station Study Committee. He noted they will meet again the end of August or the first of September.

Chairman Nixon encouraged the Board members and staff to utilize E-documents rather than printing out reports.

Manager's Report

County Manager Kevin Howard reported on the following items;

School Capital Request – The Superintendent reported that the information regarding the cafeteria window replacement was incorrect. He stated the Superintendent has requested another meeting to discuss new options for the windows to ensure they are hurricane shelter approved.

Hydrilla – The Northeast Alliance is organizing another meeting to discuss Hydrilla in Chowan and surrounding counties.

Timely and Important Matters

Hurricane Shelter Plan – Chairman Nixon asked if the Manager and EM Director have developed a plan for a pet shelter. Mr. Howard noted he is working on that with EM.

Courthouse Green Lighting – Commissioner Kehayes stated a constituent has expressed a concern over the lighting. Ms. Stallings noted she has relayed this concern to the Maintenance Department and they were to work with the Visitors Center to address the lighting on the green.

Norfolk Southern railroad – Ms. Stallings noted she was contacted by them to let them know the application from the County is still pending and would be addressed soon.

Closed Session

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

The minutes of the closed session are sealed.

Commissioner Bonner moved to come out of closed session. Vice Chairman Smith asked for all in favor, the motion passed unanimously (7-0).

Salary Adjustment

Commissioner Kehayes moved to approve the recommendation to increase the pay of Leticia Loadholt two steps (\$59,290) on the salary table and to request that she sign a release. He also moved to reimburse employee Tina Dunlow (\$1,702.66) and former employee Kim Goodwin (\$1,352.66) a one -time payment of 8 months of salary for time worked without a salary adjustment. All of these adjustments would be absorbed within the DSS current budget.

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

Adjourn

Being no further business, Commissioner Smith moved that the meeting be adjourned. Chairman Nixon asked for all in favor, the motion passed unanimously (7-0).

D. Keith Nixon, Chairman

Susanne Stallings, Clerk