

Special Meeting
Monday, February 2, 2015
Chowan County Public Safety Center
305 West Freemason St.
Edenton, NC
4:00pm

Minutes

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

Commissioner Lawrence and Commissioner Bonner were absent.

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

Also present representing Edenton Chowan Partnership was Frank Miglorie and representing the Town of Edenton was Town Manager Anne-Marie Knighton.

County Attorney John Morrison was also present.

Chairman Smith called the special meeting to order.

Commissioner Nixon moved to go into closed session in accordance with NCGS 143-318 (11) (a) (3, 4, 5), attorney client privilege, industrial expansion and contract negotiations, Chairman Smith asked for all in favor, the motion passed unanimously (6-0).

The minutes of the closed session are sealed.

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

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

Regular Meeting
Monday, February 2, 2015
Chowan County Public Safety Center
305 West Freemason St.
Edenton, NC
6:00pm

Minutes

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

Staff present County Manager Kevin Howard, Finance Officer Willie Carawan and Board Clerk Susanne Stallings.

Regular Meeting

Chairman Smith called the regular meeting to order and led all in attendance in the pledge of allegiance. Commissioner Bonner then offered the invocation.

Approval of Agenda

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

Public Comment

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

There was none.

Consent Agenda

Chairman Smith then presented the consent agenda.

a. Minutes

Minutes of the January 20, 2014 meeting for the Board’s review and consideration.

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

b. Budget Amendments

BA1415-025

Account Code	Description	Old	+ or (-)	New
11-3432-410-00	State & County Jail Fees	(2,500.00)	(13,600.00)	(16,100.00)
11-4320-696-00	Contr Svcs - Regional / County Jail	11,070.00	13,600.00	24,670.00
Balanced:		8,570.00	-	8,570.00
Justification:				
<i>Budgeting additional Jail Revenues to offset additional Jail Expenses</i>				

Commissioner Nixon stated he did not have any more concern with the budget amendment, that his questions were answered after the last meeting.

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

Tax

Tax Administrator Hosea Wilson presented the Board with the 2014 Tax Liens and requested permission to advertise unpaid taxes and advertise the liens in accordance with NCGS 105-369(a).

Commissioner Nixon moved to authorize the request. Chairman Smith asked for all in favor, the motion passed unanimously (7-0).

Farmland Protection Plan Opportunity

Chairman Smith stated that the Voluntary Ag District Board has provided the Board with a recommendation regarding Chowan County's participation in the Farmland Protection Plan he stated that the VAD has voted to support the plan.

Commissioner Nixon asked if there is any cost to the County and is it binding.

Chairman Smith stated that there is no cost, and the program is funded by a grant to Mount Olive University.

Commissioner Mitchener moved to support the Program. Chairman Smith asked for all in favor, the motion passed unanimously (7-0).

NCDOT – Enhancement Funding

Pat Mansfield representing NC DOT requested that the County consider an opportunity to utilize enhancement funding for the revitalization of the flower beds at the Highway 17 interchanges. She noted she has provided the Board with information from the January meeting. She noted that previous contracts for maintenance of the beds has cost the County \$300-\$500.

Commissioner Kehayas asked if the County is currently maintain the beds.

Ms. Mansfield stated that no maintenance has been done to the beds for the past 3-4 years.

Commissioner Nixon noted that he mentioned the project to the TDA Board and after some thought, the Town currently pays for the maintenance of their beds. He stated if TDA were to pay for the maintenance for the County, the Town may also request funding from the TDA. He asked if a non-profit would be able to post a sign at the beds if they agreed to maintain the beds for the County.

Ms. Mansfield stated this has been done in the past.

Commissioner Winborne stated he did not see the benefit of the project. He stated he felt flower bed maintenance was not a responsibility of the County.

Commissioner Bonner asked how long DOT will maintain the beds before turning them back over to the County.

Ms. Mansfield stated DOT would maintain the beds for 3 years and then turn them over to the County for the County to maintain.

Commissioner Nixon stated he felt that maintaining the beds does enhance travel and tourism to the County.

Commissioner Lawrence asked if this markets Chowan County.

Commissioner Nixon stated that this is a beautification project.

Mr. Howard stated the County could look into using inmate labor to maintain the beds.

Commissioner Bonner stated his support of the project.

Ms. Mansfield noted the beds would need to be maintained one time per month.

Commissioner Nixon asked what is needed from DOT.

Ms. Mansfield stated the County would need to submit a letter to participate in the enhancement program.

Commissioner Nixon moved to proceed with a letter to DOT to enhance the interchanges at Queen Street, North Broad Street utilizing plantings from abandoned interchanges and to abandon the other two interchange locations at Martin Luther King and Paradise Rd.

Commissioner Mitchener asked about the Hwy 32 interchange.

Commissioner Nixon noted that interchange is maintained by the Town of Edenton. He noted the final design would have to be voted on by the Board.

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

Request for addition of road to the State Secondary Roads System

John Hally provided the Board with a petition signed by the Albemarle Shores Subdivision Homeowners requesting that Osprey Drive be added to the State Highway Secondary Roads System.

Commissioner Bonner moved that the Board of Commissioners forward this request to the NC Department of Transportation for its investigation.

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

EMS Fiscal Update

EMS Director Colin Ryan provide the Board with up to date information on revenues and collections in the EMS budget for FY 2014-15. He stated he hoped to finish this fiscal year 10% higher with revenues than last fiscal year.

Mr. Carawan noted that he projects a contribution from the General Fund around \$321,000.

The Board thanked Mr. Ryan for the updated information.

Lease Agreement

Mr. Howard asked the Board to consider acceptance of a lease with Marlin LLC for the space located at 309 South Broad Street for the District Court Judge as required by NC General Statutes. He stated the lease term is for 5 months at \$125 per month.

Commissioner Nixon noted the lease states 4 years.

Mr. Howard stated that Marlin LLC will agree to amend the lease to 5 months.

Commissioner Nixon asked where the monies would come from to pay the rent.

Mr. Howard stated he would recommend taking the monies from contingency.

Commissioner Winborne asked if the County has space to offer the judge.

Mr. Howard stated he wants to work with the Clerk of Court and identify space within the Courthouse by July 1, 2015.

Commissioner Winborne moved to enter into a 5 month lease with Marlin LLC to house a judge while staff locates office space by July 1, 2015.

Commissioner Nixon asked if this lease will end by July 1st.

Mr. Howard stated yes.

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

Appointment Procedure

Chairman Smith provided the Board with the suggested procedure from staff for appointment of Board vacancies. Currently there are vacancies of the following Boards, Chowan County Planning Board, Edenton Chowan Tourism Development Authority and Edenton Airport Commission (Resident seat), all of these are being advertised currently.

Commissioner Winborne stated he felt this was appropriate. He asked what procedure for appointment is recommended.

Commissioner Nixon stated that some Boards such as TDA have specific appointment criteria.

The Board discussed how to handle Board members who are eligible for reappointment.

The Board agreed to decide on a case by case basis.

Commissioner Michener asked if the spreadsheet could be amended to include term limits.

Commissioner Mitchener moved to adopt the spreadsheet as recommended by staff, to include the term limits and authorize the Chairman to appoint Commissioners and/or staff to the selection committee.

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

Tipping Fee Waiver

Stephanie Hunt a representative of the United Methodist Church Disaster Response Ministry was present to ask the Board to consider a request to extend the tipping fee waiver for tornado storm debris until April 30, 2015. A representative will be present to answer questions that were asked at the January 20, 2015 meeting.

Ms. Hunt stated that she repairs homes and does not do clean-up work. She stated that it has taken 4-5 months to address 60 homes in 3 Counties. She stated that the process takes time.

Chairman Smith asked if the items originally taken to the landfill was storm debris and not construction debris.

Commissioner Nixon stated that he checked with the landfill and Chowan County has no waste from this interfaith group as of yet.

Ms. Hunt stated that none of the Chowan County projects include home demolition. She stated that all monies saved on tipping fee waivers are put back into the home repairs.

Commissioner Nixon moved to extend the waiver until April 30, 2015. Chairman Smith asked for all in favor, the motion passed unanimously (7-0).

Pembroke Creek Repairs Estimate

Interim Director for the Recreation Department, Shannon Ray asked the Board to consider a request to amend the contract with C&W Landscaping to change the pier c construction as originally bid. She noted that the amendment would be to the pier construction and the monies would come within the project budget.

Mark Powell stated that the reason for the amendment is to drive the pier piles rather than washing them down as originally proposed.

Commissioner Kehayes moved to approve amending the project as recommended by staff.

Chairman Smith asked if the project would remain in budget.

Mr. Powell stated yes.

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

Resolutions of Support

US64 and US17

Mr. Howard stated the Board is asked to consider a resolution of support of a future interstate designation for US 64 and US 17 between Raleigh and Hampton Roads.

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

A RESOLUTION IN SUPPORT OF A FUTURE INTERSTATE DESIGNATION FOR US64 AND US17 BETWEEN RALEIGH AND HAMPTON ROADS

WHEREAS, the Chowan County Board of Commissioners is the duly recognized legislative body for the Chowan County; and

WHEREAS, the NC Department of Transportation has asked that the US64/US17 corridor from Raleigh to Hampton Roads, Va. via Rocky Mount, NC and Elizabeth City, NC be designated as a future Interstate which would help connect I-40/I-440 in Raleigh to I-64 in Hampton Roads, Va.; and

WHEREAS, Hampton Roads and Raleigh are two of the largest east coast metropolitan regions which are served by a primary interstate route (I-64 in Hampton Roads and I-40 in Raleigh); and

WHEREAS, the future interstate designation would create a secondary primary interstate for both areas and connect these two economic regions; and

WHEREAS, requesting a future interstate designation for the section of US64/US17 from Raleigh to Hampton Roads and completing improvements which bring this section of roadway up to interstate standards is part of North Carolina Governor Patrick McCrory's "25 Year Vision for North Carolina—Mapping our Future"; and

WHEREAS, the citizens of Northeastern North Carolina share a common interest with the Hampton Roads region for employment, health care, shopping and recreation; and
WHEREAS, businesses currently located in Northeastern North Carolina, and those being recruited to Northeastern North Carolina, have an interest in a safe, fast highway route to the Port of Virginia; and

WHEREAS, the Chowan County Board of Commissioners believe an interstate highway will enhance safety and promote economic opportunities for their County/Town; and

NOW, THEREFORE BE IT RESOLVED that the Chowan County Board of Commissioners hereby supports a future interstate designation for US 64 and US17 between Raleigh and Hampton Roads.

Historic Preservation Tax Credits

Commissioner Mitchener stated that at the last meeting, the Board requested that a resolution be drafted for future consideration in support of the reinstatement of the NC Historic Preservation Tax Credit Program.

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

Resolution Supporting the Reinstatement of the NC Historic Preservation Tax Credit Program as The Governor's Historic Rehabilitation Investment Plan

WHEREAS, Chowan County utilizes Edenton and Chowan County's historic buildings and areas as a catalyst for economic development; and

WHEREAS, Chowan County recognizes that a healthy, vibrant community makes other economic development initiatives in the community easier to achieve; and

WHEREAS, many private investors have made significant investments in the community by investing in older, often vacant, buildings; and

WHEREAS, Chowan County understands the importance and wealth of historic structures, public and private, that offer unique opportunities for differentiating Chowan County from other communities; and

WHEREAS, Chowan County has benefitted from large and small historic preservation tax-credit projects that have increased our tax base and the appearance of our communities; such as the Edenton Cotton Mill and Cotton Mill Village, the Edenton Peanut Mill and numerous residential and retail buildings; and

WHEREAS, Historic Preservation tax-credits have made otherwise unsuccessful projects an enormous success and benefit to our community by generating additional economic activity and reducing blight and environments that degrade our communities; and

NOW, THEREFORE, BE IT RESOLVED by the Chowan County Board of Commissioners, that it does hereby support the Governor's effort to reinstate the North Carolina Historic Preservation Tax Credit program and the continued availability of the tax credits as a tool to spur economic development in Edenton and Chowan County, and

BE IT FURTHER RESOLVED that a copy of this Resolution be sent to the Legislative Delegation and other partners related to historic preservation projects and

Adopted this 22nd Day of January, 2015:

Recreation Department Lawnmower

Mr. Howard provided the Board with two quotes for the purchase of a lawn mower for the Recreation Department. He stated he would recommend the second bid.

Commissioner Mitchener moved to approve the second bid recommendation.

Commissioner Nixon asked if there were other bids.

Mr. Howard stated the bid is based on the state contract price.

Chairman Smith stated he would like to see three bids.

Mr. Howard stated he could bring this information back at a later time.

Commissioner Bonner stated he felt the County was getting a good deal for the quoted price.

Commissioner Mitchener stated he would rescind his motion and allow the manager time to get more quotes.

External Board/Committee Report

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

Commissioner Nixon reported on the activities of the TDA Board.

Commissioner Winborne reported on the activities of the Animal Shelter Advisory Board.

Manager's Report

County Manager Kevin Howard update the Board with information from the superintendent regarding the replacement of the windows at John A Holmes cafeteria. He stated that the windows will now be re-filmed and not replaced saving over \$40,000.

Timely and Important Matters

NaCO Conference

Commissioner Mitchener stated he would like to attend the National Association of County Commissioners meeting which is scheduled to be held in Washington DC. He stated he was willing to pay towards some of the expenses and requested that the Board consider allowing him to use \$1,000 of the travel budget.

Commissioner Nixon stated that there are meetings coming up that those funds would be needed for such as County Assembly Day, District Meetings and State Meetings. He stated he was not sure if the trip would be worth the expense with the limited funds.

Chairman Smith asked how much was in the budget line item.

Ms. Stallings noted that the budget was originally for \$2,000, the Chairman and Vice Chairman training school has used approximately \$668 of the budget. She noted that the three recently reelected Board members would be required to obtain ethics training before June 30th.

Commissioner Mitchener stated that he felt the training would be valuable to the County because this would allow him the opportunity to discuss issues with other counties nationwide and learn more from each other.

There was no action taken on the discussion.

Planning Enterprise Committee

Commissioner Winborne noted that the Clerk is scheduling a Planning and Enterprise Committee meeting in the next week.

Unit 3 Coverage

EMS Director Colin Ryan reported that he met along with the Chairman and County Manager with the Captain of Unit 3. He stated that the captain has indicated that there has been a decline in volunteers at Unit 3. He stated currently there are nine (9) active volunteers on their roster. He stated that Unit 3 has requested the County consider picking up two additional nights of EMS coverage at the northern end of the County (Center Hill Crossroads Fire Department), currently the County utilizes paid staff for one night per week. He stated that two nights would cost \$18,500.

Commissioner Winborne asked if this would require hiring additional personnel.

Mr. Ryan stated no, he would utilize part-time employees. He added that Unit 3 is recruiting volunteers and he hoped the County would be able to scale back coverage in July as volunteers are recruited.

Commissioner Winborne asked when the additional coverage would begin.

Mr. Ryan stated he hoped to start it in February.

The Board discussed the Paramedic Program and the expense to the County.

Commissioner Nixon asked if EMS was able to locate cost savings within their budget.

Mr. Howard stated that EMS is currently over budget on expenses now.

Commissioner Winborne stated he did not see where EMS could find savings.

Mr. Carawan stated he would recommend finding the monies in the General Fund Balance.

Commissioner Winborne moved to approve the proposal to cover two additional nights of EMS coverage at the cost of \$18,500 and bring back a recommendation for a budget transfer.

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

Commissioner Nixon stated his objection was because he was not told where the monies would be coming from.

Adjourn

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

Jeffery Smith, Chairman

Susanne Stallings, Clerk