

Regular Meeting
Monday, January 18, 2011
6:00pm
Chowan County Public Safety Center
305 West Freemason Street

MINUTES

The Chowan County Board of Commissioners held their regular meeting on Monday, January 18, 2011 at 9:00am in the Chowan County Public Safety Center, 305 West Freemason Street Edenton NC. Present Chairman Eddy Goodwin, Vice Chairman Keith Nixon, Commissioners Emmett Winborne, Commissioner Jeff Smith and Commissioner John Mitchener. Commissioners Ellis Lawrence and Ralph Cole came later in the meeting. Staff Present Finance Officer Lisa Jones; County Manager Paul Parker and Board Clerk Susanne Stallings

Chairman Eddy Goodwin called the meeting to order.

Consent Agenda

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

Black, S.	\$ 153.44	Vehicle Sold
Chowan C.	1,571.12	Section 62 Housing
East Carolina A.	160.88	Double Billed
Furr, B.	192.94	SITUS Perquimans Co.
Ward, J.	206.09	Penalty released
Winslow, T.	205.06	Value listed incorrectly

Commissioner Nixon asked for clarification on Chowan C. Board Clerk Susanne Stallings clarified it was Chowan Court Apartments.

b. Recommended Budget Amendments

BA-1011-042

3433	Emerg Mngmt	\$ 4,220	Decrease revenue from Dept of Crime Control and Public Safety for Hazard Mitigation Plan development
4331	Emerg Mngmt	\$ 4,220	Decrease expense for Hazard Mitigation Plan development – plan complete and no other expenses to be incurred

BA-1011-043

3835	Sale of Property	\$ 10,212	Increase revenue from sale of Hicks Street property
9841	Add'l Reserve	\$ 10,212	Increase expense for Contribution to Additional Reserve

Commissioner Keith Nixon recommended an amendment to the Budget Amendment to allow the monies to be put towards payment for debt owed to the Library Board of Trustees .

Ms. Jones clarified that the total amount owed is \$75,000 and no payments have been made to date.

Chairman Goodwin explained the debt to the Board members.

Commissioner Nixon moved that the item be tabled for the two absent Board members to hear for discussion. Chairman Goodwin asked for all in favor, the motion passed (5-0).

(This motion was later rescinded later in the meeting)

Commissioner Nixon moved to rescind the previous motion and discuss it as a full Board (Commissioners Cole and Lawrence were present). Chairman Eddy Goodwin asked for all in favor, the motion passed (7-0).

Commissioner Nixon moved to amend the budget amendment to send \$10,000 to the Library Board of Trustees and \$212 to contingency. Chairman Eddy Goodwin asked for all in favor the motion passed unanimously (7-0).

BA-1011-043 – AMENDED

3835	Sale of Property	\$ 10,212	Increase revenue from sale of Hicks Street property
6110	Library Trstee Loan	\$ 10,000	Increase expense for contribution to Library Trustee Loan
9841	Add'l Reserve	\$ <u>212</u> \$ 10,212	Increase expense for Contribution to Additional Reserve

BA-1011-044

3990	Fund Balance	\$ 631	Increase fund balance appropriated for automation/preservation set aside per G.S. 161-11.3
4180	Register of Deeds	\$ 631	Increase expense for computer or imaging technology associated with preservation and storage of public records

BA-1011-045

3531	DSS	\$ 23,603	Increase in revenue from DHHS – CRISIS Funding – 100% Federal Funds
5372	DSS	\$ 23,603	Increase expense to client vendors to alleviate heating/cooling health-related emergencies

Commissioner Mitchener asked for clarification on the process for qualification for CRISIS funding for DSS clients.

Ms. Jones explained that Federal criteria are used for determining client eligibility because the monies are federal monies.

BA-1011-046

3433	Emerg Mngmt	\$ 2,970	Increase in Division of Emergency Management for providing training classes to better prepare staff to respond to hazardous events including terrorism (100% grant-no match required)
4331	Emerg Mngmt	\$ 2,970	Increase expense procuring instructors and training materials

BA-1011-047

3524	Bldg Rent	\$ 7,200	Decrease in revenue from Red Banks Farm House rent
9900	Contingency	\$ 7,200	Decrease contingency expense

BA-1011-048

3433	Emerg Mngmt	\$ 7,160	Decrease in revenue from Emergency Management grant
4330	Emerg Mngmt	\$ 7,160	Decrease emergency management expenses including travel, telephone & postage expense, dues and subscriptions expense

BA-1011-049

3834	Bldg Rent	\$ 2,765	Decrease in revenue from Swain building rentals
4266	Maintenance	\$ 2,765	Decrease expenses for Swain building maintenance including maintenance & repair of building and equipment, contract floor cleaning and alarm monitoring

Commissioner Mitchener asked for clarification on the rental of Swain for private and public entities.

Commissioner Cole and Commissioner Lawrence were seated at the Board meeting.

BA-1011-050

3837	ABC	\$ 20,000	Decrease in revenue from ABC Surplus distributions
9900	Contingency	\$ 20,000	Decrease expenses for contingency

Vice Chairman Nixon asked for clarification on the surplus revenue from ABC.

Ms. Jones stated she met with the ABC Board chairman and the Board has since submitted \$10,000.

Commissioner Winborne asked if the County is monitoring the privatization of ABC stores.

Mr. Parker said he is monitoring this and will not know anything until after this session of the General Assembly.

Commissioner Mitchener asked for information on the revenues of surplus for the past 10 years. Ms. Jones stated she would provide this to the Board.

BA-1011-051

3343	Inspections	\$ 7,300	Decrease in revenue from building permits
9900	Contingency	\$ 7,300	Decrease expenses for contingency

BA-1011-052

3831	Interest	\$ 8,500	Decrease in revenue from interest earned on investments
9900	Contingency	\$ 8,500	Decrease expenses for contingency

c. Recommended Budget Transfers:**BT-1011-006**

9900	Contingency	\$ 3,350	Decrease contingency
5820	Veterans	\$ 3,350	Increase expense for VA officer 19 hrs/wk; salary and FICA for remainder of fiscal year

Commissioner Nixon asked for clarification on this item.

Mr. Parker explained retirement contribution laws and noted the previous VA Officer worked 20 hours per week. To obtain certification the rep must work 20 hours per week. He noted the previous officer was not certified.

Ms. Jones noted the previous VA Officer worked 19 hours per week before budgetary cuts reduced his hours.

Commissioner Smith asked if this would increase the budget next year.

Mr. Parker stated yes by \$6,700.

BT-1011-007

9900	Contingency	\$ 2,500	Decrease contingency
4931	CDBG	\$ 2,500	Increase expense for PRO invoice to handle grant closeout of CDBG-Economic Development grant

for sewer extension to Wharf Landing as per June 2008 agreement

Commissioner Nixon asked if this expense could come from the water fund.

Ms. Jones stated no, it was a sewer only grant that expense is not approved under the grant.

Commissioner Nixon asked to rescind the previous motion on BA 1011-043 (the discussion on the matter is above).

Commissioner Nixon moved to approve the consent agenda with the corrections to BA-1011-043. Chairman Goodwin asked for all in favor, the motion passed unanimously (7-0).

Animal Shelter Operations/Adoptions Discussion

Commissioner Nixon stated that an advisory Board is being established to review policy changes at the animal shelter. He stated he would recommend that until the Board is formed, that the County withhold adoption monies from the SPCA as a temporary measure. He then moved that the County stop funding monies to the SPCA and keep revenues internally until the Advisory Board is formed.

Commissioner Smith stated that Gates County commissioners wish to be involved in decision making for the shelter.

Chairman Goodwin asked if the finance officer could handle holding the monies.

Ms. Jones stated yes.

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

Recommendations for discussion (January 3, 2011 meeting)

a. **EMS Delinquent Collections Contract**

Ms. Jones introduced Dan Miller and John Turnage with Southern Credit. They presented information on their company and their proposal for collections of EMS delinquent accounts.

Ms. Jones stated attached is collection service proposals from Security Collection Agency and Southern Credit Adjusters.

The Board discussed success rates and collection rates with the two reps.

Commissioner Nixon recommended that this topic be discussed further in executive session (contract negotiations). (results of the executive session are below).

b. **Further discussion on the following Budget Transfer approved (January 3, 2011)**

Ms. Jones noted that the Board recommended further discussion of this because of the Boards wishes to pay off debt or make additional payments on principle for the lease payment.

Commissioner Nixon moved that the Budget transfer be amended to send the payment to inspections budget to pay on the principal.

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

BT-1011-005		
9841	Reserve	\$10,303
4350	Inspection	\$10,303

Finance Officer Items

Ms. Jones presented the Board members with the FY 2010-11 6 month review revenue/expense report.

The Board discussed various line items and commended the department heads for managing expenses so well.

Ms. Jones noted she will continue to provide the Board with the cash investment report each month and requested direction from the Board if the Board is interested in certain reports at meetings. She provided interest statements on county investments as well.

Manager's Items

2011 Board Summit Agenda

Mr. Parker presented the Board with a draft vision statement and requested that the Board members fill it out.

FY 2011-12 Budget Schedule

Mr. Parker provided the Board with a schedule for the FY 2011-12 budget planning.

Update on S.O.C. for Valhalla discharge permit violation

Mr. Parker provided the Board with information the Valhalla Discharge permit violation SOC. He stated that plans and specs are required to be done by December 31, 2011. He stated he is meeting with Bill Diehl and going to visit with DWQ to discuss a plan. He stated that he is also exploring costs and various options.

Chairman Eddy Goodwin stated the county should continue to explore reverse osmosis.

Mr. Parker stated that Mr. Diehl will look into this.

Commissioner Nixon encouraged Mr. Parker to seek grant monies.

Presentation

Commissioner Nixon presented a PowerPoint highlighting Board actions over the past two years. A copy of the PowerPoint is in the meeting file labeled January 18, 2011.

Timely and Important Matters

Chairman Goodwin shared an invitation with the Board members of an open house at COA on January 20th from 5-7pm.

Executive Session

Commissioner Nixon moved that the Board go into Executive Session in accordance with NCGS 143-318.11(a)(1), (5) and (6)

Chairman Eddy 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 adjourn the Executive session. Chairman Eddy Goodwin asked for all in favor, the motion passed unanimously (7-0).

EMS Delinquent Collections

Commissioner Smith moved that the Board hire Security Collections Company of Edenton to collect EMS delinquent accounts.

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

Emerging Issues Forum

Commissioner Mitchener presented a request to attend an Emerging Issues forum with the cost of \$225. He requested that monies from Admin travel be used for the costs. No board action was taken on this request.

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

Chairman
Edward C. Goodwin

Clerk