

Special Meeting
Thursday May 7, 2009
6:00 pm
Chowan County 1767 Courthouse
East King Street

MINUTES

The Chowan County Board of Commissioners held a special meeting on Thursday, May 7, 2009, at 6:00 pm in the Chowan County 1767 Courthouse, East King Street, Edenton, NC.

Present, Chairman Eddy Goodwin, Vice Chairman Emmett Winborne, Commissioner Jimmy Alligood, Commissioner Louis Belfield, Commissioner Kenny Goodwin, Commissioner Ralph Cole and Commissioner Keith Nixon. Staff Present: County Manager Peter Rascoe, Finance Officer Lisa Jones and Clerk to the Board Susanne Stallings.

Chairman Eddy Goodwin called the meeting to order and led the group in the pledge he then offered the invocation.

Chairman Goodwin asked that the public and Commissioners show respect during the discussion and noted this was to be a working meeting. He noted a story in the North Carolina Association of County Commissioners publication for May 2009 that detailed state budgetary cuts. He asked the Board members if there were any questions.

Commissioner Keith Nixon said he wanted to know what the direction of the Board was.

Commissioner Cole said he wanted to see the impact on County Services.

Commissioner Kenny Goodwin said he wanted to explore all scenarios and include them. He said he looked at Scenario B and was going to present recommended changes to it.

Commissioner Belfield said he preferred Scenario B.

Commissioner Winborne suggested selecting Scenario B and working backwards.

Mr. Rascoe asked that he and the Finance Officer be given the opportunity to come back if there are adjustments made to Scenario B and present impacts on each budget.

SCENARIO B EXPENSES DISCUSSION

Commissioners agreed to look at Scenario B and make recommended adjustments to each line.

County Manager Peter Rascoe stated that he will take the numbers provided and produce a document that shows the impacts of any further reductions.

GOVERNING BODY	51,005.00
<p>Commissioner Kenny Goodwin suggested a 10% reduction. Commissioner Jimmy Alligood suggested \$10,000 reduction Commissioner Belfield stated 10% was efficient.</p>	
ADMINISTRATION/FINANCE	443,588.00
<p>Commissioner Kenny Goodwin suggested the total be reduced to \$383,000. Mr. Rascoe noted that the total includes salaries of the County Manager Finance officer Human Resources Officer, Finance Assistant and Clerk to the Board. Commissioner Nixon noted the salary study was removed from the total.</p>	
TAX LISTING/COLLECTION	226,052.00
<p>No changes were suggested.</p>	
LEGAL	27,000.00
<p>No changes were suggested.</p>	
COURT OPERATIONS	29,969.00
<p>Commissioner Kenny Goodwin suggested the total be reduced to \$26,000. Commissioner Alligood noted the County is mandated to provide Courtroom etc.</p>	
ELECTIONS	91,441.00
<p>Commissioner Keith Nixon suggested keeping it at the 2008/09 amount of \$86,074</p>	
REGISTER OF DEEDS	133,559.00
<p>Mr. Rascoe noted that the Register of Deeds is allowed 1 Deputy and one Assistant Register of Deeds. Commissioner Goodwin suggested the total be reduced to \$128,000.</p>	
LAND RECORDS/GIS	58,839.00
<p>No changes were suggested.</p>	
DATA PROCESSING	241,870.00
<p>Commissioner Nixon suggested the budget be reduced to \$212,759. He suggested Eliminating part-time wages and questioned the increase in telephone/postage/ Maintenance/Repair and eliminate Capital Outlay. Commissioner Kenny Goodwin asked about the professional services and relicensing. Phyllis Cranford, IT Director, stated Keystone requires the County to purchase the software and then pay a fee to run it. She said it covers upgrades to the network or programming changes. It was noted that the contract has not been paid for 2008-09 and that was the</p>	

reason for a difference in the current and projected budgets.

NC INFO HWY

0.00

No changes were suggested.

MAINTENANCE

349,087.00

Commissioner Kenny Goodwin asked why the budget of this department has doubled in the past 4 years.

Mr. Rascoe noted that a quote from a professional housekeeping company was more than providing the service in house. He noted the new buildings are one reason for the increase.

Commissioner Nixon asked for Mr. Rascoe to check into the cost of janitorial supplies.

HICKS FIELD

3,600.00

Commissioner Nixon noted the budget had increased from years past.

Mr. Rascoe said that in the past the County has paid for the utilities at the field but this year the two non-profits (Steamers and American Legion) have agreed to cost share on the utilities.

RED BANKS FARM HOUSE

6,000.00

Mr. Rascoe noted that this property is a revenue generator from the rental fee. He said the building is under a conservation easement and cannot be put up for sale as a surplus property.

Chairman Eddy Goodwin noted the rent is \$600 per month.

Mr. Rascoe noted the furnace needs to be replaced at a cost of \$4,000. He stated the repair would be done by a licensed HVAC contractor.

AGRICULTURE BLDG

35,075.00

Commissioner Goodwin asked if the roof repair could wait for one more year.

Mr. Rascoe noted there is rent generated for a tenant in the building.

Chairman Eddy Goodwin asked Heather Lifsey to comment on the state of the roof leak.

Ms. Lifsey said that while the water is not dripping to the floor, there are water marks on the ceiling.

Commissioner Kenny Goodwin asked why the budget increased so drastically.

Mr. Rascoe noted that janitorial supplies and lawn care expenses were added to the budget.

Commissioner Kenny Goodwin asked Mr. Rascoe to determine the budget in 2004.

WATER PLANT HOUSE

750.00

No changes were suggested.

NORTHERN COMM CNTR

49,650.00

Commissioner Keith Nixon recommended changing the total to \$44,650.
Commissioner Kenny Goodwin suggested taking out the maintenance and repair costs and equipment costs (lines 351 & 352). Changing the total to \$41,500.
Ms. Jones noted this covers the costs of floor stripper and wax, gym floor maintenance, filters, lights and fitness equipment and repair.
Robbie Laughton noted the equipment needs repairs every three months due to the high usage.

DF WALKER SCHOOL-COA	101,910.00
DF WALKER SCHOOL-REC	45,900.00
DF WALKER ALUMNI BLDG	0.00

Commissioner Cole asked if COA contributes to the facility costs.
Chairman Eddy Goodwin noted this cost is mandatory if the County provides a Community College.
Commissioner Kenny Goodwin noted the budget for the facility was \$31,000 in 2004 adding that the cost of grass cutting was \$500 last year and \$5,000 for the current year.
Commissioner Winborne asked Mr. Rascoe to research these numbers.
Commissioner Nixon said the greatest expense is utilities.
Robbie Laughton noted that he is responsible for mowing the front and side yards.
Lynn Hurdle-Winslow noted that the programs at the campus have been expanded and that would explain the increased costs for utilities and maintenance.
No changes were suggested.

PURSER MAINT SHOP	3,855.00
--------------------------	-----------------

Commissioners discussed the costs for the portable generators.
No changes were suggested.

PUBLIC SAFETY CENTER	196,918.00
-----------------------------	-------------------

Commissioner Keith Nixon suggested \$125,918. He said he felt the utilities were overestimated stating he found that the utilities were only \$100,000 for the current year. He suggested removing the maintenance and repair of equipment.
Ms. Jones stated this covers the warranty contract on the phones.
Commissioner Nixon asked if the county is obligated to keep the contract.
Phyllis Cranford said the County has agreed to a 3 year contract.
Commissioner Nixon suggested negotiating the contract.
Sheriff Dwayne Goodwin noted this contract does not cover the 911 equipment.
Commissioner Nixon suggested the Town contribute to the costs for 911.

HOME FEED OFFICE	0.00
-------------------------	-------------

No changes were suggested.

COURTHOUSE BLDG	47,250.00
------------------------	------------------

Commissioner Nixon suggested changing the amount to \$37,750 (2008-09 figure)

COUNTY OFFICE BLDG**79,503.00**

Commissioner Nixon suggested changing the total amount to \$68,250. He said that he did not want to jeopardize public safety but if replacement of the elevator cables could be put on hold for another year, it would reduce the proposed budget by \$11,253.

1767 COURTHOUSE**0.00**

No changes were suggested. A suggestion was made that the impact in Scenario B of turning over control of the building to the State would be the option, since the building is currently owned by the state but maintained by Chowan County.

COUNTY MANAGER'S OFFICE**6,730.00**

Commissioner Kenny Goodwin suggested changing the amount to \$0. He said that staff could be relocated to the Public Safety Center.

Commissioner Alligood asked what would happen to the building.

Mr. Rascoe said he would talk with the Department of Cultural Resources to discuss including the building into the complex.

Commissioner Goodwin suggested putting the Public Defender in the building in the future since it is owned by the County.

Commissioner Nixon said that the County would still be responsible for the utilities.

JAIL BLDG**50,840.00**

Sheriff Goodwin noted the processes by which revenues are generated by housing inmates from Gates County.

No changes were suggested.

SWAIN BLDG**32,175.00**

Mr. Rascoe noted that County has a non-profit tenant in the building that has informed him that the entity will begin cost sharing on the utilities beginning July 2009.

Commissioner Kenny Goodwin asked about the costs of floor cleaning \$2,000.

Mr. Rascoe stated this is required by the State because food is served.

Chairman Eddy Goodwin stated this building is a maintenance challenge. He asked if the building can be sold.

Mr. Rascoe said the building is protected by covenants from Preservation North Carolina.

COA ADMIN BLDG**240,862.00**

Mr. Rascoe noted the lease of this space at the Food Lion Shopping Center will terminate in 2011.

Commissioner Nixon asked why the increase in telephone/postage.

Jim Turduci of the College said the costs of switching to fiber optic cable drove up the cost. He said he believes the County only absorbs ½ of the costs for computers.

Commissioner Nixon asked him to check on that figure.

Mr. Rascoe noted the County and the College tried to re-negotiate the lease with the owners and that was not successful. He added that he is working on a consolidation plan for the campus for 2011.

SENIOR CENTER

112,103.00

Mr. Rascoe noted that this figure includes the impacts of losing one part-time position and the remaining for home delivered and congregate meals.

Commissioner Cole asked if the program is a matching grant.

Commissioner Kenny Goodwin asked if the moneys generated from user fees could fund part of the nutrition program.

Mr. Rascoe said he would look at the numbers and make attempts at preserving the nutrition program.

Commissioner Belfield asked if the position would be reinstated through this.

Bert Banks, Director of the Albemarle Commission said his agency would provide the position and the County would fund a portion.

Commissioner Nixon asked about the operations of the Perquimans County program.

Mr. Banks said the Albemarle Commission provides the program but part of the funding comes from Perquimans County.

Commissioner Nixon asked for clarification on determination of eligibility for the meals program.

Ms. Jones noted the fees proposed would only fund the fitness instructor which is also where the fees would come from. She said there still will be an expense.

Commissioner Allgood said he understood the home delivered meals are screened more thoroughly than the site meals.

Ms. Jones noted there are 21 homebound meals served in town, 21 homebound meals in the County and 30 meals served on site. She said that there are contributions made by the walk-in visitors.

Chairman Eddy Goodwin called for a 15 minute recess. After the recess the board reconvened their discussions.

CENTRAL COMMUNICATIONS

544,812.00

Commissioner Nixon suggested changing the total to \$486,898. He said this was the amount allocated for 2008-00 minus the lease payment.

SHERIFF

1,508,295.00

Commissioner Nixon suggested changing the amount to \$1,312,064. He suggested removing the vehicle purchases of \$88,000 and a 10% reduction of the 2009-09 budget.

Mr. Rascoe noted that the Sheriff will ask the Sheriff to provide a statement on the impact.

JAIL OPERATIONS**861,809.00**

Chairman Goodwin noted the County provides insurance, medical care and commissary for inmates out of this line.

Commissioner Nixon commented on the cost of medical care \$47,000.

Ms. Jones noted this is a fixed contract amount for inmate medical care.

Commissioner Nixon said he used a figure and prorated it (lines 695 & 696) for central and the regional jail.

Sheriff Goodwin said he was concerned about reducing those lines because currently the jail is seeing a lull in capacity, but if the population increases, this line will be running over budget.

Commissioner Nixon suggested the changed to \$770,298.

SAFETY OFFICE**112,027.00**

Commissioner Kenny Goodwin said that he felt the Public Safety Officer position could be eliminated. He said that arrangements may be made for the person in the position and suggested that the line be reduced to \$0.

Commissioner Alligood questioned what other arrangements could be made and cautioned cutting this line so low.

Commissioner Winborne suggested that the department be consolidated with other departments. He asked when the department was formed.

Mr. Rascoe said this department was created 2 years ago and is merged with Emergency Management and the Statutory Fire Marshall. He said the Fire Inspectors are mandated and are supervised by this position.

Commissioner Nixon said he favored consolidation and not elimination.

INSPECTIONS/PLANNING**245,194.00**

Commissioner Kenny Goodwin suggested that the amount be changed to \$242,000.

Chairman Eddy Goodwin asked for any public comment on the items.

John Sams said he felt the Board was doing an excellent job and commended Commissioner Nixon and Commissioner Kenny Goodwin for their work.

Rich Halbert questioned the current budget and tax rate compared to the proposed budget and tax rate.

Alan Smith asked if the Board planned to come back to the School budget.

Commissioner Keith Nixon moved that the Board continue reviewing the list.

Chairman Eddy Goodwin asked for all in favor (4-3 Cole, Belfield, E. Goodwin).

Chairman Eddy Goodwin recessed the meeting until Monday, May 11, 2009 at 6:00pm.

Special Meeting
Monday, May 11, 2009
6:00 pm
Chowan County 1767 Courthouse
East King Street

MINUTES

Chairman Eddy Goodwin reconvened the Special Meeting of the Chowan County Board of Commissioners.

Present, Chairman Eddy Goodwin, Vice Chairman Emmett Winborne, Commissioner Jimmy Alligood, Commissioner Louis Belfield, Commissioner Kenny Goodwin, Commissioner Ralph Cole and Commissioner Keith Nixon. Staff Present: County Manager Peter Rascoe, Finance Officer Lisa Jones and Clerk to the Board Susanne Stallings.

Chairman Eddy Goodwin then picked up the discussion on Scenario B:

MEDICAL EXAMINER **6,800.00**
No changes were suggested.

ANIMAL CONTROL **111,867.00**
Commissioner Belfield recommended \$104,000 which is equal to the 2008-09 meeting.
Commissioner Kenny Goodwin suggested \$55,933 noting this would include a loss in jobs.
Commissioner Keith Nixon suggested holding the line of the 2008-09 budget.

ANIMAL SHELTER **139,179.00**
Commissioner Kenny Goodwin suggested \$120,121 by removing equipment, cutting maintenance in half, maintenance and repair of equipment removed, telephone and postage removed and cutting departmental supplies in half.
Commissioner Belfield suggested holding the line of the 2008-09 budget \$132,000.
Commissioner Keith Nixon suggested \$102,091 cutting equipment and employee training.
Mr. Rascoe noted this department received contributions from Gates and Perquimans Counties.

SOIL & WATER CONSERVATION **84,300.00**
No changes were suggested.

EDENTON-CHOWAN DEVELOP CORP **35,000.00**

Commissioner Belfield suggested no change.
Commissioner Nixon suggested increasing to the recommended budget of \$46,000 requested in a memo from the Economic Developer.
Commissioner Winborne said that he serves on this Board and feels confident that he and the other serving Commissioner will monitor the monies closely.

AGRICULTURE EXTENSION/EFNEP **185,250.00**

Commissioner Kenny Goodwin suggested \$152,335 for Extension. He said that he would not make any changes to EFNEP.
Commissioner Nixon suggested holding the line of \$175,884 from 2008-09.

PUBLIC HEALTH **79,600.00**

Chairman Eddy Goodwin asked why their budget increased \$17,000 from 2008-09.
Mr. Rascoe said it may be because of the move made in December 2008.
Commissioner Kenny Goodwin suggested \$40,500 as a change to the budget.
Commissioner Keith Nixon asked that Albemarle Regional Health Services present a detailed budget.

MENTAL HEALTH **34,111.00**

No changes were suggested.

SOCIAL SERVICES **3,669,135.00**

Chairman Eddy Goodwin and Commissioner Nixon both thanked Mr. Rose and his department for presenting voluntary reductions in their budget proposals.
Commissioner Nixon suggested changing the figure to \$3,363,217 to reduce the foster care projected expense. He said that he felt the figure was a little bit high.
Ben Rose, DSS Director said he was concerned with the variable of Foster Care because the case load is impossible to project.

VETERANS **7,450.00**

No changes were recommended.

SCHOOLS CURRENT EXPENSE **3,065,660.00**

School Superintendent Dr. Alan Smith reported on the current events in the General Assembly that will affect the School budget for FY 2009-10.

Commissioner Cole asked about retired teachers working in the school.

Dr. Smith said that there are only 4 currently.

Chairman Eddy Goodwin said that he would recommend holding the line with the school budget adding that with the school's reserve balance, the school budget should remain solid.

LIBRARY **161,161.00**

Commissioner Nixon recommended no change.

Commissioner Kenny Goodwin recommended reducing the budget to \$141,368.

ALBEMARLE LEARNING CNTR **51,700.00**

No changes were suggested.

RECREATION **516,806.00**

Commissioner Kenny Goodwin noted that Recreation is non-mandated and he felt that Chowan County should do similarly as neighboring counties and contribute \$350,000 to the recreation budget.

Robbie Laughton discussed user fee options with the Board.

Chairman Eddy Goodwin noted the County pays for uniform shirts for participants.

Commissioner Winborne said he felt the fees should go up to be in line with surrounding counties.

Mr. Laughton said he felt the hardship would be felt by larger families.

Commissioner Winborne suggested that the Adult programs pay additional monies to support the youth programs.

Commissioner Nixon said he was considering making this an enterprise fund but he felt the Recreation Director and his Board should make the decision on how the fees should be set.

RETIREE HEALTH INSURANCE **59,823.00**

No change suggested.

UNEMPLOYMENT **20,500.00**

No change suggested.

Mr. Rascoe noted this figure may increase with the impacts from

some suggested reductions.

WORKERS COMP

130,000.00

No change suggested.

Mr. Rascoe noted this figure may decrease with the impacts from some suggested reductions.

STOREROOM-OFFICE SUPPLIES

2,500.00

Commissioners Kenny Goodwin and Winborne questioned the operation of the store-room.

Ms. Jones explained that office supplies are purchased in bulk and then individual departments pick up their items and charge them to their office supply line.

Commissioner Kenny Goodwin suggested the amount for this item be changed to \$0.

LEASED BLDGS

59,900.00

No changes were suggested. The commissioners requested an updated list on leased properties.

PROPERTY & GENERAL LIAB INSURANCE

195,650.00

No changes were suggested. Ms. Jones noted this item is currently out for bids and not expected to increase.

SALES TAX

30,100.00

No changes were suggested.

FORESTRY/WILDLIFE MGMT

64,095.00

Commissioner Nixon suggested changing the amount of this item to \$59,602 to remain at the 2008-09 level.

Commissioner Goodwin asked if the "attach vehicle" is removed in Scenario B

Mr. Rascoe said yes. He said that he would get clarification from Forestry on the impact of any reduction and clarified that no changes were made to the Beaver Management Program (none were made).

ASSN DUES

16,400.00

No changes were suggested.

PSC DEBT

465,656.00

No changes were suggested.

LIBRARY DEBT	221,804.00
No changes were suggested.	
NCCC/ADULT DAY HEALTH DEBT	278,269.00
No changes were suggested.	
USDA LOAN CONTINGENCY	0.00
No changes were suggested.	
CONTRIB TO REVALUATION	25,000.00
No changes were suggested.	
CONTRIB TO SCHOOL CAP RESERVE	379,093.00
No changes were suggested.	
CONTR TO RED BANKS FARM	0.00
No changes were suggested.	
CONTRIB TO AIRPORT INDUSTR	0.00
No changes were suggested.	
CONTRIB TO EDNT BAY RESTOR	0.00
No changes were suggested.	
CONTRIB TO AG BLDG ADD CAP PROJECT	0.00
No changes were suggested.	
CONTINGENCY/RESERVE	197,835.00
No changes were suggested.	

Scenario B - Enterprise Funds Discussion

EMERGENCY SERVICES FUND
\$1,406,500

Commissioner Kenny Goodwin noted this fund owes the General Fund money and asked if was going to pay it back any this year.

Ms. Jones said no, not as presented.

Commissioner Winborne stated his concern with the fund not paying its own way.

Mr. Rascoe said that aggressive collections in the past few years are beginning to pay off and the fund should break even this year.

Commissioner Alligood noted that some of the monies owed are write offs.

No changes were suggested.

WATER FUND

\$1,349,000

Commissioner Kenny Goodwin suggested removing all capital purchases.
Commissioner Alligood said he was concerned about postponing the maintenance.
Commissioner Nixon suggested putting the line expansion off at Arrowhead Beach adding that he would suggest putting a capital reserve fund along with the Water Fund.
Commissioner Kenny Goodwin also suggested removing the maintenance and repair of equipment. He also asked the Manager to investigate the rising costs of contracted services.

SOLID WASTE

\$1,108,607

Commissioner Kenny Goodwin suggested looking into working with the Town of Edenton to haul from the Soundside convenience site.
No changes were suggested.

Chairman Eddy Goodwin recessed the meeting until Wednesday, May 13, 2009 at 6:00pm.

Special Meeting
Wednesday, May 13, 2009
6:00 pm
Chowan County Public Safety Center
305 West Freemason Street

MINUTES

Chairman Eddy Goodwin reconvened the Special Meeting of the Chowan County Board of Commissioners.

Present, Chairman Eddy Goodwin, Vice Chairman Emmett Winborne, Commissioner Jimmy Alligood, Commissioner Louis Belfield, Commissioner Kenny Goodwin, Commissioner Ralph Cole and Commissioner Keith Nixon. Staff Present: County Manager Peter Rascoe, Finance Officer Lisa Jones and Clerk to the Board Susanne Stallings.

Chairman Eddy Goodwin then asked the County Manager to present the impact statement from the recommended changes to Scenario B.

Mr. Rascoe presented the following impact statements:
(Commissioner and staff remarks are in italics)

May 13, 2009 Impact Analysis for Individual Commissioners' Recommended
Changes to
Original Scenario B (May 7 and 11, 2009):
(Note: All impacts from Scenarios E, D, C, and original B
are included unless noted otherwise below.

1. **Governing Body:** Reduction in compensation to individual Commissioners for services to the County.
Commissioner Alligood said he felt the Board should consider a 25% reduction.
2. **Admin/Finance:** Reduction in force of 2 full-time positions in accordance with the Chowan County Personnel Policy. Results in reduction of assistance in finance operations and reduction in administrative assistance to the County Manager and Board operations. Time periods for payroll processing and accounts payable will be extended. Time periods will be extended for auditing requests, accounts administration, report development/writing. Response time to public information inquiries will be extended.
No Comments from the Board.
3. **Court Operations:** Reduction in quality of law library as an existing service to citizens and court officers as part of state-mandated courthouse facility.
Chairman Eddy Goodwin asked if it is mandated that the County update the law library at the Courthouse.
Mr. Rascoe said it is mandated that the County provide a courthouse facility.
4. **Elections:** Reduction in part-time paid assistance and officials' certification travel. Limits Board members' attendance at state certification meetings. Limits assistance during one-stop voting, requiring Director to cease office operations to staff the one-stop voting site. Elections office will be unattended when Director on leave. [**Note:** Original Scenario B assumes state funding will be available as in years' past for maintenance and repair of mandated electronic voting machines. A bill is pending in General Assembly which if enacted would shift that responsibility back to the County. If state or county-budgeted funds are not available for any necessary repairs, hand-countable paper ballots would have to be used for any elections. Increased personnel required for administration and counting of paper-ballot election. (State BOE would assume County election process at County expense.)]
Commissioner Kenny Goodwin questioned why a \$5,000 suggested reduction would eliminate a position.
5. **Register of Deeds:** Reduction in force of an existing full-time position– this action would result in a violation of state law [NCGS § 161-6]. (The alternative of reducing work

hours of one existing full-time position in Register of Deeds would also result in a violation of state law [NCGS § 153A-92].

Register of Deeds, Sue Rountree said that with a vacant position in Land Records, she would need the additional staffing in her department.

Commissioner Nixon said he would recommend holding the line from the 2008-09 budget.

Commissioner Belfield said he would recommend looking at the numbers again to avoid any violations of law.

6. **Information Technology:** Elimination of any part-time orientation/assistance for new Director during management transition; eliminates timely resource for departmental employee orientations for software use. Reduction in funds for contracts for maintenance and repair for equipment, including printer maintenance contracts; elimination of these service contracts will increase the costs of any necessary repairs. Eliminates any purchase which may be necessary for computer replacements.

Commissioner Nixon and the Department Head, Phyllis Cranford discussed the costs of hiring someone for equipment maintenance vs. a maintenance contract. Ms. Cranford stated that the cost could be \$5,000-\$7,000 per visit and the call from the County would not take priority over contracted customers.

Commissioner Winborne asked if liability insurance would cover some needed repairs to the equipment.

Commissioner Cole asked if the County has looked into leasing the equipment.

Commissioner Nixon asked why the contract cost has doubled.

Ms. Cranford said the company has noted they may not always cover the servers that are old.

7. **Northern Chowan Community Center:** Reduction of funds necessary for ongoing maintenance and repair of the building. Eliminates replacement of existing non-working treadmill.

Commissioner Nixon asked if the Waste Industries Contract needed to be maintained.

Recreation Director, Robbie Laughton said they only pick up twice per month currently.

8. **Public Safety Center:** Eliminates maintenance and repair contracts on audio-visual equipment, security equipment, and telephone equipment; elimination of these service contracts will increase the costs of any necessary repairs. Reduction in funds available for utility costs will again result in constant monitoring of utility usage by tenants during winter and summer months.

9. **Courthouse Building:** Reduction in funds available for utility costs will again result in constant monitoring of utility usage by Court and Register of Deeds personnel during winter and summer months. Reduces funds available for maintenance and repair of state-mandated courthouse facility including ancillary equipment.

Mr. Rascoe noted this update in the phone systems is mandated with all 100 counties doing the update this year.

10. **County Office Building:** Reduction in funds available for utility costs will again result in constant monitoring of utility usage by tenants during winter and summer months. Reduction in funds available for maintenance and repair of facility including ancillary equipment. Elimination of costs to replace personnel elevator cables will result in non-compliance of state regulation as cited in inspection report by the NC Department of Labor.
Mr. Rascoe stated that the Department of Labor has cited the cables on the elevator and issued a violation letter in the summer of 2008. He said the costs of repairing the cables was removed from the 2008-09 budget.
Commissioner Alligood said he felt this is a matter of public safety and does not see how it cannot be replaced.
11. **County Manager Office Building:** Reduction in all funds available for building maintenance and utilities will result in closing of the building with no interior air circulation. Remaining staff to relocate to other existing county buildings. Unoccupied building may affect commercial fire insurance coverage.
Commissioner Winborne asked if any State agency has shown interest.
Mr. Rascoe said as of that date, no.
12. **College of the Albemarle Administration Building:** Eliminates County's share of fiber-optic cabling cost. This action would be contrary to state law requirement for county responsibility of such cost. [NCGS § 115D-32]. **Note:** The expense for lease payments has been increased 5/13/09 due to annual notice of rental increase from landlord based on pro-rata share of increased taxes, insurance, and common area maintenance costs.
Mr. Rascoe noted the increase in the lease amount as set forth by the landlord adding that if a county has a community college, the County is mandated to provide a facility.
Commissioner Nixon asked if any other Counties contribute to the funding of COA Edenton Campus.
Mr. Rascoe said no.
13. **Senior Center.** Restores 1 part-time position for managing the Home Delivered meals program and Nutrition site and minimum required match to Albemarle Commission.
Commissioner Alligood asked for clarification on the screening of the participants.
Ms. Jones said that on site meals are screened by age requirements.
14. **9-1-1 Communications Center:** Hiring freeze of 1 vacant position; results in increased use of overtime and part-time personnel. Continue with single (1) dispatcher coverage at night; resulting dispatch schedule with reduced personnel reduces available training time for Emergency Medical Dispatcher certification as well as Sheriff's Training Standards for dispatchers. Reduction in funds for contracts for maintenance and repair for radio, Sheriff/Police Communications Pack, etc. equipment; elimination of these service contracts will increase the costs of any necessary repairs (cost are typically \$150-\$200/hr plus mileage and parts, and no priority service response). If maintenance and repair funding is depleted during the year with broken equipment, dispatching would have to occur using paper reporting method resulting in no mapping capability; no capability to locate cell phone calls. No funding available for pre-employment checks for any

potential new hires. State certification will lapse for any dispatcher not receiving training due to elimination of funds. No update of CAD system to new software. Will be unable to repair and replace HVAC unit at Freemason Street tower as a condition of tower use. Reduce and eliminates expenses for operations, i.e. uniforms, departmental supplies, travel/training to maintain and enhance certifications.

Mr. Rascoe noted that with no service contracts or Maintenance and Repair if the computerized system were to fail, the communicators would have to default to a paper dispatch system.

Sheriff Dwayne Goodwin noted that the vacant position was held in the 2008-09 budget to assist with the fiscal problems and keep the budget low.

Commissioner Nixon questioned how many calls are County and how many are Town. 911 Director, Franklin Jackson said about 25% of the calls are dispatched to the Town of Edenton Police Department.

Sheriff Goodwin said he will do what he can to make the department continue to provide quality service and maintain public safety.

Chairman Goodwin asked if the EMTs working at night could assist in providing EMD to the public.

Commissioner Alligood said that after working in the EMS field, he was concerned about the public safety and felt that the lack of coverage in 911 would slow things.

Commissioner Nixon said that the numbers he proposed in a previous meeting were holding the line of the 2008-09 budget.

Chairman Eddy Goodwin asked for clarification on the elimination of funding for pre-employment checks.

Sheriff Goodwin said this covers physicals and drug screenings.

15. **Sheriff's Office:** Reduction in force of 2 full-time deputies (includes 1 patrol position and 1 elementary School Resource Officer position), and hiring freeze of 2 full-time deputy patrol positions (total of 3 frozen hires with original Scenario B); no patrol during court hours Monday through Friday; extended civil process service time frame; reduced court security; deputies responding to calls alone resulting in safety concerns for officer and public; 1 deputy answering calls from home after midnight each night; increased compensatory time. Elimination of vehicle purchases, resulting in increased maintenance costs for existing vehicles. 23% reduction from the Sheriff Office's original FY 09/10 requested budget.

Commissioner Alligood said that he felt this again is a public safety issue and he felt the numbers should be re-visited.

Commissioner Belfield said he felt the figures should be looked at again.

Commissioner Nixon said this number could be reviewed before any final decisions are made.

16. **Jail:** In the event of increased medical costs and/or inmate population, medical cost pool may be exceeded resulting in County paying 100% of medical costs. In the event inmate population exceeds 40, County must pay outside housing (last FY County spent total \$175,000). Medical and department supplies reduced.

Commissioner Cole asked for clarification if Chowan still holds inmates for Gates q County.

Sheriff Goodwin said that his concern would be if there was any population increase in the jail.

17. **Public Safety Office:** Elimination of Public Safety Office as a department, including reduction in force of 1 full-time position. Elimination of current Emergency Management Coordination Program; Currency of Hazard Mitigation Plan, Emergency Operation Plan, Approved Disaster Debris Removal Contract, and NIMS training/record keeping is required for FEMA reimbursement approval during natural disaster. Loss of full-time Coordinator for Emergency Operations Center during disaster situations. Loss of full-time coordination of multi-agency responses to large scale incidents occurring in Chowan County. Loss of full-time grant writing capability for funding available through NCDDEM and FEMA. Loss of full-time response capability for investigations of weather related incidents in Chowan County...Loss of supervisor for 2 part-time fire inspectors; Loss of designated personnel to update current fire code and development of expanded or new insurance related fire districts which would result in insurance reductions for County residents...Loss of coordinator for all employee safety programs including training, peer review committee, safety committee, safety violation point assignment system which directly result in reduction of workers' compensation and liability insurance premiums. Loss of designated personnel to review all fire evacuation procedures, Motor Fleet Policy compliance, and coordinate annual inspection of fire extinguisher. **Note:** Expense of mandated fire code inspectors and existing contract for First Call services is retained. *Commissioner Alligood asked if anyone would take over coverage of the Emergency Management aspect of the Public Safety Department.*
Mr. Rascoe said his initial thoughts were to have the Sheriff's Office look into covering this program, but with the limited personnel in that department he did not have an answer as to coverage of Emergency Management. Mr. Rascoe noted that the County has to have Emergency Management in place to apply for or receive DCM or FEMA grants and to qualify for FEMA monies.
18. **Inspections/Planning:** Reduces advertising costs for Town of Edenton's Historic Preservation Commission resulting in the Town paying for 100% of advertising costs. *No comments were made.*
19. **Animal Control:** Eliminates 1 full-time position. Eliminates operation costs including professional services for emergency vet care, uniform purchases, food and medical and departmental supplies for animal control activities, maintenance and repair equipment including power lift ramp. Reduces automotive supplies, telephone and postage, maintenance of vehicle and travel/training to maintain and enhance certifications. Limited remaining funding necessitates consolidation with animal shelter operations. Reduces animal control enforcement services available throughout county, including in municipal areas. *Commissioner Alligood asked about the emergency veterinary care.*
Animal Control Officer, Ginny White stated that when the animals are reclaimed by the owner, the owner assumes the cost. She added that this is only done when an animal has a collar and is in need of veterinary care when picked up.

20. **Animal Shelter:** Eliminates 1 full-time position. Eliminates capital outlay expense of perimeter fencing and reduces operational expenses to maintain and repair shelter. Remaining animal control officer will be consolidated into shelter operations resulting in cost share with Gates and Perquimans counties.
Commissioner Nixon said that he was looking at removing maintenance and repair of equipment and not positions in his proposed cuts.
21. **Edenton-Chowan Development Corp:** Increases funding for ECDC to \$46,000 per submitted budget from ECDC Board.
Richard Bunch provided the Board with a history of the voluntary cuts that have been absorbed by the Economic Development Corp. He said that he has proposed the amount after the original amount in 2008 was \$110,000 and his 2009 request was originally \$68,000. He said that he and the President of ECDC sat down and reviewed the budget request and the amount of \$46,000 is the minimum amount that allows the ECDC to continue to function.
Chairman Eddy Goodwin thanked Mr. Bunch for his efforts.
22. **Agriculture Extension/EFNEP:** Eliminates 1 full-time position, resulting in elimination of all 4-H programs including District Activity Day, Science Camp, 4-H State Congress, Summer Fun (19 workshops), support for 10 4-H Clubs, 4-H School Clubs (3-5 grades).
Commissioner Belfield stated that the proposed reductions to 4-H are devastating and recommended that the Board reconsider the proposed figures.
Commissioner Nixon stated that he suggested only removing the capital expenses from this budget and noted that this budget decreases every year for the past 5 years.
23. **Health:** Reduces contribution to regional health authority for operation of county health department. Will result in a possible 33% reduction in public health services for Chowan County residents as to be determined by the Albemarle Regional Health Services Board of Directors. (Could include full-time positions and other resources for services.)
Commissioner Nixon said that after discussions with a board member of Albemarle Regional Health Services, he was assured that the Board would be holding the line from the 2008-09 budget.
24. **Social Services:** Eliminates 5 full-time Positions. Eliminates capital outlay equipment and computer replacement and software upgrades. Reduces operating costs for all sections which results in lost training opportunities. Reductions in force will result in professional Social workers assuming clerical-based duties, thereby reducing time in protective services for children. Reduces foster care boarding payments projection, resulting in County being liable for all costs of any necessary foster care expenses exceeding budgeted amount (Current trends and data indicate a higher probability of a rise in child protective services.)
Lost staff positions and reduced operating expenses equate to lost state and federal revenue to the County. Reductions in operating costs will result in elimination of Housing and Home Improvement Program (eligible citizens over 60-years of age no longer able to apply for home improvements.)

Commissioner Nixon said he proposed a reduction because he felt that the projections for Foster Care were over-projected. He said he did not want to see job loss and the Foster Care expenses were his only concern with the proposed budget.

25. **Library:** Reduces contribution to NC Department of Cultural Resources' Pettigrew Regional Library system for normal operations of Shepard-Pruden Memorial Library. (Reduction of 32.5% of original budget request.) Results in reduction in force of library staff of 1 full-time employee and 1 part-time employee resulting in reduction of hours library is open to the public to 7 hours per day Monday-Friday only, closed Saturday. Eliminates subscriptions to magazines and newspapers and all library programming. Reduces book and library material purchases and hardware/software maintenance contracts resulting in costly service calls. **Note:** State maintenance-of-effort formula for county contributions to library expenses requires same budget appropriation as previous years. If maintenance of effort is not met by any one county in the region, all counties in library region are at risk of losing State funding for all other library services.

Lee Lolkema stated her concern for reductions in Library operations.

Commissioner Belfield state his concern for closure of the library.

Commissioner Nixon asked if the Board has any control over the days of the week the library would be closed.

Mr. Rascoe said yes. He then shared a statement from the Pettigrew Library System.

26. **Recreation:** Eliminates 3 full-time positions. Operating hours of all facilities would be adjusted from 12:00 noon until 9:00 p.m. eliminating 4 part-time personnel. Chowan Middle School will not have access to NCCC until after 12:00 noon. All youth summer activities will be eliminated including sailing, swimming, tennis, gymnastics/tumbling, arts and crafts, sports camps, day camps and field trips resulting in decreased revenues. Reduction of part-time personnel requiring reliance on volunteers for umpires, referees, scorekeepers, and concession stand operations. Reduces number of youth and adult league sports games played. Reduces frequency of field, facility, and vehicle maintenance activities. Fee schedule for youth sports established to enhance departmental revenues. Concession and youth registration fee revenue adjusted in accordance with increases fees to show increased revenues.

The Board discussed use of the Northern Chowan Community Center and the Adult Sports.

Mr. Laughton said that he will review the fees and ways to increase the revenues to reduce the impact on the youth programs and facilities. He said that while the task may be difficult he will do what he has to do to make it work.

Commissioner Winborne asked if the closing of the Community Center in the mornings would impact the Schools

Superintendent Alan Smith said that most classes do not use the facility prior to noon.

Commissioner Nixon asked if gate fees are charged at Recreation events.

Mr. Laughton said only at tournaments.

27. **Retiree Health Insurance:** Additional expense for retiree health premium due to elimination of Public Safety Office.

No comments were made.

28. **Unemployment:** Increase mandated unemployment insurance expense due to reductions in force of 16 positions.
No comments were made.
29. **Worker’s Compensation Insurance:** Reduction in premium due to reductions in work force.
No comments were made.
30. **Storeroom-Office Supplies:** Eliminate expense to maintain a central storeroom used by departments to purchase normal office supplies within their own budgets at reduced costs. Storeroom supplies have been bought at a reduced cost due to buying in volume. Will increase cost of supplies for Department purchases.
No comments were made.
31. **Forestry:** Reduce appropriation for forestry fire protection services. Loss of all County education programs including environmental field trips, civic groups, parades, NC Forest Service educational exhibits, and other school visits. Typically NCFS sponsors 32 “Smokey the Bear” programs, 2 environmental field days, 6 civic talks, 2 parades and 4 education exhibits in Chowan County annually. Loss of aerial photography resource for county forestry mapping as fire prevention and damage assessment tool.
Commissioner Nixon said he felt the great reduction in services were excessive even though they were not recommended by the County Manager.
Mr. Rascoe noted the truck in the original budget request was removed by the State.

WATER FUND

Revenue:	Charge for Utilities*	\$1,260,000
	Taps/Connection/Reconnection Fees	\$70,000
	Tax Refunds	\$18,000
	Miscellaneous Revenue	\$1,000
		<u>\$1,349,000</u>
Expenses:	Operating Expenses	\$872,163
	Capital Outlay	\$0
	Debt Service	\$13,637
	Contribution to General Fund	\$101,000
	Designated for Future Appropriation	\$362,200
		<u>\$1,349,000</u>

*Recommended rate increase (not included) - rate schedule attached
See Attachment B

Commissioner Alligood asked if the repair to the tower could wait.
Mr. Rascoe said yes, according to Bill Diehl, the repair could wait but the costs for the repair go up by \$10,000 per year.

Chairman Eddy Goodwin recessed the meeting until Monday, May 18, 2009 at 6:00pm.

Special Meeting
Monday, May 18, 2009
6:00 pm
Chowan County Public Safety Center
305 West Freemason Street

MINUTES

Chairman Eddy Goodwin reconvened the Special Meeting of the Chowan County Board of Commissioners.

Present, Chairman Eddy Goodwin, Vice Chairman Emmett Winborne, Commissioner Jimmy Allgood, Commissioner Louis Belfield, Commissioner Kenny Goodwin, Commissioner Ralph Cole and Commissioner Keith Nixon. Staff Present: County Manager Peter Rascoe, Finance Officer Lisa Jones and Clerk to the Board Susanne Stallings.

With a full consensus of the Board, the Chairman announced the public hearing would be scheduled for May 27, 2009, 6:00pm at the COA Culinary Building.

Clerk to the Board, Susanne Stallings noted the public hearing will be advertised with the Chowan Herald.

The Chairman opened the floor to Board discussion on the budget proposals and suggested changes to Scenario B.

Agriculture Extension/EFNEP

Commissioner Goodwin noted that he did not want to see elimination of a worker in 4-H. He said his proposal did not include the EFNEP budget.

Extension Director, Heather Lifesy said that this clarification would not eliminate the position of 4-H Program Assistant. She did note that upon hiring of a 4-H Program Director (a vacant position) the Assistant Position would be eliminated.

No additional changes were recommended.

Schools

Superintendent, Dr. Alan Smith stated that the Board of Education wanted to be a part of the solution and thanked the Board for allowing him to speak on the School budget proposal. He noted that he provided the Board a statement on the impact of any reductions showing a loss of four teachers and one clerical position. He stated that he is still awaiting information from the State on proposed budgetary cuts and would know by the end of May or June if there could be any further impacts on the School budget.

Commissioner Cole noted the proposed increased class size.

Dr. Smith said that could result in additional teachers lost.

Commissioner Kenny Goodwin asked if the Schools would prefer that the county increase the proposed sales tax revenues with a memo of understanding that if the sales tax monies were not to come in, the School would not receive them.

Dr. Smith noted these monies are used for capital outlay. He said that the School could make adjustments to their budget but he would look at the scenario again.

Commissioner Belfield stated his concern about the unknown factor for the sales tax revenues.

Commissioner Goodwin stated that in his opinion, projections were low for sales tax revenues.

Commissioner Winborne asked if the schools could use the Northern Chowan Community Center gym.

Dr. Smith stated that transporting students will result in loss of instructional time.

Commissioner Nixon said he felt the sales tax projections were lower than what he has found other counties to be projecting. He said he would suggest cutting out capital improvements like the County is doing and holding off on them until additional monies come in.

Chairman Eddy Goodwin asked Dr. Smith what was the fund balance. He asked if the schools would cover reductions in appropriations with it.

Dr. Smith stated that it is estimated to be at \$1.6 million at the end of the year and stated that use of the fund balance would be determined by the state budgetary cuts.

Mr. Rascoe said that the sales tax figures are based on recommendations based on collective trends. He said the purpose for being conservative was to eliminate any overestimations as done in previous budgets. He added that overages in sales tax revenues can be addressed in the budget ordinance.

Commissioner Allgood suggested looking at the figures in 6 month intervals because some months the revenues may increase and other months may see a decrease.

Dr. Smith said he would continue to review the budget proposal.

Social Services

Director of Social Services, Ben Rose said that the most recent impacts are on mandated training for social workers. He said that he will preserve case workers, eliminate 3 clerical positions and one food stamp caseworker. He stated that one additional position is currently frozen under the hiring freeze. He added that the food stamp cases will be transferred to the other workers.

Commissioner Nixon suggested going back to the recommendations to Scenario B minus the frozen position and use the 2008-09 figures for foster care.

Mr. Rose asked the Board to please understand that the County is liable for all costs for foster care and under a worse case scenario; he may have to come back and request budget amendments.

Commissioner Winborne asked Mr. Rose if DSS could continue operating at the proposed new levels.

Mr. Rose said yes while maintaining the core services.

Recreation

Recreation Director, Robbie Laughton presented a proposal to the Board that reduces the work week for his employees to 32 hours per week. He said his plan maintains most summer programs and increases participant fees.

Commissioner Belfield stated his concern with reduction of participants because of increased fees.

Commissioner Cole stated his concern that was noted at a recent Hospital Board meeting where recreation and shopping opportunities were among the biggest attractions for physician recruitment.

Commissioner Alligood asked what summer activities were proposed to be cut.

Mr. Laughton said the activities with lower participation like sailing, tennis, arts and crafts are among those proposed to be cut.

Commissioner Alligood asked about scholarships and donations for the youth who do not have the money to participate.

Mr. Laughton said that he is not aware of a child that has been turned away from participation and that he has been in contact with businesses and individuals that are willing to donate to cover scholarships.

Commissioner Alligood stated his concern over the department's working hours being cut more than other departments.

Mr. Rascoe clarified that under Scenario B the expenses are set at \$421,899 and Revenues at \$72,661. He added that the County attorney would have to participate in reclassification of the employees for any hourly changes.

Mr. Laughton noted a \$48,000 difference in the proposed \$350,000 as suggested.

Mr. Rascoe noted that if revenues did not come in, the County would have to closely monitor expenses.

Commissioner Alligood said he was not comfortable with singling out one department's working hours.

Register of Deeds

Commissioner Nixon recommended staying within the state guidelines and reinstating the funding to \$133,559.

Public Health

Commissioner Nixon suggested reverting to the figures in Scenario B.

Animal Shelter

Commissioner Nixon suggested Scenario B for this line after talking to other counties.

Sheriff

Commissioner Nixon suggested changing this figure to match the 2008-09 budget due to the reduced staffing. \$1,432,330 to ensure the Sheriff's office is properly staffed.

Commissioner Winborne asked the Sheriff if he could continue to operate under those levels.

Sheriff Dwayne Goodwin thanked Commissioner Nixon for his hard work and said that while the budget was going to be tight, he would do all that he could to ensure that it would work efficiently.

The Board took a 15 minute recess.

The Board agreed to review the list of amendments to the Scenario B to see if there is a consensus of the full Board on the suggested changes by the individual Commissioners inclusive of the May 18th comments. *Comments are in italics.*

Line	Full Consensus
Governing Body <i>Commissioner Alligood stated he felt more reduction was needed.</i>	No
Admin/Finance <i>Commissioner Goodwin stated he wanted one position removed, not two.</i>	No
Court Operations	Yes
Elections	Yes
Register of Deeds (revert to Scenario B)	Yes
Data Processing	Yes

Northern Chowan Comm. Ctr	Yes
Public Safety Center	Yes
Courthouse Building	Yes
County Office Building	Yes
<i>Commissioner Nixon said that replacement of the cables should come from the 2009-10 budget.</i>	
County Manager's Office	Yes
COA Admin Building	No
<i>Commissioners Belfield and Cole stated their concern in the reduction of security guards.</i>	
Senior Ctr	Yes
Central Communications	No
Sheriff	Yes
Jail	Yes
Safety Office	No
<i>Commissioner Alligood stated his concern of a vacancy in Emergency Management and reduced FEMA monies.</i>	
Inspections/Planning	No
Animal Control	Yes
Animal Shelter	Yes
ECDC	Yes
Ag Extension/EFNEP	Yes
Public Health	Yes
Social Services	Yes
<i>*Revert to Scenario B as the allowed max.</i>	
Library	No
Recreation	No

Retiree Health Ins	Yes
Unemployment	Yes
Workers Comp	Yes
Storeroom	Yes
Forestry Wildlife/Beaver Control	Yes
Water Fund	Yes

Commissioner Kenny Goodwin stated the County should look into reducing the number of cell phones.

Mr. Rascoe provided the Board with a list of County employees with cell phones.

Commissioner Alligood asked the Manager if he could provide a 4-5 cent increase Scenario.

Mr. Rascoe said he would run the figures and present the Board with options at the Public Hearing.

Being no further business the meeting was adjourned.

Eddy Goodwin
Chairman

L. Susanne Stallings
Clerk to the Board

(SEAL)