

Special Meeting
Monday April 15, 2024
5:00pm
Chowan County Public Safety Center
305 West Freemason St.
Edenton, NC

Present: Chair Bob Kirby, Commissioners, Ron Cummings, Larry McLaughlin, Alex Kehayes, Chris Evans and Ellis Lawrence.

Commissioner Tray Taylor was absent.

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

Closed Session

Commissioner Cummings moved to go into closed session in accordance with NCGS 143-318-11 (a) (6) personnel. Chair Kirby asked for all in favor, the motion passed unanimously (6-0).

The minutes of the closed session are sealed.

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

Adjourn

Commissioner Evans moved to adjourn. Chair Kirby asked for all in favor, the motion passed unanimously (6-0).

Bob Kirby, Chairman

Susanne Stallings
Clerk

Chowan County Board of Commissioners
Regular Meeting
Monday, April 15, 2024
Chowan County Public Safety Center
305 West Freemason Street
6:00pm

This meeting was recorded. A copy of the recording is in the meeting file labeled April 15, 2024.

Present: Chair Bob Kirby, Commissioners, Ron Cummings, Alex Kehayes, Ellis Lawrence, Tray Taylor, Chris Evans and Larry McLaughlin.

Staff present County Manager Kevin Howard, Finance Officer Cathy Smith and Board Clerk Susanne Stallings

Regular Meeting

Chair Kirby called the regular meeting to order and led in the pledge.

Commissioner Kehayes then offered the invocation.

Approval of Agenda

Commissioner McLaughlin moved to approve the agenda as presented.

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

Public Comment

Chair Kirby opened the floor for public comment.

Jared Jacavone, Librarian of Shepard Pruden Memorial Library thanked the Board and County Maintenance staff for their work at the Library. He thanked Commissioner McLaughlin for his participation in the recent Harry Potter Extravaganza noting there were 1,379 attendees for this event. He shared information on the upcoming Summer Reading Program.

Consent Agenda

All items on the Consent Agenda are considered to be routine and may be enacted by one motion. If a County Commissioner requests discussion on an item, the item will be removed from the Consent Agenda and considered separately.

a. **Minutes**

The Board will review and consider approval of the April 1, 2024 Board of Equalization and Review, Regular and Special Meetings.

b. Tax Refund/Release Report

Johnson, J.	\$426.59	Paid Twice
Moore, T.	\$328.81	Paid Twice
Gilbert, E.	\$406.04	Overpayment

c. Surplus

Over the past two years the Board has approved items to be sold on Gov Deals or to be disposed through electronics disposal. In preparation for the upcoming Gov Deals sale it was determined some items should be disposed through electronics disposal that were originally approved to be sold. The clerk has provided the Board with a full updated list of all the items to be declared surplus and sold on Gov Deals or disposed through electronics disposal. The means for disposal is listed next to each item. Several new items have also been identified for surplus sale and these are recommended to be sold on Gov deals have been added to the list.

The Gov Deals sale is scheduled to begin on April 30 and will end on May 9, 2024.

Additionally, it is requested that the County Manager be authorized to determine if unsold items should be relisted for sale or disposed of following the sale (all vehicles will be relisted).

Commissioner McLaughlin moved to approve the consent agenda as presented. Chair Kirby asked for all in favor, the motion passed unanimously (7-0).

Annual Health Insurance Renewal

Cathy Maxfield with Pierce Group Benefits presented the Board with information on the annual plan renewal rates. She noted that the only change from the current plan is an increase to the individual out of pocket max (increase of \$350) and family out of pocket max (increase of \$1,700). She noted that the gross incurred claims on a per member per month basis have increased 30.02% and the total adjusted net incurred claims under \$100,000 have increased 16.7%. She noted the loss ratio is 125.7%. Because of this the employer premium and the employee contribution for premium will increase 8% for medical and 6.4% for dental.

Board members asked for additional data regarding the monthly expenses. Ms. Maxfield stated she would forward this spreadsheet to the Board.

Board members discussed the impact of the increase on employees and the county budget.

Ms. Maxfield also noted the Board has been provided with a service contract renewal which includes no increase for the services for Pierce Group Benefits.

Commissioner Lawrence moved to approve the plan renewal as presented. Chair Kirby asked for all in favor, the motion passed unanimously (7-0).

Commissioner McLaughlin asked for clarification on the billing amounts in the service contract.

Ms. Maxfield noted that Pierce Group Benefits bills the County monthly based on the number of plan covered employees.

Commissioner Cummings moved to approve the service agreement as presented. Chair Kirby asked for all in favor, the motion passed unanimously (7-0).

Financial Items

Finance Officer Cathy Smith presented the following:

- a. Current Fiscal Year Budget Amendments

BA2024-058

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Register of Deeds			
11-3418-415-00	*Preservation/Automation	718.25	
11-4180-298-00	*Dept Supplies - Auto/Pres		239.41
11-4180-440-00	*Contr Svcs - Automation/Pres		239.42
11-4180-511-00	*C/O - Auto / Pres		239.42
Sheriff's Office			
11-3431-232-00	*Sheriff Donations	125.00	
11-4317-440-00	*Donation - Expense		125.00
Animal Shelter			
11-3438-894-00	*Donations - Chowan	60.00	
11-3438-894-01	*Donations - Gates	60.00	
11-3438-894-02	*Donations - Perquimans	75.00	
11-3438-894-03	*Donations - Other	100.00	
11-4381-600-00	*Donation - Expense		295.00
11-3438-895-00	*Adoption - Chowan	200.00	
11-3438-895-02	*Adoption - Perquimans	300.00	
11-3438-895-03	*Adoption - Other	100.00	
11-4381-441-00	*Contr Svcs - Spay/Neuter		600.00
11-3438-897-00	*A.W.A.R.E. Reimbursement	7,540.00	
11-4381-601-00	*A.W.A.R.E. Reimbursement		7,540.00
Cooperative Ext:			
11-3495-363-00	*SHIIP Grant (Senior Health Insurance Information Program)	3,203.00	
11-4950-600-00	*SHIIP Grant (Senior Health Insurance Information Program)		3,203.00
11-3495-370-00	*AG Program Fees Discretionary	300.00	
11-4953-440-00	*Ag Program Fees Discretionary		300.00
11-3495-372-00	*4H United Way	1,500.00	
11-4953-445-00	*4H United Way		1,500.00
11-3495-378-00	*4-H Fees Discretionary	1,720.00	
11-4953-448-00	*4-H Fees Discretionary		1,720.00
11-3495-379-00	*Livestock Program	1,215.00	
11-4953-449-00	*Livestock Program		1,215.00
11-3495-380-00	*ECA Discretionary (Extension Community Association)	135.00	
11-4953-450-00	*ECA Discretionary (Extension Community Association)		135.00
Recreation			
11-3612-487-00	*Recreation Donations	2,500.00	
11-6130-299-01	*Donations - Dept Supplies		2,500.00
Senior Center			
11-3616-532-00	*Donations - Home Del Meals	40.00	
11-4268-904-01	*Donations - Home Del Meals		40.00
11-3616-533-00	*Reg Fees - Trips	5,191.00	
11-4268-312-00	*TRIPS - Senior Citizens		5,191.00
11-3616-533-01	*Registration Fees Activities	201.00	
11-4268-299-01	*Activities - Dept. Supplies		201.00
11-3616-535-04	*Silver Sneakers	1,104.00	
11-3616-535-05	*Silver & Fit	141.00	
11-3616-535-06	*Renew Active	225.00	
11-4268-352-02	*Healthways		1,470.00
DSS			
12-3531-230-14	*DSS Special Events	479.00	
12-5310-450-00	*DSS Special Events		479.00
	Balanced	27,232.25	27,232.25
	Total Discretionary Income Received FYE 2024	303,788.69	
Justification:			
	<i>To amend the 2024 budget to include Discretionary income for March 2024.</i>		

BA2024-059

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Building Inspections			
11-3839-915-00	Bertie County - Building Inspections	854.05	
11-4350-251-00	Automotive Supplies		427.02
11-4350-353-00	Maint & Repairs - Vehicles		427.03
	Balanced	854.05	854.05
Justification:			
<i>To amend the 2024 budget for Building Inspections to include services provided to Bertie County for January & February.</i>			

BA2024-060

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
TDA			
51-3815-530-00	Co-Op Monies	223.21	
51-8150-261-01	Office Supplies - Co-Op		223.21
51-3832-530-00	Co-Op Advertising	2,312.42	
51-8150-370-01	Co-Op Advertising		2,312.42
	Balanced	2,535.63	2,535.63
Justification:			
<i>To amend the 2024 budget for TDA to include Co-Op Income received through March 2024.</i>			

Commissioner Taylor moved to approve the budget amendments as presented. Chair Kirby asked for all in favor, the motion passed unanimously (7-0).

External Board/Committee Report

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

Chair Kirby shared a report from the Edenton Chowan Partnership Board.

Commissioner McLaughlin shared information from the Town of Edenton's Litter Taskforce.

Manager's Report

County Manager Kevin Howard provided the following updates:

- DSS Mr. Howard stated he recently approved a contract for DSS that was budgeted in the amount of \$600 which would pay for training for child care supervisors.
- He noted the windows were half way completed at the Library.
- He reminded Board members of a special meeting scheduled for April 19th regarding the Bond referendum.
- He noted he plans to present the budget at the May 6th Board meeting.

Timely and Important Matters

Hacking Concern

Commissioner Lawrence shared information regarding a new cyber hacking threat affecting Microsoft Users.

Multi-Factor Authentication

Ms. Stallings reminded Board members that they will be required to set up multi factor authentication for their County email accounts.

Adjourn

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

Bob Kirby, Chairman

Susanne Stallings
Clerk