

Regular Meeting
Monday, April 17, 2023
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 17, 2023.

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

Commissioner Larry McLaughlin was absent.

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

Regular Meeting

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

Commissioner Cummings then offered the invocation.

Approval of Agenda

Commissioner Evans moved to approve the agenda as presented.

Chair Kirby asked for all in favor, the motion passed unanimously (6-0).

Public Comment

Chair Kirby opened the floor for public comment.

Andy White, 103 Kimberly Drive stated his support for a proposed initiative to construct a natatorium and senior center. He stated he is currently collecting data noting the closest pools are in Elizabeth City and Ahoskie. He stated his plans to advocate and lobby for the Board to fund this project.

Librarian Jared Jacavone thanked the Board for their support of the Harry Potter Extravaganza at the Library. He also thanked the Maintenance Department for their work to repair the fountain on the library courtyard.

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. Approval of Minutes
Minutes of the March 20, 2023 Regular and Special Meetings; March 22, 2023 Retreat; March 27, 2023 Special Meeting; April 3, 2023 Regular and Special Meetings.
- b. Tax Refund Release Report

Boan, S.	\$114.70	Overpayment
Winston, O.	\$493.06	Paid Twice
- c. Surplus Boat Motor – In 2022 the County purchased a boat (Bayrider) for access to waters that are too shallow for the larger boat. It was known at that time that the motor on this boat was not operational and the Sheriff’s Office was able to secure another motor. It is recommended that the Board authorize staff to surplus the original motor and sell it on Gov Deals as there is some interest from buyers wanting it for parts.

Commissioner Cummings moved to approve the consent agenda as presented. Chair Kirby asked for all in favor, the motion passed unanimously (6-0).

COA Items

Update from the President

Patti Kersey, the County’s representative on the COA Board of Trustees introduced the COA President Dr. Jack Bagwell.

COA President, Dr. Jack Bagwell provided the Board with an update from COA and the Edenton-Chowan Campus. A copy of the PowerPoint “State of the College – COA Edenton” is in the meeting file labeled April 17, 2023.

Commissioner Lawrence thanked Dr. Bagwell and COA for the great work they are doing in the area.

Senate Bill 692

Dr. Bagwell discussed the impacts of Senate Bill 692 on the community college system. He stated the bill addresses the authority of a Community college and allows the State Community College to decide local programming and they may also hire the community college president. He stated the largest impact on local control includes the manner for Board of Trustee appointment. He noted that most community colleges in the state serve one or two counties. He stated that COA serves 7 counties. He stated the new bill limits the number of allowable local representatives on the Board which currently has all seven counties represented.

Chair Kirby thanked Dr. Bagwell for the information. He stated he personally spoke with Senator Sanderson and he is aware of the potential challenge for COA.

Building D Roof Replacement

Mr. Howard stated that the COA Board of Trustees has provided the Board with a recommendation and quote to replace the roof on Building D at the Edenton-Chowan campus. COA recommends B&M Roofing Contracts as the low bidder to replace the roof at a cost of \$94,727.

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

Annual Health Insurance Renewal

Cathy Maxfield with Pierce Group Benefits presented the Board with information on the annual plan renewal rates. A copy of the PowerPoint presentation is in the meeting file labeled April 17, 2023. She noted that the changes to the new plan include an increase to the individual out of pocket and family out of pocket maximum increases. She stated that Pierce Group was able to negotiate a plan that includes a 5% increase in premiums. Additionally, she presented the Board with a service agreement between Chowan County and Pierce Group Benefits.

Mr. Howard noted that the budgeted amount of the increase was 10% so 5% was good news.

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

Interim Tax Administrator Appointment

Chair Kirby noted that due to the resignation of the Tax Administrator, it is in order for the Board to make an interim appointment effective April 28, 2023.

Mr. Howard stated he is recommending that he be appointed interim tax administrator while the County is searching for an interim as well as permanent hire.

Ms. Stallings noted that she will have to swear in the appointee by Friday, April 28th.

Commissioner Lawrence moved to appoint Kevin Howard as Interim Tax Administrator. Chair Kirby asked for all in favor, the motion passed unanimously (6-0).

Appointment Hospital Directors Council

Ms. Stallings stated that the ECU Health Chowan Hospital Directors Council is requesting approval for the recommendation of Key Stage to fill the expiring term of Scott Creighton. Additionally, the Board requests the appointment of J.C. Cole to fill the expiring term of Todd Tilley.

Commissioner Lawrence moved to approve the appointments as recommended. Chair Kirby asked for all in favor, the motion passed unanimously (6-0).

Financial Items

Finance Officer Cathy Smith will present the following:

Current Fiscal Year Budget Amendments

BA2023-067

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
EMS			
60-4370-121-00	Salaries - Regular		(37,542.82)
60-4370-510-00	Capital Outlay - Equipment		37,542.82
	Balanced	-	-
Justification:			
	<p><i>To amend the 2023 budget for EMS to include upgrade of Power Load on ambulance. BOCC approved request at meeting dated 04/03/23.</i></p>		

BA2023-068

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Register of Deeds			
11-3418-415-00	*Preservation/Automation	804.06	
11-4180-298-00	*Dept Supplies - Auto/Pres		268.02
11-4180-440-00	*Contr Svcs - Automation/Pres		268.02
11-4180-511-00	*C/O - Auto / Pres		268.02
Sheriff's Office			
11-3431-233-00	*State Special Funds	12,364.78	
11-4317-441-00	*State Special Expense		12,364.78
11-3431-240-00	*Project Lifesaver	50.00	
11-4317-298-00	*Project Lifesaver		50.00
Animal Shelter			
11-3438-894-00	*Donations - Chowan	575.00	
11-3438-894-02	*Donations - Perquimans	400.00	
11-3438-894-03	*Donations - Other	328.00	
11-4381-600-00	*Donation - Expense		1,303.00
11-3438-895-00	*Adoption - Chowan	1,040.00	
11-3438-895-01	*Adoption - Gates	180.00	
11-3438-895-02	*Adoption - Perquimans	180.00	
11-3438-895-03	*Adoption - Other	400.00	
11-4381-441-00	*Contr Svcs - Spay/Neuter		1,800.00
11-3438-897-00	*A.W.A.R.E. Reimbursement	7,924.26	
11-4381-601-00	*A.W.A.R.E. Reimbursement		7,924.26
Cooperative Ext:			
11-3495-370-00	*AG Program Fees Discretionary	1,110.00	
11-4953-440-00	*Ag Program Fees Discretionary		1,110.00
11-3495-378-00	*4-H Fees Discretionary	2,847.00	
11-4953-448-00	*4-H Fees Discretionary		2,847.00
11-3495-379-00	*Livestock Program	1,208.00	
11-4953-449-00	*Livestock Program		1,208.00
11-3495-380-00	*ECA Discretionary (Extension Community Association)	25.00	
11-4953-450-00	*ECA Discretionary (Extension Community Association)		25.00
Recreation			
11-3612-487-00	*Recreation Donations	500.00	
11-6130-299-01	*Donations - Dept Supplies		500.00
11-3612-504-00	*Recreation Special Events	5,239.00	
11-6132-453-00	*Recreation Special Events		5,239.00
Senior Center			
11-3616-533-00	*Reg Fees - Trips	6,413.50	
11-4268-312-00	*TRIPS - Senior Citizens		6,413.50
11-3616-533-01	*Registration Fees Activities	324.05	
11-4268-299-01	*Activities - Dept. Supplies		324.05
11-3616-535-03	*Healthways	867.00	
11-4268-352-02	*Healthways		867.00
	Balanced	42,779.65	42,779.65
	Total Discretionary Income Received FYE 2023	250,062.41	
Justification:			
	<i>To amend the 2023 budget to include Discretionary income for March 2023.</i>		

Commissioner Taylor moved to approve the budget amendments as presented. Chair Kirby asked for all in favor, the motion passed unanimously (6-0).

External Board/Committee Report

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

Board members Ron Cummings, Tray Taylor, Ellis Lawrence and Mr. Howard expressed interest in attending the NCACC District meeting on May 4th in Martin County. Ms. Stallings will register all of the Board members.

Manager's Report

County Manager Kevin Howard updated the Board on the following:

- The Perquimans Chowan Gates (PCG) Landfill Board voted to increase the landfill fee \$3 to cover fuel cost. This will be included in the budget for next fiscal year. The increase is paid in tipping fees.
- Mr. Howard will present the proposed FY 23-24 budget in May, most likely at the 2nd meeting that month.

Timely and Important Matters

Commissioner Evans requested that staff look into holding a Commissioner meeting at the Northern Chowan Community Center in the future to encourage County wide attendance and participation in Commissioner meetings.

Adjourn

Being no further business, Commissioner Cummings moved that the meeting be adjourned. Chair Kirby asked for all in favor, the motion passed unanimously (6-0).

Bob Kirby, Chairman

Susanne Stallings, Clerk