

Chowan County Board of Commissioners
Regular Meeting
Monday, August 19, 2024
Northern Chowan Community Center
2869 Virginia Road.
Tyner, NC 27980
6:00pm

This meeting was recorded. A copy of the recording is in the meeting file labeled August 19, 2024.

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

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 Cummings 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.

There was none.

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 July 24, 2024 CIP Committee and the August 5, 2024 Regular and Special Meetings.

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

Grant Pre Application – Recreation Department

Recreation Co-Director Shannon Ray provided the Board with a request to apply for grant funds from North Carolina Amateur Sports. The grant request is for \$20,000 with no required matching funds. The grant monies, if awarded, will be used for the purchase of two new scoreboards and a batting cage for Earnhardt field.

Commissioner Kehayes moved to approve the grant pre-application as presented. Chair Kirby asked for all in favor, the motion passed unanimously (7-0).

911 Central Communications) Employee Salary Adjustment

Chief Deputy John McArthur requested that the Board approve salary adjustments totaling \$3,763 for three of his employees in Central Communications (Keri Thrasher, Hailey Perkins and Jessica Camp). Additionally, it is recommended these salary adjustments be paid retroactive to July 1, 2024.

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

Appointment

Opioid Settlement Funds Committee

Mr. Howard stated that it is recommended that the Board appoint a committee to provide recommendations to the Commissioners regarding the use of Opioid Settlement Funds.

It is recommended the following appointments be made to the Committee:

- County Commissioner (to serve as Chair)
- County Manager
- Finance Officer
- Town Council Appointee
- Trillium Health Resources Vice President
- EMS Director
- Sheriff
- Health Department Representative

He noted it is recommended the committee meet in September to begin forming recommendations to the Board.

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

It was noted that Board Clerk Susanne Stallings will serve as the clerk to the committee. She and the Manager will send out a letter to the appointee organizations requesting they make an appointment.

Financial Items

Finance Officer Cathy Smith presented the following:

FY23-24 Budget Clean Up Amendments

BA2024-088

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
JAHHS			
45-5913-999-00	Contingency		(165,284.00)
45-5913-441-00	Construction		379,246.00
45-5913-192-02	Inspections		(160,000.00)
45-5913-998-00	Other - Misc		(53,962.00)
	Balanced	-	-
Justification:			
	<i>Budget clean-up FY 2024 for JAHHS - contingency items reported to BOCC on 08/05/24.</i>		

BA2024-089

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Sheriff's Office			
11-3431-240-00	*Project Lifesaver	(591.87)	
11-4317-298-00	*Project Lifesaver		(591.87)
11-3431-243-00	*KIDS & COPS	591.87	
11-4317-443-00	*KIDS & COPS Expense		591.87
	Balanced	-	-
Justification:			
	<i>Budget Clean-up FYE 06/30/24.</i>		

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

FY2025 Budget Amendments

BA2025-001

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
DSS			
12-5310-121-00	Salaries - Regular		(20,000.00)
12-5310-198-00	Prof Services - Temp Agency		20,000.00
	Balanced	-	-
Justification:			
	<p><i>To amend the 2025 budget for Social Services to include additional staffing from Vanguard Professional Staffing. This is a transfer between line items and no additional funding is being requested.</i></p>		

BA2025-002

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Central (911)			
11-4270-121-00	Salaries - Regular		3,101.00
11-4270-122-00	Salaries - OT		(3,761.00)
11-4270-181-00	Fica Expense		238.00
11-4270-182-00	Retirement		422.00
	Balanced	-	-
Justification:			
	<p><i>To amend the 2025 budget for Central Communications (911) to include salary increase for three employees. This is a transfer between line items and no additional funding is being requested.</i></p>		

BA2025-003

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Carry-Forward Balances - Capital Projects			
Capital Projects			
32-8100-445-00	Recreation - 2024 Bond Referendum		92,500.00
32-8100-457-00	Courthouse - Renovations		919,067.66
32-8100-585-00	Hotel Hinton Improvement		114,257.00
32-8100-601-00	Jail Improvements		19,937.49
32-8100-606-00	Library Repairs		30,644.67
32-8100-607-00	AG Building Bridge Repairs		227,571.20
32-8100-608-00	911 Server Room HVAC		100,000.00
32-8100-609-00	PSC - Chiller		50,000.00
32-8100-611-00	Recreation - Athletic Field Repairs		1,321.12
32-8100-614-00	EMS Radio Replacements		81,051.83
32-3810-033-00	Contribution from Capital Reserve	1,636,350.97	
Capital Resereve			
33-9800-980-32	Transfer to Capital Projects		1,636,350.97
33-3990-990-00	Fund Balance Appropriated	1,636,350.97	
	Balanced	3,272,701.94	3,272,701.94
Justification:			
	<i>To amend the 2025 budget to include carry-forward balances for capital projects not completed in 2024.</i>		

BA2025-004

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Capital Projects			
32-3810-033-00	Transfer from Capital Reserve	279,925.00	
32-8100-608-00	911 Server Room HVAC		237,325.00
32-8100-616-00	DSS Heating System-Boiler Replacement		42,600.00
Capital Reserve			
33-9930-995-00	Designated Future Appropriations		(279,925.00)
33-9800-980-32	Transfer to Capital Projects		279,925.00
	Balanced	279,925.00	279,925.00
Justification:			
	<i>To amend the 2025 budget to include capital projects approved by BOCC on 08/05/24.</i>		

Commissioner McLaughlin 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

Commissioner Cummings reported on the CIP Committee projects that are moving along. Noting the bridge at the Ag Building is nearly complete.

Commissioner McLaughlin reported on Destination Downtown Edenton.

Chair Kirby reported on the Albemarle Commission Board.

Manager’s Report

County Manager Kevin Howard provided the following updates:

- A final draft of the water rate study will be ready for September.
- The County was notified of a mold issue at the elementary schools. The School system is getting quotes to remediate the issue before school starts.

Timely and Important Matters

There were none.

Adjourn

Being no further business, Commissioner Kehayes 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