

Regular Meeting
Monday, August 3, 2020
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 August 3, 2020.

Present Chair Patti Kersey, Commissioners Greg Bonner, Ron Cummings, Don Faircloth, Larry McLaughlin, Bob Kirby and Ellis Lawrence

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

Call to Order

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

Commissioner Bonner then offered the invocation.

Approval of Draft Agenda

Chair Kersey noted the amendment of the agenda to add a recognition for retired Sheriff Dwayne Goodwin and consideration of the COVID Small Business Grant program applications.

Commissioner Bonner moved to approve the agenda as amended. Chair Kersey asked for all in favor, the motion passed unanimously (7-0).

Public Comment

Ms. Stallings noted that no public was signed up to speak and none was submitted.

Consent Agenda

a. **Approval of Minutes**

Attached are the minutes of the June 15, 2020, June 29, 2020 and July 6 meetings for the Board's review and consideration. Also attached for submittal for the permanent record are the committee meeting minutes of the EMS Assessment Response Committee for February 12, 2020, February 26, 2020, March 4, 2020, June 10, 2020, July 1, 2020 and July 15, 2020.

b. **Tax Refund/Release Report**

Hoffman, R.	\$172.92	Overpayment
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Commissioner Cummings moved to approve the consent agenda as presented. Chair Kersey asked for all in favor, the motion passed unanimously (7-0).

Retired Sheriff Recognition

Chair Kersey presented retired Sheriff Dwayne Goodwin with a plaque from the Board of Commissioners commemorating his years of service to Chowan County as both a deputy and later as

the Elected Sheriff. Board members took a photo with the Sheriff and he thanked them for the recognition.

Budget Amendment

Finance Officer Cathy Smith presented the Board with the following clean up budget amendments:

MBA1920-075

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
General Fund			
11-3493-890-00	Insurance Proceeds	92,399.91	
11-9800-980-32	Transfer to Capital Projects		92,399.91
11-3990-990-00	Fund Balance Appropriation	55,874.75	
11-9800-980-32	Transfer to Capital Projects		55,874.75
Capital Projects			
32-3810-011-00	Contribution from General Fund	92,399.91	
32-8100-588-00	Fishing Pier Bathroom Repairs		92,399.91
32-3810-011-00	Contribution from General Fund	55,874.75	
32-8100-588-00	Fishing Pier Bathrooms		55,874.75
	Balanced	296,549.32	296,549.32
Justification:			
	<i>Budget Clean-up - To amend the 2020 budget to include Insurance Proceeds for the Wharf Landing Fishing Pier Repairs project. Also including carry-forward balance for project from 2019.</i>		

MBA1920-076

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
General Fund			
11-5923-635-00	COA - Capital Outlay Reserve		(58,614.00)
11-9800-980-32	Transfer to Capital Projects		58,614.00
Capital Projects			
32-3810-011-00	Contribution from General Fund	58,614.00	
32-8100-442-00	DF Walker Window Replacement		58,614.00
32-3810-033-00	Contribution from Capital Reserve	114,257.00	
32-8100-585-00	Hotel Hinton Improvement		114,257.00
32-3810-033-00	Contribution from Capital Reserve	4,768.17	
32-8100-587-00	Facility Dude Software		4,768.17
Capital Reserve			
33-3990-990-00	Fund Balance Appropriation	119,025.17	
33-9800-980-32	Transfer to Capital Projects		119,025.17
	Balanced	296,664.34	296,664.34
Justification:			
<i>Budget Clean-up - To amend the 2020 budget to include carry-forward balances for capital projects from 2019.</i>			

MBA1920-077

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Debt Service			
30-3980-980-60	Transfer from EMS Fund	(66,741.76)	
30-3980-980-11	Transfer from General Fund	66,741.76	
EMS			
60-3980-980-11	Transfer from General Fund	(66,742.00)	
60-9800-980-30	Transfer to Debt Service		(66,742.00)
General Fund			
11-9800-980-30	Transfer to Debt Service		66,742.00
11-9800-980-60	Transfer to EMS Fund		(66,742.00)
	Balanced	(66,742.00)	(66,742.00)
Justification:			
<i>Budget Clean-up - To correct Transfer to Debt Service for ambulance debt service payment</i>			

MBA1920-078

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
E-911 Fund			
24-4325-505-01	Computer Workstations		37,165.80
24-4325-993-00	Designated for Future Appropriations		(37,165.80)
Transfers Out			
11-3990-990-00	Fund Balance Appropriation	101,790.00	
11-9800-980-36	Transfer to DF Walker Renovations Fund		101,790.00
	Balanced	101,790.00	101,790.00
Justification:			
	<i>Budget Clean-up for FY 06/30/20</i>		

MBA1920-079

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Register of Deeds			
11-3418-415-00	*Preservation/Automation	1,462.45	
11-4180-298-00	*Dept Supplies - Auto/Pres		487.49
11-4180-440-00	*Contr Svcs - Automation/Pres		487.48
11-4180-511-00	*C/O - Auto / Pres		487.48
Sheriff's Office			
11-3431-232-00	*Sheriff Donations	50.00	
11-4317-440-00	*Donation - Expense		50.00
11-3431-243-00	*KIDS & COPS	75.82	
11-4317-443-00	*KIDS & COPS Expense		75.82
Animal Shelter			
11-3438-894-00	*Donations - Chowan	250.00	
11-3438-894-01	*Donations - Gates	65.00	
11-3438-894-02	*Donations - Perquimans	25.00	
11-3438-894-03	*Donations - Other	50.00	
11-4381-600-00	*Donation - Expense		390.00
11-3438-895-00	*Adoption - Chowan	690.00	
11-3438-895-02	*Adoption - Perquimans	280.00	
11-3438-895-03	*Adoption - Other	480.00	
11-4381-441-00	*Contr Svcs - Spay/Neuter		1,450.00
11-3438-897-00	*A.W.A.R.E. Reimbursement	4,865.18	
11-4381-601-00	*A.W.A.R.E. Reimbursement		4,865.18
Cooperative Ext:			
11-3495-378-00	*4-H Fees Discretionary	(1,000.00)	
11-4953-448-00	*4-H Fees Discretionary		(1,000.00)
11-3495-379-00	*Livestock Program	3,636.00	
11-4953-449-00	*Livestock Program		3,636.00
Recreation			
11-3612-487-00	*Recreation Donations	2,160.00	
11-6130-299-01	*Donations - Dept Supplies		2,160.00
Senior Center			
11-3616-532-00	*Donations - Home Del Meals	46.67	
11-4268-904-01	*Donations - Home Del Meals		46.67
11-3616-535-03	*Healthways	1,220.50	
11-4268-352-02	*Healthways		1,220.50
	Balanced	14,356.62	14,356.62
	Total Discretionary Income Received FYE 2020	201,047.71	
Justification:			
	<i>To amend the 2020 budget to include Discretionary income received through June 2020.</i>		

MBA1920-080

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Tax Administration			
11-3346-105-00	Attorney Fees	1,702.93	
11-3835-821-00	Sale of Foreclosed Property	6,869.69	
11-4140-199-00	Legal Fees		8,572.62
11-4140-121-00	Salaries - Regular		(2,980.73)
11-4140-181-00	Fica Expense		(270.69)
11-4140-191-00	Professional Services - Tax Audit		(1,300.00)
11-4140-199-00	Legal Fees		4,551.42
Senior Center			
11-3616-537-00	Health Promotions	1,605.00	
11-4268-601-00	Health Promotions		1,605.00
Central Services			
11-3839-890-00	Miscellaneous Revenue	175.59	
11-8200-187-00	Bank Fees		175.59
Governing Body			
11-4110-191-00	Audit Fees		7,750.00
11-4110-370-00	Advertising		1,170.95
11-4110-299-00	Departmental Supplies		(854.56)
11-4110-311-00	Travel		(1,424.08)
Admin & Finance			
11-4120-121-00	Salaries - Regular		(5,321.99)
11-4120-181-00	Fica Expense		(1,320.32)
11-4120-182-00	Hospitalization		229.85
11-4120-311-00	Travel		(229.85)
Courts			
11-4160-181-00	Fica Expense		0.44
11-4160-331-00	Utilities		(0.44)
Register of Deeds			
11-4180-182-00	Retirement		84.92
11-4180-183-00	Hospitalization		(162.95)
11-4180-299-00	Departmental Supplies		54.63
11-4180-496-00	Cultural Arts Archive		23.40
11-3418-412-00	State Conveyance Tax	8,308.00	
11-4180-497-00	Conveyance Tax		8,308.00
Swain School			
11-4266-331-00	Utilities		5,536.19
Public Safety Center			
11-4252-352-00	Maint & Repairs - Equipment		(5,536.19)
Senior Center			
11-4268-182-00	Retirement		(37.53)
11-4268-183-00	Hospitalization		37.53
Sheriff's Office			
11-3431-891-00	Concealed Weapons Permit	1,290.00	
11-4310-498-00	Concealed Weapons Permit		2,830.00
11-4310-184-00	Supplemental Retirement		17.08
11-4310-213-00	Uniforms		2.09
11-4310-321-00	Telephone		5,144.42
11-4310-353-00	Maint & Repairs - Vehicles		582.67
11-4310-499-00	K-9 Expenses		67.57
11-4310-510-00	Capital Outlay - Equipment		(7,353.83)
SRO			
11-4312-121-00	Salaries - Regular		4,246.73
11-4312-122-00	Salaries - OT		(3,283.09)
11-4312-181-00	Fica Tax		(963.64)
11-4312-182-00	Retirement		92.82
11-4312-183-00	Hospitalization		(140.14)
11-4312-184-00	Supplemental Retirement		47.32
Jail			
11-4320-121-00	Salaries - Regular		1,653.06
11-4320-122-00	Salaries - OT		(5,590.75)
11-4320-126-00	Salaries - PT		3,524.16
11-4320-183-00	Hospitalization		413.53
Emergency Mgmt			
11-4330-121-00	Salaries - Regular		0.04
11-4330-182-00	Retirement		28.04
11-4330-183-00	Hospitalization		23.15
11-4330-311-00	Travel		(51.23)
Animal Control			
11-4380-121-00	Salaries		0.32
11-4380-182-00	Retirement		12.60
11-4380-183-00	Hospitalization		46.17
11-4380-126-00	Salaries - PT		(59.09)
Animal Shelter			
11-4381-182-00	Retirement		180.29
11-4381-183-00	Hospitalization		(180.29)
Soil & Water			
11-4730-181-00	Fica Tax		0.20
11-4730-182-00	Retirement		31.72
11-4730-183-00	Hospitalization		92.34
11-4730-311-00	Travel		(124.26)
Planning			
11-3343-890-00	Building Permits	5,849.69	
11-4910-121-00	Salaries - Regular		4,939.24
11-4910-181-00	Fica Tax		369.80
11-4910-182-00	Retirement		494.48
11-4910-183-00	Hospitalization		46.17
Recreation			
11-6130-125-00	Cell Phone Stipend		30.00
11-6130-126-00	Salaries - PT		(511.51)
11-6130-182-00	Retirement		160.32
11-6130-183-00	Hospitalization		321.19
	Balanced	25,800.90	25,800.90
Justification:			
	<i>Budget Clean-up for FY 06/30/20</i>		

MBA1920-081

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Admin & Finance			
11-4120-182-00	Retirement		(229.85)
11-4120-183-00	Hospitalization		229.85
Tax Admin			
11-4140-521-00	C/O - Software		(1,326.62)
11-4140-195-00	Prof Services - DMV		1,326.62
Sheriff			
11-4310-126-00	Salaries - Regular		(3,779.02)
11-4310-510-00	C/O - Equipment		3,779.02
Jail			
11-4320-122-00	Salaries - OT		(12,792.00)
11-4320-181-00	Fica		(1,468.64)
11-4320-182-00	Retirement		(419.36)
11-4320-696-00	Contract Services - Regional		14,680.00
Legal			
11-4150-192-00	Professional Services - Legal Fees		(5,250.00)
Coroner			
11-4360-193-00	Professional Services		5,250.00
Mental Health			
11-3837-310-00	ABC Surplus	1,538.00	
11-5210-693-00	Contribution to Operating Expense		1,538.00
11-3838-310-00	ABC Bottle Tax	1,876.47	
11-5210-440-00	ABC Bottle Tax		1,876.47
Central Services			
11-8200-183-00	Hospitalization - Retiree		(3,500.00)
11-8200-183-01	Hospitalization - Commission		3,500.00
EMS			
60-4370-121-00	Salaries - Regular		(7,869.83)
60-4370-122-00	Salaries - OT		7,869.83
Water Department			
61-3839-890-00	Misc Revenue	2,907.00	
61-7120-187-00	Bank Fees		2,907.00
Solid Waste			
62-4710-510-00	Capital Outlay - Equipment		(56,000.00)
62-4710-599-00	Capital Outlay - Other		(70,000.00)
62-4710-690-00	Cont Regional Authority		11,045.39
62-4710-690-01	Cont to PCG Landfill		94,687.04
62-4710-822-00	Contract Serv - Recycling		20,267.57
Disaster Recovery			
41-3301-233-00	Cares Act Relief Funds	(476,857.00)	
41-4937-995-02	Cares Act Relief Funds		(476,857.00)
COVID-19 Relief Funds			
26-3301-233-00	Cares Act Relief Funds	476,857.00	
26-4937-000-00	Cares Act Relief Funds		476,857.00
EMS			
60-3301-233-00	Cares Act Relief (EMS)	(32,415.85)	
60-4937-995-02	Cares Act Relief (EMS)		(32,415.85)
COVID-19 Relief Funds			
26-3301-234-00	Cares Act Relief (EMS)	32,415.85	
26-4937-995-02	Cares Act Relief (EMS)		32,415.85
	Balanced	6,321.47	6,321.47
Justification:			
Budget Clean-up for FY 06/30/20			

Commissioner Kirby asked if there will be anymore clean up amendments from the previous year.

Ms. Smith stated there may be a few more.

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

Appointment

Shepard Pruden Memorial Library Board of Trustees

Chair Kersey noted that the Board has three applications for consideration of appoint to the Library Board of Trustees. The BOT has recommended Heather Ashley for the appointment.

Commissioner McLaughlin moved to nominate Tom Creedle for the appointment. Chair Kersey asked for all in favor, the motion passed unanimously (7-0).

Trillium Health Resources (Mental Health Board)

The Board has one application for appointment to the Mental Health Board. Trillium has reviewed the application and indicated the applicant would be qualified to fill the appointment.

Commissioner McLaughlin moved to nominate Sandra Layden. Chair Kersey asked for all in favor, the motion passed unanimously (7-0).

Contract

Chair Kersey noted that the Board will consider a contract for legal services for the DSS conflict attorney with Peggy T. Smith. The contracted amount is \$5,000 and the monies for this were included in the FY 2020-21 budget.

Commissioner Kirby asked if anyone local was interested in applying.

DSS Director Christine Dowdell stated this attorney's hourly fee was cheaper than the current conflict attorney.

Commissioner Kirby moved to approve the contract with Peggy Smith. Chair Kersey asked for all in favor, the motion passed unanimously (7-0).

Courthouse

Mr. Howard stated that the Board will consider proposals for work to be done at the Clerk of Court and Register of Deeds entrances at the Courthouse. He stated this is to install glass partitions. He stated that this could serve as a germ barrier and the COVID monies could be utilized to pay for this. He sated that the low bid was for \$6,625 from Albemarle Glass and that is the bid he recommends.

Commissioner McLaughlin asked if the glass door entrances to these offices will remain.

Mr. Howard stated yes noting the counter will be modified for ADA compliance.

Commissioner McLaughlin stated the Clerk of Court has wanted this project done for some time, he stated he did not feel COVID monies should pay for the work.

Mr. Howard stated there are more than enough COVID funds to pay for this project.

Commissioner Cummings moved to approve the low bid from Albemarle Glass.

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

Swain Insurance Settlement Proposal

Mr. Howard provided the Board with information from the insurance company regarding a proposed settlement for the HVAC replacement at Swain. A copy of the handout is in the meeting file labeled August 3, 2020. He noted that \$53,475 is the amount remaining after the proposed insurance payout.

Commissioner Bonner asked what the Manager recommends.

Mr. Howard stated that he is not sure. He stated that the High School project includes monies for the construction of a new auditorium. He stated it is hard to justify putting monies into this auditorium when it is only used 5-6 times per year on average.

Commissioner Faircloth noted that there are more needs in that building other than the replacement of the HVAC equipment.

Commissioner McLaughlin stated that prior to the COVID 19 events he planned to form a committee to study the future use of the building. He stated he hoped to find a vision or future use of the property. He stated he hoped to put community stake holders on the committee to discuss the building. He stated that the County may find contributors for a project to preserve the building.

Commissioner Kirby noted that discretionary monies were not budgeted this fiscal year. He stated that any work done to the building would require a tax increase. He stated that demolition needs to be considered.

Chair Kersey asked about the interior condition of the building.

Mr. Howard stated there has been no AC in the auditorium since Hurricane Matthew.

Chair Kersey stated she felt it would be helpful for the Commissioners to form a committee to discuss the future of the building. She stated she would not want the building to become a future Hotel Hinton.

Mr. Howard stated the insurance company would like to close this out and an answer is needed in the next 30 days. He stated he will be on vacation the next week however the September meeting of the Commissioners would be the time to make that decision.

The Board discussed a committee and agreed to have the CIP Committee review the use of Swain and make a recommendation to the full Board at the September meeting.

COVID Small Business Grant Applications

Mr. Howard stated that 14 applications were received in total. He noted that four of the applications were incomplete or missing information. He stated that Liza Layton is working to get the additional information from the applicants.

Finance Officer Cathy Smith provided the Board with a breakdown of the current COVID monies. She noted that the County has expended \$79,821 of the monies. She stated that they have to give the Town of Edenton \$186,000.

Mr. Howard stated about \$450,000 remains.

Ms. Smith stated that the County has received about \$747,462 in COVID monies.

Chair Kersey asked if there are other items to spend the monies on.

Ms. Smith stated they are looking into non-profits.

Mr. Howard stated that IT will be purchasing some laptops and equipment to assist with teleworking needs.

Chair Kersey stated that creative minds need to be considering how to expend the monies.

Commissioner Kirby asked how Wake County is spending its money.

Mr. Howard stated the County does not run its own Health Department like many other Counties.

Commissioner Kirby asked if Albemarle Regional Health Services got COVID monies.

Mr. Howard stated he spoke with the director Battle Betts and he indicated that they were fine with the monies they have received. He stated that if the County requests any additional testing those monies would have to be used then.

Commissioner Kirby stated he did not wish to send unspent monies back.

Ms. Smith stated that some counties are spending the monies on salaries.

Commissioner Cummings asked if the schools were given monies.

Commissioner Lawrence discussed his experience with Zoom classroom in the school system and stated his concern for youth who will not have access to computers.

Commissioner Kirby stated that the schools have provided Chromebooks to the students however the issue is broadband internet access in the County. He stated he could see justification to utilize the COVID monies for expansion of Broadband access.

Chair Kersey stated she would recommend exploring to see if the monies could be used for this.

Mr. Howard stated that the Board of Elections got COVID monies however additional requests and mandates are forthcoming for additional voting sites. He explained that if the County previously budgeted for COVID needs, the COVID monies could not be utilized for the project.

Chair Kersey asked if the monies are used to provide PPE for the shelters.

Mr. Howard stated he would reach out to the School Superintendent to see if there is a need for COVID monies at the school. He stated he may also recommend an additional round of grant applications for businesses. He noted these grants are up to \$2,500.

Commissioner Kirby moved to direct the County Manager to approve the 14 small business grant applications, once all documentation is provided to satisfy the Manager and Finance Officer and the grant applications be approved contingent on the final approve of the Finance Officer and County Manager.

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

External Board/Committee Report

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

Commissioner McLaughlin stated the CIP committee met and reviewed the upcoming project list. He stated this committee is planning to meet every two months on a regular schedule.

Commissioner Kirby stated the EMS Committee will meet one more time to finalize the response to the EMS study and that presentation will be made to the full Board the second meeting in August or the first meeting in September.

Manager's Report

County Manager Kevin Howard updated the Board on the following matters:

- Project Tracking Sheet
A copy is in the meeting file labeled August 3, 2020.
- Ag Building roof project will go out for bid the end of the month.
- Library door repair is out for bid.
- Hurricane Isaias is expected to make landfall Tuesday morning, winds will be ending around 9am. A State of Emergency has been declared. There is no plan to activate the EOC prior the storm arrival.
- Chair Kersey inquired about the Jail project estimates.
Mr. Howard stated that they are still meeting on this project. He stated the estimated cost with Chowan County is \$16 million and without is \$12 million. He noted the cost for Chowan is not \$4million, he stated the next meeting will be to determine the shared cost. Chair Kersey noted that the proposal should include adjustments for COVID restrictions.

Timely and Important Matters

Sheriff Appointment

Board members indicated they have received inquiries regarding the process for the Commissioners to make appointment of the Sheriff to fill the remainder of the term. This will be discussed at a future meeting.

Hurricane Isaias

Chair Kersey urged the Board and public to be cautious with the incoming storm winds and possible flash flooding.

Commissioner Faircloth noted that Highway 32 has reopened from the previous closure earlier in the day.

Mr. Howard reminded the Board he will be on vacation next week.

Chair Kersey asked who will be in charge.

Mr. Howard stated he will be accessible by phone but Department Heads will be told to reach out to Susanne or Carrie with questions.

Adjourn

Commissioner Cummings moved that the meeting be adjourned. Chair Kersey asked for all in favor, the motion passed unanimously (7-0)

Patti F. Kersey, Chair

Susanne Stallings, Clerk