

Special Meeting
Monday January 8, 2024
5:00pm
Chowan County Public Safety Center
305 West Freemason St.
Edenton, NC

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

Commissioners Bob Kirby and Tray Taylor were absent.

Staff present County Manager Kevin Howard, County Attorney Lauren Arizaga Womble and Board Clerk Susanne Stallings.

Closed Session

Commissioner Cummings moved to go into closed session in accordance with NCGS 143-318-11 (a) (3 and 5) attorney client and contract negotiations. Vice Chair McLaughlin asked for all in favor, the motion passed unanimously (5-0).

The minutes of the closed session are sealed.

Commissioner Evans moved to come out of closed session. Vice Chair McLaughlin asked for all in favor, the motion passed unanimously (5-0).

Adjourn

Commissioner Cummings moved to adjourn. Vice Chair McLaughlin asked for all in favor, the motion passed unanimously (5-0).

Larry McLaughlin, Vice Chair

Susanne Stallings
Clerk

Chowan County Board of Commissioners
Regular Meeting
Monday, January 8, 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 January 8, 2024.

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

Absent: Chair Bob Kirby

Staff present County Manager Kevin Howard, Finance Officer Cathy Smith, County Attorney Lauren Arizaga-Womble and Board Clerk Susanne Stallings

Regular Meeting

Vice Chair McLaughlin called the regular meeting to order and led the pledge.

Commissioner Taylor then offered the invocation.

Approval of Agenda

Commissioner Cummings moved to approve the agenda as presented.

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

Public Comment

Vice Chair McLaughlin opened the floor for public comment.

Harriet DeHart 112 Horniblow Point Rd. Edenton asked that all the Board members please speak into the microphones so that the public can hear what they are saying.

Jared Jacavone 516 Gliden Rd. Hobbsville, NC thanked the Board and staff for the work being done in the library (maintenance and other repairs). He made the Board aware of an upcoming Harry Potter event at the Library.

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 of the December 4, 2023 Regular Meeting.

b. Tax Refund/Release Report		
Carter, M.	\$292.00	Paid Twice
GM Comm.	\$1,649.68	Paid Twice
Phelps, T.	\$152.15	Overpayment

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

Tax Release – Business Personal Property

Tax Administrator Chris Hill provided the Board with a recommendation to release \$208.15 in value of business personal property for Inner Banks BBQ. This error was discovered during an appeal of the business personal property audit. He noted the value of the asset was \$28,320 however the system set the value at \$50,000. He requested the Board approve the release in the amount of \$208.15.

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

Extension

Extension Director Mary Morris and North East Extension Director Art Bradley presented the Board with a revised MOU between Chowan County North Carolina Cooperative Extension Service. Mr. Bradley stated there are some changes in the verbiage of the original MOU. He provided the Board with a handout that details each of the changes. He stated this update is in response to several counties requesting updates regarding salary increases that are approved by the state. He noted that the County portion of the salary by default is locked in, so an increase from the state results in an increase on the County portion.

Commissioner Lawrence asked why A&T is not a part of the agreement.

Mr. Bradley stated that there are no employees from A&T in Chowan, this MOU only addresses those that are employed by NC State.

Commissioner McLaughlin asked if the County has flexibility when the state raises salaries the County has to as well.

Mr. Howard stated that the state notifies the County and in the past the County has approved what the state does.

Commissioner Kehayes noted that the locked in agreement is another unfunded state mandate and he prefers to allow the county to have an option to decide.

The Board discussed the agreement and the lock in option versus the non-lock in addendum to the agreement.

Commissioner Kehayes moved to approve the MOA with the non-lock in provision and being subject to final review and approval by the County Attorney.

Vice Chairman McLaughlin asked for all in favor, the motion passed unanimously (6-0).

ARPA Ordinance Amendment

Mr. Howard noted that the requirements for the Continuing Access to Broadband (CAB) grant require that the County provide a 5% match. The maximum grant is \$8 million and the maximum match would be up to \$400,000. The monies for the match will be funded with ARPA funds which require that the ordinance be amended.

Commissioner Kehayes moved to approve the amendment as presented. Vice Chair McLaughlin asked for all in favor, the motion passed unanimously (6-0)

RO Water Treatment Test Wells Change Order

Mr. Howard presented the Board with a change order for the test well project. This is to change the casings on one of the wells to stainless steel casings at a cost of \$13,824.

Commissioner Lawrence moved to approve the change order as presented. Vice Chair McLaughlin asked for all in favor, the motion passed unanimously (6-0)

Financial Items

Ms. Smith presented the following:

a. 2024 Budget Amendments

2024-035

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
IT			
11-4210-299-01	Dept Supplies - DP Equipment		34,000.00
11-4210-520-00	Capital Outlay - DP Equipment		(34,000.00)
	Balanced	-	-
Justification:			
<i>To amend the 2024 budget for Information Technology to reclass IT equipment that doesn't meet threshold for capital outlay. This is based on recommendation from auditors.</i>			

2024-036

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Register of Deeds			
11-3418-415-00	*Preservation/Automation	1,271.64	
11-4180-298-00	*Dept Supplies - Auto/Pres		423.88
11-4180-440-00	*Contr Svcs - Automation/Pres		423.88
11-4180-511-00	*C/O - Auto / Pres		423.88
Sheriff's Office			
11-3431-232-00	*Sheriff Donations	8,929.00	
11-4317-440-00	*Donation - Expense		8,929.00
11-3431-235-00	*Sheriff Executions	1,729.44	
11-4316-440-00	*Sheriff Executions		1,729.44
11-3431-333-00	*Sheriff's Block Grant 2022	3,475.00	
11-4310-696-02	*Sheriff's Block Grant 2022		3,475.00
Animal Shelter			
11-3438-894-00	*Donations - Chowan	2,440.00	
11-3438-894-01	*Donations - Gates	100.00	
11-3438-894-02	*Donations - Perquimans	400.00	
11-3438-894-03	*Donations - Other	550.00	
11-4381-600-00	*Donation - Expense		3,490.00
11-3438-895-00	*Adoption - Chowan	1,185.00	
11-3438-895-01	*Adoption - Gates	100.00	
11-3438-895-02	*Adoption - Perquimans	325.00	
11-3438-895-03	*Adoption - Other	1,000.00	
11-4381-441-00	*Contr Svcs - Spay/Neuter		2,610.00
Cooperative Ext:			
11-3495-363-00	*SHIIP Grant (Senior Health Insurance Information Program)	8,033.00	
11-4950-600-00	*SHIIP Grant (Senior Health Insurance Information Program)		8,033.00
11-3495-370-00	*AG Program Fees Discretionary	585.38	
11-4953-440-00	*Ag Program Fees Discretionary		585.38
11-3495-378-00	*4-H Fees Discretionary	11,175.62	
11-4953-448-00	*4-H Fees Discretionary		11,175.62
11-3495-384-00	*Master Food Grant	50.00	
11-4953-454-00	*Master Food Grant		50.00
Recreation			
11-3612-487-00	*Recreation Donations	1,000.00	
11-6130-299-01	*Donations - Dept Supplies		1,000.00
11-3612-504-00	*Recreation Special Events	2,421.00	
11-6132-453-00	*Recreation Special Events		2,421.00
Senior Center			
11-3616-535-07	*Donations	1,000.00	
11-4268-299-02	*Donations		1,000.00
11-3616-533-00	*Reg Fees - Trips	8,003.85	
11-4268-312-00	*TRIPS - Senior Citizens		8,003.85
11-3616-533-01	*Registration Fees Activities	942.00	
11-4268-299-01	*Activities - Dept. Supplies		942.00
11-3616-535-04	*Silver Sneakers	1,401.00	
11-3616-535-05	*Silver & Fit	222.00	
11-3616-535-06	*Renew Active	630.00	
11-4268-352-02	*Healthways		2,253.00
11-3616-535-01	*Donations - Fitness	102.00	
11-4268-352-01	*Donations - Fitness		102.00
DSS			
12-3531-230-14	*DSS Special Events	656.00	
12-5310-450-00	*DSS Special Events		656.00
	Balanced	57,726.93	57,726.93
	Total Discretionary Income Received FYE 2024	227,021.67	
Justification:			
	<i>To amend the 2024 budget to include Discretionary income for November and December 2023.</i>		

2024-037

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Capital Projects Fund			
32-3810-033-00	Transfer from Capital Reserve Fund	83,923.00	
32-8100-457-00	Courthouse Renovations		83,923.00
Capital Reserve Fund			
33-3990-990-00	Fund Balance	83,923.00	
33-9800-980-32	Transfer to Capital Projects Fund		83,923.00
	Balanced	167,846.00	167,846.00
Justification:			
<p><i>To amend the 2024 budget for Capital Projects and Capital Reserve Funds to include Design of Courtroom from JKF Architecture and Asbestos Inspection from Matrix Health & Safety Consultants. JKF proposal for \$80,673 was approved by BOC on 09/18/23. Matrix Health proposal for \$3,250 was approved by BOC on 10/16/23.</i></p>			

2024-038

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Capital Projects Fund			
32-3810-033-00	Transfer from Capital Reserve Fund	27,687.00	
32-8100-610-00	Master Plan		27,687.00
Capital Reserve Fund			
33-3990-990-00	Fund Balance	27,687.00	
33-9800-980-32	Transfer to Capital Projects Fund		27,687.00
	Balanced	55,374.00	55,374.00
Justification:			
<p><i>To amend the 2024 budget for Capital Projects and Capital Reserve Funds to include proposal from McGill Associates for Master Plan. Proposal was approved by BOC on 11/06/23. Capital Project account balance is \$23,038 and proposal was \$50,725.</i></p>			

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

b. Financial Report November 2023

Finance Officer Cathy Smith provided the Board with financial reports for November 2023. A copy of the report is in the meeting file labeled January 8, 2024.

External Board/Committee Report

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

Commissioner Lawrence stated that the Senior Center needs meal delivery drivers for Meals on Wheels.

Manager's Report

County Manager Kevin Howard updated the Board on the following:

- USDA has forwarded documents to the State Architect on the high school project, a preconstruction meeting is being set up. He noted demolition of the building can begin 30 days after the notice to proceed is issued by USDA.
- Project end completion is scheduled for the end of February

Timely and Important Matters

Adjourn

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

Vice Chairman Larry McLaughlin

Susanne Stallings
Clerk