Chowan County Board of Commissioners
SPECIAL Meeting
Monday, June 21, 2021
Chowan County Public Safety Center
305 West Freemason Street
5:00pm

AGENDA

The Chowan County Board of Commissioners held a special meeting on Monday, June 21, 2021 at 5:00pm before the regular 6pm meeting. The special meeting at 5:00pm will be held in the Chowan County Public Safety Center (305 West Freemason St. Edenton, NC).

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

Commissioners Ron Cummings and Tray Taylor were absent.

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

Closed Session
Commissioner McLaughlin moved to go into closed session in accordance with NCGS 143.318.11.a.3 (attorney client). Chair Kirby asked for all in favor, the motion passed unanimously (5-0).

The minutes of the closed session are sealed.

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

Commissioner Evans moved that the meeting be adjourned. Chair Kirby asked for all in favor, the motion passed unanimously (5-0).

Regular Meeting
Monday, June 21, 2021
6:00 pm
Chowan County Public Safety Center
305 West Freemason Street

This meeting was recorded. A copy of the recording is in the meeting file labeled June 21, 2021.

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

Commissioner Ron Cummings was absent.

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 all in the pledge of allegiance.

Commissioner Kehayes then offered the invocation.

Approval of Agenda
Ms. Stallings noted the following requested agenda amendments:

- Amend #7 to add Ordinance to ARPA funds acceptance
- Add new item #12 a to accept bid for Mic Mac Trail
- Amend current #12 to add Blades St. Parking Lot improvements
- Amend #13 to Eliminate BA -2021-066 and add BA-2021-073

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

Public Comment
Ms. Stallings noted that no public was signed up to speak.

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. **Tax Refund and Release Report**

White, R.	$449.32	Paid Twice
Lane, R.	$184.15	Paid Twice
Perry, J.	$519.75	Paid Twice

b. **Approval of Minutes**
The Board will review and consider approval of the minutes of May 19, 2021, May 28 (continued to June 3, 2021) and June 7, 2021 meetings.

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

Consideration of FY 2021-22 Budget Ordinance
Finance Officer Cathy Smith provided the Board with the FY 2021-22 Chowan County Budget Ordinance. She noted that there is an amendment which adds additional salary for Land Records for the retired director to fill in on an as needed basis when the Director has off.

Commissioner McLaughlin thanked the Manager and Finance Officer for their hard work on the budget to maintain a budget with no tax increase. He then moved to adopt the budget ordinance as presented.

Chair Kirby stated that there were additional requests from Department Heads for salary increases for their employees. He stated that the Manager has committed to providing a salary study this fiscal year. He noted that the upcoming revaluation may allow for room in the budget to approve salary increases. He thanked the Manager and Finance Officer for their work on the budget. He then asked for all in favor, the motion passed unanimously (6-0)

Chowan County Budget Ordinance
Fiscal Year 2021-2022

BE IT ORDAINED by the Board of Commissioners of Chowan County, North Carolina as follows:

Section 1.

General Fund (11):

Based on current history, the following revenues are projections and hereby appropriated in the General Fund for the county's operations and its activities for the fiscal year beginning July 1, 2021 and ending June 30, 2022, in accordance with the Chart of Accounts heretofore established in the County:

AD VALOREM TAXES:		**11,392,459.00**
TAX PENALITY & INTEREST	*50,000.00*	
PRIOR YEAR - R & P	*150,000.00*	
CURRENT YEAR LEVY - R & P	*10,157,121.00*	
PRIOR YEAR - MV	*0.00*	
CURRENT YEAR LEVY - MV	*1,035,338.00*	
SALES TAX		**2,824,987.00**
ARTICLE 39 SALES TAX	*1,476,373.00*	
ARTICLE 40 SALES TAX	*898,783.00*	
ARTICLE 42 SALES TAX	*209,695.00*	
ARTICLE 44 SALES TAX	*240,136.00*	
OTHER TAXES		**50,806.00**
PERMITS & FEES		**377,969.00**
DEPARTMENTAL		**698,016.00**
MISCELLANEOUS		**704,494.00**
FUND BALANCE APPROPRIATION		**798,447.00**
TOTAL REVENUES:		**16,847,178.00**

Likewise, the following expenditures are estimates for the fiscal year beginning July 1, 2021 and ending June 30, 2022:

EDUCATION		**4,284,928.00**
D. F. WALKER	*21,469.00*	
FINES & FORFEITURES	*90,000.00*	
SCHOOLS - CURRENT EXPENSE	*3,500,000.00*	
COA - CURRENT EXPENSE	*200,000.00*	
COA - CAPITAL OUTLAY	*200,000.00*	
AFTER SCHOOL GRANT	*34,584.00*	
LIBRARY	*238,875.00*	
GOVERNMENT		**2,801,098.00**
HUMAN SERVICES		**1,180,020.00**
OTHER		**310,099.00**
PUBLIC SAFETY		**4,338,759.00**

TRANSFER TO SOCIAL SERVICES	942,401.00
TRANSFER TO RE-VALUATION	100,000.00
TRANSFER TO DEBT SERVICE	1,624,900.00
TRANSFER TO EMS	1,264,973.00
TOTAL EXPENDITURES:	16,847,178.00

Section 2.

DSS Fund (12):

The following revenues are hereby projections and appropriated in the DSS Fund for the Department of Social Services operations for the fiscal year beginning July 1, 2021 and ending June 30, 2022:

SOCIAL SERVICES ALLOCATIONS	1,957,969.00
TRANSFER FROM GENERAL FUND	942,401.00
TOTAL REVENUES:	2,900,370.00

Likewise, the following expenditures are estimates for the fiscal year beginning July 1, 2021 and ending June 30, 2022:

SOCIAL SERVICES - ADMINISTRATION	1,917,387.00
SOCIAL SERVICES - PROGRAMS	982,983.00
TOTAL EXPENDITURES:	2,900,370.00

Section 3.

Water Development Fund (22):

The Water Development Fund revenues are hereby projections and appropriated for the future expansion of the county's Water System if needed in the fiscal year beginning July 1, 2021 and ending June 30, 2022.

EARNINGS ON INVESTMENTS	5,000.00
TOTAL REVENUES:	5,000.00

Likewise, the following expenditures are estimates for the fiscal year beginning July 1, 2021 and ending June 30, 2022:

CAPITAL RESERVE - WATER DEV.	5,000.00
TOTAL EXPENDITURES:	5,000.00

Section 4.

Fire Districts Fund (23):

For those properties located within Chowan County Rural Fire Districts, there is hereby levied a fire tax rate of Seven cents ($ .07) per one hundred dollar ($ 100.00) value listed as of January 1 , 2021, along with the remaining revenues are projections and are hereby appropriated for the purpose of providing fire coverage:

PRIOR YEAR - R & P	2,950.00
CURRENT YEAR LEVY - R & P	614,302.00
CURRENT YEAR LEVY - MV	66,151.00
ARTICLE 39 SALES TAX	61,516.00
EARNINGS ON INVESTMENTS	200.00
TOTAL REVENUES:	**745,119.00**

Likewise, the following expenditures are estimates for the fiscal year beginning July 1, 2021 and ending June 30, 2022:

CENTER HILL - CROSSROADS	235,080.00
EDENTON - RURAL FIRE DISTRICT	495,039.00
BELVIDERE	15,000.00
TOTAL EXPENDITURES:	**745,119.00**

Section 5.

Emergency Telephone Fund (24):

The Emergency Telephone revenues noted below are hereby appropriated for the sole purpose of providing E-911 Services in the fiscal year beginning July 1, 2021 and ending June 30, 2022:

TELEPHONE SURCHARGES	256,325.00
TOTAL REVENUES:	**256,325.00**

Likewise, the following expenditures are estimates for the fiscal year beginning July 1, 2021 and ending June 30, 2022:

CENTRAL COMMUNICATIONS	256,325.00
TOTAL EXPENDITURES:	**256,325.00**

Section 6.

Revaluation Fund (25):

In accordance with GS 105-286, the following revenues have been appropriated to fund the re-valuation in the fiscal year beginning July 1, 2021 and ending June 30, 2022:

TRANSFER FROM GENERAL FUND	100,000.00
FUND BALANCE APPROPRIATION	89,300.00
TOTAL REVENUES:	189,300.00

Likewise, the following expenditures are estimates for the fiscal year beginning July 1, 2021 and ending June 30, 2022:

RE-VALUATION	189,300.00
TOTAL EXPENDITURES:	189,300.00

Section 7.

Debt Service Fund (30):

The following funds have be transferred to the Debt Service Fund and are hereby appropriated to meet the financial obligations of the county for the fiscal year beginning July 1, 2021 and ending June 30, 2022:

TRANSFER FROM GENERAL FUND	1,624,900.00
TRANSFER FROM SCHOOL CAPITAL RESERVE	582,264.00
TOTAL REVENUES:	2,207,164.00

Likewise, the following are the actual debt services payments to be made in the fiscal year beginning July 1, 2021 and ending June 30, 2022:

2005 - JAHHS RENOVATIONS - QZAB BOND	103,573.00
2013 - SHEPARD PRUDEN LIBRARY TRUSTEES	84,627.00
2013 - SHEPARD PRUDEN LIBRARY	183,544.00
2012 - PUBLIC SAFETY CENTER	1,009,800.00
2012 - PSC/EOC FURNISHINGS	120,313.00
2020 - FORMER DF WALKER RENOVATIONS / BOYS & GIRLS	152,705.00
DESIGNATED FOR FUTURE APPROPRIATIONS - JAHHS PROJECT	552,602.00
TOTAL EXPENDITURES:	2,207,164.00

Section 8.

County Capital Reserve Fund (33):

The following revenues are based on projected land sales and are hereby appropriated in the Capital Reserve Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022:

LAND TRASFER TAX	500,000.00
TOTAL REVENUES:	500,000.00

Likewise, the following expenditures are estimates of future county projects for the fiscal year beginning July 1, 2021 and ending June 30, 2022:

DESIGNATED FOR FUTURE NEEDS	500,000.00
TOTAL REVENUES:	500,000.00

Section 9.

School Capital Reserve Fund (40):

The revenues below are projections based on current fiscal year and are hereby appropriated for the school's capital needs in the fiscal year beginning July 1, 2021 and ending June 30, 2022:

ARTICLE 40 SALES TAX	320,043.00
ARTICLE 42 SALES TAX	640,085.00
TOTAL REVENUES:	960,128.00

Likewise, the following are estimated expenditures for the fiscal year beginning July 1, 2021 and ending June 30, 2022:

SCHOOL CAPITAL OUTLAY	377,864.00
TRANSFER TO DEBT SERVICE	582,264.00
TOTAL EXPENDITURES:	960,128.00

Section 10.

Tourism Development Fund (51):

Upon recommendation from the Tourism Development Authority, the following revenues are hereby appropriated for the fiscal year beginning July 1, 2021 and ending June 30, 2022:

OCCUPANCY TAX	181,413.00
TOTAL REVENUES:	181,413.00

Likewise, the following is a estimate of operational costs for the fiscal year beginning July 1, 2021 and ending June 30, 2022:

TDA ADMINISTRATION / OPERATIONS	181,413.00
TOTAL EXPENDITURES:	181,413.00

Section 11.

Emergency Medical Services Fund (60):

Based on the medical services needs of the county, the revenues listed below are hereby appropriated for the fiscal year beginning July 1, 2021 and ending June 30, 2022:

AMBULANCE SERVICE FEES	800,000.00
MEDICAID STATE SETTLEMENT	100,000.00
TRANSFER FROM GENERAL FUND	1,264,973.00
TOTAL REVENUES:	2,164,973.00

Likewise, the following is a estimate of operational costs for the fiscal year beginning July 1, 2021 and ending June 30, 2022:

EMS ADMINISTRATION / OPERATIONS	2,164,973.00
TOTAL EXPENDITURES:	2,164,973.00

Section 12.

Water Fund (61):

Based on the current Water System Operations , the revenues listed below are hereby appropriated for the fiscal year beginning July 1, 2021 and ending June 30, 2022:

UTILITIES CHARGES	1,600,000.00
TAP & CONNECTION FEES	20,000.00
RECONNECTION FEES	30,000.00
EARNINGS ON INVESTMENTS	1,000.00
MISCELLANEOUS	26,800.00
TOTAL REVENUES:	1,677,800.00

Likewise, this is the anticipated cost for operating the county's Water System for the fiscal year beginning July 1, 2021 and ending June 30, 2022:

WATER SYSTEM OPERATIONS	1,677,800.00
TOTAL EXPENDITURES:	**1,677,800.00**

Section 13.

Solid Waste Fund (62):

The following revenues are based on anticipated grants and Solid Waste fees and are hereby appropriated for the fiscal year beginning July 1, 2021 and ending June 30, 2022:

TIPPING FEES	1,162,110.00
SOLID WASTE DISPOSAL	8,000.00
TOTAL REVENUES:	**1,170,110.00**

Likewise, the following is the estimated cost for the program for the fiscal year beginning July 1, 2021 and ending June 30, 2022:

OPERATIONS	1,170,110.00
TOTAL EXPENDITURES:	**1,170,110.00**

Section 14.

Agency Funds (73, 75 & 76):

These funds act as a simple pass-through, where the County collects revenues for an outside source. The Tax Department collects monies owed to the Town of Edenton (*Fund 73*), the North Carolina Department of Motor Vehicles (*Fund 75*) and various Drainage Districts (Fund 76). Once collected, the revenues are then redirected to the appropriate agency for their specific use.

Section 15.

Tax Levy:

There is hereby levied a tax rate of SEVENTY-FIVE AND ONE-HALF cents ($ .755) per one hundred dollar ($100.00) value on Real & Personal Property and Motor Vehicles listed as of January 1, 2021 for the purpose of generating the revenues included in Section 1 of this ordinance under the subheading of Ad Valorem Taxes:

Real & Personal Property:

ASSESSED REAL PROPERTY		1,207,321,527.00
ASSESSED PERSONAL PROPERTY		154,823,350.00
TOTAL ASSESSED VALUES		1,362,144,877.00
plus:	*PUBLIC UTILITIES*	32,170,303.00
minus:	*EXEMPT PROPERTIES*	(26,987,226.00)
ADJUSTED TOTAL ASSESSED VALUES		1,367,327,954.00
	divide by $ 100.00 of value	/ 100
Total Taxable Value		13,673,279.54
	Multiply by FY 2020 Collection Rate	X 98.39 %
Total Collectible Value		13,453,139.74
	Multiply by Levied Tax Rate	X 0.755
TOTAL AD VALOREM TAXES ON REAL & PERSONAL PROPERTY		10,157,120.50

Motor Vehicles:

ASSESSED MOTOR VEHICLES		137,130,878.00
	divide by $ 100.00 of value	/ 100
TOTAL TAXABLE VALUE		1,371,308.78
	Multiply by FY 2020 Collection Rate	X 100 %
TOTAL COLLECTIBLE VALUE		1,371,308.78
	Multiply by Levied Tax Rate	X 0.755
TOTAL AD VALOREM TAXES ON MOTOR VEHICLES		1,035,338.13

Section 16.

Fees:

There are hereby fees charged for the purpose of generating revenues included in Section 1, Section 11, Section 12, and Section 13 of this ordinance. Applicable fees for Section 11, Emergency Medical Systems, are hereby set at 130% of medicare allowable rate. Applicable fees for Section 1, Section 12, and Section 13 are attached to this ordinance.

Section 17.

Edenton-Chowan School System:

The Edenton - Chowan Schools current expense appropriation in the amount of $3,500,000.00 is contained within the General Fund. It is to be disbursed in one (1) monthly payment of $291,663.00 and eleven (11) equal monthly payments of $291,667.00.

Section 18.

Land Transfer Tax:

The Land Transfer Tax collected by Chowan County shall be deposited in the County's Capital Reserve Fund and shall be used for County & Schools Capital Projects as approved by the Board of Commissioners.

Section 19.

Authorities of the Budget Officer:

The Budget Officer (*County Manager)* is hereby authorized to make budget amendments and revisions contained herein under the following conditions:

a. Transfers between operational line item expenditures within a department without limitation. Transfers involving salary/fringe benefits line items or capital line items will require prior approval by the Board of Commissioners.

b. Transfers up to $ 1,000.00 between departments, including contingency appropriations within the same fund. The Budget Officer must make an official report on such transfers at the next regular meeting of the Board of Commissioners.

c. Budget Amendments involving re-occurring Grants (*not requiring a local monetary match*) and/or Departmental Discretionary monies without limitation. For informational purposes, the Budget Officer must provide copies of such amendments to the Board of Commissioners at their next regular meeting.

d. Transfers involving an employee chosing to receive a cellphone stipend rather than use a county cellphone. For informational purposes, the Budget Officer must provide copies of such an amendment/transfers to the Board of Commissioners at their next regular meeting.

Section 20.

Distribution:

Copies of this Budget Ordinance shall be furnished to the County Manager, County Finance Officer, County Tax Assessor and the Board of Education for direction in the carrying out of their duties.

Section 21.

Adoption:

The Chowan County Board of Commissioners does hereby adopt this Budget Ordinance for the 2022 fiscal year on the 7th day of June 2021.

AWARE Grant Match

Mr. Howard presented the Board with a request from AWARE to match grant from the DJ&T Foundation in the amount of $4,875. He stated that the grant has been matched in 2016, 2019 and 2020. The funds for the match have come from shelter donations. He noted the match monies come from the three counties.

Barbara Yates stated she is the president of Aware and stated she is requesting the match on behalf of Aware. She stated that the work of the Shelter Staff and Aware have resulted in the number of euthanasia's have gone down, she stated that intake numbers are also down. She stated that in 2010 the shelter took in 2,739 animals and this year the total is $1,169. She noted that euthanasia's are down also being 2074 in the year 2010 and in 2020 were 548.

Commissioner McLaughlin asked what funds would be used for the grant match.

Mr. Howard stated it will come from donation monies.

Commissioner McLaughlin moved to approve the grant match as requested. Chair Kirby asked for all in favor, the motion passed unanimously. (6-0).

Fireworks

Ms. Stallings stated that as required by statute, a request for permission is submitted for Hale Artificer, Inc. to provide a firework display at Open Door Baptist Church on July 4, 2021. [NCGS § 14-410 & §14-413]. Attached is the certificate of liability insurance and fireworks display permit. Fire Inspector Walter Copeland has reviewed the attached documentation and will perform the inspection prior to the display. It is in order for the Board to approve the display pending the final approval and inspection by the Fire Inspector.

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

American Rescue Plan Act (ARPA)

Ms. Smith presented the Board with a resolution that authorizes the acceptance of the ARPA funds issued by the US Department of Treasury and agrees to comply with all applicable laws, rules and regulations pertaining to these funds. Additionally, a Project Ordinance has also been provided for the Board consideration.

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

A RESOLUTION TO ACCEPT FEDERAL FUNDS UNDER THE AMERICAN RESCUE PLAN ACT (ARPA)

WHEREAS, counties in the State of North Carolina will receive Coronavirus Local Fiscal Recovery Funds from the federal American Rescue Plan Act (ARPA); and

WHEREAS, the U.S. Department of the Treasury will provide for the distribution of federal funds to counties in North Carolina; and

WHEREAS, these funds may be used to respond to public health emergencies and any negative economic impacts with respect to COVID-19, and/or to provide premium pay to essential workers, and/or to supplement general revenue loss sustained, and/or to invest in eligible projects related to water, sewer, and broadband infrastructure; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Chowan County, that we do hereby authorize the acceptance of federal funds through the American Rescue Plan Act and acknowledge funds will be issued by the U.S. Department of Treasury.

BE IT FURTHER RESOLVED, that Chowan County will comply with all applicable laws, rules, and regulations pertaining to these funds.

Duly adopted this 21st day of June, 2021.

Mr. Howard noted that this ordinance separates the monies from the General fund.

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

Grant Project Ordinance for the County of Chowan
Coronavirus State and Local Fiscal Recovery Funds

BE IT ORDAINED by the Board of County Commissioners of the County of Chowan, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

Section 1: This ordinance is to establish a budget for a project to be funded by the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (CSLRF). The County of Chowan has received the first tranche in the amount of $1,354,132 of CSLRF funds. The total allocation is $2,708,264, with the remainder to be distributed to the County within 12 months. These funds may be used for the following categories of expenditures, to the extent authorized by state law.

1. Support public health expenditures, by funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff;

2. Address negative economic impacts caused by the public health emergency, including economic harms to workers, households, small businesses, impacted industries, and the public sector;

3. Replace lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;

4. Provide premium pay for essential workers, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and,

5. Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet.

Section 2: The following amounts are appropriated for the project and authorized for expenditure:

CSLRF Project $2,708,264

Section 3: The following revenues are anticipated to be available to complete the project:

CSLRF Funds $2,708,264

Section 4: The Finance Officer is hereby directed to maintain sufficient specific detailed accounting records to satisfy the requirements of the grantor agency and the grant agreements.

Section 5: The Finance Officer is hereby directed to report the financial status of the project to the governing board on a monthly basis.

Section 6: Copies of this grant project ordinance shall be furnished to the Budget Officer, the Finance Officer and to the Clerk to the Board of County Commissioners.

Section 7: This grant project ordinance expires on December 31, 2026, or when all the CSLRF funds have been obligated and expended by the County, whichever occurs sooner.

Adopted this 21st day of June, 2021

Appointments

American Rescue Plan Act Funds Committee

Chairman Kirby stated that he recommends establishing a committee to meet monthly to explore appropriate ways to utilize the ARP Funds that the County is receiving. Chair Kirby recommends the following:

Voting Members
Commissioner Kehayes, Committee Chair
Commissioner Dr. Ellis Lawrence
Commissioner Ron Cummings

Ex-Officio Members
County Manager Kevin Howard
Finance Officer Cathy Smith

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

Chowan County Animal Control Committee

Mr. Howard stated that the Ordinance adopted at the May 3, 2021 meeting required the establishment of a committee to hear appeals on determinations of “Dangerous Dog” or

“Potentially Dangerous Dog”. The Ordinance states the Committee shall consist of three members. It is recommended that the following positions be appointed to the Committee by the Board of Commissioners:

<u>Voting Members</u>
Sheriff (or his designee)
County Commissioner
Veterinarian

<u>Ex-Officio Members</u>
Animal Shelter Director
County Manager

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

<u>Grant Application Request</u>
Emergency Management Coordinator Cord Palmer presented the Board with a request to apply for Hazard Mitigation grant funds to purchase and install a generator for the Northern Chowan Community Center. The Community Center is a Red Cross approved shelter location for Chowan County. He noted that the Maintenance Director estimates an annual cost of $2,000 for generator maintenance.

Commissioner McLaughlin asked what fuel will be used for the generator.

Mr. Palmer stated he is currently working with Dominion on this. He stated most likely the generator will utilize diesel fuel as it will be easier to refill.

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

<u>Reimbursement of 911 Fund</u>
Mr. Howard stated that the 911 Board has audited projects from 2016-2020. The 911 Board has determined that some of the projects funded are not 100% eligible for 911 funds, and are only partially eligible. The 911 Board has recommended the general fund reimburse the 911 fund $34,521.76 for these ineligible projects.

Commissioner Kehayes asked who is on the 911 Board.

Mr. Howard stated this is a State Board.

Commissioner Kehayes moved to reimburse the 911 fund $34,521.76.

Chair Kirby stated his concerns over the audit covering a 4 year period and it being done later.

Mr. Howard stated that one person was handling these audits he stated they have assured the County that each year the projects will be reviewed/audited.

Commissioner Taylor asked if there is review behind the auditor.

Mr. Howard stated that the state personnel has the final say.

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

USDA Loan Application
Mr. Howard presented the Board with the UDSA application packet for the John A. Holmes Highschool project.

Chair Kirby noted the total project cost is $49,967,000 and he noted that furnishings and fixtures were not included in the all fees.

Mr. Howard stated that it is included in equipment.

Chair Kirby stated that he wanted to ensure it is clear that the County has the current $15,000,000 grant and that any subsequent grant funding from the state will not increase the size of the project but decrease the amount of the loan.

Mr. Howard stated that the MOU that the attorney is drafting will spell out all of this, he stated that will be approved in July.

Commissioner McLaughlin asked how closely the County will be working with the Contractor.

Mr. Howard stated the MOU will address this.

Commissioner McLaughlin moved to approve the USDA loan application.

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

Capital Projects
Mr. Howard presented the following projects:

Mini-Split Unit for Elections Offices
Attached to this agenda are quotes and recommendation to approve George & Company in the amount of $5,750.

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

Mini-Split Unit for Senior Center
There were no quotes available.

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

HVAC unit for Ag Building
Mr. Howard stated that there the recommendation is to go with George and Company in the amount of $4,500.

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

Van for Senior Center
The Board will consider approval of the purchase of a van for the Senior Center. Mr. Howard has a quote in the amount of $31,000. He stated he is waiting on an additional quote.

Commissioner Kehayes moved to approve the purchase not to exceed $31,000.

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

Animal Shelter Parking Lot
Mr. Howard noted there are interested bidders but no quotes available.

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

Paving at Blades St.
Mr. Howard stated that the Town is paving this street and has offered to pave the side parking lot at the Boys and Girls Club building. He sated they did not charge the County for the utility cut at the site that cost would have been $12,760. The site patching is beneficial to the Town. Town cost of the patching is $9,850 the County cost is $12,760.

Mr. Howard stated that the total would be $26,752 and he recommends using the Boys and Girls Club project contingency monies ($125,000 remain).

Commissioner Lawrence moved to authorize the manager to spend the contingency up to $26,752. Chair Kirby asked for all in favor, the motion passed unanimously (6-0).

Bid for 117 Mic Mac Trail
Ms. Stallings noted this is the last round of bidding and this property closed with no more upset bids. She asked that the Board approve the high bid of $1,320.

Commissioner McLaughlin moved to approve the high bid. Chair Kirby asked for all in favor, the motion passed unanimously (6-0).

Financial Items

Budget Amendments
BA-2021-067

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Soil & Water			
11-3473-368-00	Stream Debris Removal Grant	159,384.71	
11-4730-608-00	Stream Debris Removal Grant		159,384.71
	Balanced	159,384.71	159,384.71
Justification:			
	To amend the 2021 budget for Soil & Water to include Stream Debris Removal Grant received 06/11/21.		

BA-2021-068

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Water Department			
61-3817-360-00	NCDEQ - Merger/Regionalization Grant	50,000.00	
61-7120-360-00	NCDEQ - Merger/Regionalization Grant		50,000.00
	Balanced	50,000.00	50,000.00
Justification:			
	To amend the 2021 budget for Water Department to include Merger/Regionalization Grant from NC Department of Environmental Quality received 06/11/21.		

BA-2021-069

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Solid Waste			
62-3471-530-00	Scrap Tire Grant	5,726.34	
62-4710-694-00	Scrap Tire Grant		5,726.34
62-3471-531-00	White Goods Grant	1,973.41	
62-4710-695-00	White Goods Grant		1,973.41
	Balanced	7,699.75	7,699.75
Justification:			
	To amend the 2021 budget for Water Department to include Merger/Regionalization Grant from NC Department of Environmental Quality received 06/11/21.		

BA-2021-070

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
After-School-Plus			
11-6131-126-00	Salaries - PT		425.00
11-6131-192-00	Professional Services		(425.00)
11-6131-231-00	Supplies		114.15
11-6131-291-00	Program Support		(114.15)
	Balanced	-	-
Justification:			
	To amend the 2021 budget for After-School-Plus Program to include additional PT salaries and Educational Supplies. Funding is received from JCPC, and monies are being transferred between line items.		

BA-2021-071

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Social Services			
12-5310-121-00	Salaries - Regular		(10,000.00)
12-5310-199-00	Professional Services		10,000.00
	Balanced	-	-
Justification:			
	To amend the 2021 budget for DSS to include additional attorney fees. No additional funding is being requested and monies are being transferred between line items.		

BA-2021-073

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Central Communications			
11-4270-352-00	Maint & Repairs Equipment		34,522.00
11-4270-121-00	Salaries - Regular		(5,000.00)
11-4270-122-00	Salaries - OT		(11,000.00)
11-4270-126-00	Salaries - PT		(3,522.00)
11-4270-181-00	Fica Tax		(3,000.00)
11-4270-182-00	Retirement		(2,000.00)
11-4270-183-00	Hospitalization		(3,000.00)
11-4270-510-00	C/O - Equipment		(7,000.00)
	Balanced	-	-

Justification:

To amend the 2021 budget for Central Communications to include expenditures from 911 Fund from 2016 through 2020 that were ineligible for funding. The 911 Board has recommended that the County General Fund reimburse the 911 Fund for these expenditures.

Commissioner McLaughlin asked for information on the stream clean-up. Ms. Smith stated she would email that to the Board.

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

FY20-21 Budget Clean Up

Ms. Smith requested that the Board authorize the Finance Officer and Manager to perform necessary FY 2020-21 budget clean up amendments and bring them back to the Board as FYI at a future regular meeting.

Commissioner McLaughlin moved to authorize the necessary budget cleanup amendments. Chair Kirby asked for all in favor, the motion passed unanimously (6-0).

Update on JA Holmes Highschool Project Expenses
A copy of the report is in the meeting file labeled June 21, 2021.

Finance Officer Report
Finance Officer Cathy Smith provided the Board with financial reports through the month of May 2021. A copy of the report is in the meeting file labeled June 21, 2021.

External Board/Committee Report
Chair Kirby asked that the Board members report on the activities of the external boards to which they have been appointed.

Commissioner McLaughlin reported on Destination Downtown Edenton.

Chair Kirby reported on the Albemarle Commission Board of Directors and ECP Board.

Manager's Report
County Manager Kevin Howard updated the Board on the following:

- Request for a letter of support from ARC&D to apply for Algal Bloom funds.

Timely and Important Matters
Chair Kirby noted that the editors of the paper, Miles Layton and Nicole are leaving and moving to Mississippi. He stated that Reggie Ponder will cover the County on a temporary basis.

Adjourn
Being no further business Commissioner Taylor moved to adjourn the meeting. Chair Kirby asked for all in favor, the motion passed unanimously (6-0).

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Bob Kirby, Chairman Susanne Stallings, Clerk