

Breakfast- Report to the People
Monday March 19, 2012
7:45 am
Chowan County Agriculture Center
730 North Granville Street
Edenton, NC

MINUTES

The Board attended the annual Report to the People at the Chowan County Ag Center. Breakfast was served at 7:45am. Following breakfast, County Cooperative Extension Service staff provided the annual "Report to the People" which is the annual review of programming efforts and impacts for the Chowan County Center of North Carolina Cooperative Extension.

Regular Meeting
Monday, March 19, 2012
9:00 am
Chowan County Public Safety Center
305 West Freemason Street

MINUTES

The Chowan County Board of Commissioners held their regular meeting on Monday, March 19, 2012 at 9:00 pm in the Chowan County Public Safety Center, 305 West Freemason Street Edenton NC. Present: Vice Chairman Keith Nixon, Commissioners, Jeff Smith, Emmett Winborne, Ralph Cole, Ellis Lawrence and John Mitchener. Staff Present County Manager Zee Lamb, Finance Officer Kim Woodley, Human Resources Manager Carrie Byrum and Board Clerk Susanne Stallings.

Chairman Eddy Goodwin was absent

Vice Chairman Nixon called the meeting to order.

Public Comment

Vice Chairman Nixon called for public comment.

Jeremiah Copeland of 412 Pineview Drive Edenton requested an update on the status of exploration of expansion to a 6 mile fire district.

Mr. Lamb stated the County is waiting on the Town of Edenton to appoint a fire chief. After that time, the town has indicated we can begin exploring the possibility of extending the Edenton Fire District.

Retirement Recognition

Vice Chairman Nixon then recognized Angela Harris, Income Maintenance Supervisor with DSS on her retirement with 29 ½ years of service. He presented her with a plaque and thanked her for her service to Chowan County.

Consent Agenda

Vice Chairman Nixon then presented the consent agenda.

a. Recommended Budget Amendments

BA-1112-064

3990	Reg of Deeds Fund	\$ 5,150	Increase revenue from Register of Deeds Balance (Preservation/Automation Fund)
4180	Reg of Deeds	\$ 5,150	Increase expenditures to purchase server for Register of Deeds

BA-1112-065

3990	Recreation	\$ 10,800	Increase revenue from Recreation prior year Fund Balance
6132	Recreation purchase maintenance	\$ 10,800	Increase expenditures for Recreation of bunker/field rake for ball field

b. Journal Entry – February

Attached is the journal entry report for the month of February for Board approval.

c. Capital Project Ordinance – DSS Renovation

A capital project ordinance for Board consideration for DSS renovations.

DEPARTMENT OF SOCIAL SERVICES RENOVATION 2012

CAPITAL PROJECT ORDINANCE

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

Section 1. The project authorized is the renovations and necessary moving costs associated with the relocation of the Department of Social Services to the old Albemarle Health Services building behind the Public Safety Center to be financed by funding from the NC Department of Social Services and contributions from the General Fund.

Section 2. The officers of this unit are hereby directed to proceed with the capital project within the terms of the budget contained herein.

Section 3. The following amounts are appropriated for the project:

44-8163-194	Architect fees	\$15,000
44-8163-199	Construction	200,000
44-8163-321	Phone system	1,200
44-8163-520	Server, data lines	<u>21,940</u>
	Total	\$238,140

Section 4. The following revenues are anticipated to be available to complete this project:

44-3981-980	Transfer from General Fund	\$238,140
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Section 5. The Finance Officer is hereby directed to maintain within the Capital Project Fund sufficient specific detailed accounting records to satisfy the requirements of state and federal regulations.

Section 6. Funds may be advanced from the General Fund for the purpose of making payments as due.

Section 7. The Finance Officer is directed to report, on at least a monthly basis, the financial status of each project element in Section 3.

Section 8. The Budget Officer is directed to include a detailed analysis of past and future costs and revenues on this capital project in every budget submission made to this Board.

Section 9. Copies of this capital project ordinance shall be furnished to the Clerk of the Governing Board, and to the Budget Officer and the Finance Officer for direction in carrying out this project.

Regarding the Recreation budget, Commissioner Mitchener asked for clarification on what a field rake is.

Interim Recreation Director Mary Sawyer explained this is a three wheel machine with a rake and blade. She noted that previously the rake was shared with the school system.

Commissioner Nixon asked about the recreation fund balance.

Ms. Sawyer stated these monies are donations that go into a special fund.

Ms. Woodley clarified that the monies from this project go into a special fund and can roll over from budget year to year.

Mr. Lamb stated that with regards to the DSS capital project ordinance, based on conversations with the contractor, the project may come in less than the \$200,000 with a move in of late June or early July.

Commissioner Winborne requested that the report on the monies spent be provided monthly.

Mr. Lamb noted that after this request, the Journal Entries will no longer require Board approval as there is now a finance officer in place separate from the county manager.

Commissioner Smith moved to approve the consent agenda with the revision to item 1 c, to allow for a monthly report on the DSS renovation project.

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

Resolutions

Barker House

Board Clerk Susanne Stallings read a resolution for Board consideration that declares March 24th as Barker House Day in Chowan County and salutes the volunteers and donors who keep the Barker House open to visitors year round.

WHEREAS, the Barker House is one of the most important historical sites in the United States, loved by residents of Edenton and Chowan County and frequented by visitors to our community from around the world; and

WHEREAS, the National Park Service on March 24, 1972, recognized its importance and placed the Barker House on the National Register of Historic Places; and

WHEREAS, Women's History Month is celebrated in March of each year and the Barker House derives its significance from its courageous owner Penelope Barker, who had the courage to tell a King NO!; and

WHEREAS, Penelope Barker's leadership made history by establishing the right of women in the Colonies that became the United States to participate in political discussions and demonstrations;

NOW, THEREFORE, BE IT RESOLVED that the Chowan County Board of Commissioners does hereby recognize March 24th as Barker House Day in Chowan County and salutes the volunteers and donors who keep the house open to all visitors year round and provide for the restoration and upkeep of the internationally famous Barker House.

Commissioner Mitchener moved that the resolution be approved as submitted. Vice Chairman Nixon asked for all in favor, the motion passed unanimously (6-0).

Opposition of I95 Tolls

Board Clerk Susanne Stallings noted that Perquimans County has provided a resolution for Board consideration that opposes the proposed tolls for I95 and requests that NCDOT seek alternative revenue sources to finance future improvements to I95.

Commissioner Smith stated that he felt the tolls on I95 will push traffic to travel NC17/64 and could increase tourism in Chowan County.

Commissioner Winborne stated his concern over lack of information on the impact.

Commissioner Smith stated that the tolls are a user fee.

Vice Chairman Nixon stated that he has not received any calls from neighboring counties and has not received a copy of the study as referenced in the resolution.

Commissioner Lawrence moved that the Board table the resolution until a study is provided with more information. Vice Chairman Nixon asked for all in favor, the motion passed (5-1 Smith).

ARC&D

Linda Peterson presented a request for an annual contribution of County Funds for Albemarle Resource Conservation and Development Council, Inc. She noted the contribution will support operational expenses. She noted that if a county chooses to participate in a project, the county would have to agree to pay \$50 per hour to fund support for projects in their county.

Commissioner Smith stated he is the County's representative on the ARCD Board and the Board did not want to require counties that do not have projects to pay the costs of a salary. He stated that the \$50 per hour cost is a user fee that each county can decide if it wishes to participate.

Mr. Lamb asked if there are any on-going projects for Chowan County.

Ms. Peterson stated she will confirm but was not aware of any pending projects.

Commissioner Winborne stated he would like for the county to consider seeking grant funding to repair the damn at Dillard's Millpond.

Commissioner Smith stated he was informed that Mr. Alons is working on locating eligible grants funds.

Vice Chairman Nixon recommended that the request be placed on the budget planning agenda for full Board consideration.

Board Appointment

Board Clerk Susanne Stallings presented applications received for consideration of appointment to the Chowan County ABC Board. She noted that there currently is one seat available for reappointment retroactive effective January 2011 and expiring January 2014 and another seat is available for appointment effective May 14, 2012 and expiring on May 14, 2015.

Commissioner Smith moved that Craig Miller be reappointed to serve in the seat that expires on January 2014. Vice Chairman Nixon asked for all in favor, the motion passed unanimously (6-0).

Commissioner Winborne moved that the Board appoint Garris Perry to the seat that expires May 2015. Vice Chairman Nixon asked for all in favor, the motion passed unanimously (6-0).

Lease – Probation

Mr. Lamb presented a proposed lease agreement for the space currently occupied by the Probation Offices for Board consideration. He noted that currently there is no lease agreement for the space and the owner has requested an increase of \$100 per month in rent to begin April 1, 2012.

Vice Chairman Nixon asked if the lease could be discussed in closed session.

Commissioner Smith recommended that the lease be put on the closed session agenda for negotiation.

Salary Study Presentation

John Anzivino and Stephanie Davis with Springstead presented the Board with the Chowan County salary study. A copy of the study is in the meeting file labeled March 19, 2012. The report stated findings of that the minimum pay grades for the County is low compared to the market, internal pay relationship inequities exist within the county, the current pay scale is in need of restructuring, lack of pay increases is frustrating, and employees of Chowan County like working for the County and take pride in their work. The study provided two options for the Board to consider. Option 1, allows employees to be taken to the minimum of the proposed pay grade or one step in the salary range with an annual cost of \$83,477 or 1.77%. Option 2 brings all employees on the new salary schedule, recognizes years of service and deals fully with salary compression issues with an annual cost of \$521,409 or 11.05% of payroll. After reviewing the data the Board asked questions.

Commissioner Lawrence stated he wanted the report to be made available to county employees.

Commissioner Winborne asked if there are any county employees found to be currently over paid.

Mr. Anzivino stated no.

Commissioner Smith asked if the study included review of job descriptions or position reclassifications.

Mr. Anzivino stated that a staffing analysis was not provided.

Vice Chairman Nixon stated his concern of the study using the benchmark counties and businesses for the study. He stated that Chowan is a small county and many employees choose to seek employment with larger counties once their salary is maxed out. He recommended that the

Board plan a work session to study the presentation in more detail. He asked if the consultants will charge the county to provide another work session.

Mr. Acivedio stated that only mileage will be charged.

Commissioners Cole and Lawrence requested to be excused from the meeting. Commissioner Mitchener moved that they be excused. Vice Chairman Nixon asked for all in favor, the motion passed unanimously (6-0).

Commissioners Cole and Lawrence left the meeting.

Finance Officer Report

Finance Officer Kim Woodley presented the Finance Report for FY 2012 through the end of February. She provided information on cash and investment trends and investment summary. She also provided summary information on long term debt. A copy of the report is in the meeting file labeled March 19, 2012.

Commissioner Nixon stated he would like to continue to review fund balance reports. He stated he would like for the finance officer to investigate debt and the loan terms currently in place.

Ms. Woodley stated she would investigate this information and discuss the loans, especially the USDA loan with the LGC. She stated he would provide the Board with amortization schedules to review the debt and options available to the county.

Vice Chairman Nixon also requested that the Board be provided with a copy of the sales tax trending.

Timely and Important Matters

DSS Employee Reclassifications

Mr. Lamb stated that he received a request to reclassify two employees in DSS. He stated the positions had been reclassified by the Office of State Personnell due to a request was initiated locally by DSS but not signed for approval by the County Manager previously.

He added that in 2010 the annual state pay plan was signed off by the previous county manager and sent to Raleigh with the new classifications included.

Human Resources Manager, Carrie Byrum stated that one of the two positions was not within the recommended range. She added that the state and county's classifications are different.

Ms. Byrum stated that since this has taken place, one individual moved into the position and the other employee's reclassification form was not approved by the Manager.

DSS Director Clifton Hardison stated he wanted the Board to be aware of the situation and did not want to violate any county policy or procedure. He stated there are monies budgeted that can cover the costs of the increase. He stated that the State now will require County approvals before approving a reclassification to ensure this does not happen again.

Ms. Byrum stated the request is to have the Admin Officer I will have to work against this position for two years and then be reclassified as Admin Officer II. The Accounting Tech III position was reclassified from Processing Assistant IV.

Mr. Lamb stated he did not want to sign off on the reclassifications until the Board approves the request.

Mr. Hardison stated the positions were promoted within.

Vice Chairman Nixon asked if staff was reduced with the creation of the new position.

Mr. Hardison stated that the duties were reassigned.

Mr. Lamb stated that any reclassifications would come before the Board.

Commissioner Winborne stated he remembered the Board discussing the request and not approving it. He questioned the previous manager's signature on the report.

Ms. Byrum clarified that the pay plan to the state was signed by the previous county manager, but not the county reclassification request.

Commissioner Mitchener moved that the Board approve the two reclassifications. Vice Chairman Nixon asked for all in favor, the motion passed (3-1 Winborne).

Closed Session

Commissioner Smith moved that the Board go into Closed Session in accordance with NCGS 143-318.11(a) (5) (i) Negotiating acquisition of real property (3) consult with an attorney, (4) economic development negotiations, (6) personnel matter. Vice Chairman Nixon asked for all in favor, the motion passed unanimously (4-0).

The minutes of the closed session are sealed.

Commissioner Mitchener moved that the Board adjourn the closed session. Vice Chairman Nixon asked for all in favor, the motion passed unanimously (4-0).

Adjourn

Being no further business before the Board, the meeting was adjourned

Vice Chairman
Keith Nixon

Clerk