

**Chowan County Board of Equalization and Review
Meeting
Monday May 20, 2019
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 May 20, 2019.

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

Staff present County Attorney Lauren Womble, County Manager Kevin Howard and Finance Officer Cathy Smith.

Chair Kersey called the Board of E&R to order.

It was noted that Board Clerk Susanne Stallings was absent. Commissioner Faircloth moved to appoint Cathy Smith as acting clerk. Chair Kersey asked for all in favor, the motion passed unanimously (7-0).

Chair Kersey called the Board of Equalization and Review to Order.

Ms. Radke noted that there were no appeals to be heard. She asked for any from the audience, there were none. She noted this does not include the pending appeal from Riversound. She stated this concludes the 2019 appeal.

Commissioner McLaughlin moved to adjourn the Board of Equalization and Review. Chair Kersey asked for all in favor, the motion passed unanimously (7-0)

**Regular Meeting
Monday, May 20, 2019
6:00pm
Chowan County Public Safety Center
305 West Freemason St.
Edenton, NC**

This meeting was recorded. A copy of the recording is in the meeting file labeled May 20, 2019.

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

Staff present County Manager Kevin Howard, Finance Officer Cathy Smith and County Attorney Lauren Arizaga-Womble.

Regular Meeting

Chair Kersey called the regular meeting to order and led all in the pledge of allegiance.

Commissioner Bonner then provided the invocation.

Approval of Draft Agenda

Commissioner McLaughlin moved to remove item 6 Resolution Strengthening Critical Drainage and Water Quality Infrastructure from the agenda. Chair Kersey asked for all in favor, the motion passed unanimously (7-0).

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

Ms. Womble should amend the agenda to approve Cathy Smith to serve as Clerk in the absence of Ms. Stallings. Chair Kersey asked for all in favor, the motion passed unanimously (7-0).

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

Public Comment

Chair Kersey opened the floor for public comment.

Harriett DeHart 112 Horniblow Point Road shared a pamphlet with the Board on a ministry for families of persons who suffer from Alzheimer’s or Dementia the opportunity to provide short term breaks for care givers of a senior loved one.

There was no further public comment.

Appointment of Clerk

Consent Agenda

a. **Minutes**

Minutes of April 17, 2019, April 23, 2019 and May 3, 2019.

b. **Surplus**

Attached is a list of items that have been removed from service. Staff is requesting authorized disposal of the assets through Gov Deals.

c. **Tax Refunds/Releases**

Edmondson, F.	\$1415.25	Paid Twice
Small, J.	\$120.06	Paid Twice

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

Commissioner McLaughlin asked for clarification on the minimum bid amounts.

Mr. Howard stated this is based on the value of the item.

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

Budget Amendments

Attached to this agenda packet are the following budget amendments for the Board’s review and consideration:

BA-1819-066

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Register of Deeds			
11-3418-415-00	*Preservation/Automation	755.24	
11-4180-298-00	*Dept Supplies - Auto/Pres		251.75
11-4180-440-00	*Contr Svcs - Automation/Pres		251.75
11-4180-511-00	*C/O - Auto / Pres		251.74
Sheriff's Office			
11-3431-233-00	*State Special Funds	23.33	
11-4317-441-00	*State Special Expense		23.33
11-3431-243-00	*KIDS & COPS	2,895.00	
11-4317-443-00	*KIDS & COPS Expense		2,895.00
Animal Shelter			
11-3438-894-00	*Donations - Chowan	155.00	
11-3438-894-01	*Donations - Gates	40.00	
11-3438-894-02	*Donations - Perquimans	130.00	
11-3438-894-03	*Donations - Other	1,060.00	
11-3438-894-04	*Donations - AWARE	9,200.00	
11-4381-600-00	*Donation - Expense		10,585.00
11-3438-895-00	*Adoption - Chowan	285.00	
11-3438-895-02	*Adoption - Perquimans	285.00	
11-3438-895-03	*Adoption - Other	380.00	
11-4381-441-00	*Contr Svcs - Spay/Neuter		950.00
Senior Center			
11-3616-533-00	*Reg Fees - Trips	454.00	
11-4268-312-00	*TRIPS - Senior Citizens		454.00
11-3616-535-03	*Healthways	1,520.00	
11-4268-352-02	*Healthways		1,520.00
11-3616-541-00	*Fundraiser	182.00	
11-4268-604-00	*Fundraiser		182.00
	Balanced	17,364.57	17,364.57
	Total Discretionary Income Received FYE 2019	246,646.66	
Justification:			
	<i>To amend the 2019 budget to include Discretionary income received through April 2019.</i>		

BA-1819-067

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
TDA			
51-3815-530-00	Co-Op Monies	116.46	
51-8150-261-01	Co-Op Office Supplies		116.46
51-3832-530-00	Co-Op Advertising	2,564.00	
51-8150-370-01	Co-Op Advertising		2,564.00
51-3839-894-00	*Music & Water Festival	295.00	
51-8150-826-00	*Music & Water Festival		295.00
	Balanced	2,975.46	2,975.46
Justification:			
<i>To amend the 2019 budget for TDA to include Co-Op and Discretionary income through April 2019</i>			

BA-1819-068

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Animal Shelter			
11-4381-600-00	*Donations Expense		(2,700.00)
11-4381-580-00	Capital Outlay - Building		2,700.00
	Balanced	-	-
Justification:			
<i>To transfer an AWARE donation from Donations Expense to Capital Outlay for a partial payment on a Doggie Play Pen from Albemarle Fence - balance of \$8737.62 remaining to Albemarle Fence when work is complete which will also be paid by AWARE</i>			

BA- 1819-069

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Soil & Water			
11-3473-368-00	Stream Debris Removal Grant	11,750.00	
11-4730-608-00	Stream Debris Removal Grant		11,750.00
	Balanced	11,750.00	11,750.00
Justification:			
<i>To amend the budget for Soil & Water to include Stream Debris Removal Grant received in April 2019</i>			

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

FY 2019-20 Budget Presentation

Mr. Howard presented the Board with the proposed FY 2019-20 budget and budget message. A copy of the PowerPoint presentation is in the meeting file labeled May 20, 2019.

Mr. Howard noted the budget message is based on the proposed budget

FY2019-20 Budget Message:

This FY 2019-2020 budget is presented to you in accordance with the *North Carolina Local Government Budget and Fiscal Control Act*. The proposed budget is presented subject to a public hearing and the Chowan County Board of Commissioners revisions and approval. This budget is balanced and identifies the estimated revenues and expenditures for the Fiscal Year 2019-2020.

The FY 2019-2020 proposed budgeted revenues and expenditures for the General Fund, including the Social Services Fund, are \$17,852,185 compared to the approved FY 2018-2019 budget of \$17,454,344.

As in years past, County Administration received budget requests, revenue estimates and other financial information from department heads and other various officials, officers, and agencies of Chowan County. The proposed budget is based on these budget requests, along with information provided by staff and input from the County Commissioners. Each department or agency presented an original budget request to the Finance Office. Upon receipt of the budget request, the County Manager met one or more times with each department head to establish a budget to be submitted to the Chowan County Board of Commissioners.

The Budget Officer will publish a statement in the Chowan Herald that the budget has been submitted to the Chowan County Board of Commissioners and is available for public inspection in the office of the Clerk to the Board. The same published statement will also give notice of the time and place of the public hearing during which any person who may wish to comment on the budget may appear before the Board of Commissioners.

No earlier than ten days after the public hearing and not later than June 30, 2019, the Chowan County Board of Commissioners must adopt a budget ordinance making appropriations, estimating revenues and levying taxes for FY 2019-2020.

Proposed Tax Rate

The FY 2019-2020 budget, as recommended, is based on a \$0.775 tax rate, which is a \$.03 increase from the tax rate of \$0.745 for FY 2018-2019. The proposed increase to the tax rate is due to an increase in expenses for salary and benefits, contract services, and repairs and maintenance.

The estimated tax base, which is provided to the County Manager by the Tax Administrator, is used in this budget to determine the amount of property tax revenue that will be available in the FY 2019-2020 budget. The amount of revenue that is expected to be collected in the coming year is determined by the tax base amount and the collection rate.

General Fund Revenues

Below is a summary of the proposed general fund revenues (excluding Social Services) by service for FY 2019-2020 followed by detail of each service

<u>Service</u>	<u>Proposed Revenue FY 2019</u>	<u>% of Gen Fund Budget</u>
Ad Valorem Taxes	\$11,513,242	72%
Sales Tax	\$2,282,094	14%
Departmental	\$650,436	4%
Permits and Fees	\$356,011	2%
Miscellaneous	\$600,569	4%
Other Taxes	\$52,000	1%
Fund Balance	\$516,488	3%
Total Revenues	\$15,970,840	100%

Ad Valorem Taxes

- **Property Tax Collections** - Estimated property tax revenues for FY 2019-2020 are calculated based upon the audited tax collection rate for FY 2017-2018. According to the 2018 audit, the collection rate for real and personal property was 98.83% and the collection rate for motor vehicles was 100% for a combined collection rate of 98.94%. For purposes of estimating next year's property tax revenues, this proposed budget assumes a collection rate of 98.83% for real and personal property and 100% for motor vehicles.

The Chowan County 2019 tax year valuation estimate provided by the Tax Administrator anticipates a total valuation for FY 2019-2020 of \$1,459,618,149. This valuation includes real and personal property, including public utilities, and motor vehicles. At 100% collection, each penny of the property tax rate assessed will produce \$145,962. Applying a collection rate of 98.83% to real and personal property and 100% to motor vehicles, each penny of the assessment will produce \$144,761.

With the proposed tax rate of \$0.775 per \$100.00 valuation, the 2019-2020 budget year anticipated revenues for real and personal properties and utilities are estimated at \$10,172,059. Revenues for motor vehicles are anticipated to be \$1,022,683.

The FY 2019-2020 budget also anticipates the collection of \$218,500 in prior years' delinquent real and personal property taxes as well as \$100,000 in penalties, interest and other miscellaneous charges assessed upon delinquent taxes.

Therefore, the FY 2019-2020 budget anticipates the collection of \$11,513,242 in ad valorem

and motor vehicle tax revenues, which represents 72% of General Fund Revenues.

Sales Tax Revenue

- Chowan County anticipates collecting \$1,174,933 in FY 2019-2020 from the local 1-cent Article 39 sales tax. The County General Fund also anticipates collecting a total of \$756,952 from the ½ cent Article 40 sales tax. An additional thirty (30) percent of the Article 40 sales tax by statute is restricted for school capital projects and is sent directly to the School Capital Reserve and is not reflected in the General Fund. The County further projects collecting from the ½ cent Article 42 sales tax a total of \$138,500. An additional sixty (60) percent of the Article 42 sales tax by statute is restricted for school capital projects and is sent directly to the School Capital reserve and is not reflected in the General Fund. Chowan County also anticipates collecting \$211,709 from the ½ cent Article 44 sales tax.

Therefore, the total amount of sales tax revenue anticipated in the General Fund budget is \$2,282,094, which represents 14% of General Fund Revenues.

Departmental Revenue

- **Register of Deeds Revenues** – The FY 2019-2020 budget anticipates revenues from real estate registration (recording fees), vital statistics and marriage licenses in the amount of \$179,920. This amount includes \$92,000 in excise tax (deed stamps) to be divided between Chowan County and the State of North Carolina.
- **Sheriff** – Chowan County anticipates revenues in the amount of \$157,286 from the School Resource Officer program and other miscellaneous fees for the FY 2019-2020 budget.
- **Tri-County Animal Shelter** – The FY 2019-2020 budget estimates revenues of \$127,772 from Gates and Perquimans Counties for operations, as well as miscellaneous revenues of \$8,233. Total anticipated revenues for the Animal Shelter are \$136,005.
- **Recreation** – The FY 2019-2020 budget estimates revenues of \$61,250 from registration fees, concessions, and special events.
- **Soil & Water** – The FY 2019-2020 budget estimates revenues for Soil and Water in the amount of \$45,774.

Permits and Fees

- **Planning and Inspections Office** – Inspection and Planning for FY 2019-2020 are anticipated to generate \$100,000 in building permit fees, \$6,000 in planning fees and \$5,000 in public nuisance fees.
- **Fines & Forfeitures** - The FY 2019-2020 budget anticipates \$90,000 in the receipt of fines and forfeitures, which are remitted to the Edenton-Chowan Board of Education.
- **Jail** – The FY 2019-2020 budget anticipates \$38,500 in jail fees.
- **Court Fees** – The FY 2019-2020 budget further anticipates \$30,000 in court costs and court

facility fees which must be used to maintain the county courthouse.

- **Senior Center/Nutrition** – The FY 2019-2020 budget anticipates revenues of \$12,800 from registration fees, other fees and from the Albemarle Commission for the Nutrition Program.

Miscellaneous

- **Building Rental** - The budget for FY 2019-2020 anticipates revenues of \$133,070 in building rental fees.
- **ABC** - The FY 2019-2020 budget anticipates \$80,000 in profit distribution from the ABC Store.
- **Interest Earned** – The FY 2019-2020 budget projects \$50,000 in interest earned on investments.
- **Transfers In** – The budget for FY 2019-2020 projects revenue of \$100,000 from the Water Department fund for administrative services.
- **JCPC Grant** – Revenues of \$75,906 are estimated for the FY 2019-2020 budget from the Juvenile Justice programs, including the After School Program.
- **Town of Edenton** – The FY 2019-2020 budget projects \$92,093 in reimbursement from the Town of Edenton for the Town share of Information Technology and \$40,000 for Building Inspections services.

Other Taxes

- The FY 2019-2020 budget projects \$52,000 in revenues for miscellaneous taxes.

Fund Balance

- The FY 2019-2020 budget anticipates using \$516,488 from Fund Balance. However, if revenues are better than projected, it will not be necessary to use fund balance.

General Fund Expenditures

Below is a summary of Chowan County’s proposed expenditures for the General Fund (excluding Social Services) for FY 2019-2020 by function:

Function	Proposed Funding FY 2019	% of Gen Fund Budget
Public Safety (Sheriff/SRO, 911, Jail, Animal Control/Shelter)	\$5,928,006	37%
Public Education (ECPS,COA, Library)	\$4,593,814	29%
Government (Elections, ROD, Tax, Admin)	\$2,854,240	18%
Human Services (Rec, Health & Mental Health, Ag, SR Citizens)	\$2,300,058	14%
Other Services (Planning, Forestry)	\$294,722	2%
Total Expenditures	\$15,970,840	100%

Public Safety

- **Sheriff's Office** – The FY 2019-2020 budget provides a total of \$1,518,564 for the Chowan County Sheriff's Office. The appropriation includes \$58,738 for the lease of three new vehicles and \$76,300 for capital needs. The FY 2019-2020 budget also provides \$203,801 for the School Resource Officer program.
- **Jail** – The FY 2019-2020 budget appropriates \$805,503 for the operation of the Chowan County Detention Center.
- **Central Communications** – The FY 2019-2020 provides \$553,346 for the operation of the 911 emergency communications system.
- **Emergency Medical Service** - The FY 2019-2020 budget appropriates \$969,995 to the EMS Enterprise Fund to cover a revenue shortfall in that amount.
- **Building Inspections** - The FY 2019-2020 budget appropriates \$229,027 for the Inspections Department.
- **Animal Shelter** – The FY 2019-2020 budget appropriates \$205,378 for Tri County Animal Shelter operations. The budget includes \$20,000 for the purchase of a used vehicle. It is estimated that \$127,772 will be reimbursed to Chowan County, as fiscal agent, from Gates (\$59,558) and Perquimans (\$68,214) Counties.
- **Animal Control** – The FY 2019-2020 budget appropriates \$70,994 for operations of the Animal Control Office.
- **Building Maintenance** – The FY 2019-2020 budget provides \$230,813 for maintenance needs and improvements for the Public Safety Center building, the Courthouse, and the Jail.

Public Education

- **Edenton – Chowan Public Schools** –The total school current expense appropriation provided for in the FY 2019-2020 budget is \$3,575,000. The appropriation will be distributed in twelve (12) equal monthly payments.
- **Community Colleges** - The FY 2019-2020 budget appropriates \$200,000 to College of the Albemarle to be used for current expense for the Chowan Campus and \$200,000 for capital outlay. The current expense appropriation will be distributed in twelve (12) equal monthly payments, and the capital will be distributed to COA on a reimbursement basis, after prior approval and after consultation with the Board of Commissioners for capital outlay expenditures and projects. Reimbursable projects under \$5,000 shall not require Board of Commissioner approval.
- **Shepard Pruden Memorial Library** - The FY 2019-2020 budget appropriates \$197,000 for operating expenses and \$57,488 for building maintenance needs.

Government

- **Tax Collections** - The FY 2019-2020 budget appropriates \$409,398 for tax office operations.
- **Administration and Finance** – The budget for FY 2019-2020 provides \$516,769 for administrative and finance operations.
- **Maintenance** - The FY 2019-2020 budget provides \$457,737 for Maintenance Department operations.

- **Information Technology** – The FY 2019-2020 budget appropriates \$279,071 for County IT expenditures.
- **Register of Deeds**– The proposed FY 2019-2020 budget provides \$241,455 for the operation of the Register of Deeds Office.
- **Elections** – The FY 2019-2020 budget appropriates \$134,100 for the operations of the Elections Office.
- **Land Records** – The FY 2019-2020 budget provides \$120,398 to the Land Records/GIS Department located in the Register of Deeds Office.
- **Revaluation** – The FY 2019-2020 appropriates \$107,700 to the Revaluation Fund in preparation for the county-wide tax revaluation that is performed every eight (8) years. The next revaluation must be complete by January 1, 2022.
- **Insurance** – The FY 2019-2020 budget provides \$212,781 for Worker’s Compensation and Professional Liability insurance.

Human Services

- **Social Services**– The FY 2019-2020 budget appropriates \$925,118 in County funds to the Social Services fund. While all Social Services budgets were previously in Fund 11, they have been budgeted in Fund 12 since FY 2012-2013. However, for auditing purposes, Social Services remains part of the General Fund.
- **Recreation** – The FY 2019-2020 budget provides \$523,800 for the Recreation Department to operate community recreational programs. The budget also provides \$37,136 for maintenance needs for the Northern Chowan Community Center.
- **Senior Center/Nutrition** – The FY 2019-2020 budget provides \$159,579 to fund the Senior Center and Nutrition Program for Chowan County senior citizens. The budget also appropriates \$14,936 for maintenance needs for the Swain School building.
- **Public Health** – The FY 2019-2020 budget provides an appropriation in the amount of \$91,070 payable to Albemarle Regional Health Services for public health services.
- **Mental Health** - The FY 2019-2020 budget provides \$33,925 to Trillium Health Resources which includes the county’s \$2.12 per capita contribution and the transfer of \$4,000 in bottle tax revenues.
- **Cooperative Extension** - The FY 2019-2020 budget appropriates \$215,053 to Cooperative Extension Service. The budget also provides \$35,370 for maintenance needs to the Agriculture building.

Other Services

- **Planning** – The FY 2019-2020 budget provides \$97,652 for the Planning Department.
- **Soil Conservation** - The FY 2019-2020 budget appropriates \$133,873 for the Soil and Water Conservation Program. This includes funds for Hydrilla eradication, Beaver Management, and Soil and Water Management.

- **Forestry** - The FY 2019-2020 budget provides an appropriation in the amount of \$62,197 to the Forestry program.

Social Services Fund

- The Social Services program anticipates a budget of \$2,806,463 in revenues and expenditures for FY 2019- 2020. This budget includes an appropriation from the General Fund of \$925,118.

Fire Districts

- **Revenues** - The FY 2019-2020 Fire District Special Revenue Fund anticipates \$583,254 in property tax, sales tax and other revenue for the benefit of fire departments in Chowan County. This fund uses \$133,268 in fund balance for a total budget of \$716,522.
- **Expenditures** - The FY 2019-2020 budget provides \$210,349 to the Center Hill Crossroads Volunteer Fire Department for operations and equipment. The budget also provides \$23,423 for debt service.

The budget further provides \$422,415 to the Town of Edenton for its fire services to the non-town residents of Chowan County. This amount is recalculated each year based upon a five year average of Edenton Fire Department calls outside of the town limits. The budget also appropriates \$45,335 in capital outlay for equipment.

The FY 2019-2020 budget provides \$15,000 for a tanker to the Belvidere Chappell-Hill Fire Department.

E911/Central Communications Fund

- The E-911 Special Revenue Fund anticipates \$275,826 in revenues and expenditures for the FY 2019-2020 budget. This fund is not projected to use any fund balance.

Re-Valuation Fund

- The Re-Valuation Fund anticipates a budget for FY 2019-2020 of \$107,700. The fund is projected to use \$15,000 in fund balance.

Debt Service

- The FY 2019-20 budget provides \$2,198,349 in principal and \$157,735 in interest toward the County's debt obligation, a total of \$2,356,084 for debt service.

Capital Reserve Fund

- The Capital Reserve Fund projects revenues and expenditures for the FY 2019-2020 budget of \$300,000. Revenues received for the Capital Reserve Fund are from Land Transfer tax.

School Capital Reserve Fund

- The FY 2019-2020 budget anticipates revenues from Article 40 and Article 42 sales tax in the amount

of
\$822,863 for the School Capital Fund.

In addition to sales tax revenues, the Chowan County Board of Commissioners will demonstrate its commitment to the public education system with an appropriation of \$200,000 from the County Capital Reserve Fund to the School Capital Reserve Fund for FY 2019-2020.

The FY 2019-2020 budget further provides for the debt payment for the DF Walker Elementary School. This payment of \$571,754 in principal and \$10,520 in interest for a total of \$582,274 is due in FY 2019-2020. The Sales Tax revenues, in part, are designated to this debt payment. The shortfall between sales tax revenues and the DF Walker debt must be paid using the School Capital Reserve Fund balance. Lottery funds are not eligible for the DF Walker School debt service.

Lottery Fund

- The FY 2019-2020 budget provides \$103,573 for the fifteenth year for the debt payment due July 1, 2020 for the QZAB (Qualified Zone Academy Bonds) interest-free loan, which provided funds for renovations to John A. Holmes High School. Lottery Fund proceeds are designated for this debt payment.

Tourism Development Authority

- The budget for FY 2019-2020 for the Tourism Development Authority (TDA) Fund estimates revenue and expenditures at \$162,029. Revenues for the TDA are received from Occupancy Tax.

Emergency Medical Service Fund

- The Emergency Medical Systems (EMS) Enterprise Fund revenues are estimated at \$900,000. There is also a General Fund appropriation of \$969,995 for the FY 2019-2020 budget. Expenditures for FY 2019-2020 are projected at \$1,869,995, which includes debt service of \$66,742.

Water Fund

- The FY 2019-2020 proposed budget for the Water Department Enterprise Fund is \$1,770,642 in revenues and expenditures. This fund is budgeted to use \$116,842 in fund balance.

Solid Waste Fund

- The proposed FY 2019-2020 combined revenues for the Solid Waste Enterprise Fund is anticipated to be \$1,043,000. The Solid Waste Fund is budgeted to use \$159,098 in fund balance for this budget year. Total budgeted expenditures of \$1,202,098 include \$126,000 for capital improvements to convenience sites.

Conclusion

This budget represents our best estimate of revenues and expenditures for the upcoming fiscal year. As with any budget, during the course of the coming fiscal year, adjustments may be required to amend the adopted budget. The Chowan County Board of Commissioners is required to approve any such budget adjustments, which increase or decrease a department's total expenditures during the course of the fiscal year.

I urge the Commissioners to carefully consider and study this proposed budget. If there are any questions or concerns, please do not hesitate to contact me.

On behalf of your County staff, we look forward to working with the Commissioners during the coming year to provide the best services possible at the most reasonable cost to the taxpayers of Chowan County.

Sincerely,

Kevin Howard
Chowan County Manager

Mr. Howard noted the public hearing has been advertised and scheduled for the June 3, 2019 meeting.

Chair Kersey thanked the Manager and the Finance Officer for the additional information that has been provided this year.

Resolution Strengthening Critical Drainage and Water Quality Infrastructure

Removed from Agenda.

Older Americans Month Proclamation

The Area Agency on Aging has provided the annual proclamation that declares May as Older Americans Month for the Board's consideration.

Commissioner Kirby asked why the proclamation was received so late in the month.

Chair Kersey noted it came in late.

Commissioner Kirby moved to adopt the resolution as presented. Chair Kersey asked for all in favor, the motion passed unanimously (7-0).

Sheriff Annual Report

Sheriff Dwayne Goodwin provided the annual report from the Sheriff's Office, Jail and 911 Center. A copy of the PowerPoint is in the meeting file labeled May 20, 2019. He introduced the newly appointed 911 Director Herman Weiss.

Sheriff Goodwin covered the Sheriff's Office employment including 19 sworn position, 25 part time deputies and two administrative positions. He provided statistics for 2018, services provided including court security school resource officers, emergency response dive team, kids and cops program and the street safe program. Sheriff Goodwin provided statistical information on the 911 center as well as the detention center.

Chair Kersey thanked the Sheriff for the presentation.

Finance Officer Report

Finance Officer Cathy Smith provided the Board with financial reports through the month of April. A copy of the report is in the meeting file labeled May 20, 2019.

Commissioner Kirby asked for clarification on the two month delay on sales tax disbursement.

Ms. Smith stated the state collects sales tax monthly and then distributes it the next month to Counties.

Commissioner Bonner asked about the lottery fund and if it has to be expended each year.

Ms. Smith stated there is an account with funds in it and it cannot be drawn unless there is a project for the funds.

Mr. Howard stated the School Board and the County have to agree on the project. Currently the funds are building.

Ms. Smith noted it is about \$200,000 in that fund.

External Board/Committee Report

Chair Kersey called for any external boards or committee reports.

There were none.

Manager's Report

County Manager Kevin Howard updated the Board on the following:

- Senior Center should be complete by the end of the month. They will begin moving in June
Chair Kersey asked if we will be out of the Senior Center by mid-June.
Mr. Howard stated yes.
Commissioner McLaughlin asked if the exercise equipment has been moved.
Mr. Howard stated the pool table has been moved.
- The Board will hold its next budget meeting on May 24th at 9:00am

Timely and Important Matters

There were none.

Closed Session

Commissioner Cummings moved that the Board go into closed session, in accordance with NCGS 143-318 (11) (a) (3) attorney client privilege. Chair Kersey asked for all in favor, the motion passed unanimously (7-0).

The minutes of the closed session are sealed.

Commissioner Bonner moved to come out of closed session. Chair Kersey asked for all in favor the motion passed unanimously (7-0).

Adjourn

Being no further business, Commissioner Faircloth moved to adjourn the meeting. Chair Kersey asked for all in favor, the motion passed unanimously (7-0).

Patti F. Kersey, Chair

Cathy Smith, Acting Clerk

Minutes prepared by Board Clerk
Susanne Stallings