

Regular Meeting  
Monday, August 15, 2011  
9:00 am  
Chowan County Public Safety Center  
305 West Freemason Street

MINUTES

The Chowan County Board of Commissioners held a regular meeting on Monday, August 15, 2011 at 9:00 am in the Chowan County Public Safety Center, 305 West Freemason Street Edenton NC. Present: Chairman Eddy Goodwin, Vice Chairman Keith Nixon, Commissioners Jeff Smith Emmett Winborne, Ralph Cole and John Mitchener. Staff Present Finance Officer Lisa Jones; County Manager Paul Parker and Board Clerk Susanne Stallings.

Commissioner Lawrence was absent.

**Public Comment**

Chairman Goodwin asked for any public comment, there was none.

**Consent Agenda**

Chairman Eddy Goodwin then presented the Consent Agenda.

**Recommended Budget Amendments**

BA-1112-009

3495	Sheriff	\$ 4,000	Decrease revenue from State drug seizures
4317	Sheriff	\$ 4,000	Decrease expenditures for State drug seizure expenditures (expenditures over projected)

---

BA-1112-010

3431	Sheriff	\$ 400	Decrease revenue from Project Lifesaver donations
4310	Sheriff	\$ 400	Decrease expenditures for Project Lifesaver program (expenditures over projected)

---

BA-1112-011

3612	Recreation	\$25,319	Increase revenue from Dept of Juvenile Justice grant (10% in kind match required and provided by Chowan County Recreation Dept for salary, food & provisions, supplies & materials, travel & transportation, rent of property)
6131	After School Plus	\$25,319	Increase expense for the After-School Plus Program for after school program teaching tutoring, academic enhancement, life skills, parental involvement and victim compensation/restitution; psychological evaluations; strengthening families program for parent/family skill building

---

BA-1112-012

3523	JCPC	\$50,187	Increase revenue from Dept of Juvenile Justice grant (10% in kind match required and provided by Edenton-Chowan Schools for professional services, supplies & materials, and property rental)
5230	Intensive Super & Counseling	\$50,187	Increase expense to Edenton-Chowan Schools to administer the intensive supervision and counseling program for interpersonal skill building and teen court expenses

---

BA-1011-013

3523	JCPC	\$ 400	Increase revenue from Dept of Juvenile Justice grant (100% grant – no match required).
5230	JCPC Council	\$ 400	Increase expenditures for JCPC Council administrative expenses including training and related expense, per diems and public awareness of the Juvenile Justice and Delinquency Prevention Program

Commissioner Mitchener asked for clarification on Project Lifesaver.

Ms. Jones explained this is a program for Alzheimer's patients.

Commissioner Smith asked for clarification on the in-kind contribution for JCPC.

Ms Jones stated this is all in-kind for space, supplies and oversight.

Commissioner Nixon moved that the Board approve the consent agenda as presented. Chairman Goodwin asked for all in favor, the motion passed unanimously (6-0).

### **ROAP Resolution**

Herb Mullen presented a resolution to approve consolidation of the ROAP accounts for ICPTA from 30 to 3 accounts, leverage the total ROAP allocation for the elderly and disabled and job access individuals and reduce the number of grant applications for NCDOT to review.

The Board discussed the trips and Chowan County participation.

Mr. Mullen explained that the region transported over 100,000 trips. He stated there are two buses that cover Chowan County. Buses are filled first thing in the morning and at the end of the day. Most trips are to Elizabeth City.

Commissioner Nixon asked if there is a county match.

Mr. Mullen said no in ROAP but there is for some of the HCBG grant funding.

Commissioner Nixon asked if Mr. Mullen would provide a report on the demographics and destinations for Chowan County trips.

Mr. Mullen stated he would provide this information to the Board.

Commissioner Smith moved that the Board approve the resolution. Chairman Goodwin asked for all in favor, the motion passed (6-0).

Resolution for Albemarle Regional Health Services d/b/a Inter-County Public Transportation Authority to apply for, administer and report on all funding associated with the North Carolina Department of Transportation's Rural Operating Assistance Program (ROAP)

A motion was made by Commissioner Jeff Smith and seconded by N/A for the adoption of the following resolution, and upon being put to a vote was duly adopted.

WHEREAS, Albemarle Regional Health Services d/b/a Inter-County Public Transportation Authority is a Public Transportation Authority created pursuant Article 25 of Chapter 160A of

the North Carolina General Statutes, which serves the counties of Chowan, Perquimans, Pasquotank, Camden, and Currituck.

WHEREAS, this resolution will allow Albemarle Regional Health Services d/b/a Inter-County Public Transportation Authority (ARHS-ICPTA) to apply for the county's NCDOT ROAP allocation regionally and combine the funding to seamlessly serve the region served by ARHS-ICPTA.

WHEREAS, by assuming the responsibility of completing the grant application, directly receiving, and reporting on this funding regionally, the Regional Public Transportation Authority created pursuant Article 25 of Chapter 160A of the North Carolina General Statutes will assume all fiduciary, reporting, public notification and audit requirements associated with the county's NCDOT ROAP allocation.

WHEREAS, this resolution serves as an agreement between ARHS-ICPTA and the county until it is suspended. The county must give 90 days notice to ARHS-ICPTA prior to the end of the fiscal year to dissolve the agreement.

WHEREAS, the purpose of this resolution is to accomplish the following objectives:

- ✓ Reduce the number of Rural Operating Assistance Program (ROAP) accounts ARHS-ICPTA manages from thirty (30) to three (3).
- ✓ Allow a Regional Public Transportation Authority created under pursuant Article 25 of Chapter 160A of the North Carolina General Statutes to leverage the region's current total ROAP allocation against the FTA Section 5310, Grant for Elderly Individuals and Individuals with Disabilities, and 5316 Job Access Reverse Commute (JARC), created under SAFETEA-LU, which are 50/50 grant programs.
- ✓ Reduce the number of grant applications and reports for NCDOT to review concerning North Carolina's ROAP program.

NOW, THEREFORE, be it resolved; that Albemarle Regional Health Services d/b/a Inter-County Public Transportation Authority (ARHS-ICPTA) is authorized to apply for the county's funding associated with the North Carolina Department of Transportation's Rural Operating Assistance Program (ROAP) and combine that funding to use it to provide transportation services to the ARHS-ICPTA service area.

#### Hunger Action Month Proclamation

George Bright with the Food Bank of the Albemarle presented a resolution that declares September 2011 as Hunger Action month in Chowan County. He stated that the last 12 months, the food bank distributed over 4,000,000lbs of food in the 15 counties it serves. He said that statistics show 1 in 6 people are hungry. He stated the food bank is working with 4 agencies in Chowan County.

The Board discussed the need to allow for fruits and vegetables to easily be donated by local farmers.

Mr. Bright stated that if the farmers wish to contact him, the donation would be graciously accepted.

Being no further discussion, Commissioner Mitchener moved to approve the resolution. Chairman Goodwin asked for all in favor, the motion passed unanimously (6-0).

WHEREAS, Feeding America is the nation's leading domestic hunger-relief organization with a mission to feed and advocate for America's hungry through a nationwide network of member food banks; and

WHEREAS, the Food Bank of the Albemarle is a member of Feeding America and fights hunger and poverty in 15 northeast North Carolina counties by partnering with more than 130 local agencies to distribute food to the hungry; and

WHEREAS, both the Food Bank of the Albemarle and Feeding America seek to engage our citizens locally, statewide, and nationally in the fight to end hunger; and

WHEREAS, the number of people in the Albemarle area who need assistance is increasing as reflected in more households in poverty and more individuals being unemployed; and

WHEREAS, the fight against hunger is a fight that concerns each of us; and

WHEREAS, the contribution of our time, talent and treasure moves us ever closer to an answer to issues of hunger and poverty in our communities; and

WHEREAS, the citizens of Chowan County can visit the Food Bank of the Albemarle's website ([www.afoodbank.org](http://www.afoodbank.org)) for ideas of ways to make a difference for local emergency feeding programs, for the Food Bank, and especially for our hungry and needy during these thirty days of opportunities;

NOW, THEREFORE, BE IT RESOLVED that I, Edward C. Goodwin Chairman of the Board of Commissioners of Chowan County do hereby proclaim September 2011 as Hunger Action Month - with the theme of "30 Ways in 30 Days" - in Chowan County.

### **RBC Bank Resolution**

Ms. Jones presented a resolution that lists authorized representatives for the inmate checking account for the jail, the following persons are authorized:

Sheriff Dwayne Goodwin, Chief Deputy Andy Bunch, Lieutenant, Administrative Assistant Shelia Russell and Finance Officer Lisa Jones

Commissioner Nixon moved that the Board approve the request as presented. Chairman Goodwin asked for all in favor, the motion passed unanimously (6-0). (a copy of the bank resolution form is in the meeting file labeled August 15, 2011).

### **Water Department Annual Report**

Water Supervisor Nick Lolie presented the annual report on the activities of the Water Department. (a copy of the PowerPoint is in the meeting file labeled August 15, 2011).

### **Finance Officer Report**

Finance Officer Lisa Jones provided the Cash Balance Summary and Cash and Investment Balance information for the month of June. Cash Balance Summary and Cash and Investment Balance information for the month of June \$5,888,426. The Board reviewed investment balances, unexpended budget balances and sales tax collections for 10/11.

Commissioner Nixon asked Ms Jones to present information on the short term financings and long term. He asked if the fire fund could be used to pay off the balance of a fire truck and equipment loan.

### **Appointment of Tax Administrator/Collector**

By a motion of Commissioner Cole, the Board appointed the County Manager to the statutory position of "Tax Administrator/Collector" pursuant to NCGS§ 105-349, to serve until a successor has been appointed. Board Clerk Susanne Stallings administered the oath of office.

The Board discussed the advertisement of a Tax Administrator. Mr. Parker stated he wanted to wait for the report from the salary survey.

Commissioner Nixon stated he did not want to wait and suggested that Mr. Parker advertise the position. He recommended looking at the salary of the person in Perquimans County.

Mr. Parker stated he may check with Springstead on a recommended salary range. He stated Springstead has already provided him the job description.

Commissioner Mitchener moved that the Board advertise the position and get the proposed range from Springstead. Chairman Goodwin asked for all in favor, the motion passed unanimously (6-0).

### **Manager Items**

County Manager Paul Parker updated the Board on the following items:

- Health Department Relocation

Contract has been awarded to Tim Phelps, dumpster will be on site this week and the building would be vacated by November 1<sup>st</sup>.

- DSS Relocation

John Bassett has final plans and specs and is working on a project that would cost \$200,000 or less. Construction would be informally bid and Mr. Bassett will provide drawings this week.

-Schools Relocation

School Admin offices will move in Sept and Oct to the former Boswell restaurant.

**Timely and Important Matters**

Chairman Goodwin shared the following information:

Co Motto contest- 40 entries to date, deadline is August 31<sup>st</sup>

Mediacom Survey – 134 responses to date, ends August 31<sup>st</sup>

County Seal Contest – hope to begin in September

Commissioner Nixon asked if the Board would be interested in scheduling a planning workshop to work on the County Office Building transfer after the building is vacated.

**Adjourn**

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

---

Chairman  
Edward C. Goodwin

---

Clerk