

Special Meeting
Monday June 5, 2023
3:00pm
Chowan County Public Safety Center
305 West Freemason St.
Edenton, NC

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

Commissioner Tray Taylor was absent.

Staff present County Manager Kevin Howard, Human Resources Manager Carrie Byrum and Board Clerk Susanne Stallings.

Closed Session

Commissioner Cummings moved to go into closed session in accordance with NCGS 143-318-11 (a) (6) personnel. Chair Kirby asked for all in favor, the motion passed unanimously (6-0).

The minutes of the closed session are sealed.

Commissioner Cummings moved to come out of closed session. Chair Kirby asked for all in favor, the motion passed unanimously (6-0).

Adjourn

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

Bob Kirby, Chairman

Susanne Stallings
Clerk

Special Meeting
Chowan County Board of Equalization and Review
Monday, June 5, 2023
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 June 5, 2023.

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

Tax Administrator Ronnie Antry was present.

Staff present County Manager Kevin Howard and Board Clerk Susanne Stallings.

Special Meeting

Chair Kirby called the special meeting back to order as it recessed on May 22, 2023.

Friends of the Taylor Theater Appeal

Mr. Howard requested this be tabled until June 19, 2023.

Commissioner Kehayes remains recused from the May 22, 2023 meeting on this matter.

Roxanna P. Lewis - 246 Thick Neck Road Edenton, NC

Mr. Antry stated that at the May 22nd meeting the Board voted to uphold the valuation as recommended by Vincent Valuations. Since that time, it has been determined that there was a clerical error in the hearing notice letter (date/time as well as valuation amounts were incorrect in the letter sent to Ms. Lewis). It is recommended the Board allow Ms. Lewis the opportunity to present her appeal in person at the June 5th meeting.

Ms. Lewis was not present to present her appeal.

Mr. Antry stated he recommends the Board uphold the valuation of \$202,844 which was incorrectly stated at the May 22, 2023 meeting.

Commissioner Cummings moved to accept the Tax Administrator's recommendation. Chair Kirby asked for all in favor, the motion passed unanimously (7-0).

Chair Kirby stated the Board of E&R would recess until June 19, 2023 at 6:00pm to hear the Friends of the Taylor Theater Appeal.

Bob Kirby, Chairman

Susanne Stallings
Clerk

Chowan County Board of Commissioners
Regular Meeting
Monday, June 5, 2023
Chowan County Public Safety Center
305 West Freemason Street
6:00pm (following Board of Equalization and Review)

This meeting was recorded. A copy of the recording is in the meeting file labeled June 5, 2023.

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

Staff present County Manager Kevin Howard, Board Clerk Susanne Stallings

Johnny Hallow with Hornthal Riley Ellis and Maynard was present to serve as the County Attorney in the absence of Ms. Arizaga-Womble.

Regular Meeting

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

Commissioner Taylor then offered the invocation.

Approval of Agenda

Commissioner McLaughlin moved to approve the agenda as presented.

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

Public Comment

Chair Kirby opened the floor for public comment.

Lula Bond of 908 Johnson Street stated her concerns regarding her human rights and asked for justice. She discussed fencing requirements for her home in Town.

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.

Ms. Stallings noted a typo in the minutes of May 15, 2023.

- a. Approval of Minutes

Minutes of the May 15, 2023 Regular Meeting and May 17, 2023 Budget work session.

b. 2023 Commissioner Committee Appointments

The Board approved all Chair recommended appointments in January however one appointment did not expire until June 2023. The Chair recommends reappointment of Patti Kersey to serve as the Commissioner appointee to the COA Board of Directors.

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

Public Hearing for the FY 2023-24 Budget

Chair Kirby noted that the Board will open the Public Hearing to receive comment on the proposed FY 2023-24 Chowan County Budget.

Commissioner Cummings moved to open the floor for the public hearing. Chair Kirby asked for all in favor, the motion passed unanimously (7-0).

Chair Kirby asked for any public comment there was none.

Commissioner Cummings moved to close the floor for the public hearing. Chair Kirby asked for all in favor, the motion passed unanimously (7-0).

Ms. Stallings noted one additional budget work session is scheduled for June 12, 2023 at 8:30am.

Sheriff – Capital Purchase

Sheriff Edward Basnight requested that the Board allow the Sheriff's Office to utilize unused salaries in the current fiscal year budget to purchase capital outlay items which results in a reduction of the requested capital outlay in the upcoming fiscal year budget by \$75,770.96. If the Board approves this request the Board will also approve BA2023-077 which is also provided.

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

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Sheriff			
11-4310-121-00	Salaries - Regular		(71,604.46)
11-4310-510-00	Capital Outlay - Equipment		101,604.46
SRO			
11-4312-121-00	Salaries - Regular		(30,000.00)
	Balanced	-	-
Justification:			
	<i>To amend the 2023 budget for Sheriff's Office to include capital outlay requests. This will be a transfer between line items and no additional funding is being requested.</i>		

IT Department/Emergency Management – Capital Purchases and surplus of equipment

Mr. Howard presented the Board with a request from IT Director and Emergency Management Coordinator Cord Palmer to utilize lapsed salaries in the IT Department budget to purchase new generators for Emergency Management to use at shelters when shelters are open for emergencies. Mr. Palmer also requests permission to purchase security cameras for the EMS Building with these funds. Use of the lapsed salaries will reduce the amount of monies requested in the upcoming fiscal year budget by \$9,000. If the Board approves this request the Board will also approve BA2023-078 which is also attached. Additionally, staff requests permission to surplus the four existing smaller generators which are between 15 and 20 years old and authorize the disposal of the generators via Gov Deals Auction.

Commissioner Evans moved to declare the existing generators as surplus and authorize the sale of them on Gov Deals, to approve the purchase request and budget amendment as presented.

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

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
IT			
11-4210-121-00	Salaries - Regular		(19,000.00)
11-4210-299-00	Departmental Supplies		9,000.00
Emergency Management			
11-4330-352-00	Maintenance & Repairs - Equipment		10,000.00
	Balanced	-	-
Justification:			
	<i>To amend the 2023 budget for IT and Emergency Management to include replacement of generators and purchase of EMS security cameras. This is a transfer between line items and no additional funding is requested.</i>		

Surplus

Mr. Howard stated that the following structure listed below is owned by Chowan County. Staff has determined the structure is of no use to the County and recommends that it be sold via upset bid outlined in the general statutes (NCGS §153A-176 and §160A-269).

Structure Only, Adjoining land NOT included- 1610 Virginia Road Structure is to be removed by buyer within 60 days from date of purchase.

The structure is a single family residential dwelling with approximately 2,226 square feet of heated space. It is estimated that the home was built in 1978. Buyer will absorb all costs and permits for removal of the structure. Buyer must provide the County with a copy of the certificate of liability insurance from the company that will facilitate the removal of the structure.

He asked that the Board declare the described property as surplus, authorize staff to advertise for upset bids. Additionally, the Board will need to consider if there should be a minimum bid requirement.

Ms. Stallings requested that the Board include language in the motion to allow staff to work with the County Attorney to draft the language for the advertisement.

The Board discussed setting a minimum bid and decided to not set a minimum.

Commissioner McLaughlin moved to declare the house as surplus and authorize staff to work with the County Attorney to draft language for an advertisement for upset bids.

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

Appointments

County Planning Board

Chair Kirby noted that two seats are up for reappointment.

Haywood Bond currently serves Area D and is eligible and interested in reappointment. It is recommended the Board of Commissioners reappoint Haywood Bond.

A vacancy for the seat in Area B is currently being advertised for applications.

Commissioner Lawrence moved to reappoint Haywood Bond to the Planning Board. Chair Kirby asked for all in favor, the motion passed unanimously (7-0).

DSS Board

Chair Kirby noted that the appointment that is made by the Board of Commissioners expires June 30th. The County is currently accepting applications for this upcoming vacancy. Applications must be submitted to the Board Clerk no later than June 15, 2023.

NCACC Annual Conference

Ms. Stallings stated that the Board is asked to authorize the Clerk to register and to secure hotel reservations for Chair Kirby and Commissioner Lawrence to attend the NCACC Annual Conference scheduled for August 24-26 in Wake County.

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

Financial Items

Mr. Howard presented the following:

- a. **Current Fiscal Year Budget Amendments**
2023-073

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
After School Program			
11-3612-486-00	After School Program - Revenue	36,444.00	
11-6131-126-00	Salaries - PT		2,025.00
11-6131-181-00	FICA Expense		166.00
11-6131-221-00	Food & Provisions		1,000.00
11-6131-291-00	Program Support		500.00
11-6131-311-00	Travel		1,000.00
11-6131-390-00	Restitution & Other Services		1,753.00
11-6131-550-00	C/O - Vehicles		33,000.00
Recreation			
11-6130-550-00	C/O - Equipment		(3,000.00)
	Balanced	36,444.00	36,444.00
Justification:			
	<p><i>To amend the 2023 budget to include additional Discretionary funds from JCPC for the After School Program. The program requires a 10% local match from the Recreation department for the purchase of a vehicle, which the BOCC approved at the 05/15/23 meeting.</i></p>		

2023-074

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
SRO			
11-3431-224-00	SRO Program - Revenue	39,782.61	
11-4312-121-00	Salaries - Regular		39,782.61
	Balanced	39,782.61	39,782.61
Justification:			
	<p><i>To amend the 2023 budget to include additional funding received from ECPS for the SRO Program.</i></p>		

2023-075

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
TDA			
51-3832-330-00	Occupancy Tax Revenue	10,000.00	
51-8150-370-00	Advertising		10,000.00
	Balanced	10,000.00	10,000.00
Justification:			
<i>To amend the 2023 budget for TDA to include additional contract with BluePrint for photography/advertising. Contract was approved by TDA Board on 04/25/23.</i>			

2023-076

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Register of Deeds			
11-3418-361-00	ROD Historical Grant - Revenue	2,166.00	
11-4180-601-00	ROD Historical Grant - Expenditure		2,166.00
	Balanced	2,166.00	2,166.00
Justification:			
<i>To amend the 2023 budget to include additional funding received for the ROD Historical Grant.</i>			

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

b. FY22-23 Budget Clean Up

The Board will authorize the Finance Officer and Manager to perform necessary FY 2022-23 budget clean up amendments and bring them back to the Board as FYI at a future regular meeting.

Commissioner Lawrence moved to approve the budget clean up request as presented. Chair Kirby asked for all in favor, the motion passed unanimously (7-0).

External Board/Committee Report

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

Chair Kirby reminded staff that a meeting between the County and Town should be scheduled before the end of the fiscal year regarding Opioid Monies

Manager's Report

County Manager Kevin Howard updated the Board on the following:

PSC Parking Lot

Public Safety Center parking lot was resurfaced over the weekend.

High School Construction Project

The County is still waiting on USDA to provide closing instructions on the High School Project. Staff is working to line up the bid dates with the LGC schedule and this should be announced any day now.

Attorney

Board members thanked Mr. Hallow for attending the meeting on behalf of Ms. Arizaga-Womble.

Timely and Important Matters

Education

Commissioner Lawrence stated he recently attended a seminar by the Association of County Commissioners and teacher pay was a big topic that was discussed. He stated that other Counties are having to address teacher salaries in their budget.

Opioid Summit

Chair Kirby noted he will be attending the Opioid Summit hosted by the NCACC.

Adjourn

Being no further business Commissioner Cummings moved that the meeting be adjourned. Chair Kirby asked for all in favor, the motion passed unanimously (7-0).

Bob Kirby, Chairman

Susanne Stallings
Clerk

