

Regular Meeting
Monday, October 21, 2019
Chowan County Public Safety Center
305 West Freemason Street
6:00pm

Prior to the regular meeting the Board of Commissioners gathered at the North Carolina Cooperative Extension Service Building from 4:30pm – 5:30 located at 730 North Granville Street. The Board was provided dinner by Extension Staff and volunteers. Board members will receive the annual report from Extension staff, no further business was discussed.

This meeting was recorded. A copy of the recording is in the meeting file labeled October 21, 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, Board Clerk Susanne Stallings, Finance Officer Cathy Smith and County Attorney Lauren Arizaga-Womble.

Call to Order

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

Commissioner Cummings then offered the invocation.

Approval of Draft Agenda

Ms. Stallings noted there is a request to skip items 7 JCPC Professional Services request and item 15 closed session.

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

Public Comment

Chair Kersey opened the floor for public comment, there was none.

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. **Minutes**

Minutes of September 17, 2019, September 19, 2019 and October 7, 2019 meetings.

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

COA Presentation

Robin Griffin Zinsmeister Dean, Workforce Development, Public Services and Career Readiness Campus Administrator, Edenton-Chowan Campus provided the Board with a PowerPoint presentation on the Edenton-Chowan COA Campus. A copy of the PowerPoint is in the meeting file labeled October 21, 2019.

Board members discussed various programs offered at the Edenton campus including the new manufacturing program and the truck driver training.

COA Parking Lot Expansion

Mr. Howard provided the Board with quotes to hire engineering firm to upgrade the parking lot at the COA campus. One quote was from the Timmons Group \$10,200 and the other quote was from Eastern Carolina Engineering for \$10,250. He stated that there may be a state permit required for the project where initially the contractor said one may not be needed. He noted that Eastern Engineering thinks the County will need a state permit for erosion. He stated he recommends approval of the Timmons bid and to utilize the COA capital monies to pay for the project.

Commissioner McLaughlin asked if the bidders had a design to bid on.

Mr. Howard stated they did a walk through and bid on the same items. He noted there is additional design needed for the Town lighting requirements.

Commissioner McLaughlin asked what drainage is in place now.

Mr. Howard stated that now it is part curb and gutter. He stated that the contractor feels they can drain out on the east side of the parking area.

Commissioner McLaughlin asked if the sink hole on the campus will be addressed.

Mr. Howard stated they are waiting on the Town to address this repair.

Commissioner McLaughlin asked if the parking lot will meet the Town's ordinance.

Mr. Howard stated it will meet the Town's design standards.

Chair Kersey asked for more information on the incidentals mentioned in the contract.

Mr. Howard stated that this is 15% for incidentals and an office "overhead" fee.

Commissioner Lawrence moved to accept the Timmons bid.

County Attorney Lauren Arizaga-Womble asked to include a stipulation that the Board approve the contract subject to the County attorney review and approval.

Commissioner Lawrence stated he wished to amend his motion to include a stipulation that the Board approve the contract subject to the County attorney review and approval.

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

Water Items

Scrap Metal Disposal

Water Director David Tawes presented the Board with a request for permission to dispose of meters that were changed out as well as two pallets and a "car boy" full of scrap metal to a local scrap metal dealer.

Commissioner Faircloth moved to declare the items as surplus and to authorize the disposal at a local scrap metal dealer. Chair Kersey asked for all in favor, the motion passed unanimously (7-0).

FY Transfer

Mr. Tawes stated that in March the Board approved a repair to the Greenhall water main. The work was not completed prior to the current fiscal year. Staff is requesting a transfer of monies from the water fund, fund balance in the amount of \$37,690 to cover the repair expenses. He stated these monies would be moved from the Water Fund, Fund Balance.

Finance Officer Cathy Smith noted that the Board also has a budget amendment at their seat that goes with this request.

Commissioner Cummings moved to approve the request. Chair Kersey asked for all in favor, the motion passed unanimously (7-0).

JCPC Professional Services

This item was skipped.

Tax Contract

Ms. Smith noted that the Tax Administrator was not able to be present to present this, however she is requesting that the Board approve an updated contract with County Tax Services for the Business Personal Property Audits. The update is the addition of their auditing services for occupancy tax and gross receipts. The cost for this service has been approved and is incorporated in the TDA budget. She clarified that TDA is paying for this cost.

County Attorney Lauren Arizaga-Womble asked to include a stipulation that if the Board approves the contract, it would be subject to the County attorney review and approval.

Commissioner Faircloth moved to approve the contract subject to the County Attorney review and approval. Chair Kersey asked for all in favor, the motion passed unanimously (7-0).

Emergency Management Grant

Emergency Management Coordinator Cord Palmer informed the Board of a grant that will add additional radio cache to a trailer that Chowan County hosts to be used during emergency and significant events. Homeland Security Grant Funds will go to the State to purchase the equipment for the trailer. No local monies will be spent.

Commissioner McLaughlin asked for clarification on the equipment.

Mr. Palmer stated the radios are available for emergency communications in a time of need.

Commissioner McLaughlin asked how much the grant was for.

Mr. Palmer stated it was \$42,000.

Mr. Howard noted this is a formality that FEMA requires that Homeland Security funds go to a local entity. He stated there are 104 radios on the trailer and the trailer is shared among counties when needed. He stated the grant paperwork comes to Chowan and Chowan will then transfer it to the State. The equipment is available to be staged around the state when needed.

Mr. Palmer stated that highway patrol manages the trailer.

Commissioner Cummings asked who upgrades the radios.

Mr. Palmer said the state does this.

Commissioner McLaughlin asked where is the radio equipment stored.

Mr. Palmer said it is Viper/VHF/UHF and family service radio communications. He stated the trailer was sent to Hatteras Island for use after Hurricane Dorian.

Commissioner Bonner moved to accept the grant as presented. Chair Kersey asked for all in favor, the motion passed unanimously (7-0).

IT Ticketing Software

IT Director Cord Palmer requested that the Board approve a contract for a ticketing system to aid in the tracking of purchase, project and support requests. He stated he viewed multiple platforms for the service and this was the best because it allowed for web use, email or phone.

Commissioner Kirby asked how many calls per year are received in the IT department.

Mr. Palmer stated that he did not have that data available but for that one day, one department called him five times. He stated the calls range from a printer not working to software issues.

Commissioner Kirby stated he wanted to look at the benefit and cost.

Mr. Howard stated that the County is not tracking that data however this streamlines calls to the IT department and allows the caller to track the status of their request.

Commissioner Kirby asked if this software could do maintenance.

Mr. Howard stated that he could look into that however the Dude Solutions software did a building assessment.

Chair Kersey stated her concern is this request is being made outside of the budget request. She asked what the urgency for this type of request is.

Mr. Palmer stated that he has received multiple calls and some departments have felt their calls were being ignored. He stated this allows for tracking.

Mr. Howard stated this allows staff to monitor what calls are coming in to IT as well.

Chair Kersey asked if the Town is willing to pay for this.

Ms. Smith stated the Town currently pays 33% of the IT budget.

Mr. Howard stated the budget has been adopted and the Director feels this is important enough to downscale a project that was budgeted this year to pay for this software. He noted that Mr. Palmer started in his position as IT Director in May.

Commissioner Bonner stated he hoped the Board could move forward with this request.

Commissioner McLaughlin stated he was not comfortable voting on the request that night. He stated he needed more information such as the call volumes and he would like to see how the system works.

Commissioner Kirby stated the site has video links that provide more information.

Chair Kersey stated more data would be helpful.

Commissioner Kirby moved to table the matter until the next meeting. Chair Kersey asked for all in favor, the motion passed (6-1 Lawrence).

Senior Center Annual Report

Senior Center Director Connie Parker provided the annual activity report from the Senior Center. A copy of the PowerPoint is in the meeting file labeled October 21, 2019.

The Board discussed the home delivered meals and congregate feeding.

Chair Kersey asked that Ms. Parker look into Camden County Senior Center policy for trips.

Commissioner McLaughlin discussed the renovations at the building and discussed the potential for future flooding.

Ms. Parker noted that she reminded Maintenance to check the pumps prior to the last storm and a generator was put on the pumps to work in the event of a power failure.

External Board/Committee Report

Chair Kersey asked the Board members to report on the activities of the external boards to which they have been appointed.

Commissioner Lawrence stated the Senior Center report was provided by Ms. Parker.

Commissioner Kirby reported on the DSS Board and the upcoming Medicaid Transformation.

Commissioner McLaughlin reported on the Albemarle Commission RPO and provided the Board members with a map of the updated plan.

Chair Kersey noted that Jerry Climer is serving as the interim ECP director. She noted there is an upcoming reception planned for the new COA President for December 5th.

Manager's Report

County Manager Kevin Howard updated the Board on the following:

- The fishing pier bathrooms have to be redesigned due to code changes. He has asked building inspectors to assist with this.
- The American Legion asked about monies for a generator, however the only generator available is a mobile unit. He stated noted he has a meeting coming up with the Legion on the 29th.
- Mr. Howard stated that with the School public hearings coming up, he wanted to make sure the Board was on the same page regarding the Commissioners desire to have the debt paid off before taking on new debt. He added that he would like for the County to have one year to address needs at the County buildings before taking on the debt. Board members discussed this and agreed that this does not negate the plan to have this on the 2020 ballot.

Mr. Howard added the County has 7-10 years to issue the debt.

Commissioner Kirby stated he feels it is prudent to know what the taxpayer's desires are. The Board members agreed by consensus.

Commissioner Faircloth stated that at every meeting Mr. Howard has noted the County will not pay all of its debt off until 2023.

Mr. Howard stated it is going to be important for the County to secure a financial planner.

Timely and Important Matters

Litter Sweep

Commissioner McLaughlin reminded the Board members of a litter sweep on November 2nd at 9:30am.

Meetings

Ms. Stallings noted the upcoming special meetings and dates:

October 22, 2019 9am NCACC Resource Team Kick Off

October 23, 2019 9am CIP Committee Meeting

October 24, 2019 Emergency Services Banquet

Fund Balance for Schools

Commissioner Kirby shared an article regarding the legal requirements and noted a school is not legally mandated to maintain a fund balance.

Solar Facility Video

Commissioner Kirby shared a video with the Board of a solar facility in Currituck that recently was damaged during Hurricane Dorian.

Zero Based Budgeting

Chair Kersey stated that she would like for the Board to discuss this matter later. And the Board could identify two departments and work with them to deep dive into their programs in planning for the FY 2020-21 budget.

Resource Kick Off Meeting

Chair Kersey shared a copy of the letter sent to the NCACC requesting the resource team to look into the EMS and 911 departments. She noted the Board will meet with them on the 22nd to meet them prior to beginning their study.

Audit Questionnaire

Ms. Smith noted the Board members were provided a copy of a questionnaire from the auditor to either mail in or return to Cathy for her to give to the auditor.

Closed Session

This item was skipped

Adjourn

Commissioner Cummings moved that the meeting be adjourned. Chair Kersey asked for all in favor, the motion passed unanimously (7-0)

Patti F. Kersey, Chair

Susanne Stallings, Clerk