

Regular Meeting
Monday, December 2, 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 December 2, 2019.

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

Chair Kersey came in later.

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

Call to Order

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

Commissioner Kirby then offered the invocation.

Employee Recognition Ceremony

The following County Employees were recognized for years of service:

2014 - 5 Year Anniversary

Carol Copeland	Register of Deeds
Louann Fisher	Animal Control
Justin Gray	Sheriff
Stacy Hoggard	DSS
Kristen Jones	Central
Holly Pierce	Sheriff
Melissa Radke	Tax
Justin Saez	Sheriff
Sharon Valentine	DSS
Annette Ward	EMS

2009 – 10 Year Anniversary

Lisa Armstrong	DSS
Colin Ryan	EMS

2004 – 15 Year Anniversary

Tina Broome	DSS
Shelia Russell	Sheriff
Daryl Slade	Detention

1999 – 20 Year Anniversary

Brian Chappell	Recreation
Christopher Keeter	Detention
Lesla Nolen	Water
Kenneth Pierce	Inspections
Keri Thrasher	Central

1994 – 25 Year Anniversary

Dennis Rankins	Recreation
Cheryl White	DSS

Retirement Recognition

Terry Parks	DSS
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Organizational Meeting

Commissioner Kersey joined the meeting.

Election of Chair

Board Clerk Susanne Stallings noted that in accordance with NCGS § 153A-39 (2) the Board of Commissioners must, at its first regular meeting in December of each odd-numbered year, choose one of its members as chairman for the ensuing year. Board Clerk, Susanne Stallings, will moderate the organizational meeting for the election of the Chairman. She then opened the floor for nominations for Chair.

Commissioner Kirby nominated Commissioner Kersey to serve as the Chair for 2020.

Being no further nominations Ms. Stallings closed the floor. She asked for all in favor, the motion passed unanimously (7-0). She then passed the gavel the Chair Kersey.

Election of Vice Chair

Chair Kersey noted that in accordance with NCGS § 153A-39 (2) the Board of Commissioners must also choose one of its members as Vice Chairman for the ensuing year, she opened the floor for nominations.

Commissioner Faircloth nominated Commissioner Kirby. Being no further nominations, she closed the floor. She asked for all in favor, the motion passed unanimously (7-0).

2020 Meeting Schedule

Chair Kersey noted that accordance with NCGS § 153A-40 (a) the Board shall approve a meeting schedule for 2020.

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

Ms. Stallings noted that approval of the agenda should be on the agenda and requested that the Board make this the first item of business. She noted that there is a request to add a request from JCPC to the agenda as well.

January	6th	6:00pm	
	21st	6:00pm	**TUESDAY**
February	3rd	6:00pm	
	17th	6:00pm	
March	2nd	6:00pm	
	16th	6:00pm	
April	6th	6:00pm	
	20th	6:00pm	
May	4th	6:00pm	
	18th	6:00pm	
June	1st	6:00pm	
	15th	6:00pm	
July	6th	6:00pm	
	20th	6:00pm	
August	3rd	6:00pm	
	17th	6:00pm	
September	8th	6:00pm	**TUESDAY**
	21st	6:00pm	
October	5th	6:00pm	
	19th	6:00pm	
November	2nd	6:00pm	
	16th	6:00pm	
December	7th	6:00pm	
	21st	6:00pm	

Approval of Draft Agenda

Commissioner Faircloth 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 the November 18, 2019 meeting.

b. **Tax Refund/Release Report**

Hare Construction	\$425.81	Paid Twice
Cowan, T.	\$1,188.28	Paid Twice

Board Clerk Susanne Stallings noted a correction to the November 18, 2019 minutes.

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

Budget Amendments

BA1920-23

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Animal Control			
11-3439-361-00	Maddies Fund Grant	500.00	
11-4380-691-00	Maddies Fund Grant		500.00
	Balanced	500.00	500.00
Justification:			
<i>To amend the 2020 budget for Animal Control to include Maddies Fund Grant received 11/06/19. No matching funds are required.</i>			

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

T-Mobile Lease/ Resolution

IT Director Cord Palmer presented the Board with a resolution authorizing a lease of County-owned personal property, a portion of that certain space on Chowan County's Central Communications Radio Tower, located at 100 West Freemason Circle, Edenton, Chowan.

In accordance with North Carolina General Statute 160A-272, Chowan County, upon confirmation by the Chowan County Board of Commissioners at its meeting on December 2, 2019, intends to adopt a resolution authorizing the lease of the above-described real property to T-Mobile Northeast LLC, for up to 25 years, with a minimum term of 15 years and a maximum of 25. Compensation to Chowan County shall be provided annual rental of Twenty-Four Thousand and no/ 100ths Dollars (\$24,000.00) to be paid in equal monthly installments on the first day of the month.

A copy of the proposed lease is available for public inspection on the Chowan County Managers Office, located at 305 West Freemason Street Edenton, NC.

Commissioner Kirby moved to approve the lease and attached resolution.

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

**CHOWAN COUNTY BOARD OF COMMISSIONERS
CHOWAN COUNTY, NORTH CAROLINA
RESOLUTION TO APPROVE LEASE OF COUNTY OWNED PROPERTY**

WHEREAS, the Chowan County Board of County Commissioners Chowan County authorizes a lease of County-owned personal property, a portion of that certain space on Chowan County's Central Communications Radio Tower, located at 100 West Freemason Circle, Edenton, Chowan, and;

WHEREAS, In accordance with North Carolina General Statute 160A-272, Chowan County, upon confirmation by the Chowan County Board of Commissioners at its meeting on December 2, 2019, authorizes the lease of the above-described real property to T-Mobile Northeast LLC, for up to 25 years, with a minimum term of 15 years and a maximum of 25, and;

WHEREAS, Compensation to Chowan County shall be provided annual rental of Twenty-Four Thousand and no/ 100ths Dollars (\$24,000.00) to be paid in equal monthly installments on the first day of the month, and subject to rental increases pursuant to the terms of the lease, and;

WHEREAS, A copy of the proposed lease has been made available for public inspection on the Chowan County Managers Office, located at 305 West Freemason Street Edenton, NC.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the Chowan County Board of Commissioners approves the lease of county owned property to T-Mobile Northeast LLC.

Adopted and resolved, this the 2nd day of December, 2019 by the Chowan County Board of Commissioners.

A copy of the lease is in the meeting file labeled December 2, 2019,

IT Ticketing Software

IT Director Cord Palmer stated that he is requesting that the Board approve a contract for a ticketing system to aid in the tracking of purchase, project and support requests.

He provided the Board with a PowerPoint presentation. A copy of the PowerPoint is in the meeting file labeled December 2, 2019. Mr. Palmer noted that the IT Department averages 6-32 requests per day. 334 total requests were received over a 23-day period.

Commissioner Kirby asked what type of requests are included.

Mr. Palmer stated the requests range from password resets to workstation assembly.

Commissioner Lawrence discussed the current preventative maintenance with the switches.

Mr. Palmer stated that this is done afterhours.

Chair Kersey asked how long Mr. Palmer has been in the position of IT Director.

Mr. Palmer stated he has been in the position since May 2019.

Chair Kersey stated her concern was this was not enough data to make a decision regarding the software purchase.

Commissioner Bonner asked if this request is coming before the Board because of concerns from other departments or agencies.

Mr. Palmer stated there is not a system in place currently for someone to track an IT request after it is made. He stated that some employees may make a request and may wonder if another request was handled before their request.

Commissioner McLaughlin asked how is Mr. Palmer tracking requests now.

Mr. Palmer stated he was only able to count the requests by hand. There is no tracking means in place.

Commissioner McLaughlin asked if there are requests being missed.

Mr. Palmer stated that one department claimed their request was not handled, however he did not receive the request.

Commissioner Bonner asked how this will be paid for.

Mr. Palmer stated he would like to implement the software in the current year.

Commissioner Kirby asked if there are complaints being made currently.

Mr. Howard stated that there have been some ongoing issues. He stated that Mr. Palmer took the position right at the time the current year budget was adopted. He stated that after some concerns. He stated this software will also assist with measuring current staffing levels for IT. He stated if the Board wants staff to wait on this request, they will however he wanted to bring the request to the Board.

Chair Kersey stated that there will be additional requests in the next fiscal year budget.

Commissioner Lawrence stated his greatest concern is for the network security. He and Mr. Palmer discussed current security measures in place.

Commissioner Bonner asked about funding the request.

Mr. Howard stated there is money in the current budget however if the Board wishes this can be included in a request for the next fiscal year.

Commissioner Bonner stated that since there is money available to cover the request, he moved to approve the request as presented.

County Attorney Lauren Arizaga-Womble stated she would like final review of the contract before it is signed, if the Board wishes to approve the request.

Commissioner Bonner stated he would like to amend his motion to include this would be subject to final review by the County Attorney.

Commissioner Kirby asked for clarification on the monthly billing terms.

Ms. Womble stated one of her concerns with the terms and that she would amend the language to note the contract could be canceled if there are not funds budgeted for the contract renewal.

Board members discussed their concerns over the timing of the request.

Finance Officer Cathy Smith noted that the Town pays for 33% of the expense.

Being no further discussions, Chair Kersey asked for all in favor, the motion passed (4-3 McLaughlin, Kersey and Kirby).

Board members affirmed by consensus to Ms. Womble that they wanted the language she discussed with the Board included in the contract.

Fishing Pier Restroom Bids

Mr. Howard provided the Board with bids for the reconstruction of the Chowan River Bridge Fishing Pier Restroom Building. He stated the low bidder was Eure Construction \$162,376. He stated the roof was stainless steel and that is where the majority of the expense is. He stated this will be paid for with the insurance monies. He noted the County will have a \$1,000 deductible to pay.

Commissioner McLaughlin moved to accept the low bid. Chair Kersey asked for all in favor, the motion passed unanimously (7-0).

Notice of Funds Available

Mr. Howard stated that the NC Housing Finance Agency has issued a Notice of Funds Available for the Essential Single-Family Loan Pool. Chowan Washington and Perquimans Counties are eligible to apply for these funds. He stated the Albemarle Commission has offered to be of assistance if the County has any interest in applying for these funds. He stated that there is no work that has to be done by the County and all the paperwork is handled by the Albemarle Commission.

Commissioner Kirby moved to authorize the Albemarle Commission to apply for the funds. Chair Kersey asked for all in favor, the motion passed unanimously (7-0).

Building Inspections Annual Report

Chief Building Inspector Holly Colombo gave the annual update from the Building Inspections department. A copy of the report is in the meeting file labeled December 2, 2019.

JCPC Expansion Monies

Trenee Townes provided the Board with a funding plan that captures additional expansion monies for JCPC that the County received notice of in October in the amount of \$11,131.

Finance Office Cathy Smith noted this just increases the funding plan with the additional monies received.

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

External Board/Committee Report

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

Commissioner McLaughlin provided a report from the CIP Committee. He noted another meeting is scheduled for December.

Manager's Report

County Manager Kevin Howard updated the Board on the following matters:

- Update on the EMS Study
A meeting will be scheduled in January to receive a copy of the report.
- Review of project tracking spreadsheet (a copy of the sheet is in the meeting file labeled December 2, 2019).
- Mr. Howard noted that the Dillard's Millpond project is complete.
- Chair Kersey asked when the Manager will be meeting with the Gates and Perquimans managers.

Mr. Howard stated he will be meeting with them in late January or early February.

- Chair Kersey asked when there will be an update on the water grant.

Mr. Howard stated he expected more information around the middle of the month.

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) (5 and 6) contract negotiations and personnel.

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

The minutes of the closed session are sealed.

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

Amend Agenda

Commissioner Faircloth moved to amend the agenda to discuss a salary adjustment. Chair Kersey asked for all in favor, the motion passed unanimously (7-0).

Salary Adjustment

Commissioner Lawrence moved to adjust the salary of Brandon Shoaf (Planner) to \$70,000 effective January 1, 2020. Chair Kersey asked for all in favor, the motion passed unanimously (7-0).

Adjourn

Commissioner Kirby moved that the meeting be adjourned. Chair Kersey asked for all in favor, the motion passed unanimously (6-0)

Patti F. Kersey, Chair

Susanne Stallings, Clerk