

Regular Meeting
Monday, January 22, 2019
6:00 pm
Chowan County Public Safety Center
305 West Freemason Street

This meeting was recorded. A copy of the recording is in the meeting file labeled January 22, 2019.

Present Chair Patti Kersey, Commissioners Greg Bonner, Ron Cummings (came in later), Don Faircloth, Bob Kirby, Ellis Lawrence and Larry McLaughlin.

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

Regular Meeting

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

Commissioner Kirby then offered the invocation.

Approval of Draft Agenda

Commissioner Faircloth moved to approve the agenda as presented. Chair Kersey asked for all in favor, the motion passed unanimously (6-0).

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.

Chair Kersey presented the consent agenda.

Consent Agenda

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a. **Minutes**

Minutes of January 7, 2019.

b. **Tax Refund and Releases**

Lipper, M.	\$181.60	Overpayment
Page, W.	\$356.79	Overpayment
Deboeer, D.	\$657.06	Overpayment
Eliasz Inc.	\$2483.30	Paid twice
Harrell, W.	\$277.20	Paid Twice
Jordan, E.	\$2706.41	Paid Twice

Evans, C.	\$1602.16	Paid Twice
Boyle, M.	\$239.16	Overpayment
Arnold, J.	\$120.00	Paid Twice
Williams, L.	\$120.00	Paid Twice
Treado, D.	\$156.02	Paid Twice
Bunch, M.	\$690.64	Overpayment

Commissioner Kirby moved to approve the consent agenda as presented. Chair Kersey asked for all in favor, the motion passed unanimously (6-0).

Budget Amendments

Finance Officer Cathy Smith provided the Board with budget amendments 1819-036 through 1819-043.

BA1819-036

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Water Department			
61-7120-510-00	Capital Outlay - Equipment		(28,623.46)
61-7120-550-00	Capital Outlay - Vehicle		28,623.46
61-7120-599-00	Capital Outlay - Other		(13,061.00)
61-7120-521-00	Capital Outlay - Software		13,061.00
	Balanced	-	-
Justification:			
<p><i>To amend 2019 budget to include purchases of vehicle and software packages. Budgeted monies are being transferred between C/O accounts to cover costs. Purchases approved by BOCC at 01/07/19 meeting.</i></p>			

BA1819-037

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Central Services			
11-8200-185-00	Unemployment Insurance		82.52
11-8200-186-00	Worker's Comp		(1,431.00)
11-8200-331-00	Utilities - Rental Buildings		(23.52)
11-8200-451-00	Insurance - Property & Liability		1,372.00
	Balanced	-	-
Justification:			
<p><i>To amend 2019 budget to cover Unemployment and Property/Liability Insurance expenditures. Budgeted monies are being transferred between line items to cover costs.</i></p>			

BA1819-038

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Register of Deeds			
11-3418-415-00	*Preservation/Automation	532.00	
11-4180-298-00	*Dept Supplies - Auto/Pres		177.33
11-4180-440-00	*Contr Svcs - Automation/Pres		177.34
11-4180-511-00	*C/O - Auto / Pres		177.33
Sheriff's Office			
11-3431-232-00	*Sheriff Donations	25.00	
11-4317-440-00	*Donation - Expense		25.00
11-3431-243-00	*KIDS & COPS	371.50	
11-4317-443-00	*KIDS & COPS Expense		371.50
Animal Shelter			
11-3438-894-00	*Donations - Chowan	490.00	
11-3438-894-01	*Donations - Gates	350.00	
11-3438-894-02	*Donations - Perquimans	175.00	
11-3438-894-03	*Donations - Other	22,700.00	
11-4381-600-00	*Donation - Expense		23,715.00
11-3438-895-00	*Adoption - Chowan	715.00	
11-3438-895-01	*Adoption - Gates	125.00	
11-3438-895-02	*Adoption - Perquimans	360.00	
11-3438-895-03	*Adoption - Other	234.00	
11-4381-441-00	*Contr Svcs - Spay/Neuter		1,434.00
11-3438-897-00	*A.W.A.R.E. Reimbursement	1,360.88	
11-4381-601-00	*A.W.A.R.E. Reimbursement		1,360.88
11-3438-898-00	*Donations from Advertising	166.00	
11-4381-602-00	*Donations from Advertising		166.00
Cooperative Ext:			
11-3495-370-00	*AG Program Fees Discretionary	39.73	
11-4953-440-00	*Ag Program Discretionary		39.73
11-3495-378-00	*4-H Fees Discretionary	284.00	
11-4953-448-00	*4-H Fees Discretionary		284.00
Recreation			
11-3612-504-00	*Recreation Special Events	240.00	
11-6132-453-00	*Recreation Special Events		240.00
Senior Center			
11-3616-532-00	*Donations - Home Del Meals	30.00	
11-4268-904-01	*Donations - Home Del Meals		30.00
11-3616-533-00	*Reg Fees - Trips	3,661.86	
11-4268-312-00	*TRIPS - Senior Citizens		3,661.86
11-3616-533-01	*Registration Fees Activities	126.00	
11-4268-299-01	*Activities - Dept. Supplies		126.00
11-3616-535-03	*Healthways	1,296.00	
11-4268-352-02	*Healthways		1,296.00
DSS			
12-3531-230-14	*DSS Special Events	108.00	
12-5310-450-00	*DSS Special Events		108.00
	Balanced	33,389.97	33,389.97
	Total Discretionary Income Received FYE 2019	178,301.61	
Justification:			

BA1819-039

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
EMS			
60-4370-121-00	Regular Salaries		(50,000.00)
60-4370-126-00	Part-time Salaries		50,000.00
	Balanced	-	-
Justification:			
<i>To amend 2019 budget to cover part-time salaries. Part-time employees are being utilized since full-time employees are not at full staffing level. Budgeted monies are being transferred between line items to cover costs.</i>			

BA1819-040

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
TDA			
51-3815-530-00	Co-Op Monies	222.08	
51-8150-261-01	Co-Op Office Supplies		222.08
51-3832-530-00	Co-Op Advertising	1,000.00	
51-8150-370-01	Co-Op Advertising		1,000.00
51-3839-894-00	*Music & Water Festival	100.00	
51-8150-826-00	*Music & Water Festival		100.00
	Balanced	1,322.08	1,322.08
Justification:			
<i>To amend the 2019 budget for TDA to include Co-Op and Discretionary income through December 2018</i>			

BA1819-041

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Animal Shelter			
11-4381-580-00	Capital Outlay - Building		22,000.00
11-4381-600-00	*Donations		(22,000.00)
	Balanced	-	-
Justification:			
<i>To transfer donation from AWARE to C/O - Building to cover cost of Phase 1 construction.</i>			

BA1819-042

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Capital Projects Fund			
32-8100-442-00	DF Walker - Windows		26,108.00
32-8100-442-01	*Donations - DF Walker Windows		(10,000.00)
32-3810-011-00	Contribution from General Fund	16,108.00	
General Fund			
11-9800-980-32	Transfer to Capital Projects Fund		16,108.00
11-5923-635-00	COA Capital Reserve		(16,108.00)
	Balanced	16,108.00	16,108.00
Justification:			
<i>To amend the 2019 budget to include change order from Davidson Sash & Door for the DF Walker Windows - approved by BOCC at 01/07/19 meeting. Monies are being transferred from Donations and COA Capital Reserve.</i>			

BA1819-043

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Social Services			
12-3531-230-01	Social Services Admin	17,295.00	
12-5380-539-21	Low Income Energy Assistance		17,295.00
	Balanced	17,295.00	17,295.00
Justification:			
<i>To amend the 2019 budget based on the Division of Social Services Funding Authorization, which increases revenue and expenditures from \$71,535 to \$88,830.</i>			

Commissioner Lawrence moved to approve the budget amendments as presented, Chair Kersey asked for all in favor, the motion passed unanimously (6-0).

Valhalla WTP Backwash Solids Handling

Mr. Howard noted that the Board is asked to consider an amendment to the engineer’s contract for the effluent discharge modifications for the Valhalla Water Treatment Plant.

Commissioner Kirby asked about the Special Order by Consent (SOC) and noted there is a timeline associated with the SOC. He asked if the State is willing to stop the clock.

Greg Churchill with Rivers and Associates (the County’s engineer on the SOC project) stated that they do not stop the clock. He stated that there has been a good dialogue between Chowan and the Washington regional office. He stated that currently there has been one amendment to the SOC and while they are aware of the County’s progress on the SOC that the amendments may be made later and the final completion date will be amended.

Commissioner Lawrence asked about surveying costs noted in the contract.

Mr. Churchill stated this is a multilayer survey which requires some aerial surveillance and some on the ground.

Chair Kersey stated she looks forward to a more thorough presentation on the SOC at the February Board retreat.

Being no further questions, Commissioner Bonner moved to approve the amendment as presented. Chair Kersey asked for all in favor, the motion passed unanimously (6-0).

Aware Feasibility Study

Mr. Howard noted that Architect John Farkas who has done the work at DF Walker and the Senior Center has also looked into the work needed for Phase II at the Animal Shelter. He stated in order to do a quote for the work, a detailed analysis (feasibility study) of the existing building is needed. He stated that AWARE would like to donate the funds for the Feasibility Study for Phase 2 at the Animal Shelter. Based on a quote dated May 3, 2018 from JKF Architecture, the cost will be \$6,500.

Chair Kersey thanked AWARE for the donation.

Commissioner McLaughlin moved to accept the donation to proceed with the feasibility study of the Animal Shelter for Phase II. Chair Kersey asked for all in favor, the motion passed unanimously (6-0).

Capital Improvement Plan

Chair Kersey noted the Board has been provided with a final draft of the Capital Improvement Plan (CIP). A copy of the plan is in the meeting file labeled January 22, 2019.

Mr. Howard reviewed the letter in the CIP that highlights the capital projects planned for the next five (5) years. He noted that the plan is not set in stone and can be amended by the Board when needed.

Commissioner McLaughlin asked if projects under \$50,000 are compiled into larger projects to be included in the plan.

Mr. Howard stated yes projects could be bundled into one project and he noted that many of the projects under \$50,000 would be funded in the General Fund.

Finance Officer Cathy Smith noted the project ranking and noted that first year projects ranked high because they were “safety” type items.

Chair Kersey noted the Board will not be mandated to fund the project in the CIP and noted that if the Board wished to set monies aside for projects they could do that as well. She noted the membership of the subcommittee would be Commissioners Faircloth, Cummings and McLaughlin.

Being no further discussion Commissioner Faircloth moved to approve the plan as presented. Chair Kersey asked for all in favor, the motion passed unanimously (6-0).

Foreclosed Properties

Mr. Howard provided the Board with information on two properties that have been foreclosed by the County Tax Office. Mr. Howard discussed the County’s options for selling the properties. He asked the Board if the preferred method for selling the properties would be sealed bid.

Commissioner Bonner discussed his concern over the properties being foreclosed on without the Board having any knowledge.

County Attorney Arizaga-Womble stated that this is within the contract of the company who handles the collection for foreclosure proceeding. She discussed the statutory requirements and noted the property owners are notified years in advance of the taxes and penalties due on the property.

Commissioner Lawrence asked for more information on the foreclosure process.

Mr. Howard stated that he will have the Tax Administrator come and discuss the foreclosure process at a later meeting.

Commissioner Lawrence moved to table the item for a future meeting. Chair Kersey asked for all in favor, the motion passed unanimously (6-0).

T-Mobile Contract

Mr. Howard provided the Board with a request from T-Mobile to lease space on the PSC tower. He noted the attorney has made comments on the contract and it was forwarded to T-Mobile for their review and comment. He stated that the County has not heard back from T-Mobile. He stated that there is room on the tower for multiple antenna.

Commissioner Kirby noted a correction needed with the title of the contract.

Ms. Arizaga-Womble stated her comments were in the yellow. She noted that T-Mobile has not responded to the comments she forwarded.

Commissioner Cummings joined the meeting.

Mr. Howard stated this contract is just FYI and that this will come back to the Board once it has finalized.

Public Agenda Packet

Ms. Stallings noted she has been asked by a member of the Board to look into preparing a full agenda packet for the public. She stated she provided the Board with an example of what the full packet will look like. She noted that most of the information in the packet is a public record (including addresses, tax office account numbers are public information). She noted that closed session minutes, signatures and items that are protected will be redacted. She stated she will only redact protected items. She stated she would suggest that she place a link in the Sunshine email to view the agenda on the County website rather than sending a Dropbox link to the public.

Commissioner Lawrence stated his concern with accidentally releasing information that is not public.

She noted that while this will take additional time during agenda preparation she will do her best to ensure that protected information is not released. She noted that many counties in the State are

already doing this for the public. She noted that there is automated agenda software that assists with this process however if this is what the Board wishes to provide she is able to do it currently.

Commissioner Bonner stated his concern with the additional calls that will be sent to the Clerk with questions about the agenda items.

Ms. Arizaga-Womble stated that she would recommend that these questions be forwarded to the Commissioners.

Commissioner Lawrence stated that he is aware of a situation where confidential information was released by mistake and he stated his concern with potential legal trouble.

Commissioner Kirby stated he was the one who requested this be looked into.

Chair Kersey stated she is supportive of looking into the automated agenda software in the future.

Commissioner Kirby moved to have a full agenda packet available to the public to become the standard operating procedure as outlined by the Clerk. Chair Kersey asked for all in favor, the motion passed unanimously (7-0).

Finance Officer Report

Finance Officer Cathy Smith provided the Cash Balance Summary and Cash and Investment Balance and Revenue/Expense information for the fiscal year to date through the month of December. She also provided an updated sales tax report. A copy of the report is in the meeting file labeled January 22, 2019.

External Board/Committee Report

Chair Kersey asked for any Board and Committee reports.

Commissioner Faircloth reported on the TDA Board and noted that Board is focusing on the collection of occupancy tax from Air B&B establishments in the County.

Commissioner Kirby reported on the Albemarle Commission Board of Directors and noted the new director has been hired (Melody Wilkins). He noted the Clerk is advertising a vacancy for this Board. He also noted that the Commission is forwarding a resolution for the Board to consider in the coming days.

Manager's Report

County Manager Kevin Howard updated the Board on the following:

Bennett's Millpond – Soil and Water is working to identify additional funds for this project.

DF Walker – Windows will be delivered in February. He noted the Architect has met with the Boys and Girls Club.

Swain – Project is on target there was an issue with the fire alarm system and he will be bringing a change order for this soon.

Timely and Important Matters

Legislative Goals

Chair Kersey reported that Wallace Nelson from Perquimans County was nominated as the District I representative at the Legislative Goals Conference.

Retreat –

Chair Kersey reminded the Board members that retreat suggestions are due by Thursday.

DF Walker –

Chair Kersey noted she will be meeting with County reps to look at the landscaping at the COA campus and discuss options to soften the look of the campus.

Hospital Joint Meeting-

Mr. Howard noted the Commissioners and Town Council are invited to meet with the President of Vidant Health to discuss issues with the State Health Plan and the impacts on the hospital.

Adjourn

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

Patti F. Kersey, Chair

Susanne Stallings, Clerk