

Regular Meeting
Monday, January 7, 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 7, 2019.

Present Chair Patti Kersey, Commissioners Greg Bonner, Ron Cummings, 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. She then offered the invocation.

Approval of Draft Agenda

Commissioner Bonner moved to approve the agenda as presented. 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.

Chair Kersey presented the consent agenda.

a. **Minutes**

Minutes of November 29, 2018, December 3, 2018 and December 19, 2018.

Commissioner Kirby moved to approve the minutes as presented. Chair Kersey asked for all in favor, the motion passed unanimously.

b. **Economic Improvement Council, annual Community Services Block Grant Program**

Ms. Stallings noted that the Board will acknowledge receipt of the 2019 Grant Application from EIC. There are no matching County funds, the applicant is required to notify the County Board of Commissioners of their intent to apply for these funds annually. A copy of the full grant application is in the Clerk's office.

c. **Tax Refund and Releases**

Emmerich, J.	\$128.93	Paid Twice
Copeland, D.	\$200.00	Paid Twice
White, W.	\$337.33	Overpayment
Ochoa, D.	\$105.04	Paid Twice
Hill, C.	\$2171.84	Paid Twice

d. **2019 Commissioner Committee Appointments**

The Board will accept the 2019 Committee Appointments from the Chair.

Commissioner Faircloth moved to approve items b,c and d of the consent agenda as presented. Chair Kersey asked for all in favor, the motion passed unanimously (7-0).

Budget Amendments

Finance Officer Cathy Smith provided the Board with budget amendments 1819-027 through 1819-034. She noted the budget amendments are in a new format to make it easier to read.

Commissioner Lawrence thanked Ms. Smith for the change.

Commissioner McLaughlin asked for clarification on the Hotel Hinton funds.

Mr. Howard noted that part of the agreement with the Town of Edenton, the County sat aside insurance proceeds so that when improvements are made to the former hotel building the County will provide monies for parking lot improvements

BA1819-027

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Animal Shelter			
11-4381-580-00	Capital Outlay - Building		23,000.00
11-4381-600-00	*Donations		(22,000.00)
11-4381-691-00	Maddies Fund Grant		(1,000.00)
Justification:			
<i>To transfer budgeted monies from Donations and Maddies Fund Grant to Capital Outlay - Building for Phase 1 construction</i>			

BA1819-028

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Solid Waste Fund			
62-3471-530-00	Scrap Tire Grant Rev	5,169.07	
62-4710-694-00	Scrap Tire Grant Exp		5,169.07
62-3471-531-00	White Goods Grant Rev	1,634.32	
62-4710-695-00	White Goods Grant Exp		1,634.32
Justification:			
<i>To amend the 2019 budget to include Solid Waste grants received through Nov 2018</i>			

BA1819-029

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Social Services			
12-5310-185-00	Unemployment Insurance		(5,000.00)
12-5310-199-00	Professional Services		5,000.00
12-5310-121-00	Salaries - Reg		(735.00)
12-5310-126-00	Salaries - Parttime		735.00
Justification:			
<i>To amend the 2019 budget to include additional Medicaid testing performed by Thompson, Price, Scott, & Adams auditing firm - testing approved by BOCC at meeting dated 06/04/18; To amend the 2019 budget to cover additional part-time salaries.</i>			

BA1819-030

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Register of Deeds			
11-3418-415-00	*Preservation/Automation	668.57	
11-4180-298-00	*Dept Supplies - Auto/Pres		222.86
11-4180-440-00	*Contr Svcs - Automation/Pres		222.86
11-4180-511-00	*C/O - Auto / Pres		222.85
Sheriff's Office			
11-3431-232-00	*Sheriff Donations	45.00	
11-4317-440-00	*Donation - Expense		45.00
11-3431-233-00	*State Special Funds	78.31	
11-4317-441-00	*State Special Expense		78.31
11-3431-243-00	*KIDS & COPS	497.97	
11-4317-443-00	*KIDS & COPS Expense		497.97
Animal Shelter			
11-3438-894-00	*Donations - Chowan	170.00	
11-3438-894-01	*Donations - Gates	25.00	
11-3438-894-02	*Donations - Perquimans	140.00	
11-3438-894-03	*Donations - Other	1,380.00	
11-4381-600-00	*Donation - Expense		1,715.00
11-3438-895-00	*Adoption - Chowan	650.00	
11-3438-895-01	*Adoption - Gates	50.00	
11-3438-895-03	*Adoption - Other	845.00	
11-4381-441-00	*Contr Svcs - Spay/Neuter		1,545.00
11-3438-898-00	*Donations from Advertising	20.00	
11-4381-602-00	*Donations from Advertising		20.00
Cooperative Ext:			
11-3495-370-00	*AG Program Fees Discretionary	459.68	
11-4953-440-00	*Ag Program Discretionary		459.68
11-3495-378-00	*4-H Fees Discretionary	5,638.00	
11-4953-448-00	*4-H Fees Discretionary		5,638.00
11-3495-379-00	*Livestock Program	56.00	
11-4953-449-00	*Livestock Program		56.00
Recreation			
11-3612-487-00	*Recreation Donations	250.00	
11-6130-299-01	*Donations - Dept Supplies		250.00
11-3612-504-00	*Recreation Special Events	1,210.00	
11-6132-453-00	*Recreation Special Events		1,210.00
Senior Center			
11-3616-533-00	*Reg Fees - Trips	3,518.00	
11-4268-312-00	*TRIPS - Senior Citizens		3,518.00
11-3616-535-03	*Healthways	1,314.00	
11-4268-352-02	*Healthways		1,314.00
11-3616-533-01	*Registration Fees Activities	184.00	
11-4268-299-01	*Activities - Dept. Supplies		184.00
DSS			
12-3531-230-14	*DSS Special Events	79.00	
12-5310-450-00	*DSS Special Events		79.00
Total Discretionary Income Received FYE 2019		134,911.64	
Justification:			
To amend the 2019 budget to include Discretionary income received through November 2018			

BA1819-031

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Jail			
11-4320-352-00	Maintenance & Repairs - Equipment		(900.00)
Jail Building			
11-4265-351-00	Maintenance & Repairs - Building		900.00
Justification:			
<i>To amend the 2019 budget by transferring monies from the Jail to Jail Building to cover DHHS inspection repairs</i>			

BA1819-032

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Swain School Bldg			
11-4266-331-00	Utilities		(2,500.00)
Jail Building			
11-4265-351-00	Maintenance & Repairs - Building		2,500.00
Justification:			
<i>To amend the 2019 budget by transferring monies from the Swain School Building to the Jail Building to cover repairs for the remainder of the fiscal year</i>			

BA1819-033

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Capital Projects Fund			
32-8100-442-00	DF Walker Window Replacement		558,994.00
32-8100-444-00	DF Walker Roof Replacement		296,879.00
32-8100-450-00	DF Walker Asbestos Abatement		92,890.00
32-8100-450-00	DF Walker Asbestos Abatement (for Monitoring)		11,000.00
32-8100-451-00	DF Walker 1st Floor Renovations		115,636.00
32-8100-452-00	DF Walker Gym Roof Repairs		39,497.00
32-8100-582-00	PSC Tax Improvements		8,685.00
32-8100-587-00	Facility Dude Software		3,233.61
32-3810-011-00	Contribution from General Fund	1,114,896.00	
32-3810-033-00	Contribution from Capital Reserve F	11,918.61	
General Fund			
11-5923-635-00	COA Reserve		(639,769.00)
11-9800-980-32	Transfer to Capital Projects Fund		639,769.00
11-3990-990-00	Fund Balance Appropriations	475,127.00	
11-9800-980-32	Transfer to Capital Projects Fund		475,127.00
Capital Reserve Fund			
33-9800-980-32	Transfer to Capital Projects Fund		11,918.61
33-3990-990-00	Fund Balance Appropriations	11,918.61	
Justification:			
<i>To amend the 2019 budget to include capital projects previously approved by BOCC - see attached spreadsheet.</i>			

BA1819-034

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Capital Projects			
32-3810-033-00	Contribution from Capital Reserve	149,927.00	
32-8100-585-00	Hotel Hinton Improvements		114,927.00
32-8100-587-00	Facility Software - Dude Solutions		35,000.00
Capital Reserve			
33-4192-016-02	Hotel Hinton Improvements		(114,927.00)
33-4192-016-12	Facility Software - Dude Solutions		(35,000.00)
33-9800-980-32	Transfer to Capital Projects		149,927.00

Justification:			
	<i>To amend budget by transferring line items for Hotel Hinton Improvements and Facility Dude Software from Capital Reserve Fund (Fund 33) to Capital Projects Fund (Fund 32).</i>		

Commissioner Cummings moved to approve the budget amendments as presented. Chair Kersey asked for all in favor, the motion passed unanimously.

Register of Deeds

Register of Deeds Lynn Gilliard provided the Board with a request to approve a contract to allow books to be scanned. Years 1987 back to the 1700s. Total cost is \$30,025 to be divided in four installments. There is \$38,000 in the automation preservation fund in the Register of Deeds budget. She noted the Tax Office has offered space for the vendor to scan the documents.

Chair Kersey noted the monies for this are in the Register of Deeds budget.

Commissioner Cummings asked if the scanning will be done in the vault at the Register of Deeds office.

Ms. Gilliard stated that a secure location has been determined in the Tax Office. She noted the vendor will transfer the books.

Commissioner Kirby asked if the automation monies are county dollars.

Mr. Howard stated these are monies collected from her fees.

Ms. Smith noted that there is currently \$38,000 in the fund now.

Commissioner McLaughlin asked how the documents will be transported from the Courthouse.

Ms. Arizaga-Womble stated that the Register of Deeds as an elected official is sworn to protect the documents that she is charged to preserve and protect. She stated it is within her responsibility to ensure the documents are transported safely.

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

Resolution – Local School Calendar

Dr. Rob Jackson provided the Board with a request from the Edenton Chowan Board of Education asking the County Commissioners to consider a resolution advocating for local control of school calendars. He noted a sample resolution has been provided for the Board to consider. He stated this is done to align the school calendar with the Community College calendar. He stated he requests the Board adopt the resolution of support and added this initiative is supported by the North Carolina Association of County Commissioners.

Commissioner Kirby asked if the resolution was prepared locally or was it a template.

Dr. Jackson stated some of both.

Commissioner Kirby stated he felt the language in the resolution was a bit catty.

Dr. Jackson stated the Commissioners are welcome to amend the language if they wish.

Chair Kersey asked why this was not in the legislative goals.

Dr. Jackson stated this has not gained statewide support because of the impacts to tourism in the Mountain counties and on the eastern part of the state.

Commissioner Faircloth moved to approve the resolution as presented. Chair Kersey asked for all in favor, the motion passed (6-1 Kirby).

Chowan County Board of Commissioners Resolution Supporting Local Control of School Calendars

WHEREAS, the North Carolina General Statutes give local boards of education powers of supervision and control of local school systems; and

WHEREAS, local control over establishing school calendars is an integral component of school system supervision and administrative powers with which local boards of education have been vested; and

WHEREAS, in 2004 the North Carolina General Assembly seized control of setting school calendars and imposed a one-size-fits-all mandate on how school calendars are to be set; and

WHEREAS, the current one-size-fits-all school calendar start date is no earlier than the Monday closest to August 26 and the end date is no later than the Friday closest to June 11; and

WHEREAS, the State mandated late August start date means high schools do not complete the first semester until mid to late January; and

WHEREAS, the current law essentially requires high school students to take first semester exams after the winter break, which negatively impacts test scores, according to students and educators; and

WHEREAS, the second semester for high schools starts two to three weeks later than community colleges and universities; and

WHEREAS, superintendents report that the calendar misalignment makes it exceedingly difficult for high school students or recent winter graduates to take courses at a nearby community college or university during the second semester; and

WHEREAS, exams for Advanced Placement classes are given on the same day nationwide, and the current calendar law shortens the amount of time North Carolina's students have to learn the material before test day; and

WHEREAS, it is well-documented through multiple studies that children will experience a phenomenon known as summer learning loss, which has a disproportionate impact on low-income children; and

WHEREAS, long summer breaks can also negatively impact child nutrition, as low-income children who have access to regular meals at school through the free and reduced priced meal program may not have access to regular meals at home; and

WHEREAS, with little flexibility built in to the calendar, scheduling make-up days is extremely challenging; and

WHEREAS, major hurricanes and severe winter snow storms have caused Edenton-Chowan Schools to miss 15 full school days (104 instructional hours including delays and early releases due to weather) over the past three years; and

WHEREAS, Edenton-Chowan Schools was only able to make up 30 missed instructional hours over the past three years

WHEREAS, fall sports and band begin August 1, schedules for extracurriculars have not changed to coincide with the State-mandated school calendar; and

WHEREAS, local boards of education are best equipped to understand the balancing act of meeting the community's needs and maximizing student success; and

WHEREAS, restoring local control of school calendars will allow local boards of education to best meet the calendar preferences of the families, educators, and businesses in our community while allowing for innovative experimental approaches to improve student achievement.

THEREFORE, be it resolved that the Chowan County Board of Commissioners request that local control over school calendars be returned to local boards of education.

Adopted by the Chowan County Board of Commissioners this seventh day of January, 2019.

Tax Items

Melissa Radke presented the following Tax items:

Tax Relief

Edward and Rosa Bunch - Rocky Hock Rd. Merged Parcels, \$1,917.84

Ms. Radke stated this was a software error that resulted in the tax payer being overcharged. She stated that the code was not correctly transferred. She noted that she has only a couple other parcels that have this code and she has made sure there were no other errors.

Rodney Phillips and Elaine Moriarty – Olde Colony Dr., \$135.45

Ms. Radke stated this was an error of the property record card. She stated this is a clerical error which created a duplication.

Being no further discussion, Commissioner McLaughlin moved to approve the relief of \$1,917.84 to Edward and Rosa Bunch. Chair Kersey asked for all in favor, the motion passed unanimously (7-0).

Commissioner McLaughlin moved to approve the refund of \$135.45 to Rodney Phillips and Elaine Moriarty. Chair Kersey asked for all in favor, the motion passed unanimously (7-0).

Interest Waiver Request

C Yates Parrish – Old Hertford Rd. -Deferment of value for bill and interest

Ms. Radke stated this property was a bona-fide farm which was tax exempt. She stated he split off 5.69 acres of land to his daughters. She stated that Mr. Parrish stated he understands that if the property is sold to someone other than family the taxes for three years would have to be paid back but he did not know the same rules applied for family transfer.

Ms. Womble stated that the County is prohibited by law from waiving interest. She stated the Board has the power to compromise on discovery but she advised them that interest cannot be waived.

Ms. Radke noted that this parcel does not meet the size requirements which must be 10 acres. She noted she did not believe this has ever been waived.

Commissioner Kirby asked why this request is before the Board if it cannot be considered.

Ms. Radke stated that Mr. Parrish knew about the requirement for private sale but was not aware it applies to a family transfer. She stated his lawyer did not inform him about the requirement for this split.

Commissioner Kirby asked if this happens often of people having to pay the three years plus interest.

Ms. Radke stated these happen often.

Commissioner Faircloth stated that it appears it does not meet the three statutory requirements.

Commissioner Bonner stated he was concerned about creating a precedence for future requests. He moved to deny the request.

Commissioner McLaughlin asked if the Board voted in favor of the request would they be making an exception.

Ms. Stallings clarified the motion is to deny the request.

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

Revaluation RFP Proposals

Ms. Radke presented the Board with proposals from the Revaluation RFP process. She provided a PowerPoint presentation which compared the three firms. A copy of the PowerPoint is in the meeting file labeled January 7, 2019. She noted the next county-wide reappraisal for Chowan County will be effective on January 2, 2022. She noted the components of a standard revaluation and noted this revaluation will include a full measure and list. She stated that would take over a year and a half. She stated the following firms submitted a proposal. Assessment Solutions

(\$311,150), Vincent Valuations (\$378,400) and Wampler Eanes Appraisal Group LTD . (\$448,443).

Ms. Radke called the rep who was present for Assessment Solutions.

Commissioner Kirby asked how many staff were available.

The representative said that he has 18 on site.

Commissioner Kirby noted that with 18 staff they would have to cover 36 parcels per day in order to meet the proposal requirements. He asked if the personnel have to go inside the home.

Ms. Radke stated that typically they do not go inside.

Commissioner Lawrence asked about the Bi-Tek software.

Ms. Radke stated that is what the Tax office currently is using and the company is familiar with that software.

Ms. Womble clarified that at the last revaluation the County also switched software companies at the same time. She stated the County has not done a full measure and relist. She stated that the software errors have been addressed.

Ms. Radke stated of the proposals before the Board she would recommend selection of Vincent Valuations. She stated they are currently working in the County on other projects and based on her working relationship with the Company she feels they would do a good job.

Commissioner Kirby asked when the proposal from Wampler Eanes was turned in.

Ms. Radke stated that she received it on Thursday. She noted that initially she only received two proposals so she reached out to the firms that did not bid again to see if she could get interest. She stated that was when she received the third bid.

Commissioner Lawrence moved to accept the proposal from Vincent Valuations. Chair Kersey asked for all in favor, the motion passed unanimously (7-0).

Water Items

Truck Purchase

Water Director David Tawes presented the Board with a request to purchase a four wheel drive pickup truck for the Water Department from the Water Capital Outlay line. He stated this is a 4 wheel drive Chevy Colorado. He noted this truck is on state contract and the purchase price is \$30,000 (\$28,623.46).

Mr. Howard stated the following capital items are being requested by the Director. He stated that when the Director was hired the budget had been adopted and the capital items were not included. He stated there are monies in the Water Capital line to cover these items.

Commissioner Lawrence moved to approve the purchase at \$30,000.

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

Tractor Purchase

Mr. Tawes asked that the Board consider a request to purchase a used tractor and bush hog from the Water Capital Outlay fund for clearing right of ways. He stated the department has several right of ways that require regular maintenance. He stated several are along US 17. He stated it was determined it is cheaper to purchase a tractor to maintain than to contract the maintenance out. He stated he feels he can purchase the needed equipment at or around \$19,500.

Commissioner Lawrence asked if Mr. Tawes looked at state contract.

Mr. Tawes stated he was not aware of state contract for this equipment but he would check.

Commissioner Bonner asked if this will impact the manpower at the plant.

Mr. Tawes stated the staff is currently performing the work but are borrowing tractors from the Town of Edenton.

Commissioner McLaughlin asked if there are any other uses for the tractor.

Mr. Howard stated there are other departments that could use this equipment.

Chair Kersey asked if we currently have this equipment.

Mr. Tawes stated we do not have a bush hog.

Chair Kersey stated she remembered budgeting for a tractor in the past.

Mr. Howard stated that we did not find one. He suggested that the Water Director have time to look into the matter further and bring it back later to the Board.

Software Purchase

Mr. Tawes stated the current Logics software for the Water Department for billing and collection is soon to be unsupported. He stated this is a request to replace the software. He stated this will be a staff recommendation to stick with the current updated form of Logics software. He stated the total for this is \$8,635.

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

Mr. Tawes then provided a request utility asset management software. He stated he is requesting \$5,000 for this software. He stated the software will not increase any stress for the IT Department.

Commissioner Lawrence moved to approve the request.

Commissioner Bonner noted the cost is reoccurring will the Water Fund be able to absorb this expense.

Mr. Howard stated yes. He stated this will enhance the grant that the County has applied for.

Commissioner Cummings asked where the information on the lines would be stored.

Mr. Tawes stated this is secure software and is currently used by the City of Boston.

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

Commissioner Kirby stated he has been impressed with the work he has seen from the new Water Director.

Chair Kersey called for a five (5) minute recess, after five minutes she called the meeting back to order.

DF Walker Windows

Mr. Howard provided the Board with a quote from the Architect to replace additional windows on the Technology Department wing which is attached to the two story building. He stated the total cost was \$26,108. He stated the County received a \$10,000 donation from the Alumni Association so he will need \$16,108.

Commissioner McLaughlin asked about the style of the windows.

Mr. Howard stated it will be more traditional.

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

Habitat Request

Commissioner Cummings provided the Board with a request from Habitat for Humanity to use the County driveway to the Earnhardt field property owned by Chowan County. He stated that the parking lot and driveway for the food pantry and the re-store are full on Tuesday and Thursday. He stated employees and volunteers park in the back. He said the request is to ask for permission to use the County driveway that goes back to Earnhardt Field. He said that Habitat will put in a driveway from the back and a culvert and connect to the driveway if the Board approves the request.

Mr. Howard stated the new gravel to the road will help the County and he does not have any concerns with it.

Commissioner Faircloth asked if this will impact when there are games at the ballfield.

Commissioner Cummings stated the games are always after 5pm when the store is closed.

Commissioner Kirby moved to approve the request to allow Habitat to use the County driveway and to add a culvert and gravel. Chair Kersey asked for all in favor, the motion passed unanimously (7-0).

Legislative Goals Discussion

Chair Kersey stated she would like to discuss the upcoming legislative goals Conference and asked that the Board provide any information they would like to be shared by the Chair at the conference.

Commissioner Cummings shared what some of the proposed goals and legislation are.

Chair Kersey stated that there is some support for releasing Counties from the mandatory 80% reduction for solar energy facilities.

Commissioner Kirby stated his number one priority is Low-cost Broadband Internet Access.

Ms. Stallings noted the Board previously appointed Chair Kersey as the voting delegate for Chowan County. She stated in the event that Chair Kersey is unavailable, she asked if the Board would like to nominate an alternate delegate.

Commissioner Faircloth moved to nominate Commissioner Cummings as the alternate. 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 November. A copy of the report is in the meeting file labeled January 7, 2019.

The Board discussed sales tax, Ms. Smith will provide the Board with that information at the next meeting.

External Board/Committee Report

Chair Kersey asked for any external Board and Committee reports, there were none.

Manager's Report

County Manager Kevin Howard updated the Board on the following:

Retreat- Mr. Howard noted the Clerk has sent out dates for the retreat. He stated the known items for that agenda are the status of the water plant SOC and Employee Health Insurance.

District Attorney Office Space – The Manager provided the Board with a history on the DA Office Space for Chowan County. He noted that currently there is office space available for the DA when they are in Chowan County.

Timely and Important Matters

Trash on Highway

Commissioner Cummings expressed his concern over trash on the roads. He stated that there is a large amount of trash near the bridge work on Highway 32 where the cars stop for the bridge work. He stated there is also a lot of trash at the Dollar General at Valhalla.

Chair Kersey noted she was contacted that the no littering signs have been approved by DOT and will be installed soon.

Commissioner McLaughlin stated he would suggest looking at incorporating trash receptacles into the zoning regulations.

Agenda

Commissioner Kirby noted the Clerk provided the Board with a sample full public agenda he then moved to support and direct the Clerk to provide a full agenda packet to the public. He later rescinded his motion and asked this be placed on the next meeting agenda for full Board discussion and vote.

Closed Session

Commissioner Cummings moved that the Board go into closed session, in accordance with NCGS.143-318 (11) (a) (3 and 6) attorney client privilege and personnel. Chair Kersey asked for all in favor, the motion passed unanimously (7-0).

The minutes of the closed session are sealed.

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

Amend Agenda

A motion was made by Commissioner Faircloth to amend the agenda to discuss annual performance merits for Tax Administrator and the County Manager. Chair Kersey asked for all in favor, the motion passed unanimously (7-0).

Tax Administrator Salary

Commissioner Cummings moved to give a 3.04% merit increase to Melissa Radke Tax Administrator effective 1-1-19. Chair Kersey asked for all in favor, the motion passed unanimously (7-0).

County Manager Salary

Commissioner Lawrence moved to give a 3.4% merit increase to Kevin Howard County Manager effective 1-1-19. Chair Kersey asked for all in favor, the motion passed unanimously (7-0).

Adjourn

Being no further business Commissioner Kirby 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