

**Regular Meeting**  
**Monday, March 18, 2019**  
**6:00pm**  
**Chowan County Public Safety Center**  
**305 West Freemason St.**  
**Edenton, NC**

This meeting was recorded. A copy of the recording is in the meeting file labeled March 18, 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 provided the invocation.

**Approval of Draft Agenda**

Commissioner Cummings 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.

Battle Betts Director of Albemarle Regional Health Services stated he was made aware that a group is asking for Commissioners support for a qualified health center to be located in Edenton. He stated that the Health Department is mandated to provide services to all residents regardless if they are insured. He stated he is concerned that the proposed center would not see those that are uninsured and forward them to the health department. He stated the insured patients offset the expense of the uninsured and that will increase the contribution the County is currently making to the Health Department. He noted that Chowan and ARHS have the lowest copays of any others in North Carolina.

There was no further public comment.

**Consent Agenda**

a. **Minutes**

Minutes of February 18, 2019, February 28, 2019 and March 4, 2019.

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

**Budget Amendments**

**BA-1819-052**

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
<b>Planning</b>			
11-4910-125-00	Stipend - Cell Phone		125.00
11-4910-325-00	Postage		(125.00)
	Balanced	-	-
<b>Justification:</b>			
		<i>To amend the 2019 Planning budget by transferring monies from Postage to Cell Phone Stipend to cover expenditures for the remainder of the fiscal year.</i>	

**BA- 1819-053**

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
<b>Register of Deeds</b>			
11-3418-415-00	*Preservation/Automation	530.10	
11-4180-298-00	*Dept Supplies - Auto/Pres		176.70
11-4180-440-00	*Contr Svcs - Automation/Pres		176.70
11-4180-511-00	*C/O - Auto / Pres		176.70
<b>Sheriff's Office</b>			
11-3431-233-00	*State Special Funds	28.28	
11-4317-441-00	*State Special Expense		28.28
11-3431-235-00	*Sheriff Executions	50.00	
11-4316-440-00	*Sheriff Executions		50.00
11-3431-243-00	*KIDS & COPS	1,568.76	
11-4317-443-00	*KIDS & COPS Expense		1,568.76
<b>Animal Shelter</b>			
11-3438-894-00	*Donations - Chowan	325.00	
11-3438-894-01	*Donations - Gates	80.00	
11-3438-894-02	*Donations - Perquimans	55.00	
11-3438-894-03	*Donations - Other	55.00	
11-4381-600-00	*Donation - Expense		515.00
11-3438-895-00	*Adoption - Chowan	723.00	
11-3438-895-01	*Adoption - Gates	260.00	
11-3438-895-02	*Adoption - Perquimans	260.00	
11-3438-895-03	*Adoption - Other	95.00	
11-4381-441-00	*Contr Svcs - Spay/Neuter		1,338.00
11-3438-897-00	*A.W.A.R.E. Reimbursement	1,811.06	
11-4381-601-00	*A.W.A.R.E. Reimbursement		1,811.06
11-3438-898-00	*Donations from Advertising	20.00	
11-4381-602-00	*Donations from Advertising		20.00
<b>Cooperative Ext:</b>			
11-3495-363-00	*SHIIP Grant	1,106.00	
11-4950-600-00	*SHIIP Grant		1,106.00
11-3495-370-00	*AG Program Fees Discretionary	830.41	
11-4953-440-00	*Ag Program Discretionary		830.41
<b>Recreation</b>			
11-3612-504-00	*Recreation Special Events	165.00	
11-6132-453-00	*Recreation Special Events		165.00
<b>Senior Center</b>			
11-3616-533-00	*Reg Fees - Trips	(54.00)	
11-4268-312-00	*TRIPS - Senior Citizens		(54.00)
11-3616-533-01	*Registration Fees Activities	124.00	
11-4268-299-01	*Activities - Dept. Supplies		124.00
11-3616-535-03	*Healthways	1,221.00	
11-4268-352-02	*Healthways		1,221.00
<b>DSS</b>			
12-3531-230-14	*DSS Special Events	63.00	
12-5310-450-00	*DSS Special Events		63.00
	Balanced	9,316.61	9,316.61
	<b>Total Discretionary Income Received FYE 2019</b>	<b>204,516.61</b>	
<b>Justification:</b>			
<i>To amend the 2019 budget to include Discretionary income received through February 2019.</i>			

**BA-1819-054**

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
<b>Senior Center</b>			
11-3616-536-00	Albemarle Comm - General Purpose	1,619.00	
11-4268-600-00	Albemarle Comm - General Purpose		1,619.00
	Balanced	1,619.00	1,619.00
<b>Justification:</b>			
<i>To amend 2019 budget for Senior Center to include General Purpose funding from Albemarle Commission.</i>			

**BA-1819-055**

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
<b>TDA</b>			
51-3815-530-00	Co-Op Monies	34.70	
51-8150-261-01	Co-Op Office Supplies		34.70
51-3839-894-00	*Music & Water Festival	1,065.00	
51-8150-826-00	*Music & Water Festival		1,065.00
	Balanced	1,099.70	1,099.70
<b>Justification:</b>			
<i>To amend the 2019 budget for TDA to include Co-Op and Discretionary income through February 2019</i>			

**MBA-1819-056**

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
<b>Solid Waste Fund</b>			
62-3471-521-00	Electronics Recycling Rev	889.48	
62-4710-696-00	Electronics Recycling Exp		889.48
62-3471-530-00	Scrap Tire Grant Rev	4,778.49	
62-4710-694-00	Scrap Tire Grant Exp		4,778.49
62-3471-531-00	White Goods Grant Rev	1,393.89	
62-4710-695-00	White Goods Grant Exp		1,393.89
	Balanced	7,061.86	7,061.86
<b>Justification:</b>			
<i>To amend the 2019 budget to include Solid Waste grants received through Feb 2019</i>			

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

### **JCPC (Juvenile Crime Prevention Council) Request**

Ella Bunch the Area Consultant for the Department of Juvenile Justice presented the Board with a resolution of support seeking additional state funds to cover the Raise the Age Legislation passed in 2017. She stated that Chowan County has received the same amount of money annually for the past nine (9) years. She stated that amount was \$75,906. She stated that JCPC is asking for additional funds statewide. She stated the JCPC funding comes into Chowan County as an allocation; it represents a partnership between the state and local community to ensure appropriate programming for children at-risk and those involved with the juvenile justice system. Up until the passing of Raise the Age legislation in the summer of 2017, the focus of JCPC programming has been children up to the age of 16 years. December 1, 2019, the age of jurisdiction will include 16-17 year olds for misdemeanor and non-violent felony offenses, and JCPC programs will need to be prepared to serve referrals for that age. Funding has remained the same for over nine years, & with new referrals that will most definitely need services, additional JCPC funding is needed across the state to ensure programs have the capacity and training to adequately deliver services to this population. Support of the Resolution will align Chowan County with counties across the state to ensure the legislature members are aware of the need for additional funding.

Commissioner Cummings asked if this increase will increase the local contribution.

Ms. Bunch stated it is 1-3% of the \$75,906.

Commissioner McLaughlin asked if this includes youth up to age 18.

Ms. Bunch stated that this includes 16-17 year olds charged with non-violent offenses.

Commissioner Bonner asked for clarification on the offenders.

Ms. Bunch stated that these are the youth currently going through the adult system.

Commissioner Lawrence asked about estimated costs.

Ms. Bunch stated that it is 1-3%. She noted the County is required to do a 10% match.

Commissioner Kirby asked if the program is called "PROMISE".

Recreation Co-Director Shannon Ray stated that there is Afterschool Plus provided by the Recreation Department. She stated the facility exceeds the current required match. She stated intensive supervision is handled by the schools and their match is most likely met through in-kind as well. She stated she does not anticipate an additional cash match. She stated that there is not a "PROMISE" program in Chowan County. She stated the programs are similar but not the same.

Chair Kersey asked the purpose of the resolution if the funding will come in November.

Ms. Bunch stated the resolution is to show the state about the need for additional funds.

Commissioner Kirby asked how much additional funding is needed.

Ms. Bunch stated that JCPC has been 9 ½ years with no funding increase from the State. She stated that they are looking for at least the additional 1-3% for the 16-17 year olds.

Commissioner McLaughlin asked if the 1-2% is covered in-kind.

Ms. Ray stated yes. She explained that the costs vary based on the need of the youth. She stated that psychiatric evaluations or restitution make the cost fluctuate. She noted that with the increase in youth the monies have to be pulled from other programming lines to cover the increased expense.

Commissioner Bonner stated the JCPC program is a great benefit to the community. He moved to approve the resolution as presented.

Board members discussed the approximate increase needed, it was determined it is approximately \$2,500.

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

### **Resolution in Support of**

#### **Juvenile Crime Prevention Council Allocation Expansion**

**WHEREAS**, Juvenile Crime Prevention Council (JCPC) funding is a partnership between the State of North Carolina and the County to ensure a local continuum of services for court involved and at-risk juveniles; and

**WHEREAS**, statewide JCPC funding allocation has seen no increase in more than nine years; and

**WHEREAS**, Chowan County JCPC funded programs, more specifically, completed services to 90 children last fiscal year at an average cost of \$1,400 per child with over 5900 hours of service provided, and having served over 650 children in just the past seven years while funding levels have continued to remain flat; and,

**WHEREAS**, the Juvenile Justice Reinvestment Act passed in 2017, also referenced as North Carolina's Raise the Age legislation, expands the age of juvenile jurisdiction, increasing it to include juveniles ages 16 and 17 years of age effective December 1, 2019, and encourages diversion options for minor school-based juvenile complaints; and

**WHEREAS**, the Juvenile Crime Prevention Council, under the authority of NCGS§143B-851 and within the scope of its powers and duties, annually "reviews the needs of juveniles in the county who are at risk of delinquency or who have been adjudicated undisciplined or delinquent and the resources available to address those needs" and,

**WHEREAS**, the effort to immediately and effectively address juvenile offending behavior is an evidence-based investment in North Carolina's future;

**NOW, THEREFORE BE IT RESOLVED**, that Chowan County fully supports an adequate and timely increase of local Juvenile Crime Prevention funding to ensure program expansion and successful implementation of the Juvenile Justice Reinvestment Act Raise the Age Legislation, set for December 1, 2019.

#### **Dillard's Millpond Repair**

Shannon Ray provided the Board with a request for \$7,000 to cover expected costs from ARC&D (Albemarle Resource and Conservation District) for the CAMA permitting process for the Dillard's Millpond berm repairs. She noted the millponds were damaged during Hurricane Matthew in October 2016. She stated she has worked with ARC&D for more than a year to obtain CAMA permitting for the project. She stated the current contract with ARC&D requires the permit to be approved and work to be complete before payment will be made. She stated that based on initial feedback from CAMA on the preliminary permit application, the County is at least 4-6 months out from approval. She stated that ARC&D estimates \$7,000 is needed for the permitting process. She noted that if the permit is approved and repairs complete the County may be eligible for reimbursement funds through the Hurricane Matthew Recovery Funds for which the Soil and Water District has a state contract through the end of the year.

Commissioner McLaughlin asked if this is the berm at the spillway.

Ms. Ray stated yes about 150' needs to be repaired.

Commissioner McLaughlin asked what the permit will give the County.

Mr. Howard stated that the projects were bid and the County was not aware that a CAMA permit was needed at the time. He stated that CAMA issued a stop work order. He stated the County has

been working with CAMA for 9 months now. He noted the most the County will lose is the \$7,000.

Chair Kersey asked about meeting with CAMA to get a feeler for their concerns with project.

Ms. Ray stated she has met with CAMA and they have provided feedback. She stated a scoping meeting is needed.

Mr. Howard stated that FEMA has been providing extensions for the funding but he is concerned that the County may not get a CAMA permit and will not get paid for the work done so far.

Commissioner Lawrence stated he feels the County is obligated to pay the monies to try to get the CAMA permit.

Commissioner McLaughlin moved to proceed with the CAMA permit.

Chair Kersey stated her concern with this not being included in the next budget request.

Ms. Ray stated that the County has to file for another FEMA extension. She stated that \$3,500 of the work has been done already with the drawings.

Commissioner Kirby stated his concerns over the liability of the millpond. He stated the Board may want to look into giving the pond back. He stated it has not been used.

Chair Kersey asked for all in favor, the motion passed (5-2 Cummings and Kirby).

#### **Economic Improvement Council (EIC) Update**

Dr. Landon Mason Executive Director of the EIC provided the Board with an update from the Economic Improvement Council (EIC). A copy of the handout is in the meeting file labeled March 18, 2019. Following his presentation Dr. Mason asked that the Board consider a contribution to EIC in the amount of \$20,000.

Commissioner Cummings asked if this is an annual contribution request.

Dr. Mason stated it is for support of the EIC mission.

Chair Kersey asked for more up to date poverty information.

Dr. Mason stated this is the most current information he could access.

Commissioner McLaughlin asked if the numbers served are families or individuals.

Dr. Mason stated they are individuals.

Commissioner Bonner commended Dr. Mason for the work the EIC is doing in the community.

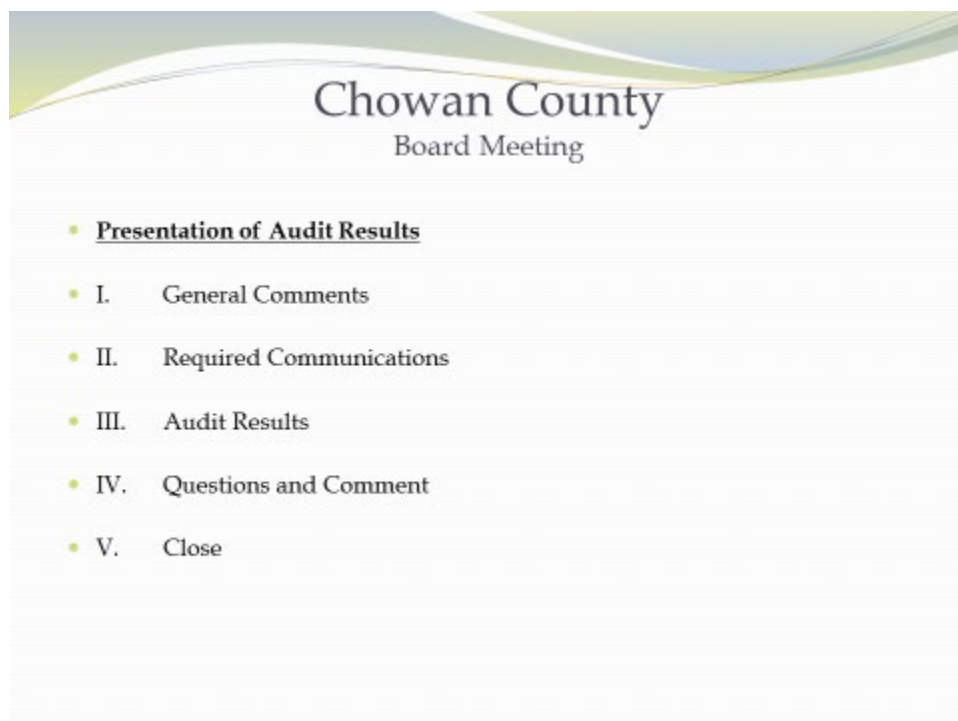
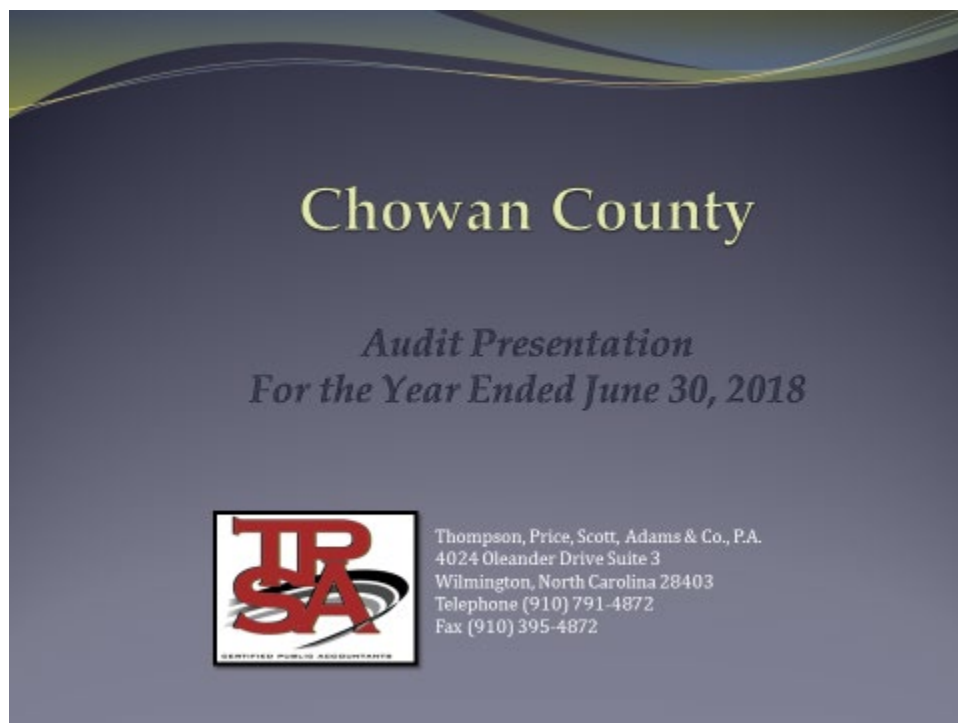
Commissioner Kirby discussed the dollars spent per family in Chowan appears to be lower than other areas.



Dr. Mason noted this is because of a head start program that is not offered in Chowan County.

### **FY 2017-18 Audit Report**

Greg Adams the County's Auditor with Thompson, Price, Scott, Adams and Co. formally presented the FY 2017-18 Independent Audit with financial statements and answer questions from the Board. A copy of the audit and presentation is in the meeting file labeled March 18, 2019.



# Chowan County

## Required Communications

<u>Requirement</u>	<u>Results</u>
<p><b>1 Responsibilities Under Generally Accepted Auditing Standards, Government Auditing Standards, OMB Uniform Guidance, and the State Single Audit Implementation Act.</b></p> <p>Design the audit to provide reasonable assurance that the financial statements are free of material error and in compliance with government regulations.</p> <p>Perform all planned procedures and have complete access to both management and required information.</p> <p>Communicate significant deficiencies in the internal control.</p>	<ul style="list-style-type: none"> <li>• Accomplished. No material error noted.</li> <li>• Completed. Our work was not limited in any way.</li> <li>• None noted.</li> </ul>

# Chowan County

## Required Communications *(continued)*

<u>Requirement</u>	<u>Results</u>
<p><b>2 Adoption or Change in Accounting Policies</b></p> <p>Communicate the initial adoption of or a change in an accounting principle which had or is expected to have a significant effect on the financial statements.</p>	<ul style="list-style-type: none"> <li>• The County implemented GASB No. Statement 75 related to Postemployment Benefits other than Pensions. This resulted in a prior period adjustment of (3,194,533) governmental activities, (480,965) business-type activities</li> </ul>
<p><b>3 Management Judgment and Accounting Estimates</b></p> <p>Assess methodologies used and basis of evidence for matters requiring judgments and estimates.</p>	<ul style="list-style-type: none"> <li>• Methods used and evidence considered appear to have led to reasonable amounts being included in the financial statements</li> </ul>
<p><b>4 Significant Audit Adjustments or Unrecorded Differences</b></p> <p>Communicate significant recorded and unrecorded differences.</p>	<ul style="list-style-type: none"> <li>• None out of the normal course.</li> </ul>

# Chowan County

## Required Communications *(continued)*

<u>Requirement</u>	<u>Results</u>
<b>5 Disagreements with Management</b>  Communicate any disagreements on financial or reporting matters that, if not satisfactorily resolved, would cause a modification of our report.	◆ None.
<b>6 Consultation with Other Accountants</b>  Communicate consultation that took place with other accountants.	◆ None noted.
<b>7 Prior to Retention Issues</b>  Communicate any major issues that management discussed with the auditor in connection with the retention of the auditor, including the application of accounting principles and auditing standards.	◆ None.

# Chowan County

## Required Communications *(continued)*

<u>Requirement</u>	<u>Results</u>
<b>8 Significant Difficulties</b>  Any serious difficulties the auditor encountered in dealing with management such as unreasonable delays in providing needed information, unreasonable timetable set by management, or unavailability of client personnel.	◆ None noted.
<b>9 Irregularities and Illegal Acts</b>  Communicate the existence of any material irregularities and/or illegal acts determined during the audit.	◆ None noted.

# General Fund - Operating Summary



## Fund Balance Position General Fund - Consolidated

□ Total Fund Balance	\$ 9,236,921
□ Stabilization by State Statute	- 1,327,391
□ Restricted, Register of Deeds	- 35,511
□ Restricted, School Capital	- 141,019
□ Committed, Capital Reserve	- 639,488
□ Committed, Tax Revaluation	- <u>15,148</u>
□ Unassigned - June 30, 2018	\$ 7,078,364

## Fund Balance

Available fund balance as defined by the Local Government Commission (LGC) is calculated as follows:

Total Fund Balance

Less: Non spendable (not in cash form, not available)

Less: Stabilization by State Statute (by state law, not available)

Available Fund Balance

This is the calculation utilized as the basis for comparing you to other units and calculating your fund balance percentages.

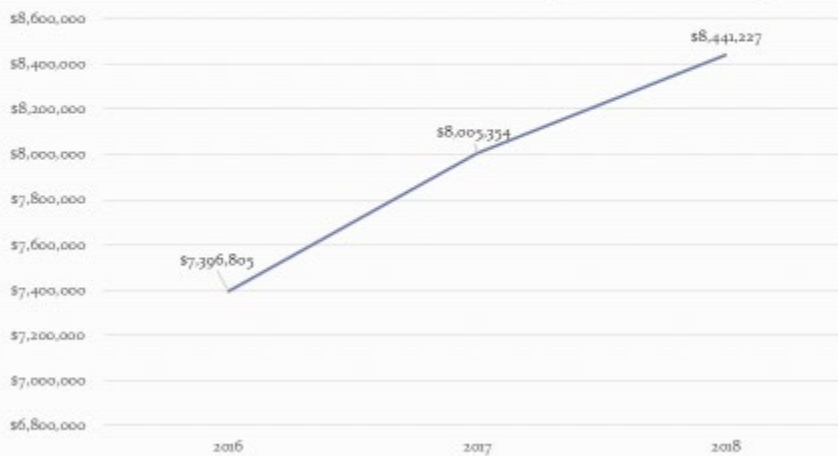
## Fund Balance Summary for the General Fund

General Fund - Operating	\$	8,441,227
Revaluation Fund	\$	15,189
Capital Reserve Fund	\$	639,488
School Capital Reserve Fund	\$	<u>141,021</u>
General Fund Consolidated	\$	9,236,925

## Fund Balance Position General Fund - Consolidated

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## Total Fund Balance General Fund - Operating

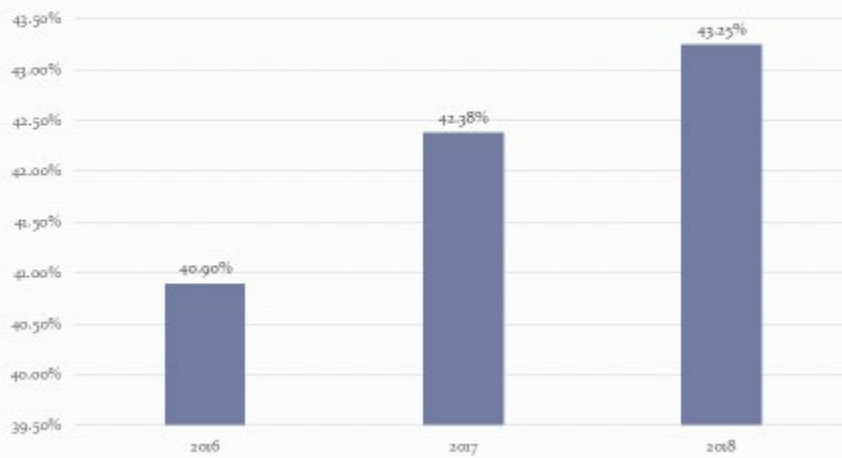


## Fund Balance Position General Fund - Consolidated

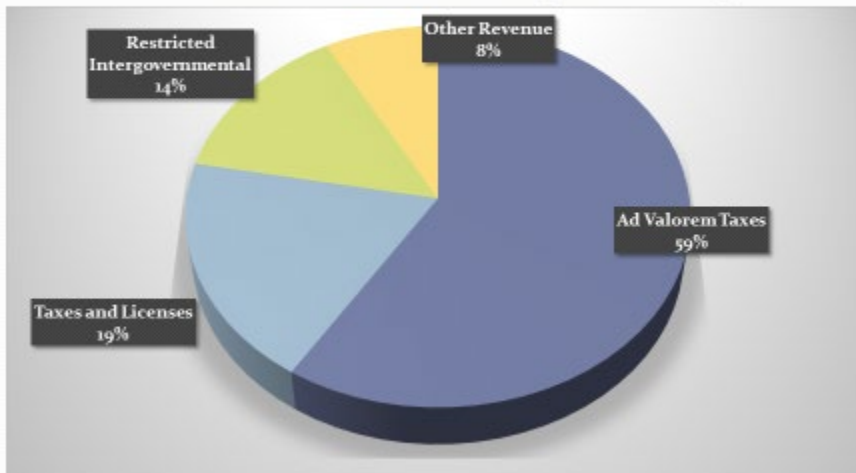
❑ Total Fund Balance	\$ 9,236,925
❑ Stabilization by State Statute	- <u>1,327,391</u>
❑ Available Fund Balance	\$ 7,909,534
❑ P/Y Available Fund Balance	\$ 7,537,364
❑ Increase in Available F/B	\$ 372,170



## Available Fund Balance as a Percentage of Expenditures and Transfers Out General Fund - Consolidated



## Top 3 Revenues: General Fund - Operating





## Summary of Enterprise Funds

Net Income (Budgetary Basis)		
Water	\$	51,358
Solid Waste		(179,496)
Emergency Medical Services		(10,808)

## Enterprise Fund – Water Fund

	2018		2017	
Cash	\$	1,991,274	\$	1,514,771
Unrestricted Net Position		1,798,764		1,652,840
Cash flow from operations		464,661		71,865

## Enterprise Fund – Solid Waste Fund

		2018		2017
Cash	\$	521,806	\$	581,692
Unrestricted Net Position		477,780		562,179
Cash flow from operations		95,873		37,640

## Enterprise Fund – Emergency Medical Services Fund

		2018		2017
Cash	\$	0	\$	0
Unrestricted Net Position		(785,469)		(373,595)
Cash flow from operations		(563,810)		(680,199)

Commissioner Kirby noted a few corrections to the typed audit report.

Chair Kersey noted the name for Economic Development is outdated.

The Board thanked Mr. Adams for the report.

### **Water Department Items**

Water Director David Tawes presented the following requests:

#### **Tractor Request**

Mr. Tawes stated the Board requested the Water Director to obtain additional information on the purchase of a tractor/bush hog by the Water Department for right of way maintenance. Attached are three proposals and the Director is requesting permission to purchase the Kubota MX.

Commissioner Lawrence asked if this is state contract price.

Mr. Tawes stated that the price on the Kubota was lower than state contract.

Commissioner McLaughlin stated at the previous meeting the Board discussed new tractors versus used tractors he asked was there any pricing for used.

Mr. Tawes stated that he has been watching the used tractor prices. He stated he found one in the price range but a day later it sold.

Commissioner McLaughlin asked if it was a comparable price.

Mr. Tawes stated it was \$19,500.

Commissioner Cummings asked if the Maintenance Department has a tractor.

Mr. Tawes stated they are currently borrowing from the Town of Edenton.

Commissioner Cummings asked if this should be in the July with the next fiscal year budget.

Mr. Tawes stated there are funds in the budget to do this now (\$89,000).

Mr. Howard explained the budget was prepared before Mr. Tawes was hired as the Water Department Director.

Mr. Howard stated that the budget was for a used tractor and the Board suggested they look at new tractor pricing.

Chair Kersey stated she would be inclined to continue borrowing for now. She stated she thought that Mr. Tawes would bring back options.

Mr. Howard noted that the Water Department has previously paid for right of way mowing in the past.

Commissioner Faircloth noted that there is cost associated with buying used equipment.

Commissioner Lawrence moved to purchase the tractor at \$31,805.88.

Chair Kersey asked for all in favor, the motion passed (6-1 Kersey).

### Repair

Mr. Tawes provided a request to complete a repair to water main piping and including directional drilling beneath a DOT culvert on Greenhall Road. The damage occurred during Hurricane Matthew and valves were installed on either end until a permanent replacement could be completed. The project is not reimbursable by NCDOT but there are sufficient funds in the Water Fund to complete the repair.

Commissioner McLaughlin asked how the current customers are served.

Mr. Tawes explained that the water lines come to a dead end and it takes quite a bit of time for the water to be turned over.

Commissioner McLaughlin asked if there are other situations like this in the County.

Mr. Tawes stated that there are other dead ends but he is not aware of any segments of pipe washed away.

Mr. Howard stated that the County will ask for FEMA monies. He stated the previous director felt that NCDOT would pay for this but they have determined it is the County's responsibility.

Commissioner Bonner asked how this will be funded.

Mr. Tawes stated that that there are funds in the budget.

Mr. Howard noted that the rates were increased last year which is why there are additional monies in this budget.

Commissioner Kirby asked how much this will cost the County.

Mr. Tawes stated \$39,650.

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

### **Letter of Support**

Mr. Howard stated that the Board has been asked to consider a letter of support for Metropolitan Community Health Services' (MCHS) plans to open a New Access Point community health center in Edenton. Metropolitan Community Health Services (MCHS) is a nonprofit 501(c)(3) Federally Qualified Health Center (FQHC) that provides primary medical, dental, pharmacy and behavioral health services to low-income populations of eastern North Carolina on a sliding fee scale. The proposed service area is in Edenton.

Chair Kersey noted that the manager received a request for a letter of support and sent out a letter but was subsequently contacted by the Health Department Director with concerns regarding the project.

Mr. Howard stated the Hospital has not indicated any concern for the project. He stated after he was contacted by the Health Department he rescinded his letter of support and brought the matter to the full Board for consideration.

Commissioner Cummings stated ARHS serves 8 counties. He stated that these groups are in direct competition with the County model. He stated the Health Department serves people with and without insurance or monies to pay for their care by mandate. He stated if this group comes to Chowan they will only take those patients with insurance. He stated that he recommends the Board of Commissioners deny this letter of support.

Commissioner Faircloth stated that he did not support this request. He noted this center offers dental care which is not offered by the Health Department

Commissioner Lawrence asked if an additional burden will be placed on the county.

Commissioner Cummings stated that the goal is to keep the cost to the Counties low. He moved to deny the request. Chair Kersey asked for all in favor, the motion passed unanimously (7-0).

### **Finance Officer Report**

Finance Officer Cathy Smith provided the Board with financial reports through the month of February. A copy of the report is in the meeting file labeled March 18, 2019.

### **External Board/Committee Report**

Chair Kersey noted the Board members are asked to report on the activities of the external boards to which they have been appointed. There were no reports.

### **Manager's Report**

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

- Senior Center project is behind schedule. The Fire alarm relocation has been a slow process, testing will continue this week.
- The Harbortown Project group met to discuss funding a grant from USDA and funds from the General Assembly. He stated he will request on a future agenda for one Commissioner to be appointed to this group.

### **Timely and Important Matters**

#### Upcoming meeting

Ms. Stallings reminded the Board of the upcoming meeting in Windsor on March 28<sup>th</sup> at 6:00pm.

#### Beekeepers

Commissioner Cummings noted that 15 individuals graduated from a beekeepers class at COA.

#### Ordinance Update

Commissioner Kirby provided the Board with a handout of some suggested modifications to the Chowan County Zoning Ordinance specifically Section 8.108. A copy of the handout is in the meeting file labeled March 18, 2019. He asked that this matter be placed on a future agenda for consideration by the Board to proceed with making modifications to the Ordinance.

#### Litter

Chair Kersey noted the no littering signs have been posted. She stated the media will cover an upcoming campaign to clean up as well as end litter in Chowan County. She noted this will include the Adopt a Highway campaign.

#### State of the County

Chair Kersey noted she will be providing a State of the County report at the Republican Convention. She stated the report will be forwarded to the Board for their review.

#### Closed Session

Commissioner McLaughlin moved that the Board go into closed session, in accordance with NCGS 143-318 (11) (a) (3, 5 and 6) attorney client privilege, personnel and contract negotiations. Chair Kersey asked for all in favor, the motion passed unanimously (7-0).

The minutes of the closed session are sealed.

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

#### Amend agenda

Commissioner Bonner moved to amend the agenda to consider a salary merit for the Finance Officer. Chair Kersey asked for all in favor, the motion passed unanimously (7-0).

#### Finance Officer Merit Increase

Commissioner Lawrence moved to give Finance Officer Cathy Smith a 4% merit increase effective March 16, 2019. Chair Kersey asked for all in favor, the motion passed unanimously (7-0).

#### Adjourn

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

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Patti F. Kersey, Chair

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Susanne Stallings, Clerk