



Regular Meeting
Monday, January 7, 2019
Chowan County Public Safety Center
305 West Freemason Street
6:00pm
AGENDA

Regular Meeting

- a. Call to Order
- b. Pledge
- c. Invocation Chairwoman Kersey

1. Approval of Draft Agenda

2. Public Comment

In accordance with NCGS 153A-52.1 The Board will allow a maximum of 3 minutes per speaker during the Public Comment Period.

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

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

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.

4. Budget Amendments

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>			

5. Register of Deeds

Register of Deeds Lynn Gilliard is requesting the Board 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.

6. Resolution – Local School Calendar

The Edenton Chowan Board of Education has requested the County Commissioners consider a resolution advocating for local control of school calendars.

7. Tax Items

Tax Relief

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

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

Interest Waiver Request

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

Revaluation RFP Proposals

Ms. Radke will present the Board with proposals from the Revaluation RFP process.

8. Water Items

Truck Purchase

The Board will consider a request from the Water Director David Tawes to purchase a four wheel drive pickup truck for the Water Department from the Water Capital Outlay line.

Tractor Purchase

The Board will consider a request to purchase a used tractor and bushog from the Water Capital Outlay fund for clearing right

Software Purchase

The current software for the Water Department for billing and collection is soon to be unsupported. The Board will consider a request to replace the software. Additionally the Director is requesting utility asset management software.

Below is a budget amendment for the Board’s consideration for both items.

BA1819-035

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Water Department			
61-7120-510-00	Capital Outlay - Equipment		(10,500.00)
61-7120-521-00	Capital Outlay - Software		14,000.00
61-7120-550-00	Capital Outlay - Vehicle		30,000.00
61-7120-599-00	Capital Outlay - Other		(33,500.00)
Justification:			
<i>To amend 2019 budget to include purchases of vehicle, tractor, and software packages. Budgeted monies are being transferred between C/O accounts to cover costs.</i>			

9. DF Walker Windows

Mr. Howard will provide 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.

10. Habitat Request

The Board will consider a request from Habitat for Humanity to use the County driveway to the Earnhardt field property owned by Chowan County.

11. Legislative Goals Discussion

The Board will discuss the upcoming legislative goals Conference and provide any information they would like to be shared by the Chair at the conference.

12. Finance Officer Report

Finance Officer Cathy Smith has 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.

13. External Board/Committee Report

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

14. Manager's Report

County Manager Kevin Howard will update the Board on any pending matters:

District Attorney Office Space – The Manager will provide the Board with a history on the DA Office Space for Chowan County.

15. Timely and Important Matters

16. Closed Session

It is recommended that the Board go into closed session, in accordance with NCGS 143-318 (11) (a) (3 and 6) attorney client privilege and personnel.

17. Adjourn