



Chowan County Board of Commissioners
Regular Meeting
Monday, August 3, 2020
Chowan County Public Safety Center
305 West Freemason Street
6:00pm

AGENDA

The meeting room will be open to the public and public seating will be set up to adhere to social distancing guidelines.

*If the room reaches maximum capacity, a call-in number is provided below for anyone who wishes to call in to listen to the meeting remotely. Those participating remotely who wish to submit public comment, please see instructions in the agenda below.

To listen remotely call: 1-408-418-9388
Meeting ID Number: 132 898 4415
Passcode: 246926

Regular Meeting

- a. Call to Order
- b. Pledge
- c. Invocation Commissioner Bonner

1. Approval of Draft Agenda

2. Public Comment

Public comment may be taken digitally on all items, with the following guidelines:

- any public comment must be sent in by 5 p.m. the day of the meeting via email to **Susanne.stallings@chowan.nc.gov** OR by calling 252-482-8431 x1 (NO LATER THAN 5:00pm) and leaving a voicemail
- must state which agenda item you are commenting on, or if it is for informal discussion
- must be no more than 350 words.

The Clerk will read public comments into the record during the meeting.

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. **Approval of Minutes**

Attached are the minutes of the June 15, 2020, June 29, 2020 and July 6 meetings for the Board's review and consideration. Also attached for submittal for the permanent record are the committee meeting minutes of the EMS Assessment Response Committee for February 12, 2020, February 26, 2020, March 4, 2020, June 10, 2020, July 1, 2020 and July 15, 2020.

b. **Tax Refund/Release Report**

Hoffman, R.	\$172.92	Overpayment
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4. Budget Amendment

The Board will consider the following clean up budget amendments:

MBA1920-075

MBA1920-076

MBA1920-077

MBA1920-078

MBA1920-079

MBA1920-080

MBA1920-081

5. Appointment

Shepard Pruden Memorial Library Board of Trustees

Attached are three applications for consideration of appoint to the Library Board of Trustees. The BOT has recommended Heather Ashley for the appointment.

Trillium Health Resources (Mental Health Board)

The Board has one application for appointment to the Mental Health Board. Trillium has reviewed the application and indicated the applicant would be qualified to fill the appointment.

6. Contract

The Board will consider a contract for legal services for the DSS conflict attorney with Petty T. Smith. The contracted amount is \$5,000 and the monies for this were included in the FY 2020-21 budget.

7. Courthouse

The Board will consider proposals for work to be done at the Clerk of Court and Register of Deeds entrances at the Courthouse.

8. Swain Insurance Settlement Proposal

Mr. Howard will provide the Board with information from the insurance company regarding a proposed settlement for the HVAC replacement at Swain.

9. External Board/Committee Report

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

10. Manager's Report

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

- Project Tracking Sheet

11. Timely and Important Matters

12. Adjourn

Regular Meeting
Monday, June 15, 2020
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 June 15, 2020.

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

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

Call to Order

Chair Kersey called the regular meeting to order.

Commissioner Faircloth then offered the invocation.

Approval of Draft Agenda

Commissioner Faircloth stated he would like to make a motion to amend item #4 so the Board would not be considered unfair and be impartial. He stated only one side of the argument is presenting.

Commissioner Cummings stated he disagreed with this. He stated previous presentations when the projects were approved were one sided.

Commissioner Faircloth stated he did not feel it was proper. Chair Kersey asked for all in favor, the motion failed (2-4 Kersey, McLaughlin, Kirby and Cummings).

Commissioner Kirby moved to approve the draft agenda with recommended amendment. Chair Kersey asked for all in favor, the motion passed unanimously (6-0).

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

Public Comment

Ms. Stallings noted that she checked the voicemail and she checked her email and one electronic public comment was submitted.

Electronic Public Comment:

From Natasha Montague, Public Engagement Manager Apex Clean Energy 310 4th St. NE Suite 200 Charlottesville VA. A copy of the written comment is in the meeting file labeled June 15, 2020. A summary of Ms. Montague's comments: She stated that there is potential benefit to Chowan County through the Timbermill Wind Project noting the Amazon project in Pasquotank has paid over \$2 million in taxes and over \$625,000 in lease payments to land owners. She stated that nothing has changed from a scientific or technical perspective regarding wind energy requiring an ordinance update. She stated any extreme measures in the proposed ordinance will decrease land available for turbine placement in the Timbermill project. She asked the Board to think twice about taking any

action that would eliminate the chance for residents to benefit from a responsible wind energy project like Timbermill.

Alex Kehayes 2333 Locust Grove Road Edenton provided the Board with a handout regarding facts about Industrial Wind Turbine noise. A copy of the handout is in the meeting file labeled June 15, 2020. He stated that there is scientific evidence and research regarding infrasound noise generated by wind turbines. He stated that there is testimony of individuals who live near wind turbines. He stated that many have adopted larger setbacks. He stated that Poland has put a 10x the height of the turbine for setback. He stated this is the trend in the US and around the world.

Patrick Flynn 1924 Paradise Rd. Edenton stated that his concern is the monies spent on the wind turbines and what customers pay into these projects. He stated the Amazon project hearing was incomplete. He stated that there has been a drastic decrease in swan migrating to the area as a result of the Amazon project.

Consent Agenda

a. Approval of Minutes

Attached are the minutes of the May 18, 2020 meeting for the Board's review and consideration.

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

Amazon Wind Facility

Chair Kersey stated that she invited Gigi Badawi to speak to the Board regarding her personal experience living adjacent to the Amazon Wind Facility in Perquimans County. She stated that Board members wanted to know if there were any impacts to residents that lived near the Amazon project. She stated that Ms. Badawi lives within 3,168 feet of a turbine.

Ms. Badawi spoke via WebEx conference. There were technical issues with her upload signal during her presentation and Ms. Badawi provided written comments after the meeting. A copy of those comments is in the meeting file labeled June 15, 2020. She stated that the sound of the turbines is extremely bothersome. She stated she hears constant jet noise from her deck in the morning yet there is not a plane in sight. She stated she has to shut herself in her home to get away from the noise. She stated she was not notified of the pending wind project when she purchased her property in 2012. She stated she is against putting a turbine near a home. She noted that the turbines have also impacted her cellular service and she stated she has had to purchase additional internet access which has been impacted negatively from the metal wind turbines.

Commissioner McLaughlin asked if Ms. Badawi has experienced any health effects resulting from the turbines.

Ms. Badawi stated that yes in 2017 she did and explained her experiences with unexplained nausea and vomiting and medical testing and was not able to have the spells diagnosed.

Commissioner Kirby asked for clarification on her proximity to the turbines.

Ms. Badawi stated she is 3,437 feet away from a turbine.

Commissioner Kirby asked if Ms. Badawi has complained to Perquimans County Board of Commissioners.

Ms. Badawi stated she has not complained. She stated prior to the approvals she complained and the project was passed. She stated she also complained at the state level.

Commissioner Kirby asked if an instrument was used to check the sound level.

Ms. Badawi stated no.

Commissioner Bonner asked if Ms. Badawi's neighbors could validate her comments.

Ms. Badawi stated she could ask them.

Commissioner Bonner stated he believes Ms. Badawi and stated that health and medical experts assured the Board that there were no physiological impacts on persons living near turbines and he stated he would appreciate more information from other residents living near the turbines.

Chair Kersey thanked Ms. Badawi for her input.

Draft Ordinance Presentation – Article 8.109 Wind Energy Facilities TA-20-04

Planner Brandon Shoaf provided the Board with a draft amendment to the Chowan County Zoning Ordinance regarding Article 8.109 Wind Energy Facilities. Commissioners were asked to submit their proposed amendments. He then read the staff report:

STAFF REPORT

To: Chowan County Commissioners, County Manager
Date: June 9, 2020
Case: CC-TA-20-04

GENERAL INFORMATION

Requested Action: Review and recommend an amendment to the Chowan County Zoning Ordinance regarding the following: **Article 8.109 Wind Energy Facilities.**

ANALYSIS

At your last regularly scheduled Commissioners' meeting I presented the discussion from the last Planning Board meeting. Once that was heard I was directed to work on the proposal that I had included in your agenda packet with input from Commissioners.

Early last week, Vice Chair Kirby sent an idea he'd like to have included that called for adding an RF study as part of the application for a new Wind Facility and provided support from the

Proposed Language:

Attached, you'll find the portion of the ordinance as it is now and the proposal I shared with the Planning Board and the Commissioners, including language from Commissioners that provided it to me.

RECOMMENDATION

Review all of the proposed language and identify what makes sense to move forward as an amendment to the Wind Facilities Ordinance. Vote on a motion to approve that amendment at a Public Hearing set for the July meeting, and already voted on at the last regular County Commissioner's meeting.

Any vote that you make in tonight should also be preceded by, and voted on, a statement of consistency with the current Land Use Plan. For example:

This amendment will be consistent with the 2018 Land Use Plan or any other plan officially adopted by the Board of Commissioners because it clarifies the intent of the County Zoning Ordinances.

The Board then reviewed the draft ordinance language line by line: All changes to the ordinance are highlighted in yellow. Deletions are noted in Red. Changes made at the June 15, 2020 Board meeting as well as discussions are noted in blue.

8.109 Wind Energy Facilities (Small, Medium, Large) (Private, Commercial)

A. Zoning Districts

Private: A-1
~~Medium: A-1~~
Commercial: A-1

B. Definitions

Private Wind Energy Facility- for the supply of energy, to be used on site, to a single residence or a single commercial use

Commercial Wind Energy Facility- industrial scale, for the production of energy to be used offsite and/ or for resale.

C. Preamble

Wind Energy Facilities may be permitted in districts as designated in the Table of Permitted Uses, found at Article 5, Table 5-1, subject to the following requirements:

1. A Permit Application for a Wind Energy Facility shall contain the following:
 - (a) A narrative describing the proposed Wind Energy Facility, including an overview of the project;
 - (b) The proposed total rated capacity of the Wind Energy Facility;
 - (c) The proposed number, representative types and height or range of heights of Wind Turbines to be constructed, including their rated

capacity, dimensions and respective manufacturers, and a description of ancillary facilities;

- (d) Identification and location of the property or properties on which the proposed Wind Energy Facility will be located;
- (e) A site plan showing the planned location of all Wind Turbines, property lines, setback lines, access roads, substation(s), electrical cabling from the Wind Energy Facility to the substation(s), ancillary equipment, building(s), transmission and distribution lines. The site plan must also include the location of all Occupied Buildings, Residences, and other features sufficient to demonstrate compliance with the setbacks required by this Article;
- (f) Any Environmental Assessment required by state or Federal law;
- (g) A Radio Frequency study, conducted by a third-party consultant, modeling and mitigating interference to radio, television, cellular, broadband or other electromagnetic transmission(s);
- (h) Decommissioning plans that describe the anticipated life of the Wind Energy Facility, the estimated decommissioning costs in current dollars, ~~the salvage value of the equipment~~, and the anticipated manner in which the Wind Energy Facility will be decommissioned and the site restored;
- (i) Documentation of agreement between Participating Landowner(s) and the Applicant, Facility Owner, or Operator; and Signature of the Applicant.
- (j) The applicant shall establish an escrow account in the name of Chowan County in the amount of ~~\$50,000~~ \$500,000 to be used by the County for all County expenses related to the project. The escrow account shall be replenished whenever it drops to \$20,000. Operating permits will be immediately revoked in case of failure to replenish the escrow account;

This item was discussed in great detail with legal counsel.

Ms. Womble stated she would like to research this requirement in greater detail. After much discussion the Board reached the consensus to leave the amount at the original \$50,000.

2. Throughout the permit process, the Applicant shall promptly notify Chowan County of any proposed changes to the information contained in the permit application that would materially alter the impact of the project.
3. Changes to the approved application that do not materially alter the initial site plan may be administratively approved by the Zoning Administrator. Major modifications that would materially alter the impact of the project to the approved Conditional Use Permit will require a new Application and approval by the Planning Board and Board of County Commissioners in the same manner as the original Conditional Use Permit. Major Modification is defined as an expansion of the project boundary or an increase in the number of turbines or wattage specified in the permit, location of turbines and or transmission/distribution lines, substations. A decrease in the number of turbines or the relocation of any turbine on the site plan within the project boundary is not a Major Modification so long as the turbine locations

conform to development standards of the ordinance.

4. Wind Turbine Height and Setback Multipliers and Minimum Lot Sizes: The Setbacks shall be calculated by multiplying the required setback number by the Wind Turbine Height and measured from the center of the Wind Turbine base to the property line where an occupied building or residence is located, or the nearest point on a public road right of way. For a Wind Energy Facility, Commercial, the minimum lot size is the minimum combined acreage of lots that are under lease or agreement with the Applicant or Wind Energy Facility Owner pertaining to the Wind Energy Facility.

Lot Size, Setback and Height Requirements

Facility Type	Minimum Lot Size	Minimum Setback Requirements				Maximum Height
		Property Lines for Occupied Buildings	Property Lines for Residences	Property Lines for Non-Participating Property	Public Roads	
Private Facility	43,000 Sq. Ft.	1.5 X Or 2	1.5 X Or 2	1.1 4.5 Or 5	1.5 Or 3	120 feet
Medium Facility	250 Acres	2.0	2.0	1.5	1.5	250 feet
Commercial Facility	500 Acres	2.5 X	2.5 X	1.5 5	1.5 3	600 feet

Commissioner McLaughlin stated he would like to add the suggestion of a multiplier of 6 and 4 for public roads/commercial.

Commissioner Faircloth asked why a larger setback is proposed.

Commissioner Cummings stated his reasoning is because of the impact on non-participating property owners and the data that was shared in public comment regarding the trends in the US and around the world of increased setbacks.

Commissioner Faircloth stated that he feels if the facility is noncompliant then it could be shut down.

Commissioner Kirby stated that one of the public speakers was a medical doctor who provided information on the trends to increase the setbacks because of adverse health effects. He stated that there are individuals who also stand to benefit from leases with these turbine companies. He stated the Board will need to balance their wishes against harm to other property owners.

Commissioner Faircloth stated that the discussions regarding infrasound and measurement of it are concerning. He stated that other environmental factors impact infrasound. He stated that should be decided by a specialist.

Kersey stated that the Board should also consider impact to residences along with potential for increased revenues. She stated that everyone should be treated equally. She stated that the Board has a duty to protect these land owners.

Commissioner Lawrence joined the meeting at this time.

Commissioner Kirby reminded the Board that they are not considering the Timbermill project but an ordinance revision. He asked if this ordinance impacts Timbermill.

Ms. Womble stated that this amendment would not have any bearing on a project already approved but it will impact any applications received after the ordinance amendment is adopted.

Commissioner Bonner stated he would like for someone from Perquimans or Pasquotank to qualify the information regarding the sound impacts that have been discussed.

Ms. Womble clarified that the setback is based on the turbine from the property line not the distance of adjoining property from the turbine. She stated that she is not of the opinion that it would impact use of adjoining non-participating property.

The Board agreed by majority consensus set the multiplier for non-participating property (Private) at 5 and commercial at 1.5. Public Roads were set at 1.5 by a majority consensus.

Setback requirements may be waived by a property owner so long as such waiver is in writing and signed by the property owner **and the applicant** and recorded in the Chowan County Register of Deeds Office.

5. Sound and Shadow Flicker

This Section shall only apply to **Commercial** Wind Energy Facilities. Sound and Shadow Flicker issues for **Private** ~~and Medium~~ Wind Energy Facilities are addressed by setbacks.

(a) Audible sound from a Large Wind Energy Facility shall not exceed forty-five (45) dBA for more than 10 consecutive minutes, as measured at the closest property line. Each occurrence shall be a separate violation of this ordinance. Penalties may be established by the county and shall be cumulative. The 45 dBA level is a proxy value for infrasound levels. The offending equipment shall be shut down immediately upon notification by County officials and not restarted until the correction is confirmed by an independent licensed engineer.

The Board by consensus agreed to set the dBA at 45 for the draft ordinance

(b) **There shall be no** shadow Flicker on any Occupied Building or Residence on a nonparticipating landowner's property caused by a **Commercial** Wind Energy Facility ~~must not exceed thirty (30) hours per year.~~

(c) Sound and/or Shadow Flicker provisions may be waived by a property owner so long as such waiver is in writing, signed by the property owner **and applicant** and recorded in the Chowan County Register of Deeds Office.

6. Installation and Design

(a) The installation and design of the Wind Energy Facility shall conform to applicable industry standards, including those of the American

National Standards Institute, and take into consideration local conditions.

- (b) All structural, electrical and mechanical components of the Wind Energy Facility shall conform to relevant and applicable local, state and national codes.
- (c) Radio, television, cellular, broadband or other electromagnetic transmission(s) or reception on other properties shall not be disturbed or diminished.
- (d) The visual appearance of a Wind Turbine shall at a minimum:
 - i. Be a non-obtrusive color such as white, off-white or gray;
 - ii. Not be artificially lighted, except to the extent required by the Federal Aviation Administration or other applicable authority that regulates air safety; and
 - iii. Not display advertising (including flags, streamers or decorative items), except for identification of the Wind Turbine manufacturer, Facility Owner and Operator.

7. Decommissioning

- (a) The Wind Energy Facility Owner shall have twelve (12) months to complete decommissioning of the Wind Energy Facility if no electricity is generated for a continuous period of twelve (12) months. For purposes of this Section, this twelve (12) month period shall not include delay resulting from Force Majeure.
- (b) Decommissioning shall include removal of Wind Turbines, buildings, cabling, electrical components, roads, and any other associated facilities down to thirty-six (36) inches below grade.
- (c) Disturbed earth shall be graded and re-seeded, unless the landowner requests in writing that the access roads or other land surface areas not be restored.
- (d) The applicant shall provide a cash bond, payable to Chowan County to cover the cost of decommissioning. The amount shall be established by an independent expert not previously associated with the Project or it's company and shall be reviewed at five-year intervals and revised as applicable. The bond and any other instrument shall remain in full force and effect until any necessary site restoration is completed to restore the site to a condition comparable to that which existed prior to the issuance of the Conditional Use Permit, unless otherwise agreed upon by the property owner;
- (e) If the applicant or subsequent owner abandons the facility or fails to decommission as remove the facility in accordance with this ordinance, Chowan County will utilize the cash bond to have the decommissioning accomplished.

The Board discussed the procedure for the public hearing. The Commissioners will hold the public hearing.

Chair Kersey called for a five-minute recess. After five minutes she called the meeting back to order.

Commissioner Faircloth noted that he will be out of town for the proposed public hearing date. This matter was discussed later during Timely and Important Matters.

Ms. Womble and Commissioner Kirby discussed the proposed language for the cash bond. She stated that she has looked into this and a bond agreement is recommended. She stated that interest needs to be addressed and she will be prepared to address this at the public hearing.

Public Hearing for the FY 2020-21 Budget

Chair Kersey noted that the Board will open the Public Hearing to receive comment on the proposed FY 2020-21 Chowan County Budget. Budget materials are available for public inspection on the Chowan County website, and the office of the County Manager.

Commissioner Bonner moved to open the floor for the budget public hearing. Chair Kersey asked for all in favor, the motion passed unanimously (7-0).

Ms. Stallings noted that no public comments were submitted and nobody had signed up to speak on this public hearing.

Commissioner Faircloth moved to close the public hearing. Chair Kersey asked for all in favor, the motion passed unanimously (7-0).

Mr. Howard noted that the draft budget does not include a tax increase. He stated the Board has been making changes to the proposed budget at their work sessions. He stated currently about \$718,000 is used from fund balance to balance the budget and he hoped to get it down to \$500,000.

Additional June Meeting

Chair Kersey noted that an additional meeting is needed to finalize the draft budget for adoption. She stated June 29th is recommended.

Commissioner Cummings moved to schedule the budget work session for June 29, 2020 at 5:00pm. Chair Kersey asked for all in favor, the motion passed unanimously (7-0).

Public Hearing 1/4¢ Sales and Use Tax Resolution and Resolution for Designation of the Tax

Chair Kersey noted that the Board will open the public hearing to consider Resolution Calling for a Special Advisory Referendum Concerning the Levy of a One-Quarter Cent (1/4¢) County Sales and Use Tax. (Article 46 of Chapter 105) The Board of Commissioners indicated at their June 1st meeting that the revenues generated from the 1/4¢ sales and use tax will be designated to support and enhance capital needs of the Edenton Chowan School System, including the proposed renovations for John A. Holmes High School this will be considered in a separate resolution.

Commissioner Cummings moved to open the floor for the public hearing.

Ms. Stallings noted that no public comments were submitted and nobody had signed up to speak on this public hearing.

Commissioner Cummings moved to close the public hearing. Chair Kersey asked for all in favor, the motion passed unanimously (7-0).

Commissioner McLaughlin stated that he feels this should be placed on the ballot to use for the new high school facility.

Commissioner Kirby stated the feedback he received supports the use of the sales tax as opposed to an ad valorem tax increase to pay for the project.

Commissioner McLaughlin moved to approve the resolution to place the referendum on the November ballot. Chair Kersey asked for all in favor, the motion passed unanimously (7-0).

**RESOLUTION CALLING FOR A SPECIAL ADVISORY REFERENDUM
CONCERNING THE LEVY OF A ONE-QUARTER CENT (1/4¢) COUNTY
SALES AND USE TAX**

WHEREAS, the General Assembly has enacted the “One-Quarter Cent (1/4¢) County Sales and Use Tax Act,” Article 46 of Chapter 105 of the North Carolina General Statutes (Session Law 2007-323), which authorizes counties to levy a local sales and use tax; and

WHEREAS, in order to levy the local sales and use tax, the County of Chowan must conduct an advisory referendum in accordance with the provisions of North Carolina General Statutes Section 163-287;

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners for the County of Chowan:

Section 1. In accordance with the North Carolina General Statutes, a special advisory referendum is hereby called to be held between the normal time the polls are open, on Tuesday, November 3, 2020, at which there shall be submitted to the qualified voters of the County of Chowan the question set forth in Section 3 of this Resolution.

Section 2. The Chowan County Board of Elections shall conduct said Referendum.

Section 3: The ballot question shall be in the following form:

**“[] FOR [] AGAINST
Local sales and use tax at the rate of one-quarter percent (0.25%)
in addition to all other State and local sales and use taxes.”**

Section 4: The Clerk to the Board of Commissioners is authorized and directed to transmit a certified copy of this Resolution to the Chowan County Board of Elections within three (3) days after the passage hereof.

Section 5: The Board of Elections shall publish legal notice of the special advisory referendum in accordance with the North Carolina General Statutes Section 163-287.

Section 6: This Resolution shall take effect upon its passage.

Thereupon, upon motion of Commissioner McLaughlin, (No second required) the foregoing resolution entitled “RESOLUTION CALLING FOR A SPECIAL ADVISORY REFERENDUM CONCERNING THE LEVY OF AN ONE-QUARTER CENT (1/4¢) COUNTY SALES AND USE TAX” was passed by the following vote: Ayes: 7 Noes: 0

This the 15th day of June, 2020

Commissioner McLaughlin discussed the second resolution which revenues generated from the 1/4¢ sales and use tax will be designated to support and enhance capital needs of the Edenton Chowan School System, including the proposed renovations for John A. Holmes High School resolution. He discussed his concerns with the draft wording. He recommended changes to the wording to call the John A. Homes project a replacement/renovation project. Additionally, he recommended changes to the last paragraph to designate the monies for school capital.

Board members echoed similar concerns regarding the use of Article 46.

Ms. Stallings read and reviewed the proposed changes to the resolution.

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

**RESOLUTION OF THE CHOWAN COUNTY BOARD OF COMMISSIONERS
CONFIRMING THAT IF THE VOTERS OF THE COUNTY APPROVE A ONEQUARTER
CENT (1/4 cent) COUNTY SALES AND USE TAX THE ANNUAL REVENUE PRODUCED
THEREBY SHALL BE USED FOR PUBLIC SCHOOL CAPITAL.**

WHEREAS, the Chowan County Board of Commissioners has by resolution called for a November 3, 2020 special advisory referendum concerning the levy of a one quarter cent (1/4) county sales and use tax; and

WHEREAS, the Chowan County Board of Commissioners recognizes the need for revenue to support future capital needs for Education within the County; and

WHEREAS, the Chowan County Board of Commissioners and Edenton-Chowan Board of Education have formed a joint committee to plan for the renovation/replacement of John A. Holmes High School; and

WHEREAS, the levy of Article 46 one-quarter cent (1/4 cent) County sales and use tax would provide an incremental source of revenue to Chowan County in the amount of approximately \$308,000 annually;

NOW, BE IT THEREFORE RESOLVED BY THE CHOWAN COUNTY BOARD OF COMMISSIONERS, The revenue from the Article 46 one-quarter cent (1/4) County sales and use tax for the renovation/replacement of John A. Holmes High School and future school capital projects.

CIP Projects

Radio purchase for Sheriff Office

Board members reviewed the quote from CI (Communications International) Total cost of \$76,108.60

Ms. Womble noted she would like to have the agreement approved based on some minor changes.

Commissioner Lawrence moved to approve the contact with the County attorney review and approval. Chair Kersey asked for all in favor, the motion passed unanimously (7-0).

Engineer proposal for Ag Building Roof Replacement

Mr. Howard provided an architectural contract for the design for roof repair and HVAC repair at the Ag Building. Total cost is \$44,550. He stated they will provide drawings and manage the construction phase.

Commissioner Kirby asked how long before the County has the documents.

Mr. Howard stated he did not see a timeframe, he thought it was 60-90 days.

Commissioner Kirby stated he feels it is important to stipulate the time frame. (this was noted during manager's report)

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

Engineer proposal for Courthouse HVAC replacement

Mr. Howard presented an engineering proposal to design a new HVAC system for the Courthouse. He stated the total cost is \$15,700. He noted that staff is looking to see if there are any remaining drawings. He recommended holding off on this item and will place it on the June 29th special meeting agenda for consideration.

Budget Amendments

Finance Officer Cathy Smith presented the following Budget Amendments:

BA1920-067

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Senior Center			
11-3616-536-00	Albemarle Comm - General Purpose	748.00	
11-4268-600-00	Albemarle Comm - General Purpose		748.00
11-3616-537-00	Albemarle Comm - Health Promotion	139.00	
11-4268-601-00	Albemarle Comm - Health Promotion		139.00
	Balanced	887.00	887.00
Justification:			
<i>To amend the 2020 budget for Senior Center to include grant funding from the Albemarle Commission.</i>			

BA1920-068

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Jail			
11-4320-199-00	Professional Services		24,916.67
11-3990-990-00	Fund Balance	24,916.67	
	Balanced	24,916.67	24,916.67
Justification:			
<i>To amend the 2020 budget for the Jail to include the Bertie-Martin-Chowan NC Regional Jail Expansion Study. The BOCC approved funding one-third (1/3) of the total cost of the study, which was \$74,750. Chowan County's third of the study is \$24,916.67.</i>			

BA1920-069

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Register of Deeds			
11-3418-415-00	*Preservation/Automation	509.14	
11-4180-298-00	*Dept Supplies - Auto/Pres		169.71
11-4180-440-00	*Contr Svcs - Automation/Pres		169.72
11-4180-511-00	*C/O - Auto / Pres		169.71
Sheriff's Office			
11-3431-233-00	*State Special Funds	122.96	
11-4317-441-00	*State Special Expense		122.96
Animal Shelter			
11-3438-894-00	*Donations - Chowan	245.00	
11-3438-894-01	*Donations - Gates	40.00	
11-3438-894-02	*Donations - Perquimans	25.00	
11-3438-894-03	*Donations - Other	100.00	
11-4381-600-00	*Donation - Expense		410.00
11-3438-895-00	*Adoption - Chowan	440.00	
11-3438-895-01	*Adoption - Gates	200.00	
11-3438-895-02	*Adoption - Perquimans	100.00	
11-3438-895-03	*Adoption - Other	300.00	
11-4381-441-00	*Contr Svcs - Spay/Neuter		1,040.00
Cooperative Ext:			
11-3495-363-00	*SHIIP Grant	1,094.00	
11-4950-600-00	*SHIIP Grant		1,094.00
11-3495-378-00	*4-H Fees Discretionary	7,650.00	
11-4953-448-00	*4-H Fees Discretionary		7,650.00
11-3495-379-00	*Livestock Program	6,150.00	
11-4953-449-00	*Livestock Program		6,150.00
Senior Center			
11-3616-532-00	*Donations - Home Del Meals	25.00	
11-4268-904-01	*Donations - Home Del Meals		25.00
11-3616-535-03	*Healthways	636.00	
11-4268-352-02	*Healthways		636.00
	Balanced	17,637.10	17,637.10
	Total Discretionary Income Received FYE 2020	186,691.09	
Justification:			
	<i>To amend the 2020 budget to include Discretionary income received through May 2020.</i>		

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
TDA			
51-3832-530-00	Co-Op Advertising	1,050.00	
51-8150-370-01	Advertising - Co-op		1,050.00
	Balanced	1,050.00	1,050.00
Justification:			
<i>To amend the 2020 budget for TDA to include Co-Op Income through May 2020.</i>			

BA1920-071

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Sheriff's Office			
11-4310-510-00	Capital Outlay - Equipment		(10,000.00)
Information Technology			
11-4210-395-00	Employee Training		(5,500.00)
11-4210-311-00	Travel		(3,000.00)
11-4210-510-00	Capital Outlay - Equipment		18,500.00
	Balanced	-	-
Justification:			
<i>To amend the 2020 budget for Sheriff's Office and IT to include the server purchase approved by the BOCC at the 06/01/20 meeting. No additional funding was requested and monies are being transferred between line items.</i>			

BA1920-072

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Planning			
11-3347-360-01	AMH Removal Grant	1,500.00	
11-4910-696-01	AMH Removal Grant		1,500.00
	Balanced	1,500.00	1,500.00
Justification:			
<i>To amend the 2020 budget for Planning to include AMH Removal Grant received from NCDEQ.</i>			

BA1920-073

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Solid Waste Fund			
62-3471-530-00	Scrap Tire Grant	4,847.53	
62-4710-694-00	Scrap Tire Grant		4,847.53
	Balanced	4,847.53	4,847.53
Justification:			
<i>To amend the 2020 budget for the Solid Waste Fund to include Scrap Tire Grant monies received in May 2020.</i>			

BA1920-074

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Disaster Recovery			
41-3301-233-00	CARES Act Relief Funds Revenue	476,857.00	
41-4937-995-02	CARES Act Relief Funds Expense		476,857.00
EMS Fund			
60-3301-233-00	CARES Act Relief Funds Revenue	32,415.85	
60-4937-995-02	CARES Act Relief Funds Expense		32,415.85
	Balanced	509,272.85	509,272.85
Justification:			
<i>To amend the 2020 budget to include CARES Act Relief Fund monies received in May 2020.</i>			

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

FY19-20 Budget Clean Up

Ms. Smith then requested that the Board authorize the Finance Officer and Manager to perform necessary FY 2019-20 budget clean up amendments and bring them back to the Board as FYI at a future regular meeting.

Commissioner Bonner moved to authorize the budget clean up and presentation as requested. 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 May 2020. A copy of the report is in the meeting file labeled June 15, 2020.

External Board/Committee Report

Chair Kersey called for any external board and committee reports, there were none.

Manager's Report

County Manager Kevin Howard updated the Board on the following:

- Ag Roof project completion is 6-7 months
- Boys and Girls Club will occupy their space by July 4, 2020
- Work is ongoing for the reconstruction of the bathrooms at the fishing pier. Project should be complete by the end of July.

Timely and Important Matters

July Meeting Dates

Ms. Womble noted she will be out of town the week of July 20th.

Commissioner Faircloth moved to amend the agenda to consider amending the July meeting schedule. Chair Kersey asked for all in favor, the motion passed unanimously (7-0).

July 2020 meeting schedule

Commissioner Kirby moved to schedule the July meeting for July 6, 2020 and to cancel the July 13th and July 20th meetings. Chair Kersey asked for all in favor, the motion passed unanimously.

Law Enforcement Appreciation

Chair Kersey stated her appreciation to the men and women of the Chowan County Sheriff Department in light of recent national negative press nationally directed at law enforcement.

Adjourn

Commissioner Bonner moved that the meeting be adjourned. Chair Kersey asked for all in favor, the motion passed unanimously (7-0)

Patti F. Kersey, Chair

Susanne Stallings, Clerk

Special Meeting
Monday, June 29, 2020
Chowan County Public Safety Center
305 West Freemason Street
5:00pm

This meeting was recorded. A copy of the recording is in the meeting file labeled June 29, 2020.

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

Staff present County Manager Kevin Howard, Board Clerk Susanne Stallings and Finance Officer Cathy Smith.

Call to Order

Chair Kersey called the special meeting to order.

Small Business Grant

Mr. Howard will discuss a plan that is being developed for small business grants to be funded with COVID monies. He provided the Board members with copies of the draft application. He noted that the ECP will be the lead agency for receiving and ranking the grant applications.

Commissioner Kirby recommended that all applications be in hand before awarding them.

Commissioner Bonner asked what was the grant amount.

Mr. Howard stated that Pasquotank did \$2,500. He stated the County may want to do a second phase of grant funding later.

Chair Kersey asked that Mr. Howard provide the Board with information on scoring criteria at the next meeting.

Courthouse HVAC Design

Mr. Howard presented the Board with a contract for design services for the HVAC project at the Courthouse. Mr. Howard presented the contract with Engineering Source for the Board's consideration. He noted the total cost is \$18,500 from start to finish. He noted that staff was not able to locate the plans for the building.

Commissioner McLaughlin asked if the county will have a copy after the project.

Mr. Howard stated yes.

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

FY 2020-21 Budget Worksession

Mr. Howard presented the Board with two options with proposed changes to the FY 2020-21 budget. He stated that Option 1 includes a reduction in the DSS budget, Elections budget, additional monies for new commissioner school. He stated that in total \$108,938 was added. He stated this option utilizes

\$626,549 from fund balance to balance the budget and keeps the fund balance over 25%. He stated that Option 2 reduces the fund balance appropriation and includes a 1 cent tax increase. He noted that the cuts in DSS are based on the funds not being expended that year. He stated the director wanted the Board to understand this program is mandated and a County match is required in that state mandate.

Commissioner Lawrence discussed the amendments made to the draft budget that were listed in Option 1. He stated that it is over \$700,000 of reductions to the budget. He stated he feels putting these items off another year is kicking the can down the road and these expenses will have to be funded now or later. He asked the Manager to discuss neighboring County tax rates.

Mr. Howard stated that Camden County is close to Chowan's tax rate.

Commissioner Lawrence stated that Gates, Bertie, Washington and Tyrrell are higher. He stated that an increase on the tax rate impacts him personally but he can see the need. He stated that he understands not increasing the tax rate right now because of COVID19 impacts he stated he feels the Board will have to raise taxes next year.

Chair Kersey asked about the request for the trailer in the recreation department budget.

Ms. Smith stated the director is going to move forward with that purchase in his budget.

Commissioner Lawrence noted that this budget does not include any raise for County employees.

Mr. Howard stated that he feels it is important for the Board to consider the fire tax rate. He stated that there are upcoming needs for two fire trucks and a new station for the Town of Edenton. He also stated the Solid Waste Fund rates should be reviewed because the fund balance for that fund has been used each year to balance that budget. He stated he is asking the Board to consider raising the solid waste rates to break even.

Board members discussed current initiatives to reduce costs in the solid waste budget however due to the loss of recycling revenue along with state mandates for recycling there are many items that cannot be reduced from the solid waste budget.

Commissioner Kirby stated he felt it is important to note on the record that state mandates are impacting the County budget. He stated that he concurred with increasing the solid waste user fee now from \$14 to \$15.25 to keep the fund solvent.

Mr. Howard stated this increase is in the proposed budget ordinance. He asked the Board if they wished to discuss the fire tax. He stated that the Board discussed increasing the tax 1 cent.

Chair Kersey stated that she did not feel the urgency to increase the fire tax this year. She stated the capital projects are not currently in the CIP and if they are some of these items can be done with CIP monies.

Commissioner Faircloth stated that the costs of the trucks and fire services is increasing.

Mr. Howard noted the use of the fire fund balance each year to balance the fund and stated at some point the fund balance would be depleted.

Commissioner Kirby discussed the upcoming revaluation. He noted that at the last revaluation the Board lost revenue but did not increase the tax rate.

Mr. Howard provided the Board with handouts on the Solid Waste Fund and Capital Reserve Funds. A copy of the handouts is in the meeting file labeled June 15, 2020.

Chair Kersey thanked the CIP for their work on capital planning.

FY 2020-21 Budget Ordinance

Chair Kersey stated that the Board may consider formally adopting the Budget Ordinance which reflects all adjustments made by the Board during budget planning.

Commissioner Bonner moved to adopt the budget ordinance for Option 1. Chair Kersey asked for all in favor, the motion passed unanimously (7-0)

Chowan County Budget Ordinance
Fiscal Year 2020-2021

BE IT ORDAINED by the Board of Commissioners of Chowan County, North Carolina as follows:

Section 1.

General Fund (11):

Based on current history, the following revenues are projections and hereby appropriated in the General Fund for the county's operations and its activities for the fiscal year beginning July 1, 2020 and ending June 30, 2021, in accordance with the Chart of Accounts heretofore established in the County:

AD VALOREM TAXES:		11,243,703.00
	<i>TAX PENALTY & INTEREST</i>	<i>50,000.00</i>
	<i>PRIOR YEAR - R & P</i>	<i>150,000.00</i>
	<i>CURRENT YEAR LEVY - R & P</i>	<i>10,914,540.00</i>
	<i>CURRENT YEAR LEVY - MV</i>	<i>1,029,163.00</i>
SALES TAX		2,105,395.00
	<i>ARTICLE 39 SALES TAX</i>	<i>1,081,540.00</i>
	<i>ARTICLE 40 SALES TAX</i>	<i>695,641.00</i>
	<i>ARTICLE 42 SALES TAX</i>	<i>125,540.00</i>
	<i>ARTICLE 44 SALES TAX</i>	<i>202,674.00</i>
OTHER TAXES		49,110.00
PERMITS & FEES		362,410.00
DEPARTMENTAL		677,985.00
MISCELLANEOUS		695,707.00
FUND BALANCE APPROPRIATION		626,549.00
TOTAL REVENUES:		15,760,859.00

Likewise, the following expenditures are estimates for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

EDUCATION		4,102,721.00
	<i>D. F. WALKER</i>	<i>21,469.00</i>
	<i>FINES & FORFEITURES</i>	<i>90,000.00</i>
	<i>SCHOOLS - CURRENT EXPENSE</i>	<i>3,500,000.00</i>
	<i>COA - CURRENT EXPENSE</i>	<i>200,000.00</i>
	<i>COA - CAPITAL OUTLAY</i>	<i>25,000.00</i>
	<i>AFTER SCHOOL GRANT</i>	<i>33,942.00</i>
	<i>LIBRARY</i>	<i>232,310.00</i>
GOVERNMENT		2,595,450.00
HUMAN SERVICES		1,197,575.00
OTHER		309,077.00
PUBLIC SAFETY		3,967,119.00
TRANSFER TO SOCIAL SERVICES		869,054.00
TRANSFER TO RE-VALUATION		131,240.00
TRANSFER TO DEBT SERVICE		1,624,900.00
TRANSFER TO EMS		963,723.00
TOTAL EXPENDITURES:		15,760,859.00

Section 2.

DSS Fund (12):

The following revenues are hereby projections and appropriated in the DSS Fund for the Department of Social Services operations for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

SOCIAL SERVICES ALLOCATIONS	1,852,312.00
TRANSFER FROM GENERAL FUND	869,054.00
TOTAL REVENUES:	2,721,366.00

Likewise, the following expenditures are estimates for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

SOCIAL SERVICES - ADMINISTRATION	1,797,430.00
SOCIAL SERVICES - PROGRAMS	923,936.00
TOTAL EXPENDITURES:	2,721,366.00

Section 3.

Water Development Fund (22):

The Water Development Fund revenues are hereby projections and appropriated for the future expansion of the county's Water System if needed in the fiscal year beginning July 1, 2020 and ending June 30, 2021.

EARNINGS ON INVESTMENTS	5,000.00
TOTAL REVENUES:	5,000.00

Likewise, the following expenditures are estimates for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

CAPITAL RESERVE - WATER DEV.	5,000.00
TOTAL EXPENDITURES:	5,000.00

Section 4.

Fire Districts Fund (23):

For those properties located within Chowan County Rural Fire Districts, there is hereby levied a fire tax rate of Five and one-half cents (\$.055) per one hundred dollar (\$ 100.00) value listed as of January 1, 2020, along with the remaining revenues are projections and are hereby appropriated for the purpose of providing fire coverage:

PRIOR YEAR - R & P	2,950.00
CURRENT YEAR LEVY - R & P	475,335.00
CURRENT YEAR LEVY - MY	51,665.00
ARTICLE 39 SALES TAX	45,064.00
EARNINGS ON INVESTMENTS	500.00
FUND BALANCE APPROPRIATION	142,316.00
TOTAL REVENUES:	717,830.00

Likewise, the following expenditures are estimates for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

CENTER HILL - CROSSROADS	235,080.00
EDENTON - RURAL FIRE DISTRICT	467,750.00
BELVIDERE	15,000.00
TOTAL EXPENDITURES:	717,830.00

Section 5.

Emergency Telephone Fund (24):

The Emergency Telephone revenues noted below are hereby appropriated for the sole purpose of providing E-911 Services in the fiscal year beginning July 1, 2020 and ending June 30, 2021:

TELEPHONE SURCHARGES	261,498.00
TOTAL REVENUES:	261,498.00

Likewise, the following expenditures are estimates for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

CENTRAL COMMUNICATIONS	261,498.00
TOTAL EXPENDITURES:	261,498.00

Section 6.

Revaluation Fund (25):

In accordance with GS 105-286, the following revenues have been appropriated to fund the revaluation in the fiscal year beginning July 1, 2020 and ending June 30, 2021:

TRANSFER FROM GENERAL FUND	131,240.00
FUND BALANCE APPROPRIATION	100,000.00
TOTAL REVENUES:	231,240.00

Likewise, the following expenditures are estimates for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

RE-VALUATION	231,240.00
TOTAL EXPENDITURES:	231,240.00

Section 7.

Debt Service Fund (30):

The following funds have be transferred to the Debt Service Fund and are hereby appropriated to meet the financial obligations of the county for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

TRANSFER FROM GENERAL FUND	1,624,900.00
TRANSFER FROM LOTTERY	103,573.00
TOTAL REVENUES:	1,728,473.00

Likewise, the following are the actual debt services payments to be made in the fiscal year beginning July 1, 2020 and ending June 30, 2021:

2005 - JAHHS RENOVATIONS - QZAB BOND	103,573.00
2012 - NORTH CHOWAN COMMUNITY CENTER	190,317.00
2013 - SHEPARD PRUDEN LIBRARY TRUSTEES	88,293.00
2013 - SHEPARD PRUDEN LIBRARY	110,568.00
2012 - PUBLIC SAFETY CENTER	932,500.00
2012 - PSC/EOC FURNISHINGS	120,586.00
2019 - SHERIFF'S BOAT	26,708.00
2020 - FORMER DF WALKER RENOVATIONS / BOYS & GIRLS	155,928.00
TOTAL EXPENDITURES:	1,728,473.00

Section 8.

County Capital Reserve Fund (33):

The following revenues are based on projected land sales and are hereby appropriated in the Capital Reserve Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

LAND TRASFER TAX	300,000.00
TOTAL REVENUES:	300,000.00

Likewise, the following expenditures are estimates of future county projects for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

TRANSFER TO CAPITAL PROJECTS	136,358.00
DESIGNATED FOR FUTURE NEEDS	163,642.00
TOTAL REVENUES:	300,000.00

Section 9.

School Capital Reserve Fund (40):

The revenues below are projections based on current fiscal year and are hereby appropriated for the school's capital needs in the fiscal year beginning July 1, 2020 and ending June 30, 2021:

ARTICLE 40 SALES TAX	250,559.00
ARTICLE 42 SALES TAX	504,790.00
TOTAL REVENUES:	755,349.00

Likewise, the following are estimated expenditures for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

SCHOOL CAPITAL OUTLAY	755,349.00
TOTAL EXPENDITURES:	755,349.00

Section 10.

School Lottery Fund (49):

The revenues below are projections based on current fiscal year and are hereby appropriated for the school's capital needs in the fiscal year beginning July 1, 2020 and ending June 30, 2021:

ESTIMATED LOTTERY PROCEEDS	103,573.00
TOTAL REVENUES:	103,573.00

Likewise, the following are estimated expenditures for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

TRANSFER TO DEBT SERVICE	103,573.00
TOTAL EXPENDITURES:	103,573.00

Section 11.

Tourism Development Fund (51):

Upon recommendation from the Tourism Development Authority, the following revenues are hereby appropriated for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

OCCUPANCY TAX	144,058.00
FUND BALANCE APPROPRIATION	9,603.00
TOTAL REVENUES:	153,661.00

Likewise, the following is a estimate of operational costs for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

TDA ADMINISTRATION / OPERATIONS	153,661.00
TOTAL EXPENDITURES:	153,661.00

Section 12.

Emergency Medical Services Fund (60):

Based on the medical services needs of the county, the revenues listed below are hereby appropriated for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

AMBULANCE SERVICE FEES	800,000.00
MEDICAID STATE SETTLEMENT	100,000.00
TRANSFER FROM GENERAL FUND	963,723.00
TOTAL REVENUES:	1,863,723.00

Likewise, the following is a estimate of operational costs for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

EMS ADMINISTRATION / OPERATIONS	1,863,723.00
TOTAL EXPENDITURES:	1,863,723.00

Section 13.

Water Fund (61):

Based on the current Water System Operations , the revenues listed below are hereby appropriated for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

UTILITIES CHARGES	1,600,000.00
TAP & CONNECTION FEES	20,000.00
RECONNECTION FEES	50,000.00
EARNINGS ON INVESTMENTS	4,288.00
MISCELLANEOUS	26,800.00
FUND BALANCE APPROPRIATION	494.00
TOTAL REVENUES:	1,701,582.00

Likewise, this is the anticipated cost for operating the county's Water System for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

WATER SYSTEM OPERATIONS	1,701,582.00
TOTAL EXPENDITURES:	1,701,582.00

Section 14.

Solid Waste Fund (62):

The following revenues are based on anticipated grants and Solid Waste fees and are hereby appropriated for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

TIPPING FEES	1,163,787.00
SOLID WASTE DISPOSAL	8,000.00
FUND BALANCE APPROPRIATION	0.00
TOTAL REVENUES:	1,171,787.00

Likewise, the following is the estimated cost for the program for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

OPERATIONS	1,171,787.00
TRANSFER TO DEBT SERVICE	0.00
TOTAL EXPENDITURES:	1,171,787.00

Section 15.

Agency Funds (73, 75 & 76):

These funds act as a simple pass-through, where the County collects revenues for an outside source. The Tax Department collects monies owed to the Town of Edenton (*Fund 73*), the North Carolina Department of Motor Vehicles (*Fund 75*) and various Drainage Districts (*Fund 76*). Once collected, the revenues are then redirected to the appropriate agency for their specific use.

Section 16.

Tax Levy:

There is hereby levied a tax rate of SEVENTY-FIVE AND ONE-HALF cents (\$.755) per one hundred dollar (\$100.00) value on Real & Personal Property and Motor Vehicles listed as of January 1, 2020 for the purpose of generating the revenues included in Section 1 of this ordinance under the subheading of Ad Valorem Taxes:

Real & Personal Property:

ASSESSED REAL PROPERTY	1,194,790,547.00
ASSESSED PERSONAL PROPERTY	153,050,482.00
TOTAL ASSESSED VALUES	1,347,841,029.00
plus: PUBLIC UTILITIES	30,876,570.00
minus: EXEMPT PROPERTIES	(31,268,251.00)
ADJUSTED TOTAL ASSESSED VALUES	1,347,449,348.00
divide by \$ 100.00 of value	/ 100
Total Taxable Value	13,474,493.48
Multiple by FY '19 Collection Rate	X 98.44 %
Total Collectible Value	13,264,291.38
Multiple by Levied Tax Rate	X 0.755
TOTAL AD VALOREM TAXES ON REAL & PERSONAL PROPERTY	10,014,539.99

Motor Vehicles:

ASSESSED MOTOR VEHICLES	136,313,000.00
divide by \$ 100.00 of value	/ 100
TOTAL TAXABLE VALUE	1,363,130.00
Multiple by FY '19 Collection Rate	X 100 %
TOTAL COLLECTIBLE VALUE	1,363,130.00
Multiple by Levied Tax Rate	X 0.755
TOTAL AD VALOREM TAXES ON MOTOR VEHICLES	1,029,163.15

Section 17.

Fees:

There are hereby fees charged for the purpose of generating revenues included in Section 1, Section 12, Section 13, and Section 14 of this ordinance. Applicable fees for Section 12, Emergency Medical Systems, are hereby set at 130% of medicare allowable rate. Applicable fees for Section 1, Section 13, and Section 14 are attached to this ordinance.

Section 18.

Edenton-Chowan School System:

The Edenton - Chowan Schools current expense appropriation in the amount of \$3,500,000.00 is contained within the General Fund. It is to be disbursed in one (1) monthly payment of \$291,663.00 and eleven (11) equal monthly payments of \$291,667.00.

Section 19.

Land Transfer Tax:

The Land Transfer Tax collected by Chowan County shall be deposited in the County's Capital Outlay Fund and shall be used for County & Schools Capital Projects as approved by the Board of Commissioners.

Section 20.

Authorities of the Budget Officer:

The Budget Officer (*County Manager*) is hereby authorized to make budget amendments and revisions contained herein under the following conditions:

- a. Transfers between operational line item expenditures within a department without limitation. Transfers involving salary/fringe benefits line items or capital line items will require prior approval by the Board of Commissioners.
- b. Transfers up to \$ 1,000.00 between departments, including contingency appropriations within the same fund. The Budget Officer must make an official report on such transfers at the next regular meeting of the Board of Commissioners.
- c. Budget Amendments involving re-occurring Grants (*not requiring a local monetary match*) and/or Departmental Discretionary monies without limitation. For informational purposes, the Budget Officer must provide copies of such amendments to the Board of Commissioners at their next regular meeting.
- d. Transfers involving an employee choosing to receive a cellphone stipend rather than use a county cellphone. For informational purposes, the Budget Officer must provide copies of such an amendment/transfers to the Board of Commissioners at their next regular meeting.

Section 21.

Distribution:

Copies of this Budget Ordinance shall be furnished to the County Manager, County Finance Officer, County Tax Assessor and the Board of Education for direction in the carrying out of their duties.

Section 22.

Adoption:

The Chowan County Board of Commissioners does hereby adopt this Budget Ordinance for the 2021 fiscal year on the 29th day of June 2020.

Ms. Patricia F. Kersey, Board Chair

Ms. Susanne Stallings, Clerk to the Board

**Edenton-Chowan Building Inspection Fees (fees are the same
for Town & County):**

RESIDENTIAL

Construction

Minimum Fee	\$100.00
Square Foot	\$0.25/sq.ft.
State Fee	\$10.00
Alterations	\$0.10/sq.ft.
Accessory Bldg.	\$0.15/sq.ft.
Accessory Bldg. (if less than 400 sq ft)	\$50.00

Electrical

Minimum Fee	\$55.00
Square Foot	\$.07/sq.ft (on all new construction)
Temp. Service	\$30.00
0-200 Amps	\$75.00
Over 200 Amps	\$.38 per amp

Plumbing

Minimum Fee	\$50.00
Per Fixture	\$10.00
Backflow Preventer	\$25.00
Sewer Line	\$30.00

Mechanical

Minimum Fee	\$55.00
Square Foot	\$.07/sq.ft. (on all new construction)
Change out	\$55.00
Additional unit	\$15.00
Duct work	\$30.00

Insulation

Minimum Fee	\$50.00
Square Foot	\$.02/sq.ft.

Manufactured & Modular

Single-wide	\$150.00
Multi-wide	\$250.00
On-Frame Modular	\$250.00
Off-Frame Modular	\$.125/sq.ft.

Natural Gas

Minimum Fee	\$40.00
Per Gas Outlet	\$5.00

Swimming Pools

Above ground	\$50.00
In-ground	\$100.00

Administrative

Re-inspection	\$50.00
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Commercial

Construction

Minimum Fee	\$100.00
Square Foot	\$.35/sq.ft heated \$.25/sq.ft. un-heated
Roofing	\$.01/sq.ft.

Electrical

Minimum Fee	\$75.00
Square Foot	\$.07/sq.ft (on all new construction)
0-200 Amps	\$75.00
Over 200 Amps	\$.38 per amp
Sub panel, Transformer, Gen.	\$50.00
Temp. Service	\$30.00

Plumbing

Minimum Fee	\$50.00
Per Fixture	\$10.00

Sprinkler System

Minimum Fee \$20.00 + \$.50 per head

Fire Alarm System

\$.02/sq.ft. or \$50 minimum

LP & Natural Gas

Minimum Fee \$65.00

Per Gas Outlet \$5.00

Mechanical

Minimum Fee \$65.00

Square Foot \$.07/sq.ft. (on all new construction)

Units over 5 ton \$65.00 + \$4.75 ton

Additional Units \$20.00

Duct Work \$30.00

Individual Room Heater \$20.00

Cooler, Freezer, Cooking Hood \$10.00

Insulation

Minimum Fee \$75.00

Square Foot \$.05/sq.ft.

Administration

Re-inspection \$50.00

Floodplain Development Permit

\$50.00

ABC Permits

Permit Fee \$50.00

Day Care Inspection

\$25.00

Communication Towers

\$100.00 per 100 feet

Reconnect Power

\$25.00

Green Energy Fees

Solar Arrays/Pods

\$65 per pod

Wind Turbines

\$1,000 per tower

Edenton-Chowan Planning Department
Administrative Fees

PLANNING & ZONING:	<u>Town</u>	<u>County</u>
Rezoning	\$300.00	\$600.00
Unified Development Ordinance Amendment	\$300.00	n/a
County Ordinance Amendment	n/a	\$500.00
Variance	\$300.00	\$650.00
Appeal or Interpretation	\$250.00	\$500.00
Certificate of Appropriateness	\$25.00	n/a
Conditional Use Permit	\$300.00	\$500.00
Special Use Permit	\$350.00	\$500.00
Zoning Permit	\$50.00	\$50.00
Sign Permit	\$50.00	\$35.00
Copy of Unified Development Ordinance	\$35.00	n/a
Copy of County Development Codes	n/a	\$25.00
Copy of Edenton Gateway Corridors	\$15.00	n/a
Copy of Chowan Co & Edenton Greenway Plan	\$15.00	\$15.00
Town of Edenton Zoning Map (11x17)	\$2.00	n/a
Chowan County Zoning Map (11x17)	n/a	\$2.00
Edenton/Chowan Land Use Plan	\$20.00	\$20.00
Fence Permit	\$20	n/a
 PLAN REVIEW:		
Sketch Plan	\$100.00	\$100.00
Subdivision-Minor (of 3-5 lots)	\$25/lot	\$25/lot
Preliminary Plat	\$50+\$15/lot	\$50+\$15/lot
Final Plat	\$100+\$50/lot	\$100+\$50/lot

CHOWAN COUNTY
RECREATION FEES

DESCRIPTION	FEE
Basketball, Soccer, Volleyball, Baseball, Softball,	\$ 25.00 Per sport - Resident
Football, Cheerleading	\$ 40.00 Per sport - Non-Resident

Tri-County Animal Shelter and Adoption Center Price Sheet

Adoption Prices:

- Dogs (and puppies)—\$100 which includes: spay/neuter, DHPP vaccine, Bordetella vaccine, Rabies vaccine, 1-month flea and heartworm prevention, heartworm test, deworming, microchip, and 30 days of free pet insurance.
- Cats (and kittens)—\$80 which includes: spay/neuter, FVRCP vaccine, Rabies vaccine, 1-month flea prevention, FELV/FIV test, deworming, microchip, and 30 days of free pet insurance.

Reclaim Fees:

\$25 for the first day and then \$10 for each additional day.

- Second offense is \$50 and then \$20 for each additional day.
- Third offense is \$75 and then \$30 for each additional day.

Rabies vaccine is REQUIRED for reclaim! If you cannot provide proof of a CURRENT rabies vaccine, then one will be given for an additional \$10.

WATER DEPT. FEES

2" tap	2,500.00		
1" tap	1,000.00		
payment plan on taps	500.00	125.00 a month	
deposit for renters	75.00		Up from \$60.00
service charge - new service	25.00		
water 0-2,000 gallans	14.00		
water 2 & up per thousand	7.00		
sprinklers	0.08	per head	
late fee	10% of past due		
cut - off for non-payment	50.00		Up from \$40.00
customer service 8-5	25.00	New service, after 1st leak - investigation/additional reads, on/off	Up from \$5.00
customer service after hours	50.00		Up from \$25.00
broken angle stop	25.00	no charge if old	
broken box...	25.00	if we know it was done by person living there.	
illegal tampering	up to 500.00		
return check	25.00		
Temporary service (cleaning)	50.00		New service charge
Hydrant meter w/rpz	500.00	+usage	New service charge
<hr/>			
landfill - Residential	15.25		Up from \$14
landfill - Small Commercial	15.25		Up from \$14
landfill - Large Commercial	42.50		Up from \$41
landfill - Quarterly	45.75		Up from \$42

Adjourn

Commissioner Cummings moved that the meeting be adjourned. Chair Kersey asked for all in favor, the motion passed unanimously (7-0)

Patti F. Kersey, Chair

Susanne Stallings, Clerk

Special Meeting
Monday, July 6, 2020
Chowan County Public Safety Center
305 West Freemason Street
5:00pm

Present Chair Patti Kersey, Commissioners Greg Bonner (came in during the closed session), Ron Cummings, Don Faircloth, Larry McLaughlin, Bob Kirby and Ellis Lawrence

Staff present County Manager Kevin Howard, Board Clerk Susanne Stallings and County Attorney Lauren Arizaga-Womble and Sheriff Dwayne Goodwin.

Closed Session

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

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).

Adjourn

Commissioner Bonner moved that the meeting be adjourned. Chair Kersey asked for all in favor, the motion passed unanimously (7-0).

Regular Meeting
Monday, July 6, 2020
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 July 6, 2020.

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

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

Call to Order

Chair Kersey called the regular meeting to order.

Commissioner Cummings then offered the invocation.

Approval of Draft Agenda

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

Public Comment

Ms. Stallings noted that she checked the voicemail and she checked her email and one electronic public comment was submitted.

Electronic Public Comment:

A copy of the electronic public comment is in the meeting file labeled July 6, 2020. Ms. Stallings read the full comment into the record. A summary of the comments is as follows:

Public Comment from Tomeka L. Ward-Satterfield 519 Everglades Dr. Mebane NC. Ms. Satterfield stated she was a former resident born and raised in Chowan County. She urged the Commissioners to remove all Confederate monuments/statues/markers that are in the County. She urged the Board to adopt a statement of solidarity similar to the statement adopted by the Edenton Town Council. She urged the Board to use any leverage and remove the relics of Confederacy and white supremacy in Chowan County.

There was no further public comment.

Consent Agenda

a. **Approval of Minutes**

Attached are the minutes of the May 21, 2020, May 26, 2020, June 1, 2020, June 9, 2020 and June 11, 2020 meetings for the Board's review and consideration.

b. **Tax Refund/Release Report**

Ullom, C.	\$197.62	Charged wrong value
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Commissioner Faircloth moved to approve the consent agenda as presented. Chair Kersey asked for all in favor, the motion passed unanimously (7-0).

Tax Items

Ms. Stallings noted that Tax Administrator Melissa Radke was not able to attend the meeting. She noted the Board has been provided copies of the Acceptance of Settlement and Order to collect along with several reports from the Tax Administrator. A copy of the reports is in the meeting file labeled July 6, 2020.

- **Acceptance of Settlement**

ACCEPTANCE OF SETTLEMENT OF CURRENT AND PRIOR YEAR TAXES

WHEREAS, the Chowan County Tax Collector has provided a report of persons owning real property whose taxes for the preceding fiscal year remain unpaid and the principle amount owed by each person; and

WHEREAS, the Chowan County Tax Collector has provided a list of persons not owning real property whose personal property taxes for the preceding fiscal year remain unpaid and the principle amount owed by each person; and

WHEREAS, the Chowan County Tax Collector has provided a report of diligent efforts to collect unpaid taxes for the preceding fiscal year and prior years as charged; and

WHEREAS, the list of persons owing taxes (but who listed no real property) for the current fiscal year are found to be insolvent; and

WHEREAS, the Chowan County Tax Collector has provided an accounting of all taxes charged and collected for the current and prior years;

Hereby, be it resolved that the Cowan County Board of County Commissioners do hereby accept the settlement of current and prior year taxed as provided by the Cowan County Tax Collector.

Adopted this 6th day of July, 2020.

- Order to Collect

ORDER OF THE CHOWAN COUNTY BOARD OF COMMISSIONERS
IN ACCORDANCE WITH G.S.105-321, G.S. 153A-156 AND G.S. 160A-215.2
FOR THE COLLECTION OF 2020 TAXES

TO: TAX COLLECTOR OF CHOWAN COUNTY, TOWN OF EDENTON

You are hereby authorized, empowered, and commanded to collect the taxes set forth in the 2020 tax records filed in the Office of the Chowan County Tax Collector, and in the tax, receipts herewith delivered to you in the amounts and from the taxpayers likewise therein set forth. You are further authorized, empowered, and commanded to collect the 2020 taxes charged and assessed as provided by law for adjustments, changes, and additions to the tax records and tax receipts delivered to you which are made in accordance with law. Such taxes are hereby declared to be a first lien on all real property of the respective taxpayers in Chowan County, the Town of Edenton, Belvidere Chappell Hill Fire Protection District, Center Hill Crossroads Fire Protection District, Edenton Rural Fire Protection District, and any other special district located within Chowan County; and this order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell, any real or personal property of such taxpayers, and attach wages and/or other funds, of such taxpayers, for and on account thereof, in accordance with law.

You are also hereby authorized, empowered and commanded to administer and to collect taxes on gross receipts derived from retail short-term leases or rentals of motor vehicles as set forth under G.S. 153A-156, gross receipts derived from short-term leases or rentals of heavy equipment as set forth under G.S. 160A-215.2, and Occupancy Taxes as set forth under G.S 153A-155. You are hereby authorized to promulgate such rules and procedures necessary to administer these taxes which are not inconsistent or contrary to applicable law.

WITNESS my hand and official seal, this the 6th day of July, 2020.

ORDER OF THE CHOWAN COUNTY BOARD OF COMMISSIONERS
IN ACCORDANCE WITH G.S. 105-373, G.S. 105-321, G.S.105-330.3,
G.S.153A-156 AND G.S. 160A-215.2
FOR THE COLLECTION OF 2019 AND PRIOR YEARS' TAXES

TO: TAX COLLECTOR OF CHOWAN COUNTY, TOWN OF EDENTON

You are hereby authorized, empowered, and commanded to collect the taxes remaining unpaid as set forth in the 2010 through 2019 tax records filed in the Office of the Chowan County Tax

Collector, and in the tax, receipts herewith delivered to you in the amounts and from the taxpayers likewise therein set forth. You are further authorized, empowered, and commanded to collect the 2010 through 2019 taxes charged and assessed as provided by law for adjustments, changes, and additions to the tax records and tax receipts delivered to you which are made in accordance with law.

You are also hereby authorized, empowered and commanded to administer and to collect taxes on gross receipts derived from retail short-term leases or rentals of motor vehicles as set forth under G.S. 153A-156, gross receipts derived from short-term leases or rentals of heavy equipment as set forth under G.S. 160A-215.2, and Occupancy Taxes as set forth under G.S 153A-155. You are hereby authorized to promulgate such rules and procedures necessary to administer these taxes which are not inconsistent or contrary to applicable law. Such taxes are hereby declared to be a first lien on all real property of the respective taxpayers in Chowan County, the Town of Edenton, Belvidere Chappell Hill Fire Protection District, Center Hill Crossroads Fire Protection District, Edenton Rural Fire Protection District, and any other special district located within Chowan County; and this order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell, any real or personal property of such taxpayers, and attach wages and/or other funds, of such taxpayers, for and on account thereof, in accordance with law.

Taxes on personal property for 2009 and prior years have been deemed insolvent and therefore uncollectible; the Chowan County Commission, do hereby relieve the tax collector of the charge of collecting taxes on these insolvent bills pursuant to G.S 105-373(g) for 2009 and prior years.

WITNESS my hand and official seal, this the 6th day of July, 2020.

Commissioner McLaughlin moved to approve the acceptance of settlement and order to collect as presented. Chair Kersey asked for all in favor, the motion passed unanimously (7-0).

- Credit Card Contract

The Board will consider a request to switch credit card vendors from Voice Data Solutions to Auto Agent.

Finance Officer Cathy Smith presented the Board with a contract with Auto Agent. The County is currently contracted with Voice Data Solutions. The fee associated with transactions for the public would be reduced from 2.65% to 2.5%. This will also add ACH payments and will reduce the amount of refunds required.

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

Public Hearing – Text Amendment

Chair Kersey noted that the Chowan County Board of Commissioners will hold a Public Hearing on Monday, July 6, 2020 at 6:00 pm, at the Public Safety Center located at 305 West Freemason Street. The purpose of this hearing is to review and act on an Amendment to the Wind Energy Facilities Ordinance, Article 8.109 of the Chowan County Zoning Ordinance.

Commissioner Cummings moved to open the floor for the public hearing.

Board Clerk Susanne Stallings noted that several public comments were received electronically. She then read each of the electronic comments into the record. A copy of the comments is in the meeting file labeled July 6, 2020, the comments are summarized below:

Mike Hamilton, Centerhill Road Tyner noted his concerns regarding comments made at a previous meeting regarding windmill noise. He noted that arguments can be found online that state turbines make less noise than the earlier models. He stated a comment regarding Swan migration was also made at the previous meeting. He noted that crops planted in an area will often contribute to Swan migration and noted that there are no turbines currently located in Chowan County to impact the migration. He stated that there are many swans near the Amazon Wind project.

Dennis Dickens, Happy Home Rd Tyner stated his concerns with amending the ordinance while the Timbermill project is working to obtain permits after an 18 month state moratorium. He suggested the Board visit the Amazon project and listen for the noise that has generated anti wind stories on the internet. He stated his concern with the text amendment being anti-business.

Leonard Overman 330 Ryland Rd. Tyner discussed his travels and experiences with wind energy projects. He stated wind energy projects subsidize local farms. He stated they would also raise revenues and reduce the tax burden on County residents. He stated he was opposed to any changes to the wind ordinance.

Lueta Sellers 119 Bella Vista Dr. Edenton stated her concern with the restrictive 45 dBA requirement in the proposed ordinance. She noted that 21 other County ordinances have no sound restrictions and the standard for the ordinances that do are 70 decibels. She stated the limitations on the setback requirements would limit property owners from participating. She stated the proposed changes will prevent Wind Energy farms from developing in Chowan County.

Gene Jordan 414 Sign Pine Rd. Tyner urged the Commissioners to keep the Wind Energy Ordinance the same. He stated changes in the ordinance would be detrimental to business activity in the County. He provided the Board with a copy of the resolution adopted by the Edenton-Chowan Board of Education in support of Wind Projects. A copy of the resolution was read into the record and is in the meeting file labeled July 6, 2020.

Tim White Sandy Ridge Rd. Tyner asked the Board to refrain from making changes to the current wind regulations. He stated that the Timbermill project has been halted because of state rulings. He stated he would recommend an extension of a permit for Timbermill and not change the rules if they have to request more time before beginning construction. He stated the lease payments to land owners would also be beneficial. He noted he will be living adjacent to the proposed Timbermill project and has no objections.

Katharine Kollins, Southeastern Wind Coalition, Raleigh NC stated that the proposed restrictions in the ordinance are too strict to accommodate a wind project. She stated that infrasound is impossible to detect by the human ear. She noted the current ordinance is consistent with Pasquotank and Perquimans County. She noted the current tax revenues realized in the neighboring Counties from the Amazon Wind Project and potential benefits to the local economy in Chowan County. She stated the Coalition opposes the proposed amendments to the ordinance and requested the current ordinance remain in place.

William Monds 828 Centerhill Rd. Tyner, NC stated he is participating in the proposed Timbermill Wind Project. He stated the current ordinance does not need changes He stated that as a farmer the loss

of the Timbermill project would be negative and the opportunity would not come back to Chowan County.

Win Dale, Executive Director Edenton-Chowan Chamber of Commerce stated that a project like Timbermill Wind would be beneficial to Chowan County's economy. He noted that neighboring counties have benefited from the Amazon wind project tax revenues and lease payments. He stated the current ordinance protects the people of Chowan and encouraged the Board of Commissioners to make sure the Timbermill project moves ahead.

Bobby Winborne 3506 Rocky Hock Rd Edenton stated his concerns over the proposed text amendment to the wind ordinance. He stated the new restrictions do not allow for other parcels in the County to be used for wind energy projects. He stated his concerns over previous amendments to the solar ordinance. He urged the Board to not exclude the County from future growth.

Anthony Chavez, Senior Manager, Weyerhaeuser stated that Timbermill currently has a permit that expires May 2021 and if construction is not completed the amended ordinance would apply to the Timbermill project. He stated his opposition to the proposed amendment and would limit the ability to lease land for wind projects. He stated he believed the amendment to the ordinance violates private property rights.

Michael Parrish 110 Mulberry Hill Lane Edenton stated that he would like for the Board to keep the existing wind ordinance. He stated the Timbermill project would lead to economic growth.

The following comments were provided in person at the public hearing

John Mitchener 1000 West Queen St. Edenton stated in 2014 he visited the Delaware windmill project and properties were not declining in value. He stated that in 2016 the Apex/Timbermill project was heard by the Commissioners over several weeks. He stated Representative Steinburg spoke in support of wind energy projects for their economic impact as well stabilizing family farms. He stated Timbermill is an opportunity that Chowan cannot pass up. He spoke on his concerns for the shadow flicker restrictions in the proposed ordinance. He urged the Board to listen to the people of Chowan County. (a written copy of the comments was provided to the Clerk and are included in the meeting file labeled July 6, 2020).

Patrick Flynn 1924 Paradise Road Edenton spoke regarding his concerns for a wind project devaluing his property. He stated that infrasound has an 18 mile radius. He stated his concerns for allowing the amendment to the previous Timbermill project. He stated his concerns regarding the decommissioning language in the Timbermill permit. He stated that the projects increase power costs for customers because of green energy subsidies. He stated he supports the increased setback to be at 10 times the height of the turbine. (a written copy of the comments was provided to the Clerk and are included in the meeting file labeled July 6, 2020).

Belinda Flynn 1924 Paradise Rd. Edenton stated she was an abutting non participating property owner for the Timbermill project. She stated her concern over her rights to enjoyment of her property. She stated that there are others who agree with her concerns over the proposed project but will not voice their opposition. She stated her concerns over the potential for noise from the turbines and stated she would recommend a study into the impacts on radio, TV, cellular and other transmissions. She stated her concerns over a future burden to the County for decommissioning costs and stated she wanted to be a voice of reason and heartfelt opposition. (a written copy of the comments was provided to the Clerk and are included in the meeting file labeled July 6, 2020).

Liz Alons 1848 Paradise Rd. Edenton stated she has been a longtime resident of Chowan County. She stated she has earned the right to enjoy her property. She stated that Apex pushed an ordinance and the County was not prepared when the draft ordinance was presented. She urged the Board to save Chowan County from any further harm.

Don Giecek Apex Clean Energy, Charlottesville VA read a statement into the record. A written copy was not provided. He stated this project has the potential to bring millions in tax revenues. He noted the example of the Amazon Wind Farm in Perquimans and Pasquotank County. He stated these revenues reduce the strain on Counties. He stated the extreme measures would significantly decrease land available for the Timbermill project. He stated now is not the time to turn investment away from the Community. He stated the existing ordinance goes above and beyond to allow for public safety. He thanked the County for their patience during the permitting process for Timbermill. He noted the County put a moratorium in place prior to the Timbermill CUP application to amend the ordinance. He stated expert witnesses testified on sound, shadow flicker and other concerns. He stated that in May 2021 the CUP permit will expire. He said the state 18 month moratorium made it difficult to put up monies for the project. He noted there were attempts to extend the 18 month moratorium. He stated that they have been working with the Navy regarding potential interference. He said signs are encouraging and they are resubmitting layouts to the Navy regarding the site plan. He said this will take 4 to 6 months for the Navy to evaluate the layout. He said it is difficult to commit resources at risk will waiting on final approvals from the Navy. He stated that they expect all permits will not be in place by May 2021. He stated that if they are unable to obtain extensions from the County, if they cannot begin construction in May 2021 they would come under any new ordinance that is adopted. He stated his concerns over the stipulations in Section 5 regarding sound and shadow flicker. He stated that the 45 dBA would significantly impact the project. He stated that the wording requiring no flicker presents a significant challenge. He stated the chart for the setbacks is reasonable because they can and will abide by that. He stated that provisions to allow for waivers for setback and sound are helpful. He stated that they have built successful projects since the CUP. He asked the Board to please not move the goal post

Harriett DeHart Horniblow Point Road stated her concern about the public comments that were concerned for Timbermill because they already have their CUP. She stated her concern over the comments about the amendment being bad for business. She stated that there are businesses hiring right now. She stated she did not feel Chowan County was bad for business. She urged the Board to pay attention to the studies and ask if you yourself would be living under a turbine. She stated that there would not be a project near her home but the Board should consider those impacted.

Being no further public comment Commissioner Cummings moved to close the public hearing. Chair Kersey asked for all in favor, the motion passed unanimously (7-0).

Chair Kersey called for a five minute break, after five minutes she called the meeting back to order.

Commissioner Kirby stated that during the public comment period there were comments made in reference to the Apex (Timbermill) CUP. He stated that the action of the Board on the proposed text amendment have no impact on the existing ordinance which is what the CUP currently held is based on. He stated that it was not true that the Board is antibusiness. He stated he would love to see Apex come on and build their project. He stated that the 18 month state moratorium had no bearing on the Apex project as they were free to pursue permits. He stated that is part of risk taking because nothing in the moratorium said to stop seeking permits. He stated that Weyerhaeuser's comments regarding private property rights violations were not true because nothing has any bearing on a lease. He stated a private property owner has the right to waive sound and setback requirements in their lease. He stated the information provided to the Board previously by a medical doctor strongly recommended

increasing the setback requirement. He stated that he would like to recommend the table be amended from 1.5 for Commercial facilities to 6.5.

Commissioner McLaughlin asked how this will impact participating property owners.

Commissioner Kirby stated that is between them and the developer.

Commissioner Faircloth noted for a 600' tower the setback increases from 900 feet (current ordinance) to 3,900 feet (proposed).

Commissioner McLaughlin stated he agreed with the comments made by Commissioner Kirby. He stated that 900 feet is close. He stated the 6.5 proposed text gives a homeowner buffer from the sound.

Commissioner Bonner stated that the Board spent a great deal of time previously working on the ordinance. He stated if the Boards intention is to prevent this type of development it should be said upfront. He stated the comments in support of the project outweigh the opposition. He stated the Board should be fair and reasonable and noted the developer has spent a large amount of money on permits and fees. He urged the Board to leave personal feelings out of their decision making and vote for reasonable modifications. He stated he wanted to be fair to the business and the developer has indicated the proposed ordinance will not allow for the development. He stated he felt it was wrong to impact Timbermill negatively in May 2021.

Chair Kersey stated that Timbermill has held their CUP permit for 4 to 5 years. She stated that in 2018 the World Health Organization stated nothing higher than 45 decibels is safe. She stated this is different than the text adopted in the 2008 ordinance template. She stated that when Apex requests a permit extension in 2021 she hopes the Board will be willing to work with them and stated that negotiations are two sided. She stated she hoped the Board will then discuss tax revenues and see if they are willing to negotiate. She stated if the Navy has required moving of the turbines why is that no a deal breaker but if the County does it is. She noted that she would like to remove her suggested language in section 5a regarding the 45 dBA proxy value for infrasound.

Commissioner Lawrence asked about the difference between 55 decibels and 45 decibels. He noted that in the County there are peanut dryers running. He stated at the airport there are aircraft taking off and landing making that noise. He stated he did not have a problem with the CUP and ordinance as it is currently.

Commissioner Faircloth stated that he felt the Board spent a great deal of time working on the current ordinance. He stated the draft ordinance request was sent to the Planning Board and they did not recommend any changes. He stated that he agrees the Board should protect private property owner rights. He stated his concerns for setting precedence for future businesses. He stated the WHO recommendation of 45 decibels could impact local welding shops currently or businesses who run fans all day long. He asked if the Board wanted to consider this requirement for all businesses or just wind facilities.

Chair Kersey stated that current businesses are grandfathered because they were there first.

Commissioner Faircloth stated that future businesses will look at our ordinance. He stated he feels the current ordinance protects both the developer and the property owner. He stated this project is important for Chowan County and would be a big money maker for the County. He noted the budget process was just completed and the additional revenues are needed to reduce what had to be appropriated from fund balance.

Commissioner Kirby stated that looks are not the question. He stated the Board has to consider upcoming projects that are coming up.

Commissioner Bonner asked if there was any consideration for anything less than the 6.5 multiplier.

Commissioner Kirby stated that would protect future property owners and stated he hoped Apex would get their permits and build them.

Board member discussed the procedure for voting on the changes to the text.

County Attorney Lauren Arizaga-Womble stated that prior to adoption the Board will need to consider an amendment to the escrow language.

Board Clerk Susanne Stallings noted the recommended change previously suggested by Chair Kersey.

Commissioner McLaughlin moved to change the multiplier for commercial properties to 6.5 as recommended by Commissioner Kirby.

The Board discussed the motion.

Commissioner McLaughlin asked to amend his motion to modify the draft ordinance to change the commercial facility property line setback for non-participating property owners to 6.5 and to include the Chair's recommended deletion of the "the 45 dBA level is a proxy value for infrasound levels".

Commissioner Faircloth asked how Commissioner Kirby came up with 6.5.

Commissioner Kirby stated that the State of North Carolina has not provided scientific data to counties and information was provided to the Board from a future County Commissioner who is a medical doctor. He stated that one mile would be tough for a developer in Chowan County. He stated he felt this was a reasonable distance. He stated the County is left to figure this out on their own as there is no information provided. He noted that a developer can sit down with a property owner and ask them to consider a waiver. He stated he sees this as a win win.

Ms. Stallings re-read Commissioner McLaughlin's amended motion. Chair Kersey asked for all in favor, the motion passed (4-3 Faircloth, Bonner and Lawrence).

Ms. Arizaga-Womble noted proposed changes to section B and discussed with the Board clarifying if the power generated is not to be used for re-sale.

Mr. Howard noted that an individual who has a private turbine could receive energy credits for any energy generated going back into the system.

Board members discussed changing the paragraph to detail wattage. It was finally determined the amendment would state "private commercial use".

Additionally, Ms. Womble discussed proposed amendments to section j. The first sentence would read "the applicant for a commercial wind facility shall" and the second change should read "to be used by the County for all County expenses related to the administration of the permit or inspection.

Commissioner Cummings moved to adopt the attorney recommended changes. Chair Kersey asked for all in favor, the motion passed (5-2 Bonner and Faircloth).

Commissioner McLaughlin moved that this amendment will be consistent with the 2018 Land Use Plan or any other plan officially adopted by the Board of Commissioners because it clarifies the intent of the Chowan County Zoning Ordinances.

Chair Kersey asked for all in favor, the motion passed (4-3 Faircloth, Bonner and Lawrence).

Commissioner Cummings moved to adopt the amended draft ordinance. Chair Kersey asked for all in favor, the motion passed (4-3 Faircloth, Bonner and Lawrence).

Water Main Relocation – Mexico Bridge 3

Mr. Howard presented the Board will consider a relocation agreement for the Mexico Bridge 3 Water Main. He stated this will be of no cost to the County.

Commissioner McLaughlin asked for clarification.

Mr. Howard stated this is to relocate a line.

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

Appointment

Chair Kersey noted that Gertha Bond-Thomas has requested that the Board consider her for reappointment to the DSS Board. Ms. Bond has served one term and is eligible for reappointment.

Commissioner Bonner moved to reappoint Ms. Bond-Thomas. Chair Kersey asked for all in favor, the motion passed unanimously (7-0).

NCACC Voting Delegate

Chair Kersey noted that the Board will appoint a voting delegate for the NCACC 2020 Virtual Conference. It is recommended that Chair Kersey be appointed delegate for Chowan County and Commissioner Cummings as the alternate voting delegate.

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

Sheriff Annual Report

Sheriff Goodwin provided the Board with a video annual report from the Sheriff's Office, 911 and Detention Center.

Debt Refinancing

Mr. Howard presented the Board with a loan modification for all of the existing debt to realize savings in reduced interest rates. The Board will consider a resolution approving the modification. He stated that the savings is \$68,121 and the fees for the refinancing are \$32,115. He stated the total savings over the life of the loan is \$36,706.

Commissioner McLaughlin thanked Mr. Howard for looking into this.

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

**Resolution of the Board of Commissioners of the County of Chowan, North Carolina
Approving Financing Terms**

WHEREAS, the County of Chowan, North Carolina (the “Borrower”) previously financed (i) the construction of its Public Safety Center (the “Public Safety Center Project”) through an Installment Financing Contract dated as of October 16, 2012 (the “2012 Financing Contract”) with Branch Banking and Trust Company, now known as Truist Bank (the “Lender”), (ii) equipment and furnishings for the Public Safety Center (the “Public Safety Center Equipment Project”) through an Installment Financing Contract dated as of January 8, 2013 (the “2013 Financing Contract”) with the Lender, (iii) an addition to Shepard-Pruden Memorial Library (the “Library Project”) through the 2013 Financing Contract, and (iv) renovations to the D.F. Walker School Building (the “School Building Buildings Project” and together with the Public Safety Center Project, the Public Safety Center Equipment Project and the Library Project, the “Projects”) through a Financing Agreement and Deed of Trust dated as of September 16, 2019 (the “2019 Financing Contract” and together with the 2012 Financing Contract and the 2013 Financing Contract, the “Financing Contracts”) with the Lender, and the Finance Officer of the Borrower has now presented a proposal for the refinancing of the Projects.

BE IT THEREFORE RESOLVED, as follows:

1. The Borrower hereby determines to refinance the Projects by entering into modification agreements (collectively, the “2020 Modification Agreements”) with the Lender to modify the 2012 Financing Contract, the 2013 Financing Contract and the 2019 Financing Contract in accordance with the proposals from the Lender dated June 24, 2020 (the “Proposals”), or as any of the Proposals may be supplemented or amended by Lender and the Borrower verbally or in writing. The amount refinanced (i) with respect to the Public Safety Center Project shall not exceed \$3,750,000, shall mature on or before November 1, 2023, and the annual interest rate (in the absence of default or change in tax status) shall not exceed 1.72%, (ii) with respect to the Public Safety Center Equipment Project shall not exceed \$234,000, shall mature on or before February 1, 2022, and the annual interest rate (in the absence of default or change in tax status) shall not exceed 1.40%, (iii) with respect to the Library Project shall not exceed \$844,000, shall mature on or before February 1, 2024, and the annual interest rate (in the absence of default or change in tax status) shall not exceed 1.80%, and (iv) with respect to the School Building Project shall not exceed \$1,595,000, shall mature on or before September 16, 2034, and the annual interest rate (in the absence of default or change in tax status) shall not exceed 2.71%.

2. The 2020 Modification Agreements, the Financing Contracts and all related documents for the closing of the financing (the “Financing Documents”) shall be consistent with the foregoing terms. All members of the Board of Commissioners and the officers and employees of the Borrower are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable to carry out the refinancing of the Projects as contemplated by the Proposals and this resolution.

3. The Finance Officer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to the Finance Officer’s satisfaction. The Finance Officer is authorized to approve changes to any Financing Documents previously signed by the members of the Board of Commissioners or the Borrower’s officers or employees, provided that such changes shall not

substantially alter the intent of such documents or certificates from the intent expressed in the forms previously executed. The Financing Documents shall be in such final forms as the Finance Officer shall approve, with the Finance Officer's release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of such document's final form.

4. The Borrower shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. To the extent the Financing Contracts would not be deemed designated, the Borrower hereby designates its obligations to make principal and interest payments under the Financing Documents as "qualified tax-exempt obligations" for the purpose of Internal Revenue Code Section 265(b)(3).

5. All prior actions of Borrower's officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

Approved this 6th day of July, 2020.

Steamers Lease

Ms. Womble provided the Board with a six-month lease for Hicks Field with Edenton-Chowan Community Foundation, Inc. and Edenton Steamers Inc. She stated the lease is six months to allow for the manager to work with the Steamers and the Schools to determine maintenance needs. She stated that a long term lease will need to be considered and advertised at the end of this year.

Mr. Howard noted there are no capital obligations in the proposed lease and this will be negotiated in the future.

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

External Board/Committee Report

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

Commissioner Kirby stated that Mike Ervin has been hired as the Executive Director of the Albemarle Commission and started on that day.

Manager's Report

County Manager Kevin Howard updated the Board on the following:

- Project Tracking Sheet
A copy was provided to the Board members and is in the meeting file labeled July 6, 2020.
- Discussion of COVID grant scoring
Mr. Howard provided the Board with information on the small business grant program which is now online and available for businesses to apply. The application deadline is July 31, 2020. He stated the Chamber and others have gotten the information out to local businesses.

- Extension Grant

The Extension Office has received a grant to build an outdoor educational area on the NC 32 side of the building. He provided the Board with proposed pictures and stated if there was no objection they would accept the grant.

Commissioner McLaughlin asked what the material would be for the pad.

Mr. Howard stated concrete.

Timely and Important Matters

Sheriff Retirement Announcement

Sheriff Dwayne Goodwin stated that it has been a pleasure to serve Chowan County for the past 30 years. He stated he will be retiring effective August 1st.

Chair Kersey stated the Board would need to consider amending the agenda to handle the formalities of advertisement of the Sheriff salary for appointment of a Sheriff to fill the remainder of Sheriff Goodwin's term per the general statutes.

Ms. Arizaga-Womble explained the statutory requirements of the Board for the public in attendance. She noted that per the statutes the Chief Deputy will serve until the Commissioners make an appointment for the remainder of the term. She stated the Board will need to set the base salary and range.

Commissioner Cummings moved to amend the agenda to set the base salary and range for Chowan County Sheriff. Chair Kersey asked for all in favor, the motion passed unanimously (7-0).

Board members discussed the current salary of the Sheriff and proposed ranges. It was clarified that the Commissioners will set the salary for the appointed Sheriff based on their work experience.

Commissioner McLaughlin moved to set the salary range for Chowan County Sheriff with the base salary being \$60,000 and the max salary is \$90,000. Chair Kersey asked for all in favor, the motion passed unanimously (7-0).

DOT and Intersections

Commissioner McLaughlin stated his concern over the condition of the roads and the mowing that is needed.

Mr. Howard stated he has spoken to NCDOT about this and they are looking at using local DOT to address the tall grass.

Commissioner Kirby stated his concerns over the state overspending their budget by \$750 million and the lack of fiscal control.

Budget Comments

Chair Kersey stated her appreciation for Kevin and Cathy's work on the FY 2020-21 budget and thanked all department heads and employees for their efforts for next fiscal year. She thanked the Board for making sure the County maintains the 25% fund balance.

Adjourn

Commissioner Cummings moved that the meeting be adjourned. Chair Kersey asked for all in favor, the motion passed unanimously (7-0)

Patti F. Kersey, Chair

Susanne Stallings, Clerk

Special Meeting
Monday, July 6, 2020
Chowan County Public Safety Center
305 West Freemason Street
6:00pm

Closed Session

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

Staff present County Manager Kevin Howard, Board Clerk Susanne Stallings and Human Resources Manager Carrie Byrum

Closed Session

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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

Adjourn

Commissioner Bonner moved that the meeting be adjourned. Chair Kersey asked for all in favor, the motion passed unanimously (7-0).

Patti F. Kersey, Chair

Susanne Stallings, Clerk

EMS Assessment Response Committee
February 12, 2020
Chowan County Public Safety Center
305 West Freemason St. Edenton, NC

COMMITTEE MINUTES

Present: Commissioner Bob Kirby, Colin Ryan EMS Director, Kevin Howard County Manager, Cathy Smith County Finance Officer, Melissa Radke County Tax Administrator and Carrie Byrum Human Resources Manager.

Mr. Howard reviewed the NCACC Resource Team Review report. He noted that not all comments in the report were noted correct, some things are already being addressed by staff and many will be addressed by the committee. He stated the Committee will review the comments and make recommendations.

Organization

Ownership

Recommendation: paper or electronic customer satisfaction surveys

Response: We will do a satisfaction survey. We are currently looking at options.

Organizational Structure

Recommendation: Each shift needs a functioning supervisor to handle daily activities and operations in the absence of administrative personnel. This process also creates a career ladder. (retention tool) Detailed job descriptions and policy/procedures should be developed in order for this process to be successful.

Response: Director (Colin) will provide recommendation to the committee by March 4th.

Inter-Agency Relations

Mutual Aid

Recommendation: Specific Memorandums of Understanding (MOU) should be developed to manage this function. In-depth data collection (trending/forecasting) should occur for when aid is given vs. received in an effort to ensure proper consideration is given during the strategic planning process. Mutual aid responses should be the exception to the rule and not the rule.

Response: We do have an agreement with NC Emergency Management. We will work to update all mutual aid agreements with surrounding agencies. Susanne and Colin will pull the current agreements and look at updating as many are old.

Disaster Coordination

Recommendation: Chowan EMS should ensure that it is 100% committed to these efforts by participating in every training and exercise opportunity that presents itself. Specific policies and procedures for integration into the Incident Command System, Mass Casualty / Mass Fatality response should be completed at a bare minimum.

Response: We do participate in training. Colin has a mass casualty policy that will be shared with the committee on Feb. 26.

Conflict Resolution

Recommendation: Maintain and foster this approach with partner agencies but be cognizant of the need to complete appropriate documentation.

Response: We currently handle issues quickly with other agencies. We will maintain good documentation if any policies need to be changed or updated.

Inter-Agency Dialogue

Recommendation: Frequent agency participation in the Northeast Regional EMS Administrators group would ensure open dialogue between regional EMS Agencies as well as the NC Office of EMS.

Response: Will attend all relevant regional and state meetings.

Management

Policies and Procedures

Recommendation: No recommendations for improvement.

Strategic Planning

Recommendation: Chowan County should explore the opportunities for a thorough Strategic Planning process for the EMS Department. *Example:
<https://www.vbems.com/download/executive/EMS%20Strategic%20Plan.pdf>

Response: Colin is researching other agencies and will provide draft by March 18th.

Management Development

Recommendation: The UNC School of Government – County Administration Course, UNC Charlotte Management Institute for EMS, and the six (6) National Fire Academy EMS Management Courses are all great opportunities designed specifically for EMS Managers and

Supervisors. Locally, the College of the Albemarle has an EMS Officer I and II program that fosters growth as an EMS Administrator.

Response: Colin will take EMS Officer II in March. He noted that currently I and II are available to staff.

Information Management

Recommendation: An electronic EMS Management System to include electronic filing, time keeping and payroll, scheduling, inventory control, resource management, vehicle maintenance, and training modules would make the system much more effective and efficient. *Examples: <https://www.vairkko.com/> or <https://www.goeschedule.com/>

Response: Colin is reviewing software and will have a recommendation as part of the department's budget request.

Financial Management

Financial Policy

Recommendation: This component is regulated heavily at the County level so there is an assumption that it meets all local, state, and federal guidelines. Evaluate opportunities for EMS as a special tax or enterprise fund.

Response: Tax Administrator, Melissa Radke is reviewing EMS tax and will report to Committee Feb. 26th.

Budgeting and Financial Statements

Recommendation: Perform an in-depth review and benchmark of the financial support for Chowan EMS compared to other systems within the region. (Per Capita, Coverage Area Square Miles, Response Time Expectations, etc.)

Reference Material: Chapter 12 System Design - Price vs. Subsidy Payoff - Jack Stout
Prehospital Systems and Medical Oversight – Third Edition - Alexander E. Kuehl
National Association of EMS Physicians

Response: Reviewed annually and will be handled during budget process.

Accounts Receivable

Recommendation: Perform a thorough evaluation of the vendor's accomplishments compared to other vendors to ensure that you are maximizing collections for the contracted percentage of your contract. This is a very competitive business and the vendors are eager to get new customers.

Consider including a statement in the Budget Ordinance that all EMS fees such as mileage are set at “130% above the Medicare Allowable Rate”. This prevents the potential loss of revenue between changes to the Federal Reimbursement rates and the local Board approval process or budget cycle.

Response: Working with billing company to improve. Issue is paperwork being filled out correctly by Physicians. Increased fee schedule proposal will be on February 17, 2020 agenda.

Insurance

Recommendation: This component is regulated heavily at the County level so there is an assumption that it meets all local, state, and federal guidelines.

Response: Reviewed annually during budget process.

Community Relations and Public Affairs

Community Education, Health Promotion & Injury Prevention

Recommendation: Pick a couple of high profile or high occurrence incidents that occur within Chowan County and begin a multi-faceted campaign. Examples may include but are not limited to helmet safety, pool safety, CPR, hypertension, consider monthly visits to the local Senior Center to record vital signs, etc.

Community Relations

Recommendation: Look for opportunities for the EMS System to get into the community to share its Education, Health Promotion & Injury Prevention message in an effort to demonstrate its value to the community. Examples may include but are not limited to street fairs, festivals, celebrations, church activities, etc.

Media Relations

Recommendation: Partner with local media outlets to highlight system and/or employee contributions to the community. Share system data in an effort to improve community Education, Health Promotion & Injury Prevention. Consider social media, a cost-effective way to highlight agency accomplishments, if it does not violate existing County Policies.

Response: This is for the 3 findings listed above. EMS does participate in the 3 areas but will work to improve its public outreach.

Human Resources

Credentials

Recommendation: Develop a relationship with the Community College System in which they understand the needs of the community and the EMS System as a whole. The EMS System needs classes offered frequently with varying schedules and in close proximity to remove any barriers to participation. This may be an action item for the County Manager and/or County Commissioners to take up during budget discussions if hesitation exists on behalf of the Community College System.

Response: Handled through College of the Albemarle.

Compensation Package

Recommendation: Perform a very thorough assessment of the benefits package available to employees. Make improvement changes where appropriate and highlight the benefits package to current and prospective employees in a simple and easy to understand format.

Recommendation: Conduct a salary survey of the region to ensure that the county is competitive. Consider sign-on bonus, longevity pay, part-time incentive pay (+ 15%), and paid educational programs in an effort to improve recruitment and retention. Be sure to recognize EMS staff as well as 911 telecommunicators, during EMS Week, for the contributions they provide to the agency.

Recommendation: Review the following for additional best practices for recruitment and retention.

***Michigan Center for Rural Health Study Presentation**

Response: Will be handled as part of the budget process.

Discipline/Corrective Action

Recommendation: Review and monitor this item closely. Multiple studies show that the lack of discipline/corrective action will hurt morale and create retention issues. Always be cognizant of the need to complete appropriate documentation.

Response: Follow current County Personnel Policy

Recruitment & Hiring

Recommendation: Develop high quality relationships with teaching institutions such as the Community Colleges. Place major emphasis on participation in the educational process such as guest lectures, presentations, presenting, clinical internships, etc. Prospective employees need to see your commitment to the educational and clinical processes.

Recommendation: Develop a program to hire high quality Basic EMTs and guide/assist/mentor them through the educational process to obtain Paramedic credentials. This process can develop very loyal employees who feel committed to the department and the community.

Response: Staff reviewing and will make recommendations to committee.

Employee Training & Development

Recommendation: The importance of a Training/Preceptor/Mentorship component for new hires is often understated. This action was probably not avoidable; however it needs to be phased out as new employees are hired into the system. Furthermore, a long term reassignment could have negative effects on recertification of credentials, continuing education, and overall clinical care. Online continuing education does not adequately fulfill the needs of a progressive system. Continuing Education was the #2 most identified weakness on the employee surveys.

Response: Staff reviewing and will make recommendations to committee.

Performance Evaluations

Recommendation: Develop a system to perform performance evaluations on part-time and full-time staff annually. Monthly or at least quarterly staff meetings should occur in an effort to keep the system moving in the same direction. Weekly or even monthly emails/memos from administration to staff can be a low-cost start to providing positive communication.

Response: Evaluations are up to date and will be maintained according to policy.

Mr. Howard noted the top priority items at this time for the committee are:

- Organizational Structure
- Strategic Planning

The committee stopped on page 12. The next committee meeting will be held on February 26, 2020.

**EMS Assessment Response Committee
February 26, 2020
Chowan County Public Safety Center
305 West Freemason St. Edenton, NC**

COMMITTEE MINUTES

Present: Colin Ryan EMS Director, Kevin Howard County Manager, Cathy Smith County Finance Officer, Melissa Radke County Tax Administrator and Carrie Byrum Human Resources Manager.

Commissioner Kirby was absent.

Mr. Howard reviewed the minutes from the February 12th meeting. He noted that Mr. Ryan will have a class on March 4th and will not be available to meet. He noted that Mr. Ryan also has an obligation on March 11th. Mr. Howard will try to schedule another meeting so that there will not be two weeks until the next meeting of the committee.

Later in the meeting it was decided that one of those meetings would be designated to meet with the Sheriff on the assessment of 911.

Items Due

Mr. Ryan provided the committee with a copy of his Mass Casualty Incident Plan (Attached).

The Organizational Structure response and Strategic Plan were the high priority items. They are due by March 18th now due to the changes in meeting dates.

Clinical Standards

Medical Oversight

Recommendation: No recommendations for improvement.

Clinical Protocols

Recommendation: No recommendations for improvement.

Medical Records

Recommendation: No recommendations for improvement.

Staffing

Recommendation: Establish a written “minimum” standard for the amount/number of Paramedic Units that will operate on a daily basis. County Administration and/or the Board of Commissioners should be involved in the process of establishing the standards. There are a variety of options for providing Paramedic Level coverage.

Option #1 – Two (2) Paramedics per ambulance - most preferred in high volume systems.

Option #2 – One (1) Paramedic & one (1) Basic/Advanced provider per ambulance – works well in rural settings with a large service area where response times may be a concern that is not easily managed with multiple stations

Option #3 – One (1) Paramedic on a Quick Response Vehicle (QRV) and ambulances staffed with one (1) Basic and one (1) Advanced provider – works well in rural settings where response times are managed by multiple stations.

Option #4 – Hybrid variation based upon the response plan approved by Administration and the Board of Commissioners. This could be a very flexible staffing plan based upon time of day, day of week, etc.

Example: Three (3) Paramedic level ambulances until 10pm and two (2) QRV Paramedics covering two (2) Basic/Advanced ambulances for the duration of the night. (One at main station and one at north station)

Recommendation: Increase part-time positions or add full time positions where appropriate in an effort to have reserve capacity for call-outs, vacations, etc. This can be a balancing act of trying to keep enough Paramedics to staff based upon the response plan. This option also has the ability to significantly decrease unscheduled overtime.

Response: Mr. Ryan is working on a rough draft. He stated he prefers to have three medic ambulances around the clock with medic and enhanced coverage. He stated he hoped to be able to show how this will generate additional revenue to offset the cost. He noted he will have a rough draft by the March 18th meeting.

Response Plan

Recommendation: Missed Inter-facility Transports should be evaluated closely and trended for data collection. There appears to be enough “missed” volume to justify an additional ambulance being staffed for at least a significant portion of the day. This also plays a major role in continuity of care, quality of care, and timeliness to definitive care for the patient. There may be a possibility to partner with the Hospital network to offset some of the financial cost associated with this option by allowing the crew to staff in the ED while not deployed on a transport. This process also creates a surge capacity when all other EMS units are involved in other calls for service.

Recommendation: Develop a First Responder System with Fire and Law Enforcement for a minimum of ECHO and DELTA category calls. These categories are the least in quantity however the highest in acuity where response time and extra staffing may be the most beneficial.

Response: This will tie into the discussion about transports. Mr. Howard will reach out to the Hospital Director to discuss contracting shift paramedics for transports and will find out if the Hospital has any ideas. With regards to the second recommendation this will be included in the fire study discussions.

Clinical Standards Performance Improvement

Recommendation: Minutes from the EMS Quality Review Committee were reviewed to ensure that performance improvement activities were being conducted. This component is regulated heavily at the Medical Director and NC Office of EMS level so there is an assumption that they meet all local and state guidelines.

Response: This is already being done.

Safe Operations and Managing Risk

Vehicle Safety

Recommendation: Develop a bi-annual driver's education / evaluation process. Implementing 103.04 Electronic Management System would help keep training and maintenance records up-to-date. At a minimum, verify active driver's license for all EMS staff annually.

Response: There is currently a driving program in place. EMS participates in CEVO every 2-3 years and EMS and all County employees take Defensive Driving as recommended and offered by the County insurance every five years.

LOSS CONTROL

Recommendation: Consider www.knoxbox.com/Products/Narcotics-Safes

Response: Mr. Ryan currently has a program in place however he does have an enhancement recommendation to the policy, will bring it to the next meeting.

Equipment and Facilities

Vehicles

Recommendation: Look for opportunities to purchase new units in an effort to alleviate the cost of increased maintenance on older high mileage vehicles and the potential for critical failures that could increase liabilities. Set a replacement schedule that actually reflects current use, mileage, and maintenance trends. Consider lease and finance options as needed.

Response: Mr. Ryan would like to get the vehicle rotation back in place of replacement every two years. Software will flag necessary vehicle maintenance. Mr. Ryan discussed adding assigned responsibilities to positions including monitoring of vehicle maintenance.

Recommendation: Tablets and Mobile Routers on each ambulance would improve overall

efficiency and safety. This adds substantial benefits in terms of live monitoring of resources, data sharing, communications, and the future potential for telemedicine.

Response: Tablets will be requested in the FY 20-21 budget request.

VEHICLE MAINTENANCE

Recommendation: None

Response: Shift supervisors will improve monitoring of vehicle maintenance.

MEDICAL EQUIPMENT

Recommendation: None

DURABLE MEDICAL EQUIPMENT MAINTENANCE

Recommendation: None

DISPOSABLE ITEMS/ Facilities/

Recommendation: Look for opportunities to improve storage space by creating a lockable, climate-controlled area appropriate for all supplies and equipment.

Recommendation: Perform a space study to truly understand the needs of the department currently and well into the future. There appears to be several very good options for adding to and renovating the main station which seems to be in a good location. Recommendation: Consider adding equipment cleaning / decontamination area in design characteristics.

Response: Bay Expansion, Equipment will be addressed in CIP. A facility review will be requested, Colin will look to see what agencies may do this for the County. Monitors and stretchers are in replacement plan.

Mass Casualty Incident Plan

Purpose

To establish a standardized approach when responding to a mass casualty incident.

The three levels of mass casualty incidents as defined by Chowan County Emergency Services (EMS):

- **LEVEL 1**- Sudden event that overwhelms the routine response assignment but may not require outside additional resources, 6-14 victims.
- **LEVEL 2** – Sudden event that overwhelms the routine first response assignment and may require additional outside resources within the incident area. 15-50 victims.
- **LEVEL 3** – Sudden event that overwhelms the routine first response assignment and requires additional mutual aid resources within the operational area, over 50 victims.

Plan

Activation of a Mass Casualty

- The need for a MCI will be made by the responding EMS crew. The activation may be made prior to arrival on the scene/operational area if there are other active units on site and they have provided the appropriate information that meets the requirements of a MCI.
- The EMS unit will immediately notify the Chowan County Communications of the MCI activation and the coordinating level of the MCI.
- The EMS Director will be contacted by Chowan County Communications.

Medical Operations

- Responding units will utilize the Incident Command System.
- The senior ranking medical person will assume responsibility for medical operations within the operational area.

- Responders will wear appropriate vests designating his/her role in the operational area.
- There will be a designated staging area for the check-in for additional responders and resources in operational area.
- Communications will be established and maintained with Chowan Hospital and other appropriate hospitals to ensure safe and appropriate patient transport.

Medical Management

- The SMART Triage System will be used on all patients.
- A treatment area will be designated to provide field treatment to patients awaiting transport.
- A transportation area will be designated to provide patient tracking and to ensure all patients are transported to the appropriate location. Constant communication will be maintained with all receiving hospitals. All patients transported from the incident operational area will be tracked prior to leaving the transportation area.
- Patients, at the scene, will be managed in the operational area by EMS personnel. Patient care will be focused on life stabilizing treatment and the expeditious and safe transport of patients to the appropriate hospitals.

Scene Management

MCI Level I (6-14 victims). Chowan County EMS should be able to handle this level MCI and request assistance as needed.

- Additional assistance from local EMS, Fire and Police Agencies will be called as need is established.
- Several ambulances will be required in the operational area. One ambulance will be available for other EMS calls.
- If necessary, Chowan County Communications will make an all page for all EMS workers to report to the operational area.
- Other agencies will be called for assistance, as need is established.

MCI Level II (15-50 victims). Chowan County EMS will not be able to handle this level MCI and will request assistance as needed.

- Local EMS, Fire and Police resources will be called.
- Several ambulances will be on scene in the operational area. One ambulance will remain available for other calls.
- Chowan County Communications will do an EMS all page/Text for a shift recall, advising personnel where to report. Personnel will both report to the scene and to the building for additional resources.
- Patient treatment and transportation areas will be established in the operational area.
- As needed (and depending on the location of the incident), the following agencies will be requested to assist:

Perquimans County EMS

Gates County EMS

Washington County EMS

Bertie County EMS

- Patients will likely have to be transported to other hospitals and additional ambulances may be required for safe and appropriate transport. Communications will be established with cooperating hospitals.

MCI Level III (50 plus victims). Chowan County will not be able to handle this level MCI. Additional resources will be required.

- Local EMS, Fire and Police resources will be called.
- Several ambulances will be on scene in the operational area. One ambulance will remain available for other calls.
- Chowan County Communications will do an EMS all page for a shift recall, advising personnel where to report. Personnel will both report to the scene or to the building for additional resources.
- Patient treatment and transportation areas will be established in the operational area.
- As needed (and depending on the location of the incident), the following agencies will be requested to assist:

Perquimans County EMS

Bertie County EMS

Gates County EMS

Washington County EMS

- Patients will likely have to be transported to other hospitals and additional ambulances may be required for safe and appropriate transport. Communications will be established with cooperating hospitals.

Demobilization of MCI

Medical Operations will continue until the last patient has been transported and received by the appropriate facility. The Incident Commander will then make the determination that the MCI is complete. He/She will contact all of the participating hospitals and participating EMS agencies and resources.

Upon completion of the MCI, all Chowan County EMS and participating local EMS will be released to return to their appropriate agencies. Chowan County EMS units and personnel will immediately work to replace all equipment and supplies.

A post-incident debriefing and analysis should be performed by participating agencies and local resources.

EMS/911 Assessment Response Committee
March 4, 2020
Chowan County Public Safety Center
305 West Freemason St. Edenton, NC

COMMITTEE MINUTES

Present: Sheriff Dwayne Goodwin, 911 Director Herman Weiss, Commissioner Bob Kirby, Kevin Howard County Manager, Cathy Smith County Finance Officer and Carrie Byrum Human Resources Manager.

The committee reviewed the 911 section of the assessment and the following remarks were made:

PERSONNEL

Recommendation

- Beginning telecommunicator salary is \$25,245. This is well below the average for this position.
- Currently, each shift is comprised of 2 telecommunicators working either 6am-6pm or 6pm-6am.
- There is no official new personnel training manual. However, one is currently being created and once complete will be distributed to new employees.
 - Recently sent 2 senior dispatchers to get certification as a CTO (Communications Training Officer) and an EMD-Q (Emergency Medical Dispatch Quality Assurance).
- Center personnel expressed interest in becoming members of APCO or NENA. Membership in these organizations allows personnel opportunities to attend training as well as network with peers in the industry. Also, the majority of course offerings are covered with funds through the NC 911 Board.

Response

Mr. Weiss reviewed starting salaries for neighboring Counties. Gates \$27,600, Martin \$28,008, Washington \$24,571, Pasquotank \$29,722, Bertie \$28,200 and Perquimans \$26,698. He noted that Chowan is currently 10-11% lower.

It was noted that current trainings and career ladder are in place and performance evaluations are done annually. Some neighboring Counties offer increases for certifications Chowan does as well.

Sheriff will ask the Chief Deputy to bring information regarding the impact to payroll.

FACILITIES

Recommendation

The Communications Center has adequate space for future expansion if needed and currently has a total of 6 workstations. Three are utilized for Chowan County while the other three are utilized as Perquimans County 911's back-up center.

The center also has a full-size kitchen for staff use, a common area, restrooms with showers as well as sleeping quarters to be used by staff in the event of natural disasters, etc.

Housekeeping is an issue expressed by employees regarding the lack of attention the communications center gets when it comes to cleaning the facilities. Pest control was also noted as a concern amongst employees.

Additionally, a recent relocation of another County department has allowed for the creation of a supervisor/training office. The Backup Center was not viewed but is located at Perquiman's County 911 and has 3 workstations identical to the main center, however at this time it is not operational. Currently, the only operational piece of equipment is one radio console.

Response

Sheriff noted that Housekeeping was previously an issue but that has been addressed and has improved. He stated he has provided maintenance requests via the Dude Solutions software he stated that light fixtures need to be cleaned. He stated his office performs various maintenance needs such as pressure washing he stated he would like more assistance from Maintenance.

FINANCIAL

Recommendation

There is a good understanding on the use of available funds through the NC 911 Board and those funds are being utilized in a manner to benefit the department.

Currently, part time personnel are utilized to fill a shift and when unavailable overtime is paid to full-time employees when coverage is needed.

Response

Sheriff Goodwin stated he is meeting with the 911 Board to clear up any issues with the backup 911 center.

CURRENT PROJECTS/GOALS

Recommendation

There are projects/goals that the Director has already accomplished and would like to accomplish:

- Getting the backup center up and fully operational.
- The departments Policies and Procedures were updated in July 2019.

- Currently working on a Training Manual in order to provide new hires a reference guide throughout training and beyond.
- Recently sent employee to get certified as a Communications Training Officer (CTO).
- Creation of a supervisor/training office.
- They would like to look at adding either a split shift (12pm-12am) to each rotation or a Monday-Friday position from 2:00 p.m. - 10:00 p.m. to assist with peak times.

- Will be adding 2 55-inch monitors to the communication center that will show building cameras and weather radar.
- Looking to add virtual PC's to the main communications center.
- Migration to the statewide ESINet in the 1st Quarter of 2020.
- Looking to take the required steps toward accreditation through the National Academy in EMD.

Response

Sheriff Goodwin noted the procedure manual is up to date. He stated he has created an office for supervisor training. He stated he will address coverage. He noted he is hanging some TVS to show the cameras and radar.

Mr. Weiss noted that they will be moving to ESINet in the 2nd quarter. He stated he looked into the National Academy and that does not appear to be helpful for Chowan.

RECOMMENDATIONS

We understand that funding is the basis to move forward with any recommendations made here. We also understand that funding is not always available. With that being said these recommendations are offered for short- and long-term planning for Chowan County Central Communications. Working in 911 is not a career where everyone can excel and it takes special individuals to maintain the day-to-day operations of a 911 Center.

As we make these recommendations please keep the following in mind: You have a knowledgeable and passionate Director in the Communications Center. One that is fully aware of the responsibilities to not only the citizens of Chowan County but also the employees that makeup Central Communications.

1.Back Up Center - The Backup Center located at the Perquimans County 911 Center is not currently operational and in the event an issue arises at the Main center the backup site could not be used. Efforts are currently underway to bring this online and should take priority. Funds from the NC 911 Board can be utilized for radio consoles, CAD computers/systems, Phone positions as well as console furniture.

Response

Addressed above the 911 Board is working with staff on this matter.

2. Telecommunicator Pay - Telecommunicator salaries are well below average. A pay study should be revisited in order to look at the starting salary of Telecommunicators as well as seasoned employees. Also, consider reclassifications for shift supervisors, CTO's and EMD-Q's. These employees take on additional responsibilities in conjunction with their normal duties.

Response

Numbers will be provided for the Board of Commissioners to review.

3. Creation of a training manual. This is a current project of the director. Having documentation that a new hire can reference is beneficial to use throughout the training process.

Response

This is completed.

4. Facility Maintenance. The cleaning of the communications department should be addressed with the appropriate County department to ensure that the needs of communications are met. Also, upon the completion of the back-up center, look into moving operations there and having a professional cleaning service that specializes in cleaning 911 centers come in and thoroughly clean the center. Monthly or quarterly pest control should be looked into for the department.

Response

Most of the issues have been addressed, will need additional assistance from Maintenance. He recommended that pest control additional spraying be considered.

5. APCO and/or NENA Membership. Membership in either organization will give employees access of all things currently going on in the field of 911. It will also allow opportunities to attend trainings, meetings and potentially conferences. With membership packages that are offered, it would not be expensive for all personnel to become a member.

Response

This has been addressed. Sheriff Goodwin noted the Director has been exceptional in staying on top of technology and training.

It was noted the Committee would meet next regarding EMS.

Sheriff stated he would forward the information on salaries to be addressed in the next fiscal year budget.

**EMS Assessment Response Committee
June 10, 2020
Chowan County Public Safety Center
305 West Freemason St. Edenton, NC**

10:30am

COMMITTEE MINUTES

Present: Commissioner Bob Kirby, Colin Ryan EMS Director, Kevin Howard County Manager, Cathy Smith County Finance Officer and Carrie Byrum Human Resources Manager.

Melissa Radke County Tax Administrator was absent.

The committee reviewed the minutes from the previous committee meetings. The committee has been inactive due to COVID 19 restrictions. EMS Director Colin Ryan provided the committee with some materials that were due from other committee discussions.

Organizational Chart

Mr. Ryan provided the sample Organizational Chart which shows the use of shift supervisors. He noted that this item was not included in the FY 2020-21. The cost is around \$5,000 - \$6,000.

Mr. Howard noted this can be absorbed in the budget.

Mr. Ryan stated he plans to interview for these positions and he planned to include the County Manager and Human Resources Manager in the interviews.

Commissioner Kirby stated the process needed to be fair and impartial. He stated that he felt the shift supervisors should be Paramedics.

Mr. Ryan stated he is working on the draft job descriptions and stated he would also work with HR on this.

Mr. Howard stated the positions on the chart should reflect Paramedic etc.

Mutual Aid Guidelines

Mr. Ryan stated he reviewed some Mutual Aid Agreements from neighboring Counties. He stated this agreement is similar to what Perquimans County currently has in place. He noted the agreement does not bind the County to any financial responsibility and the cost is passed on to a patient if care is provided.

The committee discussed the mutual aid agreement and noted the following items should be considered:

- Should the agreement include a statement regarding financial liability on the County?
Colin will check to see if this is needed or in any other mutual aid agreements.
- Signature Blocks need to be added
Colin will add needed signature blocks (to be signed by the County Managers)
- Should site control be clarified that it belongs to Chowan County?
Colin stated this is understood.
- Does this agreement conflict with the current Ambulance Franchise Ordinance already in place or is that specific only to transports and not emergency calls?
Colin will look into this.

Mr. Ryan stated he would clean up the document and look into any needed changes.

Mass Gathering Plan

Mr. Ryan provided the committee with a Mass Gathering Plan. He stated this would be utilized for events such as the fair.

No recommendations were made.

Strategic Plan

Mr. Ryan presented the committee with a draft Strategic Plan. The following recommendations were made:

- The draft should be amended to show 0-2 year projects, 2-5 year projects.
- A plan should be developed for the replacement of radios (should this be done on the off year when an ambulance is not purchased?)
- A recommendation to not put the bi-annual request for ambulance purchase on the CIP. Mr. Howard will address this plan next fiscal year.

Other Items:

- Mr. Howard noted the spoke with Hospital President Brian Harvill and he stated the discussions regarding hiring Paramedics in the ER was in response to a need for nurses. He stated that due to this it will not be feasible to look at sharing the position. He added this is not in any current plan the hospital has.
- The committee discussed transports and the decrease in these. Mr. Ryan reported the numbers for 911 calls and transports have begun to pick up now. He stated that there initially was a decrease in calls because people were concerned about contracting COVID 19 at the hospital. Finance Officer Cathy Smith noted that the COVID monies that were to be used for EMS were not able to be used for the month of March and April because the 2020 revenues were actually higher than the 2019 revenues.

Commissioner Kirby discussed getting a call volume and revenue report. Ms. Smith stated she could generate a revenue report but would have to request a call report from Colleton.

- Mr. Howard stated that the facility needs should be included in the next year CIP.
- Colin will put salary information together to formalize a salary study.

The next committee meeting is June 17, 2020 at 10:30am.

**EMS Assessment Response Committee
July 1, 2020
Chowan County Public Safety Center
305 West Freemason St. Edenton, NC**

10:30am

COMMITTEE MINUTES

Present: Commissioner Bob Kirby, Colin Ryan EMS Director (by phone), Kevin Howard County Manager, Cathy Smith County Finance Officer and Carrie Byrum Human Resources Manager and Melissa Radke County Tax Administrator.

The Committee discussed the desire to have a report ready for the full Board of Commissioners at an August meeting. Mr. Ryan reviewed the following handouts with the committee:

Mutual Aid Guidelines

Mr. Ryan noted the document has been cleaned up and mirrors the guidelines other communities have in place. There will be an agreement executed with each County listed. The committee told Mr. Ryan to proceed with execution of all the agreements.

Mass Gathering Plan

Mr. Ryan provided the committee with a Mass Gathering Plan. He stated this would be utilized for events such as the fair.

No recommendations were made.

Strategic Plan

Mr. Ryan presented the committee with an updated Strategic Plan that included suggestions from the last meeting.

Commissioner Kirby inquired about the addition of bulletproof vests for the EMS employees.

Mr. Ryan stated that neighboring Counties have these vests in the trucks. He explained some examples of volatile circumstances on calls where staff have felt threatened by onlookers or family.

Commissioner Kirby stated he would like more information on the specific event to ensure that

any threats made to employees were investigated and that complaints were filed with law enforcement.

Mr. Ryan noted that one of the examples was an isolated incident where the ambulance was surrounded. He noted that there would be two vests assigned to each ambulance for a total of 12 vests.

Commissioner Kirby suggested looking into COVID monies to see if any of the requests are eligible.

Mr. Ryan discussed the lease of monitors and his plan to keep the monitors for two additional years after they are paid for.

Commissioner Kirby suggested keeping the monies in the EMS budget each year to allow for other purchases to be made from the lease savings.

Mr. Ryan discussed the options for leasing an ambulance and going from a 6 truck to 5 truck unit. He will have more information on this proposal at the July 15th meeting. He stated he will provide information on the current vehicle mileage.

The Committee discussed a plan to replace radios each year in smaller increments.

Mr. Ryan shared that the Northeast Directors were looking at doing a large purchase of radios with the counties coming together to find savings for radio replacement. He stated the efforts for this have been paused due to COVID 19 but that is an option possibly in the future. He stated 30 radios are needed (\$90,000 cost). The Committee stated this purchase would have to be phased.

Organization

Colin shared that Kriston is working on the job descriptions and will send that information to Carrie when it is complete. Mr. Ryan stated if that is not complete by the next meeting he will bring some information.

Ms. Radke noted she will be prepared in August to present the delinquent collection information to the Board of Commissioners.

The next committee meeting is July 8, 2020 at 10:30am. (This meeting was later cancelled and rescheduled for July 15th).

EMS Assessment Response Committee
July 15, 2020
Chowan County Public Safety Center
305 West Freemason St. Edenton, NC

10:30am

COMMITTEE MINUTES

Present: Commissioner Bob Kirby, Colin Ryan EMS Director, Kevin Howard County Manager, Cathy Smith County Finance Officer and Carrie Byrum Human Resources Manager

Melissa Radke County Tax Administrator was absent.

Susanne Stallings, Clerk was present.

Job Descriptions

EMS Director Colin Ryan provided the committee with draft job descriptions noting one of the descriptions was incomplete. He stated he will work with Human Resources on cleaning up the draft descriptions for a future meeting.

Vehicle Maintenance

Mr. Ryan provided updates to the vehicle maintenance plan. He stated that OEMS may require some additions to the plan in the future. He stated that will be reviewed by the State.

Monitors

Mr. Ryan stated the monitor lease ends January 2021. He stated that there will be about 6 months of unspent monies in the budget for the lease (about \$4,000 per month). He stated he is working to prioritize some purchases. He stated that ideas include stretcher lifts, radios and the bullet proof vests.

Supervisor Program

Mr. Ryan stated he was asked by an employee who is currently enrolled in the Paramedic program if they would be eligible to apply for the Supervisor position contingent on them

passing the Paramedic program and receiving his certification.

Mr. Howard discussed his concern about the employee being hired as a supervisor and not passing the Paramedic program test.

Ms. Byrum noted that the restructuring of the positions should not be based on an individual. She asked when the plan would be implemented.

Mr. Howard stated he hoped the next 60 days.

Ms. Byrum noted that criteria must be placed in the restructuring policy to allow non-qualified applicants to be considered. She also suggested if there are not enough qualified applicants then Mr. Ryan could consider creating a new position.

Commissioner Kirby asked about the salary.

Ms. Byrum stated that they could be hired interim or probationary.

Mr. Howard suggested changing the wording to state that individuals taking the Paramedic certification class could apply but must receive certification within a certain time frame.

Ms. Byrum stated that she would recommend requiring that documentation of the class be submitted with the application.

Mr. Ryan discussed his plans to retitle the positions such as Chief, Deputy Chief, Captain and Lt.

Original Study Response Outline

Mr. Howard provided the committee with a copy of the original assessment response that he and Mr. Ryan provided after the assessment was submitted. He stated he planned to use this format

for the full Board to show the response to the assessment report. He stated he planned to present this to the full Board at the second meeting in August.

Commissioner Kirby stated he did not want this response and review to be dropped in the future.

Scheduling Software

Mr. Ryan noted that he has been using scheduling software at no charge provided by COA. He stated they will no longer provide the software at no charge. He stated that he is looking at other options to purchase software that is more user friendly and will allow for the EMS polices and other documents to be assessible. He stated he did not expect the software to cost more than \$3,000 annually.

Mutual Aid Agreements

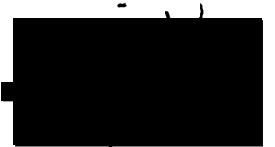
Mr. Ryan noted that he has a directors meeting scheduled to obtain all the mutual aid agreement signatures and get that documentation in place.

Mr. Howard noted that all of the polices and documentation will not be in the full Board report but a summary will be provided if Board members wish to review the documents.

The next committee meeting is August 5, 2020 at 10:30am where the Committee will review all of the response and be prepared to present this to the full Board of Commissioners at their August 17, 2020 meeting.

RUN DATE: 7/29/2020 12:04 PM

CHOWAN COUNTY REFUND REPORT FOR 7/15/20 TO 7/21/20



NAME	BILL NUMBER	PAYMENT TYPE	AMOUNT	OPER	DATE TIME
45486	2019-1150	RP: 688600439638	172.92	Igriffin	7/20/2020 11:14:38 AM
HOFFMAN, ROBERT LEE					
748 CHAMBERS FERRY RD					
EDENTON, NC 27932-9507					
WAGE GARNISHMENT OVERPAYMENT					
REFUND RECIPIENT: 748 CHAMBERS FERRY RD					
Edenton NC 27932					
TOTAL REFUNDS PRINTED:			172.92		
TOTAL VOID REFUNDS:			0.00		
TOTAL:			172.92		

Chowan County
MANAGEMENT BUDGET AMENDMENT

To: FYI - Board of Commissioners

MBA #: 1920-075

From: Cathy Smith, *Finance Officer*

Date: June 16, 2020

RE: Budget Clean-up - Wharf Landing Fishing Pier

Please authorize the finance officer to amend the 2020 budget as follows:

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
General Fund			
11-3493-890-00	Insurance Proceeds	92,399.91	
11-9800-980-32	Transfer to Capital Projects		92,399.91
11-3990-990-00	Fund Balance Appropriation	55,874.75	
11-9800-980-32	Transfer to Capital Projects		55,874.75
Capital Projects			
32-3810-011-00	Contribution from General Fund	92,399.91	
32-8100-588-00	Fishing Pier Bathroom Repairs		92,399.91
32-3810-011-00	Contribution from General Fund	55,874.75	
32-8100-588-00	Fishing Pier Bathrooms		55,874.75
	Balanced	296,549.32	296,549.32

Justification:

Budget Clean-up - To amend the 2020 budget to include Insurance Proceeds for the Wharf Landing Fishing Pier Repairs project. Also including carry-forward balance for project from 2019.

Approval Date: _____

Bd. Clerk's Init: _____

Initials: _____

Batch #: _____

Date: _____

Chowan County
MANAGEMENT BUDGET AMENDMENT

To: FYI - Board of Commissioners

MBA #: 1920-076

From: Cathy Smith, *Finance Officer*

Date: June 16, 2020

RE: Budget Clean-up - Capital Projects

Please authorize the finance officer to amend the 2020 budget as follows:

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
General Fund			
11-5923-635-00	COA - Capital Outlay Reserve		(58,614.00)
11-9800-980-32	Transfer to Capital Projects		58,614.00
Capital Projects			
32-3810-011-00	Contribution from General Fund	58,614.00	
32-8100-442-00	DF Walker Window Replacement		58,614.00
32-3810-033-00	Contribution from Capital Reserve	114,257.00	
32-8100-585-00	Hotel Hinton Improvement		114,257.00
32-3810-033-00	Contribution from Capital Reserve	4,768.17	
32-8100-587-00	Facility Dude Software		4,768.17
Capital Reserve			
33-3990-990-00	Fund Balance Appropriation	119,025.17	
33-9800-980-32	Transfer to Capital Projects		119,025.17
	Balanced	296,664.34	296,664.34

Justification:

*Budget Clean-up - To amend the 2020 budget to include carry-forward balances
for capital projects from 2019.*

Approval Date: _____

Bd. Clerk's Init: _____

Initials: _____

Batch #: _____

Date: _____

Chowan County
MANAGEMENT BUDGET AMENDMENT

To: FYI - Board of Commissioners

MBA #: 1920-077

From: Cathy Smith, *Finance Officer*

Date: June 16, 2020

RE: Budget Clean-up - Debt Service Fund

Please authorize the finance officer to amend the 2020 budget as follows:

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Debt Service			
30-3980-980-60	Transfer from EMS Fund	(66,741.76)	
30-3980-980-11	Transfer from General Fund	66,741.76	
EMS			
60-3980-980-11	Transfer from General Fund	(66,742.00)	
60-9800-980-30	Transfer to Debt Service		(66,742.00)
General Fund			
11-9800-980-30	Transfer to Debt Service		66,742.00
11-9800-980-60	Transfer to EMS Fund		(66,742.00)
	Balanced	(66,742.00)	(66,742.00)

Justification:

Budget Clean-up - To correct Transfer to Debt Service for ambulance debt service payment

Approval Date: _____

Bd. Clerk's Init: _____

Initials: _____

Batch #: _____

Date: _____

Chowan County
MANAGEMENT BUDGET AMENDMENT

To: FYI - Board of Commissioners

MBA #: 1920-078

From: Cathy Smith, *Finance Officer*

Date: June 18, 2020

RE: Budget Clean-up

Please authorize the finance officer to amend the 2020 budget as follows:

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
E-911 Fund			
24-4325-505-01	Computer Workstations		37,165.80
24-4325-993-00	Designated for Future Appropriations		(37,165.80)
Transfers Out			
11-3990-990-00	Fund Balance Appropriation	101,790.00	
11-9800-980-36	Transfer to DF Walker Renovations Fund		101,790.00
	Balanced	101,790.00	101,790.00

Justification:

Budget Clean-up for FY 06/30/20

Approval Date: _____

Bd. Clerk's Init: _____

Initials: _____

Batch #: _____

Date: _____

Chowan County
MANAGEMENT BUDGET AMENDMENT

To: FYI - Board of Commissioners

MBA #: 1920-079

From: Cathy Smith, *Finance Officer*

Date: July 8, 2020

RE: Discretionary Income

Please authorize the finance officer to amend the 2020 budget as follows:

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Register of Deeds			
11-3418-415-00	*Preservation/Automation	1,462.45	
11-4180-298-00	*Dept Supplies - Auto/Pres		487.49
11-4180-440-00	*Contr Svcs - Automation/Pres		487.48
11-4180-511-00	*C/O - Auto / Pres		487.48
Sheriff's Office			
11-3431-232-00	*Sheriff Donations	50.00	
11-4317-440-00	*Donation - Expense		50.00
11-3431-243-00	*KIDS & COPS	75.82	
11-4317-443-00	*KIDS & COPS Expense		75.82
Animal Shelter			
11-3438-894-00	*Donations - Chowan	250.00	
11-3438-894-01	*Donations - Gates	65.00	
11-3438-894-02	*Donations - Perquimans	25.00	
11-3438-894-03	*Donations - Other	50.00	
11-4381-600-00	*Donation - Expense		390.00
11-3438-895-00	*Adoption - Chowan	690.00	
11-3438-895-02	*Adoption - Perquimans	280.00	
11-3438-895-03	*Adoption - Other	480.00	
11-4381-441-00	*Contr Svcs - Spay/Neuter		1,450.00
11-3438-897-00	*A.W.A.R.E. Reimbursement	4,865.18	
11-4381-601-00	*A.W.A.R.E. Reimbursement		4,865.18
Cooperative Ext:			
11-3495-378-00	*4-H Fees Discretionary	(1,000.00)	
11-4953-448-00	*4-H Fees Discretionary		(1,000.00)
11-3495-379-00	*Livestock Program	3,636.00	
11-4953-449-00	*Livestock Program		3,636.00

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Recreation			
11-3612-487-00	*Recreation Donations	2,160.00	
11-6130-299-01	*Donations - Dept Supplies		2,160.00
Senior Center			
11-3616-532-00	*Donations - Home Del Meals	46.67	
11-4268-904-01	*Donations - Home Del Meals		46.67
11-3616-535-03	*Healthways	1,220.50	
11-4268-352-02	*Healthways		1,220.50
	Balanced	14,356.62	14,356.62

Total Discretionary Income Received FYE 2020

201,047.71

Justification:

To amend the 2020 budget to include Discretionary income received through June 2020.

Approval Date: _____

Bd. Clerk's Init: _____

Initials: _____

Batch #: _____

Date: _____

Chowan County
MANAGEMENT BUDGET AMENDMENT

To: FYI - Board of Commissioners

MBA #: 1920-080

From: Cathy Smith, *Finance Officer*

Date: July 8, 2020

RE: Budget Clean-up

Please authorize the finance officer to amend the 2020 budget as follows:

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Tax Administration			
11-3346-105-00	Attorney Fees	1,702.93	
11-3835-821-00	Sale of Foreclosed Property	6,869.69	
11-4140-199-00	Legal Fees		8,572.62
11-4140-121-00	Salaries - Regular		(2,980.73)
11-4140-181-00	Fica Expense		(270.69)
11-4140-191-00	Professional Services - Tax Audit		(1,300.00)
11-4140-199-00	Legal Fees		4,551.42
Senior Center			
11-3616-537-00	Health Promotions	1,605.00	
11-4268-601-00	Health Promotions		1,605.00
Central Services			
11-3839-890-00	Miscellaneous Revenue	175.59	
11-8200-187-00	Bank Fees		175.59
Governing Body			
11-4110-191-00	Audit Fees		7,750.00
11-4110-370-00	Advertising		1,170.95
11-4110-299-00	Departmental Supplies		(854.56)
11-4110-311-00	Travel		(1,424.08)
Admin & Finance			
11-4120-121-00	Salaries - Regular		(5,321.99)
11-4120-181-00	Fica Expense		(1,320.32)
11-4120-182-00	Hospitalization		229.85
11-4120-311-00	Travel		(229.85)
Courts			
11-4160-181-00	Fica Expense		0.44
11-4160-331-00	Utilities		(0.44)
Register of Deeds			
11-4180-182-00	Retirement		84.92
11-4180-183-00	Hospitalization		(162.95)
11-4180-299-00	Departmental Supplies		54.63

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
11-4180-496-00	Cultural Arts Archive		23.40
11-3418-412-00	State Conveyance Tax	8,308.00	
11-4180-497-00	Conveyance Tax		8,308.00
Swain School			
11-4266-331-00	Utilities		5,536.19
Public Safety Center			
11-4252-352-00	Maint & Repairs - Equipment		(5,536.19)
Senior Center			
11-4268-182-00	Retirement		(37.53)
11-4268-183-00	Hospitalization		37.53
Sheriff's Office			
11-3431-891-00	Concealed Weapons Permit	1,290.00	
11-4310-498-00	Concealed Weapons Permit		2,830.00
11-4310-184-00	Supplemental Retirement		17.08
11-4310-213-00	Uniforms		2.09
11-4310-321-00	Telephone		5,144.42
11-4310-353-00	Maint & Repairs - Vehicles		582.67
11-4310-499-00	K-9 Expenses		67.57
11-4310-510-00	Capital Outlay - Equipment		(7,353.83)
SRO			
11-4312-121-00	Salaries - Regular		4,246.73
11-4312-122-00	Salaries - OT		(3,283.09)
11-4312-181-00	Fica Tax		(963.64)
11-4312-182-00	Retirement		92.82
11-4312-183-00	Hospitalization		(140.14)
11-4312-184-00	Supplemental Retirement		47.32
Jail			
11-4320-121-00	Salaries - Regular		1,653.06
11-4320-122-00	Salaries - OT		(5,590.75)
11-4320-126-00	Salaries - PT		3,524.16
11-4320-183-00	Hospitalization		413.53
Emergency Mgmt			
11-4330-121-00	Salaries - Regular		0.04
11-4330-182-00	Retirement		28.04
11-4330-183-00	Hospitalization		23.15
11-4330-311-00	Travel		(51.23)
Animal Control			
11-4380-121-00	Salaries		0.32
11-4380-182-00	Retirement		12.60
11-4380-183-00	Hospitalization		46.17
11-4380-126-00	Salaries - PT		(59.09)
Animal Shelter			
11-4381-182-00	Retirement		180.29
11-4381-183-00	Hospitalization		(180.29)
Soil & Water			
11-4730-181-00	Fica Tax		0.20

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
11-4730-182-00	Retirement		31.72
11-4730-183-00	Hospitalization		92.34
11-4730-311-00	Travel		(124.26)
Planning			
11-3343-890-00	Building Permits	5,849.69	
11-4910-121-00	Salaries - Regular		4,939.24
11-4910-181-00	Fica Tax		369.80
11-4910-182-00	Retirement		494.48
11-4910-183-00	Hospitalization		46.17
Recreation			
11-6130-125-00	Cell Phone Stipend		30.00
11-6130-126-00	Salaries - PT		(511.51)
11-6130-182-00	Retirement		160.32
11-6130-183-00	Hospitalization		321.19
	Balanced	25,800.90	25,800.90

Justification:

Budget Clean-up for FY 06/30/20

Approval Date: _____

Bd. Clerk's Init: _____

Initials: _____

Batch #: _____

Date: _____

Chowan County
MANAGEMENT BUDGET AMENDMENT

To: FYI - Board of Commissioners

MBA #: 1920-081

From: Cathy Smith, *Finance Officer*

Date: July 22, 2020

RE: Budget Clean-up

Please authorize the finance officer to amend the 2020 budget as follows:

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Admin & Finance			
11-4120-182-00	Retirement		(229.85)
11-4120-183-00	Hospitalization		229.85
Tax Admin			
11-4140-521-00	C/O - Software		(1,326.62)
11-4140-195-00	Prof Services - DMV		1,326.62
Sheriff			
11-4310-126-00	Salaries - Regular		(3,779.02)
11-4310-510-00	C/O - Equipment		3,779.02
Jail			
11-4320-122-00	Salaries - OT		(12,792.00)
11-4320-181-00	Fica		(1,468.64)
11-4320-182-00	Retirement		(419.36)
11-4320-696-00	Contract Services - Regional		14,680.00
Legal			
11-4150-192-00	Professional Services - Legal Fees		(5,250.00)
Coroner			
11-4360-193-00	Professional Services		5,250.00
Mental Health			
11-3837-310-00	ABC Surplus	1,538.00	
11-5210-693-00	Contribution to Operating Expense		1,538.00
11-3838-310-00	ABC Bottle Tax	1,876.47	
11-5210-440-00	ABC Bottle Tax		1,876.47
Central Services			
11-8200-183-00	Hospitalization - Retiree		(3,500.00)
11-8200-183-01	Hospitalization - Commission		3,500.00
EMS			
60-4370-121-00	Salaries - Regular		(7,869.83)
60-4370-122-00	Salaries - OT		7,869.83

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Water Department			
61-3839-890-00	Misc Revenue	2,907.00	
61-7120-187-00	Bank Fees		2,907.00
Solid Waste			
62-4710-510-00	Capital Outlay - Equipment		(56,000.00)
62-4710-599-00	Capital Outlay - Other		(70,000.00)
62-4710-690-00	Cont Regional Authority		11,045.39
62-4710-690-01	Cont to PCG Landfill		94,687.04
62-4710-822-00	Contract Serv - Recycling		20,267.57
Disaster Recovery			
41-3301-233-00	Cares Act Relief Funds	(476,857.00)	
41-4937-995-02	Cares Act Relief Funds		(476,857.00)
COVID-19 Relief Funds			
26-3301-233-00	Cares Act Relief Funds	476,857.00	
26-4937-000-00	Cares Act Relief Funds		476,857.00
EMS			
60-3301-233-00	Cares Act Relief (EMS)	(32,415.85)	
60-4937-995-02	Cares Act Relief (EMS)		(32,415.85)
COVID-19 Relief Funds			
26-3301-234-00	Cares Act Relief (EMS)	32,415.85	
26-4937-995-02	Cares Act Relief (EMS)		32,415.85
	Balanced	6,321.47	6,321.47

Justification:

Budget Clean-up for FY 06/30/20

Approval Date: _____

Bd. Clerk's Init: _____

Initials: _____

Batch #: _____

Date: _____

Sent to Jennifer 7-10-20
update
7-10-20
per ms. Ashley's
request.



APPLICATION FOR APPOINTMENT TO BOARDS AND COMMISSIONS

The undersigned is interested in community service and provides this information for the use of the Board of Commissioners in considering qualifications for appointment to the following boards or commissions.

Library BOT

First Preference

Second Preference

Third Preference

Name Heather Marie Ashley

Home Address 1007 Mohave Trail Edenton, NC 27932

Telephone #

Business Address

Telephone #

Resident of Chowan County? Yes How many years? 27

Resident of Edenton ETJ No

State and County of your legal residence Chowan North Carolina

E-Mail Address heather.ashley2011@gmail.com

Education: Bachelors in Early Childhood Education, Bachelors in Business Administration and Law; Obtaining Master's in English

Present Job and Employer: Albemarle EMC; Administrative Assistant

Significant Past Employment: SECU; Financial Service Representative

Current Civic/Community Participation: N/A

Past Civic/Community Participation: Student: FFA, 4-H

Reasons Qualified for this Appointment (Optional):

Do you anticipate any conflicts of interest if appointed? No

Sent via email
Signature

02-28-2020
Date

Sent to Jennifer
7-11-20



APPLICATION FOR APPOINTMENT TO BOARDS AND COMMISSIONS

The undersigned is interested in community service and provides this information for the use of the Board of Commissioners in considering qualifications for appointment to the following boards or commissions.

Shepard Pruden Memorial Library Board of Trustees
First Preference

Second Preference

Third Preference

Name LaTavia Riddick

Home Address 525 Surfside Drive

Telephone # [REDACTED]

Business Address 125 Sandy Ridge Rd.

Telephone # [REDACTED]

Resident of Chowan County? How many years? 23

Resident of Edenton ETJ

State and County of your legal residence NC; Chowan County

E-Mail Address riddickl.1296@gmail.com

Education: John A. Holmes, 2015. Bachelor's of Science in Elementary Education, Chowan University, 2019.

Present Job and Employer: 5th grade Language Arts teacher, DF Walker Elementary

Significant Past Employment: Bearfield Primary School, Hertford County Public Schools

Current Civic/Community Participation: n/a

Past Civic/Community Participation: Key Club, Relay for Life

Reasons Qualified for this Appointment (Optional): During my years as an undergrad at Chowan University, I worked at the Ahoskie Public Library and the Elizabeth S. Parker Memorial Library. Reading is essential to life in everything that we do.

Do you anticipate any conflicts of interest if appointed? No conflicts

[REDACTED]
Signature

July 11, 2020
Date

** Application remains on file for two years**

Sent to Jennifer
7-15-20



APPLICATION FOR APPOINTMENT TO BOARDS AND COMMISSIONS

The undersigned is interested in community service and provides this information for the use of the Board of Commissioners in considering qualifications for appointment to the following boards or commissions.

LIBRARY BOARD

First Preference _____

N/A

Second Preference _____

N/A

Third Preference _____

Name THOMAS "TOM" CREDLE

Home Address 137 OSPREY DRIVE EDENTON NC 27932 Telephone # [REDACTED]

Business Address N/A RETIRED-US GOVT & PRIV SECTOR. Telephone # N/A

Resident of Chowan County? YES How many years? 18.5 Resident of Edenton ETJ NO

State and County of your legal residence CHOWAN COUNTY NC

E-Mail Address thomascredle@gmail.com

Education: BA ECON - W/M 1961 M/PUB ADMIN U/MD 1966

Present Job and Employer: RETIRED US GOVT & PRIV SECTOR

Significant Past Employment: GOV OFFICE COMM VA - FEMA - ASHBRIIT INC - CREDLE CONSULTING CORP.

Current Civic/Community Participation: BOARD MEMBER E/C HISTORIC COMM.

Past Civic/Community Participation: TWO CIVIC BOARDS GWINNETE COUNTY GA (ATL AREA - 1971/75)

Reasons Qualified for this Appointment (Optional): STRONG INTEREST IN THE EDUCATION OF OUR YOUTH AND THE AVAILIBLY OF LIBRARY SERVICES TO ALL AREA RESIDENTS

Do you anticipate any conflicts of interest if appointed? NO

[REDACTED SIGNATURE]
Signature

13 July 2020
Date

** Application remains on file for two years**

Sent to Bland Baker
7-14-20



APPLICATION FOR APPOINTMENT TO BOARDS AND COMMISSIONS

The undersigned is interested in community service and provides this information for the use of the Board of Commissioners in considering qualifications for appointment to the following boards or commissions.

ARHS
First Preference

Trillium
Second Preference

Third Preference

Name Sandra J. Layden

Home Address 2847 Rocky Hock Rd, Edenton, NC 27932 Telephone # [REDACTED]

Business Address 1144 N. Road St, Elizabeth City, NC 27909 Telephone # [REDACTED]

Resident of Chowan County? x How many years? 41 Resident of Edenton ETJ _____

State and County of your legal residence Chowan County, NC

E-Mail Address slaydenfnp@yahoo.com

Education MSN at East Carolina University, MSHCA at Bellvue University, BSN at East Carolina University, ADN at College of the Albemarle

Present Job and Employer: Family Nurse Practitioner at EnVision Physician Services (Staffing for Sentara Albemarle Medical Center's Emergency Dept) and self employed for CDL physicals

Significant Past Employment: Vidant Chowan Hospital, Vidant Medical Center, and Family Medicine of Edenton

Current Civic/Community Participation: none

Past Civic/Community Participation: Relay for Life

Reasons Qualified for this Appointment (Optional): _____

Do you anticipate any conflicts of interest if appointed? none

[REDACTED SIGNATURE]

Signature

7/7/2020

Date



**Chowan County Board of Commissioners
Action Agenda Item
2019-20**

To: Susanne Stallings, Clerk
From: Christine M. Dowdell- DSS Director

Meeting Date: 08/03/20
Date Submitted: 7/27/20

**** Verify Agenda Item deadline prior to submission as some items should be reviewed by Attorney/Finance/HR prior to Clerk submittal****

ISSUE/ACTION REQUESTED:
Background Information

PUBLIC HEARING: YES NO
Potential Cost Savings YES NO

On June 9, 2020, a Board Action Request was submitted for the June 15, 2020, meeting to contract with attorney Peggy T. Smith to serve as the agency's conflict attorney. Mrs. Smith is an attorney with Prtichett & Burch, PLLC and will provide professional and legal services to the agency. The contract amount is for \$5,000.00 and is included in the current DSS budget which was approved by the Chowan County Board of Commissioners.

ATTACHMENTS: YES NO

FINANCIAL:

BUDGET AMENDMENT REQUIRED: YES NO N/A
CAPITAL PROJECT/GRANT ORDINANCE REQUIRED: YES NO N/A
PRE-AUDIT CERTIFICATION REQUIRED: YES NO N/A
REVIEWED BY DIRECTOR OF FINANCE: YES NO

COMMENTS:

PERSONNEL MATTER:

REVIEWED BY HUMAN RESOURCES: YES NO N/A

COMMENTS:

CONTRACTS/AGREEMENTS:

REVIEWED BY THE COUNTY ATTORNEY: YES NO N/A

COMMENTS:

COUNTY MANAGER'S RECOMMENDATION:

RECOMMENDS APPROVAL: YES NO N/A

COMMENTS:

Contract # PL- 0720-0621 Fiscal Year Begins July 1, 2020 Ends June 30, 2021

This contract is hereby entered into by and between the Chowan County Department of Social Services (the "County") and **Pritchett & Burch, PLLC.**, (the "Contractor") (referred to collectively as the "Parties"). The Contractor's federal tax identification number is 56-2065582.

- 1. Contract Documents:** This Contract consists of the following documents:
- (1) General Contract Information
 - (2) Schedule A - The General Terms and Conditions
 - (3) Schedule B - The Scope of Work
 - (4) Schedule C - Federal Certification Regarding Drug-Free Workplace & Certification Regarding Nondiscrimination
 - (5) Schedule D - Conflict of Interest
 - (6) Schedule E - No Overdue Taxes
 - (7) Schedule F - State Certification
 - (8) Schedule G - Non-Discrimination, Clean Air, Clean Water

These documents constitute the entire agreement between the Parties and supersede all prior oral or written statements or agreements.

- 2. Precedence among Contract Documents:** In the event of a conflict between or among the terms of the Contract Documents, the terms in the Contract Document with the highest relative precedence shall prevail. The order of precedence shall be the order of documents as listed in Paragraph 1, above, with the first-listed document having the highest precedence and the last-listed document having the lowest precedence. If there are multiple Contract Amendments, the most recent amendment shall have the highest precedence and the oldest amendment shall have the lowest precedence.
- 3. Effective Period:** This contract shall be effective on **July 1, 2020** and shall terminate on **June 30, 2021**, This contract must be twelve months or less.
- 4. Contractor's Duties:** The Contractor shall provide the services and in accordance with the approved rate as described in Attachment B, Scope of Work.
- 5. County's Duties:** The County shall pay the Contractor in the manner and in the amounts specified in the Contract Documents. The total amount paid by the County to the Contractor under this contract shall not exceed **\$5,000**.

- a. There are no matching requirements from the Contractor.
- b. The Contractor's matching requirement is \$ _____, which shall consist of:
- | | |
|---|--|
| <input type="checkbox"/> In-kind | <input type="checkbox"/> Cash |
| <input type="checkbox"/> Cash and In-kind | <input type="checkbox"/> Cash and/or In-kind |

The contributions from the Contractor shall be sourced from non-federal funds.
The total contract amount including any Contractor match shall not exceed **\$ 5,000.00**.

- 6. Reversion of Funds:** Any unexpended grant funds shall revert to the County Department of Social Services/Human Services upon termination of this contract.
- 7. Reporting Requirements:** Contractor shall comply with audit requirements as described in N.C.G.S. § 143C-6-22 & 23 and OMB Circular- CFR Title 2 Grants and Agreements, Part 200, and shall disclose all information required by 42 USC 455.104, or 42 USC 455.105, or 42 USC 455.106.
- 8. Payment Provisions:** Payment shall be made in accordance with the Contract Documents as described in the Scope of Work, Schedule B.
- 9. Contract Administrators:** All notices permitted or required to be given by one Party to the other and all questions about the contract from one Party to the other shall be addressed and delivered to the other Party's Contract Administrator. The name, post office address, street address, telephone number, fax number, and email address of the Parties' respective initial Contract Administrators are set out below. Either Party may change the name, post office address, street address, telephone number, fax number, or email address of its Contract Administrator by giving timely written notice to the other Party.

For the County:

IF DELIVERED BY US POSTAL SERVICE	IF DELIVERED BY ANY OTHER MEANS
Name & Title Christine M. Dowdell, MSW - Director County Chowan Mailing Address 100 W. Freemason Circle City, State, Zip Edenton, NC 27932 Telephone (252) 482-7441 ext.498 Fax (252) 482-7041 Email christine.dowdell@chowan.nc.gov	Name & Title Christine M. Dowdell, MSW - Director County Chowan Street Address 100 W. Freemason Circle City, State, Zip Edenton, NC 27932

For the Contractor:

IF DELIVERED BY US POSTAL SERVICE	IF DELIVERED BY ANY OTHER MEANS
Name & Title Attn: Peggy T. Smith Company Name Pritchett & Burch, PLLC Mailing Address 101 Lawyers Lane City State Zip Windsor, NC Telephone (252) 670-9935 Fax Email psmith@pb-attorneys.com	Name & Title Attn: Peggy T. Smith Company Name Pritchett & Burch, PLLC Mailing Address 101 Lawyers Lane City State Zip New Bern, NC 28562

- 10. Supplementation of Expenditure of Public Funds:** The Contractor assures that funds received pursuant to this contract shall be used only to supplement, not to supplant, the total amount of federal, state and local public funds that the Contractor otherwise expends for contract services and related programs. Funds received under this contract shall be used to provide additional public funding for such services; the funds shall not be used to reduce the Contractor's total expenditure of other public funds for such services.
- 11. Disbursements:** As a condition of this contract, the Contractor acknowledges and agrees to make disbursements in accordance with the following requirements:
- (a) Implement adequate internal controls over disbursements;
 - (b) Pre-audit all vouchers presented for payment to determine:
 - Validity and accuracy of payment
 - Payment due date
 - Adequacy of documentation supporting payment
 - Legality of disbursement
 - (c) Assure adequate control of signature stamps/plates;
 - (d) Assure adequate control of negotiable instruments; and
 - (e) Implement procedures to insure that account balance is solvent and reconcile the account monthly.
- 12. Outsourcing to Other Countries:** The Contractor certifies that it has identified to the County all jobs related to the contract that have been outsourced to other countries, if any. The Contractor further agrees that it will not outsource any such jobs during the term of this contract without providing notice to the County.
- 13. Federal Certifications:** Individuals and Organizations receiving federal funds must ensure compliance with certain certifications required by federal laws and regulations. The contractor is hereby complying with Certifications regarding Nondiscrimination, Drug-Free Workplace Requirements, Environmental Tobacco Smoke, Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions, and Lobbying. These assurances and certifications are to be signed by the contractor's authorized representative.

Schedule A
General Terms and Conditions

Relationships of the Parties

Independent Contractor: The Contractor is and shall be deemed to be an independent contractor in the performance of this contract and as such shall be wholly responsible for the work to be performed and for the supervision of its employees. The Contractor represents that it has, or shall secure at its own expense, all personnel required in performing the services under this agreement. Such employees shall not be employees of, or have any individual contractual relationship with the County.

Subcontracting: The Contractor shall not subcontract any of the work contemplated under this contract without prior written approval from the County. Any approved subcontract shall be subject to all conditions of this contract. Only the subcontractors specified in the contract documents are to be considered approved upon award of the contract. The County shall not be obligated to pay for any work performed by any unapproved subcontractor. The Contractor shall be responsible for the performance of all of its subcontractors.

Assignment: No assignment of the Contractor's obligations or the Contractor's right to receive payment hereunder shall be permitted. However, upon written request approved by the issuing purchasing authority, the County may:

- (a) Forward the Contractor's payment check(s) directly to any person or entity designated by the Contractor, or
- (b) Include any person or entity designated by Contractor as a joint payee on the Contractor's payment check(s).

In no event shall such approval and action obligate the County to anyone other than the Contractor and the Contractor shall remain responsible for fulfillment of all contract obligations.

Beneficiaries: Except as herein specifically provided otherwise, this contract shall inure to the benefit of and be binding upon the parties hereto and their respective successors. It is expressly understood and agreed that the enforcement of the terms and conditions of this contract, and all rights of action relating to such enforcement, shall be strictly reserved to the County and the named Contractor. Nothing contained in this document shall give or allow any claim or right of action whatsoever by any other third person. It is the express intention of the County and Contractor that any such person or entity, other than the County or the Contractor, receiving services or benefits under this contract shall be deemed an incidental beneficiary only.

Indemnity and Insurance

Indemnification: The Contractor agrees to indemnify and hold harmless the County and any of their officers, agents and employees, from any claims of third parties arising out or any act or omission of the Contractor in connection with the performance of this contract.

Insurance: During the term of the contract, the Contractor at its sole cost and expense shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the contract. As a minimum, the Contractor shall provide and maintain the following coverage and limits:

- (a) **Worker's Compensation** - The contractor shall provide and maintain Worker's Compensation Insurance as required by the laws of North Carolina, as well as employer's liability coverage with minimum limits of \$500,000.00, covering all of Contractor's employees who are engaged in any work under the contract. If any work is sublet, the Contractor shall require the subcontractor to provide the same coverage for any of his employees engaged in any work under the contract.
- (b) **Commercial General Liability** - General Liability Coverage on a Comprehensive Broad Form on an occurrence basis in the minimum amount of \$1,000,000.00 Combined Single Limit. (Defense cost shall be in excess of the limit of liability.)
- (c) **Automobile Liability Insurance:** The Contractor shall provide automobile liability insurance with a combined single limit of \$500,000.00 for bodily injury and property damage; a limit of \$500,000.00 for uninsured/under insured motorist coverage; and a limit of \$2,000.00 for medical payment coverage. The Contractor shall provide this insurance for all automobiles that are:
 - a. owned by the Contractor and used in the performance of this contract;
 - b. hired by the Contractor and used in the performance of this contract; and
 - c. Owned by Contractor's employees and used in performance of this contract ("non-owned vehicle insurance"). Non-owned vehicle insurance protects employers when employees use their personal vehicles for work purposes. Non-owned vehicle insurance supplements, but does not replace, the car-owner's liability insurance. The Contractor is not required to provide and maintain automobile liability insurance on any vehicle – owned, hired, or non-owned -- unless the vehicle is used in the performance of this contract.
 - d. The insurance coverage minimums specified in subparagraph (a) are exclusive of defense costs.
 - e. The Contractor understands and agrees that the insurance coverage minimums specified in subparagraph (a) are not limits, or caps, on the Contractor's liability or obligations under this contract.
 - f. The Contractor may obtain a waiver of any one or more of the requirements in subparagraph (a) by demonstrating that it has insurance that provides protection that is equal to or greater than the coverage and limits specified in subparagraph (a). The County shall be the sole judge of whether such a waiver should be granted.

- g. The Contractor may obtain a waiver of any one or more of the requirements in paragraph (a) by demonstrating that it is self-insured and that its self-insurance provides protection that is equal to or greater than the coverage and limits specified in subparagraph (a). The County shall be the sole judge of whether such a waiver should be granted.
- h. Providing and maintaining the types and amounts of insurance or self-insurance specified in this paragraph is a material obligation of the Contractor and is of the essence of this contract.
- i. The Contractor shall only obtain insurance from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in the State of North Carolina. All such insurance shall meet all laws of the State of North Carolina.
- j. The Contractor shall comply at all times with all lawful terms and conditions of its insurance policies and all lawful requirements of its insurer.
- k. The Contractor shall require its subcontractors to comply with the requirements of this paragraph.
- l. The Contractor shall demonstrate its compliance with the requirements of this paragraph by submitting certificates of insurance to the County before the Contractor begins work under this contract.

Transportation of Clients by Contractor:

The contractor will maintain Insurance requirements if required as noted under Article 7 Rule R2-36 of the North Carolina Utilities Commission.

Default and Termination

Termination Without Cause: The County may terminate this contract without cause by giving 30 days written notice to the Contractor.

Termination for Cause: If, through any cause, the Contractor shall fail to fulfill its obligations under this contract in a timely and proper manner, the County shall have the right to terminate this contract by giving written notice to the Contractor and specifying the effective date thereof. In that event, all finished or unfinished deliverable items prepared by the Contractor under this contract shall, at the option of the County, become its property and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such materials, minus any payment or compensation previously made. Notwithstanding the foregoing provision, the Contractor shall not be relieved of liability to the County for damages sustained by the County by virtue of the Contractor's breach of this agreement, and the County may withhold any payment due the Contractor for the purpose of setoff until such time as the exact amount of damages due the County from such breach can be determined. In case of default by the Contractor, without limiting any other remedies for breach available to it, the County may procure the contract services from other sources and hold the Contractor responsible for any excess cost occasioned thereby. The filing of a petition for bankruptcy by the Contractor shall be an act of default under this contract.

Waiver of Default: Waiver by the County of any default or breach in compliance with the terms of this contract by the Provider shall not be deemed a waiver of any subsequent default or breach and shall not be construed to be modification of the terms of this contract unless stated to be such in writing, signed by an authorized representative of the County and the Contractor and attached to the contract.

Availability of Funds: The parties to this contract agree and understand that the payment of the sums specified in this contract is dependent and contingent upon and subject to the appropriation, allocation, and availability of funds for this purpose to the County.

Force Majeure: Neither party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations by any act of war, hostile foreign action, nuclear explosion, riot, strikes, civil insurrection, earthquake, hurricane, tornado, or other catastrophic natural event or act of God.

Survival of Promises: All promises, requirements, terms, conditions, provisions, representations, guarantees, and warranties contained herein shall survive the contract expiration or termination date unless specifically provided otherwise herein, or unless superseded by applicable Federal or State statutes of limitation.

Intellectual Property Rights

Copyrights and Ownership of Deliverables: All deliverable items produced pursuant to this contract are the exclusive property of the County. The Contractor shall not assert a claim of copyright or other property interest in such deliverables.

Federal Intellectual Property Bankruptcy Protection Act: The Parties agree that the County shall be entitled to all rights and benefits of the Federal Intellectual Property Bankruptcy Protection Act, Public Law 100-506, codified at 11 U.S.C. 365 (n) and any amendments thereto.

Compliance with Applicable Laws

Compliance with Laws: The Contractor shall comply with all laws, ordinances, codes, rules, regulations, and licensing requirements that are applicable to the conduct of its business, including those of federal, state, and local agencies having jurisdiction and/or authority.

Title VI, Civil Rights Compliance: In accordance with Federal law and U.S. Department of Agriculture (USDA) and U.S. Department of Health and Human Services (HHS) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. Under the Food Stamp Act and USDA policy, discrimination is prohibited also on the basis of religion or political beliefs.

Equal Employment Opportunity: The Contractor shall comply with all federal and State laws relating to equal employment opportunity.

Health Insurance Portability and Accountability Act (HIPAA): The Contractor agrees that, if the County determines that some or all of the activities within the scope of this contract are subject to the Health Insurance Portability and Accountability Act of 1996, P.L. 104-91, as amended (“HIPAA”), or its implementing regulations, it will comply with the HIPAA requirements and will execute such agreements and practices as the County may require to ensure compliance.

- (a) **Data Security:** The Contractor shall adopt and apply data security standards and procedures that comply with all applicable federal, state, and local laws, regulations, and rules.
- (b) **Duty to Report:** The Contractor shall report a suspected or confirmed security breach to the local Department of Social Services/Human Services Contract Administrator within twenty-four (24) hours after the breach is first discovered, provided that the Contractor shall report a breach involving Social Security Administration data or Internal Revenue Service data within one (1) hour after the breach is first discovered.
- (c) **Cost Borne by Contractor:** If any applicable federal, state, or local law, regulation, or rule requires the Contractor to give written notice of a security breach to affected persons, the Contractor shall bear the cost of the notice.

Trafficking Victims Protection Act of 2000:

The Contractor will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104)

Executive Order # 24: It is unlawful for any vendor, contractor, subcontractor or supplier of the state to make gifts or to give favors to any state employee. For additional information regarding the specific requirements and exemptions, contractors are encouraged to review Executive Order 24 and G.S. Sec. 133-32.

Confidentiality

Confidentiality: Any information, data, instruments, documents, studies or reports given to or prepared or assembled by the Contractor under this agreement shall be kept as confidential and not divulged or made available to any individual or organization without the prior written approval of the County. The Contractor acknowledges that in receiving, storing, processing or otherwise dealing with any confidential information it will safeguard and not further disclose the information except as otherwise provided in this contract.

Oversight

Access to Persons and Records: The State Auditor shall have access to persons and records as a result of all contracts or grants entered into by State agencies or political subdivisions in accordance with General Statute 147-64.7. Additionally, as the State funding authority, the Department of Health and Human Services shall have access to persons and records as a result of all contracts or grants entered into by State agencies or political subdivisions.

Record Retention: Records shall not be destroyed, purged or disposed of without the express written consent of the Division. State basic records retention policy requires all grant records to be retained for a minimum of five years or until all audit exceptions have been resolved, whichever is longer. If the contract is subject to federal policy and regulations, record retention may be longer than five years since records must be retained for a period of three years following submission of the final Federal Financial Status Report, if applicable, or three years following the submission of a revised final Federal Financial Status Report. Also, if any litigation, claim, negotiation, audit, disallowance action, or other action involving this Contract has been started before expiration of the five-year retention period described above, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular five-year period described above, whichever is later. The record retention period for Temporary Assistance for Needy Families (TANF) and MEDICAID and Medical Assistance grants and programs must be retained for a minimum of ten years.

Warranties and Certifications

Date and Time Warranty: The Contractor warrants that the product(s) and service(s) furnished pursuant to this contract (“product” includes, without limitation, any piece of equipment, hardware, firmware, middleware, custom or commercial software, or internal components, subroutines, and interfaces therein) that perform any date and/or time data recognition function, calculation, or sequencing

will support a four digit year format and will provide accurate date/time data and leap year calculations. This warranty shall survive the termination or expiration of this contract.

Certification Regarding Collection of Taxes: G.S. 143-59.1 bars the Secretary of Administration from entering into contracts with vendors that meet one of the conditions of G.S. 105-164.8(b) and yet refuse to collect use taxes on sales of tangible personal property to purchasers in North Carolina. The conditions include: (a) maintenance of a retail establishment or office; (b) presence of representatives in the State that solicit sales or transact business on behalf of the vendor; and (c) systematic exploitation of the market by media-assisted, media-facilitated, or media-solicited means. The Contractor certifies that it and all of its affiliates (if any) collect all required taxes.

E-Verify

Pursuant to G.S. 143-48.5 and G.S. 147-33.95(g), **the undersigned hereby certifies that the Contractor named below, and the Contractor's subcontractors, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system." E-Verify System Link: www.uscis.gov**

Miscellaneous

Choice of Law: The validity of this contract and any of its terms or provisions, as well as the rights and duties of the parties to this contract, are governed by the laws of North Carolina. The Contractor, by signing this contract, agrees and submits, solely for matters concerning this Contract, to the exclusive jurisdiction of the courts of North Carolina and agrees, solely for such purpose, that the exclusive venue for any legal proceedings shall be the county in which the contract originated. The place of this contract and all transactions and agreements relating to it, and their situs and forum, shall be the county where the contract originated, where all matters, whether sounding in contract or tort, relating to the validity, construction, interpretation, and enforcement shall be determined.

Amendment: This contract may not be amended orally or by performance. Any amendment must be made in written form and executed by duly authorized representatives of the County and the Contractor.

Severability: In the event that a court of competent jurisdiction holds that a provision or requirement of this contract violates any applicable law, each such provision or requirement shall continue to be enforced to the extent it is not in violation of law or is not otherwise unenforceable and all other provisions and requirements of this contract shall remain in full force and effect.

Headings: The Section and Paragraph headings in these General Terms and Conditions are not material parts of the agreement and should not be used to construe the meaning thereof.

Time of the Essence: Time is of the essence in the performance of this contract.

Key Personnel: The Contractor shall not replace any of the key personnel assigned to the performance of this contract without the prior written approval of the County. The term "key personnel" includes any and all persons identified as such in the contract documents and any other persons subsequently identified as key personnel by the written agreement of the parties.

Care of Property: The Contractor agrees that it shall be responsible for the proper custody and care of any property furnished to it for use in connection with the performance of this contract and will reimburse the County for loss of, or damage to, such property. At the termination of this contract, the Contractor shall contact the County for instructions as to the disposition of such property and shall comply with these instructions.

Travel Expenses: Reimbursement to the Contractor for travel mileage, meals, lodging and other travel expenses incurred in the performance of this contract shall not exceed the rates established in County policy.

Sales/Use Tax Refunds: If eligible, the Contractor and all subcontractors shall: (a) ask the North Carolina Department of Revenue for a refund of all sales and use taxes paid by them in the performance of this contract, pursuant to G.S. 105-164.14; and (b) exclude all refundable sales and use taxes from all reportable expenditures before the expenses are entered in their reimbursement reports.

Advertising: The Contractor shall not use the award of this contract as a part of any news release or commercial advertising.

Schedule B
Scope of Work

A. Contractor Information

1. Contractor Agency Name: Pritchett & Burch, PLLC
2. *If different* from Contract Administrator Information in General Contract:
Address N/A

Telephone Number: (252) 794-3161 Fax Number: 252-794-2392 Email: psmith@pb-attorneys.com

3. Name of Program (s): Administrative & Fiscal Matters
4. Status: Public Private, Not for Profit Private, For Profit
5. Contractor's Financial Reporting Year: July 1, 2020 through June 30, 2021

B. Explanation of Services to be provided and to whom (include SIS Service Code):

Contractor will serve as the conflict attorney for Chowan County Department of Social Services. Professional and legal services provided will include, but not limited to, the Services Unit, including Child Welfare and Adult Services, Economic Services personnel matters and other legal services needed to assist the Department Economic Services.

C. Rate per unit of Service (define the unit):

1. If Standard Fixed Rate, Maximum Allowable, (See Rates for Services Chart)

2. Negotiated County Rate.

\$ 125.00 per hour

D. Number of units to be provided:

Approximately units (hours), based upon available funding.

E. Details of Billing process and Time Frames;

All billing shall be in tenths of an hour with no billing being less than 1-tenth of an hour and statements sent each month for services provided.

F. Area to be served/Delivery site(s):

Work site includes, but not be limited to the contractor's office located at 101 Lawyers Lane- Windsor, NC 27983 in area courtrooms where cases the contractor is representing Chowan County DSS is being heard and Chowan County DSS offices located at 100 W. Freemason Circle, Edenton, NC 27932.

Schedule C

Certification Regarding Drug-Free Workplace Requirements and Certification Regarding Non-Discrimination

- I. By execution of this Agreement the Contractor certifies that it will provide a drug-free workplace by:
- A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - B. Establishing a drug-free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The Contractor's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - C. Making it a requirement that each employee be engaged in the performance of the agreement be given a copy of the statement required by paragraph (A);
 - D. Notifying the employee in the statement required by paragraph (A) that, as a condition of employment under the agreement, the employee will:
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
 - E. Notifying the County within ten days after receiving notice under subparagraph (D)(2) from an employee or otherwise receiving actual notice of such conviction;
 - F. Taking one of the following actions, within 30 days of receiving notice under subparagraph (D)(2), with respect to any employee who is so convicted:
 - (1) Taking appropriate personnel action against such an employee, up to and including termination; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; and

Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A), (B), (C), (D), (E), and (F).

- II. The site(s) for the performance of work done in connection with the specific agreement are listed below:

- 1. 101 Lawyers Lane, Windsor, NC 27932

Contractor will inform the County of any additional sites for performance of work under this agreement.

False certification or violation of the certification shall be grounds for suspension of payment, suspension or termination of grants, or government-wide Federal suspension or debarment

45 C.F.R. Section 82.510. Section 4 CFR Part 85, Section 85.615 and 86.620.

Certification Regarding Nondiscrimination

The Vendor certifies that it will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (h) the Food Stamp Act and USDA policy, which prohibit discrimination on the basis of religion and political beliefs; and (i) the requirements of any other nondiscrimination statutes which may apply to this Agreement.

Schedule D Conflict of Interest Policy

The Board of Directors/Trustees or other governing persons, officers, employees or agents are to avoid any conflict of interest, even the appearance of a conflict of interest. The Organization's Board of Directors/Trustees or other governing body, officers, staff and agents are obligated to always act in the best interest of the organization. This obligation requires that any Board member or other governing person, officer, employee or agent, in the performance of Organization duties, seek only the furtherance of the Organization mission. At all times, Board members or other governing persons, officers, employees or agents, are prohibited from using their job title, the Organization's name or property, for private profit or benefit.

A. The Board members or other governing persons, officers, employees, or agents of the Organization should neither solicit nor accept gratuities, favors, or anything of monetary value from current or potential contractors/vendors, persons receiving benefits from the Organization or persons who may benefit from the actions of any Board member or other governing person, officer, employee or agent. This is not intended to preclude bona-fide Organization fund raising-activities.

B. A Board or other governing body member may, with the approval of Board or other governing body, receive honoraria for lectures and other such activities while not acting in any official capacity for the Organization. Officers may, with the approval of the Board or other governing body, receive honoraria for lectures and other such activities while on personal days, compensatory time, annual leave, or leave without pay. Employees may, with the prior written approval of their supervisor, receive honoraria for lectures and other such activities while on personal days, compensatory time, annual leave, or leave without pay. If a Board or other governing body member, officer, employee or agent is acting in any official capacity, honoraria received in connection with activities relating to the Organization are to be paid to the Organization.

C. No Board member or other governing person, officer, employee, or agent of the Organization shall participate in the selection, award, or administration of a purchase or contract with a vendor where, to his knowledge, any of the following has a financial interest in that purchase or contract:

1. The Board member or other governing person, officer, employee, or agent;
2. Any member of their family by whole or half blood, step or personal relationship or relative-in-law;
3. An organization in which any of the above is an officer, director, or employee;
4. A person or organization with whom any of the above individuals is negotiating or has any arrangement concerning prospective employment or contracts.

D. Duty to Disclosure -- Any conflict of interest, potential conflict of interest, or the appearance of a conflict of interest is to be reported to the Board or other governing body or one's supervisor immediately.

E. Board Action -- When a conflict of interest is relevant to a matter requiring action by the Board of Directors/Trustees or other governing body, the Board member or other governing person, officer, employee, or agent (person(s)) must disclose the existence of the conflict of interest and be given the opportunity to disclose all material facts to the Board and members of committees with governing board delegated powers considering the possible conflict of interest. After disclosure of all material facts, and after any discussion with the person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists. In addition, the person(s) shall not participate in the final deliberation or decision regarding the matter under consideration and shall leave the meeting during the discussion of and vote of the Board of Directors/Trustees or other governing body.

F. Violations of the Conflicts of Interest Policy -- If the Board of Directors/Trustees or other governing body has reasonable cause to believe a member, officer, employee or agent has failed to disclose actual or possible conflicts of interest, it shall inform the person of the basis for such belief and afford the person an opportunity to explain the alleged failure to disclose. If, after hearing the person's response and after making further investigation as warranted by the circumstances, the Board of Directors/Trustees or other governing body determines the member, officer, employee or agent has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

G. Record of Conflict -- The minutes of the governing board and all committees with board delegated powers shall contain:

1. The names of the persons who disclosed or otherwise were found to have an actual or possible conflict of interest, the nature of the conflict of interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement that presents a possible conflict of interest, the content of the discussion, including any alternatives to the transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Schedule E
No Overdue Taxes

By signing this contract, the Contractor hereby certifies that *Pritchett & Burch, PLLC.* does not have any overdue tax debts, as defined by N.C.G.S. 105-243.1, at the federal, State, or local level. Contractor further understands that any person who makes a false statement in violation of N.C.G.S. 143C-6-23(c) is guilty of a criminal offense punishable as provided by N.C.G.S.) 143C-10-1b.

Contractor also acknowledges and understands that any misuse of State funds will be reported to the appropriate authorities for further action.

G.S. 105-243.1 defines: Overdue tax debt. – Any part of a tax debt that remains unpaid 90 days or more after the notice of final assessment was mailed to the taxpayer. The term does not include a tax debt, however, if the taxpayer entered into an installment agreement for the tax debt under G.S. 105-237 within 90 days after the notice of final assessment was mailed and has not failed to make any payments due under the installment agreement.

Schedule F State Certifications

Contractor Certifications Required by North Carolina Law

Instructions: The person who signs this document should read the text of the statutes and Executive Order listed below and consult with counsel and other knowledgeable persons before signing. The text of each North Carolina General Statutes and of the Executive Order can be found online at:

- Article 2 of Chapter 64: http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/ByArticle/Chapter_64/Article_2.pdf
- G.S. 133-32: <http://www.ncga.state.nc.us/gascripts/statutes/statutelookup.pl?statute=133-32>
- Executive Order No. 24 (Perdue, Gov., Oct. 1, 2009): <http://www.ethicscommission.nc.gov/library/pdfs/Laws/EO24.pdf>
- G.S. 105-164.8(b): http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/BySection/Chapter_105/GS_105-164.8.pdf
- G.S. 143-48.5: http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/BySection/Chapter_143/GS_143-48.5.html
- G.S. 143-59.1: http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/BySection/Chapter_143/GS_143-59.1.pdf
- G.S. 143-59.2: http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/BySection/Chapter_143/GS_143-59.2.pdf
- G.S. 143-133.3: http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/BySection/Chapter_143/GS_143-133.3.html
- G.S. 143B-139.6C: http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/BySection/Chapter_143B/GS_143B-139.6C.pdf

Certifications

- (1) **Pursuant to G.S. 133-32 and Executive Order No. 24 (Perdue, Gov., Oct. 1, 2009)**, the undersigned hereby certifies that the Contractor named below is in compliance with, and has not violated, the provisions of either said statute or Executive Order.
- (2) **Pursuant to G.S. 143-48.5 and G.S. 143-133.3**, the undersigned hereby certifies that the Contractor named below, and the Contractor's subcontractors, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system." E-Verify System Link: www.uscis.gov
Local government is specifically exempt from Article 2 of Chapter 64 of the North Carolina General Statutes. However, local government is subject to and must comply with North Carolina General Statute 153A-99.1, which states in part as follows:
Counties Must Use E-Verify - Each county shall register and participate in E-Verify to verify the work authorization of new employees hired to work in the United States.
- (3) **Pursuant to G.S. 143-59.1(b)**, the undersigned hereby certifies that the Contractor named below is not an "ineligible Contractor" as set forth in G.S. 143-59.1(a) because:
 - (a) Neither the Contractor nor any of its affiliates has refused to collect the use tax levied under Article 5 of Chapter 105 of the General Statutes on its sales delivered to North Carolina when the sales met one or more of the conditions of G.S. 105-164.8(b);
and
 - (b) [check **one** of the following boxes]
 - Neither the Contractor nor any of its affiliates has incorporated or reincorporated in a "tax haven country" as set forth in G.S. 143-59.1(c)(2) after December 31, 2001; **or**
 - The Contractor or one of its affiliates **has** incorporated or reincorporated in a "tax haven country" as set forth in G.S. 143-59.1(c)(2) after December 31, 2001 **but** the United States is not the principal market for the public trading of the stock of the corporation incorporated in the tax haven country.
- (4) **Pursuant to G.S. 143-59.2(b)**, the undersigned hereby certifies that none of the Contractor's officers, directors, or owners (if the Contractor is an unincorporated business entity) has been convicted of any violation of Chapter 78A of the General Statutes or the Securities Act of 1933 or the Securities Exchange Act of 1934 within 10 years immediately prior to the date of the bid solicitation.
- (5) **Pursuant to G.S. 143B-139.6C**, the undersigned hereby certifies that the Contractor will not use a former employee, as defined by G.S. 143B-139.6C(d)(2), of the North Carolina Department of Health and Human Services in the administration of a contract with the Department in violation of G.S. 143B-139.6C and that a violation of that statute shall void the Agreement.
- (6) The undersigned hereby certifies further that:

- (a) He or she is a duly authorized representative of the Contractor named below;
- (b) He or she is authorized to make, and does hereby make, the foregoing certifications on behalf of the Contractor; and
- (c) He or she understands that any person who knowingly submits a false certification in response to the requirements of G.S. 143-59.1 and -59.2 shall be guilty of a Class I felony.

Schedule G
Certification Regarding Nondiscrimination, Clean Air Act, Clean Water Act

Certification Regarding Nondiscrimination

The Contractor certifies that it will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (h) the Food Stamp Act and USDA policy, which prohibit discrimination on the basis of religion and political beliefs; and (i) the requirements of any other nondiscrimination statutes which may apply to this Agreement.

The Contractor must comply with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375, and as supplemented by the Department of Labor Regulations (41 CFR Part 60): The Executive Order prohibits federal contractors and federally-assisted construction contractors and subcontractors who do over \$10,000 in Government business in one year from discriminating in employment decisions on the basis of race, color, religion, sex, or national origin. The Executive Order also requires Government contractors to take affirmative action to ensure that equal opportunity is provided in all aspects of their employment.

Meaningful Access for LEP Individuals: **The Contractor** that participate in the SNAP must take reasonable steps to ensure that LEP persons have meaningful access to programs, services, and benefits. This includes the requirement to provide bilingual program information and certification materials and interpretation services to single language minorities in certain project areas. SNAP Contractors that do not provide meaningful access for LEP individuals risk violating prohibitions against discrimination based on National Origin in the Food and Nutrition Act of 2008, as amended, Title VI of the Civil Rights Act of 1964 (Title VI) and SNAP program regulations at 7 CFR 272A(b). They also risk noncompliance with the USDA policy guidance titled, "Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons", published in 79 FR 70771 - 70784 (November 28, 2014).

The Contractor should develop an implementing plan to address the language assistance needs of the LEP population served. This may include contracting for oral interpretation services, hiring bilingual staff, arranging telephone interpreters and/or language lines, coordinating community volunteers, translating vital documents, and providing written notice that language services are available in appropriate languages. Quality and accuracy of the language service is critical in order to avoid serious consequences to the LEP person and to the recipient. LEP needs should be considered in developing budgets and front line staff should understand how to obtain language assistance services. For additional assistance and information regarding LEP matters, please also visit <http://www.lep.gov>.

Ensuring Equal Opportunity Access for Persons with Disabilities: **The Contractor** must also ensure equal opportunity access for persons with disabilities. This includes ensuring that communications with applicants, participants, members of the public, and companions with disabilities are as effective as communications with people without disabilities. Contractors that do not provide persons with disabilities equal opportunity access to programs may risk violating prohibitions against disability discrimination in the Rehabilitation Act of 1978, the American with Disabilities Act (ADA) of 1990, as amended, and SNAP program regulations. DOJ published revised final regulations implementing Title II and Title III of the ADA on September 15, 2010. These regulations are codified at 28 CFR Part 35 "Nondiscrimination on the Basis of Disability in State and Local Government Services" and at 28 CFR Part 36 "Nondiscrimination on the Basis of Disability in Public Accommodations and Commercial Facilities". In accordance with the implementing regulations, Contractors must provide auxiliary aids and services where necessary to ensure effective communication and equal opportunity access to program benefits for individuals with disabilities. The type of auxiliary aids and services required will

vary, but a Contractor may not require an individual with a disability to bring another individual to interpret, and may rely on a person accompanying a disabled individual only in limited circumstances. When a Contractor communicates with applicants and beneficiaries by telephone, it must provide text telephone services (TTY) or have access to an equally effective electronic telecommunications system to communicate with individuals who are deaf, hard of hearing, or hearing impaired. Contractors must also ensure that interested persons, including persons with impaired vision or hearing, can obtain information as to the existence and location of accessible services, activities, and facilities. For more information, please visit the ADA website: <http://www.ada.gov>.

The Clean Air Act, Section 306; 42 U.S.C. §7401 et seq. (1970)

- a. No Federal agency may enter into any contract with any person who is convicted of any offense under section 113(c) for the procurement of goods, materials, and services to perform such contract at any facility at which the violation which gave rise to such conviction occurred if such facility is owned, leased, or supervised by such person. The prohibition in the preceding sentence shall continue until the Administrator certifies that the condition giving rise to such a conviction has been corrected. For convictions arising under section 113(c)(2), the condition giving rise to the conviction also shall be considered to include any substantive violation of this Act associated with the violation of 113(c)(2). The Administrator may extend this prohibition to other facilities owned or operated by the convicted person.
- b. The Administrator shall establish procedures to provide all Federal agencies with the notification necessary for the purposes of subsection (a).
- c. In order to implement the purposes and policy of this Act to protect and enhance the quality of the Nation's air, the President shall, not more than 180 days after enactment of the Clean Air Amendments of 1970 cause to be issued an order (1) requiring each Federal agency authorized to enter into contracts and each Federal agency which is empowered to extend Federal assistance by way of grant, loan, or contract to effectuate the purpose and policy of this Act in such contracting or assistance activities, and (2) setting forth procedures, sanctions, penalties, and such other provisions, as the President determines necessary to carry out such requirement.
- d. The President may exempt any contract, loan, or grant from all or part of the provisions of this section where he determines such exemption is necessary in the paramount interest of the United States and he shall notify the Congress of such exemption.
- e. The President shall annually report to the Congress on measures taken toward implementing the purpose and intent of this section, including but not limited to the progress and problems associated with implementation of this section. [42 U.S.C. 7606]

The Clean Water Act; 33 U.S.C. §1251 et seq. (1972)

- a. No Federal agency may enter into any contract with any person who has been convicted of any offense under Section 309(c) of this Act for the procurement of goods, materials, and services if such contract is to be performed at any facility at which the violation which gave rise to such conviction occurred, and if such facility is owned, leased, or supervised by such person. The prohibition in preceding sentence shall continue until the Administrator certifies that the condition giving rise to such conviction has been corrected.
- b. The Administrator shall establish procedures to provide all Federal agencies with the notification necessary for the purposes of subsection (a) of this section.
- c. In order to implement the purposes and policy of this Act to protect and enhance the quality of the Nation's water, the President shall, not more than 180 days after the enactment of this Act, cause to be issued an order:
 - (i) requiring each Federal agency authorized to enter into contracts and each Federal agency which is empowered to extend Federal assistance by way of grant, loan, or contract to effectuate the purpose and policy of this Act in such contracting or assistance activities, and
 - (ii) setting forth procedures, sanctions, penalties, and such other provisions, as the President determines necessary to carry out such requirement.
- d. The President may exempt any contract, loan, or grant from all or part of the provisions of this section where he determines such exemption is necessary in the paramount interest of the United States and he shall notify the Congress of such exemption.
- e. The President shall annually report to the Congress on measures taken in compliance with the purpose and intent of this section, including, but not limited to, the progress and problems associated with such compliance.
- f. No certification by a contractor, and no contract clause, may be required in the case of a contract for the acquisition of commercial items in order to implement a prohibition or requirement of this section or a prohibition or requirement issued in the implementation of this section.
- g. In paragraph (1), the term "commercial item" has the meaning given such term in section 4(12) of the Office of Federal Procurement Policy Act (41 U.S.C. 403(12)).

Signature Warranty: The undersigned represent and warrant that they are authorized to bind their principals to the terms of this agreement.

The Contractor and the County have executed this contract in duplicate originals, with one original being retained by each party.

CONTRACTOR

Signature Date

Printed Name Title

State of North Carolina

County of _____

I, _____, Notary of Public for said County and State, certify that _____ personally appeared before me this day and acknowledged the due execution of this contract.

Witness my hand and official seal, this the _____ day of _____, 20____.

(Official Seal)

Notary of Public

My commission expires _____, 20____.

COUNTY

Signature *(must be legally authorized to sign contracts for County DSS)* Date

Printed Name Title

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Signature of County Finance Officer Date

ALBEMARLE GLASS, LLC

**344 Wickham Rd
Shiloh, NC 27974
PH 252-312-4527**

Proposal Submitted to Chowan County Courthouse

We hereby submit specifications and estimates for:

- (2) 3' x 7' bronze storefront doors with rim exit device, butt hinges, 10" bottom rail, standard pull, and cylinder.
- (2) 1¾" x 4½" bronze aluminum storefront frames with transom and sidelites (top 6" open for air flow)
- All openings to be glazed with ¼" clear tempered glass with (4) speak-thru's & (4) pass thru cut outs

TOTAL PRICE INCLUDES MATERIALS & LABOR

\$ 6,625.00 (Add for Sales Tax - \$350.00)

Damon A. Frazier

Proposal for **30** from **7-13-20**
Payment: **Net 30 Days**

All materials are guaranteed as specified. Work to be completed in a professional manner according to standard practice. Any alteration to the above specifications will be executed upon written change order at an additional charge that is agreed to by both parties. Signing of the proposal authorizes the work to be done as specified and agreement to the payment as stated above.

Signature

Date of Acceptance

ALBEMARLE GLASS, LLC

**344 Wickham Rd
Shiloh, NC 27974
PH 252-312-4527**

Proposal Submitted to Chowan County Maintenance

We hereby submit specifications and estimates for:

- (4) Sheets of 1/4" clear acrylic cut into (24) 23 15/16" x 30" and send drops

TOTAL PRICE INCLUDES MATERIALS & TAX

\$ 875.00

Damon A. Frazier

Proposal for **30** from **5-6-20**
Payment: **Net 30 Days**

All materials are guaranteed as specified. Work to be completed in a professional manner according to standard practice. Any alteration to the above specifications will be executed upon written change order at an additional charge that is agreed to by both parties. Signing of the proposal authorizes the work to be done as specified and agreement to the payment as stated above.

Signature

Date of Acceptance

Williamston Glass & Mirror, Inc.

403 Washington Street
Williamston, NC 27892

Estimate

Date	Estimate #
7/20/2020	2026

Name / Address
Chowan Co Courthouse PO Box 558 Edenton, NC 27932

Ship To
101 S Broad St Edenton, NC 27932

Description	Qty	Rate	Total
Storefront single doors with panic devices and teller glass with passthrough and speaker holes.	1	5,486.82	5,486.82T
Labor to install materials	1	1,800.00	1,800.00
NOTE: Door frame opening have to be 40" wide.		0.00	0.00

Please sign below to approve above listed work. 50% deposit is due at the time of order.	Subtotal	\$7,286.82
	Sales Tax (6.75%)	\$370.36
	Total	\$7,657.18

Signature _____

Phone #	Fax #	We Gladly Accept Visa, MasterCard, and Personal Check.
2527927303	252-792-3377	

Participant	Chowan County
Location	01 Senior Center
Address	204 E. Church St Edenton, NC 27932
Sedgwick CLT	30166729415-0001
Sedgwick RHSC	RHQ18000270
Loss	Flood Zone X
Occurrence	CAT 1650 - Hurricane Mathew
Date of Loss	10/8/2018

Statement of Loss

	Loss	Claim
Loss:		
Flooding entered the lower level of the Senior Center. Damage was incurred for both Personal Property and the building.		
Building:		
On 10.03.2019 GRECCO building consultants provided an analysis of the invoices submitted. Adjustments were made for unrelated expenses for re-purposing the building and FEMA upgrades for relocation of HVC items. Taxes were removed per the usual protocol. All repairs completed with the exception of the HVC		
Chowan Submitted	661,260.73	
GRECCO recommended - RCV Repairs	604,869.42	604,869.42
Less Depreciation (recommendation to waive depreciation on HVC to finalize Mathew Claim)	0.00	
Estimated RCV/ ACV Loss	<u>604,869.42</u>	
Less Deductible (25,000.00 as the largest single deductible per County. 1,000,00 was taken on a wind location)	<u>-24,000.00</u>	
Estimated RCV/ACV Claim	580,869.42	580,869.42
	604,869.42	580,869.42
Previous Payments		<u>-368,026.52</u>
Remaining Balance - Payment Recommendation 7.10.2020		212,842.90

ALL RIGHTS RESERVED
SUBJECT TO REVIEW AND APPROVAL OF THE INTERESTED INSURERS

Prepared by,
Ron Childs
Executive General Adjuster
Sedgwick

Senior Center Renovations

Revenues

Sedgwick initial payment	368,026.52
FEMA	140,446.90
Sedgwick Final Payment	212,842.90

Total Revenues	721,316.32
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Expenses	667,841.19
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Remaining	53,475.13
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		Last Updated July 30, 2020	
Date	Completed	Issue/Task	Update
		BUILDINGS/GROUNDS	
10/1/2019		Former DF Walker School (Oakum St) Status of Window and Roof repairs	<i>On 2020/21 CIP Priority List</i>
10/1/2019		Former DF Walker School (Oakum St) and COA Campus Landscaping	<i>ON HOLD</i>
10/1/2019		Senior Center Parking Lot Repairs/Grading	<i>Future CIP</i>
10/1/2019		Swain Auditorium Roof and interior Repair	<i>Future CIP</i>
10/1/2019		Animal Shelter Improvements	<i>On hold</i>
10/1/2019		Courthouse (Broad St) Parking Lot repair	<i>Future CIP</i>
10/1/2019		Library Repairs Requested	<i>repairs ongoing, will be seeking bid on leaking door</i>
10/1/2019		Northern Chowan Community Center- Ceiling	<i>Waiting on HVAC install, seeking bids on HVAC</i>
10/1/2019		Public Safety Center - Trees	<i>Landscaping will be added to future funding</i>
		MISC PROJECTS	
10/1/2019		Water Plant Regionalization and grant status	<i>Held startup meeting, December 31st is the completion date</i>
10/1/2019		Water Plant Special Order by Consent	<i>SOC Approved</i>
10/1/2019		Algal Bloom Statewide efforts	
10/1/2019		Broadband Initiative	<i>Working on several prospects</i>
10/1/2019		Update from John A. Holmes Joint Committee for Replacement	<i>No meeting scheduled</i>
10/1/2019		EMS/911 Study by NCACC - Resource Evaluation Team	<i>Holding meeting, Board to be updated in August</i>
10/1/2019		Timbermill Wind Update on Construction	
10/1/2019		Jail partnership and Regional Jail Committee Status	<i>received estimates 7-29-20</i>
10/1/2019		Boys and Girls Club Monthly Construction Update	<i>Occupied, received lease payment 6-28-20</i>
10/1/2019		Capital Improvement Plan (CIP) Meeting and 2019-20 CIP Plan Status	<i>20-21 Approved</i>
11/18/2019		Bond Counsel Contract	<i>Completed - on hold until 2022</i>
11/19/2019		Financial Consultant Contract	<i>Completed - on hold until 2022</i>