



Regular Meeting
Monday, March 4, 2019
Chowan County Public Safety Center
305 West Freemason Street
6:00pm
AGENDA

Regular Meeting

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

1. Approval of Draft Agenda

2. Public Comment

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

3. Consent Agenda

All items on the Consent Agenda are considered to be routine and may be enacted by one motion. If a County Commissioner requests discussion on an item, the item will be removed from the Consent Agenda and considered separately.

a. **Minutes**

Minutes of February 12, 2019 (Retreat) and February 21, 2019 (Joint School Committee).

b. **Tax Refunds/Releases**

White. D. \$110.00 Paid Twice

c. **Grant Application**

The Board will consider a request from Soil and Water Offices to apply for grants from three funding sources in the amounts of \$500, \$1,500 and \$2,000 for educational tools. The grants do not require a local match.

4. Budget Amendments

BA-1819-051

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Social Services			
12-5310-121-00	Salaries - Regular		(7,500.00)
12-5310-199-00	Professional Services		7,500.00
	Balanced	-	-
Justification:			
	<p><i>To amend the 2019 budget to cover additional Vanguard services while department is not fully staffed. Monies are being transferred between line items.</i></p>		

5. Memorandum of Understanding

Doug Wassum who is the Resource Conservationist with NRCS will present the Board with a Memorandum of Understanding (MOU) between the United States Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS) and the North Carolina Department of Agriculture and Consumer Service- Division of Soil and Water Conservation (DSWC) and the Chowan Soil and Water Conservation District (SWCD) and Chowan County

6. Tax Items

Order to Advertise

Tax Administrator Melissa Radke will provide the Board with the Order to advertise the 2018 Tax Liens

Foreclosed Property information

Ms. Radke will discuss the process for foreclosure. Staff will discuss the process for surplus and selling the properties.

7. Addendum to Albemarle Learning Center (ALC) Lease

The Board will discuss an addendum or amendment to the lease

8. Elections Personnel Request

Elections Director Terrence Meyers will provide the Board with a request to create a second part time position at the Board of Elections. This position will assist with the requirements of the New Voter ID law that requires the Board of Elections to issue ID badges to all voters who ask for them. The position will only be needed through the 2020 Presidential Election. Additionally a budget amendment is attached to cover the salaries in the part-time budget line item for the remainder of the current fiscal year.

BA-1819-050

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Elections			
11-4170-121-00	Salaries - Regular		(350.00)
11-4170-126-00	Salaries - Precinct		350.00
11-4170-491-00	Dues & Subscriptions		(26.35)
11-4170-183-00	Hospitalization		26.35
	Balanced	-	-
Justification:			
<i>To amend the 2019 budget to cover salaries for Precinct workers and benefit expenses. Monies are being transferred between line items.</i>			

9. Register of Deeds Annual Report

Register of Deeds Lynn Gilliard will provide the Board with an annual activity report from the Register of Deeds Office.

10. Roofing Projects

DF Walker

The Board will consider a quote to repair the flat roof of the former DF Walker Highschool Gym and to install guttering on the gym.

Swain

The Board will consider a request to engage services to investigate the repairs needed for the Swain Auditorium Roof.

11. Finance Officer Report

Finance Officer Cathy Smith will provide the Board with financial reports through the month of January.

12. External Board/Committee Report

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

13. Manager's Report

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

14. Timely and Important Matters

15. Closed Session

It is recommended that the Board go into closed session, in accordance with NCGS 143-318 (11) (a) (3 and 5) attorney client privilege and contract negotiations.

16. Adjourn