



**Regular Meeting**  
**Tuesday, January 22, 2019**  
**Chowan County Public Safety Center**  
**305 West Freemason Street**  
**6:00pm**  
**AGENDA**

**Regular Meeting**

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

**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 January 7, 2019.

b. **Tax Refund and Releases**

Lipper, M.	\$181.60	Overpayment
Page, W.	\$356.79	Overpayment
Deboeer, D.	\$657.06	Overpayment
Eliaz Inc.	\$2483.30	Paid twice
Harrell, W.	\$277.20	Paid Twice
Jordan, E.	\$2706.41	Paid Twice
Evans, C.	\$1602.16	Paid Twice
Boyle, M.	\$239.16	Overpayment
Arnold, J.	\$120.00	Paid Twice
Williams, L.	\$120.00	Paid Twice
Treado, D.	\$156.02	Paid Twice
Bunch, M.	\$690.64	Overpayment

**4. Budget Amendments**

**BA1819-036**

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
<b>Water Department</b>			
61-7120-510-00	Capital Outlay - Equipment		(28,623.46)
61-7120-550-00	Capital Outlay - Vehicle		28,623.46
61-7120-599-00	Capital Outlay - Other		(13,061.00)
61-7120-521-00	Capital Outlay - Software		13,061.00
	Balanced	-	-
<b>Justification:</b>			
<p><i>To amend 2019 budget to include purchases of vehicle and software packages. Budgeted monies are being transferred between C/O accounts to cover costs. Purchases approved by BOCC at 01/07/19 meeting.</i></p>			

**BA1819-037**

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
<b>Central Services</b>			
11-8200-185-00	Unemployment Insurance		82.52
11-8200-186-00	Worker's Comp		(1,431.00)
11-8200-331-00	Utilities - Rental Buildings		(23.52)
11-8200-451-00	Insurance - Property & Liability		1,372.00
	Balanced	-	-
<b>Justification:</b>			
<p><i>To amend 2019 budget to cover Unemployment and Property/Liability Insurance expenditures. Budgeted monies are being transferred between line items to cover costs.</i></p>			

**BA1819-038**

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
<b>Register of Deeds</b>			
11-3418-415-00	*Preservation/Automation	532.00	
11-4180-298-00	*Dept Supplies - Auto/Pres		177.33
11-4180-440-00	*Contr Svcs - Automation/Pres		177.34
11-4180-511-00	*C/O - Auto / Pres		177.33
<b>Sheriff's Office</b>			
11-3431-232-00	*Sheriff Donations	25.00	
11-4317-440-00	*Donation - Expense		25.00
11-3431-243-00	*KIDS & COPS	371.50	
11-4317-443-00	*KIDS & COPS Expense		371.50
<b>Animal Shelter</b>			
11-3438-894-00	*Donations - Chowan	490.00	
11-3438-894-01	*Donations - Gates	350.00	
11-3438-894-02	*Donations - Perquimans	175.00	
11-3438-894-03	*Donations - Other	22,700.00	
11-4381-600-00	*Donation - Expense		23,715.00
11-3438-895-00	*Adoption - Chowan	715.00	
11-3438-895-01	*Adoption - Gates	125.00	
11-3438-895-02	*Adoption - Perquimans	360.00	
11-3438-895-03	*Adoption - Other	234.00	
11-4381-441-00	*Contr Svcs - Spay/Neuter		1,434.00
11-3438-897-00	*A.W.A.R.E. Reimbursement	1,360.88	
11-4381-601-00	*A.W.A.R.E. Reimbursement		1,360.88
11-3438-898-00	*Donations from Advertising	166.00	
11-4381-602-00	*Donations from Advertising		166.00
<b>Cooperative Ext:</b>			
11-3495-370-00	*AG Program Fees Discretionary	39.73	
11-4953-440-00	*Ag Program Discretionary		39.73
11-3495-378-00	*4-H Fees Discretionary	284.00	
11-4953-448-00	*4-H Fees Discretionary		284.00
<b>Recreation</b>			
11-3612-504-00	*Recreation Special Events	240.00	
11-6132-453-00	*Recreation Special Events		240.00
<b>Senior Center</b>			
11-3616-532-00	*Donations - Home Del Meals	30.00	
11-4268-904-01	*Donations - Home Del Meals		30.00
11-3616-533-00	*Reg Fees - Trips	3,661.86	
11-4268-312-00	*TRIPS - Senior Citizens		3,661.86
11-3616-533-01	*Registration Fees Activities	126.00	
11-4268-299-01	*Activities - Dept. Supplies		126.00
11-3616-535-03	*Healthways	1,296.00	
11-4268-352-02	*Healthways		1,296.00
<b>DSS</b>			
12-3531-230-14	*DSS Special Events	108.00	
12-5310-450-00	*DSS Special Events		108.00
	Balanced	33,389.97	33,389.97
	<b>Total Discretionary Income Received FYE 2019</b>	<b>178,301.61</b>	
<b>Justification:</b>			
	<i>To amend the 2019 budget to include Discretionary income received through December 2018</i>		

**BA1819-039**

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
<b>EMS</b>			
60-4370-121-00	Regular Salaries		(50,000.00)
60-4370-126-00	Part-time Salaries		50,000.00
	Balanced	-	-
<b>Justification:</b>			
<i>To amend 2019 budget to cover part-time salaries. Part-time employees are being utilized since full-time employees are not at full staffing level. Budgeted monies are being transferred between line items to cover costs.</i>			

**BA1819-040**

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
<b>TDA</b>			
51-3815-530-00	Co-Op Monies	222.08	
51-8150-261-01	Co-Op Office Supplies		222.08
51-3832-530-00	Co-Op Advertising	1,000.00	
51-8150-370-01	Co-Op Advertising		1,000.00
51-3839-894-00	*Music & Water Festival	100.00	
51-8150-826-00	*Music & Water Festival		100.00
	Balanced	1,322.08	1,322.08
<b>Justification:</b>			
<i>To amend the 2019 budget for TDA to include Co-Op and Discretionary income through December 2018</i>			

**BA1819-041**

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
<b>Animal Shelter</b>			
11-4381-580-00	Capital Outlay - Building		22,000.00
11-4381-600-00	*Donations		(22,000.00)
	Balanced	-	-
<b>Justification:</b>			
To transfer donation from AWARE to C/O - Building to cover cost of Phase 1 construction.			

**BA1819-042**

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
<b>Capital Projects Fund</b>			
32-8100-442-00	DF Walker - Windows		26,108.00
32-8100-442-01	*Donations - DF Walker Windows		(10,000.00)
32-3810-011-00	Contribution from General Fund	16,108.00	
<b>General Fund</b>			
11-9800-980-32	Transfer to Capital Projects Fund		16,108.00
11-5923-635-00	COA Capital Reserve		(16,108.00)
	Balanced	16,108.00	16,108.00
<b>Justification:</b>			
To amend the 2019 budget to include change order from Davidson Sash & Door for the DF Walker Windows - approved by BOCC at 01/07/19 meeting. Monies are being transferred from Donations and COA Capital Reserve.			

**BA1819-043**

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
<b>Social Services</b>			
12-3531-230-01	Social Services Admin	17,295.00	
12-5380-539-21	Low Income Energy Assistance		17,295.00
	Balanced	17,295.00	17,295.00
<b>Justification:</b>			
<p><i>To amend the 2019 budget based on the Division of Social Services Funding Authorization, which increases revenue and expenditures from \$71,535 to \$88,830.</i></p>			

**5. Valhalla WTP Backwash Solids Handling**

Mr. Howard will provide the Board will consider an amendment to the engineer's contract for the effluent discharge modifications for the Valhalla Water Treatment Plant.

**6. Aware Feasibility Study**

AWARE would like to donate the funds for the Feasibility Study for Phase 2 at the Animal Shelter. Based on a quote dated May 3, 2018 from JKF Architecture, the cost will be \$6,500.

**7. Capital Improvement Plan**

The Board will consider adoption of the final draft of the Capital Improvement Plan (CIP).

**8. Foreclosed Properties**

Mr. Howard will provide the Board with information on two properties that have been foreclosed by the County Tax Office. Mr. Howard will discuss the County's options for selling the properties.

**9. T-Mobile Contract**

Mr. Howard will provide the Board with a request from T-Mobile to lease space on the PSC tower.

**10. Public Agenda Packet**

The Board will discuss and approve a plan to provide a full agenda packet to the public online prior to each Board meeting.

**11. Finance Officer Report**

Finance Officer Cathy Smith has provided the Cash Balance Summary and Cash and Investment Balance and Revenue/Expense information for the fiscal year to date through the month of December. She will also provide an updated sales tax report.

**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. Adjourn**