

CURRITUCK COUNTY  
NORTH CAROLINA  
June 6, 2011

Work Session on Commercial Development was canceled.

The Board of Commissioners met at 7:00 p.m. for its regularly scheduled meeting at the Historic Courthouse in the Commissioners Meeting Room with the following members present: Chairman Aydlett, Commissioners O'Neal, Gilbert, Martin, Etheridge, Petrey, and Rorer.

### **Invocation and Pledge of Allegiance**

Kimberly Ferebee, New Bethlehem Church of Christ, was present for the invocation.

### **Approval of Agenda**

Commissioner O'Neal moved to delete Item 7 and add to consent agenda Resolution designating Citibank the bank of record for health benefits. Commissioner Gilbert seconded the motion. Motion carried.

- Item 2            Public Comment  
*Please limit comments to items not appearing on the regular agenda, please limit comments to 3 minutes.*
- Item 3            **Recognition of Service as a Charter Member of the Currituck County Fire and EMS Board: Chris Dailey, Rick Galganski, Greg Laput and Albert Stegner**
- Item 4            **Presentation on "Buy Local"**
- Item 5            **Present Budget for FY 2012 and set Public Hearing date**
- Item 6            **Appointment to Game Commission - TABLED**
- Item 7            **Appointment to Juvenile Crime Prevention Council - TABLED**
- Item 8            **Consent Agenda:**  
1. Budget Amendments  
2. Change job descriptions in Detention Center, Sergeant Programs Director: re-title to administrative Assistant and Court Officer, re-title to Sergeant Court Officer  
3. Appointment of Diane Bray to Joint Nursing Domiciliary Committee to fill unexpired term  
4. Approval of May 16, 2011, Minutes  
5. Approval of Mutual Aid Agreement, Mackay Island  
6. Approval of Travel Policy for ABC Board  
7. Approval of Surplus property from Communications office  
8. **Resolution to designate Citibank, N.A. as the Bank for an Imprest Expenditure Account for Health Benefits**
- Item 9            Commissioner's Report
- Item 10           County Manager's Report
- Item 11           **Closed Session:**  
1. According to GS 143-318.11(3) to consult with attorney in order to preserve the attorney-client privilege

Adjourn

**Special Meeting**

**Tourism Development Authority Meeting**

Present Budget for the Tourism Development Authority

Budget Amendments

Adjourn

**Public Comment**

*Please limit comments to items not appearing on the regular agenda, please limit comments to 3 minutes.*

Chairman Aydlett opened the public comment period.

Mike Florez, Chairman, Currituck Chamber of Commerce, introduced the new President of the Chamber, Josh Bass.

Cameron Lowe, Director of Extension, presented to the Board an award for Currituck County Local Government Engagement Award.

Olivia Jones, Family & Consumer Science Agent, presented the Board with a Book.

**Recognition of Service as a Charter Member of the Currituck County Fire and EMS Board:** Chris Dailey, Rick Galganski, Greg Laput and Albert Stegner

The Board presented a plaque to the Charter Members of the Fire and EMS Advisory Board.

**Presentation on "Buy Local Campaign"**

Peter Bishop, Economic Development Director, Josh Bass, Currituck Chamber of Commerce and Diane Nordstrom, Tourism Director, presented the Board with an update on the "Buy Local" Campaign.

Board of Commissioners commended staff for their efforts on this program.

**Present Budget for FY 2012 and set Public Hearing date**

Dan Scanlon, County Manager, reviewed the FY 2012 Budget with no tax increase and a total budget of \$65,940,598.

The public hearing will be held on June 20, 2012.

The Board commended the Manager and Finance Staff on a job well done.

Commissioner Martin requested to move forward with construction of the Animal Shelter in this Budget year.

**Appointment to Game Commission**

Tabled

**Appointment to Juvenile Crime Prevention Council**

Tabled

**Consent Agenda:**

1. Budget Amendments
2. Change job descriptions in Detention Center, Sergeant Programs Director: re-title to administrative Assistant and Court Officer, re-title to Sergeant Court Officer
3. Appointment of Diane Bray to Joint Nursing Domiciliary Committee to fill unexpired term
4. Approval of May 16, 2011, Minutes
5. Approval of Mutual Aid Agreement, Mackay Island
6. Approval of Travel Policy for ABC Board
7. Approval of Surplus property from Communications office
8. Resolution to designate Citibank, N.A. as the Bank for an Imprest Expenditure Account for Health Benefits

Commissioner Martin moved to approve. Commissioner Gilbert seconded the motion. Motion carried.

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10510-545000	Contract Services	\$ 75,000	
10330-449900	Miscellaneous Grants		\$ 75,000
		\$ 75,000	\$ 75,000

**Explanation:** *Sheriff (10510)* - Increase appropriations to record DPR1 Information Sharing Project grant from the NC Department of Crime Control and Public Safety. This is a regional project to allow information sharing between Chowan County, Edenton, Currituck County, Dare County, Kitty Hawk, Nags Head, Pasquotank County, Camden County, Elizabeth City and Plymouth. This project is 100% funded through grant proceeds.

**Net Budget Effect:** Operating Fund (10) - Increased by \$75,000.

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
50650-594500	Contracted Services	\$ 1,940,863	
50390-495042	T F - Transfer Tax Capital Fund		\$ 1,940,863
42450-587050	T T - County Gov't Construction Fund	\$ 1,940,863	
42450-588000	Contingency		\$ 82,650
42320-414000	Transfer Tax		\$ 400,000
42390-499900	Appropriated Fund Balance		\$ 1,458,213
		<u>\$ 3,881,726</u>	<u>\$ 3,881,726</u>

**Explanation:** *Maple Commerce Park (50650)* - Transfer funds from the Transfer Tax Capital Fund to the County Governmental Construction Fund for a wastewater treatment plant that will serve the Maple Commerce Park, the YMCA/Community Center, Central Elementary School and the Cooperative Extension facility.

**Net Budget Effect:** Transfer Tax Capital Fund (42) - Increased by \$1,858,213.  
County Governmental Construction Fund (50) - Increased by \$1,940,863.

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10350-469003	Basketball		\$ 1,633
10350-469011	Volleyball		\$ 1,340
10350-469012	Adult Basketball		\$ 10
10350-469015	Tackle Football		\$ 51
10350-469017	Aerobics		\$ 405
10795-531400	Equipment Fuel		\$ 1,853
10795-576014	Tennis		\$ 1,000
10795-576017	Aerobics		\$ 1,000
10795-503500	Temporary Services	\$ 6,012	
10795-505000	FICA Expense	\$ 460	
10795-506000	Insurance Expense	\$ 70	
10795-576001	Youth Baseball/Softball	\$ 750	
		<u>\$ 7,292</u>	<u>\$ 7,292</u>

**Explanation:** *Parks & Recreation (10795)* - Increase appropriations due to increased participation in community league sports.

**Net Budget Effect:** Operating Fund (10) - Increased by \$3,439.

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
66868-561000	Professional Services	\$ 1,905	
66868-532000	Supplies		\$ 1,905
		<u>\$ 1,905</u>	<u>\$ 1,905</u>

**Explanation:** *Southern Outer Banks Water Department (66)* - Transfer funds for survey work for the Southern Outer Banks Water System.

**Net Budget Effect:** Southern Outer Banks Water System Fund (66) - No change.

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10550-531000	Gas	\$ 800	
10550-514000	Travel	\$ 1,000	
10550-503000	Part-time salaries	\$ 1,000	
10550-505000	FICA Expense	\$ 77	
10550-545000	Contract Services		\$ 1,000
10550-554000	Insurance & Bonds		\$ 1,877
		<u>\$ 2,877</u>	<u>\$ 2,877</u>

**Explanation:** *Airport (10550)* - Transfer funds for operations for the remainder of this fiscal year.

**Net Budget Effect:** Operating Fund (10) - No change.

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense





\$	67,042	\$	67,042
----	--------	----	--------

**Explanation:** *Corolla Multi-use Path (50447) - Transfer funds to increase design and project administration budget for phase II of the Corolla Greenway project.*

**Net Budget Effect:** County Governmental Construction Fund (50) - No change.

**RESOLUTION**

**WHEREAS**, the Board of Commissioners of Currituck County, North Carolina during its regularly scheduled meeting held on June 6, 2011 authorized the following, pursuant to GS 160A and 270(b), that the property listed below, from Communications be disposed of and sent to County landfill:

CURR004A	CURR004	12/31/1999 MSF-5000	474CMQ0093	Currituck 911 Local Med
CURR004A	CURR004	12/31/1999 MSF-5000	474CMQ0117	Currituck 911 Med 10 Base

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE COUNTY OF CURRITUCK, NORTH CAROLINA, DESIGNATING CITIBANK, N.A., ITS BRANCHES, SUBSIDIARIES AND AFFILIATES (THE “BANK”) AS THE BANK OF RECORD FOR AN IMPREST EXPENDITURE ACCOUNT FOR HEALTH BENEFITS FOR THE COUNTY OF CURRITUCK.**

**PREAMBLES**

**WHEREAS**, the County of Currituck, North Carolina (the “*County*”), is a duly and regularly created, organized and validly existing political subdivision of the State of North Carolina, existing as such under and by virtue of the Constitution, statutes and laws of the State of North Carolina (the “*State*”); and

**WHEREAS**, the Board of Commissioners of the County (the “*Board*”) has and shall exercise the responsibility of developing and directing the fiscal policy of the County’s government under Section 153A-101 of the General Statutes of North Carolina, as amended; and

**WHEREAS**, the County recognizes that in order for it to provide for the timely funding for Insurance for Employee Health Benefits, it has been and will be necessary for the County open imprest expenditure account;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF CURRITUCK, NORTH CAROLINA, AS FOLLOWS:**

Section 1: That Citibank, N.A., its branches, subsidiaries and affiliates (the “*Bank*”) be and hereby is designated to open an Imprest Expenditure Account for Health Benefits for the County of Currituck; and Daniel F. Scanlon II, County Manager and Sandra L. Hill, Finance Director are hereby authorized (i) to open and close accounts in the name of the County, (ii) to execute and deliver agreements or instructions for Bank products and services, electronic banking, or other agreements relative to financial and

banking transactions, including custodial services and wire transfers, among others, which agreements or instructions may establish special authorizations and limitations pertaining to the accounts different from the authorizations and limitations contained herein and to change such special authorizations and limitations from time to time, (iii) to sign for and on the behalf of the County, any and all checks, drafts or other orders with respect to any funds at any time to the credit of the County with the Bank and/or against any account(s) of the County maintained at the time with the bank, inclusive of any such checks, drafts, or other orders in favor of any of the above-designated officer(s) and /or other person(s), even if such checks, drafts or other orders create an overdraft on any account(s) of the County and (iv) to make withdrawals at any time of any such funds or from any such account(s) by any other means permitted by the Bank, including (without limitation) a debit card, a credit card, a terminal or other device or facility providing access to any such funds or account(s) even if such withdrawals create an overdraft on any account(s) of the County; and that the Bank be and hereby is authorized (a) to open and close such accounts for the County; (b) to pay such checks, drafts or orders, and honor such withdrawals, by debiting any account(s) of the County then maintained with it whether or not any of the foregoing creates an overdraft in any account of the County; (c) to receive for deposit to the credit of the County, and/or for collection for the account of the County, any and all checks, drafts, notes or other instruments for the payment of money, whether or not endorsed by the County, which may be submitted to it for such deposit and/or collection, it being understood that each such item shall be deemed to have been unqualifiedly endorsed by the County; and (d) to receive, as the act of the County, any and all stop-payment instructions with respect to any such checks, drafts, or other orders as aforesaid and reconciliation(s) of account when given by any one or more of the officer(s) and/or other person(s) as herein before designated. The authorization provided in (1) and (ii) may be performed electronically, and the digital signature of a person authorized above will be binding on the County.

Section 2: That Daniel F. Scanlon, II, County Manager and Sandra L. Hill, Finance Director are hereby authorized to conduct all transactions as described in Paragraph 1 and in addition are authorized to make any changes to the designation of persons or entities authorized to conduct transactions as described in Paragraph 1.

Section 3: That any and all withdrawals of money and/or other transactions or instructions heretofore had on behalf of the County with the Bank are hereby ratified, confirmed and approved, and that the Bank (and any interested third party) may rely upon the authority conferred by this entire resolution unless, and except to the extent that, this resolution shall be revoked or modified by any subsequent resolution of the County, and until a certified copy of such subsequent resolution has been received by the Bank and the Bank has had a reasonable opportunity to act thereon.

Section 4: That (1) the Bank is further authorized to honor each check, draft or other order of payment of money (and "Item") drawn in the name of the County, including Items payable to the order of any person authorized to sign on behalf of the County, when bearing or purporting to bear any of the facsimile or printed signatures appearing on a Bank signature card for the County, regardless of by whom or by what means the actual or purported signature may have been affixed thereto or printed thereon and (ii) all previous authorizations for the signing and honoring of items are hereby ratified and continued in full force effect as amplified hereby.

Section 5: That the Chairman of the Board and Clerk to the Board are authorized and directed to certify to the Bank the names of the present officers of the County and other persons authorized to sign for it, and the offices respectively held by them, together with specimens of their signatures and from time to time as changes in such personnel are made, immediately to certify such changes to the Bank, and the Bank shall be fully protected in relying on such certifications.

That the County Manager and/or Clerk to the Board or any other officer of the County be and hereby is authorized and directed to certify to the Bank that this resolution has been duly adopted, is in full force and effect and is in accordance with the provisions of the charter.

Section 6: That the County acknowledges and agrees that accounts are subject to the Bank's terms and conditions for accounts, as same may be amended from time to time.

Section 7: *Effective Date:* This Resolution shall become effective on the date of its adoption.

#### **Commissioner's Report**

Commissioner Gilbert reminded everyone of last breakfast at the MVFD. She also commended Jim Elliott, Airport Manager, for his work at the breakfast on Saturday.

Commissioner Petrey commended Dan Scanlon, County Manager, and Sandra Hill, Finance Director, on the budget.

Commissioner Martin, commented on the High School Graduation.

Commissioner Etheridge commended staff.

Commissioner O'Neal requested a letter be sent to the Albemarle Commission regarding work on a house done several years ago that has major problems with the roof.

#### **County Manager's Report**

County Manager gave the closing time for the airport that week. For the following 3 weeks, June 13-July 1, the airport would be closed for construction.

#### **Closed Session:**

8. According to GS 143-318.11(3) to consult with attorney in order to preserve the attorney-client privilege.

Commissioner Etheridge moved to go into closed session as stated. Commissioner O'Neal seconded the motion. Motion carried.

Adjourn

After reconvening from closed session, no action was taken.

There being no further business, the meeting adjourned

**Special Meeting**

**Tourism Development Authority Meeting**

Chairman Aydlett called the meeting to order.

Present Budget for the Tourism Development Authority

Budget Amendment

Dan Scanlon, County Manager, reviewed the Tourism budget for FY 2012. The public hearing was set for June 20, 2011.

Commissioner Etheridge moved to approve the budget amendment. Chairman Aydlett seconded the motion. Motion carried.

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or <u>Increase Expense</u>	Increase Revenue or <u>Decrease Expense</u>
15447-587010	T T - Operating Fund	\$ 37,376	
15320-415000	Occupancy Tax		\$ 37,376
		<u>\$ 37,376</u>	<u>\$ 37,376</u>

**Explanation:** *Occupancy Tax Tourism Related (15447)* - Transfer funds from Occupancy Tax to the operating fund for additional EMS staffing at Corolla from Memorial Day through June 30, 2011.

**Net Budget Effect:** Occupancy Tax Fund (15) - Increased by \$37,376.

Adjourn

There being no further business, the meeting adjourned.