

**Town of Chocowinity
Board of Commissioners
Tuesday, December 11, 2018**

Attendance: James H. Mobley, Jr, Mayor
Joy McRoy, Town Clerk/Finance Officer
Kevin Brickhouse, Public Works Director
Amanda McKinney, Town Attorney

Commissioners: William J. Albritton, Mayor Pro-Tern
Casey Langley, Commissioner
Nathaniel Williams, Commissioner
(Commissioner Furman was Absent)

Guests: David Fields

Mayor Mobley opened the meeting at 7:00 p.m. with a moment of silence.

Minutes and Financial Reports

Commissioner Albritton made a motion to approve the minutes and the financial reports. Commissioner Langley seconded and the motion carried (3 yea, 0 no).

Old Business

Planning/Zoning- Due to the absence of Jamie Heath, Joy just updated the board on a couple of items.

Food Lion Rezoning- Joy reported that after researching old minutes, she had found that the property had been rezoned in 1996. Therefore, this could be considered abated.

Cedar Acres/Harding Road Rezoning- Joy reported that she had found in the minutes where the rezoning request had come before the board, but the rezoning was denied.

Chocowinity Fire Tax - Nothing new was reported.

Hwy 33 Exposed Water Line- The Berm and Rip Rap held on one side, so he will put more on the other side to see if it will hold.

New Business

Duke Energy Franchise Agreement - Joy McRoy informed the Board that a new agreement will have to be approved before August. A new agreement will be sent out to be discussed at the next Board Meeting. This will require two readings for approval.

Public Works Report

New Forklift- The forklift we recently purchased is working great.

Sewer Asset Inventory Assessment Project - Rivers & Associates will start mapping next week. Kevin will inform the Board Members when they get started.

Bridge 69 Replacement Project - A Preconstruction Meeting was held on December 5. They will give us a hard date of when they will actually begin in two weeks. This is a 60 day contract.

River Run Agreement - Kevin did a preliminary inspection of the holding tanks last week. He will continue to monitor these per quarter to see how long the pumping intervals will have to be.

Light Poles - Two Semi Truck loads of light poles have been delivered to the Recreation Park and another one is coming soon. This will be used to make a barrier around the football field.

Roads - Kevin is looking into steel plates and concrete to repair some areas,

Mowing - There is some mowing left to do, however, it is so wet right now. These areas will be done once it dries out some.

Trash - The day after Christmas is a special trash day where we will pick up all allowable trash. There will be an extra man on the truck due to the expected heavy trash day.

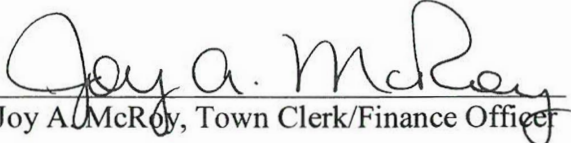
Police Report

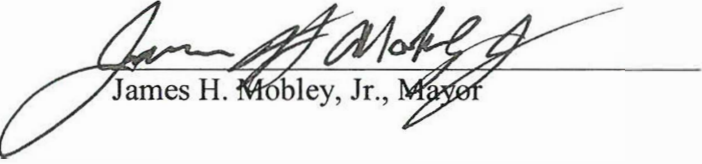
There was no report.

Public Comments

Mayor Mobley asked for any public comments. David Field reported that they had signed the preliminary paperwork for a new fire truck. Also, he reported that the Christmas Parade went well, we learned a lot of what worked and what didn't. The Chocowinity Fire Department has been granted a \$15,000 Homeland Security Grant for a portable generator and light tower.

There being no further business the meeting was adjourned on a motion by Commissioner Langley and seconded by Commissioner Williams. Motion carried (3 yea, 0 no).


Joy A. McRoy, Town Clerk/Finance Officer


James H. Mobley, Jr., Mayor

**Town of Chocowinity
General Fund
Financial Report
November 2018**

Beginning Checkbook Balance.....	\$ 122,598.59
Income.....	89,644.24
Subtotal.....	\$ 212,242.83
Expenditures.....	104,205.59
Ending Checkbook Balance.....	<u>\$ 108,037.24</u>

Income:

Officer Fees.....	\$ 9.00
Advalorem Tax.....	67,936.78
Vehicle Tax.....	513.98
Violations.....	20.00
Zoning.....	150.00
Police Reports.....	10.00
Sales and Use Tax.....	19,319.23
Solid Waste Tax.....	150.63
Motor Fuels Tax Refund.....	688.66
Haddock Insurance.....	476.00
Cherry Insurance.....	369.96
Total Income.....	<u>\$ 89,644.24</u>

Expenditures-Town:

A&B Mechanical.....	\$ 5,000.00
D&H Equipment.....	363.84
Edward Diesel.....	683.23
Fastenal.....	221.77
Lowes.....	808.96
Mid Atlantic Hyd.....	1,198.56
Quality Use Parts.....	16.87
Useable Life.....	217.37
Edward Machine.....	5,000.00
CenturyLink.....	25.93
Gregory Poole.....	1,369.96
Mason Jones.....	225.00
David Yow Window Tint.....	180.00
Duke Energy Progress.....	2,816.09
Hudson Signs.....	80.06
Piston Ring & Machine Co.....	103.91
Speedway Fleet Services.....	353.81
Analysis Charges.....	30.88
Suddenlink Communications.....	900.78
Blue Cross, Blue Shield.....	11,312.14
Cranfill Sumner & Hartzog.....	23.85

Lee Shaffer (Dog Park Expense Reimbursement).....	514.65
Chocowinity Fire Department (Fire Tax).....	5,351.51
Aflac.....	570.61
NC Treasurer - Retirement.....	3,711.04
NC Department of Revenue.....	1,735.00
941 Taxes.....	10,935.60
Salaries.....	44,915.99
Total Expenditures.....	<u>\$ 98,667.41</u>

Expenditures-Police Dept:

ADS Security.....	\$ 142.52
Choco Dry.....	32.03
Eagle Point.....	54.00
Lowes.....	178.70
O'Reilly.....	86.03
Turner Pest.....	115.00
401 K.....	473.44
Galls.....	2,622.60
A&B Mechanical.....	317.42
David Yow Window Tint.....	180.00
Suddenlink Communications.....	397.26
Speedway Fleet Services.....	839.18
Gwyn Singleton (PD Cleaning).....	100.00
Total Expenditures.....	<u>\$ 5,538.18</u>

Total Expenditures (Town/Police Dept)..... \$ 104,205.59

Submitted By: S & Q . c20 . a =
 Joy . Mc y
 Town Clerk/ Finance Officer

**Town of Chocowinity
Water and Sewer Fund
Financial Report
November 2018**

Beginning Checkbook Balance.....	\$ 687,370.58
Income.....	115,485.14
Subtotal.....	802,855.72
Expenditures.....	(49,956.26)
Ending Checkbook Balance.....	<u><u>\$ 752,899.46</u></u>

Water Income

Water Sales.....	\$ 41,227.50
Water Deposits.....	600.00
Misc Water.....	10.00
Water Taps.....	62.33
Penalties.....	1,586.47
Total Water Income.....	<u><u>\$ 43,486.30</u></u>

Sewer Income

Sewer Sales.....	\$ 66,885.47
Misc Sewer.....	933.74
Sewer Deposits.....	450.00
Total Sewer Income.....	<u><u>\$ 68,269.21</u></u>

Miscellaneous Income

Prepayments.....	1,816.96
Trash.....	1,912.67
Total Misc Income.....	<u><u>\$ 3,729.63</u></u>

Total Income.....	<u><u>\$ 115,485.14</u></u>
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Paid Out Water Department

A&B Mechanical.....	3,773.09
Brown & Morrison.....	1,715.35
CenturyLink.....	114.30
Environment I.....	1,356.00
Lowe's.....	95.59
Lupton Electronics.....	1,556.93
Lauren Swain (Refund).....	7.32
George Saieed (Refund).....	10.22
Edward Machine.....	337.50
NCWTFO.....	90.00
Rivers and Associates.....	1,318.76
NCWOA.....	40.00
Lacy Freeman (refund).....	188.46
Cargill Incorporated.....	3,614.85

Courtney Brown (Refund).....	43.41
Duke Energy Progress.....	1,415.67
Joseph Edwards.....	600.00
Mary Wiggins (Refund).....	25.00
Sherwin Williams.....	90.03
US Cellular.....	627.07
Speedway Fleet Services.....	442.16
Core & Main.....	466.80
U.S. Post Office.....	227.48
Bank Analysis Charge.....	13.03
FDGL Lease Payment.....	18.62
FDMS Settlement Fees.....	185.56
Total Expenditures.....	<u>\$ = = = 17,928.51</u>

Paid Out Sewer Department

Beaufort County Water.....	60.13
CenturyLink.....	198.82
Quality Tires.....	197.69
Lauren Swain (Refund).....	75.00
George Saieed (refund).....	75.00
NC811.....	25.00
WPCSOCC.....	50.00
Core&Main.....	1,421.23
Paul Murphy (Refund).....	24.25
City of Washington.....	27,842.31
Courtney Brown (Refund).....	75.00
Duke Energy Progress.....	1,051.42
Fastenal.....	156.75
Robert Widing (Refund).....	37.50
Speedway Fleet Services.....	442.16
U.S. Post Office.....	227.48
FDGL Lease Payment.....	18.63
FDMS Settlement Fees.....	185.55
Bank Analysis Charge.....	13.04
Total Expenditures.....	<u>\$ = = = 31,959.74</u>

Miscellaneous Payout

NSF Checks.....	<u>\$ = = = 68.01</u>
Total Expenditures.....	<u>\$ = = = 68.01</u>

Total Paid Out.....	<u>\$ = = = 49,956.26</u>
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Submitted By: () _____
 Joy A Mc y
 Town Clerk/ Finance Officer

Town of Chocowinity
Budget vs. Actual
For the Date Ending December 31, 2018

<u>Account Description</u>	<u>Budgeted Amount</u>	<u>Amount Received</u>	<u>Remaining</u>	<u>Percentage Used</u>
General Fund Revenues				
Advalorem Taxes	320,000.00	160,087.74	159,912.26	50%
Vehicle Taxes	17,000.00	7,077.74	9,922.26	42%
Miscellaneous Income	2,000.00	2,695.07	-695.07	5%
Zoning Income	4,500.00	850.00	3,650.00	19%
Chocowinity EMS	5,300.00		5,300.00	0%
Chocowinity Fire Department	5,000.00		5,000.00	0%
Police Ordinance Violations	3,000.00	842.00	2,158.00	28%
Franchise/Utility Taxes	68,500.00	32,622.53	35,877.47	48%
ABC, Beer & Wine Taxes	8,000.00		8,000.00	0%
NC Sales & Use Taxes	215,000.00	118,087.23	96,912.77	55%
Refund on Sales Taxes	2,000.00		2,000.00	0%
Fuel Tax Refund	2,500.00	1,681.30	818.70	67%
Beaufort County Recreation	7,200.00		7,200.00	0%
Mid East Regional Housing	1,000.00		1,000.00	0%
<u>From Water/Sewer Fund</u>				
Salaries - Water	112,000.00	96,000.00	16,000.00	86%
Salaries - Sewer	147,000.00	118,500.00	28,500.00	81%
Electricity	3,100.00	1,550.00	1,550.00	50%
Telephones	2,800.00	1,400.00	1,400.00	50%
Insurance	73,500.00	36,750.00	36,750.00	50%
Audit	3,150.00	1,575.00	1,575.00	50%
		579,718.61		
<u>Street Fund</u>				
NC Department of Transportation	27,200.00	13,374.78	13,825.22	49%
Interest - Powell Bill	25.00	31.99	-6.99	128%
Refund on Sales Taxes - Powell Bill	200.00		200.00	0%
Contingency	13,175.00		13,175.00	0%
Total General Fund Revenues	1,043,150.00	593,125.38	450,024.62	57%

Town of Chocowinity
Budget vs. Actual
For the Date Ending December 31, 2018

<u>Account Description</u>	<u>Budgeted Amount</u>	<u>Amount Expended</u>	<u>Remaining</u>	<u>Used</u>
<u>General Fund Expenditures</u>				
Board & Mileage	4,300.00	1,995.06	2,304.94	46%
Salaries - Regular Earnings		202,572.70		
Salaries - Overtime Earnings		19,903.50		
Total Salaries	365,025.00	222,476.20	142,548.80	61%
Social Security Taxes	26,700.00	15,116.15	11,583.85	57%
Insurance Employee Health	100,000.00	48,273.94	51,726.06	48%
Employee Retirement	23,000.00	10,388.99	12,611.01	45%
Travel & Training	600.00	85.00	515.00	0%
Telephones	5,700.00	3,259.64	2,440.36	57%
Progress Energy Carolinas	24,600.00	13,122.89	11,477.11	53%
Town Gas, Supplies & Repairs	52,500.00	45,879.36	6,620.64	87%
Insurance	48,000.00	53,580.00	-5,580.00	112%
Security Systems	375.00	322.28	52.72	86%
Attorney Fees	7,000.00	4,879.41	2,120.59	70%
Beaufort County Tax Collection	6,500.00	3,416.17	3,083.83	53%
Office Supplies	7,500.00	6,072.97	1,427.03	81%
Audit Expense	7,200.00	5,400.00	1,800.00	75%
Dues & Subscriptions	2,300.00	2,416.99	-116.99	105%
Miscellaneous Expense	2,000.00	2,000.00	0.00	100%
Beautification	3,000.00	2,331.99	668.01	78%
Christmas Party	900.00		900.00	0%
Planning Board Fees	800.00		800.00	0%
Equipment Purchases	10,000.00	10,000.00	0.00	0%
Zoning Administration	22,000.00	18,115.00	3,885.00	82%
Building Maintenance	20,000.00	6,789.52	13,210.48	34%
Contingency	7,000.00		7,000.00	0%
<u>Chocowinity Recreation</u>				
Utilities	7,000.00	4,153.18	2,846.82	59%
General Park Maintenance	7,000.00	8,359.61	-1,359.61	119%
Ballfield Maintenance/Equipment	3,800.00		3,800.00	0%

Town of Chocowinity
Budget vs. Actual
For the Date Ending December 31, 2018

<u>Police Department</u>				
Salaries	151,600.00	84,434.42	67,165.58	56%
Social Security Taxes	11,600.00	6,459.64	5,140.36	56%
Retirement	8,750.00	4,215.11	4,474.83	49%
401k Retirement	6,100.00	3,276.69	2,823.31	54%
Fuel Expense	9,000.00	6,197.01	2,802.99	69%
Telephones/Internet	5,000.00	2,788.31	2,211.69	56%
Police Department Cleaning	1,800.00	500.00	1,300.00	28%
Ammunition	2,500.00	2,414	85.45	97%
Yearly Maintenance	5,500.00	4,501.86	998.14	82%
Office Supplies	1,500.00	1,025.63	474.37	68%
Uniforms Expense	5,000.00	3,745.50	1,254.50	75%
Vehicle Maintenance	7,000	3,787.78	3,212.22	54%
Travel & Training	1,500.	153.51	1,346.49	10%
Turner Pest Control	500.00	431.00	69.00	86%
Copier/Printer/Fax/Scanner	2,000.00	1,355.98	644.02	68%
Equipment Purchases	7,800.00	6,322.76	1,477.24	81%
Vehicle Payment	10,600.00	10,511.17	88.83	99%
		630,615		
<u>Street Fund</u>				
Engineering	600.00	450.00	150.00	75%
Street Maintenance	40,000.00	40,131.15	-131.15	100%
Total Expenditures	1,043,150.00	671,196.48	371,953.51	64%
General Fund Income/Loss		(50,896.72)		

Town of Chocowinity
Budget vs. Actual
For the Date Ending December 31, 2018

Account Description	Budgeted Amount	Amount Expended	Remaining	Percentage Used
Water Fund Revenues				
Water Sales	485,000.00	241,242.04	243,757.96	50%
Penalties & Late Fees	17,500.00	10,493.57	7,006.43	60%
Water Tap Fees	3,000.00	3,200.00	-200.00	107%
Sales Tax Refund	3,000.00		3,000.00	0%
Miscellaneous Income	1,000.00	275.00	725.00	28%
Total Water Fund Revenues	509,500.00	255,210.61	254,289.39	50%1
Water Fund Expenditures				
Professional Services/Testing/Samples	15,000.00	9,938.52	5,061.48	66%
Travel & Training	1,500.00	1,084.00	415.54	72%
Telephones	5,000.00	2,193.34	2,806.66	44%
US Post Office	3,800.00	1,643.62	2,156.38	43%
Progress Energy Carolinas	24,000.00	11,917.64	12,082.36	50%
Office Supplies	9,000.00	5,235.58	3,764.42	58%
Supplies & Materials	50,000.00	49,051.02	948.98	98%
Vehicle Fuel	7,000.00	3,845.55	3,154.45	55%
Chemicals	20,000.00	9,268.39	10,731.61	46%
Lab Supplies	5,000.00	3,286.51	1,713.49	66%
Permits & Fees	3,250.00	1,160.00	2,090.00	36%
Dues & Subscriptions	600.00	400.00	200.00	67%
USDA Bond Payment	157,540.00		157,540.00	0%
Elevated Tank Management	30,000.00		30,000.00	0%
Capital Improvements	15,000.00	20,695.81	-695.81	138%
Equipment Purchases	10,000.00	6,000.09	3,999.91	60%
Contingency	5,810.00	1,318.76	4,491.24	23%
To General Fund				
Health Insurance	23,000.00	11,500.00	11,500.00	50%
Salaries	112,000.00	96,000.00	16,000.00	86%
Electricity	1,550.00	775.00	775.00	50%
Telephones	1,400.00	700.00	700.00	50%
Insurance	8,000.00	4,000.00	4,000.00	50%
Audit Fees	1,050.00	525.00	525.00	50%
Total Water Fund Expenditures	509,500.00	240,179.29	269,320.71	47%

Town of Chocowinity
Budget vs. Actual
For the Date Ending December 31, 2018

<u>Account Description</u>	<u>Budgeted Amount</u>	<u>Amount Expended</u>	<u>Remaining</u>	<u>Percentage Used</u>
Sewer Fund Revenues				
Sewer Sales	800,000.00	391,078.90	408,921.10	49%
Sewer Tap Fees	2,000.00	4,800.00	-2,800.00	240%
Sales Tax Refund	2,000.00		2,000.00	0%
Miscellaneous Income	1,000.00	5,192.36	-4,192.36	519%
Sewer Inspection Fees	200.00	750.00	-550.00	375%
Total Sewer Fund Revenues	805,200.00	401,821.26	403,378.74	50%
Sewer Fund Expenditures				
Technical Services	4,000.00	9,868.24	-5,868.24	0%
Travel & Training	1,500.00	1,120.59	379.41	75%
Telephones	3,000.00	1,611.66	1,388.34	54%
US Post Office	3,500.00	1,443.61	2,056.39	41%
Progress Energy Carolinas	14,000.00	7,243.62	6,756.38	52%
Office Supplies	9,000.00	5,235.55	3,764.45	58%
Supplies & Materials	50,000.00	45,049.26	4,950.74	90%
Beaufort County Water	350.00	196.90	153.10	56%
Vehicle Fuel	7,000.00	3,891.26	3,108.74	56%
Chemicals	2,000.00		2,000.00	0%
Lab Supplies	1,000.00		1,000.00	0%
Permits and Fees	500.00	50.00	450.00	0%
Location Services	250.00	150.00	100.00	60%
Capital Improvements	10,000.00	6,222.16	3,777.84	62%
Equipment Purchases	10,000.00		10,000.00	0%
Washington Utilities	362,000.00	171,380.44	190,619.56	47%
USDA Bond Payment	122,275.00		122,215.00	0%
Contingency	10,275.00	5,745.52	4,529.48	0%
<u>To General Fund</u>				
Health Insurance	36,000.00	18,000.00	18,000.00	50%
Salaries	147,000.00	118,500.00	28,500.00	81%
Electricity	1,550.00	775.00	775.00	50%
Telephones	1,400.00	700.00	700.00	50%
Insurance (Worker's Compensation)	6,500.00	3,250.00	3,250.00	50%
Audit Fees	2,100.00	1,050.00	1,050.00	50%
Total Sewer Fund Expenditures	805,200.00	401,483.81	403,716.19	50%
Water - Net Income (Loss) for the Fiscal Year		15,031.32		
Sewer - Net Income (Loss) for the Fiscal Year		337.45		