

Chowan County Board of Commissioners
Regular Meeting

Monday, August 21, 2023

Northern Chowan Community Center
2869 Virginia Road
Tyner, NC 27980
6:00pm

**This meeting will be held at the Northern Chowan Community Center
Please note this change from our regular meeting location!**



AGENDA

Regular Meeting

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

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. Approval of Minutes
Minutes of the August 7, 2023 meeting.

- b. Tax Refund and Release Report

Jordan, J.	\$115.65	Paid Twice
Waff	\$295.65	Overpayment
Wilson, T.	\$142.00	Overpayment

4. Fireworks Display Request

As required by statute, a request for permission has been submitted for Wetzel Pyrotechnics. to provide a firework display at Open Door Church (1255 Haughton Rd. Edenton, NC) on September 3, 2023[NCGS § 14-410 & §14-413]. The rain date for the event is September 4, 2023. The Operator Robert Whitley has provided the Operators License and Certificates of Liability Insurance from Wetzel Pyrotechnics. The Board will review the certificates of liability insurance and fireworks display permit. If approved Fire Inspector will perform the inspection prior to the display. It is in order for the Board to approve the display pending the final approval and inspection by the Fire Inspector.

5. John A. Holmes High School Project

Mr. Howard will provide the Board with a status update regarding the John A. Holmes High School Project bids. Additionally, he will provide the Board with any project requests from the school board.

6. Emergency Operations Plan Update

Emergency Management Coordinator Cord Palmer will present the Board with the Emergency Operations Plan. In the 2022-23 budget the County contracted with a company to update the County Emergency Operations Plan. The draft plan was sent to the Board of Commissioners for review/comment on July 24, 2023. The draft has been approved by North Carolina Emergency Management. Staff requests that the Board approve the updated Emergency Operations Plan as submitted.

7. Broadband Easement

Cord Palmer will present the Board with a request from Focus Broadband (formerly ATMC) to obtain an easement to place equipment on County property. The subject property is where the elementary schools are currently located. Representatives from Focus Broadband have met with the school maintenance director and the schools have agreed that the 60ft x 60ft easement would not interfere with current or future school operations. If approved by the Commissioners, staff requests that the County Attorney and staff work along with Focus Broadband to initiate easement documents.

8. Water Department Task Agreement with County Engineer

The Board previously approved a contract and task amendment with Rivers and Associates to provide Engineering Services for the County in relation to the R/O Treatment Plant Planning Project. At the last meeting the Board discussed granting the County Manager the authority to projects (Task Agreements) that are included in the current budget.

9. Appointment

Trillium Mental Health Regional Board

Sandra Layden, FNP,ENP,PMHNP (Family Nurse Practitioner, Emergency Nurse Practitioner and Psychiatric Mental Health Nurse Practitioner) currently serves as the County appointee to the Northern Regional Advisory Board for Trillium Health Resources. Her appointment expired August 4, 2023. Ms. Layden is eligible for reappointment and has indicated her interest in being reappointed to this Board. It is in order for the Board to consider reappointment.

10. Financial Items

Ms. Smith will present the following:

- a. 2023 Fiscal Year Budget Amendments (Clean Up)
2023-088

- b. 2024 Budget Amendments
2024-004
2024-005
2024-006
2024-007
2024-008
2024-009
2024-010

11. External Board/Committee Report

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

12. Manager's Report

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

13. Timely and Important Matters

14. Adjourn