



**Chowan County Board of Commissioners**

**Regular Meeting**

**Monday, August 7, 2023**

**Chowan County Public Safety Center**

**305 West Freemason Street**

**6:00pm**

**AGENDA**

**Regular Meeting**

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

**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 July 10, 2023 Special and Regular Meetings and July 11, 2023 CIP Committee meeting.

**4. NCACC Annual Conference**

Youth Delegate Introduction

Boys and Girls Club Executive Director Elizabeth Mitchell will introduce the Boys and Girls Club 2023 Youth Voice Delegate, Ly'Te'Eire Drew who will be representing Chowan County at the 2023 Annual Conference. The Board will take a group photo with Mr. Drew which will be displayed at the 2023 Youth Voice breakfast. This is the first delegate to represent the Boys and Girls Club since the beginning of the Youth Voice program.

**5. John A. Holmes High School Project**

The Edenton-Chowan Board of Education is currently reviewing bids and will provide the County with a recommendation by the end of this week. Due to deadlines for LGC application this request must be on the August 7, 2023 agenda. All documentation will be provided at the Board meeting as it is not fully reviewed and compiled at the time of agenda preparation.

Acceptance of Bids

LGC Application and Resolution

Interim Financing and Resolution

**6. Public Hearing – Text Amendment 23-01 Warehouse**

The Board will hold a public hearing to hear TA 23-01. The Planning Board unanimously recommended to NOT approve the text amendment request for the addition of “Warehouse” (general storage/enclosed) to the A-1 zoning district.

**7. 911 Contract with MCNC**

The Board will consider a request to approve a contract between Chowan County and MCNC for the installation of fiber for the radio system. The County will receive grant funds for the installation of this fiber. Currently Perquimans County has fiber in place that Chowan County uses as a backup center and this fiber is paid for by Perquimans County. The new fiber will allow for Chowan County to serve as the backup for Perquimans County.

**8. Water Department Task Agreement with County Engineer**

The Board will consider an agreement with Rivers and Associates to perform a Water Rate Study in the amount of \$50,000. There are monies in the current fiscal year budget to fund this study.

**9. Capital Improvement Plan (CIP) Committee Projects**

The Board will review and consider approval of the following recommended projects from the CIP Committee.

a. CIP 2024 Recommended Funding Schedule

The proposed 5 year funding schedule is attached for the Board’s review and consideration.

b. Sheriff Radio Purchase

The Board will review a proposal to upgrade agency radios. A project cost and description is attached. The Board will consider financing options or direct purchase of the radios.

c. Ag Building Pedestrian Bridge Repair

The Board will review and consider a proposal from JKF Architecture to develop design and construction documents for the repair of the pedestrian bridge, facilitate bids and oversee the construction administration. The cost for the service is \$29,978.

d. Swain Window Project

The CIP committee recommends covering of the windows at Swain with acrylic sheets to reduce further damage. The Board will review proposals to cover the windows, scrape and paint the windows, purchase paint and materials to repair rotten wood and rent a lift for the repairs. The total project cost is estimated to be \$37,442.38.

e. Courthouse Parking Lot

Maintenance staff has received three bids to repair and repave the parking lot at the Courthouse (Broad Street). Staff recommends award of the bid to the low bidder RC Paving in the amount of \$66,000.

f. Courthouse HVAC & Roof Design

The Board has a proposal from JKF Architecture for HVAC and Roof Design at the Courthouse as recommended by the CIP Committee. Since that meeting, we have had issues with the current system and have had discussions about moving forward with Courtroom renovations and replacement of the HVAC unit for the Courtroom only.

**10. Colleton Software Agreement**

The Board will review and consider an agreement between Chowan County and Colleton Software, the County's EMS Billing Service to allow Colleton to negotiate billing claims on behalf of the County.

**11. Davenport Financial Advisory Agreement**

The Board will review and consider approval of an agreement with Davenport to provide the County with pre referendum advisory and consulting services in anticipation of a 2024 General Obligation and Recreation Bond referendum.

**12. Financial Items**

Ms. Smith will present the following:

- a. 2023 Fiscal Year Budget Amendments (Clean Up)  
2023-085  
2023-086  
2023-087
- b. 2024 Budget Amendments  
2024-002  
2024-003
- c. Update on JA Holmes Highschool Project Expenses

**13. External Board/Committee Report**

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

**14. Manager's Report**

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

**15. Timely and Important Matters**

Next Meeting – Change of Location

Please note that the August 21, 2023 meeting of the Chowan County Board of Commissioners will be held at the Northern Chowan Community Center. 2869 Virginia Road Tyner, NC 27980. The meeting will be at 6pm.

**16. Adjourn**