



Chowan County Board of Commissioners
SPECIAL MEETING
Monday, July 10, 2023
Chowan County Public Safety Center
305 West Freemason Street
5:00 pm

AGENDA

The Chowan County Board of Commissioners will hold a special meeting on Monday, July 10, 2023 at 5:00pm before the regular 6pm meeting. The special meeting at 5:00pm will be held in the Chowan County Public Safety Center (305 West Freemason St. Edenton, NC).

The purpose of this special meeting will be a closed session to meet in accordance with NCGS 143-318-11 (a) (6) personnel. The regular meeting at 6:00pm will follow.

Chowan County Board of Commissioners
Regular Meeting
Monday, July 10, 2023
Chowan County Public Safety Center
305 West Freemason Street
6:00pm

AGENDA

Regular Meeting

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

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 May 22, 2023 Special and Regular Meetings, June 5, 2023 Special and Regular Meetings, June 12, 2023 Special Meeting and June 19, 2023 Special and Regular Meetings.

4. Tax Items

Acceptance of Settlement

Order to Collect

5. NCACC Annual Conference

Youth Delegate Introduction

Extension Director Mary Morris will introduce the 2023 Youth Voice Delegate, Taylor Overton who will be representing Chowan County at the 2023 Annual Conference. The Board will take a group photo with Mr. Overton which will be displayed at the 2023 Youth Voice breakfast.

Voting Delegate

It is recommended that the Board appoint Chair Kirby as the voting delegate and Commissioner Lawrence as the alternate voting delegate as they both will be attending the 2023 Conference.

6. Ordinance Update

Planner Brandon Shoaf will provide the Board with a recommendation to select a firm to update, reorganize and present a modern code of ordinances and subdivision regulations for the County. Five proposals were received and staff recommends awarding the contract to Insight Planning and Development.

7. Local Water Supply Plan Update Resolution

The Board is required by the State to approve the update to the Local Water Supply Plan. A resolution accepting the plan as presented is attached for the Board to consider.

8. Tax Administrator Appointment

It is recommended that the Board authorize the following appointments:

County Manager Kevin Howard to serve as Chowan County Interim Tax Administrator for the period of July 26th at 5:00pm until Monday, July 31, 2023 at 8:00am.

The Board will vote to appoint Chris Hill as its Chowan County Tax Administrator effective July 31, 2023. By making this appointment, the Board authorizes the Clerk to swear in Mr. Hill as the appointed Chowan County Tax Administrator on Monday, July 31, 2023 at 8:00am.

9. Financial Items

Ms. Smith will present the following:

a. 2023 Fiscal Year Budget Amendments (Clean Up)

2023-083

2023-084

b. 2024 Budget Amendments

2024-001

c. Financial Report May 2023

Finance Officer Cathy Smith will provide the Board with financial reports for May 2023

10. External Board/Committee Report

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

11. Manager's Report

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

12. Timely and Important Matters

13. Adjourn