



Chowan County Board of Commissioners
SPECIAL MEETING
Monday, June 5, 2023
Chowan County Public Safety Center
305 West Freemason Street
3:00 pm

AGENDA

The Chowan County Board of Commissioners will hold a special meeting on Monday, June 5, 2023 at 3:00pm before the regular 6pm meeting. The special meeting at 3:00pm 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 Equalization and Review
Monday June 5, 2023 (recessed May 22, 2023)
Chowan County Public Safety Center
305 West Freemason Street
6:00pm

Continuation of Appeal from May 22, 2023

Friends of the Taylor Theater – 208 S Broad Street Edenton, NC

The Board requested that the following appeal be heard at the June 5th meeting to allow staff to review measurements and adjust interior square footage calculations. Representative of Vincent Valuations will present the new valuation to the Board of Commissioners.

Appeal

Roxanna P. Lewis – 246 Thick Neck Road Edenton, NC

At the May 22nd meeting the Board voted to uphold the valuation as recommended by Vincent Valuations. Since that time, it has been determined that there was a clerical error in the hearing notice letter (date/time as well as valuation amounts were incorrect in the letter sent to Ms. Lewis). It is recommended the Board allow Ms. Lewis the opportunity to present her appeal in person at the June 5th meeting.

Adjourn

It is in order to Adjourn the Board of Equalization and Review.

Chowan County Board of Commissioners
Regular Meeting
Monday, June 5, 2023
Chowan County Public Safety Center
305 West Freemason Street
6:00pm (following Board of Equalization and Review)

AGENDA

Regular Meeting

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

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 15, 2023 Regular Meeting and May 17, 2023 Budget work session.
- b. 2023 Commissioner Committee Appointments
The Board approved all Chair recommended appointments in January however one appointment did not expire until June 2023. The Chair recommends reappointment of Patti Kersey to serve as the Commissioner appointee to the COA Board of Directors.

4. Public Hearing for the FY 2023-24 Budget

The Board will open the Public Hearing to receive comment on the proposed FY 2023-24 Chowan County Budget. Budget materials are available for public inspection on the Chowan County website, and the office of the County Manager.

*One additional budget work session is scheduled for June 12, 2023 at 8:00am.

5. Sheriff – Capital Purchase

Sheriff Edward Basnight requests that the Board allow the Sheriffs Office to utilize unused salaries in the current fiscal year budget to purchase capital outlay items which results in a reduction of the requested capital outlay in the upcoming fiscal year budget by \$75,770.96. If the Board approves this request the Board will also approve BA2023-077 which is also attached.

6. IT Department/Emergency Management – Capital Purchases and surplus of equipment

IT Director and Emergency Management Coordinator Cord Palmer will present the Board with a request to utilize lapsed salaries in the IT Department budget to purchase new generators for Emergency Management to use at shelters when shelters are open for emergencies. Mr. Palmer also requests permission to purchase security cameras for the EMS Building with these funds. Use of the lapsed salaries will reduce the amount of monies requested in the upcoming fiscal year budget by \$9,000. If the Board approves this request the Board will also approve BA2023-078 which is also attached

Additionally, staff requests permission to surplus the four existing smaller generators which are between 15 and 20 years old and authorize the disposal of the generators via Gov Deals Auction.

7. Surplus

The following structure listed below is owned by Chowan County. Staff has determined the structure is of no use to the County and recommends that it be sold via upset bid outlined in the general statutes (NCGS §153A-176 and §160A-269).

Structure Only, Adjoining land NOT included- 1610 Virginia Road Structure is to be removed by buyer within 60 days from date of purchase.

The structure is a single family residential dwelling with approximately 2,226 square feet of heated space. It is estimated that the home was built in 1978. Buyer will absorb all costs and permits for removal of the structure. Buyer must provide the County with a copy of the certificate of liability insurance from the company that will facilitate the removal of the structure.

The Board is asked to declare the described property as surplus, authorize staff to advertise for upset bids. Additionally, the Board will need to consider if there should be a minimum bid requirement.

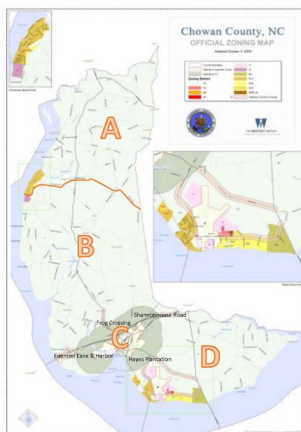
8. Appointments

County Planning Board

Two seats are up for reappointment.

Haywood Bond currently serves Area D and is eligible and interested in reappointment. It is recommended the Board of Commissioners reappoint Haywood Bond.

A vacancy for the seat in Area B is currently being advertised for applications.



DSS Board

The appointment that is made by the Board of Commissioners expires June 30th. The County is currently accepting applications for this upcoming vacancy. Applications must be submitted to the Board Clerk no later than June 15, 2023.

9. NCACC Annual Conference

The Board is asked to authorize the Clerk to register and to secure hotel reservations for Chair Kirby and Commissioner Lawrence to attend the NCACC Annual Conference scheduled for August 24-26 in Wake County.

10. Financial Items

Mr. Howard will present the following:

a. Current Fiscal Year Budget Amendments

2023-073

2023-074

2023-075

2023-076

b. FY22-23 Budget Clean Up

The Board will authorize the Finance Officer and Manager to perform necessary FY 2022-23 budget clean up amendments and bring them back to the Board as FYI at a future regular meeting.

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

Adjourn