



Chowan County Board of Commissioners

Regular Meeting

Monday, May 15, 2023

Chowan County Public Safety Center

305 West Freemason Street

6:00pm

AGENDA

Regular Meeting

- a. Call to Order
- b. Pledge
- c. Invocation Chair Kirby

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 1, 2023 Regular and Special Meetings.

- b. Surplus
The Board is asked to approve the surplus of a map plotter/scanner currently in the Land Records Office. The current fiscal year budget includes the purchase of a new plotter/scanner. The local company working on the purchase order for the new machine has suggested trading in the current machine for a discount of the purchase price. Staff requests that the Board authorize the surplus of the equipment and additionally authorize the County Manager to determine the method of disposal for the current machine (Gov Deals or Trade In) based on the trade-in quote given by the sales company.

4. County Forest Ranger Introduction

Mike Petruncio the District Forester will introduce the Board to the new County Ranger Anthony DeSocio.

5. Appointment

Mr. Howard will provide introductions of the Interim Tax Administrator Ronald Antry. It is in order for the Board to appoint Ronald Antry to serve as Interim Tax Administrator, effective May 15, 2023.

6. **Shepard Pruden Memorial Library Appointments/Reappointments**

After review of the applications received to date the Shepard Pruden Memorial Library Board of Trustees recommend the following:

Appointment
Cynthia Herlong
Rev. Melvin Tatem

Reappointment
Carlette Pruden
Marie Perry

7. **Appointment**

Craig Miller currently serves on the ABC Board. He is eligible and has requested reappointment to the ABC Board.

8. **JCPC Discretionary Funds**

The Board will consider approval of the use of JCPC discretionary funds in the amount of \$30,000. The funds will be utilized to fund a one week summer program for After School plus students and to fund a vehicle for the restitution program. The vehicle will require a \$3,000 cash match will be funded using Edenton Chowan Recreation Department Capital Outlay funds.

9. **Review Officer Appointment Resolution**

The Board will review and consider approval of a resolution that updates the Chowan County Review Officers. Chris Elsbree, GIS/Land Records Manager will serve as the primary review officer and Planner/Inspections and Planning Director will serve as the back up if Mr. Elsbree is unavailable.

10. **Water Department Items**

Chowan County Water Shortage Response Plan Update

Water Department Director David Tawes will present the Board with the updated Water Shortage Response Plan as required. There are no substantive changes to the plan from the previous, the changes only reflect system staffing changes.

Bid Procedure for R/O Water Treatment Test Wells

A pre-bid conference was held on Thursday, May 11, 2023. There is a concern that the project may not receive three bids by the bid deadline. Staff requests that if the County has to rebid the project, that the Board authorize online advertisement only of the bids.

11. **FY 2023-24 Budget Presentation – Schedule Public Hearing**

Mr. Howard will present the Board with the proposed FY 2023-24 budget and budget message. Budget work sessions have been scheduled for May 17th, 18th and 22nd and are advertised on the County's website.

It is in order for the Board to schedule the public hearing on the proposed budget for June 5, 2023 at 6:00pm.

12. **NC Summit on Reducing Overdose**

The NCACC has recommended the Chair Kirby, who is also the District Director for District 1 of the Association, attend the 2023 NC Summit on Reducing Overdose. Chair Kirby requests approval for registration and hotel costs for the summit which will cost approximately \$600. Finance Officer Cathy Smith will advise the Board if Opioid monies could be utilized to cover travel and registration expenses or if County Funds must be expended for the costs.

13. Annual Reports – Sheriff/Jail/911

Sheriff Edward Basnight will provide the Board with an annual report from the Sheriff, Jail and 911 Departments.

14. Financial Items

Finance Officer Cathy Smith will present the following:

a. Current Fiscal Year Budget Amendments

2023-069

2023-070

2023-071

2023-072

b. Update on JA Holmes Highschool Project Expenses

15. External Board/Committee Report

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

16. Manager’s Report

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

17. Timely and Important Matters

18. Adjourn