



**Chowan County Board of Commissioners**

**SPECIAL MEETING**

**Monday, May 1, 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, May 1, 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) (3, 5 and 6) attorney client, contract negotiations and personnel. The regular meeting at 6:00pm will follow.

**Chowan County Board of Equalization and Review**

**Monday May 1, 2023**

**Chowan County Public Safety Center**

**305 West Freemason Street**

**6:00pm**

**Oath**

Board Clerk Susanne Stallings will administer the oath of office to the Board of Equalization and Review.

**Presentation of Appeals**

- Citizens having appropriately and timely appealed their property valuations to the Tax Department will be scheduled for an appeal hearing at a later date.

**The deadline for appeals to be submitted to the Chowan County Tax Office is May 1, 2023 at 5pm.**

The Interim Tax Administrator will update the Board on the status of appeals that have been received. Staff will work with the Clerk to develop a hearing schedule.

**Adjourn**

It is in order to Adjourn the Board of Equalization and Review. The North Carolina General Statutes allow the Board of Equalization and Review to continue to meet after adjournment for the purpose of hearing and deciding appeals that have been timely filed, meaning appeals which were:

- actually received by the board or the assessor by or before the published date and time of adjournment; or
  - made in person before the board by or before the published date and time of adjournment; or
  - received by the board or the assessor at any time bearing a U.S. Postal Service postmark which is dated on or before the published date of adjournment.
- Property owners that have submitted timely appeals and are awaiting hearings will be notified of the hearing date and times. A notice and schedule of the Board of Equalization and Review Appeal Hearing will be advertised

**Chowan County Board of Commissioners**

**Regular Meeting**

**Monday, May 1, 2023**

**Chowan County Public Safety Center**

**305 West Freemason Street**

**6:00pm**

**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 April 17, 2023 Regular and Special Meetings.

- b. Tax Refund Release Report  
Felton, W.                      \$122.78                      Overpayment

- c. 2023 Meeting Schedule Amendment  
At the last meeting, the Board requested that the Clerk identify a meeting date to hold a regular meeting in the northern end of the County. The Clerk has provided the Board with an amended meeting schedule for 2023 that changes the location for the regular meeting on August 21, 2023 to be held at the Northern Chowan Community Center at 6:00p.m.

**4. Coastal North Carolina Local Foods Week 2023 Proclamation**

Extension Director Mary Morris will present the Board with a proclamation for the Board to consider that declares June 11-16 and hereafter the second full week of June as Local Foods Week in Chowan County.

**5. 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

**6. Enterprise Maintenance Management Agreement**

The Board will review and consider approval of a Maintenance Management Agreement that adds the Enterprise vehicles used by the Sheriff's office to a maintenance schedule maintained by Enterprise.

**7. Tax Relief**

Interim Tax Administrator, Kevin Howard, will present the Board with a recommendation to relieve the 2022 tax bill for assessment of a business that was registered but never actually started.

**8. Interlocal Agreement between Chowan and Bertie Counties**

The Board will review and consider approval of an interlocal agreement that allows Chowan Building Inspectors to assist Bertie County with building inspections.

**9. Purchase Agreement – 817 Soundside Road**

The Board will review and consider approval of a purchase agreement to purchase 817 Soundside Road for \$238,000.

**10. Elevator Door Repair**

The Board will review and consider approval of a quote to replace the elevator door edge at the Courthouse. The current door safety edge parts have become obsolete. The cost of the repair is \$3,575.67.

**11. Capital Purchase – IT Department**

IT Director Cord Palmer will present the Board with two capital outlay requests.

- Security Camera replacement, \$29,000 is already included in this years budget. This request is to replace all cameras and wiring. Total cost is \$43,000. This can be covered by using remaining capital funds in the IT budget.
- Uninterruptible Power Supply (UPS) replacement. Total cost is \$23,000. This can be covered by using remaining capital funds in the IT budget.

**12. Annual Reports – Animal Shelter and Animal Control**

Written annual reports to the Board are included in the agenda packet from Animal Control Officer Louann Fisher and Animal Shelter Director Dana Comer. The Board will acknowledge receipt of the annual reports.

**13. Financial Items**

Finance Officer Cathy Smith will present the following:

a. Current Fiscal Year Budget Amendments  
2023-068

b. Financial Report March 2023

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

**14. External Board/Committee Report**

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

**15. Manager's Report**

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

**16. Timely and Important Matters**

**17. Adjourn**