



Chowan County Board of Commissioners
SPECIAL MEETING
Monday, March 20, 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, March 20, 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) (5) contract negotiations. The regular meeting at 6:00pm will follow.

Chowan County Board of Commissioners
Regular Meeting
Monday, March 20, 2023
Chowan County Public Safety Center
305 West Freemason Street
6:00pm

AGENDA

Regular Meeting

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

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. Minutes

Minutes of the February 6, 2023; February 20, 2023; March 6, 2023 Regular and Special meetings and the March 7, 2023 CIP Committee meeting.

b. Tax Refund Release Report

Lawrence Williams LLC	\$300.00	Overpayment
Hamilton, C.	\$113.35	Overpayment

4. PARTF Grant Resolution

The Chowan County Board of Commissioners will consider approval of a resolution authorizing the Parks and Recreation Trust Fund (PARTF) application and to direct staff to submit the application to Regional Recreation Services consultant.

5. Senior Tarheel Legislature Appointee Amendment

Glorius Elliott is the current representative and Derrence Fivehouse is the alternate for Chowan County. Ms. Elliot has requested to be moved to the alternate appointment and Derrence Fivehouse has agreed to serve as representative. It is recommended that the Board amend these appointments.

6. Extension Grant Request

Area Agriculture – Consumer Horticulture Agent Katy Shook will present the Board with a request to apply for a grant through Albemarle Electric Membership Corporation to complete the Chowan County Agriculture Center Arboretum Outdoor Classroom project (Phase 2). The total grant request is for \$5,000.

7. Public Hearing – RZ-23-01 Rezoning

The Board will hold a public hearing to consider a rezoning request from Lynn Bulman for property located at 3340 and 3342 Rocky Hock Rd. from R-25 to A-1.

8. Water Items

Water Department Director David Tawes will provide the Board with the following requests:

Annual Report

Mr. Tawes will provide the Board with an update from the Water Department.

ARPA Funds for Test Well Construction

Mr. Tawes will request that the Board authorize the expenditure of \$1,000,000 in ARPA funds to help with funding test well construction as part of the study requirements for a reverse osmosis water treatment facility.

Grant Acceptance Resolution

The Board will consider approval of a resolution accepting ARPA grant funds in the amount of \$400,000 to fund engineering design and planning of the test wells for the reverse osmosis treatment plant.

Personnel

Mr. Tawes will request that the Board authorize him to begin the process to hire a position in the Water Department to allow the new hire to be trained by the current Administrative Secretary who is retiring in August 2023. Additionally, he will request that the position title be reclassified to Utility Customer Services Supervisor.

General Engineering Services Agreement

Mr. Tawes will provide the Board with a request to approve a General Engineering Services Agreement with Rivers and Associates to complete various tasks that require a professional engineer licensed in North Carolina.

Leak Adjustment Policy Revision

Mr. Tawes will present the Board with a request to amend the leak adjustment policy. The currently policy allows for a 20% adjustment. The request is to increase the adjustment to 50%.

9. GREAT Grant Agreements

The Board will consider approval of various agreements which are required as part of the GREAT Grant (Broadband).

10. Apex Bond

The Board will consider a recommendation to accept a surety bond in place of a cash bond for the Apex Wind Energy Project.

11. Courthouse Painting

The Board will review and consider proposals for painting the 1st floor of the Courthouse.

12. Financial Items

Finance Officer Cathy Smith will present the following:

a. Current Fiscal Year Budget Amendments

BA2023-062

BA2023-063

BA2023-064

b. Audit RFP Award

Request for Proposals (RFP) were sent out for Auditing Services. Two responses were received. It is recommended the Board authorize staff to award the contract to Thompson, Price, Scott, Adams & Co, P.A.

13. 4-H Introductions and Invitation

4H Youth Development Agent Camaryn Byrum will introduce the Board to youth who are showing livestock this year and also invite the Board to attend the Livestock Show on April 18th. Following the meeting, some of the youth along with their goats and lambs will be outside to meet the Board after the meeting adjourns.

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