



**Chowan County Board of Commissioners**

**SPECIAL MEETING**

**Monday, January 9, 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, January 9, 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 and 5) attorney client and contract negotiations. The regular meeting at 6:00pm will follow.

**Chowan County Board of Commissioners**

**Regular Meeting**

**Monday, January 9, 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- A**

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 December 5, 2022 Regular and Special Meetings and December 20, 2022 Joint School Committee Meeting.

b. Tax Refund/Release Report

Lamb, S.	\$158.76	Overpayment
CMH Homes	\$340.66	Overpayment
Boyd, Z.	\$936.75	Overpayment
Ashely, G.	\$905.23	Overpayment
Carter, M.	\$581.49	Overpayment
Wiggins, H.	\$900.98	Overpayment
Rox Mut.	\$900.08	Overpayment
Bunch, M.	\$3,241.52	Overpayment
Vasquesz, E.	\$159.38	Overpayment
Fooks, E.	115.67	Overpayment

c. Economic Improvement Council, annual Community Services Block Grant Program

The Board will acknowledge receipt of the 2023 Grant Application from EIC. There are no matching County funds, the applicant is required to notify the County Board of Commissioners of their intent to apply for these funds annually. A copy of the full grant application is attached to this agenda packet.

d. 2023 Commissioner Committee Appointments

The Board will accept the 2023 Committee Appointments from the Chair.

**4. Consent Agenda – B**

This item has been placed on a separate consent agenda due to recusal requirements.

a. Tax Refund/Release Report

McLaughlin, A.	\$1175.69	Overpayment
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**5. Lobbying Services Proposal**

Bob Steinburg and Jackson Stancil have presented the Board with a proposed agreement between Chowan County and WolfeStein, LLC and Jones Street Consulting for lobbying services. The Board received the presentation at the December 5, 2022 meeting and deferred consideration of the contracts until the January 9<sup>th</sup> meeting.

**6. Request for addition of road to the State Secondary Roads System**

The Board of Commissioners received a petition signed by homeowners on Sound Shore Drive requesting that Sound Shore Drive be added to the State Highway Secondary Roads System. A copy of the petition is attached. If the Board approves the request, the attached resolution would then be forwarded to NCDOT requesting NCDOT review the request.

7. **Lease consideration – Verizon**

**Valhalla Tower - Lease**

PURSUANT to North Carolina General Statute 160A-272, Chowan County, North Carolina, intends to adopt a resolution authorizing a lease of County-owned personal property, a portion of that certain space on Chowan County’s Valhalla Radio Tower, located at 1421-B Virginia Road, Edenton, Chowan County, NC. In accordance with North Carolina General Statute 160A-272, Chowan County, upon confirmation by the Chowan County Board of Commissioners at its meeting on January 9, 2023, intends to adopt a resolution authorizing the lease of the above-described real property to Verizon Wireless, for up to 5 years, with seven (7) additional 5 year renewals with a rent escalator of 15% every five years. Compensation to Chowan County shall be provided at a minimum annual rental of thirty-three thousand ninety six dollars (\$33,096.00) or a maximum annual rental of thirty five thousand eight hundred and forty-five dollars (\$35,845.00) to be paid in equal monthly installments on the first day of the month. A copy of the proposed lease is available for public inspection on the Chowan County Managers Office, located at 305 West Freemason Street Edenton, NC.

**Base Tank Tower- Lease**

PURSUANT to North Carolina General Statute 160A-272, Chowan County, North Carolina, intends to adopt a resolution authorizing a lease of County-owned personal property, a portion of that certain space on Chowan County’s Tower (Base Tank), located at 817 B Soundside Road, Edenton, Chowan County, NC. In accordance with North Carolina General Statute 160A-272, Chowan County, upon confirmation by the Chowan County Board of Commissioners at its meeting on January 9, 2023, intends to adopt a resolution authorizing the lease of the above-described real property to Verizon Wireless, for up to 5 years, with four (4) additional 5 year renewals with a rent escalator of 1.5% every year. Compensation to Chowan County shall be provided at a minimum annual rental of twenty one thousand dollars (\$21,000.00) to be paid in equal monthly installments on the first day of the month. A copy of the proposed lease is available for public inspection on the Chowan County Managers Office, located at 305 West Freemason Street Edenton, NC.

8. **Appointments**

**Chowan County Tourism Development Authority (TDA)**

There are three vacancies to be filled on the TDA Board:

**Seat 1** – This seat is Collection – Appointee must be affiliated with a business that collects occupancy tax in Chowan County. (Clerk will verify if current appointee wishes to seek reappointment)

**Seat 2** - This seat is Collection - Applicant must be affiliated with a business that collects occupancy tax in Chowan County. (seat currently vacant, term expires 1/1/2024)

**Seat 4** - This seat is Promotion, applicant must be actively involved in the promotion of travel and tourism in Chowan County. (current Board member did not seek reappointment, term expires 1/1/2026)

**Seat 8** - This seat is Promotion, applicant must be actively involved in the promotion of travel and tourism in Chowan County. (This seat is vacant due to Board member rotating off, term will expire 1/1/2026)

**Chowan County Board of Adjustment**

Shelli Simmons term expired December 30, 2022. She has indicated she is willing to serve another term. There are currently three vacancies on this Board being advertised and there are no applications of interest on file. It is recommended that Ms. Simmons be reappointed to another three year term.

Chowan County Planning Board

Mike Williams term expired 1/1/23. This vacancy has not yet been advertised. The Board may reappoint Mr. Williams to another term as he has indicated he is willing to continue to serve another term or the Board may advertise a vacancy for Area C.

**9. Edenton Chowan Schools – Technology Facility Agreement**

The Board will review and consider a proposed Technology Facility Agreement with Edenton Chowan Schools to provide a 50 year “right to access”.

**10. Bond Acceptance Resolution**

The Board will consider approval of a resolution to accept the 2023 bonds for the Sheriff, Tax Collector, Finance Officer, Register of Deeds and a blanket bond covering all officers, employees and agents.

**11. Financial Items**

Finance Officer Cathy Smith will present the following:

a. Current Fiscal Year Budget Amendments

BA-2023-038

BA-2023-039

BA-2023-040

BA-2023-041

BA-2023-042

BA-2023-043

BA-2023-044

b. Update on JA Holmes Highschool Project Expenses

c. Financial Report November 2022

Finance Officer Cathy Smith will provide the Board with financial reports for November 2022.

**12. External Board/Committee Report**

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

**13. Manager’s Report**

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

**14. Timely and Important Matters**

**15. Adjourn**