



Regular Meeting
Monday, December 4, 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. Employee Recognition Ceremony

County Employees will be recognized for years of service.

2018 - 5 Year Anniversary

Jeffrey Church	Sheriff
Jessica Crump	Central Communications
Kevin P Howard	Detention
Kenneth Lynch	Sheriff
Terrence Meyers	Elections
Jacob Peele	Soil & Water
Teresa Pickop	Maintenance
Brandon Shoaf	Planning & Inspections
Mitchell Stanley	Recreation
David Tawes	Water
Celeste Wescott Maus	Soil & Water

2013 – 10 Year Anniversary

Joshua Holland	Sheriff
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2008 – 15 Year Anniversary

Angela Hassell	EMS
John McArthur	Sheriff

2003 – 20 Year Anniversary

Patricia Holley	DSS
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1998 – 25 Year Anniversary

Barbara Hayes	DSS
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***1993 – 30 Year Anniversary
Retirement Recognition***

Recognized at Retirement

Lesla Nolen
Mark Noneman

Water
Recreation

3. Organizational Meeting

- a. In accordance with NCGS § 153A-39 (2) the Board of Commissioners must, at its first regular meeting in December of each odd-numbered year, choose one of its members as chairman for the ensuing year. Board Clerk, Susanne Stallings, will moderate the organizational meeting for the election of the Chairman.
- b. In accordance with NCGS § 153A-39 (2) the Board of Commissioners must also choose one of its members as Vice Chairman for the ensuing year.
- c. In accordance with NCGS § 153A-40 (a) the Board shall approve a meeting schedule for 2024.
- d. The Board will discuss the December 18, 2023 meeting. Historically this meeting has been cancelled for the Holiday if there is no pressing business.

4. 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.

5. 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 separate

a. Minutes

Minutes of the November 6, 2023 and November 20, 2023 (Special and Regular) meetings.

b. Tax Refund/Release Report

Ashely, J.	\$496.70	Overpayment
Michalik, J.	\$121.84	Overpayment
Jordan, J.	\$166.87	Paid Twice

c. Donation of Property to Schools

Previously the Board declared a 2006 Ford E350 work body van owned by the Sheriff as surplus and authorized the sale of the van on Gov Deals. The sale was planned for the Spring of 2024. The van was obtained by the Sheriff through federal surplus . The Sheriff has requested that the van be removed from the upcoming sale and donated to Edenton-Chowan Public Schools at the request of the school system.

6. Special Recognition

911 Director Herman Weiss will provide a special recognition.

7. John A. Holmes High School Items

Carried over from November 20th Meeting.

Approving Resolution Approved November 20th

At the November 20, 2023 meeting, the Board approved a resolution that authorizes an interim installment financing contract with PNC Bank and a Deed of Trust for the subject property. At the meeting it was noted some of the documentation would need amending by the Bond Counsel post meeting. Because the original resolution referenced the lease for the high school property, it was necessary to amend the approving resolution to remove the language regarding the lease as the lease was not approved at that meeting. A revised resolution is attached as FYI.

Lease Agreement

The Board will consider approval of a lease agreement between Chowan County and the Edenton-Chowan Board of Education for the John A. Holmes High School project. A lease approving resolution is attached for the Board's review and consideration.

8. Financial Items

Budget Amendments

BA2024-032

BA2024-033

BA2024-034

Financial Report - October

9. External Board/Committee Report

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

Commissioner Appointments

The Board is being provided with a list of the current 2023 Commissioner Appointments. It is in order for the Board members to be appointed to external boards and committees at the January 2024 meeting. Board members are asked to review the list and provide the clerk with any requests for changes to appointments no later than 12/20/23.

10. Manager's Report

County Manager Kevin Howard will update the Board on the following matters:

11. Timely and Important Matters

12. Adjourn