



**Chowan County Board of Commissioners**  
**SPECIAL MEETING**  
**Monday, January 8, 2024**  
**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 8, 2024 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 8, 2024**  
**Chowan County Public Safety Center**  
**305 West Freemason Street**  
**6:00pm**

**AGENDA**

**Regular Meeting**

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

**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 December 4, 2023 Regular Meeting.
  
- b. Tax Refund/Release Report

Carter, M.	\$292.00	Paid Twice
GM Comm.	\$1,649.68	Paid Twice
Phelps, T.	\$152.15	Overpayment

**4. Tax Release – Business Personal Property**

Tax Administrator Chris Hill will provide the Board with a recommendation to release \$208.15 in value of business personal property for Inner Banks BBQ. This error was discovered during an appeal of the business personal property audit.

**5. Extension**

Extension Director Mary Morris and North East Extension Director Art Bradley will present the Board with a revised MOU between Chowan County North Carolina Cooperative Extension Service.

**6. ARPA Ordinance Amendment**

Requirements for the Continuing Access to Broadband (CAB) grant require that the County provide a 5% match. The maximum grant is \$8 million and the maximum match would be up to \$400,000. The monies for the match will be funded with ARPA funds which require that the ordinance be amended.

**7. RO Water Treatment Test Wells Change Order**

Mr. Howard will present the Board with a change order for the test well project. This is to change the casings on one of the wells to stainless steel casings at a cost of \$13,824.

**8. Financial Items**

Finance Officer Cathy Smith will present the following:

a. Current Fiscal Year Budget Amendments

2024-035

2024-036

2024-037

2024-038

b. Financial Report November 2023

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

**9. External Board/Committee Report**

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

**10. Manager's Report**

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

**11. Timely and Important Matters**

**12. Adjourn**