



Chowan County Board of Commissioners
SPECIAL MEETING
Monday, March 18, 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, March 18, 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) attorney client. The regular meeting at 6:00pm will follow.

Chowan County Board of Commissioners
Regular Meeting
Monday, March 18, 2024
Chowan County Public Safety Center
305 West Freemason Street
6:00pm

AGENDA

Regular Meeting

- a. Call to Order
- b. Pledge
- c. Invocation Chairman Bob Kirby

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. Fybe Presentation

Representatives from Fybe will present the Board with an update on the Broadband progress in Chowan County.

4. **Resolution in Support of Naming Bridge on Mexico Road over Pembroke Creek in Memory of Sterling Baker**

Friends of Sterling Baker have contacted NCDOT to request approval of the naming of the bridge on Mexico Road in memory of Sterling Baker who at the time of his passing served as NCDOT Division One Engineer. An application to request the bridge naming has been submitted by Warren White. Part of the NCDOT bridge naming application process requires that the local County Board of Commissioners adopt a resolution of support of the application. If approved by the Board of Commissioners the application and resolution will be submitted to NCDOT for final review and approvals. Consideration of this resolution does not require a public hearing, however NCDOT requires that public input be allowed before the Commissioners vote on the resolution.

5. **DSS Items**

Foster Care Funding BA2024-053

The Board will consider approval of a budget amendment for an increase in foster care rates.

Retention Incentive

DSS Director Tyeshia Phelps will present the Board with a proposal for a retention incentive for DSS Staff utilizing lapse salaries.

6. **Extension Items**

Grant Pre-Application – Story Walk

Extension staff wishes to apply for a grant to seek funding to establish a Story Walk in the Ag Center's Arboretum. The project cost is \$5,000 and the grant funds would cover the costs.

Grant Pre-Application – Shred-A-Thon

Extension staff would like to hold a Shred-A-Thon event for residents to for citizens, small businesses and local government employees. The total cost is \$2,800 and the grant request is for \$2,800.

7. **Elections Budget Amendment – Second Primary Election- BA2024-052**

A state-wide second primary is required. The 2023-24 budget did not include the need for a second primary, staff requests approval of a budget amendment to cover the costs of the second primary.

8. **Animal Shelter Software**

Animal Shelter Director Dana Comer has provided the Board with a request for approval of a contract with Shelter Luv. Currently staff utilizes the Pet Point system for intakes. Currently the paperwork for intakes and adoptions is lengthy and time consuming for staff as most of the paperwork is hand written. The software will streamline the process and also allow the Shelter to begin taking credit card payments for adoptions and donations to the shelter through the software.

9. **Emergency Lighting for Valhalla Radio Tower**

The Board is asked to approve a request for the purchase of a new lighting system at the Valhalla tower. The replacement lighting will be LED and approved by the FAA.

10. PCG Landfill Tower Lease and Resolution

The Board will review and consider approval of a resolution authorizing a 99 year lease of County property to Perquimans County for the location of an Emergency Services Communication Tower at the PCG Landfill.

11. Ryland Road Convenience Site Lease

The Board will review and consider approval of a lease between Chowan County and Dwayne and Kristie Goodwin for the use of the Ryland Road Convenience Site, the annual rental will be \$2,800.

12. Financial Items

Finance Officer Cathy Smith will present the following:

- a. Current Fiscal Year Budget Amendments
BA2024-051
BA2024-054
BA2024-055

13. External Board/Committee Report

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

14. Manager's Report

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

15. Timely and Important Matters

16. Adjourn