



**Chowan County Board of Commissioners**  
**SPECIAL MEETING**  
**Monday, April 1, 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 4, 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 Equalization and Review**  
**Meeting**  
**Monday April 1, 2024**  
**Chowan County Public Safety Center**  
**305 West Freemason Street**  
**6:00pm**

**AGENDA**

**Oath**

Board Clerk Susanne Stallings will administer the oath of office to the Board of Equalization and Review.

**Presentation of Appeals**

- Citizens having appropriately and timely appealed their property valuations to the Tax Department will be scheduled for appeal hearings. Tax Administrator Chris Hill will present the appeals that have been received to date.

**The deadline for appeals to be submitted to the Chowan County Tax Office is May 6, 2024 at 5pm.**

**Recess until May 6, 2024**

**Chowan County Board of Commissioners**  
**Regular Meeting**  
**Monday, April 1, 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

The Board will review and consider approval of the March 4 and March 18 Regular and Special Meetings March 20, 2024 Board Retreat, and a summary of the March 26, 2024 Special Joint Meeting presentation.

b. Tax Refund/Release Report

Scheel, L.	\$275.91	Paid Twice
Smart, T.	\$200.00	Paid Twice
Jones, W.	\$153.91	Paid Twice

c. Surplus

The clerk will provide the Board with an updated list at the meeting of items to be declared surplus and sold on Gov Deals.

**4. Grant Pre-Application – Soil and Water**

Soil and Water District Technician Jacob Peele will present the Board with a grant pre application request to apply for funds from Albemarle RC&D in the amount of \$8,000. The total project cost is \$7,943. The grant funds would cover testing to determine the source of excessive nutrients that are coming into Rocky Hock Creek with the hopes of lessening the algal blooms and make Bennett's Millpond more inviting to the public for outdoor activities.

**5. Steamers Box Suite**

The Board will review a proposal from the Edenton Steamers to construct an 18'x 15' Box Suite. The suite will be an elevated deck along the right field concourse area that will be rented out to private groups for a unique experience at the Steamers games. A copy of the proposal is included in the Board packet.

**6. Athletic Ballfield Capital Improvements**

Recreation Co-Director Brian Chappell will present the Board with a request to utilize budgeted CIP funds for fencing and concrete dugouts at Earnhardt Field and new scoreboards at Fisher and Purser Fields.

**7. Annual Report – DSS**

DSS Director Tyeshia Phelps will provide the annual report from Social Services.

**8. North Carolina Housing Finance Agency (NCHFA) Policies**

Chowan County has been awarded membership by the NCHFA under the 2023 cycle of the Essential Single-Family Rehabilitation Loan Pool which is administered on behalf of Chowan County by the Albemarle Commission. The County is asked to adopt the following policies in accordance with the funding requirements:

- Proposed Assistance Policy
- Proposed Procurement and Disbursement Policy
- MOU with Albemarle Commission to administer the grant

**9. Water Asset Management Plan (WAMP) and 10 year CIP**

At the April 5, 2021 the Board of Commissioners meeting the Board was presented with the WAMP and Capital Improvement Plan (CIP) for improvements to the Water System. At that meeting the Board did not officially adopt the WAMP and 10 year CIP, this is a requirement from the Division of Water Infrastructure.

**10. John A. Holmes High School Change Order (Builders Risk Insurance)**

The Board will consider a change order for the John A. Holmes High School project. This change order is to add builders risk insurance. The amount of \$213,962 will be moved from the owner's costs to the GMP.

**11. Update from Joint Meeting held March 26, 2024**

A joint meeting between the County Planning Board and Board of Commissioners was advertised for March 26, 2024. Due to a lack a quorum the meeting was not held however those in attendance were provided a presentation from the consultant who is updating the current regulations. He provided an overview of the changes to the Land Use Regulations Articles 1-10 to date. A copy of the summary of the presentation is attached to the agenda packet as FYI for the Board members that were unable to attend. A second joint meeting to review changes to Articles 11-16 will be scheduled in May or June 2024. A website has been developed by the consultant that will allow the public to view the ordinance changes and subscribe for updates and meeting notices. There will be link on the County website to this page and for informational purposes is [www.planchowancounty.com](http://www.planchowancounty.com) .

**12. Financial Items**

Finance Officer Cathy Smith will present the following:

- a. Current Fiscal Year Budget Amendments  
BA2024-056  
BA2024-057
- b. Financial Report February 2024  
Finance Officer Cathy Smith will provide the Board with financial reports for February 2024.
- c. Update on JA Holmes Highschool Project Expenses
- d. ARPA Funds Update

**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**