



**Chowan County Board of Commissioners**  
**SPECIAL MEETING**  
**Monday, August 5, 2024**  
**Chowan County Public Safety Center**  
**305 West Freemason Street**  
**4:30 pm**

**AGENDA**

The Chowan County Board of Commissioners will hold a special meeting on Monday, August 5, 2024 at 4:30 pm before the regular 6pm meeting. The special meeting at 4:30pm 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, 5 and 6) attorney client, contract negotiations and personnel. The regular meeting at 6:00pm will follow.

**Chowan County Board of Commissioners**  
**Regular Meeting**  
**Monday, August 5, 2024**  
**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**

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 July 15, 2024 Regular Meeting minutes.

#### **4. Grant Pre Application Requests**

##### Chowan County Cooperative Extension

Extension staff will present the Board with a request to apply for grant funds from Apex Clean Energy/Timbermill in the amount of \$15,000 to continue the Chowan County Arboretum Outdoor Classroom Project by installing a shade structure over the existing concrete pad located on the property of the Extension Offices.

##### Edenton Chowan Recreation Department

Recreation staff will present the Board with a request to apply for grant funds from Apex Clean Energy/Timbermill in the amount of \$5,000 to make repairs to the bathrooms, concessions and parking lot at Earnhardt field.

#### **5. Opioid Settlement Kroger Settlement Resolution**

The Board will review and consider approval of a resolution authorizing the County Manager and County Attorney to execute all documents necessary to enter into opioid settlement agreements with Kroger, to execute the SAAF-2 which will direct resources over multiple years to local governments to be used in an effective way to address the opioid crisis.

#### **6. Fire Inspector Approval of Fireworks Displays Annual Request**

In accordance with a resolution adopted by the Board of Commissioners on April 1, 2019, each year, the Fire Inspector may present the Board with a list of pyrotechnic companies that request frequent permits for fireworks displays within Chowan County. The Fire Inspector requests that the Board delegate him the authority to review the display applications to ensure all federal, state and local requirements are met and . The list submitted this year contains the name of one company, Shot in the Dark Pyrotechnics. All other pyrotechnic companies will be required to submit approval requests to the Board of Commissioners in a timely manner prior to their scheduled event.

#### **7. Parking Space Designation Request**

The adjoining property owner to John A. Holmes High School (Broad Street parking lot) has provided the County with a request to designate three (3) parking spaces for use by their residence. The adjoining property owner indicates that previous school administration has authorized this request.

#### **8. Capital Improvement Plan Committee (CIP) Items**

The CIP Committee met on Wednesday, July 24, 2024. The following recommendations are sent to the full Board for review and approval.

a. Chowan County Capital Improvement Plan (CIP) 2025-2029

b. Ag Building Bridge Repair

The Committee recommends that staff proceed with immediate repairs to the existing structure to ensure the bridge is open to the public. Labor and materials estimate is \$10,000 from Carrera Painting, staff requests approval of a budget not to exceed \$15,000 to cover an unforeseen repairs that are necessary.

c. 911 Center HVAC Replacement

The Committee recommends approval of a bid from ComfortMaster Mechanical in the amount of \$337,325 to replace the HVAC unit for the 911 center server room.

d. DSS Heating System – Boiler Replacement

The Committee recommends approval of the low bid from CB Plumbing and Mechanical in the amount of \$42,600 for replacement of the boiler at the DSS building.

**9. Legislative Goals**

Board members provided their proposed Legislative Goals to the Clerk. A list is attached for the Board to review. The Board will consider a resolution to forward to the NC Association of County Commissioners endorsing Chowan County's proposed Legislative Goals for 2024.

**10. Financial Items**

Finance Officer Cathy Smith will present the following:

a. Budget Clean Up Amendments

BA2024-085

BA2024-086

BA2024-087

b. Update on JA Holmes Highschool Project Expenses and Summary Change Orders to Date

**11. External Board/Committee Report**

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

**12. Manager's Report**

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

**13. Timely and Important Matters**

Next Meeting – Location Change

Please note the next Board of Commissioners meeting, scheduled for Monday, August 19, 2024 will be held at the Northern Chowan Community Center 2869 Virginia Road, Tyner, NC at 6pm.

**14. Adjourn**