



Chowan County Board of Commissioners
Special Meeting-Closed Session
Monday, November 6, 2023
Chowan County Public Safety Center
305 West Freemason Street
5:00pm

The purpose of the closed session is in accordance with its NCGS 143-318.11.a.(5) contract negotiations. No other business will be discussed.

Chowan County Board of Commissioners
Regular Meeting
Monday, November 6, 2023
Chowan County Public Safety Center
305 West Freemason Street
6:00pm

AGENDA

Regular Meeting

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

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. Approval of Minutes
Minutes of the October 16, 2023 meeting

- b. Surplus
The Board will declare two computers (Fixed Assets # 6942 and #6691) to be declared surplus and authorize staff to dispose of the laptops through electronics disposal.

4. Recreation Items

Master Plan

Recreation Director Shannon Ray will provide the Board with a recommendation from the RFP for the Recreation Master Plan. A copy of the bid summary is attached to this agenda packet.

Registration Software

Recreation Director Shannon Ray will provide the Board with a cost analysis for registration software.

Recreation Department and Senior Center Annual Report

Co-Directors Shannon Ray and Brian Chappell will provide the Board with the annual report from Recreation Department and Senior Center.

5. John A. Holmes High School Items

- GMP Amendment

Bill Cram will present the Board with information on a GMP amendment for early pre-construction services.

- Local Government Commission (LGC) Application

The Board will consider approval of the application to be submitted LGC requesting approval for financing of the high school project.

- Interim Financing

The Board will consider a resolution that authorizes the negotiation of an interim installment financing contract with PNC Bank.

- Schedule Public Hearing

It is in order for the Board to schedule a public hearing for the November 20, 2023 meeting to consider approval of an interim installment financing contract with PNC Bank.

6. Broadband Easement

The Board will consider approval of a deed of easement of property for an OLT site for Focus Broadband on Virginia Road on the campus of White Oak School and DF Walker Elementary. This project is a part of the GREAT Grant application the county agreed to provide the easement as a contribution to needed infrastructure for the project. The Board will consider approval of a resolution which authorizes staff to execute the deed of easement.

7. DSS – Kinship Provider Reimbursement

DSS Director Tyeshia Phelps will provide the Board with information on senate bill 20 whereas beginning November 16, 2023 the County is required to participate in supporting all Kinship providers in proving them with reimbursement. A budget amendment is also attached to this agenda item request.

8. Appointments

Water Rate Study Committee

The Board will make resident appointments and Commissioner appointment to the Water Rate Study Committee.

Recreation Advisory Board

The Board will consider approval of the appointment of Gary Roth to the Recreation Advisory Board.

ABC Board Term Amendment

The Board will consider approval of a request from the State to amend the term of ABC Board member, Robert Turner to have his current term expire June 2024. Previously Mr. Turners term was set to expire in December 2024, however it is recommended by the state to have the terms all staggered and ending in June of that year.

9. Annual Report

EMS

EMS Director Colin Ryan will provide the Board with the annual report from EMS.

10. Financial Items

Ms. Smith will present the following:

a. Budget Amendments

2024-024

2024-025

2024-026

2024-027

b. Update on JA Holmes Highschool Project Expenses

c. Financial Report October 2023

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

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

14. Adjourn