



**Chowan County Board of Commissioners**

**SPECIAL MEETING**

**Monday, January 23, 2023**

**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 23, 2023 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) (5 & 6) contract negotiations and personnel. The regular meeting at 6:00pm will follow.

**Chowan County Board of Commissioners**

**Regular Meeting**

**Monday, January 23, 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. Tax Refund/Release Report

|                |            |             |
|----------------|------------|-------------|
| Leary PF       | \$223.16   | Paid Twice  |
| Hare, J.       | \$129.30   | Paid Twice  |
| Dodson, C.     | \$1,266.42 | Overpayment |
| Harrell, D.    | \$260.43   | Overpayment |
| First Citizens | \$119.21   | Overpayment |

**4. FY 2021-22 Audit Report**

County's Auditor with Thompson, Price, Scott, Adams and Co. will formally present the FY 2021-22 Independent Audit with financial statements and answer questions from the Board.

**5. Commissioner Travel Request**

Commissioner McLaughlin is the Commissioner representative on the Destination Downtown Edenton (DDE) Board. There is a three-day conference in Statesville North Carolina for North Carolina Main Street March 14-16, 2023. The conference is open to anyone interested in learning about downtown economic development. The DDE Board is willing to pay for the costs of registration in the amount of \$225. Commissioner McLaughlin is requesting that the Commissioner approve hotel and travel expenses to be paid by the County. The Commissioner travel line has a remaining balance of \$1,645.81.

**6. RFP for Updating County Land Use Regulations**

Planner Brandon Shoaf will provide the Board with a request to approve an RFP to update the County's Land Use Regulations.

**7. Steamers Grandstand Repairs**

The Edenton Steamers are requesting that the County commit \$3,000 towards the structural repairs that being made to the grandstand at Hicks Field.

**8. Courthouse Items**

Furniture Request

Clerk of Court, Dwayne Goodwin has requested approval to purchase new office chairs for the Clerk of Court staff. 8 chairs will be purchased with the funds to replace aging and broken office chairs. It is recommended that funds from the maintenance line item for the Courthouse be utilized to fund this request. A budget amendment is attached to this request.

Painting Courthouse 2<sup>nd</sup> floor

The Board will review and approve quotes for painting the 2<sup>nd</sup> floor of the Courthouse. It is recommended this project be paid for using CIP funds.

**9. Financial Items**

Finance Officer Cathy Smith will present the following:

a. Current Fiscal Year Budget Amendments  
BA2023-045

b. Auditor RFP  
The Board will consider approval of a Request for Proposals for auditing services as prepared by the Finance Officer.

**10. External Board/Committee Report**

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

**11. Manager's Report**

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

**12. Timely and Important Matters**

**13. Adjourn**