

Special Meeting
Monday April 1, 2024
5:00pm
Chowan County Public Safety Center
305 West Freemason St.
Edenton, NC

Present: Chair Bob Kirby, Commissioners, Ron Cummings, Larry McLaughlin, Alex Kehayes and Ellis Lawrence (came in later).

Commissioners Chris Evans and Tray Taylor were absent.

Staff present County Manager Kevin Howard and Board Clerk Susanne Stallings. County Attorney Lauren Arizaga-Womble was also present.

Closed Session

Commissioner Kehayes moved to go into closed session in accordance with NCGS 143-318-11 (a) (3 and 4) attorney client and contract negotiations. Chair Kirby asked for all in favor, the motion passed unanimously (4-0).

The minutes of the closed session are sealed.

Commissioner Cummings moved to come out of closed session. Chair Kirby asked for all in favor, the motion passed unanimously (5-0).

Adjourn

Commissioner McLaughlin moved to adjourn. Chair Kirby asked for all in favor, the motion passed unanimously (5-0).

Bob Kirby, Chairman

Susanne Stallings
Clerk

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

Minutes

The Chowan County Board of Commissioners convened as the Board of E&R on April 1, 2024 at 6:00PM in the Public Safety Building, 305 W. Freemason St., Edenton NC.

Those in attendance were Chairman Bob Kirby, Vice Chairman Larry McLaughlin, Commissioner Ellis Lawrence, Commissioner Alex Kehayes, Commissioner Tray Taylor and Commissioner Ron Cummings.

Representing the Tax Office was Tax Administrator Chris Hill.

Clerk to the Board Susanne Stallings administered the Oath of Office to the Board members and Mr. Kirby called the meeting to order.

Mr. Hill explained the appeals process and had previously provided guidance from the NCDOR on the appeals process electronically. Mr. Hill stated that there were no appeals to be heard at this time and that he had appeal forms for anyone who was in attendance if needed.

With there being no other business to discuss the meeting was adjourned until May 6, 2024.
This, the 1st day of April 2024

Chris Hill, Tax Administrator, Clerk to the Board of Equalization and Review

Chowan County Board of Commissioners
Regular Meeting
Monday, April 1, 2024
Chowan County Public Safety Center
305 West Freemason Street
6:00pm

This meeting was recorded. A copy of the recording is in the meeting file labeled April 1, 2024.

Present: Chair Bob Kirby, Commissioners, Ron Cummings, Alex Kehayes, Ellis Lawrence, Tray Taylor and Larry McLaughlin.

Commissioner Chris Evans was absent.

Staff present County Manager Kevin Howard, Finance Officer Cathy Smith, County Attorney Lauren Arizaga Womble and Board Clerk Susanne Stallings

Regular Meeting

Chair Kirby called the regular meeting to order and led in the pledge.

Commissioner Taylor then offered the invocation.

Approval of Agenda

Board Clerk Susanne Stallings noted the addition of one item to the item 3c, Surplus list. She noted this includes the addition of a copy machine from Central Communications.

Commissioner McLaughlin moved to approve the agenda as amended.

Chair Kirby asked for all in favor, the motion passed unanimously (6-0).

Public Comment

Chair Kirby opened the floor for public comment.

Chair Kirby called for any public comment, there was none.

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.

Commissioner Cummings moved to approve the consent agenda as presented. Chair Kirby asked for all in favor, the motion passed unanimously (6-0).

Grant Pre-Application – Soil and Water

Soil and Water District Technician Jacob Peele present the Board with a grant pre application request to apply for funds from Albemarle RC&D in the amount of \$11,000. The total project cost has increased from the original estimate of \$8,000. He noted that no matching county funds would be needed. 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.

Commissioner Lawrence asked to clarify that no county funds are needed.

Mr. Peele stated that was correct.

Commissioner McLaughlin noted that the grant description did not print correctly.

Ms. Stallings noted this was due to the amount of spacing allowed in the application.

Commissioner McLaughlin asked if additional funds would be needed.

Mr. Peele stated that they would apply for future grant funds.

Commissioner Lawrence moved to approve the grant application as presented.

Commissioner Cummings asked if the testing results would be shared with the Board and public.

Mr. Peel stated he would share this information.

Chair Kirby thanked Mr. Steve Karl and his wife Colleen as well as the Edenton Chowan Environmental group for their efforts at the millpond and in the community. He stated he looked forward to seeing the results from the testing. He then asked for all in favor, the motion passed unanimously (6-0).

Steamers Box Suite

Steamers General Manager, Jared Taylor presented the Board with 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 was included in the Board packet. He stated the Steamers hope this project will be an additional source of revenue for the program.

Commissioner McLaughlin asked about visibility from the rear of the deck.

Mr. Taylor stated the deck would be slightly cantilever to allow for visibility for all who are watching from the deck.

Commissioner McLaughlin asked how many people would be allowed on the deck at one time.

Mr. Taylor stated that the code does not allow for more than 20 people. He stated he imagines groups of 12-15 people.

Commissioner Taylor asked if alcohol would be allowed on the deck.

Mr. Taylor stated yes adding the stand is near the beer garden and the crowd in that area is adult.

Commissioner McLaughlin asked if permits would be required from the historical society.

Mr. Taylor stated that the deck would have to match existing structures at the park.

Chair Kirby asked about safety and if there would be netting to protect guests on the deck.

Steamers Board member Billy Bass stated that children would not be allowed on the deck. He noted that the existing netting at the park would provide protection from foul balls adding a ball would have to make a 90 degree turn to come near the stand past the fencing.

Chair Kirby asked about the construction cost.

Mr. Taylor stated that he hoped this would be funded through corporate donations.

Chair Kirby stated his concerns and asked if the Board is approving the business model for the stand. He stated his concern was the listing of a special rental price in 2024 that may have to be changed.

Mr. Howard stated the Commissioners are only considering the request to approve the construction of the stand.

County Attorney Lauren Arizaga Womble noted the Board's approval would be contingent on the Steamers obtaining all applicable permits for construction.

Mr. Howard asked if the Schools have approved the deck.

Mr. Taylor stated he forwarded the design of the deck to the schools for their consideration.

Mr. Howard noted that the Commissioner approval is contingent on the Board of Education also approving the deck.

Commissioner Lawrence moved to approve the Steamers request for the construction of an 18x20 deck subject to final administrative review by the County Manager.

Commissioner Kehayes asked if the roof is trellis or solid.

Mr. Taylor stated that the roof would be tin with reinforced wood.

Chair Kirby noted that the deck would have to meet building code.

Chair Kirby asked for all in favor, the motion passed unanimously (6-0).

Athletic Ballfield Capital Improvements

Finance Office Cathy Smith presented 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. She noted the project was included in the 2023 CIP and the total is \$22,044. She noted that \$25,537 remains in that line item.

Commissioner McLaughlin moved to approve the request as presented. Chair Kirby asked for all in favor, the motion passed unanimously (6-0).

Annual Report – DSS

DSS Director Tyeshia Phelps provided the annual report from Social Services. A copy of the PowerPoint presentation is in the meeting file labeled April 1, 2024.

North Carolina Housing Finance Agency (NCHFA) Policies

Mr. Howard noted that 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

He noted that there is \$162,000 in the grant which allows for 3 homes to be completed at \$40,000 each. He noted that the work done on the homes is not for aesthetics but to make the home livable. He noted that the polices provided were sample copies and would need to be reviewed by the County Attorney with minor amendments.

Commissioner Cummings moved to approve the polices and agreement subject to the final review and approval by the County Attorney.

Chair Kirby asked for all in favor, the motion passed unanimously (6-0).

Water Asset Management Plan (WAMP) and 10 year CIP

Mr. Howard noted that 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. A copy of the WAMP, CIP, Appendix N – Capital Improvements Plan Project Sheets, Appendix O – Capital Improvements Plan Proposed Project Map and Appendix P- Presentation to Chowan County Board of Commissioners. He noted that the Board will need to adopt the WAMP, and CIP as presented on April 5, 2021 and presented again on April 1, 2024.

Commissioner McLaughlin moved to adopt the WAMP, and CIP as presented on April 5, 2021 and presented again on April 1, 2024.

Chair Kirby asked for all in favor, the motion passed unanimously (6-0).

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

Mr. Howard stated that the County could not get the builders risk insurance itself. He stated that 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.

Commissioner McLaughlin asked for clarification this is not a cost the owner incurred by was incurred by MB Khan.

Mr. Howard stated that was correct.

Chair Kirby asked if the insurance covers the life of the project.

Mr. Howard stated yes.

Commissioner Lawrence moved to approve the change order as presented.

Chair Kirby asked for all in favor, the motion passed unanimously (6-0).

Update from Joint Meeting held March 26, 2024

County Attorney Lauren Arizaga-Womble noted that 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

Financial Items

Finance Officer Cathy Smith presented the following:

a. Current Fiscal Year Budget Amendments

BA2024-056

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Transfers Out			
11-3990-990-00	Fund Balance Appropriated	1,500.00	
11-9800-980-45	Contribution to JAHHS Project		1,500.00
	Balanced	1,500.00	1,500.00
Justification:			
<i>To amend the 2024 budget for the General Fund to include contribution to JAHHS project. This is a requirement of the USDA loan for JAHHS.</i>			

BA2024-057

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
JCPC			
11-3523-003-00	Intensive Supervision - Revenue	1,001.00	
11-5230-442-00	Intensive Supervision - Expense		1,001.00
11-3523-004-00	JCPC Admin - Revenue	(1,001.00)	
11-5230-443-00	JCPC Admin - Expense		(1,001.00)
	Balanced	-	-
Justification:			
<i>To amend the 2024 budget for JCPC to transfer funding from Admin to Intensive Supervision.</i>			

Commissioner Cummings moved to approve the budget amendments as presented. Chair Kirby asked for all in favor, the motion passed unanimously (6-0).

b. Financial Report February 2024

Finance Officer Cathy Smith provided the Board with financial reports for February 2024. A copy of the report is in the meeting file labeled April 1, 2024.

- c. Update on JA Holmes Highschool Project Expenses
Finance Officer Cathy Smith provided the Board with the report. A copy of the report is in the meeting file labeled April 1, 2024.
- d. ARPA Funds Update
Finance Officer Cathy Smith provided the Board with the report. A copy of the report is in the meeting file labeled April 1, 2024.

External Board/Committee Report

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

Chair Kirby shared about attending a ribbon cutting at the COA Culinary Arts building.

Manager's Report

County Manager Kevin Howard stated he did not have any additional reports.

Timely and Important Matters

Signage at John A. Holmes High School

Commissioner Cummings asked about the signage on display on the fencing at John A. Holmes High School construction site.

Mr. Howard stated those signs were there at the tennis courts.

Commissioner Cummings asked if the signs could be moved.

Mr. Howard stated he did not know.

Commissioner Cummings stated his concern was that the signs prohibit the public from seeing the progress at the construction site.

Windmill Project

Commissioner Taylor asked about the status of the windmill project.

Mr. Howard stated he could provide Mr. Taylor with the PowerPoint from the retreat meeting.

Adjourn

Being no further business Commissioner Cummings moved that the meeting be adjourned. Chair Kirby asked for all in favor, the motion passed unanimously (6-0).

Bob Kirby, Chairman

Susanne Stallings
Clerk