

**Regular Meeting**  
**Monday, February 20, 2023**  
**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 February 20, 2023.*

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

Staff present County Manager Kevin Howard and Finance Officer Cathy Smith.

Board Clerk Susanne Stallings was absent.

**Regular Meeting**

Chair Kirby called the regular meeting to order and led all in the pledge of allegiance he then offered the invocation.

**Approval of Agenda**

Finance Officer Cathy Smith noted a request to amend the agenda to add the purchase of property and associated budget amendment.

Commissioner Cummings moved to approve the agenda as amended.

Chair Kirby asked for all in favor, the motion passed unanimously (7-0).

**Public Comment**

Chair Kirby opened the floor for 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. Tax Refund/Release  
Architzel, D.                      \$317.16                                      Overpayment

Commissioner McLaughlin moved to approve the consent agenda as presented. Chair Kirby asked for all in favor, the motion passed unanimously (7-0).

### **Snapback NC Presentation**

Courtney Butler and Mitchell Wynn provide the Board highlights of the needs of North Carolina and the region regarding their non-profit program that provides peer support services to residents in need of recovery services for those suffering with addiction and mental illness. She shared how Snapback NC will impact the community. She noted the services are targeted towards individuals who are not eligible for Medicaid. They stated they are requesting support of the County for their program and the services offered. A copy of the presentation is in the meeting file labeled February 20, 2023.

### **Grant Pre-Application – PARTF Funds**

Recreation Department Co-Directors Brian Chappell and Shannon Ray presented the Board with a pre-grant application request to apply for Park and Recreation Trust Fund (PARTF). The total grant request is \$230,000 and the match for the funds is \$230,000. The grant will be used for renovations at the DF Walker Gym (Oakum Street).

Commissioner McLaughlin moved to approve the pre-grant application with a match of up to \$355,000. Chair Kirby asked for all in favor, the motion passed unanimously (7-0).

### **Grant Pre-Application – NC Emergency Management**

Emergency Management Coordinator Cord Palmer will provide the Board with a pre-grant application request to apply for NC Emergency Management and FEMA funds in the amount of \$13,200 to purchase a DEN case (a data communication device) to be located on Radio Trailer One. No matching funds are required and the maintenance contract for six years is included in the initial purchase price.

Commissioner Lawrence moved to approve the grant pre-application as submitted. Chair Kirby asked for all in favor, the motion passed unanimously (7-0).

### **Request for addition of road to the State Secondary Roads System**

Mr. Howard stated that at the January 9, 2023 meeting, the Board of Commissioners received a petition signed by homeowners on Sound Shore Drive requesting that Sound Shore Drive be added to the State Highway Secondary Roads System, that request was recommended for approval. The original requestor has submitted an additional request to add West Sound Shore Drive to the secondary roads system. A copy of the petition is attached. If the Board approves the request, the attached resolution would then be forwarded to NCDOT requesting NCDOT review the request.

Commissioner McLaughlin moved to approve the request as presented. Chair Kirby asked for all in favor, the motion passed unanimously (7-0).

WHEREAS, the attached petition has been filed with the Board of County Commissioners of the County of Chowan requesting that the above described road, the location of which has been indicated in red on the attached map, be added to the Secondary Road System, and

WHEREAS, the Board of County Commissioners is of the opinion that the above described road should be added to the Secondary Road System, if the road meets minimum standards and criteria established by the Division of Highways of the Department of Transportation for the addition of roads to the System.

NOW, THEREFORE, be it resolved by the Board of County Commissioners of the County of Chowan that the Division of Highways is hereby requested to review the above described road, and to take over the road for maintenance if it meets established standards and criteria.

**Courthouse – Storm Window Replacement**

Mr. Howard stated that in painting the courthouse it was noted that the storm windows need to be replaced. The Board will review proposals for replacement of the storm windows at the courthouse. It is recommended that the Board select the proposal from Albemarle Glass in the amount of \$12,475.

Commissioner McLaughlin moved to approve the request as presented. Chair Kirby asked for all in favor, the motion passed unanimously (7-0).

**Water Department Property Purchase**

Mr. Howard presented the Board with a purchase agreement for the Water Fund to purchase 1603 and 1605 Virginia Road. The total purchase price is \$58,000.

Ms. Smith noted that budget amendment 2023-057 is also included for the Board’s consideration.

Commissioner Evans moved to approve the purchase and budget amendment as presented.

Chair Kirby asked for all in favor, the motion passed unanimously (7-0).

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
<b>Water Department</b>			
61-3990-990-00	Fund Balance Appropriated - Water Dept	58,000.00	
61-7120-570-00	Capital Outlay - Land		58,000.00
	Balanced	58,000.00	58,000.00
<b>Justification:</b>			
	<i>To amend the 2023 budget for the Water Department to include purchase of properties located at 1603 and 1605 Virginia Rd., Edenton.</i>		

**Annual Report – Soil and Water Conservation**

Jacob Peele and Celeste Maus provided the Board with the annual report from Soil and Water Conservation. A copy of the PowerPoint presentation is in the meeting file labeled February 20, 2023.

**Project Change Order – DF Walker 2<sup>nd</sup> Floor renovation**

Mr. Howard presented the Board with a request for approval of a change order in the amount of \$2,411.32 to relocate four (4) electrical circuits and to change breaker and wire sizes.

Commissioner Lawrence moved to approve the change order as presented. Chair Kirby asked for all in favor, the motion passed unanimously (7-0).

**Appointment – Senior Tarheel Delegate – Alternate**

Mr. Howard stated that it is recommended that the Board appoint Darence Fivehouse to serve as the alternate appointee for the Senior Tarheel Delegate appointment.

Commissioner Taylor moved to approve the appointment as presented. Chair Kirby asked for all in favor, the motion passed unanimously (7-0).

**Financial Items**

Finance Officer Cathy Smith presented the following:

- a. Current Fiscal Year Budget Amendments  
BA2023-052

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
<b>Register of Deeds</b>			
11-3418-415-00	*Preservation/Automation	781.47	
11-4180-298-00	*Dept Supplies - Auto/Pres		260.49
11-4180-440-00	*Contr Svcs - Automation/Pres		260.49
11-4180-511-00	*C/O - Auto / Pres		260.49
<b>Sheriff's Office</b>			
11-3431-232-00	*Sheriff Donations	519.00	
11-4317-440-00	*Donation - Expense		519.00
11-3431-235-00	*Sheriff Executions	1,114.40	
11-4316-440-00	*Sheriff Executions		1,114.40
<b>Animal Shelter</b>			
11-3438-894-00	*Donations - Chowan	1,106.00	
11-3438-894-01	*Donations - Gates	200.00	
11-3438-894-02	*Donations - Perquimans	175.00	
11-3438-894-03	*Donations - Other	150.00	
11-4381-600-00	*Donation - Expense		1,631.00
11-3438-895-00	*Adoption - Chowan	875.00	
11-3438-895-01	*Adoption - Gates	275.00	
11-3438-895-02	*Adoption - Perquimans	25.00	
11-3438-895-03	*Adoption - Other	600.00	
11-4381-441-00	*Contr Svcs - Spay/Neuter		1,775.00
<b>Cooperative Ext:</b>			
11-3495-370-00	*AG Program Fees Discretionary	57.00	
11-4953-440-00	*Ag Program Fees Discretionary		57.00
11-3495-378-00	*4-H Fees Discretionary	405.00	
11-4953-448-00	*4-H Fees Discretionary		405.00
<b>Recreation</b>			
11-3612-504-00	*Recreation Special Events	100.00	
11-6132-453-00	*Recreation Special Events		100.00
<b>Senior Center</b>			
11-3616-532-00	*Donations - Home Del Meals	1,500.00	
11-4268-904-01	*Donations - Home Del Meals		1,500.00
11-3616-533-00	*Reg Fees - Trips	325.00	
11-4268-312-00	*TRIPS - Senior Citizens		325.00
11-3616-533-01	*Registration Fees Activities	148.00	
11-4268-299-01	*Activities - Dept. Supplies		148.00
11-3616-535-03	*Healthways	459.00	
11-4268-352-02	*Healthways		459.00
	Balanced	8,814.87	8,814.87
	<b>Total Discretionary Income Received FYE 2023</b>	<b>197,996.90</b>	
<b>Justification:</b>			
	<i>To amend the 2023 budget to include Discretionary income for January 2023.</i>		

**BA2023-053**

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
<b>Capital Projects</b>			
32-3810-033-00	Contribution from Capital Reserve	13,376.00	
32-8100-457-00	Courthouse - Renovations		13,376.00
<b>Capital Reserve</b>			
33-3990-990-00	Fund Balance Appropriation	13,376.00	
33-9800-980-32	Transfer to Capital Projects		13,376.00
	Balanced	26,752.00	26,752.00
<b>Justification:</b>			
	<p><i>To amend the 2023 budget to include interior painting and carpet replacement for 2nd floor of courthouse. BOCC approved interior painting on 01/23/23 and carpet replacement on 02/06/23.</i></p>		

BA2023-054

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
<b>DF Walker Renovations</b>			
47-5914-193-00	Construction Fees		1,166.39
47-9930-995-00	Designated for Future Appropriations		(1,166.39)
	Balanced	-	-
<b>Justification:</b>			
	<p><i>To amend the 2023 budget to include change order from AR Chesson for DF Walker Renovations project (CO #7 of \$2568.05 less reduction of \$1401.66 from CO #6 approved by BOCC on 10/03/22).</i></p>		

BA2023-055

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
<b>JCPC</b>			
11-3523-004-00	JCPC Council - Revenue	2,201.00	
11-5230-443-00	JCPC Council - Expenditures		2,201.00
	Balanced	2,201.00	2,201.00
<b>Justification:</b>			
<i>To amend the 2023 budget to include funding from JCPC (Juvenile Crime Prevention Council).</i>			

**BA2023-056**

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
<b>Recreation</b>			
11-6130-352-00	Maint & Repairs - Equipment		1,900.00
11-6130-550-00	Capital Outlay - Equipment		(1,900.00)
	Balanced	-	-
<b>Justification:</b>			
<i>To amend the 2023 budget for Recreation to include repairs to lights at Purser Soccer Complex. This will be a transfer between line items.</i>			

Commissioner McLaughlin moved to approve the budget amendment as presented. Chair Kirby asked for all in favor, the motion passed unanimously (7-0).

b. Meal Reimbursement Policy Amendment

Ms. Smith provided the Board with a recommendation to amend the meal reimbursement policy to follow the state reimbursement guidelines.

Breakfast     \$ 9.00  
Lunch         \$ 11.80  
Dinner        \$ 20.50 (\$23.30 for out-of-state travel)

Please authorize Chowan County to adopt these reimbursement rates for meal expenses incurred through business travel, effective immediately.

I also recommend that we review our rates every two years, following the schedule set forth by the State of North Carolina, and adjust our rates accordingly.

She noted that she reviewed the policy as far back as she can go and they have been set at the current rate. She stated that this is not a big budget item but there are departments that travel occasionally.

Commissioner Kehayes moved to approve the policy amendment as presented. Chair Kirby asked for all in favor, the motion passed unanimously (7-0).

#### **External Board/Committee Report**

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

Commissioner Lawrence reported on the Airport Commission.

Chair Kirby reported on the Albemarle Commission Board.

#### **Manager's Report**

County Manager Kevin Howard updated the Board on ongoing projects.

#### **Timely and Important Matters**

There were none.

#### **Adjourn**

Being no further business, Commissioner Cummings moved that the meeting be adjourned. Chair Kirby asked for all in favor, the motion passed unanimously (7-0).

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Bob Kirby, Chairman

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Cathy Smith, Finance Officer  
Acting Clerk