

**Committee Meeting**  
**Tuesday, July 11, 2023**  
**Chowan County Public Safety Center**  
**305 West Freemason St.**  
**Edenton, NC**  
**4:00pm**

Present Commissioners Larry McLaughlin, Ron Cummings and Ellis Lawrence.

Ex Officio Committee members present: Kevin Howard, County Manager; Finance Officer Cathy Smith; Don Hoggard, Maintenance Director.

Board Clerk Susanne Stallings was present.

Committee Chair McLaughlin called the committee meeting to order.

**Capital Reserve Fund Update**

Finance Officer Cathy Smith provided the Board with an update on the Capital Reserve Fund. She noted the fund balance as of June 30, 2023 was \$2,190,108. She noted that \$988,185 of those funds are obligated and an additional \$500,000 PARTF grant match leaving an unobligated fund balance of \$701,923. She noted that \$600,000 is the budgeted revenue for 2024 which would leave a projected fund balance in June of 2024 of \$1,301,923.

Mr. Howard noted that it appears the PARTF grant will not get funded and that will free up \$500,000 of obligated funds.

**FY 2023-24 Projects**

The Committee reviewed the listed projects and the discussion and/or recommendation follows each project:

**Ag Building Bridge Replacement-**

Mr. Howard will bring the Board a recommendation to hire JKF Architecture to provide design specs for the Bridge repair to allow all bidders to bid on the same work for the project. The cost of the design will be \$30,000. This will be on the August agenda.

**Sheriff Radio Replacement**

The Committee reviewed a recommendation from the sheriff to purchase radios. The total cost of the purchase is \$303,266.60. The Sheriff provided financing options from the vendor with the monthly payment options. It was noted that the FY 23-24 budget includes the purchase of radios from EMS. The committee discussed the various options and agreed that option one is best because it results in the lowest finance charges. This will be on the August agenda for full Board consideration.

**Courthouse Renovations/HVAC**

Mr. Hoggard discussed the current humidity issues in the courtroom. The issue is with the fresh air intake and five dehumidifiers are currently running to reduce the humidity in the courtroom.

Mr. Howard discussed various options for renovations at the Courthouse. He asked if the Committee wants to look at going forward with renovating the courtroom. He noted the Clerk of Court has suggested building a new wing on the courthouse to have a new courtroom. He said the Clerk of Court has recommended discontinuing the plan for the remodeling of the magistrate's office exits. The Committee reviewed the proposal from the architect to do a feasibility study for renovations of the

courthouse. The cost of the study would be around \$750,000 for a new HVAC system and roof enclosure.

#### Swain Windows

The Committee discussed various options to enclose the building to weatherize it until the Board can decide what to do with the auditorium. The Committee agreed that installation of plexiglass over the windows to seal out moisture would be best. Mr. Hoggard stated that he will gather up quotes to repair the windows and seal with plexiglass and it will be on the August agenda.

#### Courthouse Parking Lot

\$75,000 is budgeted in the CIP. Bids will be on the next meeting agenda.

#### Library

Staff is waiting on window delivery.

#### DSS Chiller

Project is complete.

#### Public Safety Center Chiller

Monies for the current year were taken out and added to the next fiscal year. \$225,000 is budgeted for FY 2024-25.

#### Swain

\$15,000 is budgeted for parking lot repairs. The work has been done.

#### 911 Server HVAC

Project has not started.

#### Hicks Field

Renovations have started. The Albemarle Commission has also applied for a grant from Major League Baseball. \$150,716 is the estimated project cost.

#### EMS Ambulance Replacement

Delivery of the ambulance is expected the first part of August.

#### DF Walker Gym (Oakum St)

HVAC is complete, the master plan project is ongoing and the interior repairs are done

#### **FY 2023-24 Projects**

##### Health Department Roof

Estimated costs for roof replacement are \$50,000.

##### DSS HVAC

Mr. Hoggard has to start over on quotes as the contractor has stopped working. \$200,000 was previously quoted.

#### **New Projects**

##### Fire Substation Land Purchase

Commissioner McLaughlin stated that the need for the northern end of the county has been addressed. He stated the County needs to begin planning for a substation for the southern portion of the County.

Mr. Howard discussed areas of the County that will address the need and the area is near Indian Trail Road. He stated that farm land in the area is selling for \$30,000 to \$45,000 per acre. He stated he will be participating in a conference call with the Albemarle Commission for grant monies for infrastructure projects. It was noted that \$350,000 is in the fire fund. Mr. Howard will continue working with the Fire Chief to narrow down the area that is most beneficial for a substation.

Being no further business, the committee meeting was adjourned.

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Larry McLaughlin, Chair

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Susanne Stallings, Clerk