

**Regular Meeting**  
**Monday, March 6, 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 March 6, 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, County Attorney Lauren Arizaga-Womble 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.

Commissioner Taylor then offered the invocation.

Chair Kirby and the Board congratulated Commissioner Taylor on the birth of his son.

**Approval of Agenda**

Commissioner Cummings moved to approve the agenda as presented.

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

**Public Comment**

Chair Kirby opened the floor for public comment.

Harriett DeHart 112 Horniblow Point Road, asked the Board for an update on the status of the Apex application.

Chair Kirby stated the Manager will speak to this during the Manager's report.

Kermit Nixon, 410 Tynch Town Road spoke regarding the old DF Walker gym. He stated the importance of keeping in tact the indoor tennis court that is in the gym.

**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

Riddick, D.                      \$118.58                      Paid Twice

b. Correction to February 20, 2023 agenda

The agenda at the February 20<sup>th</sup> meeting listed a tax refund for D. Architzel in the amount of \$317.16, however the refund report attached to the agenda packet showed the correct refund amount of \$917.16. The amount on the agenda was a typo. The Board by consent accepts the correct refund amount and notes the error on that agenda.

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

**PARTE Grant Public Forum**

Chair Kirby stated that the Chowan County Board of Commissioners will hold a public input session on Monday, March 6, 2023 at 6pm at the Chowan County Public Safety Center, 305 West Freemason Street. The purpose of the public meeting is to receive public input on the Edenton Chowan Recreation Department's application for grant funding through the North Carolina Park and Recreation Trust Fund for renovations and upgrades to the gymnasium at the DF Walker Community Center (Oakum Street). The Public Input period will be during the regular Commissioner meeting.

Chair Kirby asked for any public comment.

There was no public input/comment. Being none Chair Kirby closed the floor for public comment.

Ms. Ray stated that the information has been obtained from the architect. She stated that the deadline to submit is approaching. She noted the costs for the renovation have increased.

Mr. Howard stated that the grant will be maxed out due to the increased cost.

**Vincent Valuations Contract**

Ms. Radke presented the Board with a proposed contract with Vincent Valuations for revaluation services from February 2023 to October 2026.

Ms. Womble noted some corrections to the contract. She asked that the changes be made.

Commissioner Evans moved to approve the contract as amended by the attorney. Chair Kirby asked for all in favor, the motion passed unanimously (7-0).

**RFQ – Radio Communications Study**

The County Manager presented the Board with a proposal to issue an RFQ for a county-wide radio communications study. He stated this will allow the County to assess where there is radio coverage and provide options to improve what is in place. He stated this came up based on conversations to improve the fire radio coverage. He stated he expects the cost to be around \$45,000 for a study.

Commissioner Lawrence moved to authorize the Manager to submit an RFQ for the study. Chair Kirby asked for all in favor, the motion passed unanimously (7-0).

**Financial Items**

Finance Officer Cathy Smith presented the following:

Current Fiscal Year Budget Amendments

BA2023-058

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
<b>Capital Projects</b>			
32-3810-033-00	Contribution from Capital Reserve	12,475.00	
32-8100-457-00	Courthouse - Renovations		12,475.00
<b>Capital Reserve</b>			
33-3990-990-00	Fund Balance Appropriation	12,475.00	
33-9800-980-32	Transfer to Capital Projects		12,475.00
	Balanced	24,950.00	24,950.00
<b>Justification:</b>			
<i>To amend the 2023 budget to include replacement of storm windows for Courthouse. BOCC approved quote from Albemarle Glass on 02/20/23.</i>			

BA2023-059

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
<b>Opioid Settlement Fund</b>			
28-3301-238-00	Opioid Settlement Revenue	4,806.28	
28-9930-995-00	Designated for Future Appropriations		4,806.28
	Balanced	4,806.28	4,806.28
<b>Justification:</b>			
<i>To amend the 2023 budget to include Opioid Settlement Funds received 01/31/23.</i>			

BA2023-060

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
<b>Solid Waste</b>			
62-3471-530-00	Scrap Tire Tax Distribution	6,836.46	
62-4710-694-00	Scrap Tire Tax Distribution		6,836.46
62-3471-531-00	White Goods Tax Distribution	1,675.15	
62-4710-695-00	White Goods Tax Distribution		1,675.15
62-3471-521-00	Electronics Recycling Program	1,297.57	
62-4710-696-00	Electronics Recycling Program		1,297.57
	Balanced	9,809.18	9,809.18
<b>Justification:</b>			
<i>To amend the 2023 budget for Solid Waste to include Scrap Tire, White Goods, and Electronics Recycling tax distributions received 02/10/23.</i>			

BA2023-061

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
<b>Veterans Services</b>			
11-5820-126-00	Salaries		(500.00)
11-5820-311-00	Travel		500.00
	Balanced	-	-
<b>Justification:</b>			
<i>To amend the 2023 budget for Veterans Services to include NCDMVA Spring Conference. Monies will be transferred between line items.</i>			

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

Update on JA Holmes Highschool Project Expenses

A copy of the report is in the meeting file labeled March 6, 2023.

Financial Report January 2023

Finance Officer Cathy Smith will provide the Board with financial reports for January 2023. A copy of the report is in the meeting file labeled March 6, 2023.

**External Board/Committee Report**

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

Commissioner Kehayes reported on the DSS Board.

Commissioner Lawrence reported on the Senior Center Board and a Broadband meeting.

Chair Kirby reported on attending NCACC steering committee meetings.

**Manager's Report**

County Manager Kevin Howard updated the Board on the following:

- Animal Shelter repairs
- Great Grant
- EDIG deadline is end of the month
- Courthouse exterior painting is ongoing

**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