

**Chowan County Board of Commissioners**  
**Regular Meeting**  
**Monday, September 18, 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 September 18, 2023.*

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

Commissioner Ron Cummings was absent.

Staff present County Manager Kevin Howard, Finance Officer Cathy Smith and Board Clerk Susanne Stallings.

**Regular Meeting**

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

Chair Taylor then offered the invocation.

**Approval of Agenda**

Ms. Stallings noted the addition of a budget amendment to item #9.

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.

Lula Bond 908 Johnston St discussed lighting at businesses in town, business concerns and drainage concerns.

Karen Foley 120 Rockfish St. provided the Board with handouts from the Senior Center and discussed September being National Senior Month. A copy of the handout is in the meeting file labeled September 18, 2023.

**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. Surplus

The clerk provided the Board with an updated list at the meeting of items to be declared surplus and sold on Gov Deals.

Fixed Asset Number	Item Description	Department	Method for Disposal
6487	IR 3530 Copier	Reg of Deeds	Gov Deals Auction
6927	IR2016 Canon Copier	Reg of Deeds	Gov Deals Auction
	1994 Mercury Optimax 150	Sheriff	Gov Deals Auction
VIN 1FAHP2MK7FG128988	2015 Ford Taurus	Sheriff	Gov Deals Auction
VIN 1FDSE35L06DA47279	2006 Ford E350	Sheriff	Gov Deals Auction
VIN 1FBSS31L84HB02512	2004 Ford E350	Sheriff	Gov Deals Auction
VIN 1FTCR10U5SUB41198	1995 Ford Ranger	Water	Gov Deals Auction
	Cannon Image Runner Adv 400if-Serial QLA17934	DSS	Gov Deals Auction
	Cannon Image Runner Adv 400if-Serial QLA17931	DSS	Gov Deals Auction
	Cannon Image Runner Adv 400if-Serial QLA17933	DSS	Gov Deals Auction
	Cannon Image Runner Adv 400if-Serial QLA17928	DSS	Gov Deals Auction
	Generator portable	EM	Gov Deals Auction
	Generator portable	EM	Gov Deals Auction
	Generator portable	EM	Gov Deals Auction
	Generator portable	EM	Gov Deals Auction
	1983 Bayliner 27' and load right tadem axle roller trailer - Abandoned Vessel	Admin	Gov Deals Auction
	2008 Single Axel Utility Trailer (Seized by Sheriff)	Sheriff	Gov Deals Auction
VIN 2G1WF55K5Y934978	2000 Chevrolet Impala	Tax	Gov Deals Auction
	3 Projector Screens (removed from Training Rooms)	PSC	Gov Deals Auction
132	33 Drawer File Cabinet	DSS	Disposed
1309	4 Drawer File Cabinet	Maintenance	Disposed
6765	Speaker System Swain	Swain	Disposed of some componets, some used for replacement parts

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

**Tax Item**

Ms. Stallings provided a request from the Tax Office to release David Buchanan, value \$35,361 (\$259.90 taxes owed), the personal property is not located in Chowan County.

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

**911 Grant**

911 Director Herman Weiss presented the Board with a request for approval for acceptance of a grant from the 911 Board for replacement of the radio system. He stated the total project cost is \$885,971.51 the grant from the 911 Board is 611,888.32. The County will spend \$1,000 in general fund monies and \$200,000 will be used from the 911 fund balance.

Finance Officer Cathy Smith noted that about \$300,000 is in the fund currently. She noted that if the funds are not spent on appropriate projects the funding amounts will be reduced.

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

### **Planning Items**

#### **Ordinance Update Contract**

Planner Brandon Shoaf presented the Board with a request for approval of a contract with Insight Planning and Development to update the Chowan County Zoning and Subdivision Ordinances. He stated the contract price is not to exceed \$42,500.

Commissioner Taylor moved to approve the contract. Chair Kirby asked for all in favor, the motion passed unanimously (6-0).

#### **Attorney Contract for Board of Adjustment**

Planner Brandon Shoaf presented the Board with a request for approval of a contract for Sharp Graham, Baker Varnell LLP to represent the Chowan County Board of Adjustment.

Commissioner McLaughlin moved to approve the contract as presented.

Commissioner Kehayas asked what the total cost was.

Mr. Shoaf stated 5 hours at \$1,300.

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

#### **Abatement of Mobile Home**

Planner Brandon Shoaf presented the Board with a request for approval of a proposal to demolish an uninhabited/abandoned mobile home located at 217 Coree Trail in accordance with the Chowan County Junk/Nuisance Ordinance. He noted the cost is \$3,850.

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

### **Water Item**

Water Department Director David Tawes presented the Board with a proposal and resolution authorizing staff to apply for the fall round of competitive funding from NC Drinking Water State Revolving Fund. The source of funding is in low interest loans and principal forgiveness loans. If awarded the funds would be used to make improvements to the water system to replace the over 70 year old water mains in Cape Colony as well as replacement of 118 fire hydrants that are over 50 years old. The funding request will be submitted on behalf of the County by Rivers and Associates. If selected for funding the Board will be presented with funding proposals to be considered at a later time.

Commissioner Lawrence asked about the total cost of the project.

Mr. Tawes stated \$16.5 million is the total cost however phase I and phase II are for the hydrants.

Commissioner Lawrence asked about the impact on the water rates.

Mr. Howard stated that the County will review proposals at a later time and then the Board will decide if it wants to accept and proceed with the project.

Commissioner McLaughlin asked about additional funding sources.

Mr. Howard stated that the County will look into USDA funding for the water plant project.

Commissioner Kehayes asked if the project is funded only by water rates.

Mr. Howard stated yes.

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

### **RESOLUTION BY GOVERNING BODY OF APPLICANT**

WHEREAS, Chowan County has need for and intends to design, permit and construct a project described as Cape Colony Water System Improvements & System Wide Fire Hydrant Replacement Program

WHEREAS, Chowan County intends to request State loan and/or grant assistance for the project,

### **NOW THEREFORE BE IT RESOLVED, BY THE BOARD OF COMMISSIONERS OF CHOWAN COUNTY:**

That Chowan County, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State loan and/or grant award.

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of the Chowan County to make a scheduled repayment of the loan, to withhold from the Chowan County any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

That Kevin Howard, County Manager, the **Authorized Representative** and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a loan and/or grant to aid in the study of or construction of the project described above.

That the **Authorized Representative**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, ordinances, and funding conditions applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 18<sup>th</sup> day of September, 2023 at Edenton, North Carolina.

## **Courthouse Items**

### **Parking Lot**

Mr. Howard presented the Board with a request to amend the scope of the parking lot paving to include speed control bumps. The cost for this is \$1,700.

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

### **Courtroom Renovations**

Mr. Howard presented the Board with a proposal from JKF Architecture to design the renovation of the courtroom and associated HVAC system. He noted the design proposal cost is \$80,673 and the project cost estimate is \$728,625.

Chair Kirby asked if the design cost is consistent with the monies in the CIP.

Mr. Howard stated yes.

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

## **Financial Items**

Ms. Smith presented the following:

- a. 2024 Budget Amendments  
2024-016

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
<b>Sheriff</b>			
11-3431-334-00	*ARHS-Comm Linkage to Care Grant	7,520.00	
11-4310-696-03	*ARHS-Comm Linkage to Care Grant		7,520.00
	Balanced	7,520.00	7,520.00

2024-017

*To amend the 2024 budget for Sheriff's Office to include monies received from Albemarle Regional Health Service for the Community Linkage to Care Grant.*

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
<b>Register of Deeds</b>			
11-3418-415-00	*Preservation/Automation	772.70	
11-4180-298-00	*Dept Supplies - Auto/Pres		257.57
11-4180-440-00	*Contr Svcs - Automation/Pres		257.56
11-4180-511-00	*C/O - Auto / Pres		257.57
<b>Sheriff's Office</b>			
11-3431-245-00	*Safe Kids Program	1,200.00	
11-4317-445-00	*Safe Kids Expense		1,200.00
<b>Animal Shelter</b>			
11-3438-894-00	*Donations - Chowan	206.00	
11-3438-894-02	*Donations - Perquimans	275.00	
11-3438-894-03	*Donations - Other	620.00	
11-4381-600-00	*Donation - Expense		1,101.00
11-3438-895-00	*Adoption - Chowan	780.00	
11-3438-895-01	*Adoption - Gates	300.00	
11-3438-895-02	*Adoption - Perquimans	460.00	
11-3438-895-03	*Adoption - Other	80.00	
11-4381-441-00	*Contr Svcs - Spay/Neuter		1,620.00
<b>Cooperative Ext:</b>			
11-3495-368-00	*Hospital Foundation Grant	4,000.00	
11-4952-600-00	*Hospital Foundation Grant		4,000.00
11-3495-378-00	*4-H Fees Discretionary	265.00	
11-4953-448-00	*4-H Fees Discretionary		265.00
11-3495-379-00	*Livestock Program	2,234.00	
11-4953-449-00	*Livestock Program		2,234.00
11-3495-380-00	*ECA Discretionary (Extension Community Association)	10.00	
11-4953-450-00	*ECA Discretionary (Extension Community Association)		10.00
11-3495-381-00	*Comm Benefit/Health Initiatives Grant	1,500.00	
11-4953-451-00	*Comm Benefit/Health Initiatives Grant		1,500.00
11-3495-382-00	*Grow to Eat Grant	750.00	
11-4953-452-00	*Grow to Eat Grant		750.00
11-3495-384-00	*Master Food Grant	1,000.00	
11-4953-454-00	*Master Food Grant		1,000.00
<b>Recreation</b>			
11-3612-487-00	*Recreation Donations	1,870.00	
11-6130-299-01	*Donations - Dept Supplies		1,870.00
<b>Senior Center</b>			
11-3616-533-00	*Reg Fees - Trips	14,640.50	
11-4268-312-00	*TRIPS - Senior Citizens		14,640.50
11-3616-533-01	*Registration Fees Activities	318.00	
11-4268-299-01	*Activities - Dept. Supplies		318.00
11-3616-535-04	*Silver Sneakers	765.00	
11-3616-535-05	*Silver & Fit	165.00	
11-3616-535-06	*Renew Active	585.00	
11-4268-352-02	*Healthways		1,515.00
<b>DSS</b>			
12-3531-230-14	*DSS Special Events	459.00	
12-5310-450-00	*DSS Special Events		459.00
	Balanced	33,255.20	33,255.20
	<b>Total Discretionary Income Received FYE 2024</b>	<b>96,000.12</b>	
<b>Justification:</b>			
	<i>To amend the 2023 budget to include Discretionary income for August 2023.</i>		

2024-018

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
<b>Solid Waste</b>			
62-3471-530-00	Scrap Tire Tax Distribution - Rev	6,586.28	
62-4710-694-00	Scrap Tire Tax Distribution - Exp		6,586.28
62-3471-531-00	White Goods Tax Distribution - Rev	1,607.02	
62-4710-695-00	White Goods Tax Distribution - Exp		1,607.02
	Balanced	8,193.30	8,193.30
<b>Justification:</b>			
	<i>To amend the 2024 budget for Solid Waste to include Scrap Tire and White Goods tax distributions.</i>		

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

b. Update on JA Holmes Highschool Project Expenses

A copy of the report is in the meeting file labeled September 18, 2023.

Ms. Smith noted that she has received word from USDA that the Board will have to schedule a special meeting early the following week to apply for the USDA funds for the additional \$10 million to be borrowed for the High School Project.

The Board Clerk will get the meeting information together and contact the Board and notify the public of the special meeting once the date is confirmed.

c. 2023 Budget Amendments (Clean Up)

2023-090



Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
<b>Sheriff</b>			
11-4310-510-00	Capital Outlay		(36,375.21)
11-4310-299-00	Departmental Supplies		36,375.21
<b>IT</b>			
11-4210-299-00	Departmental Supplies		27,329.47
11-4210-352-00	Repairs & Maintenance		10,576.53
11-4210-510-00	Capital Outlay - Equipment		(4,816.09)
11-4210-520-00	Capital Outlay - DP Equipment		(33,089.91)
<b>Emergency Manage</b>			
11-4330-299-00	Departmental Supplies		14,722.23
11-4330-352-00	Repairs & Maintenance		1,100.00
11-4330-510-00	Capital Outlay - Equipment		(15,822.23)
	Balanced	-	-
<b>Justification:</b>			
	<i>Budget Clean-up FY 2023</i>		

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

**External Board/Committee Report**

Commissioner Evans reported on the TDA Board.

**Manager’s Report**

County Manager Kevin Howard did not have any updates to present.

**Timely and Important Matters**

There were none.

**Adjourn**

Being no further business Commissioner Evans 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