

Special Meeting
Tuesday, September 3, 2024
5:00pm
Chowan County Public Safety Center
305 West Freemason St.
Edenton, NC

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

Commissioner Tray Taylor was absent.

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

Closed Session

Commissioner Kehayes moved to go into closed session in accordance with NCGS 143-318-11 (a) (3, 5 and 6) attorney client, contract negotiations and personnel. Chair Kirby asked for all in favor, the motion passed unanimously (4-0).

The minutes of the closed session are sealed.

Commissioner Evans moved to come out of closed session. Chair Kirby asked for all in favor, the motion passed unanimously (6-0).

Adjourn

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

Bob Kirby, Chairman

Susanne Stallings
Clerk

Chowan County Board of Commissioners
Regular Meeting
Tuesday, September 3, 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 September 3, 2024.

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

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

Regular Meeting

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

Commissioner McLaughlin then offered the invocation.

Approval of Agenda

Board Clerk Susanne Stallings presented the following requests to amend the agenda:

- Remove item #3 Consent Agenda
- Add item 5a – Attorney Contract for specific services from Ben Gallop
- Add item 5b – Addition of review of Recreation Bond informational packet
- Add item 5c – Purchase of property for test well site on Poplar Neck Rd.
-

Commissioner Evans 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

Removed

Veterans Service Office Annual Report

Veterans Services Officer Wayne Bray provided the Board with the annual report from Veterans Services. A copy of the report is in the meeting file labeled September 3, 2024.

Resolution to Accept \$29,550,000 Appropriations Act Directed Project Grant

Mr. Howard presented the Board with a resolution that accepts the grant funds and authorizes the County Manager to furnish the required grant information.

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

RESOLUTION BY GOVERNING BODY OF RECIPIENT

WHEREAS, Chowan County has received a Directed Projects grant from the 2023 Appropriations Act, Session Law 2023-134, administered through the Drinking Water Reserve and Wastewater Reserve to assist eligible units of government with meeting their water/wastewater infrastructure needs, and

WHEREAS, the North Carolina Department of Environmental Quality has offered 2023 Appropriations Act funding in the amount of \$29,550,000 to perform work detailed in the submitted application, and

WHEREAS, Chowan County intends to perform said project in accordance with the agreed scope of work,

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

That Chowan County does hereby accept the 2023 Appropriations Act Directed Projects Grant offer of \$29,550,000.

That Chowan County does hereby give assurance to the North Carolina Department of Environmental Quality that any Conditions or Assurances contained in the Award Offer will be adhered to.

That Kevin Howard, Chowan County Manager and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with this project; to make the assurances as contained above; and to execute such other documents as may be required by the Division of Water Infrastructure.

Adopted this the 3rd day of September, 2024 in Chowan County, North Carolina

Contract with Ben Gallop for Legal Services

Mr. Howard noted that the Sheriff's office has been asked to provide body camera footage from their department. There is conflict in that the County Attorney's firm is representing the claimant. This is a contract between Chowan County and Ben Gallop to provide legal representation for the provision of the requested footage for the case.

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

Recreation Bond Referendum Informational Packet

Recreation Co-Director Shannon Ray provided the Board with a PowerPoint of a Community presentation regarding parks and recreation services. A copy of the PowerPoint is in the meeting file labeled September 3, 2024. She then provided the Board with a flyer that has been put together to provide the public with factual information on the Recreation Bond Referendum and the suggested projects. The flyer and additional information will be available to the public on the County Website. A copy of the flyer is in the meeting file labeled September 3, 2024.

Leary – Land Purchase Poplar Neck Rd.

Mr. Howard stated that the Leary property was purchased for a test well site. He stated more property is needed than what was originally purchased from Mr. Leary. He stated the original price was \$10,000 per acre. He stated he is asking the Board for approval to pay \$10,000 per acre, he stated it appears that 1.5 acres is needed. He said it will be about \$15,000 needed.

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

Financial Items

Finance Officer Cathy Smith presented the following:

FY23-24 Budget Clean Up Amendments

BA2024-090

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Fire District-CHFD			
23-4340-121-00	Salaries - Regular		(9,076.00)
23-4340-126-00	Salaries - PT		(6,450.00)
23-4340-181-00	Fica Expense		(2,082.03)
23-4340-184-00	Firemen's Pension Fund		(633.00)
23-4340-185-00	Unemployment		(650.00)
23-4340-186-00	Worker's Comp		(5,168.67)
23-4340-199-00	Prof Services		(2,015.58)
23-4340-299-00	Dept Supplies		(6.02)
23-4340-311-00	Travel		(80.97)
23-4340-321-00	Telephone		(1,488.54)
23-4340-325-00	Postage		(16.00)
23-4340-331-00	Utilities		(1,444.05)
23-4340-351-00	Maint & Repairs - Buildings		(7,978.92)
23-4340-352-00	Maint & Repairs - Equip		(704.37)
23-4340-353-00	Maint & Repairs - Vehicles		(4,026.41)
23-4340-392-00	Laundry/Dry Cleaning		(25.69)
23-4340-395-00	Employee Training		(0.15)
23-4340-491-00	Dues & Subscriptions		(106.33)
23-4340-621-00	SCIF 2023 Grant		1,030.31
Fire District - TOE			
23-4341-510-00	Capital Outlay-Equipment		97,778.69
23-4341-690-00	Contract Services - TOE		(14,039.04)
23-3990-990-00	Fund Balance Appropriated	42,817.23	
DF Walker (Fund 47)			
47-3325-351-00	Sales Tax Refund	7,323.63	
47-5914-191-00	DF Walker 2nd FI		1,400.00
47-5914-299-00	Dept Supplies		2,153.86
47-5914-352-00	Maint & Repairs		419.77
47-5914-440-00	Contract Services		3,350.00
Sheriff			
11-4310-183-00	Hospitalization		(1,015.96)
Health			
11-5210-440-00	ABC Bottle Tax		1,015.96
Admin/Finance			
11-4120-183-00	Hospitalization		2,012.00
11-4120-261-00	Office Supplies		(1,345.00)
11-4120-299-00	Dept Supplies		(667.00)
Coop Extension			
11-4952-396-00	Nutrition Education		707.08
11-4950-441-00	Contract Services		(707.08)
School Capital			
40-3831-491-00	Interest Earned	(4,198.79)	
40-3990-990-00	Fund Balance Appropriated	4,198.79	
DSS			
12-3531-230-01	Social Services Admin	(6,874.96)	
12-3990-990-01	Fund Balance Appropriated	6,874.96	
	Balanced	50,140.86	50,140.86
Justification:			
<i>Budget Clean-up FYE 06/30/24.</i>			

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

FY25 Budget Amendments

2025-005

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Register of Deeds			
11-3418-415-00	*Preservation/Automation	617.43	
11-4180-298-00	*Dept Supplies - Auto/Pres		205.81
11-4180-440-00	*Contr Svcs - Automation/Pres		205.81
11-4180-511-00	*C/O - Auto / Pres		205.81
Sheriff's Office			
11-3431-232-00	*Sheriff Donations	100.00	
11-4317-440-00	*Donation - Expense		100.00
11-3431-235-00	*Sheriff Executions	2,190.00	
11-4316-440-00	*Sheriff Executions		2,190.00
Animal Shelter			
11-3438-894-00	*Donations - Chowan	2,000.00	
11-3438-894-01	*Donations - Gates	127.00	
11-3438-894-02	*Donations - Perquimans	100.00	
11-3438-894-03	*Donations - Other	180.00	
11-4381-600-00	*Donation - Expense		2,407.00
11-3438-895-00	*Adoption - Chowan	205.00	
11-3438-895-02	*Adoption - Perquimans	80.00	
11-3438-895-03	*Adoption - Other	500.00	
11-4381-441-00	*Contr Svcs - Spay/Neuter		785.00
Cooperative Ext:			
11-3495-378-00	*4-H Fees Discretionary	110.00	110.00
11-4953-448-00	*4-H Fees Discretionary		
11-3495-379-00	*Livestock Program	1,950.00	
11-4953-449-00	*Livestock Program		1,950.00
Recreation			
11-3612-487-00	*Recreation Donations	835.00	
11-6130-299-01	*Donations - Dept Supplies		835.00
11-3612-504-00	*Recreation Special Events	4,000.00	
11-6132-453-00	*Recreation Special Events		4,000.00
11-3612-507-00	*NCCF - Laughton Endowment	260.00	
11-6132-460-00	*NCCF - Laughton Endowment		260.00
Senior Center			
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	11,021.00	
11-4268-312-00	*TRIPS - Senior Citizens		11,021.00
11-3616-535-04	*Silver Sneakers	909.00	
11-3616-535-05	*Silver & Fit	102.00	
11-3616-535-06	*Renew Active	312.00	
11-4268-352-02	*Healthways		1,323.00
	Balanced	27,098.43	27,098.43
	Total Discretionary Income Received FYE 2025	27,098.43	
Justification:			
	To amend the 2025 budget to include Discretionary income for July 2024.		

2025-006

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Carry-Forward Balances			
Register of Deeds			
11-4180-298-00	*Dept Supplies - Auto Pres		16,150.18
11-4180-440-00	*Cont Serv - Automation/Pres		8,765.01
11-4180-511-00	*C/O - Auto/Pres		4,828.30
11-3990-990-01	FB Appropriation - ROD	29,743.49	
Senior Center			
11-4268-299-01	*Activities - Dept Supplies		7,023.59
11-4268-299-02	*Donations		1,000.00
11-4268-312-00	*Trips - SR. Citizens		39,921.77
11-4268-352-01	*Donations - Fitness		5,133.35
11-4268-352-02	*Healthways		53,028.65
11-4268-605-00	*Healthy Aging NC Grant		2,561.80
11-4268-904-01	*Donations - Home Del Meal		14,652.78
11-3990-990-02	FB Appropriation - Senior Center	123,321.94	
Sheriff			
11-4310-601-00	*NCDPS Grant 2022		3,820.30
11-4310-696-01	*Body Worn Camera Grant 2021		2,781.59
11-4310-696-03	*ARHS Comm Linkage Grant		7,520.00
11-4316-440-00	*Sheriff Executions		11,879.77
11-4317-298-00	*Project Lifesaver		2,274.09
11-4317-440-00	*Donation - Expenses		13,993.90
11-4317-441-00	*State Special Expenses		11,588.18
11-4317-442-00	*Federal Special Funds		142.06
11-4317-443-00	*Kids & Cops		6,915.66
11-4317-444-00	*Diving - Expenses		960.90
11-4317-445-00	*Safe Kids Program		6,375.47
11-3990-990-03	FB Appropriation - Sheriff	68,251.92	
Soil & Water			
11-4730-691-00	*Aquatic Weed Erad-Resid		602.44
11-4730-692-00	*Vol Agricultural Distr		428.00
11-3990-990-05	FB Appropriation - S&W	1,030.44	
Agriculture Extension			
11-4950-600-00	*SHIIP Grant		10,184.09
11-4952-600-00	*Hospital Foundation Grant		(585.18)
11-4953-440-00	*AG Program Expenses / Discretionary		22,265.16
11-4953-441-00	*4-H Council Program Expenses		215.00
11-4953-445-00	*4-H United Way		1,694.74
11-4953-448-00	*4-H Fees / Discretionary		42,817.22
11-4953-449-00	*Livestock Show & Sale		86,102.93
11-4953-450-00	*ECA Discretionary		3,827.87
11-4953-451-00	Community Benefit Health Grant		(989.09)
11-4953-452-00	Grow to Eat Grant		237.61
11-4953-454-00	Vidant Master Food Grant		450.15
11-4953-455-00	*Eagles Club Donations		3,809.30
11-3990-990-06	FB Appropriation - Coop	170,029.80	
Recreation			
11-6130-299-01	*Donations - Departmental Supplies		10,582.84
11-6132-453-00	*Recreation Special Events		19,970.71
11-6132-460-00	*NCCF Grant - Loughton Endowment		16,887.77
11-3990-990-08	FB Appropriation - Recreation	47,441.32	
Animal Shelter			
11-4381-441-00	*Contract Serv - Spay/Neuter		155.08
11-4381-600-00	*Donations Expense		33,565.61
11-4381-602-00	*Donations from Advertising		-
11-3990-990-11	FB Appropriation - Animal Shelter	33,720.69	
Animal Control			
11-4380-601-00	*Donations - Animal Control		598.13
11-4380-691-00	Maddies Fund Grant		500.00
11-3990-990-13	FB Appropriation - Animal Control	1,098.13	
DSS			
12-5310-450-00	*DSS Special Events		1,142.42
12-3990-990-01	FB Appropriation - DSS	1,142.42	
EMS			
60-4370-499-00	*Donations - Rescue Squad		955.23
60-3990-990-01	FB Appropriation - Rescue Squad	955.23	
COA			
11-5923-635-00	COA Capital Outlay - Reserve		185,936.89
11-3990-990-10	FB Appropriation - COA	185,936.89	
	Balanced	662,672.27	662,672.27
Justification:			
<i>To amend the 2025 budget to include carry-forward balances from 2024.</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 and Summary of Change Orders to Date
Ms. Smith presented the Board with a report on the high school project expenses and a summary of change orders for the project. A copy of the report is in the meeting file labeled August 5, 2024.

Board members reviewed the report and Commissioner McLaughlin noted that the Board will need to keep an eye on the contingency budget.

External Board/Committee Report

There were no reports.

Manager's Report

County Manager Kevin Howard provided the following updates:

Mr. Howard noted that the bridge repair at the Ag Building is complete. He stated that the contractor is looking at options to repair or replace railings and gathering cost estimates.

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).

Bob Kirby, Chairman

Susanne Stallings, Clerk