Chowan County Board of Commissioners
SPECIAL MEETING
Monday, February 17, 2025
Chowan County Public Safety Center
305 West Freemason Street
4:30 pm

AGENDA

The Chowan County Board of Commissioners will hold a special meeting on Monday, February 17, 2025 at 4:30pm before the regular 6pm meeting. The special meeting will be held in the Chowan County Public Safety Center (305 West Freemason St. Edenton, NC).

The purpose of this special meeting will be a closed session to meet in accordance with NCGS 143-318-11 (a) (3 and 4) attorney client privilege and economic development.

The regular meeting at 6:00pm will follow.

Chowan County Board of Commissioners
Regular Meeting
Monday, February 17, 2025
Chowan County Public Safety Center
305 West Freemason Street
6:00pm

AGENDA

Regular Meeting

a. Call to Order
b. Pledge
c. Invocation — Commissioner Evans

1. **Approval of Draft Agenda**

2. **Public Comment**
In accordance with NCGS 153A-52.1 The Board will allow a maximum of 3 minutes per speaker during the Public Comment Period.

3. **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. Minutes
Minutes of the February 3, 2025 Regular Meeting.

b. Tax Refunds and Releases

Bass, H.	$358.02	Billed Twice

4. Edenton Chowan Schools Items

John A. Holmes High School Change Orders (12 & 13)
Representatives from MB Khan will present the Board with two change orders for the high school project.

Chowan Middle School
The Board will consider a request to utilize lottery funds to cover the cost of replacement of the security surveillance system at Chowan Middle School.

White Oak/DF Walker School Heating & Air System
The Board will consider a request to design and install an HVAC system at White Oak/DF Walker. The total cost of the project is $1,753,261.

5. Public Hearing – CC-RZ-25-01 927 & 921 Chambers Ferry Rd.
The Board will hold a public hearing to review and act on a request from Chris Hehl to rezone 921 and 927 Chambers Ferry Road from A-1 to R-15 (PIN 6886 00 70 9961) approximately 9.74 acres. The rezoning application and staff report including the Planning Board recommendation is in included in the Board packet.

6. Annual Report
Jacob Peele will provide the Board with the annual report from Soil and Water Conservation.

7. Bennett's Millpond RFP
The project was originally put out for bids on January 6, 2025. The request for proposals was for repairs and improvements at Bennett's Millpond. Bids were due January 13, 2025. Due to inclement weather the bid deadline was extended to January 22, 2025. Two bids were received. Staff recommends awarding the project to Sawyer Marine Construction in the amount of $153,034 A copy of the RFP Scope of Work and bids received are included in the Board packets.

8. Temporary Courtroom Space Lease Amendment
The Board will consider approval of an amendment to the lease of the temporary courtroom space between Chowan County and the ABC Board.

9. **Hicks Field Repairs**
   The Board will review and consider a request to utilize remaining funds from the Hicks Field Project to replace the roof on the office when the roof on the grand stand is being replaced. Additionally, the request includes a request for permission to use additional remaining funds to replace the scoreboard stairs and decking.

10. **Audit Contract and Engagement Letter**
    The Board will consider approval of the audit contract and engagement letter with Thompson, Price, Scott, Adams & Co., P.A. (TPSA) for 2024. This is the 3rd year of the 3-year contract.

11. **Financial Items**
    Finance Officer Cathy Smith will present the following:

    a. Current Fiscal Year Budget Amendments
       2025-046
       2025-047

    b. Financial Report – January

12. **External Board/Committee Report**
    Board members are asked to report on the activities of the external boards to which they have been appointed.

13. **Manager's Report**
    County Manager Kevin Howard will update the Board on any pending matters.

14. **Timely and Important Matters**

15. **Adjourn**