



Chowan County Board of Commissioners

SPECIAL MEETING

Monday, September 21, 2026

Chowan County Public Safety Center

305 West Freemason Street

5:00 pm

AGENDA

The Chowan County Board of Commissioners will hold a special meeting on Monday, September 21, 2026, at 5:00pm 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 5) Attorney Client Privilege and Contract Negotiations. The regular meeting at 6:00pm will follow.

Chowan County Board of Commissioners

Regular Meeting

Monday, September 21, 2026

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.

*****General Public Comment is typically addressed during Timely & Important Matters*****

3. Consent Agenda

All items on the Consent Agenda are considered 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 of the following meetings:
 - August 3, 2026 Regular Meeting
 - August 17, 2026 Regular Meeting
 - September 1, 2026 Special Meeting

4. Water Rate and Fee Schedule Amendment - Public Hearing

The public hearing is for a proposed amendment to the 2026-27 Chowan County Budget in accordance with NCGS 159-15. The Board will consider a proposal to amend the Chowan County water rate and other fees. The Board has considered a rate increase to allow the County to apply for a grant (loan forgiveness) to make improvements to the water system in preparation for the construction of the Reverse Osmosis (RO) Plant. The grant requires that the County's cost recovery ratio be higher than the current ratio of 1 (breaking even). To qualify for 75% loan forgiveness a rate of \$10.80 per 1,000 gallons is needed. Staff recommends setting a rate of \$11 for ease of billing, collections and funds additional capital projects. The current rate is \$7 per 1,000 gallons. The average Chowan County water bill (solid waste not included) is \$14 for 2,000 gallons. The estimated water bill for this same average usage would be \$22 with approval of the recommended rate increase. *The last water rate increase was approved in September 2017.

Attached to this agenda packet are water bill examples with the new rates and proposed fee schedule amendments. Citizens will be given the opportunity to address the Board at this hearing.

5. Solid Waste Fee - Public Hearing

The public hearing is for a proposed amendment to the 2026-27 Chowan County Budget in accordance with NCGS 159-15. The Board will consider a proposal to amend the Chowan County solid waste fee. The current solid waste fee is \$18 per month, the proposed solid waste fee is \$21. Citizens will be given the opportunity to address the Board at this hearing.

6. Land Use Ordinance - Public Hearing

The Board has scheduled a Public Hearing, to be held to consider the following: Updates to Chowan County's Land Use Ordinances as unified Land Use Regulations. The ordinances are available for review at the County Planning & Inspections Dept. located at 305 W. Freemason St. All interested citizens are urged to attend this meeting. Citizens will be given the opportunity to address the Board at this hearing.

7. NC DEQ Division of Water Infrastructure Application for Funding and Resolution

The Board will consider approval of application for funding documents including a resolution to allow the County to apply for a grant (loan forgiveness) to make improvements to the water system in preparation for the construction of the Reverse Osmosis (RO) Plant. The grant requires that the County's cost recovery ratio be higher than the current ratio of 1 (breaking even). The application is for Cape Colony Water System Improvements.

8. Water Plant House Demolition

Staff requests that the house located at the Water Plant (1610 Virginia Rd. Edenton) be declared surplus and approved for demolition and disposal. Staff has obtained two quotes for the demolition; it is recommended the bid from the low bidder in the amount of \$9,800 be approved. A budget amendment will be sent to the Board at the next meeting to utilize funds from Water Fund Balance to cover the costs.

9. Senior Center Items

SCOPE General Purpose Grant

The Board will consider approval of a grant application in the amount of \$11,000. The grant is for new equipment for the Senior Center. The County's match is \$3,667 using in-kind funds.

Senior Center Hours of Operation

The Board will consider approval of a recommendation to amend the hours of the Senior Center to be open until 7pm on Monday through Thursday for a trial period during the month of October.

10. Chowan County Personnel Policy Amendment

As part of the classification and pay plan study the MAPS group has provided an amended Personnel Policy Manual. Staff has reviewed the manual and provided a summary of changes from the original policy for the Board to review. A copy of the changes along with the new policy are included in the packet. The Board will consider approval of the policy at the next regular meeting on October 5, 2026.

11. Letter of Support for MiTek

The Town of Hertford is requesting a letter of support for an application to the Public Works and Economic Adjustment Assistance Programs (PWEAA) for enhancing critical infrastructure to support regional employment and economic growth for a new electrical substation necessary to serve MiTek and the Perquimans County Marine Industrial Park. A copy of the letter is attached for the Board's review and consideration.

12. Financial Items

Finance Officer Cathy Smith will present the following:

a. FY25-26 Budget Cleanup Amendment
2026-076

b. FY26-27 Budget Amendments
2027-012

c. Financial Report

Finance Officer Cathy Smith will provide the Board with preliminary financial reports for June 2026.

13. External Board/Committee Report

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

14. Manager's Report

County Manager Kevin Howard will update the Board on any pending matters.

- NACO Membership Discussion

15. Timely and Important Matters

16. Adjourn