



Chowan County Board of Commissioners
Regular Meeting
Monday, June 1, 2020
Chowan County Public Safety Center
305 West Freemason Street

AGENDA

The meeting room will be open to the public and public seating will be set up to adhere to social distancing guidelines.

*If the room reaches maximum capacity, a call-in number is provided below for anyone who wishes to call in to listen to the meeting remotely. Those participating remotely who wish to submit public comment, please see instructions in the agenda below.

To listen remotely call: 1-408-418-9388
Meeting ID Number: 793 613 371
Passcode: 246926

Regular Meeting

- a. Call to Order
- b. Pledge
- c. Invocation Commissioner Kirby

1. Approval of Draft Agenda

2. Public Comment

Public comment may be taken digitally on all items, with the following guidelines:

- any public comment must be sent in by 5 p.m. the day of the meeting via email to **Susanne.stallings@chowan.nc.gov** OR by calling 252-482-8431 x1 (NO LATER THAN 5:00pm) and leaving a voicemail
- must state which agenda item you are commenting on, or if it is for informal discussion
- must be no more than 350 words.

The Clerk will read public comments into the record during the meeting.

3. Declaration of Surplus Property

The County has obtained properties through the tax foreclosure process. No bids were received at the original time of the foreclosure sale.

Since that time, Chowan County has received offers to purchase several of the properties. The bids and property locations are listed below:

215 Manteo Trail - bid in the amount of \$1,850.

217 Manteo Trail – bid in the amount of \$1,850

128 West Peterson St. – bid in the amount of \$3,000

211 East Hicks St. – bid in the amount of \$1,000

If the Board wishes to consider the offers, it is in order for the Board to declare each of the properties as surplus and authorize staff to begin the 10-day upset bid advertisement process.

The property record card, aerial photo and sample advertisement is attached along with the offer to purchase.

4. Tax Refund

The Board will consider a refund recommendation from the Tax Administrator payable to James Ward in the amount of \$959.19.

5. Pyrotechnics Annual Review

Fire Inspector Walter Copeland has submitted a memo requesting that “Shot in the Dark Pyrotechnics LLC” be renewed for another one-year approval.

6. Update from Planning Board

The Board will receive an update from Planner Brandon Shoaf on the Planning Board’s review of the existing wind facility ordinance.

7. SEPI – Drone Contract

The Board will consider a contract with SEPI for drone services as needed or requested by County departments. The contract has no initial cost and is only billed upon activation.

8. Server Purchase

IT Director Cord Palmer will provide the Board with a request to purchase a server. Information on the server cost and proposal for funding for the purchase is in the agenda packet.

9. Sales Tax Resolution - Referendum

The Board will discuss and consider a resolution for the Board’s consideration that calls for a special advisory referendum concerning the levy of a one-quarter cent (1/4¢) County Sales and Use Tax.

10. Swain HVAC Replacement

The Board will consider three bids for replacement of the HVAC system at Swain Auditorium. The unit was damaged during Hurricane Matthew. The Manager is requesting approval of the low bidder Comfort Master in the amount of \$187,400 contingent on approval from the insurance company.

11. Budget Amendments

The following Budget Amendments are attached to this agenda packet:

BA1920-065

BA1920-066

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.

- Project Tracking Sheet

14. Timely and Important Matters

15. Adjourn

Radke, Melissa

From: Virginia Miller <virginia.miller45@yahoo.com>
Sent: Monday, January 13, 2020 8:13 AM
To: Radke, Melissa
Subject: [External] Adcock Lots in Chowan Beach

CAUTION: External email. Do not click links or open attachments unless you verify. Send all suspicious email as an attachment to report.spam@nc.gov

Melissa,

Below are my bids for the Adcock lots in Chowan Beach. I would like the county commissioners to consider these in their January 21 meeting.

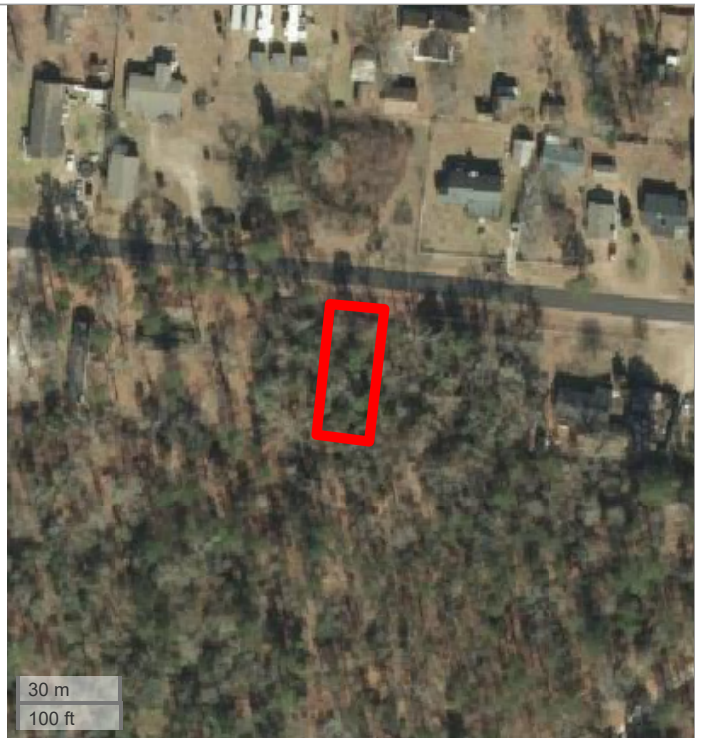
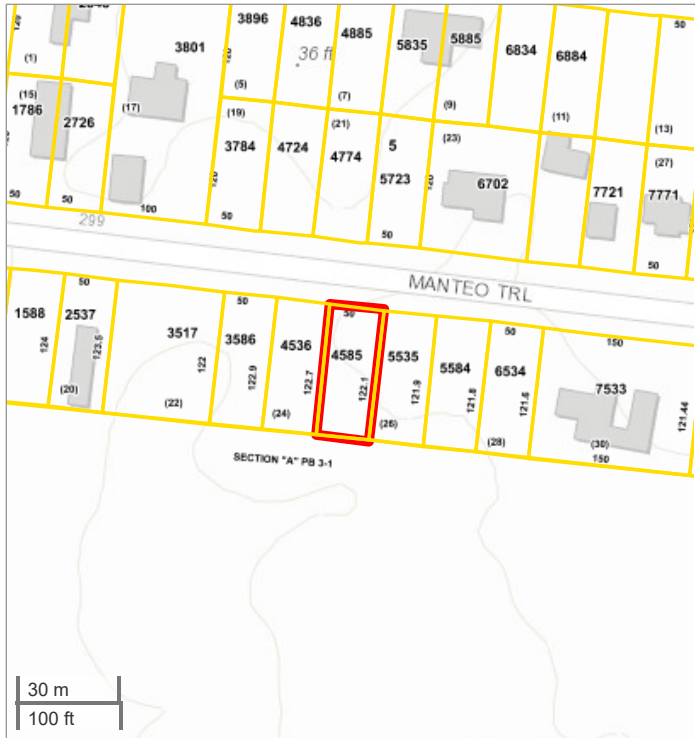
215 Manteo Trail, \$1,850.00

217 Manteo Trail, \$1,850.00

Please let me know if you need any additional information.

Thank you,

Virginia Winchester
252-325-6644



Chowan County, NC

This web site is being provided for the benefit of the general public. The entire risk associated with the use of this site is on the end user. No representation is made that this web site will meet the specific requirements of any person or will operate error-free or without interruption. All other conditions or warranties, expressed or implied are disclaimed. In no event will the County or Atlas Geographic Data, Inc. be liable for any loss of use, business interruption, loss of profits, loss of data or incidental/consequential damages arising from the use of this web site. The County and Atlas Geographic Data, Inc. make no warranties or representations as to the accuracy of information on this web site, nor do they assume any liability or responsibility for any errors or omissions in its content. It is the sole responsibility of the end user to evaluate the accuracy, completeness, or usefulness of any information, opinion, advice, or other content available through this web site.



Melissa Radke
Tax Administrator
252-482-8486 (ext 837)

PIN:	697015534585
OWNER1:	CHOWAN COUNTY
OWNER2:	
SITUS_ADDR:	215 MANTEO TRL
ACRES:	0.14
LAND_VAL:	3690
BLDG_VAL:	0
TOT_VAL:	3690
SALE_PRICE:	3500
SALE_DT:	20200302
DEED_BK_PG:	524/380
PROP_DESC:	LOT 25 BLK 6 SEC A, CB
TWP_NAME:	ROCKY HOCK
TAXCDE:	G01 F02
DEED_BK_PG:	524/380
TOT_VAL:	3690
ZONING_CDE:	R15

Statement of Taxes

as of January 13, 2020

Account Number: 24180

ADCOCK, KARL L
100 CATALON DR
SHILOH NC 27974-6216

Payment Options:

Pay In Person:
Tax Department, 305 W. Freemason St., Edenton, NC.
Monday - Friday, 8:00 a.m. to 5:00 p.m.

Pay By Mail:
Mail check or money order to the Chowan County Tax Department, PO Box 1030, Edenton, NC 27932. Please include account number on remittance.

Pay Online:
Make payment online at
www.ccpaymentsservice.com/ChowanTax/

Pay By Phone:
Call 1-866-343-3612

Tax Year	Bill Number	Description	
2019	2594	215 MANTEO TRL LOT 25 BLK 6 SEC A, CB	30.49
2018	63	215 MANTEO TRL LOT 25 BLK 6 SEC A, CB	36.02
2017	61	215 MANTEO TRL LOT 25 BLK 6 SEC A, CB	34.99
2016	69	215 MANTEO TRL LOT 25 BLK 6 SEC A, CB	33.74
2015	59	215 MANTEO TRL LOT 25 BLK 6 SEC A, CB	1,321.88
2014	4867	215 MANTEO TRL LOT 25 BLK 6 SEC A, CB	39.52
2013	3957	215 MANTEO TRL LOT 25 BLK 6 SEC A, CB	46.42
2012	6376	215 MANTEO TRL LOT 25 BLK 6 SEC A, CB	47.27
2011	6385	215 MANTEO TRL LOT 25 BLK 6 SEC A, CB	51.80
2010	6330	215 MANTEO TRL LOT 25 BLK 6 SEC A, CB	54.49
2009	6272	215 MANTEO TRL LOT 25 BLK 6 SEC A, CB	57.17
TOTAL DUE THIS PAGE			1,753.79

Interest is calculated monthly. The above figures are good through the end of the month.

Please cut along line and return bottom portion with payment.

24180

MAKE CHECK PAYABLE: TO
CHOWAN COUNTY TAX DEPARTMENT
PO BOX 1030
EDENTON NC 27932-1030

ADCOCK, KARL L
100 CATALON DR
SHILOH NC 27974-6216

Account Number: 24180 Total Enclosed: _____

ADCOCK, KARL L

215 MANTEO TRL
24180

EP

PLAT: PB 3/1 UNIQ ID
ID NO:

Parcel ID: 697015534585

SPLIT FROM ID

Reval Year: 2014 Tax Year: 2020
Appraised By 03 on 05/09/2013 00420

COUNTY (100), FIRE#2 ROCKY HOCK (100)
LOT 25 BLK 6 SEC A, CB
CHOWAN BEACH RESIDENTIAL

CARD NO. 1 of 1
0.000 AC
TW-02 CI- FR-02

SRC= Estimated
AT- LAST ACTION 20200113

CONSTRUCTION DETAIL		MARKET VALUE							DEPRECIATION		CORRELATION OF VALUE	
TOTAL POINT VALUE	USE	MOD	Eff. Area	QUAL	BASE RATE	RCN	EYB	AYB				
0	97	00										
TOTAL ADJUSTMENT FACTOR											0	
TOTAL QUALITY INDEX											0	
											VACANT	
											STYLE:	
											% GOOD	
											NORM	
											MARKET	
											DEPR. BUILDING VALUE - CARD	
											0	
											DEPR. OB/XF VALUE - CARD	
											3,690	
											MARKET LAND VALUE - CARD	
											3,690	
											TOTAL MARKET VALUE - CARD	
											3,690	
											TOTAL APPRAISED VALUE - CARD	
											3,690	
											TOTAL APPRAISED VALUE - PARCEL	
											3,690	
											TOTAL PRESENT USE VALUE - LAND	
											0	
											TOTAL VALUE DEFERRED - PARCEL	
											0	
											TOTAL TAXABLE VALUE - PARCEL \$	
											3,690	
PRIOR APPRAISAL					PERMIT							
BUILDING VALUE	0	CODE	DATE	NO.								
OBXF VALUE	0											
LAND VALUE	3,290											
PRESENT USE VALUE	0											
DEFERRED VALUE	0	ROUT: 6.000WTRSHD:										
TOTAL VALUE	3,290											
SALES DATA												
OFF. RECORD	DATE	DEED			INDICATE							
BOOK	PAGE	MO	YR	TYPE	O/U	V/I	SALES PRICE					
247	510	11	1998	DEED	O	V	0					
HEATED AREA												
NOTES												
50X122.05X50X122.15												

SUBAREA				CODE	QUALITY	DESCRIPTION	COUNT	LTH	WTH	UNITS	UNIT PRICE	ORIG % COND	BLDG #	---	AYB	EYB	DEP SCH	OVR	% COND	OB/XF DEPR. VALUE	
SUBAREA																					
TOTALS				0	TOTAL OB/XF VALUE																

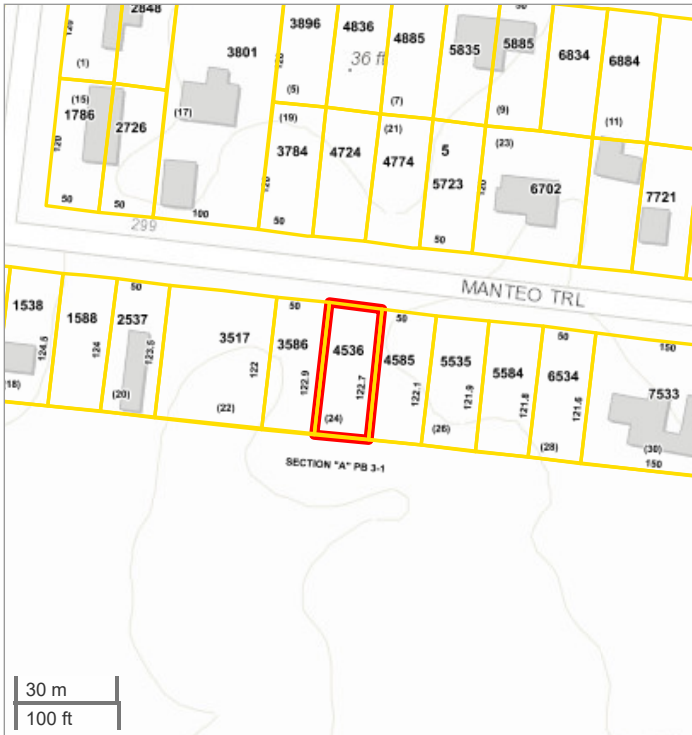
BLDG DIMENSTIONS

LAND INFORMATION																	
HIGHEST AND BEST USE	USE CODE	LOCAL ZONING	FRONTAGE	DEPTH	DEPTH / SIZE	LND MOD	COND FACT	OTHER ADJ/NOTES RF AC LC TO OT	ROAD TYPE	LAND UNIT PRICE	TOTAL LAND UNITS	UNIT TYPE	TOTAL ADJST	ADJUSTED UNIT PRICE	LAND VALUE	OVERRIDE VALUE	LAND NOTES
RESIDENTIAL	9	R15	50	122	0.8200	3	0.9000		RD	100.00	50.000	FF	0.738	73.80	3690	0	9-
															3690		

TOTAL MARKET LAND DATA

TOTAL PRESENT USE DATA

697015534585 (1339110) Group:99 1/13/2020 10:48:12 AM.



Chowan County, NC

This web site is being provided for the benefit of the general public. The entire risk associated with the use of this site is on the end user. No representation is made that this web site will meet the specific requirements of any person or will operate error-free or without interruption. All other conditions or warranties, expressed or implied are disclaimed. In no event will the County or Atlas Geographic Data, Inc. be liable for any loss of use, business interruption, loss of profits, loss of data or incidental/consequential damages arising from the use of this web site. The County and Atlas Geographic Data, Inc. make no warranties or representations as to the accuracy of information on this web site, nor do they assume any liability or responsibility for any errors or omissions in its content. It is the sole responsibility of the end user to evaluate the accuracy, completeness, or usefulness of any information, opinion, advice, or other content available through this web site.



Melissa Radke
 Tax Administrator
 252-482-8486 (ext 837)

PIN:	697015534536
OWNER1:	CHOWAN COUNTY
OWNER2:	
SITUS_ADDR:	217 MANTEO TRL
ACRES:	0.14
LAND_VAL:	3740
BLDG_VAL:	0
TOT_VAL:	3740
SALE_PRICE:	3500
SALE_DT:	20200302
DEED_BK_PG:	524/380
PROP_DESC:	LOT 24 BLK 6 SEC A, CB
TWP_NAME:	ROCKY HOCK
TAXCDE:	G01 F02
DEED_BK_PG:	524/380
TOT_VAL:	3740
ZONING_CDE:	R15

Statement of Taxes

as of January 13, 2020

Account Number: 24180

ADCOCK, KARL L
100 CATALON DR
SHILOH NC 27974-6216

Payment Options:

Pay In Person:
Tax Department, 305 W. Freemason St., Edenton, NC.
Monday - Friday, 8:00 a.m. to 5:00 p.m.

Pay By Mail:
Mail check or money order to the Chowan County Tax Department, PO Box 1030, Edenton, NC 27932. Please include account number on remittance.

Pay Online:
Make payment online at
www.ccpaymentsservice.com/ChowanTax/

Pay By Phone:
Call 1-866-343-3612

Tax Year	Bill Number	Description	
2019	12643	217 MANTEO TRL LOT 24 BLK 6 SEC A, CB	30.90
2018	62	217 MANTEO TRL LOT 24 BLK 6 SEC A, CB	36.47
2017	62	217 MANTEO TRL LOT 24 BLK 6 SEC A, CB	35.37
2016	68	217 MANTEO TRL LOT 24 BLK 6 SEC A, CB	34.15
2015	58	217 MANTEO TRL LOT 24 BLK 6 SEC A, CB	1,305.80
2014	4866	217 MANTEO TRL LOT 24 BLK 6 SEC A, CB	39.96
2013	3956	217 MANTEO TRL LOT 24 BLK 6 SEC A, CB	47.01
2012	6375	217 MANTEO TRL LOT 24 BLK 6 SEC A, CB	47.88
2011	6384	217 MANTEO TRL LOT 24 BLK 6 SEC A, CB	52.45
2010	6329	217 MANTEO TRL LOT 24 BLK 6 SEC A, CB	55.17
2009	6271	217 MANTEO TRL LOT 24 BLK 6 SEC A, CB	57.88
TOTAL DUE THIS PAGE			1,743.04

Interest is calculated monthly. The above figures are good through the end of the month.

Please cut along line and return bottom portion with payment.

24180

MAKE CHECK PAYABLE: TO
CHOWAN COUNTY TAX DEPARTMENT
PO BOX 1030
EDENTON NC 27932-1030

ADCOCK, KARL L
100 CATALON DR
SHILOH NC 27974-6216

Account Number: 24180 Total Enclosed: _____

ADCOCK, KARL L

217 MANTEO TRL
24180

EP

COUNTY (100), FIRE#2 ROCKY HOCK (100)

Reval Year: 2014 Tax Year: 2020

LOT 24 BLK 6 SEC A, CB

Appraised By 03 on 05/09/2013 00420 CHOWAN BEACH RESIDENTIAL

CARD NO. 1 of 1

0.000 AC

TW-02 CI- FR-02

PLAT: PB 3/1 UNIQ ID
ID NO:

Parcel ID: 697015534536

SPLIT FROM ID

SRC= Estimated

AT- LAST ACTION 20150818

CONSTRUCTION DETAIL				MARKET VALUE						DEPRECIATION			CORRELATION OF VALUE					
TOTAL POINT VALUE	USE	MOD	Eff. Area	QUAL	BASE RATE	RCN	EYB	AYB	% GOOD			CREDENCE TO MARKET						
0	97	00																
BUILDING ADJUSTMENTS													DEPR. BUILDING VALUE - CARD			0		
TOTAL ADJUSTMENT FACTOR													DEPR. OB/XF VALUE - CARD			0		
TOTAL QUALITY INDEX													MARKET LAND VALUE - CARD			3,740		
0													TOTAL MARKET VALUE - CARD			3,740		
0													TOTAL APPRAISED VALUE - CARD			3,740		
0													TOTAL APPRAISED VALUE - PARCEL			3,740		
0													TOTAL PRESENT USE VALUE - LAND			0		
0													TOTAL VALUE DEFERRED - PARCEL			0		
0													TOTAL TAXABLE VALUE - PARCEL \$			3,740		
PRIOR APPRAISAL						PERMIT												
BUILDING VALUE						CODE						DATE						
0						NO.												
OBXF VALUE																		
0																		
LAND VALUE																		
3,330																		
PRESENT USE VALUE																		
0																		
DEFERRED VALUE						ROUT: 7.000WTRSHD:												
0																		
TOTAL VALUE						3,330												
SALES DATA																		
OFF. RECORD			DATE		DEED						INDICATE							
BOOK	PAGE	MO	YR	TYPE	Q/U	V/I	SALES PRICE											
247	510	11	1998	DEED	Q	V				0								
HEATED AREA																		
NOTES																		
50X122.65X50X122.9																		

SUBAREA				CODE	QUALITY	DESCRIPTION	COUNT	LTH	WTH	UNITS	UNIT PRICE	ORIG % COND	BLDG #	---	AYB	EYB	DEP SCH	OVR	% COND	OB/XF DEPR. VALUE	
SUBAREA TOTALS				0	TOTAL OB/XF VALUE																
BLDG DIMENSIONS																					
LAND INFORMATION																					
HIGHEST AND BEST USE	USE CODE	LOCAL ZONING	FRONTAGE	DEPTH	DEPTH / SIZE	LND MOD	COND FACT	OTHER ADJ/NOTES RF AC LC TO OT	ROAD TYPE	LAND UNIT PRICE	TOTAL LAND UNITS	UNIT TYPE	TOTAL ADJUST	ADJUSTED UNIT PRICE	LAND VALUE	OVERRIDE VALUE	LAND NOTES				
RESIDENTIAL	9	R15	50	123	0.8300	3	0.9000		RD	100.00	50.000	FF	0.747	74.70	3735	0	9-				
TOTAL MARKET LAND DATA															3735						
TOTAL PRESENT USE DATA																					
697015534536 (1325619) Group:0																					
1/13/2020 10:47:34 AM.																					

Stallings, Susanne

From: Radke, Melissa
Sent: Wednesday, April 01, 2020 1:27 PM
To: Stallings, Susanne; Howard, Kevin B
Subject: FW: [External] 128 W Peterson Street
Attachments: 128 W. Peterson PRC.pdf

This is the "new" proposal bid for purchase of the 128 W. Peterson St property we acquired at Tax Foreclosure.

Let me know if you need anything else from me on this one. I have included the PRC with this email.

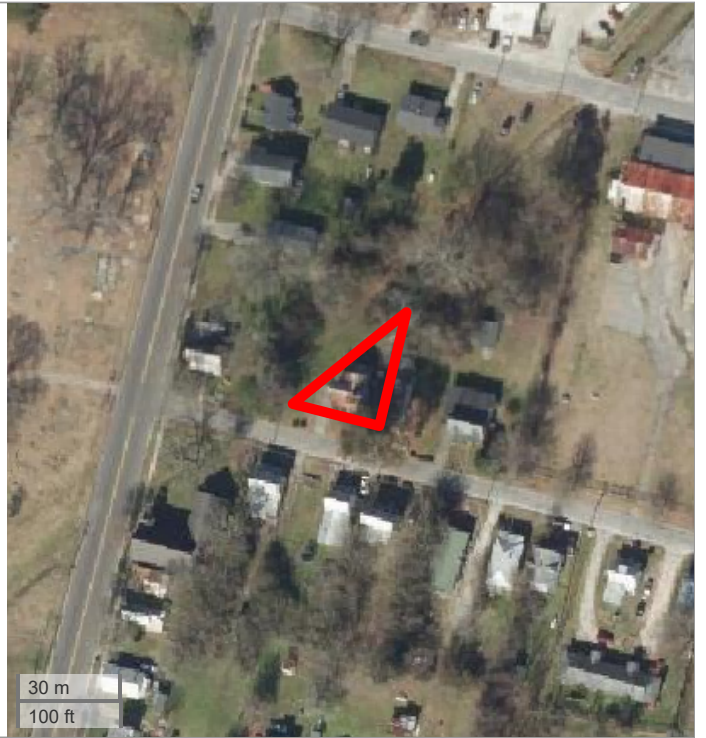
From: Deanne Byrd [mailto:deannebyrd4@gmail.com]
Sent: Tuesday, March 31, 2020 11:20 AM
To: Radke, Melissa <melissa.radke@chowan.nc.gov>
Subject: [External] 128 W Peterson Street

CAUTION: External email. Do not click links or open attachments unless you verify. Send all suspicious email as an attachment to report.spam@nc.gov

I would like to offer \$3,000.00 for 128 W Peterson Street because it requires a lot of work. Please consider my proposal because I do not have a place to stay.
Your cooperation is greatly appreciated in this matter.

With the warmest regards,
Ms Joslin Tabb-White

Email correspondence to and from this address may be subject to the North Carolina Public Records Law and may be disclosed to third parties by an authorized state official.



Chowan County, NC

This web site is being provided for the benefit of the general public. The entire risk associated with the use of this site is on the end user. No representation is made that this web site will meet the specific requirements of any person or will operate error-free or without interruption. All other conditions or warranties, expressed or implied are disclaimed. In no event will the County or Atlas Geographic Data, Inc. be liable for any loss of use, business interruption, loss of profits, loss of data or incidental/consequential damages arising from the use of this web site. The County and Atlas Geographic Data, Inc. make no warranties or representations as to the accuracy of information on this web site, nor do they assume any liability or responsibility for any errors or omissions in its content. It is the sole responsibility of the end user to evaluate the accuracy, completeness, or usefulness of any information, opinion, advice, or other content available through this web site.



Melissa Radke
Tax Administrator
252-482-8486 (ext 837)

PIN:	780519615680
OWNER1:	CHOWAN COUNTY
OWNER2:	
SITUS_ADDR:	128 W PETERSON ST
ACRES:	0.13
LAND_VAL:	8210
BLDG_VAL:	39840
TOT_VAL:	48160
SALE_PRICE:	8000
SALE_DT:	20191213
DEED_BK_PG:	522/174
PROP_DESC:	128 W PETERSON ST
TWP_NAME:	EDENTON
TAXCDE:	G01 C01
DEED_BK_PG:	522/174
TOT_VAL:	48160
ZONING_CDE:	CH

CHOWAN COUNTY

128 W PETERSON ST
13041

PSE

COUNTY (100), EDENTON (100)
128 W PETERSON ST

Reval Year: 2014 Tax Year: 2020

Appraised By 05 on 05/08/2013 01066 W Peterson Street 1066

PLAT: 00000/00000 UNIQ ID

** REVIEW SKETCH **

ID NO:

CARD NO. 1 of 1

0.1300 AC

TW-01 CI-01 FR-

Parcel ID: 780519615680

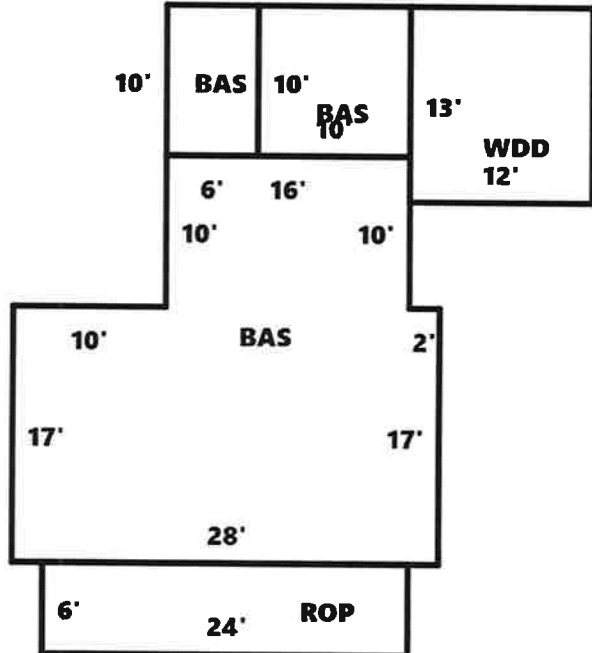
SPLIT FROM ID

SRC= Estimated

LAST ACTION 20191231

CONSTRUCTION DETAIL		MARKET VALUE				DEPRECIATION				
	USE	MOD	Eff. Area	QUAL	BASE RATE	RCN	EYB	AYB	AP	
Foundation	3	01	1,513	77	58.52	88540	1975	1910	AP	0.10000
Continuous Footing	5.00								NORM	0.45000
Sub Floor System	5									
Wood	9.00								% GOOD	45.0
Exterior Walls	10									
Aluminum/Vinyl Siding	30.00									
Roofing Structure	03									
Gable	7.00									
Roofing Cover	12									
Metal	6.00									
Interior Wall Construction	4									
Plywood Panel	16.00									
Interior Floor Cover	08									
Sheet Vinyl	6.00									
Interior Floor Cover	14									
Carpet	0.00									
Heating Fuel	04									
Electric	1.00									
Heating Type	13									
Space Unit	0.00									
Air Conditioning Type	01									
None	0.00									
Bedrooms/Bathrooms/Half-Bathrooms	2/1/0									
Bedrooms	7.000									
BAS - 2 FUS - 0 LL - 0										
Bathrooms										
BAS - 1 FUS - 0 LL - 0										
Half-Bathrooms										
BAS - 0 FUS - 0 LL - 0										
Office										
BAS - 0 FUS - 0 LL - 0	0									
TOTAL POINT VALUE										87.000
BUILDING ADJUSTMENTS										
Quality	2	Below Average	0.90							
Shape/Design	3	factor 3	1.00							
Size	Size	Size	0.99							
TOTAL ADJUSTMENT FACTOR			0.890							
TOTAL QUALITY INDEX			77							

TYPE: SINGLE FAMILY RESIDENTIAL
STYLE: 04 - 2.0 Stories



CORRELATION OF VALUE	
CREDENCE TO	_OVERRIDE
DEPR. BUILDING VALUE - CARD	39,840
DEPR. OB/XF VALUE - CARD	110
MARKET LAND VALUE - CARD	8,210
TOTAL MARKET VALUE - CARD	48,160
TOTAL APPRAISED VALUE - CARD	48,160
TOTAL APPRAISED VALUE - PARCEL	48,160
TOTAL PRESENT USE VALUE - LAND	0
TOTAL VALUE DEFERRED - PARCEL	0
TOTAL TAXABLE VALUE - PARCEL \$	48,160
PRIOR APPRAISAL	
BUILDING VALUE	38,810
OBXF VALUE	110
LAND VALUE	7,020
PRESENT USE VALUE	0
DEFERRED VALUE	0
TOTAL VALUE	45,940
ROUT: 71.000WTRSHD;	

SALES DATA							
OFF. RECORD	DATE	DEED				INDICATE	
BOOK	PAGE	MO	YR	TYPE	O/U	V/I	SALES PRICE
522	174	12	2019	COMR/D	P	I	8,000
432	771	5	2011	D/T	Q	V	0
432	769	5	2011	DEED	Q	V	8,500
401	144	9	2008	NOTICE/P	Q	V	0
357	12	5	2006	F	Q	V	0
351	573	2	2006	S/T	Q	V	0
337	303	5	2005	D/T	Q	V	0
300	864	4	2003	D/T	Q	V	0
275	523	7	2001	D/T	Q	V	0
189	376	9	1991	D/T	Q	V	0
173	43	9	1988	D/T	Q	V	0

HEATED AREA 1,432

NOTES

82X135X104
2/S FR DWLG

SUBAREA				CODE	QUALITY	DESCRIPTION	COUNT	LTH	WTH	UNITS	UNIT PRICE	ORIG % COND	BLDG #	SIZE FACT	AYB	EYB	DEP SCH	OVR	% COND	OB/XF DEPR. VALUE
WDD	156	020	1814	01	C	STORAGE		0	0	1	14.00	100.00	-	1.25	1910	1910	S3		30	10
ROP	144	035	2926	10	C	PAVING CON		0	0	1	3.00	100.00	-	1.15	1910	1910	S4		50	100
BAS	1,432	100	83800	TOTAL OB/XF VALUE																
SUBAREA TOTALS	1,732		88,540	TOTAL OB/XF VALUE																

LAND INFORMATION																	
HIGHEST AND BEST USE	USE CODE	LOCAL ZONING	FRONTAGE	DEPTH	DEPTH / SIZE	LND MOD	COND FACT	OTHER ADJ/NOTES RF AC LC TO OT	ROAD TYPE	LAND UNIT PRICE	TOTAL LAND UNITS	UNIT TYPE	TOTAL ADJUST	ADJUSTED UNIT PRICE	LAND VALUE	_OVERRIDE	LAND NOTES
RESIDENTIAL	9	CH	82	104	0.7600	3	1.0000		RP	200.00	54.000	FF	0.760	152.00	8208	0	9-
TOTAL MARKET LAND DATA															8208		
TOTAL PRESENT USE DATA																	

780519615680 (1338910) Group:0

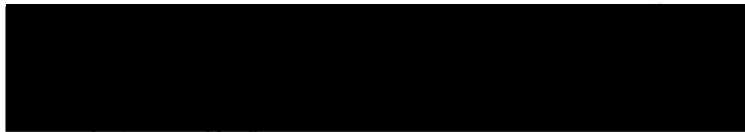
April 23, 2020

To Whom It May Concern:

RE: Parcel Lot #7805-20-81-8536

I am putting in a bid of \$1,000.00. This property is located behind my house located on 211 East Hicks Street.

Thank you.



Mary Jane Bond



Chowan County, NC

This web site is being provided for the benefit of the general public. The entire risk associated with the use of this site is on the end user. No representation is made that this web site will meet the specific requirements of any person or will operate error-free or without interruption. All other conditions or warranties, expressed or implied are disclaimed. In no event will the County or Atlas Geographic Data, Inc. be liable for any loss of use, business interruption, loss of profits, loss of data or incidental/consequential damages arising from the use of this web site. The County and Atlas Geographic Data, Inc. make no warranties or representations as to the accuracy of information on this web site, nor do they assume any liability or responsibility for any errors or omissions in its content. It is the sole responsibility of the end user to evaluate the accuracy, completeness, or usefulness of any information, opinion, advice, or other content available through this web site.



Melissa Radke
Tax Administrator
252-482-8486 (ext 837)

PIN:	780520818536
OWNER1:	CHOWAN COUNTY
OWNER2:	
SITUS_ADDR:	OFF E HICKS ST
ACRES:	0.15
LAND_VAL:	4190
BLDG_VAL:	0
TOT_VAL:	4290
SALE_PRICE:	2500
SALE_DT:	20181024
DEED_BK_PG:	509/940
PROP_DESC:	BEMBURY LOT
TWP_NAME:	EDENTON
TAXCDE:	G01 C01
DEED_BK_PG:	509/940
TOT_VAL:	4290
ZONING_CDE:	R5

CHOWAN COUNTY

OFF E HICKS ST
13041

EP

EDENTON (100)
BEMBURY LOT

Reval Year: 2014 Tax Year: 2020

Appraised By 02 on 04/12/2013 01052 E Hicks Street

PLAT: DB 240/00353 UNIQ ID
ID NO:

Parcel ID: 780520818536

SPLIT FROM ID

CARD NO. 1 of 1
0.1500 AC

SRC= Estimated

TW-01 CI-01 FR-

LAST ACTION 20200428

CONSTRUCTION DETAIL		MARKET VALUE								DEPRECIATION		CORRELATION OF VALUE	
TOTAL POINT VALUE	USE	MOD	Eff. Area	QUAL	BASE RATE	RCN	EYB	AYB		NORM	EX-COU1	AT-	OVERWRITE
0	97	00											
BUILDING ADJUSTMENTS													
TOTAL ADJUSTMENT FACTOR	VACANT												
TOTAL QUALITY INDEX	STYLE:												

DEPR. BUILDING VALUE - CARD	0
DEPR. OB/XF VALUE - CARD	100
MARKET LAND VALUE - CARD	4,190
TOTAL MARKET VALUE - CARD	4,290
TOTAL APPRAISED VALUE - CARD	4,290
TOTAL APPRAISED VALUE - PARCEL	4,290

TOTAL PRESENT USE VALUE - LAND	0
TOTAL VALUE DEFERRED - PARCEL	0
TOTAL TAXABLE VALUE - PARCEL \$	4,290

PRIOR APPRAISAL		PERMIT	
BUILDING VALUE	CODE	DATE	NO.
0			
OBXF VALUE	100		
LAND VALUE	3,650		
PRESENT USE VALUE	0		
DEFERRED VALUE	0		
TOTAL VALUE	3,750		

SALES DATA							
OFF. RECORD	DATE	DEED			INDICATE		
BOOK	PAGE	MO	YR	TYPE	O/U	V/I	SALES PRICE
509	940	10	2018	COMR/D	P	V	2,500
251	541	3	1999	D/T	0	V	0
251	536	3	1999	D/T	0	V	0
251	533	3	1999	DEED	0	V	56,000
240	353	3	1998	A/P	0	V	0

HEATED AREA	
NOTES	
59.68X109	

SUBAREA		CODE	QUALITY	DESCRIPTION	COUNT	LTH	WTH	UNITS	UNIT PRICE	ORIG % COND	BLDG #	SIZE FACT	AYB	EYB	DEP SCH	OVR	% COND	OB/XF DEPR. VALUE
SUBAREA		01	C	STORAGE		8	8	64	14.00	100.00		1.25	0	0	S3		30	100
TOTALS		TOTAL OB/XF VALUE																
BLDG DIMENSIONS																		

LAND INFORMATION																		
HIGHEST AND BEST USE	USE CODE	LOCAL ZONING	FRONTAGE	DEPTH	DEPTH / SIZE	LND MOD	COND FACT	OTHER ADJ/NOTES RF AC LC TO OT	ROAD TYPE	LAND UNIT PRICE	TOTAL LAND UNITS	UNIT TYPE	TOTAL ADJST	ADJUSTED UNIT PRICE	LAND VALUE	OVERRIDE VALUE	LAND NOTES	
RESIDENTIAL	9	R5	60	109	0.7800	3	0.9000		RD	100.00	59.680	FF	0.702	70.20	4190	0	9-	
TOTAL MARKET LAND DATA															4190			
TOTAL PRESENT USE DATA																		

780520818536 (1361518) Group:99



Chowan County Board of Commissioners
Action Agenda Item
2019-20

To: Susanne Stallings, Clerk
From: Melissa Radke - Tax Administrator

Meeting Date: 06/01/20
Date Submitted: 5/22/20

**** Verify Agenda Item deadline prior to submission as some items should be reviewed by Attorney/Finance/HR prior to Clerk submittal****

ISSUE/ACTION REQUESTED:

PUBLIC HEARING: YES NO

Background Information

Potential Cost Savings YES NO

Mr. James Ward submitted a written request for a refund for tax years 2015-2019 for the tax amount of the 2013 metal building that is listed on his tax record twice at a value of 24,100.

Upon doing research on this property after receiving the request, I found that at the 2014 reappraisal this building to be written on the property record card twice with a built date of 2011. It seems, however, that the data entry personnel accidentally entered the building twice, once with a 2013 built date and once correctly, with the 2011 built date. Both metal buildings have remained on the property record card since that time and was not found until this year as a duplicate.

Due to NC General Statutes, only 5 years can be refunded. Due to this statute and my research findings, it is my recommendation that tax years 2015-2019 be refunded to Mr. James Ward. This would equate to a refund of approximately \$959.19 (using the tax rates from each of those tax years).

Mr. Ward has requested a tax check refund instead of application toward his 2020 tax bill.

ATTACHMENTS: YES NO

FINANCIAL:

BUDGET AMENDMENT REQUIRED: YES NO N/A

CAPITAL PROJECT/GRANT ORDINANCE REQUIRED: YES NO N/A

PRE-AUDIT CERTIFICATION REQUIRED: YES NO N/A

REVIEWED BY DIRECTOR OF FINANCE: YES NO

COMMENTS:

PERSONNEL MATTER:

REVIEWED BY HUMAN RESOURCES: YES NO N/A

COMMENTS:

CONTRACTS/AGREEMENTS:

REVIEWED BY THE COUNTY ATTORNEY: YES NO N/A

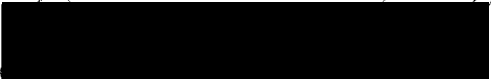
COMMENTS:

COUNTY MANAGER'S RECOMMENDATION:

RECOMMENDS APPROVAL: YES NO N/A

COMMENTS:

I am requesting a refund
on the duplicated building on
property listed at 3951 VA RD TYNER, N.C.
for tax years 2015-2019

 5-22-2020

Appraisal Inquiry - XPAAS

Parcel Inquiry
 Account Inquiry
 Appraisal Inquiry
 Print Specific Property Record
 Tax Bill Inquiry
 Document Inquiry
 Assessor Inquiry
 GIS Inquiry
 PIN Index Inquiry
 Land Records Summary Inquiry
 Valuation Inquiry
 Logout/Exit

Display Buildings and Sections Summary

PIN: 6993-00-88-6875 Nbr Buildings: 1

Current Owner: 3871 WARD, JAMES D ET ALS WARD, CAROLYN E

Bldg/Sect	Appr Value	Use	Description	Method	Area
1	\$152,115	D	1/S BR DWLG	RESIDENTIAL	
1.1	\$134,886		MAIN AREA		2044
1.2	\$2,955		OPEN PORCH		162
1.3	\$176		STOOP		16
1.4	\$176		STOOP		16
1.5	\$12,972		CARPORT		576
1.6	\$950		WOOD DECK		65

7 records were identified.

View... Cancel All New Refine... OK Cancel

10.1.1.27 XPAAS (CHRS) Appraisal Inquiry CHOWAN COUNTY, NC 16.91 CAPS | NUM: 5/26/2028

From legacy system (2013 yr)
 No building is shown.

WARD, JAMES D WARD, CAROLYN E

3951 VIRGINIA RD
3871

EPT

UNIQU ID
ID NO:

Parcel ID: 6993-00-88-6875

SPLIT FROM ID

Reval Year: 2014 Tax Year: 2014

Appraised By EZ on 01/18/2005 00000 Default

County Tax (100), Fire District #2 (100)
J F WARD TRACT

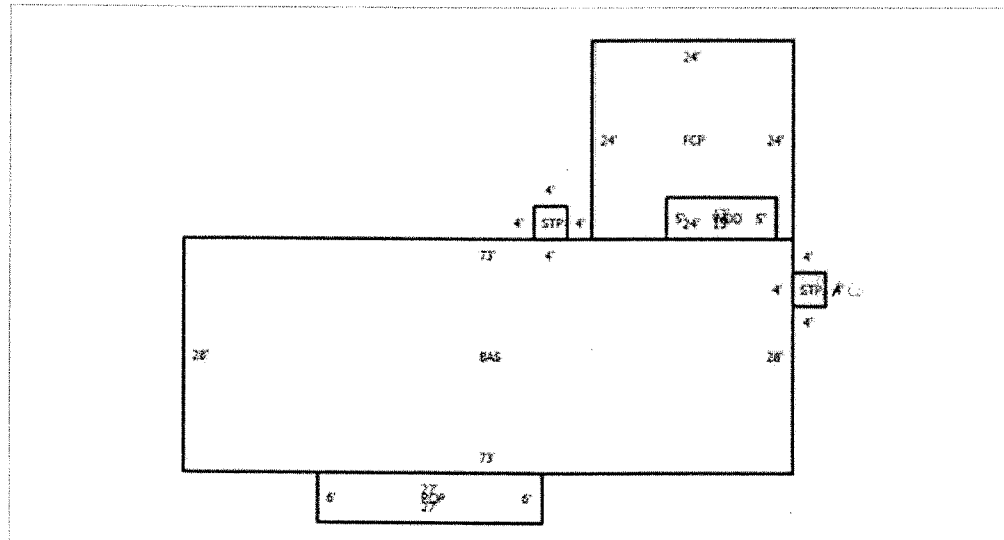
CARD NO. 1 of 1
2.040 AC
TW-03

C- EX-

SRC= Estimated
AT- LAST ACTION 20130203

CONSTRUCTION DETAIL			
Foundation	3		
Continuous Footing	5.00	01	01
Sub Floor System	5		
Wood	9.00		
Exterior Walls	21		
Face Brick	35.00		
Roofing Structure	03		
Gable	7.00		
Roofing Cover	06		
Asbestos Shingle	4.00		
Interior Wall Construction	5		
Drywall/Sheetrock	20.00		
Interior Floor Cover	12		
Hardwood	10.00		
Interior Floor Cover	14		
Carpet	0.00		
Heating Fuel	01		
None	0.00		
Heating Type	04		
Forced Air - Ducted	4.00		
Air Conditioning Type	03		
Central	4.00		
Bedrooms/Bathrooms/Half-Bathrooms	3/2/0		12.000
Bedrooms			
Bathrooms			
Half-Bathrooms			
Office			
TOTAL POINT VALUE			110.000
BUILDING ADJUSTMENTS			
Size	Size	Size	0.93
Shape/Design	4	Moderate Irr	1.04
Quality	6	Good	1.50
TOTAL ADJUSTMENT FACTOR			1.450
TOTAL QUALITY INDEX			160

MARKET VALUE										DEPRECIATION		CORRELATION OF VALUE	
USE	MOD	Eff. Area	QUAL	BASE RATE	RCN	EYB	AYB			NORM		0.23000	
01	01	2,266	160	108.80	253290	1980	1973	% GOOD				77.0	
TYPE: SINGLE FAMILY RESIDENTIAL										SINGLE FAMILY HOME			
STORIES: 01										- 1.0 Story			



Handwritten notes: AB, 6-20-13, P.S., 20

CORRELATION OF VALUE	
CREDENCE TO	MARKET
DEPR. BUILDING VALUE - CARD	195,000
DEPR. OB/XF VALUE - CARD	
MARKET LAND VALUE - CARD	21,900
TOTAL MARKET VALUE - CARD	216,900
TOTAL APPRAISED VALUE - CARD	216,900
TOTAL APPRAISED VALUE - PARCEL	216,900
TOTAL PRESENT USE VALUE - LAND	16,000
TOTAL VALUE DEFERRED - PARCEL	5,900
TOTAL TAXABLE VALUE - PARCEL	211,000
PRIOR	
BUILDING VALUE	152,115
OBXF VALUE	
LAND VALUE	24,102
PRESENT USE VALUE	17,299
DEFERRED VALUE	6,803
TOTAL VALUE	176,217
PERMIT	
CODE	DATE
NO.	AMT.
ROUT: 40.000WTRSHD:	

SALES DATA						
OFF. RECORD	DATE	DEED				INDICATE
BOOK	PAGE	MO	YR	TYPE	Q/U	V/I
94	466	7	1972	DEED	Q	V
HEATED AREA 2,044						

NOTES
03/10/11 NEW HT &A/C
1/S BR DWLG NO CENTRAL AIR

SUBAREA				CODE	DESCRIPTION	COUNT	LTH	WTH	UNITS	UNIT PRICE	ORIG % COND	BLDG #	AYB	EYB	DEP SCH	OVR	% COND	OB/XF DEPR. VALUE	
WDD	65	020	1414		TOTAL OB/XF VALUE														
FCP	576	025	15667		69 - Metal Blag - 40x30 - Cond - A - Grade - C - 2011														
STP	32	025	870		11 - Porcn - 14x8 - Cond - A - Grade - C - 2011														
ROP	162	035	6202																
BAS	2,044	100	222387																
FIREPLACE	3 - 1 Story		3,375																
SUBAREA TOTALS			2,879																249,915

↑
Handwritten PRC done at 2014 Reappraisal visited June 20, 2013.
Only 1 MH building listed.

2014 Tax Year - Reappraisal year

WARD, JAMES D WARD, CAROLYN E

3951 VIRGINIA RD EPT
3871

FIRE#2 ROCKY HOCK (100)
J F WARD TRACT

PLAT: / UNIQ ID
ID NO:

Parcel ID: 699300886875

SPLIT FROM ID

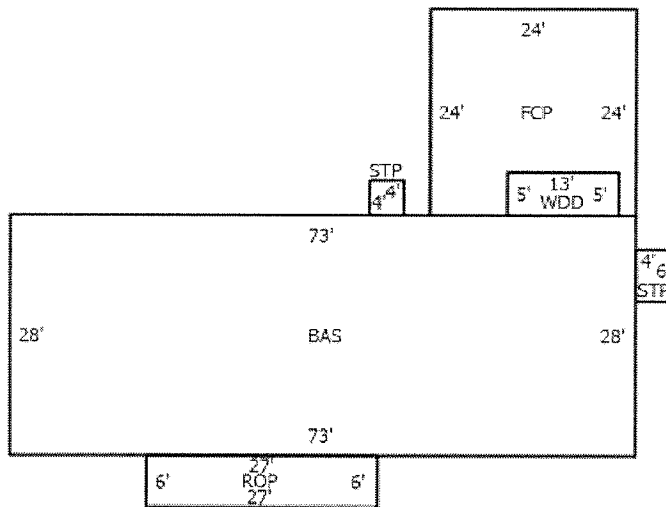
Reval Year: 2014 Tax Year: 2014
Appraised By 04 on 06/20/2013 00003 Wardville

CARD NO. 1 of 1
2.0400 AC
TW-03 CI- FR-02

SR= Estimated
AT- LAST ACTION 20140228

CONSTRUCTION DETAIL		MARKET VALUE								DEPRECIATION		CORRELATION OF VALUE	
		USE	MOD	Eff. Area	QUAL	BASE RATE	RCN	EYB	AYB	AP		EX-	AT-
Foundation	3	01	01	2,268	134	101.84	233786	1993	1973		0.14000		
Continuous Footing	5.00										0.29000		
Sub Floor System	5										57.0		
Wood	9.00												
Exterior Walls	21												
Face Brick	35.00												
Roofing Structure	03												
Gable	7.00												
Roofing Cover	06												
Asbestos Shingle	4.00												
Interior Wall Construction	5												
Drywall/Sheetrock	20.00												
Interior Floor Cover	12												
Hardwood	10.00												
Interior Floor Cover	14												
Carpet	0.00												
Heating Fuel	04												
Electric	1.00												
Heating Type	04												
Forced Air - Ducted	4.00												
Air Conditioning Type	03												
Central	4.00												
Bedrooms/Bathrooms/Half-Bathrooms	3/2/0												
	12.000												
Bedrooms													
BAS - 3 FUS - 0 LL - 0													
Bathrooms													
BAS - 2 FUS - 0 LL - 0													
Half-Bathrooms													
BAS - 0 FUS - 0 LL - 0													
Office													
BAS - 0 FUS - 0 LL - 0	0												
TOTAL POINT VALUE	111.000												
BUILDING ADJUSTMENTS													
Quality	5	Custom	1.25										
Shape/Design	4	Factor 4	1.04										
Size	Size	Size	0.93										
TOTAL ADJUSTMENT FACTOR	1.210												
TOTAL QUALITY INDEX	134												

TYPE: SINGLE FAMILY RESIDENTIAL
STYLE: 01 - 1.0 Story



PRIOR APPRAISAL		PERMIT	
BUILDING VALUE	152,115	CODE	DATE
OBXF VALUE	0		
LAND VALUE	24,102		
PRESENT USE VALUE	17,299		
DEFERRED VALUE	6,803		
TOTAL VALUE	176,217		
SALES DATA			
OFF. RECORD BOOK	DATE MO YR	DEED TYPE	INDICATE SALES PRICE
94	466 7 1972	DEED Q	V
HEATED AREA 2,044			
NOTES			
03/10/11 NEW HT &A/C 1/S BR DWLG NO CENTRAL AIR			

SUBAREA																					
TYPE	GS AREA	PCT	RPL CS	CODE	QUALITY	DESCRIPTION	COUNT	LTH	WTH	UNITS	UNIT PRICE	ORIG % COND	BLDG #	SIZE FACT	AYB	EYB	DEP SCH	OVR	% COND	OB/XF DEPR. VALUE	
BAS	2,044	100	208161	69	C	METAL BLDG	40	30	1,200	18.00	0.00		1.15	2011	2011	S3			91	22600	
FCP	576	025	14665	11	C	PORCH	14	8	112	14.00	0.00		1.00	2011	2011	30			96	1510	
ROP	162	035	5805	69	C	METAL BLDG	40	30	1,200	18.00	0.00		1.15	2013	2013	S3			97	24100	
STP	40	025	1018																		
WDD	65	020	1324																		
TOTAL OB/XF VALUE																					48210
FIREPLACE	3 - 1 Story																				2,812
SUBAREA TOTALS	2,887		233,785																		

BLDG DIMENSIONS BAS=E73N28W73S28Area:2044;ROP=S6E27N6W27Area:162;STP=N4E4S4W4Area:16;FCP=N24W24S24E24Area:576;WDD=N5W13S5E13Area:65;STP=E4S6W4N6Area:24;TotalArea:2887

LAND INFORMATION																	
HIGHEST AND BEST USE	USE CODE	LOCAL ZONING	FRONTAGE	DEPTH	DEPTH / SIZE	LND MOD	COND FACT	OTHER ADJ/NOTES RF AC LC TO OT	ROAD TYPE	LAND UNIT PRICE	TOTAL LAND UNITS	UNIT TYPE	TOTAL ADJST	ADJUSTED UNIT PRICE	LAND VALUE	OVERRIDE VALUE	LAND NOTES
Single Family Residential Poor	1P	A1	0	0	1.0000	4	1.2000	+00 +00 +00 +00 +20	RP	14,010.00	1.000	AC	1.200	16,812.00	16812	0	1-DGA
Open - Dogue - DGA	2DGA	A1	0	0	2.6820	4	1.2000	+00 +00 +00 +00 +20	RP	2,358.00	0.730	AC	3.218	7,588.04	5539	0	2-DGA
Open - Dogue - DGB	2DGB	A1	0	0	2.6820	4	1.2000	+00 +00 +00 +00 +20	RP	2,358.00	0.310	AC	3.218	7,588.04	2352	0	2-DGB
TOTAL MARKET LAND DATA											2.04				24703		
Single Family Residential Poor	1P	A1	0	0	1.0000	5	1.0000		RP	14,010.00	1.000	AC	1.000	14,010.00	14010	0	1-DGA
Open - Dogue - DGA	2DGA	A1	0	0	1.0000	5	1.0000		RP	990.00	0.730	AC	1.000	990.00	723	0	2-DGA
Open - Dogue - DGB	2DGB	A1	0	0	1.0000	5	1.0000		RP	990.00	0.310	AC	1.000	990.00	307	0	2-DGB
TOTAL PRESENT USE DATA											2.04				15,040		

2020 Tax Year.

WARD, JAMES D WARD, CAROLYN E

 3951 VIRGINIA RD
 3871 EPT

 FIRE#2 ROCKY HOCK (100)
 J F WARD TRACT

 Reval Year: 2014 Tax Year: 2020
 Appraised By 04 on 06/20/2013 00003 Wardville

 CARD NO. 1 of 1
 2.0400 AC
 TW-03 CI- FR-02

 PLAT: / UNIQ ID
 ID NO:

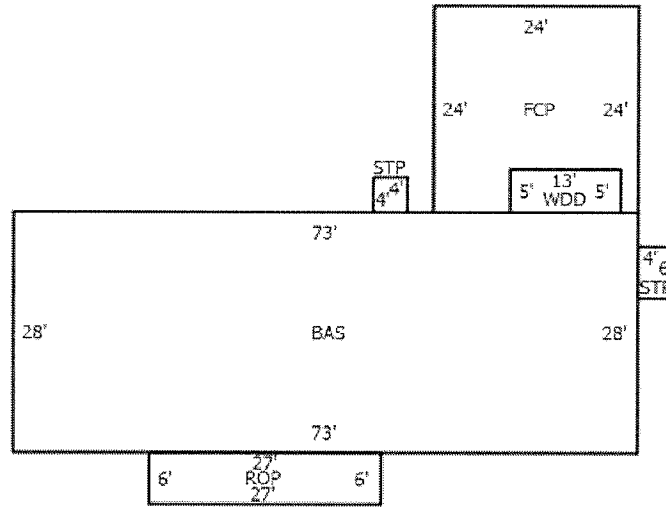
Parcel ID: 699300886875

SPLIT FROM ID

 EX- SRC= Estimated
 AT- LAST ACTION 20170718

CONSTRUCTION DETAIL	MARKET VALUE					DEPRECIATION					CORRELATION OF VALUE									
Foundation	3	USE	MOD	Eff. Area	QUAL	BASE RATE	RCN	EYB	AYB	AP		0.14000	CREDENCE TO	MARKET						
Continuous Footing	5.00	01	01	2,268	134	101.84	233786	1993	1973	NORM		0.29000	DEPR. BUILDING VALUE - CARD	133,260						
Sub Floor System	5						% GOOD					57.0	DEPR. OB/XF VALUE - CARD	48,210						
Wood	9.00	TYPE: SINGLE FAMILY RESIDENTIAL					SINGLE FAMILY HOME						MARKET LAND VALUE - CARD	24,700						
Exterior Walls	21	STYLE: 01 - 1.0 Story											TOTAL MARKET VALUE - CARD	206,170						
Face Brick	35.00												TOTAL APPRAISED VALUE - CARD	206,170						
Roofing Structure	03												TOTAL APPRAISED VALUE - PARCEL	206,170						
Gable	7.00												TOTAL PRESENT USE VALUE - LAND	17,840						
Roofing Cover	06												TOTAL VALUE DEFERRED - PARCEL	6,860						
Asbestos Shingle	4.00												TOTAL TAXABLE VALUE - PARCEL \$	199,310						
Interior Wall Construction	5												PRIOR APPRAISAL		PERMIT					
Drywall/Sheetrock	20.00												BUILDING VALUE	133,260	CODE	DATE	NO.			
Interior Floor Cover	12												OBXF VALUE	48,210						
Hardwood	10.00												LAND VALUE	24,700						
Interior Floor Cover	14												PRESENT USE VALUE	15,040						
Carpet	0.00												DEFERRED VALUE	9,660	ROUT: 40.000WTRSHD:					
Heating Fuel	04												TOTAL VALUE	206,170						
Electric	1.00												SALES DATA							
Heating Type	04												OFF. RECORD	DATE	DEED		INDICATE			
Forced Air - Ducted	4.00												BOOK	PAGE	MO	YR	TYPE	Q/U	V/I	SALES PRICE
Air Conditioning Type	03												94	466	7	1972	DEED	Q	V	0
Central	4.00												HEATED AREA 2,044							
Bedrooms/Bathrooms/Half-Bathrooms	3/2/0												NOTES							
Bedrooms													03/10/11 NEW HT &A/C							
BAS - 3 FUS - 0 LL - 0													1/S BR DWLG NO CENTRAL AIR							
Bathrooms																				
BAS - 2 FUS - 0 LL - 0																				
Half-Bathrooms																				
BAS - 0 FUS - 0 LL - 0																				
Office																				
BAS - 0 FUS - 0 LL - 0	0																			
TOTAL POINT VALUE	111.000																			

BUILDING ADJUSTMENTS			
Quality	5	Custom	1.25
Shape/Design	4	Factor 4	1.04
Size	Size	Size	0.93
TOTAL ADJUSTMENT FACTOR	1.210		
TOTAL QUALITY INDEX	134		



PRIOR APPRAISAL		PERMIT	
BUILDING VALUE	133,260	CODE	DATE
OBXF VALUE	48,210		
LAND VALUE	24,700		
PRESENT USE VALUE	15,040		
DEFERRED VALUE	9,660		
TOTAL VALUE	206,170		

SUBAREA				CODE	QUALITY	DESCRIPTION	COUNT	LTH	WTH	UNITS	UNIT PRICE	ORIG % COND	BLDG #	SIZE FACT	AYB	EYB	DEP SCH	OVR	% COND	OB/XF DEPR. VALUE
BAS	2,044	100	208161	69	C	METAL BLDG	40	30	1,200	18.00	0.00		1.15	2011	2011	S3		91		22600
FCP	576	025	14665	11	C	PORCH	14	8	112	14.00	0.00		1.00	2011	2011	S3		96		1510
ROP	162	035	5805	69	C	METAL BLDG	40	30	1,200	18.00	0.00		1.15	2013	2013	S3		97		24100
STP	40	025	1018	TOTAL OB/XF VALUE																
WDD	65	020	1324																	
3 - 1 Story																				
FIREPLACE Single				2,812																
SUBAREA TOTALS				2,887 233,785																

BLDG DIMENSIONS BAS=E73N28W73S28Area:2044;ROP=S6E27N6W27Area:162;STP=N4E4S4W4Area:16;FCP=N24W24S24E24Area:576;WDD=N5W13S5E13Area:65;STP=E4S6W4N6Area:24;TotalArea:2887

LAND INFORMATION																								
HIGHEST AND BEST USE	USE CODE	LOCAL ZONING	FRONTAGE	DEPTH	DEPTH / SIZE	LND MOD	COND FACT	OTHER ADJ/NOTES RF AC LC TO OT				ROAD TYPE	LAND UNIT PRICE	TOTAL LAND UNITS	UNIT TYPE	TOTAL ADJST	ADJUSTED UNIT PRICE	LAND VALUE	OVERRIDE VALUE	LAND NOTES				
Single Family Residential Poor	1P	A1	0	0	1.0000	4	1.2000	+00	+00	+00	+00	+20	RP	14,010.00	1.000	AC	1.200	16,812.00	16812	0	1-DGA			
Open - Dogue - DGA	2DGA	A1	0	0	2.6820	4	1.2000	+00	+00	+00	+00	+20	RP	2,358.00	0.730	AC	3.218	7,588.04	5539	0	2-DGA			
Open - Dogue - DGB	2DGB	A1	0	0	2.6820	4	1.2000	+00	+00	+00	+00	+20	RP	2,358.00	0.310	AC	3.218	7,588.04	2352	0	2-DGB			
TOTAL MARKET LAND DATA															2.04			24703						
Single Family Residential Poor	1P	A1	0	0	1.0000	5	1.0000						RP	14,010.00	1.000	AC	1.000	14,010.00	16812	0	1-DGA			
Open - Dogue - DGA	2DGA	A1	0	0	1.0000	5	1.0000						RP	990.00	0.730	AC	1.000	990.00	723	0	2-DGA			
Open - Dogue - DGB	2DGB	A1	0	0	1.0000	5	1.0000						RP	990.00	0.310	AC	1.000	990.00	307	0	2-DGB			
TOTAL PRESENT USE DATA															2.04					17,842				



CHOWAN COUNTY, NORTH CAROLINA

P.O. Box 1030
Edenton, NC 27932
(252) 482-8431
(252) 482-4925 fax

TO: Susanne Stallings, Clerk

FROM: Walter Copeland, Chowan County Fire Inspector [REDACTED]

DATE: April 30, 2020

RE: Pyrotechnics Display

Our office receives numerous requests for permits for pyrotechnic displays to be held at John A. Holmes High School Campus and many other functions throughout our county. At the present time, the applicant presents each of these requests to the County Commissioners for their approval to issue the required permit. There have been some occasions that we have received requests, but no Commissioners Meeting is scheduled before hand for permit approval.

We would like to present a request to the Commissioners to approve a listing of pyrotechnic companies that periodically request permits. Upon their approval of the listing, we could then issue the requested/required permits at any time during the remainder of the year. If we should have a company request a permit that is not on the listing, we would then bring that request to the County Commissioners for their approval. We would submit a new listing for approval each year of pyrotechnic companies for the issuance of permits in that year.

Below, please find the list of companies we would like to submit at this time through the end of the year 2019.

Pyrotechnic Companies for Permits:

Shot in the Dark Pyrotechnics LLC
2800 Virginia Rd.
Tyner, NC 27980
252-221-8665



Chowan County
305 West Freemason Street
Edenton, NC 27932
(252) 482-5618

STAFF REPORT

To: Chowan County Commissioners, County Manager
Date: May 27, 2020
Case: CC-TA-20-04

GENERAL INFORMATION

Requested Action: Review and recommend an amendment to the Chowan County Zoning Ordinance regarding the following: **Article 8.109 Wind Energy Facilities.**

ANALYSIS

On Tuesday, May 26th, a special meeting of the Chowan County Planning Board was held since a quorum was not established at their regular meeting on May 19th.

At special meeting on the 26th, a quorum could not be established either. A board member that had received notice of the meeting, but had been replaced by a newly appointed (sworn in the Friday before the special meeting) member was present, and I mistakenly counted him toward a quorum (the now former board member).

However, because there were board members there, it was advised by our attorney that we go on with the discussion. The attorney told the board that they were already outside of their 30-day window, prescribed in our ordinance, to return a recommendation to the Commissioners.

The discussion included talk about, not being a need that some members were aware of, to change the ordinance at this time. References were made to a matrix that was provided by the Southeast Wind Coalition that showed Chowan's Ordinance was in line with neighboring counties' and states, and in some comparisons, stricter (it is also provided here) There was also discussion from the new board members that they did not have enough time, or background to make a decision on the proposal and because of that was unsure if the proposed language was necessary.

Because of that, they did not recommend a change in the Wind Ordinance.

Proposed Language:

It is provided in the attachment here, with highlights for proposed language and strikethroughs

for changes.

This is the same proposal I gave the Planning Board which was a blended proposal of what I had heard you discuss at your meetings and what had been previously discussed at the planning board meeting.

RECOMMENDATION

If you, the Commissioners, want to amend the ordinance, I would ask that you provide some direction as to what you would like an amendment to look like, if it differs from the proposed language I've provided here. I can use that to craft a proposal that could either be taken back to the planning board, if you choose, or one that you could hold a public hearing for at another meeting and vote on.

Attachments:

- Proposed language shared with Planning Board
- Comparison matrix from Southeast Wind Coalition
- 2 emails from Apex that were read at Planning Board Meetings
- 1 email from Southeast Wind Coalition that was read at a Planning Board Meeting

8.109 Wind Energy Facilities (Small, ~~Medium~~, Large)

A. Zoning Districts

Small:	A-1
Medium:	A-1
Large:	A-1

B. Preamble

Wind Energy Facilities may be permitted in districts as designated in the Table of Permitted Uses, found at Article 5, Table 5-1, subject to the following requirements:

1. A Permit Application for a Wind Energy Facility shall contain the following:
 - (a) A narrative describing the proposed Wind Energy Facility, including an overview of the project;
 - (b) The proposed total rated capacity of the Wind Energy Facility;
 - (c) The proposed number, representative types and height or range of heights of Wind Turbines to be constructed, including their rated capacity, dimensions and respective manufacturers, and a description of ancillary facilities;
 - (d) Identification and location of the property or properties on which the proposed Wind Energy Facility will be located;
 - (e) A site plan showing the planned location of all Wind Turbines, property lines, setback lines, access roads, substation(s), electrical cabling from the Wind Energy Facility to the substation(s), ancillary equipment, building(s), transmission and distribution lines. The site plan must also include the location of all Occupied Buildings, Residences, and other features sufficient to demonstrate compliance with the setbacks required by this Article;
 - (f) Any Environmental Assessment required by state or Federal law;
 - (g) Decommissioning plans that describe the anticipated life of the Wind Energy Facility, the estimated decommissioning costs in current dollars, the salvage value of the equipment, and the anticipated manner in which the Wind Energy Facility will be decommissioned and the site restored;
 - (h) Documentation of agreement between Participating Landowner(s) and the Applicant, Facility Owner, or Operator; and Signature of the Applicant.
 - (i) The applicant shall establish an escrow account in the name of Chowan County in the amount of \$50,000 to be used by the

County for all County expenses related to the project.

2. Throughout the permit process, the Applicant shall promptly notify Chowan County of any proposed changes to the information contained in the permit application that would materially alter the impact of the project.
3. Changes to the approved application that do not materially alter the initial site plan may be administratively approved by the Zoning Administrator. Major modifications to the approved Conditional Use Permit will require a new Application and approval by the Planning Board and Board of County Commissioners in the same manner as the original Conditional Use Permit. Major Modification is defined as an expansion of the project boundary or an increase in the number of turbines. A decrease in the number of turbines or the relocation of any turbine on the site plan within the project boundary is not a Major Modification so long as the turbine locations conform to development standards of the ordinance.
4. Wind Turbine Height and Setback Multipliers and Minimum Lot Sizes:
The Setbacks shall be calculated by multiplying the required setback number by the Wind Turbine Height and measured from the center of the Wind Turbine base to the property line or the nearest point on a public road right-of-way or the nearest point on the foundation of a Residence or an Occupied Building. For a Wind Energy Facility, Large, the minimum lot size is the minimum combined acreage of lots that are under lease or agreement with the Applicant or Wind Energy Facility Owner pertaining to the Wind Energy Facility.

Lot Size, Setback and Height Requirements

Facility Type	Minimum Lot Size	Minimum Setback Requirements				Maximum Height
		Property Lines for Occupied Buildings	Property Lines for Residences	Property Lines for Non-Participating Property	Public Roads	
Small Facility	43,000 Sq. Ft.	1.5 4	1.5 4	1.1 1.5	1.5	120 feet
Medium Facility	250 Acres	2.0	2.0	1.5	1.5	250 feet
Large Facility	500 Acres 250	2.5 4	2.5 4	1.5 3	1.5 3	600 feet

Setback requirements may be waived by a property owner so long as such waiver is in writing and signed by the property owner and recorded in the Chowan County Register of Deeds Office.

5. Sound and Shadow Flicker

This Section shall only apply to Large Wind Energy Facilities. Sound and Shadow Flicker issues for Small ~~and Medium~~ Wind Energy Facilities are addressed by setbacks.

- (a) Audible sound from a Large Wind Energy Facility shall not exceed ~~forty-five~~ ~~fifty-five (55)~~ (45) dBA, as measured at ~~any Occupied Building or Residence on the property~~ the closest property line of a Non-Participating Landowner.
- (b) There shall be no shadow Flicker on any Occupied Building or Residence on a nonparticipating landowner's property caused by a Large Wind Energy Facility ~~must not exceed thirty (30) hours per year.~~
- (c) Sound and/or Shadow Flicker provisions may be waived by a property owner so long as such waiver is in writing, signed by the property owner and recorded in the Chowan County Register of Deeds Office.

6. Installation and Design

- (a) The installation and design of the Wind Energy Facility shall conform to applicable industry standards, including those of the American National Standards Institute, and take into consideration local conditions.
- (b) All structural, electrical and mechanical components of the Wind Energy Facility shall conform to relevant and applicable local, state and national codes.
- (c) The visual appearance of a Wind Turbine shall at a minimum:
 - i. Be a non-obtrusive color such as white, off-white or gray;
 - ii. Not be artificially lighted, except to the extent required by the Federal Aviation Administration or other applicable authority that regulates air safety; and
 - iii. Not display advertising (including flags, streamers or decorative items), except for identification of the Wind Turbine manufacturer, Facility Owner and Operator.

7. Decommissioning

- (a) The Wind Energy Facility Owner shall have twelve (12) months to complete decommissioning of the Wind Energy Facility if no electricity is generated for a continuous period of twelve (12) months. For purposes of this Section, this twelve (12) month period shall not include delay resulting from Force Majeure.

- (b) Decommissioning shall include removal of Wind Turbines, buildings, cabling, electrical components, roads, and any other associated facilities down to thirty-six (36) inches below grade.
- (c) Disturbed earth shall be graded and re-seeded, unless the landowner requests in writing that the access roads or other land surface areas not be restored.
- (d) Prior to the issuance of a building permit, the owner of a ~~Medium or~~ Large Wind Energy Facility shall provide a cash bond in favor of the County in an amount equal to the estimated removal cost of the Wind Energy Facility. The bond shall remain in full force and effect until any necessary site restoration is completed to restore the site to a condition comparable to that which existed prior to the issuance of the Conditional Use Permit.

8.110 Recycling Centers

A recycling center developed as a principal use shall be permitted in accordance with Table 5-1, subject to the following:

- A. Recycling centers shall be located five hundred feet or more from any existing residential use. This distance shall be measured from the location of the actual recycling center operation, and not from the property boundaries within which the use is located.
- B. No recycling center operation shall exceed five acres in size.
- C. Any given piece of material collected through operation of the recycling center may not remain on-site for a period exceeding thirty days.
- D. No recycling centers may be developed within a defined Highway Corridor Overlay District.
- E. All new recycling centers must comply with the landscaping screening standards outlined under Section 16.04 (B). If a newly established recycling center is not subject to these standards then screening shall be provided to shield the operation from the right-of-way or road providing access to the site. The method used for screening may be determined by the applicant, but must be approved by the Planning Board in conjunction with the issuance of a special use permit.

8.111 Welding Shops

A. Where Development Standards are Required

A-1, B-1, and I-2 districts.

B. Minimum Property Setbacks

All buildings and structures shall be a minimum of 100 feet from any residentially-zoned or used lot.

C. Screening

All outside storage areas shall be screened from all adjoining residential uses or residentially-zoned lots by a buffer yard. The required buffer yard shall comply with the requirements of Sections 16.02 and 16.04, B.

D. Noise

Equipment-producing noise or sound in excess of 70 decibels shall be located no closer than 100 feet to the nearest residence.

E. Dust

All unpaved storage areas shall be maintained in a manner which prevents dust from adversely impacting adjacent properties.

Comparison of Ordinances for Utility-Scale Wind Farms

Category	Chowan County, NC Existing Wind Ordinance	Perquimans County, NC	Pasquotank County, NC	Washington County, NC	Tyrrell County, NC	NC Model Wind Ordinance ²	VA Model Wind Ordinance ³	GA Model Wind Ordinance ⁴
	Compared to the ordinances above, the Chowan County wind ordinance is:							
Setbacks	Occupied Bldgs – 2.5x Residences – 2.5x Property Line – 1.5x Public Roads – 1.5x	Equivalent	Equivalent	Equivalent	Equivalent	Equivalent	Chowan is More Strict	Equivalent
Maximum Height	600 feet	Equivalent	Equivalent	Chowan is More Strict (no max)	Chowan is Less Strict (500ft)	Chowan is More Strict (no max)	Chowan is More Strict (no max)	Chowan is More Strict (no max)
Sound Levels	Max 55 dBA at Occupied Building or Residence on non-participating property	Equivalent	Equivalent	Equivalent	Equivalent	Equivalent	Chowan is Different (60 dBA at property line)	Chowan is Less Strict (55 dBA at property line vs building)
Shadow Flicker	<30 hours per year	Equivalent	Equivalent	Equivalent	Equivalent	Equivalent	Equivalent ("reasonable efforts to minimize")	Equivalent
Decommis- sioning	- Must decommission in 12 months if no power generated for continuous 12 months - Remove equipment down to 36 in below grade, restore surface. - Bond required	Equivalent	Equivalent	Equivalent	Chowan is Less Strict (6 months vs 12 months to complete)	Chowan is both More Strict (no bond requirement) and Less Strict (6 months vs 12 months to complete)	Equivalent	Chowan is both More Strict (no bond, no below-grade removal) and Less Strict (3 months vs 12 months to complete)

² http://energy.appstate.edu/sites/energy.appstate.edu/files/NCModelWindOrd_July2008.pdf

³ <http://www.deq.virginia.gov/Portals/0/DEQ/RenewableEnergy/4%204%202012%20Util%20Scale%20Model%20Ord%20formatted.docx>

⁴ http://www.gawwg.org/images/GA_Model_Wind_Ordinance_March_2010.pdf

Shoaf, Brandon

From: Don Giecek <don.giecek@apexcleanenergy.com>
Sent: Tuesday, April 21, 2020 10:34 AM
To: Shoaf, Brandon
Subject: [External] Chowan Wind ordinance- Apex Clean Energy

CAUTION: This is an email. Do not click on any of the attachments unless you verify. Send all suspicious email as an attachment to report.spam@nc.gov

Brandon,
Please find below, comments regarding the Chowan Wind ordinance.
Thank you,
Don

Thank you for the opportunity to provide comments as Chowan County considers whether it will amend its wind energy ordinance. Timbermill Wind has been involved with the community for many years, and though progress on our project has proceeded more slowly than we had hoped, potential does remain for this project to bring millions of dollars in tax revenues, construction spending, and landowner payments in the coming years. The benefit a wind energy project can bring to a community can be seen in the county right next door, where Amazon's wind farm is providing economic stimulus to the county without creating any strain on county infrastructure or resources.

We encourage the members of the Chowan County Planning Commission to keep this county open for business. Now is not the time to turn investment away, especially when that investment can create a stable stream of new revenue that will help keep this community resilient in the uncertain times that are sure to come.

Of course, it is a critical function of the County Planning Commission and the Board of Commissioners to make sure their residents are safe, and the county's existing ordinance does a very good job of that. At this time, nothing has changed from a scientific or technical perspective with regards to wind energy that would require the county to update its ordinance. On the contrary, it has never been more important for communities to welcome businesses that will help keep their economies strong to support the health and well-being of all of their residents.

We are grateful for the patience the Chowan County community has shown as we continue the challenging work of developing and permitting the Timbermill Wind project, and we ask you to think twice about taking any action that would unnecessarily eliminate the chance for local residents to benefit from a safe and responsible wind energy project like Timbermill Wind.

DON GIECEK
Senior Development Manager

Apex Clean Energy, Inc.
310 4th St. NE, Suite 300, Charlottesville, VA 22902
direct: 434-282-2105 | fax: 434-220-3712
don.giecek@apexcleanenergy.com | www.apexcleanenergy.com [apexcleanenergy.com]

Shoaf, Brandon

From: Katharine Kollins <katharinek@sewind.org>
Sent: Tuesday, April 21, 2020 11:45 AM
To: Shoaf, Brandon
Cc: Jaime Simmons
Subject: [External] Public Comment for Planning Meeting this evening - SEWC
Attachments: Chowan Wind Ordinance Comparison Table.pdf

CAUTION: This e-mail and any files transmitted with it are confidential. Do not click links or open attachments, unless you have been notified. All suspicious e-mail is an attachment to report@spam@nc.gov

Hello Brandon,
Please find public comments from the Southeastern Wind Coalition below for the planning board meeting this evening. As a 501c3 non-profit, we are always open to providing fact-based resources and information on wind energy, so please don't hesitate to reach out with any questions.
Thanks,
Katharine Kollins

The Southeastern Wind Coalition works diligently to ensure responsible wind projects can be developed across our region, guaranteeing rural communities can take advantage of this unparalleled economic development opportunity. With business uncertainty at an all time high, energy production from clean generating sources is one of the most stable business opportunities moving into the future. Our state's utilities, Duke Energy and Dominion Energy, have both pledged to remove all carbon emitting generating sources from their fleets by 2050. These utilities are aggressively looking at how and where to site new renewable energy projects. Wind energy injects millions into local economies and provides high paying, long-term jobs. Neighboring counties have 18 full time jobs at the Amazon wind farm and have received nearly \$4M in county tax and lease payments in the last three years. These are essential, recession-proof jobs with an average annual salary of \$80k/yr.

Community support and business certainty are critical to ensuring these infrastructure projects have the best chance at being built. With the increased interest in wind energy from our state's utilities, and decreased revenues for most localities, now is the time to ensure Chowan County is able to welcome new jobs and a stable tax base.

Chowan County has a wind ordinance in place that ensures smart development (please see attached ordinance comparison to other NC counties). Combined with the North Carolina state permitting process and the numerous Federal permits required, we are certain the county is in a solid position to protect itself while taking advantage of the wind resource blowing through the skies, bringing with it tax revenues and jobs. Any adjustments to Chowan's current permitting regime increases business uncertainty and could cause projects like Apex's Timbermill wind farm, to cease development. Please consider this as you discuss potential changes that could signal Chowan county is not open for business.

--
Katharine Kollins
President, Southeastern Wind Coalition
www.sewind.org [sewind.org]
303-564-9687

Shoaf, Brandon

From: Don Giecek <don.giecek@apexcleanenergy.com>
Sent: Tuesday, May 26, 2020 4:11 PM
To: Shoaf, Brandon
Subject: [External] Apex comment for Chowan Planning Commission

CAUTION: External email. Do not click links or open attachments unless you verify. Send all suspicious email as an attachment to report.spam@nc.gov

Brandon,
Please find my comment, below:

“Thank you for the second opportunity to provide comments as Chowan County considers whether it will amend its wind energy ordinance. Timbermill Wind has been involved with the Chowan community for many years, and though progress on our project has proceeded more slowly than we had hoped, potential does remain for this project to bring millions of dollars in tax revenues, construction spending, and landowner payments in the coming years. The benefit a wind energy project can bring to a community like this one can be seen in the county right next door, where Amazon’s wind farm has paid over \$2 million in taxes to Perquimans and Pasquotank Counties and pays over \$625,000 to landowners in lease payments each year. These payments provide a robust economic stimulus without creating any strain on county infrastructure or resources.

We encourage the members of the Chowan County Planning Commission to keep this county open for business. Now is not the time to turn investment away, especially when that investment can create a stable stream of new revenue that will help keep this community resilient in the uncertain times that are sure to come.

Of course, it is a critical function of the County Planning Commission and the Board of Commissioners to make sure their residents are safe, the county’s existing ordinance already goes above and beyond to ensure this. At this time, nothing has changed from a scientific or technical perspective with regards to wind energy that would require the county to update its ordinance. On the contrary, it has never been more important for communities like this one to welcome businesses that will help keep their economies strong to support the health and well-being of all their residents.

We are grateful for the patience Chowan County has shown as we continue the challenging work of developing and permitting the Timbermill Wind project, and we ask you to think twice about taking any action that would unnecessarily eliminate the chance for local residents to benefit from a safe and responsible wind energy project like Timbermill Wind.”

DON GIECEK
Senior Development Manager

Apex Clean Energy, Inc.
310 4th St. NE, Suite 300, Charlottesville, VA 22902
direct: 434-282-2105 | fax: 434-220-3712
don.giecek@apexcleanenergy.com | www.apexcleanenergy.com [apexcleanenergy.com]



Chowan County Board of Commissioners
Action Agenda Item
2019-20

To: Susanne Stallings, Clerk

Meeting Date: _____

From: _____

Date Submitted: _____

**** Verify Agenda Item deadline prior to submission as some items should be reviewed by Attorney/Finance/HR prior to Clerk submittal****

ISSUE/ACTION REQUESTED:

PUBLIC HEARING: YES NO

Background Information

Potential Cost Savings YES NO

ATTACHMENTS: YES NO

FINANCIAL:

BUDGET AMENDMENT REQUIRED: YES NO N/A

CAPITAL PROJECT/GRANT ORDINANCE REQUIRED: YES NO N/A

PRE-AUDIT CERTIFICATION REQUIRED: YES NO N/A

REVIEWED BY DIRECTOR OF FINANCE: YES NO

COMMENTS:

PERSONNEL MATTER:

REVIEWED BY HUMAN RESOURCES: YES NO N/A

COMMENTS:

CONTRACTS/AGREEMENTS:

REVIEWED BY THE COUNTY ATTORNEY: YES NO N/A

COMMENTS:

COUNTY MANAGER'S RECOMMENDATION:

RECOMMENDS APPROVAL: YES NO N/A

COMMENTS:



RALEIGH: 1 Glenwood Ave., Suite 600, Raleigh, NC 27603
OFFICE: 919.789.9977 / FAX: 919.789.9591 / WWW.SEPIINC.COM

May 8, 2020

Mr. Cordell Palmer
Emergency Management Coordinator
Chowan County
305 West Freemason Street
Edenton, NC 27932

Re: On-Call UAS Service for Chowan County Emergency Management

Dear Mr. Palmer:

SEPI Engineering & Construction, Inc. is pleased to provide the Chowan County Emergency Management Office with this scope of service and fee proposal to perform Unmanned Aircraft System flights on an as needed basis. This scope of service and rate quote is based upon our understanding of your need for periodic flights to conduct assessments, inspections, documentation or other services as requested.

Scope of Work

Our scope of services includes the following:

- 1) UAS flights for the Chowan County Emergency Management Office on an as needed basis
- 2) Onsite and real time "live view" for Chowan County Emergency Management Office representative(s) if requested or desired
- 3) Document a broad overview of flights through video and pictures

Deliverables

- 1) Provide a raw copy of overview flight and any other documentation to the Chowan County Emergency Management Office within 48 hours of flight completion





Compensation

SEPI will perform the Engineering Services based on the Scope of Work described above at a fully loaded rate as described in the table below:

Description	Billing Rate
UAS	\$170/hr
UAS with Thermal Imaging	\$180/hr

The hourly billing rates includes all cost for the UAS Usage, one (1) certified UAS pilot, the vehicle, travel time, setup time, mileage and other incidentals necessary to perform the work.

Schedule:

SEPI has staff available and ready to begin this work upon receipt of the Notice-to-Proceed (NTP).

Invoicing:

SEPI will invoice monthly in proportion to the work performed. Payments are due upon receipt of invoice. Payments not received within 45 days of the date of the invoice shall include interest of 1.5% per month commencing on the 46th day. Any invoices past due over thirty days will result in delay of the progress of the job until payment or payments are received.

Confidentiality

This proposal was prepared by SEPI solely for your internal use in evaluating SEPI's proposal and deciding whether or not to contract with SEPI to perform the services described herein. SEPI considers the pricing, technical, and business information contained in this proposal to be proprietary and confidential. This proposal and the information contained herein shall not be used for any purpose other than as specifically stated above. The Chowan County Emergency Management Office and/or Chowan County agrees to notify SEPI prior to disclosing this proposal to other parties.





Additional Provisions (Chowan County):

1) Pre-audit

This instrument has been pre-audited in the manner required by the local government budget and fiscal control act.

Finance Officer

- 2) *Merger* - This contract is intended by the parties to be the full and final expression of their agreement and shall not be contradicted by any prior written or oral agreement.
- 3) E-Verify. CONTRACTOR shall comply with the requirements of Article 2 of Chapter 64 of the General Statutes. Further, if CONTRACTOR utilizes a subcontractor, CONTRACTOR shall require the Subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statutes."
- 4) The laws of the State of North Carolina shall govern this Agreement.

Respectfully Submitted,

SEPI Engineering & Construction, Inc.

Accepted By:



Anthony W. Roper, P. E. CPM
Vice President, Asset Management &
Maintenance Director

Name (print)

Signature

Date: _____ April 27, 2020 _____

Date: _____





**Chowan County Board of Commissioners
Action Agenda Item
2019-20**

To: **Susanne Stallings, Clerk**
From: Cordell Palmer

Meeting Date: 06/01/20
Date Submitted: 5/27/20

**** Verify Agenda Item deadline prior to submission as some items should be reviewed by Attorney/Finance/HR prior to Clerk submittal****

ISSUE/ACTION REQUESTED:

PUBLIC HEARING: YES NO

Background Information

Potential Cost Savings YES NO

The Sheriff's Office, Police Department and jail servers are budgeted for replacement in the current budget year. The IT department was planning on a budget request to replace other county servers in the 2020-2021 budget.

In the 2019-2020 IT budget the C/O-Equipment line was designated for a fiber optic cable connection between the Edenton Police Department and the Jail to create a network loop. The network loop would reduce downtime in the event a county owned fiber optic cable was cut. The quote for constructing the loop was significantly higher than was budgeted.

We request to use the funds budgeted by the Sheriff's Office, Police Department and Jail along with the IT C/O-Equipment, Employee Training and travel lines to purchase a larger server that will replace the remaining out of date servers. Timing of this opportunity is good because the current large server that is in use is three years old which is roughly half of its projected life of seven years. Training and travel funds have not be utilized because of COVID-19. The Town Manager is in agreement with this plan so long as we complete the fiber loop in the next budget year (it is in the 2020-2021 budget). Budget breakdown is attached.

ATTACHMENTS: YES NO

FINANCIAL:

BUDGET AMENDMENT REQUIRED: YES NO N/A

CAPITAL PROJECT/GRANT ORDINANCE REQUIRED: YES NO N/A

PRE-AUDIT CERTIFICATION REQUIRED: YES NO N/A

REVIEWED BY DIRECTOR OF FINANCE: YES NO

COMMENTS:

PERSONNEL MATTER:

REVIEWED BY HUMAN RESOURCES: YES NO N/A

COMMENTS:

CONTRACTS/AGREEMENTS:

REVIEWED BY THE COUNTY ATTORNEY: YES NO N/A

COMMENTS:

Email approval 5-5-2020

COUNTY MANAGER'S RECOMMENDATION:

RECOMMENDS APPROVAL: YES NO N/A

COMMENTS:

Practical Computing Quote



From: Jesse Stallings
 Practical Computing
 PO Box 97
 Camden, NC 27921
 United States
 (252) 679-8400
 jesse@practicalcomputing.biz

Prepared for: Cordell Palmer
 Chowan County
 305 W Freemason St
 Edenton, NC 27932
 United States
 (252) 482-8484
 cord.palmer@chowan.nc.gov

Quantity Description	Unit Price	Ext. Price
2.00 Nfina 8224R-i20 Server with: Qty 2 Xeon 8 Core Processors. 256GB RAM Qty 2, 250 SSD for Operating System Qty 16, 2TB Enterprise SSD drives for Data Qty 2, 1/10 GBit Copper Interface Qty 2, 10G SFP+ Interfaces Qty 2, 10G SFP modules for short distance (Intel Server) 5 Year Nfina Warranty. Customer to provide Windows 2019 Data Center licenses	\$16,975.00	\$33,950.00
1.00 Nfina Engineering -- Setup cluster and work with Cord/Jesse to get started.	\$2,732.28	\$2,732.28
1.00 Unifi 16XG with priority support.	\$649.00	\$649.00
2.00 Intel Proprietary Long Haul Fiber Module - Not necessary unless servers are patched directly together. If there is not enough fiber pairs, we can create a separate VLAN for clustering traffic.	\$550.00	\$1,100.00
Subtotal:		\$38,431.28
Sales Tax:		\$2,594.11
Total:		\$41,025.39

Signature: _____

Date: _____

Sheriff, Jail and Police Department server replacement budget total	\$15,000
IT C/O-Equipment 11-4210-510	\$15,000
IT Employee Training 11-4210-395	\$5,500
IT travel 11-4210-311	\$3,000
Total	\$38,500
Server cost	\$38,431

**RESOLUTION CALLING FOR A SPECIAL ADVISORY REFERENDUM
CONCERNING THE LEVY OF A ONE-QUARTER CENT (1/4¢) COUNTY
SALES AND USE TAX**

WHEREAS, the General Assembly has enacted the “One-Quarter Cent (1/4¢) County Sales and Use Tax Act,” Article 46 of Chapter 105 of the North Carolina General Statutes (Session Law 2007-323), which authorizes counties to levy a local sales and use tax; and

WHEREAS, in order to levy the local sales and use tax, the County of Chowan must conduct an advisory referendum in accordance with the provisions of North Carolina General Statutes Section 163-287;

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners for the County of Chowan:

Section 1. In accordance with the North Carolina General Statutes, a special advisory referendum is hereby called to be held between the normal time the polls are open, on Tuesday, November 3, 2020, at which there shall be submitted to the qualified voters of the County of Chowan the question set forth in Section 3 of this Resolution.

Section 2. The Chowan County Board of Elections shall conduct said Referendum.

Section 3: The ballot question shall be in the following form:

**“[] FOR [] AGAINST
Local sales and use tax at the rate of one-quarter percent (0.25%)
in addition to all other State and local sales and use taxes.”**

Section 4: The Clerk to the Board of Commissioners is authorized and directed to transmit a certified copy of this Resolution to the Chowan County Board of Elections within three (3) days after the passage hereof.

Section 5: The Board of Elections shall publish legal notice of the special advisory referendum in accordance with the North Carolina General Statutes Section 163-287.

Section 6: This Resolution shall take effect upon its passage.

Thereupon, upon motion of Commissioner _____,
(No second required) the foregoing resolution entitled “RESOLUTION CALLING FOR A SPECIAL ADVISORY REFERENDUM CONCERNING THE LEVY OF AN ONE-QUARTER CENT (1/4¢) COUNTY SALES AND USE TAX” was passed by the following vote: Ayes:____ Noes:____

This the 1st day of June, 2020

ATTEST:

Patty F. Kersey, Chair
Chowan County Board of Commissioners

L. Susanne Stallings
Clerk

FAQ on local option sales tax

Frequently Asked Questions regarding local option sales tax

Counties have the option to increase the sales tax by 1-quarter of a penny, (the Article 46 sales tax in N.C. G.S. 105-535) provided the public approves via a referendum.

Question: What are the steps a county needs to consider when scheduling a referendum?

Answer: All counties must contact their local board of elections and the State Board of Elections in order to have the advisory referendum included on the ballot during a regularly scheduled election. An advisory referendum may be held only on the same date as a county or statewide general election, the primary election in even-numbered years, or in any other election during which all precincts in a county are open. Due to a new law passed in 2019, counties are prohibited from holding more than one referendum "within one year."

Question: Must the Board of County Commissioners levy the sales tax if the voters approve the referendum?

Answer: A Board of County Commissioners is not obligated to levy the tax even if the majority of those voting in a referendum vote in support of a levy.

Question: Can a county stipulate uses of the monies on the ballot as a part of the referendum?

Answer: A county may not stipulate the use of the money on the ballot. A county Board of Commissioners may adopt a resolution that stipulates how they plan to use the revenues.

Question: Is there a prescribed format for the question of the ballot?

Answer: Yes. Legislation specifies how the question must be presented on the ballot:

Ballot Question. - The form of the question to be presented on a ballot for a special election concerning the levy of the tax authorized by this Article shall be: '[] FOR [] AGAINST Local sales and use tax at the rate of 1-quarter% (0.25%) in addition to all other State and local sales and use taxes.'

Note: The sale tax amount is set at a rate of .25%.

Question: When is the earliest the sales tax will become effective if the Board of County Commissioners levies the sales tax via resolution following a successful referendum?

Answer: The sales tax may become effective on the first day of any calendar quarter so long as the county gives the Secretary of Revenue at least 90 days' advance notice. For example, if a referendum is held in November during the general election and passes, the earliest a county could begin collecting the revenue would be April one of the following year, provided it adopts a resolution levying the tax and forwards it to the

Department of Revenue prior to December 31.

Question: If the voters pass the referendum for the sales tax, what happens next?

Answer: If the Board of Commissioners wishes to levy the tax, it must provide 10 days public notice of its intent to adopt a resolution to levy the tax. After it adopts the resolution, it must send a certified copy of the resolution along with a certified copy of the election results of the referendum to the Department of Revenue. The DoR's address is:

Department of Revenue
P.O. Box 25000
Raleigh, NC 27640

The Association has prepared a [model resolution](#) PDF for a successful sales tax referendum.

Question: Are there restrictions on the use of the revenues?

Answer: No. The sales tax is not restricted or earmarked and can therefore be used for any allowed use by counties.

Question: If the referendum fails, can a county hold a subsequent referendum on the same question?

Answer: Yes, however, due to a [new law](#) passed in 2019, the county must wait one year to hold a subsequent referendum.

Question: Can a county spend public money educating citizens on issues related to the referendum?

Answer: Yes. Similar to an election for a general obligation bond, a county may spend money to educate the public on issues related to the sales tax referendum. However, a county may not spend money advocating for or against the sales tax.

Question: Can members of a county board of commissioners actively promote the passage of the referendum?

Answer: Yes. The board of commissioners may approve resolutions in support of the passage of a referendum for the sales tax. A county commissioner may publicly endorse and support the sales tax. A county may not reimburse any expenses incurred by an elected official while the official is advocating either for or against the tax measure.

Question: Does the sales tax apply to unprepared food or gas?

Answer: No. The local-option sales tax does not apply to unprepared food (i.e. groceries) or gas purchases. There is no local sales tax on gas purchases.

As with any local legal matter, we ask that you consult with your county attorney and county board of elections as you consider these local referendum options.

Article 46.

One-Quarter Cent (1/4¢) County Sales and Use Tax.

§ 105-535. Short title.

This Article is the One-Quarter Cent (1/4¢) County Sales and Use Tax Act. (2007-323, s. 31.17(b).)

§ 105-536. Limitations.

This Article applies only to counties that levy the first one-cent (1¢) sales and use tax under Article 39 of this Chapter or under Chapter 1096 of the 1967 Session Laws, the first one-half cent (1/2¢) local sales and use tax under Article 40 of this Chapter, and the second one-half cent (1/2¢) local sales and use tax under Article 42 of this Chapter. (2007-323, s. 31.17(b).)

§ 105-537. Levy.

(a) Authority. – If the majority of those voting in a referendum held pursuant to this Article vote for the levy of the tax, the board of county commissioners may, by resolution and after 10 days' public notice, levy a local sales and use tax at a rate of one-quarter percent (0.25%).

(b) Vote. – The board of county commissioners may direct the county board of elections to conduct an advisory referendum on the question of whether to levy a local sales and use tax in the county as provided in this Article. The election shall be held in accordance with the procedures of G.S. 163-287, except that the election shall not be held within one year from the date of the last preceding election under this section.

(c) Ballot Question. – The form of the question to be presented on a ballot for a special election concerning the levy of the tax authorized by this Article shall be:

"[] FOR [] AGAINST

Local sales and use tax at the rate of one-quarter percent (0.25%) in addition to all other State and local sales and use taxes."

(d) Repealed by Session Laws 2014-3, s. 14.22, effective May 29, 2014. (2007-323, s. 31.17(b); 2013-381, s. 10.14; 2014-3, s. 14.22; 2017-6, s. 3; 2018-146, ss. 3.1(a), (b), 6.1; 2019-169, s. 3.8(a).)

§ 105-538. Administration of taxes.

The Secretary shall, on a monthly basis, allocate to each taxing county the net proceeds of the tax levied under this Article. If the Secretary collects taxes under this Article in a month and the taxes cannot be identified as being attributable to a particular taxing county, the Secretary must allocate the net proceeds of these taxes among the taxing counties in proportion to the amount of taxes collected in each county under this Article in that month. For purposes of this Article, the term "net proceeds" has the same meaning as defined in G.S. 105-472.

Except as provided in this Article, the adoption, levy, collection, administration, and repeal of these additional taxes must be in accordance with Article 39 of this Chapter. G.S. 105-468.1 is an administrative provision that applies to this Article. A tax levied under this Article does not apply to the sales price of food that is exempt from tax pursuant to

G.S. 105-164.13B or to the sales price of a bundled transaction taxable pursuant to G.S. 105-467(a)(5a). The Secretary shall not divide the amount allocated to a county between the county and the municipalities within the county. (2007-323, s. 31.17(b); 2007-345, s. 14.5(a); 2008-134, s. 75; 2009-445, s. 18; 2016-5, s. 3.21.)

§§ 105-539 through 105-549: Reserved for future codification purposes.

What will I see on the ballot?

The ballot will look essentially like this:

Local sales and use tax at the rate of one quarter percent (0.25%) in addition to all other State and local sales and use taxes.

[] FOR [] AGAINST

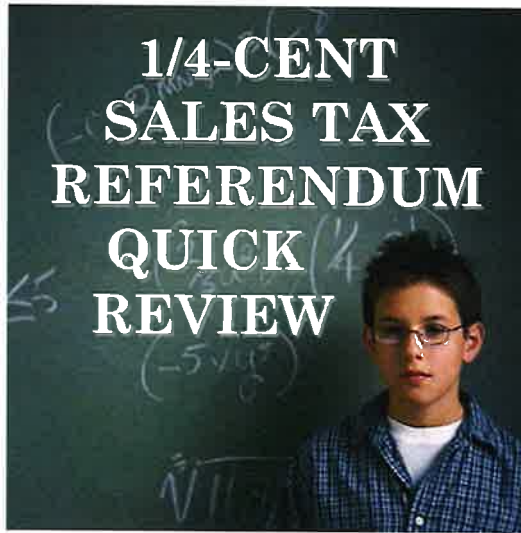
Where do I go to vote? This is a countywide election, so you will go to your usual polling place. For more information on precinct locations, registration or One Stop Voting information, call the Sampson County Board of Elections at 592-5796.

SAMPSON COUNTY BOARD OF COMMISSIONERS

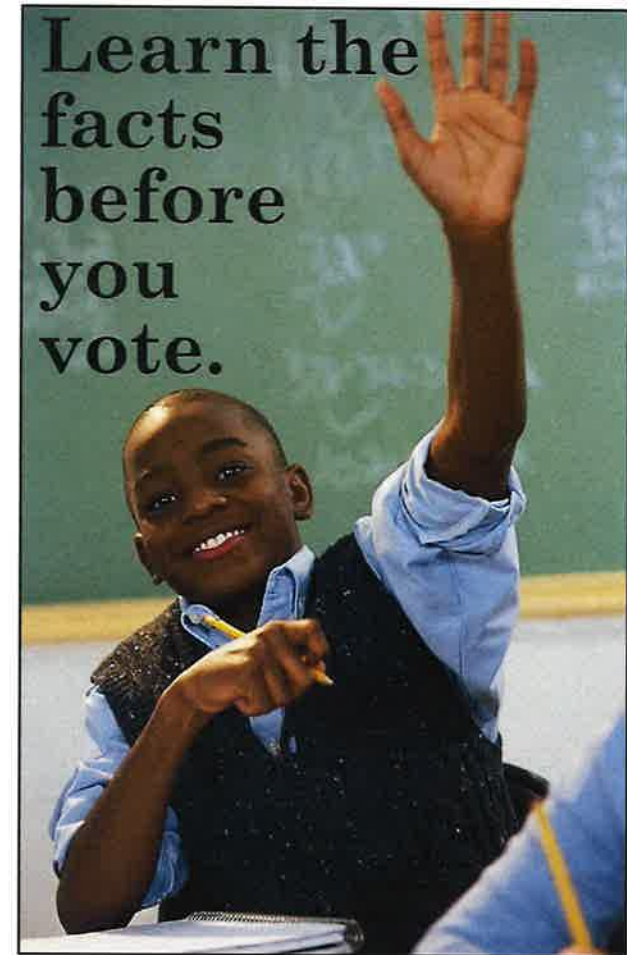
Jeffrey S. Wilson, Chairman
Jefferson B. Strickland, Vice Chairman
John A. Blanton
Malachi Faison
Jarvis. H. McLamb

*Citizen education paid for by
Sampson County Local
Government.*

*For more information,
592-6308
www.sampsonnc.com*



- ✓ Everybody benefits, and everybody pays.
- ✓ 1/4 cent sales tax generates 3 times more revenue than 1 penny on the property tax.
- ✓ The sales tax will be used to mitigate our need for future tax increases.
- ✓ Non-residents pay sales tax too, lessening the burden on property owners and elderly homeowners on fixed incomes.
- ✓ Know the facts. Vote on November 6, 2007.



Learn the facts before you vote.

SAMPSON COUNTY 1/4-CENT SALES TAX REFERENDUM

NOVEMBER 6, 2007

The Sampson County Board of Commissioners made a commitment to building new schools. North Carolina General Statutes obligate counties to fund school buildings. But, beyond that, it is our civic responsibility to provide our children with the best educational environment possible and our communities with school facilities that support and promote our economic vitality. Therefore, in 2005, the Board



undertook an aggressive capital program that includes three new high schools

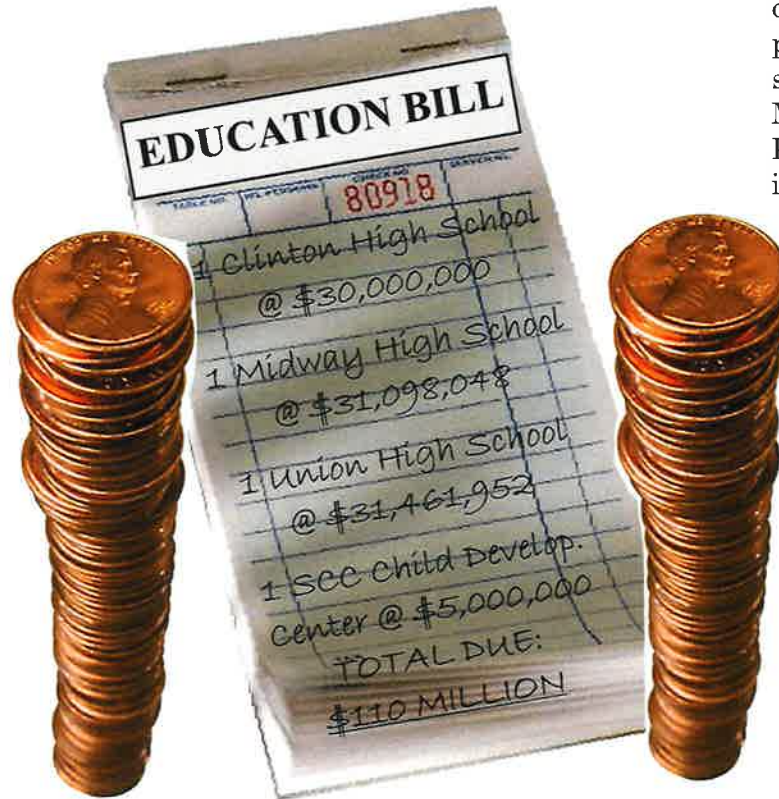
and a new elementary school, as well as a new detention center and more efficient county government office facilities. The total cost for these obligations: \$134.7 million.

Now, it's time to decide if there is a better way to pay for them.

Wasn't Medicaid relief supposed to help? Yes, the General Assembly voted this year to assume counties' cost for Medicaid over a period of three years (Sampson County's cost is about \$4 million a year). However, in exchange for this relief, the county will give up its Article 44 half-cent sales tax, and our proceeds from the Article 42 sales tax will be distributed differently. Bottom line, Medicaid relief alone will not be enough to pay the debt.

How about the "education" lottery? This is not a stable source of revenue yet. The County's proceeds from the lottery have been 22% less than originally projected, and changes in the 2007 laws will decrease these funds as well. As with Medicaid relief, lottery funds alone will not be enough to pay the debt.

Property taxes? The financial model adopted for our capital projects calls for the majority of costs to be paid by property taxes. But, this would require a potential increase in the property tax rate over five years of 24 cents for debt service and 6 cents for the operating costs of the new buildings, a total of 30 cents. But, is this the best way to pay?



There is another choice.

In 2007, as part of their Medicaid relief package, the General Assembly authorized counties to either levy a land transfer tax or a 1/4 cent sales tax - subject to voter approval. The Sampson County Board of Commissioners - responding to what our citizens have told us - chose to put the sales tax on the ballot this November 6. Now you get a choice.



Why is the 1/4 cent sales tax the better choice? Everybody benefits, so everybody pays. A sales tax allows all citizens to make their fair contribution to school needs - not just the property tax owners. Also, non-residents shopping in our county help pay too. Many hands make light work, as they say. Keeping the property tax down is important in recruiting new industry to our county, important to helping our elderly or disabled citizens on a fixed income who can't afford higher property taxes. Besides, think about it, if you spend \$4, your added cost would only be 1 shiny penny!

Let's compare:

1 penny of property tax = \$315,484/yr

1/4 penny of sales tax = \$911,308 (that's 3 pennies!)

11. **Question:** What happens if the sales tax referendum is defeated?

Answer: If the sales tax referendum is defeated, the school facilities and other improvements that would have been paid for with this sales tax revenue will instead have to be paid for with other local funds – primarily property taxes. At present, each 1 cent of property tax rate produces about \$470,000.

12. **Question:** If the referendum fails, can a county hold a subsequent referendum on the same question, and if so, must a county wait a certain period of time prior to holding another referendum?

Answer: According to Gerry Cohen (N.C. General Assembly Bill Drafting), there are no restrictions on resubmitting the new quarter-cent sales tax to the voters again if it has failed.

NOTE: Voters who are already registered to vote need not re-register to vote in this election. Residents who are not registered to vote must register by October 12, 2007, to be eligible to vote in this election.

IF YOU HAVE OTHER QUESTIONS OR DESIRE ADDITIONAL INFORMATION, CALL MACON C. SAMMONS, JR., COUNTY MANAGER, AT 401-8201 OR ANY MEMBER OF THE BOARD OF COUNTY COMMISSIONERS.

Chairman Craig Hunter	336-786-1356
Vice-Chairman Paul Johnson	336-351-5526
Commissioner Bill Hamlin	336-374-3318
Commissioner Jim Harrell, Jr.	336-835-3337
Commissioner Jimmy Miller	336-786-6829



118 Hamby Road
Dobson NC, 27017

Will You Support 1/4 Of A Penny?



PUBLIC INFORMATION REGARDING
THE UPCOMING NOVEMBER 6, 2007
REFERENDUM FOR A ONE-FOURTH
PENNY SALES TAX

THE GENERAL ASSEMBLY HAS RECENTLY DECIDED TO PROVIDE COUNTIES WITH THE AUTHORITY TO CONDUCT A 0.25% SALES TAX REFERENDUM IN ORDER TO PROVIDE A MEANS OF FINANCING SCHOOL FACILITIES, CAPITAL NEEDS AND NEEDED INFRASTRUCTURE.

AS A PUBLIC SERVICE AND INFORMATION FOR THE VOTERS, THE FOLLOWING FREQUENTLY ASKED QUESTIONS ARE ANSWERED IN A BRIEF SUMMARY.



- Question:** Why is this referendum being conducted?
Answer: The 2007 General Assembly recognized that counties need alternative means of paying for school buildings, other public facilities and infrastructure. Also, for these same reasons, the Surry County Board of Commissioners and most counties have asked for the authority to establish a small additional sales tax to pay for capital needs. Furthermore, since everyone pays sales tax, it is seen by many as a fairer means of paying for public facilities. **Finally, because Surry County is a trade center for several counties, a significant share of these sales taxes will be paid by persons who are not Surry County residents.**

- Question:** What is the question that will be placed on the ballot?
Answer: Whether the voters wish to authorize the County Board of Commissioners to levy an additional 1/4 of a penny sales tax, (one penny for each \$4.00 of taxable sales).
- Question:** Is there a prescribed format for the question on the ballot?
Answer: Yes. Legislation specifies how the question must be presented on the ballot: Ballot Question – The form of the question to be presented on a ballot for a special election concerning the levy of the tax authorized by this Article shall be:

**“[] For [] Against
 Local sales and use tax at the rate of one-quarter percent (0.25%) in addition to all other State and local sales and use taxes.”**

- Question:** When will the sales tax referendum be conducted?
Answer: Tuesday, November 6, 2007
- Question:** Are there restrictions on the use of the new sales tax revenues?
Answer: The sales tax is not restricted or earmarked.
- Question:** Can a county stipulate uses of the monies on the ballot as a part of the referendum?
Answer: A county may not stipulate the use of the money on the ballot.



- Question:** How much will a 1/4% sales tax raise?
Answer: The State’s estimate for Surry County is just over \$1.9 million dollars.
- Question:** How does this amount compare to our existing capital and debt service requirements?
Answer: In FY 06, the most recent fiscal year for which Surry County has audited results, the total cost of capital expense and debt service was \$15.4 million, with about 72% of this being for school facilities. The remaining 28% provided capital and debt funding for economic development, the community college, water and sewer and county projects.
- Question:** How much would the 1/4% sales tax cost the individual?
Answer:
 Examples:

<u>Taxable Goods</u>	<u>Tax</u>
\$100 purchase	25 cents
\$300 purchase	75 cents
\$500 purchase	\$1.25
- Question:** When is the earliest the sales tax will become effective if the Board of County Commissioners levies the sales tax via resolution (following a referendum) during November 2007?
Answer: April 1, 2008, so long as the resolution levying the tax is adopted in November 2007. The sales tax becomes effective on the first day of any calendar quarter so long as the county gives the Secretary of Revenue at least 60 days advance notice.



County	Art. 39 Distributable Proceeds, Month ending 7/16	Month ending 8/16	Month ending 9/16	Month ending 10/16	Month ending 11/16	Month ending 12/16	Month ending 1/17	Month ending 2/17	Month ending 3/17	Month ending 4/17	Month ending 5/17	Month ending 6/17	TOTAL	Quarter Cent Local Option Sales Tax Estimate*
CHOWAN	102,575	104,603	102,728	102,017	113,016	96,652	84,056	79,942	96,379	97,886	104,378	85,541	1,169,774	292,444

*Estimated quarter-cent sales tax revenues based on N.C. Dept. of Revenue Art. 39 distributable proceeds for fiscal year 2017.

From: [Howard, Kevin B](#)
To: [Stallings, Susanne](#)
Subject: FW: Swain Auditorium HVAC Project
Date: Wednesday, May 27, 2020 10:09:39 AM
Attachments: [20-353 Chowan County Swain Auditorium HVAC ComfortMaster\).docx](#)
[CHOWAN COUNTY SENIOR CENTER \(Central Heating & AC.PDF](#)
[Chowan Senior Center - HVAC by B&M.pdf](#)

Kevin Howard
County Manager
252-482-8431 ext. 3

From: Hoggard, Don
Sent: Wednesday, May 20, 2020 4:39 PM
To: Howard, Kevin B <kevin.howard@chowan.nc.gov>
Subject: Swain Auditorium HVAC Project

Bids:

- ComfortMaster – \$187,400
- Central Heating & Air Conditioning – \$204,700
- B&M Contractors – \$246,750

Regards,

Don Hoggard
Maintenance Director
Chowan County
PO Box 1030
Edenton, NC 27932

Office: 252-368-8950

Email correspondence to and from this address may be subject to the North Carolina Public Records Law and may be disclosed to third parties by an authorized state official.



ComfortMaster Mechanical Associates, Inc.

PO Box 30726
 Greenville, NC 27833
 (252) 752-1779
 (252) 752-4758 FAX
 www.comfortmasternc.com

PROPOSAL SUBMIT Chowan County	PHONE	DATE 5/15/20
ADDRESS	JOB NAME Chowan County Senior Center Auditorium HVAC Replacement,	HVAC LICENCE # 14585
CITY, STATE, ZIP CODE Edenton, NC	JOB LOCATION Edenton, NC	
ENGINEER Dibble & Pledger	DATE OF PLANS Mech. Eng Stamp Date 6/29/2017	BID # 20-353

We hereby submit specifications and estimate for:
HVAC per plans & specifications prepared by Dibble & Pledger entitled "Chowan County Senior Center Auditorium HVAC Replacement Edenton, NC"

Clarifications:
This proposal includes HVAC equipment with specified economizers, VFD, 2 Speed Fans, CO2 Sensor, & Flexstat Controller, & Factory Authorized Startup of Each Unit.
This proposal includes electrical power wiring per drawings

Total HVAC Proposal.....\$187,400.00

We acknowledge receipt of Addendum #1

- Scope of work includes the following clarifications:
- Demolition of existing equipment not required – complete during Senior Center renovation
 - Duct route on first floor – finished surfaces complete during Senior Center renovation will require refinish after duct installation
 - Design location for outside units will require relocation due to storm water system access
 - Duct-mounted smoke detectors shall be monitored by the fire alarm system located in the Senior Center
 - Specifications – Page 15575-3 – Heater voltage correction (correct voltage 208 Volt)

We propose hereby to Finish material & labor- complete in accordance with above specifications, for the sum of:

Payment to be made as follows. **Monthly Progress Payments based upon percentage complete**
 Past Due Invoices Subject to 1.5% Monthly Finance Charge.

All material guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders & will become an extra charge over & above the estimate. Final inspection by city/county inspector must be completed within 15 days of completion or additional fees for late inspections will be the responsibility of the homeowner. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, & other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature _____

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal –The above prices, specifications & conditions are satisfactory & are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.
 Date of acceptance: _____

Signature _____

Signature _____



(252) 752-4187 · 307 HOOKER ROAD · GREENVILLE, NORTH CAROLINA 27834

May 15, 2020

To: **DON HOGGARD, CHOWAN COUNTY MAINTENANCE DIRECTOR**

Re: CHOWAN COUNTY SENIOR CENTER

Dear Sir:

We are pleased to offer the following quotation for HVAC work for the above project.
We have received (1) addenda.

Base Bid: \$204,700.00

NOTE: Quote good for thirty days

Includes: All work, as indicated on mechanical drawings dated June 1, 2017.

Certified Test & Balance
Duct Work as shown
Air Distribution
Permit
Demolition as shown
Packaged Heat Pumps (2)
Smoke Detectors
Condensate Piping
Duct Work Insulation
Control Wiring & Electrical Work
Spiral Duct Work
Fence replacement as shown
Remove Existing Window
Provide Metal Panels as shown

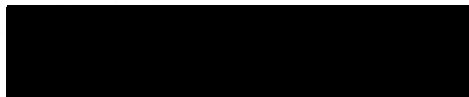
Excludes:

Temporary utilities, or associated use charges.
Cleaning Services & Dumpster
Painting of items in finished areas
Cutting, patching and/or flashing of roof
Cutting, patching of exterior walls
Bid Bond
Performance Bond add 1% if required
Seismic Bracing
Asbestos Removal
Temporary Heat/Cooling
Radiation or Fire Dampers
Plumbing & Fire Sprinkler work
Existing Air Handler – Removed by Others

Any work not specifically noted in the drawings or specs to be completed by the mechanical contractor.

Thank you for the opportunity to bid this project to your company. If you should have any questions, please contact this office at your earliest convenience.

Sincerely,



Shay Beaman
Vice President
NC License # 25556
(252) 752-4187



PHONE: (252) 338-6090
 FAX: (252) 338-7696
 WWW.HVACNG.COM



BILLING INFO	Company: Chowan County	PROJECT INFO	Project: Chowan County Senior Center
	Street: PO Box 1030		Street: 204 E Church Street
	City/St/Zip: Edenton, NC 27932		City/St/Zip: Edenton, NC
	Contact: Don Hoggard		Site Contact: Don Hoggard
	Phone: (252) 312-9846		Phone: (252) 312-9846
Email/Fax: don.hoggard@chowan.nc.gov	Email/Fax: don.hoggard@chowan.nc.gov		

B&M Contractors, Inc. proposes to furnish or gather permits, inspections, supervision, material, construction equipment, and labor to complete the above listed project in accordance with the details, notes, and exclusions below. All work will be performed in a neat, professional workmanlike manner and comply with the local authority having jurisdiction.

MECHANICAL PROPOSAL – JOB # 123180

GENERAL NOTES

- This proposal is based on sheets T-1, M-1 thru M-3 and E-1 dated 06/01/17 and the provided specifications
- We are in acceptance of Addendum #1
- We are aware of the new sewer drain and have modified our scope to avoid this area.
- Pricing is based on work being performed during normal business hours.
- NC sales tax may be applied to the contract total unless form E589CI Affidavit of Capital Improvement is provided

SCOPE OF WORK

- Includes the demolition and disposal of
- Includes the installation of KMC Controls system as shown on provided drawings.
- Includes fencing modifications if required for new equipment.
- Includes concrete pads and French drain per spec.
- Includes manufacturer painted double-wall spiral ducting. Rectangular ducting to be painted flat black on and above stage area per specs.
- Interior ducting is to be lined with 2" rigid fiberboard insulation per specs. Exterior to be jacketed with 2" fiberboard and weatherproof aluminum Flex Clad 400 jacketing.
- Includes all necessary electrical wiring, disconnects, breakers and fusing.
- Includes 3rd party testing, adjusting, and balancing as specified.
- Include through duct cleaning (requested in spec).

EXCLUSIONS – (THE FOLLOWING ITEMS HAVE BEEN EXCLUDED FROM THIS PROPOSAL BUT MAY BE AVAILABLE UPON REASONABLE REQUEST.)

- Pricing does not include demolition (removed from scope per Don Hoggard)
- Temporary heating, cooling, humidity control, or air filtration.

A SURCHARGE OF UP TO 4% WILL BE ADDED TO THE TOTAL CONTRACT FOR CREDIT CARD PAYMENTS

BASE BID:----- **\$246,750.00**
 TWO HUNDRED FORTY-SIX THOUSAND SEVEN HUNDRED FIFTY DOLLARS AND NO CENTS

OPTIONS AND/OR ALTERNATES: TO ACCEPT PLEASE INITIAL BESIDE THOSE WHICH SHOULD BE ADDED TO THE SCOPE

OPTION 1: SPLIT SYSTEM AIR HANDLERS ON STAGE (This option was not priced due to the reasons described on 5/12 @ 4PM in an email sent to Don Hoggard. This is request is not something our firm feels the customer should entertain due to space and noise concerns.) ----- **\$X,XXX.00**
 NO PRICE GIVEN

REP. NAME: Norman L. Morris III **REP. SIGNATURE:** _____ **DATE:** 5/15/2020

The above prices, specifications and conditions are satisfactory and are hereby accepted by the signee and the company they represent. You are authorizing B&M Contractors, Inc. to do the work specified. Progress payments may be requested on a monthly basis for completed work and stored materials as per monthly billings. Payment will be due by the 10th of the following month. There will be an 18% per annum service charge on past due accounts. If suit is brought to court and/or a lien is filed for the recovery of any payment due under this contract, or for the breach of any provision of this contract, owner agrees to pay all costs in connection therewith including payment of attorney's fees, whether or not the suit is moved towards judgment. Bonding is not included unless clearly stated. This proposal is valid for 30 days from the above date but pricing may be held under special circumstances upon request.

ACCEPTED BY: _____ **SIGNATURE:** _____ **DATE:** _____

VA HVAC LICENSE: 2701019935
 NC HVAC LICENSE: 30322

790 Pitts Chapel Road
 Elizabeth City NC, 27909

VA ELEC LICENSE: 2701019935
 NC ELEC LICENSE: 10856U

Chowan County BUDGET AMENDMENT

To: Board of Commissioners

BA #: 1920-065

From: Herman Weiss, *911 Director*
Cathy Smith, *Finance Officer*

Date: May 15, 2020

RE: Central Communications

Please authorize the finance officer to amend the 2020 budget for **Central Communications** as follows:

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Central Communications			
11-4270-122-00	Salaries - Overtime		(5,000.00)
11-4270-321-00	Telephone		188.91
11-4270-352-00	Repairs & Maintenance - Equipment		(758.09)
11-4270-440-00	Contract Services - Maintenance		1,972.45
11-4270-510-00	Capital Outlay - Equipment		3,596.73
	Balanced	-	-

Justification:

To amend the 2020 budget to include purchase of computers for Central. The 911 Board has approved funding of \$32k for the computers and this is the County portion. No additional funding is being requested. Monies are being transferred between line items.

Approval Date: _____

Bd. Clerk's Init: _____

Initials: _____

Batch #: _____

Date: _____

Chowan County BUDGET AMENDMENT

To: Board of Commissioners

BA #: 1920-066

From: Cathy Smith, *Finance Officer*

Date: May 20, 2020

RE: Capital Projects

Please authorize the finance officer to amend the 2020 budget as follows:

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Capital Projects			
32-8100-442-00	DF Walker Window Replacement		58,614.00
32-3810-011-00	Contribution from General Fund	58,614.00	
32-8100-444-00	DF Walker Roof Replacement		1,250.00
32-3810-011-00	Contribution from General Fund	1,250.00	
32-8100-585-00	Hotel Hinton Improvement		114,257.00
32-3810-033-00	Contribution from Capital Reserve	114,257.00	
32-8100-587-00	Facility Dude Software		4,768.17
32-3810-033-00	Contribution from Capital Reserve	4,768.17	
32-8100-588-00	Fishing Pier Bathrooms		55,874.75
32-3810-011-00	Contribution from General Fund	55,874.75	
General Fund			
11-5923-635-00	COA - Capital Outlay Reserve		(59,864.00)
11-9800-980-32	Transfer to Capital Projects		59,864.00
11-9800-980-32	Transfer to Capital Projects		55,874.75
11-3990-990-00	Fund Balance Appropriation	55,874.75	
Capital Reserve			
33-9800-980-32	Transfer to Capital Projects		119,025.17
33-3990-990-00	Fund Balance Appropriation	119,025.17	
Balanced		409,663.84	409,663.84

Justification:

*To amend the 2020 budget to include carry-forward balances for Capital
Projects from 2019*

Approval Date: _____

Bd. Clerk's Init: _____

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
----------------	---------------------	------------------------	------------------------

Initials: _____

Batch #: _____

Date: _____

Last Updated May 28, 2020			
Date	Completed	Issue/Task	Update
BUILDINGS/GROUNDS			
10/1/2019		Former DF Walker School (Oakum St) Status of Window and Roof repairs	<i>Discussing in CIP</i>
10/1/2019		Former DF Walker School (Oakum St) and COA Campus Landscaping	<i>Plan for landscaping is being developed, funding will be requested in 2020 budget - ON HOLD</i>
10/1/2019		Senior Center Parking Lot Repairs/Grading	<i>Received quote, CIP Discussion</i>
10/1/2019		Swain Auditorium Roof and interior Repair	<i>Roof repaired, Interior will be added to 2020 CIP</i>
10/1/2019		Animal Shelter Improvements	<i>Manager's met, Gates and Perquimans want to make repairs to current facility</i>
10/1/2019	2019	Courthouse (Broad St) Parking Lot repair	<i>Received design quote</i>
10/1/2019		Library Repairs Requested	<i>will be seeking bids in 2021 budget</i>
10/1/2019		Northern Chowan Community Center- Ceiling	<i>Waiting on HVAC install</i>
10/1/2019		Public Safety Center - Trees	<i>Landscaping will be added to 2020 Budget Request</i>
MISC PROJECTS			
10/1/2019		Water Plant Regionalization and grant status	<i>Grant approved, Engineer selected. Reviewing contract</i>
10/1/2019		Water Plant Special Order by Consent	<i>Reviewing timeline from state</i>
10/1/2019		Algal Bloom Statewide efforts	
10/1/2019		Broadband Initiative	<i>Working on several prospects</i>
10/1/2019		Update from John A. Holmes Joint Committee for Replacement	<i>No meeting scheduled</i>
10/1/2019		EMS/911 Study by NCACC - Resource Evaluation Team	<i>Committee on hold will resume in June</i>
10/1/2019		Timbermill Wind Update on Construction	
10/1/2019		Jail partnership and Regional Jail Committee Status	<i>Met with Architect should have a draft report mid June</i>
10/1/2019		Boys and Girls Club Monthly Construction Update	<i>Construction still on Schedule - Pre inspection week of June 1st</i>
10/1/2019		Capital Improvement Plan (CIP) Meeting and 2019-20 CIP Plan Status	<i>Discussing as part of FY 20-21 budget process</i>

10/1/2019		County Maintenance Software (Dude Solutions) status of pending work orders	<i>Issues resolved</i>
10/1/2019		2020 Census Complete Count Committee	<i>Working to promote Census in March, April and May - limited due to COVID-19</i>
11/18/2019		Bond Counsel Contract	<i>Completed - on hold until 2022</i>
11/19/2019		Financial Consultant Contract	<i>Completed - on hold until 2022</i>