

**Emergency Meeting**  
**Tuesday, November 12, 2013**  
**6:00 pm**  
**Chowan County Public Safety Center**  
**305 West Freemason Street**

Minutes

The Chowan County Board of Commissioners held an emergency meeting on Tuesday, November 12,, 2013 at 6:00 am at the Chowan County Public Safety Center. Present: Chairman Keith Nixon, Commissioners Jeff Smith, Ellis Lawrence, Emmett Winborne, Alex Kehayes and John Mitchener.

Commissioner Bonner was absent.

Staff present: County Manager Zee Lamb, Human Resources Manager Carrie Byrum and Board Clerk Susanne Stallings.

Chairman Nixon called the meeting to order.

**Closed Session**

Commissioner Smith moved to go into closed session in accordance with NCGS 143-318 11 a 6. Chairman Nixon asked for all in favor, the motion passed unanimously (6-0).

The minutes of the closed session are sealed.

Commissioner Smith moved to close the closed session. Chairman Nixon asked for all in favor, the motion passed unanimously (6-0).

**Personnel Action**

County Manager Zee Lamb stated that he would like to offer his resignation with his last effective day being January 11, 2014. He stated he has accepted the position of County Manager in Hyde County North Carolina. He stated he would request the ability to utilize vacation leave at the end of December and January.

Commissioner Mitchener moved to accept the resignation according to these terms.

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

The Board requested that Human Resources Manager Carrie Byrum obtain price quotes to advertise the upcoming vacancy for County manager from various newspapers.

**Adjourn**

Commissioner Smith moved that the meeting be adjourned. Chairman Nixon asked for all in favor, the motion passed unanimously (6-0).

Being no further business, the meeting was adjourned.

---

D. Keith Nixon, Chairman

---

Susanne Stallings, Clerk