



Chowan County Board of Commissioners

Regular Meeting

Monday, January 5, 2026

Chowan County Public Safety Center

305 West Freemason Street

6:00pm

AGENDA

Regular Meeting

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

1. Approval of Draft Agenda

2. Public Comment

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

3. Consent Agenda

All items on the Consent Agenda are considered to be routine and may be enacted by one motion. If a County Commissioner requests discussion on an item, the item will be removed from the Consent Agenda and considered separately.

- a. Minutes
Minutes of the November 3, 2025, November 17, 2025 and the December 1, 2025 Meetings.
- b. NCACC Seminar
Commissioner Shaffer requested after the December meeting for approval to attend the NCACC Leading Your County Board seminar in Guilford County on January 8, 2025. It is recommended that the Board approve the expenditure.

4. Elections Annual Report

Elections Director Kristi Nixon will provide the Board with the annual report from the Elections Office.

5. LEPC Grant Application

Emergency Management Coordinator Cord Palmer will provide the Board with a request from the Local Emergency Planning Committee (LEPC) to apply for \$10,000 in grant funds from North Carolina Emergency Management to update the 2017 railroad maps. There is no required grant match.

6. Appointments

Chowan County Board of Adjustment

It is recommended that the Board reappoint Shelli Simmons to the Chowan County Board of Adjustment.

Chowan County Planning Board

It is recommended that the Board reappoint Mike Williams to the Chowan County Planning Board.

Chowan County Tourism Development Authority

It is recommended that the Board approve the following appointments and reappointments:

- Reappointment of Amber Hardy – Seat 4 (Promotion)
- Reappointment of Bryan Bunn – Seat 2 (Accommodation)
- Appointment of Timmy Turner – Seat 8 (Promotion)
- Appointment of Karen Thurman – Seat 1 (Accommodation)

7. Financial Items

Finance Officer Cathy Smith will present the following:

a. Current Fiscal Year Budget Amendments

BA2026-033

BA2026-034

b. Financial Report

Finance Officer Cathy Smith will provide the Board with financial reports for November 2025.

c. Update on JA Holmes Highschool Project Expenses

8. External Board/Committee Report

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

9. Manager's Report

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

10. Timely and Important Matters

11. Adjourn