



Chowan County Board of Commissioners
SPECIAL MEETING

Tuesday, January 20, 2026

Chowan County Public Safety Center
305 West Freemason Street
5:00 pm

AGENDA

The Chowan County Board of Commissioners will hold a special meeting on Tuesday, January 20, 2026, at 5:30pm before the regular 6pm meeting. The special meeting will be held in the Chowan County Public Safety Center (305 West Freemason St. Edenton, NC).

The purpose of this special meeting will be a closed session to meet in accordance with NCGS 143-318-11 (a) (3 and 5) Attorney Client Privilege (discussion of a lawsuit: Rev Dr. John Shannon, Sherrone Battle, Stella Brothers, Debra Miller and Rod Phillips v. Town of Edenton, Town Council, Chowan County and Board of Commissioners) and Contract Negotiations. The regular meeting at 6:00pm will follow.

Chowan County Board of Commissioners
Regular Meeting

Tuesday, January 20, 2026

Chowan County Public Safety Center
305 West Freemason Street
6:00pm

AGENDA

Regular Meeting

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

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 January 5, 2026 Meetings.

b. 2026 Commissioner Committee Appointments

The Board will accept the 2026 Committee Appointments from the Chair.

c. Tax Refunds and Releases

Advance Auto	\$107.25	Overpayment
Dunton, E.	\$250.01	Overpayment
Eure, F.	\$121.16	Overpayment
Jordan, E.	\$103.21	Overpayment
Smith, A. & Son	\$230.13	Overpayment
Hollowell, J.	\$114.88	Overpayment
Byrum, R.	\$147.67	Overpayment

d. Surplus

Item/Description	VIN or Asset ID	Method for Disposal
Eaton Whiteline Console Furniture	5790, 5791, 5792, 5793 and 5794	Contract disposal with installation of new consoles
2014 Ford Econoline Van (326,763 miles, transmission is bad)	1481	This van has been listed and sold twice on Gov Deals. In both sales the bidder defaulted and did not pick up the van. It is requested that the Board amend the previously approved disposal method to allow staff to take the vehicle to a scrap yard for disposal.

4. Library Update

Librarian Anna Kallas with the Shepard Pruden Memorial Library will provide the Board with an update from the Shepard Pruden Memorial Library.

5. Water Forgiveness Research

The Board requested that the County Manager investigate the precedence for issuing forgiveness on water bills following leaks/repairs. Mr. Howard will report back on the information he has gathered.

6. 2026 Retreat Planning

The Board is asked to provide the Clerk with suggested retreat topics.

It is recommended that the Board look at scheduling the 2026 retreat for late February. Potential retreat dates are February 23rd or 25th. Please let the Clerk know if there are any known conflicts for any of these dates.

7. **Financial Items**

Finance Officer Cathy Smith will present the following:

a. **Current Fiscal Year Budget Amendments**

BA2026-035

BA2026-036

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**