

**Committee Meeting**  
**Monday, February 26, 2024**  
**Chowan County Public Safety Center**  
**305 West Freemason St.**  
**Edenton, NC**  
**4:00pm**

Present Commissioners Larry McLaughlin, Ron Cummings and Ellis Lawrence (came in later).

Ex Officio Committee members present: Kevin Howard, County Manager; Finance Officer Cathy Smith; Don Hoggard, Maintenance Director.

Board Clerk Susanne Stallings was present.

Committee Chair McLaughlin called the committee meeting to order.

**Capital Reserve Fund Update**

Finance Officer Cathy Smith provided the Board with an update on the Capital Reserve Fund. She noted the fund balance as of June 30, 2023 was \$2,197,021. She noted that the unobligated fund balance of \$251,604 is projected for June 30, 2024.

Commissioner McLaughlin stated that appeared to be a low number.

Mr. Howard noted that several projects are nearing completion and a lot of capital work has been done.

A copy of the Capital Reserve Fund report is in the meeting file labeled February 26, 2024.

**FY 2023-24 Projects**

The Committee reviewed the listed projects and the discussion and/or recommendation follows each project:

**Ag Building Bridge Replacement**

This project is out for bid currently.

**Hotel Hinton**

These funds are being held until the Town is ready to make repairs to the parking lot.

**Library**

This project is ongoing. Three of the six dormer windows have been replaced.

Commissioner McLaughlin asked if storm windows would be installed.

Mr. Howard noted this would have to be in a future budget as painting and carpet are currently included in the upcoming projects at the Library.

**Public Safety Center Chiller**

Don noted the contractor is working to gather a quote for the chiller replacement.

**Recreation Master Plan**

This project is ongoing.

Ambulance Replacement

This is the 2<sup>nd</sup> year debt service payment.

Radio Communications Assessment

This project is ongoing.

Recreation Bond Referendum

This project is ongoing, Bond Counsel and Financial Advisors have been hired.

EMS Radio Replacement

This project is ongoing.

Jail Needs Assessment Study

This project is ongoing.

Courthouse

Don is gathering quotes for carpet, painting and electrical work in the Clerk of Court vault and Register of Deeds vault. These quotes will be on the Commissioner's March 4<sup>th</sup> agenda.

**Future FY 2024-25 Projects**

Ms. Smith noted that Department Heads are currently working on their budget requests as well as capital project requests.

Parking at Ag Building

Mr. Howard stated that the gravel parking lot will need to be repaired soon.

Fire Station (Town)

EMS Station

Being no further business, the committee meeting was adjourned.

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Larry McLaughlin, Chair

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Susanne Stallings, Clerk