



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**

Chowan County Board of Commissioners

Regular Meeting

Monday, January 5, 2026

Chowan County Public Safety Center

305 West Freemason St.

Edenton, NC 27980

6:00pm

This meeting was recorded. A copy of the recording is in the clerk's server meeting file labeled January 5, 2026.

Present: Vice Chairman Larry McLaughlin, Commissioners, Ron Cummings, Ellis Lawrence, Chris Evans, Tray Taylor and Tony Shaffer.

Absent: Chairman Bob Kirby

Staff present County Manager Kevin Howard, Finance Officer Cathy Smith and Board Clerk Susanne Stallings.

Regular Meeting

Vice Chairman McLaughlin called the regular meeting to order and led the pledge.

Commissioner Cummings then offered the invocation.

Approval of Agenda

Commissioner Cummings moved to approve the agenda as presented.

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

Public Comment

Vice Chairman McLaughlin opened the floor for public comment.

Librarian Anna Kallis with the Shepard Pruden Memorial Library introduced herself to the Board of Commissioners as the recently appointed Librarian. She stated she looked forward to working with the Board in the future.

Vice Chairman McLaughlin called for any further public comment, there was none.

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 separate

- 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.

Commissioner Lawrence moved to approve the consent agenda as presented. Vice Chair McLaughlin asked for all in favor, the motion passed unanimously (6-0).

Elections Annual Report

Elections Director Kristi Nixon provided the Board with the annual report from the Elections Office. A copy of the presentation is in the meeting file labeled January 5, 2026.

LEPC Grant Application

Emergency Management Coordinator Cord Palmer provided 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.

Board members discussed means for identification of hazardous materials transported by rail.

Mr. Palmer explained that typically the cars are labeled to be identified if materials are considered hazardous.

Commissioner Shaffer moved to approve the grant application as presented. Vice Chair McLaughlin asked for all in favor, the motion passed unanimously (6-0).

Appointments

Chowan County Board of Adjustment

Vice Chairman McLaughlin noted that it is recommended that the Board reappoint Shelli Simmons to the Chowan County Board of Adjustment.

Commissioner Taylor moved to reappoint Shelli Simmons to the Board of Adjustment. Vice Chairman McLaughlin asked for all in favor, the motion passed unanimously (6-0).

Chowan County Planning Board

Vice Chair McLaughlin noted that it is recommended that the Board reappoint Mike Williams to the Chowan County Planning Board.

Commissioner Cummings moved to reappoint Mike Williams to the County Planning Board. Vice Chairman McLaughlin asked for all in favor, the motion passed unanimously (6-0).

Chowan County Tourism Development Authority (TDA)

Vice Chair McLaughlin noted that the following appointments and reappointments are recommended for the TDA Board.

- 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)

Commissioner Evans moved to approve the appointments of Karen Thurman and Timmy Turner as well as the Reappointments of Bryan Bunn and Amber Hardy to the TDA Board. Vice Chairman McLaughlin asked for all in favor, the motion passed unanimously (6-0).

Financial Items

Finance Officer Cathy Smith presented the following:

Current Fiscal Year Budget Amendments

BA2026-033

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
<i>Opioid Fund</i>			
28-3990-990-00	Fund Balance Appropriated	30,000.00	
28-4370-121-00	PORT - Salaries		22,222.00
28-4370-181-00	PORT - Fica		1,700.00
28-4370-182-00	PORT - Retirement		3,244.00
28-4370-183-00	PORT - Hospitalization		2,834.00
	Balanced	30,000.00	30,000.00
Justification:			
<i>To amend the 2026 budget for Opioid Settlement Funds to include salaries and benefits for PORT program. BOCC authorized funding of PORT program on 11/17/25.</i>			

BA2026-034

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Register of Deeds			
11-3418-415-00	*Preservation/Automation	634.97	
11-4180-298-00	*Dept Supplies - Auto/Pres		211.66
11-4180-440-00	*Contr Svcs - Automation/Pres		211.66
11-4180-511-00	*C/O - Auto / Pres		211.65
Sheriff's Office			
11-3431-232-00	*Sheriff Donations	250.00	
11-4317-440-00	*Donation - Expense		250.00
11-3431-243-00	*KIDS & COPS	1,000.00	
11-4317-443-00	*KIDS & COPS Expense		1,000.00
Animal Shelter			
11-3438-894-00	*Donations - Chowan	434.00	
11-3438-894-01	*Donations - Gates	95.70	
11-3438-894-02	*Donations - Perquimans	1,740.32	
11-3438-894-03	*Donations - Other	195.00	
11-4381-600-00	*Donation - Expense		2,465.02
11-3438-895-00	*Adoption - Chowan	695.45	
11-3438-895-01	*Adoption - Gates	430.96	
11-3438-895-02	*Adoption - Perquimans	810.22	
11-3438-895-03	*Adoption - Other	1,765.90	
11-4381-441-00	*Contr Svcs - Spay/Neuter		3,702.53
Cooperative Ext:			
11-3495-370-00	*AG Program Fees Discretionary	30.00	
11-4953-440-00	*Ag Program Fees Discretionary		30.00
11-3495-378-00	*4-H Fees Discretionary	4,599.00	
11-4953-448-00	*4-H Fees Discretionary		4,599.00
Recreation			
11-3612-487-00	*Recreation Donations	1,100.00	
11-6130-299-01	*Donations - Dept Supplies		1,100.00
11-3612-504-00	*Recreation Special Events	350.00	
11-6132-453-00	*Recreation Special Events		350.00
Senior Center			
11-3616-533-00	*Reg Fees - Trips	5,583.00	
11-4268-312-00	*TRIPS - Senior Citizens		5,583.00
11-3616-533-01	*Registration Fees Activities	378.00	
11-4268-299-01	*Activities - Dept. Supplies		378.00
11-3616-535-04	*Silver Sneakers	768.00	
11-4268-352-02	*Healthways		768.00
11-3616-535-01		51.00	
11-4268-352-01	*Donations - Fitness		51.00
DSS			
12-3531-230-14	*DSS Special Events	235.00	
12-5310-450-00	*DSS Special Events		235.00
	Balanced	21,146.52	21,146.52
	Total Discretionary Income Received FYE 2026	209,712.23	
Justification:			
	<i>To amend the 2026 budget to include Discretionary income for November 2025.</i>		

Commissioner Evans moved to approve the budget amendments as presented. Vice Chairman McLaughlin asked for all in favor, the motion passed unanimously (6-0).

Financial Report

Finance Officer Cathy Smith provided the Board with financial reports for November 2025. A copy of the report is in the meeting file labeled January 5, 2026.

Update on JA Holmes Highschool Project Expenses

Finance Officer Cathy Smith provided the Board with high school project expenditure report. A copy of the report is in the meeting file labeled January 5, 2026.

External Board/Committee Report

Maritime Program

Commissioner Shaffer reported that he just attended a function in Newport News where the US Secretary of War, Pete Hegseth was in attendance. He stated that while at the event he learned of funding available for naval education with regards to ship building. He stated he is looking into creation of a local task force to apply for these funds to benefit the local community college and high school. He noted that while much of this funding is specific to the Newport News region near the naval bases, there was support for North Carolina schools to obtain these funds as well.

COA

Commissioner Lawrence reported on the COA Board and encouraged the Board members to check out the nursing program. He added that with regards to local contributions, Chowan County is meeting the expected funding need.

Manager's Report

Animal Shelter

Mr. Howard noted that a new shelter director has been hired, Betty Copeland. He noted that due to staffing issues the shelter has operated on reduced hours but they are addressing the need and should be back to normal operational hours soon.

Employee Recognition and Appreciation Luncheon

Mr. Howard thanked the Board for their support of the event and stated that employees were appreciative of the luncheon.

Planning Retreat

Mr. Howard stated that more information will be coming about the annual Commissioner retreat which will be held in late February or early March.

Timely and Important Matters

There were none.

Adjourn

Being no further business, Commissioner Cummings moved that the meeting be adjourned. Vice Chair McLaughlin asked for all in favor, the motion passed unanimously (6-0).

Larry McLaughlin, Vice Chair

Susanne Stallings, Clerk

**2026 Chowan County Board of Commissioners
Board and Committee Assignments**

Committee/Board Name	Chair's Appointee in 2026
Town/County Relations	Chair and Vice Chair
Legislative Liaison	Chair
TDA (Tourism Development Authority)	Evans
Main Street Edenton	McLaughlin
Social Services (DSS Board)	Shaffer
Trillium Mental Health Regional Board	Shaffer
Solid Waste Authority (ARSWMA)	Cummings
Landfill Board (PCG)	Cummings, Evans
Health Department Board (ARHS)	Shaffer
Hospital Local Directors Council	Shaffer
Recreation Advisory Board	Taylor
Albemarle Commission Board of Directors	Kirby
Albemarle Commission RPO	McLaughlin
Albemarle Commission RPO Alternate	Lawrence
Northeast Workforce Development Consortium	Kirby
Airport	Lawrence
(former) Board of Education Liaison Recommendation to rename this committee to 5 on 5 Committee	Chair/Vice Chair
College of the Albemarle Board (COA)	Patti Kersey (term expires 6/30/27) Ellis Lawrence
Senior Center Advisory Board	McLaughlin
Three Rivers Healthy Carolinians	Evans
Voluntary Agricultural District Board	Cummings
Animal Shelter Advisory Board	Cummings
Juvenile Crime Prevention Council (JCPC)	Taylor
Local Emergency Planning Committee (LEPC)	Shaffer
Edenton Chowan Partnership (ECP)	Kirby, McLaughlin, Patti Kersey
ABC Board Liaison	Chair

**2026 Chowan County Board of Commissioners
Board and Committee Assignments**

Committee/Board Name	Chair's Appointee in 2026
Jail Study Committee	Shaffer, Cummings
Capital Improvement Plan Committee (CIP)	McLaughlin, Cummings, Shaffer
Cooperative Extension Advisory Leadership	Mclaughlin
Chowan C.A.R.E.S.	Taylor
Animal Control Committee on Dangerous Dog Determination	McLaughlin
Water Rate Study Committee	Cummings, McLaughlin
Opioid Settlement Funds Committee	Taylor
Local Reentry Council	McLaughlin

BOC
1-20-26
[Redacted] ab

NAME	BILL NUMBER	PAYMENT TYPE	AMOUNT	OPER	DATE TIME
46932 WHITE, PAMELA GREGORY 411 CENTER HILL RD Tyner, NC 27980	2025-15241	RP: 099000983017 Over payment Online pamela white 411 center hill rd tyner, NC 27980 US P: +12524828486 REFUND RECIPIENT:	80.00	IPAYMENTS	1/7/2026 8:17:15 AM
40511 PALACIOS, ATANACIO BORJA C/O JAVIER BUSTOS PALACIOS 359 MEXICO RD EDENTON, NC 27932	2025-10668	PERSONAL PROPERTY Over payment michelle vanterpool 2125 john hill lane edenotn, NC 27932 US P: +12027487699 C: +12027487699 E: mrvanpnl@gmail.com REFUND RECIPIENT:	38.62	IPAYMENTS	1/7/2026 8:17:15 AM
16629 ADVANCE STORES CO, INC ADVANCE AUTO PARTS #104510 PO BOX 20117 ATLANTA, GA 30325-0117	2025-108	PERSONAL PROPERTY REFUND RECIPIENT: ADVANCE AUTO PARTS, INC P.O BOX 20117 C/O RYAN , LLCP OVERPAYMENT ATLANTA, GA 30325	107.25	rvalentine	1/7/2026 9:09:23 AM
34326 EDWARDS, RONALD EDWARDS, TONYA 1505 YUMAN TRL EDENTON, NC 27932	2025-4724	RP: 697120905625 Over payment REFUND RECIPIENT: TONYA EDWARDS 1505 YUMAN TRAIL Edenton NC 27932	5.97	rvalentine	1/8/2026 10:23:27 AM
TOTAL REFUNDS PRINTED:		232.04			
TOTAL VOID REFUNDS:		0.00			
TOTAL:		232.04			

RUN DATE: 12/31/2025 2:49 PM

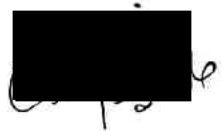
CHOWAN COUNTY REFUND REPORT

*BOC
1-20-216*



NAME	BILL NUMBER	PAYMENT TYPE	AMOUNT	OPER	DATE TIME
29495 ZIOLKOWSKI, JEFFERY ZIOLKOWSKI, AMY 118 LLOYD OVERTON LN EDENTON, NC 27932	2025-15932	RP: 785500930901	8.16	lgriffin	12/18/2025 12:34:03 PM
		REFUND RECIPIENT: 118 LLOYD OVERTON LN OVERPAYMENT Edenton NC 27932			
46509 DUNTON, EVERETT FRANKLIN DUNTON, SUSAN SAVAGE 148 WHARF LANDING DR UNIT C Edenton, NC 27932	2025-4455	RP: 6884CC555874	250.01	griffin	12/18/2025 12:37:13 PM
		REFUND RECIPIENT: 148 WHARF LANDING DR UNIT C OVERPAYMENT Edenton NC 27932			
TOTAL REFUNDS PRINTED:		258.17			
TOTAL VOID REFUNDS:		0.00			
TOTAL:		258.17			

*BOC
1-20-26*



NAME	BILL NUMBER	PAYMENT TYPE	AMOUNT	OPER	DATE TIME
52550 COFIELD, JANICE F 2008 LAWRENCE DR RALEIGH, NC 27603-2621	2025-15165	RP: 780520705890 Overpayment REFUND RECIPIENT: 2008 LAWRENCE DR RALEIGH NC 27603 2621	4.54	lgriffin	12/9/2025 3:00:46 PM
11840 JORDAN, WILLIAM A JORDAN, MELANIE P 413 SIGN PINE RD TYNER, NC 27980	2025-200983	RP: 780800678011 REFUND RECIPIENT: William Jordan Melanie Jordan 413 Sign Pine Road Over Payment Tyner NC 27980	48.54	enixon	12/10/2025 9:54:46 AM
4563 EURE, FENTON T, JR EURE, MARGIE C 218 GREENHALL RD EDENTON, NC 27932	2025-200971	RP: 780600461349 REFUND RECIPIENT: MARGIE EURE 218 GREENHALL ROAD Over Payment Edenton NC 27932	121.16	enixon	12/10/2025 10:13:08 AM
3441 JORDAN, EUGENE N, JR 414 SIGN PINE RD TYNER, NC 27980	2025-200967	RP: 780800680630 Overpayment	103.21	enixon	12/10/2025 10:36:11 AM

CHOWAN COUNTY REFUND REPORT



NAME	BILL NUMBER	PAYMENT TYPE	AMOUNT	OPER	DATE TIME
51840 WHITMAN, THOMAS WHITMAN, KAITLYN 608 MOHAVE TRL Edenton, NC 27932	2025-15332	RP: 697008882069	17.90	mfriend	1/5/2026 2:42:25 PM
Overpayment REFUND RECIPIENT: CORELOGIC TAX SERVICES LLC 3001 HACKBERRY ROAD IRVING TX 75063 0156					
28821 BYRUM, RACHEL HOLMES BYRUM, HILLER FAHEY, III 1252 COFIELD PT ROAD EDENTON, NC 27932	2025-2446	RP: 699000012285	147.67	lgriffin	1/6/2026 12:10:14 PM
Overpayment REFUND RECIPIENT: 1252 COFIELD POINT RD Edenton NC 27932					
TOTAL REFUNDS PRINTED:		165.57			
TOTAL VOID REFUNDS:		0.00			
TOTAL:		165.57			



LIBRARIAN'S REPORT

January 2026

ADMINISTRATION

Personnel

- Scheduled quarterly meeting with SP staff.
- Staff meeting on January 7, 2026 to discuss the Pettigrew Regional Library Personnel Policy. Staff has received a copy and a form to sign along with discussion regarding customer service.
- Erica Newman is currently working in a desk area located on the second floor in the NC Collection/Archives room. This move was done to ensure that library personnel was on the second floor for safety and to assist the patrons as needed.
- A Wednesday desk schedule has been implemented for the month of January to ensure that staff is working on weeding, shelving and program planning. This desk schedule is on a trial run for this and I may continue with it moving forward if it is successful.
- I am working with the appropriate agencies to schedule staff trainings for active shooters, First Aid/CPR, AED, Narcan and scheduled fire drills at the library. I'm in the process of zoning the library and training staff for weather related shelter in place procedures.

Facilities

- The wooden sign for the library has been removed due to safety concerns. The high winds caused the sign to come loose. County maintenance confirmed that the wood sign is rotted through which caused the sign to come out of the eye screw. County maintenance currently has the sign to be replaced in accordance to the original design.
- Currently, county maintenance is one person and the list of facilities repairs is still pending. (Please see attached list).

Librarian Meetings

- 11/4/2025: Meeting with Karen Foley, Edenton Social Light for introduction.
- 11/10/2025: Meeting with Susan Creed, Edenton Chowan Chamber of Commerce for introduction and collaboration.
- 11/17/2025: Webinar: Collaborative Grant seeking for Library Staff
- 11/18/2025: Zoom session: NC Reads Group Information for Libraries
- 11/19/2025: Meeting with Sandra Taylor, Chowan County Senior Center for introduction and collaboration.
- 11/19/2025: NC Career Center Quarterly meeting in Elizabeth City
- 12/2/2025: Meeting with Cathy B. Smith, Chowan County Finance Officer to discuss county budget.
- 12/3/2025: Meeting with Chowan Stitchers to discuss Beginning Crochet program starting in January 2026.
- 12/8/2025: Meeting with Sandra Taylor at the Chowan Senior Center to discuss partnership programs starting in January 2026.

- 12/9/2025: Meeting with Corey Gooden, Edenton Town Manager for introduction and collaborating resources.
- 12/16/2025: Meeting with Michele Lawrence, Perquimans Librarian to collaborate programming resources.
- 12/18/2025: Webinar with Mary Burke (Friends of the Library) for a possible grant through United for Libraries and Penguin Random House. This grant needs to be completed through the Friends of the Library.
- 12/21/2025: Presentation at the Edenton United Methodist Men's group regarding the library, resources and vision for the future.
- 1/9/2026: Meeting with Jessica Lawrence, Barnes & Noble Business Manager to discuss a possible collaboration for ordering books and resources.
- 1/12/2026: Meeting with Chowan County School Superintendent, Tammi Ward to discuss collaboration with school faculty and programming.

Grants

- Lowes will be coming on Tuesday, March 3, 2026 to redesign the community garden. They will be building new areas for us along with gifting plants and seeds. Lowes will also provide seeds at the end of the summer for the seed library.
- Ravensburger Puzzle Company is gifted the library five sets of five puzzles each to use for a potential speed puzzle event and for the community puzzle table. They also gifted five puzzles for prizes. Michele Lawrence, Perquimans Librarian and myself will be sharing these puzzles starting in February to program speed puzzle events at our locations.
- Burpee Seed Company is sent a box of fifty seeds packages for the seed library.
- North Carolina Humanities confirmed the grant request for book support for the 2026 North Carolina Reads program. They will supply the books, resources and host recorded zoom session with the author for this program. This will start in February 2026 and run through June 2026. [North Carolina Reads – North Carolina Humanities](#)
- LetsGoCompost approved our grant request for the public library worm composting education program. They have supplied the worm farm, book, educational materials and the worms will be ordered in March 2026. The programming for this will be done starting once the community garden is completed and continue throughout the summer to coordinate with the summer reading theme of "Unearth a Story".

Programs

- The library is continuing with the following monthly programs: Preschool Story Time, Craft Night, Dungeons & Dragons, Friends Book Club, NC Works, Kaleidoscope, HeadStart and visits to the homeschools and daycares.
- The library continues to stock four Little Free Libraries located at the Boys & Girls Club of Edenton, Edenton Emergency Rescue and the North Chowan Community Center.
- Multiple new programs will be starting in January. The programs are Beginning Crochet, a Digital Libby Program, an audiobook walking book club, a Silent Book club, Books & Brunch and a Meet & Greet for Active duty & Veteran Families.

- Starting in February 2026, the library will have a table at the Edenton Farmers' Market on the first Saturday of every month. This is contingent on space since it will be free however as the Market may be busier in the summer months, we may not have the free allocated space.
- I am researching to start a teen literacy program with SECU (State Employees Credit Union).
- The library continues with our monthly displays and updates to the community resources to help promote library events and programs.
- Cancellation of Harry Potter event due to licensing rights.

Maintenance Report 11/6/2025

Outside/General Maintenance

- Doors to be painted
- Railings remove foam on railings and paint
- Outdoor fountain in the back is growing algae
- Power washing
- Trimming bushes/shrubs
- Railing in back is growing mold
- Grass planting in patio area near the side door
- Removal of wood plants in the patio area
- Leaking Windows (Need timeline)

First Floor

- Water fountains are rusty
- Handicap bathroom stall handles need to be replaced.
- Hang Bulletin Board
- Check bathroom faucets as they are spraying mist
- Overhead round lights need to be cleaned
- Wood molding needs to be fixed near dvds
- Desk: Drop box area need a piece of wood to cover opening
- Interior Handicap Button needs repair; not working properly
- Dispose of grey metal desk in closet behind the circulation desk.
- Turn off water to sink in room 106 (no longer use sink area).
- Middle hallway thermostat (can it be turned on as staff has informed that there was a problem with the ducts at one time and the upstairs is getting cold)

Second Floor

- Removal of equipment ?
- Archive room temperature control not working
- Check bathroom faucets as they are spraying mist
- Water fountains are rusty
- Shelving in Storage Closet upstairs

Chowan County
MANAGEMENT BUDGET AMENDMENT

To: FYI - Board of Commissioners

MBA #: 2026-035

From: Cathy Smith, *Finance Officer*

Date: January 14, 2026

RE: Discretionary Income

Please authorize the finance officer to amend the 2026 budget as follows:

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Register of Deeds			
11-3418-415-00	*Preservation/Automation	775.48	
11-4180-298-00	*Dept Supplies - Auto/Pres		258.49
11-4180-440-00	*Contr Svcs - Automation/Pres		258.49
11-4180-511-00	*C/O - Auto / Pres		258.50
Sheriff's Office			
11-3431-232-00	*Sheriff Donations	400.00	
11-4317-440-00	*Donation - Expense		400.00
11-3431-235-00	*Sheriff Executions	10,262.50	
11-4316-440-00	*Sheriff Executions		10,262.50
11-3431-240-00	*Project Lifesaver	100.00	
11-4317-298-00	*Project Lifesaver		100.00
Animal Shelter			
11-3438-894-00	*Donations - Chowan	3,415.00	
11-3438-894-01	*Donations - Gates	330.81	
11-3438-894-02	*Donations - Perquimans	1,075.32	
11-3438-894-03	*Donations - Other	1,574.70	
11-4381-600-00	*Donation - Expense		6,395.83
11-3438-895-00	*Adoption - Chowan	175.00	
11-3438-895-01	*Adoption - Gates	347.15	
11-3438-895-02	*Adoption - Perquimans	207.36	
11-3438-895-03	*Adoption - Other	319.85	
11-4381-441-00	*Contr Svcs - Spay/Neuter		1,049.36
11-3438-897-00	*A.W.A.R.E. Reimbursement	10,604.51	
11-4381-601-00	*A.W.A.R.E. Reimbursement		10,604.51
Cooperative Ext:			
11-3495-370-00	*AG Program Fees Discretionary	140.00	
11-4953-440-00	*Ag Program Fees Discretionary		140.00
11-3495-378-00	*4-H Fees Discretionary	2,023.00	
11-4953-448-00	*4-H Fees Discretionary		2,023.00

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Recreation			
11-3612-487-00	*Recreation Donations	1,650.00	
11-6130-299-01	*Donations - Dept Supplies		1,650.00
11-3612-504-00	*Recreation Special Events	420.00	
11-6132-453-00	*Recreation Special Events		420.00
Senior Center			
11-3616-533-00	*Reg Fees - Trips	22,378.00	
11-4268-312-00	*TRIPS - Senior Citizens		22,378.00
11-3616-533-01	*Registration Fees Activities	67.00	
11-4268-299-01	*Activities - Dept. Supplies		67.00
11-3616-535-04	*Silver Sneakers	735.00	
11-3616-535-06	*Renew Active	891.00	
11-4268-352-02	*Healthways		1,626.00
11-3616-535-01	*Donations - Fitness	302.66	
11-4268-352-01	*Donations - Fitness		302.66
11-3616-537-00	*Albemarle Comm - Health Promotion	756.00	
11-4268-601-00	*Albemarle Comm - Health Promotion		756.00
DSS			
12-3531-230-25	*DSS Donations	350.00	
12-5310-499-00	*DSS Donations Expense		350.00
	Balanced	59,300.34	59,300.34

Total Discretionary Income Received FYE 2026

269,012.57

Justification:

To amend the 2026 budget to include Discretionary income for December 2025.

Approval Date: _____

Bd. Clerk's Init: _____

Initials: _____

Batch #: _____

Date: _____

Chowan County
MANAGEMENT BUDGET AMENDMENT

To: FYI - Board of County Commissioners

MBA #: 2026-036

From: Cathy Smith, *Finance Officer*

Date: January 14, 2026

RE: Insurance Proceeds

Please authorize the finance officer to amend the 2026 budget for **Sheriff's Office** as follows:

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Insurance Proceeds			
11-3493-890-00	Insurance Proceeds	2,170.65	
Sheriff's Office			
11-4310-353-00	Maint & Repairs - Vehicles		2,170.65
	Balanced	2,170.65	2,170.65

Justification:

To amend the 2026 budget for Sheriff's Office to include insurance proceeds received 01/07/26.

Approval Date: _____

Bd. Clerk's Init: _____

Initials: _____

Batch #: _____

Date: _____