

**Regular Meeting**  
**Monday, January 9, 2023**  
**Chowan County Public Safety Center**  
**305 West Freemason Street**  
**6:00pm**

*This meeting was recorded. A copy of the recording is in the meeting file labeled January 9, 2023.*

Present: Chair Bob Kirby, Commissioners, Tray Taylor, Ron Cummings, Larry McLaughlin and Alex Kehayes, Ellis Lawrence and Chris Evans.

Staff present County Manager Kevin Howard, County Attorney Lauren Arizaga-Womble, Finance Officer Cathy Smith and Board Clerk Susanne Stallings.

**Regular Meeting**

Chair Kirby called the regular meeting to order and led all in the pledge of allegiance.

Commissioner Evans then offered the invocation.

**Approval of Agenda**

Commissioner McLaughlin moved to approve the agenda as presented.

Chair Kirby asked for all in favor, the motion passed unanimously (7-0).

**Public Comment**

Chair Kirby opened the floor for public comment.

There was none.

**Consent Agenda - A**

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 December 5, 2022 Regular and Special Meetings and December 20, 2022 Joint School Committee Meeting.

Ms. Stallings noted a correction to the minutes from December 5th

b. Tax Refund/Release Report

Lamb, S.	\$158.76	Overpayment
CMH Homes	\$340.66	Overpayment
Boyd, Z.	\$936.75	Overpayment

Ashely, G.	\$905.23	Overpayment
Carter, M.	\$581.49	Overpayment
Wiggins, H.	\$900.98	Overpayment
Rox Mut.	\$900.08	Overpayment
Bunch, M.	\$3,241.52	Overpayment
Vasquez, E.	\$159.38	Overpayment
Fooks, E.	115.67	Overpayment

c. Economic Improvement Council, annual Community Services Block Grant Program

The Board will acknowledge receipt of the 2023 Grant Application from EIC. There are no matching County funds, the applicant is required to notify the County Board of Commissioners of their intent to apply for these funds annually. A copy of the full grant application is attached to this agenda packet.

d. 2023 Commissioner Committee Appointments

The Board will accept the 2023 Committee Appointments from the Chair.

Commissioner Cummings moved to approve the consent agenda as presented. Chair Kirby asked for all in favor, the motion passed unanimously (7-0)

**Consent Agenda – B**

a. Tax Refund/Release Report

McLaughlin, A.	\$1175.69	Overpayment
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Commissioner Evans moved that Commissioner McLaughlin be recused from voting. Chair Kirby asked for all in favor, the motion passed unanimously (7-0).

Commissioner Taylor moved to approve the consent agenda b as presented. Chair Kirby asked for all in favor, the motion passed unanimously (6-0 – McLaughlin recused).

**Lobbying Services Proposal**

Jackson Stancil noted that at a previous meeting Bob Steinburg presented the Board with a proposed agreement between Chowan County and WolfeStein, LLC and Jones Street Consulting for lobbying services. The Board received the presentation at the December 5, 2022 meeting and deferred consideration of the contracts until the January 9<sup>th</sup> meeting. He stated if contracted with Chowan he will send a report to the County every Friday regarding lobbying efforts.

Chair Kirby asked if there was any action to be taken on the proposal. No motions were made by Board members and no action was taken.

**Request for addition of road to the State Secondary Roads System**

Ms. Stallings stated that the Board of Commissioners received a petition signed by homeowners on Sound Shore Drive requesting that Sound Shore Drive be added to the State Highway Secondary Roads System. A copy of the petition is attached. If the Board approves the request, the attached resolution would then be forwarded to NCDOT requesting NCDOT review the request. She noted the request only includes the highlighted portions in the attached request.

Commissioner McLaughlin moved to approve the request and resolution as presented. Chair Kirby asked for all in favor, the motion passed unanimously (7-0).

**North Carolina Department of Transportation  
Division of Highways  
Request for Addition to State Maintained Secondary Road System**

North Carolina

County: Chowan

Road Description: Sound Shore Drive

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WHEREAS, the attached petition has been filed with the Board of County Commissioners of the County of Chowan requesting that the above described road, the location of which has been indicated in red on the attached map, be added to the Secondary Road System, and

WHEREAS, the Board of County Commissioners is of the opinion that the above described road should be added to the Secondary Road System, if the road meets minimum standards and criteria established by the Division of Highways of the Department of Transportation for the addition of roads to the System.

NOW, THEREFORE, be it resolved by the Board of County Commissioners of the County of \_\_\_\_\_ that the Division of Highways is hereby requested to review the above described road, and to take over the road for maintenance if it meets established standards and criteria.

**CERTIFICATE**

The foregoing resolution was duly adopted by the Board of Commissioners of the County of Chowan at a meeting on the 9th day of January, 2023.

**Lease consideration – Verizon**

**Valhalla Tower – Lease**

Mr. Howard noted that pursuant to North Carolina General Statute 160A-272, Chowan County, North Carolina, intends to adopt a resolution authorizing a lease of County-owned personal property, a portion of that certain space on Chowan County’s Valhalla Radio Tower, located at 1421-B Virginia Road, Edenton, Chowan County, NC. In accordance with North Carolina General Statute 160A-272, Chowan County, upon confirmation by the Chowan County Board of Commissioners at its meeting on January 9, 2023, intends to adopt a resolution authorizing the lease of the above-described real property to Verizon Wireless, for up to 5 years, with seven (7) additional 5 year renewals with a rent escalator of 15% every five years. Compensation to Chowan County shall be provided at an annual rental of \$33,096.00 to be paid in equal monthly installments on the first day of the month. A copy of the proposed lease is available for public inspection on the Chowan County Managers Office, located at 305 West Freemason Street Edenton, NC.

### Base Tank Tower- Lease

Mr. Howard stated that pursuant to North Carolina General Statute 160A-272, Chowan County, North Carolina, intends to adopt a resolution authorizing a lease of County-owned personal property, a portion of that certain space on Chowan County's Tower (Base Tank), located at 817 B Soundside Road, Edenton, Chowan County, NC. In accordance with North Carolina General Statute 160A-272, Chowan County, upon confirmation by the Chowan County Board of Commissioners at its meeting on January 9, 2023, intends to adopt a resolution authorizing the lease of the above-described real property to Verizon Wireless, for up to 5 years, with four (4) additional 5 year renewals with a rent escalator of 1.5% every year. Compensation to Chowan County shall be provided at a minimum annual rental of twenty one thousand dollars (\$21,000.00) to be paid in equal monthly installments on the first day of the month. A copy of the proposed lease is available for public inspection on the Chowan County Managers Office, located at 305 West Freemason Street Edenton, NC.

Commissioner McLaughlin moved to approve both lease agreements and resolution subject to the County Attorney's final review and approval.

Chair Kirby asked for all in favor, the motion passed unanimously (7-0).

### RESOLUTION AUTHORIZING EXECUTION OF A LEASE AGREEMENT BETWEEN CHOWAN COUNTY AND Edenton-Chowan Community Foundation Inc. and Verizon. FOR LEASE OF COUNTY OWNED PROPERTY

WHEREAS, Chowan County owns the Valhalla Radio Tower which Verizon desires to lease for a 40 year period at an annual rent of 33,096; and

WHEREAS, Chowan County owns the Base Tank which Verizon desires to lease for a 40 year period at an annual rent of \$21,000; and

WHEREAS, on January 9, 2023, the Chowan County Board of Commissioners adopted a Resolution which authorized the County Manager to execute both 40-year lease agreements for the property to Verizon; and

WHEREAS, the County staff reports that it does not have a need for the property for County purposes during the term of the proposed new lease and recommends that the Board of County Commissioners authorize execution of the lease; and

WHEREAS, a public notice of this proposed lease was published at least 30 days prior to this meeting date pursuant to the provisions of N.C.G.S. 160A-272.

NOW, THEREFORE, BE IT RESOLVED that the Chowan County Board of Commissioners hereby determines that the property, which is the subject of the proposed lease agreement between Chowan County and Verizon, will not be needed for County purposes during the term of the proposed 40 year leases.

BE IT FURTHER RESOLVED that a public notice has been published pursuant to the provisions of N.C.G.S. 160A-272 announcing the Board's intent to authorize the lease at its January 9, 2023 regular meeting describing the property to be leased and stating the annual lease payments.

BE IT FURTHER RESOLVED that the Chairman or County Manager and the Clerk to the Board are hereby authorized to execute, on behalf of Chowan County, a Lease Agreement with Verizon, for the above-described property, at an annual rent as described in paragraphs of the approved lease, subject to a pre-audit certificate thereon by the County Chief Financial Officer, if

applicable, and approval as to form and legality by the County Attorney. The original Lease Agreement is attached hereto and incorporated herein by reference.  
Adopted this the 9th day of January, 2023.

### Appointments

#### Chowan County Tourism Development Authority (TDA)

Chair Kirby noted that there are three vacancies to be filled on the TDA Board.

Commissioner Evans serves as the TDA Board Chairman. He stated that there is an abundance of qualified applicants and the decision was not easy to make.

Commissioner Taylor asked if the Board could do interviews or discuss the applications in closed session.

Mr. Howard noted that interviews for this volunteer Board would have to be done in open session.

**Seat 1** – This seat is Collection – Appointee must be affiliated with a business that collects occupancy tax in Chowan County. (Clerk will verify if current appointee wishes to seek reappointment)

**Seat 2** - This seat is Collection - Applicant must be affiliated with a business that collects occupancy tax in Chowan County. (seat currently vacant, term expires 1/1/2024)

**Seat 4** - This seat is Promotion, applicant must be actively involved in the promotion of travel and tourism in Chowan County. (current Board member did not seek reappointment, term expires 1/1/2026)

**Seat 8** - This seat is Promotion, applicant must be actively involved in the promotion of travel and tourism in Chowan County. (This seat is vacant due to Board member rotating off, term will expire 1/1//2026)

Commissioner Evans stated he would make the following appointment recommendations:

Seat 1, Katrina Barnes

Seat 2, Bryan Bunn

Seat 4, Amber Hardy

Seat 8, Meredith Timberlake

Commissioner McLaughlin stated he felt Commissioner Evans recommendations were good. He stated that Dee Spruce has an impressive background in promotions. He stated he would nominate Dee Spruce for Seat 8.

Commissioner Kehayes remarked that all of the applicants were really strong candidates.

Commissioner Lawrence stated that all applicants were over qualified to serve on the Board.

Chair Kirby stated that the Executive Director of the TDA asked many qualified applicants to apply for the openings.

Being no further nominations Chair Kirby closed the floor.

Chair Kirby then asked for all in favor of the nominations of:

Seat 1, Katrina Barnes

Seat 2, Bryan Bunn

Seat 4, Amber Hardy

The motion passed unanimously (7-0).

Being that there were two nominees for seat 8 Chair Kirby instructed the Board members to only vote one time.

He asked for all in favor of Meredith Timberlake (the motion passed 4-3 Cummings, McLaughlin and Kehayes)

He asked for all in favor of Dee Spruce, the motion failed (3-4 Kirby, Taylor, Lawrence and Evans).

Chair Kirby encouraged the Clerk to notify all of the applicants of upcoming vacancies on the Library Board or other vacancies.

#### Chowan County Board of Adjustment

Shelli Simmons term expired December 30, 2022. She has indicated she is willing to serve another term. There are currently three vacancies on this Board being advertised and there are no applications of interest on file. It is recommended that Ms. Simmons be reappointed to another three year term.

Commissioner McLaughlin moved to reappoint Shelli Simmons to the Board of Adjustment. Chair Kirby asked for all in favor, the motion passed unanimously (7-0).

#### Chowan County Planning Board

Mike Williams term expired 1/1/23. This vacancy has not yet been advertised. The Board may reappoint Mr. Williams to another term as he has indicated he is willing to continue to serve another term or the Board may advertise a vacancy for Area C.

Commissioner McLaughlin moved to reappoint Mike Williams to the Planning Board. Chair Kirby asked for all in favor, the motion passed unanimously (7-0).

#### Edenton Chowan Schools – Technology Facility Agreement

Mr. Howard stated that a requirement of the funds to renovate the Technology Building require that the Board approve a proposed Technology Facility Agreement with Edenton Chowan Schools to provide a 50 year “right to access”. He said the requirement is for the schools to have access to the facility for 50 years.

Ms. Womble noted that the lease is for 10 year periods with renewals and the County's rental fee is the monies used for the renovation.

Commissioner McLaughlin asked who is responsible for the maintenance of the building.

Ms. Womble stated the agreement states the school is responsible for maintenance.

Mr. Howard noted the school currently pays utilities for the building.

Commissioner Evans moved to approve the agreement as presented subject to the County Attorney's final review and approval. Chair Kirby asked for all in favor, the motion passed unanimously (7-0).

### **Bond Acceptance Resolution**

Chair Kirby stated that the Board is asked to consider approval of a resolution to accept the 2023 bonds for the Sheriff, Tax Collector, Finance Officer, Register of Deeds and a blanket bond covering all officers, employees and agents.

Commissioner Cummings moved to approve the resolution and bonds as presented. Chair Kirby asked for all in favor, the motion passed unanimously (7-0).

### **RESOLUTION TO APPROVE THE BONDING OF COUNTY OFFICIALS**

**WHEREAS**, North Carolina General Statutes §105-349(c) requires a Tax Collector to provide a performance bond in such amount as the governing body may prescribe;

**WHEREAS**, North Carolina General Statutes §159-29(a) requires the Finance Officer to provide a performance bond with sufficient sureties in an amount to be fixed by the Governing Board. The amount of the bond fixed by the governing board may not be less than the greater of the following: (1) Fifty thousand dollars (\$50,000) or (2) An amount equal to ten percent (10%) of the unit's annually budgeted funds, up to one million dollars (\$1,000,000);

**WHEREAS**, North Carolina General Statutes §159-29(b) requires each officer, employee or agent of a local government who handles or has in his custody more than one hundred dollars (\$100) of the unit's funds at any one time to provide a performance bond in an amount to be determined by the Governing Board;

**WHEREAS**, North Carolina General Statutes §159-29(c) authorized a local government to adopt a system of blanket faithful performance bonding as an alternative to individual bonds;

**WHEREAS**, this Board is of the opinion that it is more efficient and economical and in the best interest of the County to have a system of blanket bonding rather than individual bonds to include in the blanket bond coverage for risks not protected against by the individual bond for Elected Officials, Finance Officers and Tax Collectors;

**WHEREAS**, North Carolina General Statutes §161-4 requires every Register of Deeds to provide a performance bond with sufficient surety to be approved by the Board of County Commissioners, in the sum of not less than \$10,000 nor more than \$50,000;

**WHEREAS**, North Carolina General Statutes §162-8 requires the Sheriff to provide a performance bond in an amount determined by the Board of County Commissioners but shall not exceed \$25,000;

**WHEREAS**, North Carolina General Statutes §58-72-55 requires the Clerk to the Board of Commissioners to record in the proceedings the names of those Commissioners who are present at the time of approval of the official bonds and who voted for such approval; and

**WHEREAS**, North Carolina General Statutes §58-72-55 further provides that any Commissioner may cause their written dissent to an official bond to be entered into the records of the Board.

**NOW, THEREFORE**, the Board of Commissioners of Chowan County hereby resolves as follows:

1. That is Board hereby accepts and approves bonds for public officials as follows:
  - a. Melissa Radke, Tax Collector, \$250,000 with Ohio Casualty Insurance Company;
  - b. Catherine Smith, Chowan County Finance Officer, \$1,000,000 with Ohio Casualty Insurance Company;
  - c. Catherine Smith, Travel and Tourism Finance Officer, \$50,000 with Ohio Casualty Insurance Company;
  - d. Lynn Gilliard, Register of Deeds, \$50,000 with Ohio Casualty Insurance Company;
  - e. Edward Basnight, Sheriff, \$25,000 with Ohio Casualty Insurance Company;
  - f. Blanket bond covering all officers, employees and agents, \$500,000 with the NCACC Risk Management Pools.
2. That pursuant to North Carolina General Statutes §58-72-55, the Clerk is hereby instructed to record the names of all Commissioners present at this meeting and who voted in favor of this resolution.
3. That pursuant to North Carolina General Statutes §58-72-55, any Commissioner who votes against this resolution may cause their written dissent to be entered into the record of the Board.
4. All acts and doings of officers, employees and agents of the County, whether taken prior to, on, or after the date of this Resolution that are in conformity with and in the furtherance of the purposes and intents of this Resolution as described above shall b, and the same hereby are, in all respects ratified, approved and confirmed.
5. Any prior resolutions or parts thereof of the Board in conflict with the provision



herein contained are, to the extent of such conflict, hereby superseded and repealed.

6. That this resolution is effective upon adoption.

**ADOPTED** this the 9<sup>th</sup> day of January, 2023.

**Financial Items**

Finance Officer Cathy Smith presented the following:

a. Current Fiscal Year Budget Amendments  
BA-2023-038

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
<b>Register of Deeds</b>			
11-3418-415-00	*Preservation/Automation	715.57	
11-4180-298-00	*Dept Supplies - Auto/Pres		238.52
11-4180-440-00	*Contr Svcs - Automation/Pres		238.52
11-4180-511-00	*C/O - Auto / Pres		238.53
<b>Sheriff's Office</b>			
11-3431-235-00	*Sheriff Executions	25.00	
11-4316-440-00	*Sheriff Executions		25.00
11-3431-240-00	*Project Lifesaver	50.00	
11-4317-298-00	*Project Lifesaver		50.00
11-3431-245-00	*Safe Kids Program	100.00	
11-4317-445-00	*Safe Kids Expense		100.00
<b>Animal Shelter</b>			
11-3438-894-00	*Donations - Chowan	2,200.00	
11-3438-894-01	*Donations - Gates	50.00	
11-3438-894-02	*Donations - Perquimans	415.00	
11-3438-894-03	*Donations - Other	585.00	
11-4381-600-00	*Donation - Expense		3,250.00
11-3438-895-00	*Adoption - Chowan	890.00	
11-3438-895-01	*Adoption - Gates	210.00	
11-3438-895-02	*Adoption - Perquimans	405.00	
11-3438-895-03	*Adoption - Other	150.00	
11-4381-441-00	*Contr Svcs - Spay/Neuter		1,655.00
<b>Cooperative Ext:</b>			
11-3495-363-00	*SHIIP Grant (Senior Health Insurance Information Program)	5,481.00	
11-4950-600-00	*SHIIP Grant (Senior Health Insurance Information Program)		5,481.00
11-3495-370-00	*AG Program Fees Discretionary	737.70	
11-4953-440-00	*Ag Program Fees Discretionary		737.70
11-3495-378-00	*4-H Fees Discretionary	5,700.00	
11-4953-448-00	*4-H Fees Discretionary		5,700.00
11-3495-380-00	*ECA Discretionary (Extension Community Association)	50.00	
11-4953-450-00	*ECA Discretionary (Extension Community Association)		50.00
11-3495-384-00	*Master Food Grant	100.00	
11-4953-454-00	*Master Food Grant		100.00
<b>Recreation</b>			
11-3612-487-00	*Recreation Donations	1,438.00	
11-6130-299-01	*Donations - Dept Supplies		1,438.00
11-3612-504-00	*Recreation Special Events	2,065.00	
11-6132-453-00	*Recreation Special Events		2,065.00
<b>Senior Center</b>			
11-3616-533-00	*Reg Fees - Trips	243.00	
11-4268-312-00	*TRIPS - Senior Citizens		243.00
11-3616-533-01	*Registration Fees Activities	172.00	
11-4268-299-01	*Activities - Dept. Supplies		172.00
11-3616-535-03	*Healthways	474.00	
11-4268-352-02	*Healthways		474.00
<b>DSS</b>			
12-3531-230-14	*DSS Special Events	155.00	
12-5310-450-00	*DSS Special Events		155.00
	Balanced	22,411.27	22,411.27
	<b>Total Discretionary Income Received FYE 2023</b>	<b>174,095.81</b>	
<b>Justification:</b>			
	To amend the 2023 budget to include Discretionary income for November 2022.		

BA-2023-039

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
<b>Insurance Proceeds</b>			
11-3493-890-00	Insurance Proceeds	10,284.87	
<b>Jailer's House</b>			
11-4259-351-00	Maint & Repairs - Buildings & Grounds		8,457.54
<b>Sheriff's Office</b>			
11-4310-353-00	Maint & Repairs - Vehicles		1,827.33
	Balanced	10,284.87	10,284.87
<b>Justification:</b>			
<i>To amend the 2023 budget to include Insurance Proceeds for Sheriff's Office and Jailer's House.</i>			

BA-2023-040

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
<b>Center Hill Fire District</b>			
23-3431-696-00	SCIF 2023 Grant Revenues	50,000.00	
23-4341-621-00	SCIF 2023 Grant Expenditures		50,000.00
	Balanced	50,000.00	50,000.00
<b>Justification:</b>			
<i>To amend the 2023 budget for the Fire Districts to include grant received from NC Office of State Budget and Management for Center Hill Fire Department.</i>			

BA-2023-041

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
<b>Lottery Fund</b>			
49-3591-235-00	Lottery Proceeds - Repair/Renovation Fund	102,287.00	
49-5913-612-00	JAHHS Technology Facility Design		102,287.00
	Balanced	102,287.00	102,287.00
<b>Justification:</b>			
<p style="text-align: center;"><i>To amend the 2023 budget to include Lottery Fund proceeds for the Technology Facility Renovation. The request was approved by the BOCC at the 09/20/22 meeting.</i></p>			

BA-2023-042

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
<b>Animal Shelter</b>			
11-4381-351-00	Repairs & Maintenance - Buildings		(7,577.00)
11-4381-580-00	Capital Outlay - Building		7,577.00
	Balanced	-	-
<b>Justification:</b>			
<p style="text-align: center;"><i>To amend the 2023 budget for Animal Shelter to include a Mitsubishi Minisplit unit. This was included in the budget in Repairs &amp; Maintenance and is being transferred to Capital outlay. No additional funding is being requested.</i></p>			

BA-2023-043

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
<b>Elections</b>			
11-4170-122-00	Salaries & Wages - PT		6,000.00
11-4170-126-00	Salaries & Wages - Precinct Workers		(1,000.00)
11-4170-341-00	Printing		(5,000.00)
	Balanced	-	-
<b>Justification:</b>			
<p style="text-align: center;"><i>To amend the 2023 budget for Elections to include additional salaries to cover Director's absence of approximately four months.</i></p>			

BA-2023-044

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
<b>Capital Reserve Fund</b>			
33-3990-990-00	Fund Balance Appropriated - Capital Reserve	113,868.71	
33-9800-980-30	Transfer to Debt Service Fund		113,868.71
<b>Debt Service Fund</b>			
30-3980-980-33	Transfer from Capital Reserve Fund	113,868.71	
30-9100-710-15	2022 BB&T Note - Ambulance - Principal		112,046.21
30-9200-720-15	2022 BB&T Note - Ambulance - Interest		1,822.50
	Balanced	227,737.42	227,737.42
<b>Justification:</b>			
<p style="text-align: center;"><i>To amend the 2023 budget for Capital Reserve and Debt Service Funds to include first-year payment to BB&amp;T for installment financing of ambulance. BOCC approved ambulance financing at meeting dated 10/18/21. Ambulance was included in Capital Improvement Plan to be funded from the Capital Reserve Fund.</i></p>			

Commissioner McLaughlin moved to approve the budget amendments as presented. Chair Kirby asked for all in favor, the motion passed unanimously (7-0).

b. Update on JA Holmes Highschool Project Expenses  
A copy of the report is in the meeting file labeled January 9, 2023.

c. Financial Report November 2022  
Finance Officer Cathy Smith will provide the Board with financial reports for November 2022.

A copy of the report is in the meeting file labeled January 9, 2023.

### **External Board/Committee Report**

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

Commissioner Lawrence reported on the Senior Center Board, he stated they are requesting additional funding.

### **Manager's Report**

County Manager Kevin Howard updated the Board on the following:

- **Animal Shelter** – A lot of the work from the fall inspection was done early on but due to staffing and other needs the work has slowed. He stated the Maintenance Director is working to hire outside contractors to complete the work.
- **Courthouse** – Repair requests to the building have been submitted by the new Clerk of Court. He will be bringing recommendations to a future meeting.
- **Ambulance** – the work to the ambulance is complete and by February a full fleet of ambulance will be back in operation.

### **Timely and Important Matters**

Ms. Smith noted the auditor will be presenting to the Board at the January 23<sup>rd</sup> meeting.

### **Adjourn**

Being no further business, Commissioner Cummings moved that the meeting be adjourned. Chair Kirby asked for all in favor, the motion passed unanimously (7-0).

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Bob Kirby, Chairman

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Susanne Stallings, Clerk