Chowan County Board of Commissioners
Regular Meeting
Monday, June 16, 2025
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 June 16, 2025.

Present: Chairman Bob Kirby, Commissioners Larry McLaughlin, Ellis Lawrence, Tray Taylor, Tony Shaffer and Ron Cummings.

Absent: Commissioner Chris Evans

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

Regular Meeting
Chair Kirby called the regular meeting to order and then led the pledge of allegiance.

Commissioner Cummings then offered the invocation.

Approval of Agenda
Ms. Stallings noted the addition of one item to the agenda, item 10a Ag Building Bridge Additional Repair.

Commissioner McLaughlin moved to approve the agenda as amended.

Chair Kirby asked for all in favor, the motion passed unanimously (6-0).

Public Comment
Chair Kirby opened the floor for public comment.

Vicki Sherbs, 420 Captains Cove, Edenton stated her concern with the Board's decision to not reappoint Sherrone Battle to the Library Board. She stated that Ms. Battle was put in a position to defend her integrity. She stated Ms. Battle is honest and honorable. She stated she felt the treatment of Ms. Battle was shameful and went against the recommendation of the Library Board. She stated that removal of Ms. Battle without notice or public input lays waste to any claims about transparency or fairness. She stated that statements were made that discrepancies have been reported and implored the Board to revisit this issue.

Susan Inglis 101 East Water St. stated she was sorry to hear that the Board of Commissioners did not honor the Library Board of Trustees recommendation to reappoint Sherrone Battle. She stated that the reason the Commissioners did not reappoint Ms. Battle was based on lies. She stated the minutes of the Board of Trustees show no discussion on veterans programming. She

stated that she believes the Commissioners have an ulterior motive to intimidate a woman who objects to Commissioner decisions being made behind closed doors. She reminded the Board that all have a right to speak up when proper procedure is not followed.

Jeff Wines on behalf of Kristy LaLonde, 330 Sandy Ridge Rd. read a statement on behalf of Ms. Lalonde that requests that the Commissioners expand the membership of the Opioid Settlement Committee to allow her to serve as a voting member and described her qualifications as a direct services provider. She noted that Trillium serves on the Board but does not provide someone who directly serves as a provider. She stated that she feels her inclusion on the committee would offset the Sheriff's position on the committee.

Chair Kirby called for any further public comment, there was none.

Consent Agenda

Minutes

The Board will review and consider approval of the May 12, 2025 and May 14, 2025 budget work sessions, May 19, 2025 regular meeting, May 22, 2025 budget work session, June 2, 2025 regular meeting and June 5, 2025 budget work session.

Surplus

The Board will consider the following list of items to be declared surplus and consider approval of the recommended method for disposal:

Item/ Description	VIN or Asset ID	Method for Disposal
Two (2) Televisions	5827 and 5828	Electronics Disposal (TVs are not working)
2013 Ford Econoline E450 Mini Bus – Extension Corrected Year	3982 (Corrected VIN)	This bus was purchased with donated funds to Extension/4H in 2018. Extension currently utilizes another County owned vehicle for transportation due to issues with the bus. It is recommended that the bus be transferred to the Town of Edenton.

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

Opioid Settlement Funding Input Session

County Manager Kevin Howard provided an update on the settlement funds received to date and additional funds anticipated. He provided information on the Opioid Settlement Funds Committee discussions regarding proposals for distribution options that are permissible under the memorandum of agreement (MOA) between the State and Local Governments. The MOA states that each County receiving settlement funds shall hold one annual meeting with all municipalities in the County to receive input as to proposed uses of the settlement funds.

Mr. Howard noted that Commissioner Taylor, the County Finance Officer and EMS Director recently attended the Opioid Summit held in March. He stated the Committee is reviewing what neighboring counties are planning to do with their settlement funds and noted that some neighboring counties have indicated an interest in partnering with Chowan County to expand the services provided. He noted that the committee has discussed creation of a position in EMS to follow up with patients that were treated for overdose He stated that utilizing the funds over a 20 year period leaves around $50,000 per year to be spent adding this is not a lot of money to provide services. He noted that some neighboring counties are adding programming in schools to address opioid abuse awareness and the committee is also considering this option.

Commissioner McLaughlin asked if the funds could be used to purchase Narcan to treat overdoses.

Mr. Howard stated that Trillium is providing the County with Narcan and the County also purchases the drug.

Commissioner Lawrence stated his concern that the funding is not adequate to address the needs locally to make an impact.

Commissioner Taylor stated that the conference had a large focus on peer support options.

Mr. Howard stated that he hoped Chowan County would be able to partner with a neighboring County to make more of an impact with the funds.

Commissioner Shaffer asked if Trillium is able to assist with funding these efforts.

Chair Kirby stated that the funding is based on the number of deaths and the County population. He stated that he agreed partnering with neighboring counties is a good idea because many of the rural northeast North Carolina Counties did not receive large amounts of funds.

Mr. Howard noted that the committee will continue to meet and form a recommendation to bring to the Commissioners for approval.

The Edenton Town Council was invited to attend the Commissioner meeting, and the Chair opened the floor to receive questions or comments from the Town Council in attendance. No comments were provided.

Mr. Howard noted that the Town Council has a member that is appointed to the settlement funds committee.

FY 2025-26 Budget and Budget Ordinance

Mr. Howard presented the Board with the FY 2025-26 Chowan County Budget and Budget Ordinance. He noted that there are additional tax revenue in the budget from the Timbermill project and the Board opted to increase the fund balance appropriation to develop a balanced budget with no tax increase.

Commissioner McLaughlin asked if the Timbermill tax revenues were in the original proposed budget.

Mr. Howard stated they were not at the time the Manager's recommended budget was proposed.

Ms. Smith noted that the net revenue after the Timbermill Economic Development Incentive Grant (EDIG) is $670,000. She pointed out that the budget ordinance includes language on page 8, section 19 regarding the fund balance policy. She noted that the policy requires the County maintain an unassigned fund balance of 25%. She stated this section memorializes that the Board agrees for the upcoming fiscal year that the projected fund balance is 23.08 and the Board authorizes this use of fund balance for the upcoming fiscal year budget as the Board did not wish to increase the tax rate this year. She noted that on page 9 of the budget ordinance includes authorization for the budget officer to make necessary budget amendments from approved Board action and report these amendments at the next meeting.

Commissioner Taylor moved to approve the FY 2025-26 Budget and Budget Ordinance as presented.

Mr. Howard noted that the budget includes a 3% Cost of Living Adjustment (COLA) for employees and that there are some salary adjustments included in the budget for employees that earned certifications.

Commissioner McLaughlin stated that the Commissioners worked very hard to develop a balanced budget that did not include a tax increase while providing a considerable increase in the school current expense appropriation. He stated that he feels the Commissioners feel that education is very important to the Chowan County Board of Commissioners.

Chair Kirby asked for all in favor, the motion passed unanimously (6-0).

Chowan County Budget Ordinance
Fiscal Year 2025-2026

BE IT ORDAINED by the Board of Commissioners of Chowan County, North Carolina as follows:

Section 1.

General Fund (11):

Based on current history, the following revenues are projections and hereby appropriated in the General Fund for the county's operations and its activities for the fiscal year beginning July 1, 2025 and ending June 30, 2026, in accordance with the Chart of Accounts heretofore established in the County:

AD VALOREM TAXES:			**16,694,634.00**
	TAX PENALITY & INTEREST	*100,000.00*	
	PRIOR YEAR - R & P	*150,000.00*	
	CURRENT YEAR LEVY - R & P	*15,049,769.00*	
	CURRENT YEAR LEVY - MV	*1,394,865.00*	
SALES TAX			**3,863,973.00**
	ARTICLE 39 SALES TAX	*2,142,850.00*	
	ARTICLE 40 SALES TAX	*1,059,833.00*	
	ARTICLE 42 SALES TAX	*312,800.00*	
	ARTICLE 44 SALES TAX	*348,490.00*	
OTHER TAXES			**47,600.00**
PERMITS & FEES			**392,158.00**
DEPARTMENTAL			**936,744.00**
MISCELLANEOUS			**1,573,110.00**
FUND BALANCE APPROPRIATION			**1,503,992.00**
TOTAL REVENUES:			**25,012,211.00**

Likewise, the following expenditures are estimates for the fiscal year beginning July 1, 2025 and ending June 30, 2026:

EDUCATION			**6,356,912.00**
	D. F. WALKER	*22,050.00*	
	FINES & FORFEITURES	*90,000.00*	
	SCHOOLS - CURRENT EXPENSE	*5,432,509.00*	
	COA - CURRENT EXPENSE	*273,293.00*	
	COA - CAPITAL OUTLAY	*200,000.00*	
	AFTER SCHOOL GRANT	*33,942.00*	
	LIBRARY	*305,118.00*	
GOVERNMENT			**3,948,505.00**
HUMAN SERVICES			**1,509,899.00**
OTHER			**2,478,202.00**
PUBLIC SAFETY			**6,011,563.00**

TRANSFER TO SOCIAL SERVICES	1,501,427.00
TRANSFER TO RE-VALUATION	95,000.00
TRANSFER TO DEBT SERVICE	1,585,497.00
TRANSFER TO EMS	1,525,206.00
TOTAL EXPENDITURES:	**25,012,211.00**

Section 2.

DSS Fund (12):

The following revenues are hereby projections and appropriated in the DSS Fund for the Department of Social Services operations for the fiscal year beginning July 1, 2025 and ending June 30, 2026:

SOCIAL SERVICES ALLOCATIONS	2,601,535.00
TRANSFER FROM GENERAL FUND	1,501,427.00
TOTAL REVENUES:	**4,102,962.00**

Likewise, the following expenditures are estimates for the fiscal year beginning July 1, 2025 and ending June 30, 2026:

SOCIAL SERVICES - ADMINISTRATION	2,892,339.00
SOCIAL SERVICES - PROGRAMS	1,210,623.00
TOTAL EXPENDITURES:	**4,102,962.00**

Section 3.

Fire Districts Fund (23):

For those properties located within Chowan County Rural Fire Districts, there is hereby levied a fire tax rate of Seven cents ($ .07) per one hundred dollar ($ 100.00) value listed as of January 1 , 2025, along with the remaining revenues are projections and are hereby appropriated for the purpose of providing fire coverage:

PRIOR YEAR - R & P	4,950.00
CURRENT YEAR LEVY - R & P	1,084,662.00
CURRENT YEAR LEVY - MV	101,360.00
ARTICLE 39 SALES TAX	89,285.00
EARNINGS ON INVESTMENTS	22,000.00
FUND BALANCE APPROPRIATION	92,166.00
TOTAL REVENUES:	**1,394,423.00**

Likewise, the following expenditures are estimates for the fiscal year beginning July 1, 2025 and ending June 30, 2026:

CENTER HILL CROSSROADS - OPERATIONS	299,679.00
CENTER HILL - INTERFUND LOAN TRANSFER	103,755.00
EDENTON - RURAL FIRE DISTRICT	950,989.00
BELVIDERE	40,000.00
TRANSFER TO DEBT SERVICE	0.00
TOTAL EXPENDITURES:	**1,394,423.00**

Section 4.

Emergency Telephone Fund (24):

The Emergency Telephone revenues noted below are hereby appropriated for the sole purpose of providing E-911 Services in the fiscal year beginning July 1, 2025 and ending June 30, 2026:

TELEPHONE SURCHARGES	229,877.00
EARNINGS ON INVESTMENTS	2,261.00
TOTAL REVENUES:	**232,138.00**

Likewise, the following expenditures are estimates for the fiscal year beginning July 1, 2025 and ending June 30, 2026:

CENTRAL COMMUNICATIONS	232,138.00
TOTAL EXPENDITURES:	**232,138.00**

Section 5.

Revaluation Fund (25):

In accordance with GS 105-286, the following revenues have been appropriated to fund the re-valuation in the fiscal year beginning July 1, 2025 and ending June 30, 2026:

TRANSFER FROM GENERAL FUND	95,000.00
EARNINGS ON INVESTMENTS	5,000.00
TOTAL REVENUES:	**100,000.00**

Likewise, the following expenditures are estimates for the fiscal year beginning July 1, 2025 and ending June 30, 2026:

RE-VALUATION	100,000.00
TOTAL EXPENDITURES:	**100,000.00**

Section 6.

Debt Service Fund (30):

The following funds will be transferred to the Debt Service Fund and are hereby appropriated to meet the financial obligations of the county for the fiscal year beginning July 1, 2025 and ending June 30, 2026:

TRANSFER FROM GENERAL FUND	1,585,497.00
TRANSFER FROM CAPITAL RESERVE FUND	175,000.00
TRANSFER FROM SCHOOL CAPITAL RESERVE	582,264.00
TOTAL REVENUES:	**2,342,761.00**

Likewise, the following are the actual debt services payments to be made in the fiscal year beginning July 1, 2025 and ending June 30, 2026:

2019 - FORMER DF WALKER RENOVATIONS / BOYS & GIRLS	137,574.00
2022 - FORMER DF WALKER RENOVATIONS / JAHHS CLASSROOMS	232,275.00
DESIGNATED FOR FUTURE APPROPRIATIONS - AMBULANCE	175,000.00
DESIGNATED FOR FUTURE APPROPRIATIONS - JAHHS PROJECT	1,797,912.00
TOTAL EXPENDITURES:	**2,342,761.00**

Section 7.

County Capital Reserve Fund (33):

The following revenues are based on projected land sales and are hereby appropriated in the Capital Reserve Fund for the fiscal year beginning July 1, 2025 and ending June 30, 2026:

LAND TRASFER TAX	700,000.00
EARNINGS ON INVESTMENTS	100,000.00
TOTAL REVENUES:	**800,000.00**

Likewise, the following expenditures are estimates of future county projects for the fiscal year beginning July 1, 2025 and ending June 30, 2026:

TRANSFER TO DEBT SERVICE	175,000.00
DESIGNATED FOR FUTURE APPROPRIATIONS	625,000.00
TOTAL REVENUES:	**800,000.00**

Section 8.

School Capital Reserve Fund (40):

The revenues below are projections based on current fiscal year and are hereby appropriated for the school's capital needs in the fiscal year beginning July 1, 2025 and ending June 30, 2026:

ARTICLE 40 SALES TAX	454,212.00
ARTICLE 42 SALES TAX	908,426.00
EARNINGS ON INVESTMENTS	25,000.00
TOTAL REVENUES:	**1,387,638.00**

Likewise, the following are estimated expenditures for the fiscal year beginning July 1, 2025 and ending June 30, 2026:

SCHOOL CAPITAL OUTLAY	760,907.00
DESIGNATED FOR FUTURE APPROPRIATION	44,467.00
TRANSFER TO DEBT SERVICE	582,264.00
TOTAL EXPENDITURES:	**1,387,638.00**

Section 9.

Tourism Development Fund (51):

Upon recommendation from the Tourism Development Authority, the following revenues are hereby appropriated for the fiscal year beginning July 1, 2025 and ending June 30, 2026:

OCCUPANCY TAX	271,948.00
EARNINGS ON INVESTMENTS	26,165.00
TOTAL REVENUES:	**298,113.00**

Likewise, the following is a estimate of operational costs for the fiscal year beginning July 1, 2025 and ending June 30, 2026:

TDA ADMINISTRATION / OPERATIONS	298,113.00
TOTAL EXPENDITURES:	**298,113.00**

Section 10.

Emergency Medical Services Fund (60):

Based on the medical services needs of the county, the revenues listed below are hereby appropriated for the fiscal year beginning July 1, 2025 and ending June 30, 2026:

AMBULANCE SERVICE FEES	950,000.00
MEDICAID COST SETTLEMENT	50,000.00
TRANSFER FROM GENERAL FUND	1,525,206.00
TOTAL REVENUES:	**2,525,206.00**

Likewise, the following is a estimate of operational costs for the fiscal year beginning July 1, 2025 and ending June 30, 2026:

EMS ADMINISTRATION / OPERATIONS	2,512,706.00
RESCUE SQUAD	12,500.00
TOTAL EXPENDITURES:	**2,525,206.00**

Section 11.

Water Fund (61):

Based on the current Water System Operations, the revenues listed below are hereby appropriated for the fiscal year beginning July 1, 2025 and ending June 30, 2026:

UTILITIES CHARGES	1,675,000.00
TAP & CONNECTION FEES	35,000.00
RECONNECTION FEES	40,000.00
EARNINGS ON INVESTMENTS	105,890.00
MISCELLANEOUS	22,400.00
FUND BALANCE APPROPRIATION	314,605.00
TOTAL REVENUES:	**2,192,895.00**

Likewise, this is the anticipated cost for operating the county's Water System for the fiscal year beginning July 1, 2025 and ending June 30, 2026:

WATER SYSTEM OPERATIONS	2,192,895.00
TOTAL EXPENDITURES:	**2,192,895.00**

Section 12.

Solid Waste Fund (62):

The following revenues are based on anticipated grants and Solid Waste fees and are hereby appropriated for the fiscal year beginning July 1, 2025 and ending June 30, 2026:

TIPPING FEES	1,450,000.00
SOLID WASTE DISPOSAL	10,000.00
EARNINGS ON INVESTMENTS	8,200.00
FUND BALANCE APPROPRIATION	63,395.00
TOTAL REVENUES:	**1,531,595.00**

Likewise, the following is the estimated cost for the program for the fiscal year beginning July 1, 2024 and ending June 30, 2025:

OPERATIONS	1,506,595.00
TRANSFER TO GENERAL FUND	25,000.00
TOTAL EXPENDITURES:	**1,531,595.00**

Section 13.

Protective Payees Fund (71):

The following revenues are hereby appropriated for Protective Payees for the fiscal year beginning July 1, 2025 and ending June 30, 2026:

PROTECTIVE PAYEES REVENUES	12,000.00
EARNINGS ON INVESTMENTS	200.00
TOTAL REVENUES:	**12,200.00**

Likewise, the following expenditures are estimated for the fiscal year beginning July 1, 2025 and ending June 30, 2026:

PROTECTIVE PAYEES - VENDORS	12,200.00
TOTAL EXPENDITURES:	**12,200.00**

Section 14.

Agency Funds (73, 75 & 76):

These funds act as a simple pass-through, where the County collects revenues for an outside source. The Tax Department collects monies owed to the Town of Edenton (*Fund 73*), the North Carolina Department of Motor Vehicles (*Fund 75*) and various Drainage Districts (Fund 76). Once collected, the revenues are then redirected to the appropriate agency for their specific use.

Section 15.

Tax Levy:

There is hereby levied a tax rate of SIXTY-NINE AND ONE-HALF cents ($ .695) per one hundred dollar ($100.00) value on Real & Personal Property and Motor Vehicles listed as of

January 1, 2025 for the purpose of generating the revenues included in Section 1 of this ordinance under the subheading of Ad Valorem Taxes:

Real & Personal Property:

ASSESSED REAL PROPERTY		**1,585,436,564.00**
ASSESSED PERSONAL PROPERTY		**611,481,051.00**
TOTAL ASSESSED VALUES		**2,196,917,615.00**
plus:	***PUBLIC UTILITIES***	**45,000,000.00**
minus:	***EXEMPT PROPERTIES***	**(39,258,282.00)**
ADJUSTED TOTAL ASSESSED VALUES		**2,202,659,333.00**
	divide by $ 100.00 of value	**/ 100**
Total Taxable Value		**22,026,593.33**
	Multiply by FY 2024 Collection Rate	**X 98.31 %**
Total Collectible Value		**21,654,343.90**
	Multiply by Levied Tax Rate	**X 0.695**
TOTAL AD VALOREM TAXES ON REAL & PERSONAL PROPERTY		**15,049,769.01**

Motor Vehicles:

ASSESSED MOTOR VEHICLES	**200,700,000.00**
divide by $ 100.00 of value	**/ 100**
TOTAL TAXABLE VALUE	**2,007,000.00**
Multiply by FY 2024 Collection Rate	**X 100 %**
TOTAL COLLECTIBLE VALUE	**2,007,000.00**
Multiply by Levied Tax Rate	**X 0.695**
TOTAL AD VALOREM TAXES ON MOTOR VEHICLES	**1,394,865.00**

Section 16.

Fees:

There are hereby fees charged for the purpose of generating revenues included in Section 1, Section 11, Section 12, and Section 13 of this ordinance. Applicable fees for Section 11, Emergency Medical Systems, are hereby set at 130% of medicare allowable rate. Applicable fees for Section 1, Section 12, and Section 13 are attached to this ordinance.

Section 17.

Edenton-Chowan School System:

The Edenton - Chowan Schools current expense appropriation in the amount of $5,432,509.00 is contained within the General Fund. It is to be disbursed in one (1) monthly payment of $452,710.00 and eleven (11) equal monthly payments of $452,709.00.

Section 18.

Land Transfer Tax:

The Land Transfer Tax collected by Chowan County shall be deposited in the County's Capital Reserve Fund and shall be used for County Capital Projects as approved by the Board of Commissioners.

Section 19.

Fund Balance:

The General Fund Balance Reserve policy requires the county maintain a minimum Unassigned Fund Balance of 25%. For the fiscal year beginning July 1, 2025 and ending June 30, 2026, the Fund Balance is projected to be 23.08%. The Board authorizes the use of fund balance for this fiscal year for reoccuring expenditures in lieu of a property tax increase.

Section 20.

Authorities of the Budget Officer:

The Budget Officer (*County Manager)* is hereby authorized to make budget amendments and revisions contained herein under the following conditions:

a. Transfers between operational line item expenditures within a department without limitation. Transfers involving salary/fringe benefits line items or capital line items will require prior approval by the Board of Commissioners.

b. Transfers up to $ 1,000.00 between departments, including contingency appropriations within the same fund. The Budget Officer must make an official report on such transfers at the next regular meeting of the Board of Commissioners.

c. Budget Amendments involving re-occurring Grants (*not requiring a local monetary match*) and/or Departmental Discretionary monies without limitation. For informational purposes, the Budget Officer must provide copies of such amendments to the Board of Commissioners at their next regular meeting.

d.

Transfers involving an employee choosing to receive a cellphone stipend rather than use a county cellphone. For informational purposes, the Budget Officer must provide copies of such an amendment/transfers to the Board of Commissioners at their next regular meeting.

e. Budget Amendments involving actions approved by the Board at previous Board of County Commissioners meetings. For informational purposes, the Budget Officer must provide copies of such amendments to the Board of Commissioners at their next regular meeting.

Section 21.

Distribution:

Copies of this Budget Ordinance shall be furnished to the County Manager, County Finance Officer, County Tax Assessor and the Board of Education for direction in the carrying out of their duties.

Section 22.

Adoption:

The Chowan County Board of Commissioners does hereby adopt this Budget Ordinance for the 2026 fiscal year on the 16th day of June 2025.

The Fee Schedule is also included and can be found in the meeting file labeled June 16, 2025.

Sheriff Items

Lease Agreement – Chowan County Sheriff's Office

Sheriff Basnight stated that over the past year, the Town Manager has worked with Chowan County and the Chowan County Sheriff's Office to develop a lease agreement for the dry storage of the Sheriff's Department water response boat. This boat is used by law enforcement, emergency management, and the local dive team county wide. The County and Town Attorneys have worked to draft the agreement; this would allow the vessel to remain for a term of five (5) years. This opportunity represents continued cooperation between both agencies and would continue to improve the public safety for residents and visitors. The Town Council approved this lease at their meeting on Tuesday, June 10, 2025.

Mr. Howard stated that the lease includes the first year rent over $9,000 and then each subsequent year the rent is $1. He stated this is to pay for the costs of the upgrades to the boat slip/lift.

Ms. Stallings noted that the County Attorney has asked to review any final changes on the lease before it is signed and to be allowed to make minor amendments to the document.

Chair Kirby stated that if there was no boat this lease would not be needed and questioned the need for the County to own the boat. He stated he understands the boat serves a function but is not a core mission of the County. He stated that other agencies are available to provide these services.

Sheriff Basnight stated that he agrees to disagree.

Commissioner Shaffer asked if the boat performs rescue missions.

Sheriff Basnight stated that the Boat does provide this as well as the boat is an economic development tool that is utilized for tours as requested as well as safety issues.

Commissioner Lawrence moved to approve the lease as presented and to allow the County Attorney to have final review and approval of the document. Chair Kirby asked for all in favor, the motion passed unanimously (6-0).

Sheriff K-9 Training

The Sheriff will provide a request for a budget amendment in the amount of $8,000 for K9 training. He stated his previous training as a K9 handler he noticed some deficiencies with the K-9. He stated that he requested an evaluation of the dog, and the trainer did agree that there were deficiencies. He stated that the trainer that will work with the dog serves several agencies, and the dog will be certified after the training. The cost will cover lodging and training for the K9 Handler and the K9 over a 3-week period. Budget Amendment 2025-076 is also attached to this request for consideration.

Chair Kirby asked if the training is more for the handler or the K9.

Sheriff Basnight stated that the handler agrees that the additional training is needed and has forgone her vacation to attend this training. He stated he feels both the handler and the K-9 are up for the task.

Commissioner Lawrence asked where the funds to cover the expense would come from.

Ms. Smith stated that the funds are coming from lapse salaries.

Commissioner McLaughlin moved to approve the request, and the budget amendment as presented. Chair Kirby asked for all in favor, the motion passed unanimously (6-0).

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Sheriff			
11-4310-121-00	Salaries - Regular		(8,000.00)
11-4310-499-00	K-9 Expense		4,500.00
11-4310-311-00	Employee Travel		3,500.00
	Balanced	-	-
Justification:			
	To amend the budget for Sheriff's Office to include K-9 training and travel for one deputy. This is a transfer between line items and no additional funding is being requested.		

Fireworks Display Request

Chair Kirby stated that the Board will consider a request from Wetzel Pyrotechnics and the Edenton Optimist Club for a fireworks display in Edenton on July 4, 2025 to be displayed at Hayes Plantation. All required documentation has been submitted to the County. The final inspection and approval of the display would be conducted by the Fire Inspector/Fire Marshall on the day of the event.

Ms. Stallings noted that an approval is acknowledgement of receipt of the required documentation and authorizes the Fire Inspector to review all aspects of the show and documentation to provide final approval on the day of the event.

Commissioner Taylor moved to approve the request as presented. Chair Kirby asked for all in favor, the motion passed unanimously (6-0).

EMS Radio Upgrade

EMS Director Colin Ryan stated that the NC Viper Network has announced a mandatory upgrade to its approved radios which will take effect on July 1, 2025. The current mobile radios will no longer meet the network's encryption and key loading requirements. The cost for the upgrade is $124,971 and will be paid for using Capital Improvement Funds.

Mr. Howard stated that the current radios will continue to work but if they break they cannot be replaced.

Commissioner Shaffer moved to approve the request as presented.

Chair Kirby asked when the radios would be in the County.

Mr. Ryan stated that there is a 6 week lead time, he put in a pre-order request and he hopes to have the radios on hand in mid July.

Chair Kirby asked for all in favor, the motion passed unanimously (6-0).

Courthouse Sinkhole Repairs

Mr. Howard provided the Board with information and projected estimates not to exceed $50,000 for repairs to the storm drain lines that have formed a sinkhole behind the Chowan County Courthouse. He provided photos to the Board of the damaged drainpipes. He stated that previously repairs were made to the sewer lines above these pipes however when additional sinkholes formed the County was able to have a camera put in the line and the break in the pipe was identified with the break. He stated this pipe is 12 feet deep.

Commissioner McLaughlin asked if the break in the pipe is where the two sections come together.

Commissioner Cummings moved to approve the request not to exceed $50,000.

Chair Kirby asked where the funds for this would come from.

Mr. Howard stated this would be CIP funds.

Chair Kirby asked for all in favor, the motion passed unanimously (6-0).

Local Reentry Council Introductions

Greg Singleton introduced to the two new hires of the Local Reentry Council which represents Hertford, Bertie, Gates and Chowan Counties. He introduced Emma Nixon (Chowan and Gates County) and John Outlaw (Hertford and Bertie County).

Mr. Singleton noted that both employees would be cross trained to serve all counties that are members of the Local Reentry Council to serve justice involved residents. He noted that they will provide case management and job placement services.

Ag Building Bridge Repair

Mr. Howard stated that while the repairs were being made to the bridge the contractor found support beams that need to be repaired or replaced he stated that this would cost $2,800. He stated he requests an amendment to the contractors contract not to exceed $5,000 for this and any other additional repairs.

Commissioner Cummings moved to approve the additional repairs not to exceed $5,000.

Chair Kirby 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
2025-071

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Register of Deeds			
11-3418-415-00	*Preservation/Automation	882.79	
11-4180-298-00	*Dept Supplies - Auto/Pres		294.26
11-4180-440-00	*Contr Svcs - Automation/Pres		294.26
11-4180-511-00	*C/O - Auto / Pres		294.27
Sheriff's Office			
11-3431-235-00	*Sheriff Executions	1,550.00	
11-4316-440-00	*Sheriff Executions		1,550.00
11-3431-245-00	*Safe Kids Program	40.00	
11-4317-445-00	*Safe Kids Expense		40.00
Animal Shelter			
11-3438-894-00	*Donations - Chowan	446.51	
11-3438-894-01	*Donations - Gates	111.45	
11-3438-894-02	*Donations - Perquimans	986.70	
11-3438-894-03	*Donations - Other	204.00	
11-4381-600-00	*Donation - Expense		1,748.66
11-3438-895-00	*Adoption - Chowan	530.00	
11-3438-895-01	*Adoption - Gates	350.00	
11-3438-895-02	*Adoption - Perquimans	550.00	
11-3438-895-03	*Adoption - Other	875.00	
11-4381-441-00	*Contr Svcs - Spay/Neuter		2,305.00
Cooperative Ext:			
11-3495-370-00	*AG Program Fees Discretionary	70.00	
11-4953-440-00	*Ag Program Fees Discretionary		70.00
11-3495-372-00	*4H United Way	2,250.00	
11-4953-445-00	*4H United Way		2,250.00
11-3495-378-00	*4-H Fees Discretionary	4,309.75	
11-4953-448-00	*4-H Fees Discretionary		4,309.75
11-3495-379-00	*Livestock Program	42,520.45	
11-4953-449-00	*Livestock Program		42,520.45
Recreation			
11-3612-487-00	*Recreation Donations	4,590.00	
11-6130-299-01	*Donations - Dept Supplies		4,590.00
Senior Center			
11-3616-533-00	*Reg Fees - Trips	4,987.00	
11-4268-312-00	*TRIPS - Senior Citizens		4,987.00
11-3616-535-04	*Silver Sneakers	939.00	
11-3616-535-06	*Renew Active	549.00	
11-4268-352-02	*Healthways		1,488.00
11-3616-536-00	*Albemarle Comm - General Purpose	(2,735.04)	
11-4268-600-00	*Albemarle Comm - General Purpose		(2,735.04)
11-3616-537-00	*Albemarle Comm - Health Promotion	720.00	
11-4268-601-00	*Albemarle Comm - Health Promotion		720.00
DSS			
12-3531-230-14	*DSS Special Events	117.00	
12-5310-450-00	*DSS Special Events		117.00
	Balanced	64,843.61	64,843.61
	Total Discretionary Income Received FYE 2025	**349,870.10**	
Justification:			
	To amend the 2025 budget to include Discretionary income for May 2025.		

2025-072

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Capital Projects			
32-3810-033-00	Transfer from Capital Reserve	124,971.00	
32-8100-617-00	EMS - Radios (Hand-Held)		124,971.00
Capital Reserve			
33-9800-980-32	Transfer to Capital Projects		124,971.00
33-9930-995-00	Designated Future Approp		(124,971.00)
	Balanced	124,971.00	124,971.00
Justification:			
	To amend the budget for Capital Projects and Capital Reserve Funds to include EMS Hand-Held Radio Replacements. NC Viper network has announced a mandatory upgrade effective 07/01/25.		

2025-073

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Capital Projects			
32-3810-033-00	Transfer from Capital Reserve	14,000.00	
32-8100-601-00	Jail Improvements		14,000.00
Capital Reserve			
33-9800-980-32	Transfer to Capital Projects		14,000.00
33-9930-995-00	Designated Future Approp		(14,000.00)
	Balanced	14,000.00	14,000.00
Justification:			
	To amend the budget for Capital Projects and Capital Reserve Funds to include Regional Jail Feasibility Study for Chowan, Gates and Washington Counties. Study will be performed by Moseley Architects and was approved by BOCC on 02/03/25.		

2025-074

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Economic Develop			
11-3990-990-00	Fund Balance Appropriated	408,000.00	
11-4921-692-00	TOE - Project Teapot		408,000.00
	Balanced	408,000.00	408,000.00
Justification:			
	To amend the 2025 budget to include payment to Town of Edenton for Project Teapot. BOCC approved interlocal agreement between County and Town on 06/02/25. First installment to Town of Edenton is due 06/30/25.		

2025-075

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Capital Projects			
32-3810-033-00	Transfer from Capital Reserve	29,549.27	
32-8100-455-00	DSS - Roof/HVAC Repairs		29,549.27
Capital Reserve			
33-9800-980-32	Transfer to Capital Projects		29,549.27
33-9930-995-00	Designated Future Approp		(29,549.27)
	Balanced	29,549.27	29,549.27
Justification:			
	To amend the budget for Capital Projects and Capital Reserve Funds to include HVAC Repair for DSS. Project was included in 2025 CIP and was approved by BOCC on 05/19/25.		

Commissioner Lawrence moved to approve the budget amendment as presented. Chair Kirby asked for all in favor, the motion passed unanimously (6-0).

External Board/Committee Report

Commissioner Shaffer reported on the DSS Board.

Commissioner Shaffer left the meeting.

Manager's Report

County Manager Kevin Howard updated the Board on the following:

- June 24th is Chowan County night at the Steamers he stated that volunteers need to be there at 5:30pm

Timely and Important Matters

Bojangles

Commissioner Taylor asked if the rumors are true that the Town is getting a Bojangles restaurant.

Mr. Howard stated he has heard these rumors; however no building permit has been pulled. He stated he was aware that the developer was looking for a property to develop.

Public Comment

Chair Kirby stated he wished to address the public comment that stated that the Board did not provide an opportunity for the public to comment on the Library Board reappointment and the commentor stated that no notice was provided regarding the appointment. He stated that the reappointment discussion was listed on the agenda, and the public comment period was also included on the agenda. He stated there was an opportunity for the public to speak. He added that the Board record does not do things in secret and the only items done in secret are allowed under NC General Statutes.

Commissioner Lawrence stated that people who had an opinion on the appointment should have spoken up at the meeting or come to the meeting to express their opinion.

Adjourn

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

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Bob Kirby, Chairman Susanne Stallings, Clerk