



Chowan County Board of Commissioners

Regular Meeting

Monday, October 16th, 2023

Chowan County Public Safety Center

305 West Freemason Street

6:00pm

AGENDA

Regular Meeting

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

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. Approval of Minutes
Minutes of the October 2, 2023 meeting

4. Update from Albemarle Regional Health Services (ARHS)

Health Director, Ashley Stoop will provide the Board with updates from ARHS.

5. Annual Report

Extension Report to the People

Extension Director Mary Morris will provide the Board with the annual Extension Report to the People video.

6. Water Rate Study Committee Appointments

The Board will make resident appointments and Commissioner appointment to the Water Rate Study Committee.

7. Edenton Tea Party 250th Anniversary Celebration

The Board will consider adoption of a proclamation celebrating the upcoming year-long celebration of the Edenton Tea Party's 250th anniversary.

8. Resolution Supporting Operation Green Light for Veterans

The Board of Commissioners will consider a resolution that designates October through Veterans Day a time to salute and honor the service and sacrifices of veterans and encourages our residents to display a green light in the windows of their place of business or residence from November 6th through November 12th.

9. Walker Gym (Oakum Street)

Ceiling Replacement

The Board will consider a proposal to replace the ceiling over the stage area.

Restroom

The Board will consider a proposal to install hand dryers in the restrooms.

10. Courthouse Survey

The Board will consider a proposal to perform a survey for asbestos at the Courthouse.

11. Financial Items

Ms. Smith will present the following:

a. Budget Amendments

2024-019

2024-020

2024-021

2024-022

12. External Board/Committee Report

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

13. Manager's Report

County Manager Kevin Howard will update the Board on any pending matters.

14. Timely and Important Matters

15. Adjourn

Chowan County Board of Commissioners
Regular Meeting
Monday, October 2, 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 October 2, 2023.

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

Staff present County Manager Kevin Howard, Finance Officer Cathy Smith and Board Clerk Susanne Stallings. Johnny Hallow was present to represent the County Attorney.

Regular Meeting

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

Commissioner Kehayes then offered the invocation.

Approval of Agenda

Commissioner Cummings 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.

John Dowd 114 Kimberly Drive discussed his concerns regarding public use of the courthouse parking lot. He stated he was notified by the County Clerk of Court that the parking lot was not available for public parking from 7am to 5pm on weekdays. He stated this change would impact his business. He stated the public has used the parking lot at the courthouse for 45 years. He stated that his office only uses three of the parking spaces. He stated most of the parking lot is open and vacant. He stated prohibited use of the parking lot would be detrimental to his business. He acknowledged on the days of superior court the lot is full. He stated he would suggest putting up temporary signage on days where there is court but to otherwise allow taxpayers to use the parking lot for purposes other than courthouse business. He noted his business utilizes services from within the courthouse such as deeds and land records but does most of its searches online.

Chris Ford 119 Heritage Point Dr. stated his agreement with the comments from Mr. Dowd and stated that the parking lot has always been open to the public. He encouraged the Board to keep the parking open to the public. He noted that taxpayers have a right to use the parking lot.

There was no further public comment.

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. Approval of Minutes
Minutes of the August 21, 2023 Regular Meeting; August 30, 2023 Joint School Committee Meeting; September 5, 2023 Regular and Special Meetings; September 18, 2023 Regular Meeting and the September 25, 2023 Special Emergency Meeting.

- b. Tax Refund and Release Report

Riddick, D	\$229.46	Billed Twice
Russell, A.	\$191.73	Vehicle not listed in Chowan County

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

Broadband Items

Update from Focus Broadband

Jody Heustess present to the Board an update from Focus Broadband and the status of the Chowan County Broadband project. He stated the program is to impact 1,641 addresses and cover 99 miles of Chowan County. He stated the total project cost is \$4,729,500. He stated that \$4 million of the project is covered with grant funds and Chowan County is contributing \$350,000. He stated that Focus Broadband will provide the additional funds. He noted the grant was awarded July 22, 2022 however they could not begin work until the documentation was provided to them. He updated the Board on the status of DOT approvals for the project noting that the OLT site that the Board approved at DF Walker Elementary School was a very important part of the project. He stated they are working with Albemarle Electric on pole attachment agreements. He stated that 37 packets were submitted and Albemarle Electric has approved 17 so far. He stated that Focus will be one of the first tenants in the Airport Industrial park. He stated he anticipates work to begin on the ground in the next 5-6 months. He stated once the OLT site is up and running people will be connected automatically. He stated the first project will be completed by the end of 2024. He stated that NCDIT requires a maximum 2 year build out of the project once the grant is awarded. He stated that construction has to start by March of 2024. He stated that they were awarded a second grant in 2023 for \$3.771 million project. He stated the grant was for \$3 million and Chowan County is contributing \$250,000 and Focus Broadband will cover the remaining costs. He stated the buildout of the second grant will overlap with the build out of the first grant. He stated the second grant is to be built out by the end of 2025.

Commissioner Lawrence asked for clarification on the process for getting fiber to the home. He noted his concern with any fiber being overhead on power lines.

Mr. Heustess stated that putting the fiber on the poles in some areas is the only way to run it. He stated in areas where there are no EMC poles the fiber will be buried. He noted the fiber would run directly to the home and the homeowner will determine the means for connection (wireless router or ethernet) in the home.

Mr. Heustess discussed reduced cost programs that will be available to Chowan County homeowners. He noted that there are various qualifiers to determine if a resident is eligible for reduced cost plans.

Commissioner Kehayes discussed the proposed coverage area map and discussed the lack of coverage in his area of the County.

Mr. Heustess stated that at the time of the grant award the coverage was based off of NCDIT maps and census blocks. He recommended that anyone in attendance who wanted to know if they would be included in the expanded coverage could visit fasterchowan.com to determine if they are included in the expansion areas. He noted that additional funding sources may become available to allow even further expansion in Chowan County.

Chair Kirby asked if it was correct that phase I construction would begin in December 2023/January 2024 with the first group of customers online by as early as June 2024 and everyone else in phase one would be serviced by the end of 2024.

Mr. Heustess stated that was correct and noted that the dates for the second grant are pending.

The Board thanked Mr. Heustess for the information.

Grant Exhibit

Mr. Howard presented the Board with a request of approval of Exhibit J of the grant package. This exhibit will allocate ARPA funds for the second GREAT grant. A copy of the exhibit is in the meeting file labeled October 2, 2023.

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

Appointment

Jury Commission

Ms. Stallings noted that the Chowan County Clerk of Court Dwayne Goodwin requests the reappointment of Denise Bunch to the Chowan County Jury Commission.

Commissioner Taylor moved to reappoint Ms. Bunch to the Jury Commission. Chair Kirby asked for all in favor, the motion passed unanimously (7-0).

NCACC Steering Committee

Chair Kirby provided the Board with information as FYI on the new procedures for applying for Steering Committees through the NCACC. He encouraged Board members that were interested in serving to put their name in for consideration.

Surplus Property – 149 Green Road

Ms. Stallings noted that this property is a tax foreclosure which did not sell during the foreclosure process. If the property does not sell, the County takes ownership, forgives the taxes owed and pays attorney fee and suit costs. Staff has determined the property is of no use for the County and recommends that the properties be sold via upset bid outlined in the general statutes (NCGS §153A-176 and §160A-269).

The Board is asked to consider the following:

- Declare the property as surplus
- If the Board wishes to establish a minimum bid it will be in order to note the minimum bid amount at this time.

149 Green Road Real property owned by Chowan County located at 149 Green Road. (PIN 6981-00-88-5366) Property consists of a parcel of vacant land of approximately .52 acres as described in Deed Book 573 pages 225 of the Chowan County Public Registry. The minimum bid at foreclosure was \$2,285.48 which includes taxes owed and fees, this bid was not met. There is currently no pending bid on this property.

Commissioner McLaughlin moved to declare the property as surplus and authorize the sale of the property via upset bids. Chair Kirby asked for all in favor, the motion passed unanimously (7-0).

Commissioner McLaughlin moved to set the minimum bid for the property at \$200. Chair Kirby asked for all in favor, the motion passed unanimously (7-0).

Courthouse Parking

Clerk of Court Dwayne Goodwin discussed his concerns over the lack of available parking spaces at the courthouse because of non-courthouse business parking. He provided the Board with a GIS image of the parking lot noting that after the 12 employees park there are 62 spaces remaining. He noted that 4 spaces are handicapped access only. He stated that this is not an everyday problem however when there is court, the situation is bad. He noted that at times there are almost 158 cases on the court docket for one session. He stated that superior court is worse. He stated the parking lot is for courthouse parking and not for public parking. He noted there are 39 District Court dates scheduled per year. He stated he would like for the County to look into working out an arrangement with Creswell Furniture for use of their parking area. He stated he did not know how to allow for some businesses to use the parking lot for non-courthouse business but not allow others. He stated he would like guidance from the Board on how to best handle this situation.

Mr. Howard provided the Board with a copy of the general statutes which require the County to adopt an ordinance that regulates parking of vehicles on county-owned property. He stated the County Attorney is looking into the matter. He stated such an ordinance would require advertisement and a public hearing. He stated that parking will be allowed until the Board decides how to proceed.

Mr. Howard will discuss Courthouse parking lot and use of the parking spaces during business hours for non-court related uses.

Financial Items

Ms. Smith presented the following:

Financial Report August 2023

A copy of the report is in the meeting file labeled October 2, 2023.

External Board/Committee Report

Commissioner Lawrence reported on the Airport Board.

Manager's Report

County Manager Kevin Howard updated on the following:

- Courthouse Parking Lot is paved
- The County received \$30 million from the State for the Reverse Osmosis Project which is estimated to cost the County \$62 million
- He will be bringing back proposals for repairs in the DF Walker Gym.

Timely and Important Matters

Ms. Stallings noted the following:

- The new County website is up and running
- She has tickets for Board members to purchase to attend the Emergency Services Banquet.

Commissioner Cummings noted that board members should provide the Manager with nominations for the water rate study committee so that a meeting can be scheduled.

Chair Kirby noted the Edenton Tea Party 250th anniversary is coming up and the Board will consider a resolution to celebrate it at the next meeting.

Chair Kirby thanked Mr. Hallow for attending.

Commissioner Cummings thanked EMS for their service when he recently needed it. He stated the staff was professional and caring.

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).

Bob Kirby, Chairman

Susanne Stallings, Clerk



CHOWAN COUNTY

North Carolina

Proclamation

- WHEREAS,** On October 25, 1774 an event of international importance occurred in Edenton, North Carolina; and
- WHEREAS,** 51 women penned their names to a resolution against the British Empire, forming the earliest known political action written and organized by women in America; and
- WHEREAS,** The women drew up their resolves, declaring their intention to boycott English tea and English cloth, which was a momentous step for colonists, who relied on imported tea and other British goods in their daily lives; and
- WHEREAS,** The women signed their names and mailed the document to England, in what became known as the “Edenton Tea Party”; and
- WHEREAS,** October 25, 2023 marks the beginning of a yearlong celebration of the actions of these brave women and their political resolve to support the birth of the United States of America; and
- WHEREAS,** Chowan County along with other organizations will celebrate the 250th anniversary over the next year by highlighting the bravery of these female patriots through exhibits, public lectures, social media at the local, statewide and national levels; and
- WHEREAS,** This celebration will promote Edenton and Chowan County as an important center for early American History as well as a destination for 21st century cultural tourism.

NOW THEREFORE BE IT RESOLVED, The Chowan County Board of Commissioners here do recognize the

Edenton Tea Party 250th Celebration

IN WITNESS THEREOF, I have hereunto set my hand and cause the seal of the County of Chowan to be affixed, this the 16th day of October in the year of our Lord two thousand and twenty-three.

Bob Kirby, Chairman

Attest: _____
Susanne Stallings, Clerk



Supporting Operation Green Light for Veterans

WHEREAS, the residents of Chowan County have great respect, admiration, and the utmost gratitude for all the men and women who have selflessly served our country and this community in the Armed Forces; and

WHEREAS, the contributions and sacrifices of those who served in the Armed Forces have been vital in maintaining the freedoms and way of life enjoyed by our citizens; and

WHEREAS, Chowan County seeks to honor individuals who have made countless sacrifices for freedom by placing themselves in harm's way for the good of all; and

WHEREAS, veterans continue to serve our community in the American Legion, Veterans of Foreign Wars, religious groups, civil service, and by functioning as County Veterans Service Officers in 29 states to help fellow former service members access more than \$52 billion in federal health, disability and compensation benefits each year; and

WHEREAS, Approximately 200,000 service members transition to civilian communities annually; and

WHEREAS, an estimated 20 percent increase of service members will transition to civilian life in the near future; and

WHEREAS, studies indicate that 44-72 percent of service members experience high levels of stress during transition from military to civilian life; and

WHEREAS, active military service members transitioning from military service are at a high risk for suicide during their first year after military service; and

WHEREAS, the National Association of Counties encourages all counties, parishes and boroughs to recognize Operation Green Light for Veterans; and

WHEREAS, the Board of Commissioners of County appreciates the sacrifices of our United States military personnel and believes specific recognition should be granted;

THEREFORE, BE IT RESOLVED, with designation as a Green Light for Veterans County, Chowan County hereby declares from October through Veterans Day, November 11th 2023 a time to salute and honor the service and sacrifices of our men and women in uniform transitioning from active service;

THEREFORE, BE IT FURTHER RESOLVED, that in observance of Operation Green Light, Chowan County encourages its citizens in patriotic tradition to recognize the importance of honoring all those who made immeasurable sacrifices to preserve freedom by displaying green lights in a window of their place of business or residence from November 6th through the 12th, 2023.

Bob Kirby, Chairman

Attest: Susanne Stallings, Clerk



Chowan County Board of Commissioners
Action Agenda Item
2022-23

To: Susanne Stallings, Clerk
From: Don Hoggard

Meeting Date: 10/16/23
Date Submitted: 10/11/23

** Verify Agenda Item deadline prior to submission

Does your request contain confidential information?

Yes No

ISSUE/ACTION REQUESTED:

PUBLIC HEARING: YES NO

Background Information

Potential Cost Savings YES NO

Safety Issue - Existing poor condition & falling
Replace Stage Ceiling - Walker Community Center Gym

Ceiling Materials - \$5500
Labor - install ceiling - \$3500
Electrical - Labor & materials - \$4000
Light Fixtures - \$500
Demolition - Steam Heating System - \$2000

Project Total - \$15,500

ATTACHMENTS: YES NO

FINANCIAL:

BUDGET AMENDMENT REQUIRED: YES NO N/A

CAPITAL PROJECT/GRANT ORDINANCE REQUIRED: YES NO N/A

PRE-AUDIT CERTIFICATION REQUIRED: YES NO N/A

REVIEWED BY DIRECTOR OF FINANCE: YES NO

COMMENTS:

PERSONNEL MATTER:

REVIEWED BY HUMAN RESOURCES: YES NO N/A

COMMENTS:

CONTRACTS/AGREEMENTS:

REVIEWED BY THE COUNTY ATTORNEY: YES NO N/A

COMMENTS:

COUNTY MANAGER'S RECOMMENDATION:

RECOMMENDS APPROVAL: YES NO N/A

COMMENTS:



Chowan County Board of Commissioners
Action Agenda Item
2022-23

To: Susanne Stallings, Clerk
From: _____

Meeting Date: _____
Date Submitted: _____

** Verify Agenda Item deadline prior to submission

Does your request contain confidential information?

Yes No

ISSUE/ACTION REQUESTED:
Background Information

PUBLIC HEARING: YES NO
Potential Cost Savings YES NO

ATTACHMENTS: YES NO

FINANCIAL:

BUDGET AMENDMENT REQUIRED: YES NO N/A

CAPITAL PROJECT/GRANT ORDINANCE REQUIRED: YES NO N/A

PRE-AUDIT CERTIFICATION REQUIRED: YES NO N/A

REVIEWED BY DIRECTOR OF FINANCE: YES NO

COMMENTS:

PERSONNEL MATTER:

REVIEWED BY HUMAN RESOURCES: YES NO N/A

COMMENTS:

CONTRACTS/AGREEMENTS:

REVIEWED BY THE COUNTY ATTORNEY: YES NO N/A

COMMENTS:

COUNTY MANAGER'S RECOMMENDATION:

RECOMMENDS APPROVAL: YES NO N/A

COMMENTS:



MATRIX

Health & Safety Consultants, L.L.C.

September 29, 2023

JKF Architecture, PC
625 Lyndale Court
Suite F
Greenville, NC 27858

Attention: Mr. John K. Farkas

Subject: Proposal for Asbestos Testing Services
Chowan County Courthouse
Edenton, North Carolina

Dear Ms. Farkas:

Matrix Health & Safety Consultants, L.L.C. (Matrix) is pleased to present this proposal for asbestos consulting services associated with the potential renovation scheduled for the referenced project site. In order to facilitate the planned renovations, asbestos-containing materials that will be impacted will have to be removed beforehand.

SCOPE OF SERVICES

Based on our understanding of the project, Matrix proposes to provide consulting services for this project in accordance with the following tasks:

Task 1 – Survey to Identify Asbestos-Containing Materials - Matrix will perform asbestos testing of the facility to identify asbestos containing materials which are required to be removed prior to renovation/demolition activities for conformance to the National Emissions Standards for Hazardous Air Pollutants (NESHAP). After sample results have been received and reviewed, Matrix will issue a report summarizing analytical results and any recommendations. Roofing materials are excluded from this survey.

TESTING AND CONSULTING FEES

Based on our understanding of the project information, our conversations, and the scope of services requested, we estimate the following fees for each task as follows:

Task 1 – Asbestos and Lead Paint Inspection\$3,250.00

Includes collection and analysis of 100 PLM samples for asbestos. Additional sample analysis, if needed, will be charged at a rate of \$20.00 per sample.

SCHEDULE

Based on our current schedule, we can begin work services immediately after receipt of written authorization to proceed. Our report will be ready within 1 week of site sampling.

Matrix Health & Safety Consultants appreciates the opportunity to be of service on this project. If there are any questions regarding this proposal, please do not hesitate to contact us at (919) 833-2520.

Sincerely,

MATRIX HEALTH & SAFETY CONSULTANTS, L.L.C.



C. Britt Wester, CIH
Principal

Chowan County
MANAGEMENT BUDGET AMENDMENT

To: FYI - Board of Commissioners

MBA #: 2024-019

From: Cathy Smith, *Finance Officer*

Date: October 6, 2023

RE: Discretionary Income

Please authorize the finance officer to amend the 2024 budget as follows:

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Register of Deeds			
11-3418-415-00	*Preservation/Automation	608.50	
11-4180-298-00	*Dept Supplies - Auto/Pres		202.83
11-4180-440-00	*Contr Svcs - Automation/Pres		202.83
11-4180-511-00	*C/O - Auto / Pres		202.84
Sheriff's Office			
11-3431-232-00	*Sheriff Donations	25.00	
11-4317-440-00	*Donation - Expense		25.00
11-3431-240-00	*Project Lifesaver	541.87	
11-4317-298-00	*Project Lifesaver		541.87
Animal Shelter			
11-3438-894-00	*Donations - Chowan	3,171.04	
11-3438-894-02	*Donations - Perquimans	100.00	
11-3438-894-03	*Donations - Other	550.00	
11-4381-600-00	*Donation - Expense		3,821.04
11-3438-895-00	*Adoption - Chowan	840.00	
11-3438-895-01	*Adoption - Gates	340.00	
11-3438-895-02	*Adoption - Perquimans	620.00	
11-3438-895-03	*Adoption - Other	720.00	
11-4381-441-00	*Contr Svcs - Spay/Neuter		2,520.00
11-3438-897-00	*A.W.A.R.E. Reimbursement	8,500.00	
11-4381-601-00	*A.W.A.R.E. Reimbursement		8,500.00
Cooperative Ext:			
11-3495-370-00	*AG Program Fees Discretionary	12.00	
11-4953-440-00	*Ag Program Fees Discretionary		12.00
11-3495-372-00	*4H United Way	1,500.00	
11-4953-445-00	*4H United Way		1,500.00
11-3495-378-00	*4-H Fees Discretionary	3,065.00	
11-4953-448-00	*4-H Fees Discretionary		3,065.00
11-3495-379-00	*Livestock Program	8,590.00	

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
11-4953-449-00	*Livestock Program		8,590.00
Recreation			
11-3612-487-00	*Recreation Donations	3,300.00	
11-6130-299-01	*Donations - Dept Supplies		3,300.00
11-3612-504-00	*Recreation Special Events	2,100.00	
11-6132-453-00	*Recreation Special Events		2,100.00
Senior Center			
11-3616-533-00	*Reg Fees - Trips	12,581.50	
11-4268-312-00	*TRIPS - Senior Citizens		12,581.50
11-3616-533-01	*Registration Fees Activities	330.00	
11-4268-299-01	*Activities - Dept. Supplies		330.00
11-3616-535-04	*Silver Sneakers	624.00	
11-3616-535-05	*Silver & Fit	162.00	
11-3616-535-06	*Renew Active	345.00	
11-4268-352-02	*Healthways		1,131.00
DSS			
12-3531-230-14	*DSS Special Events	321.00	
12-5310-450-00	*DSS Special Events		321.00
	Balanced	48,946.91	48,946.91

Total Discretionary Income Received FYE 2024

144,947.03

Justification:

To amend the 2024 budget to include Discretionary income for September 2023.

Approval Date: _____

Bd. Clerk's Init: _____

Initials: _____

Batch #: _____

Date: _____

Chowan County
MANAGEMENT BUDGET AMENDMENT

To: TDA Board
FYI - Board of Commissioners

MBA #: 2024-020

From: Cathy Smith, *Finance Officer*

Date: October 6, 2023

RE: TDA Co-Op Income

Please authorize the finance officer to amend the 2024 budget for **TDA** as follows:

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
TDA			
51-3815-530-00	Co-Op Monies	15.99	
51-8150-261-01	Office Supplies - Co-Op		15.99
51-3832-530-00	Co-Op Advertising	4,000.00	
51-8150-370-01	Co-Op Advertising		4,000.00
	Balanced	4,015.99	4,015.99

Justification:

To amend the 2024 budget for TDA to include Co-Op Income received through September 2023.

Approval Date: _____

Bd. Clerk's Init: _____

Initials: _____

Batch #: _____

Date: _____

Chowan County
MANAGEMENT BUDGET AMENDMENT

To: FYI - Board of Commissioners

MBA #: 2024-021

From: Cathy Smith, *Finance Officer*

Date: October 6, 2023

RE: Building Inspections

Please authorize the finance officer to amend the 2024 budget for **Building Inspections** as follows:

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
<i>Building Inspections</i>			
11-3839-915-00	Bertie County - Building Inspections	1,179.41	
11-4350-251-00	Automotive Supplies		589.71
11-4350-353-00	Maint & Repairs - Vehicles		589.70
	Balanced	1,179.41	1,179.41

Justification:

To amend the 2024 budget for Building Inspections to include revenue received in July & August 2023 for services provided to Bertie County.

Approval Date: _____

Bd. Clerk's Init: _____

Initials: _____

Batch #: _____

Date: _____

Chowan County
MANAGEMENT BUDGET AMENDMENT

To: FYI - Board of Commissioners

MBA #: 2024-022

From: Cathy Smith, *Finance Officer*

Date: October 12, 2023

RE: Insurance Proceeds

Please authorize the finance officer to amend the 2024 budget as follows:

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Insurance Proceeds			
11-3493-890-00	Insurance Proceeds	3,141.30	
Sheriff's Office			
11-4310-353-00	Maint & Repairs - Vehicles		3,141.30
	Balanced	3,141.30	3,141.30

Justification:

To amend the 2024 budget to include Insurance Proceeds received for the Sheriff's Office.

Approval Date: _____

Bd. Clerk's Init: _____

Initials: _____

Batch #: _____

Date: _____