



Chowan County Board of Commissioners

Regular Meeting

**Monday, November 3, 2025
Chowan County Public Safety Center
305 West Freemason Street
6:00pm**

AGENDA

Regular Meeting

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

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 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 6, 2025 Regular Meeting, October 15, 2025 CIP Committee Meeting and the October 20, 2025 Regular Meeting.

b. Tax Refund/Release Report

Riddick, D.	\$300.00	Overpayment
O'Neal, B.	\$132.32	Overpayment
Rice, K.	\$561.00	Overpayment
Murray, H.	\$1,000.00	Overpayment
Varian, W.	\$250.00	Overpayment

4. **Veterans Services Items**

Operation Green Light

Since 2023, Chowan County has participated in Operation Green Light for Veterans along with many other Counties across the nation. During this time various County Buildings light bulbs are exchanged for a green light bulb from November 1st to November 12th. This year Chowan County will recognize Operation Green Light and encourages County individuals and businesses to shine a green light to let veterans know they are appreciated and supported. Operation Green Light is an opportunity to raise awareness of the resources available to veterans and their families.

Veterans Services Grant Application

Veterans Services Officer Wayne Bray will present the Board with a grant application in the amount of \$20,000 from the Department of Veterans Affairs. If awarded the grant funds will be used to provide transportation to Veterans, provide education to the community to increase awareness of Veterans Services provided and to provide educational training to the Veterans Services Officer. No matching funds are required.

5. **Monument and Veterans Memorial Park Landscape Design**

David Stevenson will provide the Board with a presentation of rendered images of structural elements for enhancement to the area adjacent to the Veterans Memorial Park

6. **Appointment**

Clerk of Court Dwayne Goodwin recommends the appointment of William A. Bunch to the Jury Commission.

7. **Financial Items**

Finance Officer Cathy Smith will present the following:

- a. **Current Fiscal Year Budget Amendments**
 - BA2026-023
 - BA2026-024
 - BA2026-025
 - BA2026-026

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**