



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**

Chowan County Board of Commissioners
Regular Meeting
Monday, October 6, 2025
Chowan County Public Safety Center
305 West Freemason St.
Edenton, NC 27980
6:00pm

This meeting was recorded. A copy of the recording is in the meeting file labeled October 6, 2025.

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

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

Regular Meeting

Chair Kirby called the regular meeting to order and led the pledge.

Commissioner Cummings then offered the invocation.

Approval of Agenda

Board Clerk Susanne Stallings noted a request to amend the agenda to add item 12c, an additional budget amendment #2025-084

Commissioner McLaughlin moved to approve the agenda as amended.

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

Public Comment

Chair Kirby opened the floor for public comment.

Susan Inglis, 101 E Water St Edenton stated she wanted to speak on the agenda item for surplus property located off Coral Lane. She stated this property would be more valuable with conservation easements added to the property. She stated the property is of value to the ecosystem. She discussed potential uses for the property as a county park.

Kermit Nixon, 410 Tynch Town Rd. provided the Board with draft copies of a proposed MOU between John A. Holmes High School, the County Recreation Department, the Tennis Association, Chowan County and the Town of Edenton for the use of the tennis courts at John A. Holmes High School. He stated the MOU addresses maintenance of the courts as well as use of the courts. He stated he plans to present the proposed MOU to the Board of Education and the Edenton Town Council. A copy of the draft MOU is in the meeting file labeled October 6, 2025.

Debra Miller 221 Hawthorne Rd. Edenton stated she was at the meeting again to state her objection to re-erecting the confederate monument on public property. She stated that the

monument represents white supremacy. She stated at the September 15th meeting she referenced comments from Commissioner Shaffer and he interrupted her stating she was incorrect. She asked that if she was incorrect she would ask to be addressed after her comment period. She stated she was there to state her comments on September 15th about Commissioner Shaffer were correct, (referencing the monument relocation committee meeting earlier that evening) She stated that Commissioner Shaffer at the committee meeting stated “I would like to see adding a level of detail/clarity purpose of why the statute exists and referenced 13 fallen members of the confederacy. She stated that he said there was lack of clarity on the purpose of the statute. She stated that Commissioner Shaffer wanted clarification that the statute represents actual human beings that died. She stated her point is Mr. Shaffer asked for clarity three times regarding the statute. She stated she is not clear on what clarity is needed, but if any is needed, it is the names of the clarity of the slaves and honor them. She stated that those that died were fighting to keep slaves who were also actual human beings that died. She asked if the white supremacy would be clarified. She stated the Town Council is always respectful and asked if the Commissioners would always interrupt her speaking.

Chair Kirby noted that Ms. Millers time expired.

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

Consent Agenda

All items on the Consent Agenda are considered to be routine and may be enacted by one motion. If a County Commissioner requests discussion on an item, the item will be removed from the Consent Agenda and considered separately.

a. **Approval of Minutes**

Minutes of the September 15, 2025 Regular Meeting, September 15, 2025 Monument Relocation Committee Meeting and the September 17, 2025 Opioid Settlement Funds Committee.

b. **Surplus**

Item/Description	VIN or Asset ID	Method for Disposal
2014 Ford E-350 Passenger Van	1481	Gov Deals
2014 Ford Taurus	8168	Transfer to Town of Edenton, purchase price \$2,000

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

Ordinance Amendment – “Ordinance Authorizing Criminal History Check”

Mr. Howard noted that a new state law requires all counties to include SBI criminal history record checks (including fingerprinting) for applicants in positions working with children in any capacity. Chowan County has an ordinance and per County policy has conducted criminal history checks through the SBI on all employees since 2008. An ordinance amendment is

necessary to include the new legislation which requires fingerprinting as part of the county policy.

Ms. Womble noted that this new legislation is specific to positions that interact regularly with children.

Commissioner Shaffer asked about the sex offender registry and the obligation for those on the registry to provide such notification.

Ms. Womble stated that it is a violation of the terms of their registration to knowingly apply for positions where they would interact with minors.

Commissioner McLaughlin asked about the costs of the additional search.

Ms. Womble stated she believes it is around \$30.

Mr. Howard noted this law applies only to new hires. He noted that currently all new hires have a drivers license and background check this new requirement is in addition to the policy currently in place.

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

Ordinance Authorizing Criminal History Check

This Ordinance is adopted by the Chowan County Board of Commissioners to provide a policy and procedures for conducting criminal history checks through SBI/DCI on final applicants for employment with Chowan County. This is adopted pursuant to the authority vested in Chowan County by the General Assembly of the State of North Carolina in Sections 153A-11, 153A-12, and 153A-94.2 (b) of the North Carolina General Statutes.

1. In order to protect the citizens of the county and their properties, these procedures are established to provide fingerprinting and criminal history checks on all final applicants for regular full and part time positions with Chowan County. Subject to 1.(D) below and to the existing Chowan County Personnel Policy, employment with the county may be denied for those persons convicted of any crime against a person, or crimes against property where intent is an element, or any drug or gambling related offense.
 - (A) The County Manager, or designee, may conduct an investigation of any final candidate for a permanent full-time or part-time position with the county government and it shall be a precondition of employment that an applicant for such a position shall, upon request, provide fingerprints and all other necessary personal identification including a birth certificate, social security number and drivers license, if available, so that the County Manager, or

designee may cause a thorough search to be made of local and state criminal records to determine if the applicant has a history of criminal convictions or the crimes enumerated above by the use of the Division of Criminal Information Network (DCI).

- (B) If the position being filled requires an applicant for employment to work with children in any capacity, the County Manager shall require the applicant, if offered the position, be subject to a criminal history record check by the State Bureau of Investigation in accordance with G.S. 143B-1209.26.
 - (C) An evaluation of any crime for purposes of employment will take into account the nature and the circumstances of the offense and the time frame of the offense as it relates to the essential job functions or the position applied.
 - (D) Prior to denial or termination of employment based upon criminal history record information (CHRI) received, the County Manager or his designee, shall verify the existence of a record by either obtaining a certified public record or by submitting a fingerprint card of the individual to the criminal information and identification section for verification that the CHRI record belongs to the individual.
 - (E) The Chowan County Sheriff's Office shall facilitate such a search and record request, and shall report all findings and CHRI received from the DCI to the County Manager or his designee.
2. If policies established by this Ordinance are held invalid, such invalidity shall not affect other provisions or applications of the Ordinance which can be given separate effect.
 3. Any Ordinance or other policy, or any part of an Ordinance or policy in conflict with this Ordinance, to the extent of such conflict, is hereby repealed or cancelled.
 4. This Ordinance is adopted in the interest of public health, safety and general welfare of the inhabitants of Chowan County, North Carolina, and shall be in full force and effect from and after its adoption.

ADOPTED this 6th day of October, 2025.

John A. Holmes High School – Project Change Order

Mr. Howard noted that the Board previously approved the generator work and window film for the high school to allow the space to be used by Emergency Management for public shelter during natural disasters. The Board will consider approval of Change Order #16 in the amount of \$304,365.40. Mr. Howard noted that the quote provides an option to increase the thickness of the film from 4mil to 8mil. He stated he would recommend increasing the change order \$4,000 to allow for the 8mil film.

Commissioner Evans moved to approve the change-order as presented with the amendment of an additional \$4,000 for the film.

Chair Kirby noted that when the original design was performed for the high school project the County noted that the facility was used as a shelter during emergency situations. He noted that this was not relayed to the architect who performed the design.

Mr. Howard stated yes and then during the construction meetings the shelter was mentioned again and the items not included in the original design were discovered.

Commissioner McLaughlin asked if there would be any other necessary increases.

Mr. Howard stated he was not aware of anything else. He noted that this expense will come from the regular contingency fund and that if the school has any additional need there is the second contingency of \$2.5 million remaining.

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

Opioid Settlement Funds Committee Recommendation

Mr. Howard noted that the Opioid Settlement Funds Committee met on Wednesday, September 17, 2025. The Committee reviewed recommendations for use of the settlement funds and unanimously recommended the following:

- Recommendation to create a MIH (Mobile Integrated Health) and PORT (Post Opioid Response Team) program in Chowan County EMS using a maximum of \$30,000 from the settlement funds.

He discussed the proposed program with the Board. He stated that he hoped in the future the MIH portion of the program which is not funded by Opioid Settlement Funds, he hoped in the future would be covered by Medicaid/Medicare or other funds. He noted that this is a minimal impact on the settlement funds. He stated that starting the program will allow staff to determine what the needs are in the County and if any additional services are required. He stated that if there are no concerns from the Board the Board will authorize staff to draft the necessary resolutions to direct the expenditure of the settlement funds to be considered at the next Commissioner meeting.

Commissioner Taylor noted that he chairs the Opioid Settlement Funds Committee and that the committee has learned a lot from being involved in this project.

Commissioner McLaughlin stated his skepticism about the effectiveness of this program. He stated his concern for the need for additional positions to cover the programming in EMS. He stated his concern with taxpayers funding the impacts of addiction. He stated he was not ready to vote on the proposal. He asked if the monies could be given to another agency.

Mr. Howard stated that the committee looked into this program in Perquimans County and had the director of the EMS program in Perquimans to come and meet with the committee. He stated the Perquimans EMS Director stated that the overdose call volume in Perquimans has greatly decreased. He noted that the director was unsure if it was the saturation of Narcan in the

community or if it were the educational and services component but that the need for response to overdose calls has greatly reduced in Perquimans County.

Mr. Howard stated he could provide the Board with additional information. He stated that there are only certain methods that the Opioid Settlement Funds can be spent.

Commissioner Taylor stated he was prepared to move forward with a motion to approve the committee's recommendation. He stated this program is funded with the opioid settlement funds and not County dollars.

Commissioner Lawrence stated he sees this program as a start to address the epidemic and he stated that if only one life is saved with the effort he feels it is worth trying.

Mr. Howard stated that staff will bring back a resolution and information to a future meeting for the Board to consider.

Confederate Monument Relocation - Site Improvements Contract

Mr. Howard noted that the Monument Relocation Committee met with David Stevenson on September 15, 2025 and requested that he develop a recommendation for site improvements for the relocation of the confederate monument. The Board will consider approval of a contract for services from Mr. Stevenson. A recommendation is expected by November 1st. Mr. Howard stated the proposed contract for enhancement to the grounds will pay Mr. Stevenson \$165 per hour of work. The contract is not to exceed \$7,500.

Commissioner McLaughlin noted that the Town of Edenton is responsible for the costs of the monument placement.

Mr. Howard stated that the Town is responsible for moving the monument. He stated this contract is to cover any additional site enhancements outside of the monument placement. He stated the MOU calls for the Town to reset the monument as it was downtown. He stated any additions or changes to the site around the monument is the responsibility of the County.

Commissioner Shaffer stated he would like to clarify his position on the monument relocation committee. He stated the Republican party was created in 1854 to free slaves. He stated that he finds it repugnant that he is repeatedly called a white supremacist because he believes that the we should honor soldiers that died. He stated that the monument was built to honor soldiers that died. He stated there were over 646,000 soldiers on the Union side that died to free the south. He stated that his position to support the monument to be moved to a place of equal prominence reflects his position that the South needs to be reminded that a war was fought and a war was lost.

Chair Kirby noted that state law mandates that the monument be relocated to a place of equal prominence.

Commissioner Evans moved to approve the draft contract pending final review and approval by the County Attorney.

Chair Kirby asked for all in favor, the motion passed (6-1 Lawrence).

Health Department Roof Repair

Mr. Howard stated that at a previous meeting he shared that insurance monies were received to repair roofs that had hail damage. He asked that the Board consider approval of the low bid from Perry Roofing in the amount of \$43,460 to replace roof shingles and replace damaged roof decking at the Health Department. The project will be paid for using insurance proceeds (\$31,168.15) and CIP funds (\$12,291.85). He noted a quote will be forthcoming for a roof repair at EMS. He noted approximately \$35,000 was budgeted in the CIP for roof repairs.

Commissioner McLaughlin moved to approve the bid from Perry Roofing in the amount of \$31,168.15. Chair Kirby asked for all in favor, the motion passed unanimously (7-0).

Tax Foreclosure Surplus

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

The Board will 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.

“Off Coral Lane”

Real property owned by Chowan County located off Coral Lane. (PIN 7813-14-45-2044) Property consists of a parcel of vacant land of approximately 0.28 acres as described in Deed Book 431 pages 213 of the Chowan County Public Registry. The minimum bid at foreclosure was \$2,669.40 which includes taxes owed and fees, this bid was not met.

Chair Kirby noted that if the County keeps this property there is a cost to maintain it.

Commissioner Shaffer moved to declare the property surplus.

Commissioner McLaughlin stated that in the past the County has set the minimum bid low to entice people to bid on the property.

Ms. Stallings noted that typically the minimum bid amount has varied and is usually based on the property. She noted this property is land locked with no physical access to the property and no road frontage. She discussed the procedure by which the bids are received and that the final high bid will come back to the Board for acceptance.

Commissioner Shaffer withdrew his previous motion.

The Board discussed a minimum bid amount.

Commissioner Shaffer moved to declare the property as surplus and set a \$400 minimum bid for the upset bid process.

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

Shepard Pruden Memorial Library Board of Trustees Bylaws Amendment

Ms. Stallings presented the Board with a request from the Board of Trustees Bylaws, to add under Article 5 (Meetings) a report from the Friends of the Library as part of the order of business.

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

Appointment

Senior Tarheel Legislature

Ms. Stallings noted that Brenda Lawrence currently serves as Alternate to this Board. The Delegate, Glorious Elliott has stepped down, and it is recommended that Brenda Lawrence be appointed as Delegate to the Senior Tarheel Legislature Board.

Commissioner McLaughlin moved to appoint Brenda Lawrence to the Senior Tarheel Board as the Delegate. Chair Kirby asked for all in favor, the motion passed unanimously (7-0).

Financial Items

Finance Officer Cathy Smith presented the following:

FY2025 Budget Amendment

MBA2025-084

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Sheriff			
11-4310-121-00	Salaries - Regular		(40,000.00)
11-4310-181-00	Fica Expense		(5,000.00)
Jail			
11-4320-193-00	Professional Services		45,000.00
Central 911			
11-4270-121-00	Salaries - Regular		(21,000.00)
11-4270-352-00	Maint & Repairs		21,000.00
	Balanced	-	-
Justification:			
	<i>Budget Clean-up Fiscal Year-End 06/30/25</i>		

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

FY2026 Budget Amendments
2026-016

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
JAHHS Fund			
45-5913-191-01	Architect - Additional Services		21,560.00
45-5913-999-00	Contingency		(21,560.00)
	Balanced	-	-
Justification:			
	<i>To amend the 2026 budget for JAHHS Replacement Project to include additional architectural services for redesign of generator connection in high school gym and cafeteria for use as a community storm shelter. BOCC approved 07/14/25.</i>		

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

Update on JA Holmes Highschool Project Expenses

Finance Officer Cathy Smith provided the Board with a report. A copy of the report is in the meeting file labeled October 6, 2025.

External Board/Committee Report

Commissioner Lawrence reported on the COA Board, Airport Commission and his attendance at an Economic Development meeting and tour at Regulator Marine.

Commissioner Shaffer reported on the Health Department Board and recent visit from Don Davis.

Commissioner McLaughlin reported on the Senior Center Advisory Board and upcoming health fair screening.

Chair Kirby reported on the NC Coastal Fisheries Consortium.

Manager's Report

County Manager Kevin Howard provided the following updates:

- Proposed changes to the crime bill may change sentencing and will impact counties
- With regards to a proposed MOU for the Tennis Courts, the Courts are owned by the schools and they will work on an MOU for those facilities.

Timely and Important Matters

School Report Card

Commissioner Lawrence discussed his concerns over the recent report cards for the school. He stated he hoped to see the grade improve.

Chairman Kirby and Commissioner McLaughlin stated they recently met with the School Board Chair and Superintendent and they shared information that the grade does not reflect the growth that was seen in that year. They both noted that the schools are working to develop a way forward.

He suggested that at a future meeting the Clerk work with the schools for a future meeting to present this information.

Surplus

Ms. Stallings noted that the public will see notices coming up for a Gov Deals sale as well as Surplus real property sales.

County Government 101

Mr. Howard stated he is planning for a County Government 101 meeting on October 27th at the Public Safety Center and he will get that information to the newspaper.

Public Comment on Monument

Chair Kirby stated that during public comments, Ms. Miller stated that she did not want the monument re-erected. She stated that it is not an option, it is mandated by the state and the County is obligated to adhere to state law. He stated that people have stated other counties have not followed this law, he stated that they have broken the law, and this Board is about the law.

Tennis Court MOU

Chair Kirby stated that the County did not want to be the tennis court police.

Mr. Howard stated the courts will belong to the schools and they will work out the MOU.

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

Committee Meeting
Wednesday, October 15, 2025
Chowan County Public Safety Center
305 West Freemason St.
Edenton, NC
4:00pm

Present: Commissioners Larry McLaughlin and Tony Shaffer.

Commissioner Ron Cummings was absent.

Ex-Officio Committee members present: Kevin Howard, County Manager; Finance Officer Cathy Smith; Don Hoggard, Maintenance Director.

Board Clerk Susanne Stallings was also present.

Committee Chair McLaughlin called the committee meeting to order.

Completed Projects

Mr. Howard reviewed the list of completed CIP projects:

- Bond Referendum
- Courthouse Renovations and Temporary Space renovations
- Ag Building Bridge Repair
- 911 Server Room HVAC
- EMS Radio Replacement (in car and handheld)
- EMS Ambulance Payment #1
- Hicks Field Renovations
- DSS/Boiler/HVAC/Roof

Carry Forward Projects

Mr. Howard reviewed the list of carry forward projects:

- Library- noted the windows are still leaking, staff are looking into a protective window that is approved for the historic district. There is \$130,000 remaining in that budget. He noted the building also needs painting.
- PSC HVAC/Chiller, there is \$50,000 in the budget however \$250,000 is needed for this repair
- Hotel Hinton Improvement, there is \$114,257 budgeted for this project however this was transferred with the Project Teapot agreement with the Town, and this will come off the list.

2026 Approved Projects

Mr. Howard reviewed the list of budgeted projects:

- Courthouse Storm Drain is completed
- EMS Ambulance Payment #2 completed
- Health Department Roof Repairs, insurance proceeds are paying for this

Requested Projects for 2026

Mr. Howard reviewed the list of requested projects:

- DF Walker Gym Exterior Door Replacement, staff are getting quotes
- Earnhardt Field Improvements, \$671,000 is requested, most of the cost is for lighting

- Hicks Field \$70,500 is budgeted for concession stand roofing and enclosing the food prep area.
- Sheriff Office body cameras are a contracted cost.

Future Capital Requests

- Recreation has several capital requests for future budgets; the Board will need to review these requests and determine which it wishes to fund.
- Emergency Management Equipment Shelter, a shelter is needed, this request may be moved to the current fiscal year, and staff will look into what neighboring counties recently spent to determine the budget needed for this.
- Animal Shelter, future construction is not being considered, this item will come off the future projects list.
- Ag Building, Mr. Howard will work with Soil and Water to see if there is grant money to clear and snag the drainage area around the bridge.
- Jaycee Building, this building needs a new roof.
- The Courthouse roof needs replacing and there is some window rot that needs to be addressed.

Capital Reserve Fund

Mr. Howard and Ms. Smith reviewed the capital reserve fund projection sheet. Due to changes needed based on recommendations from this meeting an updated sheet will come to the committee.

Next Meeting

Ms. Stallings will email the committee members to schedule a future CIP meeting to form a recommendation to take to the full board for the 2026 CIP project list.

Being no further business, the committee meeting was adjourned.

Larry McLaughlin, Chair

Susanne Stallings, Clerk

Chowan County Board of Commissioners
Special Meeting/Gathering
Monday, October 20, 2025
Chowan County Extension Office
730 N Granville St. Edenton, NC
4:30pm

The Board of Commissioners gathered at the North Carolina Cooperative Extension Service Building (730 North Granville St. Edenton, NC) at 4:30pm. The Board was provided dinner by Extension staff and volunteers. Board members received the annual report from Extension staff, and no further business will be discussed.

Commissioners present were Bob Kirby, Tony Shaffer, Ron Cummings, Tray Taylor, Larry McLaughlin and Ellis Lawrence.

Commissioner Chris Evans was absent.

Staff present were County Manager Kevin Howard and Board Clerk Susanne Stallings.

Chowan County Board of Commissioners
Regular Meeting
Monday, October 20, 2025
Chowan County Public Safety Center
305 West Freemason St.
Edenton, NC 27980
6:00pm

This meeting was recorded. A copy of the recording is in the meeting file labeled October 20, 2025.

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

Commissioner Chris Evans was absent.

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

Regular Meeting

Chair Kirby called the regular meeting to order and led the pledge; he 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 (6-0).

Public Comment

Chair Kirby opened the floor for public comment.

Debra Miller 221 Hawthorne Rd. stated her opposition to the confederate monument being re-erected. She stated she believes in laws, and she could argue all night on what is legally required for the relocation of the monument, she stated she is also a believer in doing what is morally right. She stated confederate dead fought against the US and should not be honored on public property. She stated with so much support for the confederate monument it should be easy to find a place on privately owned property for the monument to be relocated using private funds. She stated the Town is majority black and white supremacy lives in the community. She stated white supremacy is fear. She asked the Board to conquer their fears and do the right thing. She asked if she is saying the Board is white supremacist and only the Board knows if that shoe fits.

Tami Ward, School Superintendent of Edenton-Chowan Public Schools stated that the school received word they were awarded the COPS grant in the amount of \$499,927 and will target three schools, Chowan Middle, White Oak Elementary and DF Walker Elementary. She stated the purpose of the grant is to strengthen school safety and emergency readiness.

Wayne Caskey 1003 North Oakum stated he moved to Chowan from California in 2001, he stated there are times he feels he is living in an alternate reality with the distractions that come with the confederate monument. He stated that Californians are the ones living in an alternate reality. He shared the festivals such as peanut festival and parades here in Edenton are family friendly and events like this are not family friendly in California. He stated that the sooner the confederate monument is put back up the quicker the community can heal. He stated that dialogue is a healing tool. He stated he has spoken with both sides, but each gets along. He stated he would like to bring about beautification in the town. He stated this can happen no matter what the divide in this city. He shared how a recent "Communion America" event in Washington DC brought a dream of Martin Luther King Jr. to life recently where people of all backgrounds and ethnicities broke bread around a mile and a half long communion table. He stated that thousands of others that could not be seated also broke bread. He provided a handout of written comments to the Board to be read later.

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

Consent Agenda

All items on the Consent Agenda are considered to be routine and may be enacted by one motion. If a County Commissioner requests discussion on an item, the item will be removed from the Consent Agenda and considered separately.

a. Surplus

Item/Description	VIN or Asset ID	Method for Disposal
2011 Chev Ambulance	3211	Gov Deals

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

COA Presentation

COA President Dr. Bagwell provided the Board with a welcome and update from the College of the Albemarle (COA). Dr. Jennifer Lopes provided the Board with a PowerPoint update from COA. Dean Edenton-Chowan Campus Administrator Robin Zinsmeister also provided an update on the Edenton campus. A copy of the presentation from COA is in the meeting file labeled October 20, 2025. Highlights included information on the following:

- Expansion of the Culinary Program
- Truck Driver Training Expansion
- Fiber Optic Pathway Growth
- New programming for Welding Expansion and Ground Lineman Training

COA noted the goal of building strong career pathways and supporting regional industry needs by creating opportunities for students and communities to grow and succeed. Additionally, the presentation provided enrollment statistics.

Commissioners commented on the value of the various career pathway programs and the value to the local community. They thanked COA for their presentation.

Schedule of Values Public Hearing

Commissioner Cummings moved to open the floor for the public hearing. Chair Kirby asked for all in favor, the motion passed unanimously (6-0).

Chair Kirby asked if there was any public comment on the proposed schedule of values, there was none.

Tax Administrator Chris Hill stated that at the September 15, 2025, meeting, the Board presented the proposed Schedule of Values for the Chowan County 2026 Property Tax Reappraisal. He stated that it is for the Board is required to hold a public hearing to obtain public comment on the proposed schedules, standards and rules and following the public hearing the Board will consider adoption of the proposed schedule.

Being no further public comment Commissioner Shaffer moved to close the public hearing. Chair Kirby asked for all in favor, the motion passed unanimously (6-0).

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

Grant Pre Application Requests Recreation Department and Senior Center

Director Brian Chappell presented the following:

North Carolina Amateur Sports Grant- Recreation Department

Recreation Director Brian Chappell will provide the Board with a grant pre-application request to apply for \$10,000 in non-matching funds from North Carolina Amateur Sports for facility upgrades at Earnhardt field. He stated they hoped to perform work on the score hut, picnic shelter and infield dirt.

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

SCOPE Grant – Senior Center

The Senior Center is awarded a general-purpose grant based on its annual accreditation through the Albemarle Commission. The Chowan Senior Center is rated as a “Center of Excellence” which means it is eligible for the maximum amount of grant funds. The grant funds total \$10,971 and the grant allows budgeted salaries to be used as the in-kind match in the amount of \$3,657. The grant will be used to purchase a blood pressure machine, equipment for the fitness/weight room and a dual unit to control temperatures in the fitness room and lunch area.

Commissioner McLaughlin stated he is on the advisory Board and there have been several discussions about purchasing or renting a machine. He stated the board has not voted on which option they want to choose. He stated right now they are renting a machine. He asked if they would purchase the machine that they are currently renting.

Mr. Chappell stated that he is not sure if the grant allows them to lease a machine with the grant funds. He stated he could look into this. He stated they pay \$79 per month and have spent around \$800 and that could only be used for the leasing.

Commissioner McLaughlin stated if the machine is purchased and it breaks down; the repair is on the County. He stated that with technological changes he is hesitant to make a decision.

Mr. Howard stated that he feels that the grant needs to be approved. He stated that the Advisory Board does not have the final decision on how the funds are expended.

Mr. Chappell noted the lease is currently a trial lease. He stated to purchase the machine is \$1700. He stated that they hoped to get more than two years out of the machine and that amount would be spent on a two-year lease.

Commissioner McLaughlin stated he has reservations about voting for this.

Mr. Howard stated that the grant information has to be submitted by the end of the month due to the grant deadline.

Chair Kirby asked why the machine is so expensive.

Mr. Chappell stated this machine would have a maintenance contract. He stated in their research they could not find a quality machine. He stated this machine does not have to be put in this grant, but this was a suggestion from Senior Center staff.

Mr. Howard stated that they want a machine that is not as involved for ease of use and would be a better-quality unit that will hold up longer.

Mr. Chappell stated the seniors are happy with the machine and there have been over 400 uses.

Commissioner McLaughlin stated he understands it has been used heavily.

Commissioner McLaughlin asked if the grant could be approved with this out.

Mr. Howard and Mr. Chappell stated they were not sure if the items requested could be taken out or changed once the grant is submitted at the end of the month.

The Board discussed that there is not another Commissioner meeting before the grant due date.

Commissioner McLaughlin stated he did not like being put in this position.

Mr. Howard stated he would recommend moving forward with the grant application. He noted that the Advisory Board does not typically vote on the expenditure of funds. He stated if the machine can be leased with the grant they will consider it and the costs vs purchasing a unit. He stated the Board can approve the application with the language lease or buy and then staff can look into it and decide. He stated the Board only has to approve moving forward with the grant and staff can report back what has been done at the next meeting.

Commissioner Shaffer moved to move forward with the request and approve the grant. Chair Kirby asked for all in favor, the motion passed (5-1 McLaughlin).

Financial Items

Finance Officer Cathy Smith presented the following:

FY2026 Budget Amendments

2026-017

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
EM			
11-3433-391-00	LEPC - Haz Mat Grant 2025 - Rev	3,500.00	
11-4330-610-00	LEPC - Haz Mat Grant 2025 - Exp		3,500.00
	Balanced	3,500.00	3,500.00
Justification:			
	<i>To amend the 2026 budget for EM for the NC Tier II Hazardous Materials Grant 2025. The grant application was presented to the BOC meeting dated 02/03/25.</i>		

2026-018

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Insurance Proceeds			
11-3493-890-00	Insurance Proceeds	31,168.15	
Transfers Out			
11-9800-980-32	Transfer to Capital Projects		31,168.15
Capital Reserve			
33-3990-990-00	Fund Balance Appropriated	12,291.85	
33-9800-980-32	Transfer to Capital Projects		12,291.85
Capital Projects			
32-3810-011-00	Transfer from General Fund	31,168.15	
32-3810-033-00	Transfer from Capital Reserve Fund	12,291.85	
32-8100-619-00	Health Dept Bldg - Roof Replacement		43,460.00
	Balanced	86,920.00	86,920.00
Justification:			
	To amend the 2026 budget to include Roof Replacement for the Health Department Building. BOCC approved quote from Perry Roofing on 10/06/25.		

2026-019

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Capital Reserve Fund			
33-9800-980-32	Transfer to Capital Projects		(575,000.00)
33-9930-995-00	Designated Future Appropriations		575,000.00
	Balanced	-	-
Justification:			
	To correct coding of appropriation in Capital Reserve Fund. There is no change to total expenditures.		

2026-020

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
General Fund			
11-3325-351-00	Sales Tax Refund - Rev	103,000.00	
11-8200-892-00	NC Sales Tax - County		72,100.00
11-8200-894-00	NC Sales Tax - State		30,900.00
Social Services			
12-3325-351-00	Sales Tax Refund - Rev	6,000.00	
12-8200-892-00	NC Sales Tax - County		4,200.00
12-8200-894-00	NC Sales Tax - State		1,800.00
Fire Fund			
23-3325-351-00	Sales Tax Refund - Rev	3,000.00	
23-8200-892-00	NC Sales Tax - County		2,100.00
23-8200-894-00	NC Sales Tax - State		900.00
E911 Fund			
24-3325-351-00	Sales Tax Refund - Rev	30,000.00	
24-8200-892-00	NC Sales Tax - County		21,000.00
24-8200-894-00	NC Sales Tax - State		9,000.00
Capital Projects Fund			
32-3325-351-00	Sales Tax Refund - Rev	60,000.00	
32-8200-892-00	NC Sales Tax - County		42,000.00
32-8200-894-00	NC Sales Tax - State		18,000.00
EMS Fund			
60-3325-351-00	Sales Tax Refund - Rev	15,000.00	
60-8200-892-00	NC Sales Tax - County		10,500.00
60-8200-894-00	NC Sales Tax - State		4,500.00
Water Fund			
61-3325-351-00	Sales Tax Refund - Rev	20,000.00	
61-8200-892-00	NC Sales Tax - County		14,000.00
61-8200-894-00	NC Sales Tax - State		6,000.00
	Balanced	237,000.00	237,000.00
Justification:			
	<i>To amend the 2026 budget to include Sales Tax Refund revenues and expenditures. This is due to guidance received from LGC on financial reporting for Sales Tax refunds.</i>		

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Register of Deeds			
11-3418-415-00	*Preservation/Automation	716.31	
11-4180-298-00	*Dept Supplies - Auto/Pres		238.77
11-4180-440-00	*Contr Svcs - Automation/Pres		238.77
11-4180-511-00	*C/O - Auto / Pres		238.77
Sheriff's Office			
11-3431-243-00	*KIDS & COPS	701.50	
11-4317-443-00	*KIDS & COPS Expense		701.50
Animal Shelter			
11-3438-894-00	*Donations - Chowan	619.66	
11-3438-894-01	*Donations - Gates	266.05	
11-3438-894-02	*Donations - Perquimans	452.47	
11-3438-894-03	*Donations - Other	6,755.15	
11-4381-600-00	*Donation - Expense		8,093.33
11-3438-895-00	*Adoption - Chowan	901.45	
11-3438-895-01	*Adoption - Gates	619.60	
11-3438-895-02	*Adoption - Perquimans	1,081.00	
11-3438-895-03	*Adoption - Other	2,938.35	
11-4381-441-00	*Contr Svcs - Spay/Neuter		5,540.40
11-3438-897-00	*A.W.A.R.E. Reimbursement	9,549.15	
11-4381-601-00	*A.W.A.R.E. Reimbursement		9,549.15
Cooperative Ext:			
11-3495-370-00	*AG Program Fees Discretionary	720.00	
11-4953-440-00	*Ag Program Fees Discretionary		720.00
11-3495-372-00	*4H United Way	2,500.00	
11-4953-445-00	*4H United Way		2,500.00
11-3495-378-00	*4-H Fees Discretionary	345.00	
11-4953-448-00	*4-H Fees Discretionary		345.00
11-3495-379-00	*Livestock Program	7,075.00	
11-4953-449-00	*Livestock Program		7,075.00
11-3495-387-00	*Master Gardner Program	18,467.88	
11-4953-457-00	*Master Gardner Program		18,467.88
Recreation			
11-3612-487-00	*Recreation Donations	1,800.00	
11-6130-299-01	*Donations - Dept Supplies		1,800.00
11-3612-504-00	*Recreation Special Events	1,700.00	
11-6132-453-00	*Recreation Special Events		1,700.00
11-3612-507-00	*NCCF - Laughton Endowment	2,000.00	
11-6132-460-00	*NCCF - Laughton Endowment		2,000.00
Senior Center			
11-3616-533-00	*Reg Fees - Trips	6,057.00	
11-4268-312-00	*TRIPS - Senior Citizens		6,057.00
11-3616-535-04	*Silver Sneakers	795.00	
11-3616-535-06	*Renew Active	411.00	
11-4268-352-02	*Healthways		1,206.00
11-3616-535-01	*Donations - Fitness	294.00	
11-4268-352-01	*Donations - Fitness		294.00
DSS			
12-3531-230-14	*DSS Special Events	522.00	
12-5310-450-00	*DSS Special Events		522.00
	Balanced	67,287.57	67,287.57
	Total Discretionary Income Received FYE 2026	146,293.89	
Justification:			
	<i>To amend the 2026 budget to include Discretionary income for September 2025.</i>		

2026-022

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Fund Balance			
11-3990-990-00	Fund Balance Appropriated	6,920.99	
Special Appropriations			
11-8300-927-00	Local Reentry Council		6,920.99
	Balanced	6,920.99	6,920.99
Justification:			
	<i>To amend the 2026 budget to include funding for Local Reentry Council through December 2025. Funding is being provided by Hertford, Bertie, Gates and Chowan Counties. Chowan BOC approved 09/15/25.</i>		

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

Financial Report

Finance Officer Cathy Smith provided the Board with financial reports for September 2025. A copy of the report is in the meeting file labeled October 20, 2025.

External Board/Committee Report

Commissioner Lawrence reported on the COA Board

Commissioner McLaughlin noted that the ECP Board has been discussing a private gun range near the airport site where the airport is located that will be open to the public.

Commissioner Shaffer reported on the Hospital Directors Council. He stated they had a successful fundraiser on Saturday.

Chair Kirby reported on the Albemarle Commission Board and provided Board members with a handout on the 2025 fiscal impact report.

Manager's Report

County Manager Kevin Howard provided the following updates:

County Government 101

Mr. Howard stated he is planning for a County Government 101 meeting on October 27th at the Public Safety Center at 6:30pm and he will get that information to the newspaper.

Timely and Important Matters

Amend Agenda – Health Department Roof Contingency

Mr. Howard requested that the Board amend the agenda to consider a contingency amount for the Health Department Roof project.

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

Mr. Howard stated that he normally asks for a 10% contingency, he stated when they pulled the guttering off the wood behind it is rotten. He stated because of this he is requesting an additional \$3,075 from the CIP fund. He stated the total amount is still lower than the lowest bid.

Moved to approve the request for an additional \$3,075 for contingency. Chair Kirby asked for all in favor, the motion passed unanimously (6-0).

Confederate Monument Discussion

Chair Kirby stated that there have been comments about the monument. He stated the Commissioners are named as parties in a lawsuit and for members of the Board to comment to plaintiffs in a lawsuit would be inappropriate so Board members will hold comments until released from a lawsuit.

Closed Session

Commissioner Cummings moved to go into closed session accordance with NCGS 143-318-11 (a) (5 and 6) Contract Negotiations and Personnel. Chair Kirby asked for all in favor, the motion passed unanimously (6-0).

The minutes of the closed session are sealed.

Commissioner Cummings moved to come out of closed session. Chair Kirby asked for all in favor, the motion passed unanimously (6-0).

Adjourn

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

Bob Kirby, Chairman

Susanne Stallings, Clerk

RUN DATE: 10/22/2025 11:23 AM

CHOWAN COUNTY REFUND REPORT


10-22-25

NAME	BILL NUMBER	PAYMENT TYPE	AMOUNT	OPER	DATE TIME
47216 LAFOND, ANGELA WILSON - TRUSTEE 1709 VIRGINIA RD Edenton, NC 27932	2025-8391	RP: 689800224129	38.29	Igniffin	10/16/2025 2:51:11 PM
** VOIDED **					
26482 RIDDICK, DELLIE MAE 500 N BROAD ST EDENTON, NC 27932-1909	2025-12026	REFUND RECIPIENT: 1709 VIRGINIA RD Edenton NC 27932 RP: 780519712036 Draft Over payment REFUND RECIPIENT: Dellie Riddick 500 N Broad St Edenton NC 27932 RP: 697011672277	300.00	lbraddy	10/20/2025 2:06:48 PM
46450 O'NEAL, BARBARA J O'NEAL, WILLIAM C JR C/O JAMES O'NEAL 3109 CITY HEIGHTS RD ASHLAND, WI 54806-2546	2025-10487	Draft Over payment REFUND RECIPIENT: James Oneal 3109 City Heights Rd Ashland WI 54806 RP: 781400861955	132.32	lbraddy	10/20/2025 2:11:05 PM
48802 RICE, KENNETH A RICE, JENNIFER K 502 YEOPIIM RD Edenton, NC 27932	2025-11962	Draft Over payment REFUND RECIPIENT: Jennifer Rice 502 Yeopim Rd Edenton NC 27932 RP: 780407693341	561.00	lbraddy	10/20/2025 2:14:11 PM
49033	2025-10030	RP: 780407693341	1,000.00	lbraddy	10/20/2025 2:15:48 PM

RUN DATE: 10/22/2025 11:23 AM

CHOWAN COUNTY REFUND REPORT

MURRAY, HENRY H

MURRAY, KAREN J

112 W QUEEN ST

Edenton, NC 27932

Draft Over payment

REFUND RECIPIENT: Karen Murray

112 W Queen St

Edenton NC 27932

RP: 780408884123

46879

2025-14412

250.00

lbraddy

10/20/2025 2:19:30 PM

VARIAN, WARREN LINCOLN

VARIAN, TANYA SUE

403 E KING ST

Edenton, NC 27932

Draft Over payment

REFUND RECIPIENT: Tanya Varian

403 E King St

Edenton NC 27932

TOTAL REFUNDS PRINTED:

2,281.61

TOTAL VOID REFUNDS:

-38.29

TOTAL:

2,243.32



CHOWAN COUNTY, NORTH CAROLINA

P.O. Box 1030
Edenton, NC 27932
(252) 482-8431
(252) 482-4925 fax

Operation Green Light

Each year, we come together as a nation on Veterans Day to honor and celebrate the hundreds of thousands of brave Americans who have served our country in uniform.

Now more than ever, our veterans need our support. In a time when our country is divided on so many issues, we can all agree that those individuals who risked everything to protect our country and our way of life deserve our support and gratitude.

That's why this year, Chowan County is joining our colleagues across the nation in launching Operation Green Light for Veterans, an initiative designed to shine a light on the service of our veterans and their families.

With the pursuit of the safety and security of our nation comes the responsibility to support and serve the veterans who sacrificed on our behalf. Unfortunately, too many recent veterans, after nearly two decades of constant war, are struggling to transition back to civilian life.

Veteran suicides have claimed over 30,000 lives since 2001—four times more than the number of U.S. military personnel who died in combat in Iraq and Afghanistan. While the vast majority of veterans return healthy and prepared for civilian life, we must be better as a nation.

As part of Operation Green Light for Veterans, Chowan County is illuminating several of its buildings green from November 1st through November 12th, and we encourage individuals and businesses to join us by changing one light bulb in the entryway of your house or business to a green bulb. By shining a green light, we let veterans know that they are seen, appreciated, and supported.

Operation Green Light is also an opportunity to raise awareness of the resources available to veterans and their families. Here in Chowan County, we're proud to serve approximately 858 veterans through our county veteran service agency.

Throughout the year, our county staff are busy connecting our veterans to federal and state benefits, helping them manage employment needs and doctors' appointments, as well as helping them find veteran peers who can assist with the transition back to civilian life. Veterans and family members can learn more about available services at the Chowan County Veterans Service Agency at 252-482-1033 or <https://www.chowancounty-nc.gov/veterans>



North Carolina
**DEPARTMENT OF MILITARY
AND VETERANS AFFAIRS**

APPLICATION-CONTRACT

GRANT PROGRAM FOR COUNTY VETERANS OFFICES

BACKGROUND:

Session Law 2023-134, Section 33.13(a) directed the North Carolina Department of Military and Veterans Affairs (NCDMVA) to establish a grant program for existing county veterans offices (CVOs) to provide services to veterans. A grant may be awarded up to \$20,000. To be eligible for the grant program, the CVO must be located in a county where there are eight (8) or less certified veteran service officers (VSOs). The VSO may be an employee of or volunteer with the federal government, State of North Carolina, county, or an entity in the county, including a nonprofit organization. NCDMVA will verify the presence of eight (8) or less certified VSOs in the county through the United States Department of Veterans Affairs (USDVA) prior to awarding a grant.

Instructions:

The County Veterans Office (the "RECIPIENT") will complete the **PART I – RECIPIENT SECTION** of this document, including Attachments. The RECIPIENT will have an authorized official complete the **PART IV – EXECUTION SECTION** of this document.

The RECIPIENT shall complete and submit the following documents:

- Attachment A - Scope of Work and Budget
- Attachment B - W-9 Form
- Attachment C - Electronic Payment/Vendor Verification Form
- Attachment D - Conflict of Interest Policy (sample)
- Attachment E - Sworn (notarized) Certification of No Overdue Tax Debts
- Attachment F - State Grant Compliance Reporting
- Attachment G - Grant Certification
- Attachment H - Closeout Reporting Document

Upon receipt and approval of this completed document and attachments, NCDMVA will complete the **PART II – DMVA SECTION** of this document and have an authorized individual complete the **PART IV – EXECUTION SECTION** of this document.

Upon the execution page being signed in the **PART IV – EXECUTION SECTION** by both the RECIPIENT and NCDMVA (referred to collectively as the "PARTIES"), this document and all required attachments are incorporated herein and together constitute the contract agreement (Agreement) between the PARTIES.

PART I – RECIPIENT SECTION:

Section 1: RECIPIENT Organization Information

County Name: County of Chowan

County Address: PO Box 1030, 305 W. Freemason St.

Recipient Contact: Wayne Bray, Veterans Services Officer

Contact Phone: 252-482-1033

Contact Email: wayne.bray@chowan.nc.gov

Grant Amount Request: \$ \$20000.00 (Up to \$20,000 - Final amount subject to allocation and appropriation of funds to NCDMVA)

Section 2: Award Amount

The award amount will not exceed \$20,000 per Session Law 2023-134, Section 33.13(a). The actual amount of the award is dependent on the number of eligible recipients as described in Part I, Section 4 of this document, and subject to the allocation and appropriation of funds to NCDMVA. The RECIPIENT's award amount can be found in Part II – Section 2 of this document, which will be finalized after the RECIPIENT completes all requirements within Part I – RECIPIENT SECTION (including Attachments A - E) and signs the execution page. (Attachments F-H will be completed post award as described below.)

Section 3: Use of funds

As required by Session Law 2023-134, Section 33.13(a), CVO grant awards are for the purpose of providing services to veterans. A CVO may receive a grant award up to \$20,000 for this purpose. The RECIPIENT will use Attachment A: Scope of Work and Budget, to provide a scope of work regarding how grant funds will be utilized to serve veterans and a budget with a detailed description of proposed grant expenditures.

The RECIPIENT agrees to expend funds in accordance with the scope of work and budget cost items set forth in the RECIPIENT's approved budget. Upon written notification to NCDMVA, the RECIPIENT may reallocate or redistribute funds among budgeted line items in an amount not to exceed ten percent (10%) of the total approved budget without requiring NCDMVA's prior written approval.

Any reallocation or redistribution of funds exceeding ten percent (10%) of the total approved budget shall require the prior written approval of NCDMVA, documented as a written amendment to the contract agreement (Agreement) as described in Part III, Section 3 of this document.

Section 4: Eligibility Requirements

The RECIPIENT confirms it meets the requirement as defined in Session Law 2023-134, Section 33.13(a) which dictates:

The CVO must be located in a county in which there are eight or less certified veteran service officers (VSOs). The VSO may be an employee of or volunteer with the federal government, State of North Carolina, county, or an entity in the county, including a nonprofit organization. DMVA shall verify the presence of eight or less certified VSOs in the county through the United States Department of Veterans Affairs prior to awarding a grant.

Section 5: Reporting Requirements

The RECIPIENT agrees and shall submit compliance reports and certify that all grant funds received or held are being used for the purposes for which the grant was awarded, and providing an accounting of all funds received. Such reporting shall be required at a minimum of once every six (6) months following the date on which funds are received and shall continue until all funds have been expended and accounted for to the satisfaction of NCDMVA. See Attachment F - Compliance Reporting and Attachment G- Grant Certification for fashion of reporting.

Upon project completion (i.e., once RECIPIENT has expended all grant funds) or No later than **August 3, 2026**, whichever is sooner, the RECIPIENT shall submit, as prescribed by NCDMVA, the following information to **SVC_DMVA_FSD.grants@milvets.nc.gov** :

- (1) The unduplicated number of veterans served by the CVO.
- (2) The number of times each individual veteran was served by the CVO.
- (3) The services that were provided to veterans using the grant funds awarded to the CVO.

See Attachment H: Closeout Reporting Document for form and fashion of reporting the information above.

PART II – NCDMVA SECTION:

Section 1: Eligibility Determination

It is the responsibility of NCDMVA to verify through the United States Department of Veterans Affairs that the RECIPIENT has eight (8) or less certified veteran service officers (VSOs). The VSO may be an employee of or volunteer with the federal government, State of North Carolina, county, or an entity in the county, including a nonprofit organization.

Section 2: Award Amount

The RECIPIENT will hereby be awarded the amount of \$_____. NCDMVA will disburse the full amount of the grant award to the RECIPIENT within 30 days of NCDMVA's receipt and approval of the RECIPIENT's required documentation, including attachments, in form and substance satisfactory to NCDMVA.

Section 3: Contract Information

Once executed, this document will serve as the Agreement between the PARTIES. The Agreement number is _____.

Section 4: Period of Performance

The period of performance shall begin on the date this Agreement is fully executed by all parties (Contract Execution Date) and shall continue through **June 30, 2026**.

PART III – OTHER CONTRACTUAL REQUIREMENTS:

Section 1: Compliance with Laws

All state grants are subject to corresponding statutes and rules, most notably the cost principles enunciated in the Code of Federal Regulations, 2 CFR, Part 200, N.C. Gen. Stat. 143C-6-23, and 09 N.C. Admin. Code 03M. The RECIPIENT shall be responsible for compliance with all laws, ordinances, codes, rules, regulations, licensing requirements and other regulatory matters that are applicable to the conduct of its business and work performance under this Agreement, including those of Federal, State, and local agencies having appropriate jurisdiction. Disbursement of funds is contingent upon RECIPIENT's compliance with the terms of this Agreement and any applicable federal or state requirements.

Section 2: Monitoring and Auditing

The RECIPIENT acknowledges and agrees that, from and after the date of execution of this Agreement and for five (5) years following its termination, the books, records, documents and facilities of the RECIPIENT are subject to being audited, inspected and monitored at any time by NCDMVA upon its request (whether in writing or otherwise). The RECIPIENT further agrees to provide NCDMVA staff and staff of the Office of State Auditor with access to financial and accounting records to support internal audit, financial reporting and related requirements.

Section 3: Amendments

This Agreement may be amended in writing which documents approval of changes by both the NCDMVA and the RECIPIENT. NCDMVA, in its sole discretion, may approve amendment requests to this Agreement.

A RECIPIENT may submit one (1) written amendment request to NCDMVA for an extension of the period of performance established under this Agreement. Any such extension requests must be made prior to the expiration of the current performance period and shall include justification or explanation for the requested extension. If approved, no extension shall extend the period of performance beyond **July 31, 2026**.

Section 4: Sub-Recipients

If the RECIPIENT grants to any sub-recipient, any of the grant funds awarded to the RECIPIENT under this Agreement, the RECIPIENT or sub-recipient is not relieved of any duties and responsibilities of this Agreement. Additionally, the sub-recipient agrees to abide by the standards contained in this contract and to provide information in its possession to all the RECIPIENT to comply with these standards.

Section 5: SITUS

This Agreement shall be governed by the laws of North Carolina and any claim for breach or enforcement of this Agreement shall be filed in State court in Wake County, North Carolina.

Section 6: Termination of Agreement

This agreement may be terminated by mutual consent upon sixty (60) days written notice to the other party, or as otherwise provided by law. As soon as possible following termination of this agreement, any residual, unexpended grant funds remaining at the end of the termination or the period of performance shall be returned to NCDMVA.

PART IV – EXECUTION:

The undersigned represent and warrant that they are authorized to bind their principals to the terms and conditions of this Agreement. In Witness Whereof, the RECIPIENT and NCDMVA have executed this Agreement electronically, with each party retaining an electronic version. This Agreement shall be effective as of the date of the last party's signature.

RECIPIENT NAME

[REDACTED]

AUTHORIZED SIGNATURE:

Kevin Howard, County Manager

PRINTED NAME AND TITLE:

10/22/25

DATE

NC Department of Military and Veterans Affairs

AUTHORIZED SIGNATURE:

PRINTED NAME AND TITLE:

DATE

County Veterans Office State Grant - Scope of Work and Budget

Scope of Work and Budget with Detailed Description

Pursuant to Part I, Section 3 of the Agreement, please provide a scope of work and budget with detailed description for the use of the maximum amount of \$20,000 even though the award amount may be less.

Chowan County Veterans Services has several potential uses for grant funds:

- 1) To provide transportation services to veterans of Chowan County for Veterans Healthcare Administration (VHA) or Compensation and Pension (C&P) appointments in neighboring communities, such as Greenville, Elizabeth City, and Durham, NC as well as Hampton, VA. Many of our veterans have difficulty finding transportation to appointments and this is a service we would like to provide but have limited funds to do so. We would like to purchase a vehicle or provide fuel/mileage to drivers for transportation services.**
- 2) To provide education to the community to increase awareness about veterans services provided in Chowan County. This education could include billboard, newspaper articles, and pamphlets to distribute to the community.**
- 3) To provide funding for the Chowan County Veterans Services Officer to attend NCDMVA semi-annual conferences. Education for our Veterans Services Officer is crucial in order to stay informed about changes to benefits for veterans.**

Attachment B

NC Office of the State Controller (IRS Form W-9 will not be accepted in lieu of this form) *Denotes a Required Field	STATE OF NORTH CAROLINA SUBSTITUTE W-9 FORM Request for Taxpayer Identification Number			
Section 1 - Taxpayer Identification	*1. ☐ Social Security Number (SSN), OR ☒ Employer Identification Number (EIN), OR ☐ Individual Taxpayer Identification Number (ITIN) *2. 5 6 6 0 0 0 2 8 6		Please select the appropriate Taxpayer Identification Number (EIN, SSN, or ITIN) type and enter your 9-digit ID number. The U.S. Taxpayer Identification Number is being requested per U.S. Tax Law. Failure to provide this information in a timely manner could prevent or delay payment to you or require The State of NC to withhold 24% for backup withholding tax.	
	*4. Legal Name (as registered with the IRS - see instructions): County of Chowan		3. Unique Entity Identifier or Dunn & Bradstreet Universal Numbering System (DUNS) (see instructions):	
	5. Business Name/DBA/Disregarded Entity Name, if different from Legal Name:			
	Contact Information			
	*6. Legal Address		7. Remittance Address (Location specifically used for payment that is different from Legal Address, if applicable)	
	*Address Line 1: PO Box 1030		Address Line 1:	
	Address Line 2: 305 W. Freemason St.		Address Line 2:	
	*City Edenton *State NC *Zip (9 digit) 27932		City State Zip (9 digit)	
	*County Chowan		County	
	*8. Contact Name: Cathy Smith			
*9. Phone Number: 252-482-8334 ext. 1				
10. Fax Number: 252-482-4831				
11. Email Address: cathy.smith@chowan.nc.gov				
*12. Entity Type ☐ Individual/Sole Proprietor/Single-member LLC ☐ C-Corporation ☐ S-Corporation ☐ Partnership ☐ Trust/Estate ☒ Other <u>Local Government</u> ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.		*13. Entity Classification ☐ Medical Services ☐ Legal/Attorney Services ☒ NC Local Govt ☐ Federal Govt ☐ NC State Agency ☐ Other Govt ☐ Other (specify) _____	14. Exemptions (see instructions) Exempt payee code (if any): Exemption from FATCA reporting code (if any):	
Section 2 - Certification	Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding because of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and 3. I am a U.S. citizen or other U.S. person (defined later in general instructions), and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.			
	Certification instructions: Please refer to the IRS Form W-9 located on the IRS Website (https://www.irs.gov/):			
	*Printed Name: Cathy Smith		*Printed Title: Finance Officer	
*Authorized U.S. Signature:		* Date: 10/22/25		

Please complete the Modification to Existing Supplier Records form if there have been any changes to the following: Tax Identification Number (TIN),

Legal Name, Business Name, Remittance Address.

If you would like to receive your payments electronically, please complete the Supplier Electronic Payment form.

Return all completed forms to the State Agency from which you are requesting payment.

General Instructions

For General Instructions, please refer to the IRS Form W-9 located on the IRS Website (<https://www.irs.gov/>).

Specific Instructions

Section 1 -Taxpayer Identification

1. **Taxpayer Identification Type.** Check the type of identification number provided in box 2.

2. **Taxpayer Identification Number (TIN).** Enter taxpayer's nine-digit Employer Identification Number (EIN), Social Security Number (SSN), or Individual Taxpayer Identification Number (ITIN) without dashes.

Note: If an LLC has one owner, the LLC's default tax status is "disregarded entity". If an LLC has two owners, the LLC's default tax status is "partnership". If an LLC has elected to be taxed as a corporation, it must file IRS Form 2553 (S Corporation) or IRS Form 8832 (C Corporation).

3. **Unique Entity Identifier or DUNS Number.** Suppliers are requested to enter their Unique Entity ID number or DUNS number created in SAM.gov, if applicable.

4. **Legal Name.** Enter the legal name as registered with the IRS or Social Security Administration. For individuals enter the name of the person who owns the business in the State of NC as it appears on the Social Security Card or other required legal tax documents. For organizations, enter the name shown on its charter or other legal documents that create the organization. Do not abbreviate names. Do not enter a DBA or Disregarded Entity Name on this line.

5. **Business Name.** Business, Disregarded Entity, trade, or DBA ("doing business as") name.

Contact Information

6. Enter your **Legal Address**.

7. Enter your **Remittance Address, if applicable.** A **Remittance Address** is the location in which you or your entity receives business payments.

8. Enter the **Contact Name**.

9. Enter your **Business Phone Number**.

10. Enter your **Fax Number**, if applicable.

11. Enter your **Email Address**.

For clarification on IRS Guidelines, see www.irs.gov.

12. **Entity Type.** Select the appropriate entity type.

13. **Entity Classification.** Select the appropriate classification type.

Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the Exemptions box, any code(s) that may apply to you. See Exempt payee code and Exemption from FATCA reporting code below.

14. **Exempt payee code.** Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends. Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following codes identify payees that are exempt from backup withholding:

- 1 - An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2 - The United States or any of its agencies or instrumentalities
- 3 - A state, the District of Columbia, a possession of the United States, or any of their political subdivisions, or instrumentalities
- 4 - A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5 - A corporation
- 6 - A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States
- 7 - A futures commission merchant registered with the Commodity Futures Trading Commission
- 8 - A real estate investment trust
- 9 - An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10 - A common trust fund operated by a bank under section 584(a)
- 11 - A financial institution
- 12 - A middleman known in the investment community as a nominee or custodian
- 13 - A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

If the payment is for...	THEN the payment is exempt for...
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements.

- A - An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)
- B - The United States or any of its agencies or instrumentalities
- C - A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities
- D - A corporation the stock of which is regularly traded on one or more established securities markets, as described in Reg. section 1.1472-1(c)(1)(i)
- E - A corporation that is a member of the same expanded affiliated group as a corporation described in Reg. section 1.1472-1(c)(1)(i)
- F - A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state
- G - A real estate investment trust
- H - A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940
- I - A common trust fund as defined in section 584(a)
- J - A bank as defined in section 581
- K - A broker
- L - A trust exempt from tax under section 664 or described in section 4947(a)(1)
- M - A tax exempt trust under a section 403(b) plan or section 457(g) plan

Section 2 - Certification

To establish to the paying agency that your TIN is correct, you are not subject to backup withholding, or you are a U.S. person, or resident alien, sign the certification on NC Substitute Form W-9. You are being requested to sign by the State of North Carolina.

For additional information please refer to the IRS Form W-9 located on the IRS Website (<https://www.irs.gov/>).

Attachment C

NC Office of the State Controller

See instructions for return information.

Telephone: 919-707-0795

www.osc.nc.gov | ncfsepay@osc.nc.gov



Supplier Electronic Payment Request

- ☒ New Add Request
☐ Change/Update Existing Account
☐ Inactivate Existing Account

*Denotes a required field

The State of North Carolina offers payees the opportunity to receive payments electronically through U.S. based banks. In addition to having the funds deposited electronically, you will also receive remittance information by e-mail.

We require you to submit a copy of a voided check, bank statement, or a bank authorization letter on bank letterhead signed by a bank representative for account verification.

*TAX ID # or SSN

*PAYEE NAME

*REMITTANCE ADDRESS

(AS PRINTED ON YOUR INVOICE)

*CONTACT

[REDACTED]	
County of Chowan	
PO Box 1030, 305 W. Freemason St.	
STREET	SUITE/ROOM #
Edenton	NC 27932
CITY	STATE ZIP CODE
Cathy Smith, Finance Officer	252-482-8334 ext. 1
NAME & TITLE	PHONE NUMBER

NEW FINANCIAL INFORMATION

*FINANCIAL INSTITUTION NAME:	Southern Bank
*NAME ON ACCOUNT:	County of Chowan
*NEW ROUTING NUMBER:	[REDACTED]
*NEW ACCOUNT NUMBER:	[REDACTED]
*ACCT TYPE:	☒ Checking ☐ Savings
*REMIT E-MAIL ADDRESS	cathy.smith@chowan.nc.gov

New add requests MUST include contact information for the state agency with which you are doing business.

*North Carolina Agency Name: NC Department of Military and Veterans Affairs	*North Carolina Agency Contact Name: Jocelyn Mitnaul Mallette
*North Carolina Agency Contact Email Address: SVC_DMVA_FSD.grants@milvets.nc.gov	*North Carolina Agency Contact Phone Number: 984-204-8366

PRIOR FINANCIAL INFORMATION (only required for updates)

FINANCIAL INSTITUTION NAME:	
NAME ON ACCOUNT:	
ROUTING NUMBER:	
ACCOUNT NUMBER:	
ACCT TYPE:	☐ Checking ☐ Savings
REMIT E-MAIL ADDRESS	

* ALL BOXES BELOW MUST BE REVIEWED AND CHECKED

- ☒ I acknowledge that electronic payments to the designated account must comply with the provisions of U.S. law, and the requirements of the Office of Foreign Assets Control (OFAC). I affirm the entire amount of the payment will not be transferred to a foreign bank account.
- ☒ I authorize the Office of the State Controller to initiate ACH payments, and if necessary, adjustments for any ACH payments in error, to the financial institution and account identified on the attached certification document. This authority will remain in effect until I, the supplier cancel it in writing or the authority is terminated by the NC Office of the State Controller.
- ☒ I have attached a copy of a **current** voided check, current bank statement, or a bank authorization letter on bank letterhead signed by a bank representative.

*PRINT NAME: Cathy Smith, Finance Officer

*DATE: 10/22/25

*SIGNATURE: [REDACTED]

*PHONE NUMBER: 252-482-8334 ext 1

Instructions

*** Denotes a required field on the form**

1. *Check the appropriate box at the top of the form:
 - New Add Request – Supplier would like to begin receiving payments via ACH.
 - Change/Update Existing Account – Supplier's account number, routing number, or remittance email address has changed.
 - Inactivate Existing Account – Supplier no longer wants to receive payments via ACH.
2. *Enter the supplier's Tax Identification Number or Social Security Number.
3. *Enter the Payee Name – The name of the person or business receiving payment.
4. *Enter the supplier's remittance address. The remittance address is the address printed on your invoice where payments should be sent.
5. *Enter the supplier's contact name, title, and phone number.
6. *Enter the supplier's financial information:
 - Financial Institution Name – Name of the financial institution.
 - Name on Account – The account owner's name.
 - Routing Number – Nine-digit number identifying the financial institution.
 - Account Number – The bank account number where the funds should be deposited.
 - Account Type – Is this a checking or savings account? Check the appropriate box.
 - Remit E-mail address - Enter the email address to which the remittance advices should be sent.
7. *For a **new add request only**, provide the following:
 - North Carolina Agency Name – The state agency the supplier is doing business with.
 - North Carolina Agency Contact Name – The supplier's contact person name at the state agency.
 - North Carolina Agency Contact Email Address – The contact person's email address at the state agency.
 - North Carolina Agency Contact Phone Number – The contact person's phone number at the state agency.

NOTE: New add requests MUST include contact information for the state agency with which you are doing business.

8. Prior Financial Information – this is required if the supplier's bank account, routing number, or remittance email address has changed.
 - Financial Institution Name – Name of the prior financial institution.
 - Name on Account – The account owner's name.
 - Routing Number – Nine-digit number identifying the prior financial institution.
 - Account Number – The bank account number where the funds were being deposited.
 - Account Type – Is this a checking or savings account? Check the appropriate box.
 - Remit E-mail address - Enter the email address to which the remittance advices were being sent.
9. *Review all the information in the 3 attestation boxes located above the signature area. All 3 boxes must be checked – **otherwise the request will not be processed.**
10. *Print Name – Print the name of the authorized signee on the form.
 - *Date – Date of signature.
 - *Signature – The authorized signee's signature.
 - *Phone Number – The authorized signee's phone number.

Return to:

OSC - NCFS Support | 1410 Mail Service Center | Raleigh, NC 27699-1410

OR FAX - 919.875.3804

Please allow up to 30 days for processing

County Veterans Offices State Grant – Conflict of Interest Policy

County Veterans Office

Conflict-of-Interest Policy

The purpose of this policy is to ensure that the use of State of North Carolina grant funds awarded to the County Veteran Service Office (CVO) is free from actual or perceived conflicts of interest, in compliance with N.C. Gen. Stat 143C-6-23 and the North Carolina General Terms and Conditions. The purpose of the following policy is to prevent the personal interest of employees, officers, and directors of CVOs from interfering with the performance of their duties, or resulting in personal financial, professional, professional, and/or political gain on the part of such persons at the expense of CVOs.

The Chowan County Veterans Service Office has adopted this conflict-of-interest policy.

The employees, officers, and directors of the County of Chowan CVO shall avoid conflicts of interest and any conduct which may suggest the appearance of or actual impropriety in the disbursement of funds.

If a potential conflict of interest arises, the employee, officer, or director must disclose the potential conflict to the CVO and the North Carolina Department of Military and Veterans Affairs (NC DMVA). No director, officer, or staff member shall participate in the selection, award, or administration of a procurement transaction in which federal or state funds are used, where to his/her knowledge, any of the following has a financial interest in that transaction: (1) the staff member, officer, or director; (2) any member of his/her immediate family; (3) his/her partner; (4) an organization in which any of the above is an officer, director, or employee; or (5) a person or organization with whom any of the above is negotiating or has any arrangement concerning prospective employment.

An employee, staff member, officer, or director is not deemed to benefit directly or indirectly from a contract or grant if he or she receives only the salary or stipend due to him or her in the normal course of employment with or service to the County of Chowan.

All employees, staff members, officers, and directors shall be informed of this policy and provided a copy.

I certify that this is the current Conflict-of-Interest Policy of the County of Chowan.


(Signature)

Cathy Smith, Finance Officer

(Printed Name / Position Title)

10/22/25

Date

County Veterans Offices State Grant – No Overdue Tax Debts ¹

Instructions:

Grantee should complete this certification for all state funds received. Enter appropriate data in the yellow highlighted areas. The completed and signed form should be attached to the application contract for the grant funds and submitted to the North Carolina Department of Military and Veterans Affairs. A copy of this form, along with the completed application/ contract, will be kept at the North Carolina Department of Military and Veterans Affairs and available for review by the Office of the State Auditor.

Date of Certification 10/22/25

To: The North Carolina Department of Military and Veterans Affairs

Certification:

I certify that County of Chowan does not have any overdue tax debts, as defined by N.C.G.S. 105-243.1, at the federal, State, or local level. We further understand that any person who makes a false statement in violation of N.C.G.S. 143C-6-23(c) is guilty of a criminal offense punishable as provided by N.C.G.S. 143C-10-1.

Sworn Statement:

I, Cathy Smith, being duly sworn, state that I am the authorizing official, of
(Name)

Chowan County, in the State of North Carolina; and that the foregoing certification is true, accurate, and complete to the best of my knowledge and was made and subscribed by me. I also acknowledge and understand that any misuse of State funds will be reported to the appropriate authorities for further action.


Signature Authorizing Official

Sworn to and subscribed before me on the day of the date of said certification.


(Notary Signature and Seal)

My Commission Expires: 2-10-28



If there are any questions, please contact the North Carolina Department of Military and Veterans Affairs, SVC_DMVA_FSD.grants@milvets.nc.gov – (984) 204-2980

¹ G.S. 105-243.1 defines: "Overdue tax debt. – Any part of a tax debt that remains unpaid 90 days or more after the notice of final assessment was mailed to the taxpayer. The term does not include a tax debt, however, if the taxpayer entered into an installment agreement for the tax debt under G.S. 105-237 within 90 days after the notice of final assessment was mailed and has not failed to make any payments due under the installment agreement."

Attachment F - Compliance Reporting

This information should be completed and submitted online by each grantee receiving less than \$25,000 in total grant funds.

State Grants Compliance Reporting ≤ \$25,000

Each grantee receiving at least \$1 but less than \$25,000 should complete the basic information requested here relative to the organization, as well as the accounting for State funds received, used or expended, and a description of activities and accomplishments undertaken by the grantee with the State funds.

1. Organization:	
Organization Name:	
Tax Identification #:	
Organization Fiscal Year End: (mm/dd/yyyy)	
Mailing Address (street, city, state, zip code):	
Phone Number (area code + number):	
Fax Number (area code + number):	
Contact Person:	
Contact Person Title:	
E-Mail Address:	

2. Preparer: [PLEASE INDICATE WHO PREPARED THIS INFORMATION BY CHECKING]	☐ Employee	☐ CPA/Accountant
Name of Preparer:		
Phone Number:		

3. Please provide a list of the Organization's Board Members. [ADD ADDITIONAL LINES, IF NEEDED]	
Name of Board Member	Board Member Title

Please answer the following questions:			
4. What restrictions are placed upon the grant by the grant award document? If the grant award document does not identify specific restrictions, please identify the intended use of the grant funds as included in the award document.			
Restrictions:			
5. Does the organization have a Conflict of Interest policy?			☐ yes ☐ no
6. Is the organization a for profit entity?			☐ yes ☐ no
Please answer the following questions:			
7. Did the organization subgrant or pass down any funds to another organization?			☐ yes ☐ no
If yes, answer the following:			
a. Name of Subrecipient	b. Program Name	c. Amount Subgranted	

Attachment F - Compliance Reporting cont

This information should be completed and submitted online by each grantee receiving less than \$25,000 in total grant funds.

8. Financial Accounting: [Complete based on total dollars received, used or expended from this grant during this fiscal year]		
a. Receipts		
Funding State Agency	Grant Title	Total Receipts
b. Expenditures		
Category		Dollar Amount
Salary/Wages/Benefits		
Contracted Services		
Supplies and Materials		
Travel (example employee mileage, meals, hotel)		
Communication Costs (example telephone, postage, freight)		
Occupancy Costs (example rent, utilities, repair and maintenance)		
Advertising and Promotions		
Insurance and Bonding		
Capital Outlay (example furniture/equipment, data processing)		
Grants and Contracts		
Fundraising		
Other (provide description here): _____		
Total Expenditures		

Unexpended cash balance (do NOT use with reimbursement grants)

Beginning of the year cash balance	
End of the year cash balance	
9. Program Activities and Accomplishments:	
In compliance with the requirements of G.S. 143C-6-23, <i>Use of State funds by non-State entities</i> , the following is a description of activities and accomplishments undertaken by our organization using the provided state funding.	
Original Goals	Brief Narrative of Program Accomplishments

If there are any questions, please contact the State agency that administered your grant funds.

Attachment G - Certification

State Grant Certification and Sworn Statement

Date

Certification:

We certify that the accompanying reports represent all financial activity related to the receipt, use, and expenditure of funds granted by the State of North Carolina to _____ for the fiscal year ended _____
Organization *MM/DD/YYYY*
and that the expenditures reported were for the purposes appropriated by the General Assembly or collected by the State of North Carolina and in compliance with the applicable laws, regulations, and terms and conditions of the grant documents.

The accompanying reports are presented on the cash basis of accounting and are supported by our financial records.

We understand that if it is found the expenditures reported were not used for the purpose(s) appropriated, that the grantor agency shall report such findings to the Attorney General, the Office of State Budget and Management, the Office of the State Auditor, and the Office of the State Controller. Any apparent violations of a criminal law or malfeasance, misfeasance, or nonfeasance in connection with the use of State funds shall be reported by the Office of State Budget and Management to the Attorney General and State Bureau of Investigation.

Sworn Statement:

_____ being duly sworn, say that we are the _____, respectively, of
Name of Authorizing Official *Title of the Authorizing Official*

_____ of _____ in the _____ ; and that the foregoing certification is
Name of Organization *City* *State*

true, accurate and complete to the best of our knowledge and was made and subscribed by us. We also acknowledge and understand that any misuse of State funds will be reported to the appropriate authorities for further action.

Signature – Fiscal Officer

Date

Printed Name

Signature – Authorizing Official

Date

Printed Name

Sworn to and subscribed before me on the day of the date of said certification.

(Notary Signature and Seal)

My Commission Expires: _____

Attachment H – Closeout Reporting Document

County Veterans Offices State Grant – RCloseout Reporting Document

As specified in Part 1, Section 5 of the Agreement, upon project completion (i.e., once RECIPIENT has expended all grant funds) or no later than 5:00 p.m. on August 3, 2026, whichever is sooner, RECIPIENT shall provide to the North Carolina Department of Military and Veterans Affairs via email at SVC_DMVA_FSD.grants@milvets.nc.gov with the following information:

County Veterans Office Name: 6	
The unduplicated number of veterans served by the County Veterans Office.	[enter number]
The number of times each individual veteran was served by the County Veterans Office.	[enter number]
The services that were provided to veterans using the grant funds awarded to the County Veterans Office.	[enter description of all services provided]

Please add additional pages if needed.

Chowan Co. Veterans Memorial Park Enhancement Project

Rendered Images of Structural Elements

David Stevenson, Designer

Existing Park Area





Existing Monument

Relocation of existing monument



Palladian Style Gazebo



Reflection Pond
Central Focus of Park.
Strategically placed between
soldier and cultural
monuments to symbolize
unity and reconciliation.



Harriet Jacobs

https://en.wikipedia.org/wiki/Harriet_Jacobs

Born in Edenton NC 1813 or 1815. This is the only known photograph of Ms Jacob's.



An opportunity to incorporate and honor the rich black history of Chowan County “Visionaries”

Monument Example



Honoring Marginalized Heros



Reflection Pond
Surrounded by NC Native
foliage. Sidewalks
connecting each POI within
the park.



Park Elements at Dusk



Chowan County
BUDGET AMENDMENT

To: TDA Board
FYI - Board of County Commissioners

BA #: 2026-023

From: Cathy Smith, *Finance Officer*

Date: October 28, 2025

RE: TDA Fund - Part time Salaries

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

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
TDA			
51-8150-126-00	Salaries - PT		2,025.00
51-8150-993-00	Designated for Future Appropriations		(2,025.00)
Balanced		-	-

Justification:

*To amend the 2026 budget for TDA to include part-time salaries through
September 2025.*

Approval Date: _____

Bd. Clerk's Init: _____

Initials: _____

Batch #: _____

Date: _____

Chowan County
MANAGEMENT BUDGET AMENDMENT

To: FYI - Board of County Commissioners

MBA #: 2026-024

From: Cathy Smith, *Finance Officer*

Date: October 29, 2025

RE: Capital Project - Health Department Roof Replacement

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

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Capital Projects			
32-3810-033-00	Transfer from Capital Reserve Fund	3,075.00	
32-8100-619-00	Health Dept Bldg - Roof Replacement		3,075.00
Capital Reserve			
33-9800-980-32	Transfer to Capital Projects		3,075.00
33-9930-995-00	Designated for Future Approp		(3,075.00)
Balanced		3,075.00	3,075.00

Justification:

To amend the 2026 budget to include change order for Health Department Roof Replacement. BOCC approved change order on 10/20/25.

Approval Date: _____

Bd. Clerk's Init: _____

Initials: _____

Batch #: _____

Date: _____

Chowan County
BUDGET AMENDMENT

To: Board of County Commissioners

BA #: 2026-025

From: Tyeshia Phelps, *DSS Director*
Cathy Smith, *Finance Officer*

Date: October 29, 2025

RE: Social Services

Please authorize the finance officer to amend the 2026 budget for **Social Services** as follows:

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
DSS			
12-5310-121-00	Salaries - Regular		(40,000.00)
12-5310-126-00	Salaries - PT		20,000.00
12-5310-198-01	Prof Services - Temp Agency		20,000.00

Balanced

-

-

Justification:

To amend the 2026 budget for DSS to include additional PT salaries and Temp staffing through Vanguard. This is a transfer between line items and no additional funding is requested.

Approval Date: _____

Bd. Clerk's Init: _____

Initials: _____

Batch #: _____

Date: _____

Chowan County
MANAGEMENT BUDGET AMENDMENT

To: FYI - Board of Commissioners

MBA #: 2026-026

From: Cathy Smith, *Finance Officer*

Date: October 29, 2025

RE: Carry-Forward Balances 2025 - EMS Grant

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

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Carry-Forward Balances - EMS - HSGP Grant			
EMS			
60-3437-417-00	HSGP Grant - UTV - Rev	105,000.00	
60-4370-602-00	HSGP Grant - UTV - Exp		105,000.00
	Balanced	105,000.00	105,000.00

Justification:

*To amend the 2026 budget for EMS to include carry-forward balance from 2025
for HSGP Grant for UTV.*

Approval Date: _____

Bd. Clerk's Init: _____

Initials: _____

Batch #: _____

Date: _____