

**Meeting Schedule  
Pasquotank County Board of Commissioners  
Monday, October 3, 2022  
Pasquotank County Courthouse**

3:00 PM – Building & Grounds Committee Meeting – Commissioners Boardroom

4:00 PM – Finance Committee Meeting – Courtroom C

Immediately following Finance – Appointments Committee – Courtroom C

6:00 PM – County Commissioners Meeting – Courtroom C

**Commissioner Meeting Agenda Summary**

1. **6:00 PM – Call to Order in Courtroom C**

2. **Invocation**

3. **Pledge of Allegiance to the American Flag**

4. **Amendments to the Agenda**

5. **Public Comments/Public Hearings:**

A. **Public Hearing to Consider Approval of Health Care Facilities Revenue and Refunding Bonds**

Sentara Healthcare has requested the Board hold a public hearing on October 3, 2022 at 6:00 PM to consider approval, for purposes of meeting the requirements of the Internal Revenue Code, of up to \$160,000,000 in Health Care Facilities Revenue and Refunding Bonds to be issued by the Virginia Small Business Financing Authority (VSBFA) for the benefit of the Sentara Healthcare, a portion of the proceed of which will be expended in the County of Pasquotank. Approximately \$120,000,000 of the proceeds will be expended in the County for the replacement of Sentara Albemarle Medical Center.

At the conclusion of the public hearing, the Board will be asked to adopt the attached resolution which:

- a. Finds that the Bonds do not constitute a debt of the County, nor require a tax levy or a pledge of the faith and credit of the County; nor will affect the County's debt ratios or legal debt limit;
- b. Finds that the County has made no financial analysis of the Bonds, the Borrower, or the projects financed or refinanced with the proceeds of the Bonds; and
- c. Approves the issuance of not to exceed \$160,000,000 in Bonds by VSBFA, approximately \$120,000,000 of the proceeds of which will be expended in the County for the replacement of Sentara Albemarle Medical Center.

B. Public Hearing on Proposed Rezoning Request RZ 22-02 and Amendment to the Pasquotank County Elizabeth City 2004 Advanced Core Land Use Plan

RZ22-02 is a Rezoning Request by Nick Rackley on behalf of Paradise Cove Land Partnership, LLC to rezone +/- 19 acres out of a 25.08 acre parcel that is located off of Small Drive from A-1, Agricultural to R-15, Residential, in Nixonton Township. This request is not consistent with the property's Rural Agriculture Future Land Use Map classification. Therefore, approval requires the adoption of a resolution to amend the Future Land Use Map to reclassify this property as Low Density Residential.

C. Public Hearing on Proposed Amendment to Golf Cart Ordinance

At the September 12, 2022 Finance Committee Meeting, the Board considered expansion of the current golf cart ordinance to include Mt. Hermon Subdivision. The current ordinance only allows the use of golf carts on public streets in the Newbegun Land Subdivision. Since this is a "police power" type of ordinance, it must receive unanimous approval on its first vote. If the ordinance receives less than unanimous approval on its first vote, it will be put on the next agenda in which a simple majority vote will be required for approval.

6. Old Business:

A. Appointments to Boards and Committees

At the last meeting, the Appointments Committee recommended the appointments of Jeanette Brothers to the Human Relations Commission, Richard Bovie to the Planning Board, James DuBose, Jr. to the Tourism Development Authority (as the City's at-large appointee), and Holly Audette to the Tourism Development Authority (as the joint hotel/motel appointee). Copies of their applications have been provided to Board members, and the Board can give final approval to the appointments or can nominate other individuals to fill the vacancies.

B. Future Land Use Map Discussion

During the last Finance Committee meeting, Planning and Inspections Director Shelley Cox presented three potential Land Use Map options to the Board to seek direction as to where future residential growth in the County should be encouraged. Shelley has provided an updated map based on the feedback she received (attached). I recommend approval of the updated Land Use Map.

7. Consent Agenda:

A. Approval of Minutes of September 12, 2022 Commissioner Meeting

B. Approval of Tax Releases and Refunds

The Finance Committee has recommended approval of the following tax releases and tax refunds:

Tax Releases

|    |                        | County   | City     |
|----|------------------------|----------|----------|
| 1. | Perez & Perez LLC ETAL | 3,046.88 | 2,899.26 |
| 2. | Erskin Griffin ETAL    | 1211.64  |          |

|     |   |        |        |
|-----|---|--------|--------|
| 3.  | Lori Michelle Harrison                  | 181.66 |        |
| 4.  | Fredrick P. M. & Eustace Small          | 587.76 |        |
| 5.  | Timothy S. & Susan B. Witwer            | 514.60 |        |
| 6.  | Isaiah F. & Katherine Jackson           | 900.86 |        |
| 7.  | William Anthony Temple ETAL             | 158.72 |        |
| 8.  | Jeanette McMurren Heirs                 | 317.44 | 302.08 |
| 9.  | Lemuel Young                            | 141.89 | 135.11 |
| 10. | Hyosung Land LLC                        | 159.34 |        |
| 11. | Family Worship Center of Elizabeth City | 213.90 |        |
| 12. | Calvin H. Sr. & Georgia O. Hill         | 147.84 | 125.76 |
| 13. | Calvin H. Sr. & Georgia O. Hill         | 147.84 | 125.76 |
| 14. | Calvin H. Sr. & Georgia O. Hill         | 147.84 | 125.76 |
| 15. | Calvin H. Sr. & Georgia O. Hill         | 147.84 | 125.76 |
| 16. | Calvin H. Sr. & Georgia O. Hill         | 147.84 | 142.08 |
| 17. | Calvin H. Sr. & Georgia O. Hill         | 119.04 | 113.28 |
| 18. | Raul E. Harris                          | 106.64 | 101.97 |
| 19. | One Shot LLC                            | 147.31 |        |
| 20. | Geneva Gibbs                            | 100.30 | 33.62  |

Tax Refunds

|     |  | County | City   |
|-----|--|--------|--------|
| 1.  | Theresa Jane Burzawa                           | 117.57 | 113.00 |
| 2.  | Jerry Lee Meade                                | 198.44 |        |
| 3.  | Charles Earl Overton                           | 239.77 | 230.43 |
| 4.  | Easter Williams & William Eugene Overton       | 205.33 |        |
| 5.  | Michael Curtis Ott                             | 132.99 |        |
| 6.  | Jack Eugene Patton                             | 259.50 |        |
| 7.  | Sarah Elizabeth Scott & Stanford Reid Basnight | 125.56 | 120.68 |
| 8.  | Casey Daniel Southern                          | 194.03 | 186.48 |
| 9.  | Renee Lynn Tamerrelli                          | 23.54  | 113.00 |
| 10. | Wilhelmina Watkins                             | 137.66 |        |
| 11. | Craig Lee & Karen Sue Woolard                  | 250.70 | 240.93 |
| 12. | Darryl Shavon Mitchell                         | 133.90 |        |

Solid Waste Fee Releases

|     |                                     | Parcel ID # | Reason for Release |
|-----|-------------------------------------|-------------|--------------------|
| 1.  | Linda Bridgman ETAL                 | P6-26       | Vacant             |
| 2.  | Melba Bridgman                      | P7-16       | Vacant             |
| 3.  | Virginia Brooks                     | P58-11      | Vacant             |
| 4.  | Nolan Bundy                         | P6-5        | Vacant             |
| 5.  | Kevin L. Brenda Cartwright          | P36-8       | Vacant             |
| 6.  | Donald Damron                       | P139-96     | Vacant             |
| 7.  | Timothy & Carla Dewald              | P12A-31     | Vacant             |
| 8.  | Family Worship Center of E. C. Inc. | P35-36      | Vacant             |
| 9.  | Dorothy Gallop Gregory              | P111-41     | Vacant             |
| 10. | William F. & Linda G. Gregory       | P5-5        | Vacant             |
| 11. | Jacqueline D. Hill                  | 55-A-15     | Vacant             |
| 12. | Jacqueline D. Hill                  | P9-8        | Vacant             |

|     |  |            |        |
|-----|--|------------|--------|
| 13. | Edward Bailey Hollomon & Jo Ann Jezard | P142B-58   | Vacant |
| 14. | Elise Landrum                          | P91-33     | Vacant |
| 15. | Herman Ray Meads Jr.                   | P58-50     | Vacant |
| 16. | Bobbie Moore                           | 76-H-14A   | Vacant |
| 17. | Bobbie Moore & Miles Harris            | P120-193   | Vacant |
| 18. | Elizabeth S. Overton Life Est.         | P98-16     | Vacant |
| 19. | Basillio A. Perez                      | P119-37    | Vacant |
| 20. | Basillio Perez                         | P119A-5,6  | Vacant |
| 21. | Basillio Perez                         | 35-A-15    | Vacant |
| 22. | Charlie E. & Blanche Price             | 32-H-12B   | Vacant |
| 23. | Charlie E. & Blanche Price             | 55-E-25,26 | Vacant |
| 24. | C. E. & Blanche Price                  | 50-B-16    | Vacant |
| 25. | C. E. & Blanche Price                  | 29-C-24    | Vacant |
| 26. | Charlie E. Price                       | P98-3      | Vacant |
| 27. | Alan Eugene Stewart                    | P111-2     | Vacant |
| 28. | Pearl Sutton                           | P98-12     | Vacant |
| 29. | Sam T. Williams Heirs                  | P77-3      | Vacant |
| 30. | Ronald Wayne & Kay W. Weeks            | P111-22    | Vacant |

- C. Approval of Late Property Tax Exemption or Exclusion Applications  
The Finance Committee has recommended approval of the following Late Property Exemption or Exclusion Applications:

| Applicant               | Exclusion | Map#     | Value  | County Tax | SWF ADJ | City Tax | Total Tax |
|-------------------------|-----------|----------|--------|------------|---------|----------|-----------|
| Beverly P. Patrick      | SCE       | 36-C-20  | 27,550 | 170.81     | 69.00   | 162.55   | 402.36    |
| Bryant Calvert Brookins | DVA       | P142-174 | 45,000 | 279.00     | 69.00   |          | 348.00    |

- D. Approval of Budget Amendments  
The Finance Committee has recommended approval of the following budget amendments:

Sheriff

|          |                  |                           |           |
|----------|------------------|---------------------------|-----------|
| Increase | 010.0991.4991.00 | Fund Balance Appropriated | 70,364.00 |
| Increase | 010.4310.5600.37 | Equipment Grant           | 70,364.00 |

Emergency MGMT

|          |                  |                           |           |
|----------|------------------|---------------------------|-----------|
| Increase | 010.0991.4991.00 | Fund Balance Appropriated | 19,265.00 |
| Increase | 010.4330.5636.01 | Additional Funding        | 19,265.00 |

Sheriff

|          |                  |                           |           |
|----------|------------------|---------------------------|-----------|
| Increase | 010.0991.4991.00 | Fund Balance Appropriated | 42,700.00 |
| Increase | 010.4310.5261.00 | Departmental Supplies     | 11,700.00 |
| Increase | 010.4310.5500.00 | Capital Outlay            | 31,000.00 |

Parks & Rec

|          |                  |                     |          |
|----------|------------------|---------------------|----------|
| Decrease | 010.6900.5991.00 | Contingency         | 3,500.00 |
| Increase | 010.6130.5440.00 | Contracted Services | 3,500.00 |

Public Buildings

|          |                  |                               |            |
|----------|------------------|-------------------------------|------------|
| Increase | 010.0991.4991.00 | Fund Balance Appropriated     | 590,920.00 |
| Increase | 010.0700.4981.21 | Transfer from Capital Reserve | 751,400.00 |
| Increase | 010.4190.5500.00 | Capital Outlay                | 691,120.00 |
| Increase | 010.4190.5500.03 | Capital Outlay – Edgewood     | 651,200.00 |

Capital Reserve

|          |                  |                               |            |
|----------|------------------|-------------------------------|------------|
| Decrease | 021.8200.5960.01 | Capital Reserve – Unallocated | 751,400.00 |
| Increase | 021.8200.5980.10 | Transfer for General Fund     | 751,400.00 |

Parks & Rec

|          |                  |                           |          |
|----------|------------------|---------------------------|----------|
| Increase | 010.0991.4991.00 | Fund Balance Appropriated | 7,015.00 |
| Increase | 010.6130.5440.00 | Contracted Services       | 7,015.00 |

E. Approval of Incentive for United Way Contribution

During previous campaigns, as an incentive for employees to contribute to the United Way, the Board agreed to grant eight hours of vacation time to one employee whose name was drawn from the names of all employees who contributed a minimum of \$24 to the United Way. This year, employees will be required to contribute a minimum of \$48. Staff recommends approval of the incentive.

8. New Business:

A. Updated Emergency Management Ordinance

Brian Parnell will provide an overview of the updated Emergency Management Ordinance (attached). Staff recommends approval of the updated Emergency Management Ordinance. If the ordinance receives less than unanimous approval on its first vote, it will be put on the next agenda in which a simple majority vote will be required for approval.

9. County Manager’s Reports

10. County Attorney’s Reports

11. Internal and External Committee Reports and Proposals

12. Adjournment