

**Meeting Schedule
Pasquotank County Board of Commissioners
Monday, December 5, 2022
Pasquotank County Courthouse**

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

At the first meeting in December of each year, the Board is organized for the following twelve months with the selection of the Chairman and Vice-Chairman. The meeting will be called to order by the Clerk to the Board and after the invocation and pledge of allegiance; the meeting will be opened with a nomination for Chairman. Upon selection of the Chairman, the meeting will be turned over to the newly-elected Chairman, who will then call for the selection of Vice-Chairman.

2. Invocation

3. Pledge of Allegiance to the American Flag

4. Oath of Office for Commissioners

The Honorable Judge Eula Reid and Clerk of Court Jennifer Thompson will administer the oath of office for newly re-elected Commissioners Cecil Perry, Charles Jordan, Sean Lavin, Barry Overman, and Jonathan Meads.

5. Organization of the Board of Commissioners

6. Appointment of County Commissioner for At Large Seat

The Democratic Party has a meeting scheduled on December 3, 2022, to make a recommendation to the Board to fill the unexpired term of the late Dr. William "Bill" Sterritt for an At Large Seat.

7. Amendments to the Agenda

8. Public Comments/Public Hearings

9. Old Business:

A. Appointments to Boards and Committees

At the last meeting, the Appointments Committee recommended the appointments of Cheryl Bogue and Steven Lily to the Senior Citizens Advisory Committee. Copies of their applications have been provided to the Board members. The Committee has also recommended the reappointment of Lloyd Griffin to an additional term on the Albemarle Commission. The Board can give final approval to the appointments and reappointments.

10. Consent Agenda:

A. Approval of Minutes of November 21, 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.	Allen & Jean Marie Ratliff	574.74	
2.	Cardi LLC	375.09	360.48
3.	Joseph Dean Obanion	142.08	

Solid Waste Fee Releases

		Parcel ID #	Reason for Release
1.	Margery Coulson Clark	51-C-22B-23-24	Vacant
2.	Margery Coulson-Clark	56-F-6	Vacant
3.	Cora Crutch Heirs	55-E-46,47	Vacant
4.	Theodore R. & Edna Hudson	79-E-64-165	Vacant
5.	Gracie Meads Heirs	P35-59	Vacant

C. Approval of Budget Amendment

The Finance Committee has recommended approval of the following budget amendment:

NON-DEPT

Increase	010.0240.4380.20	FEMA Funds	155,184.00
Increase	010.4195.5600.35	Elevation	155,184.00

D. Extension of County Manager Contract

The County Manager's current contract ending March 20, 2023, will be extended two years until March 20, 2025, with the same contract terms and current salary.

E. Additional Funding Needed for Fire Trucks

The Finance Committee has recommended approval of increasing the budget for the Providence Ladder Truck to \$780,000 and increasing the budget for the Weeksville Pumper Tanker Truck to \$422,000.

F. Donation of Two Additional Parcels for Former Elizabeth City Middle School Gymnasium for Parking and Access

The Finance Committee has recommended the transfer of two parcels (Parcel ID 891420808437 and 891420807490) to Parks and Recreation to provide access and additional parking for the former Elizabeth City Middle School Gymnasium.

G. Security Upgrades

The Finance Committee has recommended approval of a not to exceed project budget of \$325,000 using Courthouse Capital Maintenance funds.

- H. County Facility Naming Policy
The Finance Committee has recommended approval of the County Facility Naming Policy (attached).
- I. Albemarle Area United Way Lease
The Finance Committee has recommended approval of a five (5) year lease with the Albemarle Area United Way for the county property located at 1413 Parkview Drive, Elizabeth City, NC and approval of the attached resolution.
- J. Livability Magazine
The Finance Committee has recommended approval to purchase an eighth-page ad without digital for \$805 from Livability Magazine.

11. **New Business:**

- A. Approval of Newbegun Land, Section K Sketch Plan
Staff recommends approval of the Sketch Plan for Newbegun Land, Section K. The proposed development consists of 20 residential lots ranging in size from 43,061 to 70,753 square feet and is located off of Small Drive in Nixonton Township. The site was rezoned in October to R-15, Residential. The Sketch Plan is a conceptual layout of the subdivision and engineered plans (including a drainage plan) will be provided with the Preliminary Plat. The Planning Board reviewed this proposal on November 17th and recommended approval.

12. **County Manager's Reports**

13. **County Attorney's Reports**

14. **Internal and External Committee Reports and Proposals**

15. **Adjournment**