

Meeting Schedule
Pasquotank County Board of Commissioners
Monday, June 6, 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

2. Invocation

3. Pledge of Allegiance to the American Flag

4. Amendments to the Agenda

5. Public Comments/Public Hearings:

A. Board of Equalization and Review

The Board will reconvene as the Board of Equalization and Review to hear appeals from taxpayers regarding their tax assessments, and ask if there are any appeals to be heard.

The 2022 session of the Board of Equalization and Review may be adjourned for the purpose of receiving appeals after hearing all appeals.

6. Old Business:

A. Recommendations by Appointments Committee

7. Consent Agenda:

A. Approval of Minutes of May 16, 2022 Commissioner Meeting

B. Approval of Tax Releases and Refunds

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

Tax Release

		County	City
1.	Johnnie Booker Walton	341.16	193.41

Tax Refunds

		County	City
1.	Amber Leigh Bateman	171.32	
2.	Thomas Edison Chappell	210.17	201.99
3.	James Arthur Hill	153.10	
4.	Henry Felton Roach	133.48	
5.	Calvin Ricardo Spence	149.95	

Solid Waste Fee Refund

		Parcel ID #	Reason for Refund
1.	Katie Butts	P6-72	Vacant

C. Approval of Budget Amendments

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

Occupancy Tax

Increase	030.0220.4270.00	Occupancy Tax	350,000.00
Increase	030.4920.5625.01	Tourism	350,000.00

Representative Payee

Increase	031.0220.4380.26	SSI/RSDI	9,000.00
Increase	031.0991.4991.00	Fund Balance Appropriated	20,000.00
Increase	031.5310.5670.10	Beneficiary Payments	29,000.00

Deed of Trust

Increase	072.0300.4418.03	Recording Fees	8,700.00
Increase	072.4180.5985.07	Payment to State Treasure	8,700.00

Fines & Forfeitures

Increase	073.0230.4323.01	Fines & Forfeitures	65,000.00
Increase	073.5910.5985.70	Payment to ECPPS	65,000.00

W/S Capital Reserve

Increase	080.0350.4713.10	System Development Fees	75,000.00
Increase	080.8200.5980.63	Transfer to RO	75,000.00

Public Buildings

Decrease	010.6900.5991.00	Contingency	8,000.00
Increase	010.4190.5351.00	Maintenance-Building	8,000.00

Debt Service

Increase	010.0600.4930.00	Insurance Proceeds	15,634.00
Increase	010.9100.5700.37	2018 Vehicles	15,634.00

D. Approval of Fireworks Permit Request

Attached is a memorandum from Fire Marshal Timmy Chesson regarding a request he received from Dr. Dan Terryberry to do a fireworks display in the Newbegun Land subdivision. All the required paperwork has been submitted and approved for the permit. Following North Carolina General Statutes, the Board of Commissioners must approve the fireworks display before the permit can be written. I recommend approval of the fireworks permit.

E. Consideration of Lease Agreement for DPS – Probation and Parole

Attached is a draft lease agreement for +/- 3,098 square feet of office space provided at 1305 McPherson Street and +/- 252 square feet located at 206 E. Main Street for the Department of Public Safety. The proposed lease agreement is for a three year period with a lease payment of \$1.00. This agreement is consistent with the terms of the Department of Public Safety – Probation & Parole agreement. Per General Statute, each County is required to provide office space for the use of Probation and Parole employees assigned to the County. I recommend the lease agreement be approved.

8. New Business:

A. Presentation of FY 2022-23 Proposed County Budget

9. County Manager's Reports

10. County Attorney's Reports

11. Internal and External Committee Reports and Proposals

12. Adjournment