

Meeting Schedule
Pasquotank County Board of Commissioners
Monday, May 15, 2023
Pasquotank County Courthouse

1:30 PM – Building & Grounds Committee Meeting – Courtroom C

2:00 PM – Budget Work Session – Courtroom C

4:00 PM – Finance 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 Hearings/Public Comments:

- A. Presentation of Proclamation for Major General "Peet" Proctor
Enclosed is a copy of the proclamation proclaiming Friday, June 16th, 2023 as "General Pete Proctor Day" in Pasquotank County. General Proctor will also receive a flag flown on the Courthouse grounds in his honor.
- B. Presentation of Proclamation for 2023 EMS Week Proclamation
Enclosed is a copy of the proposed proclamation proclaiming May 21-27, 2023, as Emergency Medical Services Week in Pasquotank County. EMS Chief Jerry Newell and Operations Manager Jamar Whitaker will accept the proclamation on behalf of the EMS Department.
- C. Continuation of Board of Equalization and Review
The Board will reconvene as the Board of Equalization and Review to hear any appeals from taxpayers regarding their tax assessments. The 2023 session of the Board of Equalization and Review may be adjourned for the purpose of receiving appeals after hearing all appeals.

6. Old Business

7. Consent Agenda:

- A. Approval of Minutes of March 1 and May 1, 2023 Commissioner Meeting
- B. Approval of Tax Releases and Refunds
The Finance Committee has recommended approval of the following tax release, tax refund and solid waste fee releases:

Tax Refunds

	Taxpayer	County	City
1.	Phillip Edward Stearns		198.25
2.	Felix Javier Rodriguez	104.35	99.30

Solid Waste Fee Refund

	Owner's Name	Parcel ID #	Reason for Release
1.	Callister Robinson	40-A-449	Vacant

C. Approval of Budget Amendments

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

Sheriff

Increase	010.0991.4991.00	Fund Balance Appropriated	13,909.00
Increase	010.4310.5261.00	Departmental Supplies	13,909.00

Economic Development

Increase	010.0230.4370.00	State Grants	280,000.00
Increase	010.4920.5625.09	Incentive Grants	280,000.00

Library

Increase	013.0600.4611.03	Book Sales	305.00
Increase	013.6100.5261.00	Departmental Supplies	305.00

8. **New Business:**

A. Consideration of Building Permit Fee Increases

As part of the budget process, staff periodically reviews fees to determine if they are appropriate to cover the costs of services and whether they are in-line with other jurisdictions. The County's current building permit fee schedule was adopted in 1996, and the cost of providing inspection services has increased significantly. Using Fiscal Year 2021-22 as a base, the proposed fee schedule would have resulted in an additional \$111,929 towards the costs of operations. The Finance Committee recommended approval of the attached Building Permit Fee Schedule effective July 1 through the budget process, but the vote was not unanimous.

9. **County Manager's Reports**

10. **County Attorney's Reports**

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

12. **Adjournment**