

**Meeting Schedule
Pasquotank County Board of Commissioners
Monday, May 20, 2024
Pasquotank County Courthouse**

2:00 PM – Budget Work Session – Commissioners Boardroom
4:00 PM – Finance Committee Meeting – Commissioners Boardroom
6:00 PM – County Commissioners Meeting – Commissioners Boardroom

Commissioner Meeting Agenda Summary

1. **6:00 PM – Call to Order in Commissioners Boardroom**
2. **Invocation**
3. **Pledge of Allegiance to the American Flag**
4. **Amendments to the Agenda**
5. **Public Comments/Public Hearings:**
 - A. **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 2024 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. **Appointments to Board and Committees**
 At the last meeting, the Board accepted the nomination of Gerry Andersen to the COA Board of Trustees. Per the Appointments Committee Policy, the appointment has laid over for two weeks. No additional applications have been received. The Board can now appoint Mr. Andersen or make further nominations.
7. **Consent Agenda:**
 - A. **Approval of Minutes of May 6, 2024 Commissioner Meetings**
 - B. **Approval of Tax Releases and Refunds**
 The Finance Committee has recommended approval of the following tax refunds:

Tax Refunds

		County	City
1.	Mark Eugene Bagwell	127.16	
2.	Mark Richard Jenner	238.12	

C. Approval of Budget Amendments

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

Landfill

Increase	065.0600.4930.00	Insurance Proceeds	41,465.00
Increase	065.7420.5353.00	Maintenance-Vehicles	41,465.00

Landfill

Increase	065.0230.4370.00	State Grants	5,240.00
Increase	065.7420.5381.00	Tire Disposal	5,240.00

Sheriff

Increase	010.0991.4991.00	Fund Balance Appropriated	7,865.00
Increase	010.4310.5261.00	Departmental Supplies	7,865.00

Sheriff

Increase	010.0991.4991.00	Fund Balance Appropriated	1,668.00
Increase	010.4310.5261.00	Departmental Supplies	898.00
Increase	010.4310.5600.00	Grant Funds	770.00

Library

Increase	013.0600.5500.00	Book Sales	3,250.00
Increase	013.6110.5500.00	Capital Outlay	3,250.00

Public Buildings

Increase	010.0500.4831.00	Interest Earned	55,000.00
Increase	010.4190.5500.00	Capital Outlay	55,000.00

Public Buildings

Increase	010.0500.4831.00	Interest Earned	471,000.00
Increase	010.4190.5500.00	Capital Outlay	471,000.00

Emergency Management

Increase	010.0500.4831.00	Interest Earned	30,000.00
Increase	010.4330.5500.00	Capital Outlay	30,000.00

Tax

Increase	010.0110.4120.00	Loss of Present Value Exemp	11,000.00
Increase	010.4140.5500.00	Capital Outlay	11,000.00

Tax

Increase	010.0110.4111.18	Al Valorem Taxes-'18	25,000.00
Increase	010.4140.5498.00	Foreclosures	25,000.00

D. Approval of Certification Pay for Utilities Department Employees

The Finance Committee has recommended approval of implementing Certification Pay for Utilities Department employees for each new state certification (A Well; B Well; C Well; A Distribution; B Distribution; C Distribution; Physical Chemical; Spray

Irrigation; Biological Wastewater I; Biological Wastewater II; CDL; and Cross Connection. Employees who receive a certification will be given a one-step increase.

E. Approval of Register of Deeds Using Automation Preservation Funds for Implementation of Fraud Alert Notification Service

The Finance Committee has recommended approval of Courthouse Computer Service implementing the Fraud Alert Notification Service in the amount of \$5,000 using funds from the Automation Preservation Fund.

F. Approval of Register of Deeds Using Automation Preservation Funds to Purchase Equipment for Thank a Veteran Program

The Finance Committee has recommended approval of implementing the Thank a Veteran Program. Courthouse Computer System will administer the program at no cost, but Register of Deed must purchase the equipment to print ID cards at a cost of \$2,495 using funds from the Automation Preservation Funds.

G. Approval of Issuing a Request for Qualifications for Engineering Services for Wellfield Convenience Site

The Finance Committee has recommended approval of issuing a Request for Qualifications for engineering services to redesign the Wellfield Convenience Site on the existing property owned by the County.

H. Adoption of Order Directing the Tax Administrator to Collect Taxes for the 2024-25 Fiscal Year

Attached is an Order the Board is required to adopt each year authorizing and directing the Tax Administrator to collect the 2024 taxes.

8. New Business

9. County Manager's Reports

10. County Attorney's Reports

11. Internal and External Committee Reports and Proposals

12. Adjournment