**PASQUOTANK COUNTY, NORTH CAROLINA JUNE 20, 2023**

The Pasquotank County Board of Commissioners met today in a regular meeting on Tuesday, June 20, 2023 in Courtroom C in the Pasquotank County Courthouse.

**MEMBERS PRESENT:** Charles H. Jordan, Chairman

Barry Overman, Vice-Chairman

Lloyd E. Griffin, III

Sean Lavin

Jonathan Meads

Sam Davis, III

Clifford Shaw

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Sparty Hammett, County Manager

John Shannon, Assistant County Manager

R. Michael Cox, County Attorney

Mike Barclift, Management Fellow

Sheri Small, Finance Director

Lynn Scott, Clerk to the Board

The meeting was called to order at 6:00 PM by Chairman Charles Jordan. Chairman Jordan welcomed those in attendance. Commissioner Clifford Shaw gave the invocation and Commissioner Sam Davis lead in the Pledge of Allegiance to the American Flag.

**1. AMENDMENTS TO THE AGENDA:**

Vice-Chairman Barry Overman requested that the agenda be amended to add the following items recommended by the Finance Committee to the Consent Agenda: 1) Approval of Tax Releases and Refunds; 2) Approval of Budget Amendments; 3) Approval of Request for Funding to Assist in Providing Swim Lessons; 4) Approval of Request for Occupancy Tax Funds; 5) Approval of Service Agreement for Utilities Department Online Customer Service Portal; 6) Approval of Bid for Courthouse Roofing Project; and 7) Consideration of Recommendations by the Appointments Committee.

Motion was made by Barry Overman, seconded by Lloyd Griffin to amend the agenda to add Items #1-6 to the Consent Agenda and Item #7 to New Business. The motion carried unanimously.

**2. PUBLIC HEARING ON PROPOSED 2023-24 COUNTY BUDGET:**

Chairman Jordan declared the meeting to be a public hearing on the proposed 2023-24 County Budget. He asked if anyone would like to address the Board regarding the budget.

At the absence of comments, the public hearing was closed.

County Manager Hammett explained that Commissioner Meads will need to be recused from voting on the budget due to a state law change which states that a commissioner cannot vote on a budget if they serve on a nonprofit board which is funded in the budget.

Motion was made by Sam Davis, seconded by Sean Lavin to recuse Jonathan Meads from considering the 2023-24 County Budget. The motion carried unanimously.

Motion was made by Sam Davis, seconded by Sean Lavin to approve the FY 2023-24 County Budget as proposed. The motion carried unanimously and the following budget ordinance was adopted:

**BUDGET ORDINANCE**

**FISCAL YEAR 2023-24**

**BE IT ORDAINED THIS 20th DAY OF JUNE, 2023 BY THE BOARD OF COMMISSIONERS OF PASQUOTANK COUNTY, NORTH CAROLINA**:

**I. GENERAL FUND**

SECTION 1 – APPROPRIATIONS: The following amounts are hereby appropriated in the General Fund for the operation of county government and its activities for the fiscal year beginning July 1, 2023 and ending June 30, 2024, in accordance with the chart of accounts heretofore established for this county:

Governing Board $ 133,610

County Manager 576,225

Human Resources 255,400

Finance Department 596,725

Information Technology 536,780

Tax Administration 795,440

County Attorney 271,105

Court Facilities 40,000

Elections Board 443,085

Register of Deeds 302,865

Public Buildings 1,829,415

Health & Social Services Building 289,096

Non-Departmental 522,835

Sheriff’s Department 5,742,035

School Resource Officers 728,145

Jail 2,157,078

Central Communications 1,918,963

Emergency Management 206,357

Central Fire Department 2,690,689

Intercounty Fire Department 67,850

Newland Fire Department 81,150

Weeksville Fire Department 73,900

Providence Fire Department 93,200

Nixonton Fire Department 72,600

Building Inspector 286,345

Emergency Medical Services 5,361,433

Animal Control 214,345

Planning Department 216,835

Geographic Information Systems 164,740

Economic Development 1,024,540

Cooperative Extension Service 357,375

Soil & Water Conservation 207,976

Public Health 272,301

Public Schools 13,459,000

College of The Albemarle 2,561,125

Parks & Recreation & Senior Center 1,779,879

Special Appropriations:

-Miscellaneous 565,412

-Contribution to:

Public Assistance Fund 4,433,809

Pasquotank Library Fund 835,576

Reappraisal Reserve 55,000

Contingency 580,101

Transfer to Capital Reserve 800,000

Debt Retirement \_2,870,640

TOTAL GENERAL FUND $ 56,470,980

SECTION 2 – REVENUES: It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024:

Ad Valorem Taxes $ 27,413,500

Sales Taxes 11,963,900

Rent, Fees & Charges 7,552,029

Land Transfer Tax 1,900,000

Lottery Fund 400,000

Other Revenue Sources 6,241,551

Fund Balance Appropriated \_ 1,000,000

TOTAL GENERAL FUND $ 56,470,980

**II. SOCIAL SERVICES FUND**

SECTION 1 – APPROPRIATIONS: The following amounts are hereby appropriated in the Social Services Fund for administration of and payments to recipients of public assistance for the fiscal year beginning July 1, 2023 and ending June 30, 2024:

Administration $ 8,973,279

Services 1,132,698

TOTAL SOCIAL SERVICES FUND $ 10,105,977

SECTION 2 – REVENUES: It is estimated that the following revenues will be available to the Social Services Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024:

Federal and State Grants & Other Sources $ 5,672,168

Contribution from General Fund 4,433,809

TOTAL SOCIAL SERVICES FUND $ 10,105,977

**III. LIBRARY FUND**

SECTION 1 – APPROPRIATIONS: The following amounts are hereby appropriated in the Library Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

Operating Expenses $ 845,376

TOTAL LIBRARY FUND $ 845,376

SECTION 2 – REVENUES: It is estimated that the following revenues will be available in the Library Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024:

Fees & Fines $ 4,700

Copies 4,000

Miscellaneous Revenue 1,100

Contribution from Pasquotank County General Fund 835,576

TOTAL LIBRARY FUND $ 845,376

**IV. CAPITAL RESERVE FUND**

SECTION 1 – APPROPRIATIONS: The following amounts are hereby appropriated in the Capital Reserve Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024:

Capital Reserve $ 974,378

Medical Services 8,347,985

Reserve – Commerce Park 25,907

Reserve – Landfill 837,209

Reserve – Rec Fees ……………………………………………………………………… 1,039

Reserve – Schools………………………………………………………………………… 5,800,616

TOTAL CAPITAL RESERVE FUND $15,987,134

SECTION 2 – REVENUES: It is estimated that the following revenues will be available in the Capital Reserve Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024:

Interest Earned $ 400,000

Fund Balance Appropriated 14,556,279

Transfer from Solid Waste 100,000

Miscellaneous Revenue………………………………………………… 3,600

General Fund Transfer………………………………………………… 927,255

TOTAL CAPITAL RESERVE FUND $ 15,987,134

**V. EMERGENCY TELEPHONE FUND**

SECTION 1 – APPROPRIATIONS: The following amounts are hereby appropriated in the Emergency Telephone Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024:

Operating Expenses $ 303,179

TOTAL EMERGENCY TELEPHONE FUND $ 303,179

SECTION 2 – REVENUES: It is estimated that the following revenues will be available in the Emergency Telephone Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024:

NC 911 PSAP $ 290,179

Interest Earned 2,000

Fund Balance Appropriated 11,000

TOTAL EMERGENCY TELEPHONE FUND $ 303,179

**VI. REAPPRAISAL RESERVE FUND**

SECTION 1 – APPROPRIATIONS: The following amounts are hereby appropriated in the Reappraisal Reserve Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024:

Reappraisal $ 55,400

TOTAL REAPPRAISAL RESERVE FUND $ 55,400

SECTION 2 – REVENUES: It is estimated that the following revenues will be available in the Reappraisal Reserve Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024:

Transfer from General Fund $ 55,000

Interest Earned 400

TOTAL REAPPRAISAL RESERVE FUND $ 55,400

**VII. DRAINAGE DISTRICT FUND**

SECTION 1 – APPROPRIATIONS: The following amounts are hereby appropriated in the Drainage District Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024:

Maintenance $ 5,300

TOTAL DRAINAGE DISTRICT FUND $ 5,300

SECTION 2 – REVENUES: It is estimated that the following revenues will be available in the Drainage District Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024:

Revenue from Assessments $ 5,000

Interest 300

TOTAL DRAINAGE DISTRICT FUND $ 5,300

**VIII. OCCUPANCY TAX FUND**

SECTION 1 – APPROPRIATIONS: The following amounts are hereby appropriated in the Occupancy Tax Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024:

Tourism Board $ 900,000

TOTAL OCCUPANCY TAX FUND $ 900,000

SECTION 2 – REVENUES: It is estimated that the following revenues will be available in the Occupancy Tax Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024:

Occupancy Tax Revenue $ 900,000

TOTAL OCCUPANCY TAX FUND $ 900,000

**IX REPRESENTATIVE PAYEE**

SECTION 1 – APPROPRIATIONS: The following amounts are hereby appropriated in the Representative Payee Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024:

Administration $ 50,000

TOTAL REPRESENTATIVE PAYEE FUND $ 50,000

SECTION 2 – REVENUES: It is estimated that the following revenues will be available in the Representative Payee Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024:

Social Security Benefits $ 50,000

TOTAL REPRESENTATIVE PAYEE FUND $ 50,000

**X. DEED OF TRUST FUND**

SECTION 1 – APPROPRIATIONS: The following amounts are hereby appropriated in the Deed of Trust Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024:

Payment to State Treasurer $ 30,000

TOTAL DEED OF TRUST FUND $ 30,000

SECTION 2 – REVENUES: It is estimated that the following revenues will be available in the Deed of Trust Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024:

Recording Fees $ 30,000

TOTAL DEED OF TRUST FUND $ 30,000

**XI. FINES AND FORFEITURES FUND**

SECTION 1 – APPROPRIATIONS: The following amounts are hereby appropriated in the Fines and Forfeitures Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024:

Payment to ECPPS $ 160,000

TOTAL FINES AND FORFEITURES FUND $ 160,000

SECTION 2 – REVENUES: It is estimated that the following revenues will be available in the Fines and Forfeitures Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024:

Fines & Forfeitures $ 160,000

TOTAL FINES AND FORFEITURES FUND $ 160,000

**XII. UTILITIES FUND**

SECTION 1 – APPROPRIATIONS: The following amounts are hereby appropriated in the Utilities Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024:

Operating Expenses $ 4,320,923

Capital Outlay 183,000

Transfer to RO 7,239,657

Operating Expenses – Waste Water 356,530

TOTAL WATER SYSTEM FUND $12,100,110

SECTION 2 – REVENUES: It is estimated that the following revenues will be available in the Utilities Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024:

Sale of Water $ 4,400,000

Sewer Revenue 280,000

Penalties & Fees 127,000

Miscellaneous 266,000

Fund Balance Appropriated 7,027,110

TOTAL WATER SYSTEM FUND $ 12,100,110

**XIII. REVERSE OSMOSIS PLANT FUND**

SECTION 1 – APPROPRIATIONS: The following amounts are hereby appropriated in the Reverse Osmosis Plant Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024:

Operating Expenses $ 1,022,853

Capital Outlay 7,900,000

Debt Retirement 1,081,804

TOTAL REVERSE OSMOSIS PLANT FUND $ 10,004,657

SECTION 2 – REVENUES: It is estimated that the following revenues will be available to the Reverse Osmosis Plant Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024:

Sale of Water $ 2,555,000

Interest Earned 10,000

Transfer from Water/Sewer Capital Reserve Fund 200,000

Transfer from Utilities System 7,239,657

TOTAL REVERSE OSMOSIS PLANT FUND $ 10,004,657

**XIV. LANDFILL FUND**

SECTION 1 – APPROPRIATIONS: The following amounts are hereby appropriated in the Landfill Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024:

Operating Expenses – Landfill $ 3,575,978

Operating Expenses – Convenience Sites 3,405,878

Operating Expenses - Transfer Station 164,144

TOTAL LANDFILL FUND $ 7,146,000

SECTION 2 – REVENUES: It is estimated that the following revenues will be available to the Landfill Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024:

Tipping Fees $ 3,530,000

Solid Waste Fees 2,557,000

Tire Disposal Fees 60,000

Fund Balance Appropriated 550,000

Miscellaneous 214,000

Loan Proceeds 235.000

TOTAL LANDFILL FUND $ 7,146,000

**XV. WATER/SEWER CAPITAL RESERVE FUND**

SECTION 1 – APPROPRIATIONS: The following amounts are hereby appropriated in

the Water/Sewer Capital Reserve Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024:

RO Plant Expansion $ 200,000

TOTAL WATER/SEWER CAPITAL RESERVE FUND $ 200,000

SECTION 2 – REVENUES: It is estimated that the following revenues will be available in the Water/Sewer Capital Reserve Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024:

System Development Fees $ 120,000

Interest Earned …………… 1,200

Fund Balance Appropriated …… 78,800

TOTAL WATER/SEWER CAPITAL RESERVE FUND $ 200,000

**XVI. SCHOOL APPROPRIATIONS**

SECTION 1: The appropriation to the Board of Education first shall be made from any such funds which are dedicated to the use of the schools and secondly shall be made from general county fund revenues to the extent necessary to meet approved appropriations.

SECTION 2: The total appropriation for Current Expense from General Fund is $11,364,000.

SECTION 3: The total appropriation for Capital Outlay from General Fund is $2,095,000.

**XVII. OTHER PROVISIONS**

SECTION 1: The County Budget Officer is hereby authorized to transfer appropriations within a fund as contained herein under the following conditions:

a) He may transfer amounts between objects of expenditure within a department except salary amounts without limitation.

b) He may not transfer any amounts between departments or funds from any contingency appropriation within any fund.

SECTION 2: No expenditure may be made in any line item that exceeds the amount set forth in the chart of accounts without prior authorization by the County Manager or Board of Commissioners.

SECTION 3: The County Manager and Clerk to the Board are hereby authorized to execute the necessary agreements within funds included in the Budget Ordinance for the following purposes: (1) Form grant agreements to public and non-profit organizations; (2) Purchases of apparatus, supplies and materials, and equipment which are within budgeted departmental appropriations; (3) Leases of real property which are of a duration of one year or less; (4) Services and service contracts which are within budgeted departmental appropriations; (5) Agreements for acceptance of State, Federal, public, and non-profit organization grant funds, and funds from other governmental units for services to be rendered; (6) Construction or repair work where formal bids are not required by law; and (7) Liability, health, life, disability, casualty, property or other insurance or retention and faithful performance bonds (other than for the Sheriff and Register of Deeds). Other appropriate county officials are also authorized to execute or approve such insurance and bond undertakings as provided by law.

**XVIII. FEES**

SECTION 1: There is hereby established a fee of $80 per ton for residential garbage and $80 per ton for commercial garbage disposed of at the Pasquotank County Transfer Station for the purpose of raising the revenue listed in the Landfill Fund – Part XI, Section 2 of this ordinance.

SECTION 2: There is hereby established a fee of $70 per ton for land clearing and inert debris disposed of at the Pasquotank County LCID Landfill for the purpose of raising the revenue listed in the Landfill Fund - Part XIV, Section 2 of this ordinance.

SECTION 3: There is hereby established a fee of $80 per ton for construction and demolition material disposed of at the Pasquotank County C&D Landfill for the purpose of raising the revenue listed in the Landfill Fund-Part XIV, Section 2 of this ordinance.

SECTION 4: There is hereby established a solid waste availability fee of $144 per household for the purpose of raising the revenue listed in the Landfill Fund-Part XI, Section 2 of this ordinance. The solid waste availability fee will remain at $75 for low-income senior citizens who qualify for the property tax reduction.

SECTION 5: There is hereby established a Pasquotank County Water and Sewer System Development Fees Schedule as follows:

|  |  |
| --- | --- |
| Meter Size | Tap Fee |
| ¾ inch | $2,500 |
| 2 inch | $5,000 |
| 3 inch | $9,000 |
| 4 inch | $10,500 |
| 6 inch | $16,000 |
| 8 inch | $21,000 |

**XIX. TAX LEVY**

SECTION 1: There is hereby levied a tax at the rate of sixty two cents (62¢) per One Hundred Dollar ($100.00) valuation of property listed for taxes as of January 1, 2023 for the purpose of raising the revenue listed in the General Fund - Part I, Section 2 of this ordinance.

SECTION 2: This rate of tax is based on a total valuation of property for the purpose of taxation of $4,442,296,218 and an estimated rate of collection of 96.7%.

SECTION 3: There is hereby levied an assessment of twenty-seven cents (27¢) per acre for the Drainage District Fund for the purpose of raising the revenue to maintain the drainage in the Newland service district.

Approved on June 20, 2023 by the following vote of the members of the Pasquotank County Board of Commissioners: \_6\_ in favor; \_0\_ opposed.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Charles Jordan, III, Chairman

Pasquotank County Board of Commissioners

Attest:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lynn B. Scott

Clerk to the Board

**3. COMMENTS BY LINWOOD GALLOP:**

Chairman Jordan called on Linwood Gallop of 604 Cardwell Street to address the Board. Mr. Gallop addressed the Board regarding removal of the Confederate Monument on the courthouse lawn. His opinion is that the judge’s current ruling is moot and he does not have the power to override two higher courts’ decisions. He would like to see the monument moved to somewhere like the African American Museum.

**4. APPROVAL OF CONSENT AGENDA:**

The Board considered the following consent agenda:

*a. Approval of Minutes of June 5, 2023 Commissioner Meeting*

*b. Approval of Tax Releases and Refunds*

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

Tax Refunds

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | County | City |
| 1. | Ryan Alfred Garron | 233.63 |  |
| 2. | Hardens Pest Control LLC | 159.26 |  |
| 3. | Dwayne Dean Lowe | 159.26 | 166.87 |
| 4. | Dwayne Dean Lowe | 175.39 |  |
| 5. | Dallas Dope Munden | 146.23 |  |
| 6. | William Lee White, Jr. | 122.01 |  |

Solid Waste Fee Release

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Parcel ID # | Reason for Release |
| 1. | Eugene Barclift | 38-B-162 | Vacant |

*c. Sheriff Office Job Title Change – Deputy I to Deputy Recruit*

Effective July 1, 2023, North Carolina Sheriffs will no longer be allowed to hire uncertified deputies to work. The Sheriff’s Office has requested that the Deputy I job classification be changed to Deputy Recruit to address this change. The Finance Committee has recommended approval of the request.

*d. Adoption of Resolution Authorizing Governor’s Highway Safety Grant*

The Finance Committee has recommended adoption of a resolution authorizing Captain Larry James, Sr. to file, on behalf of the Governing Body, an application contract for federal funding in the amount of $20,000 from the Governor’s Highway Safety Program. The funds will be used for Deputies to conduct high-visibility or saturation type enforcement efforts focusing on speed, alcohol, and seatbelt enforcement.

*e. Fiscal Year 2023-24 Goals*

As a follow-up to the 2023 Retreat, the Board directed staff to develop proposed goals for Fiscal Year 2023-24. Some of the Fiscal Year 2022-23 Goals were multi-year goals, and they have been continued for Fiscal Year 2023-24. The Finance Committee recommended approval of the following goals:

**Budget**

* Develop a no tax increase FY2023-24 Budget.
* Based upon funding availability, provide a Cost-of-Living Increase for all employees in FY2023-24 Budget.
* Review Pasquotank County’s existing revenue sources and identify strategies for maximizing revenue, beyond raising taxes, to be used during the Fiscal Year 2024-25 budget process.
* Conduct research and analysis to determine if there are opportunities for other sources of revenue that are not currently being utilized by the County to be used during the Fiscal Year 2024-25 budget process.

**County Attorney**

* Continue the process of updating and codifying county ordinances.

**County Manager**

* Conduct annual community meetings for staff to convey information to citizens and to answer questions.
* Continue to implement strategies that enhance Pasquotank County’s public image, improve citizen and employee engagement, and promote broader access to information about Pasquotank County government.
* Continue to conduct Operational Studies to improve efficiency and effectiveness of County services to citizens. An Operational Study of the Maintenance Department will be the initial Fiscal Year 2023-24 study.
* Continue implementing and updating all County policies needed for current operations.
* Continue working to maximize Revenue Replacement Funds allocated for Broadband by matching the funds with state and federal grant programs. Synchronize county funding and public awareness regarding deployment of broadband services with the state and federal programs.
* Work with the Sheriff’s Office and Central Communications in implementing recommendations in the Animal Services Operational Study.
* Oversee ongoing Commissioner Boardroom project and initial operating capability.
* Explore options to develop the SAMC property to maximize the return to the County and create the most impact for the Road Street corridor.
* Develop plan to reduce litter countywide.

**Countywide Drainage**

* Continue to work through the Drainage Advisory Committee to address countywide drainage and water quality issues.
* Continue to increase annual County funding for drainage projects and to pursue grants to augment the funding.

**Economic Development**

* Engage with aerospace companies to promote the development of the Pasquotank County Aviation Research and Development Commerce Park for aviation related investments.
* Engage with speculative builders to promote the Pasquotank County Commerce Park for a potential shell building partnership.
* Engage with Offshore Wind industry to promote the Pasquotank County Commerce Park or other county properties for industry support of the future Offshore Wind Farm development.

**Emergency Medical Services**

* Continue the development and use of innovative strategies to recruit and retain employees to address the state and nationwide EMS staffing shortage.

**Finance Office**

* Continue to aggressively pursue grant funding to assist with funding County projects.
* Recruit and begin training a new Finance Officer.

**Fire Services**

* Increase the Per Call Stipend for Volunteer Firefighters from $10 to $15 in the FY2023- 24 Budget.
* Fund two Fire Trucks in advance in the FY2023-24 Budget to address the long lead time for purchases and the rapidly increasing costs.

**Lobbyist/Legislative**

* Follow-up monthly with our Lobbyist to ensure support of both the NCACC’s legislative goals and Pasquotank County’s local goals.
* Schedule two Board presentations for our Lobbyist to provide legislative updates and updates on their efforts in pursuing the County’s legislative goal.

**Human Resources Department**

* Formalize and implement a Countywide Safety Program.

**Information Technology**

* Continue to expand the use of modern technology based on cost versus benefits and funding availability.
* Update County website and implement customer service payment portal.

**Maintenance Department**

* Continue ongoing efforts to address Courthouse maintenance issues.

**Sheriff’s Office**

* Continue efforts to implement recommendations identified in the Courthouse Security Assessment.
* Continue the elevated level of training for Sheriff’s Office staff.
* Work with the County Manager’s Office in implementing recommendations in the Animal Services Operational Study.

**Social Services Department**

* Work with the state to implement Medicaid Expansion.

**Solid Waste Department**

* Continue implementing recommendations in the Solid Waste Operational Study with available funding.

**Utilities Department**

* Continue implementing Water and Sewer Master Plan projects as recommended by staff and approved by the Board in February 2020.

*7f. Approval of Tax Releases and Refunds*

The Finance Committee has recommended approval of the following tax refunds presented at today’s Finance Committee meeting:

Tax Refunds

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | County | City |
| 1. | James Thomas Demetres | 153.61 |  |
| 2. | Shaishay Rejeshkumar Patel | 150.92 | 143.62 |
| 3. | Spencer Bailey Prather | 146.93 |  |
| 4. | William Michael Trusler | 217.39 | 206.87 |

*7g. Approval of Budget Amendments*

The Finance committee has recommended approval of the budget amendments presented at today’s Finance Committee meeting:

Court Facilities

|  |  |  |  |
| --- | --- | --- | --- |
| Decrease | 010.6900.5991.00 | Contingency | 44,800.00 |
| Increase | 010.4160.5281.00 | Magistrate's Office Expense | 4,800.00 |
| Increase | 010.4160.5283.00 | Public Defender | 40,000.00 |

Governing Board

|  |  |  |  |
| --- | --- | --- | --- |
| Decrease | 010.6900.5991.00 | Contingency | 6,500.00 |
| Increase | 010.4110.5499.00 | Miscellaneous Expense | 6,500.00 |

Non-Departmental

|  |  |  |  |
| --- | --- | --- | --- |
| Decrease | 010.6900.5991.00 | Contingency | 18,706.00 |
| Increase | 010.0110.4111.16 | Ad Valorem Taxes-'16 | 13,094.00 |
| Increase | 010.4195.5186.00 | Workers' Comp | 25,400.00 |
| Increase | 010.4195.5450.00 | Insurance | 6,400.00 |

Sheriff’s Office

|  |  |  |  |
| --- | --- | --- | --- |
| Increase | 010.0500.4831.00 | Interest Earned | 137,000.00 |
| Increase | 010.0600.4930.00 | Insurance Proceeds | 20,000.00 |
| Increase | 010.4310.5251.00 | Gas and Oil | 47,000.00 |
| Increase | 010.4310.5352.01 | Maintenance-Office Equipment | 76,000.00 |
| Increase | 010.4310.5353.00 | Maintenance-Vehicle | 20,000.00 |
| Increase | 010.4310.5454.00 | Insurance-Professional Liability | 14,000.00 |

Sheriff’s Office

|  |  |  |  |
| --- | --- | --- | --- |
| Increase | 010.0240.4380.39 | Bureau of Justice Assistance | 11,700.00 |
| Increase | 010.4310.5600.00 | Grant Funds | 11,700.00 |

SROs

|  |  |  |  |
| --- | --- | --- | --- |
| Increase | 010.0600.4950.00 | School Security | 8,500.00 |
| Increase | 010.4315.5500.00 | Capital Outlay | 8,500.00 |

Jail

|  |  |  |  |
| --- | --- | --- | --- |
| Increase | 010.0600.4980.00 | Jail-Perq/Camden | 369,172.00 |
| Increase | 010.4320.5700.19 | Debt Service | 369,172.00 |

Juvenile Services

|  |  |  |  |
| --- | --- | --- | --- |
| Increase | 010.0500.4831.00 | Interest Earned | 35,000.00 |
| Increase | 010.4320.5362.00 | Juvenile Services | 35,000.00 |

Building Inspections

|  |  |  |  |
| --- | --- | --- | --- |
| Increase | 010.0300.4345.01 | Inspection Fees | 14,400.00 |
| Increase | 010.4350.5311.00 | Training | 500.00 |
| Increase | 010.4350.5321.00 | Telephone | 1,000.00 |
| Increase | 010.4350.5352.01 | Maintenance-Office Equipment | 9,200.00 |
| Increase | 010.4350.5353.00 | Maintenance-Vehicle | 3,500.00 |
| Increase | 010.4350.5493.00 | Home Owner's Recovery Fund | 200.00 |

Emergency Medical

|  |  |  |  |
| --- | --- | --- | --- |
| Increase | 010.0500.4831.00 | Interest Earned | 110,000.00 |
| Increase | 010.0550.4839.01 | Miscellaneous Revenue-EMS | 17,000.00 |
| Increase | 010.4370.5251.00 | Gas and Oil | 40,000.00 |
| Increase | 010.4370.5261.00 | Departmental Supplies | 60,000.00 |
| Increase | 010.4370.5352.00 | Maintenance-Equipment | 7,000.00 |
| Increase | 010.4370.5353.00 | Maintenance-Vehicles | 20,000.00 |

Animal Control

|  |  |  |  |
| --- | --- | --- | --- |
| Increase | 010.0500.4831.00 | Interest Earned | 6,060.00 |
| Increase | 010.4380.5212.00 | Uniforms | 1,250.00 |
| Increase | 010.4380.5500.00 | Capital Outlay | 4,810.00 |

Cooperative Extension

|  |  |  |  |
| --- | --- | --- | --- |
| Increase | 010.0550.4495.00 | 4-H Revenue | 10,000.00 |
| Increase | 010.4950.5391.04 | 4-H Expenses | 10,000.00 |

Cooperative Extension

|  |  |  |  |
| --- | --- | --- | --- |
| Increase | 010.0230.4370.00 | State Grants | 4,095.00 |
| Increase | 010.4950.5600.34 | Grant-SHIIP | 4,095.00 |

Public Health

|  |  |  |  |
| --- | --- | --- | --- |
| Increase | 010.0500.4831.00 | Interest Earned | 15,000.00 |
| Increase | 010.5110.5620.13 | Medical Examiner Fees | 15,000.00 |

Economic Development/TDA

|  |  |  |  |
| --- | --- | --- | --- |
| Increase | 030.0220.4270.00 | Occupancy Tax | 200,000.00 |
| Increase | 030.4920.5625.01 | Tourism | 200,000.00 |

Utilities

|  |  |  |  |
| --- | --- | --- | --- |
| Increase | 060.0500.4831.00 | Interest Earned | 220,000.00 |
| Decrease | 060.7130.5991.00 | Contingency | 25,000.00 |
| Increase | 060.7130.5194.00 | Engineering | 7,500.00 |
| Increase | 060.7130.5212.00 | Uniforms | 6,900.00 |
| Increase | 060.7130.5251.00 | Gas & Oil | 25,000.00 |
| Increase | 060.7130.5270.00 | Water Purchase | 67,400.00 |
| Increase | 060.7130.5299.00 | Chemicals | 35,000.00 |
| Increase | 060.7130.5325.00 | Postage | 10,000.00 |
| Increase | 060.7130.5353.00 | Maintenance-Vehicle | 8,000.00 |
| Increase | 060.7130.5357.00 | Maintenance-Line | 80,000.00 |
| Increase | 060.7130.5450.00 | Insurance | 5,200.00 |

RO Plant

|  |  |  |  |
| --- | --- | --- | --- |
| Decrease | 063.7135.5500.00 | Capital Outlay | 125,000.00 |
| Increase | 063.7135.5299.00 | Chemicals | 100,000.00 |
| Increase | 063.7135.5357.00 | Maintenance-Line | 25,000.00 |

*7h. Approval of Request for Funding to Assist in Providing Swim Lessons*

The Finance Committee has recommended approval of a request from Phil Donahue for $2,500 to help fund a joint project between the YMCA and the Boys and Girls Club. The funding would provide an opportunity for over 100 summer camp attendees from the Boys and Girls Club to receive swim lessons. The County Attorney will draft a contract with the YMCA to provide swim lessons as an extension of Parks and Recreation Services.

*7i. Approval of Request for Occupancy Tax Funds*

The Finance Committee has recommended approval of sending a letter of support for Elizabeth City Downtown’s application to receive $7,500 of Tourism Development Authority Funds to fund the Max Roach Mural.

*7j. Approval of Service Agreement for Utilities Department Online Customer Service Portal*

The Finance Committee has recommended approval of the service agreement with Paya, Inc. for an online customer service portal.

*7k. Approval of Bid for Courthouse Roofing Project*

The Finance Committee has recommended contracting with Bright’s Construction, LLC for the Courthouse roofing project at a “not to exceed” cost of $115,000, to include wind resistant shingles.

Motion was made by Barry Overman, seconded by Sean Lavin to approve the Consent Agenda, as amended. The motion carried unanimously.

**5. CONSIDERATION OF APPOINTMENT TO BOARDS AND COMMITTEES:**

Chairman Jordan asked the Clerk to provide a background on the joint ABC Board appointment. Ms. Scott explained that she received an application from Allison Evans in October of 2022 requesting she be considered to serve as the joint appointee on the ABC Board. The Appointments Committee made a recommendation to the full Board in November 2022 to appoint Ms. Evans. The Board accepted the nomination and appointed Ms. Evans on November 21, 2022. As this is a joint appointment with the City of Elizabeth City, the recommendation was forwarded to the City. Ms. Scott said she has followed up with the City Clerk on multiple occasions, but the City has not acted on the recommendation. The City Clerk did tell her that the Council had someone that they would like to recommend, but did not send the recommendation to the County. The manager of the ABC store requested an appointment be made on several occasions, as the vacancy had been open for quite some time. The store manager also sent certified letters to the City requesting the position be filled. Ms. Scott said on June 12, 2023, the City appointed Antonio Moore, without discussing the County’s recommendation with Council.

Ms. Scott said historically, when a joint appointment is considered, it has been the practice that if a recommendation is made, the other governing board accepts the recommendation. Chairman Jordan said the last joint appointment he can remember is the TDA appointment. The City made a recommendation and the County accepted their recommendation. He said the recommendation of Allison Evans was sent to the City almost six months ago and the County has not received a response from them. Instead, we now have a recommendation of someone else. He asked for the pleasure of the Board.

Commissioner Lavin said he recommends the Board stick with who they appointed back in November. He feels the Board was acting within the process. He said he would like to look at the statues governing our appointments to the ABC Board. He isn’t sure what power or authority we have. Mr. Hammett said the way it is set up there are two City appointments, two County appointments, and one joint appointment, but it does not say the manner in which the joint appointment is made.

Assistant County Manager Shannon said he spoke with someone from the ABC Board and was informed that one of the City’s appointments expired in January, and they have not appointed a replacement at this time. Vice-Chairman Overman stated that would be a good opportunity for Antonio Moore to be appointed to that vacancy. He said he agrees with Commissioner Lavin. The City has had six months to act on the appointment. The young lady who was recommended is well qualified and he does not see any reason why the Board should change their direction.

Commissioner Davis asked if this appointment is set by state statute. Mr. Shannon answered, that is correct. It does not state how the joint appointment is appointed. Commissioner Davis said he agrees with what Commissioners Lavin and Overman both said. He thinks staff should inform the City protocol has been that if one of the boards recommends an appointment that the other follows suit. He said the City should be reminded that the County did exactly that with the TDA Board member and the Board feels they should do the same with this appointment.

Commissioner Shaw noted that the previous joint member, Anthony Turner, passed away in October of last year.

Motion was made by Jonathan Meads, seconded by Sean Lavin to move forward with the County’s recommendation of Allison Evans to the ABC Board and to reject the City’s recommendation of Antonio Moore. The motion carried unanimously.

**6. CONSIDERATION OF APPOINTMENTS TO BOARDS AND COMMITTIES:**

Vice-Chairman Overman reported that the Appointment Committee met today and has made the following recommendations:

COA Board of Trustees – Appoint Barry Overman to replace Robert Pippen.

Pasquotank County Library Board – Appoint Erin Gray. This appointment will need to lie over for two weeks.

Airport Authority – Reappoint Lloyd Griffin and Colbert L. Respass to additional terms.

Motion was made by Barry Overman, seconded by Sean Lavin to accept the recommendations from the Appointments Committee. The Pasquotank County Library Board appointment will need to lie over for two weeks, and the other recommendation can be approved this evening. The motion carried unanimously.

**7.**  **REPORTS FROM COUNTY MANAGER:**

County Manager Hammett reported that he will be out of the office next Thursday and Friday at the North Carolina City/County Managers Association Conference.

**8. REPORT FROM MANAGEMENT FELLOW:**

Management Fellow Mike Barclift reported that he will be attended the managers’ conference as well.

**9. REPORTS FROM CLERK:**

Clerk to the Board Lynn Scott reported that the Elizabeth City Pasquotank County Public Schools will be holding a “Dream Big! – Shaping a Better Future” event where they will share their vision for Elizabeth City Pasquotank Schools on Monday, July 10th from 9:00am to 2:00pm at the K.E. White Center. She said Coast Guard Day is scheduled for Friday, August 4, and to let her know if you wish to volunteer. She reminded the Board that the Human Relations Commission is still in need of members.

**10. REPORTS FROM COMMISSIONERS:**

Commissioner Shaw attended a tour of the Solid Waste Department and the Utilities Department on June 6. He said he was very impressed with the staff and facilities. On June 14th, he attended the SPCA meeting. lastly, on June 15th, he attended the Albemarle District Jail Board meeting, along with Chairman Jordan.

Commissioner Davis attended the Department of Social Services meeting. They are dealing with ongoing struggles.

Commissioner Meads attended the Building and Grounds Committee meeting. He is glad to see the courthouse roof repairs moving forward. He said it was good to see that the state fixed the Knobbs Creek Bridge.

Commissioner Lavin attended the Elizabeth City Downtown meeting. He said he is looking forward to the upcoming NCACC Annual Conference. He reported that we need to continue to highlight the Morgan’s Corner/Highway 17 intersection to local DOT crews, as there have been multiple accidents at that location.

Commissioner Griffin attended the Albemarle Commission meeting. They approved their budget. One of the things they are working through is the shortfalls they will encounter after the COVID monies are diminished and how they can strengthen and maintain the quality of services they provide. With the increase in food cost, they feel that within the next three or four years there will be some issue with trying to maintain the quality of service of the Meals on Wheels Program. He provided an update on Workforce Development.

Vice-Chairman Overman attended the Visit Elizabeth City Downtown meeting. Their search committee has narrowed their search down to three finalists for the director’s position.

Chairman Jordan attended the Green Saves Green meeting. They are working very hard on many projects, including work on the trails in the area. They continue to be concerned about litter in the County. He assured them that at some point the Board would be taking a look into the litter problem. He attended the Parks and Recreation meeting and the Jail Board meeting. He participated in the Juneteenth Festival on Friday, Saturday, and Sunday. He attended the Witherspoon/Harris Annual Dinner where he made remarks on behalf of the Board. He attended and made remarks on behalf of the County at a luncheon event where former Commissioner Cecil Perry was honored for 66 years of service as a member of Kappa Alpha Psi. He attended the new Petco ribbon cutting. He said he received a letter from General Proctor, thanking the Board for honoring him on June 16th. Lastly, he traveled to Ft. Gregg-Adams where General Proctor was honored. He was very impressed to see all the things he has done throughout his military career, not only for Pasquotank County, but for the entire nation.

There being no further business before the Board;

Motion was made by Sean Lavin, seconded by Sam Davis to adjourn the meeting. The motion carried and the meeting was adjourned at 6:37 PM.

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CHAIRMAN

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CLERK TO THE BOARD

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