

**Meeting Schedule  
Pasquotank County Board of Commissioners  
Monday, October 5, 2020**

2:00 PM - Special Meeting - Water and Sewer Master Plan in Courtroom C, Pasquotank County Courthouse

4:00 PM - Finance Committee Meeting in Courtroom C, Pasquotank County Courthouse

6:00 PM - County Commissioners Meeting in Courtroom C, Pasquotank County Courthouse

**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. Presentation of Proclamation for Pharmacy Week

The Board has been requested to proclaim October 18-24, 2020 as Pharmacy Week. Attached is a copy of the proclamation that will be accepted by Jennifer Burgess, Clinical Pharmacy Specialist at Sentara Albemarle Medical Center.

**6. Old Business:**

A. Approval of Appointments to Boards and Committees

There are no appointments or reappointments at this time.

**7. Consent Agenda:**

A. Approval of Minutes of September 14, 2020 Commissioner Meeting

B. Approval of Tax Releases and Refunds

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

**Tax Releases**

	Taxpayer	County	City
1.	Piedmont Natural Gas Co Inc.	5,455.45	
2.	Carol K. Southward	665.75	507.62
3.	Greater Faith Assembly of Christ Church	1,105.72	940.58
4.	Sylvia Barkley Deerfield	415.50	294.75
5.	Barnhill Contracting Co.	8,928.15	
6.	Richard J. Haun	363.67	

Solid Waste Fee Releases

		Parcel ID #	Reason for Release
1.	Mary Anderson	P120A-57	Vacant
2.	Virginia Brooks	P58-11	Vacant
3.	Emma Chisolm & Denise Harrell	P89A-224	Vacant
4.	Charles Jr. Carolyn J. P. Everett	21-F-10-11A	Vacant
5.	Margaret Graham	P133A-45	Vacant
6.	Eudora B. Harvey	26-A-4	Vacant
7.	Eudora B. Harvey	26-A-19	Vacant
8.	Eudora B. Harvey	26-A-34 & 33	Vacant
9.	Eudora B. Harvey	26-A-35	Vacant
10.	Eudora B. Harvey	29-D-24	Vacant
11.	Eudora B. Harvey	26-A-49	Vacant
12.	Eudora B. Harvey	P122-A-70	Vacant
13.	Eudora B. Harvey	P122A-68	Vacant
14.	Edward Bailey Holloman & Jo Ann Jezard	P142B-58	Vacant
15.	Pamela Lassiter Bright	P133A-58	Vacant
16.	Elise Landrum	P91-33	Vacant
17.	W. D. & Phyllis Looney	P141-134	Vacant
18.	Herman Ray Meads Jr.	P58-50	Vacant
19.	Pearl St. Pentecostal Church Inc.	12-D-14	Vacant
20.	Edward F. Jr. & Ruth Self	P111-22	Vacant

Solid Waste Fee Refunds

		Parcel ID #	Reason for Refund
1.	Dildra Lax	26-B-4	Vacant
2.	Gertrude Williams	P111A-18	Vacant

C. Approval of Late Property Tax Exemption/Exclusion Applications

The Finance Committee has recommended approval of the following late property tax exemption/exclusion applications:

Taxpayer	Reason	Date Requested	Amount
Robert E. Notaro	Disabled Exclusion	09-02-2020	\$893.37
William Floyd Jackson	Disabled Exclusion	09-01-2020	\$710.25

D. Approval of Budget Amendments

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

Cares Funds

Increase	010.0240.4380.25	Federal Grants	772,902.00
Increase	010.4195.5693.05	City of Elizabeth City	225,000.00
Increase	010.5910.5636.01	Additional Funding – COVID-19	250,000.00
Increase	010.6600.5625.01	Tourism Development Authority	20,000.00
Increase	010.4195.5999.01	COVID-19	277,902.00

Non-Departmental

Increase	010.0230.4370.00	State Grants	92,835.00
Increase	010.4195.5600.14	COA/Hospital Boardwalk	92,835.00

Sheriff

Decrease	010.4310.5490.00	Grant Match	33,300.00
Increase	010.4310.5500.00	Capital Outlay	33,300.00

Econ Development

Increase	010.0991.4991.00	Fund Balance Appropriated	20,000.00
Increase	010.4920.5440.00	Contracted Services	20,000.00

Seized Assets

Increase	020.0240.4431.05	Forfeiture-Federal	36,000.00
Increase	020.0500.4831.00	Interest Earned	4,000.00
Increase	020.0550.4839.00	Miscellaneous Revenue	8,000.00
Increase	020.4300.5269.00	Law Enforcement Expenses	39,500.00
Decrease	020.0991.4991.00	Fund Balance Appropriated	8,500.00

Sheriff

Increase	010.0991.4991.00	Fund Balance Appropriated	45,395.00
Increase	010.4310.5500.00	Capital Outlay	45,395.00

Non-Departmental

Increase	010.0991.4991.00	Fund Balance Appropriated	16,000.00
Increase	010.4195.5440.00	Contracted Services	16,000.00

- E. Approval of Transfer of Title for Grapple Truck to City of Elizabeth City  
 In 2005, the County acquired a grapple truck through a grant and provided it to the City through an inter-local agreement. The grapple truck was totaled, but the title remains with the County. According to the statutes, the County can convey the title to the City at no cost as an inter-governmental transfer. Board action is needed as a formality to close out this matter.
  
- F. Approval of Eight Hours of Vacation Time for United Way Drawing  
 The Finance Committee has recommended that the Board authorize eight hours of vacation time for one employee whose name will be drawn from a pool of all employees who contribute a minimum of \$24 to the United Way.
  
- G. Adoption of Proclamation for Domestic Violence Awareness Month  
 Due to COVID-19 restrictions, Albemarle Hopeline asked elected officials across our six-county service area to participate in a region-wide Video Proclamation for Domestic Violence Awareness Month. This video will then be shared on their social media accounts during the month of October to raise awareness about domestic violence issues, and to show victims that they are not alone during these challenging times. Vice-Chairman Griffin volunteered to do the video shoot for Pasquotank County. Attached is a copy of the proclamation.

8. **New Business**
9. **County Manager's Reports**
10. **County Attorney's Reports**
11. **Internal and External Committee Reports and Proposals**
12. **Adjournment**