

**Meeting Schedule
Pasquotank County Board of Commissioners
Monday, December 2, 2019**

4:00 PM - Finance Committee Meeting in Library Community Room
Immediately following Finance – Board Appointments Committee
6:00 PM - County Commissioners Meeting in Pasquotank County Courthouse

Commissioner Meeting Agenda Summary

1. 6:00 PM – Call to Order in Courtroom C

At the first meeting in December of each year, the Board is organized for the following twelve months with the selection of the Chairman and Vice-Chairman. The meeting will be called to order by the Clerk to the Board and after the invocation, pledge of allegiance, and oath of office, the meeting will be opened with a nomination for Chairman. Upon selection of the Chairman, the meeting will be turned over to the newly-elected Chairman, who will then call for the selection of Vice-Chairman.

2. Invocation

3. Pledge of Allegiance to the American Flag

4. Amendments to the Agenda

5. Public Comments/Public Hearings

6. Old Business:

A. Consideration of Resolution to Authorize the Secretary of the Interior to Conduct a Study to Assess the Suitability and Feasibility of Designating Certain Land as the Great Dismal Swamp National Heritage Area

At the November 18, 2019 meeting, the Board considered the attached resolution authorizing the Secretary of the Interior to conduct a study to assess the suitability and feasibility of designating certain land as the Great Dismal Swamp National Heritage Area. The Board directed staff to gather additional information regarding the request.

7. Consent Agenda:

A. Approval of Minutes of November 18, 2019 Commissioner Meeting

B. Approval of Tax Releases and Refunds

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

Tax Refunds

		County	City
1.	Warren F. Horton	478.64	
2.	Scott & Rita Putrus	174.80	
3.	Matthew James Tucker	101.79	101.59

C. Approval to Retire Deputy Weapon and Badge for Retired Sheriff's Department Employee

The Finance Committee has recommended approval to retire the badge and duty weapon and award them to Chief Deputy Douglas Hooper who is retiring from the Sheriff's Department. Chief Deputy Hooper began working full-time in 1994 and is retiring after 25 years of service. Based on the Sheriff's Department's policy, employees retiring with more than 20 years of service, receive their service fire arm at no charge. The policy requires that the officer obtain a gun permit, or without one, the weapon will be rendered incapable of being fired.

D. Approval of Travel Reimbursement – Meal Expenses

The Finance Committee has recommended approval to increase the daily meal allowance to \$40.00 per day for In-State travel and \$45.00 per day for Out-of-State travel as follows (effective January 1, 2020):

	In-State	Out-of-State
Breakfast	\$8.00	\$8.00
Lunch	\$12.00	\$12.00
Dinner	\$20.00	\$25.00

E. Approval of Inter-Local Agreement for Law Enforcement/Security Services

The previous inter-local agreement with the City of Elizabeth City to provide law enforcement/security services at the Pasquotank County Department of Social Services recently expired. Staff has reviewed the agreement and is recommending approval.

F. Approval of Farm Lease

Staff is recommending renewal of a ten-month lease for 2.46 acres of farmland located on Horseshoe Road in South Mills to Cliff Rountree (dba Rountree Farms). The lessee shall pay the County \$148.50 per year in rent for the land.

G. Approval of Paperwork Required for State Acquisition Relocation Fund (SARF) Program

Attached is paperwork (Resolution approving Program Ordinance, Resolution, and Policy, Project Budget Ordinance, Financial Management Resolution, and a Relocation Assistance Policy) required by FEMA for the SARF Program. This paperwork is a required supplement to the SARF MOA previously signed by the County for grant funds to provide a gap payment to help Hurricane Matthew households relocate from their current damaged home to a similar housing unit outside of the special flood hazard area. Attached is a copy of the paperwork to be approved.

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