

Meeting Schedule
Pasquotank County Board of Commissioners
Monday, March 20, 2023
Pasquotank County Courthouse

3:00 PM – Building & Grounds Meeting – Courtroom C
4:00 PM – Finance Committee Meeting – Courtroom C
Immediately following Finance – Appointments Committee
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 Comments/Public Hearings:**

A. **Presentation of Proclamation to Corrina Ruffieux**

Corrina Ruffieux will be in attendance to accept the attached proclamation.

B. **Sentara Annual Report**

Dr. Phil Jackson will provide Sentara's annual report and introduce Dr. Sherwin Stewart as Interim President.

C. **Public Hearing on Renaming of Sandy Road**

At the February 6, 2023 Finance Committee meeting, the Board considered a request by Carlton Armstrong that Sandy Road be renamed General Proctor Road. The Board called for a Public Hearing on March 20, 2023. The Public Hearing was properly noticed.

The following is the relevant state statute that governs renaming roads:

§ 153A-239.1. Naming roads and assigning street numbers in unincorporated areas for counties.

(a) A county may by ordinance name or rename any road within the county and not within a city, and may pursuant to a procedure established by ordinance assign or reassign street numbers for use on such a road. In naming or renaming a road, a county may not:

(1) Change the name, if any, given to the road by the Board of Transportation, unless the Board of Transportation agrees;

- (2) Change the number assigned to the road by the Board of Transportation, but may give the road a name in addition to its number; or
- (3) Give the road a name that is deceptively similar to the name of any other public road in the vicinity.

A county shall not name or rename a road or adopt an ordinance to establish a procedure to assign or reassign street numbers on a road until it has held a public hearing on the matter. At least 10 days before the day of the hearing to name or rename a road, the board of commissioners shall cause notice of the time, place and subject matter of the hearing to be prominently posted at the county courthouse, in at least two public places in the township or townships where the road is located, and shall publish a notice of such hearing in a newspaper of general circulation published in the county. At least 10 days before the day of the hearing to adopt an ordinance to establish a procedure to assign or reassign street numbers on a road, the board of commissioners shall publish a notice of such hearing in a newspaper of general circulation in the county. After naming or renaming a road, or assigning or reassigning street numbers on a road, a county shall cause notice of its action to be given to the local postmaster with jurisdiction over the road, to the Board of Transportation, and to any city within five miles of the road. Names may be initially assigned to new roads by recordation of an approved subdivision plat without following the procedure established by this section.

6. Old Business:

A. Approval of Board Appointment

At the last meeting, the Appointments Committee recommended the following appointment:

Elizabeth City-Pasquotank County Human Relations Commission – Appoint Brenda Layden. A copy of her application has been provided to Board members, and the Board can give final approval to the appointment or can nominate other individuals to fill the vacancy.

B. Pasquotank County Land Use Plan

The draft Land Use Plan was presented to the Board during a work session in February. Since the draft was presented, the document has been amended at the request of the Economic Development Director to include language that would help protect the current operational ability and future expansion potential of the airport and associated support areas from encroachment by incompatible land uses. Since this document requires certification by the Coastal Resources Commission (CRC), staff recommends that the Board refer the draft plan to the CRC for their review and certification. After CRC certification is completed, the Board of Commissioners will hold a public hearing for the official adoption of the plan.

7. Consent Agenda:

A. Approval of Minutes of March 6, 2023 Commissioner Meeting

B. Approval of Tax Releases and Refunds

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

Tax Releases

	Taxpayer	County	City
1.	Stuart E. Cohen	340.54	223.03
2.	Stuart E. Cohen	292.18	177.01

Tax Refunds

	Taxpayer	County	City
1.	Charles Robert Ambrose	135.26	
2.	ECSU Housing Foundation LLC	1,899.68	1,807.76
3.	Dawn Cooper Elliott	114.43	108.90
4.	Daniel Lee Ford	106.58	
5.	Richard A. & Mary E. Green	131.67	
6.	Richard A. & Mary E. Green	131.67	
7.	Richard A. & Mary E. Green	131.67	
8.	Richard A. & Mary E. Green	131.67	
9.	Richard A. & Mary E. Green	181.66	
10.	Lacey Chott Jones & James William Jones Jr.	141.65	
11.	Mid-Atlantic Christian University	129.45	138.20
12.	Kenneth Marshall Willingham	528.54	

Solid Waste Fee Releases

	Owner's Name	Parcel ID #	Reason for Release
1.	Katie N. Butts	P6-72	Vacant
2.	Harrell Griffin Heirs	P48-4	Vacant
3.	Mary Foskey	29-C-17	Vacant
4.	Mary Foskey	45-E-2	Vacant
5.	Mary Foskey	61-A-13 thru 16	Vacant
6.	Pam T. Griffin	P122A-176	Vacant
7.	Reubin B. Sr. & Avis D. Houston	23-S-1	Vacant
8.	Reubin B. Sr. & Avis D. Houston	15-A-11G	Vacant
9.	Reubin B. Sr. & Avis D. Houston	21-F-16	Vacant
10.	Reubin B. & Avis Houston	25-G-59-60	Vacant
11.	Reubin B. & Avis Houston	29-D-38	Vacant
12.	Tony Lewis	23-R-27	Vacant
13.	Tony Lewis	12-G-16A	Vacant
14.	Tony Lewis	50-L-8	Vacant
15.	Tony C. Lewis	23-R-20,21	Vacant
16.	Terry Brent & Teleda Meads	P6-21A	Vacant

C. Approval of Budget Amendments

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

Emergency Management

Increase	010.0220.4532.00	Other Grants	300.00
Increase	010.4330.5600.00	Grant Funds	300.00

Sheriff

Increase	010.0991.4991.00	Fund Balance Appropriated	26,739.00
Increase	010.4310.5261.00	Departmental Supplies	26,739.00

Landfill

Increase	065.0600.4930.00	Insurance Proceeds	20,545.00
Increase	065.7420.5353.00	Maintenance-Vehicles	20,545.00

Sheriff

Increase	010.0240.4380.39	Bureau of Justice	51,283.00
Increase	010.4310.5122.00	Salaries & Wages-OT	39,946.00
Increase	010.4310.5261.00	Departmental Supplies	11,337.00

Central Communications

Decrease	010.6900.5991.00	Contingency	17,720.00
Increase	010.4325.5500.00	Capital Outlay	17,720.00

E911

Increase	022.0991.4991.00	Fund Balance Appropriated	190,000.00
Increase	022.4328.5500.00	Capital Outlay	190,000.00

D. Approval of Memorandum of Understanding with College of the Albemarle for Welding and Fabrication Repair

The Finance Committee has recommended approval of a memorandum of understanding with College of the Albemarle for welding, repair, and fabrication services of County owned dumpsters by COA's welding classes at no cost to the County.

E. Approval to Hang Portrait of Retired Superior Court Judge J.C. Cole's in Courthouse

The Finance Committee has recommended approval of a request to hang a portrait of retired Superior Court Judge J.C. Cole in the courthouse.

8. New Business:

A. Approval to Add Juneteenth as an Additional County Holiday

The Finance Committee has recommended approval to add Juneteenth as an additional County holiday. Juneteenth is a federal holiday, but has not been declared a State of North Carolina holiday. Several cities, town, and counties in North Carolina have declared Juneteenth as an additional holiday. Locally, the City of Elizabeth City declared Juneteenth as a holiday in 2021, and the Camden County Board of Commissioners unanimously voted to add Juneteenth as a holiday at their December 5, 2022 meeting.

If the Board approves adding Juneteenth as a holiday, it will need to amend its meeting schedule, because Juneteenth 2023 falls on a meeting day. Staff recommends the Board meet on Tuesday, June 20th. (new meeting schedule is attached).

B. Recommendations from Appointments Committee

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