

**Meeting Schedule  
Pasquotank County Board of Commissioners  
Monday, May 1, 2023  
Pasquotank County Courthouse**

1:30 PM – Utilities Committee Meeting – Courtroom C  
2:00 PM – Budget Work Session – Courtroom C  
4:00 PM – Finance Committee – 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**  
 Members of the Weeksville and Newland 4-H Clubs will lead in the Pledge of Allegiance to the American Flag, as well as the 4-H Pledge.
4. **Amendments to the Agenda**
5. **Public Hearings/Public Comments:**
  - A. **Board of Equalization and Review**  
 The Board will convene as the Board of Equalization and Review to hear any appeals from taxpayers regarding their tax assessments. We do not have any specific appeals at this time, and the Tax Office will present any appeals if any are received by Monday night's meeting.
6. **Old Business**
7. **Consent Agenda:**
  - A. **Approval of Minutes of April 17, 2023 Commissioner Meeting**
  - B. **Approval of Tax Releases and Refunds**  
 The Finance Committee has recommended approval of the following tax release, tax refund and solid waste fee releases:

Tax Refunds

	Taxpayer	County	City
1.	Matthew John McGuirk	164.52	156.55
2.	Arlinda Banks Taylor	101.22	
3.	Brett Alan Hotaling	108.44	118.19

Solid Waste Fee Releases

	Owner's Name	Parcel ID #	Reason for Release
1.	Linwood & Flora W. Turner	59-B-12	Vacant

- C. Adoption of Order Directing the Tax Administrator to Collect Taxes for the 2023-24 Fiscal Year  
Attached is an Order the Board is required to adopt each year authorizing and directing the Tax Administrator to collect the 2023 taxes.
  - D. Approval of Continuation of ½% Discount for Early Payment of Taxes  
The County has always offered a discount for early payment of property taxes in July or August. The discount is currently ½%, and it is recommended that the discount be continued because it encourages property owners to pay their taxes early, improves the county's cash flow, and helps spread out the collection of taxes throughout the year, instead of the majority of tax collections being concentrated during the month of December.
  - E. Approval of Payment for Property Damage  
The Finance Committee has recommended approval to pay David Reid \$1,000 for damages to his property which happened while performing clearing and snagging on Nixonton Road.
  - F. Adoption of Resolution Authorizing Removal of Certain Public Record Books Kept by the Register of Deeds  
Enclosed is a copy of a resolution that needs to be approved by the Board which will authorize the removal of the marriage licenses from January 1950 to June 1950 for repair, restoration, and rebinding.
  - G. Approval of Engineering Contract for Halstead Extended Master Meter Project  
The Utilities Committee has recommended approval to contract with McGill Associates for engineering services for the Halstead Extended Master Meters Project at a cost of \$83,000.
- 8. **New Business:**
    - A. Recommendations by Appointments Committee
  - 9. **County Manager's Reports**
  - 10. **County Attorney's Reports**
  - 11. **Internal and External Committee Reports and Proposals**
  - 12. **Adjournment**