

**PASQUOTANK COUNTY, NORTH CAROLINA
MAY 1, 2023**

The Pasquotank County Board of Commissioners met today in a regular meeting on Monday, May 1, 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
Mike Barclift, Management Fellow
Patrice Stewart, Tax Administrator
Sharon Cooper, County Appraiser
Lynn Scott, Clerk to the Board

The meeting was called to order at 6:00 PM by Chairman Charles Jordan. Commissioner Clifford Shaw gave the invocation and members of the Weeksville and Newland 4-H Clubs lead in the Pledge of Allegiance to the American Flag and the 4-H Pledge. Chairman Jordan welcomed those in attendance.

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 Food Bank of the Albemarle request for funding; and 2) Approval of Coast Guard request to use well site for helicopter training.

Motion was made by Barry Overman, seconded by Sean Lavin to amend the agenda to add Items #1-2 to the Consent Agenda. The motion carried unanimously.

2. BOARD OF EQUALIZATION AND REVIEW:

The Clerk swore in the members of the Board of Commissioners to serve as the Board of Equalization and Review for 2023. Chairman Jordan convened the Board of Equalization and Review and called on Tax Administrator Patrice Stewart. Ms. Stewart reported that there are no appeals to be heard at this time. She asked that the Board recess the Board of E&R until May 15th and reconvene at that time, as the Board is required to meet twice. If there are no appeals at that time, the Board of E&R can adjourn for the year. There being no appeals, Chairman Jordan asked for a motion to recess the meeting until the next regular meeting.

Motion was made by Lloyd Griffin, seconded by Barry Overman to recess the Board of Equalization and Review for 2023 until Monday, May 15, 2023 at 6:00 PM. The motion carried unanimously.

3. APPROVAL OF CONSENT AGENDA:

The Board considered the following consent agenda:

a. Approval of Minutes of April 17, 2023 Commissioner Meetings

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.	Matthew John McGuirk	164.52	156.55

2.	Arlinda Banks Taylor	101.22	
3.	Brett Alan Hotaling	108.44	118.19

Solid Waste Fee Release

		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

The Board is required to adopt an order each year authorizing and directing the Tax Administrator to collect the taxes. Below is a copy of the 2023 order the Board must adopt.

ORDER OF THE BOARD OF COMMISSIONERS
IN ACCORDANCE WITH G.S. 105-321
FOR THE COLLECTION OF
2023 TAXES

TO: THE TAX ADMINISTRATOR OF PASQUOTANK COUNTY

You are hereby authorized, empowered and commanded to collect the taxes set forth in the 2023 tax records filed in the office of the Pasquotank County Tax Administrator, and in the tax receipts herewith delivered to you in the amounts and from the taxpayers likewise therein set forth. You are further authorized, empowered and commanded to collect the 2023 taxes charged and assessed as provided by law for adjustments, changes and additions to the tax records and tax receipts delivered to you which are made in accordance with law. Such taxes are hereby declared to be a first lien on all real property of the respective taxpayers in Pasquotank County, and this order shall be a full and sufficient authority to direct, require and enable you to levy on and sell any real or personal property of such taxpayers, for and on account thereof, in accordance with law.

d. Approval of Discount for Early Payment of 2023 Property Taxes during July and August

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 occurred 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

Adoption of the following resolution will authorize the removal of the marriage licenses from January 1950 to June 1950 for repair, restoration, and rebinding.

RESOLUTION AUTHORIZING REMOVAL OF CERTAIN PUBLIC RECORD BOOKS
KEPT BY THE REGISTER OF DEEDS FOR THE PURPOSE OF REPAIR, RESTORATION
AND REBINDING

WHEREAS, N. C. Gen. Stat. § 132-7 provides that books of public records should be copied or repaired, renovated or rebound if worn, mutilated, damaged or difficult to read; and

WHEREAS, there is identified certain books of public records maintained by the Register of Deeds in need of repair, restoration and rebinding; and

WHEREAS, Kofile Technologies, Inc. Record Save, is under contract to provide repair, restoration and rebinding of those certain books of public records.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS FOR PASQUOTANK COUNTY, NORTH CAROLINA, that:

Section 1. The Register of Deeds is authorized to remove or cause to be removed to the care and custody of Kofile Technologies, Inc. Record Save for repair, restoration and rebinding the following books of public records:

Marriage License Volumes: Jan. 1950 to Jun. 1950

Section 2. The books of public records listed in Section 1 of this resolution may remain in the care and custody of Kofile Technologies, Inc. Record Save for the length of time required to repair, restore or rebind them.

Section 3. This resolution is effective upon its adoption.

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 Meter Project at a cost of \$83,000.

h. Approval of Food Bank of the Albemarle Request for Funding

The Finance Committee has recommended approval of the Food Bank of the Albemarle's request for \$100,000 (\$50,000 for purchase of food for the food pantries and \$50,000 for renovations for the Victory Praise and Worship Community Resource Center, which is a client choice food pantry and the SOULS feeding program), with funds coming from excess interest earnings.

i. Approval of US Coast Guard's Request to Use Well Site for Helicopter Training

The Finance Committee has recommended approval of the Coast Guard's request to use a parcel of land that the County owns for helicopter training, and authorizing the County Manager and County Attorney to draft a use agreement.

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

4. RECOMMENDATIONS FROM APPOINTMENTS COMMITTEE:

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

Pasquotank County Drainage Committee – Reappoint Brian Stallings and Rodney Johnson.

Elizabeth City Downtown – Reappoint Sean Lavin.

Jury Commission – Reappoint Dorain Spence.

Juvenile Crime Prevention Council – Approve the slate of appointees as recommended and submitted by the JCPC, including replacing former Commissioner Cecil Perry with current Commissioner Clifford Shaw.

Pasquotank County Library Board – Reappoint Joycelyn Robinson.

Planning Board/Board of Adjustments – Reappoint Richard Bovie and Kevin Brickhouse.

Senior Citizens Advisory Committee – Reappoint James Robertson and Cheryl Bogue.

Social Services Board – Reappoint Montrose Hinton.

Tourism Development Authority – Reappoint Johnnie Walton and Ashley Camaio.

Motion was made by Barry Overman, seconded by Lloyd Griffin to accept the recommendations from the Appointments Committee to approve the reappoints as presented. The motion carried unanimously.

5. REPORTS FROM COUNTY MANAGER:

County Manager Sparty Hammett stated that staff is close to balancing the general fund budget, with no tax increase. He reminded the Board that the next Budget Work Session is scheduled for

May 15th at 2:00 PM.

The Clerk reminded the Board that there are currently three vacancies on the Human Relations Commission that need to be filled so they can move forward with training.

5. REPORTS FROM COMMISSIONERS:

Commissioner Clifford Shaw thanked the Board for their support and giving him the opportunity to serve as a County Commissioner. He said he looks forward to working with each and every one. On April 18th, he attended a meeting at Elizabeth City State University where he spoke to students about peer pressure. On April 20th, he toured the Albemarle District Jail. On April 22nd, he attended the Tourism Development Authority meeting. Lastly, on April 27th, he toured the SPCA facility.

Commissioner Davis attended the Human Relations Commission meeting. He also attended his first DSS meeting this morning. He participated in ribbon cuttings for the new CBD business on 17 North and the Juniper Cocktail Bar. He thanked the Weeksville and Newland 4-H Clubs for leading the Board in the pledges this evening.

Commissioner Meads attended the Utilities Committee meeting and received an update on new projects. He reported that the transfer station has purchased several new containers. He hopes the new containers will fix some of the backlog at the County's convenience sites.

Commissioner Lavin attended the Superintendent's Academic Achievement Awards program at Northeastern High School on Thursday. He said it was great to see and hear all the good things coming out of our school system.

Commissioner Griffin thanked the members of the 4-H Clubs for attending tonight's meeting. He provided an update on activities at the Albemarle Commission. He attended the Economic Development Commission meeting where they reviewed their strategic plan.

Vice-Chairman Overman attended the SAT Awards at Northeastern High School, the Annual Livestock Show, the Meals on Wheels Volunteer Breakfast at Camp Cale, three Tourism Development Authority meetings, and the Pigs on the Perquimans Fundraiser.

Chairman Jordan attended the Regional Library Board of Trustees meeting, the Drainage Advisory Board meeting, the Human Relations Commissioner meeting, the RC Albemarle 8 Theater Ribbon Cutting, Best of the Albemarle Event, the Economic Development Commission meeting, the Jail Board meeting, the Trillium Governing Board meeting, the Planning Board meeting, the Schewel's Furniture Ribbon Cutting, and a meeting with the Sheriff's Office and Elizabeth City Police Department regarding recent shootings in the area.

There being no further business before the Board;

Motion was made by Lloyd Griffin, seconded by Barry Overman to adjourn the meeting. The motion carried and the meeting was adjourned at 6:25 PM.

CHAIRMAN

CLERK TO THE BOARD