

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

4:00 PM – Finance Committee Meeting – Courtroom C
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. **Effectively Allocating Opioid Settlement Funds**

Nidhi Sachdeva, MPH, is the Director of Strategic Health and Opioid Initiatives with the North Carolina Association of County Commissioners. She will present on the Opioid Settlement Funds and the benefits of a Syringe Service Program in addressing the Opioid Crisis.

B. **Public Hearing on Zoning Text Amendment ZTA #23-02**

ZTA #23-02 is a proposed amendment to the Zoning Ordinance that would reinstate duplexes as a permitted use in the A-1, Agricultural District. This use was eliminated through a previous text amendment that was approved by the Board of Commissioners on August 21, 2023. The Planning Board reviewed this amendment on October 26, 2023, and recommended denial of the proposed amendment based on the consistency statement included in the staff analysis. Attached is a copy of the Planning Board recommendation.

6. **Old Business**

7. **Consent Agenda:**

A. **Approval of Minutes of November 6, 2023 Commissioner Meeting**

B. **Approval of Tax Releases and Refunds**

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

Tax Releases			
		County	City
1.	United States Postal Service	10,445.82	10,038.84
2.	United States Postal Service	7,862.84	7,482.38

3.	United States Postal Service	7,862.84	7,482.38
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Tax Refunds

		County	City
1.	Wayne Barclift	102.85	
2.	Wayne Barclift	104.35	
3.	Wayne Barclift	100.10	
4.	Wayne Barclift	112.10	
5.	Samantha Alberta Johnson	147.97	
6.	Faith Hailey Packman	203.57	
7.	Benjamin Michael Taylor	200.00	
8.	Edward Jerome Larkin Jr.	116.16	188.12
9.	Cassandra Beatrice Sutton & William Turner Sutton	183.47	174.60

Solid Waste Fee Releases

		Parcel ID #	Reason for Release
1.	Mary Elizabeth Eure Life Est.	P59-26	Vacant
2.	James L & Elnora Griffin	56-F-3	Vacant
3.	Andrea Joseline Lopez Vega & Stephanie Olaya	26-F-23	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	8,000
Increase	010.4330.5652.00	Local Grant-Expenses	8,000

Emergency Management

Increase	010.0230.4433.02	Emergency Management Grants	32,000
Increase	010.4330.5600.40	Grant-EM-CBCG	32,000

Emergency Management

Increase	010.0230.4433.02	Emergency Management Grants	14,500
Increase	010.4330.5600.41	Grant-HSGP	14,500

Emergency MGMT

Increase	010.0991.4991.00	Fund Balance Appropriated	21,648.00
Increase	010.4330.5636.01	Additional Funding	21,648.00

Soil and Water

Increase	010.0230.4370.00	State Grants	67,190.00
Increase	010.4960.5600.00	Grant Funds	67,190.00

D. Consideration of Library Copy Fee Schedule Changes

The Finance Committee has recommended approval of the following Library Copy Fee Schedule.

- Black and white copy .15 per page
- Color printing .75 per page
- Faxing 1.00 per page

E. Consideration of Buyout Lease Program for Hazard Mitigation Properties

The County owns five properties purchased with FEMA funds through the Hazard Mitigation Grant Program. Three of the properties are in Oxford Heights neighborhood, and the County periodically receives complaints due to overgrown grass on the properties. A citizen has inquired regarding the potential of leasing one of the lots. As a result of the inquiry, staff researched the possibility of leasing all of the Hazard Mitigation Grant properties. The Finance Committee has recommended approval of the buyout lease program.

F. Denial of Request to Farm Lots in Commerce Park

Justin James who currently has the farming contract for Commerce Park, requested permission to farm four vacant lots in Commerce Park. In March 2023, the County extended the grass mowing contract for the four lots with #1 Lawncutting & Landscaping for an additional two years, which will not expire until March 31, 2025. The Finance Committee recommended denial of the request at this time due to the current contract with #1 Lawncutting & Landscaping.

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