

**Meeting Schedule
Pasquotank County Board of Commissioners
Monday, December 7, 2020**

3:00 PM – Special Projects Committee, in Courtroom C, Pasquotank County Courthouse

4:00 PM – Finance Committee Meeting in Courtroom C

Board Appointments Committee – Immediately following Finance in Courtroom C

6:00 PM – County Commissioners Meeting in Courtroom C

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. **Oath of Office for Commissioners**
The Honorable J. Carlton Cole, Superior Court Judge, will administer the oath of office to newly elected Commissioner William Sterritt, and newly re-elected Commissioners Lloyd E. Griffin, III and Frankie Meads.
5. **Organization of the Board of Commissioners**
4. **Amendments to the Agenda**
5. **Public Comments/Public Hearings:**
 - A. **Public Hearing on Rezoning Request – RZ 20-02 Wellfield Recycling Center**
Rezoning request by Pasquotank County to zone approximately 2.1 acres of road frontage on property located at 940 and 944 Wellfield Road in Providence Township. This area was recently relinquished from the City of Elizabeth City's Extraterritorial Zoning Jurisdiction (ETJ) and is proposed to be zoned to R-15, Residential. This request is necessary to accommodate a redesigned County recycling center that will improve traffic flow and alleviate existing on-site flooding. The Planning Board reviewed this request on November 19, 2020 and recommended approval.
6. **Old Business**
7. **Consent Agenda:**

A. Approval of Minutes of November 16, 2020 Commissioner Meeting

B. Approval of Tax Releases and Refunds

The Finance Committee has recommended approval of the following solid waste fee releases:

Solid Waste Fee Releases

		Parcel ID #	Reason for Release
1.	Zenia Judith Cabrera Barahona	11-E-90	Vacant
2.	Lora Ann & Wayne Barclift	P63-39	Vacant
3.	Community Club of Newland	P111-7	Vacant
4.	Donnell Godfrey	P95-2G	Vacant
5.	Jacqueline D. Hill Etal	P9-8	Vacant
6.	Theodore R. & Edna Hudson	79-E-164-165	Vacant
7.	Elijah Philips	22-A-5	Vacant
8.	Elijah Philips	30-A-18-19	Vacant

C. Approval of Budget Amendment

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

Water

Increase	060.0991.4991.00	Fund Balance Appropriated	1,394,149.00
Increase	060.7130.5980.63	Transfer to RO	1,397,149.00

D. Approval of Request to Retire Duty Weapon and Badge for Retired Sheriff's Office Employee

The Finance Committee has recommended approval to retire the badge and duty weapon, and award them to Sergeant Tobie McPherson who is retiring from the Sheriff's Office on December 31, 2020.

The Sheriff's Department has a policy in place that allows sworn law enforcement officers to receive their badges at no cost and to receive their service side arms, at the discretion of the Board of Commissioners, based on the following price schedule:

Retiring member with 5-10 years of service	\$75.00
Retiring member with 10-20 years of service	\$50.00
Retiring member with more than 20 years of service	\$ 0.00

Sergeant McPherson will retire with 27 years of service. The policy also requires that the officer obtain a gun permit, or without one, the weapon will be rendered incapable of being fired.

E. Approval of Pasquotank County Sheriff's Office Patrol Deputy Holiday Pay

The Finance Committee has recommended approval of Patrol Deputies receiving 8-hours of pay for each holiday. If a Patrol Deputy is working a holiday, they would receive their regular pay plus 8-hours of Holiday Pay. If a Patrol Deputy is not working, they would receive 8-hours of Holiday Pay.

F. Approval of Bond for Sheriff and Register of Deeds

In December of each year, the Board of County Commissioners must approve the individual surety bonds for the Sheriff and Register of Deeds. Those positions requiring such bonds, the names of the individuals, the bond amount, and the NC General Statutes requiring the bonds are as follows:

Position: Register of Deeds
Individual Name: Clementine White
Bond Amount: \$25,000
Statute: NCGS 161-4

Position: Sheriff
Individual Name: Tommy Wooten
Bond Amount: \$15,000
Statute: NCGS 162-9

The bond amount for the Register of Deeds and the Sheriff are statutorily limited by NC General Statutes. All bonds can be cancelled at any time, with appropriate refund of bond cost, if the person in the position leaves. Staff recommends approval of the surety bonds as presented.

G. Adoption of Resolutions Authorizing Execution of Public Beach & Estuarine Access Grant Contracts

I recently reported that Pasquotank County had been approved for the Public Beach & Estuarine Access Grant in the amount of \$89,925 (\$9,742 local cash match and \$250 non-cash match) for Phase IV of the boardwalk renovation behind College of the Albemarle. The Board needs to adopt the attached Resolution authorizing Execution of the Public Beach & Estuarine Access Grant Contract whereby it approves the County Manager and the Clerk to the Board be authorized to sign and execute the contract.

In the process of closing out Phases II and III of the project, staff realized that a resolution was not approved previously for Phase II. Attached is copy of the resolution for Phase II that needs to be adopted prior to closing out that phase.

H. Adoption of Resolution of Support of the NCDOT Paving Harvest Point Road

In 2019, NCDOT initiated paving Harvest Point Road, with a 12-month timeline, beginning with surveying and moving some utilities; however, the project was abandoned due to limited funding. Residents of the Harvest Point Subdivision have requested the Board's support in moving the project forward. Staff recommends approval of the attached resolution of support.

8. New Business:

A. Designation of Voting Delegates for NCACC Legislative Goals Conference

Attached is a copy of the voting delegate form for the 2021 Legislative Goals Conference which will be held via Virtual forum on January 14-15, 2021. The Board needs to designate a voting delegate for the Conference. In the event the designated voting delegate is unable to attend, the Board is allowed to appoint an additional voting delegate. The voting delegate form must be sent in by January 11, 2021.

B. Recommendations by Appointments Committee

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