

**Meeting Schedule  
Pasquotank County Board of Commissioners  
Monday, February 15, 2021  
Pasquotank County Courthouse**

4:00 PM - Finance Committee Meeting - Courtroom C  
Immediately following Finance – Board 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**
6. **Old Business**
7. **Consent Agenda:**
  - A. Approval of Minutes of February 1, 2021 Commissioner Meeting
  - B. Approval of Tax Releases and Refunds  
 The Finance Committee has recommended approval of the following tax releases, tax refund, and solid waste fee releases:

**Tax Releases**

		County	City
1.	Willard G. & Ann Simpson		175.13
2.	John A. & Catherine Hutchinson	1,788.72	
3.	Ronnie Lee & Tina Lynn Ange	1,186.50	

**Tax Refund**

		County	City
1.	John Charles Rutherford	132.36	112.59

**Solid Waste Fee Releases**

		Parcel ID #	Reason for Release
1.	Diana & John Michael Banks	P141-19A	Vacant
2.	Mary John & Robert Glasper	55-A-43	Vacant
3.	Harry & Alice Selby Kellogg	56-F-2	Vacant
4.	Ornie & Irene McPherson Heirs	57-A-46 & 47	Vacant
5.	Cecil & Lillie C. Perry	26-H-18	Vacant
6.	Lillie C. & Cecil Perry	24-B-9	Vacant

C. Approval of Budget Amendments

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

Non-Departmental

Decrease	010.4195.5999.01	COVID-19	47,950.00
Increase	010.4195.5699.00	COVID Grants	47,950.00

To transfer funds from CARES general use line to cover the Non-Profit and Small Business Grants.

Animal Control

Decrease	010.4195.5999.01	COVID-19	12,230.00
Increase	010.4380.5126.00	Salaries-Part-time	11,360.00
Increase	010.4380.5181.00	FICA	870.00

To transfer from CARES general use line item to Animal Control part-time salaries due to full-time employees' injuries and COVID quarantine.

Sheriff

Decrease	010.4310.5261.00	Departmental Supplies	31,408.00
Decrease	010.4310.5500.00	Capital Outlay	26,600.00
Increase	010.4310.5600.00	Grant Funds	58,008.00

To correct budget amendment approved in August.

D. Certification of 2020-21 DPI Facility Needs Survey

The Elizabeth City/Pasquotank County Board of Education presented its 2020-21 DPI Facility Needs Survey to the Finance Committee on February 1, 2021. The Facility Needs Survey list all improvements and additional facilities needed to accommodate projected enrollments through the 2020-21 school year, and improvement to existing facilities. It is required that the Board of Commissioners certify that it received and reviewed a copy of the survey prior to submission to the State Board of Education. It does not necessarily constitute endorsement of or commitment to fund the Facility Needs Study.

E. Approval of ECPPS Request to Reallocate Funds

The Finance Committee has recommended approval of a request from ECPPS to reallocate \$255,851 of their Fiscal Year 2020-21 Capital Funds towards the Door Access Control Project.

NHS Boiler Upgrade – Funds remaining - \$34,836

CHS Water Heater – Funds Remaining - \$62,660

NHS HVAC Project funds that will not be used this year - \$158,355

F. Water & Sewer Master Plan – Administrative Changes

The Finance Committee has recommended approval to change the name of the Water Department to the Pasquotank County Utilities Department, as well as change their current titles – Water Superintendent and Assistant Water Superintendent to Utilities Director and Assistant Utilities Director.

- G. Water & Sewer Master Plan – Maintenance Technician Job Classification  
The Finance Committee has recommended creating a Job Classification called Maintenance Technician as a promotional opportunity for employees. The pay range would be \$31,540 to \$44,163, and the additional cost would be \$3,500 annually. This action would not create an additional position, and the cost would be covered in the department’s existing budget.
  - H. Water & Master Plan – Well Management Plans  
The Finance Committee has recommended approval to complete Well Field Management Plans for the Weeksville and Reverse Osmosis well fields. The plans will help insure that our existing well fields produce at an optimal level in the future. The budget for the Well Field Management Plans would be \$50,000 using existing funds within the Water Department’s budget.
  - I. Water & Sewer Master Plan – Water Fee Study  
The Finance Committee has recommended issuing a Request for Proposal to retain a consultant to conduct a Water Fee Study of our current water rates, as well as our commercial customer fees. The budget for the Water Fee Study would be \$50,000 using existing funds within the Water Department’s budget. The study will determine the adequacy of the existing water rates, and provide the framework and cost justification for any needed future adjustments.
  - J. Water & Sewer Master Plan – 3D Modeling Study  
The Finance Committee has recommended approval to conduct a 3D Modeling Study. 3D Modeling information is needed to find future well sites for the Reverse Osmosis Plant. The budget for the 3D Modeling Study would be \$75,000 using existing funds within the Water Department’s Budget.
  - K. Purchase of Debt Management Software for Finance Office  
The Finance Committee has recommended approval to purchase Debt Book Software for the Finance Office at an initial cost of \$7,250 for set-up, with an annual cost of \$5,000 thereafter.
  - L. Approval to Add Jackson Stancil to the Lobbyist Contract  
The Finance Committee has recommending approval of the County Manager giving written consent to add Jackson Stancil to the McClees Consulting lobbyist contract to provide services.
- 8. New Business
  - 9. County Manager’s Reports
  - 10. County Attorney’s Reports
  - 11. Internal and External Committee Reports and Proposals
  - 12. Adjournment