

**Meeting Schedule**  
**Pasquotank County Board of Commissioners**  
**Monday, February 5, 2024**  
**Pasquotank County Courthouse**

3:00 PM – Utilities Committee Meeting – Commissioners Boardroom  
4:00 PM – Finance Committee Meeting – Commissioners Boardroom  
Immediately following Finance – Appointments Committee – Commissioners Boardroom  
6:00 PM – County Commissioners Meeting – Commissioners Boardroom

**Commissioner Meeting Agenda Summary**

1. **6:00 PM – Call to Order in Commissioners Boardroom**
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 January 16, 2024 Commissioner Meeting**
  - B. **Approval of Tax Releases and Refunds**  
The Finance Committee has recommended approval of the following tax releases, tax refunds, and solid waste fee releases:

**Tax Releases**

	Taxpayer	County	City
1.	Maxine W. Banks	224.00	
2.	William J. Clayton	811.90	534.55
3.	Truck Alignment Center Inc.	146.08	
4.	J P Morgan Chase Bank NA	376.96	
5.	J P Morgan Chase Bank NA	376.96	
6.	J P Morgan Chase Bank NA	376.96	
7.	J P Morgan Chase Bank NA	381.92	
8.	J P Morgan Chase Bank NA	381.92	
9.	J P Morgan Chase Bank NA	381.92	
10.	J P Morgan Chase Bank NA	381.92	
11.	J P Morgan Chase Bank NA	381.92	
12.	J P Morgan Chase Bank NA	332.32	
13.	J P Morgan Chase Bank NA	332.32	
14.	Kevin P. Stroud	122.14	116.23

15.	Kevin P. Stroud	122.14	116.23
16.	Clyde Stephen & Ellen S. Sutton	144.00	

**Tax Refunds**

	Taxpayer	County	City
1.	Trevor John Batts	112.37	
2.	John William Bradley Jr.	162.52	
3.	Travis Lee Chambers	110.92	105.55
4.	Nancy Davis Eadie	105.37	
5.	Frederic Vaugh Heckler & Lauri Ann Heckler	199.64	
6.	Grace Marie Hillard-Jones	100.80	95.92
7.	Romona Gregory Outlaw & Clinton Jamaal Outlaw Sr.	125.55	119.47
8.	George Frank Roberts Jr.	122.87	
9.	Josephine Todd White	1,171.18	

**Solid Waste Fee Releases**

	Owner's Name	Parcel ID #	Reason for Release
1.	Shawn Etheridge Etal	P59-31	Vacant
2.	Ralph S. & Latonja Monique Flowers	P112-90	Vacant
3.	Deborah A. & Larry George	30-A-18-19	Vacant
4.	Harrell Griffin Heirs	P48-4	Vacant
5.	G6 Farms LLC	P38-22	Vacant
6.	G6 Farms LLC	P91-27	Vacant
7.	G6 Farms LLC	P90-31	Vacant
8.	G6 Farms LLC	P90-33	Vacant
9.	Steven R. Harris	P11-9	Vacant
10.	Tony Lewis	23-R-27	Vacant
11.	Tony Lewis	50-L-8	Vacant
12.	Tony C. Lewis	23-R-20,21	Vacant
13.	Tony Lewis	12-G-16A	Vacant
14.	Sarah Overton Heirs	P64-63	Vacant
15.	Horace F. Pritchard	P140-33	Vacant
16.	Vance Meads & Sons Inc	32-F-8	Vacant
17.	William A. Walton Etal	P59-10	Vacant
18.	Mary H. Williams	P80-54	Vacant
19.	Mary H. Williams	P48-20	Vacant

**C. Approval of Budget Amendments**

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

**Newland Park**

Increase	010.0991.4991.00	Fund Balance Appropriated	153,705.00
Increase	010.6130.5440.00	Contracted Services	153,705.00

Register of Deeds

Increase	010.0991.4991.00	Fund Balance Appropriated	51,700.00
Increase	010.4180.5800.00	Automation and Preservation	51,700.00

Non-Departmental

Increase	010.0240.4380.20	FEMA	20,933.00
Increase	010.4195.5600.00	Grant Funds	9,135.00
Increase	010.4195.5600.35	Elevation	11,858.00

Non-Departmental

Decrease	010.6900.5991.00	Contingency	3,625.00
Increase	010.4195.5185.00	Unemployment Reserve	3,625.00

Economic Development

Increase	010.0991.4991.00	Fund Balance Appropriated	129,200.00
Increase	010.4920.5625.09	Business Incentive Grants	192,200.00

- D. Approval of Lease Proposal with the State of North Carolina  
 The Finance Committee has recommended approval of a three year lease extension (ending December 31, 2026), with the Department of Agriculture for the Northeast Marketing Center at 1205 McPherson Street in the amount of \$16,475 per annum.

- E. Approval of Ambulance Remount  
 The Finance Committee has recommended approval to remount Ambulance Unit 6826 at a cost of \$125,000, with Emergency Transportation Associates, using Medicaid Hold Harmless funds and its associated budget amendment.

Increase	010.0991.4991.00	Fund Balance Appropriated	125,000.00
Increase	010.4370.5500.00	Capital Outlay	125,000.00

- F. Approval of Additional Funding for Trap Neuter Vaccinate Return (TNVR) Program  
 The Finance Committee has recommended approval of an additional \$15,000 using Contingency Funds to continue the large-scale TNVR events starting April 2024 through the end of Fiscal Year 2023-24 and its associated budget amendment.

Decrease	010.6900.5991.00	Contingency	15,000.00
Increase	010.4380.5440.00	Contracted Services	15,000.00

- G. Approval of Using Off Duty Management to Pay for Special Assignments at the Courthouse  
 The Finance Committee has recommended approval of using Off Duty Management to pay deputies for special assignments at the courthouse which are outside of normal operating hours, and the attached fee schedule amendment.

- H. Approval of Starting Salary above Hiring Rate for Finance Officer  
 The Finance Committee has recommended approval of the starting salary for the Finance Officer at Pay Grade 54, Step 10 - \$114,425 based on the applicant's 11 years of experience as a Finance Director/Officer.

8. **New Business**

A. **Opioid Settlement Funds Update**

County Manager Sparty Hammett will provide an update on the Opioid Settlement Funds.

B. **Consideration of Equestrian Estates, Phases 2-6 Sketch Plan**

Staff recommends approval of the Sketch Plan for Equestrian Estates, Phases 2-6. The proposed development consists of 69 residential lots ranging in size from .99 acres to 2.88 acres and is located off of Main Street Extended in Providence Township. The site was rezoned in 2005 to R-35A, Residential. The Sketch Plan is a conceptual layout of the subdivision and engineered plans (including a drainage plan) will be provided with the Preliminary Plat. The Planning Board reviewed this proposal on January 25<sup>th</sup> and recommended approval.

9. **County Manager's Reports**

10. **County Attorney's Reports**

11. **Internal and External Committee Reports and Proposals**

12. **Adjournment**