

**Meeting Schedule
Pasquotank County Board of Commissioners
Monday, June 17, 2019**

4:00 PM - Finance Committee Meeting in Library Community Room
Appointments Committee - Immediately following Finance in Library Community Room
6:00 PM - County Commissioners Meeting in Pasquotank County Courthouse

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. Public Hearing on Proposed 2019-20 County Budget

The Board will hold a public hearing on the proposed 2019-20 county budget that was presented at the last meeting.

Following the public hearing, the Board may approve the budget. Attached is a copy of the Budget Ordinance that the Board will need to adopt when approving the budget.

6. Old Business

7. Consent Agenda:

A. Approval of Minutes of May 29 and June 3, 2019 Commissioner Meetings

B. Approval of Tax Releases and Refunds

The Finance Committee has recommended approval of the following tax release tax refunds, and solid waste fee releases:

Tax Release

		County	City
1.	Tamara L. Reese		180.00

Tax Refunds

		County	City
1.	Megan Joy Kisluk	166.41	161.54
2.	Piedmont Natural Gas	113.11	
3.	Piedmont Natural Gas	229.31	

Solid Waste Fee Release

		Parcel ID #	Reason for Release
1.	Louise Williams	P112-17	Vacant

C. Adoption of Order Directing the Tax Administrator to Collect Taxes for the 2019-20 Fiscal Year

Attached is an Order the Board is required to adopt each year authorizing and directing the Tax Administrator to collect the 2019 taxes.

D. Approval of Amendments to Water Department Disconnection Policy

The Disconnection Policy currently states that accounts owing two months billing and two 5% penalties are subject to disconnection, and that disconnection will be the day after the second bill is due. The Department has had an informal practice of granting extensions beyond this time, which is creating operational problems. The Water Committee recommended approval of the following additions to the Disconnection Policy at their May 6th meeting and the Finance Committee recommended approval of same at their June 3rd meeting:

- Pasquotank County Water Department does not allow for an extension of time beyond the disconnection due date.
- Cash, money order or credit card payment only will be accepted once your service has been disconnected.

E. Adoption of Proposed Ordinance for Overgrown Lots

At the last meeting, following a public hearing, the Board voted to approve the proposed Ordinance for Overgrown Lots. Since the ordinance must receive a unanimous affirmative vote at the meeting at which it is first considered, with all members present and voting, the adoption could not be finalized because one member of the Board was absent. The Board can now adopt the ordinance by a simple majority vote. It was requested that this be placed on the Consent Agenda for final approval. Attached is a copy of the proposed ordinance.

F. Amendment to Personnel Policy Allowing the Hiring above Minimum Step

Currently, the Personnel Policy provides that each hiring above the minimum step requires Board's approval. At the May 29, 2019 Special meeting, the Board voted to remove Board approval for hiring above the minimum step for all non-department director positions provided the funds for the new hire are within the department's approved budget. Appointment above the minimum step may be made on the recommendation of the Department Head and Human Resources Director, with the approval of the County Manager when deemed necessary and in the best interest of the county. The hiring of Department Directors positions will continue to require approval of the Board of Commissioners. Attached is a copy of a resolution the Board will need to adopt amending the Pasquotank County Personnel Policy to allow for the changes.

8. New Business:

A. Consideration of Appointments to Boards and Committees

9. County Manager's Reports

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