

**Meeting Schedule**  
**Pasquotank County Board of Commissioners**  
**Monday, June 7, 2021**  
**Pasquotank County Courthouse**

3:00 PM – Special Projects Committee Meeting – Courtroom C  
4:00 PM – Finance Committee Meeting – Courtroom C  
Immediately following Finance – Appointments Committee  
6:00 PM – County Commissioners Meeting – Courtroom C

Due to the fact that Pasquotank County remains under a continued State of Emergency, physical attendance will be limited to the members of the Board of Commissioners and essential staff only. The livestream can be accessed via the County's Facebook page at (facebook.com/PasquotankCountyNC) or the County's website at [www.pasquotankcountync.org](http://www.pasquotankcountync.org).

Pasquotank County citizens, who wish to participate in the Public Comment portion of the 6:00 PM meeting, should submit their remarks to the Clerk to the Board via email to [scottl@co.pasquotank.nc.us](mailto:scottl@co.pasquotank.nc.us). The deadline for submission is Noon on Monday, June 7<sup>th</sup>. Comments will be read by the Clerk, **and must include the sender's first/last name, address and "Public Comments" in the subject line**. Comments must comply with the Board's rules including limits on length, decorum, etc.

**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. **Board of Equalization and Review**  
The Board of Equalization and Review will hear any appeals from tax payers regarding their tax assessments. The Board will ask if there are any appeals to be heard. Patrice Stewart and Sharon Cooper will present information on any appeals that are submitted.
6. **Old Business**
7. **Consent Agenda:**
  - A. **Approval of Minutes of May 17 and May 24, 2021 Commissioner Meetings**

B. Approval of Salary Range for Management Fellow

The North Carolina Association of County Commissioners (NCACC) and International City-County Management Association (ICMA) partner to offer the NCACC-ICMA County Management Fellowship Program, in which a small number of North Carolina county governments host recent Master of Public Administration (MPA) graduates in paid Fellowships that are designed to provide real project experience and fast career growth in a supportive environment.

The NCACC will provide \$25,000 in funding assistance for salary and benefits for up to two years. The Board approved the position on December 7, 2020; however, the Board did not approve the salary range for the position. Based on discussions with the North Carolina Association of County Commissioners (NCACC), staff recommended establishing the Management Fellow at a Pay Grade 22 – salary range - \$42,078 to \$59,364. The Finance Committee recommended approval of the request.

C. Approval to Award Contract to Sawyer's Residential and Marine Construction, Inc.

The County received an \$89,925 grant from the North Carolina Public Beach and Coastal Waterfront Access Program for the COA Boardwalk Renovation Project, Phase IV. Phase IV will include the replacement of approximately 750 linear feet of 7 foot wide boardwalk decking, and associated handrails, piles and stringers in need of repair. Bid packets were sent to five vendors: Sawyer's Residential and Marine Construction, Inc.; Bobby White; Carolina Marine Structures; TJ's Marine Construction LLC; and Layden Marine Inc. We received one bid from Sawyer's Residential and Marine Construction, Inc. for \$83,250. This item was considered at our last meeting, but additional information was requested. The Finance Committee has recommended approval to award the Pasquotank River (COA) Boardwalk Renovation, Phase IV project to Sawyer's Residential and Marine Construction, Inc. in the amount of \$83,250.

**8. New Business:**

A. Presentation of FY 2021-22 Proposed County Budget

B. Consideration of Continuation of ½% Discount for Early Payment of Taxes

The County has always offered a discount for early payment of property taxes in July or August. The discount is currently ½%, and it is recommended that the discount be continued because it encourages property owners to pay their taxes early, improves the county's cash flow, and helps spread out the collection of taxes throughout the year, instead of the majority of tax collections being concentrated during the month of December.

**9. County Manager's Reports**

**10. County Attorney's Reports**

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

**12. Adjournment**