

**Meeting Schedule
Pasquotank County Board of Commissioners
Monday, July 9, 2018**

4:00 PM - Finance Committee Meeting in Library Community Room
Appointments Committee - Immediately following Finance in Library Community Room
7:00 PM - County Commissioners Meeting in Pasquotank County Courthouse

Commissioner Meeting Agenda Summary

1. **7:00 PM – Call to Order in Courtroom C**
2. **Invocation**
3. **Pledge of Allegiance to the American Flag**
4. **Public Comments/Public Hearings**
5. **Amendments to the Agenda**
6. **Old Business:**

A. **Adoption of Amendments to the Animal Control Ordinance to Provide for Animal Welfare Provisions**

On June 18, 2018 the Board tabled adoption of the amended animal control ordinance pending further review by the Special Projects Committee. Attached is a memo from Mike Cox outlining the Special Project Committee's recommendations, as well as a copy of the ordinance. The general rule for this type of ordinance is it must receive unanimous approval on the first vote. The law is unclear about modifications after the first vote so if the vote is less than unanimous, he recommends the ordinance come back for a second vote at the next meeting, at which time it would only require a simple majority vote to be approved.

7. **Consent Agenda:**

A. **Approval of Minutes of June 18, 2018 Commissioner Meeting**

B. **Approval of Tax Releases and Refunds**

The Finance Committee has recommended approval of the following tax refund:

Tax Refunds

		County	City
1.	Donald Roy Ekstrom	271.64	

- C. Approval of Financial Support for River City Outlaws
The Finance Committee has recommended that the Board mirror the City of Elizabeth City's contribution of \$3,000 for funding of the Adult Semi Professional Football team. If funding is approved, an application for tourism funds will need to be submitted.

- D. Approval of Family Subdivision Request FS 18-01 by Helen Banks for Marjorie Banks Jones
Staff recommends approval of Family Subdivision Request FS 18-01 by Helen Banks. Ms. Banks is requesting to create a 3.31 acre gift lot for her daughter, Marjorie Banks Jones, in accordance with Article 5, Section 303 of the Pasquotank County Subdivision Ordinance. A total of 331' feet of road frontage is provided to the proposed parcel off of Harris Road in Salem Township. A birth certificate has been provided as documentation that the plat qualifies as a family subdivision. Staff advises that this request meets the minimum requirements for a family subdivision and recommends approval.

- E. Approval of Family Subdivision Request FS 18-02 by Helen Banks for Vera Banks Riddick
Staff recommends approval of Family Subdivision Request FS 18-02 by Helen Banks. Ms. Banks is requesting to create a 3.11 acre gift lot for her daughter, Vera Banks Riddick, in accordance with Article 5, Section 303 of the Pasquotank County Subdivision Ordinance. A total of 417' feet of road frontage is provided to the proposed parcel off of Harris Road in Salem Township. A birth certificate has been provided as documentation that the plat qualifies as a family subdivision. Staff advises that this request meets the minimum requirements for a family subdivision and recommends approval.

- F. Approval of Family Subdivision Request FS 18-01 by Helen Banks for Marjorie Banks Jones
Staff recommends approval of Family Subdivision Request FS 18-03 by Helen Banks. Ms. Banks is requesting to create a 1.08 acre gift lot for her daughter, Jill Banks Moore, in accordance with Article 5, Section 303 of the Pasquotank County Subdivision Ordinance. The parcel to be created will be a corner lot that includes 418' feet of road frontage along Harris Road and 111' of road frontage along Soundneck Road in Salem Township. A birth certificate has been provided as documentation that the plat qualifies as a family subdivision. Staff advises that this request meets the minimum requirements for a family subdivision and recommends approval.

8. New Business:

- A. Request to Retire Duty Weapon and Badge for Retired Sheriff's Department Employee and take his county Cellphone Number for Personal Use
Attached is a memorandum from Sheriff Cartwright requesting the Board's approval to retire the badge and duty weapon of Investigator Willie Sam Keith and award them to him. Investigator Keith began working full-time in 1988 and part-time in the early 80's and is retiring after 30 years of service with the Pasquotank County Sheriff's Office as of July, 31, 2018. Investigator Keith is requesting that he take his county cellphone number for personal use.

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

The policy also requires that the officer obtain a gun permit, or without one, the weapon will be rendered incapable of being fired. The Board needs to approve awarding the badge and weapon to the retired officer.

B. Consideration of DSS Memorandum of Understanding

N.C. Gen. Stat. § 108A-74 requires counties to enter into an annual written agreement for all social services programs other than medical assistance. Counties were required to sign the Memorandum of Understanding (MOU) resulting from the statute by June 29, 2018. We requested and received an extension from the State Division of Social Services to brief the Board of Commissioners on the MOU. Melissa Stokely will update the Board on issues related to the performance standards in the MOU and potential implications on staffing. We request authorization from the Board for the County Manager to sign the MOU (attached), and to submit a separate signing statement that outlines concerns with the MOU to be signed by both the County Manager and DSS Director.

C. Recommendations by Board Appointments Committee

9. County Manager's Reports

A. Sales of Surplus

The following items were sold on GovDeals.com:

Description	Buyer	Location	Amount
2011 Chevrolet Express G4500 Chassis	Willie Philpot	Opelika, Al	\$4,820.00
Brother Electronic Typewriter	Gordon Spivey	Eliz City, NC	10.00
			\$4,830.00

10. Internal and External Committee Reports and Proposals

11. County Attorney's Reports

12. Adjournment