

**Meeting Schedule  
Pasquotank County Board of Commissioners  
Monday, August 6, 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. Amendments to the Agenda**

**5. Public Comments/Public Hearings:**

**A. Presentation for Youth Voice Program**

Miss Ayana Ferebee will be representing the Boys & Girls Clubs of the Albemarle at the upcoming North Carolina Association of County Commissioners Youth Voice Summit. Part of the requirements for the program is that she briefly speaks at a Board of Commissioner meeting and she provides a photo of herself with the Board. Miss Ferebee will speak on the importance of our local Boys & Girls Club.

**B. CAMA Application for COA Boardwalk Repairs**

Pasquotank County has been invited to submit a final application for a grant of \$84,000 from the North Carolina Division of Coastal Management for the Pasquotank River Public Access Improvement Project Phase II. The application will be filed on or before September 7, 2018. The Pasquotank County Commissioners, College of the Albemarle (COA) and Sentara Albemarle Medical Center (SAMC) are collaborating to renovate an important public access site suitable for all ages and levels of physical ability. The boardwalk trail and kayak/canoe launch are located on the Pasquotank River behind the COA campus and SAMC facilities on US 17 Business (N. Road Street) in Elizabeth City. The trail has a seven foot wide timber boardwalk approximately 3,440 feet in length along the Pasquotank River shoreline and through natural wetlands. The Chairman will offer the public an opportunity to comment on the application.

**C. Consideration of Amendment to County Ordinance Prohibiting the Use of Tobacco and Vapor Products**

Enclosed is a proposed amendment to the current county ordinance to define certain terms and to prohibit the use of tobacco and vapor projects in county

buildings, on county grounds, and in county vehicles. After receiving complaints, the Board tasked the Special Projects Committee with reviewing the current ordinance and making recommendations. The Committee and staff are recommending approval by the Board of the amended ordinance. Representatives from the Health Department will be in attendance should there be questions.

6. **Old Business**

7. **Consent Agenda:**

A. Approval of Minutes of July 9, 2018 Commissioner Meeting

B. Approval of Tax Releases and Refunds

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

Tax Refunds

		County	City
1.	Dennis Louis II & Kristin Laursen	225.72	195.08
2.	Dennis Louis II & Kristin Laursen	200.56	173.90
3.	Dennis Louis II & Kristin Laursen	168.57	150.28
4.	Megan Joy Kisluk & Allen Foster Reid	328.59	288.19
5.	Ryan Lucas Padgett	127.00	

C. Approval of Budget Amendments:

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

EMS

Increase	010.0991.4991.00	Fund Balance Appropriated	39,750.00
Increase	010.4370.5440.00	Contracted Services	39,750.00

Information Technology

Increase	010.0700.4981.21	Capital Reserve-Transfer	95,537.00
Increase	010.4135.5352.01	Maintenance-Office Equipment	68,479.00
Increase	010.4135.5500.00	Capital Outlay	27,058.00

Capital Reserve

Decrease	021.8200.5960.01	Capital Reserve	95,537.00
Increase	021.8200.5980.10	Transfer to General Fund	95,537.00

D. Approval of Family Subdivision Request FS 18-04 by Lillian Flory for Emily Flory Rodes

Staff recommends approval of Family Subdivision request FS 18-04 by Lillian Flory. Ms. Flory has applied to create a 3.49 acre gift lot for her daughter, Emily Flory Rodes, in accordance with Article 5, Section 303 of the Pasquotank County Subdivision Ordinance. A total of 371' feet of road frontage is provided to the proposed parcel off of Lynch's Corner Road in Newland Township. A birth certificate has been provided as documentation that the plat qualifies as a family subdivision and a septic evaluation has been completed by Albemarle Regional

Health Services. Staff advises that this request meets the minimum requirements for a family subdivision and recommends approval.

- E. Approval of Increase in Loan Proceeds for Nixonton VFD  
In the 2015-16 fiscal year, the County granted a \$20,000 loan to Nixonton VFD for the construction of a storage/cook building. The fire department is paying the loan back in increments of \$5,000 a year for four years. Nixonton VFD has requested the County increase their loan to \$25,000 to finish the project. Currently, (as of May 31) a total of \$18,919 has been spent. The Finance Committee has recommended approval of the increase, with payments extending to \$5,000 over five years.
  
- F. Adoption of Resolutions Approving Local Water Supply Plans  
Enclosed are two proposed resolutions to be adopted by the Board which state that the Local Water Supply Plans for the Pasquotank County Water System and the Pasquotank County Reverse Osmosis Water System are in accordance with North Carolina General Statute 143-355.
  
- G. Approval of Uniform Guidance Procurement Policy  
The County is required by the federal government to approve a Uniform Guidance Procurement Policy, which establishes guidelines that meet or exceed the procurement requirements for purchases of goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects when federal funds are being used in whole or in part to pay for the cost of the contract. The policy is attached hereto.

**8. New Business:**

- A. 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
1999 Ford Econoline	Rockhard Enterprise	Marietta, GA	\$108.77
			<b>\$108.77</b>

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

**11. County Attorney's Reports**

**12. Adjournment**