

**Meeting Schedule
Pasquotank County Board of Commissioners
Monday, September 12, 2022
Pasquotank County Courthouse**

3:00 PM – Building & Grounds Committee Meeting – Courtroom C
4:00 PM – Finance Committee Meeting – Courtroom C
Immediately following Finance – Appointments Committee – Courtroom C
6:00 PM – County Commissioners Meeting – Courtroom C

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. Presentation of Plaque to David Boone
6. **Old Business**
7. **Consent Agenda:**
 - A. Approval of Minutes of August 15, 2022 Commissioner Meeting
 - B. Approval of Tax Releases and Refunds
The Finance Committee has recommended approval of the following tax releases and tax refunds:

Tax Releases

		County	City
1.	Rodriquiz D. & Crystal D. Alexander	348.00	
2.	Michael T. Jr. & Judith M. Ellis	348.00	
3.	Ronald L. & Patricia Young Franklin	348.00	
4.	Ryan A. & Crystal Y. Garron	348.00	
5.	Vernon L. & Brenda Johnson	228.96	
6.	Gary H. Littleton	348.00	
7.	David L. & Wendy M. Lawson	348.00	
8.	Christopher George Snyder	348.00	
9.	Wilhelmina Watkins	497.80	
10.	Roland A. & Kathryn R. Wiborg	348.00	
11.	Juanita A. & Claude M. Barrington	502.07	412.12

12.	Coplon Dev. Co. Inc.	269.50	259.00
13.	Cody Clifton Colson	231.20	
14.	Coplon Dev. Co. Inc.	217.00	206.50
15.	Charles R. Gray & Sons Inc	735.38	
16.	Gray Brothers LLC	11,315.28	
17.	US Bank National Association	509.83	485.16
18.	Penske Truck Leasing Co. LP	222.83	
19.	Linde Gas North America LLC	109.40	104.11
20.	Caliber Bodyworks of NC #1580	148.80	141.60
21.	EMI Vending Inc.	431.89	410.99
22.	Leamon & Arleen B. Humphey	456.81	369.05
23.	Thomas G. Dudley & Linda K. Strobel	1,258.60	
24.	Oanh N. & Jeffrey L. Dietzway	4,301.10	3,991.95
25.	Jackson-Reid Farms LLC	668.36	
26.	Jackson-Reid Farms LLC	677.04	
27.	Jackson-Reid Farms LLC	990.76	

Tax Refunds

		County	City
1.	Raymond Edward Dodd Jr.	107.18	
2.	Andrew Charles Edwards	116.63	
3.	Reina Xiomara Merino	160.08	
4.	Dedra Combs Skinner & Fred Rosevelt Skinner	220.20	
5.	Kenyada Shakarian Wiggins	249.39	
6.	Ricard Lee Williams	127.43	122.46

Solid Waste Fee Releases

		Parcel ID #	Reason for Release
1.	Carrie Bernard	P132A-222	Vacant
2.	Vivian Butts Etal	P142-15	Vacant
3.	John R. Etheridge Heirs	P63-40-1	Vacant
4.	Florence Evans Etal	P126-32	Vacant
5.	Mary D. Holley Etal	P34-22	Vacant
6.	Annette Griswell Etal	P93-19	Vacant
7.	Eudora B. Harvey	26-A-19	Vacant
8.	Patrick Shaun Jester	P70-7	Vacant
9.	Elijah Phillips	30-A-18-19	Vacant
10.	Janice Poole & Hattie Poole	P95-24	Vacant
11.	James R. & Carolyn Waters	P36-73	Vacant
12.	Mary Phyliss White	P77-2	Vacant
13.	Jason Lee Wynn	39-B-36	Vacant

C. Approval of Late Property Tax Exemption or Exclusion Applications

The Finance Committee has recommended approval of the following Elderly or Disabled Property Tax Exemptions:

Applicant	Map #	Exclusion	County Tax	SW ADJ	City Tax	Total Tax
Elginn Kyle Britt	P60-194	45,000	279.00	69.00		348.00
Tonya Michelle Boone	P80-124	45,000	279.00	69.00		348.00
Cynthia Nicole Drake	P127B-5	45,000	279.00	69.00		348.00
Letreya A. Nguyen	12-A-10	45,000	279.00	69.00	265.50	613.50
Robert Eugene Nolde	P111-25-1	45,000	279.00	69.00		348.00
Timothy Dwight Pope	P88-24	45,000	279.00	69.00		348.00
Terrance Darnell Carpenter	28-A-1	37,850	234.67	69.00		303.67
Erma O. Dance	P64-19A	42,000	260.40	69.00		329.40
Gladys Faye Dinger	P93-25-20	73,900	458.18	69.00		527.18
Allen J. Merico	62-C-11	45,500	282.10	69.00	268.45	619.55

D. Approval of Budget Amendment

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

DSS

Increase	011.0240.4561.00	Links	5,000.00
Increase	011.5310.5685.02	Independent Living/Links	5,000.00

E. Approval of American Rescue Act Plan (ARPA) Policies

The UNC School of Government (SOG) strongly advises all counties with American Rescue Plan Act (ARPA) funds to adopt specific policies governing the use of these funds. Counties, like Pasquotank, that are supplanting salaries and benefits with ARPA funds are advised to adopt a Records Retention policy, an Eligible Use policy, an Allowable Cost policy, a Civil Rights Compliance policy, an Internal Control Policy and a Conflict of Interest policy. Each of these policies contains wording specifically referring to ARPA and clear indications that the policy covers the use of ARPA funds. Even though Pasquotank County has general standing policies governing each of these six areas, the SOG urged the creation of these ARPA specific policies to ensure that our compliance with the Uniform Guidance and the Final Rule are obvious and simple to establish.

The Records Retention Policy requires maintaining all ARPA documents for at least five years after the end of the award term. The Eligible Use policy requires documentation and review of all ARPA expenditures to ensure they fit into ARPA expenditure categories. The Allowable Costs policy requires a detailed review of each cost item with guides for special limitations and documentation. The Civil Rights Compliance Policy affirms our commitment to compliance with federal civil rights laws. The ARPA Internal Control Policy provides processes designed to provide reasonable assurance of operational effectiveness, segregation, of duties, reliable financial reporting and compliance with Treasury regulations and applicable laws, and the Conflict of Interest Policy requires written standards of conduct covering conflicts of interest. The Finance Committee has recommended approval of the ARPA policies.

F. Adoption of Resolution for Asset Inventory and Assessment for the Reverse Osmosis Distribution Plant

The County is in the process of applying for a second Asset Inventory and Assessment Grant for the RO Water System. As part of the grant process, the Board needs to adopt the attached resolution.

G. Assignment of Interest in Business Investment Program Grant Agreement

In 2013, the City and County (Grantors) entered into a Business Improvement Program Grant Agreement (BIP) with Thompson Thrift (Grantee), which developed the commercial area on Halstead Boulevard Extended. The BIP contains the following language regarding assignment: "Grantee may, with Grantor's (City and County) consent (which shall not be unreasonably withheld, conditioned or delayed) assign this Agreement to an assignee who shall take title to the Property and upon such assignment Grantee shall be released from any further liability to Grantor." The BIP was assigned in 2013 and, again in 2017, to Tanglewood Parkway Elizabeth City, LLC ("Tanglewood Parkway"). Tanglewood Parkway recently sold the development to OGR Tanglewood, LLC. OGR Tanglewood LLC is seeking an assignment of the BIP from Tanglewood Parkway. Based on the language of the BIP, staff is recommending approval of the assignment. The City will have to also consent to the assignment. Attached is a copy of the letter of request.

8. New Business

A. Consideration of Resolution Reconfirming the Existing 6-Mile District Boundaries

Elizabeth City Fire Chief Chris Carver has requested the Board approve an updated resolution reconfirming the existing six-mile boundary lines for the Pasquotank-Central Fire District. The Elizabeth City Fire Department has an ISO inspection coming up on October 3rd, and would like to have an updated resolution on file. The boundaries for the Pasquotank-Central Fire District were last revised on August 2, 2010 and remain the same. Attached is a copy of the resolution, as well as a copy of the current 6-mile Fire District map.

B. Call for a Public Hearing to Consider Health Care Facilities Revenue and Refunding Bonds

Sentara Healthcare has requested the Board hold a public hearing on October 3, 2022 at 6:00 PM to consider approval, for purposes of meeting the requirements of the Internal Revenue Code, of up to \$170,000,000 in Health Care Facilities Revenue and Refunding Bonds to be issued by the Virginia Small Business Financing Authority (VSBFA) for the benefit of the Sentara Healthcare, a portion of the proceed of which will be expended in the County of Pasquotank. Approximately \$120,000,000 of the proceeds will be expended in the County for the replacement of Sentara Albemarle Medical Center.

At the conclusion of the public hearing, the Board will be asked to adopt a resolution which:

- a. Finds that the Bonds do not constitute a debt of the County, nor require a tax levy or a pledge of the faith and credit of the County; nor will affect the County's debt ratios or legal debt limit;
- b. Finds that the County has made no financial analysis of the Bonds, the Borrower, or the projects financed or refinanced with the proceeds of the Bonds; and

- c. Approves the issuance of not to exceed \$170,000,000 in Bonds by VSBFA, approximately \$120,000,000 of the proceeds of which will be expended in the County for the replacement of Sentara Albemarle Medical Center.

9. **County Manager's Reports**

10. **County Attorney's Reports**

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

12. **Adjournment**