

**Meeting Schedule  
Pasquotank County Board of Commissioners  
Monday, September 16, 2019**

4:00 PM - Finance Committee Meeting in Library Community Room  
Immediately following Finance – Board Appointments Committee  
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. Introduction of New Forest Ranger

Mike Petruncio, NC Registered Forester, will be here to introduce the new County Ranger Jared Tardiff.

B. Public Hearing on Conditional Use Permit 19-01

CUP 19-01 – Conditional Use Permit request from Michael Forbes to operate an Automobile Repair Shop at 410 Interpath Parkway, Suite D, Mount Hermon Township. The Planning Board reviewed this request on August 22, 2019 and recommended conditional approval with the staff recommended findings.

This matter is quasi-judicial in nature. Board members should not discuss this matter with citizens outside of the hearing. Citizens may only discuss their concerns under oath. Please refer all questions to the County Attorney.

**6. Old Business**

**7. Consent Agenda:**

A. Approval of Minutes of August 19, 2019 Commissioner Meeting

B. Approval of Tax Releases and Refunds

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

Tax Release

		County	City
1.	Roy L. Jr. & Veranika A. Moore	415.50	294.75

Tax Refunds

		County	City
1.	David Phillip Fisher	162.69	138.39

Solid Waste Fee Releases

		Parcel ID #	Reason for Release
1.	Vonnie Mayo Banks Jr.	P112-77	Vacant
2.	Maria Antonia Cabrera Barahona	23-S-38,39A	Vacant
3.	Carrie J. Bernard	P132A-222	Vacant
4.	Blanche Boomer Life Est.	30-A-17	Vacant
5.	Tameca Michelle Bowe	39-A-22	Vacant
6.	Timothy & Carla Dewald	P12A-31	Vacant
7.	Jean & Vivian Gibson Ferebee	P112-32	Vacant
8.	James R. & Shirley Q. Griffin	62-B-4	Vacant
9.	Isaiah F. & Katherine P. Jackson	P15-8	Vacant
10.	Novella C. Johnson	44-H-2	Vacant
11.	Novella C. Johnson	P145-23	Vacant
12.	Novella C. Johnson	44-B-42	Vacant
13.	Novella C. Johnson	44-H-1	Vacant
14.	Wendy K. Mc Lean	26-B-32	Vacant
15.	H. T. Mullen	P139-11	Vacant
16.	Next Level Ventures LLC	23-P-8	Vacant
17.	Jeff Overton Jr. Heirs	P67-44	Vacant
18.	Calvin Sutton	28-C-6	Vacant
19.	Margaret S. Teat Etal	P112-31	Vacant
20.	Sam T. Williams Heirs	P77-3	Vacant

C. Approval of Budget Amendments

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

E911

Increase	022.0220.4532.00	Other Grants	81,001.00
Increase	022.4328.5600.00	Grant Funds	81,001.00

Sheriff

Increase	010.0991.4991.00	Fund Balance Appropriated	71,086.00
Increase	010.4310.5500.00	Capital Outlay	71,086.00

Public Bldgs.

Increase	010.0991.4991.00	Fund Balance Appropriated	65,050.00
Increase	010.4190.5500.00	Capital Outlay	65,050.00

D. Adoption of Proclamation Declaring September 29, 2019 as Seth E. Perry Day

The enclosed proclamation declaring September 29, 2019 as Seth E. Perry Day in Pasquotank County will be presented at the annual Seth E. Perry Day Event on Sunday, September 29, 2019 by Commissioner Jordan.

- E. Approval of Eight Hours of Vacation Time for United Way Drawing  
The Finance Committee has recommended that the Board authorize eight hours of vacation time for one employee whose name will be drawn from a pool of all employees who contribute a minimum of \$24 to the United Way.
- F. Approval of Request for Occupancy Tax Funds from the Highway 17 Association  
The Finance Committee has recommended that the Board approve an appropriation of \$1,000 in dues for the Highway 17 Association, with funds coming from tourism (occupancy tax) funds. An application for tourism funds will need to be submitted to the Tourism Development Authority.
- G. Approval of Grant Agreements for Telephonics Corporation  
On June 3, 2019, the Board approved submitting an application to the NC Department of Commerce (DOC) for a One North Carolina Fund grant for Telephonics Corporation in the amount of \$250,000 with a local match not to exceed \$82,500. Recently, the DOC sent the Economic Development Commission (EDC) the attached Local Government Grant Agreement and Company Performance Agreement (CPA) for review and approval by the County. The Grant Agreement and CPA outline the criteria Telephonics and the County must meet in order to receive the full benefits of the One NC Grant. Staff has reviewed the agreements and recommends approval.

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**