

**Meeting Schedule
Pasquotank County Board of Commissioners
Monday, September 17, 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. **Comments by Wil Haines, 4-Her Who Attended NCACC Annual Conference**

Wil Haines is a 15-year-old 4-Her from Newland. He has been an active county 4-Her in Pasquotank County for the last ten years and does many activities and programs with 4-H on the county, district, and state level. He recently attended the state county commissioners meeting in Hickory. At that event, he participated in activities and workshops to learn more about county government. He met with our Board members who were in attendance and was asked to come back and share his experience at tonight's meeting.
 - B. **Introduction of New Forest Ranger**

Erik Alnes, Pasquotank County Ranger, will be here to introduce himself and to provide an overview of the previous year.
 - C. **Public Hearing on Proposed Zoning Text Amendment ZTA 18-01**

The Board will hold a Public Hearing on Zoning Text Amendment ZTA 18-01, which will amend setback requirements for Communication Facilities within Article 7, Section 7.02 Note 9 of the Pasquotank County Zoning Ordinance. The Planning Board reviewed this request on August 23, 2018 and recommended approval. Staff recommends approval of the resolution to adopt a statement of consistency and the resolution to amend Article 7 of the Zoning Ordinance. Attached is a copy of the resolutions, staff report, and maps.
6. **Old Business**
7. **Consent Agenda:**
 - A. **Approval of Minutes of September 4, 2018 Commissioner Meeting**

B. Approval of Tax Releases and Refunds

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

Tax Release

		County	City
1.	Carolina Coastal Plastic Surgery	460.34	391.59

Tax Refunds

		County	City
1.	Nils Michael Gustafson	122.91	
2.	Ryan Mathew Nielsen	217.53	
3.	Tiffany Louise Pulliam	158.42	

Solid Waste Fee Release

		Parcel ID #	Reason for Release
1.	Carrie J. Bernard	P132A-222	Vacant
2.	J. Allen Godfrey	P8A-35	Vacant
3.	George O. & Margaret M. Halstead	P95-46	Vacant
4.	Cythina Moore	29-D-31	Vacant
5.	David Mowers Exec.	P142B-66	Vacant
6.	David Mowers Exec.	P142B-72	Vacant
7.	David Mowers Exec.	P142B-67	Vacant
8.	Earl Overton Lf. Est.	P99-8	Vacant
9.	Charlie E. Price	P98-3	Vacant
10.	C. E. & Blanche Price	50-B-16	Vacant
11.	C. E. & Blanche Price	32-H-12B	Vacant
12.	C. E. & Blanche Price	55-E-25,26	Vacant
13.	Sandra G. Smith	P143A-60	Vacant
14.	Leona Taylor	50-N-23A	Vacant

Solid Waste Fee Refund

		Parcel ID #	Reason for Refund
1.	J. Allen & Hazel T. Godfrey	P8A-36	Vacant

C. Approval of Budget Amendments:

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

Public Buildings

Increase	010.0400.4834.06	Rent-Edgewood	24,300.00
Increase	010.4190.5351.01	Maintenance-Edgewood	24,300.00

Friends of the Library

Increase	024.0500.4831.00	Interest Earned	35.00
Increase	024.0600.4611.03	Book Sales	900.00

Increase	024.0600.4611.04	Membership Dues	650.00
Increase	024.0600.4611.05	Fundraisers	50.00
Increase	024.0600.4833.00	Donations	100.00
Increase	024.0991.4991.00	Fund Balance Appropriated	2,689.00
Increase	024.6110.5191.00	Audit	100.00
Increase	024.6110.5231.00	Promotion/Education	100.00
Increase	024.6110.5232.00	Library Materials	1,224.00
Increase	024.6110.5261.00	Departmental Supplies	1,500.00
Increase	024.6110.5272.00	Fundraiser Expenses	150.00
Increase	024.6110.5325.00	Postage	50.00
Increase	024.6110.5499.00	Miscellaneous	300.00
Increase	024.6110.5500.00	Capital Outlay	1,000.00

Water/Sewer Capital Reserve

Increase	080.0350.4713.10	System Development Fees	102,600.00
Increase	080.0500.4831.00	Interest Earned	2,000.00
Increase	080.0700.4981.60	Transfer from Water System	75,000.00
Increase	080.8200.5960.91	Reserve-Debt	104,600.00
Increase	080.8200.5980.63	Transfer to RO	75,000.00

Central

Increase	010.0991.4991.00	Fund Balance Appropriated	21,813.00
Increase	010.0600.4941.02	Central-Camden	9,089.00
Increase	010.0600.4940.01	Central-City of Elizabeth City	14,542.00
Increase	010.4325.5500.00	Capital Outlay	45,444.00

911

Increase	022.0220.4532.00	Other Grants	479,198.00
Increase	022.4328.5600.00	Grants Funds	479,198.00

- D. Approval of Starting Salary above Hiring Rate for DSS IMC II Hire
The Finance Committee has recommended approval of the starting salary for an Income Maintenance Caseworker II hire at Pay Grade 13, Step 5 - \$32,333 due to the applicant's six years of experience in a directly related position.
- 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 the pool of all employees who contribute a minimum of \$24 to the United Way.

8. New Business:

- A. Request to Retire Duty Weapons and Badges for Retired Sheriff's Department Employees
Attached is a letter from Captain Travis Jackson requesting the Board's approval to retire the duty weapons and badges and award them to Lieutenant William Ward, III and Sheriff Randy Cartwright upon their retirements.

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

Lt. Ward is retiring after 23 years of service and Sheriff Cartwright is retiring after 24 years of service. The policy also requires that the officer obtain a permit, or without one, the weapon will be rendered incapable of being fired.

Lieutenant Ward and Sheriff Cartwright have both requested that they be able to keep their county issued cellphones and numbers. The Board needs to approve awarding the weapons and badges to Lieutenant Ward and Sheriff Cartwright, as well as their county issued cell phones and numbers if they chose to do so.

B. Recommendations by Board Appointments Committee

9. County Manager's Reports
10. Internal and External Committee Reports and Proposals
11. County Attorney's Reports
12. Adjournment