

**Meeting Schedule
Pasquotank County Board of Commissioners
Monday, December 6, 2021
Pasquotank County Courthouse**

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

At the first meeting in December of each year, the Board is organized for the following twelve months with the selection of the Chairman and Vice-Chairman. The meeting will be called to order by the Clerk to the Board and after the invocation and pledge of allegiance; the meeting will be opened with a nomination for Chairman. Upon selection of the Chairman, the meeting will be turned over to the newly-elected Chairman, who will then call for the selection of Vice-Chairman.

2. Invocation

3. Pledge of Allegiance to the American Flag

4. Amendments to the Agenda

5. Public Comments/Public Hearings:

A. Presentation of Proclamation for Coast Guard Marathon Weekend

The Board has been requested to proclaim the first weekend in March 2022 as Coast Guard Marathon Weekend in Pasquotank County. Attached is a copy of the proclamation that will be presented to Corrina Ferguson, Executive Director of Visit Elizabeth City.

6. Old Business

7. Consent Agenda:

A. Approval of Minutes of November 15, 2021, Commissioner Meeting

B. Approval of Tax Releases and Refunds

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

Tax Refunds

		County	City
1.	Jennifer Lynn Hewitt	188.33	160.20
2.	Zachary B. Manning	349.06	311.93

Solid Waste Fee Releases

		Parcel ID #	Reason for Release
1.	Gina & Richard Albertson	P134-54	Vacant
2.	Gina & Richard Albertson	P134-54A	Vacant
3.	L.E. & Brenda White	P110-53B	Vacant
4.	Lemuel E. White	P110-55	Vacant

C. Approval of Budget Amendments

The Finance Committee has recommended approval of the following Budget Amendments:

911 Surcharge

Increase	022.0991.4991.00	Fund Balance Appropriated	272,923.00
Increase	022.0220.4532.00	Other Grants	331,022.00
Increase	022.4328.5500.00	Capital Outlay	272,923.00
Increase	022.4328.5600.00	Grant Funds	331,022.00

School/Capital Reserve

Increase	010.0991.4991.00	Fund Balance Appropriated	4,242,530.00
Increase	010.5910.5500.00	Capital Outlay	921,755.00
Increase	010.6600.5980.21	Transfer to Capital Reserve	3,320,775.00
Increase	021.0700.4981.00	Transfer from General Fund	3,320,775.00
Increase	021.8200.5960.02	Reserve for School Projects	3,320,775.00

D. Approval of Extending Rollover of Annual Leave

The Finance Committee has recommended approval of extending the temporary Annual Leave carryover to 264 hours for 2021 due to COVID-19.

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