

**PASQUOTANK COUNTY, NORTH CAROLINA
JANUARY 8, 2018**

The Pasquotank County Board of Commissioners met today in a regular meeting on Monday, January 8, 2018 in Courtroom C in the Pasquotank County Courthouse.

MEMBERS PRESENT: Cecil Perry, Chairman
Dr. William R. Sterritt, Vice-Chairman
Jeff Dixon
Lloyd E. Griffin, III
Joseph S. Winslow, Jr.
Frankie Meads
Charles H. Jordan

MEMBERS ABSENT: None

OTHERS PRESENT: Rodney Bunch, County Manager
R. Michael Cox, County Attorney
Lynn Scott, Clerk to the Board

The meeting was called to order at 7:00 PM by Chairman Cecil Perry. The Rev. Dr. Hipp Barcliff, Pastor of Mt. Carmel Missionary Baptist Church gave the invocation and Vice-Chairman Sterritt led in the Pledge of Allegiance to the American Flag.

Chairman Perry welcomed everyone present.

1. OATH OF OFFICE FOR NEW COMMISSIONER:

District Court Judge Eula E. Reid administered the Oath of Office to Commissioner Charles H. Jordan. Commissioner Jordan then took his seat on the Board.

2. AMENDMENTS TO THE AGENDA:

Chairman Perry asked if there were any amendments to the agenda. Finance Committee Chairman Bill Sterritt recommended the agenda be amended to add the following items recommended by the Finance Committee today: 1) Approval of resolution to reduce the Sheriff's Salary to \$63,789; 2) Approval for pay grade/step for paramedic position; 3) Approval for pay grade/step for Water Department Office Manager; 4) Approval for pay grade/step for EMS Department Office Manager; 5) Approval of resolution to extend date by which 2017 property taxes may be paid without interest; and 6) Appointments to Board and Committees.

Motion was made by Jeff Dixon, seconded by Frankie Meads to amend the agenda to add items #1 thru #5 above to the Consent Agenda and add item #6 to New Business. The motion carried unanimously.

3. APPROVAL OF CONSENT AGENDA:

The Board considered the following consent agenda:

a. Approval of Minutes of December 18, 2017 commissioner meetings

b. Approval of Solid Waste Fee Releases

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

Solid Waste Fee Release

		Parcel ID #	Reason for Release
1.	Gladys S. Daniels	P127-14	Vacant
2.	Theodore & Edna Hudson	79-E-164-165	Vacant
3.	John T. Long, Jr.	P93-23	Vacant
4.	Willard G. & Ann Simpson	P89-94, 104	Vacant
5.	Alan Eugene Stewart	P111-2	Vacant

c. Approval of Budget Amendment

The Finance Committee has recommended that the Board approve of the following budget amendment:

Emerg Mgmt

Increase	010.0203.5600.00	Emergency Management Grants	65,000.00
Increase	010.4330.5600.00	Grant Funds	65,000.00

d. Adoption of Proclamation for School Choice Week

The Board has been requested to proclaim January 21-27, 2018 as School Choice Week in Pasquotank County.

**Proclamation
Pasquotank County
School Choice Week**

WHEREAS all children in Pasquotank County should have access to the highest-quality education possible; and,

WHEREAS Pasquotank County recognizes the important role that an effective education plays in preparing all students in Pasquotank County to be successful adults; and,

WHEREAS quality education is critically important to the economic vitality of Pasquotank County; and,

WHEREAS Pasquotank County is home to a variety of high quality public and nonpublic schools from which parents can choose for their children, in addition to families who educate their children in the home; and

WHEREAS, educational variety not only helps to diversify our economy, but also enhances the vibrancy of our community; and,

WHEREAS Pasquotank County has many high-quality teaching professionals in all types of school settings who are committed to educating our children; and,

WHEREAS, School Choice Week is celebrated across the country by millions of students, parents, educators, schools and organizations to raise awareness of the need for effective educational options;

NOW, THEREFORE, I, Cecil Perry do hereby recognize January 21-27, 2018 as Pasquotank County School Choice Week, and I call this observance to the attention of all of our citizens.

PRESENTED this 8th day of January, 2018

e. Adoption of Resolution to Reduce the Sheriff's Salary

The Finance Committee has recommended that the Board adopt the following resolution to reduce the Sheriff's salary to \$63,789 for the purpose of establishing a starting salary, should an inexperienced person be elected to office, and also for determining the filing fee for the office of Sheriff.

RESOLUTION TO REDUCE THE SHERIFF'S SALARY

WHEREAS, Section 153 A-92 of the North Carolina General Statutes provides that the board of commissioners shall fix or approve the schedule of pay, expense allowances, and other compensation of any county officers and employees, whether elected or appointed; and

WHEREAS, Section 153 A-92(b)(2) of the North Carolina General Assembly provides that during the year of a general election, the board of commissioners may reduce the salary, allowances or other compensation of an officer to be elected at the general election; and

WHEREAS, the office of Sheriff is up for election during the 2018 general election and the Pasquotank County Board of Commissioner wishes to set the salary for the position at \$63,789, the starting salary for this position within the county's pay grade and classification schedule; and

NOW THEREFORE BE IT RESOLVED by the Pasquotank County Board of Commissioners that:

Section 1. Pursuant to Section 153-92(b)(2) of the North Carolina General Statutes the Pasquotank County Board of Commissioners gives notice of its intention to reduce the salary for the position of Pasquotank County Sheriff from \$86,394 annually to \$63,789 annually.

Section 2. The reduction in salary set forth in Section 1 of this resolution shall take affect at the time a candidate for Pasquotank County Sheriff is elected in the general election on November, 6, 2018 takes office.

Section 3. The filing fee for the office of Sheriff shall be based on an annual salary of \$63,789.

ADOPTED the 8th day of January, 2018.

f. Approval for Pay Grade/Step for Paramedic Position

The Finance Committee has recommended that Steven Sweet be hired in the paramedic position at Pay Grade 19, Step 11 at \$45,260. Step 11 was determined based on Mr. Sweet's 12 years' experience in emergency medical service.

g. Approval for Pay Grade/Step for Water Department Office Manager

The Finance Committee has recommended that Melissa Joines be hired in the Water Department Office Manager position at Pay Grade 19, Step 10 @ \$44,556. The Pay Grade was moved from Pay Grade 15 to Pay Grade 19 after review of job responsibilities. Ms. Joines is currently employed as County Planner on Step 10 for her ten years' experience and will remain on the same step.

h. Approval of Pay Grade/Step for EMS Department Office Manager

The Finance Committee has recommended that the EMS Department Office Manager position be upgraded from Pay Grade 13 to Grade 18 after reviewing the job responsibilities. Deborah Holland is currently employed as the EMS Department Office Manager on Pay Grade 13, Step 13 at \$36,389. Ms. Holland will be upgraded to Grade 18, Step 7 at \$40,605.

i. Adoption of Resolution Extending Date by which 2017 Property Taxes May be Paid

**Resolution Extending Date by which 2017 Pasquotank County Taxes
May Be Paid Without Interest**

WHEREAS, North Carolina General Statute 105-395.1 sets a date of January 5 for the payment of county property taxes without interests; and

WHEREAS, that date may be extended when county offices are closed for weekends or holidays; and

WHEREAS, Pasquotank County experienced significant snowfall and ice beginning Wednesday, January 3, 2018 necessitating closure of Pasquotank County Offices on January 4 and 5, 2018; and

WHEREAS, it is fair and reasonable under these circumstances to extend the deadline by which taxpayers may pay county property taxes without interest until 5:00 PM January 9, 2018.

NOW THEREFORE BE IT RESOLVED that the January 5, 2018 deadline to pay Pasquotank County property taxes without interest is extended until 5:00 PM January 9, 2018 due to inclement weather.

ADOPTED this the 8th day of January, 2018.

Motion was made by Jeff Dixon, seconded by Joe Winslow to approve the Consent Agenda as amended. The motion carried unanimously.

4. RECOMMENDATIONS FROM THE APPOINTMENTS COMMITTEE:

Vice-Chairman Sterritt reported that the Appointments Committee met this afternoon and would like to make the following recommendations:

Industrial Facilities Pollution Control Financing Authority – Reappoint J. Wilson Jones to an additional term.

Library Board – Nominate Dr. Anthony Sharp to replace Charles H. Jordan. This must lie over until the next meeting.

Library Board – Appoint Charles H. Jordan to fill Mayor Parker’s unexpired ex officio – BOC seat. This can be done tonight.

Northern Regional Advisory Board – Appoint Commissioner Charles H. Jordan to replace Mayor Bettie Parker.

Redevelopment Commission – Appoint Commissioner Charles H. Jordan to replace Mayor Bettie Parker.

Greenways Committee – Appoint Commissioner Charles H. Jordan to replace Mayor Parker.

Economic Development Commission – Appoint Vice-Chairman Sterritt to replace Chairman Perry.

Elizabeth City Downtown Committee – Appoint Charles H. Jordan to replace the appointment of Vice-Chairman Sterritt.

Motion was made by Jeff Dixon, seconded by Frankie Meads to accept the recommendations from the Appointments Committee to make the appointments and reappointments as listed above with the exception of the Library Board appointment (Anthony Sharp) which will be on the next agenda for final approval. The motion carried unanimously.

5. REPORTS FROM THE COUNTY MANAGER:

County Manager Rodney Bunch reminded the Board of the Photo Opt at the Amazon Wind Farm on Wednesday at 11:30 AM. He requested the Board confirm dates they are available for County Manager interviews.

6. REPORTS FROM COMMISSIONERS:

Commissioner Winslow requested a letter be sent to the Department of Transportation thanking them for their cleanup efforts after the recent snow event.

Commissioner Jordan thanked those who attended tonight to support him. He said he loves serving and helping people and he looks forward to his time on the Board.

Commissioner Dixon stated that he does not know a man who cares about people more than Commissioner Jordan and he is very happy that he chose to serve once again. He praised the cleanup efforts at Edgewood Center after the storm. He reported that EMS’s server recently crashed and there is a 4-month gap in the financial statements that must be reentered.

Vice-Chairman Sterritt welcomed those in attendance and thanked them for participating.

Chairman Perry thanked everyone for coming. He invited the Board to attend the Martin Luther King Breakfast on January 15th, as well as a public gathering on Saturday at the Carolina Center to recognize Retired General Hawthorn Proctor.

Chairman Perry said, with the recent swearing in of Commissioner Jordan he would like to make the following changes to the standing committee assignments:

INTERNAL COMMITTEES	<u>Charles</u>	<u>Bill</u>	<u>Cecil</u>	<u>Frankie</u>	<u>Jeff</u>	<u>Joe</u>	<u>Lloyd</u>
Finance Committee	x	xx	x	x	x	x	x
Governance Committee	x	xx			x		
Board Appointments Committee	xx	x	x				
Building and Grounds Committee			x	xx			x
Personnel Committee	xx	x				x	
Special Projects Committee	x	x			xx		
Storm Management Committee				x		x	xx
Water Committee					xx	x	x
Solid Waste/Landfill Committee	x			x	xx		
Commerce Park Ad Hoc				x		xx	x
xx Chairman							
x Committee Member							

Solid Waste/Landfill Committee – Mark Goss, 2 vacancies.

There being no further business;

Motion was made by Jeff Dixon, seconded by Joe Winslow to adjourn the meeting. The motion carried unanimously and the meeting was adjourned at 7:38 PM.

CHAIRMAN

CLERK TO THE BOARD