

**PASQUOTANK COUNTY, NORTH CAROLINA  
FEBRUARY 20, 2017**

The Pasquotank County Board of Commissioners met today in a regular meeting on Monday, February 20, 2017 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  
Bettie J. Parker

**MEMBERS ABSENT:** None

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

Chairman Perry called the meeting to order at 7:00 PM. Commissioner Bettie Parker gave the invocation and Vice-Chairman William Sterritt led in the Pledge of Allegiance to the American Flag. Chairman Perry welcomed everyone present.

**1. AMENDMENTS TO THE AGENDA:**

Chairman Perry asked if there were any amendments to the agenda. Vice-Chairman William Sterritt requested that the following recommendations from the Finance Committee be added to the consent agenda: 1) Approval to accept bid to improve Newland and Weeksville Recycling Sites and 2) Approval to enter into right to sell agreements for Moyock lots.

Motion was made by Jeff Dixon, seconded by Joseph Winslow to approve the amendments to the agenda as presented. The motion carried unanimously.

**2. COMMENTS FROM SHELIA SIMPSON:**

Chairman Perry recognized Ms. Shelia Simpson of 706 Laurel Street. Ms. Simpson thanked the Board for their hard and tiresome work. She said she is aware that leadership requires tiresome hours and sacrifices from your families. She introduced members of the local Delta Signa Theta Sorority and said they are here to serve in any way they can. The sorority currently has 23,000 members globally who are engaged in community service and volunteering their time. Chairman Perry thanked the sorority for attending the meeting and said he looks forward to their participation in making our community a better place for everyone to live.

**3. COMMENTS FROM KATHRYN UNDERWOOD-MELTON:**

Attorney Cox introduced Ms. Kathryn Underwood-Melton, Assistant General Counsel/Government Relations Liaison/Title IX Deputy Coordinator and Investigator at Elizabeth City State University. Ms. Underwood-Melton thanked the Board for the work they do for our community, ECSU, and our region. She said the Board's work does not go unnoticed. She apologized for not attending board meetings as much as she had wished since she joined ECSU 18 months ago. She provided handouts and invited the Board to the new chancellor's installation on March 10<sup>th</sup>.

**4. COMMENTS FROM ELLEN OWENS, PASQUOTANK COUNTY EXTENSION DIRECTOR:**

Chairman Perry recognized Ms. Ellen Owens. Ms. Owens invited the Board to the Cooperative Extension's Open House scheduled for March 29<sup>th</sup>.

**5. PRESENTATION OF PROCLAMATION RECOGNIZING 75 YEARS OF PUBLIC SERVICE:**

Chairman Perry called on representatives of Albemarle Regional Health Services to receive the proclamation. He read and then presented the proclamation to Battle Betts, ARHS Executive Director.

PROCLAMATION RECOGNIZING 75 YEARS OF  
PUBLIC HEALTH SERVICE

WHEREAS, Albemarle Regional Health Services will celebrate its 75<sup>th</sup> Anniversary of service to citizens of Pasquotank, Perquimans, Camden, Chowan, Currituck, Bertie, and Gates counties; and

WHEREAS, Albemarle Regional Health Services has rendered quality care to the citizens of the Albemarle region of care during its seventy-five years of operation; and

WHEREAS, Albemarle Regional Health Services is to be commended for its seventy-five years of outstanding service;

NOW THEREFORE BE IT RESOLVED by the Pasquotank County Board of Commissioners that Albemarle Regional Health Services be congratulated and offered the Board's sincerest appreciation for seventy-five successful years of dedicated service to the citizens of the Albemarle region.

Adopted this the 20<sup>th</sup> day of February 2017.

Mr. Betts thanked the Board for the opportunity to stand before them. He said he recently assumed the role of Health Director at Albemarle Regional Health Services. He stated that ARHS is celebrating 75 years of providing public health services in our region and they are planning numerous marketing and education outreach activities through the year. Their transportation buses have been outfitted with their 75<sup>th</sup> anniversary logo. When looking through their archives, he found resolutions of support from member counties celebrating 25 years of service and 50 years of service to our communities and they are hoping to do their part to preserve the 75<sup>th</sup> anniversary by getting resolutions of support from member counties. He thanked the Board for their consideration of the milestone in their history. He reported that Pasquotank County was one of the core four founding members of the district health department in 1942.

Mr. Betts introduced Ms. Amy Rosenberger, County Nurse Supervisor in Pasquotank County. He explained that their district service model relies heavily on their county nurse supervisors for guidance to staff at each of their county health department locations. He stated that Ms. Rosenberger started with ARHS in the diabetes program several years ago and has quickly grown to accept her new supervisor responsibilities. He thanked Chairman Perry for his service on the Heath Board. He said Chairman Perry always seeks to assure the public health and safety for Pasquotank County residents and is a very active and engaged member of the board. He said regional partnerships will not work unless you have good relationships. He noted that Commissioners Winslow and Dixon worked with them on their Northeast Albemarle Group Health Self Insured Plan. He added that they enjoy their wonderful relationships with Mr. Cox, Mr. Bunch, and Ms. Scott. He looks forward to continuing those relationships in the future and thanked the Board for the proclamation of support.

Commissioner Dixon asked Mr. Betts to comment on their relationship with Sentara Albemarle Medical Center. Mr. Betts said obviously the dynamics are a little different than it was with Albemarle Hospital because Sentara is more of a corporate setting. He said they want to be an active partner and they are working together on a community health assessment that they are both required to do. He stated that they are always seeking ways to enhance the relationship. Commissioner Dixon offered his and Commissioner Winslow's help any way.

Commissioner Parker asked Mr. Betts if he is from the Albemarle Region. Mr. Betts answered Pasquotank is his home and it is very special and near and dear to him. His mother was born here, his father recently passed away here, and both of his children were born here. He said he has lived in Pasquotank County for 23 years.

When asked by Commissioner Meads about the number of Type I Diabetics that come through their facility, they answered approximately 1,000 diabetics come through the program. Mr. Betts stated that they are the second local health department in the country to be recognized with an ADA Education Program so they have a lot of really talented staff in that rem. He said they also have certified diabetes educators.

Chairman Perry thanked everyone for their comments. He said he will be calling on the sorority members in the future to fill vacancies on county boards.

**6. APPROVAL OF APPOINTMENT TO ADULT CARE HOME COMMUNITY ADVISORY COMMITTEE:**

The Board considered the appointment of Deborah Dinsmore to the Adult Care Home Community Advisory Board. The Board had approved her nomination at the last meeting. Commissioner Parker stated that there have been no further nominations for the Adult Care Home Community Advisory Board.

Motion was made by Jeff Dixon, seconded by Frankie Meads to approve the appointment of Deborah Dinsmore to the Adult Care Home Community Advisory Committee. The motion carried unanimously.

**7. APPROVAL OF CONSENT AGENDA:**

The Board considered the following consent agenda:

a. Approval of Minutes of February 6, 7, and 10, 2017 Commissioner Meetings

b. Approval of Tax Releases and Refunds and Solid Waste Fee Releases and Refunds

The Finance Committee has recommended approval of the following releases and refunds:

**Tax Releases**

		County	City
1.	Fred Jr. & Delsie M. Jones	190.00	163.75
2.	Benj J. & Benj Jr. Barnes - 2008	552.24	
3.	Benj J. & Benj Jr. Barnes - 2009	120.00	
4.	W. L. Onley Ice Cream	357.97	
5.	Audrey Marie Armstrong Etal	311.96	180.76

**Tax Refunds**

		County	City
1.	Adams Landing NC LLC -2014	12,360.64	10,002.36
2.	Adams Landing NC LLC -2015	12,360.64	10,408.96
3.	Adams Landing NC LLC -2016	12,360.64	10,652.92
4.	Earthshakers LLC - 2013	423.99	333.14
5.	Earthshakers LLC - 2014	325.28	273.92
6.	Earthshakers LLC - 2015	325.28	280.34
7.	Cory Brandon Eifert	131.18	
8.	Robert Wayne Fletcher Sr.		140.91
9.	Stephen I. Robin A. Harris	550.24	
10.	Daesung James Kang	133.76	120.28
11.	Tami Sue Landers		151.79
12.	Carey William Mc Neill Jr.,.		250.86
13.	Andrew Thomas Paiyarat	204.52	181.26

**Solid Waste Fee Releases**

		Parcel ID #	Reason for Release
1.	James Lee Fagans	50-B-8	Vacant
2.	Mary Foskey	61-A-13 thru 16	Vacant
3.	Henry Foskey Jr. Heirs	38-A-12	Vacant
4.	Mary Foskey	5-A-2	Vacant
5.	Mary Foskey	29-C-17	Vacant
6.	Nellie R. Griffin	P90-8	Vacant
7.	William Alvin Norfleet	P120-179	Vacant
8.	Donald E. & Linda Perry	P119-114	Vacant
9.	Alexander & Helen Sutton	P63-7	Vacant
10.	Booker T. Walton Lf. Est.	P59-10	Vacant

Solid Waste Fee Refunds

		Parcel ID #	Reason for Release
1.	Beulah O. Griffin	P99-9	Vacant
2.	Susan Witwer	P143-38	Vacant
3.	Timothy S. & Susan B. Witwer	P143-36	Vacant

c. Approval of Budget Amendments

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

Friends of the Library

Increase	024.0991.4991.00	Fund Balance Appropriated	3,638.00
Increase	024.0600.4611.03	Book Sales	900.00
Increase	024.0600.4611.04	Membership Dues	650.00
Increase	024.0600.4611.05	Fundraisers	100.00
Increase	024.0600.4833.00	Donations	100.00
Increase	024.0500.4831.00	Interest	35.00
Increase	024.6110.5191.00	Audit Fees	100.00
Increase	024.6110.5231.00	Promotional/Education Supplies	850.00
Increase	024.6110.5232.00	Library Materials	1,000.00
Increase	024.6110.5261.00	Departmental Supplies	700.00
Increase	024.6110.5272.00	Fundraiser Expenses	150.00
Increase	024.6110.5325.00	Postage	50.00
Increase	024.6110.5499.00	Miscellaneous Expense	590.00
Increase	024.6110.5500.00	Capital Outlay	1,983.00

d. Declaration of Surplus Property for Sale

The Board was asked to declare a parcel as surplus and allow staff to contact the adjacent property owners to request offers that will start the upset bid process. The parcel is identified as property map #P111-12B.

f. Approval to Accept Bid to Improve Newland and Weeksville Recycling Sites

The Finance Committee has recommended accepting the bid submitted by C&L Concrete in the amount of \$84,740.30.

g. Approval to Enter into Right to Sell Listing Agreements for Moyock Lots

The Finance Committee has recommended entering into two sell listing agreements for listing lots located at 102 and 104 Lark Drive in Moyock. The 1.04 acre lot located at 102 Lark Drive will be listed for \$299,000. The 2.87 acre lot located at 104 Lark Drive will be listed for \$850,000. Seller fee is 8% of the gross sales price. Should the listing agent bring the buyer, the total commission due to the Broker will be 6%. The agreements are for a 2-year period, ending February 27, 2019.

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

**8. APPROVAL OF REQUEST TO RETIRE DUTY WEAPONS AND BADGES FOR RETIRED SHERIFF'S DEPARTMENT EMPLOYEES:**

The Board considered a request from Sheriff Cartwright to retire the duty weapons and badges and award them to officers J.C. Ferrell and John A. Matthews who have retired from the Sheriff's Department. The Sheriff's Department has a policy that will allow sworn law enforcement officers who retire to receive their badges at no cost and to receive their service side arms at the discretion of the Board of Commissioners according to a price schedule based on their years of service. Officer Ferrell retired with 37 years of service and Officer Matthews retired with 17 years of service. According to the schedule, retiring officers with 10-20 years of service would pay \$50 and retiring officers with more than 20 years of service pay \$0. Sheriff Cartwright has advised that he will collect \$50 from Officer Matthews.

Motion was made by Jeff Dixon, seconded by Joe Winslow to approve retiring the duty weapons and badges and awarding them to J.C. Ferrell and John Matthews according to the Sheriff's Department's policy and fee schedule. The motion carried unanimously.

**9. RENEWAL OF CONTRACTS WITH VOLUNTEER FIRE DEPARTMENTS:**

The Board reviewed two contracts for the volunteer fire departments. The first contract is with Inter-County Volunteer Fire Department and the second is a contract with the other four volunteer fire departments. County Manager Bunch explained that the Inter-County VFD contract has one addition that was not in the 2011-2016 contracts to require the department to annually submit a copy of its IRS Form 990 to the County. He said the remaining contracts have two additions that were not in the 2011-2016 contracts. One is that all grants that require any County funding will be administered through the Pasquotank County VFD Coordinator and two is that the department shall annually submit a copy of its IRS Form 990 to the County. He said staff recommends approval of the new 5-year contracts.

Motion was made by Joe Winslow, seconded by Jeff Dixon to approve the contract with Inter-County Volunteer Fire Department and the contract with the county's other four volunteer fire departments as presented.

Brief discussion followed regarding IRS Form 990s and audit requirements.

The motion carried unanimously.

**10. REPORTS FROM COUNTY MANAGER:**

County Manager Rodney Bunch reported the following:

Tuesday, February 7<sup>th</sup> - Bob Salvatore, FEMA brought in an Environmentalist and Mitigation team members to meet with me at the Fun Junktion walking trail. The purpose was to determine the next step in applying for FEMA funds to restore the walking trail due to the Hurricane Matthew washout. Mr. Salvatore suggested the best path to get the project approved would be to have a plan prepared for the repairs. I contacted Pat McDowell to assist with this process. Mr. McDowell and I had a follow-up meeting with Mr. Salvatore February 13<sup>th</sup> at the walking trail. I explained that Mr. McDowell was chosen because he has been the engineer for the overall landfill/park site for more than 30 years. Mr. Salvatore agreed that it is logical for Mr. McDowell to prepare a plan and provide administrative oversight/inspection for the project. He also concurred that it would be reasonable for us to work with the contractor on site at the landfill to make the repairs. This is based on the fact that he has equipment on site and there would be no mobilization. Unfortunately, Mr. Salvatore notified me February 16<sup>th</sup> that he will be returning home due to a family matter. He said a new agent would be assigned to Pasquotank County in the near future.

Tuesday, February 7<sup>th</sup> – Chairman Cecil Perry, Wayne Harris and I attended the Foreign Trade Zone Expansion and Port Update held at the NC Cooperative Extension Center in Currituck County. Port representatives Aaron Ouellette, Economic Development Specialist and Laura Godbolt, Economic Development Manager & Foreign Trade Zone Administrator provided insight on the Virginia Port operations and future investment plans while increasing our understanding of the Foreign Trade Zone expansion and the potential growth associated with it. The event was sponsored by the NCEast Alliance.

Wednesday, February 15<sup>th</sup> – Christy Saunders, Shelley Cox and I attended the NC Emergency Management (NCEM) Hazard Mitigation “Town Hall” meeting scheduled by Christy Saunders, Emergency Management Coordinator. The meeting was held in Courtroom C. The Hazard Mitigation Grant Program (HMGP) assists states and local communities implementing long-term mitigation measures following a Presidential Declaration. The HMGP will assist those citizens who suffered damages as a result of Hurricane Matthew. The majority of the residents in attendance were from Oxford Heights Subdivision, W. Main Street Extended area and northern Pasquotank County. Representatives from NCEM were present to conduct the meeting and answer questions. Hurricane Matthew Hazard Mitigation priorities involve mitigation of residential structures by means of acquisitions, elevation or reconstruction. Residents were given forms to complete if they are interested in participating. One local government will need to make application for the HMGP. City and County staff will meet to determine the best approach for applying and administering the grant.

Friday, February 17<sup>th</sup> – Christy, Saunders, Sheri Small, Shelley Cox and I attended a Golden LEAF Disaster Recovery meeting held in Courtroom A. Dan Gerlach, president of Golden LEAF, provided an overview of their Disaster Recovery Grants Program. The NC Legislature provided funds to Golden LEAF for the program, which is designed to help public entities that are recovering from Hurricane Matthew. The majority of the funding will be available for infrastructure repair and replacement.

Mike Etheridge, Solid Waste Director informed me last week that he would be retiring March 24, 2017. Mike and I will be meeting multiple times over the next few weeks to discuss the status of ongoing projects. Mike will complete the proposed 2017-18 budget for his department prior to retiring. I met with his three senior staff members last Friday afternoon for the purpose of assuring them that I would work closely with them during the period of time it takes to hire a new Director.

**11. REPORTS FROM COMMISSIONERS:**

Commissioner Joe Winslow attended a NCACC function last week, which included a presentation by Trillium.

Commissioner Frankie Meads attended the RC&D meeting, but there was not a quorum in attendance.

Commissioner Parker attended the joint meeting between the local Board of Education and the Board of Commissioners.

Commissioner Jeff Dixon said he has been fielding a lot of calls regarding our recyclable installations not being user friendly for senior citizens and handicapped individuals. He said this issue is being addressed by the solid waste department and he hopes that this issue will not lose momentum with Mr. Etheridge retiring. He said Mr. Etheridge has agreed to look at converting one site to a 100% handicap accessible facility. He also has fielded complaints regarding substandard housing in our County. He recently received a call regarding a dilapidated home on the corner of Main Street Extended and Mill Street. He feels the Board needs to schedule a mini retreat to review our current ordinances.

Vice-Chairman Sterritt updated the Board on the walking trail project behind COA and the hospital. He reminded the Board that other grants will need to be written in the future which will require matching funds. He reported that Hipp Barclift is retiring from the Parks and Recreation Department after 30 years of service.

Chairman Perry said it is going to be a very taxing job to fill Mr. Etheridge's shoes when he retires. He attended a Port of Norfolk meeting in Currituck. He stated that he spoke with Colonel Kelley in reference to the Dike in Newland. He said Colonel Kelley will be sending information to him referencing how we can get some help with repairing the dike. He thanked the audience for attending the meeting. He invited the audience to invite members of the Board to come to their meeting and share what county government is all about.

Motion was made by Frankie Meads, seconded by Joe Winslow to adjourn the meeting. The motion carried unanimously and the meeting was adjourned at 7:50 PM.

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CHAIRMAN

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CLERK TO THE BOARD