

**PASQUOTANK COUNTY, NORTH CAROLINA  
MARCH 7, 2016**

The Pasquotank County Board of Commissioners met today in a regular meeting on Monday, March 7, 2016 in Courtroom C in the Pasquotank County Courthouse.

**MEMBERS PRESENT:** Joseph S. Winslow, Jr., Chairman  
Cecil Perry, Vice-Chairman  
Jeff Dixon  
Dr. William R. Sterritt  
Frankie Meads  
Bettie J. Parker

**MEMBERS ABSENT:** Lloyd E. Griffin, III

**OTHERS PRESENT:** Rodney Bunch, County Manager  
R. Michael Cox, County Attorney (*arrived at 7:15 PM*)  
Lynn Scott, Clerk to the Board

The meeting was called to order at 7:00 PM by Chairman Joe Winslow. Commissioner Bettie Parker gave the invocation and Commissioner William Sterritt led in the Pledge of Allegiance to the American Flag. Chairman Winslow welcomed the guests in attendance.

**1. AMENDMENTS TO THE AGENDA:**

Chairman Winslow asked if there were any amendments to the agenda. Vice-Chairman Cecil Perry requested that the agenda be amended to add the following recommendation from today's Finance Committee meeting to the consent agenda: 1) Approval of customers request for reimbursement of fees due to inaccurate water meter. The County Manger requested that a Closed Session item be added to discuss matters relating to the location or expansion of business.

Motion was made by Cecil Perry, seconded by Bettie Parker to amend the agenda as recommended above. The motion carried five to one, with Frankie Meads voting against the motion.

Commissioner Meads stated that he believes we are breaking our Water Department policy if we pay for replacement of water customers' commodes and water lines.

**2. APPROVAL OF CONSENT AGENDA:**

Commissioner Frankie Meads stated that he needs to be excused from considering the consent agenda because of a conflict regarding the tax releases and refunds that are included on the consent agenda.

Motion was made by Jeff Dixon, seconded by Cecil Perry to excuse Commissioner Meads from considering the consent agenda due to a conflict of interest. The motion carried.

The Board then considered the following consent agenda:

a. Approval of Minutes of February 9 and February 15, 2016 Commissioner Meetings

b. Approval of Tax Releases & Refunds

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

Releases:

		County	City
1.	Warren & Lisa Enterprises Inc.	993.32	
2.	River Place Homeowners – 2007	120.00	
3.	River Place Homeowners – 2008	120.00	
4.	River Place Homeowners – 2009	120.00	
5.	River Place Homeowners – 2010	132.00	

6.	River Place Homeowners – 2011	144.00	
7.	River Place Homeowners – 2012	144.00	
8.	River Place Homeowners – 2013	144.00	
9.	River Place Homeowners – 2014	144.00	
10.	River Place Homeowners – 2015	144.00	
11.	Herman Ray Meads, Jr. & Loretta Wooten	556.32	

Refunds:

1.	Mikes Exteriors, Inc.		129.23
2.	Mikes Exteriors, Inc.		112.96

Solid Waste Releases:

	OWNER'S NAME	PARCEL ID NUMBER	REASON FOR RELEASE
1.	Linda Bridgeman Etal	P6-26	Vacant
2.	Melba Bridgeman	P7-16	Vacant
3.	Christian Elliott	P58-15	Vacant
4.	Leona Loretta Taylor	50-N-23A	Vacant
5.	Domestic & Overseas Investing	11-G-19	Vacant

Solid Waste Fee Refunds:

	OWNER'S NAME	PARCEL ID NUMBER	REASON FOR REFUND
1.	Domestic & Overseas Investing	57-A-201	Vacant

*c. Approval of Budget Amendments*

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

Ag Ext

Increase	010.0230.4370.00	State Grants	4,022.00
Increase	010.4950.5600.34	Grant-SHIIP	4,022.00

Jury Commission

Increase	010.0550.4839.00	Miscellaneous Revenue	162.00
Increase	010.4165.5121.00	Salaries and Wages	150.00
Increase	010.4165.5181.00	FICA	12.00

*d. Approval of Request to Allow Attorneys Practicing Law in Pasquotank County to Obtain Access Cards to the Courthouse*

The Finance Committee has recommended approval of a request from local attorneys practicing law in Pasquotank County to obtain access cards for the courthouse for an annual fee of \$100. The attorneys must submit a certification form to the County Managers Office for approval.

*e. Approval of Fingerprinting Fee Schedule*

The Finance Committee has recommended approval of the following fees for fingerprinting:

- \$10 fee for concealed weapons permit
- \$5 fee for all other fingerprinting

*f. Declaration of Surplus Property*

The Finance Committee has recommended approval to declare the following five properties acquired through tax foreclosures as surplus property so they can be advertised for sale and upset bids. The lots were sold for taxes at the courthouse door and no one bid on them.

- Property 1 – This listing contains two parcels of land. 139 Oak Grove, Parcel P122A-219 and Apple Street, Parcel P122A-220.
- Property 2 – 538 Crooked Run Road, Parcel P110-55
- Property 3 – 921 A Hwy 158, Parcel P134-26
- Property 4 – 1565 Millpond Road, Parcel P134-4
- Property 5 – Hwy 158, Parcel P134-18

*g. Approval of Family Subdivision Request FS 16-01 by Louis Twiford*

Staff recommends approval of Family Subdivision Request FS 16-01 by Louis B. Twiford. Mr. Twiford is requesting to create a 8.25 acre gift lot to his son, Louis Brason Twiford, Jr., in

accordance with Article 5, Section 303 of the Pasquotank County Subdivision Ordinance. A total of 31.78 feet of road frontage is provided to the parcel off of Four Forks Road. Documentation that the plat qualifies as a family subdivision has been provided and an improvement permit has been issued for a septic system. Staff advises that the request meets the minimum requirements for a family subdivision and recommends approval.

*h. Approval of Request by Customer for Reimbursement of Fees Due to Inaccurate Water Meter*

The Finance Committee has recommended approval that Johnny Wilson, 1054 Scott Road be credited \$975 for fees paid in excess of the normal water rate for a two member family due to an inaccurate water meter for a period of July 2013 thru September 2015. Staff had already credited the customer's account \$625. The total credit will be \$1,600.

Motion was made by Cecil Perry, seconded by Jeff Dixon to approve the consent agenda as amended. The motion carried.

**3. CONSIDERATION OF RESOLUTION APPROVING CHANGES TO ELIZABETH CITY-PASQUOTANK COUNTY COMMUNITY RELATIONS COMMISSIONS BY-LAWS**

The Board considered a request from the Elizabeth City-Pasquotank County Community Relations Commission to approve revisions to their bylaws. The Commission is requesting four specific changes to their bylaws. 1) To hold officer elections in April in the concluding year of a term (terms to begin in May), 2) To nullify the three term limit for membership, 3) To add the words "sexual orientation or identification" after the word "sex" in the mission statement, and 4) To redefine a quorum as "at least eight members present regardless of residency". The City Council has already approved the revisions.

Motion was made by William Sterritt, seconded by Bettie Parker to adopt the following resolution approving the revisions to the Elizabeth City-Pasquotank County Community Relations Committee Bylaws as proposed. The motion carried unanimously.

**RESOLUTION APPROVING CHANGES  
TO THE ELIZABETH CITY-PASQUOTANK COUNTY  
COMMUNITY RELATIONS COMMISSION BY-LAWS**

**WHEREAS**, in 2003 the City of Elizabeth City and Pasquotank County created and approved by-laws for the Elizabeth City-Pasquotank County Community Relations Commission (hereinafter "CRC"); and

**WHEREAS**, the by-laws of the CRC may be amended by resolution of both the city and the county; and

**WHEREAS**, the CRC has requested several changes to the by-laws including officer elections in April in the concluding year of a term, terms beginning in May, nullify three (3) term limit for membership, to add the words "sexual orientation or identification" after the word "sex" in the mission statement and to redefine a quorum as "at least eight (8) members present regardless of residency." Further, updates were made to assure compliance with the Open Meetings Law; and

**WHEREAS**, Pasquotank County desires to approve the amended by-laws as attached hereto.

**NOW, THEREFORE BE IT RESOLVED** the Pasquotank County Board of Commissioners approves the amended bylaws of the Elizabeth City-Pasquotank County Community Relations Commission as attached hereto.

ADOPTED the 7<sup>th</sup> day of March 2016.

Commissioner Sterritt praised the work of the Community Relations Committee in our community.

**4. CONSIDERATION OF RESOLUTION ALLOWING COUNTY MANAGER AND COUNTY CLERK TO DISPOSE OF PERSONAL PROPERTY**

The Board considered a resolution that will allow the county to sell personal property items valued at less than \$30,000 in an efficient and economical manner, relevant to statute. Under the terms of the resolution the County Manager would have the authority to declare personal property items valued at less than \$30,000 as surplus. The Manager and County Clerk are then authorized to sell the items without board approval and publishing costs. Staff would report the sale of the item(s) to the Board within thirty (30) days after completion of the sale.

Commissioner Winslow asked what the average going price for surplus items is. County Manager Bunch replied the average is \$5 to \$1,500. Commissioner Winslow asked if \$5,000 would be a more realistic figure. Clerk to the Board Lynn Scott explained the purpose of the resolution is to comply with G.S. 160A-266(c) which allows for private sale without Board approval for each sale. The statute states it is to be used for personal property valued at less than \$30,000. If a resolution is not passed, the Board is required to adopt a resolution each time property is auctioned and the resolution or notice reflecting contents of the resolution must be published at least once 10 days prior to the auction. Adopting the resolution will negate the requirements to adopt a resolution and advertise each time an item is declared surplus and auctioned, thus saving the County money.

Motion was made by Jeff Dixon, seconded by Frankie Meads to adopt the following resolution to allow the County Manager and County Clerk to dispose of personal property valued less than \$30,000. The motion carried by a five to one vote, with Commissioner Perry voting against the motion.

**RESOLUTION TO ALLOW COUNTY MANAGER  
AND COUNTY CLERK TO DISPOSE OF  
PERSONAL PROPERTY VALUED AT  
LESS THAN \$30,000**

**WHEREAS**, N.C.G.S. 160A-266 (c) allows a county to adopt regulations prescribing procedures for disposing of personal property valued at less than thirty thousand dollars (\$30,000) for any one (1) item or group of items; and

**WHEREAS**, such regulations shall be designed to secure for the county the fair market value for all property disposed of and to accomplish the disposal efficiently and economically; and

**WHEREAS**, the regulations may, but need not, require published notice and may provide for either public or private exchanges and sales; and

**WHEREAS**, the Board of Commissioners may authorize one or more county officials to declare surplus any personal property valued at less than thirty thousand dollars (\$30,000) for any one (1) item or group of items, to set its fair market value and to convey title to property for the county in accord with the regulations; and

**WHEREAS**, county officials authorized under this resolution to dispose of property shall keep a record of all property sold under this section and that record shall generally describe the property sold or exchanged, to whom it was sold, or with whom exchanged and the amount of money or other consideration received for each sale or exchange.

**NOW THEREFORE, BE IT RESOLVED BY THE PASQUOTANK COUNTY BOARD OF COMMISSIONERS THAT:**

1. The County Manager is authorized to declare personal property valued at less than thirty thousand dollars (\$30,000) as surplus.

2. The County Manager and County Clerk are authorized to dispose of property by either public or private exchanges and sales and to transfer title once the transaction is completed.

3. The County Manager and County Clerk may publish a notice in the local newspaper

or on online sites and/or post the property on the county website.

4. The County Manager and County Clerk shall keep a record of all property sold under this section and that record shall generally describe the property sold or exchanged, to whom said property was sold, or with whom exchanged and the amount of money or other consideration received for each sale or exchange.

5. The Board of Commissioners shall be notified within thirty (30) days after the sale has been finalized.

**5. APPROVAL OF LEASE EXTENSION FOR MEADS POOL:**

The Board considered a revised lease agreement with The Alton E. Meads Recreation Center, Inc. for operation of Meads Pool. Mr. Bunch said the lease is essentially the same as in the past, but for a shorter time period. Commissioner Parker asked why Mr. Ralph is requesting a shorter term lease. Mr. Bunch said Mr. Ralph would like to do more research before signing a long term lease and staff agrees. He noted the lease can be approved and executed tonight because it is for less than one-year. Commissioner Sterritt said the pool is a great asset to our community for students and non-swimmers. Chairman Winslow agreed.

Motion was made by Frankie Meads, seconded by William Sterritt that the Board approve the lease agreement with The Alton E. Meads Recreation Center, Inc. to operate Meads Pool for a six month period, as amended. The motion carried unanimously.

**6. APPOINTMENT OF ASSISTANT CLERK TO THE BOARD OF COMMISSIONERS:**

The Board considered the appointment of Hartley Askew as Assistant Clerk to the Board of Commissioners. This would allow Ms. Askew to sign documents on behalf of the county if the clerk is not available.

Motion was made by Frankie Meads, seconded by Jeff Dixon to approve the appointment of Hartley Askew as Assistant Clerk to the Board of Commissioners. The motion carried unanimously.

**7. REPORTS FROM THE COUNTY MANAGER:**

County Manager Rodney Bunch reported that the Albemarle amateur Radio Society requested to be allowed to locate equipment on our Well Field Road Communications Tower. He said he responded to Mr. Thomas that we are working with a consultant to determine effectiveness and feasibility of transitioning to a VIPER 800 MHz System and are reluctant to allow any group access to the tower at this time.

Mr. Bunch said the Planning Board met on February 25<sup>th</sup> to consider the following Zoning Text Amendments: 1) To remove Internet Sweepstakes Cafes, 2) To permit Temporary Family Health Care Structures for mentally or physically impaired, and 3) To amend screening, parking, and decommissioning requirements for new solar farm facilities. He said because of the complexity of some of the items he believes it would be valuable for the Board to schedule a work session to discuss them further with the Planning Director and discuss the Planning Board's recommendations prior to them coming before the Board for approval.

Mr. Bunch reported that the contract for the 800 MHz Viper System testing with Mission Critical Partners has been executed. Work began last week and should be completed by mid-April.

Mr. Bunch said Bobbi White has requested the Parks and Recreation Master Plan be presented to Board at our March 21<sup>st</sup> meeting; possibly a work session.

Mr. Bunch reported that a building permit was issued last week for 50 wind towers at \$1,000 each, for a total of \$50,000 in fees.

Mr. Bunch reminded the Board that County Assembly Day is Wednesday, May 18, 2016.

Mr. Bunch reported that the Library was broken into twice last week.

## **8. REPORTS FROM COMMISSIONERS:**

Commissioner William Sterritt reported that the 1.2 miles boardwalk trail at College of the Albemarle needs repairs. He said Pasquotank County was instrumental in making the trail possible in 2000. The trail cost \$300,000 over a five year period of time, mostly with grant money, and some money from Pasquotank County, the Elizabeth City Foundation, the Hospital Foundation, and a lot of donations from the public. He stated that he and Mr. Marion Harris have been meeting with Dr. Deitemeyer recently about developing a plan to have the trail completely renovated. At this point, Mr. Rodney Johnson stepped up and volunteered his time. COA bought the lumber and Mr. Johnson volunteered his labor and has done a tremendous job. He said he will be soliciting donations in the future and a grant application will be submitted.

Commissioner Meads stated that he would like staff to research the possibility of members of the Animal Control Board receiving pay for attending meetings. He said he would be more than happy to have it taken out of his salary. Attorney Cox noted there are some committees that receive pay for meetings and if there are funds available it can be checked into. He advised we need to contact the City because the Animal Control Board is a joint City County Board.

Commissioner Parker stated that she just finished serving on the Elizabeth City-Pasquotank County Public School Strategic Planning Task Force and documents from their meetings are on the ECPPS website for review. She stated that Dr. West, the primary facilitator for the meetings said that he has done this type of work all over the world and the ECPPS group has been one of the most synergistic groups that he has ever worked with.

Commissioner Parker met with the Water Committee on Wednesday. She said they heard a complaint from a water customer that has since been resolved. They discussed the wastewater lagoon cleaning, which is coming up soon. She said they were updated on the Reverse Osmosis Water bulk rate costs for the current fiscal year. She noted the cost has gone down each year, but it still is not where they want it to be, but they are moving in the right direction. She stated that a court date of April 11<sup>th</sup> has been set to hear the Elizabeth City vs Pasquotank County water dispute.

Commissioner Parker reported that she will be participating in a Youth Stop Summit panel on March 12<sup>th</sup>. She said they are trying to bring the community together because too many of our youth are being lost to violence, gangs, drugs and many other criminal activities. She said she will be bringing greetings from the County tomorrow at the YouthBuild Center, as well as at the grand opening of Abbey's Waggin' Tails. She will be attending the Northern Regional Advisory Board meeting tomorrow as well.

Commissioner Perry reported that he attended the Albemarle Farmers Expo. He said they advocated support for the NC Connect Bond referendum because of its benefits to agriculture in North Carolina. Elizabeth City State University and North Carolina State University will receive funds from the bond. He said he was told that the taxpayers will not have to have an increase in their taxes to pay for the bond. He noted it will pay for a building at NCSU that will be responsible for technology that will improve farming.

Chairman Winslow said he recently saw several dump trucks at a local motel and stopped to take pictures. He said a woman walked over to him and asked what he was doing and he replied he was a commissioner and was looking at the dump trucks because he assumed they had something to do with the wind turbines being installed in the area. She informed him that she manages two local hotels and this time of year is usually the hardest time of year in the lodging business. She said if she has an occupancy rating of 10-15% in the winter months they are doing average. Currently, she said their occupancy has been in the high 90s. He stated that it is nice to see the immediate impacts of the wind mill project.

Commissioner Sterritt asked Tourism Director Christina Rehklaw to come forward and update the Board on the impact the wind mill project is having on occupancy tax. Ms. Rehklaw stated that occupancy tax have been up. At the end of 2014, occupancy taxes were about 50%. In 2015, the year ended at 58% occupancy for the entire year. There was a great increase in December. She said she wishes she could take credit for the wind farm, but she cannot. She said December and February have both been very strong months.

**9. REPORT FROM THE COUNTY ATTORNEY:**

Chairman Winslow shared his condolences with Attorney Cox for the loss of his Grandmother.

Attorney Cox noted that the court date for the water lawsuit has not been confirmed, but once it is he will inform the Board.

Attorney Cox said he received a call from the UNC School of Government last week and was asked to speak as the “east representative” on a panel at the renewable energy forum scheduled for April 7<sup>th</sup>.

**10. CLOSED SESSION TO DISCUSS MATTERS RELATING TO THE LOCATION OR EXPANSION OF BUSINESS N.C.G.S. 143-318(A)(4)**

Chairman Winslow asked for a motion that the Board enter Closed Session to discuss matters relating to the location or expansion of business.

Motion was made by Jeff Dixon, seconded by Cecil Perry that the Board enter Closed Session to discuss matters relating to the location or expansion of business. The motion carried unanimously.

Upon the end of Closed Session;

Motion was made by Jeff Dixon, seconded by Bettie Parker that the Board return to Regular session. The motion carried unanimously.

There being no further business, Chairman Winslow asked for a motion to adjourn the meeting.

Motion was made by Jeff Dixon, seconded by Cecil Perry to adjourn the meeting. The motion carried and the meeting was adjourned at 8:17 PM.

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CHAIRMAN

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CLERK TO THE BOARD