

**PASQUOTANK COUNTY, NORTH CAROLINA
APRIL 16, 2018**

The Pasquotank County Board of Commissioners met today in a regular meeting on Monday, April 16, 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: Sparty Hammett, 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. Commissioner Lloyd Griffin gave the invocation and the Pledge of Allegiance to the American Flag was led by Vice-Chairman Bill Sterritt. Chairman Perry welcomed everyone present.

1. AMENDMENTS TO THE AGENDA:

Chairman Perry asked if there were any amendments to the agenda. Finance Committee Chairman Bill Sterritt requested that the agenda be amended to add the following items recommended by the Finance Committee today to the Consent Agenda: 1) Approval of Pay Grade/Step for Advanced EMT for Emergency Medical Services Department; and 2) Approval of Pay Grade/Step for Transfer Truck Driver for Solid Waste Department.

Motion was made by Bill Sterritt, seconded by Lloyd Griffin to amend the agenda to add the two additional items recommended by the Finance Committee to the Consent Agenda. The motion carried unanimously.

2. APPROVAL OF CONSENT AGENDA:

The Board considered the following consent agenda:

a. Approval of Minutes of April 2 and 9, 2018 Commissioner Meetings

b. Approval of Tax Releases and Tax Refunds

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

Tax Releases

| | | County | City |
|----|-------------------------|--------|------|
| 1. | Brickhouse Construction | 174.31 | |
| 2. | Tam Van Le | 104.08 | |

Tax Refunds

| | | County | City |
|----|---|--------|--------|
| 1. | Christopher Lee Clay | 291.08 | |
| 2. | Eastern Star Church of God in Christ Inc. | 150.48 | 134.69 |

c. Approval of Budget Amendments

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

County Manager

| | | | |
|----------|------------------|------------------|-----------|
| Increase | 010.0500.4831.00 | Interest Earned | 18,243.00 |
| Increase | 010.4120.5121.00 | Salaries & Wages | 15,923.00 |
| Increase | 010.4120.5181.00 | FICA | 1,220.00 |
| Increase | 010.4120.5182.00 | Retirement | 1,100.00 |

County Atty.

| | | | |
|----------|------------------|----------------------|------------|
| Increase | 010.0110.4111.17 | Ad Valorem Taxes-'17 | 100,000.00 |
| Increase | 010.4150.5192.00 | Legal Fees | 100,000.00 |

Landfill

| | | | |
|----------|------------------|-----------------------|------------|
| Increase | 065.0350.4742.00 | Tipping Fees-Charge | 100,000.00 |
| Increase | 065.7420.5570.00 | Landfill Improvements | 100,000.00 |

Central Fire

| | | | |
|----------|------------------|---------------------------|-----------|
| Increase | 010.0991.4991.00 | Fund Balance Appropriated | 21,875.00 |
| Increase | 010.4340.5500.00 | Capital Outlay | 21,875.00 |

Sheriff

| | | | |
|----------|------------------|-----------------------------|----------|
| Increase | 010.0240.4380.21 | Dept. of Justice | 6,317.00 |
| Increase | 010.4310.5122.00 | Salaries and Wages-Overtime | 6,317.00 |

Public Bldgs.

| | | | |
|----------|------------------|--------------------|-----------|
| Increase | 010.0600.4930.00 | Insurance Proceeds | 38,442.00 |
| Increase | 010.4190.5351.00 | Maintenance-Bldgs. | 38,442.00 |

d. Approval of Requests for Occupancy Funds

The Finance Committee has recommended funding for the Potato Festival from the Occupancy Tax Fund in the amount of \$3,500; the Highway 17 Association in the amount of \$1,000; and US Coast Guard Day in the amount of \$2,500. Applications will need to be submitted to the Tourism Development Authority to allocate the funds from the County's account.

e. Approval to Release Cell Phone Number to Resigning Deputy

The Finance Committee has recommended releasing Deputy Jay Winslow's cellphone number back to him upon his resignation. When Deputy Winslow came to work for the Sheriff's Office, he had the number originally and it was approved to have it moved to the County's account.

f. Approval of Pay Grade/Step for Advanced EMT for Emergency Medical Services Department

The Finance Committee has recommended approval to hire an Advanced EMT at Grade 16, Step 2 - \$33,065. The candidate has been employed on a part-time basis since July of 2016.

g. Approval of Pay Grade/Step for Transfer Truck Driver for Solid Waste Department

The Finance Committee has recommended approval to hire a Transfer Truck Driver at Grade 14, Step 5 - \$32,801. The candidate has over three years' experience in the private sector.

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

3. ADOPTION OF RESOLUTION APPROVING LEASE OF MEADS POOL:

The Board considered a lease agreement with The Alton E. Meads Recreation Center, Inc. for operation of the Meads Pool. Attorney Cox stated that the lease agreement will be the same as the previous year. He explained that the Board will need to adopt the following resolution approving the lease:

**RESOLUTION APPROVING LEASE WITH THE
ALTON E. MEADS RECREATIONAL CENTER, INC.**

WHEREAS, Pasquotank County ("County") owns a parcel commonly referred to as the "Meads Pool";

WHEREAS, the Alton E. Meads Recreational Center, Inc., a non-profit corporation, wishes to lease the property for less than a year; and

WHEREAS, the County has determined the property will not be needed during the term of the lease; and

WHEREAS, the County and the Alton E. Meads Recreational Center, Inc. have agreed to enter into a lease from April 16, 2018 until September 30, 2018; and

WHEREAS, in exchange for the promises and covenants contained in the lease, and the sum of One Dollar (\$1.00) from the Alton E. Meads Recreational Center, Inc. to the County, the parties have agreed to the terms of the lease; and

WHEREAS, NCGS 160A-272 authorizes the County to enter into leases after following the necessary requirements;

THEREFORE, THE BOARD OF COMMISSIONERS OF PASQUOTANK COUNTY RESOLVES THAT:

The Board of Commissioners hereby approves the lease of the “Meads Pool” to the Alton E. Meads Recreational Center, Inc. from April 16, 2018 to September 30, 2018 on terms as described in the lease and directs the chairman to execute any instruments necessary to secure the lease.

ADOPTED this 16th day of April, 2018.

Motion was made by Lloyd Griffin, seconded by Joe Winslow that the Board adopt the above resolution approving the lease agreement with the Alton E. Meads Recreation Center, Inc. to operate Meads Pool. The motion carried.

The Board thanked Mr. Ralph for the great service he offers our community.

4. COUNTY MANAGER’S REPORTS:

County Manager Sparty Hammett distributed the following report:

System Development Fee Consultant Update – This is a follow up to the Board action at the April 2, 2018 meeting. A consultant was retained on April 4, 2018 to conduct the study. Work started immediately, as staff began gathering the necessary documentation. The study and related requirements will be completed in time to meet the July 1, 2018 deadline. We will have to schedule a Special Called Meeting during the week of April 23rd or 30th in order to post the study for 45-days for public comment. On a positive note, the study cost is \$10,000, which was the low end of the anticipated cost (\$10,000 to \$15,000 range discussed in the Finance Committee).

Roadside Trash/Litter – This is a follow up to the Board discussion at the April 2, 2018 meeting. Roadside trash is a major problem in the county that will take a multi-prong approach to address. The inability to use inmate labor from the Pasquotank Correctional Institution since the October 2017 incident has compounded the problem. Solid Waste Director Gardner took several steps to address the area of concern identified during the meeting including: collecting a truck load of larger items at the south end of Oak Stump Road and intersection of Simpson Ditch Road; contacting the Pasquotank Deputy with code enforcement responsibilities to be on the alert for individuals intentionally littering; and contacting the NCDOT Maintenance & Litter Supervisor to add the roads to the priority list for cleaning.

I also contacted the NCDOT to discuss other problematic roads in the County. The NCDOT is now including roadside cleanup in mowing contracts and 15% of the secondary road mileage in the County (approximately 33 miles) will be cleaned twice per season. Primary roads will be cleaned six times per year. We also discussed the Adopt a Highway program and other strategies some counties are using to address roadside litter. I will continue looking at options to address this issue and update the Board.

Board of Elections Members - New members of the Pasquotank County Board of Elections were sworn in on Monday, April 2, 2018. Pursuant to Session Law 2017-6, county boards now consist of four members, with two being Democrats and two Republicans. Sworn in were Michele Aydlett, Chair; Elizabeth Godfrey, Vice-Chair; Frances Childs, Secretary; and Jacquelyn Brown, Member.

Elections Staff Certification - Deputy Director of Elections Rebecca Creech passed an exam on April 4, 2018 to become a Certified North Carolina Elections Administrator. She will be recognized at the next NC State Board of Elections conference in August.

Community Meetings/Events Attended – I attended the following meetings/events: Committee of 100 Quarterly Luncheon; Morning Rotary; White Rose Luncheon Honoring First Responders; Skateboard Park Ribbon Cutting; and served at Empty Bowls of the Albemarle.

5. REPORTS FROM COMMISSIONERS:

Commissioner Winslow thanked the Board for attending the NCACC District I Meeting which was held recently at the Pasquotank County Commerce Park. He believes it was very successful and praised the facility.

Chairman Perry asked that staff research putting together a video or PowerPoint presentation that can be used when out in the community at meetings and events that highlights the responsibilities of the Board of Commissioners and Pasquotank County.

Vice-Chairman Sterritt asked that the roads in the Commerce Park be assessed by the Department of Transportation.

Commissioner Meads stated that more citizens need to be made aware of the county's new manager.

Commissioner Jordan attended a second meeting of the Elizabeth City Pasquotank County Board of Education to discuss the ¼ percent sales tax referendum. He said he assured the school board that the current sitting Board of Commissioners will adhere to the tax being spent on the school system. Commissioner Griffin said it is very important to educate the public on the fact that if passed, the tax will fall off after five years.

Commissioner Griffin reported that the Airport Authority will host Coast Guard Aviation Day in August. He asked the manager to attend the RPO meeting scheduled for next week.

Commissioner Dixon asked if there is currently a moratorium on double-wide, fixed foundation, subdivisions. Attorney Cox said he is not aware of any moratoriums in the County at this time. Commissioner Meads said he feels if a piece of property passes a soil test, then we should not require the landowner to have one acre in order to build on it.

Vice-Chairman Sterritt reported that the Community Relations Commission will now be meeting on Tuesdays. Previously they met on Mondays, which conflicted with City Council meetings. He said the CRC is currently in need of new members. He asked that \$2,500 be appropriated to the CRC in the 2018-19 budget.

Chairman Perry thanked fellow Board members for participating in the District Meeting. He attended the ECPPS meeting regarding the ¼ percent sale tax referendum which will be placed on the primary ballot.

There being no further business;

Motion was made by Lloyd Griffin, seconded by Frankie Meads to adjourn the meeting. The motion carried unanimously and the meeting was adjourned at 7:45 PM.

CHAIRMAN

CLERK TO THE BOARD