

**PASQUOTANK COUNTY, NORTH CAROLINA**  
**APRIL 17, 2017**

The Pasquotank County Board of Commissioners met today in a regular meeting on Monday, April 17, 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 Parker

**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 Perry. Commissioner Lloyd Griffin gave the invocation and Vice-Chairman William Sterritt led in the Pledge of Allegiance to the American Flag. Chairman Perry thanked everyone in attendance.

**1. PRESENTATION BY BRANDI JORDAN:**

Brandi Jordan, Regional Long-Term Ombudsman thanked the Board for the opportunity to be here. She said there has been some discussion previously about combining the County's two community advisory committees. She provided the statutory guidelines that outline why the County has the two committees and the number of members required. By general statutes the County is required to have five members on each of the committees. She said depending on the number of homes in the county, there can be additional members added to the committees. Currently, there are not enough existing homes to add additional members.

Ms. Jordan stated that she has been in the ombudsman position since January 2016 and in all the time that she has been in the position there has only been three members on each committee and sometimes there have only been two. Currently, the Adult Care Home Community Advisory Committee has three members and the Nursing Home Community Advisory Committee has three members, one of which has submitted her resignation effective October 2017 when her term expires. She noted that there are two vacancies on both boards.

Ms. Jordan reported that there are seven facilities in the County that are served by the two boards. The Nursing Home Board serves the two nursing homes; Elizabeth City Health and Rehab and Kindred. The Adult Home Care Board serves Heritage Care, Waterbrook, Brookdale, Lily's Blessing and House of Love. She explained that the General Statute requires that each committee shall quarterly visit the nursing home it serves. For each official quarterly visit, a majority of the committee members shall be present. In addition, each committee may visit the nursing home it serves whenever it deems it necessary to carry out its duties. The members spend an hour to an hour and a half in each facility at least once quarterly. She said they can spend anywhere from eight to twenty five hours per quarter going into these facilities and appraising themselves with the general conditions, talking with residents, and providing advocacy.

Ms. Jordan explained the requirements for each committee/member. She said they must go through an initial training of 15 hours, which includes 8 hours of classroom training, facility orientation, and a self-study. They must attend mandatory, quarterly meeting/training with the Long-Term Care Ombudsman, as well as attend quarterly official visits as a Committee to the facilities served. The Committee must have a quorum of 2/3 majority to conduct an official visit. Committee members may also conduct unofficial visits on their own during the quarter. Quarterly Activity Reports must be submitted to the Ombudsman's Office. A Quarterly Visit Report Form must be submitted to the Ombudsman, which is reviewed and submitted to the County Managers Office. Annual reports must also be submitted to the Ombudsman's Office

and the County Managers Office. Each member is required to have 10 hours of on-going Continuing Education Training annually.

Ms. Jordan said the reason she is here tonight, is to explain what a Joint Community Advisory Committee is. She stated the County has two boards which are serving all of our facilities in the County, but there seems to be an issue with vacancies being filled. The Joint Committee will combine the Nursing and Adult Care Home Community Advisory Committees. The one advisory committee will serve all the facilities in the County. They would, as a group, go to both nursing homes and adult care homes. She noted that family care homes only require an annual visit. As a joint group, the committee would have five facilities to go to each quarter. If the two committees were joined at this time, General Statute would require eight members (standard five, plus one additional for each adult care home with 10 or more beds). There would be six members if the two boards were combined and there would only be two vacancies. She said the members would need a 2/3 majority of five members to conduct official visits each quarter. She said six members would give the committee a little lead way if someone is unavailable.

Ms. Jordan said approval to combine the two committees is obtained from the Assistant Secretary of Aging, Department of Health and Human Services. The County needs to determine if combining the committees is beneficial. She said it is not her decision, but she can provide the County with assistance in doing so. She said there are 289 total square miles in the county that the committee will have to cover. There are 254 nursing home beds, 266 adult care beds, and 12 family care home beds. The members will have to potentially advocate for these individuals. She said the Board needs to ask themselves if combining the committees will negatively impact funding. She said she is not sure how the funding trickles down, but if the Board decides it is something they would like to do, the Area Aging Advisory Director would send a request to combine the CAC Committees on their letterhead to the Division Director who would then forward it to the Assistant Secretary. She said it would be beneficial to have facts and figures available before starting the process.

Ms. Jordan said joining the committees will make it a stronger committee, making it easier to retain and keep a quorum. She added that members will have a broader knowledge of long-term care facilities. She said some cons of joining the committees would include, committee members are responsible for more facilities per quarter, the members are spread "thinner" due to responsibilities of more facilities, and there will be increased travel time for members. She praised the current members of the two boards, stating that they are very dedicated. She also noted that it can be very frustrating to go into the facilities and see things that they want to sit down with an administrator or supervisor in charge and talk about, but they cannot because they don't have a quorum, which is required by law. She explained that the members provide a voice for the residents. They serve as an extra set of eyes for the ombudsman and they provide advocacy for the residents as well.

Ms. Jordan was asked to research more details about the funding so that the Board can make an informed decision. She said she will be glad to and she will also provide them information about the specific resident rights that the committees advocate for.

County Manager Bunch asked if the current members are receptive about combining the committees knowing that they will take on more responsibilities. Ms. Jordan said she did have conversation with them at their last quarterly meeting. She said there were mixed reactions, but they are all very dedicated and she feels if it is in the best interest of the residents they are willing to do it.

Chairman Perry advised Ms. Jordan that he will work very hard to try to find individuals interested in volunteering on the CAC Committees in the future.

## **2. NCACC VIDEO UPDATE:**

County Manager Bunch provided a monthly video update from the North Carolina Association of County Commissioners. The video provided an update on operations and offices located in the Albert Coates Local Government Center and Quorum Center in Wake County that were affected by a fire that broke out at an adjacent construction site.

**3. AMENDMENTS TO THE AGENDA:**

Chairman Perry asked if there were any amendments to the agenda. Vice-Chairman Sterritt requested that the agenda be amended to remove Item 6A from the agenda and add the following items recommended by the Finance Committee to the Consent Agenda: 1) Approval to accept bid for surplus property and start upset bid process and 2) Approval to reorganize leadership in Central Communications.

Motion was made by Bill Sterritt, seconded by Jeff Dixon to amend the agenda to remove Item 6A and to add the two items recommended above by the Finance Committee to the Consent Agenda. The motion carried unanimously.

**4. APPROVAL OF CONSENT AGENDA:**

The Board considered the following consent agenda:

a. Approval of Minutes of April 3, 2017 Commissioner Meetings

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.	Anna Tucker Austin		155.91

**Solid Waste Fee Releases**

		Parcel ID #	Reason for Release
1.	Lou Carnell Ricks	P108-40	Vacant
2.	Mary E. Walker	P95-27	Vacant
3.	Verlin E. Williams & Donna K. Walker	P112-9	Vacant

c. Approval of Family Subdivision Request FS 17-04 by Monica Carawan

Planning staff has recommended approval of Family Subdivision Request FS 17-04 by Monica Carawan. Mrs. Carawan is requesting to create a 1 acre gift lot for her daughter, Lacey Carawan, in accordance with Article 5, Section 303 of the Pasquotank County Subdivision Ordinance. A total of 164.99' feet of road frontage is provided to the parcel off of Campground Road. A birth certificate has been provided as documentation that the plat qualifies as a family subdivision. Staff advises that the request meets the minimum requirements for a family subdivision and recommends approval.

d. Approval to Accept Bid for Surplus Property on Blindman Road

The Finance Committee has recommended accepting a bid submitted by Bruce Bartzen in the amount of \$13,175 for property located at 1366 Blindman Road (P111-12B) and beginning the upset bid process. If the Board accepts the bid, it will need to adopt the following resolution:

**RESOLUTION AUTHORIZING UPSET BID PROCESS  
FOR PROPERTY LOCATED AT  
1366 BLINDMAN ROAD**

**WHEREAS**, the County of Pasquotank owns certain property located at 1366 Blindman Road and more particularly described in Deed Book 1266, Page 219 (P111-12B/PIN# 7978 305952); and

**WHEREAS**, North Carolina General Statutes §160A-269 permits the County to sell property by upset bid, after receipt of an offer for the property; and

**WHEREAS**, the County has received an offer to purchase the property described above, in the amount of \$13,175, submitted by Bruce Bartzen; and

**WHEREAS**, Bruce Bartzen has paid the required five percent (5%) deposit on his offer;

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

1. The Board of Commissioners authorizes the sale of the property described above through the upset bid procedure of North Carolina General Statute §160A-269.

2. The County clerk shall cause a notice of the proposed sale to be published. The notice shall describe the property and the amount of the offer, and shall state the terms under which the offer may be upset.

3. Any person may submit an upset bid to the office of the County clerk within ten (10) days after the notice of sale is published. Once a qualifying high bid has been received, that bid will become the new offer.

4. If a qualifying higher bid is received, the County clerk shall cause a new notice of upset bid to be published, and shall continue to do so until a 10-day period has passed without any qualifying upset bid having been received. At that time, the amount of the final high bid shall be reported to the Board of Commissioners.

5. A qualifying higher bid is one that raises the existing offer by not less than ten percent (10%) of the first \$1,000.00 of that offer and five percent (5%) of the remainder of that offer.

6. A qualifying higher bid must also be accompanied by a deposit in the amount of five percent (5%) of the bid; the deposit may be made in cash, cashier's check or certified check. The County will return the deposit of any bid not accepted, and will return the deposit on an offer subject to an upset if a qualifying higher bid is received. The County will return the deposit of the final high bidder at closing unless the bidder requests the amount be credited towards the purchase price. In the event the high bid is accepted by the County and the high bidder refuses to close on the property for any reason the bid will be retained by the County.

7. The terms of the final sale are that
- the Board of Commissioners must approve the final high offer before the sale is closed, which it will endeavor to do within thirty (30) days after the final upset bid period has passed, and
  - the buyer must pay with cash, cashier's check or certified check at the time of closing, and
  - title will be transferred by a quitclaim deed.

8. The County reserves the right to withdraw the property from sale at any time before the final high bid is accepted and the right to reject at any time all bids.

Adopted this 17<sup>rd</sup> day of April, 2017.

*e. Approval to Reorganize Leadership in Central Communications:*

The Finance Committee has recommended approval to reorganize leadership in the Central Communications as follows:

- Appoint Jerry Newell Emergency Services Director over Central Communications and Emergency Medical Services, with a \$6,000 salary increase above his current \$67,382 salary for six months. Upon receiving a satisfactory evaluation at the end of the six month period, Mr. Newell will be placed on Grade 40, Step 11 - \$79,615.
- Appoint Kylie Felton Assistant Directory/Training Officer at Central Communications.
- Upgrade classification for Telecommunicator 2 / Supervisors from Grade 14 to Grade 16.

Employee Salary Upgrades

Kylie Felton	Grade 20, Step 8	\$ 44,233	Assist. Director/Training Officer
Pamela Collins	Grade 16, Step 18	\$ 44,144	TC 2 – Supervisor
Bettie Smithson	Grade 16, Step 16	\$ 42,895	TC 2 – Supervisor
Pamela Brown	Grade 16, Step 15	\$ 42,273	TC 2 – Supervisor

Sheriff Cartwright – pay \$1,000 supplement per month for six months

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

**9. REPORT FROM COUNTY MANAGER:**

County Manager Bunch reported that the following items were recently listed and sold on GovDeals.com.

Description	Buyer	Total
2007 Ford Crown Victoria Police Interceptor	Eric Koss, Plymouth, NC	\$1,201.00
2005 Ford Crown Victoria Police Interceptor	Shemeka Knight, Rocky Mount	\$1,285.00
2003 Ford Crown Victoria Police Interceptor	Shastenia Shuler, Seabrook, SC	\$900.00
2010 Chevrolet Express Ambulance Chassis	Jim Adkins, Augusta, GA	\$3,505.00
		<b>\$6,891.00</b>

Mr. Bunch reminded the Board that the NCACC District Meeting is Thursday, April 27<sup>th</sup>, 2017 in Tyrrell County and County Assembly Day is Wednesday, May 10<sup>th</sup>.

**10. REPORTS FROM COMMISSIONERS:**

Commissioner Winslow attended the Veterans Park Dedication Ceremony. He said he will be attending the NCACC Board meeting in Lexington on Wednesday.

Commissioner Parker reported that she attended the ECPPS Parent/Community Advisory Board Meeting held at Central Elementary School where an update on the Elizabeth City Pasquotank Early College was given by Principal Amy Fyffe. She reported that the new high school will open August 2017 on the campus of College of the Albemarle and applications are being accepted through April 28<sup>th</sup>.

Commissioner Griffin will be attending the Building and Grounds Committee meeting on Monday.

Commissioner Dixon said he serves on the Risk Management Pool for the NCACC. He noted that there is a stewardship report from the pool in each of their packets and encouraged them to look over it and let him know if they have questions.

Vice-Chairman Sterritt attended the Joint Recreation Advisory Board Meeting a few days ago. He said the City is recommending there be a splash park on a portion of the old Boys & Girls Club property and a dog park on the remaining part of the property.

Chairman Perry appointed Thomas Williford to the Community Relations Commission. He called on Mr. Williford who stated that he has lived in Elizabeth City for three years. He said he is a native of Edenton. He sees a lot of opportunity in Elizabeth City to make things better for a lot of people and he likes to help out where he can.

Chairman Perry asked that each Board member attend the retreat on Tuesday, April 25<sup>th</sup>.

At the absence of further business;

Motion was made by Frankie Meads, seconded by Joe Winslow to adjourn the meeting. The motion carried and the meeting was adjourned at 8:00 PM.

---

CHAIRMAN

---

CLERK TO THE BOARD