

**PASQUOTANK COUNTY, NORTH CAROLINA  
JULY 30, 2012**

The Pasquotank County Board of Commissioners met today in a special meeting on Monday, July 30, 2012, at the Pasquotank County Board of Elections' Office.

**MEMBERS PRESENT:**

Lloyd E. Griffin, III, Chairman  
Jeff Dixon, Vice-Chairman  
Bill Trueblood  
Cecil Perry  
Dr. William R. Sterritt  
Gary G. White  
Joseph S. Winslow, Jr.

**OTHERS PRESENT:**

Randy Keaton, County Manager  
Rodney Bunch, Assistant County Manager  
Lynn Scott, Asst. Clerk to the Board  
John Gregory, Pasquotank County Water Superintendent

The meeting was called to order at 5:00 PM by Chairman Lloyd Griffin.

**1. CONSIDERATION OF RESOLUTION FOR ¼ CENT SALES TAX REFERENDUM:**

The Board reviewed a proposed resolution that would direct the Board of Elections to conduct an advisory referendum on the question of whether to levy a ¼ cent sales and use tax in Pasquotank County on the November 6, 2012 ballot.

County Manager Keaton explained that groceries will be exempt from this tax. He said county dollars can be spent on educating the public about the sales tax, but not on advocating or campaigning for the tax. Chairman Griffin suggested creating a brochure to use as a tool to educate the public about the tax and to explain the potential uses of the money. Chairman Griffin asked that Vice Chairman Dixon, Commissioner White, and Commissioner Sterritt meet with staff prior to Monday's meeting to discuss the Board's intent for the additional sales tax so the voters will understand why the county needs the tax and what it intends to do with it.

Motion was made by Gary White, seconded by Jeff Dixon to adopt the following resolution that directs the Board of Elections to conduct an advisory referendum on the question of whether to levy a ¼ cent local sales and use tax in Pasquotank County. The motion carried unanimously and the following resolution was adopted.

**RESOLUTION CALLING A SPECIAL ADVISORY  
REFERENDUM ON THE ISSUE OF LEVYING A ONE-QUARTER CENT (1/4¢)  
COUNTY SALES AND USE TAX**

**WHEREAS**, the North Carolina General Assembly has enacted the "One-Quarter Cent (1/4¢) County Sales and Use Tax Act" Article 46 of Chapter 105 of the North Carolina General Statutes (Session Law 2007-323), which authorizes counties to levy a local sales and use tax; and

**WHEREAS**, in order to levy the local sales and use tax, the County of Pasquotank must conduct an advisory referendum on the question of whether to levy a local sales and use tax and the election shall be held in accordance with the provisions of N.C.G.S. sec. 163-287;

**NOW THEREFORE, BE IT RESOLVED** by the Board of Commissioners for the County of Pasquotank:

Section 1. A referendum is hereby called during the normal time the polls are open, on Tuesday, November 6, 2012, at which there shall be submitted to the qualified voters of the County of Pasquotank the question stated in Section 3 of this resolution.

Section 2. The said referendum shall be held in accordance with the procedures of G.S. § 163-287. The Pasquotank County Board of Elections is hereby requested to conduct said

referendum and to take all necessary steps to that end in accordance with the provisions of this section.

Section 3. The form of the question to appear in the ballots and in the instructions to voters for said referendum shall be substantially as follows:

[ ] FOR [ ] AGAINST

Local sales and use tax at the rate of one-quarter cent (1/4¢) in addition to all other State and local sales and use taxes.

Section 4. The Clerk to the Board of Commissioners is hereby authorized and directed to mail or deliver a certified copy of this Resolution to the Pasquotank County Board of Elections within three business days after the passage hereof.

Section 5. This resolution shall take effect upon its passage.

**Adopted** by the Pasquotank County Board of Commissioners this 30<sup>th</sup> day of July, 2012.

**2. DISCUSSION ON PERSONNEL ISSUES WITH REGARD TO THE WATER DEPARTMENT:**

Mr. John Gregory asked for the Board's approval to fill the Chief Water Plant Operator position recently vacated when Mr. David Banks retired after thirty one years of service with Pasquotank County.

Motion was made by Bill Trueblood, seconded by Joe Winslow to approve filling the vacant Chief Water Plant Operator position. The motion carried unanimously.

Commissioner Perry said he hopes staff considers all people equally for the entry level positions which do not require certain qualifications and/or certifications.

County Manager Randy Keaton explained that because there are a number of positions open due to employees being promoted staff would like permission to fill those vacancies. The Board concurred that these vacant positions should be filled. Commissioner Winslow stated that he would like to see more cross-training.

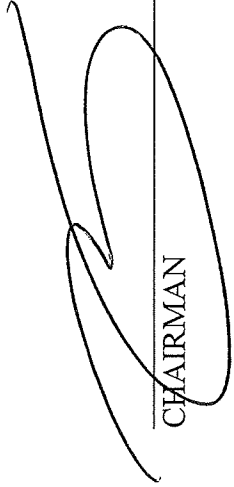
County Manager Randy Keaton stated that staff is recommending a change in the pay grade for Plant Operator I and the establishment of a pay grade for Plant Operator II for the Water Department. The Plant Operator I position is currently under Grade 12 and staff is recommending moving that position up to Grade 13. He explained that a Plant Operator I position is the beginning level plant operator that works at one plant only. The new position that is being proposed is a Plant Operator II, which would be filled by someone who is qualified to work at the conventional plant as well as to the R.O. plant. He stated that this gives employees an incentive to become proficient at both plants.

Commissioner Trueblood stated that because of all of the increased responsibilities due to the R.O. plant coming online he would like to see the Assistant Water Superintendent and the Water Superintendent moved up one grade. Commissioner White concurred. Chairman Griffin asked staff to put this on the agenda for the next Personnel Committee meeting.

Motion was made by Gary White, seconded by Joe Winslow to approve a change in the Operator I Grade from 12 to 13 and to create a new position of Plant Operator II at Grade 15. The motion carried unanimously.

Chairman Griffin asked if there was further business to come before the Board. There being no further business;

Motion was made by Jeff Dixon, seconded by Gary White to adjourn the meeting. The motion carried and the meeting was adjourned at 5:40 PM.



CHAIRMAN

*Lynn Scott*  
ASSISTANT CLERK