

**PASQUOTANK COUNTY, NORTH CAROLINA
SEPTEMBER 19, 2016**

The Pasquotank County Board of Commissioners met today in a regular meeting on Monday, September 19, 2016 at the Newland Volunteer Fire Department.

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

MEMBERS ABSENT: None

OTHERS PRESENT: Rodney Bunch, County Manager
R. Michael Cox, County Attorney
Sheri Small, Finance Officer
Lynn Scott, Clerk to the Board

The meeting was called to order at 6:35 PM. Commissioner Lloyd Griffin gave the invocation and Commissioner William Sterritt led in the Pledge of Allegiance to the American Flag. Chairman Winslow welcomed everyone present and introduced Newland VFD staff.

1. REPORT FROM LAUREN WINSLOW, PASQUOTANK COUNTY YOUTH COUNCIL:

Ms. Lauren Winslow, Vice President of the Pasquotank County Youth Council, reported on her recent participation at the Association of County Commissioner Conference. She stated that as a member of the Pasquotank County 4-H she was given the opportunity to meet with many other 4-Hers as well as some representatives from the Boys and Girls Club from all over North Carolina at the conference held this summer on August 12-13. At the conference, she had the pleasure of meeting with Commissioner Parker and Commissioner Perry for breakfast one morning as well as other commissioners from across the state.

Ms. Winslow said throughout the conference she was exposed to various aspects that affect how the county government is run. She stated that during the conference she took part in a workshop about finding her own personality color, which was called True Colors. One of the major highlights for her was the opportunity to attend a hearing with Governor Pat McCrory. She said one of the main activities she participated in while at the conference was a county budget simulator. She stated that during the activity her group was responsible for setting their "county" budget. She said while completing the task they were faced with many different scenarios that our commissioners could be faced with during a budget meeting. During the activity, she was able to get a brief understanding of all the different scenarios and factors that you have to take into consideration when setting out a budget.

Ms. Winslow said she has gained a whole new sense of knowledge and respect about issues county commissioners face when sitting down at the beginning of the year to create a budget. She noted that the activity really opened her eyes to how hard some of the decisions are that the Board has to make. Additionally, she said it was not easy trying to get all of her team to come to a consensus, especially since they only had a short time to complete the task. She thanked the Board for the opportunity to share with them a brief overview of her experience and she said it was an honor to represent Pasquotank County.

2. UPDATE FROM FOREST SERVICE:

Chairman Winslow called on Mr. Robb Davis, Pasquotank County Forest Ranger. Mr. Davis stated that the four volunteer fire departments and the Elizabeth City Fire Department continue to be a tremendous asset to them in wildfire suppression. He said their quick initial attack minimized fire damage and keeps fires small. Through various programs, they have taken great strides to assist VFD's with acquisition of new (newer) equipment. The Weeksville and Nixonton Departments are currently on a waiting list with the Department of Defense program. He said it is his sincere hope that they will be able to screen a five-tone vehicle to be utilized for

emergency extrications for Weeksville and seek a replacement for the Nixonton personnel carrier.

Mr. Davis reported that in 2015-16, they responded to 23 reportable fires and 38 total responses on fire calls. All local county and state agencies pulled together with no accidents or injuries. He said with help from their District Forest Management staff in Elizabeth City they prepared a variety of management plans for Pasquotank landowners consisting of seven plans covering 315 acres. Last year, NCFS Pasquotank staff harvested over 2,000 pounds of seed for their nursery. The NCFS allocated over \$13,000 in Forest Development Program cost-share payments to landowners as well as an additional \$4,800 from the Southern Pine Beetle Prevention Program. There are nearly 1,851 acres of active forest management practices in Pasquotank County alone. This past fiscal year, they conducted 16 inspections on 9 sites, totaling 836 acres of forest harvesting activities in the county. He stated that their staff conducted 45 different programs in the past fiscal year and they served six urban landowners with yard tree requests.

3. PRESENTATION ON GRANT WRITING SERVICES OFFERED BY ALBEMARLE COMMISSION:

Chairman Winslow recognized Ms. Cathy Davidson, Executive Director of Albemarle Commission, to make a presentation on grant services offered by Albemarle Commission. Ms. Davidson stated that the Albemarle Commission offers grant writing and search services for our 10 county region. She said their grant services include: project specific grant searches through Grants.gov and Metasoft Foundation Search; coordination of grant writing activities; management and administration of grants received; minimum charge for administration based on federal agency perimeters; and coordination of grant project reporting, as well as oversight. She noted that they do not charge members.

Ms. Davidson stated that Albemarle Commission offers a number of additional services for member governments, which include; special studies (e.g., utility rates); surveys (citizens, special issue, employee, P&R); various types of plans (P&R, revitalization, redevelopment, business development); staff training (communication, customer service, team building, managing employees, grant writing, grant management, etc.); executive services (managers, executive directors, police chiefs, etc.), grant writing and administration; strategic planning facilitation, and meeting facilitation.

Ms. Davidson stated that high-speed internet, or broadband, is universally recognized as an essential asset to attract and retain business, prepare a digitally ready workforce, and improve government efficiency. However, significant challenges in broadband deployment and adoption remain for many in North Carolina's cities and counties. She said to address these local challenges, NC Broadband's Technical Assistance Program provides communities with an on-the-ground technical support team to work with communities across the state to provide needed broadband expertise. Specifically, the team partners with willing communities to develop local objectives and plans in order to do the following: understand current broadband availability, locate unserved and underserved businesses and residents, identify assets relevant to broadband deployment; build partnerships with broadband service providers; and identify opportunities to leverage assets, reduce barriers and help make the business case. She stated that this service is provided through State and Federal funding at no cost to counties.

4. COMMENTS BY COMMUNITY RELATIONS COMMISSION MEMBERS:

Chairman Winslow introduced members of the Community Relations Commission. Mr. Jason Schubert, Co-Chairman of the CRC stated their mission is to conduct and promote activities that foster mutual respect and understanding, study problems of discrimination, encourage fair treatment, protect basic human and civil rights and create an atmosphere using education and collaborations that promote amicable relations among citizens of Pasquotank County and Elizabeth City. Mr. Schubert, Dr. Anthony Sharp, and Co-Chairman Jarrett Koch reported on activities the CRC has participated in such as the Potato Festival, Juneteenth, and the Witherspoon/Harris Awards. He noted that they are limited in the things they can do due to their small budget. They invited members of the board to attend the Community Resource Day in January.

5. AMENDMENTS TO THE AGENDA:

Chairman Winslow asked if there were any amendments to the agenda. It was requested that the agenda be amended to add the following item to the consent agenda: 1) Approval to award incentive to employees for contributing to United Way; and to add the following item to New

Business: 1) Consideration of approval to apply for the New Awards Performance Partnership Pilots (P3) grant. Commissioner Griffin requested Item #D. (Adoption of resolution supporting public school funding) be moved from the Consent Agenda to New Business.

Motion was made by Lloyd Griffin, seconded by Cecil Perry to amend the agenda as recommended. The motion carried unanimously.

6. APPROVAL OF CONSENT AGENDA:

The Board considered the following consent agenda:

a. Approval of Minutes of September 6, 2016 Commissioner Meeting

b. Approval of Tax Releases and Refunds

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

Tax Releases

		County	City
1.	Riverside United Methodist Church of EC	1,345.96	
2.	Karl & Juanita R. Coleman Brandspigel	1,716.08	1,478.99
3.	Kenneth E. Cherry	167.20	
4.	Net Thi Nguyen Galt	144.00	
5.	FPI Carolinas LLC	106.95	
6.	Rodney Wayne Wilkerson	104.96	
7.	Cato Corporation (The)	995.09	823.14

Tax Refunds

		County	City
1.	Junious & Carolyn Johnson	330.20	
2.	James Jared Jackson		211.53

Solid Waste Fee Release

	Owner's Name	Parcel ID #	Reason for Release
1.	Margaret B. Barham	P96-42	Vacant
2.	Dilver Enamorada	5-A-1	Vacant
3.	Mary Elizabeth & John W. Gibson Lfe. Est.	P63-4	Vacant
4.	George O. & Margaret M. Halstead	P95-46	Vacant
5.	Steven R. Harris	P11-9	Vacant
6.	Rosetta Felton Etal	P122A-122	Vacant
7.	Edward Bailey Hollomon & Jo Ann Jezard	P142B-58	Vacant
8.	Willie Hoskins	P63-50	Vacant
9.	Alton James	35-C-21	Vacant
10.	Rosma S. James & Robert K. Skinner	26-A-6	Vacant
11.	W. D. & Phyllis Looney	P141-134	Vacant
12.	Herman Meads	P58-50	Vacant
13.	Adrian H. & Reva H. Mizelle	P142B-89	Vacant
14.	H. T. Mullen Jr.	P139-11	Vacant
15.	Evelyn R. Poole Etal	P98-15	Vacant

c. Approval of Budget Amendments

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

Governing Board

Decrease	010.6900.5991.00	Contingency	600.00
Increase	010.4110.5310.00	Travel	600.00

Library

Increase	013.0550.4839.00	Miscellaneous – Revenue	750.00
Increase	013.6110.5353.00	Maintenance – Vehicles	750.00

Ag Ext

Increase	010.0991.4991.00	Fund Balance Appropriated	1,885.00
Increase	010.4950.5600.34	SHIP Grant	1,885.00

d. Approval to Award Incentive to Employees for Contributing to the United Way

The Finance Committee recommended approval to grant eight hours vacation time to one employee whose name is drawn from the names of all employees who contribute a minimum of \$24 to the United Way during the 2016 campaign.

Motion was made by Lloyd Griffin, seconded by Cecil Perry to approve the Consent Agenda as amended. The motion carried unanimously.

7. CONSIDERATION OF APPROVAL TO APPLY FOR NEW AWARDS PERFORMANCE PARTNERSHIP PILOTS (P3) GRANT:

Chairman Winslow called on Ms. Angie Willis, Program Manager for River City YouthBuild to inform the Board about a grant opportunity. Ms. Willis stated that P3 is a unique interagency initiative to improve outcomes for the over 5 million estimated 14-24 year olds in the U.S. who are not working or in school or who, in many cases, face the additional challenges of being homeless, in foster care, or involved in the juvenile justice system.

Ms. Willis explained that P3 will enable up to ten pilot sites to test innovative, outcome-focused strategies to achieve significant improvements in education, employment, and other key outcomes for disconnected youth using new flexibility to blend existing Federal funds and to seek waivers of associated program requirements. P3 pilots also will receive grants to support start-up activities, such as planning, streamlined governance, strengthened data infrastructure, improved coordination, and related activities to help pilots improve outcomes for disconnected youth.

Ms. Willis stated that River City Community Development Corporation's YouthBuild program would like to partner with Pasquotank County to submit this grant application prior to the October 31, 2016 deadline. Pasquotank County would be the lead applicant and River City YouthBuild will prepare the application and administer the grant. She said there is no match fund requirement for this grant opportunity and the estimated size of awards is \$200,000 to \$250,000.

Motion was made by Lloyd Griffin, seconded by Cecil Perry to approve River City Community Development Corporation applying for a New Awards Performance Partnership Pilots (P3) Grant and if awarded, to administer the grant. The motion carried unanimously.

8. CONSIDERATION OF RESOLUTION SUPPORTING PUBLIC SCHOOL FUNDING:

Commissioner Griffin expressed that he supports the 0.25% sales and use tax and suggested that the money be earmarked for HVAC, roof repair, and other capital projects. Chairman Winslow said he did not want to restrict the County or the School Board to using the funds for only technology, there may be other critical needs for students in the future. Chairman Winslow also stated that the revenue from the 0.25% sales and use tax would be in addition to current operating funds provided by the county to the school board. Commissioner Meads said the School Board has not been prudent with funding they currently receive and he would only support the increase in sales tax if the property tax is reduced by 3.5 cents.

Motion was made by Cecil Perry, seconded by Lloyd Griffin to adopt the following resolution supporting public school funding for the proceeds generated by the one-quarter percent (0.25%) county sales and use tax. The motion carried 6 to 1, with Commissioner Meads opposing.

RESOLUTION SUPPORTING PUBLIC SCHOOL FUNDING FOR THE PROCEEDS GENERATED BY THE ONE-QUARTER PERCENT (0.25 %) COUNTY SALES AND USE TAX 2016-27

WHEREAS, counties are mandated to provide funding for public schools; and

WHEREAS, in the current fiscal year 2016-2017 budget, Pasquotank County appropriated approximately thirty-five percent (35%) of its budget to public schools; and

WHEREAS, the public schools are in need of additional funding; and

WHEREAS, the education our children receive in public schools is a priority for the citizens of Pasquotank County; and

WHEREAS, the one-quarter percent (0.25%) county sales and use tax referendum is on the ballot for the November 8, 2016 election; and

WHEREAS, the referendum, if approved, would generate an estimated one million dollars per year in additional revenue; and

WHEREAS, the Pasquotank County Board of Commissioners believes that the passage of the referendum would be in the best interest of the citizens of Pasquotank County.

NOW THEREFORE BE IT RESOLVED, if the referendum is passed by a majority of the voters on the November 8, 2016 ballot the Pasquotank County Board of Commissioners proposes to use all funds generated by the one-quarter percent (0.25%) county sales and use tax to support the public schools in Pasquotank County.

Adopted this 19th day of September, 2016.

9. REPORTS FROM COUNTY MANAGER:

County Manager Rodney Bunch reported the following:

NC Water and Sewer System Revenue Bond, Series 2009 – US Bank, Trustee requires an annual Insurance Report, Section 707 for our revenue bond. The report list the policies of insurance outstanding and in force, the names of the companies issuing such insurance, the amounts and expiration date or dates of such insurance and the risks covered thereby. The report also describes any applicable alternative risk management program. Lynn Scott provided the pertinent information to David Wright, G.R. Little Agency for his use in preparing the report.

Financial Audit – Thompson, Price, Scott, Adams & Co., P. A. arrived Tuesday, September 13th to begin on-site work for the comprehensive annual financial report for the fiscal year ending June 30, 2016.

The water agreements between Pasquotank County and LDC1, LLC have been prepared by Mike Cox and forwarded to LDC1, LLC for execution. Once the agreement is executed the company can have their engineer design the water main extension, bid the project, and construct the water main. All plan design and construction will be approved by the Pasquotank County Water System. Once the project is complete, the infrastructure will become property of Pasquotank County Water System.

COA President has been notified that the Board approved COA using up to \$4,000 of the \$6,000 appropriation included in the 2016-17 budget for boardwalk repairs for writing a CAMA grant application to repair the boardwalk.

The following vehicle titles have been transferred to the ECPC Public Schools per approval of the Board at the September 6, 2016 meeting:

VIN	YEAR	MAKE	MODEL
0035	2003	International	4300 Truck
0826	2009	Chevrolet	Express
2148	2009	Chevrolet	Express
2599	2009	Chevrolet	Silverado
8204	2007	Chrysler	Town & Country
9238	2006	Dodge	Caravan

The original playground equipment at Fun Junktion was removed by the Solid Waste Department so the new handicap equipment provided by a Trillium grant could be installed. The

original equipment was surplus and recently sold on GovDeals. The equipment was purchased by Jack Simmons from Troutville, Va. for \$1,210.00.

I recently declared the 2011 Chevrolet G4500 chassis on which the patient compartment was removed for refurbishing and remounting on the new 2016 Ford E450 surplus. The Chevrolet chassis has been stored at Northwest Emergency Vehicles while the patient compartment was refurbished and mounted on the new chassis. Northwest Emergency Vehicles purchased the chassis for \$2,500.

Albemarle Regional Health Services is planning a retirement celebration honoring Jerry Parks, Health Director on Tuesday, November 15, 2016 from 4:00 PM to 6:00 PM.

County Managers and Finance Officers from our ten county area recently met in Chowan to discuss Albemarle Mental Health / Tideland Mental Health funds held by Martin County with the State for post-employment benefits. There are currently 19 eligible employees between 58 – 59 years old. There is approximately \$630,000 in a non-interest bearing account for these benefits. The Managers and Finance Officers are suggesting a trust be created and the funds be transferred into an interest bearing account. Documents have been drafted to name the County Manager from each of the ten counties as a trustee. The County Manager and Finance Officer from each county will participate in the management of the account. The draft documents have been provided to each county for their respective attorney to review. I anticipate the documents will be completed in the near future for respective County Commissioner Boards to consider for approval.

10. REPORTS FROM COMMISSIONERS:

Commissioner Sterritt announced that Elizabeth City Downtown has hired a new director, Ms. Debbie Malenfant.

Commissioner Griffin stated that the Board needs to utilize Albemarle Commission's grant writers. He reported that the RPO meets on September 28. He noted that the Airport Authority is in the final stages of hiring a new manager.

Commissioner Parker attended the Northern Regional Advisory Board meeting in Ahoskie recently. She provided a handout. She stated that there is a Crisis Intervention training scheduled for October 6th in Pasquotank County. She attended the Pasquotank Ministers Council and the Parents Academy held at Northeastern High School. She will be attending the NC Workforce Updates meeting tomorrow.

Commissioner Meads said he feels the Parents Academy is a great thing.

Vice-Chairman Perry thanked the Newland VFD for their hospitality.

Chairman Winslow thanked Chief Whitehead and the Newland VFD for hosting tonight's meeting.

There being no further business;

Motion was made by Frankie Meads, seconded by Cecil Perry to adjourn the meeting. The motion carried unanimously and the meeting was adjourned at 8:15 PM.

CHAIRMAN

CLERK TO THE BOARD