

**PASQUOTANK COUNTY, NORTH CAROLINA
JANUARY 11, 2017**

The Pasquotank County Board of Commissioners met today in a special meeting on Wednesday, January 11, 2017 in Courtroom C in the Pasquotank County Courthouse.

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

MEMBERS ABSENT: Lloyd E. Griffin, III
Joseph S. Winslow, Jr.

OTHERS PRESENT: Rodney Bunch, County Manager
R. Michael Cox, County Attorney
Shelley Cox, Planning Director
Randy Cartwright, Sheriff
Jerry Newell, EMS Director
Lynn Scott, Clerk to the Board

The meeting was called to order at 7:00 PM by Chairman Cecil Perry. Commissioner Bettie Parker gave the invocation and Commissioner Frankie Meads led in the Pledge of Allegiance to the American Flag. Chairman Perry welcomed everyone present.

1. PRESENTATION OF PINS TO EMPLOYEES FOR YEARS OF SERVICE:

Chairman Perry called on the following county employees to receive pins recognizing their years of service with Pasquotank County:

Employee	Department	Years of Service
Janet Sawyer	DSS	30 year
Shelia Jacox	DSS	20 year
Sheri Small	Finance	20 year
Larita Cooper	DSS	15 year
Beatheia Weeks	Library	10 year
Kylie Felton	Central Communications	10 year
Jason Wheelbarger	Sheriff	10 year

Sheri Small was the only employee in attendance to receive her pin. Chairman Perry asked her to come forward to receive a pin recognizing her 20 years of excellent service to Pasquotank County.

2. APPROVAL OF APPOINTMENTS TO BOARDS AND COMMITTEES:

The Board considered the following recommendations made by the Appointments Committee at the last meeting for appointments to boards and committees:

- 1) Appoint Sabrina Parrish to the Tourism Development Authority.
- 2) Appoint Melissa Futrell to the Elizabeth City-Pasquotank County Community Relations Commission.

Commissioner Dixon asked if there were any further nominations for any of these committees. There being none;

Motion was made by Jeff Dixon, seconded by William Sterritt to approve the appointments to boards and committees as recommended above. The motion carried unanimously.

3. APPROVAL OF CONSENT AGENDA:

The Board considered the following consent agenda:

a. Approval of Minutes of December 19, 2016 Commissioner Meeting

b. Approval of Tax Releases

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

Tax Releases:

		County	City
1.	Virginia Beech Cook	160.36	
2.	Yancey Caldenia Elliott	100.32	
3.	Bonnie Cooper & Steve Morton	863.20	

c. Approval of Family Subdivision Request FS 17-01 by Timothy & Karen Askew

Staff recommends approval of Family Subdivision Request FS 17-01 by Timothy and Karen Askew. The Askews are requesting to create a 1 acre gift lot for their son, Daniel L. Askew, in accordance with Article 5, Section 303 of the Pasquotank County Subdivision Ordinance. A total of 175' of road frontage from the proposed parcel is provided onto Esclip Road. A birth certificate has been provided as documentation that the plat qualifies as a family subdivision and Albemarle Regional Health Services has evaluated this site and determined that it is suitable for a septic system. Staff advises that the request meets the minimum requirements for a family subdivision and recommends approval.

d. Approval of Family Subdivision Request FS 17-02 by Jason Bryant Meads

Staff recommends approval of Family Subdivision Request FS 17-02 by Jason Bryan Meads. Mr. Meads is requesting to create a 1.75 acre gift lot for his father, David Bruce Meads, in accordance with Article 5, Section 303 of the Pasquotank County Subdivision Ordinance. A total of 25' of road frontage for the proposed parcel is provided onto Ham Overman Road. A birth certificate has been provided as documentation that the plat qualifies as a family subdivision and Albemarle Regional Health Services has evaluated this site and determined that it is suitable for a septic system. Staff advises that the request meets the minimum requirements for a family subdivision and recommends approval.

e. Approval of 2015-16 Financial Report

The Finance Committee has recommended approval of the County's financial report as presented at the Finance Committee meeting today by Greg Adams with Thompson, Price, Scott, Adams & Co., P.A.

f. Approval of Financing Proposals for Purchase of Vehicles

The Finance Committee has recommended approval of the proposal submitted by Towne Bank in the amount of \$805,000 for financing the purchase of five equipped patrol cars for the Sheriff's Department, a County Manager's car, a fire truck for Newland volunteer Fire Department, and one new ambulance and one remount ambulance for Emergency Medical Services. The proposal is for a five year time period at 1.90%, with annual payments of \$169,531.54.

Motion was made by Jeff Dixon, seconded by William Sterritt to approve the Consent Agenda. The motion carried unanimously.

The following tax releases have been approved by the Finance Officer:

Releases:

		County	City
1.	Delisha Moore	52.76	
2.	Delisha Moore	26.77	
3.	St. Stephens Missionary Baptist Church	54.72	47.16
4.	Estella Gibbs	8.36	7.20
5.	Loyce Twiford	15.61	
6.	Kay W. Weeks	73.44	
7.	CBC Coinjock LLC	21.28	17.92
8.	CBC Coinjock LLC	21.28	18.34
9.	First Citizens Bank & Trust Co.	4.45	3.83
10.	Emily H. McCarthy	22.72	19.58
11.	Jack B. Stallings	21.00	

12.	Alvin J. Southworth	3.80	
13.	Ronald L. & Kathleen F. Crouch	74.48	
14.	Va. Electric & Power Company	40.28	
15.	St. Stephen Missionary Baptist Church		36.00
16.	E. T. Spence Heirs	82.65	
17.	CSC Service Works Inc.	2.81	
18.	General Motors	11.54	
19.	St. Stephens Missionary Baptist Church	9.93	
20.	State of North Carolina		36.00
21.	Debra J. Dykes	30.60	26.37
22.	Red-D-Arc Inc.	64.68	55.74
23.	Brian Scott Clark	3.08	
24.	Zack Dennis Robertson, Jr.		3.31
25.	Tracy WRIGHTEN	27.97	24.10
26.	Rubenia Shannon Williams	3.42	2.95
27.	Sandra G. Smith	12.16	10.48
28.	American Legion		36.00
29.	Reverse Mortgage Solutions Inc.	15.20	13.10
30.	Brady Eugene Post	3.08	
31.	Food Lion LLC #92 Corporate Tax Department	36.25	31.24
32.	Rosetta Stokley	52.24	
33.	Mary E. Stallings	28.12	22.76
34.	Herons Development LLC	76.00	65.50
35.	NC Department of Transportation		36.00
36.	Department of Transportation		36.00
37.	Department of Transportation		36.00
38.	Department of Transportation		36.00
39.	Eyeball Inc.	19.76	17.03
40.	Kent Trucking, Inc.	75.00	
41.	Kent Trucking, Inc.	27.89	
42.	Emily Rose Weidrick	39.07	
43.	Sentara Neurology Specialists	38.46	33.14
44.	Sentara Anesthesiology Specialists	6.38	5.50

4. CONSIDERATION OF PROCLAMATION RECOGNIZING JANUARY 22-28, 2017 AS SCHOOL CHOICE WEEK IN PASQUOTANK COUNTY:

The Board has been requested to proclaim January 22-28, 2017 as School Choice Week in Pasquotank County.

**Proclamation
Pasquotank County
School Choice Week**

WHEREAS all children in Pasquotank County should have access to the highest-quality education possible; and,

WHEREAS Pasquotank County recognizes the important role that an effective education plays in preparing all students in Pasquotank County to be successful adults; and,

WHEREAS quality education is critically important to the economic vitality of Pasquotank County; and,

WHEREAS Pasquotank County is home to a variety of high quality public and nonpublic schools from which parents can choose for their children, in addition to families who educate their children in the home; and

WHEREAS, educational variety not only helps to diversify our economy, but also enhances the vibrancy of our community; and,

WHEREAS Pasquotank County has many high-quality teaching professionals in all types of school settings who are committed to educating our children; and,

WHEREAS, School Choice Week is celebrated across the country by millions of students, parents, educators, schools and organizations to raise awareness of the need for effective educational options;

NOW, THEREFORE, I, Cecil Perry do hereby recognize January 22-28, 2017 as Pasquotank County School Choice Week, and I call this observance to the attention of all of our citizens.

PRESENTED this 11th day of January, 2017

Motion was made by Frankie Meads, seconded by Jeff Dixon to proclaim January 22-28, 2017 to be School Choice Week in Pasquotank County. The motion carried unanimously.

5. APPROVAL OF INTER-LOCAL AGREEMENT FOR BACKUP PSAP:

County Manager Bunch stated that Martin County originally executed an inter-local agreement with Bertie County on May 23, 2016 to provide backup PSAP services to Bertie County. He said in order for Pasquotank County to join, Martin County needs to amend their agreement to include Pasquotank County. He explained that the amended agreement states that Martin County will provide backup PSAP services to Pasquotank County. He said Pasquotank County will make an annual payment of \$300 to Martin County to assist in electrical costs of running the PSAP. When Pasquotank County has an emergency that requires us to use the facility as our backup PSAP or when we use the facility for training, we will pay 50% of the cost of the daily operations, which will equate to \$25. He said the agreement states Pasquotank County will pay this amount for the first year and after that time they should have more firm numbers of what the actual costs are for running the PSAP. In addition, he said if Bertie County and Pasquotank County are both utilizing the facility at the same time, we will share 1/3 of the cost.

Sheriff Cartwright said the agreement will be locked in for ten years due to grant monies being utilized.

Commissioner Dixon asked if other counties could be added in the future. County Manager Bunch said the agreement can be amended in the future to add additional counties.

Sheriff Cartwright explained that the PSAP will be placed in a temporary backup center for two to three years while Martin County builds their new building. At that time, the equipment will be moved to the new facility on Prison Camp Road. Commissioner Meads asked what the maintenance cost will be. Sheriff Cartwright stated that state law requires the County to have a backup center so regardless of where we place the equipment there will be maintenance fees. He said the maintenance costs are ongoing whether the equipment is being utilized or not. He noted that they plan on performing quarterly training at the facility. He said surcharge money can be used to pay maintenance and utility costs.

Motion was made by Jeff Dixon, seconded by Bettie Parker to approve the inter-local agreement with Martin County for backup PSAP services. The motion carried unanimously.

6. APPROVAL OF SOLE SOURCE PURCHASE OF AN AMBULANCE FOR EMS DEPARTMENT:

The Finance Committee has recommended that the Board approve the sole source purchase of an ambulance for the EMS Department at a total cost of \$150,000.

Discussion followed and Commissioner Frankie Meads stated that sole source purchasing is not in the best interest of the residents of Pasquotank County. He said the county should seek bids to reassure the public it is being ethical in its purchases. He said even if the county receives five bids they can still purchase the ambulance from Northwestern because he feels sure the prices will be very close. Commissioner Sterritt stated that he also opposes sole source purchasing. He said the Board needs to implement a process.

Motion was made by Jeff Dixon, seconded by Bettie Parker to approve the sole source purchase of an ambulance for the EMS Department at \$150,000. The motion carried 4 to 1, with Commissioners Dixon, Perry, Sterritt and Parker voting in favor, and Commissioner Meads voting against the motion.

7. REPORT FROM THE COUNTY MANAGER:

County Manager Rodney Bunch reported the following:

Air Handler for Clerk of Court Corridor – Board approved contracting with B&M and Johnson Controls to replace air handler at December 19, 2016 meeting. Contracts were signed the next day so the air handler could be ordered. Unfortunately, the shaft in the existing air handler did break over the holiday season. I approved a change order in the amount of \$2,050 to decrease the delivery time for the equipment from 8 weeks to 4 weeks.

Robert Boyce, VFD Fire Coordinator and Tyler Leidno, Newland VFD Fireman flew to Collins, Mississippi last week and picked up the new fire truck for Newland VFD.

Mandatory attendance at a workshop for recipients of 911 Grants for backup PSAPs has been scheduled in Raleigh February 1st. The purpose of the workshop is to explain the reporting process, how to handle project changes, how to draw down funds, etc. Sheriff Cartwright and Finance Officer Small will attend. Phillip Penny, Mission Critical Partners will also be in attendance.

Tomorrow I will be participating in the assessment team for the three candidates selected for the Parks & Recreation Director position.

I will be attending the annual NC City and County Management Seminar in the Research Triangle Park February 1st thru February 3rd.

Vice-Chairman Sterritt expressed that the County should have input in the decision of who is selected as the next Parks & Recreation Director.

8. REPORTS FROM COMMISSIONERS:

Commissioner Parker reported that she attended a surprise birthday party for Chairman Perry on December 28th at The Pines. She said it was a grand event. On Wednesday, January 4th, she attended the Pasquotank Ministers Council for Education. On January 12th, she will attend the ECPPS Community Advisory Board meeting and on January 14th she will give greetings on behalf of the Board of Commissioners and Pasquotank County at the Debutant Ball at the K.E. White Center.

Commissioner Dixon invited the Board to attend the ribbon cutting event for the relocation of the Elizabeth City Area Convention & Visitors Bureau on January 31st.

Vice-Chairman Sterritt reported that the Community Relations Commission still lacks one county appointee. He noted that this individual needs to be between the ages of 16 and 20. He attended a meeting today to discuss broadband, which was very informative. He provided a handout from the meeting.

Chairman Perry reported that he met with County Manager Bunch since the last meeting and he offered greetings at a couple of events. He thanked the Board for the opportunity to serve as Chairman. He said he has been in this community for a very long time and it is very important to him to see people working and interacting together. He said one of the first things he would like to do is to schedule a retreat. He said he feels it is very important for the Board to attend as many community events as possible. He stated that the County has many good employees and we need to learn how to work together and recognize the fact that we are all different and have different abilities. He said he wants to create a program where we can go into the schools and share with young people what county government does and encourage them for the future.

Chairman Perry presented the following list of committee appointments for 2017 as follows:

INTERNAL COMMITTEES	Bettie Parker	William Sterritt	Cecil Perry	Frankie Meads	Jeff Dixon	Joe Winslow	Lloyd Griffin
Finance Committee	x	xx	x	x	x	x	x
Governance Committee	x	xx			x		
Board Appointments Committee	xx	x	x				
Building and Grounds Committee			x	xx			x
Personnel Committee	xx	x				x	
Special Projects Committee	x	x			xx		

Stormwater Management Committee				X		X	XX
Water Committee					XX	X	X
Solid Waste/Landfill Committee			XX	X	X		
Commerce Park Ad Hoc				X		XX	X
xx Chairman							
x Committee Member							

*Two private citizens are also appointed to the Solid Waste/Landfill Committee: Mark Goss and Charles Jordan.

Motion was made by Jeff Dixon, seconded by Bettie Parker to adjourn the meeting. The motion carried and the meeting was adjourned at 7:53 PM.

CHAIRMAN

CLERK TO THE BOARD