

**PASQUOTANK COUNTY, NORTH CAROLINA
NOVEMBER 5, 2012**

The Pasquotank County Board of Commissioners met today in a regular meeting on Monday, November 5, 2012 in Courtroom C in the Pasquotank County Courthouse.

MEMBERS PRESENT:

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

MEMBERS ABSENT:

Jeff Dixon, Vice-Chairman (*Out of Town*)

OTHERS PRESENT:

Randy Keaton, County Manager
Rodney Bunch, Assistant County Manager
R. Michael Cox, County Attorney
Karen Jennings, Clerk to the Board

The meeting was called to order at 7:00 PM by Chairman Lloyd Griffin who gave the invocation and led in the Pledge of Allegiance to the American Flag.

1. PUBLIC HEARING ON SALE OF PROPERTY IN THE PASQUOTANK COUNTY COMMERCE PARK:

Chairman Griffin declared the meeting to be public hearing on the proposed sale of property in the Pasquotank County Commerce Park. County Attorney Mike Cox explained that the property will be sold to Mark Chesson & Sons, Inc. which has a farm equipment business based out of Williamston, North Carolina. The property is Lot 1, Section C in the Commerce Park which consists of 9.8 acres and the purchase price will be \$15,000 per acre for a total purchase price of \$147,000. The county has received a \$5,000 option fee, and closing would occur by February 18, 2013. The property will be subject to the Commerce Park Restrictive Covenants and the county would have a right of first refusal for five years. The company, a New Holland dealership, expects to create between 15 and 20 jobs with a probable average wage of \$15 per hour. Assistant County Manager Rodney Bunch added that the company will have up to a \$2 million investment in the building and will have up to \$4 million in inventory.

Chairman Griffin asked if anyone would care to comment on the sale of the property. At the absence of comments, the public hearing was closed.

Motion was made by Joe Winslow, seconded by Bill Trueblood to approve the sale of Lot 1, Section C in the Commerce Park consisting of 9.8 acres for \$15,000 per acre to Mark Chesson & Sons, Inc. The motion carried unanimously.

2. AMENDMENTS TO THE AGENDA:

Chairman Griffin requested that the agenda be amended to add the following items recommended by the Finance Committee to the agenda: 1) Approval of late property tax exemption or exclusion application from Newbegun United Methodist Church; and 2) Approval to fill vacant Soil & Water Conservation part-time technician position.

Motion was made by Gary White, seconded by Cecil Perry to amend the agenda to include the two items listed above, with item #2 to be added to the Consent Agenda and item #1 to be added to New Business. The motion carried unanimously.

3. APPROVAL OF CONSENT AGENDA:

The Board considered the following consent agenda:

- a. Approval of Minutes of October 15, 2012 Commissioner Meetings

b. Approval of Tax Releases and Refunds

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

Releases:

| | | County | City |
|-----|--------------------------------------|----------|----------|
| 1. | Toby Michael Stewart | 115.75 | |
| 2. | City of Elizabeth City | 121.89 | 96.42 |
| 3. | Eliezer Muniz | 157.11 | 122.83 |
| 4. | Peter Conrad Hentze, Jr. | 103.11 | |
| 5. | Kyle Gregory Mackenzie | 154.32 | |
| 6. | Alexander White Heirs | 118.42 | |
| 7. | Robert Lee Anderson | 346.58 | |
| 8. | Jason Michael Wilkins | 164.36 | |
| 9. | Thomas Charles Austin | 134.29 | |
| 10. | Hugh Cale Community Corp. | 1,452.61 | 1,116.47 |
| 11. | Hugh Cale Community Corp. | 1,488.62 | 1,116.47 |
| 12. | Hugh Cale Community Corp. | 1,488.62 | 1,188.50 |
| 13. | Sedrick Lavin Bingham | 268.97 | |
| 14. | Hugh Cale Community Corp. | | 235.00 |
| 15. | Michael Lynn Peeler | 184.14 | 143.11 |
| 16. | Linda Chevalier & Richard G. Favreau | 135.78 | |
| 17. | Linda Chevalier & Richard G. Favreau | 135.78 | |

Refund:

| | | | |
|----|-----------------------|--------|--|
| 1. | Thomas Charles Austin | 113.51 | |
|----|-----------------------|--------|--|

Solid Waste Releases:

| Owner's Name | Parcel ID Number | Reason for Release |
|---------------------|------------------|------------------------|
| Phillipe D. Respass | 12-E-3 | House not livable |
| Samuel E. Poole | 50-N-31 | House vacant 11+ years |
| Isaiah Jackson | P15-8 | House vacant 10+ years |

Solid Waste Refunds:

| Owner's Name | Parcel ID Number | Reason for Refund |
|------------------------------|------------------|--------------------------|
| Seward H. & Lessie O. Gibson | P59-15 | House demolished in 1997 |

c. Approval of Budget Amendments

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

General Fund/Landfill

| | | | |
|----------|------------------|---------------------------|-----------|
| Decrease | 010.9100.5700.26 | 2011 Equipment | 23,958.00 |
| Decrease | 010.0991.4991.00 | Fund Balance Appropriated | 23,958.00 |
| Increase | 065.7420.5700.10 | Debt Service | 23,958.00 |
| Increase | 065.0350.4742.00 | Tipping Fees-Charge | 23,958.00 |

EMS

| | | | |
|----------|------------------|--------------------------|-----------|
| Increase | 010.0400.4437.00 | Revenue for Services-EMS | 89,466.00 |
| Increase | 010.4370.5500.00 | Capital Outlay | 89,466.00 |

d. Approval of Late Property Tax Exemption or Exclusion Application

The Finance Committee has recommended approval of a late property tax exemption or exclusion application in the amount of \$1,310.06 from Riverside United Methodist Church for a house and lot at 106 Danielle Drive. The property is used as the parsonage for the church. The Board of Commissioners must approve the application since it was after the normal deadline.

e. Approval of External Communications Policy

The Board was provided with a final draft of the External Communications Policy which was reviewed at a work session prior to the last meeting. The change requested by the Board has been made and some typos have been corrected. The Board had recommended approval once the changes were made. The following resolution will approve the External Communications Policy:

WHEREAS, Pasquotank County has an overriding interest and expectation in what is “spoken” on behalf of Pasquotank County to the media and on social media sites; and

WHEREAS, it is important that all agency communication tools be used in ways to provide clear communication, maximized transparency, maintain the security of the county network and are appropriately professional.

NOW, THEREFORE, the Pasquotank County Board of Commissioners resolves that the External Communications Policy is hereby approved.

ADOPTED this 5th day of November, 2012.

Chairman Griffin asked if training on this policy would be provided to employees. County Manager Randy Keaton responded that a meeting will be held with department heads to review this policy and department heads will review it with their employees.

f. Approval of Surplus Property to Be Sold on GovDeals
The EMS Director has submitted the following list of items from the EMS and Emergency Management Departments to be declared as surplus and placed on GovDeals for sale:

EMS Department:

- Lot of six MTP brand IV infusion pumps, serial numbers: 3117, 3116, 4020, 3166, 3153, and 3452. Starting price for lot - \$100.
- 2002 Stryker Manual MX PRO stretcher in good condition with pad. Serial number 020939454. Starting bid \$200.
- 2003 Stryker Manual MX PRO stretcher in good condition with pad and IV pole. Serial number 030740048. Starting bid \$250.
- 2003 Stryker Manual MX PRO stretcher in good condition with pad and IV pole. Serial number 031239425. Starting bid \$250.
- 2005 Stryker Manual MX PRO stretcher in good condition with pad and IV pole. Serial number 050139482. Starting bid \$300.
- Omni-Clave sterilization unit model OCM. To be sold for parts. Serial number A3-67866. Starting bid \$50.
- 1994 Ford Expedition. Runs good. A/C needs work. Fair condition. 110,795 miles. VIN# 1FMDU34X6RUE40689. Starting bid \$1,000.

Emergency Management Department:

- 2 Motorola Maratrac VHF radios with control heads and various other accessories. 110 watt. Model T73XTA7TA7BK. Serial numbers 776TWW1240 and 776TWW1210. Starting bid \$75.
- 2 Motorola Maratrac UHF radios with control heads and various other accessories. 110 watt. Model T74XTA7TA7BK. Serial numbers 776TWU1736 and 776TWU1729. Starting bid \$75.
- 1 Motorola Maratrac low band radio control unit with control head and various other accessories. Model T81XTA7BK. Serial number 776TWW2191. Starting bid \$50.
- 1 Motorola XTL5000 800 MHz radio control unit with head. Model M20URS9PW1AN. Serial number 500CGZ1333. Starting bid \$50.

g. Approval of Register of Deeds Records Retention and Disposition Schedule
The North Carolina Department of Cultural Resources has requested that the Board approve the Register of Deeds Records Retention and Disposition Schedule. The schedule lists all of the different types of records in the Register of Deeds office and the length of time they must be kept prior to being destroyed.

h. Approval to Fill Vacant Position
The Finance Committee has recommended that the Board authorize the Soil & Water Conservation District to fill a vacant part-time district technician position. The salary range is \$18,000 to \$22,000 without all of the normal county benefits.

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

4. APPROVAL OF REVISED INTERLOCAL AGREEMENTS:

The Board considered approval of four interlocal agreements. Two of the agreements are between Pasquotank County, Camden County, and Elizabeth City for Central Communications and Emergency Management Services and the terms would be changed from 10 years to three years with two-year renewal terms. One agreement is between Pasquotank County and Camden County for Emergency Medical Services. The fourth agreement is between Pasquotank County and Elizabeth City for Animal Control Services. All agreements are for three years, with two-year renewal periods.

County Manager Randy Keaton explained that the Board has reviewed all of the agreements previously and has already approved the Central Communications and Emergency Management agreements. The Animal Control Agreement was presented at the joint city-county meeting last week, but has not previously been discussed by the Board. The agreement uses boilerplate language and puts in writing what is already being done. Mr. Keaton stated that Camden County had requested a three year agreement with a two year renewal for the EMS contract, therefore the same term has been included in all of the other contracts so they will end at the same time. The beginning dates would be July 1, 2012 ending on June 30, 2015 with a two year renewal period.

Motion was made by Gary White, seconded by Cecil Perry to approve the proposed interlocal agreements between Pasquotank County, Camden County, and Elizabeth City for Central Communications and Emergency Management Services; to approve the proposed agreement between Pasquotank County and Camden County for Emergency Medical Services; and to approve the proposed agreement between Pasquotank County and Elizabeth City for Animal Control Services. The motion carried unanimously.

5. APPROVAL OF NC CATALYST GRANT FOR MIDDLE SCHOOL PROJECT:

The Board reviewed the funding approval and grant agreement between the city and the N.C. Department of Commerce for renovations to the old Elizabeth City Middle School. The city has requested that the Board of Commissioners concur with the grant agreement. Mr. Keaton explained that the county is not actually required to sign off on the grant, but the city would like for the Board of Commissioners to concur with the grant. The city has also recommended the appointment of a steering committee to include representatives from the city, the county, and the various users of the building to oversee the renovation work.

Chairman Griffin stated that he has spoken with Mayor Peel about the committee and told him that after tomorrow's election the committee can be put in place.

Commissioner Bill Trueblood asked if there is a commitment for the number of years that the facility will have to be operated if the grant is received. The County Attorney advised that the interlocal agreement that was signed by the city and the county provides that the facility shall remain open and available to children of low and moderate income living within the city and county for a period of ten years. Additionally, the interlocal agreement is in effect for ten years.

Motion was made by Cecil Perry, seconded by William Sterritt to approve the grant agreement and funding approval for a NC Catalyst Grant for renovations to the old Elizabeth City Middle School. The motion carried unanimously.

6. APPROVAL OF LATE PROPERTY TAX EXEMPTION OR EXCLUSION APPLICATION:

Commissioner Trueblood requested that he be recused from considering this late property tax exemption application for Newbegun United Methodist Church due to a conflict of interest.

Motion was made by Gary White, seconded by Joe Winslow to recuse Commissioner Bill Trueblood from considering the late property tax exemption or exclusion application for Newbegun United Methodist Church. The motion carried.

Newbegun United Methodist Church has requested a property tax exemption or exclusion for property owned by the church and located at 129 Terrilynn Way. The property is used as a parsonage and church office. The amount of the exclusion is \$1,363.38. Since the application was submitted after the deadline, the Board of Commissioners must approve the application.

Motion was made by Gary White, seconded by Joe Winslow to approve a late application for property tax exemption or exclusion in the amount of \$1,363.38 for Newbegun United Methodist Church. The motion carried.

7. REPORTS FROM COUNTY COMMISSIONERS:

Chairman Griffin reported that Senator Kay Hagan will be at College of The Albemarle on Friday, November 9, from 10:00 AM until 11:00 AM to meet with constituents. He stated that an invitation has been received from Eddie Davis to a *Living History of Legendary Schools* program on Saturday afternoon, November 17, 2012 at the Museum of the Albemarle beginning at 2:00 PM. He said he has been asked to bring greetings on behalf of the county. The Clerk reminded the Board of a special meeting scheduled for Tuesday, November 13 at 2:00 PM to hear two dangerous dogs appeals.

Commissioner William Sterritt reported that the SPCA will meet tomorrow evening at 6:00 PM at the Public Safety Building. He noted that it was of interest to him at the joint meeting last week that the Parks & Recreation Director mentioned the need for a dog park. He said he hopes it will get on the table sometime in the future. He stated that the SPCA will have suitable land area for a dog park once it builds its new facility. He said there is a need for this type of activity and the Parks & Recreation Director has stated that she gets a lot of calls about a dog park.

Commissioner Cecil Perry reported that he recently attended a Mental Health Retreat and a meeting of the State Education Committee in Raleigh. He reported that on November 19 the Jail Commission will conduct interviews for Jail Administrator.

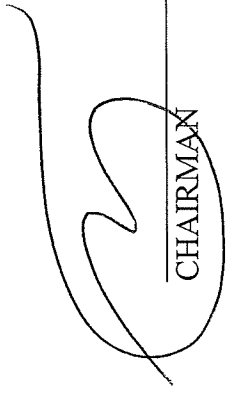
Commissioner Gary White stated that he would like to direct staff to take a look at being able to implement a policy for Commissioner appointees to boards and committees to serve at the pleasure of the Board.

Commissioner Bill Trueblood reminded everyone that the polls will open tomorrow at 6:30 AM and will close at 7:30 PM.

Chairman Griffin stated that this week the tourism group put together a small video about Elizabeth City co-hosted by Terry Bradshaw which should air on YouTube. He noted that Pasquotank County was not afforded the opportunity to participate in this video even though it is the county seat for Elizabeth City. He said issues such as this continue to happen and he continues to question why Pasquotank County has not been asked to participate at some functions.

Chairman Griffin asked if there was anything further to come before the Board. There being no further business, he asked for a motion to adjourn the meeting.

Motion was made by Gary White, seconded by Cecil Perry to adjourn the meeting. The motion carried unanimously and the meeting was adjourned at 7:24 PM.



CHAIRMAN

Yuan Jiang
CLERK TO THE BOARD