

**PASQUOTANK COUNTY, NORTH CAROLINA
DECEMBER 18, 2017**

The Pasquotank County Board of Commissioners met today in a regular meeting on Monday, December 18, 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

MEMBERS ABSENT: None

OTHERS PRESENT: Rodney Bunch, County Manager
R. Michael Cox, County Attorney
Shelley Cox, Planning Director
Lynn Scott, Clerk to the Board

The meeting was called to order at 7:00 PM by Chairman Cecil Perry. Commissioner Lloyd Griffin gave the invocation and Vice-Chairman Sterritt led in the Pledge of Allegiance to the American Flag. Chairman Perry welcomed everyone present.

1. AMENDMENTS TO THE AGENDA:

Chairman Perry asked if there were any amendments to the agenda. Finance Committee Chairman Bill Sterritt recommended the agenda be amended to add the following items recommended by the Finance Committee today to Consent Agenda: 1) Approval to allow Bettie Parker to Purchase County iPad; 2) Approval to increase Jury Commission Compensation; 3) Approval of Pay Grade/Step for Tele-communicator; 4) Approval of Pay Grade/Step for Paramedic; 5) Approval of Pay Grade/Step for Paramedic; 6) Approval of Pay Grade/Step for Paramedic; 7) Approval of change order for C&D Hill Expansion Pad; and 8) Consideration to extend contract with Waste Management. Commissioner Sterritt also recommended the agenda be amended to add the following item recommended by the Finance Committee today to New Business; 1) Consideration of extend contract with McClees Consulting, Inc., and add a Closed Session at the end of the meeting to preserve the attorney/client privilege.

Motion was made by Jeff Dixon, seconded by Joe Winslow to approve the amendments to the agenda as recommended. The motion carried unanimously.

2. CONSIDERATION OF RECOMMENDATION FROM DEMOCRATIC PARTY:

Chairman Perry recognized Treva Gregory, Chairman of the Democratic Party to present the party's recommendation for replacement of former Commissioner Bettie J. Parker. Ms. Gregory introduced herself. She thanked the board for the opportunity to speak before them tonight. She said the Democratic Executive Committee met Wednesday, December 13th to review the list of people who had expressed interest in the vacant position. Six names were submitted for nomination. After careful consideration, the committee selected Mr. Charles H. Jordan as their recommendation. She noted that Mr. Jordan has an extensive background. He served previously as a county commissioner and currently serves on several boards, including the Planning Board, Adult Care Nursing Home Advisory Committee, Local and Regional Library Boards and the Solid Waste Committee. Prior to working in public service, he worked 26 years in municipal government, five years in the private sector, and ten years as a licensed nursing home administrator. He owned a charter bus service as well. She noted that he is also a member of the Mount Carmel Baptists Church where he is a member of many ministries, as well as chairman of the deacon board.

Ms. Gregory stated that the Democratic Party highly recommends Mr. Jordan because they believe he will be an asset to the Board.

Motion was made by Bill Sterritt, seconded by Joe Winslow to accept the recommendation of the Democratic Party Executive Committee to appoint Mr.

Charles H. Jordan to fill the unexpired term of Mayor Bettie Parker for an At Large seat. The motion carried unanimously.

Superior Court Judge J.C. Cole will administer the Oath of Office to Mr. Charles H. Jordan on January 8, 2018.

3. PRESENTATION ON ECONOMIC IMPROVEMENT COUNCIL ANTI-POVERTY PLAN FOR COMMUNITY SERVICES BLOCK GRANT:

Chairman Perry called on Ms. Lillian Dance from the Economic Improvement Council to present the Anti-Poverty Plan for the EIC Community Services Block Grant. Ms. Dance explained that EIC is a community action agency designated by the local elected officials to administer the Anti-Poverty Program within Region R. She explained that the plan is a three year plan and 2018-19 will be the second year of the plan. She said the ten county region which the Economic Improvement Council serves is applying for \$373,181 for the 2018-19 program year. The Self Sufficiency Project is the project that they plan to administer. This project will provide opportunity for fifty low-income families to become self-sufficient through the provision of comprehensive support and self-help.

4. APPROVAL OF CONSENT AGENDA:

The Board considered the following consent agenda:

a. *Approval of Minutes of December 4, 2017 commissioner meetings*

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.	Eastern Landscape LLC	204.04	
2.	Moneysworth Linen Service	58,384.30	
3.	Johnny Allen Sawyer	222.15	
4.	Marjorie B. & Timothy Dale Pridgen	415.50	294.75

Tax Refunds

		County	City
1.	Cody Lincoln Dominique,	112.57	
2.	Justin Robert Drerup	130.47	
3.	Alfred Louis Engle Musgrave	219.58	
4.	Michael James Zakrajsek	313.26	

Solid Waste Fee Release

		Parcel ID #	Reason for Release
1.	Dean Robin Brooks	58-G-15	Vacant
2.	Kevin L. Cartwright	P36-8	Vacant
3.	Terry Brent & Teleda L. Meads	P6-21A	Vacant
4.	Earl Overton Lf Est.	P99-8	Vacant
5.	Florence Thatch	50-F-304 & 2B	Vacant

c. *Approval of Budget Amendments*

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

Ag Ext

Increase	010.0230.4370.00	State Grant	2,303.00
Increase	010.4950.5600.34	Grant-SHIIP	2,303.00

Ag Ext

Increase	010.0991.4991.00	Fund Balance Appropriated	1,638.00
Increase	010.4950.5600.34	Grant-SHIIP	1,638.00

Library

Increase	013.0550.4839.00	Miscellaneous Revenue	2,295.00
Increase	013.6110.5261.00	Departmental Supplies	2,295.00

Library

Increase	013.0550.4839.00	Miscellaneous Revenue	500.00
Increase	013.6110.5353.00	Miscellaneous-Vehicles	500.00

Library

Increase	013.0600.4940.05	Elizabeth City-Library	2,500.00
Increase	013.6110.5232.00	Library Materials	2,500.00

d. Approval of Request for Support of Green Expo Program

The Finance Committee has recommended approval of an appropriation of \$300 from Pasquotank County for the Green Expo Program that will be held in March 2018.

e. Adoption of Resolution Authorizing Upset Bid Process for Property Located near the Riverview Acres Subdivision

The Finance Committee has recommended adoption of the following resolution which proposes to accept a bid from Robert D. White in the amount of \$4,400 for property located near the Riverview Acres Subdivision (3 parcels - PIN # 8869 03427180 (0.09 acres); PIN# 8869 03423072 (0.28 acres); and PIN# 8869 03424039 (0.30 acres). Once the Board proposes to accept the bid, it would be advertised for upset bids.

**RESOLUTION AUTHORIZING UPSET BID PROCESS
FOR PROPERTY LOCATED NEAR
THE RIVERVIEW ACRES SUBDIVISION**

WHEREAS, the County of Pasquotank owns certain properties more particularly described as follows:

1. PIN # 8869 03427180 (0.09 acres); acquired in Deed Book 1075, Page 528
2. PIN# 8869 03423072 (0.28 acres); acquired in Deed Book 1075, Page 528
3. PIN# 8869 03424039 (0.30 acres); acquired in Deed Book 1287, Page 671;
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 properties described above, in the amount of \$4,400, submitted by Robert D. White; and

WHEREAS, Robert D. White 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 18th day of December, 2017.

f. Approval of Purchase and Installation of Landfill Scales

The Finance Committee has recommended approval of the purchase and installation of inbound scales for the landfill from Charlotte Scale Company, Inc. in the amount of \$54,410. The 2017-18 landfill budget included \$60,000 for the project.

g. Approval of Appointment and Salary of Director of Human Resources

The Finance Committee is recommending approval of the recommendation by County Manager Bunch to appoint Gayle McCullen to the position of Director of Human Resources effective January 1, 2018 beginning at Pay Grade 25, Step 7 @ \$51,406. Upon completion of a six month probationary period, Ms. McCullen will be moved to Pay Grade 25, Step 8 @ \$52,635.

h. Acceptance of Commissioner Bettie J. Parker's Resignation

Bettie J. Parker has submitted her letter of resignation effective December 11, 2017 as a Pasquotank County Commissioner in order that she could be sworn in as the newly elected City of Elizabeth City Mayor.

i. Approval to Allow Bettie Parker to Purchase County iPad

The Finance Committee has recommended former Commissioner Bettie Parker be allowed to purchase county issued iPad for \$1.

j. Approval to Increase Jury Commission Compensation

The Finance Committee has recommended an increase in pay from \$25 to \$100 per meeting for jury commission members.

k. Approval of Pay Grade/Step for Tele-communicator

The Finance Committee has recommended approval of Pay Grade 13, Step 9 @ \$34,211 for the starting salary for Ruth Barefoot. Ms. Barefoot has 8 year's telecommunication experience.

l. Approval of Pay Grade/Step for Paramedic

The Finance Committee has recommended approval of Pay Grade 19, Step 3 @ \$38,134 for the starting salary for DeeDee Barrera. Ms. Barrera has 3 year's paramedic experience.

m. Approval of Pay Grade/Step for Paramedic

The Finance Committee has recommended approval of Pay Grade 19, Step 4 @ \$39,137 for the starting salary for Lauren Simmons. Ms. Simmons has 4 year's paramedic experience.

n. Approval of Pay Grade/Step for Paramedic

The Finance Committee has recommended approval of Pay Grade 19, Step 5 @ \$40,140 for the starting salary for Richard Thrasher. Mr. Thrasher has 7 year's paramedic experience.

o. Approval of Change Order for C&D Hill Expansion Pad

The Finance Committee has recommended approval of a change order to allow the contractor to use off-site clay material to construct the C&D hill pad expansion due to wet conditions of existing materials on-site. The unit price for the off-site clay material is \$9.50 per cubic yard to include installation and compaction.

p. Consideration to Extend Contract with Waste Management

The Finance Committee and Solid Waste Committee have recommended approval to extend its contract with Waste Management (Atlantic Waste Disposal, Inc.) for the disposal of non-hazardous waste at the Waverly, Virginia disposal site for a five (5) year period beginning July 1, 2018. The contract rate will be \$25.50 per ton and will not require paying a 3.6% Regulatory Cost Recovery Surcharge on each ton of waste delivered.

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

5. CONSIDERATION OF EXTENSION OF SOLID WASTE MANAGEMENT AGREEMENT FOR OPERATION OF THE C&D AND LCID LANDFILL:

County Manager Bunch explained that the current service agreement for Solid Waste Management Operation of the C&D Landfill and LCID Landfill is with Stevenson Sand, Inc. and R&D Excavating Company, Inc. The current three year service agreement with the Contractor will expire June 30, 2018. He said the Solid Waste Director made a recommendation to the Solid Waste Committee at their September 20, 2017 meeting that the contract with Stevenson Sand Inc. and R&D Excavating Company, Inc. be extended for an additional three year period. It was noted that the Contractor has done an excellent job in maintaining the landfill to meet all NCDENR requirements according to the County's permit. NCDENR Inspectors have made inspections and there have been no notice of violations issued since the Contractor has operated the landfills. He said he has contacted the Contractor to inquire if he is interested in extending the service agreement for an additional three years under the same terms and the Contractor responded in the affirmative.

Motion was made by Jeff Dixon, seconded by Joe Winslow to approve an additional three-year extension of the Solid Waste Management Agreement with Stevenson Sand, Inc. and R&D Excavating Company, Inc. for operation of the C&D and LCID Landfill. The motion carried unanimously.

6. CONSIDERTAION OF REQUEST FOR TWO-YEAR EXTENSION FOR CREEKSIDE FARMS, PRELIMINARY PLAT:

Planning Director Shelley Cox explained that this request is for an extension of the Preliminary Plat for Creekside Farms. The original approval for this subdivision consisted of two phases containing a total of 75 residential lots. She said a final plat for 38 lots in Phase I was approved in 2007. The developer is requesting a two-year extension because of the real estate climate that has occurred in our community since the mid 2000's. She said the two-year extension will give the developer time to finish building out Phase I and it is their intent to come back with Phase II. Mr. Brinkley, the developer has indicated to her that he anticipates submitting the Final Plat for the next phase this spring. She anticipates that this might be the final extension that will need to be granted. She noted that the developer has done an excellent job with getting the roads taken over by NCDOT.

Troy Brinkley, Developer of Main Street Development, LLC stated that he has been building and developing in Pasquotank County for seventeen years. He said they have built 143 homes and have been here from the very beginning and they intend to stay here. He noted that when they do a phase they pave the roads because from his standpoint it is very difficult to sell a homeowner a home on a street that has stone on it. He said when they did the 75 lot subdivision, they were

selling somewhere between 38 and 50 houses every year. When they bought the land and went to the one acre lots they really thought they would have a year to a year and a half of inventory, but then 2007 came. Their sales went from 38 houses in 2014 down to four houses a year. He is glad they did not go in and develop all 75 lots at one time. He said this step for them to break the last section into two phases is more of a cautious move on their part rather than going out and having 38 lots sitting in the field like they did before and having to pave all the roads. He said they decided they would like to go in and put 21 lots to add to the 38 they finished and pace their sales. Then, they can come back and finish the last 16 lots, which will all be on one street and cul-de-sac.

Mr. Brinkley said he is happy to report that sales have picked up somewhat from when he was before the Board last time asking for an extension. Currently, there are four lots left in Phase I. They have sold 34 houses and the streets have been taken over by NCDOT. He stated that they are hoping for the first time in many years that they are going to start seeing sales increase. He thanked the Board for any consideration.

Motion was made by Jeff Dixon, seconded by Frankie Meads to approve a two-year extension for Creekside Farms, Preliminary Plat. The motion carried unanimously.

7. CONSIDERATION TO EXTEND CONTRACT WITH MCCLEES CONSULTING, INC.:

The Finance Committee recommended approval to extend its contract with McClees Consulting, Inc. for lobbying services for an additional three (3) year period beginning July 1, 2018 by a vote of 4 to 2.

Motion was made by Jeff Dixon, seconded by Joe Winslow to extend the contract with McClees Consulting, Inc. for lobbying services for an additional three (3) year period beginning July 1, 2018 for \$30,000 per year. The motion carried 4 to 2, with Chairman Perry and Commissioner Meads opposing.

8. REPORTS FROM THE COUNTY MANAGER:

County Manager Rodney Bunch attended the County Managers' luncheon hosted by Albemarle Commission.

9. REPORTS FROM COMMISSIONERS:

Commissioner Winslow reported on the NCACC Tax & Finance Committee meeting he attended last week in Raleigh.

Commissioner Meads reported on the RC&D and Code Council meetings he recently attended.

Commissioner Griffin attended the Airport Authority meeting and provided a report.

Commissioner Dixon reported that there has been a change in leadership on the Elizabeth City/Pasquotank Economic Development Commission. Ricky King was nominated and appointed chairman and Chairman Perry will serve as Vice-Chairman. He asked for the Board's support on continuing busing for afterschool programs such as the Boys and Girls Club, YMCA, Girls Inc. and the La Casa School at the upcoming joint meeting with the Board of Education. He said this will be a great loss to our community, because it is highly needed.

Vice-Chairman Sterritt attended the Jazz by Candlelight event, which was a tribute to Mayor Parker.

Chairman Perry thanked the Board for their support and for reelecting him as Chairman. He wished everyone a Merry Christmas and a Happy New Year.

Chairman Perry asked for a motion that the Board enter Closed Session to preserve the attorney-client privilege.

Motion was made by Jeff Dixon, seconded by Joe Winslow that the Board enter Closed Session per N.C.G.S. 143-318.11(a)(3) to preserve the attorney-client privilege. The motion carried unanimously.

Upon the end of Closed Session;

Motion was made by Jeff Dixon, seconded by Joe Winslow that the Board return to Regular Session. The motion carried unanimously.

There being no further business;

Motion was made by Lloyd Griffin, seconded by Jeff Dixon to adjourn the meeting. The motion carried unanimously and the meeting was adjourned at 8:15 PM.

CHAIRMAN

CLERK TO THE BOARD