

**PASQUOTANK COUNTY, NORTH CAROLINA  
DECEMBER 5, 2022**

The Pasquotank County Board of Commissioners met today in a regular meeting on Monday, December 5, 2022 in Courtroom C in the Pasquotank County Courthouse.

**MEMBERS PRESENT:** Lloyd E. Griffin, III, Chairman  
Charles H. Jordan, Vice-Chairman  
Jonathan Meads  
Sean Lavin  
Barry Overman  
Cecil Perry

**OTHERS PRESENT:** Sparty Hammett, County Manager  
John Shannon, Assistant County Manager  
Mike Cox, County Attorney  
Mike Barclift, Management Fellow  
Shatoria Reid, Deputy Clerk to the Board

The meeting was called to order at 6:00 PM by Deputy Clerk Shatoria Reid. Commissioner Charles Jordan gave the invocation and Commissioner Jonathan Meads' daughters led in the Pledge of allegiance to the American Flag.

**1. OATH OF OFFICE FOR COMMISSIONERS:**

The Honorable Eula Reid, Superior Court Judge, administered the Oath of Office to re-elected Commissioners Cecil Perry, Charles Jordan and Barry Overman. Jennifer Thompson, Clerk of Court administered the Oath of Office to re-elected Commissioners Sean Lavin and Jonathan Meads.

**2. ORGANIZATION OF BOARD OF COMMISSIONERS:**

The Deputy Clerk to the Board explained that state law requires the reorganization of each Board of Commissioners during the first December meeting through election of a Chairman and a Vice-Chairman. She opened the floor for nominations for Chairman of the Board.

Commissioner Lloyd Griffin nominated Commissioner Charles Jordan to serve as Chairman for the next year and the nomination was seconded by Commissioner Barry Overman. There being no further nominations, the nominations were closed.

Upon a vote by the Board, Commissioner Jordan was unanimously elected as Chairman.

The meeting was then turned over to Chairman Jordan who called for nominations for Vice-Chairman of the Board.

Commissioner Jonathan Meads nominated Commissioner Sean Lavin as Vice-Chairman. Commissioner Lloyd Griffin nominated Barry Overman as Vice-Chairman. There being no further nominations, the nominations for Vice-Chairman were closed.

Upon a vote of the Board, the nomination for Commissioner Sean Lavin to serve as Vice-Chairman failed by a four to two vote, with Commissioners Perry, Griffin, Overman and Jordan voting against the nomination.

Upon a vote of the Board, the nomination for Commissioner Barry Overman was unanimously elected Vice-Chairman of the Board.

**3. CONSIDERATION OF RECOMMENDATION FROM DEMOCRAT PARTY:**

County Attorney Mike Cox explained the law requires the County consult the county executive committee of the appropriate political party in filling the vacancy on the Board created by the death of Dr. William "Bill" Sterritt. The Board is not bound by the executive committee's

recommendation. On December 3, 2022, the Chair of the Pasquotank County Democratic Party, Laurie Slutz, phoned him and told him the county executive committee was recommending Linwood Gallop to fill the vacancy. The County has complied with the law. If the Board does not fill the vacancy within 60 days after the vacancy occurs, the Clerk of Superior Court shall fill the vacancy.

Motion was made by Jonathan Meads, seconded by Sean Lavin to nominate Sam Davis. Upon a vote of the Board, the nomination for Sam Davis to fill the vacant At Large Commissioner seat failed by a four to two vote, with Commissioners Perry, Overman, Griffin and Jordan voting against the nomination. The motion did not carry.

Motion was made by Barry Overman, seconded by Lloyd Griffin to nominate Denauvo Robinson. Upon a vote of the Board, the nomination for Denauvo Robinson to fill the vacant At Large Commissioner seat failed by a three to three vote, with Commissioners Perry, Lavin and Meads voting against the nomination. The motion did not carry.

**4. AMENDMENTS TO THE AGENDA:**

Chairman Jordan asked if there were any amendments to the agenda. Vice-Chairman Overman requested the agenda be amended to add the following items recommended by the Finance Committee today: 1) Approval of Sheriff's Office Request for New Body Worn Cameras; 2) Approval of Contract for Design and Construction Administration Services for Reverse Osmosis Plant Expansion; 3) Approval of Furniture for Public Defender's Office; 4) Approval of Naming of Northern/Newland Park; and 5) Approval of Northern/Newland Park Design Contract.

Motion was made by Barry Overman, seconded by Lloyd Griffin to amend the agenda to add Items #1-5 to the Consent Agenda. The motion carried unanimously.

**5. COMMENTS BY NICK STANLEY:**

Nick Stanley is the band director at Pasquotank County High School. Mr. Stanley invited the Board to attend the blue and green combined Christmas concert with Northeastern High School. The concert will be December 15, 2022 at the College of the Albemarle auditorium.

**6. COMMENTS BY LINWOOD GALLOP:**

Linwood Gallop addressed the Board to convey that he hopes the Board reconsiders their decision not to move forward with his appointment to the vacant At Large Seat on the Board of Commissioners.

**7. COMMENTS BY SUE MUTOSEK:**

Sue Matousek addressed the Board to complain about the letter she received from Pasquotank County and about her upcoming court proceedings.

**8. COMMENTS BY JESSICA KELLY:**

Jessica Kelly addressed the Board to voice support for Linwood Gallop.

**9. APPOINTMENTS TO BOARDS AND COMMITTEE:**

Commissioner Overman, Chairman of the Appointments Committee, stated that at the last meeting, the Appointments Committee recommended the appointments of Cheryl Bogue and Stephen Lilly to the Senior Citizens Advisory Committee. The Committee also recommended the reappointment of Lloyd Griffin to an additional term on the Albemarle Commission.

Motion was made by Barry Overman seconded by Sean Lavin to appoint Cheryl Bogue and Stephen Lilly to the Senior Citizens Advisory Committee and reappoint Lloyd Griffin to the Albemarle Commission.

**10. APPROVAL OF CONSENT AGENDA:**

The Board considered the following consent agenda:

a. Approval of Minutes of November 21, 2022 Commissioner Meetings

b. Approval of Tax Releases and Refunds

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

Tax Releases

		County	City
1.	Allen & Jean Marie Ratliff	574.74	
2.	Cardi LLC	375.09	360.48
3.	Joseph Dean Obanion	142.08	

Solid Waste Fee Releases

		Parcel ID #	Reason for Release
1.	Margery Coulson Clark	51-C-22B-23-24	Vacant
2.	Margery Coulson-Clark	56-F-6	Vacant
3.	Cora Crutch Heirs	55-E-46,47	Vacant
4.	Theodore R. & Edna Hudson	79-E-64-165	Vacant
5.	Gracie Meads Heirs	P35-59	Vacant

c. Approval of Budget Amendment

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

NON-DEPT

Increase	010.0240.4380.20	FEMA Funds	155,184.00
Increase	010.4195.5600.35	Elevation	155,184.00

d. Extension of County Manager Contract

The County Manager’s current contract ending March 20, 2023, will be extended two years until March 20, 2025, with the same contract terms and current salary.

e. Additional Funding Needed for Fire Trucks

The Finance Committee has recommended approval of increasing the budget for the Providence Ladder Truck to \$780,000 and increasing the budget for the Weeksville Pumper Tanker Truck to \$422,000.

f. Donation of Two Additional Parcels for former Elizabeth City Middle School Gymnasium for Parking and Access

The Finance Committee has recommended the transfer of two parcels (Parcel ID 891420808437 and 891420807490) to Parks and Recreation to provide access and additional parking for the former Elizabeth City Middle School Gymnasium.

g. Security Upgrades

The Finance Committee has recommended approval of a not to exceed project budget of \$325,000 using Courthouse Capital Maintenance funds.

h. County Facility Naming Policy

The Finance Committee has recommended approval of the County Facility Naming Policy.

i. Albemarle Area United Way Lease

The Finance Committee has recommended approval of a five (5) year lease with the Albemarle Area United Way for the County property located at 1413 Parkview Drive, Elizabeth City, NC and approval of the following resolution:

**RESOLUTION APPROVING LEASE WITH  
ALBEMARLE AREA UNITED WAY, INC.**

**WHEREAS**, Pasquotank County owns property located at 1413 Parkview Drive (being approximately 1,700 square feet); and

**WHEREAS**, Albemarle Area United Way, Inc. wishes to lease said county owned property; and

**WHEREAS**, the County has determined the property will not be needed during the term of the lease; and

**WHEREAS**, the County and Albemarle Area United Way, Inc. have agreed to enter into a lease for a term of five (5) years, beginning October 1, 2022; and

**WHEREAS**, the rent for the lease is \$450.00 per month; and

**WHEREAS**, NCGS 160A-272 authorizes the county to enter into leases up to ten (10) years upon resolution of the county commissioners adopted at a regular meeting after thirty (30) days' notice; and

**WHEREAS**, the required notice has been published and the Board of Commissioners is convened at a regular meeting.

**THEREFORE, THE BOARD OF COMMISSIONERS OF PASQUOTANK COUNTY RESOLVES THAT:**

The Board of Commissioners hereby approves the lease of county property described above to Albemarle Area United Way, Inc. for five (5) years on terms as described hereinabove and directs the chairman to execute any instruments necessary to secure the lease.

ADOPTED this 5<sup>th</sup> day of December, 2022.

*j. Livability Magazine*

The Finance Committee has recommended approval to purchase an 1/8 page ad without digital for \$805 from Livability Magazine.

*k. Sherriff's Office Request for New Body Worn Cameras*

The Finance Committee has recommended approval of Option 1 at a first-year cost of \$50,171 using Contingency Funds.

*l. Contract for Design and Construction Administration Services for Reverse Osmosis Plant Expansion*

The Finance Committee has recommended to approve the contract from Green Engineering at a not to exceed cost of \$791,980.

*m. Furniture for Public Defender's Office*

The Finance Committee recommended approval of the purchase of furniture for the Public Defender's Office using available Courthouse Facilities Funds.

*n. Naming of Northern/Newland Park*

The Finance Committee recommended to formally adopt the name Newland Park for the new northern park.

*o. Northern/Newland Park Design Contract*

The Finance Committee has recommended approval of the Newland Park Design Contract with Benesch, at a not to exceed cost of \$191,950.

Motion was made by Barry Overman, seconded by Jonathan Meads to approve the Consent Agenda, as presented. The motion carried unanimously.

**11. APPROVAL OF NEWBEGUN LAND, SECTION K SKETCH PLAN:**

Planning Director Shelley Cox reviewed the Sketch Plan for Newbegun Land, Section K. Ms. Cox explained the proposed development consists of 20 residential lots ranging in size from

43,061 to 70,753 square feet and is located off Small Drive in Nixonton township. The site was rezoned in October to R-15, Residential. The Sketch Plan is a conceptual layout of the subdivision and engineered plans (including a drainage plan) will be provided with the Preliminary Plat. The Planning Board reviewed the proposal on November 17, 2022 and recommended approval.

Motion was made Lloyd Griffin, seconded by Jonathan Meads to approve the Newbegun Land, Section K Sketch Plan. The motion carried unanimously.

**12. REPORTS FROM COMMISSIONERS:**

Commissioner Overman reported attending the Tourism Development Authority meeting and the Christmas Parade.

Commissioner Meads reported attending the late Dr. William Sterritt funeral over the weekend. He also reported attending the pre-parade party held at the Senior Center before attending the parade.

Commissioner Lavin reported attending the Grand Illumination, as well as the Cocoa Crawl, which are two of the many events downtown has offered to kick off the holidays. He attended the Newland Park meeting; and his children's birthdays are approaching.

Commissioner Jordan reported attending the Sentara Advisory Meeting and the Drainage Advisory Meeting. Mr. Jordan also attended the community meeting in Newland where an update was given to residents about the new park and where the discussion was had regarding the official naming of the park. Mr. Jordan was also a marshal in the Christmas Parade.

Commissioner Perry reported that he spent Thanksgiving in Tennessee with his family.

Commissioner Griffin reported attending the Grand Illumination as well as the Cocoa Crawl, which are two of the many events downtown has offered to kick off the holidays. He also attended the First Friday Art Walk downtown.

There being nothing further to come before the Board; the meeting was adjourned at 6:52 PM.

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CHAIRMAN

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DEPUTY CLERK TO THE BOARD