

**PASQUOTANK COUNTY, NORTH CAROLINA  
JANUARY 2, 2007**

The Pasquotank County Board of Commissioners met today in a regular meeting on Tuesday, January 2, 2007 in Courtroom C in the Pasquotank County Courthouse.

**MEMBERS PRESENT:** Cecil Perry, Chairman  
Lloyd E. Griffin, III, Vice-Chairman  
Matt Wood  
Bill Trueblood  
Marshall Stevenson  
Jeff Dixon  
Jimmie Harris

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Randy Keaton, County Manager  
Rodney Bunch, Asst. County Mgr. for Planning & Econ. Dev.  
R. Michael Cox, County Attorney  
Karen Jennings, Clerk to the Board

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

**1. PUBLIC COMMENTS BY TIM YOUNG:**

Chairman Perry recognized Mr. Tim Young of 203 Prince William Drive in Queenswood Subdivision. Mr. Young asked the status of approval of the plat for Queenswood, Phases 8 and 9, as it appears to be on hold. He said the homeowners association plans to meet at the end of the month and approval of these lots will have an impact of the association's vote for officers.

Assistant County Manager Rodney Bunch explained that the preliminary plat for Phases 8 and 9 was presented to the Board for approval a couple of months ago, however due to concerns regarding drainage the Board tabled action on the plat and asked that the county's drainage consultant review the drainage plan. Mr. Bunch said this is still in process and the drainage plan has not come back before the Board for review. He stated that he does not anticipate that the preliminary plat will be reviewed until February.

**2. PUBLIC HEARING ON REZONING REQUEST RR06-09 TO REZONE ONE ACRE ON LANDFILL ROAD FROM A-1 TO I-1:**

Chairman Perry declared the meeting to be a public hearing on Rezoning Request RR06-09 to rezone one acre on Landfill Road from A-1 to I-1. Planning Director Shelley Cox explained that the property proposed for rezoning is approximately one acre out of a 28.53 acre parcel. The property is on the west side of Landfill Road approximately 500 feet south of Simpson Ditch Road and is directly behind the existing J&J Mini Storage facility. Ms. Cox stated that property to the south and east of the site is already zoned I-1 so it is immediately adjacent to industrial zoning. The 2004 Draft Land Use Plan classifies the property as Rural Agricultural and it is currently used for agricultural purposes, however the applicant has indicated that he intends to expand the existing mini storage facility if the property is rezoned. There is no direct access to a water main, however if the site is used for mini storage units, there is no anticipated need for water services. Ms. Cox said she has explained to the applicant that the rezoning would just be the first step in expansion of the mini storage units, and in addition to going through the rezoning process, he will have to go through a technical review process for any additional storage units at this location. She stated that the Planning Board reviewed this request on December 21 and recommended approval of the rezoning request. The Planning Board's recommendation statement is as follows:

*The 1996 Land Use Plan is outdated and no longer depicts the current and projected growth of the County therefore the proposed rezoning is inconsistent with the 1996 LUP because the land is classified as Rural with Services. This rezoning request is consistent with the Pasquotank County Draft Land Use Plan Update because the site is located adjacent to a projected industrial area. Based on these findings, the Board finds that the adoption of the proposed rezoning for this parcel is reasonable and in the public interest. Motion is to recommend approval of the proposed amendment and to adopt the staff report which addresses plan consistency and other matters.*

Chairman Perry asked if anyone would care to comment on Rezoning Request RR06-09. At the absence of comments, the public hearing was closed.

The Board made the following findings of fact:

Compatibility with comprehensive plan – The Board found that the rezoning is compatible with the surrounding properties due to the large tract of industrial property adjacent to the site.

Size of the tract – The Board found that the rezoning request is reasonable compared to the adjacent industrial zoning district.

Comparison of uses – The Board found that the uses will be same as those for the adjacent zoning district as it will be directly behind the existing mini storage facility.

Impact – The Board found that the requested rezoning site will not have a negative impact on the community due to the existing mini storage buildings adjacent to the site. The benefits of the rezoning would outweigh any potential inconvenience to the community.

It was also noted that the 1996 Land Use Plan is outdated and the request is consistent with the Draft Land Use Plan.

Vice-Chairman Griffin commented that if more units are added in the future, there will need to be a better entrance or a different configuration of the entrance onto Landfill Road because of the amount of traffic created by the general day to day use of the road. He said the additional volume of traffic generated by the mini storage facility could cause some concern.

Ms. Cox stated that the Technical Review Committee would look at the site specific development plan if the developers were to pursue the additional mini storage units. At that time, if it were determined that access is an issue, they could require additional entrances or improvements to the existing entrance.

Chairman Perry noted that he has been in and out of this site several times and has never experienced any traffic problems.

Motion was made by Matt Wood, seconded by Jeff Dixon to approve Rezoning Request RR06-09 as presented based on the findings of fact. The motion carried unanimously.

### **3. PUBLIC HEARING ON REZONING REQUEST RR06-12 TO REZONE 57 ACRES ON MAIN STREET EXTENDED FROM A-1 TO R-35A:**

Chairman Perry declared the meeting to be a public hearing on Rezoning Request RR06-12. Ms. Shelley Cox explained that the property is currently zoned A-1 and the developers are requesting to rezone it to R-35A with the intent of developing it for residential properties. The 1996 Land Use Plan classifies the parcel as “Community”, and the 2004 Draft Land Use Plan classifies the parcel as “Mixed Residential”. Ms. Cox pointed out that the property is located in what is now commonly called the “Golden Triangle” where residential growth has been encouraged. She said the area is not located within the 100 year flood zone. She noted that several lots have been cut out along Main Street Extended. She said the Planning Board reviewed this request on December 21 and recommended approval of the rezoning request.

The Planning Board’s recommendation statement is as follows:

*This rezoning request is consistent with the 1996 Land Use Plan which classifies the requested area “Community”. This request is also consistent with the Draft Land Use Plan which classifies the requested area “Mixed Residential”. This request site is in the projected growth area of Pasquotank County which is intended to outline land where there is a variety of residential densities. Based on these findings, the Board finds that the adoption of the proposed rezoning request is reasonable and in the public interest. Motion is to recommend approval of the proposed amendment and to adopt the staff report which addresses plan consistency and other matters.*

Chairman Perry asked if anyone would care to address the Board regarding Rezoning Request RR06-12. Mr. Jason Mizelle of Albemarle & Associates said he is representing the applicant in this rezoning request. He said lots that are proposed for the development are roughly an acre in size and the type of development will be a low density stormwater development with 30%

maximum coverage. He stated that this property is at the higher end of the Knobbs Creek drainageway and they understand the county's concern with drainage into the Knobbs Creek basin. He said the low density development should alleviate any of the county's concerns. Mr. Mizelle said the proposed development will most likely have two access points to assist with traffic flow. He explained that the neighboring properties are of residential use and there is a residential subdivision just north of the site.

Chairman Perry asked if anyone would care to comment on Rezoning Request RR06-12. At the absence of public comments, the public hearing was closed.

Commissioner Stevenson asked at what point the Board would have the ability to address drainage and if a preliminary plat could be denied based on an inadequate drainage design. Mr. Rodney Bunch responded that the Board could deny a preliminary plat for inadequate drainage based on the review and recommendation of Patton Harris Rust & Associates, the county's consultant. Mr. Mizelle added that the county requires the developer to provide at the preliminary plat stage permit documents from the state regarding stormwater. He said in working with the state and with Patton Harris Rust & Associates any concerns the county might have with regard to drainage should be ironed out.

Commissioner Trueblood asked where the access points would be and the approximate distance between the two. Mr. Mizelle said the distance between the two would probably be in the range of 400 feet.

Commissioner Dixon noted that a portion of the property abuts an agricultural zone and he asked if the 75 foot agricultural setback would be required. Ms. Cox said the agricultural setback would only apply to agricultural uses which would only affect a small area on the southwest corner of the property. She stated that there is no buffer requirement for properties adjacent to industrial property. Mr. Bunch added that some of the property zoned industrial is currently being farmed, so the agricultural buffer requirement would apply to this area as well.

Commissioner Stevenson stated that six lots fronting Main Street Extended have been cut out of this parcel and one of the lots appears to have a house on it. Mr. Mizelle said the lot with the house was a pre-existing lot. Commissioner Stevenson asked if it would be the intention of the developer to have access for the other five lots from interior streets. Mr. Mizelle said at this time that is not the plan. He noted that one of the lots had been sold.

Mr. Bunch commented that if the Board decides to approve the rezoning, staff would recommend that the six lots that had been cut out along Main Street Extended also be rezoned to R-35A. He noted that all of these property owners received notice of the public hearing and were informed that substantial changes could be made to the rezoning request.

The Board asked Mr. William Matthews, the owner of four of the lots along Main Street Extended, if he has any problem with these lots also being rezoned to R-35A. Mr. Matthews said he does not have a problem with the lots being rezoned.

After further discussion, the Board made the following findings of facts concerning Rezoning Request RR06-12:

Compatibility with comprehensive plan – The Board found that the rezoning request is consistent with the 1996 Land Use Plan as well as the 2004 Draft Land Use Plan and is in the “golden triangle” area.

Size of the tract – The Board found that the rezoning request is reasonable compared to the surrounding zoning districts in the area as there are already many residential uses in the area.

Comparison of uses – The Board found that the uses are comparable to the permitted uses in the surrounding residential zoning districts.

Impact – The Board found that the rezoning will not have a negative impact on the community.

Motion was made by Matt Wood, seconded by Lloyd Griffin to approve Rezoning Request RR06-12 based on the findings of facts and to also approve the rezoning to R-35A of the existing six adjacent lots facing Main Street Extended that had previously been cut out of the parcel. The motion carried by a six to one margin with Commissioner Stevenson voting against the rezoning.

**4. AMENDMENTS TO THE AGENDA:**

Chairman Perry asked if there were any amendments to the agenda. County Manager Randy Keaton asked that the agenda be amended to include consideration of three resolutions that are needed for submission of applications for Parks & Recreation Trust Fund grants. The Board concurred to include these resolutions under new business.

**5. APPROVAL OF CONSENT AGENDA:**

The Board considered the following consent agenda:

a. Approval of Minutes of December 12 & 18, 2006 Commissioner Meetings

b. Approval of Tax Releases

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

		County	City
1.	Downtown Square	632.16	605.82
2.	Dale Forrest Brusius	143.45	
3.	Benjamin Jr. & Susan H. Harrison	112.35	
4.	Joshua Joseph Foss	118.22	103.52
5.	Brady Pates Meyer	189.08	
6.	Adam L. Kerr	105.89	
7.	Jeffrey Lynn Clark		109.32
8.	Heather Ann Mudd	139.02	
9.	Candace Cosylove Stevenson	193.12	159.03
10.	Phillip Harrington Ent	396.00	
11.	Phillip Harrington Ent	264.00	
12.	Phillip Harrington Ent	264.00	
13.	Phillip Harrington Ent	264.00	
14.	Mark Edward Kraneck	180.81	
15.	Russell C. Tippets	118.02	
16.	Khary Claymont Miller	126.92	106.24
17.	Matthew Charles Shackelford	145.18	108.65

c. Approval of Budget Amendments

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

Parks & Rec

Decrease	010.6900.5991.00	Contingency	14,000.00
Increase	010.6130.5440.00	Contracted Services	14,000.00

Non-Dept/Fund Balance

Increase	010.0991.4991.00	Fund Balance Appropriated	290,000.00
Increase	010.4370.5980.99	Transfer to Hospital	290,000.00

Landfill

Increase	065.0230.4370.00	State Grants	16,200.00
Increase	065.0350.4580.00	Late Fees/Penalties	1,620.00
Increase	065.7420.5600.08	Recycling Grant	17,820.00

GIS

Decrease	010.6900.5991.00	Contingency	3,000.00
Increase	010.4915.5500.00	Capital Outlay	3,000.00

Newland VFD

Decrease	010.4343.5354.00	Maintenance-Radio	1,424.00
Decrease	010.4343.5991.00	Contingency	400.00
Increase	010.4343.5261.00	Departmental Supplies	1,824.00

d. Adoption of Resolution for Addition of Road to State System for Maintenance

The Board considered a petition submitted by the developer of Orchard Cove Subdivision requesting the addition of Orchard Drive to the state system for maintenance. The Board will need to adopt a resolution requesting the N.C. Department of Transportation to add the road to the state system.

Motion was made by Bill Trueblood, seconded by Matt Wood to approve the consent agenda as presented. The motion carried unanimously.

The following tax releases and refunds less than \$100 have been approved by the Finance Officer:

Releases:

		<b>County</b>	<b>City</b>
1.	Clinton Brickhouse	20.84	17.36
2.	Nancy Houtz Harris	7.35	
3.	Laurie Lynn Landers	8.07	
4.	Caterpillar Financial	90.81	75.68
5.	Rosliw Jacocks Bryant	20.60	
6.	Glenn Allan Forbes	11.09	
7.	Timothy Allen Martin	6.30	
8.	Pamela Bright Bell	83.31	
9.	Michael Anthony Davis	59.04	
10.	Sally Harrell Tadlock	28.16	
11.	Gloria Ann Combs	37.30	29.75
12.	Edna Bateman Bagley		7.68
13.	Daniel E. Phelps III	66.07	
14.	Letisha Denice Williams	23.96	
15.	Roger Dale Zimmerman	70.98	
16.	Charles Bob Branch, Jr.	92.49	
17.	Ernest Briddell Smith	37.11	
18.	Mark William Schomers	30.14	
19.	Samuel W. Pulliam II	94.33	80.24
20.	Marion Lou Dance	11.13	
21.	Bryan Michael Burhenne	27.08	
22.	Scot Robert Hardwick	42.77	40.64
23.	Tracy Wayne Pogue	43.92	41.60
24.	Tracy Wayne Pogue	28.18	28.48
25.	Jefferson David K. Wada	6.30	
26.	Milton Larry Frost	29.98	
27.	Linwood Turner, Jr.	83.08	
28.	Katherine Barnhardt Rawls	.84	
29.	Ronald Nevin Fry, Jr.	5.93	
30.	Robertson Refrigeration Inc.	40.68	33.90
31.	Robert Chamberlin Turner	21.21	17.68
32.	Frances Russell Hudson	30.66	24.46
33.	Darnelle Brown	10.18	
34.	Daniel John Wiedor	34.06	
35.	Clayton Floyd Freshwater	47.04	
36.	Philip Olen Millican	76.80	69.00
37.	Stephen Robert Erickson	51.51	
38.	Rudolph & Emma L. Williams	52.53	
39.	Jorge L. Colen Nieves	15.62	17.46
40.	Jorge Luis Colen Nieves	68.54	62.12
41.	Sandra Jean Barnes	11.97	9.98
42.	Jason Binns Dungca	87.76	
43.	Joann Nance Small	39.24	
44.	Lashara Danyel Boone & Lary Devon Davis	16.95	
45.	Francis William Willsey	11.34	
46.	Leslie Metzger		6.60
47.	Adam Nicholas Williams	89.52	
48.	Dorothea Ann Walker	3.53	
49.	Oliva Torres Rodriguez	20.42	
50.	Beatrice Bunch Pallin	17.10	13.64
51.	Nicole Krouse	19.83	15.82
52.	Deanna Marie Broyles	22.39	
53.	Crystal Enterprises, Inc.	3.20	
54.	Caroline William Carver	31.34	
55.	Christopher Michael Huleman	47.04	37.52
56.	Charbra C. Mercer, Jr.	27.72	
57.	Elmer David Fox	18.15	
58.	Eddie Griffin	27.77	
59.	George Russell Taylor II	9.92	7.91
60.	Mylissa Renee Knight	8.55	
61.	Jason Frank Miller	81.07	72.56
62.	Douglass Calvin Luper	35.04	
63.	Douglas Calvin Luper	20.35	

64.	Charles Nathan Boone, Jr.	47.72	38.06
65.	Royalty Taxi	7.92	6.60
66.	James Keith Layden	41.46	
67.	Michael Allen Slate	3.45	2.88
68.	Stephaine Lynn Dobrosky	4.08	
69.	Brandon Dane Rosser	25.20	25.10
70.	Thomas Scott Lilly	4.20	
71.	Thomas S. Lilly	31.46	
72.	Suresh Manibhai Patel	4.76	3.96
73.	Rondyelle Lavar Hughes	68.55	
74.	Barry Wade Norris	4.18	3.48
75.	Jason Allen Lee	59.76	54.80
76.	Chester Oneal Sutton	46.37	38.64
77.	Donald Ray Collier	21.84	18.20

Refunds:

1.	Eliz City Brick Co.	7.56	6.03
2.	Eliz City Brick Co.	7.74	6.03
3.	Eliz City Brick Co.	7.74	5.58
4.	David H. & Darlene J. Twiford	20.43	17.03
5.	Terry L. & Linda P. Thomas	58.56	

The following requests for release or refund of the solid waste availability fee have been approved by the Tax Administrator:

OWNER'S NAME	PARCEL ID NUMBER	REASON FOR RELEASE
Marjorie Ann Berry	P64-52A	Unoccupied since 1999
Ronald C. Etheridge	39-F-53	Unoccupied for many years
Ronald C. Etheridge	39-F-6	Unoccupied for many years
Harold & Ann Chambers	P35-56	Rental house vacant for many years
Horace C. Pritchard, Sr.	P141-217	Unoccupied since December 2005
Jeff Overton, Jr. Heirs	P67-44	Unoccupied for about 20 years
Alan Eugene Stewart	P111-2	Unoccupied for about 5 years
Betty J. Jones	P119A-2	Unoccupied for 10 years
Roberta Baker Heirs	39-A-3	Unoccupied since 2002
Leona Loretta Taylor	50-N-23A	Unoccupied since 2003
Dixie G. Harrell	P126-58	Never occupied

**6. ADOPTION OF RESOLUTIONS SUPPORTING PARKS AND RECREATION MASTER PLANS:**

County Manager Randy Keaton stated that the Board has been asked to approve three resolutions supporting Parks and Recreation Master Plans. The first resolution supports the Comprehensive Parks & Recreation Master Plan that the county and city contracted to have prepared. The second resolution supports the River Road Soccer Complex Master Plan which is a site specific master plan. The third resolution supports the South Park Baseball Complex Master Plan which is a site specific master plan. Two PARTF grants will be applied for this year, one for the development of the River Road project which includes the soccer fields, football fields and other amenities, and secondly for the purchase of the South Park property. The proposed resolutions are as follows:

**RESOLUTION  
OF SUPPORT FOR THE  
COMPREHENSIVE PARKS & RECREATION MASTER PLAN**

**WHEREAS**, the parties have commissioned a comprehensive parks and recreation master plan and have determined that such plan will serve the needs of residents both in the City of Elizabeth City and Pasquotank County, and

**WHEREAS**, there exists a substantial regional need for additional active recreational fields and facilities within both the City of Elizabeth City and Pasquotank County, and

**WHEREAS**, the regional need for such additional recreational lands can best be met through cooperative efforts of the County and the City located within the County including such actions as the joint purchase and ownership of recreational lands, the cooperative development of such lands, and the sharing of costs of maintaining recreational facilities, and

**WHEREAS**, the City and County will jointly set forth implementation of master plan;

**NOW THEREFORE, BE IT RESOLVED**

By way of this resolution the Pasquotank County Board of Commissioners supports said master plan.

**ADOPTED** this 2<sup>nd</sup> day of January, 2007.

**RESOLUTION  
OF SUPPORT FOR THE  
RIVER ROAD SOCCER COMPLEX MASTER PLAN**

**WHEREAS**, there exists a substantial regional need for additional active recreational fields and facilities within both the City of Elizabeth City and Pasquotank County, and

**WHEREAS**, the regional need for such additional recreational lands can best be met through cooperative efforts of the County and the City located within the County including such actions as the joint purchase and ownership of recreational lands, the cooperative development of such lands, and the sharing of costs of maintaining recreational facilities, and

**WHEREAS**, the parties have commissioned a master plan for the River Road Soccer Complex and have determined that such plan will serve the needs of residents both in the City of Elizabeth City and Pasquotank County, and

**WHEREAS**, the City and County will seek a Parks and Recreation Trust Fund grant for implementation of master plan;

**NOW THEREFORE, BE IT RESOLVED**

By way of this resolution the Pasquotank County Board of Commissioners supports said master plan.

**ADOPTED** this 2<sup>nd</sup> day of January, 2007.

**RESOLUTION  
OF SUPPORT FOR THE  
SOUTH PARK BASEBALL COMPLEX MASTER PLAN**

**WHEREAS**, there exists a substantial regional need for additional active recreational fields and facilities within both the City of Elizabeth City and Pasquotank County, and

**WHEREAS**, the regional need for such additional recreational lands can best be met through cooperative efforts of the County and the City located within the County including such actions as the joint purchase and ownership of recreational lands, the cooperative development of such lands, and the sharing of costs of maintaining recreational facilities, and

**WHEREAS**, the parties have commissioned a master plan for the South Park Baseball Complex and have determined that such plan will serve the needs of residents both in the City of Elizabeth City and Pasquotank County, and

**WHEREAS**, the City and County will seek a Parks and Recreation Trust Fund grant for implementation of master plan;

**NOW THEREFORE, BE IT RESOLVED**

By way of this resolution the Pasquotank County Board of Commissioners supports said master plan.

**ADOPTED** this 2<sup>nd</sup> day of January, 2007.

Motion was made by Jimmie Harris, seconded by Lloyd Griffin to adopt the three resolutions supporting the Parks & Recreation Master Plan, the River Road Soccer Complex Master Plan, and the South Park Baseball Complex Master Plan. The motion carried by a six to one margin with Commissioner Stevenson voting against approval of the resolutions.

**7. APPROVAL OF PRELIMINARY AND FINAL PLAT FOR TWINTREE SUBDIVISION:**

The Board considered the preliminary and final plat for Twintree Subdivision. Planning Director Shelley Cox explained that it is extremely unusual to consider preliminary and final approval at the same time, however in this situation the five lots are on an existing right of way and no significant drainage improvements are to be installed, and no water lines are to be installed. She said there are no significant improvements to be made to the properties in order for them to be developed. She stated that access will be limited to Ham Overman Road. She explained that a variance was approved by the Board in September to allow access along Ham Overman Road. Access will not be allowed along Blount Road or Peartree Road. A variance from the 75 foot

agricultural buffer was also approved by the Board in September. Ms. Cox stated that lot sizes range from 43,009 square feet to 43,159 square feet and meet the 43,000 square foot minimum lot requirement. She said the Technical Review Committee reviewed this request and the only significant concerns were noted by the county's drainage engineer. These were resolved prior to the Planning Board meeting. The Planning Board reviewed the request on December 21, 2006 and recommended approval.

After brief discussion regarding setbacks and drainage;

Motion was made by Bill Trueblood, seconded by Jimmie Harris to approve the preliminary and final plat for Twintree Subdivision as submitted. The motion carried unanimously.

**8. APPOINTMENT OF LEGISLATIVE LIAISON TO NORTH CAROLINA ASSOCIATION OF COUNTY COMMISSIONERS:**

The North Carolina Association of County Commissioners is requesting that all 100 counties each appoint one county commissioner as its Legislative Liaison to serve as a conduit of information between the Association and the Board of Commissioners. Responsibilities will include:

- Ensuring other county commissioners are aware of legislative developments concerning issues of importance to counties
- Placing items of statewide importance on county Board of Commissioners agendas to generate discussion and elevate public awareness
- Providing a local voice that local media can rely upon for information on legislative issues
- Setting up or making sure regular meetings with local legislators are taking place
- Providing feedback to the Association District Director on what local legislators, fellow Board members, other officials and the general public are saying about bills and issues, and what issues are elevated in the county.

Chairman Perry recommended that Commissioner Wood serve as the Legislative Liaison since he is the NCACC District Director.

Motion was made by Lloyd Griffin, seconded by Marshall Stevenson to appoint Commissioner Matt Wood as the Legislative Liaison to the North Carolina Association of County Commissioners. The motion carried unanimously.

**9. COUNTY MANAGER'S REPORT:**

County Manager Randy Keaton reported to the Board that the Newland Volunteer Fire Department has received its new fire truck and has invited the Board to see the truck. The department will hold a training session on January 18 and any Commissioner who would like to see the truck is invited to the training session. Mr. Keaton said that Weeksville VFD will begin the process of planning for its new truck and has established a truck committee. He stated that Weeksville is in line to get a tanker truck and the last two fire trucks that were purchased were pumper tankers. He said Weeksville VFD is proposing that they go back to the tanker truck and try to do something with their extrication truck in order to possibly get two trucks for the price of one. The squad truck that carries the extrication equipment is in bad condition. Mr. Keaton stated that the department will investigate this and bring a proposal to the Board.

**10. APPOINTMENTS TO BOARDS AND COMMITTEES:**

Commissioner Marshall Stevenson reported that the Appointments Committee met today and made the following recommendations for appointments to boards and committees:

Economic Development Commission – Appoint Commissioner Lloyd Griffin to replace Commissioner Bill Trueblood who has resigned.

Central Communications Advisory Board – Appoint Commissioner Jimmie Harris to replace former Commissioner Hank Krebs.

Newland Water Management and Watershed Improvement Advisory Board - Appoint Commissioner Jimmie Harris to replace former Commissioner Hank Krebs.

Newland Dike Committee - Appoint Commissioner Jimmie Harris to replace former Commissioner Hank Krebs.

SPCA Advisory Committee - Appoint Commissioner Jimmie Harris to replace former Commissioner Hank Krebs.

Motion was made by Bill Trueblood, seconded by Marshall Stevenson to approve the appointments as recommended by the Appointments Committee. The motion carried unanimously.

**11. REPORTS FROM COUNTY COMMISSIONERS:**

Vice-Chairman Lloyd Griffin suggested that the as-built drawings for Queenswood Subdivision be looked at because he noticed recently that two check drainage culverts have been removed in one of the previous phases of Queenswood. Mr. Rodney Bunch responded that rip rap is required for erosion control until grass has been established. Once the job is completed the county asks that the rip rap be removed. Mr. Keaton added that DOT requires that the rip rap be removed before they will accept the roads. Vice-Chairman Griffin noted that he saw a 55 gallon drum stuck in a culvert pipe on Halls Creek Road. He added that he has asked the Solid Waste Director to work with DOT to try to clean up some of the ditches along Glade Road.

Commissioner Bill Trueblood stated that he would like for the Board to take some type of official action regarding the railroad track on Peartree Road that has not been paved over. He said he still believes that the Board should request that DOT pave over this railroad track noting that the county would be responsible for any costs incurred in the next 20 years if they had to take up the asphalt. Commissioner Stevenson said he would suggest that the county tell DOT to fix the problem, either by grinding the road down to remove the bump or by paving over the track. He stated that there is a fix and if DOT is willing to, it could fix the problem. He said he believes the county should insist on DOT correcting the problem.

Motion was made by Marshall Stevenson, seconded by Bill Trueblood to send a letter to the North Carolina Department of Transportation requesting that DOT repair the problem at the railroad track on Peartree Road. The motion carried unanimously.

Commissioner Jeff Dixon said he recently witnessed two situations in which he was behind subcontractors on the road, one loaded with sheetrock and the other with vinyl siding materials, and the materials were falling out of the back of the trucks littering the roadways. He asked if there is an ordinance that requires that housing construction sites have a dumpster in which to place construction materials, or that requires netting over loads to prevent construction materials from falling out of vehicles. Mr. Keaton responded that the county does have an ordinance that requires covered loads, and in fact the county sells tarps at the landfill scalehouse for contractors who do not have their loads covered. He stated that contractors are subject to the same litter laws that would apply to someone throwing trash from their vehicle. He said the county also tries to police the continuing problem of contractors illegally dumping materials at the convenience sites. He stated that there is not a requirement for a contractor to have a dumpster at a home construction site but it is a fairly standard practice. Commissioner Trueblood suggested that the Code Enforcement Officer address these situations. Commissioner Wood stated that the Solid Waste Commission will meet next week and will place this issue on the agenda for discussion.

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

Motion was made by Lloyd Griffin, seconded by Jimmie Harris to adjourn the meeting. The motion carried and the meeting was adjourned at 8:05 PM.

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CHAIRMAN

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CLERK

**PASQUOTANK COUNTY, NORTH CAROLINA  
JANUARY 22, 2007**

The Pasquotank County Board of Commissioners met today in a special joint meeting with the Elizabeth City-Pasquotank Board of Education on Monday, January 22, 2007 at the new Elizabeth City Middle School on Northside Road.

**MEMBERS PRESENT:** Cecil Perry, Chairman  
Matt Wood  
Bill Trueblood  
Marshall H. Stevenson, Jr.  
Jeff Dixon  
Jimmie Harris

**MEMBERS ABSENT:** Lloyd Griffin, Vice-Chairman (*Out of Town*)

**OTHERS PRESENT:** Randy Keaton, County Manager  
Rodney Bunch, Asst. County Mgr. for Planning & Econ Dev.  
R. Michael Cox, County Attorney  
Karen S. Jennings, Clerk to the Board  
Sheri S. Bulman, Finance Officer

Also present were members of the Board of Education, the Superintendent, and school staff. Following a tour of the new middle school, the business meeting was called to order at 5:25 PM by Board of Education Chairman Frank Jennings.

**1. DISCUSSION REGARDING NEW MIDDLE SCHOOL:**

Chairman Perry asked the Board of Education if there are issues regarding the new middle school that the Board of Commissioners should know about. Dr. Tony Stewart, Superintendent, responded that there is a punch list that the contractor will be working on for the next few months, however there are no major issues. Commissioner Wood stated that the Board appreciates all of the work that has gone into the planning of the new Elizabeth City Middle School. He added that everything looks nice and he thanked everyone who had a part. Dr. Stewart expressed appreciation to the Board of Commissioners for making the funds available and supporting the project. He said the school is something that the students, parents, and the community can be proud of.

**2. DISCUSSION REGARDING USE OF OLD MIDDLE SCHOOL:**

The Boards discussed the possible use of the old Elizabeth City Middle School once it is vacated. Dr. Stewart explained that no decision has been made by the Board of Education regarding the use of the school once it is vacated. He said the Board of Education will receive the final report on the School Facilities Study on January 29 which will have recommendations regarding all school facilities. He stated that the security system at the building will be maintained and the building will be checked periodically. Mr. Frank Jennings explained that the Board of Education has discussed many potential uses of the building and although a decision has not been made, the building may not be cost-effective for further use by the School System. Chairman Perry stated that there are several agencies that have advised the county of their interest in the building. Dr. Stewart said the Board of Education should be in a position to make a decision regarding the building after January 29.

**3. STUDENT GROWTH PROJECTIONS:**

Chairman Perry asked if the Board of Education has updated projection numbers regarding student growth for the next five years. Dr. Stewart stated that the Board of Education has preliminary numbers from the feasibility study, however the final numbers will not be available until the final report is received on January 29. He said preliminarily it is indicated that the county needs to start building another elementary school. He stated that there are several development projects that may or may not happen in the northern portion of the county and the consultant will provide projections with and without those projects. The report will also suggest areas where new schools should be placed. Dr. Stewart added that several elementary schools are over capacity and several others are near capacity and the report will provide concrete numbers. Mr. Jennings stated that from August 2006 until November 2006, the school system gained roughly 100 students, and has gained about 50 more since then. Commissioner Trueblood said there is no doubt that at least one new school will be needed within the foreseeable future.

He suggested that the school be located in an area that would have the flexibility to draw students from all directions. He also encouraged the Board of Education to consider the feasibility of a multi-school campus when looking at potential school sites. Commissioner Wood added that it is very likely the Board of Education will have to address attendance zones in order to build a new school and efficiently serve the population. County Manager Randy Keaton noted that in the county's long-range plan \$14.5 million has been budgeted for a new elementary school in the year 2010. He said this timeframe may need to be moved based on the feasibility study report that will be presented next week. He stated that three sources of revenue are available to fund school construction: hospital lease payments, land transfer tax, and lottery proceeds.

**4. DISCUSSION REGARDING TEACHER VACANCIES AND HOW THEY ARE BEING ADDRESSED:**

Dr. Stewart explained that the shortage of teachers is a nationwide problem and not just a Pasquotank County problem. He stated that the Elizabeth City-Pasquotank Public Schools are doing two things to help retain teachers and to hire teachers. The first is the offering of a signing bonus through Leandro state grant funds. This bonus is \$2,000 for Math, Science, or Special Education teachers, the hardest positions to fill, and \$1,000 for other teachers. The second thing the school system is doing through state Leandro money is providing teachers a \$400 retention bonus at the end of the year if they agree to teach the following year. Dr. Stewart said the school system also has a strong recruiting program whereby he and other staff go to colleges and universities to recruit teachers. He said this has been pretty successful. He stated that they also have two job fairs each year when they invite potential applicants and set up interviews. Dr. Stewart explained that it is very difficult to find math teachers for the high schools and he feels the colleges and universities will have to start attracting more people into the teacher education program. Commissioner Wood stated that from a parent's perspective he does not believe the school system is doing a good job teaching math and he feels this problem speaks for radical changes such as much larger signing bonuses. He said he believes the community would support such a move because there are so many students who are not producing. Mr. Frank Jennings read the education checklist from the 2007 legislative agenda which includes pay raises for teachers and other efforts to address the state's growing teacher shortage. Another legislative item is school safety management in response to increased school violence. He noted that Northeastern High School has recently been awarded the Safe Schools Award for the State of North Carolina.

**5. PRELIMINARY BUDGET DISCUSSION:**

Chairman Perry asked the Board of Education if they know of any substantial items that will be requested in this year's budget. Dr. Stewart stated that the school system has plenty of needs and a study done back in March indicates that the school system has about \$52 million in capital needs. He said some things will have to be addressed including the HVAC system at Central School and eventually Northeastern High School, and moving the modular units from Elizabeth City Middle School to other schools in the system. Additionally the school system will have to comply with the city's Fats Oils and Grease Ordinance which will require the expenditure of about \$80,000 at Northeastern High School in order to comply with the ordinance by the August 7 deadline. Dr. Stewart stated that he will also request additional funds for teacher supplements and some incentives to help attract and keep bus drivers. He said he hopes to have a draft of the proposed school budget for the Board of Education's Finance Committee on January 29. Mr. Jennings added that the school system needs to spend some money to refurbish Northeastern High School and remove carpets, and at River Road Middle School to replace the carpet with tile. He said some schools need to be painted as a result of normal wear and tear. He stated that there are others in the state that realize the needs of public schools, and a consortium recently met in Edenton and discussed the projected need of \$9.8 billion for the entire state. The consortium is going to lobby the General Assembly for a \$2 billion bond referendum. Commissioner Wood added that this is also on the statewide agenda for the North Carolina Association of County Commissioners.

**6. COMMENTS FROM BOARD OF EDUCATION MEMBERS:**

Mr. Mark Small, a member of the Board of Education, said he would like to applaud the county, the taxpayers, and the County Commissioners for their progressive thinking and for the priority they have placed on the new library which will also enhance education. Mr. Small said he would however like to lobby for one more thing from the Board of Commissioners. He stated in the PARTF grant, the county has to satisfy the conditions by having four events. He urged the Board to look at a skate part for the children of the community. He said this falls outside of the conventional realm of sports and is something that would be appreciated by a large contingent of students and would keep them occupied in helpful ways. In addition, he said it might be time to

reorganize the management of the county's and the school system's recreation sites in order to maximize the use of the facilities throughout the community.

Board of Education member Bill Sterritt said he fully understands that a new elementary school will cost \$12 million to \$14 million and that this money would probably be spent in two to three years. He asked if the Board of Education would be allowed to purchase land immediately if a site is found. Board Members responded that if the site is strategically placed there would most likely not be any issue in obtaining funding. County Manager Randy Keaton stated that there are ways to purchase the land and obtain reimbursement from the loan or bond proceeds when the new school is constructed.

Mr. Sterritt said his other issue is language studies in high school. He said the Board of Education members would like to see another language besides Latin and Spanish being taught in the two high schools. He stated that the Board of Education may request additional teacher positions to teach German, Japanese, Chinese, or other foreign languages to enhance the language program.

Chairman Perry thanked the Board of Education for the opportunity to meet and discuss the issues. Mr. Jennings thanked everyone for their participation and invited the Commissioners to attend the Board of Education's meeting next Monday, January 29 at 6:30 PM when the consultant will present the Feasibility Study Report.

At the absence of further business the meeting was adjourned at 6:25 PM.

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CHAIRMAN

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CLERK

**PASQUOTANK COUNTY, NORTH CAROLINA  
JANUARY 29, 2007**

The Pasquotank County Board of Commissioners met today in a special meeting on Monday, January 29, 2007 in the Commissioners Board Room in the Pasquotank County Courthouse.

**MEMBERS PRESENT:** Cecil Perry, Chairman  
Lloyd E. Griffin, III, Vice-Chairman  
Matt Wood  
Bill Trueblood  
Marshall H. Stevenson, Jr.  
Jeff Dixon  
Jimmie Harris

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Randy Keaton, County Manager  
R. Michael Cox, County Attorney  
Karen S. Jennings, Clerk to the Board

The meeting was called to order at 4:00 PM by Chairman Cecil Perry. Chairman Perry asked for a motion to enter Closed Session to discuss a personnel matter.

Motion was made by Lloyd Griffin, seconded by Matt Wood that the Board enter Closed Session to discuss a personnel matter. The motion carried unanimously.

Upon the end of Closed Session;

Motion was made by Matt Wood, seconded by Bill Trueblood that the Board return to Regular Session. The motion carried unanimously.

County Manager Randy Keaton provided Board members with a copy of the 2006 Local School Finance Study providing information on the ability and efforts of counties to fund public schools. He pointed out that although Pasquotank County was ranked 77<sup>th</sup> in the state in its ability to pay, it was ranked 26<sup>th</sup> in the actual dollars spent per student, and 3<sup>rd</sup> in its relative effort.

At the absence of further business, Chairman Perry asked for a motion to adjourn the meeting.

Motion was made by Lloyd Griffin, seconded by Matt Wood to adjourn the meeting. The motion carried and the meeting was adjourned at 4:50 PM.

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CHAIRMAN

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CLERK

**PASQUOTANK COUNTY, NORTH CAROLINA  
JANUARY 29, 2007**

The Pasquotank County Board of Commissioners met today in a special joint meeting with the City Council of Elizabeth City on Monday, January 29, 2007 at the Albemarle Hospital Education Center.

**MEMBERS PRESENT:** Cecil Perry, Chairman  
Lloyd E. Griffin, III, Vice-Chairman  
Matt Wood  
Bill Trueblood  
Marshall Stevenson  
Jeff Dixon  
Jimmie Harris

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Randy Keaton, County Manager  
Rodney Bunch, Asst. County Mgr. for Planning & Econ. Dev.  
R. Michael Cox, County Attorney  
Karen Jennings, Clerk to the Board  
Mike Etheridge, Solid Waste Director  
Jeff Simpson, Parks & Recreation Director

Also present were members of the City Council, the Mayor, and the City Manager. The business meeting was called to order at 6:30 PM by Chairman Cecil Perry and Mayor Charles Foster who welcomed everyone. The invocation was given by Mayor Foster and everyone recited the Pledge of Allegiance to the American Flag.

**1. UPDATE ON FAIRGROUNDS PROJECT:**

Solid Waste Director Mike Etheridge provided an update on the Fairgrounds Project. He pointed out the properties that are included in the project. He provided pictures showing where illegal dumping had occurred in the area over the past years. He explained that cleanup projects were undertaken as a joint effort by the city and county in 2003, 2004, 2005, and 2006. Each time the area was cleaned up, the dumping would resume. In January 2007 an individual's name was found in some of the trash that was dumped, and the county's Code Enforcement Officer got involved and required the individual to clean up the trash. Mr. Etheridge noted that in addition to the eyesore, some of the trash was dumped in a ditch which is a major drainageway and it created a huge drainage problem.

Mr. Etheridge stated that one way to alleviate the dumping problem would be to clearcut a five acre area at the front of the property in which the county has title to all of the properties and open it up so it will be visible from the highway. He added that clearcutting would also help alleviate other illegal activities that are occurring in the area. He stated that the cost to clearcut the five acres would be about \$6,500 and the cost of grinding the material into mulch would be approximately \$10,000 for a total cost of \$16,500. He stated that there is also a burned out mobile home in the back portion of the property that needs to be cleaned up and he said this would be done at the same time as the clearcutting.

Mr. Etheridge explained that just one of the cleanups done by the city and county picked up about 27 tons of materials which equals about \$1,800 in tipping fees that the county had to absorb in its budget. He said this does not include city and county equipment and employees' time which would easily double the per cleanup cost. He stated that the cost of the cleanups over the years would have more than paid for having the area cleared.

Vice-Chairman Lloyd Griffin who is Chairman of the Joint Redevelopment Commission reported that there are still parcels to be acquired in the back portion of the property. Commissioner Bill Trueblood noted that the Givens property consisting of three lots is yet to be acquired. County Attorney Mike Cox stated that he has received information advising that condemnation actions on two lots owned by the Bennett Heirs should have been filed by now.

County Manager Randy Keaton stated that the original concept for the property when the community development block grant application was submitted was to clear the blighted area. He said there was a lot of substandard housing in the Fairgrounds area. The area was served by

county water, however many of the homes did not have running water and did not have bathrooms. It was felt that the area was so blighted that it was not feasible to bring it up to standard. Once all of the property was acquired, the plan was to redevelop the property and market it for either industrial or commercial use.

After further discussion, it was requested that each board consider funding the cleanup and clearcutting of the property when requested by the Joint Redevelopment Commission. The County Attorney was asked to determine whether the Redevelopment Commission does in fact have title to all of the properties with the exception of the Givens lots. It was requested that the County Manager determine the total of the county's and city's investment in this project and that he also find out the current tax value of the property.

**2. UPDATE ON LIBRARY, PUBLIC SAFETY BUILDING AND JAIL PROJECTS:**

County Manager Randy Keaton reported that the Library and Public Safety Building are on track to be completed by the end of March 2007. He explained that the ceiling grid is installed in the Library and painting and wall coverings are in process. He said sheetrock is almost complete in the Public Safety Building and painting should begin this week. A lot of the site work has been done, grading of the parking lot has begun, and some landscaping work has begun. He is currently finalizing the purchase of furniture and expects that the furniture and equipment will be installed in April. Mr. Keaton said it is the intent to open both buildings at the same time. He stated that he hopes a grand opening can be held before the end of April.

Mr. Keaton stated that the construction project for the new Albemarle District Jail is just getting underway. He said a lot of site work has been done, including installation of the building pad. Temporary power has been extended to the site by the city. Mr. Keaton said this is a 16 month project and is scheduled for completion in early 2008 with opening probably in July 2008.

**3. DISCUSSION REGARDING RIVER ROAD PARK PROJECT:**

County Parks & Recreation Director Jeff Simpson reported that today the PARTF grant applications for the River Road and the South Park projects were hand-delivered. He said that a decision regarding the grants should be made in May. Mr. Simpson stated that there have been suggestions that a skateboard park be developed in the city and the River Road site is one of the possible locations. There have also been suggestions regarding outdoor basketball courts and it is proposed that the basketball courts be moved to the South Park site due to the fact that the River Road site is limited in size because 100 foot easements must be maintained around the Water System well sites at this location. Additionally, basketball courts tend to be used by high school and college age students and it was felt it might not be appropriate to have these older students using the site during a school day being in conflict with the middle school students. Mr. Simpson said it was felt the South Park site would be much better suited for the basketball courts. He stated that two options are being suggested for the skateboard park—one at River Road and the other one beside the tennis courts on Harney Street. He said it has been suggested that surveys be placed at several locations frequented by young people to let them select where they would prefer to have the skateboard park.

When asked about liability issues at the skateboard park, Mr. Simpson explained that as long as there is a sign at the site posting the rules and regulations and the area is fenced in, there would be no liability to the county or city. He stated that the state passed legislation some time ago that alleviates all liability to cities and counties because skateboarding is recognized as an extreme sport.

Commissioner Jeff Dixon asked if there are any plans for bike paths as the River Road area continues to develop. City Manager Rich Olson stated that as the area develops, the city's UDO does require sidewalks on all streets. Commissioner Matt Wood stated that there has been discussion about bike paths to connect the two parks.

**4. DISCUSSION REGARDING PREPARATIONS FOR 2007-2008 BUDGET YEAR:**

City Manager Rich Olson stated that the city and the county jointly fund ten or eleven departments. He provided an overview of each department and the amounts contributed by the city and the county toward their operations. These departments include Economic Development, Tax Collector, Parks & Recreation, Airport, 911/Emergency Management, Fire Department, GIS, Animal Control, Elizabeth City Downtown, Senior Center, and Fire Inspector. Mr. Olson asked if there are any initiatives that need to be considered for these departments when working on the FY 2007-08 budget. He noted that he is not aware of any substantial increases in any of these budgets above normal increases with the possible exception of reverse 911 if the city and county agree to pursue it. Chairman Cecil Perry stated that there have been recent newspaper

articles regarding the homeless population. He asked if there might also be a joint city-county effort to address these needs.

**5. COMMENTS FROM COMMISSIONERS AND COUNCIL MEMBERS:**

Vice-Chairman Lloyd Griffin stated that the Department of Transportation has been asked to coordinate a thoroughfare plan for the city and county. He stated that a lot of development is occurring along major new corridors, however there is not any connectivity or smooth transition to neighborhoods. He said this should be taken into consideration in the thoroughfare plan.

Councilman Tony Stimatz asked for an update on the hotel conference center. City Manager Rich Olson stated that all of the affected property owners have been contacted and the committee hopes to hear from the pivotal property owner within the next two weeks after which they should have a pretty good idea of the costs to secure the options and purchase the properties.

Councilman Johnnie Walton asked if there are regularly scheduled cleanups along Simpson Ditch Road due to debris falling from vehicles hauling to the landfill. Commissioner Wood stated that the Solid Waste Department uses inmate crews to clean up along Simpson Ditch Road. He added that the Solid Waste Commission recently discussed requirements for covering loads and the county is researching a possible container law for new construction.

Commissioner Bill Trueblood stated that the county is actively working on stormwater concerns. He asked where the city is on its stormwater ordinance. Mr. Olson explained that the city hired engineer Pat McDowell about three years ago to conduct a comprehensive drainage study. A copy of that study had previously been provided to the county's engineer, Hobbs Upchurch & Associates. In addition the city has identified drainage basins, and a number of stormwater projects are in various stages of design. A drainage utility has been created and drainage fees are being collected from property owners which go toward those capital improvement projects.

Commissioner Trueblood asked if the city has received many calls for law enforcement services since the new Super Wal-Mart opened. Mr. Olson said he does not know how many calls, if any, for service have been received since the store opened. He stated that the Police Department is patrolling the area quite heavily because of the volume of people, and there have been a couple of accidents at the intersection of Forest Park Road and Halstead Boulevard. He said this is an area that will have a traffic light as a result of the development agreement with the McPherson's.

Councilwoman Anita Hummer commented that the Albemarle Economic Development Commission meets monthly and is a very hard working group. She said the city and county taxpayers' money is being well-spent. She said in addition to the AEDC's Conference Center Committee, the AEDC has a Community Images Committee that is represented by several agencies. She stated that the committee is trying to improve the way the city looks aesthetically in addition to improving the city's image and making newcomers feel more welcome by putting out information about education and healthcare. She said the AEDC is currently advertising for an economic developer and is trying to provide continuity at the present time. Councilwoman Betty Meiggs noted that the Community Images Committee is currently without a county representative. She said the committee meets on the second Wednesday of each month at 4:00 PM at the Chamber office. Councilman Johnnie Walton asked if the AEDC has available numbers showing job growth during the past year. Mr. Olson said he had received a report on job growth a few months ago, however he does not recall what the numbers were. Chairman Perry noted that he recently attended a hockey game in Raleigh and noticed that the machines that were used to resurface the ice were the same type of machines that will be manufactured on property purchased in the Pasquotank County Commerce Park. He said this company will contribute to the economy and tax base of the county. Councilman Tony Stimatz stated that the marketing budget for the AEDC needs to be increased according to advice from the CEO of Caterpillar who spoke at the Chamber Annual Meeting last week. He said the city and county should strongly consider any requests for increased marketing funds from the AEDC.

Councilwoman Jean Baker asked if there is any further news on the Oxford Heights and Northeastern Terrace flooding situations. Mr. Olson responded that he is still waiting on news regarding the state FEMA grant. He said that another meeting will be held with the committee from Oxford Heights this week. Councilman Michael Brooks stated that very few of the residents of Oxford Heights are interested in the buyout program. One of the residents of the area stated that about 50% of the affected property owners are interested in participating in the buyout program. Mr. Brooks said the problem with the gate at the rear of the property being locked needs to be resolved with DOT so that the residents would have a second way to get out

in the event of another flooding situation. He stated that something needs to be done now. Chairman Perry suggested that this be discussed by the individual boards.

At the absence of 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 8:05 PM.

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CHAIRMAN

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CLERK