

**PASQUOTANK COUNTY, NORTH CAROLINA
JANUARY 9, 2009**

The Pasquotank County Board of Commissioners held a retreat on Friday, January 9, 2009 at the Weeksville Lions Club, 2760 Peartree Road, Elizabeth City.

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

MEMBERS ABSENT: None

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

Also present were Pasquotank County department heads. The meeting was called to order at 8:30 AM by Chairman Marshall Stevenson. Chairman Stevenson welcomed everyone and said he looks forward to a productive day. He stated that hopefully everyone will get a better understanding of what each department does. He said that he and Commissioner Trueblood would like to extend a welcome on behalf of the Weeksville Lions Club. He stated that the Lions Club decided when it built its new facility that any public entity that wanted to use the building for a meeting such as this could do so at no cost. He said they look forward to many more similar events occurring in this building.

Chairman Stevenson called on the Rev. Roger Braun, pastor of Newbegun United Methodist Church, to give the invocation followed by the Pledge of Allegiance to the American Flag led by Vice-Chairman Lloyd Griffin.

1. OVERVIEW OF BUDGET:

County Manager Randy Keaton gave a brief overview of the three major funds in the budget as of December 31, 2008 compared to the same time last year and he outlined the decreases in revenues.

2. DEPARTMENTAL REPORTS:

The following department heads made presentations to the Board regarding the activities in their departments, their current needs, their challenges, and their projected future needs:

Melissa Stokely, Social Services Director
John Gregory, Water Superintendent
Jerry Newell, EMS Director
Dollie Summerour, Register of Deeds
Ed Conran, Communications Director
Jackie King – Librarian
Shelley Cox – Planning Director
Paul Kahl – Chief Building Inspector
Travis Burke – Cooperative Extension Director
Rodney Bunch (for Collin Flatness – IT Director)
Bonnie Godfrey – Deputy Director of Elections
Jeff Simpson – Parks & Recreation Director
Pug Taylor – Maintenance Supervisor
Christy Saunders – Emergency Management Coordinator
Julie Stamper – GIS Director
Bill Stevens – Tax Administrator
Margaret Simpson – Personnel Director
Randy Cartwright – Sheriff

There was not sufficient time to hear a report from Mike Etheridge, Solid Waste Director, and his report will be given at a later date.

3. PRESENTATION ON VOLUNTARY AGRICULTURAL DISTRICTS:

Chairman Stevenson introduced Mr. Steve Woodson, Associate General Counsel for North Carolina Farm Bureau, to discuss voluntary agricultural districts. Mr. Woodson explained that North Carolina is the top state in the United States in the loss of farmland and that trend is expected to continue over the next 20 years. The North Carolina General Assembly has given counties the authority to implement voluntary agricultural districts as a way of preserving farmland, and many counties in the state have done so. The northeastern portion of the state is the last area that has not generally implemented these districts. Mr. Woodson said that preserving farmland is a good deal and for every \$1 in property taxes paid on farmland only 40¢ in county services are required, while for every \$1 in property taxes paid on residential property \$1.20 in county services are required. He said if the county were to implement the voluntary agricultural districts, participation by property owners is strictly voluntary and is revocable. The Board would have to adopt an ordinance in order to implement voluntary agricultural districts.

4. DISCUSSION REGARDING PROPOSED HOSPITAL MANAGEMENT AGREEMENT:

Chairman Stevenson recognized Ms. Sharon Tanner, CEO of Albemarle Hospital, to discuss the proposed Hospital Management Agreement with University Health Systems. Ms. Tanner explained that this agreement is not a sale or lease of the hospital, but a management agreement with University Health Systems that will allow cooperation and collaboration between Albemarle Hospital and UHS. The agreement would not include any additional layers of management and would allow for the joint recruitment of physicians. Albemarle Hospital would be able to reduce non-labor expenses by taking advantage of volume discounts when purchasing medical supplies and equipment for which it is not eligible as a standalone organization.

Ms. Tanner explained that the mission of UHS is to serve Northeastern North Carolina. If it does not affiliate with Albemarle Hospital, it will have to compete. She said Pitt Hospital is full most of the time and it is very difficult to get patients into Pitt, so another hospital is needed to handle those patients. If UHS affiliates with Albemarle Hospital, they would send their critical care patients to Albemarle. If UHS does not affiliate with Albemarle, they could build onto Chowan Hospital and send the overflow patients there. Ms. Tanner stated that UHS and Albemarle both feel they can best serve the healthcare needs of the people of Northeastern North Carolina through the affiliation of the two organizations and this can be accomplished with the proposed management agreement.

Chairman Stevenson asked if there was anything further to come before the Board. At the absence of further business, he suggested that a work session be scheduled at some point to discuss goals and objectives, Mental Health, and dog hunting.

The retreat was adjourned at 5:05 PM.

CHAIRMAN

CLERK

**PASQUOTANK COUNTY, NORTH CAROLINA
JANUARY 12, 2009**

The Pasquotank County Board of Commissioners met today in a regular meeting on Monday, January 12, 2009 in Courtroom C in the Pasquotank County Courthouse.

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

MEMBERS ABSENT: None

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 Marshall Stevenson. Commissioner Matt Wood gave the invocation and the Girl Scout Council, Colonial Coast led in the Pledge of Allegiance to the American Flag.

1. PRESENTATION BY GIRL SCOUT COUNCIL, COLONIAL COAST:

Chairman Stevenson recognized the Girl Scout Council, Colonial Coast, who presented a box of Girl Scout cookies to each Commissioner and staff member.

2. COMMENTS BY TOM MEMOLO:

Chairman Stevenson recognized Mr. Tom Memolo. Mr. Memolo stated that during the past months when he was running for office he surveyed people in the county and they believe the \$50 septic tank inspection fee is unfair. He said furthermore during the current economic times people do not have the \$50 fee. He said something needs to be done to eliminate this fee. He also stated that he believes the inspections are not being done as they should be. Chairman Stevenson advised Mr. Memolo that the Board will take his comments into consideration.

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

Chairman Stevenson called on the following county employees to receive pins in recognition of their years of service to Pasquotank County:

Employee	Department	Years of Service	Date Hired
Lisa Whidbee	EMS	15 years	10-11-93
Lynn Weeks	Extension Service	15 years	10-18-93
Tobie McPherson	Sheriff's Department	15 years	11-22-93

The Board thanked the employees for their service.

4. REPORT ON NEW SIREN SYSTEM AT ELIZABETH CITY STATE UNIVERSITY:

Chairman Stevenson welcomed Dr. Willie Gilchrist, Chancellor of Elizabeth City State University. Dr. Gilchrist stated that ECSU, like most other universities, has heightened its safety awareness and has installed a siren system at the university. He said they have taken time to go into the neighborhoods next to the university and have hung door tags in order to notify the citizens within the parameter of the university of the dates they planned to test the system. On January 6, the first test was performed, and on January 22 they intend to hold a forum on the campus so that citizens can come to the campus and get more information concerning the system that has been installed. Dr. Gilchrist said they are working in conjunction with the Pasquotank County Sheriff's Department, the Elizabeth City Police Department, the Fire Department, EMS,

and Emergency Management. He stated that they have also added more lighting on the campus, more security cameras, and have asked their campus police to be on bike patrol as well. He said it is their goal to make all citizens as aware as possible about new systems as they are put into place.

5. DELAY OF PUBLIC HEARING ON STORMWATER DESIGN MANUAL:

County Attorney Mike Cox explained that a public hearing on the stormwater design manual and stormwater ordinance has been advertised for tonight, however after reviewing this with staff he feels that the manual and the ordinance should go to the Planning Board for consideration before the Board holds a public hearing. He suggested that the public hearing be delayed until the Planning Board completes its review.

Motion was made by Matt Wood, seconded by Bill Trueblood to remove the public hearing on the Stormwater Design Manual, Stormwater Ordinance, and changes to existing ordinances from tonight's agenda pending Planning Board review. The motion carried unanimously.

6. PUBLIC HEARING AND APPROVAL OF BUDGET ORDINANCE, FAIR HOUSING PLAN, SECTION III PLAN, AND EQUAL EMPLOYMENT AND PROCUREMENT PLAN FOR A HOUSING DEVELOPMENT GRANT:

Mr. Keith Howell of Albemarle Commission explained that in accordance with CDBG guidelines, the Board needs to adopt a Budget Ordinance for the \$120,000 Housing Development Grant for the River's Edge at Elizabeth Crossing Project. Additionally, the Board needs to adopt a Fair Housing Plan, a Section III Plan, and an Equal Employment and Procurement Plan. Mr. Howell said this \$120,000 grant will be a small piece of the \$7,000,000 housing development project.

Chairman Stevenson declared the meeting to be a public hearing and asked if anyone would care to comment on the proposed Budget Ordinance, Fair Housing Plan, Section III Plan, and Equal Employment and Procurement Plan. At the absence of comments, the public hearing was closed.

Motion was made by Lloyd Griffin, seconded by Cecil Perry to approve the proposed Budget Ordinance, Fair Housing Plan, Section III Plan, and Equal Employment and Procurement Plan as presented for the \$120,000 CDBG Housing Development Grant for the River's Edge at Elizabeth Crossing Project. The motion carried unanimously.

Commissioner Bill Trueblood asked if it has been determined whether this will be a taxable project. He said it had previously been discussed that it would meet some of the criteria to be tax-exempt and at that time there was some indecision as to whether it would or would not be taxable property. Mr. Howell stated that he does not see any reason it would not be taxable. He said the fact that it is earmarked for low to moderate income does not have anything to do with whether or not the property is taxed. County Manager Randy Keaton added that this is very similar to other apartment complexes in the county that are all taxed.

7. AMENDMENTS TO THE AGENDA:

Chairman Stevenson asked if there were any amendments to the agenda. Commissioner Matt Wood asked that the agenda be amended to add a recommendation from the Finance Committee to approve an agreement with the city to lease lighting for the parking lot at the old Elizabeth City Middle School. He said the Board has been discussing the potential use of the school and something that has come up is the lack of lighting, particularly around the back of the building. County Attorney Mike Cox asked that the Board add a Closed Session to preserve the attorney client privilege.

Motion was made by Matt Wood, seconded by Cecil Perry to amend the agenda to add to the consent agenda approval of an agreement to lease lighting for the parking lot at the old Elizabeth City Middle School, and to add a Closed Session to preserve the attorney client privilege at the end of the meeting. The motion carried unanimously.

8. APPROVAL OF CONSENT AGENDA:

The Board considered the following consent agenda:

a. Approval of Minutes of December 15 and 23, 2008 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.	Jay Isbell Builders, Inc.	522.50	
2.	Vulcan Const. Materials LP	2,677.40	
3.	Justin P. Calvin	108.13	93.47
4.	Brian John Dunn	166.43	
5.	Jonathan Edward Sullivan	139.40	
6.	Travis L. Henton	227.84	
7.	Christopher Lynn Pendergrass	186.56	
8.	Three Amigos of Eliz City Inc.	343.59	281.12
9.	Medical Services of America Inc.	727.97	595.61
10.	Cheryl J. Banks	153.30	125.43
11.	Dirk N. Ames	166.35	141.41
12.	Alan William Proctor	321.34	
13.	Adam L. Kerr	107.91	
14.	Eyeball Inc.	120.00	
15.	Eyeball Inc.	240.00	
16.	Eyeball Inc.	120.00	
17.	Eyeball Inc.	120.00	
18.	Eyeball Inc.	120.00	
19.	Eyeball Inc.	120.00	
20.	Michael Engle Stevens	125.43	102.85
21.	Alexander Thedoyos Moraitis	112.80	

Refunds:

1.	William Edward Perry	120.00	
2.	William Edward Perry	120.00	
3.	William Edward Perry	107.00	
4.	William Edward Perry	107.00	

c. Approval of Budget Amendments

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

Commissioners

Decrease	010.6900.5991.00	Contingency	4,470.00
Increase	010.4110.5499.00	Miscellaneous Expense	4,250.00
Increase	010.4110.5321.00	Telephone	220.00

Transfer Tax/Capital Reserve

Decrease	010.6600.5980.21	Transfer to Capital Reserve	128,620.00
Decrease	010.0180.4245.00	Transfer Tax	128,620.00

School Capital Project

Decrease	040.8900.5395.01	Issuance-QZAB	32,368.00
Decrease	040.8900.5580.10	Weeksville School	30,322.00
Decrease	040.8900.5580.13	Northeastern High School	62,880.00
Decrease	040.8900.5980.10	Transfer to General Fund	1,147,204.00
Decrease	040.8900.5980.21	Transfer to Capital Reserve	317,501.00
Decrease	040.8900.5980.40	Transfer to School Brd QZAB	2,959,452.00
Decrease	040.8910.5580.14	PCHS Stadium	930,055.00
Decrease	040.8915.5194.00	Engineering	572,700.00
Decrease	040.8915.5394.00	Trustee Service	15,000.00
Decrease	040.8915.5395.00	Issuance Cost	345,600.00
Decrease	040.8915.5499.00	Miscellaneous Expense	216,145.00
Decrease	040.8915.5590.00	Construction	13,034,019.00
Decrease	040.8915.5980.21	Transfer to Capital Reserve	94,300.00
Decrease	040.8915.5991.00	Contingency	124,680.00
Decrease	040.0200.4840.02	Sales Tax Refund	113,007.00

Decrease	040.0230.4370.00	State Grants	23,080.00
Decrease	040.0500.4831.00	Interest Earned	729,701.00
Decrease	040.0700.4910.00	Bond Proceeds	2,914,230.00
Decrease	040.0700.4910.01	2004 COPS	14,280,000.00
Decrease	040.0700.4960.00	Premium on Debt	258,444.00
Decrease	040.0700.4981.00	General Fund Tsf	567,950.00
Decrease	040.0700.4981.21	Capital Reserve Tsf	995,814.00

d. Approval of Family Subdivision Request 09-01 for a One Lot Family Subdivision at 701 Cherry Glade Road, Mount Hermon Township

The Planning Department staff has recommended approval of Family Subdivision Request 09-01. Alison & Evelyn Twiford are requesting to create a gift lot for a grandchild in accordance with Article 3, Section 303 of the Pasquotank County Subdivision Ordinance. A total of 139.73 feet of road frontage for the proposed parcel is provided onto Cherry Glade Road. The total lot area proposed is 1.00 acre for the gift lot and 2.43 acres for the residual tract. Alison and Evelyn Twiford are requesting to give a lot to their grandson, Carl Twiford. They have provided documentation through deeds to show that the property has been in continuous ownership for a period of over five years. Documentation has been provided that the plat qualifies as a family subdivision in the form of a birth certificate and marriage certificate, and Albemarle Regional Health Services has evaluated the site and determined that it is suitable for a septic system. The application meets the minimum requirements for a family subdivision and staff recommends approval.

e. Approval of FY 2007-08 Financial Statement

The Finance Committee has recommended approval of the 2007-08 financial statement that was presented at the last Finance Committee meeting.

f. Approval to Lease Lights for Former Elizabeth City Middle School Parking Lot

The Finance Committee has recommended that the Board enter into a lease with the City of Elizabeth City for lighting at the former Elizabeth City Middle School at a cost of \$88.25 per month.

Motion was made by Cecil Perry, seconded by Jimmie Harris to approve the consent agenda as amended. The motion carried unanimously.

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

Releases:

		County	City
1.	Patti Ruth Williams	15.02	
2.	Jerry Lee Rawls, Jr.	28.49	
3.	Shawn Lavawn Ames	8.02	6.58
4.	Shevonne McPherson James	53.85	49.16
5.	Michael Lebrane Brantley		37.00
6.	Richard C. Smith	32.25	31.45
7.	Cleo Joyce Green	46.40	
8.	Sarah Elizabeth Hess	35.31	
9.	Herman Ray Meads, Jr.	35.97	
10.	Jesse Kessel Carpenter	91.69	80.02
11.	Albemarle Grain Equip Co.		26.06
12.	Sharon Marshel Riddick	14.41	11.79
13.	Leslie Old Sawyer	52.40	
14.	Wayne Allen Bateman		70.76
15.	William Paul Rawson	48.50	
16.	Michael Scott Doleski	70.30	
17.	Michael Scott Doleski	99.99	
18.	Michael Scott Doleski	3.94	8.35
19.	Jason Todd Tignor	30.85	
20.	John Paul Histed	7.05	
21.	Terry Lee Waterfield	48.95	
22.	Jessica Ann Claire Owens	22.28	18.23
23.	Natalie Felicia Lewes	53.55	48.91
24.	Felicia Lavon Roberts	68.55	
25.	Mary Jane Eisenbeis	4.68	3.83
26.	Adica Enterprises Inc.	26.58	21.80

27.	Paul Michael Davis	94.11	
28.	William A. & Linda Lehmann	90.20	
29.	Dennis Bright Contracting LLC	28.38	
30.	Patrick Walter McCloskey	22.35	
31.	Jordan Cruz Baeza	5.67	4.64
32.	Adam Wayne Zeigler	48.68	
33.	Louise Goode	58.87	48.16
34.	Brian Curtis Mattera	9.27	7.59
35.	Elie McKinley Beamon	59.24	

Refunds:

1.	Jo Ann M. Banks	11.00	9.00
2.	Jo Ann M. Banks	9.90	8.12
3.	Jo Ann M. Banks	9.60	8.00
4.	Sean Demetreus Knight	20.50	
5.	William Edward Perry	95.00	
6.	William Edward Perry	95.00	
7.	Aubrey Mack Sawyer	29.70	

9. APPROVAL OF FINAL PLAT FOR CARTER'S GLEN, PHASE 3:

The Board considered the final plat for Carter's Glen Subdivision, Phase 3. Planning Director Shelley Cox explained that Carter's Glen, Phase 3 consists of 11 lots. The property is zoned R-15 Residential and lot sizes range from 25,000 square feet to 28,905 square feet. She said a letter of credit in the amount of \$54,509 has been received to guarantee street paving, and a letter of credit in the amount of \$19,149 has been received to guarantee street maintenance until the streets have been accepted by NCDOT. A stone depth report has been submitted by GET Solutions that confirms stone depths for Cutters Lane range between 6" and 6¼" which meets DOT's minimum requirements. Water tap fees have been paid for this section and the Water Superintendent has confirmed that the water main has been accepted. Ms. Cox stated that staff's only concern regarding the final plat is that there are a couple of ditch elevations that are approximately one-half foot different from what was shown on the preliminary plat. She said this does not present a problem for Phase 3, however, it should be taken into account for future phases of this development and the elevations be adjusted accordingly. She stated that staff recommends approval of the final plat for Phase 3.

Motion was made by Lloyd Griffin, seconded by Jeff Dixon to approve the final plat for Carter's Glen Subdivision, Phase 3 as presented. The motion carried unanimously.

10. APPOINTMENT OF LEGISLATIVE LIAISON TO THE NORTH CAROLINA ASSOCIATION OF COUNTY COMMISSIONERS:

The Board considered the appointment of a legislative liaison for the 2009-10 legislative biennium as requested by the North Carolina Association of County Commissioners. The legislative liaison will ensure that the Board of Commissioners is made aware of NCACC positions, ensure communication between county officials and legislators and make the state delegation aware of county positions on various issues, and provide feedback to the Association on bills and issues.

Motion was made by Cecil Perry, seconded by Lloyd Griffin to appoint Chairman Marshall Stevenson as the legislative liaison to the NCACC for the 2009-10 legislative biennium. The motion carried unanimously.

11. REPORT FROM COUNTY MANAGER:

County Manager Randy Keaton reported that he has been asked to try to organize a meeting of the ten counties in the region, the Mental Health Board, state officials, and Mental Health staff to discuss the situation with Albemarle Mental Health and what the plans are for the future. He said the meeting has tentatively been scheduled for January 22 at 6:00 PM. The Chairman, Manager, and Social Services Director from each county will attend the meeting and any other Commissioners who would like to attend the meeting can do so. Mr. Keaton stated that he will also attend a meeting tomorrow afternoon regarding the Community Care Clinic which has been serving over 1,000 Mental Health patients with their pharmacy needs. Without a psychiatrist to write their prescriptions these patients cannot get their medications. Mr. Keaton said the Mental Health situation impacts county government, most directly impacting the Social Services Department and the Sheriff's Department. The Health Department is also affected and Albemarle Home Care is receiving referrals for patients who are no longer receiving services

from Albemarle Mental Health. Mr. Keaton stated that Albemarle Hospital is also hugely impacted by the closing of the 23-hour crisis clinic because those patients now go to the Emergency Room. The School System is affected by the lack of mentors in the classrooms. Mr. Keaton said some of these services may eventually be picked up by private providers, however right now all Mental Health services are in a state of flux. He said the idea behind the meeting next week is to find out how quickly Mental Health can transition from direct services to a local management entity and how quickly the private providers will fill in the gaps with services previously provided by Mental Health staff. Commissioner Cecil Perry stated that the Mental Health Board has learned that there are several million dollars earmarked for Albemarle Mental Health that have not been drawn down from the state. He said it is hoped the state will allow Albemarle Mental Health to draw down the funds. He stated that the Mental Health Board is doing everything it possibly can to ensure that the individuals previously served by Albemarle Mental Health will continue to receive the care they need. He added that the jails in the area will receive a tremendous hit if something is not done to restore mental health services to those who need it.

Mr. Keaton stated that the county has been undergoing its United Way Campaign and thus far a total of \$8,400 has been received. He noted that pledges continue to come in and he hopes to conclude the campaign this week.

Mr. Keaton referred to an ABC report that was included in the Commissioners' packets. He said it shows that the Pasquotank County ABC Store ranks 23rd in the state in profitability.

12. REPORT FROM CLERK:

Clerk to the Board Karen Jennings stated that she has previously provided board members with several possible dates for the Annual Extension Luncheon and staff reports. She said based on the responses it appears that March 16 will be the best date for the luncheon. The Clerk asked if any Commissioner would like to attend the Annual NACo Legislative Conference in Washington, DC in March. No one from Pasquotank County will be attending the conference this year.

13. REPORT FROM COUNTY ATTORNEY:

County Attorney Mike Cox advised that he hopes to close by the end of this week on the sale of the Nags Head property. He reminded the Board that the proceeds from the sale are to be split with the Hospital according to action by the Board in 2004.

14. REPORTS FROM COMMISSIONERS:

Commissioner Cecil Perry reported that he has spent a lot of time over the past few weeks with Hospital Board and Mental Health Board meetings and issues.

Commissioner Matt Wood suggested if any Commissioners are in the area of College of The Albemarle that they take a look at some of the changes that have occurred at COA, particularly the new building and the renovations to the old building. He said these have added a lot to the campus.

15. CLOSED SESSION TO PRESERVE THE ATTORNEY CLIENT PRIVILEGE:

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

Motion was made by Matt Wood, seconded by Cecil Perry that the Board enter Closed Session to preserve the attorney client privilege. The motion carried unanimously.

Upon the end of Closed Session;

Motion was made by Lloyd Griffin, seconded by Cecil Perry that the Board return to Regular Session. The motion carried unanimously.

Chairman Stevenson asked if there was anything further to come before the Board. There being no further business;

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

CHAIRMAN

CLERK