

**PASQUOTANK COUNTY, NORTH CAROLINA
JANUARY 25, 2010**

The Pasquotank County Board of Commissioners held a retreat on Monday, January 25, 2010 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 (Arrived at 9:20 AM)

MEMBERS ABSENT: None

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

The retreat was called to order at 8:30 AM by Chairman Marshall Stevenson who welcomed everyone. He asked that everyone observe a moment of silence in memory of Commissioner Jimmie Harris who passed away last week. Commissioner Cecil Perry gave the invocation and Vice-Chairman Lloyd Griffin led in the Pledge of Allegiance to the American Flag.

1. DISCUSSION REGARDING CHILD SUPPORT ENFORCEMENT:

County Manager Randy Keaton introduced Mr. Alden Miller, Administrator for the Regional Child Support Office which serves Pasquotank, Camden, Perquimans, and Gates Counties. He asked Mr. Miller to give an overview of the Child Support Enforcement Program.

Mr. Miller said Child Support Enforcement is a service provided to the community and their services are available to anyone who needs help collecting child support. He explained that they provide assistance in five basic areas: 1) Locating non custodial parent's address, income and assets; 2) Establishment of paternity; 3) Establishment of monthly support obligation for non custodial parents; 4) Collection and distribution of child support; and 5) Enforcement of support obligations.

County Manager Randy Keaton explained that effective July 1, 2010 counties will have to assume administration of the Child Support Enforcement Program. The county has the option to either create a county department or contract with a private provider to administer the program. Mr. Keaton stated that proposals have been received from private contractors to administer the program and the Board has approved a contract with ExecLink to compare the cost and feasibility of the options. He hopes to have the results of ExecLink's study this week so the Finance Committee might review it next Monday.

2. MENTAL HEALTH:

Mr. Keaton outlined the process to be followed in reaching a decision on the provision of mental health services. The county must have a new mental health provider in place by July 1. He advised that it appears the only feasible alternative is to join East Carolina Behavioral Health who is currently administering mental health services on an interim basis for Pasquotank County and the other nine counties who were a part of Albemarle Mental Health. He said the first step is to authorize staff to begin discussions with ECBH. Staff would then report back to the Board on funding, services and county representation on the ECBH Board by March 1. The Board would then hold a public hearing on the proposal to withdraw from Albemarle Mental Health and then hold a formal vote on withdrawal. If the Board votes to withdraw, a letter would be sent to the Secretary of Health and Human Services asking for permission to withdraw from Albemarle Mental Health and explaining how Pasquotank County will demonstrate continuity of services by joining with ECBH. The process would become final July 1. Mr. Keaton stated that there do not appear to be any negatives with regard to joining ECBH. After brief discussion;

Motion was made by Bill Trueblood, seconded by Matt Wood to authorize county staff to begin discussions with East Carolina Behavioral Health for administering mental health services in Pasquotank County. The motion carried unanimously.

3. BUDGET FORECAST FOR 2010-11:

Mr. Keaton provided a list of possible significant changes in revenues and expenditures for the 2010-11 budget. He pointed out that revenues will probably be flat to -\$350,000. There are still some unknowns with regard to expenditures. Commissioner Bill Trueblood noted that he would like to see a budget item in the 2010-11 budget for stormwater with an appropriation of \$10,000. Mr. Keaton added that the Board used over \$600,000 in fund balance to balance the current year's budget as well as \$343,000 from capital reserve funds, but those funds will not be available in the upcoming budget. Members of the Board noted that with the unknowns the county could have a deficit of up to \$1 million in the upcoming year.

4. RETIREE HEALTH INSURANCE:

Mr. Keaton explained that the Board had asked for information on retiree health insurance and possible ways to decrease the cost. He said the county's current policy with regard to retiree health insurance is to pay 100% of the cost after 25 years of uninterrupted employment with Pasquotank County for retirees who retire with full local government retirement. After age 65, the plan becomes secondary to Medicare. He reviewed the policies that other counties in the state and region have with regard to health insurance for retirees. Pasquotank County is now paying \$452 per month per active employee and is paying the same amount per retiree for health insurance. Mr. Keaton said his recommendation is to continue current benefits for retirees pre age 65; change benefits for post 65 retirees to a Medicare supplement which is estimated to cost approximately \$300 per month; and consider a change in retiree benefits for new employees hired after June 30, 2010.

The Board asked questions and discussed other possible options. It was requested that the County obtain hard numbers and quantifiable costs from our insurance administrator on the long-term impact of the various options for retiree health insurance.

5. RACE RELATIONS:

Commissioner Cecil Perry expressed concerns regarding the county's hiring and promotion policies. He stated that the county needs to look for ways to make everyone feel they are treated the same in this regard. He said there needs to be a clear way for employees to advance. He pointed out that EMS, Central Communications and the Sheriff's Department employ a small percentage of minorities and he believes the county has a responsibility with regard to racial diversity. Commissioner Perry pointed out that there is currently a 16% unemployment rate among African Americans in the local area. He asked that the county look at its selection process to insure that it is fair. It was suggested that the County Manager review the current procedures with the Personnel Committee and develop some recommendations for the Board to review.

Members of the Community Relations Committee including Dr. Hezekiah Brown, Miss Mary Sharpe, Ms. Eileen Chaney, Ms. Lena Lawrence, and Dr. Kurt Hunsberger all commented. They suggested that the county be pro-active when it comes to race so as to not have to be reactive during a crisis situation.

6. SPECIAL PROJECTS COMMITTEE ITEMS:

The Board reviewed several items that had previously been considered by the Special Projects Committee and then by the Board. Planning Director Shelley Cox provided an update on each of the following items that are pending:

Dog Kennels – The Board had previously agreed to move forward with regulations to limit the number of dogs allowed per lot within a residential subdivision to three. The Planning Director has drafted language to include in the Animal Control Ordinance to limit the number of dogs. Existing kennels would be grandfathered. The County Attorney will review this information and include it in the Board packets.

Subdivision Street Design Standards and Street Maintenance Guarantees – The Planning Department has drafted proposed amendments to the Subdivision Ordinance to improve minimum street design standards by requiring minimum street right-of-way of 50 feet and minimum pavement width of 20 feet, and requiring sub-base soil testing for use in determining

minimum pavement design. Another proposed amendment would require the developer to meet with county staff and the county engineer at the time of final plat submittal, and a third amendment would require digital plan files for sketch, preliminary and final plat submittals. Mr. Bunch stated that the proposed amendments do not include an increase in the amount for road maintenance bonds. Staff had previously suggested that the required amount of the bonds be increased from the current 30% to 50% because some bonds are several years old and the bond amount may not be sufficient to make the repairs. The Board agreed to increase the amount to 50%, and also supported the new construction standards. Mr. Bunch noted that these proposed Subdivision Ordinance amendments will be taken to the Planning Board for first reading.

Subdivision Phasing – The Board had previously requested that staff draft language for the subdivision regulations allowing phasing of subdivisions with more than 10 lots. The phases would consist of a minimum of 10 lots or at least 25% of the total number of lots. Ms. Cox provided language for inclusion in the Subdivision Ordinance which would address phasing. The Board agreed this should be moved forward to the Planning Board for review.

Wind Turbines – Ms. Cox stated that she is still working on drafting regulations to allow wind turbines for the Board's consideration. She said that a test tower will be erected in the desert area. Since the tower is temporary and will be taken down in a year, no other permits or approvals besides a building permit will be required. Ms. Cox noted that the county is a year away from making a decision on the viability of wind turbines.

Minimum Housing for Animals – An issue had previously come up about a house that had three horses in a yard less than an acre in size, and the lack of requirements that dogs be provided shelter away from the sun. Concerns had been expressed regarding the lack of minimum housing standards for animals. Staff was asked to research the acreage per horse recommended by N.C. State University. Ms. Cox reported that N.C. State University recommends a minimum of two acres per horse. She suggested that any regulations that are developed be included in the county's code, not in the zoning regulations. She said the Board would have to determine whether to enforce regulations for all livestock or just certain livestock. It was noted that enforcement would be difficult since the county does not currently have a code enforcement officer. The Board agreed to leave this item on the long-term projects list.

Grass Maintenance Standards – Members of the Board and staff have received many complaints over the past year regarding tall grass, especially in subdivisions. Many of the houses are vacant due to foreclosures and no one is mowing the grass. Ms. Cox had been sending letters to the property owners requesting that they mow the grass and some of the letters have been effective. The Board agreed that since the letters have been somewhat effective that Ms. Cox should continue sending them when there are complaints regarding tall grass. This is also something that could be monitored by a code enforcement officer if the county had one.

Subdivision Recreation Fees – Ms. Cox provided research regarding subdivision recreation fees that are charged in other counties and in the city. Some charge a per lot fee ranging from \$400 per lot to \$1,000 per lot, while some require that land be set aside for recreational use. The Board agreed for the Planning Department to move forward with implementation of a one-time recreation fee of \$500 per subdivision lot.

Panhandling – County Attorney Mike Cox stated that he has provided Board Members with a copy of Camden County's Peddlers and Solicitors Ordinance. The ordinance requires that persons seeking to solicit door to door or beg or panhandle must first have a permit issued by the county. The Board directed the County Attorney to draft an ordinance for Pasquotank County based on Camden County's ordinance for consideration at the next meeting.

Internet Sweepstakes Cafes – Ms. Cox explained that the city has adopted an ordinance regulating internet sweepstakes cafes. She said she had first brought up this topic when she was approached by someone who picked up a zoning text amendment application. She said if this person submits the amendment application and pays the \$600 application fee, it would have to be brought to the Board for a decision. She stated that she is currently telling people the county does not have an ordinance to allow internet sweepstakes cafes.

7. UPDATED GOALS:

The Board reviewed the following goals that had been established in previous years and updated them:

Planning & Development – The rural subdivision option, one of the Board’s goals from 2007-08 was addressed with new family subdivision provisions. The ten-acre lot goal had previously been addressed with new zoning text amendments to eliminate issuance of building permits for structures on ten-acre lots that do not front a state-maintained road or have public water available. This issue has since been litigated and the Court of Appeals found that the county’s regulations are reasonable.

Code Enforcement – Since the position of Code Enforcement Officer had been eliminated in last year’s budget due to decreased revenues, the Board discussed the possibility of a part-time Code Enforcement Officer to work two or three days a week. Board Members agreed that things have gone backwards since last year and there is a need to find a way to put a Code Enforcement Officer back in place at least a couple of days a week. The Board asked that the County Manager work with the Sheriff to try to come up with a plan for code enforcement.

Building Inspection - It was noted that the Solid Waste Department has assisted in the past by providing containers to dismantle substandard mobile homes. A Code Enforcement Officer could help identify the substandard homes and could identify tall grass that needs to be mowed at abandoned houses.

Solid Waste – It was determined that the state law requiring covers on containers transporting construction debris is adequate.

RO Plant – Construction continues to move forward.

Stormwater Engineers – Patton Harris Rust & Associates continues to work for the county in reviewing subdivision plans. A Stormwater Ordinance is in place.

Business License Fees – The Sheriff has requested that the Board implement an ordinance regarding door to door solicitation. The County Attorney will draft an ordinance for the Board’s consideration.

Thoroughfare Plan – Assistant County Manager Rodney Bunch stated that meetings have previously been held in Raleigh regarding the county’s proposal for a second connector road from Creek Road to the Bypass. DOT is supposed to be doing a study, however this was most likely put on hold due to the cutbacks in the DOT budget. Vice-Chairman Griffin said he has taken some of the county’s issues to the RPO Committee and they are aware of the Board’s desire to promote connection of Simpson Ditch Road and Peartree Road. Chairman Stevenson said at this point that connection may provide a bigger problem unless there are plans to widen Simpson Ditch Road because there will be more traffic. Members of the Board agreed that Simpson Ditch Road would have to be widened in order to accomplish this goal and it would be hard to widen Simpson Ditch Road.

Traffic Impact Analysis and Reserved Areas – Mr. Bunch explained that language drafted for the Subdivision Ordinance relating to minimum design standards for roads will address these issues.

Parks & Recreation Long Term Capital Budget – The Board discussed the future of Meads Pool and Fun Junktion. The county’s obligation with regard to the PARTF grant for Fun Junktion is approximately ten more years. The county would eventually have to determine whether to phase out Fun Junktion and re-establish activities somewhere else. The Board discussed joint use of school facilities and it was recommended that this item be placed on an agenda for a joint meeting of the Board of Commissioners and the Board of Education. It was noted that there appears to be no cohesive policy from the Board of Education on the use of athletic fields and each school sets its own policy.

Recreation Fees – The Board has earlier today agreed to implement a \$500 per lot recreation fee in subdivisions.

Economic Development – Aviation – The Aviation Park is doing well. Chairman Stevenson stated that he has a problem with the Airport Authority allowing DRS to get a monopoly in the Airpark. He said the Airport Authority has leased all of the ground to DRS which allows no one else the opportunity to come in. He stated that he hopes with the new expansion that DRS will not be allowed to take all of those lots. Vice-Chairman Griffin noted that two other companies have expressed interest in the next phase.

Jail Long-Term Capital Budget – Construction is nearing completion and it is anticipated that the certificate of occupancy will be issued in mid-February. The County Manager stated that there has been a problem with the sub-contractors getting paid by the contractor and \$300,000 was released last week to the contractor's attorney to be distributed to sub-contractors. The county is currently only holding 5% retainage which is \$880,000. County Attorney Mike Cox stated that he will be meeting with the County Manager and the Finance Officer during the next few days, and discussions are being held with Attorney Jim Schenck and they hope to have some preliminary numbers soon. The Board requested that this information be made available for the February 15 Commissioner meeting if possible.

Establish Drainage Districts – Chairman Stevenson stated that the Stormwater Task Force voted at its meeting last week to move forward with establishing drainage districts. He said he would not advocate establishing a fee, but would like to get the districts in place. The County Attorney recommended that the Board consider establishing a couple of districts at a time rather than doing all seven at once due to the time required and the advertising and mailing costs. Chairman Stevenson noted that if all districts were done at the same time, only one public hearing would have to be held. The County Manager said that some of the discussions have been that creating the districts would cause the county to be eligible for federal money. He said the county would have to spend the money to bring the district up to standard first and then if there is a storm the federal money would help to bring it back to the standard. Commissioner Trueblood stated that once the districts are created, they would be in place if the county does not assess the property owners or if the county does nothing else. He said it has been suggested a way to handle it is to let the committees from each of the watersheds determine what needs to be done and advise the county. The county could then determine the costs and what the assessment would be and ask the committee how to proceed. The members of the committee would help advocate for an assessment. Commissioner Trueblood added that work has been done over the past three years to identify the districts and the Stormwater Task Force believes they should be implemented. The Board agreed to allow Commissioner Trueblood to select the first two districts to begin the process.

Identify Sources of Revenue – The County Manager stated that the only option the Board has not considered yet is the ¼¢ sales tax that is available by a referendum. He said the General Assembly has provided this as an option and some counties have pursued it. He noted that this would generate approximately \$800,000 per year in revenue for the county. Commissioner Trueblood stated that the county's only rationale for implementing the new sales tax would be to keep from raising property taxes. The County Manager said it would be more palatable if the tax could be tied to specific expenditures. The Board agreed to not move forward at this time on an additional ¼¢ sales tax with the current state of the economy.

Work to Establish a Better Rapport with the City – Keep on the list.

Cable TV – The County Manager advised that Time-Warner plans to upgrade the cable system. He has informed Time-Warner that the county is interested in expanding cable and broadband to areas of the county that are currently not being served. The Board asked that the County Manager send a letter to Time-Warner and ask that their representative come to the area and ride around with county staff or commissioners and then meet with the Board.

Channel 9 – Channel 9, formerly Channel 14, has been relocated to Courthouse and equipment has been upgraded.

8. NEW GOALS:

The Board developed the following new goals:

Monthly Abbreviated Work Session – Chairman Stevenson said it has been suggested that once a month 30 minutes prior to the Finance Committee meeting the Board hold an abbreviated work session. He stated that the Board could dispose of certain items at this meeting that might prevent the Board from having to call a special meeting. He suggested that this meeting be held on the Board's second monthly meeting day. If there are no items to be considered, then the meeting would be cancelled. The Board agreed this would be a standing meeting.

Recognition of County – Commissioner Perry stated that he attends a lot of activities and events where the city is recognized. He said many times the county is represented and is not

recognized. He said it is sometimes embarrassing that the Mayor is recognized and the Chairman of the Board of Commissioners is not. He stated that he thinks the public needs to know the importance of the county and he feels there should be some means of getting the county's story out. The County Manager added that some organizations do not know the difference between the city and the county. He agreed there is a lack of understanding.

Broadband – The Board agreed that it should be a goal to make broadband, by whatever means, available to all of the residents of Pasquotank County who want it.

Drainage Districts – The Board agreed that a goal should be to establish two drainage districts in the county by July 1.

Main Street Extended – Another goal is to fix the drainage on Main Street Extended to where it was before the bridge was replaced with culverts. Commissioner Trueblood suggested that the city and county work together to lobby representatives in Raleigh on this issue.

Recreation Fees – The Board had earlier today agreed to establish a \$500 per lot recreation fee in subdivisions. It was requested that this also be listed as a goal.

Mental Health – The Board established a goal to move forward with an agreement with East Carolina Behavioral Health to administer mental health services for Pasquotank County. Mr. Keaton reported that at least two other counties in the region have taken action today to move in that direction as well.

Fire Ratings – The Board agreed that the fire ratings for the county's volunteer fire departments need to be protected. Weeksville VFD needs to be reclassified back to a 6 and the Nixonton and Newland districts should be protected to insure their ratings are not decreased. It was noted that the purchase of a piece of equipment to upgrade the 911 system would not only help Weeksville VFD, but would help all four of the volunteer fire districts in their fire ratings. The Board agreed it would be important to try to attract more volunteer firemen.

Cost-Saving Measures – The Board agreed to look at cost-saving measures in this year's county budget and to try to find new revenue sources.

Workforce Development – The Board concurred that vocational/technical training is important to provide job opportunities in the aviation park and other local businesses and industries.

Development of Employee Selection Process – The Board agreed another goal is to develop and implement an employee selection process. It would be necessary to identify the makeup of the selection committee and develop a procedure for scoring applications.

9. COUNTY MANAGER GOALS:

The Board discussed with the County Manager the goals that were established for him during his annual evaluation. The County Manager provided the Board with an update on those items.

The retreat was adjourned at 5:00 PM.

CHAIRMAN

CLERK

**PASQUOTANK COUNTY, NORTH CAROLINA
FEBRUARY 1, 2010**

The Pasquotank County Board of Commissioners met today in a joint meeting with the Elizabeth City-Pasquotank Board of Education on Monday, February 1, 2010 in the Pasquotank County Public Safety Building Community Room.

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

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 the members of the Board of Education, the Superintendent of Schools, and school administrative staff. Chairmen Stevenson called the meeting to order at 2:05 PM and opened with a prayer.

1. VOCATIONAL TRAINING:

Chairman Stevenson asked what the Board of Education is doing to further the education of those who will probably not attend college. He said a lot of the jobs that will be created in the new airpark will not require a college degree, but will require some technical training. School Board Chairman Mark Small said he is very sorry that the Board of Commissioners was not able to take the tour today to see firsthand what the schools are doing in their vocational programs.

School Superintendent Linwood Williams introduced Mr. Craig Laughton, Director of Career & Technical Education for the Elizabeth City-Pasquotank Public Schools. Mr. Laughton explained that February is Career & Technical Education Month and he outlined all of the events planned for the schools during the month. He stated that Career & Technical Education classes are taught at Elizabeth City Middle School, River Road Middle School, H.L. Trigg Community School, Northeastern High School, and Pasquotank County High School. He provided a list of the courses offered in the Career & Technical Education curriculum as well as the enrollment in each course. He explained that state budget cuts have presented challenges for the Career & Technical Education programs in the loss of teacher positions and he expects more challenges in the upcoming year. Mr. Laughton said he has begun looking into courses that would lend themselves to the aviation field. He stated that the Wake County School System has begun offering courses in aerospace and they have been very helpful in sharing information with him. He noted that he is still waiting on budget information from them. He said if these courses are offered in the future in the Elizabeth City-Pasquotank Schools a great amount of financial assistance and partnerships through COA and/or ECSU would be needed. Mr. Laughton stated that he hopes the tour of schools can be rescheduled so the Board can see all that is being done in the vocational classrooms. The Board thanked Mr. Laughton for the information he provided.

2. READING:

Superintendent Linwood Williams stated that he feels reading is so important to the children of the community and believes it should be a community effort, not just a school effort. He stated that there is a gap that needs to be closed. He said his vision is to enlist churches to do tutorial reading programs and community organizations to help with reading, and to go to the Housing Authority and establish tutorial programs and reading programs. He said the school system is now looking into hiring a director for reading that will frame reading for K-12 in the district and extend beyond the school day and touch the lives of parents and tutors from Elizabeth City State University and COA. Through this program parents and students would be trained to teach children how to read. He said if reading can be embedded in everything the school system does, it will change the focus and direction and the quality of children who go through the schools. Mr. Williams noted that this cannot just happen at school. He said if a student is not caught up

by third grade for a number of varying reasons, the data says that student will probably never finish school. He stated that the school system expends a lot of effort to catch a child up because they know that the child's future is driven by how fast he can be caught up. He said the schools can teach the child during the day, but the parents and tutorial services at churches and community organizations also need to work with the child. He stated that the school district plans to make this happen with some help.

Commissioner Matt Wood noted that it is very refreshing to hear the Superintendent give this kind of leadership and he appreciates his willingness to take the lead in addressing this problem. School Board Chairman Mark Small added that the Board of Education feels Mr. Williams is well-positioned to effect the kind of progress needed and is the right person at the right time. He said Mr. Williams is also creating a culture within the schools so they can do some things without coming to the county to ask for more money. Mr. Small stated that the schools plan to put an emphasis on math, science and communication skills while also developing a better-defined career and technical education curriculum. He added that the schools are seeing strong progress on their EOC performance from last year to this year.

3. SCHOOL BUDGET ISSUES:

Dr. Raymond Leonard, Director of Finance for the School System, stated that the two boards approved the issuance of \$1.4 million in bonds through the stimulus program that would be used to replace the HVAC system at Central School. He stated at this point no bank is willing to buy the bonds. He said the state is continuing to extend the deadline and it is hoped the process can move forward. Dr. Leonard said in the meantime a grant application has been submitted to the state for \$200,000 which if approved would replace the HVAC system for five or six classrooms at Central School.

Dr. Leonard stated that the school system has reduced capital outlay expenditures during the past few years and significantly during the last two years. He said they have a tremendous amount of deferred capital outlay needs including a roof at Northeastern High School. He stated that one of the major items is the need to replace ten aging activity buses with high mileage because regular replacement of buses over the years has been deferred. He said \$850,000 would be needed just to replace those ten buses.

Dr. Leonard explained that the stimulus money received by the school system was used to maintain 56 personnel who would have otherwise lost their jobs in the school system through a reduction in force due to budget cuts.

Vice-Chairman Lloyd Griffin reported that the Albemarle Economic Development Commission has approved the addition of the School Superintendent or his designee as an ex officio member of its board.

Chairman Stevenson thanked the Board of Education and staff for the information they have provided today. He said this has been an outstanding meeting and he looks forward to more of them.

The meeting was adjourned at 3:55 PM.

CHAIRMAN

CLERK

**PASQUOTANK COUNTY, NORTH CAROLINA
FEBRUARY 1, 2010**

The Pasquotank County Board of Commissioners met today in a regular meeting on Monday, February 1, 2010 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

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. The Board observed a moment of silence in remembrance of Commissioner Jimmie Harris who passed away on January 18, 2010. Commissioner Matt Wood gave the invocation and Vice-Chairman Lloyd Griffin led in the Pledge of Allegiance to the American Flag.

1. PRESENTATION OF RESOLUTION TO FAMILY OF JIMMIE HARRIS:

Chairman Stevenson called on Mrs. Brenda Harris, wife of the late Jimmie Harris, and her family to receive a resolution in memory of Commissioner Jimmie Harris. He read the resolution as follows:

**MEMORIAL RESOLUTION
JAMES G. "JIMMIE" HARRIS**

WHEREAS, the Pasquotank County Board of Commissioners acknowledges with deepest regret the death of County Commissioner James G. "Jimmie" Harris, who had just completed his eleventh year on the Board of Commissioners; and

WHEREAS, Jimmie Harris served as a County Commissioner from December 1, 1980 until December 5, 1988, and from December 4, 2006 until his death on January 18, 2010; and

WHEREAS, he was a strong advocate for the volunteer fire departments, having previously served as a long-time chief of the Providence Volunteer Fire Department; and

WHEREAS, he was a member of the Board of County Commissioners when the county originally implemented 911 central communications and was serving on the Central Communications Advisory Board at the time of his death; and

WHEREAS, he was always willing to give back to his community, continuing in public service during his illness and up until his final moments; and

WHEREAS, Pasquotank County mourns the loss of James G. "Jimmie" Harris and extends to his wife, Brenda, and his family our sincere sympathy.

NOW THEREFORE BE IT RESOLVED that the Pasquotank County Board of Commissioners, on behalf of a grateful community, does hereby express great sorrow at the passing of Jimmie Harris and our appreciation for his service and his unselfish and dedicated devotion to the duties of his office.

Chairman Stevenson presented the signed resolution to Mrs. Harris and also presented her with Commissioner Harris' nameplate.

2. PRESENTATION OF 2009 STATE OF THE COUNTY HEALTH REPORT:

Chairman Stevenson called on Ms. Ann Roach with Healthy Carolinians of the Albemarle to present the 2009 State of the County Health Report. Ms. Roach reported that North Carolina ranks as the 36th unhealthiest state in the nation and the objective by 2020 is to become the healthiest state in the nation. She reviewed the highlights of the 2009 program including Albemarle We Can which addressed the prevention of chronic disease, and a Latina Women’s Day. She said that Currituck County was awarded the FIT Community grant in 2009 which provided \$60,000 that will be used over the next two years. Ms. Roach stated that she sees no reason why Pasquotank cannot apply for and get the FIT Community designation and grant in 2010. She said the grant application must be a collaborative effort of Health Department, Hospital, Parks & Recreation, Cooperative Extension and governmental agencies. The County Manager suggested that the same agencies in Pasquotank County work with Ms. Roach on the FIT Community grant application. Ms. Roach stated that they have recognized that access to available health care is an issue with regard to mental health management and dental care. She provided statistics for Pasquotank County, Perquimans County, Currituck County, and Camden County on the leading causes of death during 2007 and reported that cancer was the leading cause of death in Pasquotank County. Ms. Roach reported that the Community Health Assessment, which is required every four years by the State Department of Public Health will soon be conducted. The Community Health Assessment is a process by which the community members gain an understanding of the health concerns and healthcare system of the community by collecting and analyzing the assets, strengths, resources, and needs of the community. She said it provides the Health Department, hospitals, city and county officials, and other agencies with a document that can be used as a guide for program planning, policy development, budgets and other efforts directed at addressing community health issues. By understanding the beliefs, attitudes and behaviors of the people in the community they are better able to answer questions regarding major health problems, what is important to the community, what needs are or are not being met among different groups, where people are getting their health information, and where funds should be used. Healthy Carolinians of the Albemarle will be responsible for collecting data in Perquimans, Pasquotank, Camden, and Currituck Counties. Eighty home surveys will be done in each of the counties and stakeholder telephone interviews will be conducted by students from UNC-Chapel Hill. The training for the home interviews will be held March 15th and the home surveys will be conducted soon after that. The Board thanked Ms. Roach for her report.

3. AMENDMENTS TO THE AGENDA:

Chairman Stevenson asked if there were any amendments to the agenda. Commissioner Matt Wood requested that the agenda be amended to add to the consent agenda the following items recommended by the Finance Committee: 1) Approval of request from EMS Department for addition of part-time office assistant; 2) Approval of request from Social Services Department to fill vacant Food Stamp position and to hire Social Work Supervisor II above the starting salary at Step 8; and 3) Approval of appropriation for Albemarle Senior Games.

Motion was made by Matt Wood, seconded by Bill Trueblood to amend the agenda to add the three items recommended above by the Finance Committee to the consent agenda. The motion carried.

4. APPROVAL OF CONSENT AGENDA:

The Board considered the following consent agenda:

a. Approval of Minutes of January 11, 2010 Commissioner Meeting

b. Approval of Tax Releases, Tax Refunds and Solid Waste Fee Releases

The Finance Committee has recommended approval of the following tax releases, tax refunds and solid waste fee releases:

Releases:

| | | County | City |
|----|----------------------------|--------|-------|
| 1. | Yvette Ferebee Johnikins | 137.12 | |
| 2. | Kenneth Eugene Turner | 188.66 | |
| 3. | Daniel W. Edwards | 127.24 | |
| 4. | Joseph Anontavara | 104.50 | |
| 5. | Michael Erwin Molnar | 147.36 | |
| 6. | Mark Todd Clark | 138.05 | |
| 7. | Donald William Goldsworthy | 100.38 | 87.13 |

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| 8. | Rodney Washington | 103.95 | 90.05 |
| 9. | Karel Lee Mullen | 104.56 | |
| 10. | Karel Lee Mullen | 138.36 | |
| 11. | HAP of Elizabeth City LLC | 115.83 | 89.10 |
| 12. | Betsy Ann White | 125.78 | |
| 13. | Amy Renay Finn | 131.80 | 106.39 |

Refunds:

| | | | |
|----|--------------------|----------|--------|
| 1. | Dale Patrick Hall | 313.00 | |
| 2. | Dale Patrick Hall | 306.74 | |
| 3. | Dale Patrick Hall | 293.63 | |
| 4. | Coplon Dev C. LLC | 1,344.40 | 990.89 |
| 5. | Andrew David Bates | 109.00 | 142.00 |

Solid Waste Fees:

| Owner's Name | Parcel ID Number | Reason for Release |
|--|------------------|---------------------------|
| Ronald C. Etheridge | 39-F-53 | Used for storage |
| Ronald C. Etheridge | 39-F-6 | Used for storage |
| Booker T. Walton Lf Est | P59-10 | House not livable |
| James W. Bateman & Sharon S. Dumond | P111-33A | No one living in property |
| Isaiah F. Jackson & William T. Jackson III | P15-8 | House is vacant |
| Bobbie G. Moore & Miles Harris | P120-193 | Not livable |
| Horace F. Pritchard | P140-183 | Vacant mobile house |
| Horace C. Pritchard, Sr. Etal | P141-24A | Home vacant |
| Richard Wade Reid | P33-33A | Uninhabitable |
| Raymond M. Godfrey, Jr. | P34-9 | No one living in house |
| Nolan M. Bundy | P6-5 | Not livable |

c. Approval of Disabled Veterans Exclusion Application for Surviving Spouse

The Finance Committee has recommended approval of the following application:

| Applicant | Exclusion | Tax Reduction |
|----------------|-----------|---------------|
| Wilma J. Wolff | \$45,000 | \$263.25 |

d. Approval of Appointment to Albemarle Commission

The Appointments Committee has recommended the appointment of William Alden Hoggard III as an at-large member of the Albemarle Commission.

e. Approval of Surplus Property

The following items need to be declared as surplus property so they can be sold on GovDeals.com:

1. Turnout gear from Newland Fire Department – 18 pairs of pants, 26 coats, 11 helmets, 3 pairs of boots.
2. 1988 Chevrolet Custom Deluxe equipment truck from Weeksville Volunteer Fire Department.
3. 1993 Chevrolet Caprice from EMS Department.
4. Modular classroom building that had been used as office at Jail project.

f. Approval of Right-of-Way Agreement with Dominion North Carolina Power

Dominion North Carolina Power has requested approval of a right-of-way agreement to service the pad mount transformer that is located at Sawmill Park. Staff has recommended approval of the agreement.

g. Approval of Request from EMS Department for Addition of Part-Time Office Assistant

The Finance Committee has recommended approval of a proposal from the Emergency Medical Services Department for creation of a part-time office assistant position. The annual cost would be \$14,300 and for the remainder of this fiscal year the cost would be approximately \$4,800.

h. Approval of Request from Social Services Department to Fill Vacant Position and to Adjust the Starting Salary for New Social Work Supervisor III

The Finance Committee has recommended approval for the Social Services Department to fill a vacant Food Stamp position. The Finance Committee has also recommended approval for the Social Services Department to hire an experienced Social Work Supervisor III on Step 8 of the pay plan in order to obtain the most qualified candidate. The starting salary would be \$48,108.

i. Approval of Appropriation for Albemarle Senior Games

The Finance Committee has recommended the appropriation of \$250 to assist in funding the upcoming Albemarle Senior Games.

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

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

Releases:

| | | County | City |
|-----|-----------------------------------|--------|-------|
| 1. | Amarest Mobile Home Park | 12.81 | |
| 2. | Ruth Spisak | 55.05 | |
| 3. | Ryan Thomas Lawrence | 77.81 | 64.85 |
| 4. | Ryan Thomas Lawrence | 54.64 | 47.03 |
| 5. | Kathy Marie Post | 39.49 | |
| 6. | Howard O'Brian Williams, Jr. | 77.61 | |
| 7. | Tabitha Stokley Riddick | 1.32 | 1.08 |
| 8. | Rex Rudolph Arena | 33.33 | |
| 9. | Jennifer Lynn McLawhorn | 5.12 | 4.19 |
| 10. | Danny Wendell | 63.48 | |
| 11. | Dorie Detterman Weatherly | 11.82 | |
| 12. | Lordis Victoria Lynn | 10.01 | |
| 13. | Guy Gwathney Ambrose III | 7.16 | 9.30 |
| 14. | Jay W. Callihan | 67.27 | |
| 15. | Lance Wesley Hendrix | 3.58 | |
| 16. | Scot Elan McCaffery | 74.09 | 65.62 |
| 17. | Robert Madison Mayberry | 64.79 | 49.84 |
| 18. | Robert Madison Mayberry | 20.13 | 15.48 |
| 19. | Ross James Dickson | 85.00 | |
| 20. | Ross James Dickson | 5.85 | |
| 21. | Ross James Dickson | 68.62 | |
| 22. | Trene & Felicie Perkins Jefferson | 70.96 | 58.06 |
| 23. | Curtis Dillon Albertson | 61.96 | |
| 24. | Wesley Murril Gragson | 37.03 | 28.49 |
| 25. | Francisco Jos Santiago Rivera | 75.02 | |
| 26. | Navy Federal Credit Union | 48.10 | 39.36 |
| 27. | Edwin Lee Hannah | 95.76 | |
| 28. | Edwin Lee Hannah | 15.21 | |
| 29. | Kenneth Patrick Wilson | 7.49 | 10.76 |
| 30. | Tommy Steve Wooten | 4.92 | |
| 31. | Tommy Steve Wooten | 29.37 | |
| 32. | Tirso Rivera | 85.31 | |
| 33. | Tirso Rivera | 96.88 | |
| 34. | Angetic B. Hofler | 32.94 | |
| 35. | Shawn Patrick Garrigan | 87.93 | |
| 36. | Christine Marie Minor | 30.66 | 23.58 |
| 37. | Omni Ameci Johnson | 1.10 | .90 |
| 38. | Charles Eddy Wharton, Jr. | 49.49 | |
| 39. | Scott Jeffrey Mills | 66.44 | 54.36 |
| 40. | Claude Lawrence Cooke | 3.08 | 2.52 |
| 41. | Thomas Randall Decker II | 10.04 | |

5. CONSIDERATION OF POLICY ON USE OF COURTROOMS AND MEETING ROOMS:

The Board considered a proposed policy for the use of courtrooms and meeting rooms in the Courthouse. The county does not currently have a policy in place and there is a need for such a policy. The proposed policy is based on past county practices and policies from other counties. County Manager Randy Keaton stated that the proposed policy should cover most situations and it could be amended in the future if necessary to address issues or questions that might arise. Vice-Chairman Lloyd Griffin suggested the following additions to the policy: 1) No firearms are allowed; 2) No loud music is allowed; 3) The request form must be completed and returned to the County Manager's Office at least 48 hours prior to the date of the event. The Board agreed with the additions and it was requested that the changes be made and the amended policy be placed on the consent agenda for the next meeting.

6. CONSIDERATION OF DONATION OF PROPERTY FROM GEORGE BELL:

The Board reviewed a map showing four parcels of property in the Riverview Acres area that Mr. George Bell has offered to Pasquotank County as a gift. Because the parcels are located in wetlands areas the tax value is very minimal. Commissioner Jeff Dixon asked if there are any restrictions on the gift. Assistant County Manager Rodney Bunch responded that there are no restrictions.

Motion was made by Lloyd Griffin, seconded by Bill Trueblood to accept the donation of four parcels of land in the Riverview Acres area from George Bell. The motion carried unanimously.

7. CONSIDERATION OF PEDDLERS AND SOLICITORS ORDINANCE:

County Attorney Mike Cox outlined a proposed ordinance defining and regulating peddlers and solicitors. He said this was drafted as a result of several incidents involving door to door solicitations. He suggested that a \$25 permit application fee be charged and that it be included in a fee schedule attached to the ordinance rather than being part of the actual ordinance. Sheriff Cartwright advised that there are currently no restrictions in place to allow his department to regulate peddlers and solicitors. Mr. Cox noted that the proposed ordinance does not include a penalty clause and he would recommend that it fall under the county's general penalty which is a \$500 fine or 30 days in jail. Each day would be a violation and should the criminal courts not be able to take care of it, the county would go forward with an injunction or some other type of action. Mr. Cox recommended that the Board call for a public hearing at the next meeting.

Motion was made by Lloyd Griffin, seconded by Matt Wood to approve the draft ordinance defining and regulating peddlers and solicitors and to call for a public hearing at the February 15 meeting on the proposed ordinance including the fee schedule and penalty clause. The motion carried unanimously.

8. COUNTY MANAGER'S REPORTS:

County Manager Randy Keaton said in reviewing the water agreements with the city, he does not believe the county has ever actually approved the reimbursement to Tanglewood Development LLC. He asked the Board to take official action to reimburse the developer \$119,000, or one-half of the cost of the Halstead transmission line. He stated that the city will forgive a debt the developer owes as its share of the cost.

Motion was made by Matt Wood, seconded by Lloyd Griffin to approve the reimbursement of \$119,000 to Tanglewood Development LLC for one-half of the cost of the Halstead transmission line. The motion carried unanimously.

Mr. Keaton asked that the Board go into Closed Session at the end of tonight's regular agenda to consider a number of recommendations from the Personnel Committee.

Mr. Keaton reported that in December the Board approved the sale of several surplus Sheriff's Department vehicles. He said the vehicles are currently listed on Govdeals.com and the bids have exceeded expectations, totaling \$2,400 at this time.

Mr. Keaton stated that he would like to acknowledge all of the staff who worked during the snow event over the weekend. He said it was fortunate this was a weekend event, but it did not stop the emergency agencies from being on call or coming back in to work. He stated that the 911

Center called one of its shifts back in so they would be there if conditions deteriorated to the point they could not get in later. He said the Sheriff's Department was on patrol and the EMS Department has to respond no matter what the weather conditions are. The convenience sites were closed this weekend and opening of the sites was delayed today. The Maintenance staff had to come in this morning and get the building entrances cleared. Chairman Stevenson stated that the Board appreciates the staff efforts above and beyond the call of duty.

9. REPORT FROM ASSISTANT COUNTY MANAGER:

Assistant County Manager Rodney Bunch stated that he had last week forwarded to the Board information from the Planning Director regarding the difficulty they have had in getting quorums for Planning Board meetings. He said that two members have not been able to attend recent meetings. He stated that the county does not have a policy regarding attendance at meetings of boards and committees, however the Planning Board has adopted some rules of procedure which state that faithful attendance at all meetings and conscientious performance of the duties shall be considered a prerequisite of continuing membership. It was suggested that the Chairman send a letter to those Planning Board members who have not been attending the meetings asking their reasons for not attending the meetings and giving them the option to begin attending the meetings or offering them an opportunity to resign. If they do not resign on their own accord, then the Board would have to take additional action. Mr. Bunch suggested that a letter also be sent to the remaining Planning Board members advising them of the importance of attending the Planning Board meetings in order for the county to do business. Commissioner Cecil Perry said he understands that one of the Planning Board members is now in a nursing home and that his wife plans to send a letter of resignation on his behalf.

Commissioner Jeff Dixon suggested that the Board develop a blanket attendance policy for all committees and that the appointees be notified of this policy in their appointment letter. He said without a policy, problems like the Planning Board is experiencing will continue to occur. The Board asked that staff draft an attendance policy for the Board to consider. Mr. Bunch and Chairman Stevenson will work together on a letter to send to Planning Board members who have not been attending the meetings regularly.

10. REPORTS FROM COMMISSIONERS:

Commissioner Perry asked if the county's travel policy would prevent reimbursement for Commissioners' travel to state meetings. He stated that he serves on two state committees, the State Education Committee and the Teacher Fellows Committee, and would like to know if he can be reimbursed for his travel to the meetings of these committees. The County Manager responded that the Board did approve a small amount of travel money in this year's budget and he believes there are some funds remaining. He noted that use of the county van is an option. The Board concurred that the travel funds in the Commissioners' budget can be used for travel to committee meetings until they are exhausted.

Commissioner Trueblood reported on the recent meeting of the Stormwater Task Force. He said they had an interesting meeting and talked about a lot of things. He stated that they discussed the idea of possibly diverting some of the water that was destined for the Knobbs Creek Watershed into the Upper Pasquotank or Upper Little River Watersheds. He said the experts that were there seemed to think that the magnitude of water coming down out of the desert would almost be prohibitive to try to divert, however they discussed the possibility of laddering that water to slow it down. He stated that the area to the east of the Possum Quarter Road and Ferry Road area might be possible to divert. He stated that one of the major issues impacting that drainage into the Knobbs Creek Basin are the tidal events as they are taking place in the Pasquotank River. Commissioner Trueblood said the Task Force had a lot of interesting conversations and had guests from the Albemarle Commission and related groups offering the possibility of green grants through the stimulus funds. He said the Task Force will meet again in the spring. In the meantime he hopes a plan can be developed to move the districts forward.

Commissioner Wood reported on the status of the Presidential search by the Board of Trustees of College of The Albemarle. He stated that a lot of good meetings and interviews were held. He said he would like to compliment all of the people throughout the region who serve on the Board of Trustees. He said they have really worked hard and have come to a lot of meetings and there has been a lot of collaboration throughout the region. He added that he hopes they will have something to report before long.

Chairman Stevenson asked Mr. Bunch if he has been contacted by Mr. Steve Harris who wants to set up a meeting with the Soil & Water Conservation Supervisors. Mr. Bunch said he has not yet been contacted by Mr. Harris.

Chairman Stevenson reported that County Extension Director Travis Burke informed the Board today that he has accepted the position of District Extension Director and will be leaving his position as County Extension Director. He said the people who work with Mr. Burke may be planning an event, and the Commissioners would be willing to help out or be a party to it as he is very deserving of some recognition, having worked for Pasquotank County for 27 years. He added that Mr. Burke has been good for the county, and the youth of the county look up to him.

11. CLOSED SESSION TO DISCUSS PERSONNEL MATTERS:

Chairman Stevenson asked if there was any further business to come before the Board in Regular Session. There being no further business, he asked for a motion that the Board enter Closed Session to discuss several personnel matters.

Motion was made by Lloyd Griffin, seconded by Cecil Perry that the Board enter Closed Session to discuss personnel matters. The motion carried unanimously.

Upon the end of Closed Session;

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

12. APPROVAL OF RECOMMENDATIONS FROM PERSONNEL COMMITTEE:

The Board took action on the following items recommended by the Personnel Committee:

Motion was made by Cecil Perry, seconded by Jeff Dixon to approve a new hiring process for county personnel. The motion carried unanimously.

Motion was made by Matt Wood, seconded by Bill Trueblood to approve the restructuring of the Tax Office, including the appointment of Patrice Stewart as Tax Administrator with an increase in salary, and the elimination of her former position. The motion carried unanimously.

Motion was made by Matt Wood, seconded by Cecil Perry to approve an amendment to the retiree health insurance policy to grandfather employees with 25 years of interrupted service who left Pasquotank County and returned prior to July 1, 2000. The motion carried unanimously.

Motion was made by Matt Wood, seconded by Cecil Perry to approve an increase in salary for the Register of Deeds. The motion carried unanimously.

There being no further business;

Motion was made by Bill Trueblood, seconded by Lloyd Griffin to adjourn the meeting. The motion carried and the meeting was adjourned at 8:40 PM.

CHAIRMAN

CLERK