

**PASQUOTANK COUNTY, NORTH CAROLINA
JUNE 24, 2002**

The Pasquotank County Board of Commissioners met today in a regular meeting on Monday, June 24, 2002 in Courtroom C in the Pasquotank County Courthouse.

MEMBERS PRESENT: Matt Wood, Chairman
Samuel S. Davis, III, Vice-Chairman
W.C. Witherspoon
Horace C. Pritchard, Sr.
Lloyd E. Griffin, III
John W. Kitchen, Sr.
Bill Trueblood

MEMBERS ABSENT: None

OTHERS PRESENT: Randy Keaton, County Manager
Rodney Bunch, Asst. County Manager/Planning Director
Mark Warren, Interim County Attorney
Karen Jennings, Clerk to the Board

The meeting was called to order at 7:00 PM by Chairman Matt Wood. Commissioner Horace Pritchard gave the invocation and Commissioner W.C. Witherspoon led in the Pledge of Allegiance to the American Flag.

1. APPROVAL OF MINUTES OF MAY 30, JUNE 3 AND JUNE 11, 2002 COMMISSIONER MEETINGS:

The minutes of the May 30, June 3 and June 11, 2002 Commissioner meetings were presented for Board approval.

Motion was made by Horace Pritchard, seconded by W.C. Witherspoon to approve the minutes of the May 30, June 3 and June 11, 2002 Commissioner meetings as presented. The motion carried unanimously.

2. APPROVAL OF AMENDMENTS TO THE AGENDA:

Chairman Wood asked if there were any amendments to the agenda. It was suggested that the following recommendations from today's Finance Committee meeting be added to the agenda:

- Recommendations regarding the filling of vacant positions in Social Services, Emergency Medical Services, and Maintenance Department
- Recommendation from EMS Board to begin charging for in-county mileage
- Request from COA for advance funding for fire alarm system
- Budget amendments
- Tax releases and refunds

Motion was made by Bill Trueblood, seconded by John Kitchen to approve the amendments to the agenda as presented. The motion carried unanimously.

3. PUBLIC HEARING ON REZONING REQUEST RR02-03:

Chairman Wood declared the meeting to be a public hearing on Rezoning Request RR02-03 to rezone 11 acres of a 20.6 acre parcel on North Road Street from R-15 to C-1. He asked if anyone would care to address the Board regarding this rezoning request. At the absence of comments, the public hearing was closed and Chairman Wood asked for comments from the Board.

Motion was made by W.C. Witherspoon, seconded by Sam Davis to approve Rezoning Request RR02-03 as submitted. The motion carried unanimously.

4. PUBLIC HEARING ON PROPOSED FY 2002-03 COUNTY BUDGET:

Chairman Wood declared the meeting to be a public hearing on the county's proposed budget for FY 2002-03 and asked if anyone would care to address the Board regarding the proposed budget. At the absence of comments, the public hearing was closed.

5. APPOINTMENTS TO BOARDS AND COMMITTEES:

The Board considered the following appointments to boards and committees as recommended by the Board Appointments Committee at the last meeting:

Juvenile Crime Prevention Council – Allow Tom Waite to serve in two capacities, that of Substance Abuse Professional as well as Mental Health Designee to which he has already been appointed.

Pasquotank County Adult Care Home Community Advisory Committee – Appoint Gladys Griffin to fill a vacancy.

COA Board of Trustees – Appoint Oliver Etheridge to fill position of Patsy McGee upon the expiration of her term on June 30.

Elizabeth City-Pasquotank Airport Authority – Appoint Wayne Perry to replace Hugh Clinkscales when his term expires on June 30.

Pasquotank County Library Board – Appoint Rev. Tom Wilson and Mark Maland to replace Anna Biggs and Phil Sawyer.

Social Services Board – Appoint Helen Caldwell to replace Linwood Carver.

Elizabeth City Board of Adjustment – Appoint Donald L. Parks and Dennis Lee Gordon to replace Albert Onley and Gene Meads.

Chairman Wood asked if there were any nominations from the floor for any of these positions. After some discussion;

The recommendations from the Board Appointments Committee to appoint the individuals to various boards and committees carried unanimously.

6. APPROVAL OF FINANCE COMMITTEE RECOMMENDATIONS:

The Board considered the following recommendations from today’s Finance Committee meeting:

a. Approval of Request to Fill Vacant Positions

The County Manager explained that the Finance Committee has recommended that the Board approve filling four positions. Two of the positions are existing positions, one is a vacancy for a Paramedic in the EMS Department, and the other is a vacancy for a maintenance technician in the Maintenance Department. The other requests are to hire temporary part-time employees at the Department of Social Services to replace an Accounting Technician II who has been called into active duty military, and to replace a computer support person who is on sick leave. It was noted that the Finance Committee recommended that both of the temporary part-time positions at Social Services be filled by one person who could do both jobs.

b. Approval for EMS Board to Begin Charging for In-County Mileage

The County Manager stated that the Finance Committee recommended approval of a request from the EMS Department to begin charging in-county mileage at the rate of \$8.50 per loaded mile. He said this is in accordance with the new Medicare reimbursement guidelines.

c. Approval of Request from COA for Advance Funding for Fire Alarm System

The County Manager explained that the Finance Committee recommended that the Board approve a request from COA for advance funding in the amount of \$115,300 for a fire alarm system for Buildings A, B, and C on the Elizabeth City Campus. The money would come from the capital reserve fund. The Board asked that COA provide written documentation that the state has approved that the money be repaid to Pasquotank County before the county advances the funds.

d. Budget Amendments

The County Manager stated that the Finance Committee has recommended that the Board approve the following budget amendments:

LANDFILL

Increase	065.0600.4941.06	Camden-White Goods	2,850.00
Increase	065.0230.4370.00	State Grants	18,000.00
Increase	065.7420.5382.00	White Goods Disposal	20,850.00

WHITE GOODS MGMT

Increase	065.0230.4320.01	White Goods Mgmt Grant	3,500.00
Increase	065.8140.5500.00	Capital Outlay	3,500.00

LANDFILL

Increase	065.0230.4370.00	State Grants	10,000.00
Increase	065.0220.4532.00	Other Grants	300.00
Increase	065.0550.4839.00	Miscellaneous Revenue	520.00
Increase	065.0350.4742.00	Tipping Fees-Charge	361,380.00
Increase	065.7420.5440.03	Contracted Services-Transfer Station	365,500.00
Increase	065.7420.5121.00	Salaries and Wages	800.00
Increase	065.7420.5492.00	Write Offs	5,900.00

SOLID WASTE

Increase	065.0700.4981.00	General Fund Transfer	126,150.00
Increase	065.0375.4745.00	Solid Waste Fees-'00	12,000.00
Increase	065.0375.4116.00	Advertising	850.00
Increase	065.7425.5441.00	Landfill Fees	129,000.00
Increase	065.7425.5442.00	Waste Industries	10,000.00

SPEC APPROP

Increase	010.0110.4111.01	Ad Valorem Taxes-'01	126,150.00
Increase	010.6600.5980.65	Transfer to Solid Waste	126,150.00

DSS

Increase	011.0240.4585.00	Child Care Services	65,714.00
Increase	011.0240.4585.01	Day Care-Smart Start	34,000.00
Increase	011.5400.5683.00	Child Care Services	65,714.00
Increase	011.5400.5683.01	Smart Start Day 15	34,000.00

DSS

Increase	011.0230.4532.00	Other Grants	10,000.00
Increase	011.0240.4585.00	Child Support-CSE Shares	5,200.00
Increase	011.0230.4544.02	Foster Care-IV-EW	15,500.00
Decrease	011.5400.5680.02	Medicaid	75,600.00
Increase	011.5400.5684.02	Foster Care	87,000.00
Increase	011.5400.5682.02	Adoption Assistance	4,300.00
Increase	011.5400.5687.00	Transportation Services	15,000.00

TAX COLLECTOR

Increase	010.0110.4111.00	Ad Valorem Taxes-'00	8,950.00
Increase	010.0110.4116.00	Advertising	500.00
Increase	010.4145.5370.00	Advertising	500.00
Increase	010.4145.5498.00	Tax Foreclosures	7,550.00
Increase	010.4145.5121.00	Salaries & Wages	1,400.00

COUNTY ATTY

Increase	010.0110.4111.00	Ad Valorem Taxes-'00	1,860.00
Increase	010.0400.4415.00	Legal Fees	3,140.00
Increase	010.4150.5192.00	Legal Fees	5,000.00

JURY COMMISSION

Increase	010.0110.4111.92	Ad Valorem Taxes-'92	134.00
Increase	010.4165.5121.00	Salaries & Wages	124.00
Increase	010.4165.5181.00	F I C A	10.00

REGISTER OF DEEDS

Increase	010.0300.4418.03	Recording Fees	8,993.00
Increase	010.4180.5800.00	Automation Enhancement & Preservation	7,118.00
Increase	010.4180.5189.00	Supplemental Retirement	1,875.00

PUBLIC HEALTH

Increase	010.0110.4111.00	Ad Valorem Taxes-'00	5,000.00
Increase	010.5110.5620.13	Medical Examiner Fees	5,000.00

A & T 4H

Increase	010.0550.4839.00	Miscellaneous Revenue	1,510.00
Increase	010.5836.5121.00	Salaries & Wages	1,400.00
Increase	010.5836.5181.00	F I C A	110.00

SCHOOLS

Decrease	040.8910.5590.00	Construction (Pasquotank High)	254,000.00
Increase	040.8900.5580.10	Weeksville School	254,000.00

SOIL & WATER

Increase	010.0110.4115.00	Tax Penalties & Interest	555.00
Increase	010.4960.5121.00	Salaries & Wages	400.00
Increase	010.4960.5181.00	F I C A	20.00
Increase	010.4960.5182.00	Retirement	85.00
Increase	010.4960.5183.00	Health Insurance	50.00

WASTE WATER

Increase	060.0350.4713.04	Hookups	19,400.00
Increase	060.7140.5594.01	Waste Water Line	19,400.00

WASTE WATER

Decrease	060.7130.5500.00	Capital Outlay	8,000.00
Increase	060.7140.5500.00	Capital Outlay	8,000.00

SPECIAL APPROP/HEALTH SERV BLDG

Increase	010.0700.4981.41	Transfer from Cap Proj-Health Serv Bldg	49,984.44
Increase	010.4195.5183.00	Health Insurance	14,984.44
Increase	010.6600.5980.66	Transfer to Fun Junktion-Park Expansion	35,000.00
Increase	041.0991.4991.00	Fund Balance Appropriated	49,984.44
Increase	041.8163.5980.10	Transfer to General Fund	49,984.44

C2P4-SMART START

Increase	026.0230.4370.32	Smart Start-C2P4	2,088.00
Increase	026.5872.5121.00	Salaries & Wages	1,000.00
Increase	026.5872.5181.00	F I C A	77.00
Increase	026.5872.5261.01	Service Related Supplies	250.00
Increase	026.5872.5310.00	Travel	761.00

PERSONNEL

Decrease	010.4130.5325.00	Postage	200.00
Increase	010.4125.5121.00	Salaries & Wages	200.00

EMERGENCY MGMT

Increase	010.0550.4839.00	Miscellaneous Revenue	2,300.00
Increase	010.4330.5500.00	Capital Outlay	2,300.00

NON-DEPT

Decrease	010.4950.5121.00	Salaries & Wages-Ag Ext	14,000.00
Decrease	010.4170.5440.00	Contracted Services-Brd of Elect	12,000.00
Increase	010.4195.5183.00	Health Insurance	26,000.00

COA/CAPITAL RESERVE

Decrease	021.8200.5960.01	Capital Reserve	115,300.00
Increase	021.8200.5980.10	Transfer to General Fund	115,300.00
Increase	010.0700.4981.21	Capital Reserve Transfer	115,300.00
Increase	010.5920.5636.01	Additional Funding-COA	115,300.00

e. Tax Releases

The County Manager stated that the Finance Committee has recommended approval of the following tax releases:

Releases:

		County	City
1.	Andrew Willard Weaver	185.16	
2.	Ronald L. James	577.98	
3.	Kevin Michale Ayers	112.65	
4.	Barry Maxey Smith	101.40	
5.	Cynthia McGallop	233.09	
6.	Faye Riddick	128.84	92.88
7.	Shane Joseph Crew	134.39	
8.	Edwin Jay Delosreyes	179.31	
9.	Jon Jay Bowen	217.84	
10.	Warren Max Stafford	116.01	88.64
11.	Jerry Wayne Walker	235.87	
12.	US Fish & Wildlife Service	175.40	
13.	Douglas Wade Pike	115.93	
14.	Roy Lee Moore, Jr.	114.69	82.68
15.	Bear Garden, Inc.	134.42	

16.	Edwin Jay Delosreyes	132.98	
17.	Advance Heating & Cooling Inc.	120.96	
18.	William James Gibbs, Jr.	340.13	250.21

Motion was made by Horace Pritchard, seconded by Bill Trueblood to approve items *a* thru *e* as recommended by the Finance Committee. The motion carried unanimously.

The Board considered the following tax releases that were recommended by the Finance Committee at its June 3 meeting:

Releases:

		County	City
1.	Brooke Caruthers	112.83	
2.	Deanne Lynn Garza	126.68	96.33
3.	Amy Lou Drake	144.57	109.22
4.	Karen Ann Petersen	114.98	
5.	Joel C. Vinson	107.93	82.81
6.	Bryan Alan Henne	144.57	109.22
7.	Chris Steven Yeater	132.18	
8.	John Wesley Blount, Jr.	103.59	74.68

Motion was made by Sam Davis, seconded by Horace Pritchard to approve the tax releases as recommended by the Finance Committee. The motion carried unanimously.

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

Releases:

		County	City
1.	Brian Donald Foster		52.43
2.	Scott David Wood	42.74	
3.	Scott David Wood	15.48	
4.	Donna Lynne Volk	6.63	4.78
5.	Walter Roland Gregory	4.13	
6.	Devon Michael Avery	64.84	51.75
7.	Johnny Clarke Morgan	76.92	
8.	Michael Roy Wright	46.61	
9.	Cynthia Leota Surface	24.13	17.40
10.	Luis Daniel Gonzalez	86.95	67.68
11.	Sarah Mae Harrison	33.11	
12.	Hermon Thomas Marshall		47.72
13.	Irving Rudolph Baccus	21.85	15.75
14.	Francetta Miller Godfrey	9.68	
15.	Theratha Sutton Freshwater	88.46	63.77
16.	Martin Rymond Barnard, Jr.	3.32	2.39
17.	Martin Raymond Barnard, Jr.	4.99	3.60
18.	U.S. Fish & Wildlife Service	50.92	
19.	United States of America	3.27	
20.	United States of America	11.25	
21.	Jacob Karl Steinbrink	57.79	
22.	James Rodney Harrell	49.19	
23.	Roy Lee Moore, Jr.	6.54	4.72
24.	Berneta M. Ellinwood-Jenkins	25.59	
25.	Larry Carlos Barker	5.59	4.03
26.	Karen Rebecca Laney	41.71	35.07
27.	Mary Ann Moore	13.94	
28.	Kenneth Alvin Sweatman	26.06	18.79
29.	Loyale Peele Beasley	29.72	21.43
30.	Mark Allen Pritchard	30.53	27.01

31.	Daniel Brian Ford	55.04	
32.	Albemarle Fire Safety Committee	11.61	8.37
33.	Eric Sorensen Benson	34.57	
34.	John Edwin Blades Stuart	16.17	
35.	Stephen T. Underwood	18.92	18.64
36.	Gregory L. Turner	78.95	
37.	Bonnie Phillips Wilmore	19.98	
38.	Johnnie Ed Barefoot, Jr.	13.25	
39.	George Narada Williams	26.79	19.32
40.	NBD Bank	94.63	

Refunds:

		County	City
1.	Susan B. Nixon	95.00	
2.	Susan B. Nixon	95.00	
3.	Susan B. Nixon	95.00	
4.	Susan B. Nixon	95.00	
5.	Tony Allan Ballew	50.06	

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

OWNERS NAME	PARCEL ID NUMBER	REASON FOR RELEASE
Ella J. Poyner	P112-28	Unoccupied since 1960; not Habitable
H.L. Proctor, Sr.	P80-11A	Not habitable

7. CONSIDERATION OF REQUEST FOR COUNTY TO RELINQUISH LAND USE JURISDICTION FOR PARCEL AT CORNER OF WEEKSVILLE ROAD AND PITTS CHAPEL ROAD:

The Board considered a request that the county relinquish its land use jurisdiction for a 16-acre parcel at the corner of Weeksville Road and Pitts Chapel Road. The city currently controls the zoning on the frontage of the property since it is in the ETJ and the county controls the interior portion. Assistant County Manager Rodney Bunch explained that Ms. Phyllis Bosomworth of Hall & Nixon Real Estate has requested that one jurisdiction control the entire 16-acre parcel.

Motion was made by John Kitchen, seconded by W.C. Witherspoon to approve the request to relinquish the county's land use jurisdiction for a parcel of land located at the southeast corner of Weeksville Road and Pitts Chapel Road (PIN 8922 566471) so that the City of Elizabeth City has land use jurisdiction for the entire parcel. The motion carried by a six to one vote with Commissioner Pritchard voting against the motion.

8. APPROVAL OF ACCOUNT AND SIGNATORIES FOR QZAB BONDS:

The Board considered adoption of a resolution establishing an account at the Bank of America for the QZAB bonds. The Chairman, County Manager, and Finance Officer would be authorized signatories for the account.

Motion was made by Sam Davis, seconded by Horace Pritchard to adopt a resolution establishing an account at the Bank of America for the QZAB bonds and authorizing the Chairman, County Manager, and Finance Officer as signatories for the account. The motion carried unanimously.

9. CONSIDERATION OF CHANGE IN DATE FOR DOT SECONDARY ROADS MEETING:

The Board considered a request from the Department of Transportation to reschedule the Secondary Roads Meeting from July 15 to August 19 due to a scheduling conflict with DOT representatives.

Motion was made by Horace Pritchard, seconded by Bill Trueblood to approve changing the Department of Transportation Secondary Roads Meeting from July 15 to August 19. The motion carried unanimously.

10. CONSIDERATION OF RESOLUTION ENDORSING ELIZABETH CITY'S APPLICATION FOR A FEDERAL TEA-21 STREETScape GRANT:

Commissioner Lloyd Griffin stated that Elizabeth City Downtown, Inc. has been putting together an application for \$1 million in TEA-21 grant funds for the streetscaping of Water Street from Elizabeth Street to Ehringhaus Street, phase 2 of the streetscape project. He said part of the application is demonstration of support of the local governmental agencies. He referred to a resolution of support adopted by the City Council and asked that the Board consider adoption of a similar resolution endorsing the grant application.

Motion was made by Lloyd Griffin, seconded by Sam Davis to adopt a resolution endorsing the application by Elizabeth City Downtown, Inc. for a Federal TEA-21 Streetscape Grant, Phase 2. The motion carried unanimously.

11. CONNECTOR ROAD:

County Manager Randy Keaton reported to the Board that a letter has been received from the Department of Transportation regarding a pre-construction conference for the connector road. It will be held Friday, June 28 at 10:00 AM at the DOT Division Office in Edenton.

12. COUNTRY VILLAGE/AZALEA ACRES DRAINAGE PROJECT:

Assistant County Manager Rodney Bunch reported that plans and specifications have been prepared for the Country Village/Azalea Acres drainage project. He stated that he and the County Manager plan to meet with the engineer this week to discuss the bid process and prepare to advertise for bids.

13. REGULATIONS FOR ADULT ENTERTAINMENT ESTABLISHMENTS:

Mr. Bunch reported that he had met with County Attorney John Morrison to discuss how to proceed with the establishment of regulations for adult entertainment establishments. He said that he and Sheriff Randy Cartwright plan to meet with Mr. Morrison again this week to review language for the business license portion of the regulations and discuss how to move forward.

14. BOARD OF ADJUSTMENT:

Mr. Bunch noted that the Planning Department is currently quite involved in zoning enforcement regulations in the Glen Cove area. He said there is a lot of activity and there are many concerned people. He stated that a hearing before the Board of Adjustment was scheduled for tomorrow night for a case in this area, however a decision had to be made to cancel the meeting because a quorum of Board of Adjustment members cannot attend the meeting.

15. FINANCE COMMITTEE MEETINGS:

The Board concurred now that preparation of the budget is complete to change the time of the regular Finance Committee meetings back to 4:00 PM.

16. AIRPORT AUTHORITY:

Commissioner Lloyd Griffin reported that the Airport Authority is moving forward with the ILS system. He stated that a meeting will be held this Wednesday at 4:30 PM with the consultant who is preparing the airport land use plan upgrade which is part of the criteria for the ILS system and the long term plan. He said representatives from the Coast Guard and the North Carolina Department of Transportation will also be in attendance at the meeting.

17. JAIL ROOF:

Sheriff Randy Cartwright reported that bids have been opened for the roof replacement for the Albemarle District Jail. He said the bids ranged from \$80,000 to \$180,000. He stated that the Jail Commission voted to accept the low bid.

18. RECOMMENDATIONS FROM BOARD APPOINTMENTS COMMITTEE:

Commissioner Bill Trueblood reported that the Board Appointments Committee would like to recommend the appointment of Jeff Spear to the Farmers Market Advisory Committee. He stated that Commissioners will be provided a copy of Mr. Spear's application to review before the next meeting so the appointment can be made at that time.

Commissioner Trueblood stated that the Appointments Committee would also like to recommend the reappointment of Everett Thompson to the Airport Authority and the appointment of Hugh Clinkscales effective July 1, 2002 to fill the unexpired term of Joe Forbes who has resigned. This term will expire on June 30, 2003.

The recommendation from the Board Appointments Committee to reappoint Everett Thompson to the Airport Authority and to appoint Hugh Clinkscales to fill the unexpired term of Joe Forbes on the Airport Authority effective July 1, 2002 carried unanimously.

19. COAST GUARD CHANGE OF COMMAND:

Vice-Chairman Sam Davis reported that he attended the recent Change of Command at the Coast Guard Support Center. He said it has been suggested that the new Commanding Officer, Captain Steve Krupa, be invited to a Commissioner meeting to be introduced to the Board. He stated that he has asked the County Manager to invite Captain Krupa to the next meeting.

20. DISCUSSIONS ON REGIONAL SEWER:

Chairman Wood reported that two meetings have been held with Representative Bill Owens and representatives from Camden, Currituck, and the City of Elizabeth City for the purpose of having an information exchange with regard to a possible regional sewer plan.

21. CLOSED SESSION TO DISCUSS A PERSONNEL MATTER, THE LOCATION OR EXPANSION OF BUSINESS OR INDUSTRY, AND A LEGAL MATTER:

Chairman Wood asked for a motion that the Board enter Closed Session to discuss a personnel matter, the location or expansion of a business or industry, and a legal matter.

Motion was made by Sam Davis, seconded by W.C. Witherspoon that the Board enter Closed Session to discuss a personnel matter, the location or expansion of a business or industry, and a legal matter. The motion carried unanimously.

Upon the end of Closed Session;

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

22. ADOPTION OF FY 2002-03 BUDGET ORDINANCE:

The Board considered adoption of the budget. Commissioner John Kitchen commented that he plans to vote against the budget. He said he thinks the proposed budget is a good one, but there are three items he does not feel have been thought out thoroughly: the full impact of the salary increases and career development plan has not been determined; the EDC budget was not cut as much as it should have been; and the traffic grant for the Sheriff's Department should not be in the budget due to the impact it will have on the county's budget in future years. He stated that the Board did a fairly good job of cutting the budget, but some areas cannot be cut any further. He added there will still be a budget hole to fill up again next year.

Chairman Wood asked the Board's consideration of the following budget ordinance:

**BUDGET ORDINANCE
FISCAL YEAR 2002-2003**

BE IT ORDAINED THIS 24th DAY OF JUNE, 2002 BY THE BOARD OF COMMISSIONERS OF PASQUOTANK COUNTY, NORTH CAROLINA:

I. GENERAL FUND

SECTION 1 – APPROPRIATIONS: The following amounts are hereby appropriated in the General Fund for the operation of county government and its activities for the fiscal year beginning July 1, 2002 and ending June 30, 2003, in accordance with the chart of accounts heretofore established for this county:

Governing Board	\$ 81,400
County Manager	136,664
Personnel/Payroll.....	39,265
Finance Department.....	184,932
Data Processing	126,176
Tax Assessor.....	259,704
Tax Collector	142,055

County Attorney	126,809
Court Facilities	90,000
Elections Board	121,723
Register of Deeds	192,308
Public Buildings	457,546
Health & Social Services Building	172,313
Non-Departmental	102,932
Sheriff's Department	1,525,109
School Resource Officers	155,329
Jail	934,354
Central Communications	499,980
Emergency Management	86,283
Central Fire Department	240,525
Intercounty Fire Department	23,000
Newland Fire Department	25,418
Weeksville Fire Department	35,566
Providence Fire Department	25,336
Nixonton Fire Department	19,866
Building Inspector	90,473
Fire Marshall/OSHA Inspector	55,520
Emergency Medical Services	853,976
Animal Control	190,823
Planning Department	152,109
Geographic Information Systems	49,309
Economic Development	110,625
Cooperative Extension Service	160,107
Farmers Market	2,300
Soil & Water Conservation	35,838
Public Health	92,169
Public Schools	8,014,000
College of The Albemarle	849,886
Parks & Recreation	452,350
Special Appropriations:	
-Miscellaneous	229,232
-Contribution to:	
Capital Reserve Fund	1,550,000
Public Assistance Fund	4,558,626
Mental Health	34,994
Pasquotank-Camden Library Fund	272,323
Airport Authority	40,000
Tourism Board	38,629
Contingency	50,000
Debt Retirement	<u>1,751,857</u>
 TOTAL GENERAL FUND	 \$25,439,739

SECTION 2 – REVENUES: It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2002 and ending June 30, 2003:

Ad Valorem Taxes	\$12,291,000
Sales Tax 1%	2,580,000
Sales Tax ½%	2,770,000
Land Transfer Tax	550,000
Franchise Fees	125,000
Intangibles Tax Reimbursement	390,000
Wine & Beer Tax	70,000
Inventory Tax Reimbursement	342,000
Occupancy Tax	80,000
ADM Funds	244,000
Inspection Fees	120,000
Recording Fees	150,000
Interest on Investments	175,000
ABC Store Revenue	40,000
Revenue – Albemarle Hospital	394,384
Rent Revenue	2,230,881
Other Revenue	2,279,703
Fund Balance Appropriated	<u>607,771</u>
 TOTAL GENERAL FUND	 \$25,439,739

II. PUBLIC ASSISTANCE FUND

SECTION 1 – APPROPRIATIONS: The following amounts are hereby appropriated in the Public Assistance Fund for administration of and payments to recipients of public assistance for the fiscal year beginning July 1, 2002 and ending June 30, 2003:

Administration.....	\$ 3,841,833
Special Assistance	469,916
Medicaid.....	2,306,189
Child Care Services.....	1,629,023
Smart Start Day Care.....	260,640
Other.....	<u>375,639</u>
TOTAL PUBLIC ASSISTANCE FUND	\$ 8,883,240

SECTION 2 – REVENUES: It is estimated that the following revenues will be available to the Public Assistance Fund for the fiscal year beginning July 1, 2002 and ending June 30, 2003:

Federal and State Grants & Other Sources.....	\$ 4,324,614
Contribution from General Fund.....	<u>4,558,626</u>
TOTAL PUBLIC ASSISTANCE FUND	\$ 8,883,240

III. PASQUOTANK-CAMDEN LIBRARY FUND

SECTION 1 – APPROPRIATIONS: The following amounts are hereby appropriated in the Pasquotank-Camden Library Fund for the fiscal year beginning July 1, 2002 and ending June 30, 2003.

Operating Expenses.....	\$ 344,750
Capital Outlay.....	<u>6,500</u>
TOTAL PASQUOTANK-CAMDEN LIBRARY FUND	\$ 351,250

SECTION 2 – REVENUES: It is estimated that the following revenues will be available in the Pasquotank-Camden Library Fund for the fiscal year beginning July 1, 2002 and ending June 30, 2003:

Fees & Fines.....	\$ 8,000
Copies.....	6,500
Interest.....	1,000
Contribution from City of Elizabeth City.....	7,650
Contribution from Camden County.....	55,777
Contribution from Pasquotank County General Fund.....	<u>272,323</u>
TOTAL PASQUOTANK-CAMDEN LIBRARY FUND	\$ 351,250

IV. CAPITAL RESERVE FUND

SECTION 1 – APPROPRIATIONS: The following amounts are hereby appropriated in the Capital Reserve Fund for the fiscal year beginning July 1, 2002 and ending June 30, 2003:

Commerce Park.....	\$ 200,000
Farmers Market.....	10,000
Capital Reserve.....	<u>2,472,000</u>
TOTAL CAPITAL RESERVE FUND	\$ 2,682,000

SECTION 2 – REVENUES: It is estimated that the following revenues will be available for the Capital Reserve Fund for the fiscal year beginning July 1, 2002 and ending June 30, 2003:

Transfer from General Fund.....	\$ 1,550,000
Interest Earned.....	8,000
Fund Balance Appropriated.....	<u>1,124,000</u>
TOTAL CAPITAL RESERVE FUND	\$ 2,682,000

V. EMERGENCY TELEPHONE FUND

SECTION 1 – APPROPRIATIONS: The following amounts are hereby appropriated in the Emergency Telephone Fund for the fiscal year beginning July 1, 2002 and ending June 30, 2003:

E-911	\$ 260,000
E-911 Wireless	<u>70,000</u>
TOTAL EMERGENCY TELEPHONE FUND	\$ 330,000

SECTION 2 – REVENUES: It is estimated that the following revenues will be available in the Emergency Telephone Fund for the fiscal year beginning July 1, 2002 and ending June 30, 2003:

911 Charge Revenue.....	\$ 260,000
911 Wireless Revenue.....	<u>70,000</u>
TOTAL EMERGENCY TELEPHONE FUND	\$ 330,000

VI. SANDY ROAD SERVICE DISTRICT FUND

SECTION 1 – APPROPRIATIONS: The following amounts are hereby appropriated in the Sandy Road Service District Fund for the fiscal year beginning July 1, 2002 and ending June 30, 2003:

Debt Service	\$ 20,415
TOTAL SANDY ROAD SERVICE DISTRICT FUND	\$ 20,415

SECTION 2 – REVENUES: It is estimated that the following revenues will be available in the Sandy Road Service District Fund for the fiscal year beginning July 1, 2002 and ending June 30, 2003:

Revenue from Assessments.....	\$ 20,415
TOTAL SANDY ROAD SERVICE DISTRICT FUND	\$ 20,415

VII. WATER SYSTEM FUND

SECTION 1 – APPROPRIATIONS: The following amounts are hereby appropriated in the Water System Fund for the fiscal year beginning July 1, 2002 and ending June 30, 2003:

Operating Expenses	\$1,090,270
Capital Outlay.....	504,500
Capital Reserve.....	247,194
Contingency.....	5,000
Operating Expenses – Sewer Department	75,146
Capital Outlay – Sewer Department.....	5,000
Debt Service	<u>282,390</u>
TOTAL WATER SYSTEM FUND	\$2,209,500

SECTION 2 – REVENUES: It is estimated that the following revenues will be available in the Water System Fund for the fiscal year beginning July 1, 2002 and ending June 30, 2003:

Sale of Water	\$1,625,000
Hookups.....	300,000
Sewer Revenue	130,000
Interest on Investments.....	100,000
Penalties & Fees	40,000
Miscellaneous.....	<u>14,500</u>
TOTAL WATER SYSTEM FUND	\$2,209,500

VIII. LANDFILL FUND

SECTION 1 – APPROPRIATIONS: The following amounts are hereby appropriated in the Landfill Fund for the fiscal year beginning July 1, 2002 and ending June 30, 2003:

Operating Expenses – Landfill	\$2,452,647
Operating Expenses – Solid Waste.....	1,605,368
Operating Expenses – KAB Program.....	<u>38,665</u>
TOTAL LANDFILL FUND	\$4,096,680

SECTION 2 – REVENUES: It is estimated that the following revenues will be available to the Landfill Fund for the fiscal year beginning July 1, 2002 and ending June 30, 2003:

Tipping Fees	\$2,408,000
Solid Waste Fees	1,383,000
Paper Recycling.....	9,000
Tire Disposal Fees	57,000
White Goods Disposal Fees.....	12,000
Asbestos Disposal Fees	3,500
Miscellaneous.....	14,000
Transfer from General Fund.....	<u>210,180</u>
TOTAL LANDFILL FUND	\$4,096,680

IX. SCHOOL APPROPRIATIONS

SECTION 1: The appropriation to the Board of Education first shall be made from any such funds which are dedicated to the use of the schools and secondly shall be made from general county fund revenues to the extent necessary to meet approved appropriations. The appropriations to schools are based on an estimated Public Law Fund - \$50,000 and fines and forfeitures of \$260,000.

SECTION 2: The total appropriation for Current Expense from General Fund is \$7,239,000.

SECTION 3: The total appropriation for Capital Outlay from General Fund is \$775,000.

X. OTHER PROVISIONS

SECTION 1: The County Budget Officer is hereby authorized to transfer appropriations within a fund as contained herein under the following conditions:

- a) He may transfer amounts between objects of expenditure within a department except salary amounts without limitation.
- b) He may not transfer any amounts between departments or funds from any contingency appropriation within any fund.

SECTION 2: No expenditure may be made in any line item that exceeds the amount set forth in the chart of accounts without prior authorization by the County Manager or Board of Commissioners.

SECTION 3: The County Manager and Clerk to the Board are hereby authorized to execute the necessary agreements within funds included in the Budget Ordinance for the following purposes: (1) Form grant agreements to public and non-profit organizations; (2) Leases of normal and routine business equipment where the annual rental of each is not more than \$20,000; (3) Consultant, professional or maintenance service agreements where the annual compensation of each is not more than \$20,000; (4) Purchase of apparatus, supplies, materials, or equipment where formal bids are not required by law; (5) Agreements for acceptance of State, Federal, public, and non-profit organization grant funds, and funds from other governmental units for services to be rendered; (6) Construction or repair work where formal bids are not required by law; and (7) Liability, health, life, disability, casualty, property or other insurance or retention and faithful performance bonds (other than for the Sheriff and Register of Deeds). Other appropriate county officials are also authorized to execute or approve such insurance and bond undertakings as provided by law.

XI. FEES

SECTION 1: There is hereby established a fee of \$61 per ton for residential garbage and \$64 per ton for commercial garbage disposed of at the Pasquotank County Transfer Station for the purpose of raising the revenue listed in the Landfill Fund – Part VIII, Section 2 of this ordinance.

SECTION 2: There is hereby established a fee of \$45 per ton for land clearing and inert debris disposed of at the Pasquotank County LCID Landfill for the purpose of raising the revenue listed in the Landfill Fund - Part VIII, Section 2 of this ordinance.

SECTION 3: There is hereby established a fee of \$45 per ton for construction and demolition material disposed of at the Pasquotank County C&D Landfill for the purpose of raising the revenue listed in the Landfill Fund-Part VIII, Section 2 of this ordinance.

SECTION 4: There is hereby established a solid waste availability fee of \$95 per household for the purpose of raising the revenue listed in the Landfill Fund-Part VIII, Section 2 of this ordinance. Low-income senior citizens who qualify for the property tax reduction will be granted a \$20 reduction in the solid waste availability fee.

XII. TAX LEVY

SECTION 1: There is hereby levied a tax at the rate of eighty-six cents (86¢) per One Hundred Dollar (\$100.00) valuation of property listed for taxes as of January 1, 2002 for the purpose of raising the revenue listed in the General Fund - Part I, Section 2 of this ordinance.

SECTION 2: This rate of tax is based on a total valuation of property for the purpose of taxation of \$1,445,630,240 and an estimated rate of collection of 94%.

SECTION 3: There is hereby levied a tax at the rate of twenty-five cents (25¢) per One Hundred Dollar (\$100.00) valuation of property within the Sandy Road Service District listed for taxes as of January 1, 2002 for the purpose of raising the revenue listed in the Sandy Road Service District Fund - Part VI, Section 2 of this ordinance.

SECTION 4: This rate of tax is based on a total valuation of property for the purpose of taxation of \$8,093,750 and an estimated rate of collection of one hundred percent (100%).

SECTION 5: There is hereby levied an assessment of twenty-seven cents (27¢) per acre for Project #1 of the Newland Water Management and Watershed Improvement Service District for the purpose of raising the revenue to fund clearing and snagging of the Pasquotank River from the county line to a point where drainage from U.S. Hwy. 158 and Mill Pond Road enters the Pasquotank River.

There is hereby levied an assessment of ninety-three cents (93¢) per acre for Project #2 of the Newland Water Management and Watershed Improvement Service District for the purpose of raising the revenue to repair and construct drainage structures in the upper drainage basin.

Approved on June 24, 2002 by the following vote of the members of the Pasquotank County Board of Commissioners: Commissioners Wood, Davis, Witherspoon, and Trueblood in favor; Kitchen, Pritchard, and Griffin opposed.

Matt Wood, Chairman
Pasquotank County Board of Commissioners

Attest:

Karen S. Jennings
Clerk to the Board

Vice-Chairman Sam Davis expressed his disappointment that the vote on the budget could not have been a unanimous vote.

Chairman Wood asked if there was any further business to come before the Board. The Board was reminded that there will be a special meeting on July 8 at 7:00 PM.

Motion was made by Lloyd Griffin, seconded by John Kitchen to adjourn the meeting. The motion carried unanimously and the meeting was adjourned at 8:55 PM.

CHAIRMAN

CLERK

**PASQUOTANK COUNTY, NORTH CAROLINA
JULY 8, 2002**

The Pasquotank County Board of Commissioners met today in a special meeting on Monday, July 8, 2002 in the Commissioners' Board Room in the Pasquotank County Courthouse.

MEMBERS PRESENT: Matt Wood, Chairman
W.C. Witherspoon
Horace C. Pritchard, Sr.
Lloyd E. Griffin, III
John W. Kitchen, Sr.
Bill Trueblood

MEMBERS ABSENT: Samuel S. Davis, III, Vice-Chairman

OTHERS PRESENT: Rodney Bunch, Asst. County Manager/Planning Director
John Morrison, Interim County Attorney
Karen Jennings, Clerk to the Board

The meeting was called to order at 7:00 PM by Chairman Matt Wood. Commissioner Horace Pritchard opened with the invocation.

1. ADOPTION OF RESOLUTION APPROVING INSTALLMENT FINANCING CONTRACT, DEED OF TRUST AND OTHER DOCUMENTS AND APPROVING AND AUTHORIZING CERTAIN ACTIONS IN CONNECTION WITH FINANCING A PORTION OF THE COST OF REHABILITATING, REPAIRING AND EQUIPPING THE SHEEP-HARNEY ELEMENTARY SCHOOL:

Commissioner John Kitchen introduced the following resolution, a copy of which had been made available to each Commissioner and which was read by its title:

RESOLUTION APPROVING AN INSTALLMENT FINANCING CONTRACT,
A DEED OF TRUST AND OTHER DOCUMENTS AND APPROVING AND
AUTHORIZING CERTAIN ACTIONS IN CONNECTION WITH FINANCING
A PORTION OF THE COST OF REHABILITATING, REPAIRING AND
EQUIPPING THE SHEEP-HARNEY ELEMENTARY SCHOOL

WHEREAS, the County of Pasquotank, North Carolina (the "County"), has the power, pursuant to Section 160A-20 of the General Statutes of North Carolina, as amended, to (a) finance the purchase of real and personal property by installment contracts that create in the property purchased a security interest to secure payment of the purchase price to the entity advancing moneys for such transaction and (b) finance the construction of fixtures or improvements on real property by contracts that create in such fixtures or improvements and in the real property on which such fixtures or improvements are located a security interest to secure repayment of moneys advanced or made available for such construction; and

WHEREAS, the County and The Elizabeth City-Pasquotank Board of Education, a body corporate which has general control and supervision of all matters pertaining to the public schools in the Elizabeth City-Pasquotank School Administrative Unit (the "Board of Education"), have determined to cooperate in a plan to finance a portion of the cost of a project which each has found to be necessary and desirable to provide for improved public school facilities and improved public education in the County; and

WHEREAS, such project consists of rehabilitating, repairing and equipping the Sheep-Harney Elementary School (the "School"), including (a) the renovation of classroom space and an auditorium to provide improved heating, ventilation, air conditioning and lighting facilities, improved electrical wiring and other improvements, (b) the reconstruction and renovation of a multipurpose room, a cafeteria and bathroom facilities, (c) the repair or replacement of roofs, (d) the construction of handicapped access facilities and (e) the acquisition of any necessary equipment (collectively the "Project"); and

WHEREAS, the Board of Commissioners for the County (the “Board”) has determined to proceed with the financing of a portion of the cost of the Project pursuant to said Section 160A-20 and in accordance with Section 1397E of the Internal Revenue Code of 1986, as amended (the “Code”), and the regulations thereunder, and it is necessary or desirable to approve an installment financing contract, a deed of trust and other documents and approve and authorize certain actions in connection therewith; and

WHEREAS, among such other documents is a forward delivery agreement which provides for the investment of moneys deposited by the County in a debt service fund to repay the funds advanced to it pursuant to such installment financing contract; and

WHEREAS, the County has been advised that, although one consequence of the County’s entering into such a forward delivery agreement would be that the County would assure itself of a determined yield from the investment of the amount in such debt service fund for the term of such forward delivery agreement, if short-term interest rates were to rise and remain substantially above current interest rate levels, then the County could realize from the contemporaneous investment of such amount a greater return than the County would realize from such forward delivery agreement and that, if rates were to reach historical peak levels, then such greater return could be substantial; and

WHEREAS, the Board has weighed the yield available pursuant to such forward delivery agreement against the opportunity costs and other risks associated with such forward delivery agreement; and

WHEREAS, there have been presented for consideration by the Board copies of the following documents relating to such matter:

(a) a draft of an Installment Financing Contract, between the County and Bank of America, N.A. (the “Installment Financing Contract”), under which Bank of America, N.A. (the “Bank”) would advance funds to finance a portion of the cost of the Project and the County would be obligated to make Installment Payments (as defined therein) to repay the funds advanced to it and to make certain other payments, among other requirements, such obligations being subject to termination by the County under certain circumstances as provided therein;

(b) a draft of a Deed of Trust and Security Agreement (the “Deed of Trust”) which the County would execute and deliver to a trustee for the benefit of the Bank and which would encumber the site of the Sheep-Harney Elementary School and the improvements on such site and certain related property, subject to certain exceptions, as security for the County’s obligation to repay the funds advanced to it pursuant to the Installment Financing Contract;

(c) a draft of an Agreement Concerning Rehabilitating, Repairing and Equipping the Sheep-Harney Elementary School (the “Administrative Agreement”) between the Board of Education and the County, which furthers such plan to finance a portion of the cost of the Project;

(d) a draft of a Lease (the “Lease”) between the County, as lessor, and the Board of Education, as lessee, which provides for the lease by the County to the Board of Education of the facilities and related site of the Sheep-Harney Elementary School as a part of such plan to finance a portion of the cost of the Project; and

(e) a draft of a Forward Delivery Agreement (the “Forward Delivery Agreement”) between the County and Bank of America, N.A., which provides for the investment of moneys deposited by the County in the Debt Service Fund (as defined in the Installment Financing Contract);

NOW, THEREFORE, BE IT RESOLVED by the Board as follows:

Section 1. The Board hereby confirms that the Project and its use are essential for improved public education in the County and the Project will permit the County to carry out public functions that it is authorized by law to perform.

Section 2. The Board hereby finds and determines that it is in the best interest of the County to enter into the Installment Financing Contract, the Deed of Trust, the Administrative Agreement, the Lease and the Forward Delivery Agreement in order to effectuate the financing

of a portion of the cost of the Project and provide for the efficient investment of moneys in the Debt Service Fund as described above.

Section 3. The form and content of the Installment Financing Contract, the Deed of Trust, the Administrative Agreement, the Lease and the Forward Delivery Agreement, each of which will be a valid, legal and binding obligation of the County in accordance with its terms, are hereby approved in all respects and the Chairman of the Board, the County Manager of the County, the Finance Officer of the County, the County Attorney of the County and the Clerk to the Board are hereby authorized and directed to execute and deliver the Installment Financing Contract, the Deed of Trust, the Administrative Agreement, the Lease and the Forward Delivery Agreement, as may be applicable, in substantially the forms presented to the Board, together with such additions, changes, modifications and deletions as they, with the advice of counsel, may deem necessary and appropriate, and such execution and delivery shall be conclusive evidence of the approval and authorization thereof by the Board and the County; provided, however, that the due date of the final Installment Payment is not later than July 11, 2016 and that the amount advanced to the County to be repaid to the Bank under the Installment Financing Contract does not exceed \$2,914,230.

Section 4. The Board hereby approves, ratifies and confirms the actions of the County Manager, the Finance Officer and the County Attorney of the County in connection with this matter.

Section 5. The officers and employees of the County are authorized and directed (without limitation except as may be expressly set forth herein) to take such other actions and to execute and deliver such other documents, certificates, undertakings, agreements or other instruments as they, with the advice of counsel, may deem necessary or appropriate to effectuate the transactions contemplated by the Installment Financing Contract, the Deed of Trust, the Administrative Agreement, the Lease and the Forward Delivery Agreement.

Section 6. The County hereby designates its obligation to repay the Amount Advanced (as defined in the Installment Financing Contract) to be a qualified zone academy bond pursuant to Section 1397E of the Code and the regulations thereunder.

Section 7. The County covenants that, to the extent permitted by the Constitution and laws of the State of North Carolina, it will comply with the requirements of the Code and the regulations thereunder that are applicable to the Installment Financing Contract.

Section 8. This resolution shall take effect immediately upon its passage.

Upon motion of Commissioner John Kitchen, seconded by Commissioner Bill Trueblood, the foregoing resolution was passed by the following vote:

Ayes: Commissioners Wood, Pritchard, Witherspoon, Griffin, Kitchen, and Trueblood.

Noes: None.

2. DISCUSSION ON ONE PERCENT DISCOUNT FOR EARLY PAYMENT OF PROPERTY TAXES IN JULY OR AUGUST:

The Board discussed a request from the Tax Office to consider allowing a one percent discount for early payment of property taxes in July or August as has been done in prior years. It was noted that since tonight's meeting is a special meeting and all members are not present, no official action on this issue can be taken since it was not included in the notice of the special meeting. Chairman Wood asked the Board's consensus however since the Tax Office needs to prepare the tax bills for mailing and a provision would have to be included on the bills if the discount is allowed. Official action to approve the discount would have to be taken at the next regular meeting. The Board concurred to recommend approval of the one percent tax discount.

3. CLOSED SESSION TO DISCUSS THE LOCATION OR EXPANSION OF A BUSINESS OR INDUSTRY AND TO DISCUSS A PERSONNEL MATTER:

Chairman Wood asked for a motion that the Board enter Closed Session to discuss the location or expansion of a business or industry and to discuss a personnel matter.

Motion was made by John Kitchen, seconded by W.C. Witherspoon that the Board enter Closed Session to discuss the location or expansion of a business or industry and to discuss a personnel matter. The motion carried unanimously.

Upon the end of Closed Session;

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

Mr. Rodney Bunch provided Board Members with a copy of a memorandum he received from Progress Energy indicating that Eastern North Carolina Natural Gas will begin a “purge and pack” operation that will prepare the gas system to serve customers in four counties north of the Albemarle Sound.

Motion was made by W.C. Witherspoon, seconded by Lloyd Griffin to adjourn the meeting. The motion carried unanimously and the meeting was adjourned at 8:00 PM.

CHAIRMAN

CLERK