

**PASQUOTANK COUNTY, NORTH CAROLINA
JULY 19, 2010**

The Pasquotank County Board of Commissioners met today in an abbreviated work session on Monday, June 19, 2010 in the Community Room at the W.C. Witherspoon Memorial Library.

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

MEMBERS ABSENT: None

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

The meeting was called to order at 3:40 PM by Chairman Marshall Stevenson. County Manager Randy Keaton stated that during budget negotiations the Board discussed reinstating the position of Code Enforcement Officer on a part-time basis. He said there has also been discussion regarding possibly combining this position and one specifically for the purpose of serving Child Support Enforcement papers. Reimbursement for the Child Support Enforcement Officer would be an indirect cost through the Department of Social Services and reimbursement for the Code Enforcement Officer would be paid for with \$2 of the Solid Waste Fee. The Board agreed to move forward with this proposal for a deputy to handle code enforcement 50% of the time and to serve Child Support Enforcement papers 50% of the time.

The meeting was adjourned at 3:55 PM.

CHAIRMAN

CLERK

**PASQUOTANK COUNTY, NORTH CAROLINA
JULY 19, 2010**

The Pasquotank County Board of Commissioners met today in a regular meeting on Monday, July 19, 2010 in Courtroom C in the Pasquotank County Courthouse.

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

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 7:01 PM by Chairman Marshall Stevenson. Deacon Bruce Boyd of Olive Branch Missionary Baptist Church gave the invocation and Vice-Chairman Lloyd Griffin led in the Pledge of Allegiance to the American Flag.

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

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

Employee	Department	Years of Service
Gwen Bray	Social Services	25 years
Karen Jennings	County Manager's Office	25 years
Todd Wagner	Sheriff's Department	20 years
Sylvia Garrett	Social Services	20 years
Jennifer Harris	EMS	10 years

The Board congratulated the employees and thanked them for their service.

2. PRESENTATION BY REBECCA CROSS WITH ELIZABETH CITY DOWNTOWN:

Chairman Stevenson welcomed Rebecca Cross, Executive Director of Elizabeth City Downtown. Ms. Cross said she is very excited about downtown Elizabeth City and the good things that are going on. She commended the city on the Fourth of July fireworks display and the family activities that went on before the display. She said it was a very well attended and family-oriented event. She stated that the Mariner's Wharf Film Festival will continue for two more Tuesday nights. She explained that the Farmers Market is going very well on Saturday mornings and will continue into the fall, and a smaller version with mostly food vendors, will continue on Tuesday nights when Music on the Green begins in August. She added that a lot of good things are also going on at Museum of the Albemarle, Arts of the Albemarle and Port Discover. Ms. Cross thanked the Board for its support.

3. PUBLIC HEARING ON PROPOSED RURAL OPERATING ASSISTANCE PROGRAM APPLICATION:

Chairman Stevenson recognized Mr. Herb Mullen, representing Inter-County Public Transportation Authority, to outline the proposed Rural Operating Assistance Program application for 2010-2011.

Mr. Mullen explained that it is time again to apply for the Rural Operating Assistance Program funds for Pasquotank County. He said these funds are three tiered funds. The first tier of funds is called Elderly and Disabled Transportation Assistance Program Funds (EDTAP). He said these funds will enable residents of Pasquotank County to be transported anywhere within the county free of charge to them. The only requirement for this program is that the person must be

60 years of age or older or have a documented disability. A certification form must be filled out attesting to either one or both of these situations. The second tier of funds is called Employment Transportation Assistance Program funds and these funds typically go directly to the Pasquotank County Department of Social Services to assist people who are coming off of the Work First Program to bridge the financial gap. The funds can be used for car repairs, gas stipends, taxi trips, or general transportation through Inter-County Public Transportation Authority. The third tier of funds is Rural General Public Program which allows anyone to ride anywhere in the five-county area for \$3.00. DOT will pay 90% of the transportation costs and the \$3.00 fee is used for the 10% local match. A \$10.00 fee is charged to travel to Greenville or Norfolk, Virginia. Mr. Mullen advised that Pasquotank County will receive a total of \$179,665 in ROAP funds, but because ICPTA covers five counties and some of the other counties do not spend 100% of their money, the other counties have in the past allowed transfer of their leftover funds to Pasquotank County. This year's ROAP funds would be allocated as follows:

EDTAP - \$46,588	Supplemental EDTAP - \$26,855
EMPL - \$11,486	Supplemental EMPL - \$14,407
RGP - \$42,592	Supplemental RGP - \$37,737

Mr. Mullen noted that Inter-County Public Transportation Authority is a subsidiary of Albemarle Regional Health Services and covers more counties than any other public transportation system in the state, serving Chowan, Perquimans, Camden, Pasquotank, and Currituck Counties.

Chairman Stevenson declared the meeting to be a public hearing on the proposed Rural Operating Assistance Program application and he asked if anyone would care to comment on the application. At the absence of comments, the public hearing was closed.

Mr. Mullen added that DOT requires that Voluntary Title VI Public Involvement forms be made available. He stated that these forms are available at the registration table near the entrance to the Courtroom for anyone who would like to fill one out and they will be collected at the end of the meeting.

Motion was made by Lloyd Griffin, seconded by Charles Jordan to approve submission of the Rural Operating Assistance Program application for 2010-11 as presented. The motion carried unanimously.

4. PRESENTATION FROM Y NOT CARE INTENSIVE IN-HOME COUNSELING SERVICE:

Chairman Stevenson recognized Ms. Yvette Coleman of Y Not Care Intensive In-Home Counseling Service. Ms. Coleman stated that Y Not Care is a mental health agency that was established in 2008 in Elizabeth City. They were endorsed 2009, and Medicaid endorsed in January 2010. Ms. Coleman explained that their agency consists of 23 professionals including one full-time psychiatrist, three licensed clinical social workers, seventeen qualified mental health professionals, and two substance abuse counselors. She said their motto is "Creating an Atmosphere of Change One Family at a Time", and their mission is to help maintain children and adolescents with serious behavior and mental health disturbances in their community and the home and provide support of therapeutic services within the home. Their primary goal is to provide options for safe, nurturing family-centered treatments, interventions and therapeutic focuses for children who would ordinarily be placed in long-term care institutions or treatment centers. Ms. Coleman explained that they strive to represent the family's wishes and create individual and family goals. She said their service is to primarily minimize out-of-home placement. She stated intensive in-home service is to stabilize the home and they work with youth age 5-20, and the average age of their caseload is 8-12 years. She stated that they are working toward opening a community support team for the parents and day treatment which will provide another intensive program for the children. Ms. Coleman said they try to connect with things that are going on in the community and they also sponsor their own events. She stated that they offer free parenting classes, anger management/substance abuse counseling, grief counseling, gang intervention and prevention, and 24 hour per day crisis counseling. She thanked the Board for allowing Y Not Care to make their presentation and offered any assistance they can provide for the community.

Mr. Jahira James said she has been a therapist with Y Not Care since February and she has seen all of the great things this agency has done for the community. She added that the agency is very connected with the Department of Social Services, the Police Department and other agencies.

5. AMENDMENTS TO THE AGENDA:

Chairman Stevenson asked if there were any amendments to the agenda. Commissioner Wood requested that the agenda be amended to add to the consent agenda the following items recommended by the Finance Committee: 1) Approval to fill vacant positions at Social Services and EMS; 2) Approval of upgrade to EMS building and budget amendment; 3) Approval of sole source purchase of an ambulance; and 4) Approval of sole source purchase of RO plant chemical feed pumps.

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

It was also recommended that the following items be added to new business: 1) Approval of water rate proposal; 2) Approval of RO plant change orders; and 3) Discussion regarding RO well issues.

Motion was made by Matt Wood, seconded by Cecil Perry to add the three items above to new business. The motion carried unanimously.

6. APPROVAL OF CONSENT AGENDA:

The Board considered the following consent agenda:

a. Approval of Minutes of June 21 and June 22, 2010 Commissioner Meetings

b. Approval of Family Subdivision Requests #10-04 and #10-05

Staff has recommended approval of Family Subdivision Requests #10-04 and #10-05. Albert Luton, Sr. is requesting to create two gift lots for children in accordance with Article 5, Section 303 of the Pasquotank County Subdivision Ordinance. In March, the applicant was granted a variance from the Family Subdivision requirements to allow the creation of gift lots that do not have any frontage on a state road. The request is for a 1.25 acre gift lot to be conveyed to Heather Luton Fox, and a 3.13 acre gift lot to be conveyed to Albert Len Luton, Jr. Documentation has been provided that the plat qualifies as a family subdivision and improvement permits for the two lots have been issued by Albemarle Regional Health Services. Staff has advised that the application meets the requirements for a Family Subdivision.

c. Approval to Fill Vacant Positions

The Finance Committee has recommended that the Board authorize the Department of Social Services to fill a vacant Food and Nutrition Services position and authorize the EMS Department to fill a vacant Paramedic position.

d. Approval of EMS Building Upgrade and Budget Amendment

The Finance Committee has recommended approval of an electrical upgrade to the EMS Building and the placement of air conditioning in the ambulance bays and medication storage rooms. The medications in the ambulances are required to be kept in a climate controlled environment. It had been reported to the Finance Committee that the three air conditioning units from the old library were saved when the building was renovated and it would be less expensive to air condition the ambulance bays and medication storage room rather than put refrigerators on each of the ambulances. The estimated cost for all of the upgrades is \$13,800. The following budget amendment would be needed to appropriate the funds to cover the cost:

Increase 010.0991.4991.00 Fund Balance Appropriated	\$13,800
Increase 010.4370.5351.00 Maintenance-Building	\$13,800

e. Approval of Sole Source Purchase of Ambulance

The Finance Committee has recommended approval for the sole source purchase of an American Emergency Vehicles (AEV) ambulance from Northwestern Emergency Vehicles. The EMS Director has advised that retaining Northwestern Emergency Vehicles as the ambulance vendor would continue to ensure standardization and compatibility with the remainder of the fleet. AEV has manufactured each of the current fleet of seven ambulances with the layout remaining consistent year after year. Introducing a different style of ambulance manufactured by a different vendor would lead to confusion and frustration by technicians while caring for patients.

f. Approval of Sole Source Purchase of RO Plant Chemical Feed Pumps

The Finance Committee has recommended approval for the sole source purchase of chemical feed pumps for the RO water plant from Chlorinator Sales & Service, Inc.

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

7. CHANGE IN SEPTEMBER MEETING DATE:

The Board considered changing the first meeting in September due to the fact it falls on Labor Day.

Motion was made by Lloyd Griffin, seconded by Jeff Dixon to move the first September Commissioner meeting and the Appointments Committee and Finance Committee meetings from Monday, September 6 to Tuesday, September 7 due to the Labor Day holiday. The motion carried unanimously.

8. ADOPTION OF RESOLUTIONS WITH REGARD TO EAST CAROLINA BEHAVIORAL HEALTH:

The Board considered the following two resolutions concerning East Carolina Behavioral Health. The first resolution details the composition of the new board of directors for ECBH and the second resolution outlines the transfer of Albemarle Mental Health Center's interest in four parcels of real property to ECBH. After some discussion regarding the properties;

Motion was made by Matt Wood, seconded by Jeff Dixon to adopt the following two resolutions with regard to East Carolina Behavioral Health. The motion carried by a six to one margin with Vice-Chairman Griffin voting against the motion.

RESOLUTION REGARDING THE COMPOSITION OF THE BOARD OF DIRECTORS FOR EAST CAROLINA BEHAVIORAL HEALTH

WHEREAS, Albemarle Mental Health Center, Developmental Disabilities, Substance Abuse Services ("AMHC"), is a Local Management Entity as that term is defined by N.C.G.S. §122C *et. seq.*, serving a catchment area comprised of the Counties of Camden, Chowan, Hyde, Pasquotank, Tyrrell, Currituck, Dare, Martin, Perquimans, and Washington; and

WHEREAS, AMHC shall dissolve effective July 1, 2010 and the counties within its catchment area shall consolidate with East Carolina Behavioral Health ("ECBH") a Local Management Entity as that term is defined by N.C.G.S. §122C *et. seq.*, serving a catchment area comprised of the Counties of Beaufort, Bertie, Craven, Gates, Hertford, Jones, Northampton, Pamlico and Pitt; and

WHEREAS, ECBH is required to have an Area Board comprised pursuant to N.C.G.S. §122C-118.1 and has determined that its Board shall be comprised of twenty-four (24) members, consisting of one (1) County Commissioner from each County within ECBH's catchment area and five (5) additional members appointed by the above nineteen (19) County Commissioners;

BE IT RESOLVED that Pasquotank County shall appoint one (1) County Commissioner as a member of the ECBH Area Board.

BE IT RESOLVED FURTHER that the Pasquotank County Commissioners shall coordinate with ECBH and the other County Commissioners within ECBH's catchment area to ensure that the Area Board appointments are in accordance with N.C.G.S. §122C-118.1; specifically, that the appointments take into account sufficient citizen participation, representation of the disability groups, and equitable representation of participating counties and that the Area Board includes two (2) individuals with financial expertise, an individual with expertise in management or business, and an individual representing the interest of children.

This the 19th day of July, 2010.

RESOLUTION REGARDING CONSOLIDATION WITH ADDITIONAL COUNTIES AND THE ACQUISITION OF REAL PROPERTY BY EAST CAROLINA BEHAVIORAL HEALTH

WHEREAS, Albemarle Mental Health Center, Developmental Disabilities, Substance Abuse Services ("AMHC"), is a Local Management Entity as that term is defined by N.C.G.S. §122C *et. seq.*, serving a catchment area comprised of the Counties of Camden, Chowan, Hyde, Pasquotank, Tyrrell, Currituck, Dare, Martin, Perquimans, and Washington; and

WHEREAS, AMHC shall dissolve effective July 1, 2010 and the counties within its catchment area propose to consolidate with East Carolina Behavioral Health ("ECBH") a Local Management Entity

as that term is defined by N.C.G.S. §122C *et. seq.*, serving a catchment area comprised of the Counties of Beaufort, Bertie, Craven, Gates, Hertford, Jones, Northampton, Pamlico and Pitt; and

WHEREAS, AMHC proposes to transfer its interest in four (4) parcels of real property, situate in Camden County, Chowan County, Perquimans County and Currituck County, to ECBH in consideration of the terms of the consolidation. The parcels of real property are more particularly described on Exhibit “A” affixed hereto and incorporated by reference;

BE IT RESOLVED, pursuant to N.C.G.S. §122C-115 & 115.3, the counties within AMHC’s catchment area may consolidate with ECBH, creating a catchment area consisting of nineteen (19) counties.

BE IT RESOLVED FURTHER that pursuant to N.C.G.S. §122C-147(c), ECBH be, and hereby is, authorized to accept and hold title to AMHC’s interest in that certain real property more particularly described on Exhibit “A” affixed hereto and incorporated herein by reference.

This the 19th day of July, 2010.

9. APPROVAL OF WATER RATE PROPOSAL:

The Board considered a recommendation from the Finance Committee to approve the original rate proposal from the Water Committee which would increase the minimum rate from \$10 to \$15 for the first 2,000 gallons and increase other increments. The rate schedule would also create a commercial rate for non-residential customers. The proposed rate schedule is as follows:

Residential Rate

0 to 2,000 gallons (minimum rate)	\$15.00	was \$10.00
2,000 gallons to 5,000 gallons	\$6.00 per 1,000 gallons	was \$5.50
5,001 gallons to 10,000 gallons	\$7.00 per 1,000 gallons	was \$6.00
10,001 gallons to 20,000 gallons	\$8.00 per 1,000 gallons	was \$6.00
20,001 gallons to 30,000 gallons	\$9.00 per 1,000 gallons	was \$6.00
30,001 gallons and over	\$10.00 per 1,000 gallons	was \$6.00

Commercial Rate

0 to 2,000 gallons (minimum rate)	\$15.00	was \$10.00
2,000 gallons and over	\$6.00 per 1,000 gallons	was \$5.50 per 1,000 gallons between 2,000 and 5,000 gallons & \$6.00 per 1,000 gallons over 5,000 gallons

Motion was made by Matt Wood, seconded by Bill Trueblood to approve the water rate proposal as recommended effective July 1, 2010 for August billing. The motion carried by a six to one margin with Chairman Stevenson voting against the motion.

10. APPROVAL OF CHANGE ORDERS FOR RO PLANT PROJECT:

County Manager Randy Keaton presented a spreadsheet showing fourteen RO Plant change orders and what the Water Committee has recommended with regard to splitting the equipment and labor costs with Hobbs Upchurch & Associates on six of the change orders. The county would pay half of the equipment and labor costs plus all of the material costs. He said the committee felt that the material costs would have been paid for anyway, but the other costs should be shared because of the design changes that were necessary. The recommendations are as follows:

Change Orders	Total Cost	Hobbs Upchurch	County Share
1	\$19,583.67	\$ 4,688.67	\$14,895.00
2	9,357.28	3,094.33	6,262.95
3	1,252.88	-	1,252.88
4	-	-	-
5	3,940.31	461.92	3,478.39
6	2,717.96	-	2,717.96
7	1,595.89	-	1,595.89

8	8,954.53	1,009.28	7,945.25
9	6,481.68	1,562.89	4,918.79
10	2,318.26	-	2,318.26
11	12,346.01	853.16	11,492.85
12	11,073.85	-	11,073.85
13	19,167.35	19,167.35	
14	3,863.98	-	3,865.98
Total	\$102,653.65	\$11,670.25	\$90,983.40

Motion was made by Matt Wood, seconded by Jeff Dixon to accept the recommendation of the Water Committee on the proposed change orders for the R.O. plant. The motion carried by a six to one margin with Vice-Chairman Griffin voting against approval.

11. R.O. WELL ISSUES:

County Manager Randy Keaton explained that the new RO plant will be served by four wells. The wells have been drilled and two wells, the Pike well and the Forman Bundy well, met all of the criteria and the efficiency ratings. The Larabee well had some problems during construction when a pipe broke and concrete went into the bottom of the well and compromised the amount of screens available for handling water. The contractor has cleaned the well, but it still does not meet the criteria of the original specifications. The Ownley well was built properly, but the aquifer was muddier and they have had trouble getting that well fully developed up to the design capacity. He said the plan is for the contractor to do some additional development on both wells. It is not felt that the Larabee well will ever get up to the design capacity, however the contractor believes they can increase the capacity by 10% which would put it within the range that the engineer and GMA both feel would be acceptable. They feel that the capacity of the Ownley well can also be increased by 10% with some additional acid washing and more jetting. Water Superintendent John Gregory explained that all four wells will produce 950 gallons per minute, but the efficiency rating for the Ownley well is only 42.5% and the efficiency rating of the Larabee well is about 45%. The specifications call for an efficiency rating of 70% and the contractor believes with the additional work they can increase that rating to between 50% and 55%. Mr. Gregory said the county would however incur additional electricity costs of approximately \$3,000 per year for each of the two wells because they will have to have higher horsepower motors.

After questions and discussion by the Board, Commissioner Trueblood asked for a brief recess so that he could consult with the County Attorney. Following the recess, Commissioner Trueblood asked that the Board enter Closed Session to preserve the attorney client privilege. The Board will enter Closed Session at the end of the agenda.

12. REPORT FROM COUNTY MANAGER:

County Manager Randy Keaton reported that he received an email about the health insurance issue for the Albemarle Mental Health and Tideland retirees. He said there has recently been a lot of discussion about how to handle this. He stated that it was not possible to move these employees to the state plan, but they can be moved to a plan set up by the North Carolina Association of County Commissioners. Martin County has agreed to be the administrator of the plan and the lump sum would be transferred to Martin County and set up in a special fund to pay the premiums. He said proposals have been received for the employees under age 65 through the association health plan, and those over the age of 65 would be placed on a Medicare supplement. Mr. Keaton stated that the only unknown is what this will cost in the long-term. He said there is about \$1 million in available funds to pay the premiums as long as the funds last, and there will need to be some type of memorandum of understanding that once the money runs out, the ten counties will have to pay the difference. He added that this will essentially be the only debt remaining from the old Albemarle Mental Health Center.

13. REPORTS FROM COMMISSIONERS:

Commissioner Jeff Dixon said a new initiative approved by the General Assembly will study Social Services Departments throughout the counties to see if there is any consolidation that could be done that would result in cost-savings, such as combining administrative services of several counties.

Commissioner Dixon reported that the Fourth of July Fireworks went very well and the donations exceeded the costs, so there will be a \$2,000 or \$3,000 surplus to go toward next year's fireworks. He added that many people from out of town came to watch the fireworks in

Elizabeth City because their communities did not have fireworks. He said this was good for the economy and the county should realize a return on its investment.

Chairman Stevenson stated that several weeks ago a letter was sent to DOT Board Member Stan White requesting that the culverts on Main Street Extended be replaced with a bridge. He stated that a response has been received from Mr. White and he said he would like to see a follow-up letter sent to Mr. White with a copy sent to Senator Basnight, Representative Owens and Governor Perdue.

Chairman Stevenson asked if any contact has been made with a representative from the Bureau of the Census requesting that the Board be updated regarding the 2010 Census. The County Manager advised that a representative from the Bureau will make a presentation to the Board at the August 16 meeting.

14. CLOSED SESSION TO PRESERVE THE ATTORNEY CLIENT PRIVILEGE:

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 preserve the attorney client privilege.

Motion was made by Bill Trueblood, seconded by Charles Jordan that the Board enter Closed Session to preserve the attorney client privilege. The motion carried unanimously.

Upon the end of Closed Session;

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

Motion was made by Lloyd Griffin, seconded by Cecil Perry to take the advice of the consultant regarding the Ownley well to allow further development through scrubbing and acid washing to try to improve the efficiency by 10%. The motion carried unanimously.

Motion was made by Jeff Dixon, seconded by Cecil Perry to excuse Vice-Chairman Lloyd Griffin from discussions regarding the Commerce Park lots owned by Dr. Lloyd E. Griffin. The motion carried and Vice-Chairman Griffin left the meeting.

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

Upon the end of Closed Session;

Motion was made by Bill Trueblood, seconded by Cecil Perry that the Board return to Regular Session. The motion carried.

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

Motion was made by Bill Trueblood, seconded by Cecil Perry Griffin to adjourn the meeting. The motion carried and the meeting was adjourned at 9:10 PM.

CHAIRMAN

CLERK

