

**PASQUOTANK COUNTY, NORTH CAROLINA
JANUARY 18, 2022**

The Pasquotank County Board of Commissioners met today in a regular meeting on Tuesday, January 18, 2022 in Courtroom C in the Pasquotank County Courthouse.

MEMBERS PRESENT: Lloyd E. Griffin, III, Chairman
Cecil Perry
Barry Overman
William “Bill” Sterritt
Jonathan Meads

MEMBERS ABSENT: Charles H. Jordan, Vice-Chairman
Sean Lavin

OTHERS PRESENT: Sparty Hammett, County Manager
R. Michael Cox, County Attorney
Sheri Small, Finance Director
Lynn Scott, Clerk to the Board

The meeting was called to order at 6:00 PM by Chairman Lloyd Griffin. Commissioner Barry Overman gave the invocation and Commissioner Bill Sterritt led in the Pledge of Allegiance to the American Flag. Chairman Griffin welcomed those in attendance.

1. AMENDMENTS TO THE AGENDA:

Chairman Griffin requested that the agenda be amended to add the following items recommended by the Finance Committee to the Consent Agenda: 1) Approval of Tax Releases and Refunds; 2) Approval of Late Property Tax Exemption or Exclusion Application; 3) Approval of Budget Amendments; 4) Approval of Commissioners Boardroom Project Contract Amendment and associated Budget Amendment; 5) Approval to donate funds from sale of former Elizabeth City Middle School to Albemarle Regional Volleyball Club; 6) Approval to amend Board of Commissioners Meeting Schedule; and 7) Approval of offer to purchase County owned property and begin Upset Bid Process.

Motion was made by Barry Overman, seconded by Cecil Perry to amend the agenda to add Items #1-7 to the Consent Agenda. The motion carried unanimously.

2. COMMENTS BY EARL ROUNTREE:

Chairman Griffin recognized Mr. Earl Rountree of 226 Folly Road, Sunbury to address the Board. Mr. Rountree praised former Commissioner Frankie Meads. He said when he was diagnosed with a medical condition two and a half years ago, Commissioner Meads went out of his way to check on him, and to thank him for supporting him. He voiced discontent with the Board for voting to relocate the Confederate Monument.

3. PRESENTATION OF FY 2020-21 AUDIT:

Greg Adams, of Thompson, Price, Scott, Adams & Co., P.A, the County’s Auditor, presented the County’s FY 2020-21 Audit results via Zoom.

Motion was made by Barry Overman, seconded by Cecil Perry to accept the FY 2020-21 Audit prepared by Thompson, Price, Scott, Adams & Co., PA. The motion carried unanimously.

4. APPROVAL OF CONSENT AGENDA:

The Board considered the following consent agenda:

a. Approval of Minutes of November 29 and December 6, 2021 Commissioner Meetings

b. Community Services Block Grant (CSBG) Documentation of Submission

The North Carolina Administrative Code requires that each CSBG recipient submit its Community Anti-Poverty Plan (grant application) to each County Commissioner Board that it serves. A complete copy of the Anti-Poverty Plan submitted by the Economic Improvement

Council for fiscal year beginning July 1, 2022 has been provided to the Board for information purposes, and as a notification of their intent to apply for the funds.

c. Approval of Tax Releases & Refunds

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

Tax Release

		County	City
1.	Wallace G. Cahoon	166.32	195.84

Tax Refunds

		County	City
1.	Idalissa Ramos Garcia	307.21	
2.	Terry Jones Long		146.57
3.	Charlie Lawrence Mitchell II	145.03	139.38
4.	Lakesha Renee Threadgill	139.72	134.28

Solid Waste Fee Releases

		Parcel ID #	Reason
1.	H. C. & Marcy B. Pritchard	P89-84	Vacant
2.	H. C. Marcy Bergman Pritchard	P119-275	Vacant
3.	Shawn Etheridge Etal	P59-31	Vacant
4.	L F M Properties	70-A-73 thru 81	Vacant
5.	L F M Properties	70-A-47-48	Vacant
6.	William Alvin Norfleet	P120-179	Vacant
7.	Donald E. & Linda Perry	P119-114	Vacant
8.	Horace F. Pritchard	P140-183	Vacant
9.	Betsy White	P91-23	Vacant
10.	Moses R. White III	P135-3	Vacant

d. Approval of Late Property Tax Exemption or Exclusion Application

The Finance Committee has recommended approval of the following late property tax exemption or exclusion application for the following taxpayer:

Taxpayer	Reason	Date Requested	Amount
Hermon Laverne Bunch, Jr.	Elderly/Disabled Exclusion	11-29-21	\$446.65

The applicant has met the necessary requirements that are mandated by the North Carolina Department of Revenue; however due to the late submission of the application, determination of approval is needed by the Board of Commissioners.

e. Approval of Budget Amendments

The Finance Committee has recommended approval of the following Budget Amendments:

DSS

Increase	011.0240.4536.02	LIHWAP	79,256.00
Increase	011.5400.5688.05	LIHWAP	79,256.00

Cooperative Ext

Increase	010.0991.4991.00	Fund Balance Appropriated	10,213.00
Increase	010.4950.5600.34	Grant-SHIIP	10,213.00

Inspections

Increase	010.0600.4930.00	Insurance Proceeds	2,531.00
Increase	010.4350.5353.00	Maintenance-Vehicle	2,531.00

Non-Departmental

Increase	010.0230.4370.00	State Grants	267,528.00
Increase	010.4195.5600.00	Grant Funds	267,528.00

Non-Departmental

Increase	010.0240.4380.20	FEMA Funds	407,129.00
Increase	010.4195.5600.36	HMPG-Acquisition	407,129.00

f. Approval of Commissioners Boardroom Project Contract Amendment and Associated Budget Amendment

As part of the Commissioners Boardroom project, Matrix Health and Safety Consultants, L.L.C. conducted a “Survey for the Presence of Asbestos-Containing Materials and Lead-Based Paints” for the Edgewood Center space that will be renovated for use by the Public Defender’s Office and Elizabeth City-Pasquotank Public Schools and the Courthouse space that will be renovated for use as the Commissioners Boardroom. Matrix performed a survey to identify asbestos-containing materials which are required to be removed prior to demolition activities. Matrix also performed a lead-based paint survey to detect painted surfaces that may need special attention during the demolition to prevent lead dust contamination.

No asbestos or lead issues were identified in the Edgewood Center space that will be renovated. Asbestos was identified in the mastic under the floor tile in the Courthouse space which will be renovated. The asbestos will have to be abated. The proposed contract amendment will address additional work related to the asbestos abatement. JKF Architecture will include specifications for abating the asbestos in the Courthouse as required for the renovations. The Architect’s consultant will also perform Certified Industrial Hygienist Services including air monitoring during construction for proper air clearances. The Finance Committee has recommended approval of the contract amendment for \$6,640 using Contingency Funds and the associated Budget Amendment.

Decrease	010.6900.5991.00	Contingency	6,640.00
Increase	010.4190.5500.00	Capital Outlay	6,640.00

g. Approval to Donate Funds from Sale of former Elizabeth City Middle School to the Police Athletic League

The Albemarle Regional Volleyball Club has had a contract with the Police Athletic League (PAL) to use the former Elizabeth City Middle School Gym from November 1, 2021, through April 1, 2022, from 6:00 to 9:00 pm on Mondays, Wednesdays, and Fridays and from 6:30 to 9:30 pm on Tuesdays and Thursdays. This is the fifth year that the club has used the gym.

On December 6, 2021, the Board agreed to allow the Albemarle Regional Volleyball Club to use the National Guard Armory until April 1, 2022, and to authorize the County Attorney and County Manager to draft and execute an agreement outlining the usage. The agreement continues the \$1,800 per month rental payment which was previously paid to PAL to the County. As a result, PAL will lose \$5,400 in anticipated revenue. A Commissioner has requested that the Board consider giving the revenue back to PAL. The Finance Committee has recommended donating \$5,400 of the proceeds of the sale of the former Elizabeth City Middle School property to PAL after the closing.

h. Approval to Amend Board of Commissioners Meeting Schedule

The second Board meeting in February is scheduled for February 21st, which is the Presidents Day Holiday. Presidents Day is not an observed holiday for Pasquotank County or the State of North Carolina; however, it is a holiday observed by many private sector organizations including banks. The Finance Committee has recommended amending the Commissioners meeting schedule to eliminate the February 21st Finance Committee and Board of Commissioners meeting.

i. Approval of Offer to Purchase County Owned Property and Begin Upset Bid Process

The .398-acre parcel of County property located at 00000 Spindrift Trail, Elizabeth City, NC has a tax value of \$2,900. We received an offer from Ronald Ray White, Jr. for \$2,900. The Finance Committee has recommended approval of the offer and the following resolution to begin the upset bid process.

Motion was made by Barry Overman, seconded by Cecil Perry to approve the Consent Agenda, as amended. The motion carried unanimously.

5. REPORTS FROM COUNTY MANAGER:

County Manager Sparty Hammett reported that the Board Retreat is scheduled for February 25, 2022. He asked that the Board let him know by the end of this week if they have any thoughts on the draft agenda that was provided.

6. REPORTS FROM COMMISSIONERS:

Commissioner Sterritt reported that the SPCA has been meeting via Zoom, but plan to start meeting in person in the near future. They recently reappointed three members and appointed two new members. He commended them on the job they are doing in our community. He reported that the Community Relations Committee has met twice since his last report. Their next meeting will be in person as well. He is pleased with the way the committee is operating at this point.

Commissioner Meads attended the monthly Utilities Meeting this afternoon. McGill Associates provided an update. Additionally, he attended the EMS monthly meeting and the Annual Intercounty Volunteer Fire Department Awards Banquet. He stated that three awards were presented. Caden Harris, who is 19 year old, received two of the awards. The VFD requires 36 hours of training and he had 123 hours. He also received Rookie of the Year.

Commissioner Overman reported that the Appointment Committee met today and has made the following recommendation:

- a) Pasquotank County Library Board – Nominate Jimmy A. Payne, Jr. to fill the unexpired term of Rowena Roby, who recently moved out of the area. Since this is a new appointment, it will need to lie over for two weeks.

Motion was made by Barry Overman, seconded by Cecil Perry to accept the nomination of Jimmy A. Payne, Jr. to the Pasquotank County Library Board. This appointment will need to lie over for two weeks to allow for additional applications. The motion carried unanimously.

Commissioner Overman attended the monthly EMS Board meeting. He reported that he received a lot of good information. He noted that they are very busy and do an excellent job.

Commissioner Perry stated that he has had no committee meetings since the Board's last meeting.

Chairman Griffin said he also has no committee meeting this month.

There being nothing further to come before the Board;

Motion was made by Jonathan Meads, seconded by Barry Overman to adjourn the meeting. The motion carried and the meeting was adjourned at 6:27 PM.

CHAIRMAN

CLERK TO THE BOARD