

**PASQUOTANK COUNTY, NORTH CAROLINA  
MARCH 19, 2018**

The Pasquotank County Board of Commissioners met today in a regular meeting on Monday, March 19, 2018 in Courtroom C in the Pasquotank County Courthouse.

**MEMBERS PRESENT:** Cecil Perry, Chairman  
Dr. William R. Sterritt, Vice-Chairman  
Jeff Dixon  
Lloyd E. Griffin, III  
Joseph S. Winslow, Jr.  
Frankie Meads  
Charles H. Jordan

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Sparty Hammett, County Manager  
R. Michael Cox, County Attorney  
Shelley Cox, Planning Director  
Lynn Scott, Clerk to the Board

The meeting was called to order at 7:00 PM by Chairman Cecil Perry. Commissioner Charles Jordan gave the invocation and the Pledge of Allegiance to the American Flag was led by Vice-Chairman Bill Sterritt. Chairman Perry welcomed everyone present and introduced Sparty Hammett, the new County Manager.

**1. AMENDMENTS TO THE AGENDA:**

Chairman Perry asked if there were any amendments to the agenda. Finance Committee Chairman Bill Sterritt requested that the agenda be amended to add the following items recommended by the Finance Committee today to the Consent Agenda: 1) Approval of Pay Grade/Step for Chief Water Plant Operator; and 2) Approval of Sole Source Purchase of Phone, Recorder, and Net Clock for Central Communications.

Motion was made by Bill Sterritt, seconded by Jeff Dixon to amend the agenda to add the two additional items recommended by the Finance Committee to the Consent Agenda. The motion carried unanimously.

**2. COMMENTS BY JOSEPH PERSICO:**

Mr. Persico thanked the Board for their time tonight. He reminded the Board that the invocation at the beginning of the meeting should be nondenominational. He also invited the Board to attend the Green Saves Green Expo this Saturday, March 24. There will be many businesses participating, and he would love for everyone to attend. He also invited the Board to join the Northeast North Carolina Progressives in the March for Our Lives following the event.

**3. NCDOT PROJECT UPDATES:**

Chairman Perry recognized Jerry Jennings, PE, NCDOT Division One Engineer, who thanked the Board for the opportunity to come before them. He said he has come tonight to provide a general update on DOT activities in Pasquotank County.

Mr. Jennings said Allen Moran, Division One Board of Transportation Member, wished to be in attendance tonight but had a medical emergency. He introduced fellow Division I Staff in attendance including, Win Bridgers, PE – Division Maintenance Engineer, Ronnie Sawyer, PE – Asst. Division Maintenance Engineer, Gretchen Byrum, PE – Division Project development Engineer, Randy Midgett, PE – District Engineer, and Glenn Cooke – County Maintenance Engineer.

Mr. Jennings updated the Board on current and upcoming projects.

- Bridge #29 is being replaced on SR 1144 (Foreman Bundy Road). This is a \$727,864 project being built by S.T. Wooten. The project is actually about 90% complete, and should be complete within the month.

- ADA Ramp Installation and Retrofit, which includes installing and retrofitting ramps at intersections throughout the city. There are 93 ramps in the contract at a cost of \$372,370 and is to be complete by November of this year.
- Elizabeth City Signal System. This project will inter-connect all of the traffic signals in the City. This will allow a synchronized operation of the system, which will allow better traffic flow. It is estimated to be a \$2.7 million project and is scheduled to let in January 2019.
- Bridge #5 Replacement on SR 1103 (Esclip Road in Weeksville). It is estimated to be an \$826,000 project and is scheduled for contract in February 2020.
- Bridge #25 Replacement on SR 1144 (Foreman Bundy Road). It is estimated to be an \$828,000 project and is scheduled to go to contract in April 2021.
- Oak Stump Road Intersection Improvements. It is estimated to cost \$1,588,000 and is funded in our current Transportation Improvement Plan. The design is currently underway and is scheduled to let in FY 2021.
- Bridge Replacement on SR 1367 (Long Lane). It is estimated to cost \$700,000 and is scheduled for let in February 2022.
- Hughes Boulevard from SR 1308 (Church St.) to US 17 Bus. (N. Road St.). This project will address many of the access issues, construct turn lanes, and be a significant safety improvement for that corridor. It is estimated to cost \$18.9 million and is scheduled to let in FY 2023.
- US 158. This project is actually in Gates County, but will come to the Pasquotank County Line. DOT will widen the shoulders and improve the safety of the two-lane section going through the Dismal Swamp. It is estimated to cost \$3.1 million and is scheduled to let in FY 2024.

Mr. Jennings briefly discussed Future I-87. He stated that the I-87 corridor runs from Raleigh to Norfolk. There are two feasibility studies along the corridor to figure out exactly what is needed to bring the road up to interstate standards. The study on the I-64 portion from Raleigh to Williamston is complete. The US 17 study is near completion. He noted that improvement needs are more significant in that area. Bringing US 17 – Future I-87 from US 17/US 158 North of Elizabeth City to the Virginia State Line up to interstate standards is included in the 2017 STIP. Right-of-way acquisition is scheduled for FY 2025, with construction to begin in 2027. The cost is upwards of \$200 million. There will be a lot of opportunities for public input. He noted that all of the other segments along the US 17 Corridor will be subject to their prioritization process in order to get a project into the STIP.

Mr. Jennings explained the State Transportation Improvement Program (STIP) identifies funding and scheduling of projects. Projects are selected through a data driven process in coordination with Albemarle RPO. It is a 10-year program. The first five years are committed projects and the second five years are considered developmental and are subject to be reprioritized with each update of the STIP, which occurs every two years. The current STIP contains projects across all modes & types including, highways, bridges, aviation, rail, transit, ferry, bike, pedestrian, safety, and others.

Mr. Jennings discussed Maintenance Operations and the HMIP (Highway Maintenance Improvement Program). He explained that the HMIP is a 5-year plan that allows DOT to maintain our road system in good physical condition and maintain the structural integrity and longevity of the system. \$1.24 million is planned for preservation for the next 5 years (44 miles) and \$15.6 million is planned for resurfacing for the next 5 years (87 miles). The plan is updated each year and adjusted based on funding allocations and road conditions.

Mr. Jennings said the RMIP (Road Maintenance Improvement Program) is a similar program developed to maintain and/or improve the functional condition of the existing roadway system and increase Planned Maintenance vs. Reactive Maintenance. The goal of the program is to allocate 50% of their maintenance dollars for areas such as drainage ditch maintenance, shoulder

maintenance, pipe replacements, and pavement markings. He noted that in Pasquotank County alone there is about \$1.5 million that will be spent towards planned maintenance activities, with a similar amount being spent towards reactive maintenance items and those things that must be done such as mowing grass, paving, and power bills for traffic signals.

Lastly, Mr. Jennings said their focus is on trying to be proactive and be responsive to any concerns. He provided contact information to the Board.

Commissioner Griffin asked who is responsible for damages due to barricades being blown over in the road. He explained that he ran into one during a recent snow storm and his vehicle sustained quite a bit of damage.

Commissioner Winslow asked for an update on installation of the safety lights at the Providence Volunteer Fire Department. Attorney Mike Cox said the contract has been signed and forwarded to DOT. Commissioner Winslow noted that he receives a lot of complaints regarding the intersection by Robert Sawyer's Garage. He said when a vehicle is traveling North on Hughes Boulevard at night all four signals are visible and the two on the right can be very confusing and vehicles are running the stoplight. He asked if there is a way to block out the traffic lights on N. Road Street. Mr. Jennings said the challenge is the skew of the lane coming in. There have been efforts in the past to louver the signal heads so that they are not visible. He will raise the concern with his traffic division to see if there is something that can be done to improve it. Commissioner Winslow thanked DOT personnel for all they do in Pasquotank County.

Chairman Perry stated that there is a pipe on Simpson Ditch Road that is causing flooding problems. He asked that DOT look into the issue.

Commissioner Dixon thanked DOT for the great work they did on Weeksville Road. He said he has fielded complaints about the striping not being luminous enough at night. Mr. Jennings said the markings are temporary, but once the road is complete, they will apply permanent markings that will be much more visible.

Commissioner Griffin asked if DOT is participating in the Harbor Town Ferry Project. Mr. Jennings said up until this point DOT has not been involved in the process, but the ferry division is trying to get more engaged.

Vice-Chairman Sterritt said the Board would like to thank whoever was responsible for erecting the Hugh Cale Memorial Sign on Herrington Road that had disappeared. Mr. Jennings explained that historical signs are managed by the Department of Cultural Resources. The Department of Transportation installs and maintains the signs at their direction.

Commissioner Jordan asked if DOT would revisit US 158 in front of Mount Carmel Missionary Church where a church member was killed in the past. Mr. Jennings assured him they would.

#### **4. APPROVAL OF CONSENT AGENDA:**

The Board considered the following consent agenda:

*a. Approval of Minutes of February 21, 28, and March 5, 2018 Commissioner Meetings*

Vice-Chairman Sterritt requested the March 5, 2018 minutes be corrected to show the correct spelling of Principal Katina Jones-Waples.

*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:

#### Tax Releases

		County	City
1.	Anne O. Smith	182.40	147.60
2.	Anne O. Smith	182.40	153.60
3.	Anne O. Smith	182.40	157.20
4.	Anne O. Smith	184.80	157.20

Tax Refunds

		County	City
1.	Cythina Marie Morris	141.41	121.88
2.	3 N 1 INC	451.99	384.49
3.	Wells Fargo NA	413.42	293.28

Solid Waste Fee Releases

		Parcel ID #	Reason for Release
1.	Mary Foskey	6-D-5	Vacant
2.	Mary Foskey	5-A-2	Vacant
3.	Mary Foskey	61-A-13thru 16	Vacant
4.	Mary Foskey	29-C-17	Vacant
5.	Nellie R. Griffin	P90-8	Vacant
6.	Willie Elnora Hoskins	P63-50	Vacant
7.	Betsy Smithson Meads	12-E-6	Vacant
8.	Justin Meads	P36-29	Vacant
9.	Geneva & Mary Stallings	26-B-27	Vacant
10.	Lemuel E. White	P110-55	Vacant

c. Approval of Budget Amendments

The Finance Committee has recommended that the Board approve of the following budget amendments:

DSS

Decrease	011.5310.5121.00	Salaries & Wages	49,746.00
Increase	011.5310.5190.00	Professional Services	49,746.00

Central Fire

Increase	010.0180.4240.00	Documentary Stamps	30,000.00
Increase	010.4340.5440.00	Contracted Services	30,000.00

Special Appropriations

Increase	010.0400.4834.06	Rent-Edgewood Center	1,200.00
Increase	010.6600.5610.07	United Way	1,200.00

Jury Commission

Increase	010.0400.4418.02	Conveyance Collection Fees	323.00
Increase	010.4165.5121.00	Salaries & Wages	300.00
Increase	010.4165.5181.00	FICA	23.00

Public Buildings

Increase	010.0991.4991.00	Fund Balance Appropriated	10,500.00
Increase	010.4190.5500.03	Capital Outlay-Edgewood	10,500.00

Soil & Water

Increase	010.0230.4370.00	State Grants	212,750.00
Increase	010.4960.5440.00	Contracted Services	212,750.00

COA Boardwalk

Increase	010.0230.4370.00	State Grants	89,000.00
Increase	010.0180.4240.00	Documentary Stamps	4,000.00
Increase	010.4195.5600.14	COA Boardwalk	93,000

d. Approval to Seek Bids and Execute Contract for Appraisal of Boshier Property

The Finance Committee has recommended the County Attorney seek bids to have the Boshier property appraised and to execute a contract with the lowest bidder, with a not to exceed amount of \$2,500.

*e. Approval of Pay Grade/Step for Chief Water Plant Operator*

The Finance Committee has recommended approval to hire a new Chief Water Plant Operator at Grade 21, Step 12 - \$49,334. Step 12 is equivalent to 14 years of experience. The candidate has been employed in the water treatment business with local governments for 16 years and holds multiple certificates to include C Well, B Distribution, CDL and Physical/Chemical.

*f. Approval for Pay Grade/Step for Transfer Truck Driver*

The Finance Committee has recommended approval to sole source purchase a phone, recorder, and net clock for Central Communications with the funding coming from 911 surcharge funds. The Central Communications Advisory Board has also recommended the sole source purchase. By purchasing the recorder, phone system, and net clock from the same vendor, Mobile Communications, they will have a seamless transition and have access to all of their previously recorded information. The total cost of the new phone and recording system is \$284,622.

Motion was made by Lloyd Griffin, seconded by Jeff Dixon to approve the Consent Agenda as amended. The motion carried unanimously.

**5. COUNTY MANAGER'S REPORTS:**

County Manager Sparty Hammett introduced himself and said he is excited to be part of Pasquotank County Government. He looks forward to working with the Board and making some positive changes. He stated that there is a lot of momentum in the County and he is excited to be a part of it.

**6. REPORTS FROM COMMISSIONERS:**

Commissioner Jordan reported that he attended his first Trillium meeting and appreciates all of the help he has been receiving.

Commissioner Meads attended the Code Council meeting this past week. They discussed recent school shootings and ways to better protect our schools.

Commissioner Griffin reported that the Airport Authority is hosting USCG Appreciation Day on April 28<sup>th</sup>. Albemarle Commission is moving forward with their new location. Their budget has been presented to the members. Indirect costs are expected to increase from 24-26% to 34%, which will be coming from program dollars. The reason for the increase is to support the cost of the building. He thinks the Board should go on record saying that the indirect costs will have a direct impact on programs in our area and ask them to reconsider. He noted that The Workforce Development section does need additional space.

Commissioner Dixon reported that there was a mass shooting training conducted on Tuesday night. He asked staff to research the results of the training and make sure that First Responders are able to communicate with the outside during emergencies in our schools.

Vice-Chairman Sterritt stated that we only have 50 days before the one-quarter percent sales tax referendum will be placed on the ballot. He said he will be making a presentation at the DSS Board meeting in April. He said someone needs to make a presentation at the upcoming Economic Development Commission meeting. Commissioner Jordan noted that School Board members are making presentations to parents. He has been invited to attend a presentation by the school system at Montero's tomorrow evening. Chairman Perry said he would be glad to present flyers to local churches.

Vice Chairman Sterritt reported that he and Chairman Perry attended a department head meeting this morning for the purpose of introducing Manager Hammett.

Chairman Perry reported that the jail is currently housing 107 federal prisons and is in good financial standing.

Commissioner Winslow encouraged the Board to attend the NCACC District Meeting, which is being held in Pasquotank County on April 11<sup>th</sup>. Chairman Perry reminded the Board of the Green Saves Green Expo schedule for Saturday.

There being no further business;

Motion was made by Jeff Dixon, seconded by Joe Winslow to adjourn the meeting. The motion carried unanimously and the meeting was adjourned at 7:58 PM.

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CHAIRMAN

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CLERK TO THE BOARD