

**PASQUOTANK COUNTY, NORTH CAROLINA
MAY 11, 2020**

The Pasquotank County Board of Commissioners met today in a special meeting on Monday, May 11, 2020, in Courtroom C in the Pasquotank County Courthouse.

MEMBERS PRESENT: Jeff Dixon, Chairman
Lloyd E. Griffin, III, Vice-Chairman
Cecil Perry
Frankie Meads
Charles H. Jordan (*via Zoom*)
Sean Lavin
Barry Overman

MEMBERS ABSENT: None

OTHERS PRESENT: Sparty Hammett, County Manager
Sheri Small, Finance Officer
Brad Gardner, Solid Waste Director
David Smithson, Water Superintendent
R. Michael Cox, County Attorney (*via Zoom*)
Lynn Scott, Clerk to the Board (*via Zoom*)

Also present via Zoom were members of Elizabeth City Pasquotank Schools and College of the Albemarle.

Due to Governor Cooper's executive order limiting public gatherings to no more than ten (10) people, the meeting was streamed live to the Pasquotank County website. Citizens who wished to participate in the Public Comment portion of the meeting were asked to submit their remarks to the Clerk to the Board via email by 2:00 on Monday, May 11, 2020. No comments were submitted.

The meeting was called to order at 6:00 PM by Chairman Jeff Dixon. Vice-Chairman Lloyd Griffin gave the invocation and Commissioner Frankie Meads led in the Pledge of Allegiance to the American Flag.

Chairman Dixon stated that due to the special circumstances of having remote participation, he will request a roll call vote for all motions.

1. BOARD OF EQUALIZATION AND REVIEW:

Attorney Mike Cox explained that the Board of E&R is required to meet two times per year. He stated that tonight's meeting will be recessed and reconvened at the May 18th meeting.

The Clerk swore in the members of the Board of Commissioners to serve as the Board of Equalization and Review for 2020. Chairman Dixon convened the Board of Equalization and Review and asked if there were any appeals to be heard. County Manager Sparty Hammett reported that there are no appeals to come before the Board of E&R at this time. There being no appeals, Chairman Dixon asked for a motion to recess the meeting until the next regular meeting.

Motion was made by Lloyd Griffin, seconded by Barry Overman to recess the Board of Equalization and Review until the next regular meeting on May 18, 2020.

Chairman Dixon	Yea
Vice-Chairman Griffin	Yea
Commissioner Perry	Yea
Commissioner Meads	Yea
Commissioner Jordan	Yea
Commissioner Lavin	Yea
Commissioner Overman	Yea

The motion carried unanimously.

2. APPROVAL OF CONSENT AGENDA:

The Board considered the following consent agenda:

a. Approval of Minutes of April 20, 2020 Commissioner Meeting

Motion was made by Barry Overman, seconded by Sean Lavin to approve the Consent Agenda as presented.

Chairman Dixon	Yea
Vice-Chairman Griffin	Yea
Commissioner Perry	Yea
Commissioner Meads	Yea
Commissioner Jordan	Yea
Commissioner Lavin	Yea
Commissioner Overman	Yea

The motion carried unanimously.

3. CONSIDERATION OF COVID-19 RESOLUTION TO BALANCE PUBLIC HEALTH WITH LOCAL ECONOMIES:

The Board considered a resolution requesting the Governor to give locally elected, and accountable, decision makers the authority and the ability to design and implement plans unique to their communities in order to balance public health and local economies. Chairman Dixon stated that the resolution for consideration is nonpartisan. He noted that rural counties are not experiencing the same amount of cases as the central part of the state.

The Board voiced opposing views on the language contained in the resolution, and questioned whether the resolution was necessary.

Motion was made by Frankie Meads, seconded by Sean Lavin to adopt the proposed resolution requesting the Governor to allow individual counties within North Carolina the authority and ability to design and implement plans to reopen the economy.

Chairman Dixon	Nay
Vice-Chairman Griffin	Nay
Commissioner Perry	Nay
Commissioner Meads	Yea
Commissioner Jordan	Nay
Commissioner Lavin	Yea
Commissioner Overman	Nay

The motion failed five to two.

After further discussion;

Motion was made by Barry Overman, seconded by Cecil Perry to authorize the County Manager to draft a letter to Governor Cooper thanking him for his leadership, but also encouraging the governor to give the County some control on lifting restrictions imposed to stop the virus' spread. The full Board will have the opportunity to review the letter prior to it being sent out.

Chairman Dixon	Yea
Vice-Chairman Griffin	Yea
Commissioner Perry	Yea
Commissioner Meads	Yea
Commissioner Jordan	Yea
Commissioner Lavin	Yea
Commissioner Overman	Yea

The motion carried unanimously.

4. CONSIDERATION OF ALBEMARLE REGIONAL HAZARD MITIGATION PLAN RESOLUTION:

County Manager Hammett explained that the update to the 2015 Albemarle Regional Hazard Mitigation Plan (RHMP) currently in place is being reviewed by the North Carolina Department of Public Safety (NCDPS). The existing plan expires on May 12, 2020, and the consultants have been working with NCDPS and FEMA to identify a solution. In the past, plans were not adopted until both the State and FEMA reviews were completed. He said the process can take several months and possibly longer due to COVID-19. In order to ensure continued compliance, FEMA has authorized communities to proceed with adoption immediately, as the plan is considered a living document that is subject to change. Any changes resulting from the review will be incorporated into the final version of the plan. He said he recommends approval of the proposed resolution adopting the Albemarle Regional Hazard Mitigation Plan, and for staff to work with the contractor to make any necessary amendments to the plan.

Motion was made by Sean Lavin, seconded by Barry Overman to adopt the following resolution adopting the Albemarle Regional Hazard Mitigation Plan:

**RESOLUTION ADOPTING THE
ALBEMARLE REGIONAL HAZARD MITIGATION PLAN**

WHEREAS, Pasquotank County is vulnerable to an array of natural hazards that can cause loss of life and damages to public and private property; and

WHEREAS, the County and participating municipal jurisdictions desire to seek ways to mitigate situations that may aggravate such circumstances; and

WHEREAS, the development and implementation of a hazard mitigation plan can result in actions that reduce the long-term risk to life and property from natural hazards; and

WHEREAS, it is the intent of the Pasquotank County Board of Commissioners to protect its citizens and property from the effects of natural hazards by preparing and maintaining a local hazard mitigation plan; and

WHEREAS, it is also the intent of the Pasquotank County Board of Commissioners to fulfill its obligation under North Carolina General Statutes, Chapter 166A: North Carolina Emergency Management Act and Section 322: Mitigation Planning of the Robert T. Stafford Disaster Relief and Emergency Assistance Act to remain eligible to receive state and federal assistance in the event of a declared disaster affecting Pasquotank County; and

WHEREAS, Pasquotank County actively participated in the planning process for the Albemarle Regional Hazard Mitigation Plan and has prepared a regional hazard mitigation plan update with input from the appropriate local and state officials; and

WHEREAS, the North Carolina Division of Emergency Management and the Federal Emergency Management Agency have reviewed the Albemarle Regional Hazard Mitigation Plan for legislative compliance and have approved the plan pending the completion of local adoption procedures;

NOW, THEREFORE, be it resolved that the Pasquotank County Board of Commissioners hereby:

1. Adopts the Albemarle Regional Hazard Mitigation Plan; and
2. Vests the Emergency Management Coordinator with the responsibility, authority, and the means to:
 - (a) Inform all concerned parties of this action.
 - (b) Cooperate with Federal, State and local agencies and private firms which undertake to study, survey, map, and identify floodplain or flood-related erosion areas, and cooperate with neighboring communities with respect to management of adjoining floodplain

and/or flood-related erosion areas in order to prevent aggravation of existing hazards.

3. Appoints the Emergency Management Coordinator to assure that, in cooperation with the other participating jurisdictions, the Hazard Mitigation Plan is reviewed annually and every five years as specified in the Plan to assure that the Plan is in compliance with all State and Federal regulations and that any needed revisions or amendments to the Plan are developed and presented to the Pasquotank County Board of Commissioners for consideration.
4. Agrees to take such other official action as may be reasonably necessary to carry out the objectives of the 2020 Albemarle Regional Hazard Mitigation Plan.

Adopted this 11th day of May, 2020.

Chairman Dixon	Yea
Vice-Chairman Griffin	Yea
Commissioner Perry	Yea
Commissioner Meads	Yea
Commissioner Jordan	Yea
Commissioner Lavin	Yea
Commissioner Overman	Yea

The motion carried unanimously.

5. CONSIDERATION OF FISCAL YEAR 2020-21 GOALS:

County Manager Hammett requested consideration of the Fiscal Year 2020-21 Goals be deferred until the May 18, 2020 Commissioners meeting.

Motion was made by Lloyd Griffin, seconded by Charles Jordan to defer consideration of Fiscal Year 2020-21 Goals until the May 18, 2020 Commissioners meeting.

Chairman Dixon	Yea
Vice-Chairman Griffin	Yea
Commissioner Perry	Yea
Commissioner Meads	Yea
Commissioner Jordan	Yea
Commissioner Lavin	Yea
Commissioner Overman	Yea

The motion carried unanimously.

6. ELIZABETH CITY-PASQUOTANK PUBLIC SCHOOLS BUDGET PRESENTATION:

Dr. Denauvo Robinson, Chair, ECPPS Board of Education and Dr. Catherine Edmonds, ECPPS Superintendent, presented ECPPS' 2020-21 funding request.

Dr. Robinson stated that COVID-19 has impacted ECPPS, just like other agencies, entities and our local, state and federal government. He said they will not know the full impact of COVID-19 for quite some time. There may be potential gaps in funding and needs as they learn to maneuver through new norms while continuing to carry out the mission of the organization. He said the Board of Education is committed to utilizing the resources entrusted to them to make a positive forward-moving impact on their students, staff, and community.

Dr. Edmonds thanked the Board and the County Manager for their help and support this school year. She noted that ECPPS was one of the few districts that were able to respond very quickly when they had to go to remote learning status, because of the one-to-one program they already had in place. They were able to get the devices out quickly and the teachers were ready. She

noted that the state proposed remote learning plan will require districts to have remote learning days in the coming school year, and there will be additional costs with providing services remotely to children with special needs.

The Board of Education has identified several priority areas for the coming year, which include services for exceptional children, transportation, and curriculum & instructional support (second chance programs, STEM/STEAM, schedule maximization).

ECPPS is requesting operating support funding (excluding capital) in the amount of \$11,364,000. This is the same amount Pasquotank County provided in 2019-20. In addition to funds provided by Pasquotank County, ECPPS will use other revenues and fund balance to support its Current Local Expense Fund.

Capital Outlay projects completed:

Jobs Completed - 2017-18 funds

- SHES Window Replacement Phase II
- SHES Roof Replacement Phase II

Jobs Completed - 2018-19 funds

- NES HVAC Replacement
- SHES HVAC Mini-Splits for Auditorium
- HLT Roof Restoration
- PWM Roof Restoration

Projects in Progress - 2018-19

- NHS Boiler Upgrade
- NHS Emergency Lightening Generator
- PWM Painting
- RRMS Painting
- PCHS Phone System – Moved to Devices
- PCHS Water Heater
- SHES Window Lintel Repairs

Projects in Progress - 2019-20

- HLT HVAC
- NHS HVAC (Not Started)

Capital Request - 2020-21

- Door Access Control
- Security Cameras
- Central Drive
- JC Sawyer Drive
- NHS Bleachers
- PES Fire Alarm
- PES Paint
- PWM Windows
- PWM Doors
- Exterior Lighting – Multiple Schools

Total Capital Request	\$1,871,000.00
Total Technology Request	\$250,000.00
Total Request	\$2,121,000.00

2021 Proposed County Request

2020 County Appropriation

County Operating Request	\$11,364,000.00	Operating Funding	\$11,364,000.00
County Capital Request	<u>\$2,121,000.00</u>	Capital Funds	<u>\$2,125,000.00</u>
Total Request	\$13,485,000.00	Total Co. Appropriation	\$13,489,000.00

7. COLLEGE OF THE ALBEMARLE BUDGET PRESENTATION:

Dr. Jack Bagwell, President, College of the Albemarle stated that COA continues to be “The Community College” through this COVID-19 crisis. COA’s response to the COVID-19 pandemic has been wide-reaching. The college moved to remote instruction for all students on March 23rd. To accommodate the critical need for public safety and public health services, a few programs were allowed exceptions and continued to meet in a face-to-face setting while maintaining social distancing measures. Visits to clinical settings in health care programs ceased and a few programs replaced clinical visits with simulations, if able. COA employees have stepped up to help our community and students during this time of uncertainty.

2020-2021 Budget Priorities

- COA is asking that funding remain level for operational costs
- The capital items requested are the top priorities
- Within the capital items, two key pieces are completing the installation of the chillers, (which the college will do with carry-over fund), and completing roof projects

Dr. Bagwell presented the following budget request:



2020-2021 Pasquotank County Budget Request
Detail

	<u>Pasquotank County</u>
Operating Costs	
General Administration	\$138,000.00
Plant Operations	\$785,200.00
Maintenance	\$98,000.00
Security	\$6,950.00
Total Operating Costs	\$1,028,150.00
Salaries	
President Supplement	\$46,731.00
General Administration	
Maintenance	\$326,835.00
Security	\$120,065.00
Custodial	\$397,055.00
Total Salaries	\$890,686.00
Less: State Security Funds	\$ (69,550.00)
Less: Non-Host County Funding	\$ (78,500.00)
Fund Balance	\$ (35,786.00)
2020-2021 Operating Budget Request	\$1,735,000.00
2020-2021 Capital Budget Request	\$830,000.00
Total Funding Request	\$2,565,000.00

2020-2021 Pasquotank County Budget Request			
<i>Executive Summary</i>			
Operational and Capital Budget Revenues		2019-2020	2020-2021
		Request	Request
	Operational Appropriation	1,735,000.00	1,735,000.00
	Capital Appropriation	700,000.00	830,000.00
	State Security Funding	66,238.00	69,550.00
	Fund Balance	25,785.00	\$ 35,786.00
	Rental	0.00	0.00
	County Contributions(Camden, Gates, and Perquimans)	78,500.00	78,500.00
		2,605,523.00	2,748,836.00
Operational Budget Expenditures		2019-2020	2020-2021
		Request	Request
	Operating Costs	1,053,987.00	1,028,150.00
	Salaries	851,536.00	890,686.00
	<i>Total Operational Budget</i>	1,905,523.00	1,918,836.00
Capital Budget Expenditures		700,000.00	830,000.00
Total Budget Expenditures		2,605,523.00	2,748,836.00
Operational Funding Request Increase			0.00
Capital Funding Request Increase			130,000.00
Total Change Requested			130,000.00

**2020-2021 Capital Project List
Pasquotank County Campus**

	<u>Project</u>	<u>Est Cost</u>	
2020	C/FC Chiller Replacement	\$500,000.00	To be covered by carryover funding from 2019-2020
2021			
1	Last Phase of roof replace PAC	\$270,000.00	This is the last phase of replacement of shingled roofing system at the PAC.
2	Hotwater building FC	\$25,000.00	No hotwater in building FC
3	HVAC Automation Bldg A	\$100,000.00	Need to tie in the remaining HVAC systems to the control system
4	Cell Phone Booster Bldg C	\$30,000.00	Increase cell service area in the building A and AE have been completed
5	Replace Windows Bldg A	\$200,000.00	Need to engineer and replace the large windows on BLDG A due to age and leaking
6	Building A Generator Extension	\$20,000.00	Continue plan to get technology on back-up power
7	Parking Lot Sealing	\$50,000.00	Parking lot maintenance to ensure life of asphalt
8	Painting Classrooms/Offices	\$15,000.00	Updating
9	Painting Common Areas	\$5,000.00	Updating
10	New Tile Bldg A	\$15,000.00	Updating
11	Renovate Bathrooms Bldg A	\$100,000.00	Updating
2020-2021 Request		\$830,000.00	

8. SOLID WASTE/LANDFILL BUDGET PRESENTATION:

Solid Waste Director, Brad Gardner, presented the proposed Solid Waste/Landfill budget for Fiscal Year 2020-2021. He stated that this year's request is \$16,500 less than Fiscal Year 2019-2020, with no fee increases.

9. WATER DEPARTMENT BUDGET PRESENTATION:

Water Department Superintendent, David Smithson, presented the proposed Water Department budget for Fiscal Year 2020-2021. He stated that this year's request has an increase of \$34,507 in the Weeksville/Waste Water budget and a decrease of \$33,319 in the Reverse Osmosis Plant budget. The capital outlay request for the Weeksville Plant totals \$591,300. He noted that no capital outlay has been included in the Waste Water or R/O Water Plant budgets yet, as staff is waiting for completion of the 20-Year Water and Sewer Master Plan for recommendations. If there are any major capital expenses, capital reserve funds or debt proceeds will be utilized.

There being no further business to come before the Board;

Motion was made by Frankie Meads, seconded by San Lavin to adjourn the meeting.

Chairman Dixon	Yea
Vice-Chairman Griffin	Yea
Commissioner Perry	Yea
Commissioner Meads	Yea
Commissioner Jordan	Yea
Commissioner Lavin	Yea
Commissioner Overman	Yea

The motion carried unanimously and the meeting was adjourned at 8:28 PM.

CHAIRMAN

CLERK TO THE BOARD