

**PASQUOTANK COUNTY, NORTH CAROLINA
MAY 28, 2020**

The Pasquotank County Board of Commissioners met today in a Budget Work Session. The meeting was held in Courtroom C in the Pasquotank County Courthouse.

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

MEMBERS ABSENT: None

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

The meeting was called to order at 4:00 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 Governor Cooper's Executive Order limiting public gatherings to no more than ten (10) people, the meeting will be streamed live. To access the livestream video, go to www.pasquotankcounty.nc.org. He said due to the special circumstances of having remote participation, he will request a roll call vote for all motions.

Chairman Dixon asked the Clerk if any public comments were submitted. The Clerk replied, no.

1. BUDGET CHANGES:

Finance Officer Sheri Small presented the following changes that have been made to the budget since the last work session:

- General Fund Expenses:
 - Increased Non-Departmental +\$5,300 Unemployment Reserve; and
 - Increased Planning +\$75,000 – Comprehensive Land Use Study.
- General Fund Revenue:
 - Increased Fund Balance Appropriated +\$80,300 (total increase from \$700,000 to \$780,300).
- Emergency Telephone Fund (911):
 - Increased revenue to \$336,445 and reduced Fund Balance Appropriated to \$88,555 (total budget did not change).
- NEAAAT School Resource Officer Request:
 - NEAAAT would reimburse 100% of the cost of the SRO; and
 - NEAAAT has requested that the County cover the cost of the vehicle and equipment for the SRO - \$52,000.

County Manager Hammett explained that NEAAAT has requested a School Resource Officer. They are moving into their new location and will not have security, as they did previously at ECSU. NEAAAT will reimburse the county 100% of the cost for the SRO, but is requesting the County cover the cost of the vehicle and equipment for the officer, which is estimated to be approximately \$52,000. He said staff has offered NEAAAT the alternative of financing the cost of the vehicle and equipment for them, over a five year period, in order to reduce the annual cost.

He said the SRO will be an employee of the Sheriff's Office, which is consistent with our other SRO's, and the vehicle will belong to the County.

Mr. Hammett said staff has reviewed multiple other agreements, and this is a fairly standard practice. He noted that the new vehicle does not necessarily go with the new SRO. The Sheriff may choose to give it to a patrol deputy and assign one of the older fleet vehicles to the SRO located at NEAAAT.

After lengthy discussion;

Motion was made by Sean Lavin to approve contracting with NEAAAT for an SRO (paid for by NEAAAT) and to fund the vehicles and equipment. The motion failed for lack of a second.

Commissioner Meads asked if the item can be tabled, so the Board can get additional information.

Motion was then made by Frankie Meads, seconded by Cecil Perry to table the request until further information can be gathered.

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. SPECIAL APPROPRIATIONS:

Ms. Small presented the proposed special appropriations. She noted the only differences from the previous year are the allocations for JCPC and Albemarle Commission. Mr. Hammett noted that the Elizabeth City Boys and Girls Club presented a new request for \$10,000, which staff did not include in the budget recommendation. He noted that he has not received a request from YMCA at the Pines.

Commissioner Perry asked if any money has been set aside for homelessness. Mr. Hammett said at the last City/County Joint Meeting a committee was set up to discuss homelessness, but to his knowledge they have not met.

Motion was made by Frankie Meads, seconded by Charles Jordan to move the Fiscal Year 2020-21 Budget, as presented by the County Manager, to include the changes made in today's Budget Work Session, to the June 1, 2020 Board 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.

3. RECOMMENDED POLICY CHANGES:

Mr. Hammett stated that the current policy states, the County Manager and the 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.

Mr. Hammett recommended the following changes:

- Purchases of apparatus, supplies and materials, and equipment which are within budgeted departmental appropriations;
- Leases of real property which are of duration of one year or less; and
- Services and service contacts which are within budgeted departmental appropriations.

Attorney Cox noted that he has wanted this for years, and is he is glad the Board is considering updating the policy.

Commissioner Lavin voiced concerns with the Board not being involved in the selection process. Mr. Hammett said if staff is making a routine purchase, they will almost always go with the lowest bid. If it is something like the Land Use Plan, there will be criteria in place.

Motion was made by Cecil Perry, seconded by Barry Overman to approve the Fiscal Year 2020-21 Policy Changes as presented by the County Manager.

Chairman Dixon	Yea
Vice-Chairman Griffin	Yea
Commissioner Perry	Yea
Commissioner Meads	Yea
Commissioner Jordan	Yea
Commissioner Lavin	No
Commissioner Overman	Yea

The motion carried six to one, with Commissioner Lavin voting against the motion.

4. CORONAVIRUS RELIEF FUND PLAN:

Mr. Hammett provided the following overview of the Relief Fund Plan, allowable expenses, reporting requirements, and recommended allocations:

- **CARES Act – passed March 27, 2020:**
 - North Carolina’s allocation is \$4 billion; and
 - Guilford, Mecklenburg, and Wake counties and the City of Charlotte receive funds directly.
- **Session Law 2020-4 – signed by the Governor on May 4, 2020:**
 - Reserved \$300 million for local governments; and
 - Appropriates \$150 million to 97 Counties.
- **State used a 2-step methodology for distribution:**
 - Each county allocated \$250,000 base; and
 - Balance allocated based on 2019 county population.
- **Pasquotank County will receive \$897,950.**
- **The NC Office of State Budget and Management will release 100% of the allocation upfront, not on a reimbursement basis.**
- **CARES Act requirements:**
 - Necessary expenditures incurred due to the public health emergency related to the Coronavirus Disease 2019;
 - Not accounted for in the most recently approved budget, as of March 27, 2020 for the State or government; and
 - Incurred during the period of March 1, 2020 through December 30, 2020.
- **Additional major requirements:**
 - No government revenue replacement;

- Counties are responsible for a grantee’s use of funds and must provide oversight and monitoring of their CRF sub-recipients; and
- All unspent funds as of December 30, 2020 must be returned.
- **There are two criteria to assess to determine if an expense is allowed:**
 - (1) Is the expense a necessary expenditure incurred between March 1 and December 30, 2020; and
 - (2) Is the expense related to COVID-19.
- **If both of these criteria are met, and the expense was not included in your most recently authorized budget, it is an allowable CRF expense.**
- **County must submit a plan to NC Office of State Budget and Management – Pandemic Recovery Office (NC PRO):**
 - The plan is due by June 1, 2020;
 - Expenses are reported in six categories; and
 - Plan can be modified after submission due to short timeframe.
- **Counties must report on use of funds:**
 - Due October 1, 2020 and January 1, 2021; and
 - Include – Use of funds and unspent amounts.
- **NC PRO Guidance – Public Health Expenses:**
 - Expenses for acquisition and distribution of medical and protective supplies, including sanitizing projects and personal protective equipment, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in connection with the COVID-19 public health emergency.
 - Expenses for disinfection of public areas and other facilities in response to the COVID-19 public health emergency.
- **Public Health Expenses - \$75,000:**
 - Personal Protective Equipment Stockpile - \$50,000; and
 - Disinfection of public areas and sanitizing projects - \$25,000.
- **NC PRO Guidance:**
 - Hazard or incentive pay is an allowable expense. The local government must determine the rate of hazard pay to be provided and that should be set forth in a County policy. Hazard or incentive pay can be a one-time bonus, a percentage of base pay, or compensatory leave; it is up to the local government.
- **Hazard Pay - \$200,000:**
 - Essential full-time employees would receive a one-time bonus of 24-hours of COVID-19 Hazard Pay;
 - The Hazard Pay would be reduced on a pro rata basis for employees that were able to work from home; and
 - COVID-19 Hazard Pay Policy would have to be approved by the Board prior to granting COVID-19 Hazard Pay.
- **NC PRO Guidance:**
 - Business grants are allowable. A program should assist businesses with the costs of business interruption caused by required closures, and should be tailored to assist those businesses in need of such assistance.
- **Small Business Grant Program - \$250,000:**
 - Administration through Economic Development Commission;
 - Request assistance from Elizabeth City Downtown Director, and
 - ECDI Small Business Grant Program will be used as the base, with final requirements approve by the Board.

- **NC PRO Guidance:**
 - CRF money can be used for payroll expenses for EMS employees. CRF funds can also be used for payroll expenses of staff hired to meet COVID-19 response needs (such as additional EMS, contract tracers, grant monitors, etc.)

- **EMS Overtime - \$50,000**
 - Pasquotank-Camden EMS eliminated part-time employees from April 13th to May 10th to address COVID-19 concerns;
 - Elimination of part-time employees resulted in a higher cost of service due to overtime; and
 - CRF funds can be used to cover the additional EMS operational cost related to COVID-19.

- **NC PRO Guidance:**
 - Funds may be used for certain school expenses related to COVID-19; however, school systems are receiving other pots of money from the CARES Act, so it may not be prudent to use CRF monies for schools.
 - Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions are an allowable CRF expenditure.

- **ECPPS Allocation - \$50,000**
 - ECPPS received an allocation of \$210,000, which will not meet their needs due to County broadband issues; and
 - Funding will be allocated for technology needs related to distance learning.

- **NC PRO Guidance:**
 - We are not issuing guidance on county allocations to cities because circumstances are so varied across the state. Counties may choose to allocate or not and, if so, may choose their own allocation methods in sharing CRF funds with cities.

- **Elizabeth City Allocation - \$225,000:**
 - Elizabeth City will be required to use funds for eligible purposes – Hazard Pay, PPE, and Thermal Scanner; and
 - Interlocal agreement will be developed, and funds will be granted to Elizabeth City on a reimbursable basis.

- **NC Pro Guidance – Expenses of actions to facilitate compliance with COVID-19 health measures:**
 - Examples – costs of renovations to create a 6’ separation or a physical barrier between employee and customer; technology to enable mandated services while complying with safety precautions; warehouse and temporary space needs would all be considered allowable expenses, assuming they occurred after March 1, 2020, because they are directly related to COVID-19 remediation, response or recovery.

- **Actions to Facilitate COVID-19 Compliance - \$47,950:**
 - Costs for temporary shields and conversion to permanent glass windows; and
 - Technology enhancements to enable mandated services.

Coronavirus Relief Fund Plan	
Expense	Cost Allocated
Public Health Expenses	\$ 75,000
County Employee Hazard Pay	\$ 200,000
Small Business Grant Program	\$ 250,000
ECPPS Allocation – Technology	\$ 50,000
EMS Overtime	\$ 50,000
Elizabeth City Allocation	\$ 225,000
Actions to Facilitate Covid-19 Compliance	\$ 47,950
Total	\$ 897,950

Motion was made by Sean Lavin, seconded by Cecil Perry to direct the County Manager to submit the approved CRF Plan by June 1, 2020; finalize the Small Business Grant Program process, and draft a Hazard Pay Policy by June 15, 2020; and bring necessary CRF plan amendments based on changes in the guidelines or need to be approved by the Board.

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.

There being no further business, Chairman Dixon asked for a motion to adjourn the meeting.

Motion was made by Cecil Perry, seconded by Sean Lavin to adjourn the meeting.
The motion carried and the meeting was adjourned at 5:20 PM.

CHAIRMAN

CLERK TO THE BOARD