

**PASQUOTANK COUNTY, NORTH CAROLINA  
JUNE 17, 2019**

The Pasquotank County Board of Commissioners met today in a regular meeting on Monday, June 17, 2019 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  
Sean Lavin  
Barry Overman

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Sparty Hammett, County Manager  
Lynn Scott, Clerk to the Board  
Sheri Small, Finance Officer  
David Smithson, Water Superintendent

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

**1. AMENDMENTS TO THE AGENDA:**

Chairman Dixon asked if there were any amendments to the agenda. Finance Committee Chairman Lloyd Griffin requested the agenda be amended to add the following items recommended by the Finance Committee today: 1) Approval of Budget Amendments; and 2) Approval of Purchase of an Uninterruptible Power Supply (UPS) Unit for Central Communications.

Motion was made by Lloyd Griffin, seconded by Sean Lavin to amend the agenda to add the two items recommended by the Finance Committee to the Consent Agenda. The motion carried unanimously.

**2. PUBLIC HEARING ON FISCAL YEAR 2019-20 COUNTY BUDGET AND ADOPTION OF BUDGET ORDINANCE:**

Chairman Dixon declared the meeting to be a public hearing on the FY 2019-20 county budget and asked for comments from the public. There being none, the public hearing was closed.

Motion was made by Cecil Perry, seconded by Lloyd Griffin to approve the FY 2019-20 budget as presented and to adopt the following 2019-20 Budget Ordinance. The motion carried unanimously.

**BUDGET ORDINANCE  
FISCAL YEAR 2019-2020**

**BE IT ORDAINED THIS 17th DAY OF JUNE, 2019 BY THE BOARD OF COMMISSIONERS OF PASQUOTANK COUNTY, NORTH CAROLINA:**

**I. GENERAL FUND**

**SECTION 1 – APPROPRIATIONS:** The following amounts are hereby appropriated in the General Fund for the operation of county government and its activities for the fiscal year beginning July 1, 2019 and ending June 30, 2020, in accordance with the chart of accounts heretofore established for this county:

Governing Board.....	\$	96,575
County Manager .....		326,540
Personnel/Payroll.....		122,240
Finance Department .....		347,701
Data Processing .....		458,637
Tax Administration .....		643,465
County Attorney.....		207,134

Court Facilities .....	50,000
Elections Board.....	303,665
Register of Deeds .....	234,305
Public Buildings .....	1,324,995
Health & Social Services Building .....	242,020
Non-Departmental.....	382,865
Sheriff's Department .....	3,915,185
School Resource Officers .....	322,890
Jail .....	2,497,357
Central Communications.....	1,533,024
Emergency Management.....	194,800
Central Fire Department.....	525,554
Intercounty Fire Department .....	67,850
Newland Fire Department .....	78,950
Weeksville Fire Department.....	74,900
Providence Fire Department .....	96,700
Nixonton Fire Department .....	54,445
Building Inspector .....	239,585
Emergency Medical Services.....	5,129,661
Animal Control .....	266,025
Planning Department .....	146,868
Geographic Information Systems .....	129,730
Economic Development .....	1,308,572
Cooperative Extension Service .....	259,961
Soil & Water Conservation .....	123,231
Public Health.....	234,578
Public Schools .....	13,489,000
College of The Albemarle.....	2,435,000
Parks & Recreation & Senior Center .....	1,373,561
Special Appropriations:	
-Miscellaneous.....	470,805
-Contribution to:	
Public Assistance Fund .....	3,426,029
Pasquotank Library Fund.....	707,171
Reappraisal Reserve .....	40,000
Contingency.....	51,397
Debt Retirement.....	<u>5,019,860</u>
 TOTAL GENERAL FUND	 \$ 48,952,831

SECTION 2 – REVENUES: It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020:

Ad Valorem Taxes .....	\$22,881,500
Motor Vehicle Tax.....	2,416,000
Sales Tax 1%.....	4,120,000
Sales Tax ½%.....	4,175,200
Sales Tax ¼%.....	1,200,000
Land Transfer Tax.....	1,000,000
Franchise Fees .....	180,000
Wine & Beer Tax.....	95,000
Lottery Fund.....	400,000
Inspection Fees .....	95,000
Recording Fees .....	190,000
Documentary Stamps .....	110,000
Interest on Investments.....	175,000
ABC Store Revenue.....	200,000
EMS Revenue from Services .....	3,340,000
Revenue – Sentara Albemarle Hospital .....	450,000
Rent Revenue.....	1,725,763
Loan Proceeds.....	1,844,123
Other Revenue .....	3,655,245
Fund Balance Appropriated .....	<u>700,000</u>
 TOTAL GENERAL FUND	 \$48,952,831

**II. SOCIAL SERVICES FUND**

SECTION 1 – APPROPRIATIONS: The following amounts are hereby appropriated in the Social Services Fund for administration of and payments to recipients of public assistance for the fiscal year beginning July 1, 2019 and ending June 30, 2020:

Administration .....	\$ 7,164,799
Special Assistance.....	485,000
Foster Care.....	73,375
Adoption Assistance .....	56,414
Crisis Intervention .....	211,924
Low Income Energy Assistance .....	211,924
Other.....	<u>72,408</u>

TOTAL SOCIAL SERVICES FUND \$ 8,275,844

SECTION 2 – REVENUES: It is estimated that the following revenues will be available to the Social Services Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020:

Federal and State Grants & Other Sources.....	\$ 4,849,815
Contribution from General Fund.....	<u>3,426,029</u>

TOTAL SOCIAL SERVICES FUND \$ 8,275,844

**III. LIBRARY FUND**

SECTION 1 – APPROPRIATIONS: The following amounts are hereby appropriated in the Library Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Operating Expenses .....	\$ 726,821
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TOTAL LIBRARY FUND \$ 726,821

SECTION 2 – REVENUES: It is estimated that the following revenues will be available in the Library Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020:

Fees & Fines.....	\$ 11,500
Copies .....	7,100
Interest.....	300
Contribution from Pasquotank County General Fund .....	707,171
Misc. Revenue .....	<u>750</u>

TOTAL LIBRARY FUND \$726,821

**IV. CAPITAL RESERVE FUND**

SECTION 1 – APPROPRIATIONS: The following amounts are hereby appropriated in the Capital Reserve Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020:

Capital Reserve .....	\$ 655,854
Transfer to General Fund .....	87,075
Reserve – Commerce Park .....	12,700
Reserve – Landfill.....	503,000
Reserve – Rec Fees.....	<u>155,000</u>

TOTAL CAPITAL RESERVE FUND \$ 1,413,629

SECTION 2 – REVENUES: It is estimated that the following revenues will be available in the Capital Reserve Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020:

Interest Earned.....	\$ 10,000
Fund Balance Appropriated .....	1,300,000
Transfer from Solid Waste.....	100,000
Miscellaneous Revenue.....	<u>3,629</u>

TOTAL CAPITAL RESERVE FUND \$1,413,629

**V. EMERGENCY TELEPHONE FUND**

SECTION 1 – APPROPRIATIONS: The following amounts are hereby appropriated in the Emergency Telephone Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020:

Operating Expenses .....	\$ 406,533
<b>TOTAL EMERGENCY TELEPHONE FUND</b>	<b>\$ 406,533</b>

SECTION 2 – REVENUES: It is estimated that the following revenues will be available in the Emergency Telephone Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020:

NC 911 PSAP .....	\$ 404,533
Interest Earned .....	<u>2,000</u>
<b>TOTAL EMERGENCY TELEPHONE FUND</b>	<b>\$ 406,533</b>

**VI. REAPPRAISAL RESERVE FUND**

SECTION 1 – APPROPRIATIONS: The following amounts are hereby appropriated in the Reappraisal Reserve Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020:

Reappraisal .....	\$ 42,000
<b>TOTAL REAPPRAISAL RESERVE FUND</b>	<b>\$ 42,000</b>

SECTION 2 – REVENUES: It is estimated that the following revenues will be available in the Reappraisal Reserve Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020:

Transfer from General Fund .....	\$ 40,000
Interest Earned .....	<u>2,000</u>
<b>TOTAL REAPPRAISAL RESERVE FUND</b>	<b>\$ 42,000</b>

**VII. DRAINAGE DISTRICT FUND**

SECTION 1 – APPROPRIATIONS: The following amounts are hereby appropriated in the Drainage District Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020:

Maintenance .....	\$ 5,500
<b>TOTAL DRAINAGE DISTRICT FUND</b>	<b>\$ 5,500</b>

SECTION 2 – REVENUES: It is estimated that the following revenues will be available in the Drainage District Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020:

Revenue from Assessments .....	\$ 5,300
Interest Earned .....	<u>200</u>
<b>TOTAL DRAINAGE DISTRICT FUND</b>	<b>\$ 5,500</b>

**VIII. OCCUPANCY TAX FUND**

SECTION 1 – APPROPRIATIONS: The following amounts are hereby appropriated in the Occupancy Tax Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020:

Tourism Board .....	\$ 640,000
<b>TOTAL OCCUPANCY TAX FUND</b>	<b>\$ 640,000</b>

SECTION 2 – REVENUES: It is estimated that the following revenues will be available in the Occupancy Tax Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020:

Occupancy Tax Revenue.....	\$ 640,000
TOTAL OCCUPANCY TAX FUND	\$ 640,000

**IX. WATER SYSTEM FUND**

SECTION 1 – APPROPRIATIONS: The following amounts are hereby appropriated in the Water System Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020:

Operating Expenses .....	\$ 2,037,200
Capital Outlay .....	530,000
Water Purchase .....	1,500,000
Operating Expenses – Waste Water .....	<u>289,606</u>
TOTAL WATER SYSTEM FUND	\$ 4,356,806

SECTION 2 – REVENUES: It is estimated that the following revenues will be available in the Water System Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020:

Sale of Water .....	\$ 3,598,306
Sewer Revenue .....	480,000
Interest on Investments.....	110,000
Penalties & Fees.....	122,000
Tower Rental .....	37,500
Miscellaneous .....	<u>9,000</u>
TOTAL WATER SYSTEM FUND	\$ 4,356,806

**X. REVERSE OSMOSIS PLANT FUND**

SECTION 1 – APPROPRIATIONS: The following amounts are hereby appropriated in the Reverse Osmosis Plant Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020:

Operating Expenses .....	\$ 736,266
Capital Outlay .....	59,000
Debt Retirement.....	<u>1,134,147</u>
TOTAL REVERSE OSMOSIS PLANT FUND	\$ 1,929,413

SECTION 2 – REVENUES: It is estimated that the following revenues will be available to the Reverse Osmosis Plant Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020:

Sale of Water .....	\$ 1,711,830
Elizabeth City - 24" Line .....	122,583
Interest Earned .....	20,000
Transfer from Water/Sewer Capital Reserve Fund.....	<u>75,000</u>
TOTAL REVERSE OSMOSIS PLANT FUND	\$ 1,929,413

**XI. LANDFILL FUND**

SECTION 1 – APPROPRIATIONS: The following amounts are hereby appropriated in the Landfill Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020:

Operating Expenses – Landfill .....	\$ 2,491,140
Capital Outlay - Landfill.....	325,000
Operating Expenses – Convenience Sites .....	2,605,540
Capital Outlay – Convenience Sites .....	85,000
Operating Expenses - Transfer Station .....	158,160
Capital Outlay – Transfer Station .....	<u>75,000</u>
TOTAL LANDFILL FUND	\$ 5,739,840

SECTION 2 – REVENUES: It is estimated that the following revenues will be available to the Landfill Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020:

Tipping Fees.....	\$ 2,682,340
Solid Waste Fees.....	2,405,000
Tire Disposal Fees.....	50,000
Sale of Scrap Metal.....	35,000
State Grants.....	30,000
Fund Balance Appropriated .....	440,000
Miscellaneous.....	<u>97,500</u>
 TOTAL LANDFILL FUND	 \$ 5,739,840

**XII. WATER/SEWER CAPITAL RESERVE FUND**

SECTION 1 – APPROPRIATIONS: The following amounts are hereby appropriated in the Water/Sewer Capital Reserve Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020:

Reserve Debt .....	\$ 75,000
Transfer to RO Plant .....	<u>75,000</u>
 TOTAL WATER/SEWER CAPITAL RESERVE FUND..	 \$ 150,000

SECTION 2 – REVENUES: It is estimated that the following revenues will be available in the Water/Sewer Capital Reserve Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020:

System Development Fees .....	\$ 75,000
Fund Balance Appropriated .....	<u>75,000</u>
 TOTAL WATER/SEWER CAPITAL RESERVE FUND.....	 \$150,000

**XIII. SCHOOL APPROPRIATIONS**

SECTION 1: The appropriation to the Board of Education first shall be made from any such funds which are dedicated to the use of the schools and secondly shall be made from general county fund revenues to the extent necessary to meet approved appropriations.

SECTION 2: The total appropriation for Current Expense from General Fund is \$11,364,000.

SECTION 3: The total appropriation for Capital Outlay from General Fund is \$2,125,000.

**XIV. OTHER PROVISIONS**

SECTION 1: The County Budget Officer is hereby authorized to transfer appropriations within a fund as contained herein under the following conditions:

- a) He may transfer amounts between objects of expenditure within a department except salary amounts without limitation.
- b) He may not transfer any amounts between departments or funds from any contingency appropriation within any fund.

SECTION 2: No expenditure may be made in any line item that exceeds the amount set forth in the chart of accounts without prior authorization by the County Manager or Board of Commissioners.

SECTION 3: The County Manager and 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; (4) Purchase of apparatus, supplies, materials, or equipment where formal bids are not required by law; (5) Agreements for acceptance of State, Federal, public, and non-profit organization grant funds, and funds from other governmental units for services to be rendered; (6) Construction or repair work where formal bids are not required by law; and (7) Liability, health, life, disability, casualty, property or other insurance or retention and faithful performance bonds (other than for the Sheriff and Register of Deeds). Other appropriate

county officials are also authorized to execute or approve such insurance and bond undertakings as provided by law.

**XV. FEES**

SECTION 1: There is hereby established a fee of \$69 per ton for residential garbage and \$72 per ton for commercial garbage disposed of at the Pasquotank County Transfer Station for the purpose of raising the revenue listed in the Landfill Fund – Part XI, Section 2 of this ordinance.

SECTION 2: There is hereby established a fee of \$53 per ton for land clearing and inert debris disposed of at the Pasquotank County LCID Landfill for the purpose of raising the revenue listed in the Landfill Fund - Part XI, Section 2 of this ordinance.

SECTION 3: There is hereby established a fee of \$53 per ton for construction and demolition material disposed of at the Pasquotank County C&D Landfill for the purpose of raising the revenue listed in the Landfill Fund-Part XI, Section 2 of this ordinance.

SECTION 4: There is hereby established a solid waste availability fee of \$144 per household for the purpose of raising the revenue listed in the Landfill Fund-Part XI, Section 2 of this ordinance. The solid waste availability fee will remain at \$75 for low-income senior citizens who qualify for the property tax reduction.

SECTION 5: There is hereby established a Pasquotank County Water and Sewer System Development Fees Schedule as follows:

Meter Size	Tap Fee
¾ inch	\$2,500
2 inch	\$5,000
3 inch	\$9,000
4 inch	\$10,500
6 inch	\$16,000
8 inch	\$21,000

**XVI. TAX LEVY**

SECTION 1: There is hereby levied a tax at the rate of seventy-seven cents (77¢) per One Hundred Dollar (\$100.00) valuation of property listed for taxes as of January 1, 2019 for the purpose of raising the revenue listed in the General Fund - Part I, Section 2 of this ordinance.

SECTION 2: This rate of tax is based on a total valuation of property for the purpose of taxation of \$3,309,808,995 and an estimated rate of collection of 96.7%.

SECTION 3: There is hereby levied an assessment of twenty-seven cents (27¢) per acre for the Drainage District Fund for the purpose of raising the revenue to maintain the drainage in the Newland service district.

Approved on June 17, 2019 by the following vote of the members of the Pasquotank County Board of Commissioners: 7 in favor; 0 opposed.

\_\_\_\_\_  
Jeff Dixon, Chairman  
Pasquotank County Board of Commissioners

Attest:

\_\_\_\_\_  
Lynn B. Scott  
Clerk to the Board

Chairman Dixon thanked staff for putting together a balanced budget, with no tax increase.

**3. APPROVAL OF CONSENT AGENDA:**

The Board considered the following consent agenda:

a. Approval of Minutes of May 29, and June 3, 2019 Commissioner Meetings

b. Approval of Tax Releases and Refunds

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

Tax Release

		County	City
1.	Tamara L. Reese		180.00

Tax Refunds

		County	City
1.	Megan Joy Kisluk	166.41	161.54
2.	Piedmont Natural Gas	113.11	
3.	Piedmont Natural Gas	229.31	

Solid Waste Fee Release

		Parcel ID #	Reason for Release
1.	Louise Williams	P112-17	Vacant

c. Adoption of Order Directing the Tax Administrator to Collect the 2019 Taxes

The Board is required to adopt the following order by July 1 directing and authorizing the Tax Administrator to collect the 2019 taxes.

**TO: THE TAX ADMINISTRATOR OF PASQUOTANK COUNTY**

You are hereby authorized, empowered and commanded to collect the taxes set forth in the 2019 tax records filed in the office of the Pasquotank County Tax Administrator, and in the tax receipts herewith delivered to you in the amounts and from the taxpayers likewise therein set forth. You are further authorized, empowered and commanded to collect the 2019 taxes charged and assessed as provided by law for adjustments, changes, and additions to the tax records and tax receipts delivered to you which are made in accordance with law. Such taxes are hereby declared to be a first lien on all real property of the respective taxpayers in Pasquotank County, and this order shall be a full and sufficient authority to direct, require and enable you to levy on and sell any real or personal property of such taxpayers, for and on account thereof, in accordance with law.

d. Approval of Amendments to Water Department Disconnection Policy

The Disconnection Policy currently states that accounts owing two months billing and two 5% penalties are subject to disconnection, and that disconnection will be the day after the second bill is due. The Department has had an informal practice of granting extensions beyond this time, which is creating operational problems. The Water Committee recommended approval of the following additions to the Disconnection Policy at their May 6<sup>th</sup> meeting and the Finance Committee recommended approval of same at their June 3<sup>rd</sup> meeting:

- Pasquotank County Water Department does not allow for an extension of time beyond the disconnection due date.
- Cash, money order or credit card payment only will be accepted once your service has been disconnected.

e. Adoption of Proposed Ordinance for Overgrown Lots

At the last meeting, following a public hearing, the Board voted to approve an Ordinance for Overgrown Lots. Since the ordinance must receive a unanimous affirmative vote at the meeting at which it is first considered, with all members present and voting, the adoption could not be finalized because one member of the Board was absent. The Board can now adopt the following ordinance by a simple majority vote:

**AN ORDINANCE REGULATING AND ALLOWING  
FOR THE ABATEMENT OF OVERGROWN  
LOTS AS PUBLIC HEALTH NUISANCES**

**WHEREAS**, Pasquotank County annually receives numerous complaints regarding overgrown lots; and



**WHEREAS**, overgrown lots can be dangerous and prejudicial to public health by providing a breeding ground for vermin and other animals as well as being unsightly; and

**WHEREAS**, N.C.G.S. §153A-140 and other relevant law, provides the county may remove, abate or remedy everything that is dangerous or prejudicial to the public health or safety; and

**WHEREAS**, Pasquotank County Board of Commissioners finds that overgrown lots are dangerous and prejudicial to the public health and safety of its citizens; and

**WHEREAS**, Pasquotank County has decided to regulate overgrown lots by ordinance.

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Commissioners for the County of Pasquotank as follows:

## GENERAL NUISANCES

### Section 1. CERTAIN CONDITIONS DECLARED NUISANCES

The existence of any of the following conditions on any lot, whether improved or not, or other parcel of land within the county limits is hereby declared to be dangerous and prejudicial to the public health or safety and to constitute a public nuisance:

(A) *Growth of weeds and grass*. The uncontrolled growth of noxious weeds or grass causing or threatening to cause a hazard detrimental to the public health or safety. In no event may the grass or weeds on any portion of a lot located in a platted subdivision and not used for active farming or woodlands exceed the height of 24 inches.

### Section 2. INVESTIGATION OF COMPLAINTS

The County Manager, or County Manager's designee, upon notice from any person of the existence of any of the conditions described as a nuisance shall cause to be made, by the appropriate county official, such investigation as may be necessary to determine whether such conditions exist as to constitute a public nuisance.

### Section 3. NOTICE AND ORDER TO ABATE

(A) Upon determination that the conditions constituting a public nuisance exist, the County Manager, or County Manager's designee, shall notify, in writing, the owner, occupant, or person in possession of the premises in question of the conditions constituting such public nuisance and shall order the prompt abatement thereof within 14 days from the receipt of such written notice. The written notice should also include the right to appeal the notice of abatement to the County Manager, or the County Manager's designee.

(B) Abatement of a public nuisance shall consist of taking whatever appropriate steps are reasonably necessary to remove the condition or conditions which result in the declaration of a public nuisance.

### Section 4. APPEAL OF ORDER OF ABATEMENT

(A) At any time before the expiration of the abatement period the respondent may request a hearing before the County Manager, or County Manager's designee, to appeal the finding of the administrator that a public nuisance as defined by this ordinance exists on the premises. The request for a hearing must be in writing and must be filed in the office of the County Manager. The County Manager, or County Manager's designee, shall fix a time for the hearing, and the initial abatement order shall be temporarily suspended pending such hearing. The hearing must be held by the County Manager, or County Manager's designee, within thirty calendar days following receipt of the request for hearing by the office of the County Manager. At the hearing, the individual affected by the order shall be given the opportunity to present evidence to refute the findings which supported the abatement order. Upon completion of the hearing, the County Manager or County Manager's designee shall consider the evidence provided and shall either revoke the initial order, issue a final order which differs from the initial order, or reinstate the initial order as a final abatement order. The decision of the County Manager, or County

Manager's designee, may be appealed to the General Court of Justice as provided by G.S. 153A-140.

#### Section 5. ABATEMENT BY COUNTY

(A) If any person, having been ordered to abate a public nuisance, fails, neglects, or refuses to abate or remove the condition constituting the nuisance within 14 days from receipt of the order, the County Manager, or County Manager's designee, shall cause such condition to be removed or otherwise remedied by having an independent contractor go upon such premises and remove or otherwise abate such nuisance under the supervision of an officer or employee designated by the County Manager.

(B) The actual cost incurred by the county in removing or otherwise remedying a public nuisance, including administrative costs, shall be charged to the owner of such lot or parcel of land and it shall be the duty of the County Tax Collector to forward, by certified mail, return receipt requested, a statement of such charges to the owner or other person in possession of such premises with instructions that such charges are due and payable within thirty days from receipt thereof.

(C) In the event charges for the removal or abatement of a public nuisance are not paid within thirty days after the receipt of a statement of charges as provided for above, such charges shall become a lien upon the land or premises where the public nuisance existed and shall be collected as unpaid taxes, as provided in G.S. 153A-140.

#### Section 6. ANNUAL NOTICE TO CHRONIC VIOLATORS OF PUBLIC NUISANCE ORDINANCE

Under the provisions of G.S. 153A-140.2, effective October 1, 2009, the county may notify a chronic violator of the county's public nuisance ordinance that, if the violator's property is found to be in violation of the ordinance, the county shall, without further notice in the calendar year in which notice is given, take action to remedy the violation, and the expense of the action shall become a lien upon the property and shall be collected as unpaid taxes. The notice shall be sent by certified mail. A chronic violator is a person who owns property whereupon, in the previous calendar year, the county gave notice of violation at least three times under any provision of the public nuisance ordinance.

#### Section 7. REMEDIES

The procedure set forth in this ordinance shall be in addition to any other remedies that may now or hereafter exist under law for the abatement of public nuisances and this ordinance shall not prevent the county from proceeding in a criminal action against any person, firm, or corporation violating the provisions of this ordinance as provided in GS 14-4.

#### Section 8. EFFECTIVE DATE

The provisions of this ordinance shall be appropriately modified in the County Code of Ordinances and shall be in full force and effect from and after the date of its adoption, this 17<sup>th</sup> day of June 2019.

ADOPTED this 17<sup>th</sup> day of June, 2019.

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Jeff Dixon, Chairman  
Pasquotank County Board of Commissioners

ATTEST:

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Lynn B. Scott,  
Clerk to the Board

*f. Adoption of Resolution Amending Personnel Policy to Allow Hiring above Minimum Step*  
Currently, the Personnel Policy provides that each hiring above the minimum step requires Board's approval. At the May 29, 2019 Special meeting, the Board voted to remove Board approval for hiring above the minimum step for all non-department director positions provided the funds for the new hire are within the department's approved budget. Appointment above the

minimum step may be made on the recommendation of the Department Head and Human Resources Director, with the approval of the County Manager when deemed necessary and in the best interest of the county. The Board recommended hiring of Department Directors positions will continue to require approval of the Board of Commissioners. The Board will need to adopt the following resolution amending the personnel policy to allow for the changes:

**A RESOLUTION AMENDING THE PASQUOTANK COUNTY  
PERSONNEL POLICY TO ALLOW THE HIRING  
ABOVE THE MINIMUM STEP BY THE COUNTY MANAGER  
IF WITHIN A DEPARTMENT’S APPROVED BUDGET**

**WHEREAS**, Chapters 126 and 153A of the North Carolina General Statutes authorize a County Board of Commissioners to adopt and implement personnel policies; and

**WHEREAS**, the Board of Commissioners for Pasquotank County (hereinafter the “Board”) has adopted and reinforced the county/manager form of government; and

**WHEREAS**, the Board desires to amend and continue a human resources system that provides for the recruitment, selection and continuous development of an effective workforce, responsive to the needs of Pasquotank County residents; and

**WHEREAS**, the County frequently hires new employees above the minimum step; and

**WHEREAS**, the current Personnel Policy provides that each hiring above the minimum step requires Board’s approval; and

**WHEREAS**, there is a desire to remove Board approval for hiring above the minimum step for all non-department director positions provided the funds for the new hire are within the Department’s approved budget.

**WHEREAS**, the Board has been presented with, has reviewed and endorses this amendment to the Pasquotank County Personnel Policy (hereinafter “Personnel Policy”).

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS FOR PASQUOTANK COUNTY, NORTH CAROLINA THAT:**

**Section 1. ARTICLE IV. THE PAY PLAN – Section 3. Use of Salary Ranges** of the Personnel Policy is amended as follows:

**Section 3. Use of Salary Ranges**

Salary ranges are intended to permit the recognition of individual performance. The following general provisions shall govern the granting of within-range pay increments:

(a) The minimum rate established for the class is the normal hiring rate, except in those cases where unusual circumstances appear to warrant appointment at a higher rate. Appointment above the minimum step may be made on the recommendation of the Department Head and Human Resources Director with the approval of the County Manager ~~and Board of Commissioners~~ when deemed necessary and in the best interest of the county provided the funds for the hire are within the Department’s approved budget. The hiring of Department Director positions requires approval of the Board of Commissioners. Above-the-minimum appointments will be based on such factors as the qualifications of the applicant being higher than the minimum education and training for the class, a shortage of qualified applicants available at the minimum step, and the refusal of qualified applicants to accept employment at the minimum step. Employees appointed at the hiring rate shall receive a one (1) step increase upon satisfactory completion of the probationary period. This increase shall be effective on the date that the probationary period is completed. Part-time employees who are hired in a full-time status may be hired at their same pay step with the approval of the County Manager.

Section 2. This amendment is effective upon adoption.

ADOPTED this 17<sup>th</sup> day of June, 2019.

*g. Approval of Budget Amendments*

The Finance Committee has recommended approval of the following budget amendments:

Sheriff

Increase	010.0600.4930.00	Insurance Proceeds	37,165.00
Increase	010.4310.5500.00	Capital Outlay	37,165.00

To transfer funds for the replacement of the wrecked F-150.

Tax Admin

Increase	010.0110.4111.13	Ad Valorem Taxes-13'	5,100.00
Increase	010.4140.5498.00	Tax Foreclosures	5,100.00

To transfer funds for the purchase of property by the Tax Department.

DSS

Increase	011.0240.4548.00	Crisis Intervention	40,708.00
Increase	011.5400.5688.00	Crisis Intervention	40,708.00

To appropriate additional funding received.

DSS

Increase	011.0240.4536.00	LEIAP Program	134,520.00
Increase	011.5400.5688.03	LEIAP	134,520.00

To appropriate additional funding received.

DSS

Increase	011.0230.4547.00	Special Child Adoption	7,000.00
Increase	011.5310.5682.03	PP Adoption Awareness	7,000.00

To appropriate funds from reserve for 18-19 costs.

Capital Reserve

Increase	021.0550.4835.00	Sale of Assets	288,000.00
Increase	021.8200.5960.01	Capital Reserve-Unallocated	288,000.00

To appropriate revenues received from sale of properties.

Water System

Increase	060.0350.4713.00	Sale of Water	300,000.00
Increase	060.7130.5270.00	Water Purchase	200,000.00
Increase	060.7130.5351.00	Maintenance-Building	12,600.00
Increase	060.7130.5352.00	Maintenance-Equipment	23,700.00
Increase	060.7130.5352.01	Maintenance-Office Equipment	6,000.00
Increase	060.7130.5357.00	Maintenance-Lines	57,700.00

To appropriate additional revenue to cover additional costs for reconfiguring the fence at the Weeksville Plant, meter replacement, drive thru window repair, rebuild motor, scada system, and chemical feed pump.

Landfill

Increase	065.0375.4741.00	Sale of Scrap	13,000.00
Increase	065.0500.4831.00	Interest Earned	31,000.00
Increase	065.0375.4745.16	Solid Waste Fees-16'	6,881.00
Decrease	065.0991.4991.00	Fund Balance Appropriated	50,881.00

To reduce fund balance appropriated due to additional revenues.

*h. Approval of Purchase of an Uninterruptible Power Supply Unit for Central Communications*

The Finance Committee has recommended approval of purchasing an Uninterruptible Power Supply (UPS) unit from Mobile Communications America, Inc. at a cost of \$39,381.88.

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

**4. RECOMMENDATIONS FROM APPOINTMENTS COMMITTEE:**

Commissioner Charles Jordan, Chairman of the Board Appointments Committee, presented the following recommendations from the Appointments Committee:

Aging Advisory Council – Reappoint David Boone to additional two-year term.

Airport Authority – Reappoint Lloyd Griffin and John Siemens to additional two-year terms.

COA Board of Trustees – Reappoint Robert Pippin, Jr. to additional four-year term.

Elizabeth City Downtown – Reappoint Sean Lavin to additional two-year term.

Pasquotank Joint Community Advisory Committee - Reappoint Una Green to additional three-year term.

Planning Board – Reappoint R. Vick Roach and Kevin Brickhouse to additional four-year terms.

Senior Citizens Advisory Committee – Reappoint James Robertson to additional four-year term and Betty Eason to additional 2-year term.

Social Services Board – Reappoint Barry Overman to additional three-year term.

Tourism Development Authority – Reappoint Jeff Dixon and Phil Mays to additional two-year terms.

Child Fatality Prevention Team/Community Child Protection Team – Appoint Maria Schwartz to replace Carla Goodwin as the EMS representative and appoint Sabrina Owens to replace Aaron Wallio/Brent McKecuen as the Sheriff's Department representative.

Motion was made by Charles Jordan, seconded by Lloyd Griffin to approve the appointments and reappointments as presented. The motion carried unanimously.

Commissioners Lavin and Jordan, who both previously served on the Joint Community Advisory Committee, asked the Board to consider options to incentivize individuals willing to serve on the advisory committee. The Clerk to the Board noted that currently there are four vacancies. Commissioner Lavin said other neighboring counties offer stiffens/gas to their members. When the Adult Home Care and Nursing Home Care Committees were combined, it ended up doubling travel for the volunteers. Commissioner Jordan added that it takes a lot of time and a lot of traveling has to be done, especially now that the two committees have been combined. He said that has been one of the complaints of members. Commissioner Lavin said it takes a full day of visits to get half way through the county with all of the facilities that have to be visited. Chairman Dixon asked staff to research options and report back to the board.

**5. REPORTS FROM COMMISSIONERS:**

Commissioner Jordan stated that the Governor sent a representative down to Mt. Lebanon church to provide an update on the state initiatives which he attended. He attended the River City Youth Build graduation along with Chairman Dixon. In addition, he attended the Jail Board meeting and the document signing for the Daily Advance building.

Commissioner Lavin attended the Career Center Committee meeting, which is within the Workforce Development Board at Albemarle Commission. They are in the process of looking to expand the NC Works Program and open satellite offices at ECSU and COA. He also attended the Joint Recreation Advisory Committee meeting

Commissioner Meads noted that he spent two days in Raleigh. He visited with Representative Goodwin.

Commissioner Perry attended the Jail Board meeting. He said he attended a house burning on Mill Pond Road.

Chairman Dixon thanked Commissioner Jordan for joining him at the River City Youth Build Commencement. He said it is always a treat to go and hear testimonials on the students. He

attended the ceremonial signing for the purchase of the Daily Advance building. He noted that Commissioner Jordan will be providing a welcome at the Juneteenth event later in the week.

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

Motion was made by Lloyd Griffin, seconded by Frankie Meads to adjourn the meeting. The motion carried and the meeting was adjourned at 6:20 PM.

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CHAIRMAN

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CLERK TO THE BOARD