

**PASQUOTANK COUNTY, NORTH CAROLINA
JUNE 25, 2012**

The Pasquotank County Board of Commissioners met today in a regular meeting on Monday, June 25, 2012 in Courtroom C in the Pasquotank County Courthouse.

MEMBERS PRESENT:

Lloyd E. Griffin, III, Chairman
 Jeff Dixon, Vice-Chairman
 Bill Trueblood
 Cecil Perry
 Dr. William R. Sterritt
 Gary G. White
 Joseph S. Winslow, Jr.

MEMBERS ABSENT:

None

OTHERS PRESENT:

Randy Keaton, County Manager
 Rodney Bunch, Assistant County Manager
 R. Michael Cox, County Attorney
 Sheri Small, Finance Officer
 Karen Jennings, Clerk to the Board

The meeting was called to order at 7:00 PM by Chairman Lloyd Griffin who welcomed everyone. Chairman Griffin gave the invocation and led in the Pledge of Allegiance to the American Flag.

1. PRESENTATION OF SECONDARY ROADS IMPROVEMENT PROGRAM:

Chairman Griffin recognized Mr. Matt Wood, State Board of Transportation Member, who thanked the Board for its support of his appointment to the Board of Transportation. He said he believes he would not have been appointed if it were not for the Board’s support. He stated that it has been a real eye-opening experience and he has learned that there are many people in the state who do not realize what the needs are in Northeastern North Carolina. He said there is a lot of pressure on the Board and the Legislature from the urban areas and it could have an impact on DOT’s funding formula. Mr. Wood added that he is quite proud of the amount of work that is being done in Elizabeth City including the bridge project, Elizabeth Street project, and the Knobbs Creek project. He said these projects represent a tremendous investment in Pasquotank County and he is excited about them.

Mr. Jerry Jennings, Department of Transportation Division Engineer, stated that the Secondary Roads Improvement Program was historically a program to pave unpaved roads. He said over time this program has been successful and there are not many unpaved roads remaining that are eligible for paving. He advised that the program is now being used more for improving existing secondary paved roads. He said there have been some changes that have occurred in the Legislature that may affect the program as prepared. Mr. Jennings presented the 2012-2013 Secondary Roads Improvement Program as follows with an anticipated allocation of \$419,946.39.

FY 12-13 Actual Allocation	Highway Fund	\$ 235,747.06
	Trust Fund	<u>184,199.32</u>
	Total	\$ 419,946.39

I. Paving Unpaved Roads

Programmed Paving Goal: 0.00 Miles

A. Rural Paving Priority

<u>Priority Number</u>	<u>SR No.</u>	<u>Length (Miles)</u>	<u>Road Name and Description</u>	<u>Est. Cost</u>
NONE			Construct Bays to InterCounty Volunteer Fire Dept. on Woodville Rd. Total Estimated Costs: \$20,000. \$12,000 Funded thru 2012-13 Perquimans Secondary Road Program.	\$8,000

Total Miles 0.00

Subtotal

\$8,000

B. Subdivision Paving Priority

Priority Number SR No. Length (Miles) Road Name and Description Est. Cost

NONE				
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Total Miles 0.00

Subtotal 0.00

II. General Secondary Road Improvements

A. Paved Road Improvements

<u>SR No.</u>	<u>Length (Miles)</u>	<u>Road Name and Description</u>	<u>Est. Cost</u>
SR 1416	4.40	Northside Road (22' Wide) From SR 1333 to US 17 Strengthen Pavement, Grind Bumps, etc. Total Estimated Costs: \$620,000 - Partial Funding	\$115,000
Various		Pavement Preservation Activities on Various Secondary Routes	\$60,000
Various		Various Pipe Replacements	\$50,000

***Provided we have a 60' dedicated right of way to relocate ditches in various areas.*

*Paved Road Improvements Alternatives

Subtotal \$225,000

SR No. Project Description Est. Cost

SR 1416	4.40	Northside Road (22' Wide) From SR 1333 to US 17 Strengthen Pavement, Grind Bumps, etc. Total Estimated Costs: \$620,000	\$495,000
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B. Unpaved Road Spot Improvements

Subtotal \$100,000

Subtotal \$86,946.39

GRAND TOTAL \$ 419,946.39

IV. **Funds reserved for surveying, right of way acquisition, acquisition, road additions, contingencies, overdrafts, and paving entrances to certified fire departments, rescue squads, etc.**

Mr. Jennings also provided a status report on previously funded projects. He reported that there are no more eligible unpaved subdivision roads or unpaved rural roads in the county. The remaining roads are those that have reached their priority and either they were skipped over based upon requests from the county, or based upon right-of-way not being available. If something changes in regard to any of these roads, DOT will revisit them, but in the meantime they will remain on the hold list.

Mr. Jennings said as he mentioned earlier, changes are being made to the DOT Secondary Road Program. He explained that statewide this is about a \$100 million program and based on the legislation it is proposed to be cut by about \$26 to \$27 million. He said this will ultimately result in some reduction in each county, but it is not known what those numbers will be at this point. He stated there was also a caveat in the budget that stated there would be a statewide paving priority for unpaved roads and he does not yet know how that would affect the county's allocation. He asked for the Board's support of the program that has been presented and said if the ultimate budget DOT receives changes significantly and will affect these projects, they will revise the program and send it back to the county.

Members of the Board asked questions concerning various road and drainage issues in the county to which DOT staff responded or agreed to look into. Chairman Griffin thanked the DOT representatives for their presentation.

Motion was made by Cecil Perry, seconded by Gary White to adopt the following resolution approving the 2012-13 Secondary Roads Construction Program as presented. The motion carried unanimously.

**RESOLUTION OF APPROVAL
SECONDARY ROADS CONSTRUCTION PROGRAM
FISCAL YEAR 2012-2013**

WHEREAS, the North Carolina Department of Transportation has presented and recommended to Pasquotank County a Secondary Roads Construction Program for Fiscal Year 2012-2013 with a total allocation of \$419,946.39 in funding; and

WHEREAS, the Pasquotank County Board of Commissioners agrees with the total proposed Secondary Roads Improvement Program for the county as presented;

NOW THEREFORE BE IT RESOLVED this the 25th day of July, 2012, that Pasquotank County hereby approves and adopts the Secondary Roads Construction Program for Pasquotank County for Fiscal Year 2012-2013 as presented.

2. PUBLIC HEARING ON FY 2012-13 COUNTY BUDGET:

Chairman Griffin declared the meeting to be a public hearing on the proposed county budget for fiscal year 2012-13. He asked if anyone would care to comment on the proposed budget.

Mr. Frankie Meads stated that he appreciates seeing that the budget does not include a tax increase this year and he thanked the Board for that. He said nevertheless Pasquotank County has the highest tax rate in the Albemarle area. He stated that Pasquotank County also has more debt than any county in the area and will be paying over \$4 million this year in debt payments with only about \$600,000 of that going toward principle. He said at this rate it will be 100 years before the debt is paid off. He presented several ideas that he felt would help the county reduce its expenses and pay off its debt earlier.

Mr. James Hewitt of 1314 Newland Road said at the last meeting he noticed that it was brought up that an expenditure of \$125,000 for South Park had not been included in the budget. He stated that the public depends on the Commissioners and the leadership to put everything in the budget that the public needs to look at. He said when it is left out it leaves the taxpayers wondering what else may not be included in the budget. Mr. Hewitt complimented the Board on their hard work on the budget, but added that when things creep back into the budget that everyone is surprised about, he would question whose responsibility it is. He stated that he does not understand why Pasquotank County cannot take care of its own Parks & Recreation services. He said the money the county is paying the city for Parks & Recreation appears to be of more benefit to the city than to Pasquotank County.

At the absence of further comments regarding the budget the public hearing was closed.

Chairman Griffin asked for comments from members of the Board on the budget.

County Manager Randy Keaton responded to a comment from Mr. Meads that the county is only paying \$600,000 a year in principle on its debt service payments. He said of the \$4.8 million in debt payments this year \$3 million is going toward principle and \$1.8 million is interest. He pointed out that part of the debt load is because the county financed the entire cost of the Albemarle District Jail even though the other counties pay a pro rata portion of it. He said this makes the other counties' debt load look lighter because they are not a party to the debt even though they make part of the debt payment for the Albemarle District Jail. Although Pasquotank County is technically responsible for 63% of the debt, it carries 100% of the debt load on its books.

Mr. Keaton noted that one of Mr. Meads' suggestions was that the county contract out its grass-mowing. He said that Pasquotank County contracts out all of its grass-mowing services with the exception of the grass-mowing done by the Water Department. He stated that all of the mowing for county buildings is contracted out to private contractors.

Mr. Keaton passed out revised copies of the budget ordinance and he outlined the changes that have been made since today's Finance Committee meeting.

Commissioner Bill Trueblood stated that the Board has spent a lot of hours agonizing over the budget. He thanked the Board for its hard work in a difficult economy.

Vice-Chairman Jeff Dixon stated that 25 years ago the Board of Commissioners increased property taxes by 11¢. He said that was just for one year and now the Board is looking at a zero tax increase.

Commissioner Joe Winslow said he has looked around and has seen the new facilities the county has built such as the Public Safety Building, the Library, the schools, and the Jail. He said the dollars the county spent on those facilities when they were built are less than they would be in the future. He said the county has built an infrastructure in buildings it is proud of, but is also locked into a long-term debt and cannot go back and change what was done in the past. He stated that the Board of Commissioners is struggling and working very hard to keep a zero budget increase even with these debt payments. He said over time the Board will look back and say it was a wonderful move to do what it has done, but in the current economy the county is struggling just to make the debt payments and the Board has worked very hard to not increase taxes. He said what Pasquotank County has is an investment in the future.

Chairman Griffin stated that the Board worked diligently this afternoon to make some changes to the budget as it was originally presented. He said the county was fortunate enough this year to be able to balance the budget without a tax increase. He stated that the public continues to expect the county to provide certain services and facilities. He said the Commissioners want to provide a quality of life, safety for our youth, and a good education while not placing any additional burden on the taxpayers of Pasquotank County.

3. COMMENTS FROM JAMES MORRIS:

Chairman Griffin called on Mr. James Morris who said he would like to express his concerns as a taxpayer of Pasquotank County concerning excavated material from the Elizabeth Street Project being dumped at the landfill. Mr. Morris stated that approximately 500 loads of this material have been dumped at different locations at the landfill, and 41 of these loads have gone across the scales. The average cost per load for the 41 loads was \$944.80. Mr. Morris said if the other 459 loads had gone across the scales at the same average weight, the county would have collected about \$433,663. He stated that he would estimate that less than 25% of the material that did go across the scales was free of debris and clean enough to be used as cover on the hill. He said the county has indicated that the dirt that did not go across the scales is being stockpiled and will be used as cover on the hill at the landfill. He said this would be a good deal for the county if the dirt was free of roots and other material, however it will have to be root raked and the dirt separated from the other material before it can be used which will result in additional costs for the county. He stated that the contractor for the Elizabeth Street Project would have included in its bid a cost for disposing of the dirt, however the county has done the contractor a big favor at taxpayers' expense by taking the dirt free of charge when it could have generated \$1,000 in tipping fees per load. Mr. Morris said if he were a Commissioner, he would ask the North Carolina Bureau of Investigation to conduct a formal investigation.

Chairman Griffin stated that staff has responded to Mr. Morris' concerns and has provided him the information he has requested.

4. COMMENTS FROM JAMES HEWITT:

Mr. James Hewitt stated that he is a taxpayer and a concerned citizen. He said if the dirt from the Elizabeth Street Project is designated as free dirt, nobody pays for it, and the county gets free dirt, it is a good thing for the county. He stated that as a taxpayer however he sees this as lost revenue and the figure mentioned by Mr. Morris is a lot of revenue. He asked if the county has dirt it can backfill from its own pit for cover material why it is taking in free dirt when it should be revenue to the county and the taxpayers. He said he cannot understand if a citizen has a complaint or wants to inquire into something why it is so difficult to get the information because every taxpayer should be entitled to whatever information he wants under the Freedom of Information Act. Mr. Hewitt stated that he was surprised to learn that the county is still doing business with a scrap metal salvage company that is in bankruptcy. He said if the company is bankrupt, chances are that the county will never get its money. He stated the state probably has a grant or equipment they would loan a city or county for freon reclamation from white goods. He suggested that the county handle its own scrap metal and white goods disposal, purchase the necessary equipment, and train its own people to remove the freon.

Mr. Hewitt also commented about the jail costs and the additional \$223,000 the county will have to pay over a 10-year period to complete the project. He said it appears the jail does not have the federal inmates that were expected to help defray some of the costs. He said this will require the taxpayers of the county to come up with more money. He asked who is overseeing these contracts to see why the taxpayers are still having to pay these costs, and where the inmates are that were supposed to be housed in the county jail. He added that it appears the county really did not need this new jail.

Commissioner Cecil Perry said as Chairman of the Jail Commission, he would invite Mr. Hewitt to attend a meeting of the Jail Commission so he can get accurate information. He stated that the Jail Commission is going to return over \$300,000 to the counties. He stated that federal inmates are in the Jail and are helping tremendously to defray the costs of incarceration of inmates from Pasquotank, Perquimans, and Camden Counties.

5. AMENDMENTS TO THE AGENDA:

Chairman Griffin asked if there were any amendments to the agenda. Vice-Chairman Dixon requested that the following items recommended by the Finance Committee at its meeting today be added to the agenda: 1) Approval of tax releases and refunds; 2) Approval of year-end budget amendments; 3) Approval of recommendation from Solid Waste Commission to reduce the bill for Atco Transport, Inc. for dirt that was hauled to the landfill; 4) Approval to fill vacant position at EMS; 5) Approval to fill a vacant position at Central Communications; 6) Approval of budget amendment in the amount of \$11,982 for city special assessment; 7) Adoption of Order for the Tax Administrator to collect 2012 taxes. Commissioner Perry also requested that appointments recommended by the Appointments Committee be added to the agenda.

Motion was made by Gary White, seconded by Joe Winslow to amend the agenda to include the eight items listed above. The motion carried unanimously.

Motion was made by Jeff Dixon, seconded by Bill Trueblood to move the eight additional items to the consent agenda. The motion carried unanimously.

6. APPROVAL OF CONSENT AGENDA:

The Board considered the following consent agenda:

a. Approval of Minutes of May 29, June 1, June 4, June 6, and June 11, 2012 Commissioner Meetings

b. Approval of Tax Releases and Refunds

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

Releases:

	County	City
1. Cleveland Franklin Hooper III	227.85	
2. Thomas Henry Parker	109.49	
3. Loretta Perry Bryant		181.98
4. William John Morton	126.73	100.05
5. Patricia Ann Morton	110.11	87.58
6. Stephen Todd Pennington	202.62	
7. Damian C. Gilley	93.89	
8. Tommy Steve Wooten, II	119.04	
9. Kyle James Ebel	116.62	92.47
10. EC Bus, LLC	332.49	255.59
11. Elizabeth City Interiors	18.01	13.86
12. Thomas Daniel Bearden	156.36	122.27
13. David Jean Manovich	182.03	141.52
14. David Jean Manovich	155.68	116.76
15. Philip Lawrence Wentbuonth, Jr.	147.31	

Refunds:

1. Corinth Baptist Church	332.71	247.03
2. Nathan Victoria L. Stuart	109.39	
3. Larry B. & Shirley Beatty	322.34	247.95

Solid Waste Fees:

Owner's Name	Parcel ID#	Reason for Release
Eunice Stevens	P122A-135	House needs repairs
George Evans Heirs	P92-18	Not livable

c. Approval of Budget Amendments

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

DSS

Increase	011.0240.4548.00	Crisis Intervention	267,200.00
Increase	011.5400.5688.00	Crisis Intervention	267,200.00

DSS

Increase	011.0240.4531.01	Administration	82,030.00
Increase	011.5400.5688.03	LEIAP Program	82,030.00

DSS

Increase	011.0240.4548.01	Domestic Violence	4,188.00
Increase	011.5310.5675.00	Domestic Violence	4,188.00

Water

Decrease	060.7130.5455.00	Purchases for Resale	887,144.00
Increase	060.7130.5980.61	Transfer to Construction	887,144.00

Parks & Rec

Increase	010.0220.4532.00	Other Grants	25,000.00
Increase	010.0550.4835.00	Sales of Assets	172,450.00
Increase	010.0991.4991.00	Fund Balance Appropriated	25,050.00
Increase	010.6130.5581.04	South Park Complex	222,500.00

General Fund

Increase	010.0550.4839.02	Miscellaneous Revenue-GIS	62,000.00
Decrease	010.0700.4981.22	Transfer from E911	62,000.00

E911

Decrease	022.4328.5980.10	Transfer to General Fund	62,000.00
Increase	022.0991.4991.00	Fund Balance Appropriated	44,806.00
Increase	022.4328.5440.00	Contracted Services	106,806.00

E911

Increase	022.0991.4991.00	Fund Balance Appropriated	45,200.00
Increase	022.4328.5500.00	Capital Outlay	45,200.00

Jury Commission

Increase	010.0110.4111.11	Ad Valorem Tax - '11	243.00
Increase	010.4165.5121.00	Salaries & Wages	225.00
Increase	010.4165.5181.00	FICA	18.00

Non-Departmental

Decrease	010.4195.5186.00	Workers Compensation	13,161.00
Increase	010.4195.5236.00	Storm Water Fees	4,416.00
Increase	010.4195.5440.00	Contracted Services	8,745.00

Jail

Decrease	010.4320.5362.00	Juvenile Services	15,000.00
Increase	010.0300.4431.01	Sheriff's Fees	38,000.00
Increase	010.0150.4231.00	Sales Tax - 1%	47,000.00
Increase	010.4320.5190.00	Professional Services	100,000.00

Economic Development

Increase	010.0110.4111.11	Ad Valorem Tax - '11	1,449.00
Increase	010.4920.5450.00	Insurance-General Liability	1,449.00

Public Health

Increase	010.0110.4111.11	Ad Valorem Tax - '11	978.00
Increase	010.5110.5620.12	Cash Match ICPTA	755.00
Increase	010.5110.5490.00	Grant Match (Day Break)	223.00

Public Health

Increase	010.0150.4231.00	Sales Tax - 1%	16,000.00
Increase	010.5110.5620.13	Medical Examiner Fees	16,000.00

Seized Assets

Increase	020.0500.4831.00	Interest Earned	5,300.00
Increase	020.0550.4839.00	Miscellaneous Revenue	6,900.00
Increase	020.4300.5269.00	Law Enforcement Expenses	12,200.00

E911

Increase	022.0991.4991.00	Fund Balance Appropriated	14,770.00
Increase	022.4328.5261.00	Departmental Supplies	8,600.00
Increase	022.4328.5310.00	Travel	1,570.00
Increase	022.4328.5311.00	Training	4,600.00

Library

Increase	013.0450.4611.00	Fees & Fines	6,000.00
Increase	013.6110.5183.00	Health Insurance	6,000.00

DSS

Increase	011.0230.4547.00	Special Child Adoption	6,000.00
Increase	011.5310.5682.03	PP Adoption Awareness	6,000.00

Tax Administration

Increase	010.0110.4111.11	Ad Valorem Taxes-'11	11,982.00
Increase	010.4140.5498.00	Tax Foreclosures	11,982.00

d. Approval of Family Subdivision Request FS 12-05 by Lydia J. Weeks to Give a Gift Lot to a Grandson - Jason Weeks

Staff has recommended approval of Family Subdivision Request FS 12-05 by Lydia J. Weeks. Ms. Weeks is requesting to create a 1.35 acre gift lot to be conveyed to Jason Weeks in accordance with Article 5, Section 303 of the Pasquotank County Subdivision Ordinance. A total of 180 feet of road frontage is provided to the parcel off of Lynch's Corner Road. Birth certificates have been provided as documentation that the plat qualifies as a family subdivision. Staff has advised that the request meets the minimum requirements for a family subdivision and recommends approval.

e. Approval of Family Subdivision Request FS 12-06 by Lydia J. Weeks to Give a Gift Lot to a Grandson - Chad Weeks

Staff has recommended approval of Family Subdivision Request FS 12-06 by Lydia J. Weeks. Ms. Weeks is requesting to create a 1.43 acre gift lot to be conveyed to Chad Weeks in accordance with Article 5, Section 303 of the Pasquotank County Subdivision Ordinance. A total of 145 feet of road frontage is provided to the parcel off of Lynch's Corner Road. Birth certificates have been provided as documentation that the plat qualifies as a family subdivision. Staff has advised that the request meets the minimum requirements for a family subdivision and recommends approval.

f. Approval of Family Subdivision Request FS 12-07 by Lydia J. Weeks to Give a Gift Lot to a Granddaughter - Kelly Weeks Winslow

Staff has recommended approval of Family Subdivision Request FS 12-07 by Lydia J. Weeks. Ms. Weeks is requesting to create a 1.49 acre gift lot to be conveyed to Kelly Weeks Winslow in accordance with Article 5, Section 303 of the Pasquotank County Subdivision Ordinance. A total of 145 feet of road frontage is provided to the parcel off of Lynch's Corner Road. Birth certificates have been provided as documentation that the plat qualifies as a family subdivision.

Staff has advised that the request meets the minimum requirements for a family subdivision and recommends approval.

- g. Approval of Family Subdivision Request FS 12-08 by Lydia J. Weeks to Give a Gift Lot to a Granddaughter - Sherry Smithson
 Staff has recommended approval of Family Subdivision Request FS 12-08 by Lydia J. Weeks. Ms. Weeks is requesting to create a 1.56 acre gift lot to be conveyed to Sherry Smithson in accordance with Article 5, Section 303 of the Pasquotank County Subdivision Ordinance. A total of 145 feet of road frontage is provided to the parcel off of Lynch's Corner Road. Birth certificates have been provided as documentation that the plat qualifies as a family subdivision. Staff has advised that the request meets the minimum requirements for a family subdivision and recommends approval.
- h. Approval of Family Subdivision Request FS 12-09 by Lydia J. Weeks to Give a Gift Lot to a Granddaughter - Sandy Weeks McPherson
 Staff has recommended approval of Family Subdivision Request FS 12-09 by Lydia J. Weeks. Ms. Weeks is requesting to create a 1.62 acre gift lot to be conveyed to Sandy Weeks McPherson in accordance with Article 5, Section 303 of the Pasquotank County Subdivision Ordinance. A total of 145 feet of road frontage is provided to the parcel off of Lynch's Corner Road. Birth certificates have been provided as documentation that the plat qualifies as a family subdivision. Staff has advised that the request meets the minimum requirements for a family subdivision and recommends approval.
- i. Approval of Family Subdivision Request FS 12-10 by David and Katherine Taylor to Give a Gift Lot to a Son - Daniel Taylor
 Staff has recommended approval of Family Subdivision Request FS 12-10 by David and Katherine Taylor. Mr. and Mrs. Taylor are requesting to create a one acre gift lot to be conveyed to Daniel Taylor in accordance with Article 5, Section 303 of the Pasquotank County Subdivision Ordinance. A total of 140 feet of road frontage is provided to the parcel off of Esclip Road. A birth certificate has been provided as documentation that the plat qualifies as a family subdivision. Staff has advised that the request meets the minimum requirements for a family subdivision and recommends approval.
- j. Amendment to Contract for Child Support Services
 Staff is recommending approval of an amendment to the contract with YoungWilliams, P.C. for providing Child Support Enforcement Services. According to an IRS audit finding, the agency must maintain ownership and control over the security policies and system configuration for all hardware, software, and telecommunications equipment used by contractors. In response to that finding, an amendment has been drafted to add language to contracts of all vendors with access to federal tax information. A copy of the proposed amendment to the county's contract with YoungWilliams, P.C. was presented for the Board's approval.
- k. Approval of Recommendation to Reduce the Bill for Atco Transport, Inc.
 The Finance Committee has recommended approval of a recommendation from the Solid Waste Commission to reduce the bill for Atco Transport, Inc. for dirt that was hauled to the landfill. Due to a communication difference between the scale attendant and truck drivers, Atco was charged \$50 per ton for 749.55 tons of dirt that should have been accepted for free at the landfill. The total charge for the dirt was \$37,478. It is recommended that the price be reduced to \$20 per ton which will reduce their bill to \$14,991.
- l. Approval to Fill Vacant Position at EMS
 The Finance Committee has recommended approval for the EMS Department to fill the position of EMS Office Manager which will become vacant on July 27.
- m. Approval to Fill Vacant Position at Central Communications
 The Finance Committee has recommended approval to fill a vacant Telecommunicator position in the Central Communications Department.
- n. Adoption of Order for the Tax Administrator
 The Tax Administrator has requested that the Board adopt the following order authorizing collection of the 2012 taxes:

TO: THE TAX ADMINISTRATOR OF PASQUOTANK COUNTY

You are hereby authorized, empowered and commanded to collect the taxes set forth in the 2012 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 2012 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.

o. Recommendations from the Appointments Committee
Commissioner Perry presented the following recommendations from the Appointments Committee:

Tourism Development Authority - Appoint Abel Sutton to replace Robert Vaughan; appoint Rhonda Twiddy to replace Thomas Spagnol; reappoint Gwen Sanders, Maureen Donnelly and Andy Montero.

Motion was made by Bill Trueblood, seconded by Jeff Dixon to approve the consent agenda as amended. The motion carried unanimously.

7. ADOPTION OF BUDGET ORDINANCE FOR FY 2012-13:

Chairman Griffin asked for approval of the Budget Ordinance for FY 2012-13. County Manager Randy Keaton advised that the Capital Reserve Fund needs to be removed from the Budget Ordinance since funds will no longer be appropriated from that fund to balance the budget.

Motion was made by Jeff Dixon, seconded by Cecil Perry to adopt the Budget Ordinance for FY 2012-13 as amended below. The motion carried unanimously.

**BUDGET ORDINANCE
FISCAL YEAR 2012-2013**

BE IT ORDAINED THIS 25th DAY OF JUNE, 2012 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, 2012 and ending June 30, 2013, in accordance with the chart of accounts heretofore established for this county:

Governing Board	\$ 93,972
County Manager	324,371
Personnel/Payroll	97,113
Finance Department	270,940
Data Processing	350,998
Tax Administration	521,875
County Attorney	168,197
Court Facilities	55,000
Elections Board	239,321
Register of Deeds	257,249
Public Buildings	951,748
Health & Social Services Building	148,887
Non-Departmental	269,928
Sheriff's Department	3,216,926
School Resource Officers	238,818
Jail	2,950,018
Central Communications	932,217
Emergency Management	99,770
Central Fire Department	379,549
Intercounty Fire Department	47,500

Newland Fire Department.....	53,266
Weeksville Fire Department.....	53,829
Providence Fire Department.....	69,089
Nixonton Fire Department.....	36,106
Building Inspector.....	184,673
Emergency Medical Services.....	2,776,154
Animal Control.....	245,823
Planning Department.....	120,642
Geographic Information Systems.....	111,262
Economic Development.....	120,472
Cooperative Extension Service.....	227,042
Soil & Water Conservation.....	47,610
Public Health.....	217,397
Public Schools.....	10,004,858
College of The Albemarle.....	1,388,262
Parks & Recreation & Senior Center.....	880,875
Special Appropriations:	
-Miscellaneous.....	439,475
-Contribution to:	
Public Assistance Fund.....	3,242,712
Pasquotank-Camden Library Fund.....	333,774
Reappraisal Reserve.....	65,000
Contingency.....	40,000
Debt Retirement.....	<u>4,809,984</u>
TOTAL GENERAL FUND	\$ 37,082,702

SECTION 2 – REVENUES: It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2012 and ending June 30, 2013:

Ad Valorem Taxes.....	\$ 20,871,500
Sales Tax 1%.....	3,225,000
Sales Tax ½%.....	3,525,000
Land Transfer Tax.....	750,000
Franchise Fees.....	190,000
Wine & Beer Tax.....	95,000
Lottery Fund.....	600,000
Inspection Fees.....	90,000
Recording Fees.....	200,000
Interest on Investments.....	50,000
ABC Store Revenue.....	120,000
EMS Revenue from Services.....	2,185,654
Revenue – Albemarle Hospital.....	460,000
Rent Revenue.....	1,568,879
Other Revenue.....	2,885,138
Fund Balance Appropriated.....	<u>266,531</u>
TOTAL GENERAL FUND	\$ 37,082,702

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, 2012 and ending June 30, 2013:

Administration.....	\$ 6,031,598
Special Assistance.....	589,144
Child Care Services.....	1,411,329
Foster Care.....	310,000
Adoption Assistance.....	85,762
Other.....	<u>370,570</u>
TOTAL SOCIAL SERVICES FUND	\$ 8,798,403

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, 2012 and ending June 30, 2013:

Federal and State Grants & Other Sources.....	\$ 5,555,691
Contribution from General Fund.....	<u>3,242,712</u>
TOTAL SOCIAL SERVICES FUND	\$ 8,798,403

III. PASQUOTANK-CAMDEN LIBRARY FUND

SECTION 1 – APPROPRIATIONS: The following amounts are hereby appropriated in the Pasquotank-Camden Library Fund for the fiscal year beginning July 1, 2012 and ending June 30, 2013.

Operating Expenses.....\$ 646,318

TOTAL PASQUOTANK-CAMDEN LIBRARY FUND \$ 646,318

SECTION 2 – REVENUES: It is estimated that the following revenues will be available in the Pasquotank-Camden Library Fund for the fiscal year beginning July 1, 2012 and ending June 30, 2013:

Fees & Fines	\$ 15,000
Copies	9,500
Interest	600
Miscellaneous Revenue	4,000
Contribution from Camden County	83,444
Contribution from Pasquotank County General Fund	333,774
Fund Balance Appropriated.....	<u>200,000</u>

TOTAL PASQUOTANK-CAMDEN LIBRARY FUND \$ 646,318

IV. EMERGENCY TELEPHONE FUND

SECTION 1 – APPROPRIATIONS: The following amounts are hereby appropriated in the Emergency Telephone Fund for the fiscal year beginning July 1, 2012 and ending June 30, 2013:

Operating Expenses	\$ 244,000
Capital Outlay	<u>11,793</u>

TOTAL EMERGENCY TELEPHONE FUND \$ 255,793

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, 2012 and ending June 30, 2013:

NC 911 PSAP	\$ 255,793
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TOTAL EMERGENCY TELEPHONE FUND \$ 255,793

V. REAPPRAISAL RESERVE FUND

SECTION 1 – APPROPRIATIONS: The following amounts are hereby appropriated in the Reappraisal Reserve Fund for the fiscal year beginning July 1, 2012 and ending June 30, 2013:

Reappraisal	\$ 138,000
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TOTAL REAPPRAISAL RESERVE FUND \$ 138,000

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, 2012 and ending June 30, 2013:

Transfer from General Fund	\$ 65,000
Fund Balance Appropriated	<u>73,000</u>

TOTAL REAPPRAISAL RESERVE FUND \$ 138,000

VI. DRAINAGE DISTRICT FUND

SECTION 1 – APPROPRIATIONS: The following amounts are hereby appropriated in the Newland Drainage District Fund for the fiscal year beginning July 1, 2012 and ending June 30, 2013:

Maintenance.....	\$ 5,300
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TOTAL DRAINAGE DISTRICT FUND \$ 5,300

SECTION 2 – REVENUES: It is estimated that the following revenues will be available in the Newland Drainage District Fund for the fiscal year beginning July 1, 2012 and ending June 30, 2013:

Revenue from Assessments.....	\$	5,300
TOTAL NEWLAND DRAINAGE DISTRICT FUND	\$	5,300

VII. OCCUPANCY TAX FUND

SECTION 1 – APPROPRIATIONS: The following amounts are hereby appropriated in the Occupancy Tax Fund for the fiscal year beginning July 1, 2012 and ending June 30, 2013:

Tourism Board.....	\$	570,000
TOTAL OCCUPANCY TAX FUND	\$	570,000

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, 2012 and ending June 30, 2013:

Occupancy Tax Revenue.....	\$	570,000
TOTAL OCCUPANCY TAX FUND	\$	570,000

VIII. WATER SYSTEM FUND

SECTION 1 – APPROPRIATIONS: The following amounts are hereby appropriated in the Water System Fund for the fiscal year beginning July 1, 2012 and ending June 30, 2013:

Operating Expenses.....	\$	3,020,782
Capital Outlay.....	183,000	
Contingency.....	5,000	
Operating Expenses – Sewer Department.....	<u>157,222</u>	

TOTAL WATER SYSTEM FUND	\$	3,366,004
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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, 2012 and ending June 30, 2013:

Sale of Water.....	\$	2,900,000
Hookups.....	35,000	
Sewer Revenue.....	183,000	
Interest on Investments.....	2,500	
Penalties & Fees.....	71,450	
Miscellaneous.....	60,555	
Fund Balance Appropriated.....	<u>113,499</u>	

TOTAL WATER SYSTEM FUND	\$	3,366,004
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IX. 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, 2012 and ending June 30, 2013:

Operating Expenses.....	\$	704,328
Capital Outlay.....	5,000	
Debt Retirement.....	<u>1,248,452</u>	

TOTAL REVERSE OSMOSIS PLANT FUND	\$	1,957,780
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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, 2012 and ending June 30, 2013:

Sale of Water.....	\$	1,850,000
Elizabeth City - 24" Line.....	<u>107,780</u>	

TOTAL REVERSE OSMOSIS PLANT FUND	\$	1,957,780
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X. LANDFILL FUND

SECTION 1 – APPROPRIATIONS: The following amounts are hereby appropriated in the Landfill Fund for the fiscal year beginning July 1, 2012 and ending June 30, 2013:

Operating Expenses – Landfill	\$ 2,598,772
Operating Expenses – Solid Waste	<u>2,172,228</u>

TOTAL LANDFILL FUND	\$ 4,771,000
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SECTION 2 – REVENUES: It is estimated that the following revenues will be available to the Landfill Fund for the fiscal year beginning July 1, 2012 and ending June 30, 2013:

Tipping Fees	\$ 2,250,000
Solid Waste Fees	2,362,300
Tire Disposal Fees	50,000
White Goods Disposal Fees	12,000
Sale of White Goods	35,000
Miscellaneous	<u>61,700</u>

TOTAL LANDFILL FUND	\$ 4,771,000
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XI. 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. The appropriations to schools are based on an estimated Public Law Fund - \$70,000 and fines and forfeitures of \$203,800.

SECTION 2: The total appropriation for Current Expense from General Fund is \$10,004,858.

SECTION 3: The total appropriation for Capital Outlay from General Fund is \$0.

XII. 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.

XIII. FEES

SECTION 1: There is hereby established a fee of \$66.00 per ton for residential garbage and \$69.00 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 X, Section 2 of this ordinance.

SECTION 2: There is hereby established a fee of \$50.00 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 X, Section 2 of this ordinance.

SECTION 3: There is hereby established a fee of \$50 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 X, 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 X, 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.

XIV. TAX LEVY


SECTION 1: There is hereby levied a tax at the rate of sixty-two cents (62¢) per One Hundred Dollar (\$100.00) valuation of property listed for taxes as of January 1, 2012 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 \$3,376,203,740 and an estimated rate of collection of 95%.

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

Approved on June 25, 2012 by the following vote of the members of the Pasquotank County Board of Commissioners: seven in favor; none opposed.

Attest:


Karen S. Jennings
Clerk to the Board


Lloyd E. Griffin, III, Chairman
Pasquotank County Board of Commissioners

8. APPROVAL OF CONTRACT WITH PASQUOTANK COUNTY RESCUE SQUAD:

The Board considered a proposed contract between Pasquotank County and the Pasquotank County Rescue Squad. The previous contract has expired and a new contract needs to be approved to reflect the services that are now being provided by the Rescue Squad. The EMS Board has recommended approval of the contract by both counties.

Motion was made by Bill Trueblood, seconded by Joe Winslow to approve the proposed contract between Pasquotank County and the Pasquotank County Rescue Squad. The motion carried unanimously.

9. REPORT FROM COUNTY ATTORNEY:

County Attorney Mike Cox stated that a question came up during today's Finance Committee meeting about representation on the Albemarle District Jail Board. He said he believes this was set in the local legislation that created the Jail Board which provided for two members from Pasquotank County, one member from Camden County, and one member from Perquimans County. Commissioner Perry said his question is the level of authority. Mr. Cox stated that to change this would require action by the General Assembly. Commissioner Trueblood said he is very much in favor of increasing representation on the Albemarle District Jail Board. Commissioner Perry suggested that no action be taken until Chowan County makes its decision as to whether or not to join the Albemarle District Jail as this could change the whole equation.

10. REPORTS FROM COMMISSIONERS:

Commissioner Joe Winslow stated that he would like to thank those who came tonight and expressed their opinions.

Vice-Chairman Jeff Dixon pointed out that Occupancy Tax collections are up for the year and if June collections only come in flat, this would be the best year ever since Occupancy Taxes have been collected. He added that total gross sales for rooms in Pasquotank County for 2011 also hit an all time high of \$9,251,000. He noted that a portion of this increase can be attributed to South Park and ball teams coming into the area and spending nights in the area's hotels. He said this is money coming into Pasquotank County from outside the county that is helping to fund things that the taxpayers would otherwise have to fund. He said this money does not come from the taxpayers of Pasquotank County.

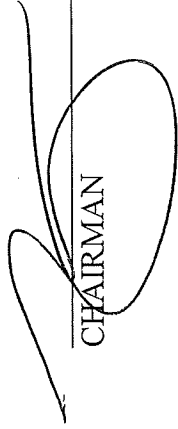
Commissioner Cecil Perry thanked staff for working toward a budget with a zero tax increase. He said he would also like to thank those from the public for their input. He reported that he will be attending a meeting of the East Carolina Behavioral Health Board tomorrow night.

Chairman Lloyd Griffin said he would like to thank Dr. Sterritt for participating in the Juneteenth Celebration on the county's behalf. He said his opening remarks were very fitting.

Chairman Griffin stated that the past four months have been very difficult for the members of the Board of Commissioners and they will now have a little time off. He asked for a motion to adjourn the meeting.

Motion was made by Gary White, seconded by Jeff Dixon to adjourn the meeting.
The motion carried unanimously and the meeting was adjourned at 8:45 PM.


CLERK TO THE BOARD


CHAIRMAN