

**PASQUOTANK COUNTY, NORTH CAROLINA
AUGUST 3, 2020**

The Pasquotank County Board of Commissioners met today in a regular meeting on Monday, August 3, 2020 in Courtroom C in the Pasquotank County Courthouse.

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

MEMBERS ABSENT: None

OTHERS PRESENT: Sparty Hammett, County Manager
Lynn Scott, Clerk to the Board
Mike Cox, County Attorney

The meeting was called to order at 6:00 PM by Chairman Jeff Dixon. He welcomed those in attendance. 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 Small Business Grant Allocation and Increase in Nonprofit Grant Program; 2) Approval to Draft a RFP for Design Services for Permanent Board Meeting Space; 3) Approval of Payment Plan Policy for Water Department; and 4) Approval of Starting Salary above Hiring Rate for Information Technology Director. County Manager Hammett requested Item 7D – Approval of School Resource Officer Agreement with Northeast Academy for Aerospace and Advancement Technologies (NEAAAT) be moved from the Consent Agenda to New Business for discussion.

Motion was made by Lloyd Griffin, seconded by Sean Lavin to amend the agenda to add Items #1-4 to the Consent Agenda, and move Item 7D from the Consent Agenda to New Business. The motion carried unanimously.

2. PUBLIC HEARING ON CAMA APPLICATION FOR COA BOARDWALK:

County Manager Sparty Hammett explained that the County has been invited to submit a final application for a grant of \$89,925 from the North Carolina Division of Coastal Management for the Pasquotank River Public Access Improvement Project Phase IV. In Phase IV, the County will replace approximately 750 feet of boardwalk decking and railing along the Pasquotank River and canal behind the College of the Albemarle and Sentara Albemarle Medical Center.

Chairman Dixon declared the meeting to be a public hearing on a CAMA grant application for Phase IV of the Pasquotank Public Access Improvement Project (COA Boardwalk). There being no comments, the public hearing was closed.

Motion was made by Cecil Perry, seconded by Lloyd Griffin to move forward with the CAMA grant application for Phase IV of the Pasquotank River Public Access Improvement Project Phase IV. The motion carried unanimously.

3. CONSIDERATION OF APPOINTMENTS TO BOARDS AND COMMITTEES:

Commissioner Jordan reported that the Appointments Committee met this afternoon and voted to make the following recommendations:

Tourism Development Authority – Appoint Dean Schaan as joint city-county appointee representing the hotel/motel industry and Linea Johnson as the county’s appointee representing the hotel/motel industry. Two-year term.

Pasquotank County Library Board – Appoint Treva Gregory to a four-year term.

Commissioner Jordan noted that all three appointments will need to lie over for two weeks to allow for additional applications.

Motion was made by Charles Jordan, seconded by Cecil Perry to accept the nominations of the Appointments Committee to appoint Dean Schaan and Linea Johnson to the Tourism Development Authority and Treva Gregory to the Pasquotank County Library Board, with all appointments lying over two weeks. The motion carried unanimously.

4. APPROVAL OF CONSENT AGENDA:

The Board considered the following consent agenda:

a. Approval of Minutes of July 13, 2020 Commissioner Meeting

b. Approval of Tax Releases and Refunds

The Finance Committee has recommended approval of the following solid waste fee release:

Solid Waste Fee Release

		Parcel ID #	Reason for Release
1.	Mary White	P77-2	Vacant

c. Approval to Sell Surplus Property at 104 Lark Drive, Moyock

The Board previously proposed to accept an offer of \$150,000 from Ryan Cavanaugh for 2.78 acres located at 104 Lark Drive, Moyock, and to advertise for upset bids. The offer has been advertised and no additional bids were received during the 10-day upset bid period. The Board can now approve the sale of the property for \$150,000. The contract between the County and the proposed buyer includes a 45 day due diligence period and an additional 45 days to close.

d. Adoption of Resolution Encouraging Businesses to Allow Volunteer Firefighters to Respond to Emergency Calls during Working Hours

The following resolution was initially discussed at the 2020 Board Retreat. The resolution addresses one of the Board's Fiscal Year 2020-21 goals related to Fire Services.

**RESOLUTION
ENCOURAGING BUSINESSES
TO ALLOW VOLUNTEER FIREFIGHTERS TO RESPOND
TO EMERGENCY CALLS DURING WORKING HOURS**

WHEREAS, Pasquotank County relies on volunteer fire departments for fire protection throughout the County; and

WHEREAS, a majority of volunteer firefighters in Pasquotank County work during normal business hours; and

WHEREAS, because of the work responsibilities of the County's volunteer firefighters, there are shortages of those who are able to respond to calls; and

WHEREAS, these shortages cause other departments to mutual aid at a high frequency; and

WHEREAS, businesses allowing volunteer firefighters to respond to calls when possible during working hours would increase the public safety for all County citizens;

NOW THEREFORE BE IT RESOLVED, that the Pasquotank County Board of Commissioners encourages all Pasquotank County and regional businesses to allow members of their workforces who are volunteer firefighters to respond to emergency calls while they are working when practicable and possible for the business.

ADOPTED this the 3rd day of August, 2020.

e. Approval of Small Business Grant Allocation and Increase in Nonprofit Grant Program

The Finance Committee has recommended supporting the Small Business Grant Committee's decision regarding grant allocation, based upon the Economic Development Commission verification of documentation, for a total grant disbursement of \$228,340.47, as well as

increasing the Nonprofit Grant Program by \$20,000 to \$120,000, using the funds remaining from the Small Business Grant allocation.

f. Approval to Draft a RFP for Design Services for a Permanent Board Meeting Space

The Finance Committee has recommended approval to draft a Request for Proposals for design services for a new, permanent meeting space for the Board of Commissioners.

g. Approval of Payment Plan Policy for Water Department

On May 30, 2020, Governor Cooper issued Executive Order 142 (EO 142), EO 142 amended Executive Order 124 (EO 124) to extend its effective period by 60-days. EO 124 requirements applied to all utility providers of end-user residential water, wastewater, electric, and/or natural gas services. The primary provisions of EO 124 were: suspend disconnections; suspend late penalties; and mandate payment plans. EO 124 expired at 11:59 on July 29, 2020. The Finance Committee has recommended approval of the Water Department's proposed Payment Plan Policy.

The plan states that as of July 30, 2020, Pasquotank County Water System will resume its normal practices of applying late penalties to any new charges not paid on time after that date. It will also resume its normal policies of disconnecting services if charges incurred after July 29, 2020 are not paid on time or if the minimum payment plan amounts under the terms of the agreement are not paid on time. Account holders will have six months from the date the agreement is signed to pay any delinquencies incurred between March 31, 2020 and July 29, 2020; however, service will be disconnected if the account holder fails to make the minimum payment amount due under the payment plan and/or they fail to pay the full amount owed for services billed after July 29, 2020.

h. Approval of Starting Salary above Hiring Rate for Information Technology Director

The Finance Committee has recommended approval of the starting salary for the Information Technology Director at Pay Grade 38, Step 5 - \$70,029 based on the applicant's 26 years of information technology experience.

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

5. CONSIDERATION OF SCHOOL RESOURCE OFFICER AGREEMENT WITH NORTHEAST ACADEMY FOR AEROSPACE AND ADVANCEMENT TECHNOLOGIES (NEAAAT):

County Manager Hammett explained that an agreement was drafted, but the Sheriff's Department realized that there was a preexisting agreement with the school district, and they would prefer to use the existing agreement as the base. He recommended the Board approve the County Attorney to work with Andrew Harris, Principle of NEAAAT and the Sheriff's Office to make any necessary changes to the agreement. NEAAAT would like to get the SRO on board by August 10th when the school program starts. The agreement will be substantially the same, just modified to reflect NEAAAT.

Motion was made by Cecil Perry, seconded by Charles Jordan to approve the school resource officer agreement with NEAAAT, which will basically mirror the current agreement with the Elizabeth City Pasquotank Public Schools for their SRO program. The motion carried unanimously.

6. REPORTS FROM COMMISSIONERS:

Commissioner Overman attended the monthly DSS meeting. They welcomed a new board member, Montrose Hinton. He praised the new DSS Director on how she has dug in and dealt with COVID.

Commissioner Jordan attended the Jail Board meeting, as well as the Solid Waste/Landfill Committee meeting. He attended a session with the Solid Waste Director, Brad Gardner to watch a demonstration on a new machine that shreds tires that can be used for cover. He stated that the machine would be very useful, but is very expensive.

Commissioner Meads stated that the supply chain of building materials is running out. He is not able to purchase decking material. The cost has gone from approximately \$6 per board to approximately \$24 per board. He said similarly they are unable to find hardware. He said if we do not get people back to work, it can get very serious in a couple of months. He estimated building a new home today will cost \$10,000 more than it would six months ago.

Commissioner Perry attended the Health Board meeting. He received a piece of mail that had a Confederate flag on. The letter was from a gentleman stating what the Civil War meant to him. He feels we really have an opportunity to unite the people of our community and not divide them. He attended the COA Board meeting. They commended the County on their support of COA.

Vice-Chairman Griffin said as part of the CARES Act, the Albemarle Commission was just notified that they received a grant. The Albemarle Commission supported the tourism effort for a regional tourism grant through the CARES Act. He stated that Scott Hinton has returned to the airport as their new manager. There has been some discussion with Elizabeth City State University about expanding their facilities and trying to put a mobile classroom on the airport property.

Chairman Dixon said he has been asked to extend an invite to the Board to attend an event on August 12th at 10:30. The USDA and its dignitaries will be at the NEAAAT facility. There will not be an official ribbon cutting due to COVID-19.

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 Cecil Perry to adjourn the meeting. The motion carried and the meeting was adjourned at 6:22 PM.

CHAIRMAN

CLERK TO THE BOARD