

**PASQUOTANK COUNTY, NORTH CAROLINA
AUGUST 5, 2019**

The Pasquotank County Board of Commissioners met today in a regular meeting on Monday, August 5, 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
R. Michael Cox, County Attorney
Lynn Scott, Clerk to the Board

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

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 Late Property Tax Exemption/Exclusion Application; 2) Approval of administration fees for tall grass and unsafe structure enforcement; 3) Approval to reclassify Sheriff's Department position; 4) Approval to surplus weapons and offer to deputies; and 5) Approval of change to IT Director Pay Grade.

Motion was made by Cecil Perry, seconded by Charles Jordan to amend the agenda to add items #1 through #5 to the Consent Agenda. The motion carried unanimously.

2. SENIOR CENTER UPDATE:

John Farkis, Principal, JKF Architecture provided an update on the senior center renovation at the old Daily Advance building. He stated that they just released the project for public bidding. Bids are due by Thursday, September 5th at 2:00 PM. At that time, they will have a more definitive cost for the renovation. He provided maps of the floor plans, gave an overview of the plans, and answered questions.

Chairman Dixon questioned the facility being used for outside events and displacing the seniors. County Manager Hammett noted that a lot of jurisdictions rent out space at their senior centers. Certain times will be set aside, primarily after hours on Fridays and weekends. He said it would not be used for outside events during the senior center's regular operational hours. He stated that all of these concerns will be discussed at the joint City/County meeting in September.

3. APPROVAL OF CONSENT AGENDA:

The Board considered the following consent agenda:

a. Approval of Minutes of July 9 and 15, 2019 Commissioner Meetings

b. Approval of Tax Releases and Refunds

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

Tax Releases

		County	City
1.	Collis M. III & Lisa Fogle	415.50	
2.	Peggy Warren & Joseph Homer Styons Sr.	716.96	
3.	Beulah Walker	329.95	

4.	Beulah & Ritchie W. Walker	184.50	
5.	Theoduis H. & Carolyn Allen	275.75	175.87
6.	William A. & Joyce Arledge	269.97	
7.	Jimmie Ballance	420.50	
8.	Gloria J. Birt	261.50	163.75
9.	Annie S. Brock Lfe. Est.	614.55	464.07
10.	Wilson Bryant	142.15	62.23
11.	Joyce N. Bundy	288.45	
12.	Richard L. Childress	274.59	
13.	Mary Rebecca Mc Laulin & Wm. Corbell	415.50	
14.	Leamon & Arleen B. Humphey	413.58	293.12
15.	David A. & Carolyn Lawson	647.66	
16.	William R. & Judith a. Leezer	488.65	
17.	Elliott A. & Sharon M. Lugo-Colombani	415.50	294.75
18.	F. A. & Vera Medio	481.72	
19.	Elleven Salyers	261.50	163.75
20.	Roy C. Jr. & Dorothy A. Todd	530.62	
21.	Catherine Louise Underwood	421.66	299.99
22.	James E. White Jr.	268.73	
23.	Joyce B. White Lfe Est	725.90	
24.	Sharon J. Wilson	489.04	357.31
25.	Wayne E. & Donna W. Bashaw	178.64	
26.	Catherine A. Morris	261.50	163.75
27.	Weatherly Lofts LLC	1481.48	1260.22

Solid Waste Fee Releases

		Parcel ID #	Reason for Release
1.	Vivian Butts Etal	P142-15	Vacant
2.	Jordan Thornton Heirs	P112-62	Vacant
3.	George K. Gordon Sr.	11-E-71	Vacant

c. Approval of Family Subdivision Request FS 19-05 by Rebecca Higgins

Staff recommends approval of Family Subdivision request FS 19-05 by Rebecca Higgins. Mrs. Higgins has applied to create a gift lot for her daughter, Natalie Higgins Sawyer, in accordance with Article 5, Section 303 of the Pasquotank County Subdivision Ordinance. Road frontage is provided to the proposed parcel off of Ham Overman Road in Nixonton Township. The plat qualifies as a family subdivision and a septic evaluation has been completed by Albemarle Regional Health Services. Staff advises that this request meets the minimum requirements for a family subdivision and recommends approval.

d. Sale of Equipment – Six Motorola (6) PR400 Portable Radios

The EMS Department will be surplussing multiple VHF Motorola portable radios which are no longer in use. Perquimans County Emergency Services has expressed an interest of buying six (6) of the PR400 portable radios to help augment their communications ability. As they are still utilizing the VHF platform as their primary means of communication and our radios are already programmed with their frequencies, staff recommends that we allow them to purchase these unites directly from Pasquotank County for \$40 apiece for the radios, for a total of \$240.

The serial numbers are:

- 442TJL8308
- 442TLQA762
- 442TNN2474
- 442TPU4303
- 442TLQA673
- 442TPU4804

e. Approval of Late Property Tax Exemption/Exclusion Application

The Finance Committee has recommended approval of the following late property tax exemption/exclusion application that was submitted by Roy L. & Veranika A. Moore on July 30, 2019. The applicant meets the necessary requirements that are mandated by the North Carolina Department of Revenue; however, due to the late submission of the application, determination of approval is needed by the Board of Commissioners.

Description	Exclusion	County Tax	City Tax	SW Fee Adjustment	Tax Excluded
P123-179	45,000	346.50	294.75	69.00	710.25

f. Approval of Administration Fees for Tall Grass and Unsafe Structure Enforcement

The County has recently begun enforcing an unsafe structure program and a tall grass ordinance. There is not currently a fee structure in place for these types of activities, however, administrative fees are commonly charged by jurisdictions to assist with covering enforcement costs. Staff is recommending the Board adopt a \$60 administrative fee for enforcing the grass ordinance and a \$150 fee for enforcement procedures that results in the demolition of unsafe structures. The proposed fees are comparable to fees charged by other local jurisdictions and would be compliant with state laws regarding development fees. The Finance Committee has recommended approval of the proposed administrative fees for tall grass and unsafe structure enforcement.

g. Approval to Reclassify Sheriff's Department Position

The Board approved an Administrative Assistant position in the FY 2019-20 budget to be filled after January 1, 2020. The Sheriff has determined that the Department has a greater immediate need for an additional Deputy position. They have identified funding to fill the position immediately. The Finance committee has recommended reclassification of the Administrative Assistant position (paygrade 13, with a salary range of \$29,722 - \$41,762) to a Deputy position (paygrade 14, with a salary range of \$31,040 - \$43,663) and allowing the Department to immediately fill the position.

h. Approval to Surplus Weapons and Offer to Deputies

The Sheriff's Office requested the Board approve surplus of 26 old handguns and give Deputies the opportunity to purchase the old weapons at the trade in price of \$260 per weapon for the G17, G19, and G26 and \$205 per weapon for the G43 if they wish to do so. The weapons not purchased by Deputies will be sent for trade in on new handguns. The total amount that the County will pay for the purchase of a new handgun will be \$149, which was included in this year's budget. The Finance Committee has recommended approval of the request.

i. Approval of IT Director Pay Grade

The Finance Committee has recommended approval of increasing the IT Director position paygrade from grade 30 to a grade 38, bringing the salary range in line with the state average. The resulting increase would be a \$13,490 increase for the current director.

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

4. REPORTS FROM COMMISSIONERS:

Commissioner Overman attended the DSS Board meeting.

Commissioner Jordan attended the Solid Waste/Landfill Committee meeting. He participated in the annual Coast Guard Day event.

Vice-Chairman Griffin stated that NC Works is having a ribbon cutting tomorrow at COA. He reported on activities at the Airport.

Commissioner Lavin attended the Coast Guard Day event. He will be attending the NC Works Ribbon Cutting tomorrow.

Chairman Dixon thanked Commissioner Jordan for representing the County at Coast Guard Day. He attended the Caldwell Banking ribbon cutting. He asked staff to meet with the Interim COA Director and their chairman to discuss the County's concerns about renaming COA's main campus, which is located in Pasquotank County. He said Pasquotank County has a lot of money invested in our COA campus. He noted that COA is moving its EMS training to the new public safety building in Currituck County. Commissioner Perry also voiced concerns with courses being moved to surrounding counties.

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

Motion was made by Charles Jordan, seconded by Sean Lavin to adjourn the meeting. The motion carried and the meeting was adjourned at 6:30 PM.

CHAIRMAN

CLERK TO THE BOARD