

**PASQUOTANK COUNTY, NORTH CAROLINA
SEPTEMBER 12, 2022**

The Pasquotank County Board of Commissioners met today in a regular meeting on Monday, September 12, 2022 in Courtroom C in the Pasquotank County Courthouse.

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

MEMBERS ABSENT: William “Bill” Sterritt

OTHERS PRESENT: Sparty Hammett, County Manager
John Shannon, Assistant County Manager
R. Michael Cox, County Attorney
Mike Barclift, Management Fellow
Lynn Scott, Clerk to the Board

The meeting was called to order at 6:00 PM by Chairman Lloyd Griffin. Vice-Chairman Charles Jordan gave the invocation and Mr. David Boone led in the Pledge of Allegiance to the American Flag. Chairman Griffin welcomed those in attendance.

1. AMENDMENTS TO THE AGENDA:

Vice-Chairman Jordan requested that the agenda be amended to add the following items recommended by the Finance Committee: 1) Approval of Meads Pool Lease Extension; 2) Approval of Department of Social Services Telework Pilot Program Policy; and 3) Recommendations by Appointments Committee.

Motion was made by Charles Jordan, seconded by Barry Overman to amend the agenda to add Items #1-2 to the Consent Agenda and Item #3 to New Business. The motion carried unanimously.

Commissioner Lavin asked if Chesapeake Regional Hospital’s request for a letter of support for adding an additional MRI machine will be on a future agenda. Chairman Griffin stated that it can be put on the next agenda.

2. PRESENTATION OF PLAQUE TO DAVID BOONE:

Chairman Griffin called on Mr. David Boone and presented him with a plaque from the Board thanking him for his years of dedicated service to the senior citizens of Pasquotank County while serving on multiple boards that serve our aging community. Mr. Boone thanked the Board for putting faith in him to do the job, and said it’s been a joy working with the community.

3. APPROVAL OF CONSENT AGENDA:

The Board considered the following consent agenda:

a. Approval of Minutes of August 15, 2022 Commissioner Meeting

b. Approval of Tax Releases and Refunds

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

Tax Releases

		County	City
1.	Rodriquiz D. & Crystal D. Alexander	348.00	
2.	Michael T. Jr. & Judith M. Ellis	348.00	
3.	Ronald L. & Patricia Young Franklin	348.00	
4.	Ryan A. & Crystal Y. Garron	348.00	
5.	Vernon L. & Brenda Johnson	228.96	
6.	Gary H. Littleton	348.00	
7.	David L. & Wendy M. Lawson	348.00	

8.	Christopher George Snyder	348.00	
9.	Wilhelmina Watkins	497.80	
10.	Roland A. & Kathryn R. Wiborg	348.00	
11.	Juanita A. & Claude M. Barrington	502.07	412.12
12.	Coplon Dev. Co. Inc.	269.50	259.00
13.	Cody Clifton Colson	231.20	
14.	Coplon Dev. Co. Inc.	217.00	206.50
15.	Charles R. Gray & Sons Inc	735.38	
16.	Gray Brothers LLC	11,315.28	
17.	US Bank National Association	509.83	485.16
18.	Penske Truck Leasing Co. LP	222.83	
19.	Linde Gas North America LLC	109.40	104.11
20.	Caliber Bodyworks of NC #1580	148.80	141.60
21.	EMI Vending Inc.	431.89	410.99
22.	Leamon & Arleen B. Humphey	456.81	369.05
23.	Thomas G. Dudley & Linda K. Strobel	1,258.60	
24.	Oanh N. & Jeffrey L. Dietzway	4,301.10	3,991.95
25.	Jackson-Reid Farms LLC	668.36	
26.	Jackson-Reid Farms LLC	677.04	
27.	Jackson-Reid Farms LLC	990.76	

Tax Refunds

		County	City
1.	Raymond Edward Dodd Jr.	107.18	
2.	Andrew Charles Edwards	116.63	
3.	Reina Xiomara Merino	160.08	
4.	Dedra Combs Skinner & Fred Rosevelt Skinner	220.20	
5.	Kenyada Shakarian Wiggins	249.39	
6.	Ricard Lee Williams	127.43	122.46

Solid Waste Fee Releases

		Parcel ID #	Reason for Release
1.	Carrie Bernard	P132A-222	Vacant
2.	Vivian Butts Etal	P142-15	Vacant
3.	John R. Etheridge Heirs	P63-40-1	Vacant
4.	Florence Evans Etal	P126-32	Vacant
5.	Mary D. Holley Etal	P34-22	Vacant
6.	Annette Griswell Etal	P93-19	Vacant
7.	Eudora B. Harvey	26-A-19	Vacant
8.	Patrick Shaun Jester	P70-7	Vacant
9.	Elijah Phillips	30-A-18-19	Vacant
10.	Janice Poole & Hattie Poole	P95-24	Vacant
11.	James R. & Carolyn Waters	P36-73	Vacant
12.	Mary Phyliss White	P77-2	Vacant
13.	Jason Lee Wynn	39-B-36	Vacant

c. Approval of Late Property Tax Exemption or Exclusion Applications

The Finance Committee has recommended approval of the following Elderly or Disabled Property Tax Exemption or Exclusion applications:

Applicant	Map #	Exclusion	County Tax	SW ADJ	City Tax	Total Tax
Elginn Kyle Britt	P60-194	45,000	279.00	69.00		348.00
Tonya Michelle Boone	P80-124	45,000	279.00	69.00		348.00
Cynthia Nicole Drake	P127B-5	45,000	279.00	69.00		348.00
Letreya A. Nguyen	12-A-10	45,000	279.00	69.00	265.50	613.50
Robert Eugene Nolde	P111-25-1	45,000	279.00	69.00		348.00
Timothy Dwight Pope	P88-24	45,000	279.00	69.00		348.00
Terrance Darnell Carpenter	28-A-1	37,850	234.67	69.00		303.67
Erma O. Dance	P64-19A	42,000	260.40	69.00		329.40

Gladys Faye Dinger	P93-25-20	73,900	458.18	69.00		527.18
Allen J. Merico	62-C-11	45,500	282.10	69.00	268.45	619.55

d. Approval of Budget Amendments

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

DSS

Increase	011.0240.4561.00	Links	5,000.00
Increase	011.5310.5685.02	Independent Living/Links	5,000.00

e. Approval of American Rescue Act Plan (ARPA) Policies

The UNC School of Government (SOG) strongly advises all counties with American Rescue Plan Act (ARPA) funds to adopt specific policies governing the use of these funds. Counties, like Pasquotank, that are supplanting salaries and benefits with ARPA funds are advised to adopt a Records Retention policy, an Eligible Use policy, an Allowable Cost policy, a Civil Rights Compliance policy, an Internal Control Policy and a Conflict of Interest policy. Each of these policies contains wording specifically referring to ARPA and clear indications that the policy covers the use of ARPA funds. Even though Pasquotank County has general standing policies governing each of these six areas, the SOG urged the creation of these ARPA specific policies to ensure that our compliance with the Uniform Guidance and the Final Rule are obvious and simple to establish.

The Records Retention Policy requires maintaining all ARPA documents for at least five years after the end of the award term. The Eligible Use Policy requires documentation and review of all ARPA expenditures to ensure they fit into ARPA expenditure categories. The Allowable Costs Policy requires a detailed review of each cost item with guides for special limitations and documentation. The Civil Rights Compliance Policy affirms our commitment to compliance with federal civil rights laws. The ARPA Internal Control Policy provides processes designed to provide reasonable assurance of operational effectiveness, segregation, of duties, reliable financial reporting and compliance with Treasury regulations and applicable laws, and the Conflict of Interest Policy requires written standards of conduct covering conflicts of interest. The Finance Committee has recommended approval of the ARPA policies.

f. Adoption of Resolution for Asset Inventory and Assessment for the Reverse Osmosis Distribution Plant

The Finance Committee has recommended approval of the following resolution which is required for the County to apply for a second Asset Inventory and Assessment Grant for the RO Water System:

RESOLUTION BY GOVERNING BODY OF APPLICANT

WHEREAS, The County of Pasquotank has need for and intends to conduct a study in a project described as Asset Inventory and Assessment, for the Reverse Osmosis Water Distribution System including the Newlands area, and

WHEREAS, The County of Pasquotank intends to request State loan and/or grant assistance for the project,

NOW THEREFORE BE IT RESOLVED, BY THE Pasquotank County Board of Commissioners:

That County of Pasquotank, the Applicant, will arrange financing for all remaining costs of the project, if approved for a State loan and/or grant award.

That the Applicant will provide for efficient operation and maintenance of the project on completion of construction thereof.

That the Applicant will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the governing body of the Applicant agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of the County of Pasquotank to make a scheduled repayment of the loan, to withhold from the County of Pasquotank any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

That Sparty Hammett, County Manager, the Authorized Official, and successors so titled, is hereby authorized to execute and file an application on behalf of the Applicant with the State of North Carolina for a loan and/or grant to aid in the study of or construction of the project described above.

That the Authorized Official, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the Applicant has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 12th day of September, 2022 at Pasquotank County, North Carolina.

g. Assignment of Interest in Business Investment Program Grant Agreement

In 2013, the City and County entered into a Business Improvement Program Grant Agreement (BIP) with Thompson Thrift, which developed the commercial area on Halstead Boulevard Extended. The BIP contains the following language regarding assignment: "Grantee may, with Grantor's consent (which shall not be unreasonably withheld, conditioned or delayed) assign this Agreement to an assignee who shall take title to the Property and upon such assignment Grantee shall be released from any further liability to Grantor." The BIP was assigned in 2013 and, again in 2017, to Tanglewood Parkway Elizabeth City, LLC ("Tanglewood Parkway"). Tanglewood Parkway recently sold the development to OGR Tanglewood, LLC. OGR Tanglewood LLC is seeking an assignment of the BIP from Tanglewood Parkway. Based on the language of the BIP, the Finance Committee has recommended approval of the assignment. The City will have to also consent to the assignment.

h. Approval of Meads Pool Lease Extension

The Finance Committee has recommended approval of a one-year lease extension of Meads Pool to Walter Copeland (DBA Meads Pool LLC 2002) for \$1 per year, with verified certificate of insurance.

i. Approval of Department of Social Services Telework Pilot Program Policy

The Telework Enhancement Act defines telework or teleworking as a work flexibility arrangement under which an employee performs the duties and responsibilities of such employee's position, and other authorized activities, from an approved worksite other than the location from which the employee would otherwise work. In practice, telework is a work arrangement that allows an employee to perform work, during any part of regular, paid hours, at an approved alternative worksite (e.g., home or telework center).

In response to COVID-19, the County temporarily expanded the use of teleworking to reduce the number of employees working together in offices. Telework, with the appropriate policy and supervisory framework, could help address space needs at the Department of Social Services (DSS) and serve as a recruiting tool. In addition, the program will serve as a pilot program that could be used in other departments. Work flexibility, where possible, will be a key to recruiting and retaining employees in the future. The Finance Committee has recommend approval of the DSS Telework Pilot Program policy.

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

4. CONSIDERATION OF RESOLUTION RECONFIRMING THE EXISTING 6-MILE FIRE DISTRICT BOUNDARIES:

County Manager Sparty Hammett explained that Elizabeth City Fire Chief Chris Carver has requested the Board approve an updated resolution reconfirming the existing six-mile boundary lines for the Pasquotank-Central Fire District. The Elizabeth City Fire Department has an ISO inspection coming up on October 3rd, and would like to have an updated resolution on file. The boundaries for the Pasquotank-Central Fire District were last revised on August 2, 2010 and remain the same.

Motion was made by Barry Overman, seconded by Charles Jordan to approve the following resolution reconfirming the existing 6-mile District Boundary lines:

R E S O L U T I O N

For Reconfirming of Insurance District Boundaries

NORTH CAROLINA
PASQUOTANK COUNTY

Upon motion by Commissioner _____, seconded by Commissioner _____,

RESOLVED that the Board of Commissioners of the County of Pasquotank reconfirmed the existing 6 mile boundary lines of the Pasquotank-Central Fire Insurance District in accordance with the maps and description filed on August 2, 2010 with the Board of County Commissioners and recorded in the minutes of the meeting. Said Pasquotank-Central Fire Insurance District being described as follows:

The motion carried unanimously.

5. CALL FOR PUBLIC HEARING TO CONSIDER HEALTH CARE FACILITIES REVENUE AND REFUNDING BONDS:

County Manager Sparty Hammett explained that Sentara Healthcare has requested the Board hold a public hearing on October 3, 2022 at 6:00 PM to consider approval, for purposes of meeting the requirements of the Internal Revenue Code, of up to \$160,000,000 in Health Care Facilities Revenue and Refunding Bonds to be issued by the Virginia Small Business Financing Authority (VSBFA) for the benefit of the Sentara Healthcare. Approximately \$120,000,000 of the proceeds will be expended in the County for the replacement of Sentara Albemarle Medical Center. He stated that this is a formality, and there will be no financial commitment from the County.

Motion was made by Charles Jordan, seconded by Barry Overman to call for a public hearing to consider health care facilities revenue and refunding bonds at the October 3, 2022 regular meeting. The motion carried unanimously.

6. RECOMMENDATIONS FROM THE APPOINTMENTS COMMITTEE:

Commissioner Overman stated that the Appointments Committee met today and has made the following recommendations:

- a) East Albemarle Regional Library Board – Reappoint Treva Gregory and Charles Jordan to additional terms.
- b) Human Relations Commission – Nominate Jeanette Brothers.
- c) Planning Board – Nominate Richard Bovie to replace Vick Roach.
- d) Tourism Development Authority – Nominate James DuBose, Jr. as the City’s at-large appointee and Holly Audette as the joint hotel/motel appointee.

Motion was made by Barry Overman, seconded by Cecil Perry to reappoint Treva Gregory and Charles Jordan to additional terms on the East Albemarle Regional Library Board; and to nominate Jeannette Brothers to the Human Relations Commission; Richard Bovie to the Planning Board; and James DuBose, Jr. and Holly Audette to the Tourism Development Authority. The reappointments can be approved tonight. The new appointments will be placed on the next agenda for final approval. The motion carried unanimously.

7. REPORTS FROM COMMISSIONERS:

Commissioner Meads attended the Taylor Mueller Ribbon Cutting Ceremony. He reported that the Building and Grounds Committee was unable to meet due to lack of a quorum, but he was able to perform a walk around assessment of the courthouse with the Maintenance Director.

Commissioner Lavin thanked Mr. Boone for his service to the community. He said Mr. Boone took him under his wing when they served together on the Citizens Advisory Committee. He attended the Taylor Mueller Ribbon Cutting Ceremony as well. It was very well attended. He has traveled out of state several times recently for work.

Commissioner Overman attended the monthly DSS Board meeting. They talked extensively about the telework pilot program, and are looking forward to moving forward with the program. He said he has received several calls regarding mail delivery. He asked if the Board thinks it would be beneficial to send a letter. Some citizens in the Pasquotank Station Road area literally getting their mail once a week and some don't get it at all. He realizes it's a federal issue, but something needs to be done.

Commissioner Perry said the jail continues to have staffing issues. He said the recent article in the *Daily Advance* regarding our school's scores is very concerning to him. He feels the Board has a responsibility to offer the school system as much help as they possibly can. When people are considering moving to a new community, one of the first things they look at are their public schools scores.

Vice-Chairman Jordan attended the Drainage Committee meeting. They are working diligently on drainage concerns throughout the county. He met with Brad Gardner, the County's Solid Waste Director, to participate in a public information video that includes drone footage of county solid waste facilities, which will be used to bring more attention to the landfill and Fun Junktion site. He attended the Jail Board meeting, the monthly Sentara construction update meeting, and a ribbon cutting for Ryan Homes. They plan to build a large number of homes off of Main Street Extended. Additionally, he attended the annual United Way Kickoff Luncheon, which was well attended. He also attended the Trillium Governing Board meeting. They continue to work on the new Medicaid plans. Lastly, he attended a broadband meeting.

Chairman Griffin provided an update on activities at the Airport and Albemarle Commission.

Chairman Griffin stated that the Board has been asked to submit a letter in support of Chesapeake Regional Healthcare's application for a Certificate of Need to develop a new fixed magnetic resonance imaging scanner in the Pasquotank, Camden, Currituck, and Perquimans service area. The Chairman indicated that three healthcare organizations are submitting applications. After brief discussion, a majority of the Board did not support sending a letter of support for any individual application, and felt it was best to let the state decide based on the applications. Commissioner Lavin said he feels the entity requesting the letter should be given the opportunity to come and present their case.

There being nothing further to come before the Board;

Motion was made by Charles Jordan, seconded by Cecil Perry to adjourn the meeting. The motion carried and the meeting was adjourned at 6:45 PM.

CHAIRMAN

CLERK TO THE BOARD