

**PASQUOTANK COUNTY, NORTH CAROLINA  
NOVEMBER 4, 2019**

The Pasquotank County Board of Commissioners met today in a regular meeting on Monday, November 4, 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. Vice-Chairman Griffin requested the agenda be amended to add the following items recommended by the Finance Committee today: 1) Approval of Capital Campaign to Raise Funds for Furnishings and Equipment at the New Senior Center; and 2) Approval to Negotiate Contract with Engineering Firm for Water and Waste Water Operation and System Evaluation Plan.

Motion was made by Lloyd Griffin, seconded by Cecil Perry to amend the agenda to add items #1-2 to the Consent Agenda. The motion carried unanimously.

**2. APPROVAL OF CONSENT AGENDA:**

The Board considered the following consent agenda:

*a. Approval of Minutes of October 21, 2019 Commissioner Meeting*

*b. Approval of Tax Releases and Refunds*

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

**Solid Waste Fee Releases**

		Parcel ID #	Reason for Release
1.	Family Worship Center of EC, Inc.	P35-36	Uninhabitable
2.	Basilio Perez	P119A-5,6	Vacant
3.	Luther Jr. & Judith Williams Lf. Est.	P80-79	Vacant

*c. Approval of Late Property Tax Exemption/Exclusion Application*

The Finance Committee has recommended approval of the late property tax exemption/exclusion application submitted by Warren F. Horton in the amount of \$478.64.

*d. Approval of Budget Amendments*

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

**Central Comm**

Increase	010.0991.4991.00	Fund Balance Appropriated	41,781.00
Increase	010.4325.5500.00	Capital Outlay	41,781.00

**Central Comm**

Increase	010.0991.4991.00	Fund Balance Appropriated	45,351.00
Increase	010.4325.5500.00	Capital Outlay	45,351.00

e. Approval of Recommendation from Finance Committee for Selection of an Appraisal Company for the 2022 Property Revaluation

The Finance Committee has recommended approval of a recommendation from Tax Administrator Patrice Stewart that the County select Pearson's Appraisal Service, Inc. to provide appraisal services for the 2022 property revaluation. This is the same firm that performed our 2014 revaluation. The cost is \$19.25 per parcel. Based on our number of parcels, the estimated cost will be approximately \$423,500.

f. Approval of Request from North Carolina National Guard Foundation

The Finance Committee has recommended approval to send the National Guard eight (8) ounces of soil from the County – four ounces for the State Capital Monument and four ounces for the base in Nauroy, France, as well as support the NCNG, American Legion, VFW by donating \$1,000.

g. Approval of Senior Center Capital Campaign

The Finance Committee has recommended approval of a Capital Campaign to raise funds for furnishings and equipment at the new Senior Center.

h. Approval of Engineering Firm for Water and Waste Water Operation and System Evaluation Plan

The Finance Committee has recommended approval to negotiate a contract with Green Engineering for a fee, not to exceed \$117,800, to conduct the Water and Waste Water Operation and System Evaluation Plan.

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

**3. CONSIDERATION OF APPOINTMENTS TO BOARDS AND COMMITTEES:**

Commissioner Jordan stated that the Appointments Committee met today and would like to make the following recommendations:

Board of Zoning Adjustments - Reappoint Ronald C. Markham, Sr. to an additional 3-year term. This reappointment can be finalized tonight.

Personnel Appeals Committee - Appoint Dana Cobbs to a 2-year term, as an alternate member. This appointment will need to lie over for two weeks.

Motion was made by Charles Jordan, seconded by Lloyd Griffin, to approved the appointments as recommended by the Appointments Committee. The motion carried unanimously.

Elizabeth City-Pasquotank County Community Relations Commission - Chairman Dixon appointed Russell Haddad for a 3-year term, expiring 10-31-22. Appointments to this board are made by the Chairman and can be finalized tonight.

**4. CONSIDERATION OF 2020 COMMISSIONERS MEETING SCHEDULE:**

The Board considered a proposed schedule of regular County Commissioner meetings for 2020.

Motion was made by Lloyd Griffin, seconded by Cecil Perry to adopt the 2020 Commissioner meeting schedule as proposed. The motion carried unanimously.

**5. REPORT FROM COUNTY MANAGER:**

County Manager Sparty Hammett reported that he has tentatively set Friday, February 28<sup>th</sup> as the date for the 2020 Commissioners Retreat.

**6. REPORTS FROM COMMISSIONERS:**

Commissioner Overman attended the Public Safety Committee meeting. This morning the DSS Board performed interviews to fill the DSS Director position upon Melissa Stokely's retirement. The current director will be retiring the last day of December, 2019. He said a press release will be going out shortly with the board's recommendation.

Commissioner Perry asked staff to add an item on the next agenda regarding "diversity on the College of the Albemarle Board of Trustees".

Chairman Dixon asked staff to research the possibility of sending thank-you letters to participants of the recent Litter Sweep.

Motion was made by Barry Overman, seconded by Charles Jordan to adjourn the meeting. The motion carried and the meeting was adjourned at 6:19 PM.

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CHAIRMAN

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CLERK TO THE BOARD