

**PASQUOTANK COUNTY, NORTH CAROLINA
NOVEMBER 21, 2016**

The Pasquotank County Board of Commissioners met today in a regular meeting on Monday, November 21, 2016 in Courtroom C in the Pasquotank County Courthouse.

MEMBERS PRESENT: Joseph S. Winslow, Jr., Chairman
Cecil Perry, Vice-Chairman
Jeff Dixon
Lloyd E. Griffin, III
Dr. William R. Sterritt
Frankie Meads
Bettie J. Parker

MEMBERS ABSENT: None

OTHERS PRESENT: Rodney Bunch, County Manager
R. Michael Cox, County Attorney
Lynn Scott, Clerk to the Board

The meeting was called to order at 7:00 PM. Commissioner Lloyd Griffin gave the invocation and Members of The Weeksville Spuds 4-H Club led in the Pledge of Allegiance to the American Flag and the 4-H Pledge. Chairman Winslow welcomed everyone present.

1. AMENDMENTS TO THE AGENDA:

Chairman Winslow asked if there were any amendments to the agenda. Commissioner Dixon recommended that the agenda be amended to add approval of recommendations from the Appointments Committee to the Consent Agenda.

Motion was made by Jeff Dixon, seconded by Lloyd Griffin to amend the agenda to add the recommendations from the Appointments Committee 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 November 1 and November 7, 2016 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:

Tax Releases

		County	City
1.	Food Lion LLC #192	371.11	319.84
2.	Albemarle Fence & Security	304.84	
3.	Sentara OB/GYN Specialist	1,602.46	1,381.07
4.	Sentara Pediatric Physicians	563.46	485.62
5.	Sentara Internal Medicine	326.27	281.19
6.	Velma Chisholm - 2013	357.84	281.16
7.	Antonio Stokley - 2014	351.88	284.75
8.	Antonio Stokley - 2015	351.88	296.32
9.	Antonio Stokley - 2016	351.88	303.27

Tax Refunds

		County	City
1.	Thelma B. Armstrong -2012	233.74	
2.	Thelma B. Armstrong -2013	237.51	
3.	Thelma B. Armstrong -2014	261.44	
4.	Thelma B. Armstrong -2015	261.44	
5.	Thelma B. Armstrong -2016	261.44	

6.	Virginia Beach-Cook -2012	130.82	
7.	Virginia Beach-Cook -2013	132.93	
8.	Virginia Beach-Cook -2014	160.36	
9.	Virginia Beach-Cook -2015	160.36	
10.	Robin Sawyer Williams - 2012	673.32	
11.	Robin Sawyer Williams - 2013	684.18	
12.	Robin Sawyer Williams - 2014	515.28	
13.	Robin Sawyer Williams - 2015	515.28	
14.	Robin Sawyer Williams - 2016	515.28	
15.	Keys Locksmith Inc -2014	22.36	99.02
16.	Jean R. Jennings -2016	641.44	552.82
17.	Randall K. Eisenhauer & Barbara A. Rhoads A. Revoc. Tr.	377.72	

Solid Waste Fee Releases

		Parcel ID #	Reason for Release
1.	Ruth E. Brooks	55-A-34	Vacant
2.	Glen Cove Prop Owners Assoc.	P132A-103	Vacant
3.	James Peter Truesdell	P133A-45	Vacant
4.	John Jackson	32-D-1	Vacant
5.	Carl T. Waybright & Carol R. Winkler	P133-5	Vacant
6.	Carl T. Waybright & Carol R. Winkler	P133A-76& 77	Vacant

c. Approval of Budget Amendment

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

COA

Decrease	010.5920.5636.00	Education – Capital Outlay	72,680.00
Increase	010.5920.5630.00	Education – Current Expense	72,680.00

d. Approval of Late Elderly Exclusion Application

The Finance Committee has recommended approval of a late elderly exclusion application for Steve and Bonnie Morton. The total amount to be excluded is \$863.20 which includes taxes in the amount of \$794.20 and a solid waste fee in the amount of \$69.

e. Approval of Recommendations from Appointments Committee

Commissioner Dixon presented the following recommendations from the Appointments Committee for appointments to boards and committees:

Elizabeth City-Pasquotank County Community Relations Commission - Appoint Sharon J. Warden to fill the unexpired term of Eileen Chaney, which expires on October 31, 2018.

Elizabeth City-Pasquotank County Community Relations Commission - Appoint Wendy Lawson to fill the unexpired term of Gloria Garzon, which expires on October 31, 2017.

Both of these appointments will need to lie over until the next meeting.

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

3. **ADOPTION OF RESOLUTION AUTHORIZING AN OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST FUND AND RELATED TRUST AGREEMENT:**

County Manager Bunch recommended the Board adopt the following resolution which will allow deposit of the AMH/Tideland health funds held by Martin County into an investment trust fund set up by the North Carolina State Treasurer's office.

Motion was made by Lloyd Griffin, seconded by Cecil Perry to adopt the following resolution which will allow funds that are being held by Martin County to be deposited into an interest bearing account. The motion carried unanimously.

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE COUNTY OF PASQUOTANK, NORTH CAROLINA, AUTHORIZING AN OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST FUND AND RELATED TRUST AGREEMENT; APPOINTMENT OF TRUSTEE FOR AND A CONTRIBUTION TO OPEB TRUST FUND.

WHEREAS, the County of Pasquotank, North Carolina (the “*County*”) is a party to a Memorandum of Agreement for the Provision of Health Insurance for Qualified Retirees of Albemarle Mental Health and Tideland Mental Health, dated July 1, 2007, to provide certain benefits for eligible retirees of those former organizations that constitute what are known as other post-employment benefits (the “*OPEB obligation*”);

WHEREAS, the counties which are parties to the above Memorandum of Agreement are Camden, Chowan, Currituck, Dare, Hyde, Martin, Pasquotank, Perquimans, Tyrrell and Washington (the “*Counties*”);

WHEREAS, in furtherance of the Counties funding of the OPEB obligation, the Counties wish to participate in an investment trust fund set up by the North Carolina State Treasurer’s office, the NC Long Term Non-Pension Program (the “*NC NPP Trust Fund*”) in which the Counties will deposit funds currently held by Martin County for the OPEB obligation;

WHEREAS, the Counties desire to create a trust fund (the “*OPEB Trust Fund*”) into which Martin County will transfer the money that has been on deposit at Martin County;

WHEREAS, such deposits into the OPEB Trust Fund will be irrevocable, not subject to the claims of creditors and may only be withdrawn by the administering County to provide other post-employment benefits to individuals who are former employees or beneficiaries of former employees covered by the Memorandum of Agreement and who are entitled to other post-employment benefits payable by the former Albemarle Mental Health and Tideland Mental Health;

WHEREAS, Martin County will continue to serve as the administrating county; and

NOW THEREFORE, THE BOARD OF COMMISSIONERS OF THE COUNTY OF PASQUOTANK, NORTH CAROLINA DOES RESOLVE AS FOLLOWS:

Section 1. ***Creation of OPEB Trust Fund; Execution of Trust Agreement.*** The County Manager and the Finance Director of the County are each hereby authorized and directed to take such action as may be necessary to create an Other Post-Employment Benefits Trust Fund into which the money on deposit at Martin County will be transferred. The County Manager and the Finance Director of the County are each hereby authorized, empowered, and directed to execute and deliver a Trust Agreement substantially in the form attached hereto, but with such changes, modifications, additions or deletions as to them seem necessary, desirable or appropriate, the execution thereof to constitute conclusive evidence of his or her approval of any and all such changes, modifications, additions or deletions therein. The County Manager and the Finance Director of the County are each also hereby authorized to take any other actions deemed necessary or appropriate to consummate the transactions provided for in the Trust Agreement and to take all such other actions as they may deem necessary or appropriate to give effect to the Trust Agreement.

Section 2. ***Transfer from Martin County to NC NPP Trust Fund.*** The County Manager and the Finance Director of the County are each hereby authorized and directed to cause the money on deposit at Martin County to fund the Counties OPEB obligation to be transferred to the NC NPP Trust Fund.

Section 3. ***Appointment of Trustees.*** The Board of Commissioners hereby appoints the County Manager to serve as Pasquotank County’s trustee of the OPEB Trust Fund and grants the authority necessary to perform all duties and obligations thereof.

Section 4. ***Other Actions.*** That all actions heretofore taken by the County Manager and the Finance Director of the County acting on behalf of the County with respect to the creation of the OPEB Trust Fund are hereby ratified, adopted, approved and confirmed in all respects. The County Manager and the Finance Director of the County are authorized to execute and deliver for and on behalf of the County any and all documents or other papers and perform

all other acts as they may deem necessary or appropriate to implement and carry out the intent and purposes of this Resolution.

Section 5. *Effective Date.* This Resolution is effective on the date of its adoption.

PASSED, ADOPTED AND APPROVED this 21ST day of November, 2016.

4. REPORTS FROM THE COUNTY MANAGER:

County Manager Rodney Bunch provided the following report:

At the Boards direction, the parcel at 921A US Hwy 158 owned by Pasquotank County has been advertised for receiving upset bids.

Wednesday, November 9th – Mike Cox, Jerry Newell, Mike Etheridge and I made a presentation to the Elizabeth City Leadership Class hosted by the City of Elizabeth City. Mike Cox spoke on the role of county government and mandated services. Jerry Newell and Mike Etheridge spoke on their individual departments. I shared graphs showing sources of revenues and where the money goes for the 2016-17 budget. I then explained the budget process that we use and that we have maintained the same tax rate (\$0.76) for the last three years. I also shared the spread sheet Finance Officer Small provided the Board recently showing we have reduced our debt \$40 M over the last 14 years. I briefly spoke on some of our other departments provided by the county that are not provided by the City. These included tax, register of deeds, central communications, emergency management, and the department of social services.

Monday, November 14th - NC County Commissioners Association and the NC League of Municipalities representatives conducted a meeting at the Pasquotank County Courthouse in Courtroom A to gather input from officials of northeastern North Carolina on the assessment and recovery from Hurricane Matthew. Also in attendance was a NC Emergency Management representative and Norma Houston from the UNC School of Government. Several County Managers and Town Managers from our region attended. This was the first of six planned meetings across state. The information gathered will be used by the Association and the League as they prepare for a special session of the NC General Assembly anticipated to be held in mid-December.

Wednesday, November 16th – FEMA representatives held a “Kick Off” meeting in our Public Safety Building. We will be working closely with them to provide detailed information and cost estimates for losses relating to Hurricane Matthew. We still have not been declared eligible for several classifications such as Public Assistance. But we did learn that NCDOT repairs and Albemarle Electric Membership repairs can be included in our loss total. I have already received NCDOT estimates totaling \$159,000 with actual expenditures to date of \$114,202. This alone will provide the \$146,786 threshold we are required to meet in order to qualify. Once we receive all loss information we will submit to FEMA for declaration.

Thursday, November 17th – Randy Cartwright and I met with the Martin County Manager, Martin County IT Director, Bertie County Manager and Tina Bone (NC 911 Network Specialist) to further discuss equipment needs for the PSAP backup center. This process is somewhat challenging as Martin County is setting up a temporary structure that will house the backup center for the three counties until they complete construction of a new primary PSAP. At that time, our backup center will be located in their primary PSAP.

Thursday, November 17th – Commissioner Griffin, Clerk Lynn Scott and I attended the Albemarle Commission’s Annual Award Banquet and Program Showcase. The event was hosted by the Currituck County Board of Commissioners at the NC Cooperative Extension Center in Currituck County.

NC Commissioners Clerk Certification – upon appointment of Lynn Scott to the position of “Clerk to the Board”, the Board expressed its desire that she obtain the NC Commissioners Clerk Certification. I am proud to report that Ms. Scott completed the course October 28, 2016 and has successfully completed all testing. She should receive the actual certificate within the next few days. Congratulations to Ms. Scott.

5. REPORTS FROM COMMISSIONERS:

Commissioner Sterritt thanked the Board for approving the appointments to the Community Relations Commission. He said the CRC meets the 2nd Monday of each month, which is not a problem for the Board of Commissioners' appointees, but it does prove to be a conflict with the City Council appointee due to meeting conflicts. He stated that a committee member who meets the criteria of 18-30 years old will be resigning in the near future and there is also an opening for a female Hispanic member.

Commissioner Sterritt thanked the Board members who attended the annual Thanksgiving Breakfast at the Department of Social Services. He invited the Board to a Christmas Luncheon on December 16 at the Department of Social Services.

Commissioner Meads stated that he was very happy to hear Elizabeth City Pasquotank County School System Superintendent Dr. Larry Cartner say the other day that the school system is now inspecting their school roofs once per month. He said roofs are the most expensive repair schools face in North Carolina, followed by air conditioning.

Commissioner Meads stated that the Animal Control Board still has a vacancy that needs to be filled.

Commissioner Meads suggested closing the convenience sites at 6:00 PM during daylight savings time.

Commissioner Dixon attended the Solid Waste Committee meeting last week. The presentation included pictures showing three of the department's convenience sites under water from Hurricane Matthew. He said the Weeksville site was 18" under water for several days. The Newland site and Wellfield sites were also under water. He said a major expansion of the Wellfield Recycling Center has been approved, but they have run into some issues with the zoning. Staff is working on the problem. He said the Weeksville Convenience site ingress and regress is moving forward. He stated that the Board is looking into purchasing 94 acres of land that is for sale beside the landfill. He added that all the cameras at the convenience sites are now live.

Commissioner Parker attended the Northern Regional Advisory Board Meeting on November 8th. She said Director Bland Baker reported on several local initiatives which include: 1) Integrated Care; 2) 2020 Child Vision; 3) Expansion of Best Practices in the Provider Network; and 4) Website Enhancement and Social Media. She said if anyone cares to have additional information she has handouts that she can share. She attended the Thanksgiving Breakfast sponsored by the Department of Social Services on Wednesday, November 16th. She attended the Weeksville Elementary School playground dedication on November 19th, as well as the Fun Junktion Playground Dedication on November 20th. She said the young people were very excited about the new equipment.

Commissioner Griffin attended the Albemarle Commission Annual Meeting. He said the Nursing Home Advisory Committee is having difficulty obtaining members, but David Boone and Charles Jordan are working very hard to put together a plan to make sure that all residents in the nursing homes are taken care of. He reported that Elizabeth City Downtown and the Economic Development office brought back the Elizabeth City Downtown Jumpstart Program, which is a business incubator initiative, with grants up to \$12,000. He spoke with Sentara Albemarle Medical Center President Colleen Santana the other day and she informed him that they are moving into the second phase of EPIC, which is their records program, their staff is growing, and occupancy is up over the last year.

Commissioner Griffin also reported that the President signed an order today that there will be no drilling off the coast of North Carolina.

Vice-Chairman Perry attended Jerry Parks' retirement party last week at the Pines. He attended the Dream Hunt Dinner on behalf of the County. He suggested the County purchase some small items that can be given out at special events. He attended the dedication ceremonies at Weeksville Elementary School and Fun Junktion. He also attended Mr. Beasley's retirement party, the Social Services Annual Thanksgiving Breakfast, and the Solid Waste Committee Meeting.

Chairman Winslow reported that he attended the Leadership Academy Meeting on November 9th. He said staff gave an excellent presentation. He suggested the presentation be given to local Rotary Clubs.

Chairman Winslow said he was informed the other day by a former commissioner that when gas lines were laid in the Commerce Park, fiber optic lines were laid beside it. He said if this is true, that should help the County get a grant for broadband.

Chairman Winslow stated that he is very proud of the progress in Pasquotank County. He said good things have happened in the last few months, including I-87 signs going up, the Viper System, and the windmills.

Chairman Winslow said he attended a meeting of the Newland Drainage Committee related to flooding with Hurricane Matthew.

Commissioner Dixon thanked Chairman Winslow for his time as chairman and said he feels he did an outstanding job. Chairman Winslow praised staff in Pasquotank County. He said he has worked with many people over his 43 year business career and our staff is topnotch. He thanked his fellow Board members for their work and support.

There being no further business;

Motion was made by Frankie Meads, seconded by Jeff Dixon to adjourn the meeting. The motion carried unanimously and the meeting was adjourned at 7:40 PM.

CHAIRMAN

CLERK TO THE BOARD