

**PASQUOTANK COUNTY, NORTH CAROLINA  
NOVEMBER 7, 2022**

The Pasquotank County Board of Commissioners met today in a regular meeting on Monday, November 7, 2022 in Courtroom C in the Pasquotank County Courthouse.

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

**OTHERS PRESENT:** Sparty Hammett, County Manager  
John Shannon, Assistant County Manager  
Mike Cox, County Attorney  
Mike Barclift, Management Fellow  
Shatoria Reid, Deputy Clerk to the Board

The meeting was called to order at 6:04 PM by Chairman Lloyd Griffin. Commissioner Barry Overman gave the invocation and Commissioner Jonathan Meads led in the Pledge of allegiance to the American Flag. Chairman Griffin welcomed those in attendance.

**1. AMENDMENTS TO THE AGENDA:**

Commissioner Lavin requested that the agenda be amended to add the following items recommended by the Finance Committee: 1) Approval of Solid Waste Tipping Fee Increases, 2) Add Sheriff's Office Reorganization, 3) Add Commerce Park Farming Lease; and 4) Move New Appointments to the next meeting.

Motion was made by Sean Lavin, seconded by Charles Jordan to amend the agenda to add Item #1 to the Consent Agenda, add Items #2-3 to New Business and move Item #4 to the next meeting. The motion carried unanimously.

**2. COMMENTS BY SUE NEAL MATOUSEK:**

Chairman Griffin called on Sue Matousek to address the Board.

Ms. Matousek discussed leadership and change.

**3. COMMENTS BY KRIS BURRIS:**

Chairman Griffin called on Kris Burris to welcome the College of The Albemarle's Next Generation Leadership Team.

Ms. Burris introduced the staff that make up COAs' Next Generation Leadership Team; she explained that exposing the participants to the community and attending tonight allows them to observe and learn more how local government works.

**4. TOURISM DEVELOPMENT AUTHORITY UPDATE:**

Chairman Griffin called on Corrina Ruffieux to provide an update on current and upcoming projects in Pasquotank County.

Ms. Ruffieux first reviewed a highlight of the occupancy tax and the trends over the last few years. The more occupancy tax that is collected the more programs that can be done. Ms. Ruffieux informed the Board that Elizabeth City has been selected with two other communities to participate in a pilot program, "Music Friendly Communities" that promotes and supports the creation of environments where music is celebrated. Another great initiative presented was NC Year of the Trail which will be a year-long opportunity to showcase, promote, and celebrate the diversity of trails across the state. There were eight communities chosen by Visit NC and the NC Department of Cultural Resources to work with them to develop a special event as part of Year

of The Trails, Elizabeth City’s event will be June 2-4, 2023. Ms. Ruffieux stated that the 2<sup>nd</sup> Annual Hot Cocoa Crawl is set to begin November 25, 2022 – January 15, 2023. Lastly, she announced the second annual Coast Guard Marathon Weekend will be March 2-4, 2023.

**5. APPROVAL OF CONSENT AGENDA:**

The Board considered the following consent agenda:

*a. Approval of Minutes of October 17, 2022 Commissioner Meetings*

*b. Approval of Tax Releases and Refunds*

The Finance Committee has recommended approval of the following tax releases and tax refunds:

**Tax Releases**

		County	City
1.	Shawn M. & Belinda D. Pepple	207.08	
2.	Beverly P. Cote	239.81	162.55

**Tax Refunds**

		County	City
1.	Tonya Michelle Boone	348.00	
2.	Elginn Kyle Britt	348.00	
3.	Bryant Calvert Brookins	348.00	
4.	Brian Edmond Dalton	247.01	237.39
5.	Cynthia Nicole Drake	348.00	
6.	Allen J. Merico	351.10	268.45
7.	Robert Eugene Noble	348.00	
8.	Timothy Dwight Pope	348.00	
9.	Letreya A. Nguyen	348.00	265.50
10.	Grant Victor Smith III	356.34	339.10
11.	W C Trucking LLC & Wallace Christopher Phillips Jr.	140.77	

**Solid Waste Fee Releases**

		Parcel ID #	Reason for Release
1.	Gina W. & Richard C. Albertson	P134-54A	Vacant
2.	Gina W. & Richard C. Albertson	P134-54	Vacant
3.	Elizabeth White Barnes	33-B-427B	Vacant
4.	James Wilton Bateman & Sharon S. Dumond	P111-33A	Vacant
5.	Mary S. Berry Life Est.	24-B-16	Vacant
6.	Leon & Wealthia Brothers	P30-5	Vacant
7.	Fred L. Sylvia J. Haney	P14A-45	Vacant
8.	Lori Michelle Harrison	P132A-71	Vacant
9.	Margaret Graham	P133A-45	Vacant
10.	Paul R. & Charlotte Y. Pureza	4-A-8A	Vacant
11.	Vernon Sylvester Etal	P122A-233	Vacant
12.	Carl T. & Carol R. Winkler Waybright	P133-5	Vacant
13.	Carl T. & Carol R. Winkler Waybright	P133A-76 & 77	Vacant

*c. Approval of Budget Amendment*

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

**ECPPS**

Decrease	010.0230.4328.01	Lottery Funds	293,897.00
Increase	010.5910.5636.00	Capital Outlay - Education	293,897.00

*d. Approval of the County’s Vehicle Use Policy & Resolution amending the Personnel Policy Section Regarding Vehicle Use*

The Finance Committee has recommended approval of the Vehicle Use Policy and resolution which is the addition that references the existing policy in section 17, page 55, of the Personnel Policy – Use of County Vehicles or Motorized Equipment:

**A RESOLUTION AMENDING THE PASQUOTANK COUNTY  
PERSONNEL POLICY TO REVISE AND EXPAND  
THE COUNTY’S VEHICLE USE POLICY**

**WHEREAS**, Chapters 126 and 153A of the North Carolina General Statutes authorize a County Board of Commissioners to adopt and implement personnel policies; and

**WHEREAS**, the Board of Commissioners for Pasquotank County has adopted and reinforced the county manager form of government; and

**WHEREAS**, the Board of Commissioners desires to amend and continue a human resources system that provides for the recruitment, selection and continuous development of an effective workforce, responsive to the needs of Pasquotank County residents; and

**WHEREAS**, the County desires to update and expand its Vehicle Use Policy; and

**WHEREAS**, the Vehicle Use Policy will be a separate document referenced within the Personnel Policy; and

**WHEREAS**, the Board has been presented with, has reviewed and endorses this amendment to the Pasquotank County Personnel Policy (hereinafter “Personnel Policy”).

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF  
COMMISSIONERS FOR PASQUOTANK COUNTY, NORTH CAROLINA THAT:**

Section 1. **ARTICLE V. CONDITIONS OF EMPLOYMENT – Section 17. Use of County Vehicles or Motorized Equipment** of the Personnel Policy is amended as follows:

~~Employees authorized to operate County vehicles or motorized equipment must use these strictly for County business. County vehicles or motorized equipment must be kept on the County’s grounds or in its facilities when not in use. The County may require certain employees to commute to and from work in County vehicles that are covered by certain IRS regulations. In accordance with federal and state law, an employee may not use a County-owned vehicle for personal use other than commuting. Under these conditions the County will account for commuting use as required in IRS regulations.~~

~~Any employee operating or riding in a County vehicle or other motorized equipment must:~~

- ~~• Comply with all applicable traffic laws, and drive in a safe and careful manner~~
- ~~• Operate the vehicle or equipment in accordance with the County’s safety policy~~
- ~~• Wear seat belts~~
- ~~• When driving, refrain from using a cell phone as much as possible, and comply with the County’s cell phone policy, and~~
- ~~• Refrain from smoking or texting at all times~~

~~Reference is made to the “Pasquotank County Vehicle Use Policy” (originally adopted on November 7, 2022). Said policy is incorporated herein by reference for the use of County vehicles.~~

~~Failure to operate County vehicles or motorized equipment as prescribed by policies, procedures, work rules, or federal and state law, may result in disciplinary action up to and including dismissal.~~

~~The Pasquotank County Board of Commissioners may amend or repeal this policy at any time.~~

~~Section 2. This amendment is effective upon adoption.~~

~~ADOPTED this 7<sup>th</sup> day of November, 2022.~~

e. Notary Fee Increase

The Finance Committee has recommended approval to raise notary fees for all departments to \$10.

f. Vincent Holding, LLC

The Finance Committee has recommended consent to the agreed value of \$63,000 for the property located at 1412 Herrington Road.

g. Solid Waste Tipping Fee Increase

The Finance Committee has recommended approval to the following Landfill Tipping Fee increases effective January 1, 2023:

- Municipal Solid Waste (MSW) – Increase from \$69 residential/ton and \$72 commercial/ton to \$80/ton.
- Construction and Demolition (C&D) – Increase from \$53/ton to \$80/ton.
- Yard Waste – Increase from \$53/ton to \$70/ton.

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

**6. REPEAL OF PROHIBITION OF TATTOOING ORDINANCE:**

The County Attorney Mike Cox reported that this ordinance conflicts with the current regulations in the Zoning Ordinance. Currently, Tattoo Parlors are allowed in a C-1 District. The law requires all members vote in favor of an ordinance adoption or repeal at the first meeting it is introduced to be approved. Since the law is not clear how a vacancy affects the vote, the County Attorney is recommending a second vote to avoid any issues. On a second vote, only a simple majority is required even if there is a vacancy or a Board member is absent.

Motion was made by Charles Jordan, seconded by Barry Overman to repeal the Tattoo Ordinance as presented. The motion carries unanimously.

**7. AMENDMENT OF CERTAIN COUNTY ORDINANCES WITH CRIMINAL PENALTIES TO COMPLY WITH SESSION LAW 2021- 138:**

The County Attorney reported as recent legislation involving criminal penalties in local ordinances, several of the county's ordinances need revision to comply with the new law. The law requires all members vote in favor of an ordinance adoption or repeal at the first meeting it is introduced to be approved. Since the law is not clear how a vacancy affects the vote, the County Attorney is recommending a second vote to avoid any issues. On a second vote, only a simple majority is required even if there is a vacancy or a Board member is absent.

Motion was made by Barry Overman, seconded by Jonathan Meads to approve the Decriminalization of Local Ordinances as presented. The motion carried unanimously.

**8. SHERIFF'S OFFICE REORGANIZATION:**

Sheriff Wooten has requested to reclassify an existing Courthouse Security Deputy position – Pay Grade 18 with a salary range of \$37,670 to \$54,381 to a Captain position – Pay Grade 27 with a salary range of \$51,127 to \$72,349. Chief Deputy Fogg provided an explanation of the duties and responsibilities of the command staff based upon the reorganization.

Motion was made by Charles Jordan, seconded by Sean Lavin to approve the Sheriff's Office Reorganization. The motion carried unanimously.

**9. COMMERCE PARK FARMING LEASE:**

The County leases approximately 197 acres in the Commerce Park for farming. The 3-year lease is set to expire December 31, 2022. The current lease is with John B. Bulman, Jr. who is interested in continuing to lease the property but would like a 5-year lease rather than a 3-year lease term.

Motion was made by Jonathan Meads, seconded by Charles Jordan to issue a Request for Proposal for a new 5-year farming lease as recommended by staff. The motion carried unanimously.

**10. REPORTS FROM COMMISSIONERS:**

Commissioner Overman reported that since the last meeting he has met with TDA. He has also met with DSS and reported that the emergency funding for those that cannot pay their water bills is not being utilized. There is a possibility that if those funds are not expended they will have to be sent back to the state.

Commissioner Perry reported that he has attended the Health Board meeting, where they are advocating for individuals to receive proper medical treatment at this time. He also reported that he attended Anthony Turners' funeral, who had served over 20 years on the ABC Board. Mr. Perry also suggested that the Board recognize the late Dr. William "Bill" Sterritt as he was an asset to the Board and the community.

Commissioner Meads also stated that Dr. William "Bill" Sterritt was an asset to the County. Mr. Meads reported that he attended the Building & Grounds Committee meeting earlier this afternoon.

Commissioner Lavin attended the First In Flight/50<sup>th</sup> Anniversary Celebration. The upcoming Thursday Mr. Lavin will be in Greenville, NC to attend a Regional Workforce Development Board meeting. He also stated that at the end of the meeting he would be visiting the Providence Fire Department, as they had taken possession of their new ladder truck. Next week Mr. Lavin will be traveling to Raleigh, NC for the NCACC Goals Conference.

Commissioner Jordan reported he attended the Regional Library Board meeting where they are now receiving some of their COVID funds from the State, and now making plans on how to spend those funds. The Jail Commission has met, and they are concerned about the billing to counties by medical facilities for the cost to provide security to guard inmates when admitted for treatment. He also attended the ECSU Mental Wellness Ribbon Cutting where they talked about what is being done surrounding mental illness in Pasquotank County. Mr. Jordan also attended a Ribbon Cutting for the Behavioral Health Group that deals with the treatment of opioids.

Commissioner Griffin reported on the shortage of pilots and nurses and how the community is well positioned to produce individuals in these growing career fields.

There being nothing further to come before the Board; the meeting was adjourned at 6:53 PM.

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CHAIRMAN

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DEPUTY CLERK TO THE BOARD