

**PASQUOTANK COUNTY, NORTH CAROLINA
DECEMBER 2, 2019**

The Pasquotank County Board of Commissioners met today in a regular meeting on Monday, December 2, 2019 in Courtroom C in the Pasquotank County Courthouse.

MEMBERS PRESENT: Jeff Dixon, Chairman
Lloyd E. Griffin, III, Vice-Chairman
Frankie Meads
Charles H. Jordan
Sean Lavin
Barry Overman

MEMBERS ABSENT: Cecil Perry

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 Clerk to the Board Lynn Scott. Commissioner Lloyd Griffin gave the invocation and Commissioner Frankie Meads' grandchildren led in the Pledge of Allegiance to the American Flag and delighted everyone with two songs.

1. ORGANIZATION OF BOARD OF COMMISSIONERS:

The Clerk to the Board explained that state law requires the reorganization of each Board of Commissioners during the first December meeting through the election of a Chairman and a Vice-Chairman. She opened the floor for nominations for Chairman of the Board.

Commissioner Sean Lavin nominated Commissioner Frankie Meads to serve as Chairman for the next year and the nomination was seconded by Commissioner Frankie Meads. Commissioner Lloyd Griffin nominated Commissioner Jeff Dixon to serve as Chairman for the next year and the nomination was seconded by Commissioner Charles Jordan. There being no further nominations, the nominations were closed.

Upon a vote of the Board, the nomination for Commissioner Frankie Meads to serve as Chairman failed by a four to two vote, with Commissioners Dixon, Griffin, Jordan and Overman voting against the nomination.

Upon a vote of the Board, Commissioner Dixon was unanimously elected as Chairman.

The meeting was then turned over to Chairman Dixon who called for nominations for Vice-Chairman of the Board. Commissioner Sean Lavin nominated Commissioner Lloyd Griffin as Vice-Chairman of the Board and the nomination was seconded by Commissioner Charles Jordan. There being no further names submitted, the nominations for Vice-Chairman were closed. Upon a vote of the Board, Commissioner Lloyd Griffin was unanimously elected as Vice-Chairman.

Chairman Dixon thanked his fellow Commissioners for the confidence they placed in him by electing him as Chairman for another year.

2. 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 Tax Releases and Refunds; 2) Approval of Budget Amendments; 3) Approval of Request to Donate Radio Consolettes; and 4) Approval of Request to Award Walking Floor Trailer Purchase.

Commissioner Jordan requested the agenda be amended to add the following item to New Business: 5) Recommendations by the Board Appointments Committee.

Motion was made by Lloyd Griffin, seconded by Sean Lavin to amend the agenda to add items #1-4 to the Consent Agenda and item #5 to New Business. The motion carried unanimously.

3. CONSIDERATION OF RESOLUTION AUTHORIZING THE SECRETARY OF THE INTERIOR TO CONDUCT A STUDY TO ASSESS THE SUITABILITY AND FEASIBILITY OF DESIGNATING CERTAIN LAND AS THE GREAT DISMAL SWAMP NATIONAL HERITAGE AREA:

County Manager Hammett said at the last meeting there were some questions related to whether or not there would be any restrictions on property owners. He explained that the Act states that absolutely no restrictions to the property owner would result from this, if the feasibility showed that it is worthy of being declared a National Heritage Area.

Motion was made by Sean Lavin, seconded by Charles Jordan to adopt the following resolutions:

Resolution

in Support of the Great Dismal Swamp National Heritage Area Act

WHEREAS, a bill was introduced in the House of Representatives to authorize the Secretary of the Interior to conduct a study to assess the suitability and feasibility of designating certain land as the Great Dismal Swamp National Heritage Area; and

WHEREAS, Camden, Currituck, Gates, and Pasquotank counties in the State of North Carolina are in the study area; and

WHEREAS, the study would include analysis, documentation, and determination on whether the area has an assemblage of natural, historic, and cultural resources that represent distinctive aspects of the people and cultures of the United States that are worthy of recognition, conservation, and continuing use; and

WHEREAS, the study would determine if the area would be best managed through partnerships among public and private entities and by linking diverse and sometimes noncontiguous resources and active communities; and

WHEREAS, the designation of Great Dismal Swamp National Heritage Area could aid Pasquotank County tourism efforts.

NOW, THEREFORE, BE IT RESOLVED THAT, the Pasquotank County Board of Commissioners supports the Great Dismal Swamp National Heritage Area Act.

ADOPTED this 2nd day of December, 2019.

The motion carried unanimously.

4. APPROVAL OF CONSENT AGENDA:

The Board considered the following consent agenda:

a. Approval of Minutes of November 18, 2019 Commissioner Meeting

b. Approval of Tax Releases and Refunds

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

Tax Release

		County	City
1.	Scott Freshour	423.50	

Tax Refunds

		County	City
1.	Warren F. Horton	478.64	
2.	Scott & Rita Putrus	174.80	
3.	Matthew James Tucker	101.79	101.59
4.	Jeremy Lee Reed	167.78	157.72

Solid Waste Fee Releases

		Parcel ID #	Reason for Release
1.	Walter B. Averill, Jr.	P70-20	Vacant
2.	Margery Coulson Clark	51-C-22B-23-24	Vacant
3.	Palmer C. Griffin, Etal Lf. Est.	P112-3	Vacant
4.	Shawn Etheridge Etal	P59-31	Vacant
5.	Glenn Pendleton	P36-24	Vacant
6.	Elijah Phillips	30-A-20A	Vacant
7.	Elijah Phillips	30-A-18-19	Vacant
8.	Elijah Phillips	22-A-5	Vacant
9.	Jacqueline Hill Etal	P9-8	Vacant
10.	C.E. & Blanche Price	50-B-16	Vacant
11.	Charlie Price	P98-3	Vacant
12.	Charlie & Blanche Price	55-E-25,26	Vacant
13.	Charlie E. & Blanche Price	32-H-12B	Vacant
14.	Florence Thatch	50-F-304 &2B	Vacant
15.	Billie & Corrine White	P107-18B	Vacant
16.	Dorothy W. Wilkins	19-E-47	Vacant

c. Approval to Retire Deputy Weapon and Badge for Retired Sheriff's Department Employee

The Finance Committee has recommended approval to retire the badge and duty weapon and award them to Chief Deputy Douglas Hooper who is retiring from the Sheriff's Department. Chief Deputy Hooper began working full-time in 1994 and is retiring after 25 years of service. Based on the Sheriff's Department's policy, employees retiring with more than 20 years of service, receive their service fire arm at no charge. The policy requires that the officer obtain a gun permit, or without one, the weapon will be rendered incapable of being fired.

d. Approval of Travel Reimbursement – Meal Expenses

The Finance Committee has recommended approval to increase the daily meal allowance to \$40.00 per day for In-State travel and \$45.00 per day for Out-of-State travel as follows (effective January 1, 2020):

	In-State	Out-of-State
Breakfast	\$8.00	\$8.00
Lunch	\$12.00	\$12.00
Dinner	\$20.00	\$25.00

e. Approval of Inter-Local Agreement for Law Enforcement/Security Services

The previous inter-local agreement with the City of Elizabeth City to provide law enforcement/security services at the Pasquotank County Department of Social Services recently expired. Staff has reviewed the agreement and is recommending approval.

f. Approval of Farm Lease

Staff is recommending renewal of a ten-month lease for 2.46 acres of farmland located on Horseshoe Road in South Mills to Cliff Rountree (dba Rountree Farms). The lessee shall pay the County \$148.50 per year in rent for the land.

g. Approval of Paperwork Required for State Acquisition Relocation Fund (SARF) Program

The Finance Committee has recommended approval of the following documents (Resolution approving Program Ordinance, Resolution, and Policy, Project Budget Ordinance, Financial Management Resolution, and a Relocation Assistance Policy) required by FEMA for the SARF Program. This paperwork is a required supplement to the SARF MOA previously signed by the County for grant funds to provide a gap payment to help Hurricane Matthew households relocate from their current damaged home to a similar housing unit outside of the special flood hazard area.

Pasquotank County State Acquisition Relocation Fund (SARF) Program
Resolution Approving Program Ordinance/Resolution/Policy

WHEREAS, Pasquotank County wishes to carry out its State Acquisition Relocation Fund (SARF) Program in accordance with established state and federal administrative guidelines.

NOW, THEREFORE, the Pasquotank County Board of Commissioner hereby collectively adopts the following ordinance, resolution, and policy, and resolves that they be utilized during the administration of the Pasquotank County State Acquisition Relations Fund (SARF) Program:

1. Project Budget Ordinance
2. Financial Management Resolution
3. Relocation Assistance Policy

Adopted this 2nd day of December, 2019.

Pasquotank County State Acquisition Relocation Fund (SARF) Program
Project Budget Ordinance

Be it ordained by the Pasquotank County Board of Commissioners, that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant program ordinance is hereby adopted:

Section 1. The program authorized is the Pasquotank County State Acquisition Relocation Fund (SARF) Program described in the work statement contained in the Memorandum of Agreement (DRA5369-007) between Pasquotank County and the North Carolina Division of Emergency Management. This program is more familiarly known as the Pasquotank County SARF Program.

Section 2. Pasquotank County staff is hereby directed to proceed with the grant program within the terms of the grant document(s), the rules and regulations of the North Carolina Division of Emergency Management, and the budget contained herein.

Section 3. The following revenues and resources are anticipated to be available to complete the program activities:

Pasquotank County State Acquisition Relocation Fund (SARF) Program

State	\$302,500.00
Total	\$302,500.00

Section 4. The following amounts are appropriated for the program activities:

Pasquotank County State Acquisition Relocation Fund (SARF) Program

Program Budget	\$302,500.00
----------------	--------------

Section 5. The Grant Finance Officer is hereby directed to maintain with the Grant Program Fund sufficient detailed accounting records to provide the accounting to the North Carolina Division of Emergency management required by the Memorandum of Agreement and federal and state regulations.

Section 6. Fund may be advanced from the General Funds for the purpose of making payments as due. Reimbursement requests should be made to the North Carolina Division of Emergency Management in an orderly and timely manner.

Section 7. The Grant Finance Officer is directed to report quarterly on the financial status of each program element in Section 4 and on the total grant revenues received or claimed.

Section 8. The Grant Finance Officer is directed to include a detailed analysis of past and future costs and revenues on this grant program in every budget submission made to this Board.

Section 9. Copies of this grant program ordinance shall be made available to the Grant Finance Officer for direction in carrying out this program.

Adopted this 2nd day of December, 2019.

Pasquotank County State Acquisition Relocation Fund (SARF) Program
Financial Management Resolution

WHEREAS, Pasquotank County has received a State Acquisition Relocation Fund (SARF) Program grant in the amount of \$302,500.00;

WHEREAS, the North Carolina Administrative Code regulations require that Pasquotank County designate a Grant Finance Officer and a depository for SARF Program funds;

NOW, THEREFORE, Pasquotank County hereby resolves the following:

- (1) Sheri Small, Finance Director, will serve as Grant Finance Officer, and will be responsible for financial management of the program according to the requirements of the North Carolina Administrative Code and North Carolina General Statute requirements.
- (2) Bank of America is hereby designated as the official depository for revenue budgeted for the SARF Program.

Adopted this 2nd day of December, 2019.

Pasquotank County State Acquisition Relocation Fund (SARF) Program
Relocation Assistance Policy

WHEREAS, Pasquotank County has received Hazard Mitigation Grant Program (HMGP) funds from the North Carolina Division of Emergency Management to be used for the acquisition of residential property damaged during Hurricane Matthew in October 2016; and,

WHEREAS, relocation assistance to displaced households is an approved activity under the terms of the HMGP grant agreement between the County and the North Carolina Division of Emergency Management; and,

WHEREAS, the County has also received award of the State Acquisition Relocation Fund (SARF) Program funds from the North Carolina Division of Emergency Management to be used to provide supplementary relocation assistance to displaced homeowners; and,

WHEREAS, the County requires a formal policy establishing guidelines for the provision of SARF relocation benefits;

NOW, THEREFORE, BE IT RESOLVED:

Pasquotank County hereby adopts the following Relocation Assistance Policy, to be used during implementation of the SARF Program for Hurricane Matthew:

A. HOMEOWNER RELOCATION ASSISTANCE

Eligibility. A residential owner-occupied household who occupied the dwelling unit as a primary residence at the time of the event (Hurricane Matthew, October 2016); whose dwelling unit was located in a regulated Special Flood Hazard Area (SFHA); and whose dwelling unit was approved for acquisition under HMG PDR-4285, DRA-2017 or DRA-2018 program.

Replacement Property. Comparable replacement dwelling must:

- Meet HUD requirements for comparable decent, safe, and sanitary dwellings.
 - A Comparable replacement home is:
 - Decent, safe, and sanitary.
 - Functionally equivalent to the participant's displacement dwelling.
 - Available for purchase.
 - Affordable (i.e., having a monthly housing payment equal to or less than 30% of the participant's home).
 - Reasonably accessible to the participant's place of employment.
 - Generally as well located with respect to public and commercial facilities, such as schools and shopping, as the displacement dwelling.

- Not subject to unreasonable adverse environmental conditions.
 - Available to all persons regardless of race, color, religion, sex, or national origin.
 - Decent, safe, and sanitary housing meets local housing and occupancy requirements, and
 - Is structurally sound, weather tight, and in good repair.
 - Contains a safe, adequate electrical wiring system.
 - Has adequate living space for the occupants.
 - Has a kitchen with a sink, hot and cold running water, and connects for a stove and refrigerator.
 - Has a separate, complete bathroom with hot and cold running water and sewage system.
 - Has heating as required by climatic conditions
 - Has an unobstructed exit to safe, open space at ground level.
 - Is free of any barriers that would preclude reasonable use of the unit, if occupant has a physical disability.
- Be located outside of floodplain areas as shown on the current Flood Insurance Rate Map (FIRM) (i.e., 100- and 500-year floodplain).
 - If not possible, the County will certify that no appropriate housing or housing sites area available outside of the floodplain, and will seek approval by NCEM.
- Qualify as “real property.” Modular units are acceptable if they are permanently affixed to real property. Manufactured homes will not be considered real property for the purpose of this program.
- Relocation must be within the State of North Carolina.

Terms and Limits of Assistance. The terms of SARF-funded replacement housing assistance shall be outlined in the Pasquotank County SARF Program Memorandum of Agreement (DRA5369-007):

- Replacement Housing Assistance: Eligible homeowners may be offered a gap payment in an amount up to but not exceeding \$50,000, which amount is the lesser of the difference in acquisition cost of the displacement dwelling and a comparable replacement dwelling (described above); OR the difference of acquisition cost of the displacement dwelling and the actual replacement dwelling selected by the displaced homeowner. Actual replacement dwelling must also met the definition of a comparable replacement dwelling as described herein.
- Relocation (Moving Expense) Assistance: Eligible homeowners may be provided with up to but not exceeding \$5,000 in moving expense assistance, based upon the most current Federal Highway Administration, Fixed Residential Moving Cost Schedule for North Carolina, further based upon the number of rooms of furniture in the displacement dwelling.

B. BASIC RIGHTS OF DISPLACED PERSONS

Pasquotank County shall not require any displaced person to accept a dwelling provided by the County under these procedures (until the County and the displaced person have entered into a contract to do so) in lieu of any relocation payment for which the person may otherwise be eligible.

C. APPEALS

Any aggrieved person may file a written appeal with Pasquotank County in any case in which the person believes that the County has failed to properly consider the person’s eligibility for assistance under this policy, or has not provided assistance property in accordance with this policy. Such appeals shall be handled in accordance with the provisions of 49 CFR 24.10 and Pasquotank County HMGP Citizen Participation Plan.

Adopted this 2nd day of December, 2019, by Pasquotank County Board of Commissioners.

h. Approval of Budget Amendments

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

Public Bldgs

Increase	010.0600.4930.00	Insurance Proceeds	21,664.00
Increase	010.4190.5351.00	Maintenance & Repairs – Bldgs.	21,664.00

Public Bldgs

Increase	010.0600.4930.00	Insurance Proceeds	15,543.00
Increase	010.4190.5351.00	Maintenance & Repairs – Bldgs.	15,543.00

i. Approval of Request to Donate Radio Consolettes

The Finance Committee has recommended approval of a request from Central Communications to donate (12) Motorola Astro XTL5000 radio consolettes, (7) shelves for a 19” rack, and (1) desk Microphone to Perquimans County. The equipment was listed on GovDeals.com on three occasions, with no bids. The equipment is obsolete and parts are no longer available.

j. Approval of Request to Award Walking Floor Trailer Purchase

The Finance Committee has recommended approval of a request from the Solid Waste Department to purchase a new walking floor trailer to handle recyclable materials and haul them to market from Wilson Trailer Sales in the amount of \$77,555. The Solid Waste Department budgeted \$80,000 to purchase a new trailer.

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

5. 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 - Appoint Dana Cobbs to a 3-year term. This appointment will need to lie over for two weeks.

Pasquotank Joint Community Advisory Committee - Appoint Maureen Donnelly to a 1-year term. This appointment will need to lie over for two weeks.

Newland Water Management & Watershed Improvement Advisory Board - Reappoint Paul Stallings, Doug Temple, and John Spence to additional 3-year terms. These appointments can be finalized tonight.

Pasquotank Joint Community Advisory Committee - Reappoint David Boone, Carol Mizelle, and Johnnie Johnson to additional 3-year terms. These appointments can be finalized tonight.

Recreation Advisory Board - Reappoint Eddie Spencer to additional 1-year term. This appointment is a joint appointment, which must be approved by both the County and City.

Motion was made by Charles Jordan, seconded by Barry Overman, to approve the appointments and reappointments as recommended by the Appointments Committee. The motion carried unanimously.

6. REPORTS FROM COMMISSIONERS:

Commissioner Overman attended the DSS meeting. He said Kathy Ford has been appointed as the new Department of Social Services Director. She was an in-house candidate, with 26 years of service, who is very passionate about the job.

Commissioner Overman said he would like to give a shout out to Firehouse Subs for how much they give back to our community. They have secured a number of grants over the years for EMS, fire, sheriff, and police. Recently, they were able to give 24 AED units to Perquimans County.

Commissioner Jordan attended the Annual DSS Breakfast, the Solid Waste/Landfill Committee meeting and the Jail Board meeting.

Commissioner Griffin provided an update on activities at Albemarle Commission. He reminded the Board that the Meals on Wheels Program is looking for volunteers. He thanked his fellow board members for allowing him to be Vice-Chairman for another year.

Commissioner Lavin attended the Workforce Development Board meeting. Recently, they held an event for recruiting workers for Telephonics. The Workforce Development Board is struggling to fill all of its vacancies. He attended the Coast Guard Sponsor Appreciation Dinner and brought back a plaque for the County. He also attended the Economic Development Committee meeting. He is encouraged by the positive movements that are being taken to bring additional jobs and opportunities to the area, and the efforts being made to make sure we have the workers here to take those jobs. He praised the Downtown Illumination Event and the crowd it garnered.

Commissioner Meads attended the monthly SPCA meeting.

Chairman Dixon thanked the Board again for voting him to be Chairman for another year. He said he does not plan to make any changes to the seating arrangement, but if anyone would like to change their seat please feel free to do so. Likewise, he does not plan to make any committee changes, but if anyone wants to change committees with another board member feel free to do so.

Chairman Dixon said he provided greetings at the annual Illumination Event. He was impressed with the very large crowd and the new lighting.

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

CHAIRMAN

CLERK TO THE BOARD