

**PASQUOTANK COUNTY, NORTH CAROLINA  
DECEMBER 3, 2018**

The Pasquotank County Board of Commissioners met today in a regular meeting on Monday, December 3, 2018 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  
Barry Overman  
Sean Lavin

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Sparty Hammett, County Manager  
R. Michael Cox, County Attorney  
Lynn Scott, Clerk to the Board  
Hartley Askew, Deputy Clerk to the Board

The meeting was called to order at 7:00 PM by Clerk to the Board Lynn Scott. Commissioner Lloyd Griffin gave the invocation and Commissioner Frankie Meads led in the Pledge of Allegiance to the American Flag.

**1. OATH OF OFFICE FOR COMMISSIONERS:**

The Honorable Eula Reid, District Court Judge, administered the Oath of Office to re-elected Commissioners Cecil Perry and Charles Jordan, and newly elected Commissioners Sean Lavin and Barry Overman.

**2. 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 Lloyd Griffin 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 Lloyd Griffin to serve as Chairman failed by a four to three vote, with Commissioners Perry, Dixon, Griffin, and Jordan 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 Frankie Meads to serve as Vice-Chairman for the next year and the nomination was seconded by Commissioner Frankie Meads. Commissioner Charles Jordan nominated Commissioner Lloyd Griffin to serve as Vice-Chairman for the next year and the nomination was seconded by Commissioner Perry. There being no further nominations, the nominations were closed.

Upon a vote of the Board, the nomination for Commissioner Frankie Meads to serve as Vice-Chairman for the next year failed by a four to three vote, with Commissioners Perry, Dixon, Griffin, and Jordan voting against the nomination.

Upon a vote of the Board, Commissioner Griffin was unanimously elected Vice-Chairman of the Board.

The members of the Board took their seats at the table, and Chairman Dixon called on Commissioner Cecil Perry and presented him with an engraved gavel expressing the Board's appreciation for his two years as Chairman of the Board. Chairman Dixon noted that during Commissioner Perry's term as Chairman the County hired a new County Manager, as well as passed the ¼ cents sales tax referendum. He thanked him for his many years of public service.

Commissioner Perry thanked the Board for giving him the opportunity to serve as Chairman for the past two years.

Commissioner Overman said it is a joy and privilege to serve on the Board. He stated that it was also an honor and privilege to serve on the School Board for the last eight years. He will be retiring from the Elizabeth City Fire Department this month after 30 years of service, and is looking forward to the next four years.

Commissioner Lavin thanked everyone for coming out tonight. He said he appreciates the opportunity to serve, and he looks forward to getting to work.

Commissioner Jordan thanked his heavenly father for allowing him to be here. He also thanked his family and church members for their support. He looks forward to working with his fellow commissioners, and hopes that they can throw party affiliations aside and work together, because that's what he plans to do.

Chairman Dixon recognized Holly Staples, Director, Chamber of Commerce, Christian Lockamy, Director, Economic Development, Sheri Small, Finance Director, and Jerry Newell, EMS Director.

### **3. AMENDMENTS TO THE AGENDA:**

Chairman Dixon asked if there were any amendments to the agenda. Vice-Chairman Griffin recommended that the agenda be amended to add the following items recommended by the Finance Committee today: 1) Approval of bond and salary for incoming Sheriff; and 2) Approval of termination of agreement with CityScapes Consultants.

Attorney Cox noted that Item 4 on the November 19, 2018 draft minutes has been amended to read "one-half mile setback from Highway 17/Future I-87 and Halstead Boulevard Extended", which was clearly the Planning Board's recommendation and what the Board voted on.

Motion was made by Lloyd Griffin, seconded by Charles Jordan to amend the agenda to add the two items recommended by the Finance Committee to the Consent Agenda and to amend the November 19, 2018 minutes to include the additional language requested by Attorney Cox. The motion carried unanimously.

### **4. COMMENTS BY SUSAN MATOUSEK:**

Ms. Matousek informed the Board that she plans to run for a seat on the County Board of Commissioners. She called for multiple employees to be dismissed, as well as threatened lawsuits against the County.

### **5. APPROVAL OF CONSENT AGENDA:**

The Board considered the following consent agenda:

*a. Approval of Minutes of November 19, 2018 Commissioner Meeting*

*b. Approval of Request from Bill Sterritt to Purchase his County Owned iPad*

The Finance Committee has recommended allowing former Commissioner Bill Sterritt to purchase his county-issued iPad for \$1.

*c. Approval of Bond and Salary for Incoming Sheriff*

Section 162-9 of the North Carolina General Statutes requires the Board of County Commissioners in every County to take and approve the official bond of the Sheriff. The statute requires the bond to be taken on the first Monday of December after the election. Based on input from our bonding company, the Finance Committee has recommended approval of a \$15,000 bond for incoming Sheriff Wooten.

Section 153 A-92 of the North Carolina General Statutes provides that the Board of County Commissioners shall fix or approve the schedule of pay, expense allowances, and other compensation of any county officers and employees, whether elected or appointed. Based upon incoming Sheriff Wooten’s 13-years of experience with the Pasquotank County Sheriff’s Office, the Finance Committee has recommended approval of his salary at Grade 40, Step 11 - \$81,115.

*d.* Termination of Agreement with CityScapes Consultants

The Finance Committee has recommended the County provide ninety days written notice to CityScapes Consultants of their intent to terminate the agreement for services, and that during the ninety days termination period, the County move forward to amend our Zoning Ordinance to require a Special Use Permit for new cell tower applications.

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

**6. ADOPTION OF 2019 COMMISSIONER MEETING SCHEDULE:**

The Board considered a proposed schedule of regular County Commissioner meetings for 2019.

Commissioner Meads requested that the Board consider having only one meeting in December due to the holidays. After brief discussion;

Month	1st Regular Meeting	2nd Regular Meeting
January	Monday, January 14	None
February	Monday, February 4	Monday, February 18
March	Monday, March 4	Monday, March 18
April	Monday, April 1	Monday, April 15
May	Monday, May 6	Monday, May 20
June	Monday, June 3	Monday, June 17
July	None	Monday, July 15
August	Monday, August 5	Monday, August 19
September	None	Monday, September 16
October	Monday, October 7	Monday, October 21
November	Monday, November 4	Monday, November 18
December	Monday, December 2	None

**7. NCACC DISTRICT I BOARD MEMBER SELECTION:**

After the election, staff was contacted by NCACC Outreach Associate, Neil Emory. He discussed the NCACC’s practice in cases where a NCACC Board member is not re-elected. The NCACC asked if Pasquotank County’s Board of Commissioners would like to pursue the appointment of another of its members to serve the remainder of Commissioner Winslow’s term. If the Board determines to select a replacement, staff would inform the other members of District I of our intent and secure their consent to the appointment. Once secured, the NCACC would call a caucus of the group to formally make the appointment. If our Board does not wish to fill the seat in this manner, the NCACC will call a caucus to fill the seat from another county.

Chairman Dixon recommended that the County pursue the appointment of Commissioner Perry to serve the remainder of Commissioner Winslow’s term.

Motion was made by Lloyd Griffin, seconded by Charles Jordan to pursue the appointment of Commissioner Perry to serve the remainder of Commissioner Winslow’s term as the NCACC District I Board member. The motion carried unanimously.

**8. APPROVAL OF AMENDMENT TO THE BOARD’S RULES OF PROCEDURE:**

Chairman Dixon proposed the Board amend its Rules of Procedure to move the *County Attorney’s Reports* ahead of *Internal and External Committee Reports and Proposals*.

Motion was made by Charles Jordan, seconded by Cecil Perry to approve the amendment to the Board’s Rules of Procedure as proposed. The motion carried unanimously.

**9. REPORTS FROM COUNTY COMMISSIONERS:**

Chairman Dixon asked the Board to let him know what boards they would be interested in serving on, as well as if they would like come off a particular committee. In the past, incoming commissioners have filled the seats of commissioners who have gone off the Board.

Commissioner Jordan reported that he had the opportunity to visit a couple of our schools in the area recently and learn more about the programs they offer.

Chairman Dixon said in the past the Board met quarterly with the School Board, and he would like to see that happen again.

Vice-Chairman Griffin attended the School Board swearing in ceremony, as well as the Sheriff's swearing in ceremony. He provided updates on the Airport and programs at the Albemarle Commission.

Commissioner Lavin thanked staff for reaching out to him, as well leaders from the community. He said he looks forward to spending more time with staff over the next couple of months.

Commissioner Meads asked that staff have our lobbyist provide an update on current activities.

Chairman Perry stated that he worked very hard to try to convince some people that a large solar farm would be a great idea for our County. But, since it did not pass, we now need to think of other ways to generate funds for our schools.

Chairman Dixon thanked the Board for allowing him to be Chairman for the third time. He noted that he is a stickler for rules. He asked the new board members to read their handbooks, refresh their memories on Robert's Rules of Procedures, and to interact with staff. He praised staff for working hard behind the scenes to make sure that the meetings run smoothly. He would like to schedule a meet and greet in January or February with our state representatives.

**10. CLOSED SESSION TO PRESERVE THE ATTORNEY-CLIENT PRIVILEGE:**

Chairman Dixon asked for a motion that the Board enter Closed Session to preserve the attorney-client privilege.

Motion was made by Charles Jordan, seconded by Sean Lavin that the Board enter Closed Session to preserve the attorney-client privilege. The motion carried unanimously.

Upon the end of Closed Session;

Motion was made by Lloyd Griffin, seconded by Sean Lavin that the Board return to Regular Session. The motion carried unanimously.

Chairman Dixon asked if there was anything further to come before the Board. There being no further business, he asked for a motion to adjourn the meeting.

Motion was made by Charles Jordan, seconded by Cecil Perry to adjourn the meeting. The motion carried unanimously and the meeting was adjourned at 8:22 PM.

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CHAIRMAN

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CLERK