

**PASQUOTANK COUNTY, NORTH CAROLINA
DECEMBER 4, 2017**

The Pasquotank County Board of Commissioners met today in a regular meeting on Monday, December 4, 2017 in Courtroom C in the Pasquotank County Courthouse.

MEMBERS PRESENT: Cecil Perry, Chairman
Dr. William R. Sterritt, Vice-Chairman
Jeff Dixon
Lloyd E. Griffin, III
Joseph S. Winslow, Jr.
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 by Clerk to the Board Lynn Scott. Commissioner Lloyd Griffin gave the invocation and Makayla Bryant, President ECP Early College Student Government President and Student Government Vice-President Jordan Thornton led in the Pledge of Allegiance to the American Flag.

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 Bill Sterritt nominated Commissioner Cecil Perry to serve as Chairman for the next year and the nomination was seconded by Commissioner Jeff Dixon. There being no further nominations, the nominations were closed. Upon a vote of the Board, Commissioner Perry was unanimously elected as Chairman.

The meeting was then turned over to Chairman Perry who called for nominations for Vice-Chairman of the Board. Commissioner Jeff Dixon nominated Commissioner Bill Sterritt as Vice-Chairman of the Board and the nomination was seconded by Commissioner Frankie Meads. There being no further names submitted, the nominations for Vice-Chairman were closed. Upon a vote of the Board, Commissioner Bill Sterritt was unanimously elected as Vice-Chairman.

Chairman Perry called on Makayla and Jordan who introduced themselves to the Board and told them about their school.

2. AMENDMENTS TO THE AGENDA:

Chairman Perry asked if there were any amendments to the agenda. Finance Committee Chairman Bill Sterritt recommended the agenda be amended to add the following item recommended by the Finance Committee today to Consent Agenda: Approval of proposal for Tower Studies; and to add the following item to New Business: Approval of recommendations from Appointments Committee.

Motion was made by Jeff Dixon, seconded by Bill Sterritt to approve the amendments to the agenda as recommended. The motion carried unanimously.

3. APPROVAL OF CONSENT AGENDA:

The Board considered the following consent agenda:

a. Approval of Minutes of November 20, 2017 commissioner meetings

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.	Isiah F. & Katherine P. Jackson	P15-8	Vacant
2.	William E. & Edla F. Stevens	P88-12	Vacant

c. Approval of Budget Amendments

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

Emergency Mgmt

Increase	010.0600.4433.04	Surry Nuclear Plant	1,400.00
Increase	010.4330.5636.01	Additional Funding	1,000.00

County Manager

Decrease	010.6900.5991.00	Contingency	1,000.00
Increase	010.4120.5325.00	Postage	200.00
Increase	010.4120.5353.00	Maintenance-vehicle	800.00

Finance

Decrease	010.6900.5991.00	Contingency	6,400.00
Increase	010.4130.5191.00	Audit Fees	5,400.00
Increase	010.4130.5310.00	Travel	1,000.00

County Attorney

Decrease	010.6900.5991.00	Contingency	21,475.00
Increase	010.4150.5192.00	Legal Fees	21,475.00

Central Fire

Decrease	010.6900.5991.00	Contingency	11,000.00
Increase	010.4340.5500.00	Capital Outlay	11,000.00

Tax Admin

Increase	010.0110.4111.12	Ad Valorem Taxes- '12	6,300.00
Increase	010.0110.4111.13	Ad Valorem Taxes- '13	9,800.00
Increase	010.0110.4115.00	Interest on Delinquent Taxes	20,000.00
Increase	010.4140.5498.00	Tax Foreclosures	36,100.00

d. Approval of Request by the Carolina House to Install a Fence at Commerce Park

Staff recommends approval of a request by the Carolina House located at 103 Corporate Drive to install a wooden fence in their side yard. The fence will be 8' tall along the front fence line and 6' tall on the side and rear lines. The fence will be located outside the 20' drainage easement that is required along the side property line.

e. Approval of Proposal for Tower Studies

The Finance Committee has recommended approval to enter into an agreement with Tower Engineering Professionals, Inc. to perform studies to determine tower strength and needed modifications for installing simulcast paging system equipment in an amount not to exceed \$29,600.

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

4. ADOPTION OF 2018 COMMISSIONER MEETING SCHEDULE:

The Board considered a proposed schedule of regular County Commissioner meetings for 2018.

Motion was made by Jeff Dixon, seconded by Frankie Meads to adopt the following 2018 Commissioner meeting schedule as proposed: The motion carried unanimously.

Month	1st Regular Meeting	2nd Regular Meeting
January	Monday, January 8	None
February	Monday, February 5	Monday, February 19
March	Monday, March 5	Monday, March 19
April	Monday, April 2	Monday, April 16
May	Monday, May 7	Monday, May 21
June	Monday, June 4	Monday, June 18
July	Monday, July 9	None
August	Monday, August 6	Monday, August 20
September	Tuesday, September 4	Monday, September 17
October	Monday, October 1	Monday, October 15
November	Monday, November 5	Monday, November 19
December	Monday, December 3	Monday, December 17

5. APPROVAL OF REQUEST TO RETIRE DUTY WEAPON AND BADGE FOR RETIRED SHERIFF'S DEPARTMENT EMPLOYEE:

The Board considered a request from Sheriff Randy Cartwright to retire the duty weapon and badge and award them to Officer Roger Luff who retired from the Sheriff's Department. The Sheriff's Department has a policy that allows sworn law enforcement officers who retire to receive their badges at no cost and to receive their service side arms at the discretion of the Board of Commissioners according to a price schedule based on their years of service. Officer Cross retired with 6 years of service.

Motion was made by Frankie Meads, seconded by Bill Sterritt to approve retiring the duty weapon and badge and awarding them to Roger Luff according to the Sheriff's Department's policy and fee schedule. The motion carried unanimously.

6. CONSIDERATION OF PETITION FOR ADDITION OF WHIPPLE AVENUE AND CUTTER'S LANE TO THE STATE SYSTEM:

Commissioner Meads asked that he be recused from considering the petition because he owns property in the development.

Motion was made by Jeff Dixon, seconded by Lloyd Griffin to recuse Commissioner Meads from considering the petition due to a conflict of interest. The motion carried unanimously.

The Board reviewed a petition submitted by John M. Kerr, Jr., Developer of Carter's Glen Subdivision requesting the addition of Whipple Avenue and Cutter's Lane to the state system for maintenance. If the Board recommends approval of the road additions, it will need to adopt a resolution requesting that the Department of Transportation determine whether the roads meet DOT's requirements for addition to the state system.

Motion was made by Jeff Dixon, seconded by Lloyd Griffin to accept the petition to adopt a resolution requesting the addition of Whipple Avenue and Cutter's Lane to the state system for maintenance. The motion carried unanimously.

7. APPROVAL TO EXTEND DEBRIS MANAGEMENT AND DEBRIS MONITORING CONTRACTS:

County Manager Bunch explained that Pasquotank County entered into a debris monitoring contract with Phillips & Jordan, Inc. and a debris management contract with Tetra Tech, Inc. to provide services in the event of a catastrophic natural disaster. These contracts cost the county nothing unless the contract is activated. The contracts were entered into December 29, 2014 and were for a three (3) year term with an option for two (2) additional (1) year terms. He said we are currently in our first one (1) year extension that will expire December 29, 2017. The Solid Waste Committee met November 15, 2017 and voted to recommend we extend the contract for the second one (1) year term to expire December 29, 2018. Representatives from the Solid Waste Department, Elizabeth City Public Works, Camden County and Emergency Management will meet in the spring of 2018 to begin the process of writing Request for Proposals for these services beginning December 29, 2018.

Mr. Bunch explained that there will not be a cost to the county unless they are activated and mostly likely if they are, a state of emergency will be declared and the county will be reimbursed the funds. He said we need to keep the contract active so the companies will be on call if needed.

Motion was made by Frankie Meads, seconded by Bill Sterritt to extend the debris monitoring contract with Phillips & Jordan, Inc. and the debris management contract with Tetra Tech, Inc. for an additional year, expiring December 29, 2018. The motion carried unanimously.

8. APPOINTMENTS TO BOARDS AND COMMITTEES:

Chairman Perry presented the following recommendations from the Appointments Committee:

Elizabeth City Area Chamber of Commerce – Reappoint Jeff Dixon to an additional three year term.

Recreation Advisory Board – Reappoint Walter B. Jolly and Eddie Spencer to additional two-year terms. Mr. Spencer's appointment is a joint city-county appointment and is contingent upon approval by the City.

Motion was made by Lloyd Griffin, seconded by Frankie Meads to approve the reappointments of Jeff Dixon to the Elizabeth City Area Chamber of Commerce and Walter Jolley and Eddie Spencer to the Joint Recreational Advisory Board, with Mr. Spencer's appointment contingent on approval by the City of Elizabeth City. The motion carried unanimously.

9. REPORTS FROM THE COUNTY MANAGER:

County Manager Rodney Bunch provided the following report:

Craig Poff called Wednesday, November 29th to inform him he is planning a photo opt for making tax payments to Pasquotank County and Perquimans County at a site to be determined at the Amazon Wind Farm. A large check will be made for presentation purposes to both Pasquotank County and Perquimans County. The check amount will be the amount of the taxes paid by the developer less County incentives. The event is tentatively planned for Wednesday, January 10, 2018. Mr. Poff, of course, would like to promote the benefits their project brings to Pasquotank County.

10. REPORTS FROM COMMISSIONERS:

Commissioner Griffin reported that the Airport Authority met recently. He attended the Transportation Improvement Plan's Annual Master Plan for the airport. He reported that the Albemarle Commission is looking for new revolving loans. The RPO met recently. He said the Meals on Wheels program is very active this time of year. Lastly, the Workforce Development Director is developing a master plan to find another building to relocate to and they held their annual awards banquet in Currituck a couple weeks ago.

Commissioner Dixon reported that the Board will be receiving a regular report from the Tourism Authority regarding occupancy tax in the future. He noted that occupancy taxes increased in October partly due to Elizabeth City State University, but a large part of it is due to construction of the solar farm in Moyock. He noted that a majority of the workers are staying here.

Commissioner Dixon said 43 years ago he said goodbye to Commissioner Parker when he barely got out of her algebra class. He said once again he is saying goodbye to a wonderful lady. He really appreciates his short time with her on the Board and feels that she is the right person to bring the City and County together.

Vice-Chairman Sterritt helped Elizabeth City Downtown celebrate the opening of the holiday season by participating in the ceremonial "throwing the switch" for the Christmas Lighting. He said he is looking forward to building a great relationship between the City and County when Commissioner Parker becomes Mayor.

Commissioner Meads thanked Commissioner Parker for her time on the Board and said he enjoyed working with her.

Chairman Perry thanked the Board for nominating him as Chairman of the Board for another year. It really means a lot to him and he truly enjoys his relationship with each Board member and looks forward to a great year.

Chairman Perry told Commissioner Parker he feels he taught her very well. He said he has known her since she was a little girl and she did her student teaching under him. He assured the Board that we will have better involvement between the City and County with Commissioner Parker as mayor. He hopes that we will start having quarterly meetings again. He wished her the best in her new adventure.

Commissioner Parker attended the City Council meeting on November 27th, as well as the ECSU Banner Unveiling on December 1st. On December 2nd, she attended the Christmas Parade, followed by giving greetings at the Debutant Ball at ECSU.

Commissioner Parker said she is not much on goodbyes. She always likes to say "I'll see ya", rather than goodbye. She said she would love for the City and County to start meeting again, because when they get together it is for the betterment of the entire community and that is what the people want them to do. She would like the two boards to meet on month's that have a fifth Monday like was done previously.

Commissioner Parker thanked Commissioner Dixon for sharing his memories from school and noted that he was one of the best students that she taught. When she first met him he was one of the most polite students that she ever met and he continues to be that way. She said she is going to miss Commissioner Meads and his teasing. She said she did not know Vice-Chairman Sterritt very well prior to her coming on the Board, but she really respects his intellect and his diversity. She stated that Chairman Perry has been a role model for her and for many many others and she cannot express how much she appreciates his guidance through the many years that they have known each other. She said Commissioner Griffin reminds her of her son with his kind gestures and respect. She said he has always looked out for her and shared his wisdom with her. She thanked staff as well. She said she cannot say enough about Attorney Cox, County Manager Bunch, and Clerk Lynn Scott. She commended Attorney Cox on a job well done and Mr. Bunch for the rapport he has with commissioners, as well as his patience. She thanked Ms. Scott for her professionalism and manners. She said she is the type of person she likes to hear on the other end of the phone.

Commissioner Parker said it has been a pleasure to serve on the Pasquotank County Board of Commissioners.

There being no further business;

Motion was made by Lloyd Griffin, seconded by Jeff Dixon to adjourn the meeting. The motion carried unanimously and the meeting was adjourned at 7:49 PM.

CHAIRMAN

CLERK TO THE BOARD