

**PASQUOTANK COUNTY, NORTH CAROLINA  
DECEMBER 15, 2014**

The Pasquotank County Board of Commissioners met today in a regular meeting on Monday, December 15, 2014 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  
Shelley Cox, Planning Director  
Karen Jennings, Clerk to the Board

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

**1. AMENDMENTS TO THE AGENDA:**

Chairman Winslow asked if there were any amendments to the agenda. Commissioner Griffin requested that the agenda be amended to add the following items recommended by the Finance Committee to the consent agenda: 1) Approval to purchase CAT catalyst converters for generators that supply energy to the Public Safety Building and Library using sole source purchasing; 2) Approval of budget amendment for purchase of CAT catalyst converters; 3) Approval of amended Conditional Use Permit fee schedule; 4) Adoption of resolution amending Personnel Policy to provide that supplemental health insurance will not be provided to employees hired on or after January 1, 2015; and 5) Approval of budget amendment in the amount of \$150,000 for county's share of the renovations/grant at the old ECMS.

Motion was made by Cecil Perry, seconded by Bettie Parker to approve the amendments to the agenda as presented. The motion carried unanimously.

**2. COMMENTS BY WAYNE MATHEWS:**

Chairman Winslow recognized Wayne Mathews of 100 Bayshore Drive. Mr. Mathews said he would like to address the Board about hunters running deer dogs on posted property. He stated that he is not against hunting with dogs, however what bothers him is where they do it. He said he has posted property and he expects the hunters to respect that and they are not doing it. He explained that he can call the game warden, but he is too far away to get here, and a Deputy Sheriff cannot enforce hunting regulations. As a result these hunters continue to run their dogs on private property. Mr. Mathews stated that something needs to be done to change their behavior. He provided Commissioners with a copy of the Georgia law that was enacted some years ago to address a similar problem. He suggested that everyone sit down and discuss this issue and try to take care of it before somebody gets hurt. He noted that January 1<sup>st</sup> is the last day of deer season and nothing else will be heard about it until next October. He said the summer months will be the time to do something about this. Mr. Mathews stated that he is willing to do anything he can to help because he has done all he can do by himself in talking with the dog hunters and those he has had problems with and has not gotten anywhere. He asked the Board of Commissioners to do something before something bad happens. He advised that the Georgia Houndsmen Association got together with the Georgia Wildlife Commission and worked out their plan. He said something similar needs to be done here. He referred to a map showing where the hunters drop off their dogs. The dogs stay on this property for a couple of minutes and then run onto posted land chasing a deer and the hunters sometimes shoot the deer on the posted property. Mr. Mathews explained that the game warden says he cannot do anything about it because he didn't see it happen. He added that every piece of woods now has a

house on it and somebody is going to get shot. He said if that doesn't happen there could be an altercation and somebody could get shot. He stated that this has been going on for ten years and he has tried to talk to the hunters who should know better. He added that something has to be done and he believes the way to go would be to work with the Houndsmen Association. He noted that some counties place boundaries on where hunting dogs can and cannot run, such as Chowan County. He said the same thing could be done in Pasquotank County and it needs to get started.

County Attorney Mike Cox explained that hunting regulations are governed by the General Assembly. He said what would have to happen to change the law is for the Board to pass a request on to local legislators to introduce local legislation in the General Assembly to amend the hunting regulations.

### **3. COMMENTS BY JEFF SMALL:**

Chairman Winslow called on Jeff Small of 926 Small Drive to address the Board. Mr. Small explained that he cannot understand if he owns land, pays taxes on the land, and has the land posted, how the hunters can trespass on it with their dogs. He stated that he took his nephew dove hunting on one of his posted farms on Thanksgiving Day. He said they had been out there for about an hour when he heard dogs barking and within ten minutes they were right on top of him. Mr. Small stated that they were in a ten acre sunflower field wearing camouflage clothes and he was afraid they were going to get shot. He said these hunters were trespassing on his land. He stated when the hunters were on his land another day he called the game warden who was in Chowan County. When the game warden arrived the hunters were within shotgun range of a par 3 golf course. He said this does not make good sense. Mr. Small stated that he owns the land and if somebody is hunting on the land and trespassing on it he should be able to call the Sheriff. He added that he has no rights on his own land.

Chairman Winslow thanked Mr. Small and Mr. Matthews for their comments.

### **4. PUBLIC HEARING ON FAMILY SUBDIVISION VARIANCE REQUEST 14-03:**

Chairman Winslow declared the meeting to be a public hearing on Family Subdivision Variance Request 14-03. Planning Director Shelley Cox and Mr. Wayne White were sworn in by the Clerk. Mrs. Cox explained that this request is on behalf of Wayne and Kim White for property located at 636 Meadstown Road in Nixonton Township. She said Mr. and Mrs. White are requesting a variance in order to create a family subdivision lot that does not have a minimum of 25 feet of state road frontage as required by Article 3, Section 303 of the Pasquotank County Subdivision Ordinance. She explained that Mrs. White and her husband Wayne White are requesting to create a gift lot for her son, Ryan Steeley. The property involved is off of Meadstown Road and is zoned A-1, Agricultural. The property is owned by Wayne and Ronnie White. Mrs. Cox advised that the parcel to be divided contains approximately 6.785 acres and has no road frontage along a state maintained road. Access to Meadstown Road is provided via a recorded 25 foot access known as Tadmore Lane. The proposed family subdivision lot will consist of 1.835 acres and the residual parcel will contain 4.950 acres. There is an existing mobile home on the property to be conveyed to Mr. Steeley. A structure used for a hunting club exists on the residual parcel. Both structures have existing driveways directly onto Tadmore Lane. Mrs. Cox said in order to issue a variance the Board of Commissioners must make four findings of fact. She stated that the Planning Board reviewed this request on November 20<sup>th</sup> and recommended approval of the variance based on the following findings of fact:

- a. There are special circumstances or conditions affecting said property such that the strict application of the provisions of this Ordinance would deprive that applicant of reasonable use of his land;

**CONCLUSION:** Given the location of the property, it does not allow the 25 foot access to a state road, however there is a 25 foot easement by "Tadmore Lane" that does provide access to the property which is maintained to suitable standards and for residential use.

- b. The variance is necessary for the preservation and enjoyment of a substantial property right of the petitioner;

**CONCLUSION:** In order to have the development or use of the property for residential use the variance is necessary.

- c. The circumstances giving rise to the need for the variance are peculiar to the parcel and are not generally characteristic of other parcels in the jurisdiction of this Ordinance;

**CONCLUSION:** This item would be true given that the parcel is not directly on Meadstown Road.

- d. The granting of the variance will not be detrimental to the public health, safety, and welfare or injurious to other property in the territory in which said property is situated.

**CONCLUSION:** There has been no evidence given that there would be detriment to public health, safety and welfare or injury to other property and it appears that the residential use of the parcel is consistent with the surrounding land use.

Chairman Winslow asked if anyone would care to address the Board concerning this subdivision variance request. There being no comments, the public hearing was closed.

After brief discussion regarding the access road;

Motion was made by Frankie Meads, seconded by Jeff Dixon to approve Subdivision Variance Request 14-03 with the findings of fact recommended by the Planning Board. The motion carried unanimously.

**5. PUBLIC HEARING ON CONDITIONAL USE PERMIT 14-04:**

Chairman Winslow declared the meeting to be a public hearing on Conditional Use Permit 14-04. Shelley Cox, Greg Johnson and Steve Rutledge were sworn in by the Clerk. Mrs. Cox explained that this is a request for a Conditional Use Permit to allow the construction of a solar farm on 13.74 acres located at the terminus of Barnhill Road and adjacent to the US Highway 17 Bypass. The applicant is SunEnergy1, LLC and the property is in two tracts, a 6.74 acre tract owned by the George Henry Winslow Family Trust, and a 7.0 acre tract owned by the George Henry Winslow Marital Trust. The area is zoned C-1, Commercial. Mrs. Cox advised that the Pasquotank County Land Use Plan classifies this area as Commercial and the project is consistent with the Land Use Plan classification. She said the county's stormwater engineering consultant, Greg Johnson, has reviewed this project and recommends approval based on the fact that no additional impervious area is proposed, and the area will be used for above grade solar panels, and no grade or topographical changes are proposed. She said Mr. Johnson has found that the project is compliant with the Pasquotank County Stormwater Drainage Design Manual. She stated that Mr. Johnson is here tonight to testify in case there are any questions related to stormwater. Mrs. Cox advised that the first and second abutting property owners were notified of this request by first class mail, public hearing signs have been posted on the property, and an advertisement was published in *The Daily Advance*. She explained that Section 9.04-29 of the Pasquotank County Zoning Ordinance sets forth the requirements for solar farms. She stated that approval was previously granted in May for a solar facility to be located on a 38.18 acre area immediately south of the Dominion Power Substation. That property was approved as part of a larger request off of Foreman-Bundy Road and at this time, it has been decided to develop this parcel as a separate project and the applicant plans to include this 13.74 acre parcel with the 38.18 parcel as a separate 5 MW solar farm. Mrs. Cox said the site plan for this project has been reviewed by the county's Technical Review Committee. At that time the applicant was informed that two corrections were needed for the site plan including: 1) A 150 foot buffer or 30 foot landscape buffer needs to be reflected for the frontage of Tract 1 along the Barnhill Road cul-de-sac; and 2) A correction needs to be made reflecting that Tract 2 has been previously approved and Tract 1 is currently proposed. Since that time, the site plan has been revised to address these items. The applicant has elected to install a 30 foot landscape buffer along the frontage of Barnhill Road and it is recommended as a condition of approval that a detailed landscape plan be provided. Mrs. Cox advised that no residential uses or residential zoning districts are located within the immediate vicinity of this property and most of the area is zoned C-1, Commercial with some agricultural uses on the large tracts around it. Access to the project will be provided along Barnhill Road and no access will be provided along the US Highway 17 Bypass. There will be a 150 foot buffer from the Highway 17 Bypass. Mrs. Cox noted that in making a determination of granting the Conditional Use Permit, the Board must make four findings. In granting the permit the Board may impose additional conditions it deems reasonable and appropriate. She stated that staff is recommending approval of this request with the following conditions:

- A 30' landscaped buffer shall permanently be maintained between the solar facility and Barnhill Road. A detailed landscape plan demonstrating compliance with the landscape buffer requirements within Article 10 of the Pasquotank County Zoning Ordinance shall be required prior to the issuance of a building permit.
- A 150' buffer shall be permanently maintained between the solar facility and the US Highway 17 Bypass.
- The height of the solar panels shall not exceed 8' above ground level.
- Prior to the issuance of a building permit, SunEnergy1, LLC shall provide a decommissioning bond or irrevocable letter of credit in an amount equal to the estimated cost of removal of all solar collectors, cabling, electrical components, and any other associated facilities, less the salvage value of the equipment.
- An as-built survey demonstrating compliance with the approved stormwater plan shall be provided to the County by the applicant prior to the issuance of a Certificate of Occupancy.
- The term of the Conditional Use Permit shall remain valid for a period of thirty years from the date the building permit for the project is issued by the County.

Mrs. Cox stated that staff has recommended the following findings of fact:

- a. That the use will not materially endanger the public health or safety if located where proposed and approved;
 

**RECOMMENDED CONCLUSION:** This project is compliant with the Pasquotank County Stormwater Design Manual and will not increase flooding in the area surrounding the project. There are no other apparent safety or health issues relating to this project.
- b. That the use meets all required conditions and specifications;
 

**RECOMMENDED CONCLUSION:** A permanent 150' buffer will be maintained between solar panels and the Highway 17 Bypass, a 30' landscape buffer will be provided adjacent to Barnhill Road, the height of the panels will not exceed 8' above ground level, the applicant will provide a decommissioning bond and an as-built survey will be provided once construction has been completed to ensure compliance with the approved site plan.
- c. That the use will not substantially injure the value of adjoining or abutting property, or that the use is a public necessity;
 

**RECOMMENDED CONCLUSION:** No evidence has been provided that this development will negatively affect adjoining or abutting properties.
- d. That the location and character of the use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located and in general conformity with the plan of development for Pasquotank County.
 

**RECOMMENDED CONCLUSION:** The project as proposed is consistent with the Pasquotank County Land Use Plan and it fits in with the character of the surrounding commercial and agricultural uses in the area.

Mrs. Cox explained that the Planning Board reviewed this request on November 20 and recommended approval.

Commissioner Jeff Dixon asked if this property is being accessed by Barnhill Road, and if so why a 30 foot landscape buffer is being required adjacent to Barnhill Road. Mrs. Cox replied that the ordinance requires that anytime a project is located adjacent to a state-maintained road, the project either has to have a 150 foot setback or a 30 foot landscape buffer. She said in this case the applicant has chosen a 30 foot landscape buffer.

Commissioner Lloyd Griffin noted that the SunEnergy project currently being built does not appear to be hiring the number of local people that were initially indicated. Mr. Steve Rutledge, Chief EHS Officer with SunEnergy1, stated that they put together a good faith effort to hire from this area and received about 900 applications. He said from those applications they have to do drug testing and background checks. If drug tests come back positive or if a background check result in a felony, it's a no hire. Mr. Rutledge said they have hired 100 people out of 900 applications.

Commissioner Dixon stated that he wants to take issue with Commissioner Griffin. He said this is not the first business that could not hire people locally. He stated that because DRS could not meet the local hire quota the city is repaying grant funds. He said they cannot hire locally because there is nobody to hire locally. He added that the businesses cannot be blamed for this.

Commissioner Griffin asked if the landscape will be changed in this project. Mr. Rutledge said the landscape will not change and the ditches will remain the same. BMP's will be used to maintain the integrity of the site and prevent any type of sedimentation from getting offsite.

Commissioner Frankie Meads noted that at the other SunEnergy site he noticed flooding after several days of rain. He asked what has been done to remedy that problem. Mr. Rutledge said what Mr. Meads saw was actually the BMP's that were put in place doing what they were designed to do by keeping water on the site until it could settle out and overflow through a two-foot weir onto the field. Commissioner Meads asked if there have been any complaints from the neighborhood. Mr. Rutledge said he is not aware of any complaints.

Commissioner Winslow asked Mr. Rutledge if he anticipates any of the issues that have been mentioned. Mr. Rutledge responded that he does not as this is a much smaller site and is much easier to maintain.

Vice-Chairman Cecil Perry asked where citizens might go to get a job application. Mr. Rutledge stated that individuals can go to the jobsite and submit an application. He added that this project should only take about two months to build once construction begins. Vice-Chairman Perry asked how many of the applications he has received were from Pasquotank County citizens. Mr. Rutledge stated that a very large percentage of the 900 applications SunEnergy received for the first project came from Pasquotank County. He said the problem is finding qualified applicants who can pass a drug test and a background check.

Chairman Winslow asked how many employees were onsite working on the other project. Mr. Rutledge said he would estimate 400 to 500 people were onsite. He anticipates about 100 for the proposed project.

Commissioner Dixon asked if this will be part of the Duke project that will be supplying energy to universities in the Washington area. Mr. Rutledge said this is not part of that project and the energy could be sold elsewhere.

Chairman Winslow closed the public hearing.

Commissioner Dixon said the county seems to be getting more and more of these solar projects. He asked if there is a cluster effect since there are so many of these projects in the same area. Mr. Rutledge responded that projects of this size are all predicated on substations, how much load a substation is carrying, and how much capacity it can accept. He said to put in a project such as this they have to go through the Utilities Commission and then Dominion Power to determine whether there is capacity at the substation. He noted that the majority of the substations in this area are reaching their capacity and he would expect there will be fewer projects this size.

Commissioner Griffin said at the last meeting the Board had discussion regarding monitoring the drainage ways for solar farms at certain intervals. He suggested that the same condition be included in this permit.

Commissioner Meads asked in what direction the water from this site will go. Mr. Greg Johnson, the county's engineering consultant, said he believes the water will go to the bypass.

Motion was made by Jeff Dixon, seconded by Cecil Perry to admit the Planning Director's report into evidence, to adopt staff's recommended findings of fact, and to approve Conditional Use Permit 14-04 by SunEnergy1, LLC as proposed, subject to the following conditions:

1. A 30 foot landscaped buffer shall permanently be maintained between the solar facility and Barnhill Road. A detailed landscape plan demonstrating compliance with the landscape buffer requirements within Article 10 of the Pasquotank County Zoning Ordinance shall be required prior to the issuance of a building permit.
2. A 150 foot buffer shall be permanently maintained between the solar facility and the US Highway 17 Bypass.
3. The height of the solar panels shall not exceed 8 feet above ground level.
4. Prior to the issuance of a building permit, SunEnergy1, LLC shall provide a decommissioning bond or irrevocable letter of credit in an amount equal to the estimated cost of removal of all solar collectors, cabling, electrical components, and any other associated facilities, less the salvage value of the equipment.
5. An as-built survey demonstrating compliance with the approved stormwater plan shall be provided to the county by the applicant prior to the issuance of a Certificate of Occupancy.
6. The term of the Conditional Use Permit shall remain valid for a period of thirty years from the date the building permit for the project is issued by the county.
7. SunEnergy1, LLC shall monitor the Best Management Practices ("BMP's") and/or drainage on the project during construction, at the six (6) month period after construction, one (1) year after construction, eighteen (18) months after construction and twenty four (24) months after construction and thereafter annually during the life of the project. If there are any issues with the BMP's and/or drainage the applicant will promptly make the necessary corrections.
8. That the use meets all required conditions and specifications of the Pasquotank County Zoning Ordinance as it relates to solar farms.

The motion carried unanimously.

**6. APPROVAL OF CONSENT AGENDA:**

The Board considered the following consent agenda:

a. Approval of Minutes of December 1, 2014 Commissioner Meeting

b. Approval of Solid Waste Fee Releases and Refunds

The Finance Committee has recommended approval of the following solid waste fee releases and refunds:

Solid Waste Releases:

Owner's Name	Parcel ID Number	Reason for Release
William David Reid	P35-9	House demolished in 2012

Solid Waste Refunds:

E. Wilson Cowell	P64-13A	Vacant since 2012
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c. Approval to Purchase CAT Catalyst Converters for Generators

The Finance Committee has recommended that the Board approve the purchase of CAT catalyst converters for generators that supply energy to the Public Safety Building and Library using sole source purchasing at a cost of \$34,794.80. This will enable the generators to be used for peak shaving.

*d. Approval of Budget Amendment for Purchase of Catalyst Converters*

The Finance Committee has recommended approval of the following budget amendment that will appropriate funds for the purchase and installation of the catalyst converters for the generators.

Public Buildings		
Decrease	010.6900.5991.00	Contingency 17,130.00
Decrease	010.4190.5331.00	Utilities 17,665.00
Increase	010.4190.5500.00	Capital Outlay 34,795.00

*e. Approval of Amendment to Conditional Use Permit Fee Schedule*

The Finance Committee has recommended that the fee schedule for Conditional Use Permits be amended to better cover the costs of processing an application. The current fee is \$500 per CUP application and the recommended fees are as follows:

\$ 500	Sites less than 10 acres in size
\$1,000	Sites 10 acres or greater in size

*f. Approval of Resolution Amending County Personnel Policy to Provide that Supplemental Health Insurance Will Not Be Provided to Employees Hired on or after January 1, 2015*

The Finance Committee has recommended that the Board adopt the following resolution amending the County Personnel Policy to provide that Supplemental Health Insurance will not be provided upon retirement to employees hired on or after January 1, 2015.

**RESOLUTION AMENDING MEDICARE  
SUPPLEMENT POLICY FOR RETIREES PROVIDED  
IN THE PASQUOTANK COUNTY  
PERSONNEL POLICY**

**WHEREAS**, the Pasquotank County Personnel Policy currently provides Pasquotank County will, at its expense, provide a Medicare Supplement Policy for qualified retirees; and

**WHEREAS**, due to the dramatic increase in health care related expenses and number of eligible retirees the County has an unknown future liability in providing a Medicare Supplement Policy for qualified retirees; and

**WHEREAS**, Pasquotank County seeks to minimize future liability in providing a Medicare Supplement Policy for qualified retirees.

**NOW, THEREFORE IT IS HEREBY RESOLVED** that:

1. Section 6. "Medical Coverage for Retirees" of Article VII. "Employee Statutory and Voluntary Benefits of the Pasquotank County Personnel Policy is amended as follows:

The following policy which went into effect July 1, 2000 was adopted by the Pasquotank County Board of Commissioners July 24, 2000:

Pasquotank County will provide, at its expense, medical insurance coverage for all employees who retired after July 1, 2000, subject to the following:

1. Employee must be eligible for unreduced retirement benefits from the North Carolina Local Government Employees Retirement System.
2. Employee must have twenty-five (25) years of uninterrupted employment with Pasquotank County immediately preceding retirement.

The Board of Commissioners voted at their meeting to amend the Retiree Health Insurance Policy to include employees with 25 years of interrupted employment with Pasquotank County as long as they returned to service with Pasquotank County prior to July 1, 2000. The policy became effective January 1, 2010.

Retired employees in this category, upon reaching the age of 65, will no longer be eligible to participate in the County's group health insurance plan; however, retired employees hired prior to January 1, 2015 will become eligible for Medicare under the Social Security Act and the County will provide a Medicare Supplement Policy. If the County is contributing toward the cost of the Medicare Supplement premium, the amount will not exceed the amount paid for the retiree's insurance as identified above.



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

This amendment is hereby incorporated into the Pasquotank County Personnel Policy.

ADOPTED this the 15th day of December, 2014. Effective this 15<sup>th</sup> day of December, 2014.

g. Approval of Budget Amendment for County's Share of Renovations at Old ECMS  
The Finance Committee has recommended that the Board approve the following budget amendment which will provide \$150,000 for the county's share of the renovation costs/grant match at the old Elizabeth City Middle School.

Public Buildings			
Increase	010.0400.4834.17	Rent - Old ECMS	150,000.00
Increase	010.4190.5351.02	Maintenance - Old ECMS	150,000.00

Motion was made by Jeff Dixon, seconded by Cecil Perry to approve the consent agenda as amended. The motion carried.

**7. REQUEST FOR APPROVAL TO PERMIT THE USE OF AN EXISTING FACILITY IN THE COMMERCE PARK FOR CIVIC MEETINGS, JOB FAIRS, BUSINESS TRAINING AND RECEPTIONS:**

The Board considered a request from William F. Gregory of GregMor Investments, LLC to permit the use of an existing facility in the Commerce Park for civic meetings, job fairs, business training, and receptions. County Manager Rodney Bunch referred to a letter from Mr. Gregory in which he detailed the proposed uses for the existing building located at 110 Corporate Drive, the site of the former Electronic Keyboards. He stated that the Commerce Park Restrictive Covenants do not specifically permit the use that has been requested, however the Board can approve this use as long as it feels it is compatible with the other businesses in the park and won't have any negative effect on them. He advised that the Commerce Park Ad Hoc Committee reviewed this request and asked that Mr. Gregory further define the activities for the business.

Mr. William Gregory addressed the Board and said he wrote the letter with the intent of letting the Board know exactly what his client's intentions are. He said he included in the letter several things that they would want to include in the restrictions whenever they develop a contract for the rental of the building. He stated that he wants to be sure the Commissioners are clear that they do not intend to go in the building and open up a bar or do anything that will negatively affect Pasquotank County. He said his client has made an offer on the building which has been accepted contingent upon the decision of the Board of Commissioners. He stated that the buyer is a "class act" and her daughter and son-in-law would be managing this property and plan to market it in a very positive way. He said if law enforcement intervention is required at any event, the event would be over and everyone would be asked to leave the building. He stated that this will be a first class facility and would be a place where civic meetings could be held and a spacious area would be provided to do so. He said they plan to hold the occupancy down to 200 to 250 people and the interior will be designed so as to not exceed that occupancy. Mr. Gregory stated that they plan to meet the parking space requirements of one parking space per each five occupants of the building, and they do not intend to exceed 30% impervious coverage on the property.

Commissioner William Sterritt asked if there is an established market for what the purchaser wants to take place at the facility. Mr. Gregory responded that the purchaser feels there is a market. He said the owners will be onsite anytime there is something going on to protect their building and assist those who are renting the building.

Commissioner Frankie Meads stated that Mr. Gregory mentioned at the Ad Hoc Committee meeting that this facility would be more family oriented and the owners do not want to create something that will be nuisance. He added that they plan to spend about \$500,000 renovating the building to make it very appealing and accommodating.

Mr. Gregory noted that anyone using the building who wants to serve alcohol will have to obtain a temporary license to serve alcohol and would have to provide liability insurance.



Commissioner Jeff Dixon commented that he likes this project because it is a mini Kermit White Center and would be a good size for certain functions when the Kermit White Center would be too large. He stated that in a lot of big cities' commerce parks they have a corporate executive center which is a multi-purpose facility that businesses could use for various functions. He said the only thing he does not see addressed that he is concerned about is overflow parking on the right-of-way of the road. He stated that this needs to be addressed somehow if it is already not included in an ordinance or restrictive covenants. He said with trucks going in and out of the Commerce Park, cars do not need to be parked on the sides of the road. The County Manager stated that he believes this is addressed in the restrictive covenants.

Vice-Chairman Cecil Perry asked if security could be required at birthday parties. Mr. Gregory said this has not been discussed. He stated that the owner's intention is to not have the type of clientele that would require security. He said this is the reason they included the provision that the event will be over if law enforcement has to be called for any disturbance.

Chairman Winslow asked if a statement could be included to provide that anytime alcohol is served security would be required. County Attorney Mike Cox stated that he believes there should be some type of written agreement which can be recorded. He said there are currently restrictive covenants in place which clearly state that the Board can allow additional uses if plans or specs are submitted.

Vice-Chairman Perry stated that he believes something still needs to be in place to address security because people are unpredictable.

Commissioner Griffin asked if the other property owners in the Commerce Park have been notified that this is being considered. Mr. Cox said they have not been notified and it is not required. Mr. Bunch said the buyer will still have to comply with the restrictive covenants and it is up to the Board to determine if this is something that will affect the other property owners.

Mr. Cox suggested that if the Board approves the proposal in theory, he would recommend some type of written agreement be drafted and be brought back to the Board for formal approval.

Motion was made by Jeff Dixon, seconded by Frankie Meads to allow staff to move forward in principle with development of a written agreement on the proposed uses of the former Electronic Keyboards facility in the Commerce Park as a conference center.

Commissioner Bettie Parker stated that she would like to be sure that the security issue is addressed and the prohibition of parking on the roadsides is addressed in the final document.

Commissioner Dixon noted that a uniformed officer may not be appropriate for some events such as weddings.

The motion carried unanimously.

**8. REPORT FROM THE COUNTY MANAGER:**

Mr. Bunch reported that Solid Waste Director Michael Etheridge has been asked to go to Beaufort County this week to look at their landfill and recycling sites and review their current contracts and offer possible suggestions for ways they can improve their service. He said this goes to show that other counties respect what is happening with Pasquotank County's solid waste program.

**9. REPORTS FROM COMMISSIONERS:**

Commissioner Sterritt explained that he was asked by the Board to serve on the Community Relations Commission as a representative of the Board of Commissioners. He said they have been meeting on a regular basis and will be meeting every month in the Hugh Cale Commissioners Board Room. He stated that a viewing of the video concerning Racial Taboo was held a few months ago at the Museum of the Albemarle with 200 people in attendance. He said the Commission plans to bring the video back in February or March and invite all of the County Commissioners, all of the City Council Members, and all of the School Board Members to view and then discuss the video in small groups. Commissioner Sterritt noted that when he first came on the Board and found out there was a Hugh Cale Boardroom he asked the former

County Manager if there had ever been a dedication ceremony for the room. He said there had not been one, but one would be held. Commissioner Sterritt said this has not happened yet and the Community Relations Commission would like to join the Board of Commissioners at some point to have a formal dedication ceremony of the Hugh Cale Commissioners Boardroom. He advised that Hugh Cale was a County Commissioner in the late 1800's and was also a member of the House of Representatives who brought forward the idea of the establishment of Elizabeth City State University. He said at some point soon he will be trying to convince the Board that this dedication is something it should do and that the Community Relations Commission would like to be a part of it.

Commissioner Bettie Parker reported that she spent the day with the Board of Education touring the schools. Chairman Winslow added that he was with Commissioner Parker for part of the tour and they can surely say that Pasquotank County has some beautiful and wonderful children. He said they were amazed at how the children were going about their learning process.

Commissioner Griffin stated that he attended the River Road Middle School portion of the tour because he wanted to hear about the STEM program at River Road. He said Ms. Coppen has put together three programs: the first for agricultural science; the second for aviation technology; and the third for health sciences. He stated that the school system feels the programs are successful and the students are excited about the classes. He added that the only downfall is that the classes are only one hour per day. Commissioner Griffin stated that Albemarle Commission is assisting Albemarle RC&D in applying for and administering a grant to assist with the watershed basin projects. He said the Airport Manager has advised that the Airport Authority is moving forward to get the financing in place for the apron improvement project at the airport.

Vice-Chairman Cecil Perry reported that he also attended a portion of the school tour until 12:00 today when he left to attend the funeral of David Bright, a former county employee. He stated that he attended a kickoff for the Wounded Warriors Dream Hunt where several current or former service members were gathered before their hunt. He noted that they would not be hunting with dogs. Vice-Chairman Perry reported that he recently attended the Jail Commission meeting and things are going well with the Jail. He stated that he believes Pasquotank County has been pro-active with regard to race relations and has tried to talk about things that will bring people together. He said everyone thinks everything is fine now since Commissioner Parker has been elected. He stated that did not change the structure of the county at all and how people are voting. He said the structure since 1965 needs to be looked at to give more representation to African Americans in Pasquotank County.

Chairman Winslow stated that Commissioner Perry referred to the Jail Commission meeting. He said the Jail's budget appears to be well within its limits although federal prisoners are down a bit. He reported that he went to the Library last Friday for a ceremony honoring the veterans of Pasquotank and was very impressed.

Chairman Winslow presented the following list of committee appointments for 2015 as follows:

INTERNAL COMMITTEES	William Sterritt	Frankie Meads	Cecil Perry	Betty Parker	Jeff Dixon	Joe Winslow	Lloyd Griffin
Finance Committee	x	x	xx	x	x	x	x
Governance Committee	xx		x			x	
Board Appointments Committee					x	x	xx
Building & Grounds Committee		xx		x			x
Personnel Committee	x	x			xx		
Special Projects Committee			x	x			xx
Stormwater Management Committee	x	x				xx	
Water Committee	xx	x		x			
Solid Waste/Landfill Committee*			xx		x		
Commerce Park Ad Hoc Committee					xx	x	x
xx Chairman							
x Committee Member							

\*Three private citizens have also been appointed to the Solid Waste/Landfill Committee: Dan Harshbarger, Mark Grass, and Charles Jordan.

EXTERNAL COMMITTEES	William Sterritt	Frankie Meads	Cecil Perry	Betty Parker	Jeff Dixon	Joe Winslow	Lloyd Griffin
Airport Authority							x
Albemarle Commission							x
Albemarle Hospital Authority						x	x
Central Communications Advisory Board						x	x
COA Board of Trustees						x	
District Jail Commission			x			x	
ECBH (Mental Health)			x				
Economic Development Commission			x		x		x
EC Chamber of Commerce					x		
Elizabeth City Downtown	x						
EMS Board		x			x		
Greenways Committee				x			
Health Board			x				
Highway 17 Association					x		
Intercounty Transit Authority			x				
Joint Recreation Advisory Committee	x						
Local Emergency Planning Committee						x	
Newland Water Management						x	
Pasquotank Library Board (ex officio)						x	
Public Safety Committee							x
Redevelopment Commission						x	
Region R Workforce Investment Consortium							x
RC&D Council		x					
Rural Planning Organization (RPO)							x
Social Services Board	x						
SPCA Advisory Board		x					
Tourism Development Authority					x		

Chairman Winslow stated that the Board still needs to fill a vacancy on the Animal Control Board that was created when Gary White went off the Board. County Attorney Mike Cox said he has recommended that Commissioners not serve on the Animal Control Board. He stated that the Animal Control Board actually has three hearings scheduled for tomorrow. He explained that the vacancy needs to be filled because if there is a 2-2 vote on that board the order stands that the dog is dangerous or potentially dangerous. He said if anyone knows an individual who would be willing to serve on the Animal Control Board to let him know. He added that the ordinance needs to be looked at again because it is not working well.

Chairman Winslow said he would like to wish everyone a Merry Christmas and a Happy New Year. There being no further business;

Motion was made by Cecil Perry, seconded by Jeff Dixon to adjourn the meeting. The motion carried and the meeting was adjourned at 8:38 PM.

*James Owens*  
CLERK TO THE BOARD

*Jeff Dixon*  
CHAIRMAN