

**PASQUOTANK COUNTY, NORTH CAROLINA
JANUARY 13, 2020**

The Pasquotank County Board of Commissioners met today in a regular meeting on Monday, January 13, 2020 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
Sean Lavin
Barry Overman

MEMBERS ABSENT: None

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 Chairman Jeff Dixon. Vice-Chairman 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 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 to allow Doug Hooper to purchase County cellphone and number; 2) Approval to allow Melissa Stokely to purchase County cellphone and number; 3) Approval of naming of Elizabeth City/Pasquotank County Senior Center; 4) Adoption of resolution approving financing terms with Truist Bank; 5) Approval of FY 2018-19 Audit; and 6) Approval of budget amendments.

Motion was made by Lloyd Griffin, seconded by Cecil Perry to amend the agenda to add items #1-6 to the Consent Agenda. The motion carried unanimously.

2. CONSIDERATION OF APPOINTMENT TO BOARD OF ZONING ADJUSTMENTS:

The Board considered the appointment of Dana Cobbs to the Board of Zoning Adjustments. The Board had voted to accept her nomination at the last meeting. Chairman Dixon asked if there were any further nominations. There being no further nominations;

Motion was made by Lloyd Griffin, seconded by Charles Jordan, to approve the appointment of Dana Cobbs to the Board of Zoning Adjustments. The motion carried unanimously.

3. APPROVAL OF CONSENT AGENDA:

The Board considered the following consent agenda:

a. Approval of Minutes of December 2, 2019 Commissioner Meeting

b. Approval of Lease Extension with Medical Services of America for Space Located at Edgewood Center

Staff has recommended the Board approve a proposed 1-year lease extension agreement between Pasquotank County and Medical Services of America for office space at 1407 Parkview Drive. The conditions of the lease will remain the same.

c. Adoption of Proclamation Proclaiming January 2020 as National Radon Action Month

The North Carolina Department of Health and Human Services has requested the Board adopt the following proclamation, proclaiming January 2020 as National Radon Action Month in Pasquotank County.

Proclamation In Support of National Radon Action Month in Pasquotank County

WHEREAS, radon is a colorless, odorless, radioactive gas that may threaten the health of our citizens and their families;

WHEREAS, radon is the second leading cause of lung cancer in the U.S. and is the leading cause of lung cancer in non-smokers;

WHEREAS, the National Academy of Sciences estimates that up to 21,000 lung cancer deaths occur in the United States each year;

WHEREAS, one in 15 homes across the U.S. have elevated radon levels;

WHEREAS, any home may have elevated levels of radon, even if neighboring homes do not, and living in a home with an average radon level of 4 picocuries per liter of air poses a similar risk of developing lung cancer as smoking half a pack of cigarettes a day; and

WHEREAS, testing for radon is simple and inexpensive and radon problems can be fixed;

WHEREAS, Pasquotank County Board of Commissioners, the U.S. Surgeon General, the U.S. Environmental Protection Agency, the NC Department of Health and Human Services' NC Radon Program and the North Carolina Advisory Committee on Cancer Coordination and Control support efforts to encourage homeowners to test their homes for radon;

WHEREAS, many residents in Pasquotank County don't know about radon, yet need to know, for the safety and health of their families and a proclamation of National Radon Action Month is an opportunity to educate individuals on the available measures to reduce radon;

NOW, THEREFORE, Pasquotank County Board of Commissioners does hereby proclaim:

JANUARY 2020 as National Radon Action Month

Adopted this the 13th day of January, 2020.

d. Acknowledgement of Economic Improvement Council Anti-Poverty Plan

The North Carolina Administrative Code requires that each Community Services Block Grant (CSBG) recipient submit its Community Anti-Poverty Plan (grant application) to each County Commissioner Board that it serves. Ms. Lillian Dance from the Economic Improvement Council has provided a copy of the total 2020 grant application for information purposes, as a notification of their intent to apply for funds by the February 14, 2020 deadline.

e. Approval to Allow Doug Hooper to Purchase County Cellphone and Number

Doug Hooper recently retired from his position of Chief Deputy with the County. The Finance Committee has recommended allowing him to purchase his County issued cellphone for \$1, and keep his phone number.

f. Approval to Allow Melissa Stokely to Purchase County Cellphone and Number

Melissa Stokely recently retired from her position of DSS Director with the County. The Finance Committee has recommended allowing her to purchase her County issued cellphone for \$1, and keep her phone number.

g. Approval of Naming of Elizabeth City/Pasquotank County Senior Center

The Finance Committee has recommended naming the new senior center Elizabeth City/Pasquotank County Active Living Center.

h. Adoption of Resolution Approving Financing Terms with Truist Bank

The Finance Committee has recommended approval of the following resolution authorizing the County to enter into an agreement with Truist Bank for financing \$468,000 for the purpose of financing five vehicles and related equipment for the Sheriff's Department, an ambulance, a quick response vehicle, a fleet vehicle, and a Fire Department Administration vehicle:

Resolution Approving Finance Terms

WHEREAS: The PASQUOTANK COUNTY, NC (“Borrower”) has previously determined to undertake a project for the financing of vehicles/equipment (the “Project”), and the Finance Officer has now presented a proposal for the financing of such Project.

BE IT THEREFORE RESOLVED, as follows:

1. The Borrower hereby determines to finance the Project through Truist Bank (“Lender”) in accordance with the proposal dated April 7, 2020. The amount financed shall not exceed \$468,000.00, the annual interest rate (in the absence of default or change in tax status) shall not exceed 2.04%, and the financing term shall not exceed five years from closing.

2. All financing contracts and all related documents for the closing of the financing (the “Financing Documents”) shall be consistent with the foregoing terms. All officers and employees of the Borrower are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution.

3. The Finance Officer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer's satisfaction. The Finance Officer is authorized to approve changes to any Financing Documents previously signed by Borrower officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Finance Officer shall approve, with the Finance Officer's release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document's final form.

4. The Borrower shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The Borrower hereby designates its obligations to make principal and interest payments under the Financing Documents as "qualified tax-exempt obligations" for the purpose of Internal Revenue Code Section 265(b)(3).

5. The Borrower intends that the adoption of this resolution will be a declaration of the Borrower's official intent to reimburse expenditures for the Project that are to be financed from the proceeds of the Lender financing described above. The Borrower intends that funds that have been advanced, or that may be advanced, from the Borrower's general fund or any other Borrower fund related to the Project, for project costs may be reimbursed from the financing proceeds.

6. All prior actions of Borrower officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

Approved this 13th day of January, 2020.

i. Approval of FY 2018-19 Audit

The Finance Committee has recommended approval of the FY 2018-19 Audit prepared by Thompson, Price, Scott, Adams & Co., P.A.

j. Approval of Budget Amendments

The Finance Committee has recommended approval of the following budget amendments presented at today's Finance Committee meeting:

Sheriff

Increase	010.0550.4835.00	Sale of Assets	6,375.00
Increase	010.4310.5212.00	Uniforms	6,375.00

Sheriff

Increase	010.0220.4532.00	Other Grants	500.00
Increase	010.4310.5496.00	Dog Expenses	500.00

Newland VFD

Increase	010.0600.4930.00	Insurance Proceeds	6,239.00
Increase	010.4343.5261.00	Departmental Supplies	6,239.00

E911

Increase	022.0991.4991.00	Fund Balance Appropriated	35,000.00
Increase	022.4328.5500.00	Capital Outlay	35,000.00

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Special Appropriations

Decrease	010.6900.5991.00	Contingency	25,000.00
Increase	010.6600.5610.03	YMCA	25,000.00

Non-Departmental

Increase	010.0230.4370.00	State Grants	302,500.00
Increase	010.4195.5600.00	Grant Funds	302,500.00

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

The following tax releases have been approved by the Finance Officer:

		County	City
1.	Elizabeth City Brick Company		25.32
2.	Century Telephone Service Group LLC	2.50	2.19
3.	Richard Wade Reid	11.05	
4.	Russel Lee Johnson	47.43	
5.	Herbert G. Davenport III	7.53	
6.	Paul W Calhoun	60.89	
7.	Dewitt R. Gooch	50.82	
8.	Dewitt R. Gooch	50.82	
9.	Miranda Brooks Whitley	10.59	
10.	Donald Wayne Wray	24.56	
11.	Donald Wayne Wray	25.28	
12.	Donald Wayne Wray	25.28	
13.	Donald Wayne Wray	24.95	
14.	Donald Wayne Wray	23.73	
15.	Donald Wayne Wray	11.12	
16.	Donald Wayne Wray	10.53	
17.	Donald Wayne Wray	10.03	
18.	Donald Wayne Wray	9.65	
19.	Donald Wayne Wray	9.15	
20.	Alexander's Lawncare	57.51	
21.	Alexander's Lawncare	86.27	
23.	Michael John Audette	6.70	5.70
24.	Monica Lynn Carawan	91.48	
25.	Nissan North America Inc	3.40	
26.	Jeremy Warren Maddy	3.81	3.24
27.	Jeremy Warren Maddy	3.43	2.93
28.	Thomas Glendon Christopher II	5.08	
29.	John Cornell Chavier	2.88	
30.	Jessica Nicole Taylor	3.48	
31.	Darnell Tillett	7.71	6.56
32.	David Patterson Stearns	13.82	
33.	James Elzie Prowell Jr.	3.43	

34.	James Colen Gibbs	6.86	
35.	Albert Robinson Jr.	84.82	
36.	Edward Mackey Swain	19.71	
37.	David L. & Barbara H. Carter	9.36	

4. ADOPTION OF RESOLUTION REQUESTING THE ADDITION OF ROADS IN COPPERFIELD SUBDIVISION TO THE STATE SYSTEM FOR MAINTENANCE:

The Board considered a petition submitted by the developers of Copperfield Subdivision requesting the addition of Becca Drive, Wiley Drive, and Sylvan Court to the state system for maintenance. Becca Drive is .4 miles long and has 25 homes on it; Wiley Drive is .4 miles long and has 11 homes on it; and Sylvan Court is .1 miles long and has three houses on it. In 2012, the Board requested Sylvan Court be added to the state system, but was found to not be eligible at the time. NC Department of Transportation has advised that Sylvan Court is now eligible to be added. NCDOT has requested resolutions from the County be no older than a year, and therefore a new resolution is required. The Board will need to adopt the resolution requesting addition of the roads to the state system.

Motion was made by Lloyd Griffin, seconded by Frankie Meads to adopt a resolution requesting the NC Department of Transportation to add Becca Drive, Wiley Drive, and Sylvan Court to the state system for maintenance. The motion carried unanimously.

5. REPORTS FROM COMMISSIONERS:

Commissioner Overman reported that he attended the monthly DSS Board meeting. He said Kathy Ford is doing a great job in her new role as director.

Commissioner Jordan attended the Solid Waste/Landfill Committee meeting, as well as the DSS Christmas Luncheon. Additionally, he attended the Minister's Council.

Vice-Chairman Griffin said he has put some thought into the request from Northeastern High School Coach Antonio Moore for a donation to help purchase championship rings for the 2019 Northeastern High School football team. He recommended Board members donate personally. The donations can be presented to the team at the next Board meeting.

Vice-Chairman Griffin provided an update of activities at the Airport. He noted that the Albemarle Commission Board did not meet in December.

Commissioner Lavin attended the Chamber of Commerce Board meeting, the Economic Development Board meeting, the Elizabeth City Downtown meeting, and the Newland Northern Park meeting, which he noted was well attended.

Commissioner Meads attended the RC&D meeting. They are working on the last phase of the boardwalk at College of the Albemarle.

Commissioner Perry attended the Community Meeting for the new College of the Albemarle President. He said it was very well attended. Additionally, he attended the DSS Annual Breakfast.

Chairman Dixon stated that the recent job fair hosted by Telephonics was well attended. He thanked Commissioner Lavin for attending a couple of ribbon cuttings recently on his behalf. He also attended the ECSU Commencement Exercise, and had lunch with the new Sentara President. He invited his fellow Board members to attend Dr. Jackson's welcome reception scheduled for this Thursday at the Culpepper Inn.

County Manager Hammett reported that recently he met with the County's lobbyist, Joe and Henri McClees and Jon Fowlkes, Branch Head of the Division of Public Health, On-Site Water Protection Branch with the North Carolina Department of Health and Human Services. He explained that the On-Site Water Protection Branch is responsible for providing regulatory oversight of sub-surface on-site wastewater treatment and dispersal systems, as well as inspection and testing of private drinking water wells constructed, repaired or abandoned, on or after July 1, 2008. This program is a joint effort among the local health departments and the On-Site Water Protection Branch. The primary purpose of the meeting was to discuss local issues related to septic tank permitting. McClees Consulting scheduled the meetings between their

county clients and Mr. Fowlkes to give counties an opportunity to express any concerns they were having, and to establish a point of contact for any future issues related to the On-Site Water Protection Branch. Mr. Fowlkes is the new Branch Head, and he acknowledged concerns related to the program and committed to trying to address the issues. Mr. Hammett said he relayed Pasquotank County's primary issues related to septic tank permitting, which revolve around customer service and the sometimes lengthy turn-around time for permits.

Chairman Dixon reminded the Board that the 2020 Commissioner's Retreat is scheduled for February 28th.

There being no further business, Chairman Dixon asked for a motion to adjourn the meeting.

Motion was made by Cecil Perry, seconded by Frankie Meads to adjourn the meeting. The motion carried and the meeting was adjourned at 6:25 PM.

CHAIRMAN

CLERK TO THE BOARD