

PASQUOTANK COUNTY, NORTH CAROLINA
APRIL 3, 2023

The Pasquotank County Board of Commissioners met today in a regular meeting on Monday, April 3, 2023 in Courtroom C in the Pasquotank County Courthouse.

MEMBERS PRESENT: Charles H. Jordan, Chairman
Barry Overman, Vice-Chairman
Lloyd E. Griffin, III
Sean Lavin
Jonathan Meads
Sam Davis, III

MEMBERS ABSENT: None

OTHERS PRESENT: Sparty Hammett, County Manager
John Shannon, Assistant County Manager
R. Michael Cox, County Attorney
Mike Barclift, Management Fellow
Lynn Scott, Clerk to the Board

The meeting was called to order at 6:00 PM by Chairman Charles Jordan. Commissioner Barry Overman gave the invocation and Commissioner Sam Davis led in the Pledge of Allegiance to the American Flag. Chairman Jordan welcomed those in attendance.

1. APPOINTMENT OF COUNTY COMMISSIONER FOR SOUTHERN INSIDE SEAT:

The Board considered the appointment of a County Commissioner to fill the unexpired term of Cecil Perry for the Southern Inside Seat.

Motion was made by Sean Lavin, seconded by Jonathan Meads to appoint Michael Brooks to fill the unexpired term of Cecil Perry for the Southern Inside Seat. The motion failed 4 to 2, with Commissioners Jordan, Overman, Griffin, and Davis voting in opposition.

Motion was made by Sam Davis, seconded by Barry Overman to accept the recommendation of the Pasquotank County Democratic Party to appoint Clifford Shaw to fill the unexpired term of Cecil Perry for the Southern Inside Seat.

Commissioner Meads said Mr. Shaw seems to be a great guy. He has talked to him several times on the phone, and he answered a lot of his questions very well. The problem he has with Mr. Shaw is that he is a Pasquotank County employee. He does not think that it is the right thing for the Board to be doing. There are a lot of gray areas. The department he works in, which is Sheriff's Department, accounts for approximately 30% of the County's budget. He said the County has a seven member board for a reason. Mr. Shaw will have to recuse himself often, making the Board a six member Board, which could result in a tie, and cause problems with items moving forward. He said as County Commissioners, the Board needs to consider this. He noted that other counties have incurred issues with this, and he thinks the Board needs to rethink it.

The motion carried 5 to 1, with Commissioner Meads voting in opposition.

The Board congratulated Mr. Shaw, and stated that they look forward to working with him.

2. AMENDMENTS TO THE AGENDA:

Vice-Chairman Barry Overman requested that the agenda be amended to add the following items recommended by the Finance Committee to the Consent Agenda: 1) Approval of request for Occupancy Tax Funds for 2023 Potato Festival; 2) Approval of ending commercial recycling route and placing a recycling container downtown for businesses; 3) Approval of request to transfer fund in the Solid Waste Department budget to purchase a backhoe; and associated budget amendment; 4) Approval of reducing Library hours of operation; 5) Approval of reclassification of Library position to Branch Manager; and 6) Approval of Audit Services contract.

Motion was made by Barry Overman, seconded by Sean Lavin to amend the agenda to add Items #1-6 to the Consent Agenda. The motion carried unanimously.

3. APPROVAL OF BOARD APPOINTMENTS:

Vice-Chairman Overman, Chairman of the Appointments Committee said at the last meeting the Appointment Committee recommended the Appointment of Donnie Markham as a hotel/motel representative on the Tourism Development Authority. A copy of his application has been provided to Board members, and the Board can give final approval to the appointment or can nominate other individuals to the vacancy.

Motion was made by Sam Davis, seconded by Lloyd Griffin to appoint Donnie Markham to the Tourism Development Authority as a hotel/motel representative. The motion carried unanimously.

4. APPROVAL OF CONSENT AGENDA:

The Board considered the following consent agenda:

a. Approval of Minutes of February 24 and March 20, 2023 Commissioner Meetings

b. Approval of Tax Releases and Refunds

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

Tax Refunds

	Taxpayer	County	City
1.	Randall Keith Eisenhauer	124.68	
2.	Dexter Tyrone Jackson-Heard	453.86	431.62
3.	Marina Funicello Rosenhagen		107.45
4.	Kenneth Marshall Willingham	528.54	

Solid Waste Fee Release

	Owner's Name	Parcel ID #	Reason for Release
1.	Della Crutch & Emma Moore ETAL	26-E-15	Vacant

c. Approval of Budget Amendments

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

EMS

Increase	010.0600.4930.01	Insurance Proceeds – EMS	7,790.00
Increase	010.4370.5353.00	Maintenance – Vehicles	7,790.00

EMS

Decrease	010.6900.5991.00	Contingency	76,700.00
Increase	010.4370.5500.00	Capital Outlay	76,700.00

DSS/Trustee Funds

Increase	031.0991.4991.00	Fund Balance Appropriated	19,000.00
Increase	031.0220.4380.26	Social Security Benefits	40,000.00
Increase	031.5310.5670.10	Beneficiary Expenses	59,000.00

Sheriff

Decrease	010.6900.5991.00	Contingency	73,300.00
Increase	010.4310.5500.00	Capital Outlay	73,300.00

Planning

Increase	010.0991.4991.00	Fund Balance Appropriated	40,000.00
Increase	010.4910.5440.00	Contracted Services	40,000.00

Landfill

Increase	065.0550.4835.00	Sale of Assets	80,000.00
Increase	065.7420.5353.00	Repair & Maintenance – Vehicles	40,000.00
Increase	065.7420.5381.00	Tire Disposal	40,000.00

d. Approval of Banning TikTok from all County Owned Devices

The Finance Committee has recommended approval of banning TikTok from all County owned devices.

e. Approval of FY 2021-22 Audit

The Finance Committee has recommended approval of the FY 2021-22 Audit prepared by Thompson, Price, Scott, Adams & Co. P.A.

f. Approval of Request for Occupancy Tax Funds for 2023 Potato Festival

Elizabeth City Downtown has requested funding in the amount of \$5,000 for this year’s Potato Festival. If funding is approved, the application for tourism funds and a letter of support from the County will need to be submitted.

g. Approval of Ending Commercial Recycling Route and Placing a Recycling Container Downtown for Businesses

Staff updated the Solid Waste Operational Study at the Board Retreat. One of the recommendations discussed was to end the Commercial Recycling route and place a recycling container downtown for businesses. Solid Waste has received very little revenue from recycling for the last five years to offset the cost of operations. In contrast, it now costs more to dispose of recyclables than other waste. The department would need to replace a 1998 model truck for approximately \$150,000 to continue the program.

The County is now at the point where we cannot continue the program, as we would lose approximately \$90,000 per year. The recommendation to place a downtown recycling container on Elizabeth Street behind Colonial Café is a compromise solution that still meets the needs of Downtown businesses specifically. The container would be collocated with a City of Elizabeth City trash compactor at a capital cost of \$20,500 (\$11,000 for the recycling container and \$9,500 - the County’s share of the sitework). The \$19,000 total cost of the sitework would be split with the City of Elizabeth City. The Finance Committee has recommended approval to end the Commercial Recycling route on July 1, 2023, and place a recycling container downtown for businesses at a capital cost of \$20,500.

h. Approval of Request to Transfer Funds in the Solid Waste Department Budget to Purchase a Backhoe

During February’s Solid Waste Committee Meeting staff recommended approval to transfer \$160,000 in Capital Outlay Funds from the Landfill Fund to Transfer Station Capital Outlay to purchase a John Deere Backhoe 410P model. The Finance Committee has recommended approval of the following budget amendment to move \$160,000 from Landfill Operations Capital Outlay to Transfer Station Capital Outlay to purchase the backhoe:

Decrease 065.7420.5500.00 Capital Outlay (LF) 160,000.00

Increase 065.7430.5500.00 Capital Outlay (TS) 160,000.00

i. Approval of Reducing Library Hours of Operation

The Pasquotank County Library’s 10-hour schedule Monday through Friday (8:30 am – 6:30 pm) causes staffing difficulties. The Finance Committee has recommended reducing the Monday through Friday hours of operation to 9:00 am to 6:00 pm effective April 17, 2023. The schedule change will aid staffing efficiency and have minimal impact on Library patrons.

j. Approval of Reclassification of Library Position to Branch Manager

The other EARL Libraries have a Branch Manager who is responsible for many day-to-day administrative functions and is an Assistant Library Director. The Pasquotank County Library has a vacant Library Assistant III position that could be reclassified to Branch Manager. The Finance Committee has recommended approval of the Branch Manager position at Pay Grade 17 with a salary range of \$37,288 to \$52,386.

k. Approval of Audit Services Contract

The County issued a Request for Proposals for Audit Services twice and only received one proposal. Our current auditor, Thompson, Price, Scott, Adams & Co., P.A., submitted a proposal for \$30,000 plus \$3,000 for any additional major program audits. The Finance Committee has recommended approval to award the contract for Audit Services to Thompson, Price, Scott, Adams & Co., P.A. for \$30,000 plus \$3,000 for additional major program audits.

Motion was made by Sam Davis, seconded by Sean Lavin to approve the Consent Agenda, as amended. The motion carried unanimously.

5. RECOMMENDATION FROM THE APPOINTMENTS COMMITTEE:

Vice-Chairman Overman, Chairman of the Appointments Committee, stated that the Appointments Committee met today and has made the following recommendation:

- a) Elizabeth City-Pasquotank County Human Relations Commission – Appoint Norma King. This appointment will need to lie over for two weeks to allow for additional applications.

Motion was made by Barry Overman, seconded by Sean Lavin to accept the nomination from the Appointments Committee. The motion carried unanimously.

6. CALENDAR UPDATES:

Clerk to the Board Lynn Scott provided an update on upcoming events.

7. REPORTS FROM COMMISSIONERS:

Commissioner Davis attended the Solid Waste/Landfill Committee meeting. He also attended a retirement party for Dr. Phil Jackson (President of Sentara Albemarle Medical Center), and a farewell event for Corrina Ruffieux (Executive Director for the Elizabeth City-Pasquotank County Tourism Development Authority).

Commissioner Meads attended the Albemarle Resources Gala, which was well attended. He said they reported on all the wonderful things they have done for our area. They reported saving over 1,800 lives.

Commissioner Lavin attended the Northeast Workforce Development Board Retreat. They met with representatives from the 10 county areas.

Commission Griffin stated that his meetings are scheduled for later in the month.

Vice-Chairman Overman attended the monthly DSS Board meeting. They received an update on their remote work pilot program. He said it is going very well. He had the opportunity to go with ECPPS on a fieldtrip. Twenty five students and fifteen various community leaders went on the fieldtrip. They went to UNC Greensboro to their Esports Arena. They also went to Guilford High School where they are doing CT programs at a whole other level. They stopped at an Elementary School in Guilford County where they do dual, bilingual teaching. Kindergarteners are taught English and Spanish at the same time. He stood in a room of third graders who were talking to each other in Spanish. He was very impressed and noted that this will open up a lot of doors for them in the future. Lastly, he attended the TDA meeting, where they sent their Executive Director Corrina Ruffieux off. He said she started her new job in Maggie Valley today. He said they hate to see her leave because she did a lot of good things for our community, including starting the US Coast Guard Marathon. The TDA Search Committee is working to fill her position.

Chairman Jordan attended the Chamber of Commerce Board of Directors meeting. He attended the Solid Waste/Landfill Committee meeting. He attended the retirement party for Dr. Phil Jackson. Lastly, he attended the Library Board meeting. They hope to have a new director very soon. Once the new Commissioner is sworn in, he will finalize the new committee assignments. He invited Board members to participate in upcoming ribbon cuttings.

Motion was made by Lloyd Griffin, seconded by Barry Overman to adjourn the meeting. The motion carried and the meeting was adjourned at 6:20 PM.

CHAIRMAN

CLERK TO THE BOARD