**PASQUOTANK COUNTY, NORTH CAROLINA**

**OCTOBER 19, 2015**

The Pasquotank County Board of Commissioners met today in a regular meeting on Monday, October 19, 2015 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 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 Chairman Joe Winslow. Commissioner Lloyd Griffin gave the invocation and Commissioner Bill Sterritt led in the Pledge of Allegiance to the American Flag. Chairman Winslow welcomed everyone present.

**1. AMENDMENTS TO THE AGENDA:**

Chairman Winslow asked if there were any amendments to the agenda. Vice-Chairman Cecil Perry requested that the agenda be amended to add the following item to the Consent Agenda as recommended by the Finance Committee: 1) Approval to reclassify 2 EMS non-emergency transport part-time permanent positions to regular full-time positions.

Motion was made by Cecil Perry, seconded by Jeff Dixon to approve the amendment to the agenda as presented. The motion carried unanimously.

**2. APPROVAL OF CONSENT AGENDA:**

The Board considered the following consent agenda:

*a. Approval of Minutes of October 5, 2015 Commissioner Meetings*

*b. Approval of Request to Reclassify 2 EMS Non-Emergency Transport Part-time Permanent Positions to Regular Full-time positions*

The Finance Committee has recommended approval of a request from Jerry Newell, EMS Director to reclassify 2 non-emergency transport part-time permanent positions to regular full-time positions.

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

**3. RECOMMENDATIONS FROM THE APPOINTMENTS COMMITTEE:**

Commissioner Jeff Dixon reported that the Appointments Committee met today and has made the following recommendations:

a) Animal Control Board – Nominate Nancy Lamb to fill joint city/county appointee vacancy. Since this is a new appointment, it must lay over until the next meeting.

b) Elizabeth City – Pasquotank County Community Relations Commission – Reappoint Eileen Chaney and Dr. Hirendra Banerjee. Since these are reappointments, they can be finalized tonight.

c) Juvenile Crime Prevention Council – Nominate Marketa Littlejohn to fill a vacant county commissioner appointee seat and Piper Ferguson to fill the vacant District Attorney or designee seat. These appointments can be made tonight since they meet the criteria for exemption from the county’s appointments policy.

d) Nursing Home Advisory Board – Nominate Betty Jo Layden to fill vacancy. Since she has formally served on this board in the past, this can be done tonight.

e) Health Board – Reappoint Cecil Perry to an additional term. Since this is a reappointment, this can be done tonight.

f) Intercounty Transit Authority – Reappoint Cecil Perry to an additional term. Since this is a reappointment, this can be done tonight.

Motion was made by Jeff Dixon, seconded by Lloyd Griffin to accept the recommendations from the Appointments Committee to approve the appointments and reappointments as presented, with *item a*, to lay over until the next meeting. The motion carried unanimously.

**4. APPROVAL OF LEASE BETWEEN PASQUOTANK COUNTY AND NORTHEASTERN COALITION TO END HOMELESSNESS**

The Board considered a lease agreement with Northeastern Coalition to End Homelessness, as discussed at previous Finance Committee meetings, which will allow SOULS to operate their feeding program in the “old band room” located in the former Elizabeth City Middle School. Mr. Cox reviewed the changes that have been made. He said the lease term will be for seven days a week, from 4:30 PM to 7:00 PM for three hundred sixty four days. He explained that the lease will be with Northeastern Coalition to End Homelessness, which is a 501c3 nonprofit corporation, because the Board had concerns with SOULS being unincorporated. He noted that the corporation will be responsible for making necessary repairs and will notify the county if there are unsafe conditions or incidents. The county will not be responsible for routine maintenance or upkeep such as restrooms, water, and electricity. He said in the event the county’s insurance policy is triggered the corporation will be responsible for the deductible, which is currently $5,000. Angela Cole, Representative for SOULS thanked the Board.

Motion was made by Jeff Dixon, seconded by Cecil Perry to approve the lease for the “old band room” located in the former Elizabeth City Middle School with Northeastern Coalition to End Homelessness with the inclusion of the changes mentioned by Mr. Cox. The motion carried unanimously.

**5. REPORTS FROM COUNTY MANAGER:**

County Manager Rodney Bunch reported that the Association of County Commissioners recently alerted counties that the State has encountered challenges in achieving and maintaining USDA requirements for timely and accurate processing of Food & Nutrition Services cases. He said North Carolina received an “Advanced Warning Letter” from USDA that the State must maintain a 95% statewide timeliness rate for the six month period of January – June 2016. Currently, the State average is 84.5%. He stated that projected Federal reimbursement for SFY 2015-16 is $75-80 million. He explained that these funds are at risk if the State does not meet the 95% rate. He said he and Finance Director, Sheri Small met with Janet Sawyer, DSS Supervisor and confirmed that Pasquotank’s DSS is currently meeting the 95% rate.

Mr. Bunch informed the Board that the Magistrate’s Office is in need of space to set up a computer for a second magistrate to work occasionally. He said he has allowed them to use the space on the rear hallway where the revaluation team previously worked. He noted that the space will not require any improvement or furniture.

Mr. Bunch reported that he and Chairman Winslow attended the Newland Drainage Advisory Board meeting on October 6. He said a quorum was not in attendance. Mr. John Spence informed them that there are scattered trees down in the Pasquotank River and US 158 Canal. He noted that there is a $7,015 balance in the Newland Drainage District account that can be used for removal of the trees.

Mr. Bunch updated the Board on COA’s A-B concourse repairs. He said Mr. Joe Turner recently informed him that they have to remove brick and block to expose the inside face of the beam for the full span. Engineers will examine the condition of the steel and generate structural repair details.

Mr. Bunch said he received an invitation last night from Mr. Steve Keen on behalf of the Governor inviting the Board to a signing for Connect NC Bond Act of 2015 on Wednesday at Lenoir Community College.

**6. REPORTS FROM COMMISSIONERS:**

Commissioner William Sterritt invited the Board to attend the Witherspoon-Harris Community Service Recognition Award Program being held tomorrow night honoring Mr. Gustave Smith. He said the Joint Recreation Advisory Board will meet on Thursday to discuss the 10-year master plan. He reported that the Elizabeth City Downtown Committee recently raised $2,400 at their fundraiser event.

Commissioner Frankie Meads updated the Board on recent Building Code Council changes that regulate inspections and aesthetics. He reported that he spoke with Commissioner Nixon in Chowan and set up a date to meet with him to discuss District Attorneys’ office space.

Commissioner Jeff Dixon reported that he received an e-mail from Congressman Butterfield stating that the House version of the Surface Transportation Authorization Bill does contain language for the high priority corridor, I 44 between Raleigh and Norfolk. He said the same version is in the Senate, so they are hoping that it will be concurred by both the House and the Senate.

Commissioner Bettie Parker reported that she attended the Library Board of Trustees meeting on Tuesday, October 13th. She said the library received a grant, as well as $800 from the City of Elizabeth City and $1,200 from the Friends of the Library to fund Tutor.com. She explained that the program offers online, 1 on 1 help from professional tutors in the areas of math and science. It is available for students from grades 3 – 12 who have a Pasquotank County Library card. She highlighted their meeting and noted that they meet again on January 12th.

Commissioner Lloyd Griffin reported that Albemarle Commission unveiled their new logo at their annual meeting last week. He said currently there are grants totaling $600,000 available through the NC Works Incumbent Worker Program for businesses to apply for, as well as EDA grants. He said ferry tolls will be discussed at the RPO meeting on Wednesday. He reported that the Airport Authority will meet next week and EDC will be meeting this week.

Vice-Chairman Cecil Perry reported that the Health Board meets next week.

Commissioner Griffin voiced concerns about Trillium’s ability to provide mental health services to Tyrrell County. Commissioner Parker said she will ask questions at their meeting in November regarding this issue.

Chairman Winslow reported that he recently attended the NCACC meeting in Wrightsville Beach. He said it was very informative. He said last Wednesday he participated in a webinar of the NCACC Tax and Finance Committee. He stated that this past weekend he attended the Elizabeth City State University Homecoming Parade. He said he met the new interim vice chancellor of the university and invited him to come to a Board meeting and provide an update on all the good things going on at the university. He said he would like to see better attendance by the Board at community events. He would also like to see a policy developed to pay for tickets for these events. Discussion followed and the Board concurred.

Motion was made by Cecil Perry, seconded by Frankie Meads to adjourn the meeting. The motion carried unanimously and the meeting was adjourned at 8:00 PM.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CHAIRMAN

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CLERK TO THE BOARD

**2. APPROVAL OF CONSENT AGENDA:**

The Board considered the following consent agenda:

*c. Approval of Late Elderly Exclusion Application*

The Finance Committee has recommended approval of the late property tax exclusion application submitted by Charles A. Carey in the amount of $565.30.

*d. Approval of Sale of Ambulance Chassis*

The Finance Committee has recommended approval of the sale of a 2002 Ford E450 ambulance chassis to Northwestern Emergency Vehicles for $2,500 contingent upon the required advertising. Advertising costs will be added to the purchase price.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CHAIRMAN

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CLERK TO THE BOARD

THIS PAGE WAS LEFT BLANK INTENTIONALLY.