**PASQUOTANK COUNTY, NORTH CAROLINA OCTOBER 5, 2015**

The Pasquotank County Board of Commissioners met today in a work session on Monday, October 5, 2015 in the Community Room in the W.C. Witherspoon Memorial Library.

**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

Lynn Scott, Clerk to the Board

The work session was called to order at 3:00 PM by Chairman Joseph Winslow who stated that the purpose of today’s meeting is to receive an update on the status of the Elizabeth City-Pasquotank County Comprehensive Transportation Plan (CTP). County Manager Bunch introduced Angela Welch with Albemarle Commission.

Ms. Welch discussed and provided handouts of: 1) Chapter 2 – recommendations and 2) Highway, Bike and Pedestrian maps. She explained that this information is considered the “plan” under NCDOT guidelines and both will require adoption by the Board of Commissioners prior to ARPO endorsement and Board of Transportation approval. She stated that the CTP is a long term vision of the county’s transportation network for the next 25-30 years. She noted that each project has to compete for funding through the new State Transportation Improvement law. She asked for the Board’s input on the maps.

Commissioner Dixon suggested rerouting US 158 from Morgan’s Corner to Camden County as follows:

* Beginning at the intersection of US 158/17 (Morgan’s Corner);
* Travel south to US 17/Bypass 17 interchange;
* Travel south to the Bypass 17/Halstead Boulevard interchange;
* Travel east to the intersection of Halstead Boulevard and Hughes Boulevard;
* Travel north to the intersection of Hughes Boulevard and Elizabeth Street; and
* Travel east to the Pasquotank County/Camden County line (Pasquotank River).

Commissioner Dixon also suggested that the dashed green line on the Highway Map Draft dated 09/09/2015 noted as “Proposed US 158 Bypass” extending from North Road Street to Camden County be eliminated.

The Board concurred with Commissioner Dixon’s suggestions.

Ms. Welch said she will make the suggested changes and inform Camden County Board of Commissioners of the changes.

Motion was made by Lloyd Griffin, seconded by Cecil Perry to adjourn the meeting. The motion carried unanimously and the meeting adjourned at 3:54 PM.

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CHAIRMAN

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CLERK TO THE BOARD

**PASQUOTANK COUNTY, NORTH CAROLINA OCTOBER 5, 2015**

The Pasquotank County Board of Commissioners met today in a regular meeting on Monday,   
October 5, 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 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 Chairman Joseph Winslow. Commissioner Bettie Parker gave the invocation and Commissioner William Sterritt led in the Pledge of Allegiance to the American Flag.

**1. INTRODUCTION OF CHRISTINA REHKLAW:**

Commissioner Dixon introduced Ms. Christina Rehklaw, the new Tourism Director for the Elizabeth City Area Convention & Visitors Center. Ms. Rehklaw stated that she grew up on a small farm in Northwest Ohio. She said she received her bachelor’s degree in marketing, accounting and business administration. She stated that she has worked in marketing research for 15+ years for two large global companies. She said she decided she wanted to do something more civic based and that is how she got into tourism. She said she worked for a 3 county conventions and visitors bureau in northern Kentucky where she worked on business development and created their social media channels. Most recently she worked for the Virginia Tourism Corporation. She thanked the Board and said she looks forward to working with them.

**2. PRESENTATION OF PINS TO EMPLOYEES FOR YEARS OF SERVICE:**

Chairman Winslow called on the following county employees to receive pins recognizing their years of service to Pasquotank County:

|  |  |  |
| --- | --- | --- |
| **Employee** | **Department** | **Years of**  **Service** |
| Brenda Winslow | DSS | 20 years |
| Shirley Bryant | Register of Deeds | 10 years |
| Shelley Cox | Planning Department | 10 years |

The following employees could not attend tonight’s meeting to receive pins recognizing their years of service with Pasquotank County:

|  |  |  |
| --- | --- | --- |
| **Employee** | **Department** | **Years of**  **Service** |
| Pamela Collins | Central Communications | 25 years |
| Sharon Halstead | DSS | 25 years |
| Melissa Pendleton | Attorney’s Office | 25 years |
| Brenda Mishler | DSS | 20 years |
| Lloyd Jones | Central Communications | 15 years |
| Eric Meads | Water Department | 10 years |
| Collin Flatness | IT Department | 10 years |
| Rosma James | Tax Office | 10 years |
| Fennessa Banks | DSS | 10 years |

**3. 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 items to the Consent Agenda as recommended by the Finance Committee: 1) Approval to award contract for radio communications consulting and engineering services to Mission Critical Partners and 2) Approval of request by City of Elizabeth City/Tanglewood Development LLC to release taxes.

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

**4. APPROVAL OF CONSENT AGENDA:**

The Board considered the following consent agenda:

*a. Approval of Minutes of September 21, 2015 Commissioner Meeting*

*b. Approval of Proposal for Radio Communications Consulting and Engineering Services*

The Finance Committee has recommended approval of a contract with Mission Critical Partners in the amount of $46,187 to assist the County in the assessment of our existing public safety radio system, other related radio channels and subsystems, and for the development of recommendations for upgrading or replacing the systems.

*c. Approval of Tax Releases*

Releases:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **County** | **City** |
| 1. | Tanglewood Dev. LLC – 2011 | 1,623.78 | 1,217.84 |
| 2. | Tanglewood Dev. LLC – 2012 | 1,623.78 | 1,296.41 |
| 3. | Tanglewood Dev. LLC – 2013 | 1,649.97 | 1,296.41 |
| 4. | Tanglewood Dev. LLC – 2014 | 1,804.24 | 1,460.01 |
| 5. | Tanglewood Dev. LLC – 2015 | 1,804.24 | 1,519.36 |

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

**5. APPROVAL OF EXTENSION OF PRELIMINARY PLAT FOR CREEKSIDE FARMS, PHASE II:**

Main Street Extended Development, LLC has requested a 2-year extension of the preliminary plat approval for Creekside Farms Subdivision, Phase II due to ongoing economic conditions. The previous extension will expire December 31, 2015. Creekside Farms’ original approval consists of two phases containing a total of 75 residential lots. Phase I contained 38 lots and received final plat approval on November 9, 2007. Phase II contains the remaining 37 lots. Significant work has commenced within this development including the completion of Phase I and extensive improvement within Phase II, including installation of drainage improvements, street rough-ins, and the installation of a water line. In consideration of these facts, staff recommends approval of an additional 2-year extension for the preliminary plat.

Mr. Troy Brinkley, developer of Creekside Farms, said he is requesting an extension due to the current market. He stated that he is happy to report that this year they finally started moving some homes and some permits have been pulled.

Planning Director Shelley Cox said with the economy the way it has been for the last several years, staff recommends approval of the 2-year extension that has been requested.

Motion was made by Lloyd Griffin, seconded by Frankie Meads to approve a 2-year extension of the preliminary plat approval for Creekside Farms, Phase II. The motion carried unanimously.

**6. PRESENTATION OF PROCLAMATION FOR NATIONAL LONG-TERM CARE RESIDENTS’ RIGHTS MONTH:**

Chairman Winslow called on Mr. David Boone, a county representative on the Nursing Home Community Advisory Committee, to accept a proclamation for National Long-Term Care Residents’ Rights Month. He read and then presented the following proclamation to Mr. Boone:

**Proclamation**

**Long Term-Care Residents’ Rights Month 2015**

*Whereas*, the federal Nursing Home Reform Act of 1987 guarantees residents their individual rights in order to promote and maintain their dignity, autonomy and individuality; and

*Whereas,* the North Carolina General Assembly enacted legislation to protect the rights of residents in nursing homes through the Patients’ Bill of Rights and those in adult care homes through the Residents’ Bill of Rights; and

*Whereas*, the Long-Term Ombudsman Program was created under the Federal Older Americans Act and by the General Assembly to ensure residents in facilities are afforded the same considerations and opportunities to exercise their basic freedoms that individuals in the community take for granted; and

*Whereas,* while a concerned individual can be an effective advocate for a single resident, the work of the more than 1,000 volunteer Community Advisory members, who are appointed by the local boards of the county commissioners, is making a significant difference for residents statewide; and

*Whereas*, there are approximately 50,000 individuals living in nursing homes and 40,000 individuals living in adult care facilities in North Carolina and residents should be informed of their rights so they may be empowered to live with dignity and self-determination; and

*Whereas,* individuals, groups and long-term care facilities across the country will be celebrating Residents’ Rights Month with the theme - Care Matters - to emphasize the importance of affirming these rights through facility practices, public policy and resident-centered decision making;

**Now, therefore,** Pasquotank County does proclaim October 2015 as “**Long-term Care Residents Rights Month**” and commend its observance to all citizens.

Dated this 5th day of October, 2015

Mr. Boone thanked the Board for proclaiming National Long-Term Care Residents’ Rights Month.

**7. PRESENTATION OF PROCLAMATION FOR PHARMACY WEEK:**

Chairman Winslow recognized Ms. Jennifer Burgess, Pharmacy Services Manager at Sentara Albemarle Medical Center to accept a proclamation for Pharmacy Week. He read and presented the following proclamation to Ms. Burgess:

**PROCLAMATION**

**PHARMACY WEEK**

*Whereas*, pharmacists are experts in the successful use of today’s complex medications, and

*Whereas*, patients in hospitals and outpatient clinics receive better care when pharmacists are directly involved in medication management decisions, and

*Whereas*, pharmacists’ direct involvement in patient care helps reduce unnecessary costs and burden on the health system, and

*Whereas*, the pharmacists and pharmacy technicians practicing in the hospital and health-system of Pasquotank County contribute to the health and well-being of our citizens, and

*Whereas*, the American Society of Health-System Pharmacists and Sentara Albemarle Medical Center have declared October 18-24, 2015 as Pharmacy Week.

**Now, therefore, be it resolved** that I, Joseph Winslow, do proclaim October 18-24, 2015 as

**Pharmacy Week**

in Pasquotank County, North Carolina and urge all our citizens to acknowledge the valuable services of the pharmacists and pharmacy technicians who work in inpatient, outpatient, home-care, and long-term-care settings and all they do to help patients make the best use of their medicines.

Dated this 5th day of October, 2015.

Ms. Burgess thanked the Board on behalf of the pharmacists and pharmacy technicians at Sentara Albemarle Medical Center for the recognition of all they do. She said Sentara Albemarle Medical Centers’ mission is “to improve health everyday”. She recommended everyone talk to their healthcare provider or pharmacist about receiving a flu shot.

**8. ADOPTION OF ORDINANCE AUTHORIZING USE OF CASH AS PAYMENT:**

The Board considered a proposed ordinance which would allow the County to pay bills, invoices, etc. in cash not to exceed $50. Attorney Cox explained that the General Assembly recently made numerous changes to the pre-audit statute. One of those changes allows the County to pay small bills in cash without the finance officer pre-auditing the expense. He said staff recommends approval of the ordinance.

Motion was made by Cecil Perry, seconded by Frankie Meads to approve the Ordinance Authorizing the Use of Cash as Payment for Bills, Invoices, Etc. not to exceed $50. The motion carried unanimously and the following ordinance was adopted:

**ORDINANCE AUTHORIZING THE USE**

**OF CASH AS PAYMENT**

**WHEREAS,** Session Law 2015-246 (House Bill 44 enacted on September 23, 2015) amended G.S. §159-28 (Budgetary Accounting for Appropriations) and provides, in part, that as of October 1, 2015 a local government may “pay a bill, invoice, salary, or other claim” in cash provided “the local government has adopted an ordinance authorizing the use of cash, and specifying the limits of the use of cash”; and

**WHEREAS,** Pasquotank County desires to enact such an ordinance allowing payments in cash for said purposes.

**NOW, THEREFORE, BE IT ORDAINED** that:

1. Pasquotank County may pay a bill, invoice, salary, or other claim by cash provided the amount does not exceed $75.00.
2. This ordinance is effective upon adoption.

ADOPTED the 5th day of October, 2015.

**9. REPORTS FROM COUNTY MANAGER:**

County Manager Bunch reported that he met with local chairmen, managers, and economic directors on September 24th. Mr. John Chafee and Van Rogerson, with NCEast Alliance reported on what they are doing to promote our area and the five county representatives were allowed to express their concerns. He said Mr. Kevin Leonard, Executive Director with the NCACC recommended a student from Duke University who interned with the Association last year be allowed to perform his graduate project in our area. He said the student will prepare promotional material on economic development for our five county area. He said this was discussed at the meeting and the surrounding four counties seemed to be very interested.

County Manager Bunch reported that the “Stepping Up Initiative Committee” met last month to begin preparing plan for reducing the number of mental health patients in jails. He noted that Shelley Cox organized and attended the meeting and was very happy with the outcome. Ms. Cox said it was a great opportunity for mental health and law enforcement to communicate.

**9. REPORTS FROM COUNTY COMMISSIONERS:**

Commissioner William Sterritt invited everyone to the Witherspoon Harris Award Presentation at The Pines on October 20th. He reported that Dr. Kurt Hunsberger and Dr. Helen Caldwell have both turned in their resignations for the Community Relations Commission and they will be asking for the county’s help appointing replacements.

Commissioner Meads reported that unless things change he does not know how much longer the RC&D will last due to finances.

Commissioner Parker said next Tuesday she will be meeting with the Library Board.

Commissioner Lloyd Griffin reported on the Airport Authority meeting. He said the ramp expansion is approximately 50% complete. He noted that there are four years left on the DRS contract and even though the buildings are being sold the contract work will still be housed at the building. He said he received notice today through Workforce Development that all their goals were met except one, which is youth training. He stated he also received an e-mail today regarding how to support the interstate designation. He said there is movement to make the interstate designation from Raleigh to Norfolk.

Chairman Joe Winslow said he had the opportunity last week to attend a NCACC meeting in Wrightsville Beach. He said it was very informative. They discussed counties no longer being able to charge cities for 911 services. Another topic was subdivision bonds. He said it was stressed in much detail that many residents throughout the state of North Carolina have no knowledge of what county commissioners or county governments do. He said they would like us to be proactive by involving students in commissioners’ board meetings or commissioners speaking to civic classes. He said Dr. Cartner, ECPPS Superintendent seems to be receptive to the idea. Commissioner Perry stated that he has spoken with the principle at Northeastern High School about educating students on local government. He said there is also a book, published by the NCACC that is available on the subject.

Chairman Winslow emphasized the importance of grant writing and said he feels our grants are hit or miss. He wonders if there are other grants available that may be available that the county is not aware of. County Manager Bunch acknowledged that there are contractors that perform grant writing. He said the county receives e-mail at least bi-weekly regarding grants that are available, but most of them do not fit our needs.

Chairman Winslow 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 unanimously and the meeting was adjourned at 7:45 PM.

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CHAIRMAN

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CLERK TO THE BOARD