**PASQUOTANK COUNTY, NORTH CAROLINA NOVEMBER, 2 2015**

The Pasquotank County Board of Commissioners met today in a regular meeting on Monday, November 2, 2015 in Courtroom C in the Pasquotank County Courthouse.

**MEMBERS PRESENT:** Joseph S. Winslow, Jr., Chairman

Cecil Perry, Vice-Chairman

Lloyd E. Griffin, III

Dr. William R. Sterritt

Frankie Meads

Bettie J. Parker

**MEMBERS ABSENT:** Jeff Dixon

**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. Posting of Colors was provided by Northeastern High School AFJROTC and Commissioner William Sterritt led in the Pledge of Allegiance to the American Flag. Chairman Winslow welcomed everyone attending tonight’s meeting.

**1. COMMENTS BY ECSU CHANCELLOR DR. STACY JONES AND STAFF INTRODUCTIONS:**

Dr. Stacy Jones, Chancellor ECSU said she would like to highlight the importance of the relationship of ECSU and the County and to highlight ECSU’s Path to Prominence and ask for the Board’s continued support and encouragement. She introduced new team members at the University; Mr. Dennis Byron, Interim Vice Chancellor, Kathryn Underwood-Melton, Assistant General Counsel/Government Relations Liaison, Robert Kelly Goss, Communications and Marketing, and Theresa Tibbs, Chief of Staff. Commissioner Griffin requested data on the economic impact of ECSU’s Homecoming on the local economy. Chancellor Jones said she will communicate the outcome of the assessment once it is complete. Commissioner Griffin asked if any grants have recently been obtained by the university. Chancellor Jones identified the 3 most recent grants: 1) $1.1 million from Golden Leaf for the Aviation Science Program; 2) NASA grant for the STEM Academy which compliments the charter school and provides individuals within the entire community the opportunity to engage in STEM activities on the campus; and 3) $1 million from the National Institute of Justice to provide aviation technology, research and support to the country of Kenya for anti-poaching. She said a number of proposals have been submitted, which are primarily related to STEM and teacher education. Commissioner Perry requested the Board be informed of future activities at ECSU.

**2. AMENDMENTS TO THE AGENDA:**

ChairmanWinslow asked if there were any amendments to the agenda. Vice-Chairman Cecil Perry requested that the agenda be amended to add the following recommendations from the Finance Committee to the consent agenda: 1) Approval of tax releases and refunds; 2) Approval of budget amendments; 3) Approval of request to reclassify 2 library positions and create 1 new position; 4) Approval of contract for grinding wood waste materials; and 5) Approval to execute Memorandum of Understanding with North Carolina State Health Plan for Teachers and State Employees.

Commissioner Griffin requested that Item #5 be removed from the Consent Agenda and moved to New Business.

Motion was made by Cecil Perry, seconded by Lloyd Griffin to amend the agenda to add items #1, #2, #3, and #4 above to the Consent Agenda and to add Item #5 to New Business. The motion carried unanimously.

**3. APPROVAL OF APPOINTMENT TO ANIMAL CONTROL BOARD:**

The Board considered the appointment of Nancy Lamb to the Animal Control Board. The Board had approved her nomination at the last meeting. Chairman Winslow asked if there were any further nominations for the Animal Control Board. There being none;

Motion was made by Lloyd Griffin, seconded by Cecil Perry to approve the appointment of Nancy Lamb to the Animal Control Board. The motion carried unanimously.

**4.** **APPROVAL OF CONSENT AGENDA:**

The Board considered the following consent agenda:

*a. Approval of Minutes of October 19, 2015 Commissioner Meeting*

*b. Approval of Tax Releases & Refunds and Solid Waste Fee Releases & Refunds*

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

Tax Releases:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | County | City |
| 1. | Bettie T. Meads, Etal. | 432.00 |  |

Tax Refunds:

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Carmine E. Coppola Jr. | 163.10 |  |
| 2. | William Shelton Harris |  | 125.29 |
| 3. | Theresa Sawyer Woodie |  | 171.88 |

Solid Waste Fee Releases:

|  |  |  |
| --- | --- | --- |
| Owner’s Name | Parcel ID Number | Reason for Release |
| Alan Eugene Stewart Sr. | 22-K-32,33 | Unoccupied |
| Alan Eugene Stewart | P111-2 | Unoccupied |
| Isaiah F. Jackson | P15-8 | House not livable |
| Henry M. White & Tammy Gibbs | P30-21C | Vacant lot |

Solid Waste Fee Refunds:

|  |  |  |
| --- | --- | --- |
| Lillian Faye & Josette W. Williams | P78-31 | Billed in error |

*c. Approval of Budget Amendments*

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

Friends of the Library

|  |  |  |  |
| --- | --- | --- | --- |
| Increase | 024.0500.4831.00 | Interest Earned | 35.00 |
| Increase | 024.0600.4611.03 | Book Sales | 900.00 |
| Increase | 024.0600.4611.04 | Membership Dues | 700.00 |
| Increase | 024.0600.4611.05 | Fundraisers | 100.00 |
| Increase | 024.0600.4833.00 | Donations | 100.00 |
| Increase | 024.0991.4991.00 | Fund Balance Appropriated | 6,465.00 |
| Increase | 024.6110.5191.00 | Audit Fees | 100.00 |
| Increase | 024.6110.5231.00 | Promotional Supplies | 850.00 |
| Increase | 024.6110.5232.00 | Library Materials | 1,000.00 |
| Increase | 024.6110.5261.00 | Departmental Supplies | 700.00 |
| Increase | 024.6110.5272.00 | Fundraiser Expenses | 150.00 |
| Increase | 024.6110.5325.00 | Postage | 50.00 |
| Increase | 024.6110.5499.00 | Miscellaneous Expense | 590.00 |
| Increase | 024.6110.5500.00 | Capital Outlay | 4,860.00 |

Seized Assets

|  |  |  |  |
| --- | --- | --- | --- |
| Increase | 020.0240.4431.05 | Forfeiture-Federal | 30,000.00 |
| Increase | 020.4300.5269.00 | Law Enforcement Expenses | 30,000.00 |

EMS

|  |  |  |  |
| --- | --- | --- | --- |
| Increase | 010.0400.4437.00 | Revenue for Services | 8,400.00 |
| Increase | 010.4370.5500.00 | Capital Outlay | 8,400.00 |

*d. Approval of Request to Reclassify Library Positions*

The Finance Committee has recommended approval of a request from the Pasquotank County Library Board to reclassify 2 library positions and create 1 new position. The Library Board approved new job descriptions for Library Assistant I and Library Assistant II, which had not been updated in fifteen years. They also approved establishing a new position for Library Assistant III. The recommended changes to the pay grade scale for the positions based on the new job requirements are as follows: Library Assistant I, formally Grade 9 ($21,953 - $31,664) to Grade 10 ($23,270 - $33,562), Library Assistant II, formally Grade 10 ($23,270 - $33,562) to Grade 11 ($24,587 - $35,463) and Library Assistant III, new position Grade 14 ($28,540 - $41,163). The Library Board recommended that the pay increases become effective January 1, 2016. The total salary increase for the six month period January thru June for 9 employees would be $8,614.

*e. Approval of Contract with Simmons & Simmons Management, Inc. for Wood Waste Processing*

The Finance Committee has recommended that the Board approve a contract with Simmons & Simmons Management, Inc. for grinding of wood waste materials. Simmons & Simmons Management, Inc. was the low bidder at $1.97 cu yd. for grinding and $6.10 per ton for hauling.

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

**5. ADOPTION OF RESOLUTION AMENDING PERSONNEL POLICY:**

The Board considered a resolution allowing incentive pay for reverse osmosis water plant operators who work weekends following a week in which a holiday occurs during the regular work week.

Motion was made by Frankie Meads, seconded by Cecil Perry to adopt the following resolution amending the Pasquotank County Personnel Policy. The motion carried unanimously.

**A RESOLUTION AMENDING THE PASQUOTANK COUNTY  
PERSONNEL POLICY FOR CLARIFICATION AND TO   
ADD INCENTIVE PAY FOR PLANT OPERATORS AT   
THE REVERSE OSMOSIS PLANT**

**WHEREAS,** Chapters 126 and 153A of the North Carolina General Statutes authorize a   
County Board of Commissioners to adopt and implement personnel policies; and

**WHEREAS,** the Board of Commissioners for Pasquotank County has adopted and reinforced the county/manager form of government; and

**WHEREAS,** the Board of Commissioners desires to amend and continue a human resources system that provides for the recruitment, selection and continuous development of an effective workforce, responsive to the needs of Pasquotank County residents; and

**WHEREAS,** the Board has been presented with, has reviewed and endorses amendments to the Pasquotank County Personnel Policy (hereinafter “Personnel Policy”).

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS FOR PASQUOTANK COUNTY, NORTH CAROLINA THAT:**

**Section 1. ARTICLE IV. THE PAY PLAN – Section 11. Overtime of the Personnel Policy is amended as follows:**

**Section 11. Overtime**

“Overtime” means that work performed by an employee which exceeds the number of hours set forth in **­­Article V; Section 1** as constituting the established work week for the employee's position. Sick leave, annual leave, holidays taken during a work week and other time not actually worked by the employee shall not count as hours worked.

Overtime opportunities will be distributed as equally as practicable among employees in the same job class, department and shift regardless of age, sex, race, color, creed, religion, national origin, political affiliation, or physical handicap.

Employees required to work overtime will be compensated with overtime pay at the rate of one and one-half times the overtime hours worked provided that:

***(a)*** *The work is of an unusual, unscheduled, or emergency nature and is directed by the Department Head or the authorized representative of the Department Head;*

***(b)*** *The position is not classified as an exempt position, administrative, professional or managerial under the provisions of the* ***Fair Labor Standards Act; and***

***(c)*** *The employee actually works over 40 hours in that work week (or, for public safety employees over 171 hours in a 28 day cycle) with the authorization and knowledge of their supervisor.*

Department Heads are encouraged to grant time off during the work week as necessary whenever possible to minimize any paid overtime.

Employees are prohibited from working overtime except when expressly authorized by their supervisor. Employees who violate this are subject to disciplinary action.

The County has the right to adjust work schedules to reduce overtime situations and stay within the budget constraints.

**Compensatory Time**

Only employees in competitive service positions under the State Personnel Act are eligible to receive compensatory time. Compensatory time may be granted in lieu of overtime pay if requested by the employee and approved by the Director of their designee in advance. Non-exempt employees will be credited with compensatory time at the rate of one and half (1½) times the “amount of hours worked” over their respective overtime thresholds. Sick leave, annual leave, holidays, or any other time off in a work period will not count toward computing compensatory time. In no event may an employee accumulate over 480 hours of compensatory time.

Upon separation from County service, a non-exempt employee shall be paid for any accumulated compensatory time at the employee’s current rate of pay in the last payroll.

Employees may request and use compensatory leave time off in the same manner as other leave requests. However, compensatory time must be exhausted before any other type of paid leave can be used. Employees will be permitted to use such time off within a “reasonable period” if use of the compensatory time off does not “unduly disrupt” the operations of the department. Department Heads will be responsible for administering the compensatory policy by allowing employees to take accrued compensatory time in a timely manner so that compensatory time will not accrue to excessive levels. The Department Head shall require employee to use compensatory time for any absence. All compensatory time shall be marked as such on official timesheets, both when it is earned and when it is taken. The employee will be responsible for providing an accurate accounting of compensatory time earned and taken, and the Department Head, or their designee, will sign off on all timesheets with compensatory time entries.

**Section 2. ARTICLE IV. THE PAY PLAN – Section 16. Weekend, Holiday and Incentive Pay for Certain Employees in the Water Department of the Personnel Policy is amended as follows:**

The Water Superintendent and Assistant Water Superintendent shall receive additional compensation for operating the water plant on weekends. The additional compensation shall be determined annually by the Board of Commissioners. The Water Superintendent and Assistant Water Superintendent shall receive one-half of the rates paid during normal weekend duty for work they performed on any day observed as paid holidays by the county.

Water Department Plant Operators at the Reverse Osmosis Plant will receive incentive pay in the event there is a holiday during the work week and the plant operator is required to work time beyond the normal work week in addition to their other regular hours for that week. The incentive pay shall be paid at one and one-half times the hours worked beyond the normal work week schedule. (For example, if the work week includes an eight (8) hour holiday and the plant operator is required to work a ten (10) hour shift on a Saturday the plant operator is entitled to ten (10) hours of incentive pay. This incentive pay is not applicable if the plant operator uses vacation or sick leave during the work week, or otherwise does not work some of their regularly scheduled hours that week beyond those hours given for the holiday).

These amendments are effective upon adoption.

ADOPTED this 2nd day of November, 2015.

**6. APPROVAL TO EXECUTE MEMORANDUM OF UNDERSTANDING BETWEEN PASQUOANK COUNTY BOARD OF COMMISSIONERS AND THE NORTH CAROLINA STATE HEALTH PLAN FOR TEACHERS AND STATE EMPLOYEES:**

The Finance Committee has recommended approval of the memorandum of understanding between the Pasquotank County Board of Commissioners and the North Carolina State Health Plan, which obligates Pasquotank County to begin participation in the State Health Plan beginning January 1, 2016. Commissioner Griffin asked for clarification on how claims from the current health plan would carry over. County Manager Bunch explained that claims that are ongoing will have to be closed out in twelve months. He said preliminary numbers show the current health plan balance is up from last year at approximately $400,000, which will help with paying the outstanding claims. He stated that our best scenario would be we go through the next twelve months and use far less than the $400,000 for claims. The Authority could act to reimburse some funds to authority members and maintain a fund balance for future needs.

Motion was made by Cecil Perry, seconded by Frankie Meads to approve execution of the MOU between Pasquotank County Board of Commissioners and the North Carolina State Health Plan obligating the County to begin participation in the plan January 1, 2016.

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

County Manager Rodney Bunch reminded the Board of a meeting scheduled with the Elizabeth City/Pasquotank County School Board of Education on Monday, November 9, 2016 at 5:30 PM, as well as the Farm City Week Banquet on Tuesday, November 10, 2016 at 6:30 PM.

Mr. Bunch advised that the Elizabeth City/Pasquotank County Parks & Recreation Department entered into an agreement to start preparing the Master Plan Update and they are no longer requesting money from the County. He said it will be paid out of the previously adopted budget. He said a Public Forum has been scheduled for December 1, 2015 at 7:00 PM to receive feedback from the public on park needs.

**8. REPORTS FROM COMMISSIONERS:**

Commissioner Sterritt reported that he attended the SOULS dedication last Sunday afternoon. He said the Recreation Advisory Committee would like to know what the large open property behind the Old Elizabeth City Middle School will be used for in the future. Mr. Bunch said Archer Western signed an agreement with the County stating that the property will be regraded, seeded and grassed when their contract is up. He went on to say that the property itself is within the boundary of what is leased to PAL. He said PAL is aware that the County must be notified before the site can be changed in any form. Commissioner Sterritt noted that the DSS Board’s meeting dates have changed for November and December due to the holidays.

Commissioner Meads reported that he attended the SOULS dedication last Sunday as well. He asked Commissioner Sterritt to check and see if South Park is paying for itself. He noted that he is still working on the DA office space situation.

Commissioner Parker reported that she attended the following meetings/events: Community Relations Commissions’ Witherspoon/Harris Recognition Awards honoring Gus Smith on October 20, Official Opening of a shoe repair shop at Southgate Mall on October 22, State of Education Breakfast on October 28, Economic Improvement Council 50th Anniversary Gala on October 31, and SOULS Open House on November 1. She plans to attend the Northern Regional Advisory Board meeting in Ahoskie on November 10. She said she was asked at our last meeting how Trillium plans to serve the people in counties that do not have medical facilities. She spoke with the chairman of the governing board for Trillium, Dr. Robinson and was informed that offices will be opened in every county.

Commissioner Griffin stated that he continues to answer news reporters about ferry tolling. He said he will have an update in January.

Vice-Chairman Cecil Perry reported that the selling of hospice should be finalized in December. He said mental health has appropriated $100,000 to begin telemedicine in Pasquotank County. He voiced concerns with Sentara Albemarle Medical Center’s billing department. He said it needs to be investigated because patients are receiving collection agency bills on their first billing cycle. Chairman Winslow asked that anyone who receives such a bill give them to him and he will look into it. Mr. Perry asked if employee evaluations have been performed. County Manager Bunch advised that evaluations are typically done in the spring. Commissioner Perry stated that he would like the Board to have a retreat early next year.

Chairman Winslow attended Zaxby’s ribbon cutting this morning. He said fourteen new jobs were provided. He said he would like to receive data on the actual number of employees hired at the new shopping center at Tanglewood. He said he and Mr. Bunch attended a public safety meeting on October 28. He thanked ECSU officials for attending the meeting.

There being no further business;

Motion was made by Cecil Perry, seconded by Frankie Meads to adjourn the meeting. The motion carried and the meeting was adjourned at 7:55 PM.

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CHAIRMAN

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CLERK TO THE BOARD