

**PASQUOTANK COUNTY, NORTH CAROLINA  
DECEMBER 4, 2023**

The Pasquotank County Board of Commissioners met today in a regular meeting on Monday, December 4, 2023 in Courtroom C in the Pasquotank County Courthouse.

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

**OTHERS PRESENT:** Sparty Hammett, County Manager  
John Shannon, Assistant County Manager  
Mike Cox, County Attorney  
Mike Barclift, Management Fellow  
Shelley Cox, Planning Director  
Jerry Newell, EMS Chief  
Lynn Scott, Clerk to the Board

The meeting was called to order at 6:00 PM by Clerk to the Board Lynn Scott. Commissioner Charles Jordan gave the invocation and Commissioner Barry Overman led in the Pledge of allegiance to the American Flag.

**1. ORGANIZATION OF BOARD OF COMMISSIONERS:**

The Clerk to the Board explained that state law requires the reorganization of each Board of Commissioners during the first December meeting through election of a Chairman and a Vice-Chairman. She opened the floor for nominations for Chairman of the Board.

Commissioner Sean Lavin nominated Commissioner Charles Jordan to serve as Chairman for the next year. The nomination was seconded by Commissioner Clifford Shaw. There being no further nominations, the nominations were closed.

Upon a vote by the Board, Commissioner Jordan was unanimously elected as Chairman.

The meeting was then turned over to Chairman Jordan who called for nominations for Vice-Chairman of the Board.

Commissioner Lloyd Griffin nominated Commissioner Barry Overman to serve as Vice-Chairman, with Commissioner Clifford Shaw seconding the motion, and Commissioner Sam Davis nominated Commissioner Clifford Shaw to serve as Vice-Chairman, with the nomination seconded by Commissioner Sean Lavin. There being no further nominations, the nominations for Vice-Chairman were closed.

Upon a vote by the Board, the nomination for Commissioner Barry Overman to serve as Vice-Chairman passed by a 4-3 vote, with Commissioners Lavin, Meads, and Davis voting in opposition.

Upon a vote of the Board, the nomination for Commissioner Clifford Shaw to serve as Vice-Chairman failed by a 3-4 vote, with Commissioners Griffin, Jordan, Overman, and Shaw voting in opposition.

**2. AMENDMENTS TO THE AGENDA:**

Chairman Jordan asked if there were any amendments to the agenda. Vice-Chairman Overman requested the agenda be amended to add the following items recommended by the Finance Committee today to the Consent Agenda: 1) Approval of Tax Releases and Refunds; 2) Approval of Budget Amendments; 3) Approval of Bid for Knobbs Creek Drive Surplus Property; 4) Approval of Register of Deeds Backindexing Service; 5) Approval of Additional Funding for Joint County Recycling/City Compactor Site; and 6) Approval of Purchase of Two Fire Trucks for Newland and Providence Volunteer Fire Departments.

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. PUBLIC HEARING ON REZONING REQUEST RR 23-01:**

Chairman Jordan declared the meeting a Public Hearing on Rezoning Request RR 23-01 at 6:06 PM.

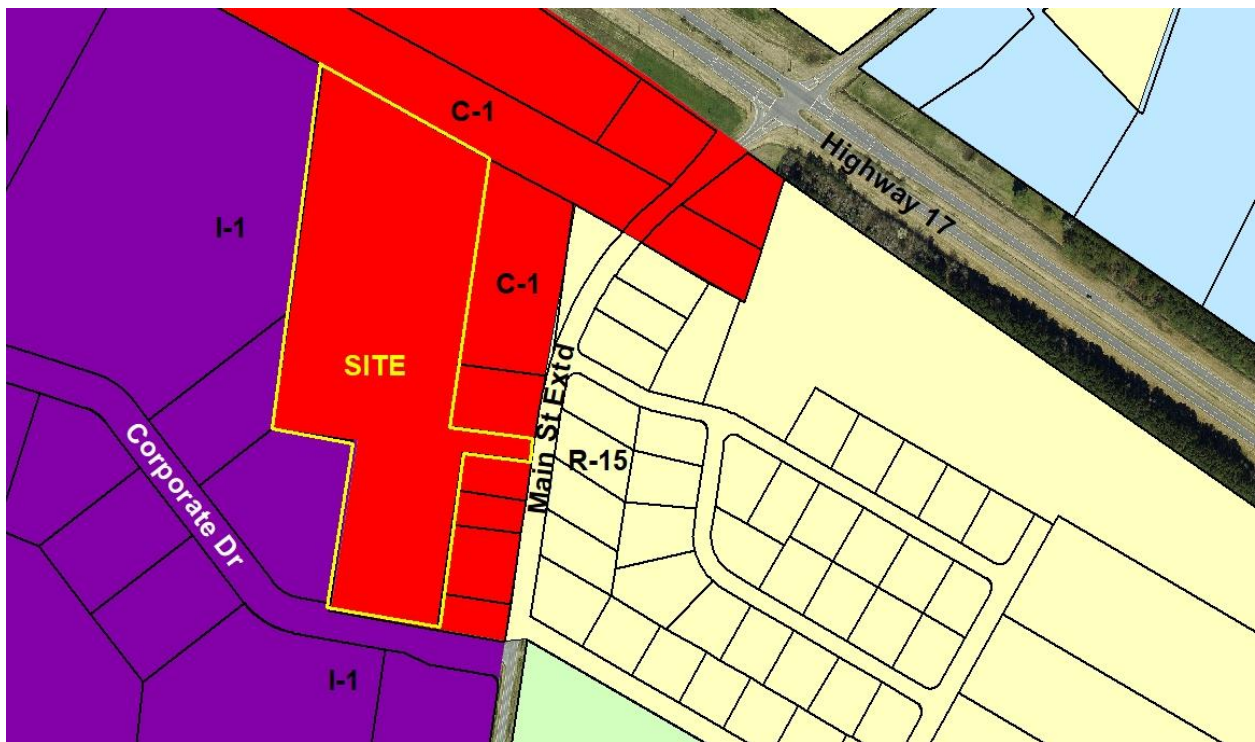
Chairman Jordan called on Planning Director Shelley Cox to present Rezoning Request RR 23-01.

Ms. Cox stated that Mr. Mauricio Juarez is in the process of purchasing the property from Donna Cartwright, ETAL. The property is located adjacent to the Pasquotank County Commerce Park, which is zoned I-1 Industrial. The surrounding land uses include vacant property, Commerce Park, and residential properties. Ms. Cox presented the following staff analysis:

**Property Owner:** Donna Cartwright, ETAL  
16800 Days Bridge Road  
Orange, VA 22960-9142

**Applicant:** Mauricio J. Juarez  
2102 W. Main Street Extended  
Elizabeth City, NC 27909

**Requested Action:** Request is to rezone +/- 14.69 acres from C-1, Commercial to I-1, Industrial.



**Surrounding Land Uses/Zoning:**  
*North:* Vacant, C-1  
*South:* Commerce Park, I-1  
*East:* Residential, C-1  
*West:* Commerce Park, I-1

**Zoning Classification:** **C-1, Commercial (Current District)**  
This district is defined as certain areas that are designed to serve both non-residents and residents using the major state and county roads that run through the county. This district is designed to accommodate retail or service establishments customarily patronized by transient traffic as well as non-transient traffic.

### **I-1, Industrial (Proposed District)**

This district is defined as an area where manufacturing establishments may be developed. This may include limited retail outlets for products produced on the premises. The purpose of this district is to permit taller industrial buildings and the (normal) operations of almost all industries except those that would be detrimental to adjoining properties. Excluded from this district are those industries which deal primarily in hazardous products such as explosives.



#### **Land Use Plan Classification:**

The 2023 Pasquotank County Land Use Plan classifies this site as Employment/Industrial. This classification is explained as,

“These employment-supporting land uses are an integral part of the community’s economy. They provide jobs and centers to support economic growth. Typically, these uses are heavily screened or are separated from incompatible uses. These areas should not allow lower intensity uses to infiltrate, since this type of land already has the unique combination of factors needed to support higher intensity uses and add value to the community as large employment-generating uses.

This area includes the mega site on US 17 Bypass, the intersection of US 17 and US 17 Bypass, the United States Coast Guard station, the Elizabeth City Regional Airport, and TCOM. Typical uses could include business parks, large offices, logistics, wholesale, contractors’ offices, manufacturing, and the United States Coast Guard, airports, and limited commercial uses. Residential uses should be restricted so they do not restrict the potential for economic development. Industrial development should be either physically separated or buffered from existing residential uses where noise, odor, and other negative impacts are expected. This can be accomplished through site design or by physical distance from the property lines adjacent to existing residential development.

Of particular importance to the region is the US Coast Guard base, airfield, and associated operations. The land use plan reserves area for potential future expansion of those operations as well as a conceptual roadway realignment to accommodate that endeavor.” (*Pasquotank County 2023 Land Use Plan, page 93*)

#### **Flood Zone:**

The area requested for rezoning is not within the 100 year flood zone according to the FEMA Flood Insurance Rate Map Community Panel 3720798600K, effective December 21, 2018.



**Public Notices:** Notification of adjoining property owners and the public began on November 2, 2023 in the form of adjoining property letters and posting of two signs on the affected property. A public notice of the rezoning was advertised within The Daily Advance on November 2nd and November 9<sup>th</sup> in compliance with NC GS Chapter 160D requirements.

**Staff Comments:**

- Access to this property is provided onto Main Street Extended and Corporate Drive.
- Should this rezoning be approved, all uses permitted in the I-1, Industrial district would be allowed at this location subject to any conditions required by the Zoning Ordinance.
- Any development of this property for Industrial use will require the submittal of an engineered site plan which shall include a drainage plan that is compliant with the Pasquotank County Drainage Manual.

**PLANNING BOARD RECOMMENDATION AND CONSISTENCY STATEMENT:**

On November 16, 2023 the Planning Board reviewed this request and recommended **approval** (6-0) with the following consistency statement:

RR 23-01 is a request to rezone approximately 14.69 acres from C-1, Commercial to I-1, Industrial. This request is consistent with the Employment/Industrial classification of the property as shown on the Future Land Use Classification map for Pasquotank County. The rezoning is reasonable and in the public interest because the property is located adjacent to the Pasquotank County Commerce Park which is an existing Industrial Park that is zoned I-1, Industrial.

Chairman Jordan asked if anyone would care to address the Board regarding the rezoning request.

Robert Mueller came forward. He stated that he attended the Planning Board meeting where the rezoning request was approved. He said zoning is normally designed to set up the transition from industrial to commercial and he has some concerns regarding this request. When the industrial park was put in, it was set back from the road, with commercial zoning which led out to Main Street Extended and there were some existing houses that were put into the commercial zone. Directly across the street is a residential subdivision. Mr. Mueller said the proposed change is to put the industrial zoning directly behind back of the housing, which to him does not give any transition.

Mr. Mueller said there was not much chance to give any comment at the Planning Board meeting, and nobody seemed to know exactly what was happening. He stated that when you look at the I-1 zoning (the County Industrial Park) almost everything is done inside a building, the streets and parking lots are paved, and the grounds are well maintained, which means they are a nice neighbor. He said he is not saying that a concrete plant is not a nice neighbor. He asked if there will be a mixing tower. He said it will probably have a gravel parking lot, aggregate and sand will be stored outside, and there will be a lot of noise in the area directly adjacent to housing.

Mr. Mueller stated that he spoke to the Planning Director and was told that there will be setbacks, but he does not feel that a 30' setback from a 15 or 20' pile of gravel out your back door is sufficient. At the Planning Board meeting, it was proposed that this would be a one truck operation and very small. He said if they are only proposing a one truck operation and it remains only a one truck operation, it would not be a major concern, but the Board must consider the fact that they are asking to rezone 14.5 acres. The rezoning will cover a quarter of a mile stretch down Main Street Extended and if the project grows to its full potential, you will have a major industrial plant across from a subdivision.

There being no further comments, Chairman Jordan closed the Public Hearing at 6:14 PM.

Commissioner Griffin stated that under the Land Use Plan Classification he read that the area includes the mega site on US 17 Bypass, the intersection of US 17 and US 17 Bypass, the United States Coast Guard Station, the Elizabeth City Regional Airport, and TCOM, but these areas are not even close to the proposed rezoning. He asked why they are included in the analysis. Ms. Cox said she thinks that the proximity to Highway 17 certainly came into consideration when designating this area, and the proximity to Commerce Park. She said both the Commercial District and the Industrial District are consistent with that Land Use Classification. She noted that the locations listed are other commercial and industrial sites in Pasquotank County.

Ms. Cox said she was expecting the applicant to present tonight on what their intended use of the property is. During the Planning Board meeting the applicant did indicate that he would only be using a small portion of the property for a concrete operation. There has been discussion of the applicant selling a portion of the property to the Dream Hunt and Fish Program. Once the rezoning occurs, any of the uses that are in the industrial district would be permitted on this property. A lot of industrial uses, if they are very high intensity, do require a special use permit or a major special use permit through the Board of Adjustment or the Board of Commissioners. She said in this case, a concrete operation does not require a special use permit. If approved, a site specific site plan will not be coming back to the Board of Commissioners, but will go to the Technical Review Committee.

Commissioner Lavin asked if there are concerns with the roads surrounding the property. Ms. Cox said at the Planning Board meeting the applicant said their intent was to locate the operation adjacent to Corporate Drive and all access would be from Corporate Drive. Commissioner Lavin asked if the applicant has to submit a site plan. Ms. Cox said the site plan will be reviewed by the Technical Review Committee. Commissioner Davis said there will be an access on Main Street Extended and unless Technical Review rules that they can't use Main Street Extended then concrete trucks can use that entrance. Ms. Cox stated that staff can strongly recommend that heavy commercial trucks access Corporate Drive since it is already in an industrial park, but staff could not mandate it.

Mr. Juarez's realtor asked if he could speak on behalf of his client whom has limited English.

Chairman Jordan reopened the Public Hearing at 6:19 PM.

Mr. John Perez came forward and stated that he is the realtor representing Mr. Juarez. He apologized for not knowing the protocol, as this is his first meeting. He said he has a couple of things that he would like to clarify. Mr. Juarez is not operating a cement plant; he is a cement contractor. The cement will be mixed on site at the customer location off the property. His client is totally fine with just using Commerce Drive and has no intention of using Main Street Extended. He explained that it is a very small operation. They have one truck and a tractor, with a frontend loader to load the sand and gravel. He said nothing is mixed onsite. Typically, their trucks will leave the property and be gone for three or four days, and come back for another load. It is adjacent to the Pepsi plant which uses eighteen wheelers on a regular basis. He said it would be nowhere near that amount of activity or noise at night or even during the day. He said it is a pretty small scale operation.

Commissioner Griffin asked if the applicant is doing prepackaged concrete or a batch plant. Mr. Juarez stated that everything is dry at the plant, and is mixed on the actual jobsite. The gravel material will be stored on the site. Mr. Perez stated that his client has informed him that he plans to have a concrete pad, and there will be sand and gravel at the site, but they will not be mixing it on site. Commissioner Griffin stated that there will be nothing to prevent him from doing so in the future. Mr. Perez said his client does not have any plans to open a plant, and asked if a stipulation can be put in an agreement stating that he will not.

Attorney Cox said the Board really needs to focus on whether they want to rezone the property or not. If it is rezoned, any use that is allowed in the district can go within the property.

There being no further comments, Chairman Jordan closed the Public Hearing at 6:22 PM.

Commissioner Davis asked if the property is zoned C-1, should the client already be able to put sand and rock on the property without rezoning the property. Ms. Cox said that C-1 would probably work for the operation actually. She said it was her understanding that he was going to

have a silo where they would actually be mixing some concrete on the site. Mr. Juarez stated that the silo is where the cement (gravel and sand mix) is going. It will be a dry mix. He will then put it on his truck.

Vice-Chairman Overman asked if the silo will require rezoning. Ms. Cox stated that the current ordinance is not that specific.

Motion was made by Clifford Shaw, seconded by Jonathan Meads to approve Rezoning Request RR 23-01 to rezone +/- 14.69 acres from C-1 to I-1 Industrial, and to adopt the Planning Board's recommended consistency statement. The motion failed 5 to 2, with Commissioners Jordan, Overman, Griffin, Lavin, and Davis voting in opposition.

Vice-Chairman Overman asked Ms. Cox to work with the client to get a better understanding of his request. Commissioner Davis said he voted against the motion because he feels that the applicant may already be able to do what he is requesting under the current zoning, but if the Board doesn't zone the property industrial they protect themselves from someone else putting something else on the property.

**4. COMMENTS BY FRANK ROBERTS:**

Chairman Jordan called on Frank Roberts of 491 Okisko Road to address the Board. Mr. Roberts provided a handout on the total annual overdose deaths by state that occurred in the past year. He believes the Syringe Services Program will not do anything to help addicts and will only contribute stumbling blocks that will prevent those needing drug treatment for addiction from receiving it. He said the program is designed to prevent transmission of blood borne pathogens such as HIV and Hepatitis, and does not address illegal sales of dangerous street drugs. He said the judicial system needs to stop giving light sentences to those who distribute dangerous drugs.

**5. COMMENTS BY RENEE STALLINGS:**

Chairman Jordan called on Renee Stallings to address the Board. Ms. Stallings said she is not for handing out needles and the people she has talked to are also against it. She suggested the Board not use the word exchange, because handing out needles is disturbing. Individuals are encouraged to exchange their needles, but by law they are not required to, and they can get as many needles as they want.

**6. COMMENTS BY CAROL ROLLING:**

Chairman Jordan called on Carol Rolling of 910 W. Church Street to address the Board. Ms. Rolling said the Board already knows where she stands. She said she has had citizens come to her stating that they do not want an SSP in their community. She said addiction is a problem that crosses all barriers, and we all know somebody who is affected. She believes that addiction should be treated medically or as a mental health issue. Addicts need the best help in the safest place for themselves and for our community. She asked that board meetings be televised so that the county's elderly community can participate. She also asked who will pay for the program once the funds stop coming in and how the program will be staffed.

**7. COMMENTS BY CYNTHIA CHAPMAN:**

Chairman Jordan called on Cynthia Chapman of 206 Rachel Drive to address the Board. Ms. Chapman stated that her goddaughter passed away on December 13, 2018. She said her goddaughter was in a syringe program in Illinois. The program also issued Narcan. Her goddaughter relied on her friends who are also drug addicts to save her life. She was taken to Cook County Hospital. They saved her. Before registration could even come to her, she walked out, and went to her friend's house and got high again. Narcan was used again. Afterwards, they all shot up again. Her friends were passed out in the bedroom and she died on the couch with a needle in her arm. Her friends waited a day before they called anyone because they were scared. She said the syringe program and the Narcan program did not save her, it killed her.

**8. COMMENTS BY VIRGINIA WASSERBERG:**

Chairman Jordan called on Virginia Wasserberg of 1101 Camden Avenue to address the Board. Ms. Wasserberg stated that she is the chair of the Pasquotank Republican Party; however her remarks this evening do not reflect the party's position on the SSP. She said she is here speaking as a citizen of the Riverside District. She is grateful that the Board has paid attention to the

citizens in our community and their desire when it comes to having the SSP near a school. She thinks there are other options available that deal with treatment that the Board should consider.

**9. COMMENTS BY CONRAD MOLLEWKOF:**

Chairman Jordan called on Conrad Mollewko of 914 McPherson Street to address the Board. Mr. Mollewko believes the Board has failed with the approach they have taken. He said there were two meetings held regarding the use of the opioid settlement funds. He prepared and read every document that the state provided on opioid abatement. He went to one of the meetings himself and one retired doctor showed up. The meeting was very confusing and he is not sure what the intent was, but it was his understanding at the end of the meeting that it was for the citizens to choose the top three options they wanted to see. He stated that he is neither for nor against an SSP, but he doesn't think it should be called that because he looks at it as seed money to get addicts in the door. "The needles are just candy". He noted that he has looked at the analysis nationwide and it does appear to work. He feels the County could "seed" Albemarle Regional Health Services with the money and hire someone to start addressing the twelve issues.

**10. COMMENTS BY JOHN NETTESHEIM:**

Chairman Jordan called on John Nettesheim of 1150 Parsonage Street to address the Board. Mr. Nettesheim said he is against a SSP, as a husband, father, and pastor. He said it is no secret that people will come to this facility whether it is a house or a mobile facility and will take some of the needles and shoot themselves up with drugs and get high. He said some of them will get in vehicles under the influence of drugs that the County provided the needle for. He quoted a verse from the bible and said he does not feel this program is what the Lord would have us to do.

**11. COMMENTS BY WADE REID:**

Chairman Jordan called on Wade Reid of 577 Body Road to address the Board. Mr. Reid said he supports what he preacher said wholeheartedly. He said he was given a sheet with the twelve items that Board can utilize the opioid funds for. He said a needle exchange program will only prolong the problem. It rewards the addict and doesn't treat the problem.

**12. COMMENTS BY JILL REID:**

Chairman Jordan called on Jill Reid of 577 Body Road to address the Board. Ms. Reid read in the paper where the County was pulling the plug on the Roanoke Avenue house location for the SSP and she thought that was great, but then she read the County was going to have a mobile clinic, which she thought was horrible. She feels the County will roll the mobile unit into neighborhoods around other schools and throughout the community where people live. She asked if any money has been received or spent on the program yet. She said she will pray that the Board makes the right decision.

**13. OPIOID SETTLEMENT FUNDS – RENOVATION OF BLOUNT HOUSE AS SYRINGE SERVICE PROGRAM:**

County Manager Sparty Hammett stated that staff has been notified of concerns raised by citizens in the area of the proposed program and as a result, staff recommends elimination of consideration of renovating the Blount House as a Syringe Service Program. He noted that this recommendation is based solely on the concerns of citizens in the neighboring area. Staff will follow-up with the Opioid Settlement Funds Advisory Committee and bring back additional recommendations for the use of opioid settlement funds at a future Board meeting in 2024.

Commissioner Davis said to answer the citizen's question no syringes have been bought as far as he knows. He said he does not know the answer to her other questions. He is interested to know where she heard the County was going to do a mobile program from, as he has not heard anything about that. Chairman Jordan suggested Commissioner Davis speak with the citizen after the meeting.

Commissioner Meads asked Mr. Hammett if the County has received any funds to date. Mr. Hammett answered, yes, the County has received roughly \$450,000, but the County has not spent anything yet, because the Board has to pass a resolution to use any of the funds, and the State has to approve the Board's use of the funds.

Motion was made by Sam Davis, seconded by Jonathan Meads to authorize staff to follow up with the Opioid Settlement Funds Advisory Committee, and bring

back additional recommendations for the use of the Opioid Settlement Funds at a future Board meeting in 2024. The motion carried unanimously.

**14. APPROVAL OF CONSENT AGENDA:**

The Board considered the following consent agenda:

a. Approval of Minutes of November 20, 2023 Commissioner Meeting

b. Adoption of Proclamation Proclaiming January 10, 2024 as "Max Roach Day"

It has been requested that the Board adopt the following proclamation proclaiming January 10, 2024 as "Max Roach Day" in Pasquotank County in honor of his musical legacy and 100<sup>th</sup> Birthday.

## Proclamation

*Proclaiming January 10, 2024 as  
"Max Roach Day" in Pasquotank County*

**WHEREAS**, Max Roach was born in the Newland Township of Pasquotank County on January 10, 1924 to Alphonso and Cressie Roach, and at age 4 moved with his family to Brooklyn, New York; and

**WHEREAS**, Max Roach was a formidable composer, renowned percussionist, and one of the premier innovators of bebop jazz; and

**WHEREAS**, Max Roach accompanied gospel bands in church at the age of 10 and played with the Duke Ellington Orchestra at the age of 18; and

**WHEREAS**, Max Roach switched the drum's timekeeping element from the bass to the cymbal, thus freeing up the other components of the drum kit to really make music and performed drum solos that were complete songs; and

**WHEREAS**, Max Roach performed with Charlie "Bird" Parker, Dizzy Gillespie, Coleman Hawkins, Miles Davis, Charles Mingus and Sonny Rollins, and among many other jazz greats, as well as recorded with his own groups, including M'Boom, a strictly percussion ensemble; and

**WHEREAS**, Max Roach continued to perform his unique drumming style and instruct at the University of Massachusetts into his 80s; and

**WHEREAS**, Max Roach was a strong advocate for individual freedoms and Civil Rights during the 1960s and 1970s; and

**NOW, THEREFORE, THE PASQUOTANK COUNTY BOARD OF COMMISSIONERS DOES HEREBY PROCLAIM** January 10, 2024 as "Max Roach Day" in Pasquotank County in honor of his 100<sup>th</sup> Birthday.

This the 10<sup>th</sup> day of January, 2024.

c. Adoption of Resolution Authorizing Upset Bid Process

At the Finance Committee meeting, the Board agreed it would adopt the following resolution to begin the upset bid process for the two lots in Oak Grove (P122A-219 and P122A-220):

**RESOLUTION AUTHORIZING UPSET BID PROCESS  
FOR PROPERTIES LOCATED IN  
OAK GROVE (P122A-219 and P122A-220)  
IN ELIZABETH CITY, NORTH CAROLINA**



**WHEREAS**, the County of Pasquotank owns certain properties more particularly described as follows:

1. P122A-219; PIN # 891319617522; 139 Oak Grove, Elizabeth City, NC in the Pasquotank County Tax Office and being 5,000 square feet, more or less;
2. P122A-220; PIN # 891319616571; Apple Street, Elizabeth City, NC in the Pasquotank County Tax Office and being 5,000 square feet, more or less;

**WHEREAS**, the North Carolina General Statutes §160A-269 permits the County to sell property by upset bid, after receipt of an offer for the property; and

**WHEREAS**, the County has received an offer to purchase the properties described above, in the amount of \$500, submitted by Melvin Reid; and

**WHEREAS**, Melvin Reid has paid the required five percent (5%) offer on his offer upon;

**THEREFORE, THE PASQUOTANK COUNTY BOARD OF COMMISSIONERS RESOLVES THAT:**

1. The Board of Commissioners authorizes the sale of the properties described above through the upset bid procedure of North Carolina General Statute §160A-269.
2. The County clerk shall cause a notice of the proposed sale to be published. The notice shall describe the Property and the amount of the offer, and shall state the terms under which the offer may be upset.
3. Any person may submit an upset bid to the office of the County clerk within ten (10) days after the notice of sale is published. Once a qualifying high bid has been received, that bid will become the new offer.
4. If a qualifying higher bid is received, the County clerk shall cause a new notice of upset bid to be published, and shall continue to do so until a 10-day period has passed without any qualifying upset bid having been received. At that time, the amount of the final high bid shall be reported to the Board of Commissioners.
5. A qualifying higher bid is one that raises the existing offer by not less than ten percent (10%) of the first \$1,000.00 of that offer and five percent (5%) of the remainder of that offer.
6. A qualifying higher bid must also be accompanied by a deposit as hereinabove described; the deposit may be made in cash, cashier's check or certified check. The County will return the deposit of any bid not accepted, and will return the deposit on an offer subject to an upset if a qualifying higher bid is received. The County will return the deposit of the final high bidder at closing unless the bidder requests the amount be credited towards the purchase price. In the event the high bid is accepted by the County and the high bidder refuses to close on the Property for any reason the bid will be retained by the County.
7. The terms of the final sale are that:
  - the Board of Commissioners must approve the final high offer before the sale is closed, which it will endeavor to do within thirty (30) days after the final upset bid period has passed, and
  - the buyer must pay with cash, cashier's check or certified check at the time of closing, and
8. Title will be transferred by non-warranty deed.
9. The County reserves the right to withdraw the properties from sale at any time before the final high bid is accepted and the right to reject at any time all bids.

Adopted this 20<sup>th</sup> day of November, 2023.

*d. Approval of Tax Releases and Refunds*

The Finance Committee has recommended approval of the following tax releases and solid wastes fee releases:

**Tax Releases**

		County	City
1.	William Blucker	235.22	
2.	John Michael Hewitt	323.02	

**Solid Waste Fee Releases**

		Parcel ID #	Reason for Release
1.	Harry Jr. & Alice Faye Selby Kellogg	56-F-2	Vacant
2.	KPGS Investments LLC	62-C-10	Vacant
3.	JL Moore Heirs	P134-19	Vacant
4.	Carlos Mullen	P136-24	Vacant
5.	Derek M. Phillips	P122A-136	Vacant
6.	Lou Carnell Ricks	P108-40	Vacant
7.	Pearl Sutton	P98-12	Vacant
8.	Kevin P. Stroud	10-L-194	Vacant
9.	Kevin P. Stroud	32-A-12	Vacant
10.	Kevin P. Stroud	10-L-193B	Vacant
11.	Betsy Ann S. White	P91-23	Vacant

*e. Approval of Budget Amendments*

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

**Emergency Management**

Increase	010.0991.4991.00	Fund Balance Appropriated	7,197.00
Increase	010.4330.5600.00	Grant Funds	7,197.00

**General Fund/Capital Reserve**

Increase	021.8200.5980.10	Transfer to General Fund	1,500,000.00
Decrease	021.8200.5640.04	Medical Services	1,500,000.00
Increase	010.0700.4981.21	Capital	1,500,000.00
Increase	010.6600.5980.99	Transfer to Hospital	1,500,000.00

*f. Approval of Bid for Knobbs Creek Drive Surplus Property*

The County received an offer of \$2,000 for a lot on Knobbs Creek Drive (P143-63) by the American Legion Post 84 Seth E. Perry. The Finance Committee has recommended approval to accept the offer and start the upset bid process.

*g. Approval of Register of Deeds Backindexing Service*

The Finance Committee has recommended approval of contracting with Courthouse Computer Systems to extend the Consolidated Grantor/Grantee Index Listing back in time to include the years of 1990-1997 at a cost of \$51,700, using funds restricted for automation and preservation.

*h. Approval of Additional Funding for Joint County Recycling/City Compactor Site*

The cost of the sitework for the joint recycling/compactor site has gone over the originally estimated budget by \$7,660 due to the cost of the fencing enclosure being significantly higher than anticipated. The City has requested that the County consider splitting the overage amount with the City. The Finance Committee has recommended approval of an additional contribution of \$3,830 using Solid Waste Department funds.

*i. Approval of Purchase of Two Fire Trucks for Newland and Providence VFDs*

The Finance Committee has recommended approval to purchase a Rosenbauer Fire Truck from C.W. Williams for the Newland VFD for \$779,572 and to authorize staff to request revised bids for the Providence VFD Fire Truck and to proceed with the purchase, with a not to exceed purchase price of \$800,000.

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

**15. RECOMMENDATIONS BY APPOINTMENTS COMMITTEE:**

Vice-Chairman Barry Overman, Chairman of the Appointments Committee stated that the Appointments Committee met today and would like to make the following recommendations:

Pasquotank Joint Community Advisory Committee – Appoint Melvin Reid.

Planning Board/Board of Adjustments – Appoint Scott Temple.

Motion was made by Barry Overman, seconded by Sam Davis to accept the nominations of Melvin Reid to the Pasquotank Joint Community Advisory Committee and Scott Temple to the Planning Board/Board of Adjustments. Since both appointments are new appointments, they will need to lie over for two weeks to allow for additional applications. The motion carried unanimously.

**16. REPORTS FROM COMMISSIONERS:**

Commissioner Lavin stated that he enjoyed his Thanksgiving. He asked Mr. Hammett if he had any ideas on what the Board was going to address on the agendas in January. Mr. Hammett stated that the next meeting is six weeks out and most items don't start developing until two or three weeks before. Commissioner Lavin asked if the Board will be meeting in the new Boardroom. Mr. Hammett answered yes.

Mr. Hammett provided a brief update on the new Boardroom. He said a pre-final/final meeting with A.R. Chesson and the architect JFK is scheduled for tomorrow. They will either turn it over or they will have another week or so to finish everything up. The window blinds are scheduled to be installed tomorrow. The Soundside Group should finish installing the technology components on Wednesday. The County logo will be installed by the end of the week. He said the meeting on January 16<sup>th</sup> should be held in the new Boardroom. Staff will complete some trial runs prior to the meeting to make sure all of the technology is working.

Commissioner Griffin stated that EDC will meet next week.

On November 28, Commissioner Shaw visited HL Trigg Community School. He, a former judge, and an Army Major spoke with students who have disciplinary problems and students who have an interest in continuing their education. On November 28, he attended the Jail Board Meeting. On December 2, he visited Fire Station I and II in Elizabeth City. Also on December 2, he attended the annual Christmas Parade. On December 3, he attended Holy Trinity Community Church. Lastly, on December 3, he toured the SOULS Ministry Feeding Program.

Commissioner Sam Davis attended the Annual Christmas and Boat Parades. He also attended the DSS meeting.

Commissioner Meads attended the Albemarle Regional Health Services Board meeting. He attended the Building and Grounds Committee meeting. They are continuing to address some of the maintenance concerns with the courthouse. Also, he attended the Downtown Illumination Event and the annual Christmas Parade.

Vice-Chairman Overman said if you were ever in the Future Farmers of America in high school, they have started a new alumnus through ECPPS. They are doing a fundraiser to help fund the local FFA chapters. He said if anyone is interested in more information please let him know. The Weeksville Volunteer Fire Department had two of their trucks in the annual Christmas Parade.

Chairman Jordan attended the Chamber of Commerce meeting. He attended a retirement party for a Parks & Recreation employee. He attended the Elizabeth City Downtown Appreciation Event along with several other Commissioners. He attended the Jail Board meeting. The director of the jail is retiring and they have finished the process of hiring. A new director has been hired and a notice will be coming out soon as to who the new director will be. He served as a judge at the annual Christmas Parade. On Thanksgiving, he delivered meals for SOULS Ministry Feeding Program, as well as worked in the kitchen. He thanked the Board for believing

that he could be the Chairman for another year. He said there is a lot of work to be done and he will certainly continue to work as hard as he has in the past. He said he will always work for the entire community of Pasquotank County, and his decisions will not depend on what party is involved, but solely on the residents of the County, because he was elected to represent all the residents.

There being nothing further to come before the Board; the meeting was adjourned at 7:07 PM.

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CHAIRMAN

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CLERK TO THE BOARD