

**PASQUOTANK COUNTY, NORTH CAROLINA
DECEMBER 17, 2012**

The Pasquotank County Board of Commissioners met today in a regular meeting on Monday, December 17, 2012 in Courtroom C in the Pasquotank County Courthouse.

MEMBERS PRESENT:

Jeff Dixon, Chairman
Joseph S. Winslow, Jr., Vice-Chairman
Cecil Perry
Dr. William R. Sterritt
Gary G. White
Frankie Meads

MEMBERS ABSENT:

Lloyd E. Griffin, III (*Out of Town*)

OTHERS PRESENT:

Randy Keaton, County Manager
Rodney Bunch, Assistant County Manager
R. Michael Cox, County Attorney
Karen Jennings, Clerk to the Board

The meeting was called to order at 7:00 PM by Chairman Jeff Dixon. Chairman Dixon asked that the Board observe a moment of silence and remember the loss of the children and adults in the school shooting in Newtown, Connecticut last Friday, as well as the family of Senator Ed Jones who passed away this weekend. Commissioner Frankie Meads led in the Pledge of Allegiance to the American Flag.

1. PRESENTATION OF ANNUAL FOREST SERVICE REPORT:

Chairman Dixon called on Mr. Robb Davis, County Ranger with the North Carolina Forest Service, to give his annual report. Mr. Davis thanked the Board for the county's allocation of funds this year to purchase a new brush truck for the Forest Service. He said the old truck was beginning to have mechanical failures when running fire calls. He highlighted accomplishments for the year related to fire control, forest management, water quality protection, information and education, and urban assistance and pest control. He advised that the Forest Service had 22 reportable fires last fiscal year in Pasquotank County and has had 12 so far this fiscal year.

Vice-Chairman Joe Winslow asked if the Southern pine beetle infestation is higher or lower than it would have been 10 years ago and if it is a problem today. Mr. Davis responded that the Southern pine beetle infestation goes in 10 to 15 year cycles and is now on about year 12 since there has been a significant outbreak.

Commissioner Cecil Perry asked if the fires that are typically seen during the summer months in Dare County and in Camden County are due to undergrowth and he asked Mr. Davis if he is involved in fighting these fires. Mr. Davis said he is involved in fighting these fires and spent about four and one-half months on an incident last year and about 35 days on an incident this year. He said the fires in Dare County and in the Dismal Swamp were both caused by lightning strikes in areas that have six to ten feet of peat moss which acts as fuel for the fires.

Commissioner William Sterritt asked Mr. Davis if he is a one person operation. Mr. Davis stated that he is the only full-time employee in Pasquotank County, however he has a temporary eleven-month smoke chaser working with him to help cover fire control and various other projects. He said if necessary personnel and resources from other counties are pulled in to assist with fire control.

Chairman Jeff Dixon stated that every spring the county gets flooded with calls from irate citizens about burning wheat fields. He asked if Mr. Davis could address this. Mr. Davis said wheat field burning is a legal agriculture practice in North Carolina that is allowed by a memorandum of understanding that was written between the Department of Agriculture and the Department of Air Quality. He said typically the amount of time these fires put out smoke is short-lived. He said the Forest Service has no control over agricultural burning, however if the burning is within 500 feet of a woodland, a burning permit is required.

Chairman Dixon noted that Mr. Davis' report indicates that his department is first in line for a new office and shop area that will be state funded. He asked if that facility would remain in Pasquotank County. Mr. Davis stated that they may be grouped or zoned with other counties and departments and he does not know where the office may be. He added that he does not believe a facility will be built anytime soon.

2. AMENDMENTS TO THE AGENDA:

Chairman Dixon asked if there were any amendments to the agenda. It was requested that the agenda be amended to add the following items recommended by the Finance Committee to the Consent Agenda: 1) Approval of renovation budget for Board of Elections office space; 2) Approval of Blount House roof replacement; 3) Approval of grass mowing contracts; 4) Approval of proposal from Archer Western Contractors to lease space beside the old Elizabeth City Middle School; and 5) Approval of requests to fill vacant positions.

Motion was made by Joe Winslow, seconded by Cecil Perry to amend the agenda to add items #1 through #5 above to the Consent Agenda. The motion carried unanimously.

3. APPROVAL OF CONSENT AGENDA:

The Board considered the following consent agenda:

a. Approval of Minutes of December 3, 2012 Commissioner Meetings

b. Approval of Tax Releases and Refunds

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

Releases:

	County	City
1. Sarah Elizabeth Bachman	115.57	
2. Daniel Dennis	118.79	
3. Daniel Wayne Dennis	205.16	
4. Gary Joseph Siatkowski	155.93	
5. Troy Juno Ward	184.14	
6. Christopher Brock Warden	101.82	
7. Ross Kjonig Tenny	172.11	

Refunds:

1. Keith & Joann E. Wylid	284.90
2. Keith & Joann E. Wyle	303.03
3. Keith & Joann E. Wylid	313.39
4. Keith & Joann E. Wylid	321.16
5. Keith & Joann E. Wylid	321.16

Solid Waste Releases:

Owner's Name	Parcel ID Number	Reason for Release
William E. & Edla Stevens	P88-12	Mobile Home Vacant
Alan Eugene Stewart	P111-2	Mobile Home Vacant

c. Approval of Family Subdivision Request #12-14 from Jerry and Theresia Cowell
The Planning staff has recommended approval of Family Subdivision Request #12-14 from Jerry & Theresia Cowell to create a gift lot for a child in accordance with Article 5, Section 303 of the Pasquotank County Subdivision Ordinance. Mr. and Mrs. Cowell have requested to create a gift lot of 1.77 acres to be conveyed to their daughter, Brandie Tiedt. The residual lot would be 8.4 acres. A total of 238 feet of road frontage is provided to the proposed lot off of Griffin Swamp Road. A birth certificate has been provided as documentation that the plat qualifies as a family subdivision. Staff has advised that the plat meets all requirements for a family subdivision.

d. Approval of Renovation Budget for Board of Elections Office Space
The Finance Committee has recommended approval of a renovation budget of \$18,000 for renovation of office space at Edgewood Center for the Board of Elections. Some of the work

will be done by in-house staff and some will be contracted out such as the demolition, construction of new walls, and painting.

e. Approval of Blount House Roof Replacement

The Finance Committee has recommended approval of the low bid of \$7,557 submitted by Bright's Construction, LLC for replacement of the roofs on the Blount house and garage. The county purchased the house during construction of the Health & Social Services Building and is leasing it back to the Blounts for their lifetime.

f. Approval of Grass Mowing Contracts

The Finance Committee has recommended that the Board approve an extension of the 2012 grass mowing contracts for the 2013 mowing season. The contractors and amounts are as follows:

Health & Social Services Building	#1 Lawn Cutting	\$ 4,800
Cooperative Extension/Old ADJ Area	#1 Lawn Cutting	\$ 2,275
Edgewood Center	#1 Lawn Cutting	\$ 1,452
Courthouse Area	Kenyon Bailey Supply	\$ 3,200
Providence & Newland VFD's & Convenience Sites	#1 Lawn Cutting	\$ 1,956
Nixonton VFD & CG, Mt. Hermon & Wellfield Convenience Sites	#1 Lawn Cutting	\$ 3,465
Commerce Park	L.B. Jackson	\$13,850

g. Approval of Proposal from Archer Western Contractors to Lease Space beside Old Elizabeth City Middle School

The Finance Committee has recommended approval of a proposal from Archer Western Contractors to lease space beside the Old Elizabeth City Middle School for access to the property in the rear of the school.

h. Approval of Requests to Fill Vacant Positions

The Finance Committee has recommended that the Board approve the filling of a vacant part-time housekeeping position for the Maintenance Department, and the filling of a vacant technician position for the EMS Department.

Motion was made by Cecil Perry, seconded by Joe Winslow to approve the Consent Agenda as amended. The motion carried.

The following tax releases have been approved by the Finance Officer:

Releases:

	County	City
1. Jermaine Johnson	85.25	
2. Michael Lawrence Christiansen	50.16	
3. Michael Lawrence Christiansen	56.48	
4. Gary Joseph Siatkowski	36.70	
5. Thomas Allen Houlroyd	9.96	8.20
6. George Russell Taylor II	77.50	61.88
7. Russell Antonio Rouson	18.70	14.02
8. Michele Lynn Johnson	7.01	5.26
9. Clarence Alexander Baxter	3.41	
10. John Vigilant	47.73	41.69
11. John Vigilant	48.36	41.27
12. John Vigilant	76.82	62.61
13. Earth Shakers Marine LLC		81.77
14. Troy Juno Ward	83.39	
15. Lance John Turner	15.97	
16. Gene Daryl Harney	9.46	7.10
17. Dorothy Weeks	10.42	

18.	Anhgela Lynn Willis	9.24	6.93
19.	Dwayne Constantine James	77.72	58.29
20.	Naomi Marie Howard	11.01	8.79
21.	Jennifer Ann Anderson	6.30	
22.	Briana Lee Manning	26.29	
23.	Jeremiah Justin Strombeck	5.83	
24.	Stephen Ashley Meads	91.76	
25.	Wesley Wade Ownley	7.85	
26.	William Roy Thompson, Jr.	87.86	65.89
27.	Sheva Latonya Coleman	13.21	10.55
28.	Sheva Latonya Coleman	10.79	8.10
29.	Lessie Mahala Riddick	6.95	5.55
30.	Tenisha Tyronda Brown	1.99	1.49
31.	Rachel Anne Richards	83.33	71.53
32.	Barron Asady	11.72	9.36
33.	Michael John Dominesey	46.44	
34.	Wesley C. Newport	62.46	
35.	David Thomas Dozier	76.05	
36.	Charlotte Dean Tederington	86.99	74.45
37.	Elizabeth Vanessa Odonnell	46.44	
38.	Lynn Russell Crunney	28.96	23.12
39.	Margarine White Corbin	8.99	6.75
40.	Melissa Navarro	72.79	59.59
41.	Davy Lonell Armstrong	63.93	47.95
42.	Jason P. Tanum	91.57	
43.	Stephen Anthony Drew	55.55	
44.	Stephen A. & Stacy L. Drew	65.26	
45.	Elbert Franklin Pierce	42.10	
46.	James Self Crone III	99.01	79.26
47.	Josette Lynn Brickhouse	2.73	2.05
48.	Airrell Nicole Jones	39.00	29.25
49.	Susan Darlene Mizelle	19.29	15.40
50.	Alvin Roy Henderson, Jr.	60.76	48.51
51.	Christie Davis Dillard	16.71	
52.	Robert William Haley	91.88	
53.	Meredith Barksdale Sawyer	35.53	
54.	Jamicia Tshawn Rice	54.68	
55.	Gerald Lee Lewis	10.98	8.23
56.	Nathan Craig Thompson	94.30	75.73
57.	Becky Regina Williams	15.29	11.47
58.	Sarah Elizabeth Hess	20.58	
59.	Marjorie Lynn Eckert	11.29	
60.	Leslie Dianna Jordan	30.69	24.51
61.	Fomeka Capehart	52.10	41.60
62.	Formeka Capehart	36.29	28.98
63.	Main Street Salon	10.17	8.12
64.	Charlie Clifton Pierce, Jr.	45.89	34.48
65.	Jane Ruth Johnston Pena	86.86	74.35
66.	Vickie Yvette Rouson	2.79	
67.	Josette McFarlane-Brown	25.77	20.57
68.	Albemarle Business Concepts	46.88	52.55
69.	Joseph Coyle Tyler	45.51	
70.	Joseph Coyle Tyler	7.75	
71.	Lucy Renee Foreman	9.30	
72.	Joshua John Bryant	6.68	
73.	Anthony Michael Bonanno	70.00	
74.	Clement Franklin Ferdinand	8.87	6.65
75.	Donaie Wayne Yancey	44.89	
76.	Leonard Edward Gibbs	30.57	
77.	Wilkiam Doniesha Wilson	6.82	5.12
78.	John Harvey Eyles	70.37	
79.	JeJwant Singh Chandi	79.67	63.61
80.	Joshua Hayden Mitcheltree	70.25	61.08

81.	Sharon Ann Young	35.10	26.32
82.	Lekorius Daisean Wallace	1.71	1.28
83.	Tim B. McGarvey, Jr.	8.18	
84.	Tim Bradley McGarvey, Jr.	5.30	
85.	Tim Bradley McGarvey, Jr.	3.72	
86.	Donald William Goldsworthy	86.12	69.59
87.	Ray Lee Tripp	36.52	
88.	Dorsey Herman John	3.91	
89.	Michelle Elizabeth Williams	12.84	9.63
90.	Michael Andrew Valladares	25.54	24.16
91.	Amber Bane Williams	33.48	25.93
92.	Michael Asaph Browning	3.91	
93.	Ronald Alijah Everson	67.08	
94.	Ronald Alijah Everson	10.11	
95.	Carolyn Regina Cotton		24.86
96.	Tidewater Liquidators Inc.	12.59	9.44
97.	Tabitha Stokley Howell	7.44	5.58
98.	Barbara Pearson Haskett	84.08	67.13
99.	Terry Dewayne Cowart	8.68	
100.	Ellis Lawrence	57.97	46.29
101.	Charles Bob Branch III	31.51	
102.	Thomas Albert McKnight	51.93	
103.	Geoffrey Bray Phillips	22.39	
104.	Brenda Markham Elmore	31.13	
105.	J. Guadalupe CarbaJael	16.12	17.87
106.	Jesse Gene Jones, Jr.	58.65	
107.	Chester Keeton	92.88	
108.	Chester Keeton	71.30	
109.	David Paul Moore	47.43	
110.	David Paul Moore	69.25	
111.	Roger Wesley Vanorden	20.03	20.99
112.	Meachan Kimberly Parker	97.59	82.91
113.	Shaye Alexandra Logan	63.67	55.84
114.	Aaron Gene Nelson	12.09	
115.	Eddie Don Masters	73.23	
116.	Maggie Alberta Skinner	2.80	2.10
117.	David Robert Swinney	2.33	
118.	Robert Paul Fortier		61.23
119.	Roberto Pinzano, Jr.	50.47	
120.	Louise Burnham Mallory	8.34	6.26
121.	Joseph Wiley Cahoon, Jr.	59.46	
122.	City Beverage Company, Inc.	82.96	

4. CONSIDERATION OF LIBRARY OPTIONS:

Pasquotank-Camden Library Director Jackie King discussed with the Board the pros and cons of three options for the continued operation of the Library due to the decision by Camden County to create a separate library. The options include: remaining a member of the East Albemarle Regional Library with Camden creating a separate library; withdrawing from East Albemarle Regional Library and becoming a standalone library; or establishing a Pasquotank-Camden Regional Library System with Camden having a separate library facility. Ms. King outlined the block grants received by the library and indicated how the grant amounts would change under each of the three options. After lengthy discussion;

Motion was made by Gary White, seconded by Frankie Meads to delay action on the library options until the first of next year to enable staff to communicate with Camden County regarding its intent. The motion carried.

5. CLOSING DOCUMENTS FOR COPS REFINANCING:

County Manager Randy Keaton advised that bond counsel is preparing documents related to the COPS refinancing and was supposed to have proceedings for the Board tonight. He said however there have been some issues they are trying to work through with the trustee and escrow agent, and bond counsel did not have all of the information needed to prepare documents for tonight's

meeting. He suggested at the end of tonight's meeting that the Board recess until this Wednesday after the EMS Board meeting to take action on adopting a resolution and approving documents related to the refinancing. He noted that closing is scheduled for December 31.

6. REPORTS FROM COMMISSIONERS:

Vice-Chairman Joe Winslow reported that he spoke with Chief Roger Ferrell of Nixonton Volunteer Fire Department about their new truck and Mr. Ferrell said the fire department would like to come to the next Finance Committee meeting and park the new truck in the library parking lot and show it to the members of the Board. He said the fire department is very proud and pleased with the new truck and would like to show it to the Board.

Commissioner William Sterritt stated that he understands he will be appointed to the Parks & Recreation Advisory Committee. He said he attended a meeting of the committee last Thursday, however the meeting could not be held because there was not a quorum. He stated that he understood the committee did not have a quorum for its November meeting either. He said once a meeting is held, he will ask why the committee needs a quorum to meet and discuss issues if it is not officially voting on anything.

Commissioner Gary White reported that he attended his first official meeting of the Resource Conservation & Development Council this month. He noted that the future existence of the committee is questionable due to the loss of grant funding.

Commissioner Cecil Perry reported that he recently attended a meeting of the East Carolina Behavioral Health Board and learned that it is being proposed by the state that appointments to this board be made according to certain classifications rather than County Commissioners being appointed. Commissioner Perry said his comment was that those providing the funds might not go along with this particular arrangement.

Commissioner Perry advised that Mr. James Adams was replaced on the Jail Commission today by Commissioner Joe Winslow. He said at the current time there are 47 federal inmates in the Albemarle District Jail.

Commissioner William Sterritt reported that Representative Bill Owens presented the Order of the Long Leaf Pine to former School Board Member Mark Small. He said he attended the ceremony and it was a nice event. He added that Mr. Small was very deserving of the award.

7. INTERNAL COMMITTEE APPOINTMENTS:

Chairman Dixon presented the following list of Commissioner appointments to internal standing committees of the Board:

	Bill Sterritt	Frankie Meads	Cecil Perry	Gary White	Jeff Dixon	Joe Winslow	Lloyd Griffin
Finance Committee	x	x	x	x	x	xx	x
Governance Committee	xx		x			x	
Board Appointments Committee			xx			x	x
Building and Grounds Committee		x		x			xx
Personnel Committee	x		x		xx		
Special Projects Committee			xx	x			x
Stormwater Management Committee	x	x				xx	
Water Committee	x	x		xx			
Solid Waste/Landfill Committee				x	x		xx
Commerce Park Ad Hoc		x			xx	x	
xx Chairman							
x Committee Member							

Chairman Dixon explained that he has created the new Governance Committee to handle internal processes of the Board. He said he would like for the committee to start working on engaging with the Community Relations Commission to discuss ways that another minority can be elected to the Board of Commissioners; to meet with the County Attorney to revise the appeal process for dangerous dogs; and to review the Commissioners ethics code to make sure it is up to date.

Chairman Dixon said he would like for the Personnel Committee to look at updating the county's personnel handbook.

Chairman Dixon stated that he is dissolving the Solid Waste Commission and bringing it in-house and forming a Solid Waste/Landfill Committee which will be comprised of only County Commissioners.

8. APPOINTMENTS TO BOARDS AND COMMITTEES:

Chairman Dixon presented the following recommendations for Commissioner appointments to external boards and committees:

- Airport Authority - Lloyd Griffin (is already serving)
- Albemarle Commission - Lloyd Griffin (is already serving)
- Albemarle Hospital Authority Board of Commissioners - Joe Winslow and Lloyd Griffin (have already been appointed)
- Central Communications Advisory Board - Joe Winslow (is already serving)
- College of The Albemarle Board of Trustees - Joe Winslow (is already serving)
- District Jail Commission - Cecil Perry & Joe Winslow (have already been appointed or reappointed)
- East Carolina Behavioral Health Board - Cecil Perry (is already serving)
- Economic Development Commission - Cecil Perry, Jeff Dixon and Lloyd Griffin (reappointed to new 2-year term)
- Chamber of Commerce Board of Directors - Jeff Dixon (is already serving)
- Elizabeth City Downtown Committee - Jeff Dixon appointed to replace Cecil Perry
- EMS Board - Frankie Meads (appointed to replace Bill Trueblood) and Gary White (reappointed to new 2-year term)
- Greenways Committee - William Sterritt (is already serving)
- Health Board - Cecil Perry (appointed to replace Bill Trueblood)
- Highway 17 Association Board of Directors - Jeff Dixon (reappointed to new 1-year term)
- InterCounty Transit Authority - Cecil Perry (appointed to replace Bill Trueblood)
- Joint Recreation Advisory Committee - William Sterritt (appointed to replace Bill Trueblood)
- Local Emergency Planning Committee - Jeff Dixon (appointed as elected official to replace Lloyd Griffin)
- Newland Water Management Advisory Board - Joe Winslow (reappointed to new 2-year term as Commissioner ex officio)
- Pasquotank-Camden Library Board - Jeff Dixon (chairman serves as ex officio member)
- Public Safety Committee - Joe Winslow (is already serving)
- Redevelopment Commission - Lloyd Griffin (already reappointed); Gary White (appointed to replace Bill Trueblood); Rodney Bunch is the third member
- Region R Workforce Investment Consortium Board - Lloyd Griffin (reappointed to new term)
- Resource Conservation & Development Council - Gary White (already appointed)
- Rural Planning Organization - Lloyd Griffin (is already serving)
- Social Services Board - Jeff Dixon (is already serving)
- SPCA Advisory Board - Frankie Meads (appointed to replace William Sterritt)
- Tourism Development Authority - Jeff Dixon (is already serving)

Commissioner Perry noted that a committee has not been formed to deal with the public schools to educate the students as to what the Board of Commissioners does. He said he believes it is important that the county reach out to young people so they can understand the relationship between the Board of Commissioners, the City Council, and the Board of Education. It was suggested this might be an issue for the Governance Committee to study.

Chairman Dixon stated that one item he would like for the Special Projects Committee to do is to come up with recommendations on the creation of an advisory board to work with PAL and the Boys & Girls Club on the project at the old Elizabeth City Middle School. The committee would also review the rules for the building and try to come up with a better name for the building.

The County Manager advised that there is a shortage of people on the Central Communications Advisory Board. He said one of the county's appointees is terminally ill and has not been able to attend the meetings in several months, and another has had some health issues. He said at several of the recent meetings there have only been staff members in attendance. He suggested that appointments be made to fill these positions.

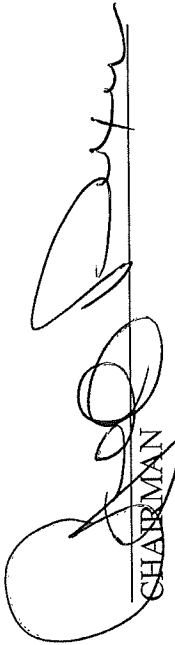
Motion was made by Cecil Perry, seconded by Gary White to confirm the appointments to external boards and committees as presented by the Chairman. The motion carried.

9. REPORT FROM COUNTY ATTORNEY:

County Attorney Mike Cox said he would like to address Commissioner Sterritt's question regarding a quorum and public bodies. He explained that all public bodies are subject to the Open Meetings Law and they must have quorums to move forward. He said in considering whether a committee is subject to the Open Meetings Law it must be considered who appoints that board. If the board is appointed by elected officials, then the body is considered a public body and must have a quorum in order to have a meeting. He noted that since the members of the Parks & Recreation Advisory Board are appointed by the Board of Commissioners and the City Council, the board is considered a public body and is subject to the Open Meetings Law.

Chairman Dixon asked if there was anything further to come before the Board. There being no further business, he asked for a motion to recess the meeting until Wednesday, December 19 at 9:00 AM.

Motion was made by Gary White, seconded by Cecil Perry to recess the meeting until Wednesday, December 19 at 9:00 AM in the Hugh Cale Commissioners Board Room. The motion carried and the meeting was recessed at 8:05 PM.


CHAIRMAN


CLERK TO THE BOARD