

**Pasquotank County Board of Commissioners  
Monday, April 20, 2020**

Due to Governor Cooper's executive order limiting public gatherings to no more than ten (10) people, the meeting will be streamed live beginning at 6:00 PM. To access the livestream video go to [www.pasquotankcounty.nc.org](http://www.pasquotankcounty.nc.org).

Pasquotank County citizens, who wish to participate in the Public Comment portion of the meeting, may submit their remarks to the Clerk to the Board via email to [scottl@co.pasquotank.nc.us](mailto:scottl@co.pasquotank.nc.us). The deadline for submission is 2:00 PM on Monday, April 20<sup>th</sup>. Comments will be read by the Chairman, and must include the sender's first/last name and address.

**Commissioner Meeting Agenda Summary**

1. **6:00 PM – Call to Order in Courtroom C**
2. **Invocation**
3. **Pledge of Allegiance to the American Flag**
4. **Amendments to the Agenda**
5. **Public Comments/Public Hearings**
6. **Old Business**
7. **Consent Agenda:**
  - A. **Approval of Minutes of March 16, 2020 Commissioner Meetings**
  - B. **Approval of Tax Releases and Refunds**  
The Finance Committee has recommended approval of the following tax refunds and solid waste fee release:

**Tax Refunds**

		County	City
1.	Robert J. & Eileen Byrne	415.50	294.75
2.	Paul Edward & Arndis Candela	415.50	
3.	Lee Otis Cole	239.80	
4.	John Allen & Fannie Joanna Green	363.14	
5.	Robert Steven Josvai	415.50	
6.	Thomas W. & Florence M. Kolenski	144.00	

**Solid Waste Fee Release**

		Parcel ID #	Reason for Release
1.	Margaret Bowers Graham	P133A-45	Vacant

C. Approval of Budget Amendment

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

Non-Departmental

Increase	010.0230.4370.00	State Grants	92,835.00
Increase	010.0220.4532.00	Other Grants	8,000.00
Increase	010.4195.5600.14	COA/Hospital Boardwalk	100,835.00

To appropriate DEQ grant funds and COA funds for Phase II construction (\$92,835), Phase IV grant writing (\$3,000), and Phase III construction management (\$5,000).

D. Approval of Requests for Occupancy Funds

The Finance Committee has recommended funding for the Highway 17 Association in the amount of \$1,000 from the Occupancy Tax Fund. An application will need to be submitted to the Tourism Development Authority to allocate the funds from the County's account.

8. New Business:

A. Budget Amendments

The Finance Office has recommended approval of the attached budget amendments.

B. Remote Participation Policy for COVID-19 State of Emergency

On March 27, 2020, Governor Roy Cooper issued Executive Order 121, a statewide Stay at Home Order beginning Monday, March 30, 2020 at 5 p.m. until April 29, 2020. This order directs people to stay at home except to visit essential businesses, to exercise outdoors or to help a family member. Specifically, the order bans gatherings of more than 10 people and directs everyone to physically stay at least six feet apart from others.

In order to comply with Executive Order 121, many cities and counties are implementing Remote Participation Policies to be used during the COVID-19 State of Emergency. I recommend approval of the attached policy that would allow remote participation during the period of time that Pasquotank County's State of Emergency for COVID-19 is in effect.

C. Adoption of Resolution Approving Emergency Paid Sick Leave and Emergency FMLA Leave

On March 18, 2020, as a result of the COVID-19 pandemic, Congress enacted the Families First Coronavirus Response Act (FFCRA) to be effective April 1, 2020. Pasquotank County approved the Act's provisions for the County by telephone "polling" on April 1, 2020. The U.S. Department of Labor adopted final regulations implementing the Act on April 6, 2020. I recommend approval of the attached policy that reflects the final FFCRA regulations regarding Emergency Paid Sick Leave and Emergency FMLA Leave.

- D. Pasquotank River Public Access Improvement Phase III Contract  
We received two bids for the Pasquotank River Public Access Improvement Phase III (College of the Albemarle Boardwalk) project: Layden Marine Construction - \$71,500 and Sawyer's Residential and Marine Construction - \$48,750. Both bids were under the grant budget of \$88,611 (\$79,750 grant funds; \$8,611 local cash match from COA Foundation; and \$250 local in-kind contribution).

Sawyer's bid is probably considerably lower because they could complete Phases II and III at the same time, which will reduce mobilization/set-up costs. The Board awarded the Phase II contract on February 3, 2020. I recommend approval to award the Pasquotank River Public Access Improvement Phase III project to Sawyer's Residential and Marine Construction for \$48,750.

- E. DayBreak – Request for Rent Abatement  
Medical Services of America, Inc. (MSA) has requested abatement of their \$1,880 per month lease payment for the DayBreak Adult Day Care program until their operations are returned to normal (letter attached). MSA stated that the March 17<sup>th</sup> indefinite suspension of the Inter-County Public Transportation Authority (ICTPA) resulted in the loss of transportation for clients and other clients chose not to attend due to social distancing and healthcare concerns. MSA indicated the loss of clients caused them to close DayBreak until further notice.

While it is understandable that MSA has lost the cash flow associated with the DayBreak program due to COVID-19, I do not recommend abating the rent payments. I recommend temporarily suspending the rent payments until DayBreak reopens, then working with MSA to establish a repayment plan.

- F. Extension of Emergency Medical Services Contract with Camden County  
Our Emergency Medical Services Agreement with Camden County expires on June 30, 2020 (attached). The agreement was effective for a period of three-years with 3% annual cost increases. The agreement renewal was scheduled for discussion at the April EMS Board meeting, which was cancelled due to COVID-19.

In consultation with the Camden County Manager, I am recommending a one-year extension of the current contract terms including a 3% increase for the period from July 1, 2020 to June 30, 2021 (Fiscal Year 2020-21) to \$562,248. The Camden County Manager and I would then meet to discuss the terms of a three-year agreement, which would be presented to the EMS Board to be effective for Fiscal Year 2021-22.

9. County Manager's Reports
10. County Attorney's Reports
11. Internal and External Committee Reports and Proposals
12. Adjournment