**PASQUOTANK COUNTY, NORTH CAROLINA FEBRUARY 1, 2021**

The Pasquotank County Board of Commissioners met today in a regular meeting on Monday, February 1, 2021in Courtroom C in the Pasquotank County Courthouse.

**MEMBERS PRESENT:** Lloyd E. Griffin, III, Chairman

Charles H. Jordan, Vice-Chairman

Cecil Perry

Sean Lavin

Barry Overman

William “Bill” Sterritt

**MEMBERS ABSENT:** Frankie Meads (*deceased)*

**OTHERS PRESENT:** Sparty Hammett, County Manager

R. Michael Cox, County Attorney

Lynn Scott, Clerk to the Board

The meeting was called to order at 6:00 PM by Chairman Lloyd Griffin. Commissioner Overman gave the invocation and Late Commissioner Frankie Meads’ granddaughters, Sydney, Bristol, Addison, and Peyton led in the Pledge of Allegiance to the American Flag. Chairman Griffin welcomed those in attendance.

**1. CONSIDERATION OF RECOMMENDATION FROM REPUBLICAN PARTY:**

Chairman Griffin explained that the Board received a letter from the Republican Party recommending the appointment of Mr. Jonathan Meads to fill the vacant Southern Outside Commissioner seat vacated by his late father Frankie Meads.

Motion was made by Sean Lavin, seconded by Barry Overman to accept the recommendation of the Republican Party Executive Committee to appoint Mr. Jonathan Meads to fill his father, Frankie Meads’ Southern Outside Commissioner seat due to his untimely passing. The motion carried unanimously.

General Statute 153A-27 states that if the member being replaced was serving a two-year term, or if the member was serving a four-year term and the vacancy occurs later than 60 days before the general election for county commissioner held after the first two years of the term, the appointment to fill the vacancy is for the remainder of the unexpired term. Otherwise, the term of the person appointed to fill the vacancy extends to the first Monday in December next following the first general election for county commissioner held more than 60 days after the day the vacancy occurs; at that general election, a person shall be elected to the seat vacated, either to the remainder of the unexpired term or, if the term has expired, to a full term. Therefore, Jonathan Meads’ appointment will expire on December 2022.

**2. OATH OF OFFICE FOR NEW COMMISSIONER:**

Clerk to the Board, Lynn Scott administered the Oath of Office to Commissioner Jonathan Meads. Commissioner Meads then took his seat on the Board.

**3. AMENDMENTS TO THE AGENDA:**

Chairman Griffin asked if there were any amendments to the agenda. County Manager Sparty Hammett requested the agenda be amended to add an update by Major Aaron Wallio on the Airport Vaccination Plan.

Motion was made by Charles Jordan, seconded by Sean Lavin to amend the agenda to add an update on the Airport Vaccination Plan to Old Business. The motion carried unanimously.

**4. COMMENTS BY WENDY HAYSLETT:**

Chairman Griffin recognized Wendy Hayslett of 2305 Shell Road, Lot 12, Hampton, Virginia to address the Board. Ms. Hayslett asked the Board to consider the example of Albemarle County Virginia who relocated their Confederate monument to the Shenandoah Valley Battlefield. She noted that they follow a monument policy, and they are the best place for all Confederate statutes to go to so that they can be protected and preserved for our children and for our the next generation. She said the Shenandoah Valley Battle Foundation is opposed to the wholesale, eradication, or removal of plaques, statutes, monuments, place names, and other public honors associated with the history and heritage of the United States. She stated that the foundation is open to assisting with the appropriate relocation of such monuments.

**5. AIRPORT VACCINATION PLAN:**

County Manager Hammett read a statement from Ashley Stoop, Director of Policy, Planning, and Preparedness at the Albemarle Regional Health Department. The statement states that vaccines that have been allocated for the ARHS region are designated for North Carolina residents. While they cannot refuse service, they will only serve residents of Virginia after all North Carolina residents have been served. The system is designed to serve residents in their home state. People from Virginia will potentially be wasting a great deal of time driving here for no reason when they could get their shot in Virginia. He said the Health Department wanted to put out this message, because there are indications that the amount of vaccines that we are going to be getting in the region is going to be a lot less. Given that, they will be very restrictive on making sure that North Carolina residents are served first.

Major Aaron Wallio said that due to traffic concerns with the two vaccine clinics previously utilized, they have found a more suitable, permanent site for hosting future clinics. The clinics will now be held at the old airport runway on Consolidated Road. Patients will enter off of Weeksville Road and will exit onto Bayshore Road. They are hopeful this will alleviate the issues that were experienced previously. They asked that none arrive to the clinic before 8:00, because they will have a long wait and there are no restrooms.

Commissioner Perry noted that we are one of the leading areas for administering vaccines. He has spoken to the ARHS Director Battle Betts to see if a clinic can be set up to help those that ride bikes. Chairman Griffin said over 6,500 citizens in Pasquotank County have been vaccinated to date, which is one of the highest in the region.

**6. INTRODUCTION OF NEW CLERK OF COURT:**

Chairman Griffin called on newly appointed Clerk of Superior Court Jennifer Thompson to introduce herself. Ms. Thompson stated that she was appointed today as Pasquotank County Clerk of Superior Court. She said she has been with the Clerk’s Office for six years. Prior to that, she worked as a Human Resources Manager for ten years. She holds an MBA from East Carolina University. She said she looks forward to continuing Ms. Kathy Cartwright’s legacy and serving the residents of Pasquotank County.

**7. APPROVAL OF CONSENT AGENDA:**

Chairman Griffin asked that he be recused from considering the Solid Waste Fee Releases due to a conflict of interest and asked that Vice-Chairman Jordan reside over the Consent Agenda.

Motion was made by Barry Overman, seconded by Sean Lavin to recuse Chairman Griffin from considering the Solid Waste Fee Releases due to a conflict of interest and allow Vice-Chairman Jordan to reside over the Consent Agenda. The motion carried unanimously.

The Board considered the following consent agenda:

*a. Approval of Minutes of January 11, 2021 Commissioner Meetings*

*b. Approval of Tax Releases and Refunds*

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

Tax Releases

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | County | City |
| 1. | Greenleaf Compaction Inc. | 96.39 | 81.99 |
| 2. | TCE Manufacturing LLC | 446.62 |  |

Tax Refund

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | County | City |
| 1. | Carolina Chrysler Doge Jeep | 402.15 |  |

Solid Waste Fee Releases

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Parcel ID # | Reason for Release |
| 1. | Associated Leasing LLC | 24-A-11 | Vacant |
| 2. | Linda Bridgeman Etal | P6-26 | Vacant |
| 3. | Melba Bridgeman | P7-16 | Vacant |
| 4. | Gladys T. Daniels | P127-14 | Vacant |
| 5. | Shawn Etheridge Etal | P59-31 | Vacant |
| 6. | Henry Foskey Jr. Heirs | 32-A-12 | Vacant |
| 7. | Henry Foskey Jr. Heirs | 45-E-4 | Vacant |
| 8. | Henry Foskey Jr. Heirs | 10-L-193B | Vacant |
| 9. | Henry Foskey Jr. Heirs | 10-L-194 | Vacant |
| 10. | Mary Foskey | 5-A-2 | Vacant |
| 11. | Mary Foskey | 6-D-5 | Vacant |
| 12. | Mary Foskey | 29-C-17 | Vacant |
| 13. | Mary Foskey | 61-A-13thru16 | Vacant |
| 14. | Mary Foskey | 45-E-5 | Vacant |
| 15. | Mary Foskey | 45-E-2 | Vacant |
| 16. | Raymond M. Godfrey Jr. | P34-9 | Vacant |
| 17. | Raymond M. Godfrey Jr. | P33-35 | Vacant |
| 18. | Raymond M. Godfrey Jr. | P60-26 | Vacant |
| 19. | Harrell Griffin Heirs | P48-4 | Vacant |
| 20. | Lloyd E. Griffin Jr. Etal | 24-B-57 | Vacant |
| 21. | Isaiah F. & Katherine P. Jackson | P15-8 | Vacant |
| 22. | Michael E. Long | P12A-53 | Vacant |
| 23. | Gracie Meads Heirs | P35-59 | Vacant |
| 24. | Bobbie Moore | 76-H-14A | Vacant |
| 25. | Bobbie & Miles O. Harris | P120-193 | Vacant |
| 26. | Mary Perry | P60-66 | Vacant |
| 27. | Horace Jr. & Mary B. Pritchard | P89-84 | Vacant |
| 28. | Donald E. & Linda Perry | P119-114 | Vacant |
| 29. | Horace C. Pritchard Sr. Etal | P141-24A | Vacant |
| 30. | Horace F. Pritchard | P140-183 | Vacant |
| 31. | William Alvin Norfleet | P120-179 | Vacant |
| 32. | Alice M. Redding | 26-B-12 | Vacant |
| 33. | Phillippe D. Respass | 12-E-3 | Vacant |
| 34. | Alan Eugene Stewart | P90-200 | Vacant |
| 35. | L E & Brenda A. White | P110-53B | Vacant |
| 36. | White, Lemuel E. | P110-55 | Vacant |
| 37. | William A. Walton Etal | P59-7 | Vacant |
| 38. | G 6 Farms LLC | P90-33 | Vacant |
| 39. | G 6 Farms LLC | P38-24 | Vacant |

Solid Waste Fee Refunds

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Parcel ID # | Reason for Release |
| 1. | Nancy P. Cressman | P141-49 | Vacant |
| 2. | Betsy White | P91-23 | Vacant |

*c. Internal Committee Appointments*

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Internal Committees | Charles  Jordan | Barry  Overman | Cecil  Perry | Jonathan Meads | Bill Sterritt | Sean  Lavin | Lloyd  Griffin |
| Finance Committee | xx | x | x | x | x | x | x |
| Governance Committee | x |  | xx |  | x |  |  |
| Board Appointments Committee | x | xx | x |  |  |  |  |
| Building & Grounds Committee |  |  |  | x | xx |  | x |
| Personnel Committee | xx | x | x |  |  |  |  |
| Special Projects Committee |  | x | xx |  |  | x |  |
| Water Committee |  |  |  | x |  | xx | x |
| Solid Waste/Landfill Committee | xx |  |  | x | x |  |  |
| Commerce Park Ad Hoc |  |  |  | x |  | xx | x |
| xx Chairman | | | | | | | |
| x Committee Member | | | | | | | |
| Two private citizens are appointed to the Solid Waste/Landfill Committee: Mark Goss, One vacancy | | | | | | | |

According to the Appointments Policy for the Pasquotank County Board of Commissioners, the Chairman is responsible for appointing Commissioners to internal boards and committees.

*d. Appointments to Boards and Committees*

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Board Appointments | Charles  Jordan | Barry  Overman | Cecil  Perry | Jonathan Meads | Bill Sterritt | Sean  Lavin | Lloyd  Griffin |
| Albemarle Commission |  |  |  |  |  |  | x |
| Animal Control Board |  |  |  |  | x |  |  |
| Central Communications |  | x |  |  |  |  |  |
| COA |  |  | x |  |  |  |  |
| Community Relations Commission |  |  |  |  | x |  |  |
| District Jail Commission | x |  | x |  |  |  |  |
| Drainage Committee | x |  |  |  |  |  |  |
| EDC | x |  |  |  |  | x | x |
| EC Chamber | x |  |  |  |  |  |  |
| EC Downtown |  |  |  |  |  | x |  |
| EMS |  | x |  | x |  |  |  |
| Greenways |  |  |  |  | x |  |  |
| Health Board |  |  | x |  |  |  |  |
| Highway 17 |  |  |  |  |  |  | x |
| Inter County Transit Authority |  |  | x |  |  |  |  |
| Joint Recreation Advisory Committee |  |  |  |  |  | x |  |
| Local Emergency Planning |  | x |  |  |  |  |  |
| Newland Water Management |  |  |  |  |  | x |  |
| NRAB – Trillium (Mental Health) | x |  |  |  |  |  |  |
| Pasquotank Library (ex officio) | x |  |  |  |  |  |  |
| Public Safety |  | x |  |  |  |  |  |
| Joint Redevelopment Commission |  |  |  | x |  |  | x |
| Region R Workforce Investment |  |  |  |  |  |  | x |
| RC&D |  |  |  | x |  |  |  |
| RPO |  |  |  |  |  |  | x |
| Social Services |  | x |  |  |  |  |  |
| SPCA |  |  |  |  | x |  |  |
| Tourism |  | x |  |  |  |  |  |

According to the Appointments Policy for the Pasquotank County Board of Commissioners, the Chairman is responsible for recommending Commissioner appointments to external boards and committees for the full Board’s consideration.

Motion was made by Barry Overman, seconded by Jonathan Meads to approve the Consent Agenda as amended. The motion carried unanimously.

Chairman Griffin resumed residing over the meeting.

**8. APPROVAL OF OAK RIDGE, PHASE II, SECTION B FINAL PLAT:**

Planning Director, Shelley Cox explained that the developer of Oak Ridge Subdivision, Linwood Williams is requesting Final Plat approval for Oak Ridge Subdivision, Phase II, Section B, consisting of 12 single family residential lots on 20.02 acres. The property is located on the north side of Mill Pond road, approximately 500’ east of the intersection of Mill Pond Road and Sandy Road in Newland Township.

The property is zoned R-25 A (Residential) and lot sizes are proposed to range from 43,017 square feet to 66,760 square feet. The project is proposed to be recorded in three phases, with 22 lots in Phase A, 12 lots in Phase B, and 17 lots in Phase C. Phase A was previously approved in 2018.

Under the current school districting, students generated from this development would attend Northside Elementary, Elizabeth City Middle and Pasquotank County High School. This development will be under Newland Volunteer Fire Department’s jurisdiction. In July 2016, the Board of Commissioners granted a variance from the Subdivision Ordinance’s fire hydrant requirements for this development due to the inability of South Mills Water Association to provide adequate water pressure in this area. Fire protection will be accommodated through the use of Newland Volunteer Fire Department’s tanker truck. However, with the Pasquotank County Water System taking over the Newland system in the near future, the already installed fire hydrants will be able to be used for fire protection.

Onsite septic systems are proposed to be utilized at this location. Albemarle Regional Health Services has evaluated the proposed lots, and groundwater lowering devices, along with 3” sand backfill trenches will be required for final septic approval. The area required for Preliminary Plat approval is located within Flood Zone X (not within the 100 year floodplain) according to FEMA Map 3720796600J effective October 5, 2004. No Army Corps of Engineers Section 404 wetlands have been delineated at this location.

The Preliminary Plat for this development was approved by the Board of Commissioners on July 12, 2017. Interconnectivity with Oak Ridge, Phase I has been provided to allow an alternative entrance into the subdivision. There is also a proposed stub out street within a future phase (Section C) that will provide access to adjoining property on the northwest side of this development. A recreation fee in the amount of $6,000 has been collected for Oak Ridge, Phase II, Section B, as required by Section 306.8 of the Subdivision Ordinance. The streets have already been paved, so no bond was required.

Ms. Cox said since this plat meets the requirements for compliance with the Pasquotank County Subdivision Ordinance, and the County’s Stormwater Design Manual, staff recommends approval of this request.

Motion was made by Jonathan Meads, seconded by Charles Jordan to approve Oak Ridge, Phase II, Section B, Final Plat. The motion carried unanimously.

**9. CONSIDERATION OF PETITION FOR ADDITION OF WOODLEE DR. AND FANNIE DRIVE TO THE STATE SYSTEM FOR MAINTENANCE:**

The Board reviewed a petition submitted by Linwood Williams, Developer of Oak Ridge Subdivision requesting the addition of Woodlee Drive and Fannie Drive to the state system for maintenance. If the Board recommends approval of the road additions, it will need to adopt a resolution requesting that the Department of Transportation determine whether the roads meet DOT’s requirements for addition to the state system. Ms. Cox explained that the developer does have enough occupied houses on the two roads requested. She said she encourages developers to have the roads in their subdivisions added to the state system as soon as they reach the threshold with occupied houses, that way the DOT can accept them for maintenance, and the County does not have to worry about complaints in the future from homeowners when their roads are falling apart.

Motion was made by Bill Sterritt, seconded by Charles Jordan to accept the petition to adopt a resolution requesting the addition of Woodlee Drive and Fannie Drive to the state system for maintenance. The motion carried unanimously.

**10. REPORTS FROM COUNTY MANAGER:**

County Manager Sparty Hammett stated that staff is currently working on the retreat agenda. He said if any Board members have suggestions for topics to please forward them to staff.

**11. REPORTS FROM COMMISSIONERS:**

Commissioner Sterritt stated that he is the new appointee on the Community Relations Commission. They met yesterday. He participated by telephone, since he has not yet been trained on how to use Zoom. The CRC is encountering some of the same problems everyone else is with lack of funds to help people who are in great need. He provided a handout, which he said is a CRC endeavor by College of the Albemarle. The handout was a memorial for Alexander Wilson Hollowell. He stated that there will be a formal ceremony which the Board will be invited to in the next five to six months when the last phase of the walking trail is complete, as well as a ceremony commemorating Mr. Hollowell.

Commissioner Sterritt said he has been appointed to the SPCA Board. They meet tomorrow evening via Zoom. He laughed and said by 6:00 pm tomorrow night, he hopes he knows a little more than he does today about Zoom. He said he and Commissioner Perry are probably the only commissioners in North Carolina that know nothing about Zoom.

Commissioner Lavin attended the Workforce Development Board meeting where he serves as the business representative for Pasquotank County. The majority of the meeting they discussed numbers from the last couple of quarters coming out of the pandemic, and trying to understand what is happening to the jobless rates and numbers for the region. They are still seeing a lot of people able to find jobs, and a lot of employers having jobs to post. There is still a lot of need. He said the Economic Development Commission met and were able to sit down with their new Interim Director, Scott Hinton and get him up to date on current projects. Elizabeth City Downtown Inc. also met. He noted that it continues to be a very positive board, with a lot of energy. There are a lot of new businesses and art projects popping up. They are starting to plan for the next Potato Festival. He said the EDC and ECDI both remain strong and show a significant willingness to invest in the area.

Commissioner Lavin said in some of his monthly meetings, he was able to meet the new City Manager Montre’ Freeman. Initially, he is very impressed and he looks forward to working with him on various boards and projects, including the restructuring of the Parks & Recreation Board, which will have its first meeting with its new director next week. He stated that he and Vice-Chairman Jordan both serve on a business advisory board for the ECSU School of Business. Over the weekend the School of Business obtain their accreditation for the next five years.

Commissioner Meads thanked the Board for the phone calls, flowers, and card that they sent during his Dad’s passing. Chairman Griffin said the Board really appreciates what his dad did for the Board and for the County, and for supporting our community.

Commissioner Overman attended the DSS meeting this morning. They received updates on services they have provided for our community during the pandemic. He said the services were hard to deliver before COVID, and are even more so now. The employees work tirelessly to make sure that services for our children and adults throughout the county are met.

Commissioner Overman said he would like to give kudos to Jerrell and Christy Saunders on their recent retirements. He said Ms. Saunders was our Emergency Management Coordinator for 25 years and Mr. Saunders was a paramedic for 20+ years with EMS. They both retired together at the end of December. Due to COVID, their retirement party was cancelled. He said they were both great servants to the County and they will be truly missed.

Commissioner Perry attended the monthly Health Board meeting. He said the Albemarle Regional Health Department is one of the leading health departments in North Carolina for administering vaccines. He added he is so proud of the younger people who are joining the Board of Commissioners. He stated that he has been on the Board almost 19 years. He said Commissioner Frankie Meads did a great job on the Board and he is glad that his son, Jonathan has taken his seat. He said he taught Mr. Linwood Williams in high school, and he is very proud of what he is doing in our community. He stated that we all need to learn to live and work together, and accept one another’s differences.

Vice-Chairman Jordan said he had the privilege of attending the North Carolina Association of County Commissioners’ virtual meeting on January 14th and 15th. He and Chairman Griffin were the delegates, and shared the voting responsibilities. He attended the Jail Board meeting. Things are going relatively well in spite of the pandemic. He attended his first meeting as a member on the Economic Development Commission. He also attended the Library Board meeting. He said he feels the Health Department has done a great job with their vaccine clinics. He encouraged everyone to hurry up and receive their vaccine so he can take his mask off.

Chairman Griffin attended the Highway 17 meeting last week. He said by 2035, $20 billion in revenue generated from the gas tax will probably be slipping away very quickly. With the initiatives of going to green energy and electric cars, the amount of gasoline tax and road fuel tax are being shifted to a different type of funding formula. He spoke with Bobby Hanig last week about broadband being a big issue for our ten counties. Because of our rural nature, putting fiber optic in the ground is cost prohibited. Low atmospheric satellites in the air will benefit not only the rural part of North Carolina, but all of the areas that are having internet and cell phone issues. Those low flying satellites will be connected into a backbone type of system. The program and process is being worked on in the legislature. Hopefully, we will know more by the spring where we are with that initiative through the state.

Chairman Griffin said he and Vice-Chairman Jordan attended the NCACC virtual meeting. The Albemarle Commission met last week. During COVID, the Meals on Wheels Program has served an additional 6,500 additional meals per week. At the Transportation meeting last week, he learned that Highway I-87, from Norfolk to Williamston is still on the back burner. Efforts are being put towards the section of the highway from Raleigh to Williamston.

Chairman Griffin asked if there is any further business to come before the Board. There being none;

Motion was made by Charles Jordan, seconded by Sean Lavin to adjourn the meeting. The motion carried and the meeting was adjourned at 6:45 PM.

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CHAIRMAN

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CLERK TO THE BOARD