**PASQUOTANK COUNTY, NORTH CAROLINA JUNE 7, 2021**

The Pasquotank County Board of Commissioners met today in a regular meeting on Monday, June 7, 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

 Jonathan Meads

**MEMBERS ABSENT:** William “Bill” Sterritt

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

 R. Michael Cox, County Attorney

 Sheri Small, Finance Director

 Patrice Stewart, Tax Administrator

 Sharon Cooper, Tax Appraiser

 Kathy Lane, Pearson’s Appraisal Service

 Bob Pearson, President, Pearson’s Appraisal Service

 Lynn Scott, Clerk to the Board

 Due to the fact that Pasquotank County remains under a continued State of Emergency, physical attendance was limited to the members of the Board of Commissioners and essential staff only. The meeting was livestreamed via the County’s Facebook page at (facebook.com/PasquotankCountyNC) and the County’s website at [www.pasquotankcountync.org](http://www.pasquotankcountync.org).

The meeting was called to order at 6:00 PM by Chairman Lloyd Griffin. Commissioner Jordan gave the invocation and Commissioner Sean Lavin led in the Pledge of Allegiance to the American Flag. Chairman Griffin welcomed those in attendance.

**1. AMENDMENTS TO THE AGENDA:**

Vice-Chairman Jordan requested that the agenda be amended to add the following items recommended by the Finance Committee to the Consent Agenda: 1) Approval of Tax Releases and Refunds; 2) Approval of Budget Amendments; 3) Approval of Amendment to Parks and Recreation Interlocal Agreement with Elizabeth City; 4) Approval of Amendment to Contract for Provision of Fire Protection Services with Elizabeth City; 5) Approval of recommendations for Former Elizabeth City Middle School Project; 6) Approval to counter offer property located at 5133 Putter Lane, Kitty Hawk; and 7) Approval to discontinue requirement for face covering/face mask in all county owned facilities. Commissioner Overman requested the agenda be amended to add: 8) Consideration of Appointments to Boards and Committees to Old Business.

 Motion was made by Charles Jordan, seconded by Sean Lavin to amend the agenda to add Items #1-7 to the Consent Agenda and Item #8 to Old Business. The motion carried unanimously.

**2. BOARD OF EQUALIZATION AND REVIEW:**

Vincent Holdings, LLC (through Ryan Vincent) appealed the tax valuation for the property it owns at 1412 Herrington Road, Elizabeth City. The County has the property valued at $68,600. Mr. Vincent was notified of the hearing but was not present. Mr. Vincent provided an email with his position that was submitted to the Board. Patrice Stewart, Pasquotank Tax Administrator, Sharon Cooper, Pasquotank County Appraiser, Bob Pearson, Pearson Appraisals and Katherine Lane, Pearson Appraisals, presented the case on behalf of the county. It was noted the value should be as of January 1, 2014, not the present day value. After hearing the evidence, the board concurred the value should be $68,600.

Motion was made by Charles Jordan, seconded by Barry Overman to deny Mr. Vincent’s appeal to change the property tax assessment for 1412 Herrington Road and concurred the value should be $68,600. The motion carried unanimously.

**3. CONSIDERATION OF APPOINTMENTS TO BOARDS AND COMMITTEES:**

Commissioner Overman, Chairman of the Appointments Committee reported that the Appointments Committee met today and has made the following recommendations:

Aging Advisory Council – Reappoint David Boone, Sr. to an additional term.

Airport Authority – Reappoint Lloyd Griffin, III to an additional term.

COA Board of Trustees – Reappoint Cecil Perry to an additional term.

Pasquotank County Drainage Committee – Reappoint Charles Jordan, Steve Harris and Bill Trueblood to additional terms.

Elizabeth City Downtown Committee – Reappoint Sean Lavin to an additional term.

Jury Commission – Reappoint Rwanda Farrer to an additional term.

Juvenile Crime Prevention Council – Approve the slate of appointees for 2021-22 as proposed by the Juvenile Crime Prevention Council.

Pasquotank County Library Board – Reappoint Rowena Roby and Scarlett Newbern to additional terms.

Tourism Development Authority – Reappoint Barry Overman, Johnnie Walton, and Linea Johnson to additional terms and appoint Rowena Arroza (hotel-motel representative) to fill Arthur McPherson’s vacated seat. Since this is a new appointment, it will need to lie over to two weeks.

 Motion was made by Barry Overman, seconded by Charles Jordan to accept the recommendations from the Appointments Committee to approve the reappointments as presented, with the new appointment to lay over to the next meeting to allow Board members the opportunity to review her application and to allow for additional applications. The motion carried unanimously.

**4. APPROVAL OF CONSENT AGENDA:**

The Board considered the following consent agenda:

*a. Approval of Minutes of May 17 and May 24, 2021 Commissioner Meetings*

*b. Approval of Salary Range for Management Fellow*

The North Carolina Association of County Commissioners (NCACC) and International City-County Management Association (ICMA) partner to offer the NCACC-ICMA County Management Fellowship Program, in which a small number of North Carolina county governments host recent Master of Public Administration (MPA) graduates in paid Fellowships that are designed to provide real project experience and fast career growth in a supportive environment.

The NCACC will provide $25,000 in funding assistance for salary and benefits for up to two years. The Board approved the position on December 7, 2020; however, the Board did not approve the salary range for the position. Based on discussions with the North Carolina Association of County Commissioners (NCACC), staff recommends establishing the Management Fellow at a Pay Grade 22 – salary range - $42,078 to $59,364. The Finance Committee has recommended approval of the request.

*c. Approval to Award Contract to Sawyer’s Residential and Marine Construction, Inc.*

The County received an $89,925 grant from the North Carolina Public Beach and Coastal Waterfront Access Program for the COA Boardwalk Renovation Project, Phase IV. Phase IV will include the replacement of approximately 750 linear feet of 7 foot wide boardwalk decking, and associated handrails, piles and stringers in need of repair. Bid packets were sent to five vendors: Sawyer’s Residential and Marine Construction, Inc.; Bobby White; Carolina Marine Structures; TJ's Marine Construction LLC; and Layden Marine Inc. We received one bid from Sawyer’s Residential and Marine Construction, Inc. for $83,250. This item was considered at our last meeting, but additional information was requested. The Finance Committee has recommended approval to award the Pasquotank River (COA) Boardwalk Renovation, Phase IV project to Sawyer’s Residential and Marine Construction, Inc. in the amount of $83,250.

*d. Approval of Tax Releases and Refunds*

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

Tax Release

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | County | City |
| 1. | Albemarle Teen Challenge | 1,968.89 | 1,674.84 |

Solid Waste Fee Releases

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Parcel ID # | Reason for Release |
| 1. | Nakia L. Griffin | P78-53B | Vacant |
| 2. | Ginger Kelly | 36-D-2 | Vacant |
| 3. | Francina Jeffers | 32-G-3 | Vacant |
| 4. | Bell Taylor Heirs | 26-D-1 | Vacant |

*e. Approval of Budget Amendments*

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

Board of Elections

|  |  |  |  |
| --- | --- | --- | --- |
| Increase | 010.0230.4370.00 | State Grants | 80,059.00 |
| Increase | 010.4170.5600.00 | Grant Funds | 80,059.00 |

Board of Elections

|  |  |  |  |
| --- | --- | --- | --- |
| Increase | 010.0230.4370.00 | State Grants | 52,404.00 |
| Increase | 010.4170.5121.00 | Salaries & Wages | 3,000.00 |
| Increase | 010.4170.5128.00 | Board Salaries | 2,250.00 |
| Increase | 010.4170.5261.00 | Departmental Supplies | 12,154.00 |
| Increase | 010.4170.5440.00 | Contracted Services | 35,000.00 |

Sheriff

|  |  |  |  |
| --- | --- | --- | --- |
| Increase | 010.0240.4380.05 | COPS Grant | 60,000.00 |
| Increase | 010.4310.5121.00 | Salaries & Wages | 49,280.00 |
| Increase | 010.4310.5181.00 | FICA | 3,770.00 |
| Increase | 010.4310.5182.00 | Retirement | 2,450.00 |
| Increase | 010.4310.5183.00 | Health Insurance | 4,500.00 |

Sheriff

|  |  |  |  |
| --- | --- | --- | --- |
| Increase | 010.0240.4380.18 | Safe Streets Task Force (SSTF) | 2,200.00 |
| Increase | 010.0240.4380.21 | Department of Justice | 3,600.00 |
| Increase | 010.4310.5122.00 | Salaries and Wages - Overtime | 5,800.00 |

Sheriff

|  |  |  |  |
| --- | --- | --- | --- |
| Increase | 010.0150.4233.00 | Sales Tax – Article 42 | 111,185.00 |
| Increase | 010.4310.5122.00 | Salaries & Wages - Overtime | 90,000.00 |
| Increase | 010.4310.5181.00 | FICA | 6,885.00 |
| Increase | 010.4310.5182.00 | Retirement | 14,300.00 |

Occupancy Tax

|  |  |  |  |
| --- | --- | --- | --- |
| Increase | 030.0220.4270.00 | Occupancy Tax Revenue | 200,000.00 |
| Increase | 030.4920.5625.01 | Tourism Development Authority  | 200,000.00 |

Representative Payee Fund

|  |  |  |  |
| --- | --- | --- | --- |
| Increase | 031.0220.4380.26 | Social Security Benefits | 80,000.00 |
| Increase | 031.5310.5670.10 | Beneficiary Expenses  | 80,000.00 |

Deed of Trust

|  |  |  |  |
| --- | --- | --- | --- |
| Increase | 072.0300.4418.03 | Recording Fees | 35,000.00 |
| Increase | 072.4180.5985.07 | Payment to State Treasurer  | 35,000.00 |

Fines and Forfeitures Fund

|  |  |  |  |
| --- | --- | --- | --- |
| Increase | 073.0230.4323.01 | Fines and Forfeitures Received  | 175,000.00 |
| Increase | 073.5910.5985.70 | Payment to ECPPS | 175,000.00 |

DSS

|  |  |  |  |
| --- | --- | --- | --- |
| Increase | 011.0240.4536.00 | LIHEAP | 149,500.00 |
| Increase | 011.5400.5688.03 | LIHEAP | 149,500.00 |

Nixonton VFD

|  |  |  |  |
| --- | --- | --- | --- |
| Increase | 010.0600.4930.00 | Insurance Proceeds | 46,800.00 |
| Increase | 010.4347.5353.00 | Maintenance & Repair - Vehicles | 46,800.00 |

Special Appropriations

|  |  |  |  |
| --- | --- | --- | --- |
| Increase | 010.0230.4360.05 | Juvenile Justice Pass-Thru | 12,000.00 |
| Increase | 010.6600.5615.10 | Juvenile Justice Pass-Thru | 12,000.00 |

Jail

|  |  |  |  |
| --- | --- | --- | --- |
| Increase | 010.0600.4980.00 | Jail – Perquimans & Camden | 380,000.00 |
| Increase | 010.4320.5700.19 | Debt Service | 380,000.00 |

Cooperative Ext

|  |  |  |  |
| --- | --- | --- | --- |
| Increase | 010.0550.4495.00 | 4-H Revenues | 30,000.00 |
| Increase | 010.4950.5391.04 | 4-H Expenses | 30,000.00 |

*f. Approval of Amendment to Parks and Recreation Interlocal Agreement with Elizabeth City*

The Finance Committee has recommended approval of an amendment to the Parks and Recreation Interlocal Agreement with the City of Elizabeth City. The amendment will extend the current agreement for five years, as well as change the structure of the Advisory Board. The Advisory Board will become the Parks and Recreation Board (PRB). The PRB membership shall consist of two (2) County Commissioners; two (2) City Councilors; one (1) County citizen; one (1) City citizen; and one (1) member appointed by both the City and County upon recommendation of the PRB. The County Manager and the City Manager shall serve as ex officio members.

*g. Approval of Amendment to Contract for Provision of Fire Protection Services with Elizabeth City*

The Finance Committee has recommended approval to extend the current contract for a five (5) year term, beginning July 1, 2021 through June 30, 2026. The payment from the County to City being $447,523 per year.

*h. Approval of Recommendations for Former Elizabeth City Middle School Project*

The Finance Committee has recommended approval of the following recommendation for the former Elizabeth City Middle School:

* Boys & Girls Club Lease Buy-out – (1) Contribute back to the Boys and Girls Club the full $150,000 out of the proceeds from the sale; and (2) Assist with the temporary relocation of the program.
* SOULS Feeding Program – Contribute $10,000 from the sale for relocation assistance, after SOULS obtains 501c3 status.
* PAL Gym Lease Agreement – The gym could become a Parks and Recreation asset for community-wide use. Suggested lease terms are still to be determined, as a final costs of renovations (based on a Parks & Recreation “wish list” and a PAL “wish list”) are still be calculated.
* County Property on Pearl Street behind the Gym – Dedicate the 12 County-owned parcels behind the gym on Pearl Street over to the City of Elizabeth City for Parks and Recreation Usage.

*i. Approval to Counter Offer for Property Located at 5133 Putter Lane, Kitty Hawk, NC*

The Board received an offer of $150,000 for the County’s property listed at 5133 Putter Lane, Kitty Hawk, NC. The Finance Committee has recommended countering the offer at $225,000.

*j. Approval to Discontinue Requirement for Face Covering/Face Mask in County Owned Facilities*

The Finance Committee has recommended discontinuing the requirement for face covering/face mask in all County owned facilities.

 Motion was made by Sean Lavin, seconded by Charles Jordan to approve the Consent Agenda as amended. The motion carried unanimously.

**5. PRESENTATION OF FY 2021-22 PROPOSED COUNTY BUDGET:**

Chairman Griffin asked County Manager Sparty Hammett to present the County’s proposed budget for FY 2021-22. Mr. Hammett read the budget message indicating the ad valorem tax rate is proposed to remain at 77₵ per $100 valuation. The proposed budget will be available for public inspection at the W.C. Witherspoon Library and at the County Manager’s Office.

 Motion was made by Barry Overman, seconded by Jonathan Meads to call for a public hearing on the proposed County budget for fiscal year 2021-22 at the June 21, 2021 Commissioner meeting. The motion carried unanimously.

 **6. CONSIDERATION OF CONTINUATION OF ½ % DISCOUNT FOR EARLY PAYMENT OF TAXES:**

 The Board was asked to approve continuation of the ½ % discount for early payment of taxes in July and August. The discount encourages property owners to pay their taxes early, improves the County’s cash flow, and helps spread out the collection of taxes throughout the year instead of the majority of tax collections being concentrated during the month of December.

Motion was made by Charles Jordan, seconded by Jonathan Meads to approve continuation of 1/2 % Discount for early payment of taxes.

**7. COUNTY MANAGER REPORTS:**

County Manager Hammett reported that the County has spent between $175,000 and $200,000 to help protect our citizens’ First Amendment right to peacefully assemble. He said they have stated multiple times that the North Carolina Body Camera Law is very problematic and prevents transparency. The Board unanimously passed a resolution in favor of changing the Body Camera Law, and sent it to all City’s, County’s, and Legislators. He noted that County Attorney Mike Cox filed an initial petition to release the body camera videos on April 26, 2021, and it was denied. He stated that they had hoped the court would order the release of the videos after the District Attorney’s press conference on May 18th and it did not. Attorney John Leidy then immediately filed a supplemental petition to release the body camera videos later on that day, on May 18th, and the parties are working on a resolution towards that release.

Attorney Cox said the unfortunate incident was on a Wednesday. By Saturday, the Sheriff said he was going to seek a petition to release the tapes. The petition was filed that Monday, and they were in court on Wednesday. He said he’s not sure how much faster they could have done it.

County Manager Hammett reported that the Special Projects Committee met and voted to move the Confederate Monument to the full Board for a public hearing at our July meeting. He said a location has been identified.

**8. REPORTS FROM COMMISSIONERS:**

Commissioner Meads stated that he has not attended any meetings since the Board last met.

Commissioner Lavin reported that the Chamber of Commerce is getting back into things. They plan to hold their annual dinner later in the month. The event is very close to being sold out. He and Chairman Griffin participated in a Memorial Day service at West Lawn Cemetery, which was well attended. He attended some Workforce Development Board meetings. The Leadership Committee met and discussed trying to get back into the normal operations mode, in addition to some other budget discussions. Their budget has been cut from the state. He noted that they do amazing things in helping to reduce barriers for people to get retrained and back into the workforce. They work with employers as well to help them find the workforce that they need to conduct their operations. With unemployment continuing to drop, employers are still struggling to find workers. He noted that they are continuing to engage with Legislators and the Governor’s office to try to find a solution to make up some of the funding.

Commissioner Lavin reported that Elizabeth City Downtown met. They are planning a fall festival. It will be a smaller scale than the Potato Festival.

Commissioner Overman attended the monthly DSS Board meeting. They bid farewell to their outgoing Chairman Dr. Williams who has served since 2015, and welcome Mr. Bill Trueblood back to the board.

Commissioner Perry stated that the Health Board met virtually. Things have slowed down tremendously. They continue to encourage citizens to get vaccinated.

Vice-Chairman Jordan attended several ribbon cuttings: Small Town Trendz, Community Development Training Center, the Mary Walker House and Connect. He and Chairman Griffin attended the Military Commemoration at the New Hollywood Cemetery. He participated in the Witherspoon Harris Awards Ceremony as well, where Chairman Griffin and the Board were recognized.

Chairman Griffin stated that the Connect Group helps entrepreneurs and those that need help with their website, blogs, or any other type of internet services to them connect with others. He attended a meeting regarding I-87. Albemarle Commission has approved their budget. Today, he attended a very humbling and powerful event for a Navy Sailor who lost his life in Pearl Harbor at 1:56. They recreated the time. Seventy nine years later the family got to accept their family member. He said even though we are a small community, we have citizens who have given their lives and fought for our freedoms.

There being nothing further to come before the Board;

Motion was made by Sean Lavin, seconded by Jonathan Meads to adjourn the meeting. The motion carried and the meeting was adjourned at 7:00 PM.

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 CHAIRMAN

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CLERK TO THE BOARD