



**Board of Commissioners  
Agenda Packet**

**August 21, 2017**

**Work Session**

5:00 PM Moyock Wastewater Discussion-Use and Expansion

**6:00 PM Call to Order**

- A) Invocation & Pledge of Allegiance-Reverend Joe Griffith, Rehoboth Baptist Church
- B) Approval of Agenda

**Public Comment**

*Please limit comments to matters other than those appearing on this agenda as a Public Hearing. Public comments are limited to 3 minutes.*

**Administrative Reports**

- A) Corolla Wild Horse Fund Presentation-Executive Director, Linda Adkins
- B) Game Commission Informational Presentation-William Brumsey IV, Esq.

**Public Hearings**

- A) **Public Hearing and Action: PB 15-26 Currituck County:** Request for a use permit to expand the existing Panther Landing Convenience Center located on Panther Landing Road in Moyock, Tax Map 14, Parcel 13B, Moyock Township.

**New Business**

- A) **Resolution Authorizing the Upset Bid Process for the Sale of County Owned Property located on Bells Island Road, Parcel ID#0059000003A0000**
- B) **Board Appointments**
  - 1. Jury Commission Reappointment
- C) **Consent Agenda**
  - 1. Approval Of Minutes for August 7, 2017
  - 2. Resolution on Sole Source Purchase of Ambulance Chassis
  - 3. Resolution for Appointment of Review Officers
  - 4. Job Description Revisions-Airport, Engineering, Sheriff, Soil and Water, Tourism and Utilities.
  - 5. USFWS Mutual Aid Agreement for Disaster/Civil Emergency/All Hazards Incidents
- D) **Commissioner's Report**
- E) **County Manager's Report**

**Special Meeting of the Ocean Sands Water and Sewer District Board**

Bid Award Recommendation for Phase II Construction Project-Ocean Sands Wastewater Treatment Plant, Corolla

Public Hearing & Action: Financing and Contract Authorization for Phase II Construction of the Ocean Sands Wastewater Treatment Plant, Corolla

**Closed Session**

Closed session pursuant to G.S. 143-318.11(a)(3) to consult with the county attorney and to preserve the attorney-client privilege regarding the matters captioned R.F. London, Inc. v. Currituck County and Letendre v. Currituck County

**Adjourn**



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 1963)**

**Agenda Item Title**

5:00 PM Moyock Wastewater Discussion-Use and Expansion

**Brief Description of Agenda Item:**

**Board Action Requested**

Information

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 1965)**

**Agenda Item Title**

Corolla Wild Horse Fund Presentation-Executive Director, Linda Adkins

**Brief Description of Agenda Item:**

**Board Action Requested**

Information

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 1972)

**Agenda Item Title**

Game Commission Informational Presentation-William Brumsey IV, Esq.

**Brief Description of Agenda Item:**

**Board Action Requested**

Information

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 1449)

**Agenda Item Title**

Public Hearing and Action: PB 15-26 Currituck County:

**Brief Description of Agenda Item:**

Request for a use permit to expand the existing Panther Landing Convenience Center located on Panther Landing Road in Moyock, Tax Map 14, Parcel 13B, Moyock Township.

**Planning Board Recommendation:**

Mr. Cooper moved to approve PB 15-26 as presented based on a demonstrative community need, with Technical Review Committee recommendations, use permit and site plan corrections which include landscape plan, exterior lighting plan, stormwater management plan, site triangles, vehicular circulation layout and parking plan; adequate parking spaces for the number of employees, provide the proposed vehicular circulation layout, provide the location of any proposed exterior lighting, provide site triangle at driveways, full cutoff lighting, and work with staff on any clean-up efforts that are proposed. Mr. Craddock seconded the motion and motion carried unanimously.

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Donna Voliva,

**Presenter of Agenda Item**

Ben Woody



**STAFF REPORT**  
**PB 15-26**  
**BOARD OF COMMISSIONERS**  
**JULY 17, 2017**

### APPLICATION SUMMARY

|  |   |
|--|---|
| <b>Property Owner:</b><br>Shepherd W. Smith<br>PO Box 156<br>Moyock, NC 27958  | <b>Applicant:</b><br>Currituck County<br>153 Courthouse Road<br>Currituck, NC 27929 |
| <b>Case Number:</b> PB 15-26   | <b>Application Type:</b> Use Permit   |
| <b>Parcel Identification Number:</b><br>0014-000-013B0000  | <b>Existing Use:</b><br>Agricultural and Public Convenience Center                  |
| <b>Land Use Plan Classification:</b> Rural<br><b>Moyock Small Area Plan:</b> Limited Services                          | <b>Parcel Size (Acres):</b> 67.77 acres<br><b>Leased Area:</b> 1.34 acres           |
| <b>Request:</b> Currituck County is requesting a use permit to expand the existing Panther Landing convenience center. |   |

### STAFF ANALYSIS

Currituck County is requesting a use permit to expand the existing Panther Landing convenience center located on Panther Landing Road. The expansion will provide a new traffic pattern, two compactors, and three bulk waste containers. The current lease area dedicated to the convenience center is 0.87 acres and the expansion will consist of 0.47 acres. A Type D bufferyard is proposed on the sides and rear property line and additional vehicular screening is also proposed.

### RECOMMENDATIONS

#### TECHNICAL REVIEW COMMITTEE

The Technical Review Committee recommends adoption of the use permit subject to the following conditions of approval:

1. The application complies with all applicable review standards of the UDO provided the following items are addressed prior to site plan approval:
  - a. A chain link fence is proposed along the new expanded area that matches the existing fencing. The applicant is requesting to use a 6' solid fence with canopy trees within the 10' type D buffer. The use of chain link fencing is limited to access gates only. A security plan may be submitted and reviewed by the Planning Department.
  - b. The caliper inches of the existing canopy trees shall be provided.



2. The conditions of approval necessary to ensure compliance with the review standards of the UDO and to prevent or minimize adverse effects of the development application on surrounding lands include:
  - a. The major site plan shall be approved by TRC prior to commencement of construction.

#### PLANNING BOARD

Mr. Cooper moved to approve PB 15-26 as presented based on a demonstrative community need, with Technical Review Committee recommendations, use permit and site plan corrections which include landscape plan, exterior lighting plan, stormwater management plan, site triangles, vehicular circulation layout and parking plan; adequate parking spaces for the number of employees, provide the proposed vehicular circulation layout, provide the location of any proposed exterior lighting, provide site triangle at driveways, full cutoff lighting, and work with staff on any clean-up efforts that are proposed. Mr. Craddock seconded the motion and motion carried unanimously.

#### SURROUNDING PARCELS

|       | Land Use                 | Zoning |
|-------|--------------------------|--------|
| North | Agricultural             | SFM    |
| South | Residential/Undeveloped  | AG/SFM |
| East  | Agricultural/Undeveloped | SFM    |
| West  | Residential              | SFM    |

#### INFRASTRUCTURE

|                  |  |
|------------------|--|
| Water            | Existing county water  |
| Sewer            | No sewer proposed  |
| Design Standards | No new buildings are proposed  |
| Lighting         | New full cut-off fixtures are proposed for the existing convenience area and in the proposed expansion |
| Parking          | One existing parking space   |
| Riparian Buffers | None required  |

## USE PERMIT REVIEW STANDARDS

A use permit shall be approved on a finding that the applicant demonstrates the proposed use will meet the below requirements. It is staff's opinion that the evidence in the record, prepared in absence of testimony presented at a public hearing, supports the preliminary findings.

The use will not endanger the public health or safety.

### Preliminary Applicant Findings:

1. The proposed expansion and improvements will allow for the proper disposal of solid waste.
2. The proposed expansion will provide one-way traffic flow.
3. The proposed expansion will enhance services to citizens and the materials collected will continue to be properly disposed of. The expansion includes two additional recycling compactors and an additional collection container for each of the following waste types: bulk, yard waste and scrap metals.
4. The expansion will also alleviate congestion while allowing additional services to be added as additional materials to be recycled are mandated by the State. The expansion will be helpful in accommodating future growth in the Moyock area.
5. The site supervisor for Waste Management reported the Panther Landing convenience site currently services an estimated:
  - a. 220-230 customers during the week;
  - b. 265 customers on Saturday; and,
  - c. 230 customers on Sunday.

The use will not injure the value of adjoining or abutting lands and will be in harmony with the area in which it is located.

### Preliminary Applicant Findings:

1. The Panther Landing convenience center is currently located on the property.
2. The proposed expansion will not change the use of the property.
3. The proposed expansion will provide one-way traffic flow.
4. The proposed expansion will have separate ENTRY ONLY and EXIT ONLY drives and the traffic will flow one way through the site where customers can stop at different stations to dispose of recyclables, mixed trash, yard waste, scrap metals, used oil, used cooking oil, batteries, etc. The two dedicated drives will also alleviate congestion at the intersection of Tulls Creek Road and Panther Landing Road by allowing more "stack" room on Panther Landing Road for vehicles entering the site rather than vehicles "stacking" on Tulls Creek Road.
5. Based on the Currituck County tax records, Cypress Landing subdivision values are as follows:

| Cypress Landing | Number of Houses | Mean Tax Value | Median Tax Value |
|-----------------|------------------|----------------|------------------|
| Phase 1 and 2   | 42               | \$225,180      | \$217,350        |
| Phase 3 and 4   | 52               | \$271,855      | \$269,300        |

The use will be in conformity with the Land Use Plan or other officially adopted plans.

Preliminary Staff Findings:

1. The Moyock Small Area Plan classifies this property as Limited Services. The following policy supports the proposed use:  
POLICY IS 2 Meet the infrastructure and service needs of the community at appropriate levels as the community continues to focus growth and public investment in areas identified as activity centers.  
POLICY FLU 1 Promote compatibility between new development and existing development to avoid adverse impacts to the existing community. This is achieved through design and includes larger setbacks, landscaped or forested strips, transition zones, fencing, screening, density and/or built step downs, or other architectural and site planning measures that encourage harmony.
2. The 2006 Land Use Plan classifies this area as Rural in the Moyock subarea.  
POLICY SW7: Currituck County waste CONVENIENCE/COLLECTION AND RECYCLING CENTERS shall continue to be designed, located, improved and maintained to facility their use.

The use will not exceed the county's ability to provide adequate public facilities, including, but not limited to: schools, fire and rescue, law enforcement, and other county facilities. Applicable state standards and guidelines shall be followed for determining when public facilities are adequate.

Preliminary Applicant Findings:

1. This use will improve an existing public facility and will not exceed the county's ability to provide adequate services.

THE APPLICATION AND RELATED MATERIALS ARE AVAILABLE ON THE COUNTY'S WEBSITE  
 Planning Board: [www.co.currituck.nc.us/board-of-commissioners-minutes-current.cfm](http://www.co.currituck.nc.us/board-of-commissioners-minutes-current.cfm)

**Board of Commissioners (3/21/16)**

This item was removed from the agenda.

**Planning Board Discussion (2/9/16)**

Brandon Harris, Quibble & Associates, Kurt Schmuhl, 100 Cypress Landing, Gloria Sivels, 496 Tulls Creek Road, and Coleman Bonney, 133 Northwest River Drive appeared before the board and were sworn in.

Ms. Voliva presented the staff report.

Mr. Craddock asked what type of lighting will replace the existing lighting.

Ms. Voliva said direct and full cutoff.

Mr. Cooper asked if the expansion is on the existing parcel.

Ms. Voliva said yes.

Mr. Cooper asked what is driving the expansion of this facility.

Ms. Voliva said it is her understanding that the facility has high traffic and the request will add two compactors and three bulk waste containers. The expansion will provide a new traffic pattern, one way in and one way out.

Mr. Cooper opened the public hearing.

Mr. Harris said the changes from the TRC meeting have been made.

Mr. Schmuhl said he is the president of the Homeowners Association for Cypress Landing, Phase 3. Their concern is the trash that builds up along Tulls Creek Road as a result of the solid waste convenience site.

Mr. Cooper asked if the contract with Waste Management, does it address trash that may fall out of these trucks as they leave the convenience site.

Mr. Woody said that staff can relay these concerns to the public works director, county manager, and sheriff's department.

Ms. Sivels said she too is concerned with the trash and debris along Tulls Creek Road living close to a convenience site. Ms. Sivels is asking as part of the approval that consideration is given to see what steps could be taken to help alleviate the problem.

Mr. Craddock asked who is responsible for clean-up along highways right-of-ways.

Ms. Voliva said NCDOT.

Mr. Craddock said many times trash and debris comes from citizens going to convenience sites rather than trash carrying trucks.

Mr. Bonney asked for clarification on the drive pattern.

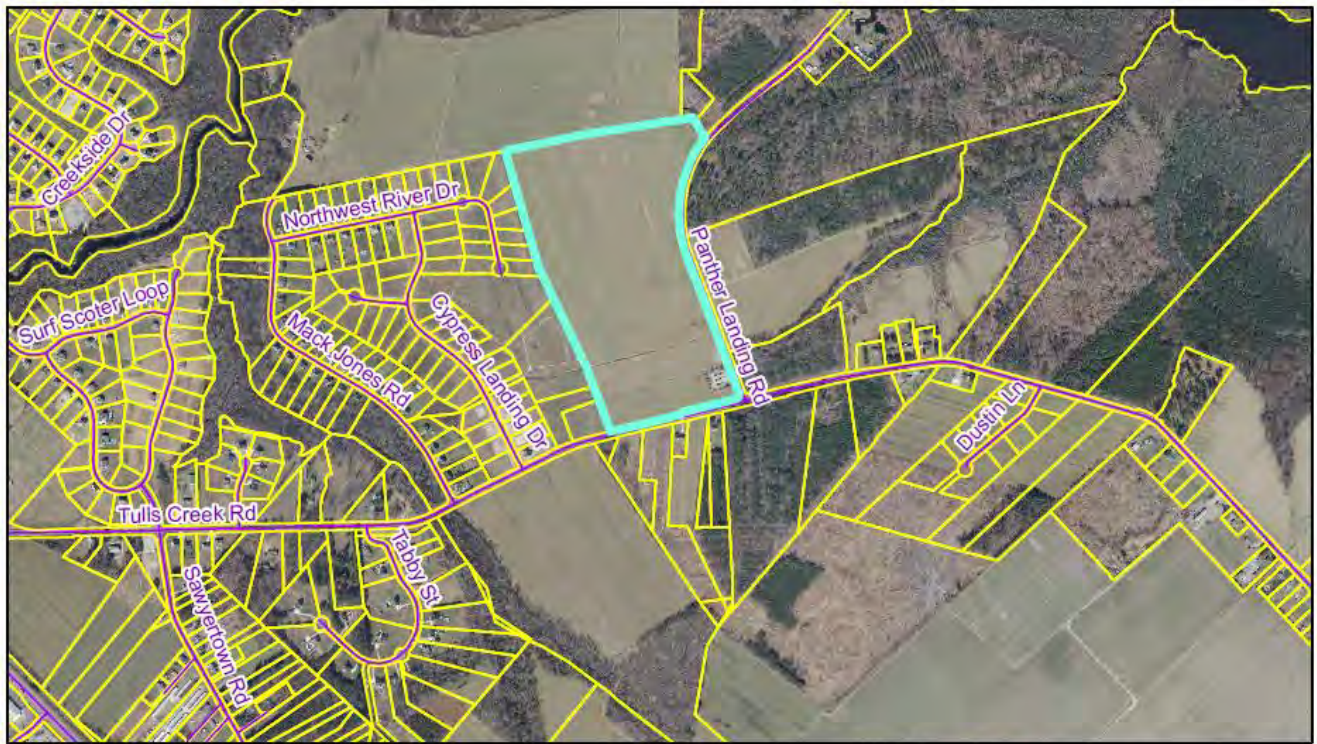
Ms. Voliva showed him on the site plan.

Mr. Cooper closed the public hearing.

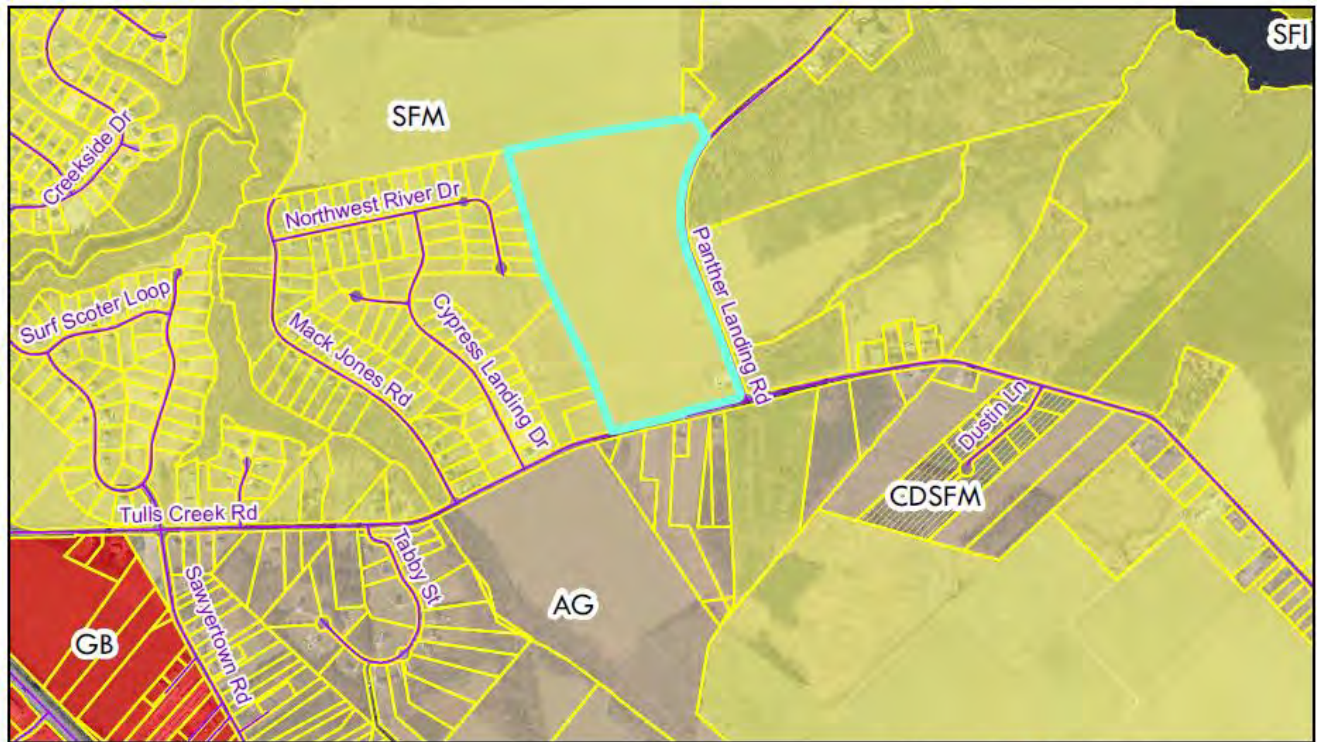
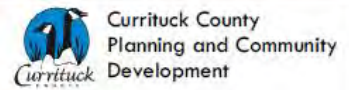
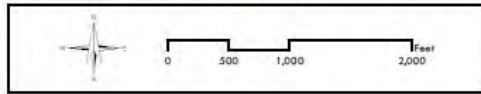
Mr. Cooper moved to approve PB 15-26 as presented based on a demonstrative community need, with Technical Review Committee recommendations, use permit and site plan corrections which include landscape plan, exterior lighting plan, stormwater management plan, site triangles, vehicular circulation layout and parking plan; adequate parking spaces for the number of employees, provide the proposed vehicular circulation layout, provide the location of any proposed exterior lighting, provide site triangle at driveways, full cutoff lighting, and work with staff on any clean-up efforts that are proposed. Mr. Craddock seconded the motion and motion carried unanimously.

|                  |   |                               |
|------------------|---|-------------------------------|
| <b>RESULT:</b>   | <b>RECOMMENDED APPROVAL [UNANIMOUS]</b>   | <b>Next: 3/7/2016 5:00 PM</b> |
| <b>MOVER:</b>    | John Cooper, Chairman   |                               |
| <b>SECONDER:</b> | Steven Craddock, Board Member   |                               |
| <b>AYES:</b>     | John Cooper, Chairman, Carol Bell, Vice Chairman, Bobby Bell, Board Member, Clay Cartwright, Board Member, Mike Cason, Board Member, Steven Craddock, Board Member, Fred Whiteman, Board Member |                               |
| <b>ABSENT:</b>   | Jane Overstreet, Board Member   |                               |

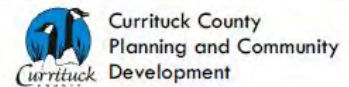
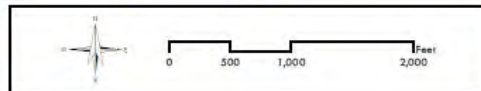




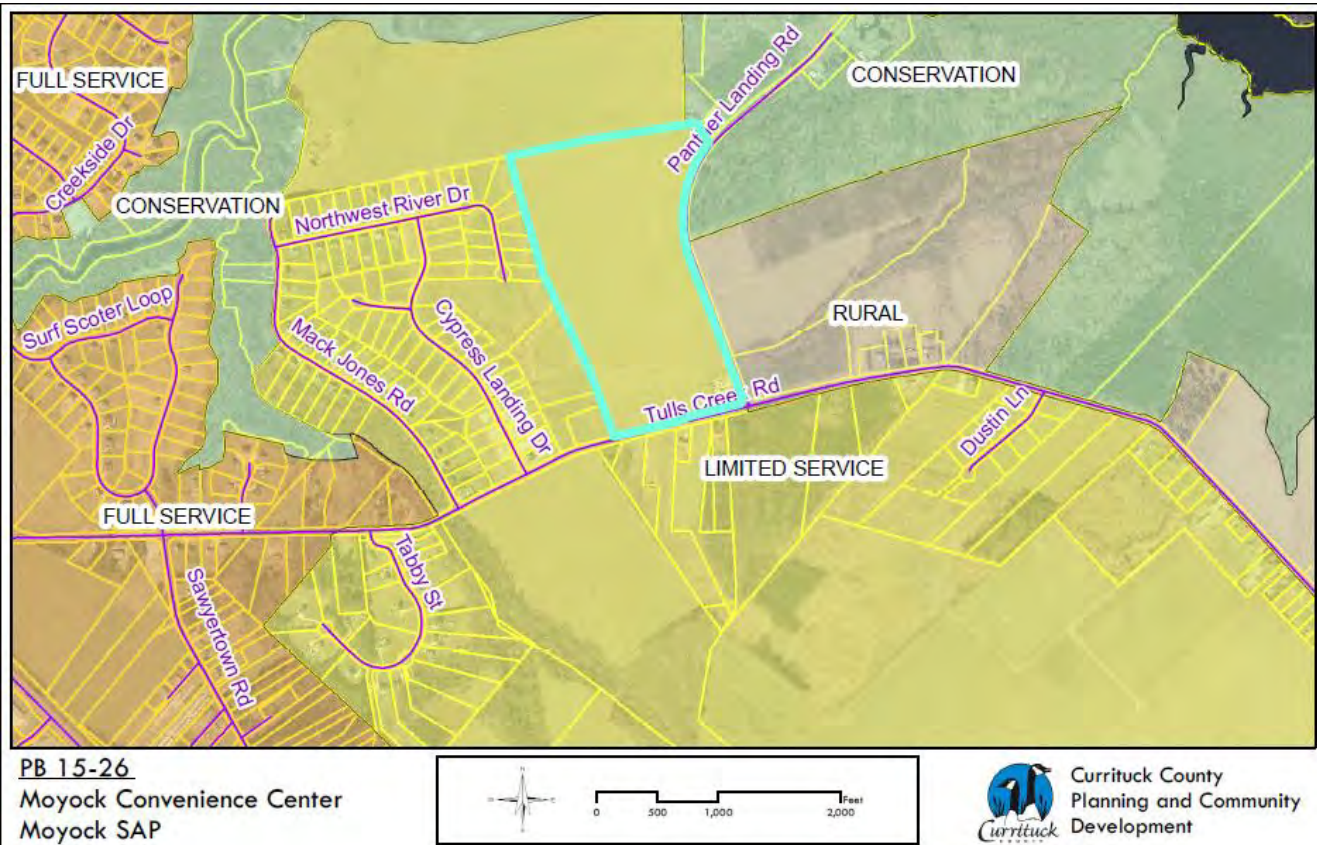
**PB 15-26**  
Moyock Convenience Center  
Aerial



**PB 15-26**  
Moyock Convenience Center  
Zoning









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QUIBLE & ASSOCIATES, P.C. DOES NOT GUARANTEE THE ACCURACY OR THE COMPLETENESS OF ANY INFORMATION IN THIS DOCUMENT AND IS NOT RESPONSIBLE FOR ANY ERROR OR OMISSION OR ANY LOSSES OR DAMAGES RESULTING FROM THE USE OF THIS INFORMATION.

**NOTE:**  
THE DATA GIVEN ON THESE PLANS IS BELIEVED TO BE ACCURATE, BUT THE ACCURACY IS NOT GUARANTEED. THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING ALL LEVELS, LOCATIONS, TYPES, AND DIMENSIONS OF THE EXISTING UTILITIES PRIOR TO CONSTRUCTION. IF A DISCREPANCY IS FOUND, WORK SHALL CEASE AND THE ENGINEER NOTIFIED. WORK MAY CONTINUE UPON ENGINEER'S NOTICE TO PROCEED.

1. AREA TO BE DESTURBED: ±28,140 sq.ft. (±0.65 acre).
2. PROVIDE A GROUNDCOVER STABILIZATION (TEMPORARY OR PERMANENT) ON ALL DENuded DOWNSTREAM SURFACES FOLLOWING THE COMPLETION OF LAND DISTURBING ACTIVITIES PER THE CRITERIA SPECIFIED BELOW:
  - a. PERIMETER DIKES, BERMS, SWALES, DITCHES AND SLOPES SHALL BE STABILIZED IN 7 DAYS.
  - b. HIGH QUALITY WATER (HOW) ZONES SHALL BE STABILIZED IN 7 DAYS.
  - c. DOWNSTREAM SLOPES (STEEPER THAN 3:1) SHALL BE STABILIZED IN 7 DAYS. IF SLOPES ARE 10:1 OR LESS AND ARE NOT STEEPER THAN 2:1, 14 DAYS ARE ALLOWED.
  - d. DOWNSTREAM SLOPES 3:1 OR FLATTER AND LESS THAN 50' IN LENGTH SHALL BE STABILIZED IN 14 DAYS. SLOPES 3:1 OR FLATTER EXCEEDING 50' IN LENGTH SHALL BE STABILIZED IN 7 DAYS.
  - e. ALL OTHER DOWNSTREAM AREAS WITH SLOPES 4:1 OR FLATTER SHALL BE STABILIZED WITHIN 14 DAYS.
3. IF LAND DISTURBING ACTIVITIES OCCUR OUTSIDE THE PERMANENT VEGETATION SEEDING DATES (APR. 1 - SEP. 30) THEN TEMPORARY VEGETATION SEEDING SPECIFICATIONS SHALL APPLY. THE NEXT APPROPRIATE PERMANENT SEEDING PERIOD, AT WHICH TIME PERMANENT VEGETATION SHALL BE SEEDING, SHALL ACCORDING TO THE VEGETATION SEEDING SPECIFICATIONS (SEE PERM. & TEMP. SEEDING SPECIFICATIONS).
4. IF EXCESSIVE MUD EROSION OR STORMWATER RUNOFF EROSION DEVELOPS DURING TIME OF CONSTRUCTION ANY LOCATION ON THE PROJECT SITE, ADDITIONAL EROSION AND SEDIMENTATION CONTROL MEASURES SHALL BE INSTALLED IMMEDIATELY AS REQUIRED TO END THE EXPOSURE TO ADDRESS THE PROBLEM AREA AND PREVENT DAMAGE TO ADJACENT PROPERTIES.
5. SOIL EROSION AND SEDIMENTATION CONTROLS TO BE ESTABLISHED, MAINTAINED AND REPAIRED AS NECESSARY UNTIL PERMANENT CONTROLS ARE INSTALLED.
  - a. A RAIN GAUGE MUST BE KEPT ON SITE.
  - b. DEDICATED DEMOLITION AND OTHER WASTE AREAS AND EARTHEN MATERIAL STOCKPILES MUST BE LOCATED AT LEAST 50 FEET FROM DRAINS OR STREAMS UNLESS NO OTHER LOCATION IS FEASIBLE.
  - c. ALL EROSION AND SEDIMENT CONTROL MEASURES MUST BE INSPECTED AT LEAST ONCE A WEEK AND WITHIN 24 HOURS AFTER ANY STORM EVENT GREATER THAN A HALF INCH (DURING A 24 HOUR PERIOD). IMMEDIATE CORRECTIVE ACTION MUST BE TAKEN IN CASE OF FAILURE.
  - d. INSPECT ALL OUTLETS WHERE RUNOFF LEAVES SITE AND EVALUATE EFFECT ON NEARBY STREAMS. TAKE CORRECTIVE ACTION IF NECESSARY.
  - e. MAINTAIN RECORDS OF INSPECTIONS AND CORRECTIVE ACTIONS.
  - f. EARTHWORK NOTE: OFFSITE BORROW MATERIAL SHALL COME FROM AN NEGDEN LAND QUALITY SECTION APPROVED SITE. OFFSITE DISPOSAL OF EXCESS MATERIAL SHALL BE TO AN NEGDEN LAND QUALITY SECTION APPROVED SITE.

[illegible]

|                |                 |
|----------------|-----------------|
| COMMISSION NO. | <b>P14129</b>   |
| DESIGNED BY    | <b>DLT</b>      |
| DRAWN BY       | <b>JMH/DLT</b>  |
| CHECKED BY     | <b>MWS</b>      |
| ISSUE DATE     | <b>12/23/15</b> |

|             |
|-------------|
| SHEET NO.   |
| <b>1</b>    |
| OF 2 SHEETS |









MOYOCK RECYCLING CENTER  
MOYOCK, NC

Designer

JMH

Date

1/26/2016

Scale

Not to Scale

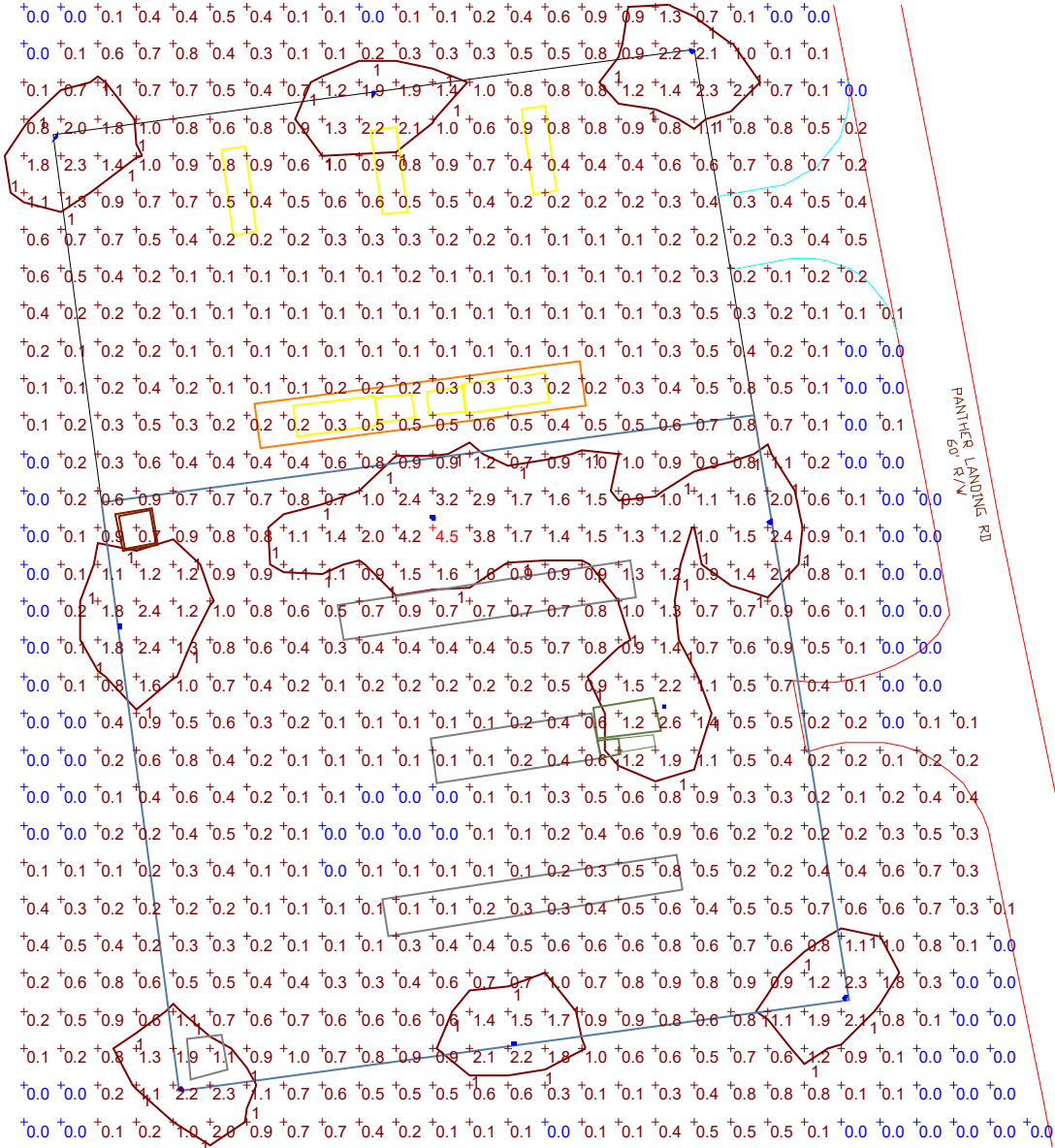
Drawing No.

P14129

Summary

| Schedule    |       |          |                   |                 |  |  |              |                     |                 |                   |         |                 |
|-------------|-------|----------|-------------------|-----------------|--|--|--------------|---------------------|-----------------|-------------------|---------|-----------------|
| Symbol      | Label | Quantity | Manufacturer      | Catalog Number  | Description  | Lamp   | Number Lamps | Filename            | Lumens Per Lamp | Light Loss Factor | Wattage | Mounting Height |
| <div></div> | A     | 11       | Lithonia Lighting | AS1 100M SR2 HS | ARCHITECTURAL ARM-MOUNTED CUTOFF LUMINAIRE WITH SR2 REFLECTOR, BLACK INTERNAL HOUSE SIDE SHIELD. MEETS THE 'NIGHTTIME FRIENDLY' CRITERIA | ONE 100-WATT CLEAR E-17 METAL HALIDE, HORIZONTAL POSITION. | 1            | AS1_100M_SR2_HS.ies | 9000            | 1                 | 140     | 20'             |

| Statistics   |        |        |        |        |         |         |
|--------------|--------|--------|--------|--------|---------|---------|
| Description  | Symbol | Avg    | Max    | Min    | Max/Min | Avg/Min |
| Calc Zone #1 | +      | 0.4 fc | 4.5 fc | 0.0 fc | N/A     | N/A     |



Plan View - A



## Currituck County

Department of Planning and Community Development  
 153 Courthouse Road, Suite 110  
 Currituck, North Carolina 27929  
 252-232-3055  
 FAX 252-232-3026

### MEMORANDUM

**To:** Brenda McQueen,  
 Shepherd W. Smith  
 Quible and Associates

**From:** Donna Voliva, Sr. Planner

**Date:** January 14, 2016

**Re:** PB 15-26 Moyock Solid Waste Convenient Center – Panther Landing, Use Permit TRC Comments

The following comments have been received for the January 20, 2016 Technical Review Committee meeting. In order to be scheduled for the February 9, 2016 Planning Board meeting, please address all comments and resubmit a corrected plan by 3:00 p.m. on January 25, 2016. TRC comments are valid for six months from the date of the TRC meeting.

#### **Planning, (Donna Voliva 252-232-6032)**

Approved with corrections:

1. The request is for a use permit and the site plan submitted is considered a conceptual plan. The submitted plan does provide most of the required design features for the major site plan, but the plan must also contain the following information in order to meet the major site plan contents:
  - a. Landscape plan (species, caliper, spacing)
  - b. Exterior lighting plan (if proposed)
  - c. Minor stormwater management plan and form (SW-001)
  - d. Site triangles
  - e. Vehicular circulation layout and parking plan
2. The site shall provide an adequate number of parking spaces for the number of employees for the use. The parking space shall be screened. (Section 5.1.3.E.)
3. Provide the proposed vehicular circulation layout (one/two-way entrance/exit).
4. Provide the location of any proposed exterior lighting.
5. Provide site triangle at driveways.

#### **Currituck County Building Inspections (Bill News, 252-232-6023)**

Reviewed

#### **Currituck County Engineer (Eric Weatherly/Michelle Perry, 252-232-6034/Currituck Soil and Water (Will Creef, 252-232-3360)**

Approved

#### **Currituck County Fire and Emergency Management (James Mims, 252-232-6641)**

No comment

Attachment: Moyock Convenience Center UP TRC Comments 1.20.2016 (PB 15-26 Currituck County)

**Currituck County GIS (Harry Lee, 252-232-4039)**

Reviewed

**Currituck County Parks and Recreation (Jason Weeks, 252-232-3007)**

No comment

**Currituck County Utilities (Pat Irwin, 252-232-6061)**

No comment

**Albemarle Regional Health Services (Joe Hobbs, 252-232-6603)**

Reviewed

1. Need to improve lighting at facility which will improve safety for workers and citizens.
2. Need to improve facility in the storage and handling of oil and other petroleum based waste products in order to prevent spills on ground.

**NC DOT, Division of Highways (Jim Hoadley 252-331-4737)**

Reviewed

1. Site will need a driveway permit from NCDOT.

**NC Division of Coastal Management (Charlan Owens, 252-264-3901)**

No comment

**NC State Archeology (Lawrence Abbott, 919-807-6554)**

Reviewed with comment:

1. An archaeological survey is not recommended.

**The following items are necessary for resubmittal:**

- 3 - full size copies of revised plans.
- 10 – 11"x17" copies of the plan.
- 1- 8.5"x11" copy of all revised plans.
- 1- PDF digital copy of all revised or new documents and plans.

**Community Meeting Summary**

Use Permit Amendment – Panther Landing Convenience Center

Parcel ID No. 0014-000-013B-0000

Moyock, Currituck County, NC

**Introduction**

A community meeting for the proposed Amended Use Permit Application of the above referenced parcel in Moyock, Currituck County was held on Monday December 21, 2015 at 2:00 p.m. at the Moyock Public Library. The meeting was conducted by Quible & Associates, P.C. (Quible) and Currituck County Public Works. Ms. Brenda McQueen with Currituck County was in attendance.

**Purpose**

The purpose of the meeting was to inform the community in the vicinity of the subject parcel of the intent to expand the current solid waste and recycling center located at 101 Panther Landing in Moyock.

**Meeting synopsis**

Brenda McQueen and Warren Eadus met with the property owner, Shepherd Smith and Ms. Judith Pinney— who were the only two attendees. We explained the purpose of the meeting and the proposed project. Both individuals stated their support for the project and we talked about landscaping, lighting and other requirements that were a part of the proposed expansion.

Copies of all attendees and an agenda that were made available at the meeting are provided as attachments. No written comments from any participant were generated at the meeting.



**Community Meeting for Amended Use Permit – Moyock Solid Waste and Recycling  
 Parcel Identification Number 0014000013B0000  
 101 Panther Landing, Moyock Currituck County, NC**

December 21, 2015

**AGENDA**

**1. General Introduction**

- a. Quible & Associates, P.C.
- b. Currituck County

**2. Existing Information**

- a. Location: 101 Panther Landing
- b. Lot Size: 67 Acres
- c. Current Land Use: Agricultural and Existing Solid Waste and Recycling Center
- d. Site Zoning: SFM; Site Use is Agricultural

**3. Discussion**

- a. Amend Use Permit to allow for expansion of existing facility
- b. Add new driveway
- c. Add two compactors and three bulk containers

**4. Questions & Comments**

- a. Quible & Associates and County Public Works employees are available to answer questions and comments
- b. Comments can be provided in writing on Comment Forms provided or they can be sent to Warren Eadus of Quible & Associates, P.C. by email at weadus@quible.com or by phone at 252-491-8147.

SIGN UP SHEET

COMMUNITY MEETING FOR AMENDED  
USE PERMIT - MOYOCK SOLID WASTE  
AND RECYCLING 101 PANTHER LANDM

---

- |                              |                        |              |
|------------------------------|------------------------|--------------|
| 1. WARREN KADUS              | QUIBLE                 | 991-8147     |
| 2. BRENDA McQUEEN            | Currituck Public Works | 232-2504     |
| 3. <del>Shepherd Smith</del> |                        |              |
| 4. JUDY PINNEY               |                        | 252-435-6656 |

Jil Wilson  
PO Box 235  
Norfolk, VA 23501

Tony Brunson  
7200 Springlake Dr.  
Prince George, VA 23875

Donald Lane Trustee  
2520 Centerville Turnpike S.  
Chesapeake, VA 23322

James Spellman  
Yolonda Saunders  
Robin Saunders  
536 Nelson St.  
Norfolk, VA 23523

Elisie Saunders  
James Spellman  
Yolanda Saunders  
508 Tulls Creek Rd.  
Moyock, NC 27958

Marquis Sivels  
Gloria Sivels  
PO Box 123  
Moyock, NC 27958

Ja'Net Clayton  
3312 Woodbaugh Dr., C3  
Chesapeake, VA 23321

The Joseph C. Harcum Revoc. Trust  
32054 Sycamore Church Rd.  
Franklin, VA 23851

Cypress Landing III Property Owners Association, Inc.  
525 S. Independence Blvd., Suite 200  
Virginia Beach, VA 23452

Jerry Old  
1669 Tulls Creek Rd.  
Moyock, NC 27958

Tamara Blowe  
Demetrius Blowe  
139 Northwest River Dr.  
Moyock, NC 27958

Ryan Dorow  
Christine Dorow  
137 Northwest River Dr.  
Moyock, NC 27958

John Putnam  
135 Northwest River Dr.  
Moyock, NC 27958

Coleman Bonney  
Ashley Bonney  
133 Northwest River Dr.  
Moyock, NC 27958

Kyle Duncan  
Sara Duncan  
131 Northwest River Dr.  
Moyock, NC 27958

Donald Boylen, II  
Alisa Boylen  
129 Northwest River Dr.  
Moyock, NC 27958

Whitney Sessoms  
Nevie Sessoms  
127 Northwest River Dr.  
Moyock, NC 27958

Raymond Jones  
247 Mack Jones Rd.  
Moyock, NC 27958

Effie Jones  
George Jones, Jr.  
PO Box 207  
Moyock, NC 27958

Michael Coleman  
Catherine Coleman  
PO Box 22  
Hamstead, NC 28443



Michael Coleman  
Susan Kay  
PO Box 22  
Hamstead, NC 28443

Linda Vick  
10453 Starlight Place  
Waldorf, MD 20603

Bessie Jones  
6974 Kim Lane  
Friendship, MD 20758

## SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

## 1. Article Addressed to:

JERRY OLD  
1669 TULLS ROAD RD  
MOYOCK NC 27958



## 2. Article Number

(Transfer from service label)

7013 1710 0000 2879 2956

PS Form 3811, July 2013

Domestic Return Receipt

## COMPLETE THIS SECTION ON DELIVERY

5.A.d

## A. Signature

X

☐ Agent  
☐ Add

## B. Received by (Printed Name)

JEANNI OLD

## C. Date of

12/9

## D. Is delivery address different from item 1?

If YES, enter delivery address below: ☐ Yes ☒ No

## 3. Service Type

- ☒ Certified Mail® ☐ Priority Mail Express™  
☐ Registered ☐ Return Receipt for Merchandise  
☐ Insured Mail ☐ Collect on Delivery

## 4. Restricted Delivery? (Extra Fee)

☐ Yes

## SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.



... if space permits.

## 1. Article Addressed to:

MICHAEL COLEMAN  
SUSAN KAY  
PO Box 22  
Hemstead NC  
28443

## 2. Article Number

(Transfer from service label)

7013 1710 0000 2879 3007

PS Form 3811, February 2004

Domestic Return Receipt

102595-01

## COMPLETE THIS SECTION ON DELIVERY

## A. Signature

X

☐ Agent  
☐ Add

## B. Received by (Printed Name)

SUSAN C. KAY

## C. Date of

DEC 9

## D. Is delivery address different from item 1?

If YES, enter delivery address below: ☐ Yes ☒ No

## 3. Service Type

- ☒ Certified Mail ☐ Express Mail  
☐ Registered ☐ Return Receipt for Merchandise  
☐ Insured Mail ☐ C.O.D.

## 4. Restricted Delivery? (Extra Fee)

☐ Yes

## SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

## 1. Article Addressed to:

JERRY S. CULHOUN  
157 Bridgetop Drive  
Bedford PA 15502



## 2. Article Number

(Transfer from service label)

7007 2680 0002 5929 6632

PS Form 3811, February 2004

Domestic Return Receipt

102595-02-M-14

## COMPLETE THIS SECTION ON DELIVERY

## A. Signature

X

☐ Agent  
☐ Add

## B. Received by (Printed Name)

JERRY S. CULHOUN

## C. Date of

DEC 9

## D. Is delivery address different from item 1?

If YES, enter delivery address below: ☐ Yes ☒ No

## 3. Service Type

- ☒ Certified Mail ☐ Express Mail  
☐ Registered ☐ Return Receipt for Merchandise  
☐ Insured Mail ☐ C.O.D.

## 4. Restricted Delivery? (Extra Fee)

☐ Yes

## SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

## 1. Article Addressed to:

Joseph P. Abrahamson, Trust  
33054 Syonmore Church Rd  
Framingham, MA 01851



## 2. Article Number

(Transfer from service label)

7013 1710 0000 2879 2932

PS Form 3811, July 2013

Domestic Return Receipt

## COMPLETE THIS SECTION ON DELIVERY

5.A.d

## A. Signature

*X M. B. B. Franklin*

☐ Agent  
☐ Addressee

## B. Received by (Printed Name)

## C. Date of Delivery

## D. Is delivery address different from item 1? If YES, enter delivery address below:

☐ Yes  
☐ No

## 3. Service Type

- ☒ Certified Mail® ☐ Priority Mail Express™  
☐ Registered ☐ Return Receipt for Merchandise  
☐ Insured Mail ☐ Collect on Delivery

## 4. Restricted Delivery? (Extra Fee)

☐ Yes

## SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

## 1. Article Addressed to:

Whiting Sessions  
New Sessions  
127 Northwest River Dr  
Moyock NC 27958



## 2. Article Number

(Transfer from service label)

7007 2680 0002 5929 6663

PS Form 3811, July 2013

Domestic Return Receipt

## COMPLETE THIS SECTION ON DELIVERY

## A. Signature

*X Whiting Sessions*

☐ Agent  
☐ Addressee

## B. Received by (Printed Name)

## C. Date of Delivery

## D. Is delivery address different from item 1? If YES, enter delivery address below:

☐ Yes  
☐ No

## 3. Service Type

- ☒ Certified Mail® ☐ Priority Mail Express™  
☐ Registered ☐ Return Receipt for Merchandise  
☐ Insured Mail ☐ Collect on Delivery

## 4. Restricted Delivery? (Extra Fee)

☐ Yes

## SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

## 1. Article Addressed to:

Tony Brunson  
7200 Springlake Dr  
Prince Georges Co  
23815



## 2. Article Number

(Transfer from service label)

7013 1710 0000 2879 2871

PS Form 3811, July 2013

Domestic Return Receipt

## COMPLETE THIS SECTION ON DELIVERY

## A. Signature

*X Tony Brunson*

☐ Agent  
☐ Addressee

## B. Received by (Printed Name)

## C. Date of Delivery

## D. Is delivery address different from item 1? If YES, enter delivery address below:

☐ Yes  
☐ No

## 3. Service Type

- ☒ Certified Mail® ☐ Priority Mail Express™  
☐ Registered ☐ Return Receipt for Merchandise  
☐ Insured Mail ☐ Collect on Delivery

## 4. Restricted Delivery? (Extra Fee)

☐ Yes



## SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

## 1. Article Addressed to:

Tamara Blume  
Demetrius Blume  
139 Northwest River Dr  
Moyock NC 27958



## 2. Article Number

(Transfer from service label)

7013 1710 0000 2879 2963

PS Form 3811, July 2013

Domestic Return Receipt

## COMPLETE THIS SECTION ON DELIVERY

5.A.d

## A. Signature

X *Tamara Blume*

☐ Agent  
☐ Addressee

## B. Received by (Printed Name)

C. Date of

## D. Is delivery address different from item 1?

If YES, enter delivery address below: ☐ Yes  
☐ No

Tamara Blume

## 3. Service Type

☒ Certified Mail® ☐ Priority Mail Express™  
☐ Registered ☐ Return Receipt for Merchandise  
☐ Insured Mail ☐ Collect on Delivery

## 4. Restricted Delivery? (Extra Fee)

☐ Yes

## SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

## 1. Article Addressed to:

John Putnam  
135 Northwest River Dr  
Moyock NC 27958



## 2. Article Number

(Transfer from service label)

7013 1710 0000 2879 3052

PS Form 3811, February 2004

Domestic Return Receipt

102595-0

## COMPLETE THIS SECTION ON DELIVERY

## A. Signature

X *John Putnam*

☐ Agent  
☐ Addressee

## B. Received by (Printed Name)

C. Date of

## D. Is delivery address different from item 1?

If YES, enter delivery address below: ☐ Yes  
☐ No

## 3. Service Type

☒ Certified Mail ☐ Express Mail  
☐ Registered ☐ Return Receipt for Merchandise  
☐ Insured Mail ☐ C.O.D.

## 4. Restricted Delivery? (Extra Fee)

☐ Yes

## SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

## 1. Article Addressed to:

MICHAEL COLEMAN  
CATHARINE COLEMAN  
PO Box 22  
Hamstead NC  
28443



## 2. Article Number

(Transfer from service label)

7007 2680 0002 5929 6649

PS Form 3811, February 2004

Domestic Return Receipt

102595-02-M-11

## COMPLETE THIS SECTION ON DELIVERY

## A. Signature

X *M.B. Coleman*

☐ Agent  
☐ Addressee

## B. Received by (Printed Name)

C. Date of

## D. Is delivery address different from item 1?

If YES, enter delivery address below: ☐ Yes  
☒ No

## 3. Service Type

☒ Certified Mail ☐ Express Mail  
☐ Registered ☐ Return Receipt for Merchandise  
☐ Insured Mail ☐ C.O.D.

## 4. Restricted Delivery? (Extra Fee)

☐ Yes

## SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

## 1. Article Addressed to:

Ryan a Christine Dorow  
137 Northwest River Dr  
Moxok NC 27958



## 2. Article Number

(Transfer from service label)

7013 1710 0000 2879 2970

PS Form 3811, July 2013

Domestic Return Receipt

## COMPLETE THIS SECTION ON DELIVERY

5.A.d

## A. Signature

X

- ☐ Agent  
☐ Addressee

## B. Received by (Printed Name)

Christine Dorow

## C. Date of

12/10

## D. Is delivery address different from item 1?

If YES, enter delivery address below:

- ☐ Yes  
☐ No

## 3. Service Type

- ☒ Certified Mail® ☐ Priority Mail Express™  
☐ Registered ☐ Return Receipt for Merc  
☐ Insured Mail ☐ Collect on Delivery

## 4. Restricted Delivery? (Extra Fee)

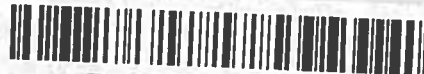
- ☐ Yes  
☐ No

## SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

## 1. Article Addressed to:

DONALD LANE TRUSTEE  
2500 CENTREVILLE TURNPIKE  
CHESAPEAKE VA 22322



## 2. Article Number

(Transfer from service label)

7013 1710 0000 2879 2888

PS Form 3811, July 2013

Domestic Return Receipt

## COMPLETE THIS SECTION ON DELIVERY

## A. Signature

X

- ☐ Agent  
☐ Addressee

## B. Received by (Printed Name)

12/1

## D. Is delivery address different from item 1?

If YES, enter delivery address below:

- ☐ Yes  
☐ No

## 3. Service Type

- ☒ Certified Mail® ☐ Priority Mail Express™  
☐ Registered ☐ Return Receipt for Merc  
☐ Insured Mail ☐ Collect on Delivery

## 4. Restricted Delivery? (Extra Fee)

- ☐ Yes  
☐ No

## SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

## 1. Article Addressed to:

J. I. Wilson  
PO Box 235  
Norfolk VA 23501



## 2. Article Number

(Transfer from service label)

7013 1710 0000 2879 2864

PS Form 3811, July 2013

Domestic Return Receipt

## COMPLETE THIS SECTION ON DELIVERY

## A. Signature

X

- ☐ Agent  
☐ Addressee

## B. Received by (Printed Name)

JILY. WILSON

## C. Date of

12/10

## D. Is delivery address different from item 1?

If YES, enter delivery address below:

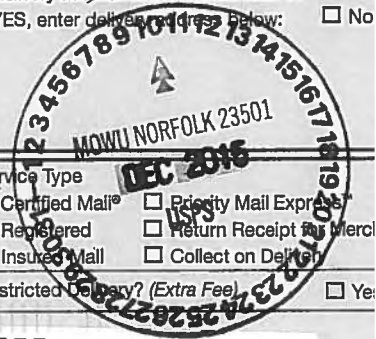
- ☐ Yes  
☐ No

## 3. Service Type

- ☒ Certified Mail® ☐ Priority Mail Express™  
☐ Registered ☐ Return Receipt for Merc  
☐ Insured Mail ☐ Collect on Delivery

## 4. Restricted Delivery? (Extra Fee)

- ☐ Yes  
☐ No



Attachment: Moyock Conv Community Meeting (PB 15-26 Currituck County)



## SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.



or on the front if space permits.

## 1. Article Addressed to:

EFFIE JONES  
George Jones Jr  
PO Box 207  
Moyock NC  
27958

## 2. Article Number

(Transfer from service label)

7013 1710 0000 2879 3014

PS Form 3811, February 2004

Domestic Return Receipt

102595-0

## COMPLETE THIS SECTION ON DELIVERY

5.A.d

## A. Signature

X Effie C Jones

☒ Agent  
☐ Addressee

## B. Received by (Printed Name)

Effie C Jones

## C. Date of Delivery

12-11

D. Is delivery address different from item 1? ☐ Yes  
If YES, enter delivery address below: ☒ No

## 3. Service Type

☒ Certified Mail ☐ Express Mail  
☐ Registered ☐ Return Receipt for Merchandise  
☐ Insured Mail ☐ C.O.D.

## 4. Restricted Delivery? (Extra Fee)

☐ Yes

## SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.  
■ Print your name and address on the reverse so that we can return the card to you.  
■ Attach this card to the back of the mailpiece, or on the front if space permits.

## 1. Article Addressed to:

LINDA VICK  
10453 STARLIGHT DR  
WALDORF MD 20603



## 2. Article Number

(Transfer from service label)

7013 1710 0000 2879 2994

PS Form 3811, February 2004

Domestic Return Receipt

102595-0

## COMPLETE THIS SECTION ON DELIVERY

## A. Signature

X Linda Vick

☒ Agent  
☒ Addressee

## B. Received by (Printed Name)

Linda G. Vick

## C. Date of Delivery

12/11

D. Is delivery address different from item 1? ☐ Yes  
If YES, enter delivery address below: ☐ No

## 3. Service Type

☒ Certified Mail ☐ Express Mail  
☐ Registered ☐ Return Receipt for Merchandise  
☐ Insured Mail ☐ C.O.D.

## 4. Restricted Delivery? (Extra Fee)

☐ Yes

## SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.  
■ Print your name and address on the reverse so that we can return the card to you.  
■ Attach this card to the back of the mailpiece, or on the front if space permits.

## 1. Article Addressed to:

RAYMOND JONES  
247 MOCK JONES RD  
MOYOCK NC 27958



## 2. Article Number

(Transfer from service label)

7007 2680 0002 5929 6656

PS Form 3811, February 2004

Domestic Return Receipt

102595-02-M-15

## COMPLETE THIS SECTION ON DELIVERY

## A. Signature

X Raymond Jones

☐ Agent  
☐ Addressee

## B. Received by (Printed Name)

Raymond Jones

## C. Date of Delivery

12/11

D. Is delivery address different from item 1? ☐ Yes  
If YES, enter delivery address below: ☐ No

## 3. Service Type

☒ Certified Mail ☐ Express Mail  
☐ Registered ☐ Return Receipt for Merchandise  
☐ Insured Mail ☐ C.O.D.

## 4. Restricted Delivery? (Extra Fee)

☐ Yes

Attachment: Moyock Conv Community Meeting (PB 15-26 Currituck County)

## SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

## 1. Article Addressed to:

B\* SS 14 JONES  
6974 Kim Lane  
Friendship, MD 20758



## 2. Article Number

(Transfer from service label)

7013 1710 0000 2879 2987

PS Form 3811, July 2013

Domestic Return Receipt

## SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

## 1. Article Addressed to:

J-A'Net Clayton  
3312 Woodbough Dr. Q3  
(Hessport VA 23301)



## 2. Article Number

(Transfer from service label)

7013 1710 0000 2879 2925

PS Form 3811, July 2013

Domestic Return Receipt

## SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

## 1. Article Addressed to:

Elsie B. Saunders  
James Speelman  
508 Tulls Creek Rd  
Moyock NC 27958



## 2. Article Number

(Transfer from service label)

7013 1710 0000 2879 2901

PS Form 3811, July 2013

Domestic Return Receipt

## COMPLETE THIS SECTION ON DELIVERY

5.A.d

## A. Signature

X *Malcolm*
☐ Agent  
☐ Ad

## B. Received by (Printed Name)

WAYNE COCKMAN

## C. Date of

12/10

D. Is delivery address different from item 1? ☐ Yes  
 If YES, enter delivery address below: ☐ No

## 3. Service Type

☒ Certified Mail® ☐ Priority Mail Express™  
☐ Registered ☐ Return Receipt for Merchandise  
☐ Insured Mail ☐ Collect on Delivery

## 4. Restricted Delivery? (Extra Fee)

☐ Yes

## COMPLETE THIS SECTION ON DELIVERY

## A. Signature

*J-A'Net Clayton*

## B. Received by (Printed Name)

## C. Date of

12/10

D. Is delivery address different from item 1? ☐ Yes  
 If YES, enter delivery address below: ☐ No

## 3. Service Type

☒ Certified Mail® ☐ Priority Mail Express™  
☐ Registered ☐ Return Receipt for Merchandise  
☐ Insured Mail ☐ Collect on Delivery

## 4. Restricted Delivery? (Extra Fee)

☐ Yes

## COMPLETE THIS SECTION ON DELIVERY

## A. Signature

*Elsie B. Saunders*

## B. Received by (Printed Name)

Elsie B. Saunders

## C. Date of

12/10

D. Is delivery address different from item 1? ☐ Yes  
 If YES, enter delivery address below: ☐ No

## 3. Service Type

☒ Certified Mail® ☐ Priority Mail Express™  
☐ Registered ☐ Return Receipt for Merchandise  
☐ Insured Mail ☐ Collect on Delivery

## 4. Restricted Delivery? (Extra Fee)

☐ Yes

Attachment: Moyock Conv Community Meeting (PB 15-26 Currituck County)





## Use Permit Application

### OFFICIAL USE ONLY:

Case Number: \_\_\_\_\_  
 Date Filed: \_\_\_\_\_  
 Gate Keeper: \_\_\_\_\_  
 Amount Paid: \_\_\_\_\_

### Contact Information

#### APPLICANT:

Name: County of Currituck  
 Address: 153 Courthouse Road  
Currituck, NC 27929  
 Telephone: (252) 232-2504  
 E-Mail Address: brenda.mcqueen@currituckcountync.gov

#### PROPERTY OWNER:

Name: Shepherd W. Smith  
 Address: PO Box 156  
Moyock, NC 27958  
 Telephone: (252) 207-3002  
 E-Mail Address: currituckhomes@embarqmail.com

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: Lessee

### Property Information

Physical Street Address: 101 Panther Landing Road, Moyock NC 27958  
 Location: Intersection of Tulls Creek Road and Panther Landing Road, Moyock NC  
 Parcel Identification Number(s): 0014-000-013B-0000  
 Total Parcel(s) Acreage: +/- 67.77 acres  
 Existing Land Use of Property: Agriculture and existing solid waste Convenience Center.

### Request

Project Name: Moyock Solid Waste Convenience Site-Panther Landing  
 Proposed Use of the Property: Expansion of the existing solid waste convenience center  
 Deed Book/Page Number and/or Plat Cabinet/Slide Number: DB 1197 PG 890; DB 393 K PG 327  
 Total square footage of land disturbance activity: 28,140  
 Total lot coverage: 46,882 sf (28,971 sf existing)      Total vehicular use area: =/- 10,400 sf  
 Existing gross floor area: N/A      Proposed gross floor area: N/A

### Community Meeting

Date Meeting Held: 12/14/15      Meeting Location: Moyock Public Library



Purpose of the Use Permit and Project Narrative (please provide on additional paper if needed): \_\_\_\_\_

Expansion of the existing Moyock Solid Waste Convenience Center. This request is the amendment of a use permit  
to allow for the expansion to accommodate the heavy volume of use this center (busiest in County) has. This expansion will allow for  
an additional point of ingress and one way traffic flow. In addition, two compactors will be added along with three bulk waste containers.

The applicant shall provide a response to the each one of the following issues. The Board of Commissioners must provide specific findings of fact based on the evidence submitted. All findings shall be made in the affirmative for the Board of Commissioners to issue the use permit.

A. The use will not endanger the public health or safety.

The proposed expansion and improvements will improve public health (by allowing for the proper disposal of solid waste) and  
provide for one way traffic flow which will make the site safer to use.

B. The use will not injure the value of adjoining or abutting lands and will be in harmony with the area in which it is located.

The expansion will be the same use and will not adversely impact surrounding lands and is in harmony with the Land Use Plan.

C. The use will be in conformity with the Land Use Plan or other officially adopted plan.

The use is in conformity with the Land Use Plan and is existing.

D. The use will not exceed the county's ability to provide adequate public facilities, including, but not limited to, schools, fire and rescue, law enforcement, and other county facilities. Applicable state standards and guidelines shall be followed for determining when public facilities are adequate.

This use will improve a public facility and will not exceed the County's ability to provide adequate services.

I, the undersigned, do certify that all of the information presented in this application is accurate to the best of my knowledge, information, and belief. Further, I hereby authorize county officials to enter my property for purposes of determining zoning compliance. All information submitted and required as part of this application process shall become public record.

Property Owner(s)/Applicant\*

Date

**\*NOTE:** Form must be signed by the owner(s) of record, contract purchaser(s), or other person(s) having a recognized property interest. If there are multiple property owners/applicants a signature is required for each.

Use Permit Application  
Page 6 of 8



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 1973)

**Agenda Item Title**

Resolution Authorizing the Upset Bid Process for the Sale of County Owned Property located on Bells Island Road, Parcel ID#0059000003A0000

**Brief Description of Agenda Item:**

The County has received a bid in the amount of \$500 for a county-owned piece of land, Parcel ID# 0059000003A0000. The property consists of 7.55 acres of marshland and is located on Bells Island Road, Crawford Twp. Cash in the amount of 5% of the bid amount has been received as required. The Board is being asked to authorize the sale of the property and initiate the Upset Bid process.

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

Ike McRee

Hunter Stuart  
774 Bells Island Rd  
Currituck NC 27929  
252-207-3540

Lmvm  
8.14.17  
Need \$500  
depo-rt

July 11, 2017

Dan Scanlon, II  
Currituck County Manager  
153 Courthouse Road, Suite 204  
Currituck, NC 27929

RE: Offer to Purchase PIN 0059000003A0000

Dear Mr. Scanlon,

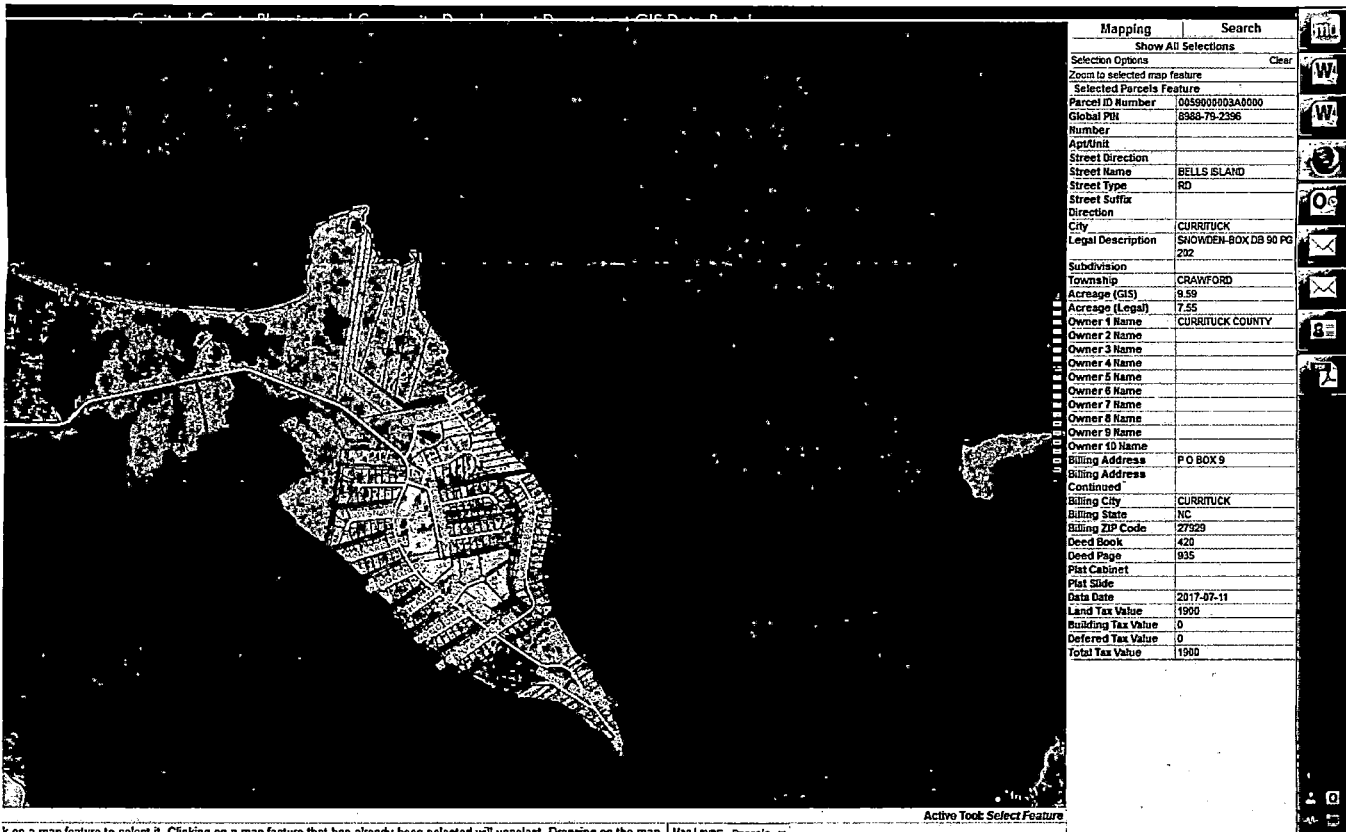
I am interested in purchasing a piece of marshland owned by Currituck County on Bell's Island that joins a piece of marsh that my family owns. The Parcel Identification Number is 0059000003A0000. I would like to offer \$500 for the 7.55 acre parcel as outlined in red below. It has very little, if any, value to the county; however, it is valuable to my family as we hunt and fish in this area. There is no vehicular access to the property and it is not buildable.

Please let me know at your earliest convenience if you are willing to sale the property to me. I can be reached at 252-207-3540.

Sincerely,

*Hunter T. Stuart*

Hunter T. Stuart



Click on a map feature to select it. Clicking on a map feature that has already been selected will unselect. Dragging on the map | Map Layer: Parcels

Attachment: Upset Bid-Bells Island Marsh-Stuart, Hunter (Resolution for Upset Bid-7.55 Acres Bells Island Marsh Property)

**RESOLUTION OF THE CURRITUCK COUNTY BOARD OF COMMISSIONERS  
AUTHORIZING DISPOSAL OF REAL PROPERTY PURSUANT  
TO N.C. GEN. STAT. §160A-269**

WHEREAS, the County of Currituck owns the following 7.55 acre property on Bells Island Road, Currituck, North Carolina, Parcel Identification Number 0059000003A0000;

Being those lands allotted to R.B. Box and Charles G. Snowden by Order Confirming Petition in Civil No. 259, District Court of the United States for the Eastern District of North Carolina, said Order being duly of record in the Office of the Register of Deeds for Currituck County in Book 90 at Page 176. Charles G. Snowden conveyed his one-half interest to Mamie S. Blades, Widow, by deed duly of record in Book 87 at Page 218, the interest in the lands being the eighth item in said deed appearing in Book 87 at Page 220, and Mamie S. Blades then conveyed her one-half interest to William C. Meekins, Jr. and his wife, Mary Ellen B. Meekins in Book 188 at Page 71. The Meekins' then conveyed their one-half interest to the County of Currituck in Book 395 at Page 571.

Minnie F. Box, widow of Russell B. Box (1966 estate file in Pasquotank County) conveyed his one-half interest to Garland F. Humphries in Book 105 at Page 377. Humphries then conveyed the one-half interest to James H. Ferebee in Book 190 at Page 667. Ferebee then conveyed the one-half interest to Currituck County in Book 420 at Page 935, thus giving Currituck County full interest in the property.

The lands allotted in said Order of Petition are described in said Order as follows: Beginning on the South side of the State Highway leading from the mainland of Currituck County to Bells Island at a point which is seventeen hundred and twenty six (1726) feet (282 plus 1444) measured along said highway, eastwardly from the Northwest corner of the bridge on said highway over the outlet from a pond on the land of John E. Wood, sometimes called "Simmon's Pond", and from said point of beginning running Eastwardly along the South side of said highway one and thirty two hundredths (1.32) chains, thence Southwardly at right angles to said highway to Coinjock Bay, or Three Creeks, thence running westwardly along the shore line of Coinjock Bay, or Three Creeks and Coinjock Bay, to a point at the head of a small bay or estuary, thence running N. 16.25 East and along certain signs of an old creek Northwardly about 1169 feet to the point of beginning, containing 7.5525 acres as shown on said map of David Cox, Jr., see also map of Russell E. Snowden, Surveyor, in Book 72, Page 19 of the Currituck Registry.

and

WHEREAS, N.C. Gen. Stat. §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 property described above, for the amount of \$500.00, submitted by Hunter Stuart, 774 Bells Island Road, Currituck; and

WHEREAS, Hunter Stuart has paid the statutorily required five percent (5%) deposit on the offer;

NOW, THEREFORE, BE IT RESOLVED by the Currituck County Board of Commissioners that:

Section 1. The Board of Commissioners authorizes sale of the property described above through the upset bid procedure set forth in N.C. Gen. Stat. §160A-269.

Section 2. The Clerk to the Board of Commissioners shall cause 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 established by this resolution under which the offer may be upset.

Section 3. Any person may submit an upset bid to the Office of the Clerk to the Board of Commissioners within ten (10) days after the notice of sale is published. Once a qualifying higher bid has been received, that bid will become the new offer.

Section 4. If a qualifying higher bid is received, the Clerk to the Board of Commissioners shall cause a notice of upset bid to be published, and shall continue to do so until a ten (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.

Section 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.

Section 6. A qualifying higher bid must also be accompanied by a deposit in the amount of five percent (5%) of the bid; the deposit may be made in cash, cashier's check, or certified check. The County will return the deposit on any bid not accepted, and will return the deposit on an offer subject to upset if a qualifying higher bid is received. The county will return the deposit of the final high bidder at closing.

Section 7. The terms of the final sale are that:

- a. The Board of Commissioners must approve the final high offer before the sale is closed, which it will do within thirty (30) days after the final upset bid period has passed, and
- b. The buyer must pay with cash at the time of closing.

Section 8. The County reserves the right to withdraw the property from sale at any time before the final high bid is accepted and the right to reject at any time all bids.

Section 9. If no qualifying upset bid is received after the initial public notice, the offer set forth above is hereby accepted. The appropriate County officials are authorized to execute the instruments necessary to convey the property by special warranty deed to Hunter Stuart.

ADOPTED this 21st day of August, 2017.

ATTEST

COUNTY OF CURRITUCK

\_\_\_\_\_  
Leeann Walton  
Clerk to the Board of Commissioners

\_\_\_\_\_  
Bobby Hanig, Chairman  
Board of Commissioners

(COUNTY SEAL)



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 1967)

**Agenda Item Title**

Jury Commission Reappointment

**Brief Description of Agenda Item:**

The Clerk of Court is requesting reappointment of Vivian Simpson to the Jury Commission.

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**



*State of North Carolina*  
*General Court of Justice*  
**CLERK OF SUPERIOR COURT**  
**CURRITUCK COUNTY**  
 P.O. Box 175  
 CURRITUCK, NC 27929-0175

RAY MATUSKO, CLERK  
 EX OFFICIO JUDGE OF PROBATE

JERRY TILLET  
 SENIOR RESIDENT JUDGE

J. CARLTON COLE  
 RESIDENT JUDGE

**CURRITUCK COUNTY BOARD OF COMMISSIONERS**

It is time for the appointment of the Currituck County Jury Commission for the 2018-2019 biennium. Currituck County has 3 members that serve on our Jury Commission. The Currituck County Board of Commissioners appoints one of the Commissioners. The Senior Resident Superior Court Judge and the Clerk of Superior Court appoint the other 2 members. The Jury Commission is tasked with preparing a Master Jury List from Raw Jury data provided from The NC Dept. of Transportation and the Currituck County Board of Elections. I am formally requesting that the Board of Commissioners appoint Vivian Simpson of 149 Snowden Road Moyock to the Jury Commission. She has served on the Jury Commission for the last 2 terms and has been the appointee of the Board of Commissioners for both of those terms. Thank you very much for your time and attention to this matter.

Best Regards,

Ray Matusko  
 Clerk of Superior Court  
 Currituck County

Attachment: Jury Commission Appt Letter-Clerk of Court (Board Appt-Jury Commission)





**CURRITUCK COUNTY  
NORTH CAROLINA**

August 7, 2017

Minutes – Regular Meeting of the Board of Commissioners

**6:00 PM CALL TO ORDER**

The Currituck County Board of Commissioners met for its regular meeting at 6:00 PM in the Historic Courthouse Board Meeting Room, 153 Courthouse Road, Currituck, North Carolina.

| Attendee Name          | Title         | Status  | Arrived |
|------------------------|---------------|---------|---------|
| Bobby Hanig            | Chairman      | Present |         |
| Mike H. Payment        | Vice Chairman | Present |         |
| Paul M. Beaumont       | Commissioner  | Present |         |
| Mary "Kitty" Etheridge | Commissioner  | Present |         |
| Marion Gilbert         | Commissioner  | Present |         |
| Mike D. Hall           | Commissioner  | Present |         |
| Bob White              | Commissioner  | Present |         |

Chairman Hanig called the meeting to order.

**A) Invocation & Pledge of Allegiance-Reverend Jerry Cribb, Pilmoor United Methodist Church**

Reverend Cribb was present to offer the Invocation and lead the Pledge of Allegiance.

**B) Approval of Agenda**

Commissioner Gilbert moved to approve the agenda and the motion was seconded by Commissioner Etheridge, after which Commissioner Hall asked for an amendment to add a Library Board Appointment under New Business. Commissioner Gilbert seconded the motion to amend the agenda and the motion passed unanimously.

Commissioner Payment moved to approve the agenda as revised. The motion was seconded by Commissioner Gilbert and carried unanimously.

Approved agenda:

**6:00 PM Call to Order**

A) Invocation & Pledge of Allegiance-Reverend Jerry Cribb,  
Pilmoor United Methodist Church

Communication: Minutes for August 7, 2017 (Approval Of Minutes for August 7, 2017)



## B) Approval of Agenda

**Public Comment**

*Please limit comments to matters other than those appearing on this agenda as a Public Hearing. Public comments are limited to 3 minutes.*

**Administrative Reports**

## A) Land Use Plan Update-Imagine Currituck Survey

**Public Hearings**

A) **Public Hearing and Action: PB 94-49 The Currituck Club PUD - Zoning Map Amendment:** Request for a zoning map amendment of .82 acres from Single-Family Residential - Outer Banks (SFO) to Planned Unit Development (PUD) Overlay. The property is located in The Currituck Club Oceans Subdivision, particularly the open space adjacent to highway, Tax Map 127E, Parcel OPEN003.

B) **Public Hearing and Action: PB 17-03 Wells Custom Jeeps - Request for a use permit for light vehicle sales located at 101 Ballast Rock Road, Powells Point, Tax Map 124, Parcel 68B, Poplar Branch Township.** Request for a use permit for light vehicle sales located at 101 Ballast Rock Road, Powells Point, Tax Map 124, Parcel 68B, Poplar Branch Township.

**Old Business**

A) **An Ordinance of the Currituck County Board of Commissioners Amending Chapter 9, Article I of the Currituck County Code of Ordinances by Adding Section 9-9 to Allow the Sale of Malt Beverages, Unfortified Wine, Fortified Wine, and Mixed Beverages on Sundays Beginning at 10:00 A.M.**

**New Business**

A) **Consideration and Action: PB 14-32 Tucker's Cove:** A request for a one year extension of the preliminary plat/use permit of a 25 lot residential major subdivision on property in Moyock located along the north side of Tulls Creek Road and across from Lou Sawyer Road, Tax Map 39, Parcel 13, Crawford Township.

B) **Coastal Resilience Rainfall Flooding Study Grant Approval and**

**Resolution****C) Disaster Debris Collection and Removal Contract Award Recommendations****D) Board Appointments**

1. Amended Item-Library Board Appointment

**E) Consent Agenda**

1. Approval Of Minutes for July 17, 2017
2. Budget Amendments
3. Project Ordinance-Incinerator
4. 2017 Year End Surplus Resolution
5. Resolution Approving the Exhibition, Use and Discharge of Pyrotechnics at the Whalehead Club in Corolla, North Carolina.
6. Condemnation Order for 198 Shortcut Road
7. Moyock VFD Purchase Request-Radio Equipment
8. Job Description Revision-Telecommunicator I
9. Road Addition Petition to NCDOT for State Maintenance-Laurel Woods

**F) Commissioner's Report****G) County Manager's Report****Adjourn****Special Meeting of the Ocean Sands Water and Sewer District Board**

Resolution Authorizing the Filing of an Application for Approval of a Financing Agreement Authorized by NC G.S. 160A-20

**Adjourn**

|                  |  |
|------------------|--|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>  |
| <b>MOVER:</b>    | Mike H. Payment, Vice Chairman   |
| <b>SECONDER:</b> | Marion Gilbert, Commissioner   |
| <b>AYES:</b>     | Bobby Hanig, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, Mary "Kitty" Etheridge, Commissioner, Marion Gilbert, Commissioner, Mike D. Hall, Commissioner, Bob White, Commissioner |

**PUBLIC COMMENT**

***Please limit comments to matters other than those appearing on this agenda as a Public Hearing. Public comments are limited to 3 minutes.***

Chairman Hanig opened the Public Comment period.

Josh Bass, Currituck Chamber of Commerce President, spoke in favor of allowing alcohol sales between 10 AM and 12 Noon on Sunday. He presented projected revenue data and said the hours would bring additional revenues to businesses and also the county, through sales tax.

Manly West of Currituck spoke against Sunday 10 AM alcohol sales and responded to some of the comments made on the topic at the July 17, 2017. He asked the Board not to adopt the ordinance. On a separate matter, he announced a meeting of the Soil and Water Conservation District at the Weeksville Lions Club, Thursday, at 6:30 PM. A 1:00 PM wind turbine tour is also scheduled.

Shaun Belangia, of Point Harbor and Currituck restaurant owner, spoke in favor of 10 AM Sunday alcohol sales and discussed the increase in the number of brunch-hour weddings taking place in the county.

Daniel Lewis, President of the Outer Banks Restaurant Association, discussed the unanimous support of the bill in neighboring Dare County and its municipalities and noted some businesses are reporting significant increases in sales revenues during the additional two-hour period. He urged the Board to approve the ordinance.

Ginger Sikes, Currituck, spoke about dog parks and suggested areas where they could be located within the county. She encouraged folks to attend Bark in the Park on October 14, 2017, at JP Knapp Early College High School. Commissioner Gilbert said the Animal Services and Control Advisory have been discussing plans to construct a dog park in the county.

Matthew Paulson, owner of First Light Breakfast and Burgers in Corolla, asked the Board to support earlier Sunday alcohol sales, citing revenues and the tourist economy.

Charles Stevens of Shawboro spoke in opposition to the alcohol ordinance. He dismissed concerns over lost revenue and noted the continual increase in traffic each year. He said passing the ordinance is not the best way to bring revenue to the county and spoke of alcohol related accidents. He thanked Commissioner Beaumont for opposing the ordinance.

Robert Griffin of Poplar Branch, and a Providence Baptist Church member, asked the Board to vote against earlier Sunday alcohol sales. He said a vote taken during a meeting of the Baptist Men resulted in unanimous opposition to approving the ordinance.

John Wright of Powells Point, a vineyard owner, said people continue to pull into his lot on Sunday to purchase wine as they head home. He does not believe the government needs to be so involved. Mr. Wright said the issue is personal accountability, and he noted many vacationers are responsible.

With no others wishing to speak Chairman Hanig closed the Public Comment period.

## **ADMINISTRATIVE REPORTS**

### **A. Land Use Plan Update-Imagine Currituck Survey**

Laurie LoCicero, Planning and Community Development Director, told Commissioners that although postcards encouraging participation in the county's Land Use Plan online survey were mailed to residents and property owners they were sent out prematurely, and the survey is not yet ready. Those who do log on can enter an email address which in turn will email a notification when the survey becomes available. In addition to the survey, Ms. LoCicero said several public meetings will be held throughout the county as an alternative method for residents and property owners to participate in the Land Use Plan update process.

## PUBLIC HEARINGS

### A. Public Hearing and Action: PB 94-49 The Currituck Club PUD - Zoning Map Amendment:

| APPLICATION SUMMARY  |   |
|--|---|
| <b>Property Owner:</b><br>The Currituck Club Property Owner's Association, Inc. (TCCPOA)<br>619 Clubhouse Drive<br>Corolla, NC 27927 | <b>Applicant:</b><br>Heidi Corsello, General Manager of The Currituck Club Property Owner's Association, Inc. |
| <b>Case Number:</b> PB 94-49   | <b>Application Type:</b> Zoning Map Amendment   |
| <b>Parcel Identification Number:</b> 127E-000-OPEN-0003 (475 Yaupon Lane/"Surf Shack")   | <b>Existing Use:</b> The Currituck Club Oceans Subdivision Common Open Space                                  |
| <b>2006 Land Use Plan Classification:</b> Full Service   | <b>Parcel Size (Acres):</b> .82   |

| SURROUNDING PARCELS |                                      |                                  |
|---------------------|--------------------------------------|----------------------------------|
|                     | Land Use                             | Zoning                           |
| North               | Residential (Spindrift)              | SFO                              |
| South               | Currituck County Public Beach Access | SFO-PUD Overlay (Pine Island)    |
| East                | Residential (Spindrift)              | SFO                              |
| West                | Commercial (Currituck Club)          | SFO-PUD Overlay (Currituck Club) |

On July 10, 2017, after a similar request was heard at the June 13<sup>th</sup> Planning Board meeting, TCCPOA amended its application to request a zoning map amendment to include one parcel in The Currituck Club PUD Overlay. The subject parcel was platted as part of The Currituck Club Oceans Subdivision (A Private Access Open Space Subdivision). If the zoning map amendment is approved, an amended sketch plan and use permit application will be scheduled for a quasi-judicial hearing before the Board of Commissioners. The Amended Sketch Plan and Use Permit will establish allowable uses of property located within a PUD overlay and ensure compliance with the bulk and dimensional standards of the UDO with respect to required open space and commercial use areas. The Currituck Club PUD is restricted to a maximum density of 3 dwelling units per acre, a minimum of 35% open space set-aside, and a maximum of 10% land area occupied by commercial development.

Communication: Minutes for August 7, 2017 (Approval Of Minutes for August 7, 2017)

The application before the Board of Commissioners is only a zoning map amendment to include the requested parcel in the Currituck Club PUD Overlay.

On February 3, 2017, in response to a request for violation investigation, Staff issued a Letter of Determination pertaining to the use of the property at 475 Yaupon Lane, the "Surf Shack" property. Staff determined that the use of the "Surf Shack" is in violation of the UDO because it is inconsistent with uses allowed in Open Space. The UDO allows structures for active or passive recreational purposes in Open Space areas. The "Surf Shack" was determined to be a commercial facility that rents recreational equipment and sells snacks and drinks; however, it is not a structure used for recreational purposes.

In researching the issue, staff discovered that 475 Yaupon Lane is owned by TCCPOA but it is not a part of The Currituck Club Planned Unit Development (PUD) that was approved in 1994. Since the subject parcel was not part of the PUD, it does not have a use designation within the PUD. TCCPOA has initiated this request in order to pursue a legislative remedy to the letter of determination.

The advisability of an amendment to the Official Zoning Map is a matter committed to the legislative discretion of the Board of Commissioners and is not controlled by any one factor. When determining whether to adopt or deny the proposed map amendment, the Board of Commissioners may weigh the relevance of and consider whether and the extent to which the proposed amendment:

- (1) Is consistent with the goals, objectives, and policies of the Land Use Plan and other applicable county-adopted plans and the purposes of the UDO;
  - a. *It is Staff's opinion that the inclusion of the Surf Shack parcel into the PUD Overlay does not conflict with county-adopted plans.*
- (2) Is not in conflict with any provision of the UDO or the County Code of Ordinances;
  - a. *It is Staff's opinion that the inclusion of the Surf Shack parcel into the PUD Overlay does not conflict with the County's ordinances.*
- (3) Is required by changed conditions;
- (4) Addresses a demonstrated community need;
- (5) Is compatible with existing and proposed uses surrounding the land subject to the application, and is the appropriate zoning district and uses for the land;
  - a. *It is Staff's opinion that the inclusion of the Surf Shack parcel into the PUD Overlay is consistent with the purpose and intent of the zoning districts of the County's Unified Development Ordinance.*
- (6) Adversely impacts nearby lands;
- (7) Would result in a logical and orderly development pattern;
- (8) Would result in significant adverse impacts on the natural environment—including, but not limited to, water, air, noise, stormwater management, wildlife, vegetation, wetlands, and the natural functioning of the environment;
- (9) Would result in development that is adequately served by public facilities (e.g., streets, potable water, sewerage, stormwater management, solid waste collection and disposal, schools, parks, police, and fire and emergency medical facilities);
- (10) Would not result in significantly adverse impacts on the land values in the surrounding area; and
- (11) Would not conflict with the public interest, and is in harmony with the purposes and intent of the UDO.

The applicant has submitted suggestions on these factors in the enclosed application.

The UDO requires the Board of Commissioners to adopt a statement of consistency and reasonableness that describes whether the decision on the zoning map amendment is consistent with county adopted plans that are applicable and why the decision is reasonable and in the public interest. The policy emphasis of the 2006 Land Use Plan (LUP) for the Corolla Sub-Area provides that reasonable development/redevelopment limits should be set which balance the property rights of

the individual against legitimate concerns about public health and safety. LUP Policy HN3 states that the County shall especially encourage COMPACT, MIXED USE DEVELOPMENTS or DEVELOPMENTS NEAR A MIXTURE OF USES that promote a return to balanced, self-supporting community centers generally served by centralized water and sewer. Also, Full Service Areas are designated areas of the county where a broad range of more intense uses are preferred. Full Service Areas should preserve existing community character.

The requested zoning map amendment for Parcel #127E-000-OPEN-0003 is consistent with the 2006 Land Use Plan because it expands the Currituck Club PUD Overlay to include a contiguous open space parcel owned by The Currituck Club POA. The 2006 Land Use Plan classifies the property as Full Service in the Corolla Sub- area.

The request is reasonable and in the public interest because it is in keeping with the historical use of the property. It is not a substantial modification of the PUD overlay, the property is owned by The Currituck Club POA and the property has operated in combination with the Currituck Club PUD for many years.

### **STAFF RECOMMENDATION**

The Technical Review Committee recommends approval of the Zoning Map Amendment subject to the following conditions of approval:

1. The application complies with all applicable review standards of the UDO.
2. The applicant shall submit an Amended Sketch Plan and Use Permit Application to be reviewed and approved by the Board of Commissioners to establish allowable use(s).

Staff recommends conditional approval of the proposed zoning map amendment because it complies with map amendment review standards of the UDO, it is consistent with the 2006 Land Use Plan, and it is reasonable and in the public interest.

### **Planning Board Recommendation – 6/13/2017**

Mr. Whiteman motioned to recommend denial because it is inconsistent with the goals and objectives of the Land Use Plan, it does not demonstrate a general community need, it adversely impacts surrounding area and conflicts with the public interest and also it is not in harmony with the surrounding properties. Mr. O'Brien seconded the motion and the motion carried with a 6-1 vote to deny the request.

Post voting comments directed as suggestions to the Board of Commissioners were to have negotiation with The Currituck Club and actually making them enforceable. One suggestion was to create a county ordinance specifically for the "No Parking" area on the beach access, putting up signs that state vehicles would be towed (with the name of the towing company and phone number), and enforcing the ordinance. Also, hiring more code enforcement officers for the mainland side and the outer banks side. As we continue to create rules, they will not work if not enforced. Fines and fees for people breaking the rules and laws would benefit the county and rules and laws must be enforced by code enforcement offices and the sheriff's department.

Chairman Bell said the above suggestions are not meant for a formal motion, but took a vote for the suggestions to be included with the previous motion of denial.

### **Planning Board Discussion 6/13/17**

Ben Woody, Planning & Community Development Director, presented the staff report. The Currituck Club Property Owners Association (TCCPOA) has requested the zoning map amendment to include two existing open space parcels in The Currituck Club PUD Overlay after it was determined by Planning Staff that the use of their Surf Shack, although it sells snacks and drinks, was not a structure used for recreational purposes and therefore, not a use that is consistent with uses allowed in the Open Space. The request initially included the ocean front parcel, as well, but since it is not contiguous and the purpose of PUDs is to cluster development, staff determined it would not be



included in their request. The TCCPOA has requested this zoning map amendment as a remedy to the letter of determination. If the zoning map amendment is approved, an amended sketch plan and use permit application will be scheduled for a public hearing before the Board of Commissioners. Staff recommends conditional approval of the proposed zoning map amendment because it complies with map amendment review standards of the Unified Development Ordinance (UDO), it is consistent with the 2006 Land Use Plan, and it is reasonable and in the public interest.

Ms. Overstreet asked Mr. Woody about the eastern parcel being separated into two parts. Mr. Woody read the definition of contiguous and said parcels may be separated by a street or utility easements.

Chairman Bell opened the public hearing for the applicant and persons speaking in support.

The attorney for The Currituck Club, Eric Remington with Ward and Smith, P.A., appeared before the board and presented with a PowerPoint presentation. The presentation included a vicinity map, slides explaining the purpose of their application, various pictures of the beach club parcel (The Surf Shack), trolley stop and valet service area, and views of the beach parcel. The presentation also included a copy of the 2011 Inspection/Zoning Compliance Certificate for The Surf Shack signed compliant by county staff, various slides with Land Use Plan policies, Code of Ordinances, references to the UDO and emails in support of The Currituck Club.

Mr. Remington said we believe county access to the beach could be for both The Currituck Club and Pine Island. We disagree with staff that the ocean front parcel is not contiguous with the other parcels. The club is used for recreational purposes and the Surf Shack has picnic tables, shelters and grills which satisfies the definition of recreational use. It's a concession stand used for the same purpose for 17 years. We don't care if it is open space or commercial use; we just want to be able to use it. Mr. Remington also stated Pine Island's PUD is not contiguous.

Bob Godley of Corolla appeared before the board. He said he has sold real estate for 18 years and never had anyone complain about the Surf Shack; taking away the Surf Shack and the trolley would hurt The Currituck Club.

Chairman Bell closed the public hearing for applicant and persons speaking in support.

Board members, Mr. Whiteman and Mr. O'Brien, shared their findings from visiting the beach access and beach area used by The Currituck Club, Spindrifft, and Pine Island on Sunday. They stayed for approximately two hours, watching and asking questions. Mr. Whiteman said they witnessed many people utilizing the Currituck Club's gators that were not handicapped and did not have wristbands. There were lines of families with children waiting for the service. Mr. O'Brien asked an employee of The Currituck Club on the beach if he could rent a chair and umbrella and the employee said yes. Mr. Whiteman also said they witnessed many rented golf carts from The Currituck Club parked in "no parking" areas. When the General Manager was confronted, he said they have no way of knowing who is or is not handicapped and they had no control over the golf carts once they are rented.

Mr. Remington said they cannot verify if someone is handicapped and must go on their word.

Chairman Bell opened the public hearing for the opposition.

The attorney for Pine Island, Jamie Schwedler with Parker Poe Attorneys & Counselors at Law, appeared before the board in opposition of The Currituck Club and presented with a PowerPoint presentation. The presentation included zoning concerns, slides showing inconsistencies with county policies of the Land Use Plan and the UDO, pictures of commercial activity on the beach and golf carts/valet vehicles parking in "no parking" areas. The presentation also had resident testimony and solutions. Ms. Schwedler said The Currituck Club is using county land to market themselves as an ocean front facility. They are already out of compliance with the Surf Shack and the use of the valet is also not in compliance.

Roger Craft appeared before the board to give resident testimony. Mr. Craft purchased their house in 1999 and has seen many changes throughout the years without any problems until now. He said the commercial activity and gators on the beach are out of control.

Richard Hinson appeared before the board to give resident testimony. He built his house in 1994. He said the southern beach access is an accident getting ready to happen. He witnessed two children almost get hit by a lifeguard on an ATV because of the overcrowding on the beach.

Eddie White, the Pine Island Operations Manager, appeared before the board. He said there are numerous problems with the overcrowding of the beach.

Paul Manberg, a resident of Spindrift, appeared before the board. He said people can no longer walk down the beach safely due to the overcrowding and gators driving through the access and on the beach.

Chairman Bell closed the public hearing to the opposition and gave a 5 minute rebuttal time to the applicant.

Mr. Remington asked the board to continue letting The Currituck Club use their property the same as they have for 20 plus years.

Planning Board discussion was held on the number of lots in The Currituck Club and how many lots are left to build on. It was determined there are just under 200 lots left. Mr. Craddock stated this would possibly increase the number of people utilizing the beach and gators in the future.

Mr. O'Brien asked if the same person that operates the Surf Shack operates the beach umbrellas and the emergency service and Mr. Remington responded yes.

Chairman Bell closed the public hearing and asked for discussion among the board.

Mr. Craddock asked Staff for the definition of contiguous again and to show the county parcel on the map. Ms. Turner read the definition and pointed out the parcel on the map.

Mr. Craddock asked Mr. Woody his opinion on the three contracts previously issued to The Currituck Club. Mr. Woody said he believed the three contracts were issued in error, although they were issued in good faith at the time.

Mr. Craddock asked Mr. Whiteman for some clarification on his findings on Sunday at the beach. Mr. Whiteman said he and Mr. O'Brien were there for two hours. There were approximately eight golf carts parked along the beach access and the Fire Marshall showed up. Mr. Craddock asked Mr. Whiteman if it was a true statement that you can rent anything on the beach from the Surf Shack without a wristband and Mr. Whiteman said absolutely. It is being run as a commercial business on the beach.

Mr. McColley asked how often Mr. Whiteman and Mr. O'Brien saw gators on the beach away from the right of way and they responded every ten to fifteen minutes. Mr. Whiteman said on occasion they would drive people out at least 100 yards or more to where their umbrella was located.

Mr. Craddock asked Mr. Woody what the county could do if the compliance officer witnessed the gators driving illegally on the beach. Mr. Woody said the county could cancel their contract with The Currituck Club with a 30 days' notice or a civil citation could be issued to the person driving the vehicle.

Chairman Bell asked for a motion. Mr. Whiteman motioned to recommend denial because it is inconsistent with the goals and objectives of the Land Use Plan, it does not demonstrate a general



community need, it adversely impacts surrounding area and conflicts with the public interest and also it is not in harmony with the surrounding properties. Mr. O'Brien seconded the motion.

Mr. McColley stopped the vote and asked the Chairman for discussion. Mr. McColley asked to add an amendment to Mr. Whiteman's motion and stated if the Board of Commissioners decides to approve the request, we should encourage them to negotiate with the Currituck Club to try to minimize or alleviate some of the concerns.

Mr. Whiteman said he respectfully stands with his motion.

Mr. Craddock asked if it is appropriate to add Mr. McColley's comment and Mr. Woody said it would be appropriate once the motion has been made and vote is complete since the Board of Commissioners wants the input from the Planning Board.

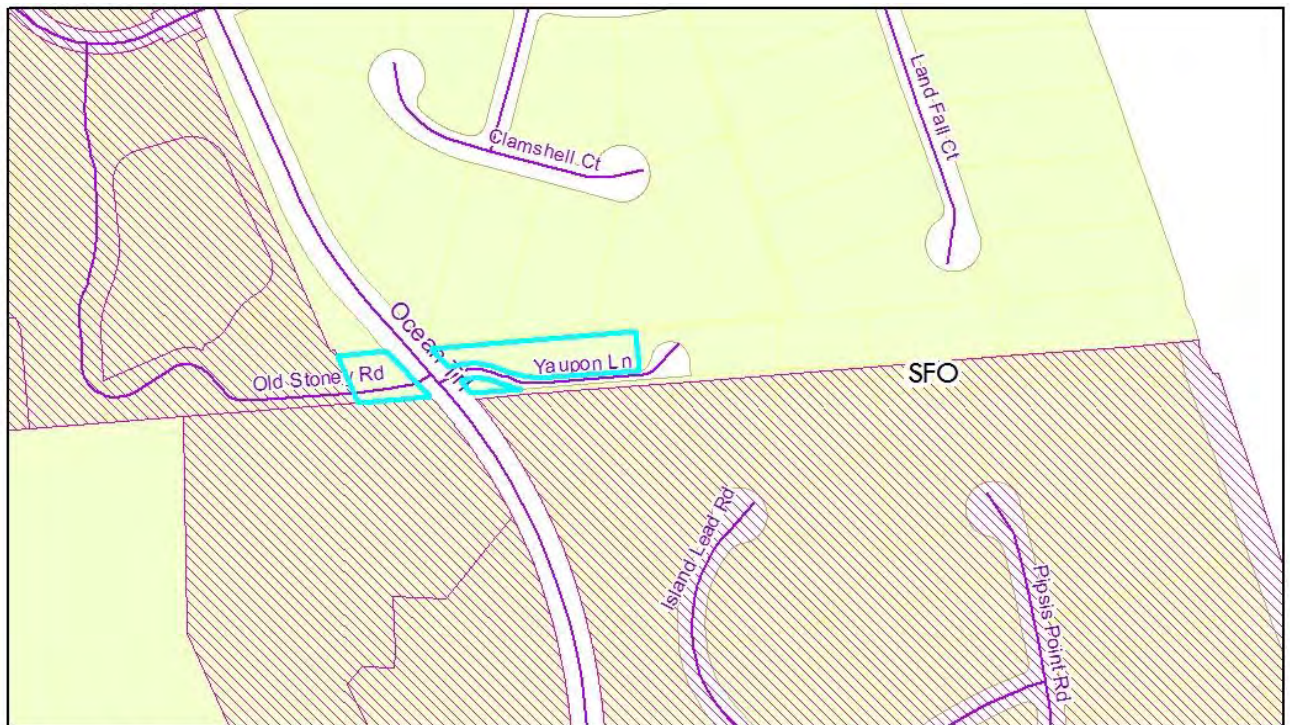
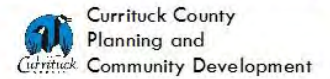
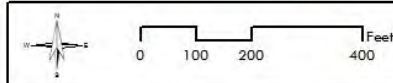
Chairman Bell continued with the vote and the motion carried 6-1 with Shay Ballance voting no.

Post voting comments directed as suggestions to the Board of Commissioners were to have negotiation with The Currituck Club and actually making them enforceable. One suggestion was to create a county ordinance specifically for the "No Parking" area on the beach access, putting up signs that state vehicles will be towed (with the name of the towing company and phone number), and enforcing the ordinance. Another suggestion was to hire more code enforcement officers for the Mainland and the Outer Banks. As we continue to create rules, they will not work if not enforced. Fines and fees for people breaking the rules and laws would benefit the county and rules and laws must be enforced by code enforcement offices and the sheriff's department.

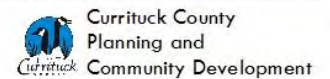
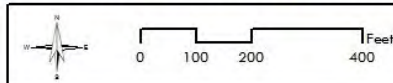
Chairman Bell said the above suggestions are not meant for a formal motion, but took a vote for the suggestions to be included with the previous motion of denial.



PB 94-49 The Currituck Club PUD  
Zoning Map Amendment  
Aerial Photography

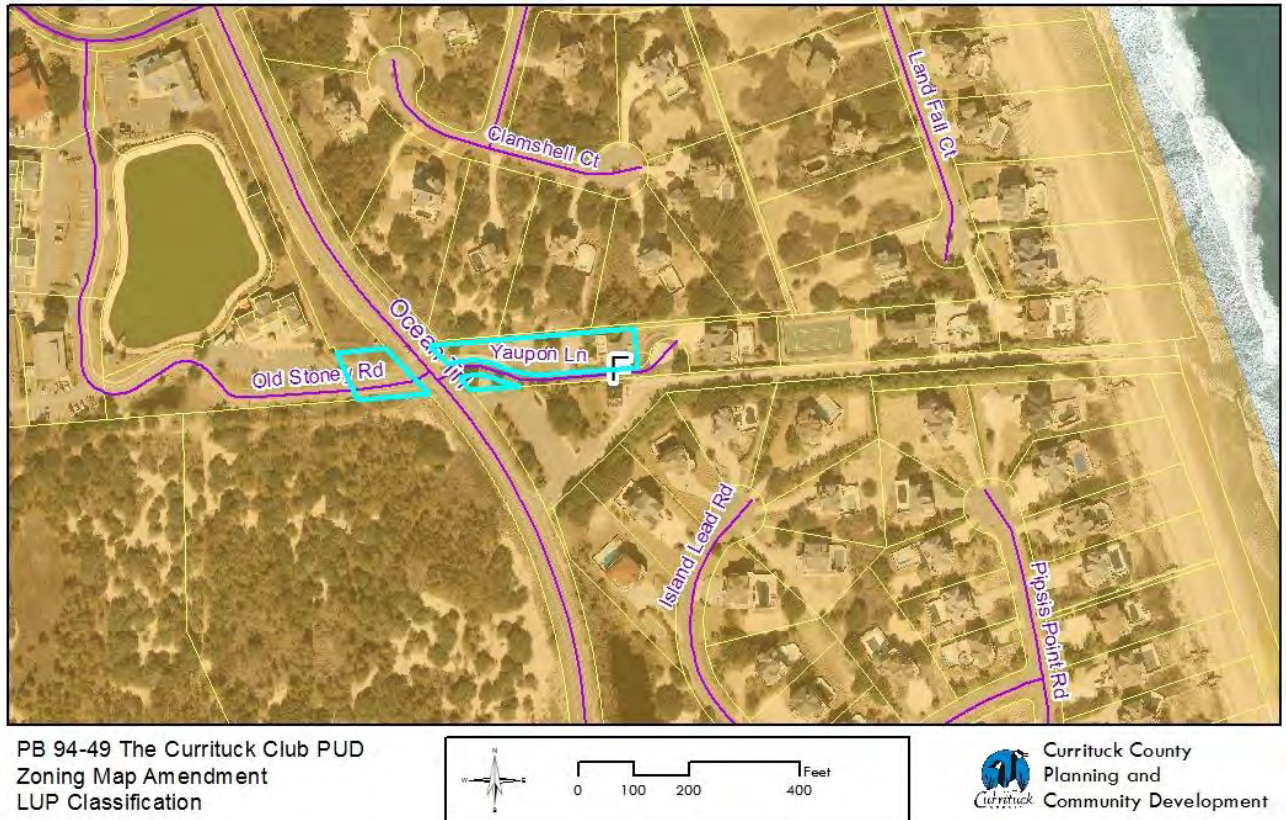


PB 94-49 The Currituck Club PUD  
Zoning Map Amendment  
Official Zoning Map



Communication: Minutes for August 7, 2017 (Approval Of Minutes for August 7, 2017)





## MEMORANDUM

**To:** Heidi Corsello, General Manager  
The Currituck Club Property Owner's Association, Inc.

**From:** Jennie Turner, Planner II

**Date:** REVISED – May 17, 2017

**Re:** The Currituck Club Zoning Map Amendment and Amended Sketch Plan/Use Permit

The following comments have been received for the May 17, 2017 TRC meeting based on the provided plans. TRC comments are valid for six months from the date of the TRC meeting.

### Planning, Jennie Turner 252-232-6031

Reviewed

1. Revise Amended Sketch Plan Summary Development Table Calculations (overall acreage). Please confirm acreage of the requested parcels – County GIS shows 1.11 acres.<sup>2</sup>
2. What is the intended use/range of uses of the “beach club” parcel?<sup>2</sup>
3. What is the intended use of the oceanfront parcel? Why is commercial allocation requested for this parcel?<sup>2</sup>  
*County Comment: On July 10, 2017, the applicant removed the oceanfront parcel from the application.*
4. The County has historically required parcels included in a PUD to be contiguous. Staff may not recommend inclusion of the oceanfront parcel in the PUD.<sup>1</sup>

*County Comment: On July 10, 2017, the applicant removed the oceanfront parcel from the application.*

5. If the request is approved, staff will include a condition to amend the Currituck Club Oceans Subdivision Plat.<sup>2</sup>

*County Comment: In light of the revised application received on July 10, 2017; Staff retracts this comment provided the designation of the property remains open space.*

*County Comment on Zoning Map Amendment Application<sup>1</sup>*

*County Comment on Amended Sketch Plan/Use Permit Application<sup>2</sup>*

**Currituck County Engineer and Soil & Water, Eric Weatherly, Michelle Perry & Will Creef**

No Comment

**Currituck County Utilities, William Nash, Benjie Carawan, Yama Jones**

No Comment

**Currituck County Fire and Emergency Management, James Mims 252-232-6641**

Reviewed

**Currituck County GIS, Harry Lee**

Reviewed

**Currituck County Building Inspections, Bill Newns 252-232-6023**

Reviewed

**Currituck County Code Enforcement, Stacey Smith 252-232-6027**

No Comment

**NC DEQ-Division of Coastal Management, Charlan Owens 252-264-3901**

**Reviewed**

• Note: The application indicates that the PUD will include the county-owned public beach access site. Per my discussion with Jennie Turner, CZO, CFM Planner II, the county property will be excluded.

*County Comment: The county-owned public beach access parcel was removed from the application.*

Since site improvements at this location were partially funded through the CAMA Public Beach and Coastal Waterfront Access Grant Program, the Division of Coastal Management has an interest in the continued maintenance of pedestrian improvements, site amenities and parking for use by the general public.

**NCDOT, R Midgett 252-331-4737**

No Comment

**Albemarle Regional Health Services, Joe Hobbs 252-232-6603**

Reviewed

PLEASE SUBMIT FOOD ESTABLISHMENT INTERIOR LAYOUT AND SITE PLAN AND SUBMIT APPLICATION TO HEALTH DEPT, FOR REVIEW. CONSULT WITH NC DEPT. OF WATER RESOURCES (WASHINGTON REGIONAL OFFICE) CONCERNING WASTEWATER TREATMENT AND DISPOSAL APPROVAL.

*County Comment: This comment applies to Amended Sketch Plan/Use Permit Application and has been resolved with ARHS.*

**Office of State Archaeology, Mary Beth Fitts 919-807-6554**

No Comment

Project area was surveyed for archaeological sites in 1995, and no sites were found. Additional

archaeological work is not recommended. No comment.

Planning and Community Development Director, Laurie LoCicero, reviewed the application for the Board. After review she responded to Board questions and clarified various aspects related to the overlay.

Chairman Hanig opened the Public Hearing.

Eric Remington, Attorney, spoke on behalf of the Currituck Club. He noted the locations on the map to be added to the Planned Unit Development (PUD) and said the request was only for areas adjacent to the road, which are contiguous with the Currituck Club PUD. He said the areas have historically been treated as part of the PUD. He believes all required conditions have been satisfied and the request is consistent with the Unified Development Ordinance (UDO) and Land Use Plan (LUP). He asked the Board to approve the overlay request and responded to questions posed by Commissioners related to increased open space and the beach area.

Ms. Jamie Schwedler, Attorney, spoke on behalf of the Pine Island Property Owners Association. She said zoning principals would be violated if the request was approved and relayed her concerns with rezoning. She said the Currituck Club does not regulate themselves and they refuse to make a reasonable use of the property. She encouraged the Board to deny the application outright. Ms. Schwedler presented photos showing Currituck Club marketing materials and the beach area with emergency vehicles responding to a call.

Paul Manberg, property owner in Spindriff, Corolla, spoke on behalf of the Spindriff community POA. He said they are uniquely affected by the Surf Shack and have seen the negative effects of increased use and changes instituted over the last two years, such as noise and litter. He said setbacks are insufficient and home sales and rental values have decreased. He asked the Board to take their views into consideration.

Heidi Corsello, General Manager of The Currituck Club, said the beach valet service has been in effect since the 1990's. She said they have been seeking guidance and taking advice throughout the process and in an effort to be good neighbors have eliminated the beach valet and cleaned up the area. She believes the photo shown of the emergency vehicles on the beach was a misrepresentation, as her staff assisted in clearing a path to allow quicker access for emergency responders. She urged the Board to consider the situation as it is now, and allow the area to be included in the PUD overlay.

Michael Cherry of Corolla and President of Lighthouse Resort Services said he has run the Surf Shack since 1997. He built the building and received all necessary permits for it as well as for another building that was constructed later. He asked the Board to approve the PUD amendment so he could continue to service owners and residents. He reminded the Board the location is a public access, and he talked about the umbrella set up and removal process.

Ms. Schwedler as a follow up said any permits issued were erroneous. She said commercial use is not permitted, cannot be corrected and the parcel is in violation. She addressed the public access and Currituck Club transportation service and reviewed the



inconsistencies with the Land Use Plan and UDO policies, saying there are ample reasons before Board to deny the application.

Eric Remington as a follow up stated the issue is about bringing the parcel into the PUD as open space, not about the use, the beach, overcrowding or the public access. He said they are trying to do the right thing and will deal with use at another time. He asked the Board to approve the application.

With no further comments, Chairman Hanig closed the Public Hearing.

Commissioner White moved to approve PB 94-49 because it is consistent with the Land Use Plan in that it expands the Currituck Club PUD Overlay to include a contiguous parcel owned by The Currituck Club POA; the 2006 Land Use Plan classifies the property as Full Service in the Corolla Sub-area; the request is reasonable and in the public interest because it is in keeping with the historical use of the property; it is not a substantial modification of the PUD overlay, and the property is owned by The Currituck Club POA and the property has operated as if an accessory to the Currituck Club PUD for many years.

Commissioner Gilbert seconded the motion and the motion carried unanimously.

|                  |  |
|------------------|--|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>  |
| <b>MOVER:</b>    | Bob White, Commissioner  |
| <b>SECONDER:</b> | Marion Gilbert, Commissioner   |
| <b>AYES:</b>     | Bobby Hanig, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, Mary "Kitty" Etheridge, Commissioner, Marion Gilbert, Commissioner, Mike D. Hall, Commissioner, Bob White, Commissioner |

#### ) Recess

After a short recess called by Chairman Hanig, the regular meeting of the Board reconvened at 7:36 PM.

#### B. Public Hearing and Action: PB 17-03 Wells Custom Jeeps - Request for a use permit for light vehicle sales located at 101 Ballast Rock Road, Powells Point, Tax Map 124, Parcel 68B, Poplar Branch Township.

STAFF REPORT PB 17-03 WELLS CUSTOM  
JEEPS BOARD OF COMMISSIONERS AUGUST 7,  
2017

| APPLICATION SUMMARY                                     |                                     |
|---|-------------------------------------|
| <b>Property Owner:</b> Michael W. Wells                 | <b>Applicant:</b> Michael W. Wells  |
| <b>Case Number:</b> PB 17-03                            | <b>Application Type:</b> Use Permit |
| <b>Parcel Identification Number:</b><br>0124000068B0000 | <b>Existing Use:</b> Vacant         |
| <b>Land Use Plan Classification:</b> Full Service       | <b>Parcel Size (Acres):</b> 1.98    |

**Request: Use Permit, Light Vehicle Sales****Zoning: General Business (GB)****SURROUNDING PARCELS**

|       | <b>Land Use</b>      | <b>Zoning</b> |
|-------|----------------------|---------------|
| North | Self Service Storage | GB            |
| South | Office (SAMPAT)      | GB            |
| East  | Office               | GB            |
| West  | Contractor Services  | GB            |

The applicant is requesting a use permit to establish a Light Vehicle Sales use to be located at 101 Ballast Rock Rd. in Powells Point. The applicant proposes construction of a new building which meets the design standards required along Caratoke Highway and is apropos of the surrounding development. The use involves extensive aftermarket modifications to new Jeeps per custom order. However, vehicle service and repair is not proposed as part of the use. All work will be conducted within an enclosed building and most display will take place in the indoor showroom.

**INFRASTRUCTURE**

|                       |  |
|-----------------------|--|
| Water                 | Public   |
| Sewer                 | Septic   |
| Transportation/Access | Access is provided from Ballast Rock Rd.                     |
| Stormwater/Drainage   | Stormwater regulations shall be met during site plan review. |

**RECOMMENDATIONS****TECHNICAL REVIEW COMMITTEE**

The Technical Review Committee recommends **adoption** of the use permit subject to the following conditions of approval:

1. The conditions of approval necessary to ensure compliance with the review standards of the UDO and to prevent or minimize adverse effects of the development application on surrounding lands include:
  - a. TRC approval of a Major Site Plan application is required.

**USE PERMIT REVIEW STANDARDS**

**A use permit shall be approved on a finding that the applicant demonstrates the proposed use will meet the below requirements. It is staff's opinion that the evidence in the record, prepared in absence of testimony presented at a public hearing, supports the preliminary findings.**

*The use will not endanger the public health or safety.*  
 Preliminary Applicant Findings:

1. The proposed use will not materially endanger the public health or safety and conforms to adjacent land uses. The proposed use will complement the existing commercial development adjacent to the site.

The use will not injure the value of adjoining or abutting lands and will be in harmony with the area in which it is located.

Preliminary Applicant Findings:

1. The proposed use will not injure the values of adjoining or abutting properties. The proposed use will maintain a clean commercial site and all activities related to car repair will take place within the building. Cars will not be housed regularly within the parking lot for display.

The use will be in conformity with the Land Use Plan or other officially adopted plans.

Preliminary Staff Findings:

1. POLICY CD4: HIGHWAY ORIENTED COMMERCIAL USES should be clustered along segments of highways and contain land uses which are mutually compatible and reinforcing in use and design; they should be designed in such a way as to minimize signage, access points, and to prevent unsightly, dysfunctional STRIP DEVELOPMENT.
2. POLICY TR4: ACCESS TO THE COUNTY'S MAJOR ROADWAYS shall be managed so as to preserve the intended purpose of the highway, protect taxpayer dollars invested, and minimize hazardous turning movements in and out of traffic flows. Methods may include, for example, on the frequency of driveway cuts, shared driveway access, minimum lot frontages, connections between adjoining parking lots, central medians, etc.
3. POLICY ED4: In addition to the recruitment and expansion of major new industries, the considerable value of SMALL BUSINESS START-UPS, EXPANSIONS AND SPIN-OFFS shall also be recognized.
4. POLICY CA1: The important economic, tourism, and community image benefits of attractive, functional MAJOR HIGHWAY CORRIDORS through Currituck County shall be recognized. Such highway corridors, beginning with US 158 and NC 168, shall receive priority attention for improved appearance and development standards, including driveway access, landscaping, buffering, signage, lighting and tree preservation.

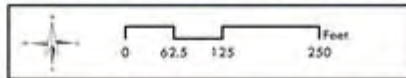
The use will not exceed the county's ability to provide adequate public facilities, including, but not limited to: schools, fire and rescue, law enforcement, and other county facilities. Applicable state standards and guidelines shall be followed for determining when public facilities are adequate.

## Preliminary Staff Findings:

1. The proposed use will have no impact on schools.
2. Currituck County has adequate public facilities to serve the proposed development.



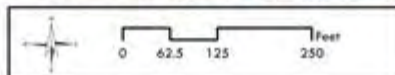
PB 17-03 Wells Custom Jeeps  
Use Permit  
LUP Classification



Currituck County  
Planning and  
Community Development



PB 17-03 Wells Custom Jeeps  
Use Permit  
Aerial



Currituck County  
Planning and  
Community Development





Parties were sworn and Planning Director, Laurie LoCicero, reviewed the Use Permit request and responded to questions posed by the Board.

Chairman Hanig opened the Public Hearing.

Cathleen Saunders with engineering firm Quible & Associates was available to answer questions regarding the site plan, which she said would be in compliance with the recommendations of the Technical Review Committee.

Mr. Lyn Small, an adjacent property owner, expressed concerns that vehicles awaiting repairs would be stored in the area backing up to his property.

Michael Wells of Manteo, applicant and owner of Wells Custom Jeeps, said they purchase only new Jeeps for modification. He said there may be seven to ten new vehicles waiting to be built, and may entertain customizing a privately owned jeep, but it would have to be a very new model.

Ms. LoCicero provided confirmation that Mr. Small's concerns would be addressed as part of the site plan review which would include parking, buffering and landscaping requirements.

With no one else wishing to speak Chairman Hanig closed the Public Hearing.

Commissioner Payment moved to approve PB 17-03 because it is consistent with the Land Use Plan polices because it clusters compatible commercial uses, it is a small business expansion and it will meet appearance standards that address building design, landscaping, signage and lighting. The use will not endanger the public health or safety

because it conforms to adjacent land uses and compliments existing commercial development. The use will not injure the value of adjoining property because all vehicle modification will take place within the building and will not be displayed regularly in the parking lot. The parking will be located behind the building.

The motion was seconded by Commissioner White and passed unanimously.

|                  |  |
|------------------|--|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>  |
| <b>SECONDER:</b> | Bob White, Commissioner  |
| <b>AYES:</b>     | Bobby Hanig, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, Mary "Kitty" Etheridge, Commissioner, Marion Gilbert, Commissioner, Mike D. Hall, Commissioner, Bob White, Commissioner |

## OLD BUSINESS

### **A. An Ordinance of the Currituck County Board of Commissioners Amending Chapter 9, Article I of the Currituck County Code of Ordinances by Adding Section 9-9 to Allow the Sale of Malt Beverages, Unfortified Wine, Fortified Wine, and Mixed Beverages on Sundays Beginning at 10:00 A.M.**

County Attorney, Ike McRee, reviewed the ordinance to allow the sale of alcohol on Sunday to begin at 10 AM in Currituck County. He recalled the first reading of the ordinance at the meeting of July 17, 2017, which resulted in a 6-1 vote. He explained a unanimous vote is required for an ordinance to be adopted at its first reading and that this second reading of the ordinance would require a simple majority vote to pass.

Commissioner White disclosed the fact that he owns a business in Corolla that sells alcohol. He stated that he has a statutory duty to vote and although passage of the ordinance could affect his business in the future, currently the business is closed Sundays.

Commissioner Hall moved to approve the ordinance of the Currituck County Board of Commissioners amending Chapter 9, Article I, of the Currituck County Code of Ordinances by addition Section 9-9 to allow the sale of malt beverages, unfortified wine, fortified wine and mixed beverages on Sundays beginning at 10 AM. The motion was seconded by Commissioner White.

Commissioner Beaumont restated his opposition to the ordinance, saying noon was set originally to allow people to worship. He said comments he had received were running 10-1 in opposition to the ordinance. He said there has never been an issue related to the Noon Sunday sales restriction, and he expressed concern with unintended consequences if approved.

Commissioner Payment recalled his experience as a first responder and said his decision will not be based on revenue and profits. He said he has received lots of calls on both sides and said individuals need to be accountable and make their own decisions.

Commissioner White also stated the issue comes down to personal responsibility. He

doesn't envision everyone running to the bar at 10 AM, and tends to think the bulk of sales will be retail.

Commissioner Gilbert said she also believed in personal responsibility. She said she has received an overwhelming response from those opposed to the ordinance and was struggling with the decision to approve.

Commissioner Hall said the consideration is not all about profits but we do spend money to enhance the visitor experience and used the new restrooms at Whalehead as an example. He also believes in individual accountability.

Commissioner Etheridge said she received many calls on both sides of the issue and understood how some businesses would be enhanced by Sunday alcohol sales, particularly with our encouragement of weddings.

After discussion the Board voted. The motion passed with a 5-2 vote. Commissioners Beaumont and Gilbert voted against adoption of the ordinance.

**AN ORDINANCE OF THE  
CURRITUCK COUNTY BOARD OF COMMISSIONERS  
AMENDING CHAPTER 9, ARTICLE I OF THE CURRITUCK COUNTY CODE OF ORDINANCES  
BY ADDING SECTION 9-9 TO ALLOW THE SALE OF MALT BEVERAGES, UNFORTIFIED  
WINE, FORTIFIED WINE, AND MIXED BEVERAGES ON SUNDAYS BEGINNING AT 10:00 A.M.**

WHEREAS, pursuant to N. C. Gen. Stat. Sect. §153A-145.7 a county may adopt an ordinance allowing for the sale of malt beverages, unfortified wine, fortified wine, and mixed beverages beginning at 10:00 a.m. on Sunday pursuant to the licensed premises' permit issued under N. C. Gen. Stat. §18B-1001.

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners for the County of Currituck, North Carolina as follows:

PART I. Chapter 9, Article I of the Code of Ordinances for Currituck County is amended by adding Section 9-9 to read as follows:

**Sec. 9-9. Wine, Unfortified Wine, Fortified Wine, and Mixed Beverages On Sunday Mornings.**

The sale of malt beverages, unfortified wine, fortified wine, and mixed beverages is allowed within the boundaries of the county on Sundays beginning at 10:00 a.m. pursuant to the licensed premises' permit issued under G. S. 18B-1001.

PART II. All ordinances in conflict with this ordinance are hereby repealed.

PART III. This ordinance is effective upon its adoption.

ADOPTED this 7th day of August, 2017.

\_\_\_\_\_  
Bobby Hanig, Chairman  
Board of Commissioners

ATTEST:

(COUNTY SEAL)

\_\_\_\_\_  
Lecann Walton  
Clerk to the Board of Commissioners

Communication: Minutes for August 7, 2017 (Approval Of Minutes for August 7, 2017)

|                  |  |
|------------------|--|
| <b>RESULT:</b>   | <b>APPROVED [5 TO 2]</b>   |
| <b>MOVER:</b>    | Mike D. Hall, Commissioner   |
| <b>SECONDER:</b> | Bob White, Commissioner  |
| <b>AYES:</b>     | Bobby Hanig, Chairman, Mike H. Payment, Vice Chairman, Mary "Kitty" Etheridge, Commissioner, Mike D. Hall, Commissioner, Bob White, Commissioner |
| <b>NAYS:</b>     | Paul M. Beaumont, Commissioner, Marion Gilbert, Commissioner   |

## NEW BUSINESS

**A. Consideration and Action: PB 14-32 Tucker's Cove: A request for a one year extension of the preliminary plat/use permit of a 25 lot residential major subdivision on property in Moyock located along the north side of Tulls Creek Road and across from Lou Sawyer Road, Tax Map 39, Parcel 13, Crawford Township.**

Ms. LoCicero reviewed the applicant's request for a one-year extension of the preliminary plat. Mark Bissell, Engineer, responded to questions posed by Commissioners and recounted the drainage challenges at the site related to an adjacent property.

Commissioner Gilbert made a motion to approve the request for a one year extension on the preliminary plat use permit for the 25 lot residential known as PB 14-32, Tucker's Cove. The motion was seconded by Commissioner Etheridge and carried unanimously.

To: Board of Commissioners  
 From: Planning Staff  
 Date: June 16, 2017  
 Subject: PB 14-32 Tucker's Cove, Preliminary Plat Extension

On August 17, 2015, the Board of Commissioners approved the preliminary plat/use permit for Old Bay Ridge. This is a conservation subdivision consisting of 25 residential lots located off of Tulls Creek Road in Currituck. The preliminary plat approval is due to expire on August 17, 2017.

On June 13, 2017 the engineer, Mark Bissell - Bissell Professional Group, submitted a request for preliminary plat extension of the subdivision indicating the applicant has proceeded with the preparation of construction drawings and specifications. Significant time and effort have been spent on resolving some existing drainage issues involving adjacent properties and Tulls Creek Road that are necessary for the completion of construction drawings.

In accordance with the UDO Section 2.4.8.E., the Board of Commissioners may grant a two year extension of the preliminary plat one time for good cause. The applicant is requesting a one year extension.



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|------------------|--|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>  |
| <b>MOVER:</b>    | Marion Gilbert, Commissioner   |
| <b>SECONDER:</b> | Mary "Kitty" Etheridge, Commissioner   |
| <b>AYES:</b>     | Bobby Hanig, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, Mary "Kitty" Etheridge, Commissioner, Marion Gilbert, Commissioner, Mike D. Hall, Commissioner, Bob White, Commissioner |

## **B. Coastal Resilience Rainfall Flooding Study Grant Approval and Resolution**

Planning and Community Development Director, Laurie LoCicero, presented information on a Coastal Area Management Act (CAMA) grant awarded to the County in the amount of \$20,000 to conduct a countywide rainfall study. Ms. LoCicero explained how the study data would be used in the development of a model to determine flood prone areas within the County. She confirmed there would be a County match of \$6,667.

After discussion, Commissioner Gilbert moved to approve the grant approval and resolution. The motion was seconded by Commissioner White and passed unanimously.

### **RESOLUTION AUTHORIZING LOCAL GOVERNMENT EXECUTION OF A PLANNING & MANAGEMENT GRANT CONTRACT**

MINUTES OF A REGULAR MEETING OF THE Currituck County Board of Commissioners, North Carolina.

A regular meeting of the Currituck County Board of Commissioners was held in the Board Meeting Room of the Historic Currituck Courthouse, Currituck, North Carolina, the regular meeting place, on August 7, 2017. There were \_\_\_\_ of 7 Commissioners present.

The Currituck County Board of Commissioners was advised that a proposed contract between Currituck County and the North Carolina Department of Environmental Quality (DEQ) for the provision of Planning & Management grant funds was presented for the project known as Currituck County-Coastal Resilience Rainfall Flood Study 2017-2018, and discussed; that, under the terms of the said contract, the County of Currituck will pay a total of \$6,667.00 as its local share of the total project costs.

**BE IT RESOLVED, BY THE** Currituck County Board of Commissioners:

That the contract between Currituck County and the North Carolina Department of Environmental Quality be and the same is hereby approved.

That the County Manager and the Clerk be and they are hereby authorized to sign and execute the said contract for and on behalf of Currituck County and forward the same to the North Carolina Department of Environmental Equality.

That upon final execution, a copy of said contract be filed with the minutes. Upon motion of \_\_\_\_\_, seconded by \_\_\_\_\_, said resolution was passed unanimously.

I, Leeann Walton, Clerk to the Board of Commissioners, Currituck County, North Carolina, do hereby certify that the foregoing is a true copy of so much of the proceedings of the Currituck County Board of

Commissioners at a meeting held on August 7, 2017, as related to the contract between Currituck County and the North Carolina Department of Environmental Quality, relative to the Planning & Management project for Currituck County, North Carolina.

**WITNESS** my hand and the corporate seal of the said Currituck County, North Carolina this the 7th day of August, 2017.

|                  |  |
|------------------|--|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>  |
| <b>MOVER:</b>    | Marion Gilbert, Commissioner   |
| <b>SECONDER:</b> | Bob White, Commissioner  |
| <b>AYES:</b>     | Bobby Hanig, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, Mary "Kitty" Etheridge, Commissioner, Marion Gilbert, Commissioner, Mike D. Hall, Commissioner, Bob White, Commissioner |

### C. Disaster Debris Collection and Removal Contract Award Recommendations

County Manager, Dan Scanlon, informed the Board that the North Carolina Department of Transportation (NCDOT) would no longer be responsible for debris removal as they have been historically, shifting debris removal responsibilities to counties and municipalities. He reviewed the debris collection and monitoring process, reviewed the bid process, and made the following recommendations based on analysis of the bids received:

- SDR was the contractor recommendation for debris collection
- Landfall Strategies was the contractor recommended for collection monitoring.

Mr. Scanlon explained requirements for reimbursement of disposal fees. He reiterated that collections are only from public streets and that property or homeowner associations are responsible for private roads within subdivisions. Mr. Scanlon confirmed the County will determine pickup locations, frequency and duration, and he said Public Information could prepare notifications in advance for timely publication, as recommended by the Board. Contractor references and experience were reviewed.

Commissioner Payment made a motion for approval of the recommendations made by the County Manager. Commissioner Gilbert seconded and the motion passed unanimously.

|                  |  |
|------------------|--|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>  |
| <b>MOVER:</b>    | Mike H. Payment, Vice Chairman   |
| <b>SECONDER:</b> | Marion Gilbert, Commissioner   |
| <b>AYES:</b>     | Bobby Hanig, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, Mary "Kitty" Etheridge, Commissioner, Marion Gilbert, Commissioner, Mike D. Hall, Commissioner, Bob White, Commissioner |

### D) Board Appointments

#### 1. Amended Item-Library Board Appointment

Commissioner Hall moved to nominate Costen Charles to the Library Board of Trustees. Commissioner Gilbert seconded and the motion passed unanimously.

**RESULT:** APPROVED [UNANIMOUS]  
**MOVER:** Mike D. Hall, Commissioner  
**SECONDER:** Marion Gilbert, Commissioner  
**AYES:** Bobby Hanig, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, Mary "Kitty" Etheridge, Commissioner, Marion Gilbert, Commissioner, Mike D. Hall, Commissioner, Bob White, Commissioner

## E) Consent Agenda

Commissioner Gilbert moved to approve the Consent Agenda. Commissioner Etheridge seconded and the motion passed unanimously.

**RESULT:** APPROVED [UNANIMOUS]  
**MOVER:** Marion Gilbert, Commissioner  
**SECONDER:** Mary "Kitty" Etheridge, Commissioner  
**AYES:** Bobby Hanig, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, Mary "Kitty" Etheridge, Commissioner, Marion Gilbert, Commissioner, Mike D. Hall, Commissioner, Bob White, Commissioner

### 1) Approval Of Minutes for July 17, 2017

#### 1. Minutes for July 17, 2017

#### 2. Budget Amendments

|                           |  | Debit                                   | Credit                                  |
|---------------------------|--|---|---|
|                           |  | Decrease Revenue or<br>Increase Expense | Increase Revenue or<br>Decrease Expense |
| <u>Account Number</u>     | <u>Account Description</u>   |   |   |
| 52606-545001              | Hurricane Matthew Snag/Clear Grant   | \$ 28,100                               |   |
| 52330-448201              | NC Dept of Ag - Hurricane Matthew  |   | \$ 28,100                               |
|                           |  |   |   |
|                           |  | \$ 28,100                               | \$ 28,100                               |
| <b>Explanation:</b>       | Multi-year Grants - Hurricane Matthew Snag & Clear (52606) - Increase appropriations to record additional grant funds approved for the Hurricane Matthew snag and clear project. |   |   |
|                           |  |   |   |
| <b>Net Budget Effect:</b> | Multi-year Grant Fund (52) - Increased by \$28,100.  |   |   |



|   |                            | Debit                                   | Credit                                  |
|---|----------------------------|---|---|
|   |                            | Decrease Revenue or<br>Increase Expense | Increase Revenue or<br>Decrease Expense |
| <u>Account Number</u>   | <u>Account Description</u> |   |   |
| 12543-590003  | Capital Outlay             | \$ 14,295                               |   |
| 12543-532103  | Fire Supplies              |   | \$ 14,295                               |
|   |                            |   |   |
|   |                            | \$ 14,295                               | \$ 14,295                               |
| <b>Explanation:</b> Moyock VFD (12543) - Transfer budgeted funds for radio equipment per request of Moyock VFD. |                            |   |   |
| <b>Net Budget Effect:</b> Fire Services Fund (12) - No change.  |                            |   |   |
|   |                            | Debit                                   | Credit                                  |
|   |                            | Decrease Revenue or<br>Increase Expense | Increase Revenue or<br>Decrease Expense |
| <u>Account Number</u>   | <u>Account Description</u> |   |   |
| 10415-514000  | Travel                     | \$ 600                                  |   |
| 10415-514500  | Training & Education       |   | \$ 600                                  |
|   |                            |   |   |
|   |                            | \$ 600                                  | \$ 600                                  |
| <b>Explanation:</b> Legal (10415) - Transfer budgeted funds for travel for the current fiscal year.             |                            |   |   |
| <b>Net Budget Effect:</b> Operating Fund (10) - No change.  |                            |   |   |
|   |                            | Debit                                   | Credit                                  |
|   |                            | Decrease Revenue or<br>Increase Expense | Increase Revenue or<br>Decrease Expense |
| <u>Account Number</u>   | <u>Account Description</u> |   |   |
| 61818-536000  | Uniforms                   | \$ 700                                  |   |
| 61818-532000  | Supplies                   |   | \$ 700                                  |
|   |                            |   |   |
|   |                            | \$ 700                                  | \$ 700                                  |
| <b>Explanation:</b> Mainland Water (61818) - Transfer budgeted funds for uniforms for new personnel.            |                            |   |   |
| <b>Net Budget Effect:</b> Mainland Water Fund (61) - No change.   |                            |   |   |

|                       |                            | Debit                                   | Credit                                  |
|-----------------------|----------------------------|---|---|
|                       |                            | Decrease Revenue or<br>Increase Expense | Increase Revenue or<br>Decrease Expense |
| <u>Account Number</u> | <u>Account Description</u> |   |   |
| 10531-545000          | Contracted Services        | \$ 18,000                               |   |
| 10531-532000          | Supplies                   | \$ 5,425                                |   |
| 10531-514000          | Travel                     | \$ 2,600                                |   |
| 10531-514500          | Training and Education     | \$ 3,500                                |   |
| 10531-514600          | Public Education           | \$ 1,000                                |   |
| 10330-445000          | Emergency Management Grant |   | \$ 30,525                               |
|                       |                            | <u>\$ 30,525</u>                        | <u>\$ 30,525</u>                        |

**Explanation:** Emergency Management (10531) - Increase appropriations to record Emergency Management Planning Grant for 2017.

**Net Budget Effect:** Operating Fund (10) - Increased by \$30,525.

|                       |                            | Debit                                   | Credit                                  |
|-----------------------|----------------------------|---|---|
|                       |                            | Decrease Revenue or<br>Increase Expense | Increase Revenue or<br>Decrease Expense |
| <u>Account Number</u> | <u>Account Description</u> |   |   |
| 10460-590000          | Capital Outlay             | \$ 8,252                                |   |
| 10460-516000          | Maintenance & Repair       |   | \$ 8,252                                |
|                       |                            | <u>\$ 8,252</u>                         | <u>\$ 8,252</u>                         |

**Explanation:** Public Works (10460) - Transfer budgeted funds for capital maintenance projects: Repair brick and masonry on Kotts Island Sr Cetner Building (\$1,000) and repair chimney on historic courthouse (\$7,252).

**Net Budget Effect:** Operating Fund (10) - No change.

|                       |                            | Debit                                   | Credit                                  |
|-----------------------|----------------------------|---|---|
|                       |                            | Decrease Revenue or<br>Increase Expense | Increase Revenue or<br>Decrease Expense |
| <u>Account Number</u> | <u>Account Description</u> |   |   |
| 50796-590012          | Park Equipment FY 2018     | \$ 20,000                               |   |
| 50380-481000          | Investment Earnings        |   | \$ 20,000                               |
|                       |                            | <u>\$ 20,000</u>                        | <u>\$ 20,000</u>                        |

**Explanation:** County Governmental Construction - Carova Beach Park (50796) - Increase budgeted funds for playground equipment for the Carova Beach Park. This will be funded from investment earnings within the construction fund.

**Net Budget Effect:** County Governmental Construction Fund (50) - Increased by \$20,000.

Communication: Minutes for August 7, 2017 (Approval Of Minutes for August 7, 2017)

### 3. Project Ordinance-Incinerator

#### COUNTY OF CURRITUCK CAPITAL PROJECT ORDINANCE

BE IT ORDAINED by the Currituck County Board of Commissioners, North Carolina that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

**SECTION 1.** The project authorized is to design and construct an incinerator.

**SECTION 2.** The following amounts are appropriated for the project:

|             |                   |
|-------------|-------------------|
| Incinerator | \$ 160,000        |
|             | <u>\$ 160,000</u> |

**SECTION 3.** The following revenues are available to complete this project:

|   |                   |
|---|-------------------|
| Grant from Albemarle Regional Health Services   | \$ 2,000          |
| Residual funds from Animal Shelter Construction | 38,183            |
| Transfer from Capital Improvements Fund         | 119,817           |
| Existing funds from prior closed projects       | <u>\$ 160,000</u> |

**SECTION 4.** The Finance Director is hereby directed to report, on a quarterly basis, on the financial status of each project element delineated in Section 2 above.

#### **SECTION 5. SPECIAL APPROPRIATIONS AND RESTRICTIONS**

The Budget Officer is hereby authorized to transfer appropriations within the fund as contained herein under the following conditions:

- a. He may transfer amounts between object line items within the fund up to One Thousand dollars (\$1,000).

#### **SECTION 6. CONTRACTUAL OBLIGATIONS**

The County Manager is hereby authorized to execute contractual documents under the following conditions:

- a. He may execute contracts for construction or repair projects which do not



require formal competitive bid procedures.

- b. He may execute contracts for (1) purchases of apparatus, supplies, and materials, or equipment which are within the budgeted departmental appropriations; (2) leases of personal property for a duration of one year or less and within budgeted departmental appropriations; and (3) services which are within budgeted departmental appropriations.
- c. He may execute contracts, as the lessor or lessee of real property, which are of a duration of one year or less which are within the budgeted departmental appropriations.

#### **SECTION 7. USE OF BUDGET ORDINANCE**

The Budget Officer and the Finance Director shall use this capital project ordinance for administration of the budget and for the accounting system.

ADOPTED this 7th day of August, 2017.

#### **4. 2017 Year End Surplus Resolution**

Communication: Minutes for August 7, 2017 (Approval Of Minutes for August 7, 2017)

| RESOLUTION   |   |  |
|--|---|--|
| <p><b>WHEREAS,</b> THE Board of Commissioners of the County of Currituck, North Carolina during its regularly scheduled meeting authorized the following, pursuant to G.S. 160A and 270(b) that the property listed below will be sold at auction, negotiated sale or will be disposed of if not sellable.</p> |   |  |
| County   |   |  |
| Asset Tag  | Description                               | Serial Number  |
| 4276   | 30 x 60 Combo File - Map Room             |  |
| 7880   | Handeheld Ultrasonic Velocity Flowmeter   |  |
| 2911   | Newtown Road Sewer LPP System             |  |
| 2997   | Hurco Ripcord Unit & Vent Kit             | VNT040794-4  |
| 7892   | Stryker MX Pro Stretcher & Post           |  |
| 7893   | Stryker MX Pro Stretcher & Post           |  |
| 7894   | Stryker MX Pro Stretcher & Post           |  |
| 7895   | Stryker MX Pro Stretcher & Post           |  |
| 7303A-D  | 4 Minitor Pagers & Chargers               | 136WLG3152, 136WLG3153,<br>136WLG3157, 136WLG3158  |
| 6838   | Panasonic CF-19 Docking Station Med 6     |  |
| 6839   | Panasonic CF-19 Docking Station Med 62    |  |
| 6840   | Panasonic CF-19 Docking Station Med 63    |  |
| 6841   | Panasonic CF-19 Docking Station Med 8     |  |
| 6842   | Panasonic CF-19 Docking Station Med 32    |  |
| 6843   | Panasonic CF-19 Docking Station Med 52    |  |
| 6622A-I  | 9 Pentax Pocketjet 3+ Printers            | 31204381, 031204382,<br>031204388, 031204391,<br>031204392, 031204393,<br>031204394, 031204395,<br>031204397 |
| 6644   | 1 X 270 Vehicle Cradels for Planar Rear   | ZZCWA7032AE0019 &<br>ZZCWA7030AE0043   |
| 6833   | Panasonic CF-19 Docking Station Med 2     |  |
| 6834   | Panasonic CF-19 Docking Station Med 3     |  |
| 6835   | Panasonic CF-19 Docking Station Med 4     |  |
| 6836   | Panasonic CF-19 Docking Station Med 42    |  |
| 6837   | Panasonic CF-19 Docking Station Med 52    |  |
| 6142   | MRL PIC 2 Biphasic Defibrillator/Monitor  | 82561  |
| 2679   | Jetstream Lightbar                        |  |
| 2923   | Mastrac 300 Mobile Radio                  | 428ATN6057   |
| 3408   | Physio Life Pak 11 - 15B                  | M-00002946/D-055533  |
| 4022   | Kenwood VHF 32 Cahnnel Radio - 15A        | 90100470   |
| 4023   | Kenwood UHF Radio - 15A                   | 90100190   |
| 4087   | Kenwood Mobile Radio                      | 81000199/90100019  |
| 5281   | Blood Pressure Monitor w/Pilse Ox         | 9918071  |
| 5495   | Blood Pressure Monitor - Medic 4          | 9918077  |
| 5783   | Pulse Ox/End Tidal CO2 - Medic 51         | 118303674  |
| 5784   | Pulse Ox/End Tidal CO2 - Medic 15A        | 118303675  |
| 5785   | Pulse Ox/End Tidal CO2 - Medic 5          | 118303676  |
| 5786   | Pulse Ox/End Tidal CO2 - Medic 3          | 118303678  |
| 5787   | Pulse Ox/End Tidal CO2 - Medic 15B        | 118303679  |
| 5789   | Pulse Ox/End Tidal CO2 - Medic 52         | 118303682  |
| 5423   | 3 Portable Radios                         | 20501605, 11202091, 11202092   |
| 6515   | Intronix GoBook Laptop                    | ZZGEG7169ZZ435   |
| 6445   | 911 Software - Public Notification System |  |
| 6177   | 2006 Crown Vic                            | 2FAFP71W06X162082  |
| 6394   | 2007 Dodge Charger                        | 2B3KA43H27H797261  |
| 4188   | ANI/ALI Controller                        | II9409-10016   |
| 6860   | 2008 Ford Ranger                          | 1TZR15E68PA87865   |
| 5742   | 2004 Ford Crown Vic                       | 2FAFP71W54X112274  |
| <p><b>NOW, THEREFORE, BE IT RESOLVED,</b> that the Board of Commissioners of the County of Currituck reserves the tight to reject any and all bids.</p>  |   |  |
| <p><b>ADOPTED,</b> this 7th day of August, 2017.</p>   |   |  |

**5. Resolution Approving the Exhibition, Use and Discharge of Pyrotechnics at the Whalehead Club in Corolla, North Carolina.**

**RESOLUTION APPROVING THE EXHIBITION, USE AND DISCHARGE OF PYROTECHNICS AT THE WHALEHEAD CLUB IN COROLLA, NORTH CAROLINA**

*WHEREAS*, pursuant to N.C. Gen. Stat. §§14-410 and 14-413 a display operator that will exhibit, use or discharge pyrotechnics at a public exhibition must receive written authority for such public exhibition from the Board of Commissioners for a county; and

*WHEREAS*, a display operator must provide proof of insurance in the amount of at least \$500,000.00; and

*WHEREAS*, Dominion Fireworks, Inc. is under contract with Currituck County to provide an exhibition of fireworks at the county's property known as Whalehead, Corolla, North Carolina, on August 9, 2017, which will be a public exhibition and Dominion Fireworks, Inc. has provided a certificate of insurance evidencing insurance coverage in an amount in excess of \$500,000.00.

*NOW, THEREFORE, BE IT RESOLVED* by the Board of Commissioners for Currituck County, North Carolina that:

Section 1. Dominion Fireworks, Inc. is authorized to exhibit, use or discharge pyrotechnics for public exhibition at that property known as Whalehead in Corolla, North Carolina on August 9, 2017.

Section 2. This resolution shall be effective upon adoption.

ADOPTED this 7<sup>th</sup> day of August, 2017.

**6. Condemnation Order for 198 Shortcut Road**

**7. Moyock VFD Purchase Request-Radio Equipment**

**8. Job Description Revision-Telecommunicator I**

**9. Road Addition Petition to NCDOT for State Maintenance-Laurel Woods**

**F) Commissioner's Report**

Commissioner Beaumont regretfully reported his presence at a drowning incident in Corolla. He commended the actions of all who aided including Corolla Fire and EMS, the Coast Guard, and Michael Cherry and Ocean Rescue, stating they could not have done anything better to save the gentleman's life.

Commissioner Hall congratulated Currituck resident Barbara Snowden, who was selected by Governor Roy Cooper to serve on the North Carolina Historical Commission.



Commissioner White talked about the kid's Junior Lifeguard program offered in Corolla by Ocean Rescue. He talked of a visioning session he recently attended geared toward developing a consistent message about Currituck County and suggested it would be beneficial for all Commissioners to participate.

Commissioner Gilbert said J.P. Knapp Early College is in session and encouraged caution when driving.

Commissioner Payment announced the makeup fireworks to be held on Wednesday in Corolla. He said residents can observe the solar eclipse at the end of the month at the Barco library.

Reminders for Whalehead Wednesday in Corolla, prior to the fireworks, and mainland fireworks viewing at Soundside Park were announced.

### **G) County Manager's Report**

No report.

## **ADJOURN**

### **Motion to Adjourn Meeting**

With no further business Commissioner Gilbert made a motion to adjourn. Commissioner White seconded, the motion was unanimously approved, and the regular meeting of the Board of Commissioners adjourned at 8:35 PM.

|                  |  |
|------------------|--|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>  |
| <b>MOVER:</b>    | Marion Gilbert, Commissioner   |
| <b>SECONDER:</b> | Bob White, Commissioner  |
| <b>AYES:</b>     | Bobby Hanig, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, Mary "Kitty" Etheridge, Commissioner, Marion Gilbert, Commissioner, Mike D. Hall, Commissioner, Bob White, Commissioner |

## **SPECIAL MEETING OF THE OCEAN SANDS WATER AND SEWER DISTRICT BOARD**

After adjournment of the August 7, 2017, 6:00 PM regular meeting, the Currituck County Board of Commissioners held a Special Meeting sitting as the Ocean Sands Water and Sewer District Board in the Historic Courthouse Board Meeting Room, 153 Courthouse Road, Currituck, NC. The purpose of the meeting was to consider a resolution to authorize the debt process for the Ocean Sands Wastewater Treatment Plant construction project in Corolla, North Carolina.

### **H. Resolution Authorizing the Filing of an Application for Approval of a Financing Agreement Authorized by NC G.S. 160A-20**

County Manager, Dan Scanlon, reviewed Phase II of the construction project for the replacement of the Ocean Sands Wastewater Treatment Plant and described the requirements and approvals needed so the county could begin the debt process. He confirmed the district tax increase was requested by those within the district.

After discussion Commissioner Hall moved to approve and the motion was seconded by Commissioner Payment. The motion passed unanimously.

## RESOLUTION

### RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION FOR APPROVAL OF A FINANCING AGREEMENT AUTHORIZED BY NORTH CAROLINA GENERAL STATUTE 160A-20

WHEREAS, the Ocean Sands Water and Sewer District, a blended component unit of the County of Currituck, North Carolina desires construction of a new **Ocean Sands Wastewater Treatment Plant** and demolition of the existing sewage treatment plant and all related appurtenances (the "Project") to better serve the citizens of Ocean Sands Water and Sewer District located in Corolla, North Carolina; and

WHEREAS, The Ocean Sands Water and Sewer District desires to finance the Project by the use of an installment contract authorized under North Carolina General Statute 160A, Article 3, Section 20; and

WHEREAS, findings of fact by this governing body must be presented to enable the North Carolina Local Government Commission to make its findings of fact set forth in North Carolina General Statute 159, Article 8, Section 151 prior to approval of the proposed contract;

NOW, THEREFORE, BE IT RESOLVED that the Governing Body of the Ocean Sands Water and Sewer District a blended component unit of the County of Currituck, North Carolina, meeting in regular session on the 7th day of August, 2017, make the following findings of fact:

1. The proposed contract is necessary or expedient because the current wastewater treatment plant has reached the end of life and it is no longer cost effective to continue to maintain the existing assets.
2. The proposed contract is preferable to a bond issue for the same purpose because this project will be constructed in the Ocean Sands Water and Sewer District, Currituck, NC and will only serve the residents of this subdivision. Tourism is the main industry in Currituck County and this area is predominantly vacation rental houses where the property owners are not registered voters in Currituck County. With the current interest rates for borrowing, installment purchase financing will enable this project to proceed more expediently. This project is phases two and three of a larger project. Phase one is close to completion and was financed with existing funds from the enterprise fund.
3. The cost of financing under the proposed contract is greater than the cost of issuing general obligation bonds. Although, the interest rate on borrowing with a bond issue may be slightly less than the interest rate of an installment purchase, the costs of the local government application fee, costs associated with a public election and the time lost completing the bond process outweighs the possible slight savings in interest rate.
4. The sums to fall due under the contract are adequate and not excessive for the proposed purpose because the project was bid under the formal bidding requirements.
5. The Ocean Sands Water and Sewer District, a blended component unit of the County of Currituck, NC debt management procedures and policies are good because the County

Finance Director, County Manager, County Board of Commissioners and the Governing Body of the Ocean Sands Water and Sewer District have reviewed the project estimates and increased the tax rate within the district anticipating the need for this project.

6. The increase in taxes necessary to meet the sums to fall due under the proposed contract will be six cents per \$100 valuation and is not deemed to be excessive.
7. The Ocean Sands Water and Sewer District and the County of Currituck are not in default in any debt service obligations.
8. The attorney for the Ocean Sands Water and Sewer District, a blended component unit of the County of Currituck, has rendered an opinion that the proposed Project is authorized by law and is a purpose for which public funds may be expended pursuant to the Constitution and laws of North Carolina.
9. The probable net revenues of the project to be financed will be sufficient to meet the sums to fall due under the proposed contract.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Finance Officer of the County of Currituck is hereby authorized to act on behalf of the Ocean Sands Water and Sewer District in filing an application with the North Carolina Local Government Commission for approval of the Project and the proposed financing contract and other actions not inconsistent with this resolution.

This resolution is effective upon its adoption this 7th day of August, 2017.

The motion to adopt this resolution was made by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_ and  
passed by a vote of \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_  
Chairman, Ocean Sands Ocean Sands Water and Sewer District

ATTEST:

\_\_\_\_\_  
Clerk

This is to certify that this is a true and accurate copy of Resolution No. \_\_\_\_\_ Adopted by  
the  
Ocean Sands Water and Sewer District, a blended component unit of the County of Currituck on  
the 7<sup>th</sup> day of August, 2017.

Communication: Minutes for August 7, 2017 (Approval Of Minutes for August 7, 2017)



Clerk

Date

|                  |  |
|------------------|--|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>  |
| <b>MOVER:</b>    | Mike D. Hall, Commissioner   |
| <b>SECONDER:</b> | Mike H. Payment, Vice Chairman   |
| <b>AYES:</b>     | Bobby Hanig, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, Mary "Kitty" Etheridge, Commissioner, Marion Gilbert, Commissioner, Mike D. Hall, Commissioner, Bob White, Commissioner |

## ADJOURN SPECIAL MEETING OF THE OCEAN SANDS WATER AND SEWER DISTRICT BOARD

### Motion to Adjourn Meeting

With no further business Commissioner White moved to adjourn. Commissioner Gilbert seconded. The motion passed unanimously and the special meeting of the Ocean Sands Water and Sewer District Board was concluded.

|                  |  |
|------------------|--|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>  |
| <b>MOVER:</b>    | Bob White, Commissioner  |
| <b>SECONDER:</b> | Marion Gilbert, Commissioner   |
| <b>AYES:</b>     | Bobby Hanig, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, Mary "Kitty" Etheridge, Commissioner, Marion Gilbert, Commissioner, Mike D. Hall, Commissioner, Bob White, Commissioner |

Communication: Minutes for August 7, 2017 (Approval Of Minutes for August 7, 2017)



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 1962)

**Agenda Item Title**

Resolution on Sole Source Purchase of Ambulance Chassis

**Brief Description of Agenda Item:**

Sole Source purchase of 2 ambulance chassis' and the trade in of old chassis.

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Sandee Salimbene, Assistant

**Presenter of Agenda Item**

Donald (Ike) I. McRee Jr

**RESOLUTION AUTHORIZING THE PURCHASE OF CHASSIS, ASSOCIATED ACCESSORIES AND REMOUNTING OF WHEELED COACH AMBULANCES FROM SELECT CUSTOM APPARATUS THROUGH SOLE SOURCE PURCHASE**

WHEREAS, N.C. Gen. Stat. §143-129(e)(6) authorizes a unit of local government to purchase apparatus, supplies, materials or equipment when standardization or compatibility is an overriding consideration; and

WHEREAS, to lengthen the service life of its Wheeled Coach ambulances the county Department of Fire and EMS is acquiring new ambulance chassis and associated accessories upon which the patient and equipment compartment is remounted; and

WHEREAS, ninety percent of the ambulances operated by the county Department of Fire and EMS are Wheeled Coach ambulances and the department has previously contracted with Select Custom Apparatus, a Wheeled Coach dealer, for purchase of chassis, associated accessories and remount of patient and equipment compartments; and

WHEREAS, crew familiarity and knowledge of the chassis, associated equipment and the patient and equipment compartment is critical to the success of the department's mission and patient safety as crews transition from one ambulance unit to another requiring standardization and compatibility of ambulances and associated equipment; and

WHEREAS, the acquisition of chassis, associated accessories and remount of patient and equipment compartments by Select Custom Apparatus will assure standardization and compatibility of the ambulance fleet operated by the Currituck County Department of Fire and EMS, and

WHEREAS, Select Custom Apparatus, is supplying the county with two (2) 2018 Freightliner M2 LP 4x2 chassis' for \$143,526.00 (VIN #1FVACWFD9JHJK0072 & VIN #1FVACWFD0JHJK0073), two (2) Wheeled Coach Ambulance module remounts for \$124,992.58, and Modification Additions for \$34,256.46, and

WHEREAS, the Board of Commissioners for Currituck County, North Carolina declares the following property as surplus and authorizes its use as a trade-in with \$5,000.00 trade-in allowance: Asset tag #6981, 2009 Freightliner Ambulance, VIN #1FVACWDK29HAF8509 and Asset tag #6983, 2009 Freightliner Ambulance, VIN #1FVACWDK09HAF8511, and

WHEREAS, the total price of the 2018 Freightliners, module remounts and modification additions is \$302,775.04 minus the \$5,000.00 trade-in units for a total amount of \$297,775.04.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners for Currituck County, North Carolina as follows:

Section 1. The County of Currituck is authorized to enter into a contract in the amount of \$297,775.04 with Select Custom Apparatus for the sole source purchase of chassis, associated accessories and remount of patient and equipment compartments on county ambulance numbers 530-17 and 530-20 in accordance with the sole source provision requirements set forth by N.C. Gen. Stat. §143-129(e)(6). Further, the county manager is authorized to execute the agreement

with Select Custom Apparatus for the acquisition apparatus, materials, trade-in approval and equipment acquisition described in this resolution and the proposed contract.

Section 2. This resolution shall be effective upon its adoption.

This the \_\_\_\_\_<sup>th</sup> day of August, 2017.

\_\_\_\_\_  
Bobby Hanig, Chairman  
Board of Commissioners

ATTEST:

\_\_\_\_\_  
Leeann Walton  
Clerk to the Board of Commissioners

(COUNTY SEAL)





P.O. Box AP, 6100 N. Main St. Falkland, NC 27827  
P (252) 757-3787 • F (252) 757-1639

SOLD & TITLED TO: 06/24/2017

County of Currituck

153 Courthouse Road

Currituck

N.C.

27929

Kevin Ayers

252-599-2092

PLEASE ENTER MY ORDER FOR THE FOLLOWING AMBULANCE/VEHICLE

YEAR 2018

MAKE Freightliner

MODEL OR  
SERIES

M2 4x2

BODY  
TYPE

Remount

COLOR

White

TRIM TBD

V.I.N. TBD

TO BE DELIVERED ON  
OR ABOUT

TBD

SALESMAN

R. Daugherty

STOCK NO.

TBD

CASH PRICE OF UNIT (2) 2018 Freightliner M2 LP 4x2 per attached specifications

\$ 143,526.00

F.O.B. FACTORY OR DESINATION:

Falkland, NC

(2) Wheeled Coach Ambulance module remount – per attached specifications

\$ 124,992.58

(2) Additions – Per attached Modification Document

\$ 34,256.46

MSO/TITLE TO BE FILLED OUT AS FOLLOWS:

SEND MSO/TITLE TO:

\*Same as above\*

\*Same as above\*

PHONE:

USED VEHICLE TRADE-IN AND /OR OTHER CREDITS

MAKE OF TRADE-IN

Freightliner

YEAR

(2) '09

MODEL

M2

BODY

N/A

V.I.N.

TBD

BALANCE OWED TO:

ADDRESS

USED TRADE-IN ALLOWANCE

\$ 5,000.00

BALANCE OWED ON TRADE-IN

NET ALLOWANCE ON USED TRADE-IN

DEPOSIT OR CREDIT BALANCE

DOWN PAYMENT (Trans. to Right Col.)

EXPIRATION DATE

August 24, 2017

CASH SALE PRICE OF DESCRIBED MOTOR VEHICLE:

\$ 302,775.04

STATE AND LOCAL TAXES

Customer

LICENSE, LICENSE TRANSFER, TITLE REGISTRATION FEE

Customer

1. TOTAL PRICE OF THE UNIT

\$ 302,775.04

2. DOWN PAYMENT:

consisting of \$ 0 in cash  
and/or \$ 5,000.00 net trade in  
allowance on trade-in; see statement in  
left hand column for details.

(\$ 5,000.00)

Delivery Charge

3. UNPAID CASH BALANCE DUE ON DELIVERY  
(difference between items 1 and 2)

\$ 297,775.04

ALL WARRANTIES, IF ANY, BY A MANUFACTURER OR SUPPLIER OTHER THAN SELECT CUSTOM APPARATUS, INC. (SCA) ARE THEIRS, NOT SCA, AND ONLY SUCH MANUFACTURER OR SUPPLIER SHALL BE LIABLE FOR PERFORMANCE UNDER SUCH WARRANTIES. UNLESS SCA FURNISHES BUYER WITH A SEPARATE WRITTEN WARRANTY OR SERVICE CONTRACT MADE BY SCA ON ITS BEHALF, SCA HEREBY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY OF FITNESS FOR A PARTICULAR PURPOSE: (A) ON ALL GOODS AND SERVICES SOLD BY SCA, AND (B) ON ALL USED VEHICLES WHICH ARE HEREBY SOLD "AS IS - NOT EXPRESSLY WARRANTED OR GUARANTEED"

IF THIS ORDER IS FOR A USED VEHICLE, THE INFORMATION YOU SEE ON THE (FEDERAL TRADE COMMISSION) WINDOW FORM IS PART OF THIS CONTRACT. INFORMATION ON THE WINDOW FORM OVERLIES ANY CONTRARY PROVISIONS IN THE CONTRACT OF SALE.

The front and back of this Order comprise the entire agreement affecting the purchase and no other agreement or understanding of any nature concerning same has been made or entered into, or will be recognized. I hereby certify that no credit has been extended to me for the purchase of this motor vehicle except as appears in writing on the face of this agreement. I have read the matter printed on the back hereof and agree to it as a part of this order the same as if it were printed above my signature. I certify that I am of legal age, and hereby acknowledge receipt of a copy of this order.

ACCEPTED BY:

Robert M. Daugherty

PURCHASER'S SIGNATURE

DATE

SELECT CUSTOM APPARATUS AUTHORIZED REPRESENTATIVE

Attachment: Select Custom Apparatus Resolution & Agmt (Resolution on Sole Source Purchase of Ambulance Chassis)



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 1971)

**Agenda Item Title**

Resolution for Appointment of Review Officers

**Brief Description of Agenda Item:**

The Board of Commissioners appoint one or more persons as review officers to review plats before they are recorded with Currituck County Register of Deeds.

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

## RESOLUTION OF THE CURRITUCK BOARD OF COMMISSIONERS

WHEREAS, pursuant to N.C. Gen. Stat. §47-30.2 requires the Board of Commissioners in each county, by resolution, to appoint one or more persons as review officers to review plats before they are recorded; and

WHEREAS, appointed review officers shall certify that the plat meets the statutory requirements for recording; and

WHEREAS, the persons appointed as review officers should be experienced in mapping or land records management.

NOW, THEREFORE, BE IT RESOLVED, that the following individuals serving in the positions indicated are hereby designated as review officers as required by N.C. Gen. Stat. §47-30.2.

Tracy Sample, Tax Administrator  
 Lucy Cardwell, GIS Specialist – Land Records  
 Tammy Glave, Senior Planner  
 Donna Voliva, Senior Planner  
 Jason Litteral, Planner I  
 Jennie Turner, Planner II  
 Laurie LoCicero, Planning & Community Development Director  
 Nick Aisthorpe, Development Technician

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the individuals listed above, the Planning and Community Development Director, Assistant Planning Director, Senior Planners, Planners, Tax Administrator, GIS Specialist-Land Records, and the Currituck County Register of Deeds.

ADOPTED this 21st day of August, 2017.

\_\_\_\_\_  
 Bobby Hanig, Chairman  
 Board of Commissioners

ATTEST:

\_\_\_\_\_  
 Leeann Walton  
 Clerk to the Board of Commissioners

(COUNTY SEAL)

Attachment: Resolution-Review Officers\_1272 (Resolution for Appointment of Review Officers)



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 1969)

**Agenda Item Title**

Job Description Revisions-Airport, Engineering, Sheriff, Soil and Water, Tourism and Utilities.

**Brief Description of Agenda Item:**

Minor changes to various job descriptions, to include position title changes & references to new divisions. Added supervisory duties where required and added exposure control pieces where needed. Departments include Airport, Engineering/Public Works, Sheriff, Soil and Water, Tourism and Utilities.

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**



## CURRITUCK COUNTY JOB DESCRIPTION

### JOB TITLE: ADMINISTRATIVE ASSISTANT I

### PUBLIC SERVICES ~~WORKS~~ DEPARTMENT

#### GENERAL STATEMENT OF JOB

Under general supervision, performs a variety of clerical-administrative and secretarial work in support of the Public SerVICES ~~Works~~ and ~~Solid Waste~~ Departments. Work involves preparing a variety of correspondence, reports, invoices and other material; receiving, recording and reporting various fees for County services; and maintaining supply inventories. Employee is also responsible for a variety of routine clerical tasks, such as processing mail, answering telephones and responding to inquiries, maintaining files, etc. Reports to the ~~Superintendent of Buildings~~ Public Services Director or their designee.

#### SPECIFIC DUTIES AND RESPONSIBILITIES

##### ESSENTIAL JOB FUNCTIONS

Types material from typed or handwritten copy or machine dictation, which requires use of a variety of complicated formats for preparing correspondence, reports, meeting agendas, forms, organizational charts, etc.; assumes responsibility for correctness of spelling, punctuation, format and grammar; distributes correspondence to appropriate parties.

Utilizes computerized data entry equipment and various word processing, spreadsheet and/or file maintenance programs to enter, store and/or retrieve information as requested or otherwise necessary.

Prepares invoices, purchase order requisitions, and various reports and correspondence.

Prepares schedule for the community service workers; prepares and maintains time sheets; assigns duties to community service workers.

Maintains office supply inventory, preparing requisitions and/or purchase orders as appropriate.

Sorts and distributes incoming mail; signs for deliveries; processes outgoing mail. Takes outgoing mail to the Post Office each afternoon.

Answers telephones, receiving inquiries and providing information or referring callers to appropriate personnel; records and relays messages, as appropriate.

Establishes and maintains a variety of tangible files, filing and retrieving materials as requested or as otherwise necessary.

Receives tipping fees from scale house, prepares deposit & reconciliation. Processes scale house tickets and records tonnages and produces monthly, quarterly and annual reports.

Operates and maintains work order software, Preventative Maintenance software and produces associated reports.

Operates and maintains fuel software and maintains fuel inventories; produces monthly reports for all departments' usage, maintains peripherals to fuel system software.

Maintains Building Maintenance Library.

### **ADDITIONAL JOB FUNCTIONS**

Performs duties as assigned by the County Manager or his designees during a State of Emergency or other disaster.

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Graduation from high school, supplemented by college-level course work in secretarial sciences, and 2 to 3 years of experience in secretarial or clerical work; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, calculators, copiers, facsimile machines, dictation recorders, etc. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) or data, people or things.

**Interpersonal Communications:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving assignments and/or directions from superiors.

**Language Ability:** Requires the ability to read a variety of reports, correspondence, invoices, checks, forms, procedural manuals, etc. Requires the ability to prepare a variety of correspondence, reports, forms, charts, etc. Must be able to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, such as keyboards, control knobs, toggle switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Personal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear). Requires the ability to communicate via telephone.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of Public ~~Services~~Work's, operations, programs and policies.

Considerable knowledge of modern office practices and procedures.

Considerable knowledge of arithmetic, grammar, spelling, and vocabulary.

Skill in the operation of common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to make routine administrative decisions independently in accordance with laws, regulations, and County policies and procedures, and to solve problems and answer questions.

Ability to develop and modify work procedures, methods and processes to improve efficiency.

Ability to communicate effectively orally and in writing.

Ability to exercise considerable tact and courtesy in frequent contact with public officials and the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

~~ED: 06/06/2016 (REV BOC)~~  
ED: 08/21/2017 (REV BOC)

## CURRITUCK COUNTY JOB DESCRIPTION

**JOB TITLE: ASSISTANT PUBLIC SERVICES DIRECTOR/  
ASSISTANT COUNTY ENGINEER PROJECT ENGINEER**

**PUBLIC WORKS SERVICES DEPARTMENT**

### **GENERAL STATEMENT OF JOB**

The Assistant Public Services Director/Assistant County Engineer Project Engineer is responsible for assisting the Public Services Director/County Engineer in providing professional engineering services to the county. This position provides engineering services to the County within the Department of Public ~~Works~~Services under the supervision of the Public Services Director/County Engineer.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

#### **ESSENTIAL JOB FUNCTIONS**

Maintains communication with other departments and Public Services Director/County Engineer to exchange information relating to planning, engineering and construction of County projects.

Assists the Public Services Director/County Engineer related to the planning, administration, and timely completion of approved construction projects, programs, and rehabilitations.

Plans, organizes and directs the work of the Public Works Division, Airport Division, and Engineering Division of the Public Services Department. Manages the hiring, promotion, training, discipline and evaluation and other personnel actions and decisions for the department in consultation with the Public Services Director/County Engineer and County Manager.

Assists with oversight of the concept, design, revision, and construction of various County related capital improvement and replacement projects to include water and sanitary sewer infrastructure, drainage structures, and other County facilities as required.

Enforces and administers Federal, State, and Local rules, regulations, and ordinances related to construction contracting and public health and safety.

Assists with the planning, development, and administration of internal policies and procedures as they relate to the County's stormwater, water and wastewater systems.

Assists with preparation of scope of work and Request for Proposals (RFP) for various professional services required for County projects.

Helps coordinate the selection, negotiation, progress evaluation, and payment of professional consultants and other construction and engineering services.

Analyzes and compiles construction cost estimates, proposals, quotations, and bids for County projects.

Reviews and approves subdivision and land development plans for compliance with regulations and sound engineering practices related to design of water, wastewater, and stormwater systems as required.

Reviews, approves and inspects private road construction for subdivision and site plans.

Reviews and approves Culvert Certification Waivers, Land Disturbance Permits and Topographic Certifications as required for site development.



Reviews Floodplain Development Permits and plans as needed.

### **ADDITIONAL JOB FUNCTIONS**

Serve as a member of the County's Technical Review Committee.

Provides technical assistance to the Public Services Director/County Engineer in the design and implementation of County projects.

Provides cordial, responsive and accurate customer service in both written and/or verbal formats.

Maintain collaborative working relationships with those contacted in the course of work activities.

Have the ability to read, analyze, and interpret governmental regulations and procedures.

Have the ability to prepare reports and business correspondence.

Have the ability to effectively present information and respond to questions from individual or groups of clients and the general public.

Have the ability to review and interpret construction drawings and specifications.

Perform and interpret various hydraulic and stormwater computer software packages.

Have the ability to use computer-aided design and drafting programs.

Perform office administrative duties as assigned.

### **MINIMUM TRAINING AND REQUIREMENTS**

#### **EDUCATION AND EXPERIENCE**

Graduation from an accredited college or university with major work in engineering, and extensive experience in ~~municipal~~ County utilities, construction and engineering. Prefer experience in supervision and administration. Requires four year degree in engineering.

Desired qualifications include registration as a Professional Engineer or ability to satisfy minimum requirements of a Professional Engineer license.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the principals and practices of civil engineering as applied to the development and construction of public works and public utilities projects; thorough knowledge of the principals and practices of urban planning; ability to plan and direct the work of subordinates, ability to plan projects and prepare cost estimates and specifications; ability to maintain effective working relationships with County officials, employees, contractors, and the general public; ability to effectively communicate complete ideas, orally and in writing.

#### **SPECIAL REQUIREMENTS**

Possession of a valid North Carolina Drivers License.

#### **WORKING CONDITIONS**

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, and repetitive motions.

Vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or make fine distinctions in sound.

Visual acuity is required for visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

Subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, and atmospheric conditions.

~~ED: 06/20/2016 (REV BOC)~~

ED: 08/21/2017 (REV BOC)

## CURRITUCK COUNTY JOB DESCRIPTION

### JOB TITLE: BUILDING SUPERINTENDENT / SOLID WASTE DIRECTOR

#### PUBLIC WORKS DIVISION

#### PUBLIC SERVICES DEPARTMENT

#### GENERAL STATEMENT OF JOB

Performs complex duties supervising and exercising direct administrative and management responsibilities for the County Public Works ~~Facilities Management and Solid Waste / Recycling Department Divisions~~, as well as Mosquito Control, and Public Beach Facilities. Work involves preparing and administering departmental budgets, administering and managing contractual services, significant accountability for planning, program development and implementation, and supervising and evaluating employees within the departments in accordance with federal, state and local environmental laws and regulations. Work requires considerable independent judgment. Individual in this capacity is on call 24 hours per day, 7 days per week. Reports to the Assistant Public Services Director/Assistant County Engineer.

#### SPECIFIC DUTIES AND RESPONSIBILITIES

##### ESSENTIAL JOB FUNCTIONS

Plans, supervises, coordinates and implements the management of the County's Public Works ~~Department Division~~, Solid Waste/Recycling, Mosquito Control, Public Beach Facilities with Contract Administration and Capital Improvements pertaining to the aforementioned programs; identifies, negotiates and selects organizations to provide services to the County; recommends any changes to the County Manager and/or Assistant Public Services Director/Assistant County Engineer.

Acts as a liaison between other departments and the County Manager; directs department supervisors in policy and procedures established by the County Manager and/or Assistant Public Services Director/Assistant County Engineer.

Develops, implements and manages annual budgets for Public Works, Solid Waste/Recycling, Public Beach Facilities, Court Facilities and Mosquito Control.

Prioritize daily workload and assign proper resources to accomplish tasks.

Monitors ~~Department Division~~ activities to determine problems and needs, and recommends solutions.

Maintains current knowledge of legislative trends and developments in the industry for application to regulatory compliant solid waste operations.

Oversees transfer station operation and contract to ensure compliance with NC DENR.

Enforces the Solid Waste Ordinance.

Interviews applicants and makes recommendation for hiring. Review work of subordinates through reports, periodic conferences, results of directives and annual evaluations.

Reviews and formulates bid specifications and requests for proposals.

Oversees and administers contracted services operations and ensures compliance with contract specifications.

Conducts or directs the completion of special projects as assigned by the County Manager and/or Assistant Public Services Director/Assistant County Engineer.

Develops solid waste collection and recycling programs, applies for grant funding, implements programs as funding is secured.

Promotes and ensures proper employee training and compliance with County safety program and departmental safety procedures; ensures that all equipment, materials and work conditions are adequately maintained to prevent accidents.

Prepares schedule for the public works department and community service workers; verifies and authorizes time sheets.

Conducts surplus auction, vehicle title transfers and reconciliation of funds collected.

Answers telephones, receiving inquiries and providing information or referring callers to appropriate personnel; records and relays messages, as appropriate.

Duties may also expose the employees to human body fluids and thus the work is subject to the OSHA requirements on blood borne pathogens. Must follow rules, methods and safe handling in connections with blood borne pathogens.

#### **ADDITIONAL JOB FUNCTIONS**

Performs duties as assigned by the County Manager or his designees during a State of Emergency or other disaster.

Performs other related work as required.

#### **CUSTOMER SERVICE**

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with the employees of the unit, employees of other departments in the County, citizens and customers of the department. Service is provided in person, by telephone contact and electronic means.

#### **SUPERVISION**

Direct supervision over a number of individuals, including supervisory and indirect supervision over other individuals. Includes assigning, directing, evaluating and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

#### **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree in business administration, planning or related field, and three to five years of experience in management, preferably related to public works; or any equivalent combination of training, education and experience which provides the required skills, knowledge and abilities. Must possess a valid North Carolina driver's license.



**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, calculators, copiers, facsimile machines, dictation recorders, etc. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) or data, people or things.

**Interpersonal Communications:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving assignments and/or directions from superiors.

**Language Ability:** Requires the ability to read a variety of reports, correspondence, invoices, checks, forms, procedural manuals, etc. Requires the ability to prepare a variety of correspondence, reports, forms, charts, etc. Must be able to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, such as keyboards, control knobs, toggle switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Personal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear). Requires the ability to communicate via telephone.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of modern techniques and methods used in the development and operation of Public Works and Solid Waste programs.

Thorough knowledge of federal, state and local laws, rules, regulations and ordinances.

Considerable knowledge of the current literature, trends, and developments of County operations within various departments.

Considerable knowledge of the principles and practices used in public speaking and making presentations.

Ability to deal tactfully and courteously with business and industrial officials and the general public.

Ability to promote and educate the public with concerns.

Ability to express ideas effectively both orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability to supervise employees in a manner conducive to full performance and high morale.

Considerable knowledge of modern office practices and procedures.

Considerable knowledge of arithmetic, grammar, spelling, and vocabulary.

Skill in the operation of common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to develop and modify work procedures, methods and processes to improve efficiency.

Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

ED: 06/20/2016 (REV BOC)  
ED: 08/21/2017 (REV BOC)

## CURRITUCK COUNTY JOB DESCRIPTION

### JOB TITLE: CUSTODIAN

### PUBLIC WORKS DIVISION

### PUBLIC SERVICES DEPARTMENT

### GENERAL STATEMENT OF JOB

Under general supervision, performs a variety of custodial work in the care and maintenance of County buildings and facilities. Work involves sweeping, mopping and using vacuum cleaners to clean floors; washing walls, woodwork and fixtures; and policing buildings to empty trash receptacles and pick up debris, etc. Reports to the ~~Superintendent of Buildings~~ Building Superintendent/Solid Waste Director.

### ESSENTIAL JOB FUNCTIONS

Dusts and cleans desks and other furniture.

Sweeps, mops, scrubs and vacuums floor surfaces; schedules floor work to ensure least possible disruption of work routines in buildings and offices.

Cleans and sanitizes restroom facilities and fixtures, and replenishes paper supplies and soap as necessary.

Cleans windows, walls, woodwork, blinds and light fixtures.

Empties trash receptacles and deposits collected refuse in proper receptacles; deposits recyclable material in proper receptacles.

Patrols buildings to inspect for safety or maintenance problems; addresses or reports problems as necessary; unlocks County buildings in the mornings.

Stocks supplies in central supply room as received.

Procures and maintains inventory of janitorial supplies (cleaning supplies and products, paper and soap supplies, trash can liners, etc.)

Polices the buildings and grounds daily looking for any abnormalities, picking up trash, litter or other debris; notifies Maintenance when there is an issue that needs to be addressed with buildings and grounds.

Maintains book of Safety Data Sheets (SDS) for all products used in the performance of duties.

Duties may also expose the employees to human body fluids and thus the work is subject to the OSHA requirements on blood borne pathogens. Must follow rules, methods and safe handling in connections with blood borne pathogens.

### ADDITIONAL JOB FUNCTIONS

Emergency or accident cleanup on call for spills, messes, broken glass, etc.

May supervise community service workers.

Performs duties as assigned by the County Manager or his designees during a State of Emergency or other disaster.

Performs other duties as assigned.

### **CUSTOMER SERVICE**

This is a front-line position for providing excellent customer service to members of the general public and other County employees through personal contact.

### **MINIMUM TRAINING AND EXPERIENCE**

Demonstrated ability to read and write, with graduation from high school preferred, and some experience in custodial work; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

### **SPECIAL REQUIREMENTS**

Possession of a valid North Carolina driver's license.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including vacuum cleaners, brooms, mops, etc. Must be able to exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Physical demand requirements are for light to medium work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

**Language Ability:** Requires the ability to read simple correspondence and forms. Requires the ability to prepare time sheets and leave slips using prescribed format. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using janitorial equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, such as switches, levers, handles, hand tools, etc., Must have minimal levels of eye/hand/foot coordination.



Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking – expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.)

### **KNOWLEDGE, SKILLS AND ABILITIES**

General knowledge of the standard methods, materials and equipment employed in janitorial work.

General knowledge of the physical layout of County buildings and facilities.

Some knowledge of cleaning procedures and the use of cleaning materials.

Ability to use common cleaning tools and equipment.

Ability to understand and follow oral and written instructions.

Ability to perform medium physical work.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

## CURRITUCK COUNTY JOB DESCRIPTION

### JOB TITLE: ~~UTILITY~~ CUSTOMER SERVICE REPRESENTATIVE

#### WATER AND WASTEWATER DIVISIONS

#### PUBLIC SERVICES DEPARTMENT

### GENERAL STATEMENT OF DUTIES

Performs difficult administrative and clerical work in support of the utilities billing, collections, and customer service functions.

### DISTINGUISHING FEATURES OF THE CLASS

An employee in this class is responsible for the activities which involve the generation and mailing of the utility bills; handling customer inquiries relating to utility billings and general customer services; preparing and verifying a variety of reports and records; collecting utility bills and other revenues, and coordinating with the utility field staff. Work requires multiple detailed procedural steps and knowledge of the utility billing process and computer application. Work involves public contact functions, and requires considerable tact and courtesy. Work is performed under regular general supervision of the Water Superintendent and may perform work for the Wastewater Superintendent and is evaluated through conferences, by accuracy and timeliness of customer service records and bills, and thoroughness of assigned responsibilities.

### DUTIES AND RESPONSIBILITIES

#### ESSENTIAL DUTIES AND TASKS

Uploads hand held meter reading computers with customer accounts for use in the field; downloads readings into billing system; manually keys in readings as needed.

Enters meter readings and meter numbers into accounts as they change; enters customer deposits into system; calculates interest on deposits to refund and/or apply to final bill for customers closing their accounts.

Prints edit list and reviews after initial meter readings are entered; identifies potential mis-reads and other potential problems; determines which meters require re-reading.

Answers incoming phone calls and walk-in customer inquiries regarding utility services, billing, meter issues and consumer disputes by researching and applying county regulations and policies.

Receives and posts payments to data base for water bills, deposits, lab fees, impact and installation fees, etc.; receives payments through mail, drop box, and customer visits.

Prints, bursts, and prepares bills for mailing.

Coordinates the activities of the office with field personnel; coordinates with utility personnel the meter reading functions and the cutting on and off of services to customers.

Answers complaints from citizens, researches problems, and answers to their questions; adjusts bills for leaks, incorrect meter readings, etc.

Establishes new customer accounts; insures proper initial readings are entered; establishes, updates, and deletes accounts for multiple temporary development needs.

Monitors the billing cycle and assures that all records are prepared on a timely basis in order that established deadlines will be met.

Provides general office and administrative support, reception, office management and records management for the Utilities water and wastewater divisions.

Prepares daily deposits and performs daily reconciliation of cash drawer.

Assists customers with water tap applications, prepares work orders on various service needs for field staff, takes deposits for new service.

Updates changes of accounts in the data base such as transfers of ownership, meter change outs, etc.

### **ADDITIONAL JOB DUTIES**

~~Performs related duties as required.~~

Completes assigned work by the Water Superintendent or their designee. Performs related duties as required.

### **RECRUITMENT AND SELECTION GUIDELINES**

#### **KNOWLEDGES, SKILLS, AND ABILITIES**

Considerable knowledge of local policy, billing and customer service cycle regarding water and- wastewater systems.

Considerable knowledge of the utility billing software application and ability to operate hardware to produce accurate, timely bills.

Considerable knowledge of the principles and practices of office and general administrative support.

Working knowledge of the organization's purchasing procedures.

Working knowledge of state statutes related to utility billing and customer service.

Working knowledge of standard operating practices involved in modern office operation and serving the public.

Working knowledge of water meter operations.

Some knowledge of accounting principles and practices.

Skill in collaborative conflict resolution.

Ability to deal effectively with the public in a tactful and effective manner.

Ability to create and maintain accurate records, reports, and files in support of a cash receipt and customer oriented operation.

Ability to operate calculator, computer terminal, download and upload information from handheld meter readers and automatic meter readers, and related office equipment at the desired level of speed and accuracy.

Ability to communicate effectively in oral and written forms.

Ability to establish and maintain effective working relationships with coworkers, public officials, and customers.

### **PHYSICAL REQUIREMENTS**

Must be able to physically perform the basic life operational functions of fingering, reaching, lifting, grasping, talking, hearing, and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Must possess the visual acuity to prepare and use figures and statistics, operate a computer terminal, read maps and written material extensively.

### **DESIRABLE EDUCATION AND EXPERIENCE**

Graduation from high school, supplemented by courses in business or accounting, and considerable experience in a billing operation involving multiple step tasks and use of billing software; or an equivalent combination of education and experience.

Special Note: This generic class description gives an overview of the job class, its essential job functions, and recommended job requirements. However, for each individual position assigned to this class, there is available a complete job questionnaire with a physical abilities checklist which can give further details about that one specific position. Those documents should be reviewed before initiating a selection process. They can provide additional detailed information on which to base various personnel actions and can assist management in making legal and defensible personnel decisions.

ED: 06/20/2016 (REV BOC)  
ED: 08/21/2017 (REV BOC)



## CURRITUCK COUNTY JOB DESCRIPTION

### JOB TITLE: ~~UTILITY~~ CUSTOMER SERVICES SUPERVISOR

#### WATER AND WASTEWATER DIVISIONS

#### PUBLIC SERVICES DEPARTMENT

#### GENERAL STATEMENT OF DUTIES

Performs supervisory and administrative work in support of the utility billing, cashiering, and customer service functions for the County; provides office management and general administrative support to ~~department~~ water and wastewater division management.

#### DISTINGUISHING FEATURES OF THE CLASS

An employee in this class is responsible for managing, supervising and participating in the activities which involve the utility billing and collections in multiple field locations and handling customer inquiries relating to utility billings. Work involves heavy public contact functions and coordination with other departments within the County organizational structure; insuring the timely and accurate billing of utility fees; creating invoices for bulk customers, and supervision of staff. Considerable tact and courtesy are required in these public contact functions. Employee also works with other employees and departments in trouble shooting problems, generating computer records and reports, and makes recommendations for computer programming and software changes. Work is performed under the general supervision of the ~~Public Utilities Director~~ Water Superintendent and may perform work for the Wastewater Superintendent and is evaluated through conferences, by review of appropriate records and reports, and the accuracy and thoroughness of assigned responsibilities.

#### DUTIES AND RESPONSIBILITIES

##### ESSENTIAL DUTIES AND TASKS

Supervises and participates in the collection of money for payment of utility billings, services, fines, etc. including the billing, receipting, posting, and balancing process associated with this responsibility; supervises and participates in preparation of work orders for customer changes; creates monthly billing cycle and staff schedules.

Participates in hiring of assigned staff; trains, assigns, and monitors work of employees; delegates duties appropriately; provides backup when employees are absent; cross trains employees in several functions; provides performance coaching and evaluation.

Supervises the work of all employees of the utility customer services function including the meter readers and coordinates in scheduling, billing cycles, reading, service connections and disconnections.

Answers complaints from citizens, researches problems, and renders decisions or answers to their questions; refers precedent setting issues to higher level management for advice and consultation.

Supervises billing processes and handles any special problems associated with the utility billing cycles.

Monitors the appropriate billing cycles and assure that all records are submitted on a timely basis in order that established deadlines will be met.

Develops various spreadsheets and collects and manipulates data for management information and monitoring including trend analysis on consumption, etc.

Creates invoices for bulk customers; creates electronic bank draft files and emails to the finance department; processes returned checks for nonsufficient funds, etc.; performs delinquent account collection including preparation of letters, phone contact and debt set-off program utilization.

Processes ~~departmental~~ invoices for payment; codes and submits; maintains receipts for all procurement cards; reconciles statements.

Participates in ~~department~~ budget development; prepares ~~departmental~~ request for customer service functions; orders and maintains supplies for work unit and administers approved budget.

Approves customer bill adjustments; makes arrangements for payments; works with community agencies for customer emergency or destitution problems.

Supervises the administrative support functions of the ~~department~~ water and wastewater divisions in multiple field locations.

#### Additional Job Duties

Completes assigned work by the ~~Public Utilities Director~~ Water Superintendent or their designee. Performs related duties as required.

### **RECRUITMENT AND SELECTION GUIDELINES**

#### **KNOWLEDGES, SKILLS, AND ABILITIES**

Thorough knowledge of local policy and state statutes regarding utility billing, collections, rules and regulations, and utility maintenance.

Considerable knowledge of generally accepted principles of accounting for the receipt of cash payments.

Considerable knowledge of standard operating practices involved in modern office operation and public service.

Considerable knowledge of supervisory practices and the ability to implement them in an office environment.

Considerable knowledge of the application of information technology to the work supervised including use of utility billing and accounting applications, spreadsheet design, word processing, data base and other relevant applications.

Skill in collaborative conflict resolution and customer service.

Ability to schedule, assign, review, and direct the work of a group of employees.

Ability to train and mentor assigned employees.

Ability to deal effectively with the public in a tactful and effective manner.

Ability to create and maintain accurate records, reports, and files in support of a cash receipt, tax, and customer oriented operation.

Ability to operate calculator, computer terminal, download and upload information from handheld meter readers and automatic meter readers, and related office equipment.

#### **PHYSICAL REQUIREMENTS**

Must be able to physically perform the basic life operational functions of reaching, standing, fingering,

grasping, talking, hearing, and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift objects.

Must possess the visual acuity to work with data and figures, accounting process, operate a computer, and read extensively,

#### **DESIRABLE EDUCATION AND EXPERIENCE**

Graduation from a two year college in business administration, accounting, or related field and considerable experience in a utilities or computer service operation involving heavy public contact and some supervisory experience; or an equivalent combination of education and experience.

ED: 06/20/2016 (REV BOC)  
ED: 08/21/2017 (REV BOC)

**CURRITUCK COUNTY JOB DESCRIPTION**  
**(Revised February, 2008)**

**JOB TITLE: DISTRICT ADMINISTRATOR**

**SOIL AND STORMWATER CONSERVATION DIVISION**

**PUBLIC SERVICES DEPARTMENT**

**GENERAL STATEMENT OF JOB**

Under general supervision, performs a variety of administrative work for the Albemarle (Currituck) Soil and Water Conservation office District and stormwater related services to the County within the Public Services Department. Work involves preparing a variety of correspondence, educational materials, programs, reports, and invoices. Receives, records and reports various fees for County services. Maintains supply inventories. Performs a variety of routine clerical tasks, such as processing mail, answering telephones and responding to inquiries, and maintaining files. Reports to the Soil and Stormwater Technician.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Types material from typed or handwritten copy or machine dictation, which requires use of a variety of complicated formats for preparing correspondence, reports, meeting agendas, forms, organizational charts, etc.; assumes responsibility for correctness of spelling, punctuation, format and grammar; distributes correspondence to appropriate parties.

Utilizes computerized data entry equipment and various word processing, spreadsheet and/or file maintenance programs to enter, store and/or retrieve information as requested or otherwise necessary.

Maintains office supply inventory, preparing requisitions and/or purchase orders as appropriate.

Assists with the NC Agriculture Cost Share Program (NCACSP), includes promotion and coordination of sign-up periods; assist in preparation of agreements, plans of operation and requests for payment forms, and strategy plans; accounting and monitoring of funds; completion of related reports to the Division of Soil and Water Conservation.

Accurately maintain financial records of the board of supervisors which includes preparing financial reports, preparing internal audit at end of fiscal year; and any other required financial reports.

Keeps supervisors informed of upcoming events, meetings, issues, deadlines or any other requirements imposed by the NC Soil and Water Conservation Commission, the NC Association of Soil & Water Conservation Districts, Area 5 Association of SWCD's, USDA Natural Resources Conservation Service, Division of Soil and Water Conservation and the county of Currituck. Assist supervisors with preparation of Conservation Farm Family award, Conservation Teacher of the Year award.

~~Organizes land disturbance permits (LDP), a~~ Administers local Farmland Preservation Program (FPP), Beaver Management Program, Community Conservation Assistance Program, local clearing & snagging projects, and manages small service district contracts. Also serves as clerk to Agricultural Advisory Board and Stormwater Advisory Board.



Collects and prepares data reports; receives receipts and accounts for fees; maintains District checkbook, prepares travel and expense vouchers for supervisors and forwards to Division of Soil and Water Conservation for reimbursement.

Maintains constant public relations and education efforts to promote conservation of natural resources for public benefit and district visibility. Serves on planning committees as appropriate.

Sorts and distributes incoming mail; signs for deliveries; processes outgoing mail; maintains mailing list.

Answers telephones, receiving inquiries and providing information or referring callers to appropriate personnel; records and relays messages, as appropriate.

Participates in District, Area and State Soil and Water Conservation and USDA NRCS meetings.

Understand the relationship between county committees, districts, area and state association, the Soil and Water Conservation Commission, Division of Soil & Water Conservation, USDA Natural Resources Conservation Service (NRCS) and other conservation partners.

Distribute soil surveys and other conservation publications on request. Knowledge of flood plain maps, topographical maps, aerial photography, soil survey, etc and assist with requests from customers for this information.

Establishes and maintains a variety of tangible files, filing and retrieving materials as requested or as otherwise necessary.

Drafts and revises news articles for print; editor of the District newsletter "Northeastern"; photographs activities.

Coordinates and performs educational programs within schools. Gives presentation on natural resource conservation topics to local schools and others as requested in conjunction with annual contests, environmental field days, etc. Promote Coastal and State Envirothon to local middle and high schools. Secure students to attend resource conservation workshop, complete necessary paperwork.

### **ADDITIONAL JOB FUNCTIONS**

Performs duties as assigned by the County Manager or his designees during a State of Emergency or other disaster.

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

High school diploma or equivalent, supplemented by college-level course work in secretarial sciences, and two to three years of experience in secretarial or clerical work; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, calculators, copiers, facsimile machines, dictation recorders, etc. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant

degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) or data, people or things.

**Interpersonal Communications:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving assignments and/or directions from superiors.

**Language Ability:** Requires the ability to read a variety of reports, correspondence, invoices, checks, forms, procedural manuals, etc. Requires the ability to prepare a variety of correspondence, reports, forms, charts, etc. Must be able to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, such as keyboards, control knobs, toggle switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Personal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear). Requires the ability to communicate via telephone.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of Soil Conservation Department's operations, programs and policies.

Considerable knowledge of modern office practices and procedures.

Considerable knowledge of arithmetic, grammar, spelling, and vocabulary.

General knowledge of U.S. Postal Service regulations.

Skill in the operation of common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to make routine administrative decisions independently in accordance with laws, regulations, and County policies and procedures, and to solve problems and answer questions.

Ability to develop and modify work procedures, methods and processes to improve efficiency.

Ability to communicate effectively orally and in writing.

Ability to exercise considerable tact and courtesy in frequent contact with public officials and the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

ED: 08/21/2017 (REV BOC)

## CURRITUCK COUNTY JOB DESCRIPTION

### JOB TITLE: ENGINEER TECHNICIAN

#### ENGINEERING DIVISION

#### PUBLIC ~~WORKS~~ SERVICES DEPARTMENT

#### GENERAL STATEMENT OF JOB

Engineer Technician is responsible for assisting the Public Services Director/County Engineer and the Assistant Public Services Director/Assistant County Engineer in providing professional engineering services to the County. This position provides engineering services to the County within the Department of Public ~~Works~~ Services under the supervision of the Assistant Public Services Director/Assistant County Engineer.

#### SPECIFIC DUTIES AND RESPONSIBILITIES

##### ESSENTIAL JOB FUNCTIONS

Maintains communication with other departments and Public Services Director/County Engineer and the Assistant Public Services Director/Assistant County Engineer to exchange information relating to planning, engineering and construction of county projects.

Assists the Public Services Director/County Engineer and the Assistant Public Services Director/Assistant County Engineer related to the planning, administration, and timely completion of approved construction projects, programs, and rehabilitations.

Assists with oversight of the concept, design, revision, and construction of various County related capital improvement and replacement projects to include water and sanitary sewer infrastructure, drainage structures, and other County facilities as required.

Enforces and administers Federal, State, and Local rules, regulations, and ordinances related to construction contracting and public health and safety.

Assists with the planning, development, and administration of internal policies and procedures as they relate to the County's stormwater, water and wastewater systems.

Assists with preparation of scope of work and Request for Proposals (RFP) for various professional services required for County projects.

Helps coordinate the selection, negotiation, progress evaluation, and payment of professional consultants and other construction and engineering services.

Analyzes and compiles construction cost estimates, proposals, quotations, and bids for County projects.

Reviews and approves subdivision and land development plans for compliance with regulations and sound engineering practices related to design of water, wastewater, and stormwater systems as required.

Reviews, approves and inspects private road construction for subdivision and site plans.

Reviews and approves Culvert Certification Waivers, Land Disturbance Permits and Topographic Certifications as required for site development.

Reviews Floodplain Development Permits and plans as needed.

### **ADDITIONAL JOB FUNCTIONS**

Serve as a member of the County's Technical Review Committee.

Provides technical assistance to the Public Services Director/County Engineer and the Assistant Public Services Director/Assistant County Engineer in the design and implementation of County projects.

Provides cordial, responsive and accurate customer service in both written and/or verbal formats.

Maintain collaborative working relationships with those contacted in the course of work activities.

Have the ability to read, analyze, and interpret governmental regulations and procedures.

Have the ability to prepare reports and business correspondence.

Have the ability to effectively present information and respond to questions from individual or groups of clients and the general public.

Have the ability to review and interpret construction drawings and specifications.

Perform and interpret various hydraulic and stormwater computer software packages.

Have the ability to use computer-aided design and drafting programs.

Perform office administrative duties as assigned.

### **MINIMUM TRAINING AND REQUIREMENTS**

#### **EDUCATION AND EXPERIENCE**

Bachelor of Science degree in Engineering Technology, and experience in surveying, drafting and construction project management; or an Associate of Science degree in Engineering Technology and 5 years experience in surveying, drafting and construction project management.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the principals and practices of civil engineering as applied to the development and construction of public works and public utilities projects; thorough knowledge of the principals and practices of urban planning; ability to plan and direct the work of subordinates, ability to plan projects and prepare cost estimates and specifications; ability to maintain effective working relationships with County officials, employees, contractors, and the general public; ability to effectively communicate complete ideas, orally and in writing.

#### **SPECIAL REQUIREMENTS**

Possession of a valid North Carolina Drivers License.

#### **WORKING CONDITIONS**

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, and repetitive motions.

Vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to



perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or make fine distinctions in sound.

Visual acuity is required for visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

Subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, and atmospheric conditions.



## CURRITUCK COUNTY JOB DESCRIPTION

### JOB TITLE: EVIDENCE TECHNICIAN CURRITUCK COUNTY SHERIFF'S OFFICE

#### **JOB DESCRIPTION:**

This position performs intermediate skilled work requiring the application of laws and statutes pertaining to the care, custody, and control of criminal evidence inventory. Work is performed under general supervision. This position is a non-sworn civilian position.

#### **POSITION RESPONSIBILITIES:**

- Maintains evidence records and release records for the evidence section; packages the evidence for storage or processing; maintains evidence in a secure manner.
- Tracks the movement of and maintains chain of custody documentation for all property and evidence.
- Assembles and organizes evidence or presentation in court; attends court and could present evidence and testimony.
- Coordinates the release, destruction and disposal of adjudicated property and evidence as authorized; releases items to the rightful owner; prepares associated reports; assists in preparing the release of unclaimed and/or seized items for auction.
- Assists with conducting destruction of seized non-returnable evidence, contraband, and unclaimed property; assists with the disposal of hazardous, including bio-hazardous material and waste.
- Drives vehicles to assist with drop off and pick up of evidence as needed; transports property and evidence to laboratories for scientific analysis.
- Enters and retrieves data; maintains records systems on evidence and property; prepares a variety of correspondence, reports and records.
- Performs related tasks as required

#### **QUALIFICATIONS:**

Considerable knowledge of the principles and practice of inventory control and record keeping. General knowledge of the organization and operations of the criminal court system. General knowledge of workplace safety practices and procedures, including applicable state or federal Occupational Safety and Health Administration and hazardous material disposal regulations. General knowledge of OSHA blood-borne pathogens standards. General knowledge of modern law enforcement practices, procedures and investigation techniques. General knowledge of modern office practices and procedures. General knowledge of the use and application of the Division of Criminal Information and National Crime Information Center databases. Ability to use popular computer-driven word processing, spreadsheet, database and file maintenance programs. Ability to maintain a comprehensive inventory and custody control program. Ability to apply the interpretation of laws, rules, regulations, protocols, policies and procedures to specific situations. Ability to prepare clear and concise reports. Ability to present court testimony effectively. Ability to exercise tact, courtesy, and firmness in frequent contact with the general public. Ability to follow oral and written instructions. Ability to effectively communicate verbally and in writing. Ability to maintain a neat and orderly work environment. Ability to attend and participate in training sessions related to the area of evidence management, law enforcement related procedures and professional development. Ability to establish and maintain effective

working relationships as necessitated by work assignments. Ability to lift items, often of significant bulk and/or weight, during the handling of items.

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS:**

Graduation from high school and some experience in inventory control and clerical work; and/o any equivalent combination of training and experience required to perform the essential position functions.

Requires a valid driver's license and a driving record that is valid and in compliance with the State of North Carolina.

Must be able to obtain certification in the Operation of the Division of Criminal Information Network by the North Carolina State Bureau of Investigation within one year of hire date.

Must be able to pass a rigorous background check which includes drug screening and voice stress test.

## **CURRITUCK COUNTY JOB DESCRIPTION**

### **JOB TITLE: LINE MAINTENANCE MECHANIC**

#### **WATER AND WASTEWATER DIVISIONS**

#### **PUBLIC SERVICES DEPARTMENT**

#### **GENERAL STATEMENT OF DUTIES**

Performs responsible semi-skilled and skilled work in the installation, replacement, repair and maintenance of water and sewer lines, and appurtenances.

#### **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class performs a variety of skilled work as a member of a crew engaged in the construction, installation and repair of water and sewer lines. Work involves operating construction equipment and participating in the installation, replacement and repair of water and sewer pipes to specific grade and depth, and back filling and compacting the site. Work also includes making taps to water and sewer mains, installing hydrants, meters, and valves, and making repairs to the water and sewer system. Work requires operation of backhoes and other heavy equipment in tight spaces, around parked cars and overhead and underground utilities. Employees are subject working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as loud noises, vibration, moving mechanical parts, electrical current, chemicals, fumes, odors, dusts, mists, gases, poor ventilation, and oils. Work is also subject to the final standards of OSHA on blood borne pathogens. Employees are also subject to on-call and call-back work. Work is performed under regular supervision and is evaluated through observation and inspection for adherence to instructions and standard trade and safety practices.

#### **DUTIES AND RESPONSIBILITIES**

#### **ESSENTIAL DUTIES AND TASKS**

Operates heavy construction equipment requiring skill and care around parked cars and overhead and/or underground utility lines; operates front end loader, dump trucks, jackhammers, tampers, pipe threading machines, tapping machines, trenchers, air compressors, and boring machines.

Locates and marks water lines in different locations in the county.

Performs hydrant and valve exercising; paints hydrants; mows and trims around hydrants and other utility facilities.

Performs work order tasks including inspecting meters for leaks; connect and disconnect water service for moving or non paying customers; flushes hydrants to insure water is fresh.

Operates tapping machine to make water and sewer taps and service connections.

Lays water and sewer pipes; repairs and replaces sewer and water lines and related facilities.

Installs, services and tests water meters and meter yokes.

Installs hydrants, meters, valves, clamps, and related pipeline apparatus; sets meter boxes; repairs and replaces fire hydrants.

Maintains assigned truck properly stocked and in proper operating condition.

Keeps customers informed when water service is turned off for repairs.



Assists with inspection and repair of pumping stations, reading water meters, and other related tasks.

Works with other departments and staff in collaborative effort to manage storm water and help prevent flooding.

Duties may also expose the employees to human body fluids and thus the work is subject to the OSHA requirements on blood borne pathogens. Must follow rules, methods and safe handling in connections with blood borne pathogens.

### **ADDITIONAL JOB DUTIES**

Completes assigned work by the ~~Public Utilities Director~~ Water Distribution Supervisor or their designee. Performs other related tasks as required.

### **KNOWLEDGES, SKILLS, AND ABILITIES**

Considerable knowledge of the tools, materials and equipment used in the installation, replacement, maintenance and repair of utility lines.

Considerable knowledge of a variety of maintenance and manual methods and tasks involved in the installation, maintenance, repair and replacement of utility lines and appurtenances.

Considerable knowledge of the use of common hand and power tools.

Considerable knowledge of the safe use and operation and preventive maintenance of common automotive and mechanical equipment.

Some knowledge of the operating requirements of sewer lift stations and water pumping stations.  
Some knowledge of the water service policies and procedures.

Skill in the operation of a backhoe and other heavy construction equipment.

Ability to establish and maintain effective working relationships with supervisors, co-workers and the public.

Ability to read utility line maps and operation and service manuals and to understand and follow oral and written instructions.

### **PHYSICAL REQUIREMENTS**

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, feeling, talking, hearing, and repetitive motions.

Must be able to perform very heavy work exerting up to 100 pounds of force occasionally; 50 pounds of force frequently; and 20 pounds constantly.

Must possess the visual acuity to operate mobile equipment such as loaders in a safe manner to fit pipes and other parts, read gauges, and make written records.

### **DESIRABLE EDUCATION AND EXPERIENCE**

Graduation from high school and considerable experience in construction-related utility work, including considerable experience in water distribution and/or sewer collection system maintenance involving the operation of back hoes and excavators; or an equivalent combination of education and experience.

**SPECIAL REQUIREMENTS**

Possession of valid North Carolina commercial driver's license.

ED: 06/20/2016 (REV BOC)  
ED: 08/21/2017 (REV BOC)

## CURRITUCK COUNTY JOB DESCRIPTION

**JOB TITLE: LINEMAN**

**AIRPORT DIVISION**

**PUBLIC SERVICES DEPARTMENT**

### **GENERAL STATEMENT OF JOB**

Under general supervision, monitors airport facilities, directs and welcomes travelers, fuels aircraft, enforces airport security and performs general maintenance activities. Operates light machinery and equipment. Cleans, repairs and maintains airport terminal, grounds, restroom facilities, equipment. Reports to the Airport Manager, Business Development and Airport Operations.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

Monitor airport terminal activities.

Provide guidance and support to travelers.

Assists patrons in fueling aircraft.

Receives payment for fuel and other purchased items.

Mows and trims grass with power mowers and string trimmers; prunes shrubbery; picking up debris and depositing in proper receptacle; monitors conditions of airport and provides support as necessary.

Performs preventive maintenance and minor repairs.

Cleans and sanitizes restroom facilities, maintains and repairs airport equipment, buildings and facilities.

Removes trash from containers.

Enforces airport ordinances and ensures airport upkeep.

Inspect and maintain equipment to a satisfactory and safe condition.

Restocks supplies in airport facility restrooms.

Orders supplies as necessary to complete required tasks.

Duties may also expose the employees to human body fluids and thus the work is subject to the OSHA requirements on blood borne pathogens. Must follow rules, methods and safe handling in connections with blood borne pathogens.

### **ADDITIONAL JOB FUNCTIONS**

Completes assigned work by the Airport Operations Manager. Performs related work as required.

Performs duties as assigned by the County Manager or his designees during a State of Emergency or other disaster.

Performs other work as required.

Attachment: Lineman - Airport 8 21 2017 (Job Description Revisions-Various)

### **MINIMUM TRAINING AND EXPERIENCE**

High school diploma or equivalent with two to three years experience in airport operational work, maintenance or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. Ability to obtain special certifications for fuel aviation.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery, equipment and tools including, but not limited to computer, lawnmowers, string trimmers, hand tools, etc. Must be physically able to operate motor vehicles, lawn mowers. Must be able to exert up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or a negligible amount constantly to move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body. Physical demand requirements are those for Light to Medium Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communications:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants. Includes receiving instructions, assignments or directions from superiors.

**Language Ability:** Requires the ability to speak to people with voice control and confidence. Requires the ability to prepare correspondence and reports using prescribed formats.

**Intelligence:** Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written directions. Must be able to communicate effectively and efficiently in standard English.

**Numerical Aptitude:** Requires the ability to utilize basic mathematical functions, i.e., to add and subtract.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment and various tools.

**Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment and various tools. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

**Physical Communication:** Requires the ability to talk and hear. i.e., Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear. Must be able to communicate via a telephone and a mobile radio.

**KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of modern techniques and methods used in the operation of an airport facility, landscaping and grounds maintenance operations.

Ability to operate and maintain motorized machinery and equipment used in grounds preparation and maintenance.

Ability to understand and learn the occupational hazards and proper safety precautions to be taken in maintenance work.

Ability to perform strenuous work under varying weather conditions.

Ability to understand and follow oral and written instructions.

Ability to plan, direct and coordinate the work of subordinates.

Ability to express ideas effectively, orally and in writing.

Ability to exercise tact and courtesy in contact with the general public, State and local officials.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability to exercise considerable initiative and independent judgment in applying standards to a variety of work situations.



## CURRITUCK COUNTY JOB DESCRIPTION

### JOB TITLE: MAINTENANCE/REPAIR WORKER

#### PUBLIC WORKS DIVISION

#### PUBLIC SERVICES DEPARTMENT

#### GENERAL STATEMENT OF JOB

Under general supervision, maintains County grounds and buildings by making electrical, mechanical, and plumbing repairs as needed. Work involves operating light machinery and equipment. Employee is responsible for servicing and maintaining tractors, mowers and other equipment. Reports to the Maintenance Supervisor.

#### SPECIFIC DUTIES AND RESPONSIBILITIES

##### ESSENTIAL JOB FUNCTIONS

Carry out work order requests while coordinating duties to correspond with other workers, batching work orders in geographic locations to the greatest extent possible.

Mows and trims grass with power mowers and string trimmers; prunes shrubbery; edges curbs and walkways; weeds flower beds; polices grounds, picking up debris and depositing in proper receptacle.

Performs preventive maintenance and minor repairs on tractors, mowers, vehicles, system components in buildings and other County owned equipment.

Makes electrical, mechanical, and plumbing repairs to keep County buildings in functional condition. Pressure washing buildings, carpentry work, painting and other trade work as necessary to keep County Buildings in top aesthetic condition.

Procures materials and supplies for building maintenance.

Empties trash containers at beach access locations, cleans beach access restroom facilities following in-season and out-of-season schedules.

Supervision of community service workers as assigned.

Work involves use of ladders, aerial lift devices, tractors, loaders, backhoes, dump trucks and trailers, chain saws, power tools, solvents, paints, cleaning compounds, epoxies and petroleum products and personal safety equipment.

Emergency cleanup and/or repairs may extend after hours.

Duties may also expose the employees to human body fluids and thus the work is subject to the OSHA requirements on blood borne pathogens. Must follow rules, methods and safe handling in connection with blood borne pathogens.

### **ADDITIONAL JOB FUNCTIONS**

Sets up voting election polling sites and Christmas decorations.

Works with various community groups performing such tasks as unloading food commodities and delivering food to distribution points.

Assumes duties of Custodian, as necessary, ensuring adherence to established policies, procedures and standards.

Performs duties as assigned by the County Manager or his designees during a State of Emergency or other disaster.

Performs other related work as required.

### **CUSTOMER SERVICE**

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with the employees of the unit, employees of other departments in the County, citizens and customers of the department. Service is provided in person, by telephone contact and electronic means.

### **MINIMUM TRAINING AND EXPERIENCE**

Graduation from high school and demonstrated ability to perform electrical, mechanical, and plumbing work; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

### **SPECIAL REQUIREMENT**

Possession of a valid North Carolina driver's license. North Carolina Commercial Driver's License preferred.

Certification in chain saw operation and maintenance required within two years of employment date.

Public Health Pesticide Applicator's License (mosquito control) and Turf & Ornamental Pesticide/Herbicide Applicator's License required within two years of employment date.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate motor vehicles, including tractors and mowers. Must be able to exert up to 75 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 25 pounds of force constantly to move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other part of body and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Physical demand requirements are those for Medium to Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

**Language Ability:** Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

**Verbal Aptitude:** Requires the ability to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using various landscape maintenance tools and equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, such as control knobs, toggle switches, and hand tools. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.)

### **KNOWLEDGE, SKILLS AND ABILITIES**

Working knowledge of the standard methods, materials and equipment employed in electrical, mechanical, and plumbing operations.

Ability to operate and maintain motorized machinery and equipment used in grounds preparation and maintenance.

Ability to understand and learn the occupational hazards and proper safety precautions to be taken in maintenance/repair work.

Ability to perform strenuous work under varying weather conditions.

Ability to understand and follow oral and written instructions.

Ability to exercise tact and courtesy in contact with the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

ED: 06/06/2016 (REV BOC)

ED: 08/21/2017 (REV BOC)

## CURRITUCK COUNTY JOB DESCRIPTION

### JOB TITLE: MAINTENANCE/REPAIR WORKER – ELECTRICIAN

#### PUBLIC WORKS DIVISION

#### PUBLIC SERVICES DEPARTMENT

#### GENERAL STATEMENT OF JOB

Under general supervision, maintains County grounds and buildings by making electrical, mechanical, and plumbing repairs as needed. Work involves operating light machinery and equipment. Employee is responsible for servicing and maintaining tractors, mowers and other equipment. Reports to the Maintenance Supervisor.

#### SPECIFIC DUTIES AND RESPONSIBILITIES

##### ESSENTIAL JOB FUNCTIONS

Responds to all electrical installation and repair needs in/on County owned/leased buildings and grounds.

Carry out work order requests while coordinating duties to correspond with other workers, batching work orders in geographic locations to the greatest extent possible.

Mows and trims grass with power mowers and string trimmers; prunes shrubbery; edges curbs and walkways; weeds flower beds; polices grounds, picking up debris and depositing in proper receptacle.

Performs preventive maintenance and minor repairs on tractors, mowers, vehicles, system components in buildings and other County owned equipment.

Make electrical, mechanical, and plumbing repairs to keep County buildings in functional condition. Pressure washing buildings, carpentry work, painting and other trade work as necessary to keep County Buildings in top aesthetic condition.

Procures materials and supplies for building maintenance.

Supervision of community service workers as assigned.

Work involves use of ladders, aerial lift devices, tractors, loaders, backhoes, dump trucks and trailers, chain saws, power tools, solvents, paints, cleaning compounds, epoxies and petroleum products and personal safety equipment.

Emergency cleanup and/or repairs may extend after hours.

Duties may also expose the employees to human body fluids and thus the work is subject to the OSHA requirements on blood borne pathogens. Must follow rules, methods and safe handling in connection with bloodborne pathogens.

Stays informed of trends and legislation regarding energy saving equipment and fixtures.

Maintains current knowledge of electrical building code.



### **ADDITIONAL JOB FUNCTIONS**

Set up voting election polling sites and Christmas decorations.

Work with various community groups performing such tasks as unloading food commodities and delivering food to distribution points.

Assumes duties of Custodian, as necessary, ensuring adherence to established policies, procedures and standards.

Performs duties as assigned by the County Manager or his designees during a State of Emergency or other disaster.

Performs other related work as required.

### **CUSTOMER SERVICE**

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with the employees of the unit, employees of other departments in the County, citizens and customers of the department. Service is provided in person, by telephone contact and electronic means.

### **MINIMUM TRAINING AND EXPERIENCE**

Graduation from high school and demonstrated ability to perform electrical, mechanical, and plumbing work; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Licensed electrician with five or more years of experience.

### **SPECIAL REQUIREMENT**

Possession of a valid North Carolina driver's license.

Possession and maintaining a valid NC Electrical Contractor License.

Certification in chain saw operation and maintenance is required within two years of employment date.

Public Health Pesticide Applicator's License (mosquito control) and Turf & Ornamental Pesticide/Herbicide Applicator's License is required within two years of employment date.

North Carolina Commercial Driver's License is required.

Aerial Lift Certification is preferred.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate motor vehicles, including tractors and mowers. Must be able to exert up to 75 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 25 pounds of force constantly to move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other part of body and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Physical demand requirements are those for Medium to Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

Language Ability: Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

Verbal Aptitude: Requires the ability to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using various landscape maintenance tools and equipment.

Manual Dexterity: Requires the ability to handle a variety of items, such as control knobs, toggle switches, and hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.)

### **KNOWLEDGE, SKILLS AND ABILITIES**

Working knowledge of the standard methods, materials and equipment employed in electrical, mechanical, and plumbing operations.

Ability to operate and maintain motorized machinery and equipment used in grounds preparation and maintenance.

Ability to understand and learn the occupational hazards and proper safety precautions to be taken in maintenance/repair work.

Ability to perform strenuous work under varying weather conditions.

Ability to understand and follow oral and written instructions.

Ability to exercise tact and courtesy in contact with the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

ED: 08/15/2016 (REV BOC)

ED: 08/21/2017 (REV BOC)

## **CURRITUCK COUNTY JOB DESCRIPTION**

### **JOB TITLE: MAINTENANCE SUPERVISOR**

#### **PUBLIC WORKS DIVISION**

#### **PUBLIC SERVICES DEPARTMENT**

#### **GENERAL STATEMENT OF JOB**

Under limited supervision, performs administrative and supervisory duties ensuring the maintenance of County buildings, grounds and facilities is complete. Work involves supervising and participating in the work of ~~departmental~~ division employees and community service workers engaged in the maintenance, repair and improvements of County building, facilities, and mosquito control equipment. Determines the nature and extent of maintenance and repair work to be performed and procures needed maintenance supplies and materials. Reports to the Building Superintendent/Director of Solid Waste.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Supervises activities of community service workers, ensuring adherence to established laws, regulations, policies and procedures; instructs crews on work prior to commencing projects;

Responsible for creating and following preventive maintenance schedules for buildings, systems and equipment; scheduling preventive maintenance and maintaining preventive maintenance records.

Supervises/participates in the maintenance of grounds around County buildings and facilities, including mowing and landscaping; operates large pieces of machinery

Supervises installation and modification work on County buildings; secures or arranges for availability of necessary work orders, materials, equipment, tools, parts, permits, etc.

Supervises or participates in maintenance and minor repair of department tools and equipment; ensuring that they are in working condition.

Supervises/participates in the painting of County buildings, patching of concrete, plaster, tile and other surfaces; supervises the work of employees in the building or repair of partitions, cabinets, tables, shelves, bookcases and doors.

May open and secure buildings at start and end of work day, respectively; may turn on and off lights at start and end of day, respectively, and adjust heating or air conditioning, as appropriate.

Duties may also expose the employees to human body fluids and thus the work is subject to the OSHA requirements on blood borne pathogens. Must follow rules, methods and safe handling in connections with blood borne pathogens.

##### **ADDITIONAL JOB FUNCTIONS**

Mosquito Control spraying as directed by Albemarle Regional Health Department.

Performs duties as assigned by the County Manager or his designees during a State of Emergency or other disaster.

Responds to after-hours calls for emergency repair work.

Performs other related work as required.

### **CUSTOMER SERVICE**

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with the employees of the unit, employees of other departments in the County, citizens and customers of the department. Service is provided in person or by phone contact.

### **MINIMUM TRAINING AND EXPERIENCE**

High school diploma or equivalent with vocational or technical school training in trades areas and a minimum of three to five years of experience in the maintenance trade fields with some supervisory experience; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. ~~N-C Driver's License.~~

### **SPECIAL REQUIREMENT**

Possession of a valid North Carolina commercial driver's license.

Certification in chain saw operation and maintenance required within two years of employment date.

Public Health Pesticide spraying license for Mosquito Control required within two years of employment date.

Turf and Ornamental pesticide/herbicide applicator's license required within two years of employment date.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of equipment and machinery including computers, typewriters, copiers, mechanics tools, carpentry tools, electrical tools, plumbing tools, shovels, rakes, etc. Must be able to operate motor vehicles, including light pickup and dump trucks. Must be able to exert up to 100 pounds of force occasionally, and/or up to 75 pounds of force frequently, and/or 25 pounds of force constantly to move objects. Requires the ability to climb and maneuver on ladders, scaffolding, and/or in tight spaces. Physical demand requirements are those for Medium to Heavy Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

**Language Ability:** Requires the ability to read correspondence, reports, work orders, bid proposals, balance sheets, invoices, logs, diagrams, blueprints, schematics, etc. Requires the ability to prepare a variety of correspondence, reports, forms, budgets, diagrams, work orders, bid requests, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to groups of people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.



Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including governmental accounting, electrical and mechanical terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using hand and power tools.

Manual Dexterity: Requires the ability to handle a variety of items such as hand and power tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the operating principles and maintenance requirements of the mechanical and electrical installations on County property.

Thorough knowledge of the physical layout of County facilities.

Thorough knowledge of the occupational hazards of building trades work and the associated safety precautions.

Considerable knowledge of the practices, procedures, materials and equipment used in the plumbing, masonry, heating and air conditioning, carpentry, electrical, painting and landscape maintenance trades.

Considerable knowledge of the principles of supervision, organization and administration.

Skilled in the use of a variety of hand and power tools necessary to perform mechanical, carpentry, electrical, plumbing, landscape maintenance and allied building repairs and maintenance work.

Ability to plan and supervise the work of skilled and semi-skilled workers.

Ability to prepare simple blueprints, sketches and drawings.

Ability to read and interpret blueprints and specifications.

Ability to estimate maintenance and repair costs and to prepare specifications for new purchases of equipment and supplies.

Ability to prepare clear, concise, and detailed reports on maintenance operations and safety inspections.

Ability to communicate effectively orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

ED: 06/06/2016 (REV BOC)  
ED: 08/21/2017 (REV BOC)

## CURRITUCK COUNTY JOB DESCRIPTION

### JOB TITLE: WATER METER READER

#### WATER DIVISION

#### PUBLIC SERVICES DEPARTMENT

#### GENERAL STATEMENT OF DUTIES

Collects field data from water meters.

#### DISTINGUISHING FEATURES OF THE CLASS

Employees in this class are responsible for reading water meters on an assigned route. Other tasks include connecting and disconnecting water service and answering customer questions. Work involves entering meter readings into hand held computers and/or downloading data from automatic meter readers (AMRs). Public contact is required in answering citizens' questions about meter readings, high usage or bills, leaks, etc. Employees are also subject to on-call and call-back work. Employees are subject to hazards of vicious animals and work must be performed in various kinds of weather. Work exposes the employee to inside and outside environments, extreme temperatures, and hazards found in meter reading duties. Work is performed under regular supervision and is evaluated on the basis of complaint activity, effectiveness of the meter maintenance program, and accuracy of readings taken and records made.

#### DUTIES AND RESPONSIBILITIES

##### ESSENTIAL DUTIES AND TASK

Reads water meters on assigned routes and records readings using hand held computer recording device, automatic meter reading equipment, and work orders.

Connects or disconnects service for new, moving or non-paying customers.

Explains meter readings to citizens; answers questions of a general nature on meter readings.

Distributes door hangers to warn customers of overdue accounts.

Inspects meters for damage or malfunctioning parts; cleans meters; clears mud debris and other matter from meter cases; performs preventive maintenance to valves and other fixtures; flushes lines.

Conducts special readings or re-readings; searches for leaks; connects or disconnects meters or water service; checks to see that meters are functioning properly and reports any defects not otherwise resolved.

Replaces meter boxes and lids; assists distribution crew with leak repairs.

Assists in the maintenance and cleaning of facilities and work areas.

Operates right hand vehicle or other vehicle; cleans and performs minor maintenance to assigned vehicle. Completes assigned work by the Public Utilities Director Water Superintendent or their designee. ~~Reports to the Customer Service Clerk Supervisor.~~

Duties may also expose the employees to human body fluids and thus the work is subject to the OSHA requirements on blood borne pathogens. Must follow rules, methods and safe handling in connections with

blood borne pathogens.

### **ADDITIONAL JOB DUTIES**

Performs related duties as required.

### **RECRUITMENT AND SELECTION GUIDELINES**

#### **Knowledges, Skills, and Abilities**

Working knowledge of street layout and meter locations.

Working knowledge of the functional operation of meters.

Working knowledge of utility service policies.

Ability to use automated hand held meter reading devices.

Ability to deal courteously and effectively with the public.

Ability to work independently within a routine schedule and to walk to cover a route.

Ability to record meter readings accurately and input data correctly.

Ability to understand and follow oral and written instructions and perform mathematical calculations accurately.

### **PHYSICAL REQUIREMENTS**

Must be able to physically perform the basic life operational functions of balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions.

Must be able to perform medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift objects.

Must possess the visual acuity to work with data and figures and operate a motor vehicle, automatic meter reading equipment, and hand held meter reading device.

### **DESIRABLE EDUCATION AND EXPERIENCE**

Graduation from high school and ability to work with figures and data and work outside; or an equivalent combination of education and experience.

### **SPECIAL REQUIREMENT**

Possession of a valid North Carolina driver's license.

ED: 06/20/2016 (REV BOC)

ED: 08/21/2017 (REV BOC)

## CURRITUCK COUNTY JOB DESCRIPTION

### JOB TITLE: PUBLIC SERVICES DIRECTOR/COUNTY ENGINEER

#### PUBLIC WORKS

#### PUBLIC SERVICES DEPARTMENT

### GENERAL STATEMENT OF JOB

This position provides highly responsible, complex professional and administrative work in overseeing the planning, design, contract administration, and construction management of projects associated with County infrastructure and other ~~municipal~~ County facilities. Position also provides planning, organization, and direction for all public ~~utilities~~ services activities to include public health and safety issues, inquiries, and complaints as the relate to public water and wastewater services provided by the County. Position is responsible for providing construction, maintenance, and planning support and interaction to all County Departments, and a variety of teams, committees and boards, including the Board of Commissioners. This position is performed under limited supervision of the County Manager.

### SPECIFIC DUTIES AND RESPONSIBILITIES

#### ESSENTIAL JOB FUNCTIONS

Manages the Public ~~Works~~ Services Department related to the planning, administration, and timely completion of approved construction projects, programs, and rehabilitations.

Oversees the concept, design, revision, and construction of various County related capital improvement and replacement projects to include water and sanitary sewer infrastructure, drainage structures, and other ~~municipal~~ County facilities as required.

Enforces and administers Federal, State, and Local rules, regulations, and ordinances related to construction contracting and public health and safety.

Plans, develops, and administers internal policies and procedures as they relate to the County's water and wastewater systems.

Manages the database system to track and prepare reports for capital construction projects for the Public ~~Works~~ Services Department.

Plans, organizes and directs the work of the Public Services Department. Manages the hiring, promotion, training, discipline, evaluation and other personnel actions and decisions for the Department in consultation with the County Manager. ~~Recruits, trains, Supervises,~~ and appraises all department staff necessary for the quality and timely completion of County projects.

Researches and analyzes data and prepares management reports and recommendations on procedures related to construction contracts and consultant agreements in order to monitor and streamline the process.

Prepares and administers division budget with efficient and effective financial management.

Manages the maintenance of necessary records and preparation of required Federal and State reports. Recruits the services of consultants if necessary.

Prepares scope of work and Request for Proposals (RFP) for various professional services required for County projects.



Coordinates the selection, negotiation, progress evaluation, and payment of professional consultants and other construction and engineering services.

Analyzes and compiles construction cost estimates, proposals, quotations, and bids for County projects.

Reviews and approves subdivision and land development plans for compliance with regulations and sound engineering practices related to design of water, wastewater, and stormwater systems as required.

Reviews, approves and inspects private road construction for subdivision and site plans.

Reviews and approves Culvert Certification Waivers, Land Disturbance Permits and Topographic Certifications as required for site development.

Reviews Floodplain Development Permits and plans as needed.

### **ADDITIONAL JOB FUNCTIONS**

Represents the County on Public ~~Utilities~~ Services issues at Commissioner meetings.

Serves as a member of the County's Technical Review Committee.

Assists all departments by evaluating infrastructure failures, making recommendations for repair, and securing necessary Contractor(s) for making the repairs.

Provides technical advice to the County Manager and Board of Commissioners in the design and implementation of major infrastructure projects.

Performs other duties as assigned.

### **MINIMUM TRAINING AND REQUIREMENTS**

#### **EDUCATION AND EXPERIENCE**

Graduation from an accredited college or university with major work in civil engineering, management, or related field and extensive experience in municipal utilities construction and engineering, including supervision and administration. Requires four year degree in engineering.

~~Desired~~Required qualifications include registration as a Professional Engineer by the NC Board of Engineers and Land Surveyors and four years of civil or mechanical engineering experience.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the principals and practices of civil engineering as applied to the development and construction of public works and public utilities projects; thorough knowledge of the principals and practices of urban planning; ability to plan and direct the work of subordinates, ability to plan projects and prepare cost estimates and specifications; ability to maintain effective working relationships with County officials, employees, contractors, and the general public; ability to effectively communicate complete ideas, orally and in writing.

#### **SPECIAL REQUIREMENTS**

Possession of a valid North Carolina Drivers License.

**WORKING CONDITIONS**

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, and repetitive motions.

Vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or make fine distinctions in sound.

Visual acuity is required for visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

Subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, and atmospheric conditions.

ED: 08/21/2017 (REV BOC)

## CURRITUCK COUNTY JOB DESCRIPTION

### JOB TITLE: SOIL AND STORMWATER TECHNICIAN

### SOIL AND STORMWATER CONSERVATION DIVISION ~~DEPARTMENT~~

### PUBLIC ~~WORKS~~ SERVICES DEPARTMENT

### GENERAL STATEMENT OF JOB

The Soil and Stormwater Technician provides technical and administrative work in developing soil and water conservation plans within the Albemarle (Currituck) Soil and Water Conservation District under the supervision of the Currituck Soil and Water Supervisors and stormwater related services to the County within the ~~Department of Public Services Works Department~~ under the supervision of the Public Services Director/County Engineer.

### SPECIFIC DUTIES AND RESPONSIBILITIES

#### SOIL AND WATER CONSERVATION RELATED JOB FUNCTIONS

Advises County residents about conservation practices; contacts landowners interested in district programs, and advises of availability and needs for resource management systems, Cost Share Program planning for agricultural land and soil erosion control, water conservation problems and efforts to improve water quality, and mosquito control assistance; administers the USDA Farm Bill programs; interprets and explains local, state and federal rules and regulations; visits sites under consideration, examines runoff, erosion and other related conservation problems, determines need and feasibility of conservation practices, and recommends applicable systems.

Plans and lays out a wide variety of conservation practices, such as field borders, grassed waterways, pipe drops, open ditches, tile drainage, crop rotation, cover cropping, terraces, strip cropping, drainage systems, diversions, critical area treatment, grasslands establishment and maintenance, etc.; draws plan specifications and oversees implementation to ensure adherence to specifications.

Gather data and information necessary to develop conservation plans, including performing, gathering and analyzing soil information, plant identification and analysis, soil engineering studies, watershed surveys, animal waste management surveys, etc.

Makes follow-up contacts with landowners providing encouragement and technical assistance in the application and maintenance of conservation practices; prepares certification of program implementation as appropriate and necessary for payment; notifies supervisors when practices are being maintained.

Monitors watershed projects, plans for construction needs and advises landowners of identified maintenance needs.

Oversees hiring, evaluation training of staff; recommends discipline and dismissal of staff to the Public Services Director/Assistant County Engineer and County Manager.

Participates in annual natural resources "field day" programs for County students; assists in school science fairs.

Make oral presentations to civic, church, school, business and other groups, as appropriate, on various natural resources topics.

Maintains program manuals; maintains survey equipment; obtains vehicle maintenance.

Answers telephone and greets visitors, receiving inquiries and providing information based on considerable knowledge of Department programs and activities, or referring inquiries to appropriate personnel; distributes forms, soil sampling materials, applications, educational literature and guidelines, etc., as requested.

Provide a variety of assistance to supervisor in implementation of Department programs and activities.

Duties may also expose the employees to human body fluids and thus the work is subject to the OSHA requirements on blood borne pathogens. Must follow rules, methods and safe handling in connections with blood borne pathogens.

### **STORMWATER RELATED JOB FUNCTIONS**

Administer minor stormwater permits for the county as it relates to minor subdivisions, and lots with fill or additional impervious coverage.

Review subdivision and site plans for compliance with the County's UDO, Stormwater Manual and sound engineering practices related to design of stormwater systems. Perform and interpret various hydraulic and stormwater computer software programs.

Manage County Stormwater Districts including development of budgets and capital improvement plans, maintenance programs and working with Stormwater District advisory committees.

Review Culvert Certifications as required for site development.

Work with county residences and businesses to address individual stormwater concerns.

### **ADDITIONAL JOB FUNCTIONS**

Perform duties as assigned by the County Manager or his designees during a State of Emergency or other disaster.

Have the ability to read, analyze, and interpret governmental regulations and procedures.

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Associate's degree in soil and water conservation practices, agriculture, forestry, civil engineering or related field, and one to two years of experience in agriculture or soil and water conservation practices and a minimum of 2 years design experience in municipal stormwater systems and software or management of municipal stormwater systems; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

### **SPECIAL REQUIREMENTS**

Possess a valid North Carolina driver's license.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of applicable federal, state and local laws, and standard practices, methods and techniques of agriculture and agricultural and forestry operations.

Considerable knowledge of planning and application of soil, water and related resource conservation and development practices.

General knowledge of the practices, principles and use of drafting, surveying and stormwater systems.

General knowledge of tools and supplies used in soil and water management.

Ability to use common office programs including word processing, spreadsheets, stormwater software and file maintenance programs.

Ability to understand drainage features and flow patterns of the county drainage ditches and watersheds.

Ability to recognize types of soil and to determine soil content and suitability for various uses.

Ability to compile data and maintain records, organize materials, and coordinate the paperwork for the North Carolina Agriculture Cost Share Program.

Ability to exercise considerable independent judgment in applying program standards in individual cases.

Ability to exercise considerable tact and courtesy in contact with landowners, land users and the general public.

Ability to perform rigorous outdoor work in various types of weather.

Ability to perform physical labor as necessitated by work assignments.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

#### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including computers, calculators, design instruments, laser-equipped transits, global-positioning equipment, soil augers, measuring chains, axes, saws, shovels, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Requires the ability to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Physical demand requirements are for Medium to Heavy Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

**Language Ability:** Requires the ability to read a variety of reports, correspondence, ordinances, maps, site plans, spreadsheets, engineering charts, surveys, guides, manuals, technical references, etc. Requires the ability to prepare correspondence, reports, contracts, forms, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical



instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including engineering and agricultural terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; calculate decimals and percentages; interpret graphs; perform calculations involving variables, formulas, square roots and polynomials; perform statistical calculations, which include frequency distributions, reliability and validity tests, correlation techniques, factor analysis and econometrics; perform algebraic operations.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment and surveying tools.

**Manual Dexterity:** Requires the ability to handle a variety of items, such as keyboards, control knobs, toggle switches, levers, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

ED: 8/3/2015

ED: 08/21/2017 (REV BOC)

## **CURRITUCK COUNTY JOB DESCRIPTION**

### **JOB TITLE: Video Production Specialist**

#### **GENERAL STATEMENT OF JOB**

Under general direction and limited supervision, plans and facilitates studio and field-based video production work, including the planning, filming, editing, sound mixing, graphic design and compression output and distribution of a wide range of products, and performs other related duties as assigned. Reports to Tourism Director.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

- Coordinates all stages of video production: interacting with the public, set-up, scripting, storyboarding, scheduling, shooting, developing graphics, editing and follow-up.
- Possesses knowledge of the use and operation of video and audio equipment needed for video production.
- Produces a variety of video products for broadcasting, compression output, webcasting, video streaming, and digital distribution.
- Provides limited troubleshooting and maintenance of field production equipment.
- Plans and performs video post-production tasks which includes reviewing footage, making editorial decisions, video transcoding, rough cuts, audio adjustment, color correction, and final editing using Adobe Premiere.
- Utilizes computer graphics and special effects for video post-production in accordance with the overall production concepts.
- Compresses video projects for output.
- Captures recorded video using software and encode media as appropriate.
- Creates video products available in a variety of formats including DVDs or streaming media files.
- Publishes, organizes, and optimizes media on third party websites such as YouTube, Facebook Twitter, and other social media platforms.
- Operates and maintains a variety of digital video cameras and video editing equipment.
- Works with talent to be comfortable in front of the camera.
- Performs basic repairs on video/photo equipment.
- Researches solutions and makes technical decisions.
- Meets deadlines and manage multiple priorities.
- Researches and remains current on the developments and applications of state of the art video production technology.

#### **ADDITIONAL JOB FUNCTIONS**

Performs duties as assigned by the Tourism Director, County Manager or his designees during a State of Emergency or other disaster, and performs other related work as required or assigned.

#### **MINIMUM TRAINING AND EXPERIENCE**

Prefer a Bachelor's Degree in telecommunication or video production or any equivalent combination of education, experience and/or training which demonstrates the ability to perform the duties and responsibilities as described.

Progressively responsible experience in a professional video editing/producing environment demonstrating competence in all areas of video production.

### **SPECIAL REQUIREMENTS**

Possession of a valid North Carolina driver's license.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the principles, methods, and theory of media communication, professional video production procedures including practices, techniques, and terminology;
- Knowledge of the cinematography principles of analog and digital video capture
- Understanding of current video/photo formats, codecs, project based file management, and Adobe Creative Suite video editing software;
- Knowledge of the proper handling and troubleshooting of video production and post-production equipment and safety practices related to video production.
- Considerable knowledge of the individual programs within the Adobe Creative Suite as well as Microsoft Office applications (Word, Excel, PowerPoint, etc.).
- Knowledge of general management and business organization principles and practices.
- Knowledge of graphic file formats and production tools.
- Ability to exercise considerable independent judgment and discretion in establishing, applying and interpreting policies and procedures.
- Ability to effectively express ideas orally and in writing.
- Ability to exercise tact and courtesy when in contact the general public.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Skill in the operation of computers and other standard office equipment.
- Skill in planning, organization, and decision making.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, copiers, calculators, facsimile machines, cameras, etc. Must be physically able to operate a motor vehicle. Requires the ability to exert up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to clients and supporting personnel.

**Language Ability:** Requires the ability to read a variety of reports and correspondence. Requires the ability to prepare a variety of correspondence, reports, forms, budgets, studies, projects, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical

instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including computer and audio/visual terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; calculate decimals and percentages; interpret graphs.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, such as keyboards, control knobs, toggle switches, levers, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

ED: 08/21/2017 (BOC)

## CURRITUCK COUNTY JOB DESCRIPTION

### JOB TITLE: VISITOR RELATIONS ~~ASSOCIATE~~ COORDINATOR (Temporary Position)

#### GENERAL STATEMENT OF JOB

Under limited supervision, serves as a Visitor Relations ~~Associate~~Coordinator at Currituck County visitor/welcome centers. Assists in promoting attractions and tourism-relations businesses in the area, and assists in the maintenance of a database of County resources. Helps with the tracking of mail, phone, and Internet inquiries, as well as walk-ins to the center. Position ~~as is~~ based at either the Currituck Outer Banks Visitor's Center, the Whalehead in Historic Corolla Park and or the Currituck County Welcome Center. Reports to the ~~center officer manager~~ Visitor Center Supervisor or Visitor Relations Specialist depending upon location.

#### SPECIFIC DUTIES AND RESPONSIBILITIES

##### ESSENTIAL JOB FUNCTIONS

- Provides customer service to visitors.
- Answers questions, provides brochures, and distributes other tourism-related information.
- Helps to ensure overall organization and cleanliness of the center, including public restrooms.
- Assists with keeping the center well maintained and stocked with brochures and other informational materials following the brochure distribution guidelines.
- Uses office equipment including copier, computer, fax and phones.
- Ships appropriate promotional materials to individuals and organizations as requested.
- Maintains a well-informed, working knowledge of the attractions and services available in the area to visitors.
- Ensures all inquiries from mail, walk-in, website, and telephone receive prompt and courteous responses.
- Assists with the organization of events and activities.
- Follows the guidelines included in the ~~center's~~ procedures manual.
- Maintains a cohesive working relationship with all other Department personnel to ensure a unified and effective promotional effort.
- Performs duties relating to processing mail.
- Other duties assigned by the ~~office manager~~ Visitor Relations Specialist, Visitor Center Supervisor, Director of Travel & Tourism, and County Manager.

##### ADDITIONAL JOB FUNCTIONS

Performs duties as assigned by the immediate supervisor, Director of Travel & Tourism and County Manager during a State of Emergency or other disaster.



## **VISITOR RELATIONS ASSOCIATE COORDINATOR**

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires any combination of education and experience equivalent to graduation from high school and at least two years work experience in customer which provides the required knowledge, skills and abilities. Prefer applicants with experience at a visitors' center, government agency, marketing firm, or other tourism-related industry.

### **SPECIAL REQUIREMENT**

Possession of a valid North Carolina driver's license. ~~Typing proficiency: 30 wpm.~~

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, copiers, calculators, facsimile machines, cameras, etc. Must be physically able to operate a motor vehicle. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Must be able to lift up to 40 lbs. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to clients and supporting personnel.

**Language Ability:** Requires the ability to read a variety of reports, correspondence. Requires the ability to prepare a variety of correspondence, reports, forms, budgets, studies, projects, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including accounting, engineering, legal, and marketing terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; calculate decimals and percentages; interpret graphs.

### **VISITOR RELATIONS ASSOCIATE COORDINATOR**

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, such as keyboards, control knobs, toggle switches, levers, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of the available resources and geography of the County.

Considerable knowledge of ethical guidelines applicable to the position as outlined by professional standards and/or federal, state and local laws, rules and regulations.

Ability to use common office machines, including computers and copiers.

Ability to exercise considerable independent judgment and discretion in establishing, applying and interpreting policies and procedures.

Ability to effectively express ideas orally and in writing.

Ability to exercise tact, courtesy and firmness when in contact the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

ED: 08/21/2017 (REV BOC)

## **CURRITUCK COUNTY JOB DESCRIPTION**

### **JOB TITLE: VISITOR RELATIONS SPECIALIST**

#### **GENERAL STATEMENT OF JOB**

Under limited supervision, provides public relations and customer service to visitors, residents, and businesses. Responsible for the scheduling of part-time staff at Corolla Visitor Center and scheduling bus tours. Oversees office and mail operations of Corolla Visitor Center. Responsible for retail merchandise and maintaining retail center, including the ordering, maintenance and reporting of merchandise and sales. Assists with Corolla Visitor Center tours when needed. Position is based at the Corolla Visitor Center in Corolla. Reports to the Visitor Center Supervisor.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

- Completes monthly scheduling of part-time associates to ensure staff coverage during open hours at Corolla Visitor Center.
- Oversees visitor center office operations including mail fulfillment, evaluations of part-time staff, purchase of office equipment, and other supervisory tasks as it pertains to part-time staff.
- Ensures overall organization and cleanliness of the center and maintains the center's facility use policy manual.
- Trains new associates on Corolla Visitor Center, general area, restaurants and other services and attractions available to visitors in Corolla and the Mainland.
- Ensures coverage for all associates that cannot work assigned shift.
- May take calls from security agency when an alarm is triggered and return to Corolla Visitor Center to check on alarm status and to reset the alarm.
- Reports maintenance issues at the Center and follows up on reported issues.
- Assists visitors, answers questions and provides information on the area. Maintains a well-informed, working knowledge of the attractions and services available in the area to visitors.
- Maintains spreadsheet for all website requests for printed materials and emails spreadsheet to the Public Relations Coordinator on bi-weekly basis.
- Maintains merchandise inventory and reports for merchandise sales.
- Makes daily bank deposits for merchandise sales.
- Maintains correct amount of cash in the POS.
- Sends all paperwork and reports on merchandise sales to the Currituck County Finance Department.
- Gathers information for Purchase Orders and generates County sales/retail contracts for submission and review by Visitor Center Supervisor.

- Ensures the Visitors' Center is well maintained and stocked with brochures and other informational materials following the brochure distribution policy; and provides local businesses with current printed materials.
- Mails appropriate promotional material to individuals and organizations as requested.
- Ensures all inquiries from mail, walk-in, website, and telephone receive prompt and courteous responses.
- Assists with the organization of events and activities.
- Maintains statistics; creates various reports as requested.
- Maintains Corolla Visitor Center procedures manual.
- Maintains a cohesive working relationship with all other Department personnel to ensure a unified and effective promotional effort.

#### **ADDITIONAL JOB FUNCTIONS**

Performs duties as assigned by the Visitor Center Supervisor, Travel & Tourism Director during a State of Emergency or other disaster.

Performs other related work as required.

#### **MINIMUM TRAINING AND EXPERIENCE**

Requires any combination of education and experience equivalent to graduation from high school and at least two years work experience which provides the required knowledge, skills and abilities. Prefer applicants with experience at a visitors' center, government agency, marketing firm, or other tourism-related industry.

#### **SPECIAL REQUIREMENT**

Possession of a valid North Carolina driver's license.

#### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, copiers, calculators, facsimile machines, cameras, etc. Must be physically able to operate a motor vehicle. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to clients and supporting personnel.

**Language Ability:** Requires the ability to read a variety of reports, correspondence. Requires the ability to prepare a variety of correspondence, reports, forms, budgets, studies, projects, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including accounting, engineering, legal, and marketing terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; calculate decimals and percentages; interpret graphs.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, such as keyboards, control knobs, toggle switches, levers, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Working knowledge of the methods and techniques used in marketing and promotion for travel and tourism.

Considerable knowledge of the available resources of the County.

Considerable knowledge of general management and business organization principles and practices.

Considerable knowledge of County geography.



Considerable knowledge of ethical guidelines applicable to the position as outlined by professional standards and/or federal, state and local laws, rules and regulations.

Ability to use common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to exercise considerable independent judgment and discretion in establishing, applying and interpreting policies and procedures.

Ability to effectively express ideas orally and in writing.

Ability to exercise tact, courtesy and firmness when in contact the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

ED: 8/21/2017 (BOC)

**CURRITUCK COUNTY JOB DESCRIPTION****JOB TITLE: WASTEWATER ORC OPERATOR****WASTEWATER DIVISION****PUBLIC SERVICES DEPARTMENT****General Statement of Duties**

Performs difficult technical and administrative work planning and performing tasks necessary to provide wastewater treatment at multiple locations in the County.

**Distinguishing Features of the Class**

An employee in this class is accountable for providing and insuring environmental preservation in the collection, treatment and disposal of wastewater and in compliance with the County's NPDES permits. Work requires operating the plants, collecting and processing samples, and insuring proper maintenance of plants and related equipment resolving problems and handling requests for all systems and facilities. Work requires consultation with ~~engineering consultants~~ the Wastewater Supervisor/ORC in resolving technical problems and in planning expansions, extensions, and repairs. General administrative direction is received from the Wastewater Supervisor/ORC ~~Superintendent Public Utilities Director~~ concerning matters of policy, budget, long range plans, and work priorities. Work involving inside and outside environments. The employee is subject to extreme hot and cold weather, and exposed to various hazards such as loud noises, moving mechanical parts, electrical current, chemicals, fumes, odors, dusts, mists, poor ventilation, and oils. Work that brings the employee in contact with sewage may subject the employee to compliance with OSHA standards on blood borne pathogens. Work is evaluated through conferences and reports and the acceptance of the community for the overall effectiveness of the wastewater systems.

**Duties and Responsibilities****Essential Job Tasks**

Serves as ~~Back up Operator in Responsible Charge~~ of the County's wastewater systems involving multiple treatment processes including biological, subsurface, and spray field plants; prepares and reviews a wide variety of records and reports required for regulatory compliance; analyses system performance and makes adjustments based on flow and laboratory analysis results.

Makes regular inspections of plant operations noting volume, flow, and other parameters, taking samples, and observing the operations of machines and equipment.

Inspects irrigation field for proper maintenance; determines when irrigation operations are needed and when to waste sludge.

Takes samples and transports to state certified laboratories; performs some standardized laboratory analysis for process control.

~~Administers the Fats, Oils and Grease (FOG) program for the County including monthly inspections of restaurants and other facilities' grease traps.~~

Prepares monthly reports and submits to state and federal agencies as required.

Performs preventive maintenance to pumps, motors, and equipment at the plants; cleans lagoons, clarifiers, and bar screens; makes repairs to plant equipment as needed.

Reads various charts, graphs, gauges, and meters; computes from readings and records the sewer volume pumped.

~~Provides technical advice and guidance to County management regarding sewer utilities and services, ordinances, fees, policies, and related issues.~~

~~Participates with management in the planning for provision of wastewater services to the community; inspects wastewater operations, equipment and facilities to determine adequacy and effectiveness of the system.~~

~~Prepares and administers division budget; obtains quotes and requisitions equipment, materials, supplies, and chemicals.~~

Works with other departments and staff in collaborative effort to manage storm water and help prevent flooding.

~~Manages a variety of contracts including those for lagoon cleaning, grass mowing, laboratory analysis, pumping and hauling biosolids, and telemetry repair.~~

Duties may also expose the employees to human body fluids and thus the work is subject to the OSHA requirements on blood borne pathogens. Must follow rules, methods and safe handling in connections with blood borne pathogens.

#### Additional Job Duties

Completes assigned work by the ~~Public Utilities Director~~ Wastewater Superintendent Supervisor/ORC or their designee. Performs related work as required.

#### Recruitment and Selection Guidelines

##### Knowledges, Skills, and Abilities

Considerable knowledge of the principles and practices of municipal wastewater utilities administration, planning, and organization.

Considerable knowledge of the principles, methods, and administration of wastewater treatment and pumping operations.

Thorough knowledge of federal, state, and local laws, ordinances and regulations governing the operations of wastewater systems.

Considerable knowledge of mechanical, electrical and other repairs and maintenance requirements for a variety of wastewater treatment processes.

Considerable knowledge of standard laboratory methods for a wastewater treatment plant.

Working knowledge of the application of information technology to wastewater treatment operations, laboratory analysis, preventive maintenance programs and reporting.

~~Working knowledge of municipal budgeting and purchasing.~~

Working knowledge of civil engineering principles, practices, and procedures related to sewer utility.

Working knowledge of hazards and associated safety practices associated with the work including confined space entry and chemical safety.

Ability to conduct field inspections, read and interpret specifications, blueprints, and schematic drawings, and make recommendations to resolve construction, maintenance and design problems.

Ability to conduct standard laboratory analyses of wastewater.

Ability to research and prepare technical reports.

Ability to establish and maintain effective working relationships with town officials, other public officials,

employees, contractors, and the general public.

Ability to communicate effectively orally and in writing.

#### Physical Requirements

Must be able to perform the basic life functions of walking, standing, fingering, talking, climbing, balancing, stooping, kneeling, reaching, pushing, pulling, lifting, grasping, and hearing.

Must be able to perform medium work exerting up to 50 pounds of force occasionally; and/or up to 20 pounds of force frequently; and/or up to 10 pounds of force constantly to move objects.

Must possess visual acuity to inspect plans, designs, and written reports, prepare and analyze figures and data, read measuring devices, and operate a computer terminal.

#### Desirable Education and Experience

Graduation from high school supplemented by chemistry, biology, or mechanical maintenance course work, or ~~AS Associates Degree~~ from a community college with a degree in environmental sciences, or related field preferred, and considerable progressively responsible related experience in a wastewater plant; or an equivalent combination of education and experience.

#### Special Requirement

Prefer Possession of a valid North Carolina driver's license.

Prefer Possession of grade II wastewater treatment certification.

Prefer Possession of Spray Field Irrigation Operator certification.

Prefer Possession of Grade I collection system operation certification.

Prefer ~~require~~ possession of land application operator certification.

**CURRITUCK COUNTY JOB DESCRIPTION****JOB TITLE: PUBLIC UTILITIES WASTEWATER SUPERINTENDENT****WASTEWATER DIVISION****PUBLIC SERVICES DEPARTMENT****GENERAL STATEMENT OF DUTIES**

Performs difficult professional and managerial work planning, organizing and supervising the operations, maintenance, and laboratory analysis of wastewater treatment plants, ~~water treatment plants~~, and related laboratory facilities, and ~~the water distribution and sewer collection system construction, maintenance, and repair in a designated region of the County.~~

**DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class plans, organizes and directs the operations and maintenance of the ~~water treatment plants~~, wastewater treatment plants, ~~distribution and~~ collections systems, pumping stations, and related facilities and equipment ~~in a designated region of the County.~~ Work is performed in accordance with state and federal laws and regulations. Work involves responsibility for division staffing, budget development and administration, assistance with and advising management on long range planning for facilities and system capacity and technical compliance needs, establishing and maintaining records and reports necessary for full compliance with all regulations and for effective management decision-making, and insuring effective productivity of assigned personnel. Work involves considerable public contact, initiative and judgement. The employee may occasionally enter confined spaces and come in contact with other hazards. The employee may also be subject to the final OSHA standards on blood borne pathogens in coming in contact with wastewater samples. General administrative direction is received from the Public ~~Utilities Services~~ Director regarding matters of policy, budget, long range plans, personnel matters, and work priorities. Work is evaluated through conferences and reports for productivity, and compliance with required laws and regulations.

**DUTIES AND RESPONSIBILITIES****ESSENTIAL JOB TASKS**

Plans, organizes and directs the work of supervisors and employees engaged in plant operations, process control, laboratory analysis, ~~distribution and~~ collection system operations and maintenance, and preventive maintenance and repair.

Advises management and participates in planning for current and future capacity needs and plant and systems modifications for increased efficiency, capacity or regulatory compliance.

Supervises the hiring, promotion, training, discipline, evaluation, and other personnel actions and decisions for the ~~department~~ wastewater division; plans and implements safety programs including training, procedures, and equipment as necessary; provides performance coaching and evaluation for associates and supervisors.

Researches and recommends strategies for meeting new regulatory requirements; supervises and participates in the investigation, implementation, and administration of sludge disposal programs.

Establishes, maintains, and analyzes a variety of reports as required and as needed for effective management decision-making; directs the acquisition and usage of computer systems to enhance operations and record keeping.



Plans, organizes, supervises, and participates in the maintenance and repair of ~~water and sewer pumping stations, elevated storage tanks, and related facilities; supervises the installation of water taps and meters; water service connections and disconnections~~ supervises installation of sewer connections, and related utility customer response.

~~Oversees sampling and preparation of the annual water Consumer Confidence Report.~~

Requests division resources as part of annual budget process; reviews and submits budget requests of supervisors; controls allocated resources once approved.

Meets with, researches and addresses customer concerns and issues.

Supervises or prepare Standard Operating Procedures (SOP) manual for plant operations.

May participate in the planning, construction supervision, and oversee operations of storm water pumping.

May serve as Operator in Responsible Charge (ORC) of the ~~water~~ wastewater plant or ~~distribution and/or collection system.~~

Duties may also expose the employees to human body fluids and thus the work is subject to the OSHA requirements on blood borne pathogens. Must follow rules, methods and safe handling in connections with blood borne pathogens.

### **ADDITIONAL JOB DUTIES**

Completes assigned work by the Public ~~Utilities Services~~ Director or their designee. Performs related work as required.

### **RECRUITMENT AND SELECTION GUIDELINES**

#### **KNOWLEDGES, SKILL, AND ABILITIES**

Thorough knowledge of the principles and practices of ~~water and wastewater treatment, distribution and collection transmission lines, pumping stations, metering, and other utility systems appurtenances and the operations, maintenance, repair and monitoring requirements of the systems.~~

Thorough knowledge of the local, state, and federal laws and regulations relating to ~~water and wastewater treatment, distribution and collection.~~

Thorough knowledge of the budget, purchasing, and personnel policies and practices.

Thorough knowledge of effective management practices including staffing, motivation, communications, delegation, discipline, performance review, and other practices.

Considerable knowledge of the application of information technology to the work of the ~~department~~ wastewater division.

Skill in collaborative conflict resolution.

Working knowledge of the principles and practices of civil engineering and the County's engineering standards for the ~~water and sewer~~ utility.

Working knowledge of mechanical, electrical, and electronic trades as applied to wastewater treatment

facilities and equipment maintenance and repair.

Ability to analyze information and make effective decisions.

Ability to establish and maintain effective working relationships with county official, industrial officials, regulatory officials, contractors, other employees, and the general public.

Ability to prepare, present and interpret complex records and reports.

### **PHYSICAL REQUIREMENTS**

Must be able to perform the basic life functions of climbing, balancing, stooping, kneeling, crouching, reaching standing, walking, pushing, pulling, lifting, fingering, talking, hearing, and repetitive motions.

Must be able to perform medium work exerting up to 50 pounds of force occasionally; and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Must possess visual acuity necessary to inspect schematic drawings, prepare and analyze figures and data, perform extensive reading, and operate a computer terminal.

### **DESIRABLE EDUCATION AND EXPERIENCE**

Graduation from a community college with a degree in civil engineering, environmental sciences, or related field and considerable experience supervising ~~water and/or wastewater treatment or distribution~~ and collection systems; or an equivalent combination of education and experience.

### **SPECIAL REQUIREMENT**

Requires certifications at Grade A IV, Subsurface and Spray Irrigation for well-water wastewater treatment and/or and Grade IV certifications for distribution system or collection system operations by the State of North Carolina ~~or the ability to obtain within two years.~~

Possession of a valid North Carolina driver's license.

Special Note: This generic class description gives an overview of the job class, its essential job functions, and recommended job requirements. However, for each individual position assigned to this class, there is available a complete job questionnaire with a physical abilities checklist which can give further details about that one specific position. Those documents should be reviewed before initiating a selection process. They can provide additional detailed information on which to base various personnel actions and can assist management in making legal and defensible personnel decisions.

ED: 06/20/2016 (REV BOC)

ED: 08/07/2017 (REV BOC)

## **CURRITUCK COUNTY JOB DESCRIPTION**

### **JOB TITLE: WASTEWATER SUPERVISOR/ORC**

#### **WASTEWATER DIVISION**

#### **PUBLIC SERVICES DEPARTMENT**

### **GENERAL STATEMENT OF DUTIES**

Performs difficult technical and administrative work planning and performing tasks necessary to provide wastewater treatment at multiple locations in the County.

### **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class is accountable for providing and insuring environmental preservation in the collection, treatment and disposal of wastewater and in compliance with the County's NPDES permits. Work requires operating the plants, collecting and processing samples, and insuring proper maintenance of plants and related equipment resolving problems and handling requests for all systems and facilities. Work requires consultation with engineering consultants in resolving technical problems and in planning expansions, extensions, and repairs. General administrative direction is received from the Wastewater Superintendent concerning matters of policy, budget, long range plans, and work priorities. Work involving inside and outside environments. The employee is subject to extreme hot and cold weather, and exposed to various hazards such as loud noises, moving mechanical parts, electrical current, chemicals, fumes, odors, dusts, mists, poor ventilation, and oils. Work that brings the employee in contact with sewage may subject the employee to compliance with OSHA standards on blood borne pathogens. Work is evaluated through conferences and reports and the acceptance of the community for the overall effectiveness of the wastewater systems.

### **DUTIES AND RESPONSIBILITIES**

#### **ESSENTIAL JOB TASKS**

Serves as Operator in Responsible Charge of the County's wastewater systems involving multiple treatment processes including biological, subsurface, and spray field plants; prepares and reviews a wide variety of records and reports required for regulatory compliance; analyses system performance and makes adjustments based on flow and laboratory analysis results.

Makes regular inspections of plant operations noting volume, flow, and other parameters, taking samples, and observing the operations of machines and equipment.

Inspects irrigation field for proper maintenance; determines when irrigation operations are needed and when to waste sludge.

Takes samples and transports to state certified laboratories; performs some standardized laboratory analysis for process control.

Administers the Fats, Oils and Grease (FOG) program for the County including monthly inspections of restaurants and other facilities' grease traps.

Prepares monthly reports and submits to state and federal agencies as required.

Performs preventive maintenance to pumps, motors, and equipment at the plants; cleans lagoons, clarifiers,

and bar screens; makes repairs to plant equipment as needed.

Reads various charts, graphs, gauges, and meters; computes from readings and records the sewer volume pumped.

Provides technical advice and guidance to County management regarding sewer utilities and services, ordinances, fees, policies, and related issues.

Participates with management in the planning for provision of wastewater services to the community; inspects wastewater operations, equipment and facilities to determine adequacy and effectiveness of the system.

Prepares and administers division budget; obtains quotes and requisitions equipment, materials, supplies, and chemicals.

Works with other departments and staff in collaborative effort to manage storm water and help prevent flooding.

Manages a variety of contracts including those for lagoon cleaning, grass mowing, laboratory analysis, pumping and hauling biosolids, and telemetry repair.

#### **ADDITIONAL JOB DUTIES**

Completes assigned work by the Wastewater Superintendent or their designee. Performs related work as required.

#### **RECRUITMENT AND SELECTION GUIDELINES**

#### **KNOWLEDGES, SKILLS, AND ABILITIES**

Considerable knowledge of the principles and practices of municipal wastewater utilities administration, planning, and organization.

Considerable knowledge of the principles, methods, and administration of wastewater treatment and pumping operations.

Thorough knowledge of federal, state, and local laws, ordinances and regulations governing the operations of wastewater systems.

Considerable knowledge of mechanical, electrical and other repairs and maintenance requirements for a variety of wastewater treatment processes.

Considerable knowledge of standard laboratory methods for a wastewater treatment plant.

Working knowledge of the application of information technology to wastewater treatment operations, laboratory analysis, preventive maintenance programs and reporting.

Working knowledge of municipal budgeting and purchasing.

Working knowledge of civil engineering principles, practices, and procedures related to sewer utility.

Working knowledge of hazards and associated safety practices associated with the work including confined space entry and chemical safety.

Ability to conduct field inspections, read and interpret specifications, blueprints, and schematic drawings, and

make recommendations to resolve construction, maintenance and design problems.

Ability to conduct standard laboratory analyses of wastewater.

Ability to research and prepare technical reports.

Ability to establish and maintain effective working relationships with town officials, other public officials, employees, contractors, and the general public.

Ability to communicate effectively orally and in writing.

### **PHYSICAL REQUIREMENTS**

Must be able to perform the basic life functions of walking, standing, fingering, talking, climbing, balancing, stooping, kneeling, reaching, pushing, pulling, lifting, grasping, and hearing.

Must be able to perform medium work exerting up to 50 pounds of force occasionally; and/or up to 20 pounds of force frequently; and/or up to 10 pounds of force constantly to move objects.

Must possess visual acuity to inspect plans, designs, and written reports, prepare and analyze figures and data, read measuring devices, and operate a computer terminal.

### **DESIRABLE EDUCATION AND EXPERIENCE**

Graduation from high school supplemented by chemistry, biology, or mechanical maintenance course work, or AS from a community college with a degree in environmental sciences, or related field preferred, and considerable progressively responsible related experience in a wastewater plant; or an equivalent combination of education and experience.

### **SPECIAL REQUIREMENT**

Possession of a valid North Carolina driver's license.

Possession of Grade II wastewater treatment certification, with ability to obtain Grade IV within two years.

Possession of Spray Field Irrigation Operator certification.

Possession of Grade II collection system operation certification.

ED: 08/21/2017 (BOC)



## **CURRITUCK COUNTY JOB DESCRIPTION**

### **JOB TITLE: WATER DISTRIBUTION SYSTEM SUPERVISOR**

#### **WATER DIVISION**

#### **PUBLIC SERVICES DEPARTMENT**

#### **GENERAL STATEMENT OF DUTIES**

Performs responsible technical work supervising the County's water distribution system in an assigned area.

#### **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class supervises staff involved in the maintenance and repair of water lines and appurtenances and in providing field customer service to water customers, distribution sampling, and related tasks. Work involves responding to public complaints and issues; installation, maintenance and repair of water meters, lines, services, hydrants, valves, pumping stations, elevated water tanks, etc., and maintaining records of materials and work schedule and quality. Other tasks include supervising and participating in repairing water leaks, testing meters, and locating lines for other contractors. Work subjects the employee to environmental conditions, extreme temperatures, construction noise and hazards. The employee's performance is evaluated based on the adherence to schedule and design standards of the work inspected and supervises, cost effectiveness, public acceptance, and accuracy of records.

#### **DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL DUTIES AND TASKS**

Provides supervision to employees involved in maintenance and repair of water meters, lines, hydrants, valves, elevated storage tanks, pumping stations and other appurtenances; turning service on and off; installing water taps and meters; repairing leaks, hydrants and valves; locating water lines for other contractors; and related tasks.

May serve as Operator in Responsible Charge of the water distribution system including preparing, maintaining and submitting required reports to the state.

Inspects work in progress by contractors and staff for adherence to design, schedule, materials, standards, and for design practicality; maintains a daily log of conversations, construction progress, observations of work and materials, and other relevant project information; meets with contractors to solve problems they encounter while building or designing projects in the County.

Participates in the work of field staff including repairing leaking meters and water lines, locating lines for other contractors, investigating customer complaints regarding high bills, taste, odor, etc.

Operates heavy construction equipment when needed such as back hoes, trenchers, etc.

Purchases supplies and materials as needed for the work of the division; maintains inventory of needed parts and materials; provides input on budget needs.

Provides orientation, training, performance coaching and evaluation, work assignment, and technical guidance to staff; participates in hiring process.

Plans and supervises various programs including valve exercising, hydrant flushing, meter replacement, and related tasks.

Works with GIS staff to develop accurate overlays of lines, hydrants, meters, valves and other appurtenances.

Cooperates and coordinates with other divisions on heavy work loads, staffing needs, covering for absent employees and other activities.

Duties may also expose the employees to human body fluids and thus the work is subject to the OSHA requirements on blood borne pathogens. Must follow rules, methods and safe handling in connections with blood borne pathogens.

### **ADDITIONAL JOB DUTIES**

Completes assigned work by the ~~Public Utilities Director~~ Water Superintendent or their designee. Performs related tasks as assigned.

### **RECRUITMENT AND SELECTION GUIDELINES**

#### **KNOWLEDGES, SKILLS, AND ABILITIES**

Considerable knowledge of construction practices, techniques, materials, and equipment, and the maintenance requirements of equipment relating to water line construction, maintenance and repair.

Some knowledge of related engineering practices, specifications, and standards.

Working knowledge of effective supervisory practices, purchasing, and personnel policies and practices, and safety laws, hazards, regulations and related precautions.

Considerable knowledge of distribution system regulatory compliance and reporting requirements.

Considerable knowledge of the hazards and associated safety precautions required by the work.

Some knowledge of County personnel and purchasing policies and procedures.

Working knowledge of the application of information technology to the work of the division.

Skill in collaborative conflict resolution.

Ability to provide effective employee performance coaching and evaluation, motivation, communication, and create high performance work units.

Ability to read and interpret plans, specifications and blueprints and to compare them with various aspects of construction in progress.

Ability to plan repair projects to minimize disruption to customers.

Ability to detect errors in construction materials and projects.

Ability to establish effective working relationships with engineers, contractors, construction workers, County management and staff, employees, and the general public.

Ability to maintain accurate records.

Works with other departments and staff in collaborative effort to manage storm water and help prevent flooding.

### **PHYSICAL REQUIREMENTS**

Must be able to physically perform the basic life operational support functions of stooping, reaching, standing, walking, pulling, lifting, grasping, talking, and hearing.

Must be able to perform medium work exerting up to 50 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 10 pound of force constantly to move objects.

Must possess the visual acuity to compile and compute data and statistics, to read and interpret maps, blueprints, and specifications, and to inspect construction work for adherence to standards.

### **DESIRABLE EDUCATION AND EXPERIENCE**

Graduation from high school and considerable experience in utility construction work or inspections, including some supervisory experience; or an equivalent combination of education and experience.

### **SPECIAL REQUIREMENT**

Certification as a Competent Person in OSHA-required trenching and shoring.

Possession of Grade A water distribution operator certification issued by the North Carolina Water Treatment Facility Operator's Board of Certification.

Possession of Cross Connection/Backflow Prevention certification.

Possession of a valid North Carolina driver's license.

Possession of North Carolina DOT Flagger certification.

Special Note: This generic class description gives an overview of the job class, its essential job functions, and recommended job requirements. However, for each individual position assigned to this class, there is available a complete job questionnaire with a physical abilities checklist which can give further details about that one specific position. Those documents should be reviewed before initiating a selection process. They can provide additional detailed information on which to base various personnel actions and can assist management in making legal and defensible personnel decisions.

ED: 06/20/2016 (REV BOC)  
ED: 08/21/2017 (REV BOC)

## **CURRITUCK COUNTY JOB DESCRIPTION**

### **JOB TITLE: WATER PLANT OPERATOR**

### **CURRITUCK COUNTY WATER DIVISION**

### **PUBLIC SERVICES DEPARTMENT**

### **GENERAL STATEMENT OF THE JOB**

Under general supervision, performs responsible technical work in the operation and minor maintenance of equipment at a water treatment plant on an assigned shift. Work involves collecting and testing water samples, and controlling mechanical, electrical, and chemical equipment involved in pumping and/or treating water. Adjusts chemical feed as required, monitors tank levels, and answers inquiries or complaints from the general public. Reports to the Water Plant Supervisor.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

#### **ESSENTIAL JOB FUNCTIONS**

Obtains water samples for required tests including, but not limited to, checking water acidity, turbidity, chlorine, and levels of irons, nitrates, alkalinity, fluoride, color, hardness, and conductivity.

Operates and maintains wastewater disposal equipment; performs maintenance on pumps, motors, and mixers etc. as needed.

Inspects control systems and meters, and on the basis of such information makes adjustments to controls in conformance with operating instructions; obtains information pertaining to external water distribution systems and makes repairs or adjustments to controls and instruments; calibrates instruments, as necessary.

Utilizes mathematical formulas to calculate chemical feed rates; adjusts feed rates accordingly.

Monitors and records tank water levels.

Starts and stops pumps to maintain proper pressures.

Maintains plant records, including operating logs and maintenance work sheets.

Responds to inquiries from the general public pertaining to plant operations, procedures, programs, etc.

Performs routine custodial duties in various areas of plant, as necessary.

Duties may also expose the employees to human body fluids and thus the work is subject to the OSHA requirements on blood borne pathogens. Must follow rules, methods and safe handling in connections with blood borne pathogens.

#### **ADDITIONAL JOB FUNCTIONS**

Performs duties as assigned by the County Manager or his designees during a State of Emergency or other disaster.

Completes assigned work by the ~~Public Utilities Director~~ Water Plant Supervisor or their designee. Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

High school diploma or equivalent with one to two years experience in the operation of water treatment plants; or any equivalent combination of training and experience, which provides the required skills, knowledge and abilities.

### **SPECIAL REQUIREMENTS**

Prefer possession of ~~a Class~~ certifications at C – Well for well water treatment and ~~Water Treatment Plant Operators Certification~~, Wastewater Operator Grade I Certification issued by the State of North Carolina. Possession of a valid driver's license issued by the State of North Carolina.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of office machinery and water treatment plant equipment including pH meters, turbidimeters, computers, calculator, water pumps, etc. Must be able to exert up to 100 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are for that of Light Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

**Language Ability:** Requires the ability to read a variety of reports, maintenance records, letters and memos, etc. Requires the ability to prepare correspondence, reports, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including engineering terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of algebra, and geometry.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office and water treatment plant equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.)

### **KNOWLEDGE, SKILLS AND ABILITIES**

General knowledge of the operating principles and practices and the maintenance requirements of water treatment plant equipment and machinery.

General knowledge of the occupational hazards and safety precautions associated with water plant and related activities.

General knowledge of chemistry as applied to water treatment.

General knowledge of water testing procedures.

Knowledge of standard laboratory principles, techniques, terminology and equipment.

Ability to understand and follow specified operating and recording procedures.

Ability to detect defects and to take appropriate action in the operation of water treatment equipment chemical feed systems and other related equipment.

Ability to keep accurate records and prepare reports.

Ability to exercise considerable tact and courtesy in contact with the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

ED: 06/20/2016 (REV BOC)

ED: 08/21/2017 (REV BOC)



**CURRITUCK COUNTY JOB DESCRIPTION****JOB TITLE: PUBLIC UTILITIES WATER SUPERINTENDENT****WATER DIVISION****PUBLIC SERVICES DEPARTMENT****GENERAL STATEMENT OF DUTIES**

Performs difficult professional and managerial work planning, organizing and supervising the operations, maintenance, and laboratory analysis of ~~wastewater treatment plants~~, water treatment plants, and related laboratory facilities, and the water distribution and ~~sewer collection system~~ construction, maintenance, and repair in a designated region of the County.

**DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class plans, organizes and directs the operations and maintenance of the water treatment plants, ~~wastewater treatment plants~~, distribution and ~~collections~~ systems, pumping stations, and related facilities and equipment in a designated region of the County. Work is performed in accordance with state and federal laws and regulations. Work involves responsibility for division staffing, budget development and administration, assistance with and advising management on long range planning for facilities and system capacity and technical compliance needs, establishing and maintaining records and reports necessary for full compliance with all regulations and for effective management decision-making, and insuring effective productivity of assigned personnel. Work involves considerable public contact, initiative and judgement. The employee may occasionally enter confined spaces and come in contact with other hazards. The employee may also be subject to the final OSHA standards on blood borne pathogens in coming in contact with wastewater samples and must follow rules, methods and safe handling in connection with blood borne pathogens. General administrative direction is received from the ~~Public Utilities Services~~ Director regarding matters of policy, budget, long range plans, personnel matters, and work priorities. Work is evaluated through conferences and reports for productivity, and compliance with required laws and regulations.

**DUTIES AND RESPONSIBILITIES****ESSENTIAL JOB TASKS**

Plans, organizes and directs the work of supervisors and employees engaged in plant operations, process control, laboratory analysis, distribution and ~~collection~~ system operations and maintenance, and preventive maintenance and repair.

Advises management and participates in planning for current and future capacity needs and plant and systems modifications for increased efficiency, capacity or regulatory compliance.

Supervises the hiring, promotion, training, discipline, evaluation, and other personnel actions and decisions for the ~~department~~ water division; plans and implements safety programs including training, procedures, and equipment as necessary; provides performance coaching and evaluation for associates and supervisors.

Researches and recommends strategies for meeting new regulatory requirements; supervises and participates in the investigation, implementation, and administration of sludge disposal programs.

Establishes, maintains, and analyzes a variety of reports as required and as needed for effective management decision-making; directs the acquisition and usage of computer systems to enhance operations and record keeping.

Plans, organizes, supervises, and participates in the maintenance and repair of water and sewer pumping stations, elevated storage tanks, and related facilities; supervises the installation of water taps and meters; water service connections and disconnections, and related utility customer response.

Oversees sampling and preparation of the annual water Consumer Confidence Report.

Requests division resources as part of annual budget process; reviews and submits budget requests of supervisors; controls allocated resources once approved.

Meets with, researches and addresses customer concerns and issues.

Supervises or prepares Standard Operating Procedures (SOP) manual for plant operations.

May participate in the planning, construction supervision, and oversee operations of storm water pumping.

May serve as Operator in Responsible Charge (ORC) of the water plant and distribution ~~and/or collection~~ system.

Duties may also expose the employees to human body fluids and thus the work is subject to the OSHA requirements on blood borne pathogens.

### **ADDITIONAL JOB DUTIES**

Completes assigned work by the Public ~~Utilities Services~~ Director or their designee. Performs related work as required.

### **RECRUITMENT AND SELECTION GUIDELINES**

#### **KNOWLEDGES, SKILL, AND ABILITIES**

Thorough knowledge of the principles and practices of water ~~and wastewater~~ treatment, distribution and ~~collection~~ transmission lines, pumping stations, metering, and other utility systems appurtenances and the operations, maintenance, repair and monitoring requirements of the systems.

Thorough knowledge of the local, state, and federal laws and regulations relating to water ~~and wastewater~~ treatment and distribution ~~and collection~~.

Thorough knowledge of the budget, purchasing, and personnel policies and practices.

Thorough knowledge of effective management practices including staffing, motivation, communications, delegation, discipline, performance review, and other practices.

Considerable knowledge of the application of information technology to the work of the ~~department~~ water division.

Skill in collaborative conflict resolution.

Working knowledge of the principles and practices of civil engineering and the County's engineering standards for the water ~~and sewer~~ utility.

Working knowledge of mechanical, electrical, and electronic trades as applied to ~~wastewater~~ water treatment facilities and equipment maintenance and repair.

Ability to analyze information and make effective decisions.

Ability to establish and maintain effective working relationships with county official, industrial officials, regulatory officials, contractors, other employees, and the general public.

Ability to prepare, present and interpret complex records and reports.

### **PHYSICAL REQUIREMENTS**

Must be able to perform the basic life functions of climbing, balancing, stooping, kneeling, crouching, reaching standing, walking, pushing, pulling, lifting, fingering, talking, hearing, and repetitive motions.

Must be able to perform medium work exerting up to 50 pounds of force occasionally; and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Must possess visual acuity necessary to inspect schematic drawings, prepare and analyze figures and data, perform extensive reading, and operate a computer terminal.

### **DESIRABLE EDUCATION AND EXPERIENCE**

Graduation from a community college with a degree in civil engineering, environmental sciences, or related field and considerable experience supervising water ~~and/or wastewater~~ treatment or distribution and collection systems; or an equivalent combination of education and experience.

### **SPECIAL REQUIREMENT**

Requires certification at A-Well for well water treatment and Grade A and Cross Connection certifications for distribution system or collection system operations by the State of North Carolina ~~or the ability to obtain within two years.~~

Possession of a valid North Carolina driver's license.

Special Note: This generic class description gives an overview of the job class, its essential job functions, and recommended job requirements. However, for each individual position assigned to this class, there is available a complete job questionnaire with a physical abilities checklist which can give further details about that one specific position. Those documents should be reviewed before initiating a selection process. They can provide additional detailed information on which to base various personnel actions and can assist management in making legal and defensible personnel decisions.

ED: 06/20/2016 (REV BOC)  
ED: 08/21/2017 (REV BOC)

## **CURRITUCK COUNTY JOB DESCRIPTION**

### **JOB TITLE: WATER TREATMENT PLANT SUPERVISOR**

#### **WATER DIVISION**

#### **PUBLIC SERVICES DEPARTMENT**

### **GENERAL STATEMENT OF DUTIES**

Performs difficult technical and supervisory work in the operations, maintenance, and laboratory analysis at a water treatment plant.

### **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class plans for operations of a plant to treat and provide an adequate supply of water. Work is performed in accordance with state and federal laws and regulations. The employee serves as Operator in Responsible Charge of the plant in insuring that the permitted levels and adequate supply are met in production of potable water and disposal of waste sludge. Work involves planning and assigning work to subordinates, supervision and participating in the operations of the plant, preparation and analysis of laboratory results, and preventive maintenance and repairs. The employee is responsible for establishing and maintaining records and reports necessary for full compliance with all regulations and for effective management decision-making, requesting necessary resources in the annual budget, and motivating, coaching, and insuring effective productivity of division personnel. Work involves considerable initiative and judgement. The employee is subject to working in inside and outside environments and to hazards associated with loud noises, odors, dusts, mists, gases, poor ventilation, and may be required to enter crawl spaces, and water line pipes. Work is performed under general supervision of the Water Superintendent. Work is evaluated through conferences and reports for productivity, compliance with required laws and regulations, and acceptance of the public.

### **DUTIES AND RESPONSIBILITIES**

#### **ESSENTIAL DUTIES AND TASKS**

Supervises and participates in the work of associates engaged in plant operations and process control, laboratory analysis, and preventive maintenance and repair of plant equipment and facilities.

Participates with management in planning for current and future capacity needs and plant modifications for increased efficiency or regulatory compliance.

Serves as Operator in Responsible Charge insuring the plant meets its permit requirements; reviews laboratory reports for operational performance of the plant and oversees changes in the chemical and biological processes of the plant.

Researches and recommends strategies for meeting new regulatory requirements; assists with planning and implementation of sludge disposal program.

Establishes, trains, and insures proper safety policies and procedures.

Establishes, maintains, and analyzes a variety of reports as required and as needed for effective management decision-making and compliance.

Requests necessary resources for plant operations as part of annual budget process; requisitions supplies, chemical, equipment and other resources.

Insures proper preventive maintenance is performed on plant equipment and facilities; participates in troubleshooting, repair and maintenance activities as needed; recommends in-house repair measures or contracted repairs; maintains supply of parts and materials needed for operations and repairs.

Motivates, coaches, and reviews the performance of supervisors and employees; insures proper training and certification of assigned personnel; recommends and participates in disciplinary actions; participates and recommends in the hiring process.

Prepares schedules for plant operations and staffing according to demand for supply.

Oversees operation and maintenance of deep and shallow wells and blending of water from sand filter and reverse osmosis plants.

Duties may also expose the employees to human body fluids and thus the work is subject to the OSHA requirements on blood borne pathogens. Must follow rules, methods and safe handling in connections with blood borne pathogens.

### **ADDITIONAL JOB DUTIES**

Completes assigned work by the ~~Public Utilities Director~~ Water Superintendent or their designee.  
Performs related work as required.

### **RECRUITMENT AND SELECTION GUIDELINES**

#### **KNOWLEDGES, SKILL, AND ABILITIES**

Thorough knowledge of the principles and practices of water treatment.

Thorough knowledge of the local, state, and federal laws and regulations relating to water treatment.

Thorough knowledge of safety procedures and practices and recognition of hazards in water treatment facilities including process safety management for chlorine.

Considerable knowledge of mechanical, electrical, and electronic trades as applied to water treatment facilities and well equipment maintenance and repair.

Working knowledge of organizational budget, purchasing, and personnel policies and practices.

Working knowledge of effective supervisory practices including motivation, communications, delegation, discipline, performance review, and other supervisory practices.

Working knowledge of the application of information technology to plant operations and administration.

Ability to plan and organize work.

Ability to analyze information and make effective decisions.

Ability to establish and maintain effective working relationships with city official, regulatory officials, contractors, other employees, and the general public.

Ability to communicate effectively orally and in writing.

### **PHYSICAL REQUIREMENTS**

Must be able to perform the basic life functions of climbing, balancing, stooping, crouching, reaching, walking, pushing, pulling, lifting, feeling, fingering, grasping, talking, and hearing.

Must be able to perform medium work exerting up to 50 pounds of force occasionally; and/or up to 20 pounds of force frequently; and/or up to 10 pounds of force constantly to move objects.

Must possess visual acuity necessary to inspect schematic drawings, prepare and analyze figures and data, operate a variety of light equipment, inspect moving parts, operate a computer terminal, and use measuring devices.

### **DESIRABLE EDUCATION AND EXPERIENCE**

Graduation from an accredited community college with a degree in chemistry, environmental science or related field and considerable water treatment experience, including experience in a reverse osmosis plant and some supervisory experience; or an equivalent combination of education and experience.

### **SPECIAL REQUIREMENT**

~~Certification at level A-Well by the State of North Carolina for well water treatment. Requires certifications at A-Well for well water treatment and Physical/Chemical Grade I certification.~~ Possession of a valid North Carolina driver's license.

Special Note: This generic class description gives an overview of the job class, its essential job functions, and recommended job requirements. However, for each individual position assigned to this class, there is available a complete job questionnaire with a physical abilities checklist which can give further details about that one specific position. Those documents should be reviewed before initiating a selection process. They can provide additional detailed information on which to base various personnel actions and can assist management in making legal and defensible personnel decisions.

ED: 06/20/2016 (REV BOC)  
ED: 08/21/2017 (REV BOC)





## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 1975)

**Agenda Item Title**

USFWS Mutual Aid Agreement for Disaster/Civil Emergency/All Hazards Incidents

**Brief Description of Agenda Item:**

Mutual Aid Agreement for Disaster/Civil Emergency/All Hazards Incidents

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Sandee Salimbene, Assistant

**Presenter of Agenda Item**

Donald (Ike) I. McRee Jr

**MUTUAL AID AGREEMENT**  
**Disaster - Civil Emergency - All Hazards Incidents**

**U.S. Department of the Interior**  
**Fish and Wildlife Service**  
**Mackay Island and Currituck NWR's**  
and

**State, County/Parish, City of** **Currituck County, North Carolina**

This Mutual Aid Agreement is entered into by and between all Parties:

**SECTION 1: Recitals**

WHEREAS, the State and local jurisdictions have the primary responsibility for its Citizens and will coordinate first response during a natural or human-caused disaster; AND

WHEREAS, the Parties recognize natural or human-caused disasters can and do threaten the people and communities located within the Region to damage, injury, and loss of life and property resulting from a disaster event, and recognize that these events may present equipment and manpower requirements beyond the capacity of each individual Party; AND

WHEREAS, these natural or human-caused disasters often strike with little or no advanced warning requiring advance planning to reduce lag time in emergency response and aid in recovery operations; AND

WHEREAS, the Parties recognize that in the past, mutual aid has been provided between or among the Parties have a long history of positive cooperation in the form of personnel, supplies and equipment during disasters and/or civil emergencies and during cleanup periods; AND

WHEREAS, the governing officials of the Parties desire to secure for each Party the benefits of mutual aid and protection of life and property in the event of a disaster and/or civil emergency; AND

WHEREAS, the Service administers lands and waters located within the administrative jurisdiction of the cooperating agency; the Service has employees that are trained in water craft operations, heavy equipment operations, chain saw operation, wild-land fire control, and other specialized operations or services, AND

WHEREAS, immediate action is often required to protect and/or secure the safety of citizen life and property, and/or wildlife and its habitat; AND

WHEREAS, the Parties recognize that a formal agreement for mutual aid would allow for better coordination of effort, ensure that adequate equipment is available, and ensure that mutual aid is accomplished in the minimum time possible; AND

NOW, THEREFORE, the Parties hereto agree as follows:

## **SECTION 2: Agreement**

The Parties hereby mutually agree to assist each other in the event of a natural or human-caused disaster that is beyond their respective ability to alleviate the result of the disaster on their own.

This Agreement may be activated in the event of a natural or human-caused disaster pursuant to:

- (a) a Presidential, State, or other local emergency declaration; or
- (b) the finding of an emergency by the Emergency Management Coordinator or other duly authorized agent of the State or County/City governing body of a Party; or
- (c) a significant event impacting Homeland Security.

Upon activation of the Agreement, the Fish and Wildlife Service agrees to respond as delineated in the Department of the Interior, Departmental Manual - 900 DM 1.1 – 1.10, (see Attachment 1), and shall continue, whether or not the disaster event is still active, until the services of the Party rendering aid are no longer required or when the officer in charge of the forces of the Party rendering aid determines, in his/her sole discretion, that further assistance should not be provided.

## **SECTION 3: Requests for Mutual Aid**

(A) Local Disaster. In the event of a local disaster declaration, the Emergency Management Coordinator or other duly authorized agent of the Party seeking mutual aid shall make the request directly to the Authorized Representative of the Assisting Party from whom aid is sought. A Party from whom mutual aid is sought shall furnish mutual aid to cope with the disaster to the requesting Party, subject to the terms of this Agreement. In the event of a widespread disaster affecting more than one Party, each affected Party shall utilize its respective coordinating group for the provision of mutual aid.

(B) DISASTER THREAT. In the event of an imminent threat of an emergency such that local capabilities are or are predicted to be exceeded, the Emergency Management Coordinator or other duly authorized agent of the Party seeking mutual aid shall make the request directly to the Authorized Representative of

the Assisting Party from which assistance is sought. As all Parties will likely be involved in preparations for a known disaster, requests for mutual aid of this type are optional and it is inherent that the requesting Party will have exhausted all local capabilities prior to making a request from the Assisting Party.

(C) CONDITIONS. The furnishing of resources under this Agreement is subject to the following conditions:

- (a) Requests for assistance must be made in writing;
- (b) A request for aid shall specify the amount and type of resources being requested, the location where the resources are to be dispatched, and the specific time such resources are needed;
- (c) The Assisting Party shall take such action as is necessary to provide and make available the resources requested, provided however, that the Assisting Party, in its sole discretion, shall determine what resources, if any, it has available to respond to the request; and
- (d) The Assisting Party shall report to the officer in charge of the Requesting Party's forces at the location to which the resources are dispatched.
- (e) When providing assistance under the terms of this Agreement, the personnel, equipment, and resources of any Assisting Party will be under the operational control of the Requesting Party, the response effort to which SHALL be organized and functioning within an Incident Command System (ICS) or Unified Command System (UCS). Direct supervision and control of personnel, equipment and resources shall remain with the designated supervisory personnel of the Assisting Party. The designated supervisory personnel of the Assisting Party shall maintain daily personnel time records, material records, and a log of equipment hours; be responsible for the operation and maintenance of the equipment and other resources furnished by the Assisting Party; and shall report work progress to the Requesting Party. The Assisting Party's personnel and other resources shall remain subject to recall by the Assisting Party at any time, upon reasonable notice to the Requesting Party.
- (f) At least twenty-four hour advance notification of intent to withdraw personnel or resources shall be provided to the Requesting Party unless such notice is not practicable, in which case such notice as is reasonable shall be provided;
- (g) Unless specifically instructed otherwise, the Requesting Party shall have the responsibility of providing food and housing for the personnel of the Assisting Party from the time of their arrival at the designated location

to the time of their departure. However, Assisting Party personnel and equipment should be, to the greatest extent possible, self-sufficient while working in the emergency or disaster area. The Requesting Party may specify only self-sufficient personnel and resources in its request for assistance;

(h) Unless specifically instructed otherwise, the Requesting Party shall have the responsibility for coordinating communications between the personnel of the Assisting Party and the Requesting Party. Assisting Party personnel should be prepared to furnish communications equipment sufficient to maintain communications among their respective operating units;

(i) Whenever the officials, employees and volunteers of the Assisting Party are rendering aid pursuant to this Agreement, such persons shall have the powers, duties, rights, privileges, and immunities, and shall receive the compensation, incidental to their employment or position;

(j) The initial duration of a request for assistance will be specified by the Requesting Party, to the extent possible by the situation.

(k) Within ten (10) days of the return of all personnel deployed under this Regional Mutual Aid Agreement, the Requesting Party will prepare a Summary Report of the event, and provide copies to each Assisting Party. The report shall include a chronology of events and description of personnel, equipment and materials provided by one party to the other.

#### **SECTION 4: Reimbursable Expenses**

The terms and conditions governing reimbursement for any assistance provided pursuant to this Agreement shall be in accordance with the following provisions, unless otherwise agreed upon by the Requesting and Assisting Parties and specified in the Event Agreement.

A. **PERSONNEL:** During the period of assistance, the Assisting Party shall continue to pay its employees according to its then prevailing ordinances, rules, and regulations. The Requesting Party shall reimburse the Assisting Party for all direct and indirect payroll costs and expenses (including travel expenses, benefits, workers' compensation claims and expenses) incurred during the period of assistance, unless agreed to otherwise by the parties in the Event Agreement.

B. **EQUIPMENT:** The Assisting Party shall be reimbursed by the Requesting Party for the use of its equipment during the period of assistance according to either a pre-established local or state hourly rate or according to the actual replacement, operation, and maintenance expenses incurred. For those instances in which some costs may be reimbursed by the Federal Emergency

Management Agency, the eligible direct costs shall be determined in accordance with 44 CFR 206.228, or other regulations in effect at the time of the Disaster Event.

(a) Each Party shall maintain its own equipment in safe and operational condition.

(b) At the request of the Assisting Party, fuels, miscellaneous supplies, and minor repairs may be provided by the Requesting Party, if practical. If the equipment charges are based on a pre-established local or state hourly rate, then these charges to the Requesting Party shall be reduced by the total value of the fuels, supplies, and repairs furnished by the Requesting Party and by the amount of any insurance proceeds received by the Assisting Party.

C. MATERIALS AND SUPPLIES. The Assisting Party shall be reimbursed for all materials and supplies furnished by it and used or damaged during the period of assistance, except for the costs of equipment, fuel, maintenance materials, labor and supplies, which shall be included in the equipment rate established above, unless such damage is caused by gross negligence, or willful and wanton misconduct of the Assisting Party's personnel. The measure of reimbursement shall be determined in accordance with 44 CFR 206.228 or other regulations in effect at the time of the disaster. In the alternative, the Parties may agree that the Requesting Party will replace, with like kind and quality as determined by the Assisting Party, the materials and supplies used or damaged.

D. RECORD KEEPING. The Assisting Party shall maintain records and submit invoices for reimbursement by the Requesting Party in accordance with existing policies and practices. Upon the declaration of a state or federal disaster, the Requesting Party and Division of Emergency Management personnel shall provide information, directions, and assistance for record keeping to Assisting Party personnel.

E. PAYMENT. Unless otherwise mutually agreed, the Assisting Party shall bill the Requesting Party for all reimbursable expenses with an itemized statement as soon as practicable after the expenses are incurred, but not later than sixty (60) days following the period of assistance, unless the deadline for identifying damage is extended in accordance with applicable federal or State regulations. The Requesting Party shall pay the bill, or advise of any disputed items, not later than sixty (60) days following receipt of the statement, unless otherwise agreed upon.



**SECTION 5: Term**

This Agreement will be effective upon the day each party signs the agreement. Upon date of last signature, the Agreement shall remain in effect for five calendar years (January 1 – December 31).

**SECTION 6: Modification Procedures**

This Agreement may be revised and/or modified as necessary, by mutual consent of both parties, by written amendment signed and dated by both Parties.

**SECTION 7: Resolving Disagreements**

If a dispute should arise between the parties that cannot be settled by the designated project managers, then it will be referred first to the level of the appropriate Assistant Regional Director for the Fish and Wildlife Service and to the appropriate supervisor within the State or local government, for further fact-finding and efforts at resolution. If those efforts should also fail, then the dispute will be referred to the Regional Director or Deputy Regional Director of the Fish and Wildlife Service and to the appropriate elected or appointed official for State or local government. At any stage, third party mediators or arbitrators may be brought in if agreed by both Parties. The parties may also decide to terminate the agreement at any stage of the dispute in accordance with the Termination clause herein.

**SECTION 8: Termination Provisions**

This agreement may be terminated by either party by giving notification in writing thirty (30) days in advance. Termination of the agreement will then occur after all debts (if any) which have been identified by either Party are paid and/or resolved. Both parties will sign a Termination Agreement that is acceptable to both parties before the agreement is fully terminated.

**SECTION 9: Expending Funds**

Each Party that performs services or furnishes aid pursuant to this Agreement shall do so with funds available from current revenues of the Party. No Party shall have any liability for the failure to expend funds to provide aid hereunder.

In addition, nothing contained in this Agreement shall be construed as binding the Fish and Wildlife Service to expend in any one fiscal year any sum in excess of appropriation made by Congress, for the purpose of this Agreement for that fiscal year, or as involving the United States in any contract or other obligation for the further expenditure of money in excess of such appropriations. Nor does anything contained in this Agreement obligate the State or County/City to expend

funds not appropriated and administratively allocated to support the purposes of this agreement.

## **SECTION 10: Required Clauses**

A. During the performance of this Agreement, the participants agree to abide by the terms of Executive Order 11246 on nondiscrimination and will not discriminate against any person because of race, color, religion, sex or national origin. The participants will take affirmative action to ensure that applicants are employed without regard to their race, color, religion, sex or national origin.

B. No member or delegate to Congress, or resident Commissioner shall be admitted to any share or part of this Agreement, or any benefit that may arise there from, but this provision shall not be construed to extend to this Agreement if made with a corporation for its general benefit.

## **SECTION 11: Liability Clause**

Pursuant to 42 U.S.C. 5148 the Federal Government shall not be liable for any claim based upon the exercise or performance or the failure to exercise or perform a discretionary function or duty on the part of a Federal Agency or an employee of the Federal Government in carrying out the activities authorized hereunder. The extent of any nonfederal liability shall be governed by the laws of State government.

## **SECTION 12: Other Mutual Aid Agreements**

It is understood and agreed that certain signatory Parties may have heretofore contracted or may hereafter contract with each other for mutual aid in civil emergency and/or disaster situations, and it is agreed that, to the extent there is a conflict between this Agreement and any other such Mutual Aid agreement, the provisions this Agreement shall be superior to any such individual contract.

Specifically, the existence of this Agreement shall not prevent a municipality, county, emergency services district, fire protection agency, organized volunteer group, or other emergency services entity from providing mutual aid assistance on request from another municipality, county, emergency services district, fire protection agency, organized volunteer group, or other emergency services entity.

**Additionally, the existence of this Agreement shall not prevent any Party hereto from providing immediate emergency assistance as stated in Attachment 1 of this document.**

**MUTUAL AID AUTHORIZATION AGREEMENT**

EXECUTED by the Parties hereto, each respective entity acting by and through its duly authorized official as required by law, on multiple counterparts each of which shall be deemed to be an original, on the date specified on the multiple counterpart executed by such entity.

**U.S. DEPARTMENT OF THE INTERIOR  
FISH AND WILDLIFE SERVICE**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Phone# \_\_\_\_\_

**STATE OR LOCAL GOVERNMENT**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Phone# \_\_\_\_\_

Attachment: USFWS Mutual Aid Agmt (USFWS Mutual Aid Agmt)

**Required Contact Information (U.S. Fish & Wildlife Service)****Primary:**Contact Name: **MIKE HOFF, REFUGE MANAGER**Office Number: **252-429-3100 Ex. 26**24 Hour Contact # **757-615-5144**E-mail address: **mike\_hoff@fws.gov****Alternate:**Contact Name: **ART BEYER, WILDLIFE REFUGE SPECIALIST**Office Number: **252-473-1131 Ex. 235**24 Hour Contact # **252-475-8355**E-mail address: **arthur\_beyer@fws.gov****Required Contact Information (State or Local Government)****Primary:**Contact Name: **DAN SCANLON, COUNTY MANAGER**Office Number: **252-232-2075**24 Hour Contact # **252-232-2216 – CENTRAL COMMUNICATIONS**E-mail address: **Dan.Scanlon@CurrituckCountyNC.gov****Alternate:**Contact Name: **MARY BETH NEWNS, EM DIRECTOR**Office Number: **252-232-2115**24 Hour Contact # **252-232-2216 – CENTRAL COMMUNICATIONS**E-mail address: **Mary.Newns@CurrituckCountyNC.gov**

## Attachment 1: Department of the Interior - DOI Policy Manual

**900 DM 1.10 Immediate Emergency Response.** When an imminently serious condition occurs in the immediate vicinity of Departmental resources, local field personnel of the Department's bureaus or offices are authorized, in response to the request of local governmental authorities, to take necessary action to protect human life, property, or the environment if the response would be impaired by the delay required to seek the approval of senior officials.

- A. Immediate Emergency Response means necessary action taken by local field personnel in response to the imminently serious condition.
- B. For this purpose, local governmental authorities include Federal, State, local, or tribal entities in the immediate vicinity affected by the imminently serious condition.
- C. Field personnel that have undertaken an Immediate Emergency Response must promptly advise their bureau or office management and the Department's Watch Office of the actions taken.
- D. Immediate Emergency Response to local governmental authorities should be provided on a cost-reimbursable basis whenever possible. However, such response should not be delayed or denied because of the inability or unwillingness of the local governmental authority to make a commitment to reimburse the Department, bureau, or office for such response.
- E. Examples of Immediate Emergency Response assistance to local governmental authorities are:
  - (1) Rescue, evacuation, and emergency medical treatment of persons; maintenance or restoration of emergency medical capabilities; and safeguarding the public health.
  - (2) Emergency restoration of essential public services (including fire-fighting, water, communications, transportation, power, and fuel).
  - (3) Emergency clearance of debris or rubble from public facilities and other areas to permit rescue or restoration of essential services.
  - (4) Safeguarding, collecting, and distributing, food and essential supplies
  - (5) Damage assessment.
  - (6) Interim emergency communications.



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 1974)

**Agenda Item Title**

Bid Award Recommendation for Phase II Construction Project-Ocean Sands Wastewater Treatment Plant, Corolla

**Brief Description of Agenda Item:**

**Planning Board Recommendation:**

Bid process and recommendation for Ocean Sands WWTP Phase II construction project.

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

Daniel F. Scanlon



## ANLAUF ENGINEERING, PLLC

Joseph J. Anlauf, P.E.  
Firm License P-0929

August 16, 2017

Mr. Eric T. Weatherly, P.E.  
County Engineer  
County of Currituck  
153 Courthouse Road, Suite 302  
Currituck, NC 27929

**RE: Recommendation of Award of Bid**  
**Ocean Sands Wastewater Treatment Plant, Phase 2/3 Replacement Project**  
Corolla, Currituck County, NC 27927

Dear Mr. Weatherly:

On Tuesday August 15, 2017 at 2 p.m. we conducted the bid opening for the above referenced project. Three (3) bids were received and opened in accordance with formal bidding requirements. Bids were submitted by, in alphabetical order, Hatchell Concrete, Inc., TA Loving and Turner Murphy Company, Inc.

At the conclusion of the bid opening TA Loving appeared to be the low bidder with a bid of \$6,500,000.

Due to an unintentional and substantial mathematical error the apparent low bidder, TA Loving, has processed a Notice of Withdrawal of Bid on August 16, 2017. The bidder appears to have complied with North Carolina General Statute §143-129.1 Withdrawal of Bid by providing credible evidence of the mathematical error within the allotted 72 hour time period. The error is substantial and would have resulted in a total amount bid of approximately \$8,200,000 had the error not occurred.

In compliance with North Carolina General Statute §143-129.1 Withdrawal of Bid the County of Currituck has promptly scheduled a hearing to be conducted on Friday, August 18, 2017 at 9 a.m. at the office of Ike McRee, County Attorney to review the request to withdraw the bid.

In my opinion the evidence supplied by TA Loving is credible and indicates that the bidder made a mathematical mistake which constituted a substantial error. It is also my opinion that the General Statute allows the option of TA Loving withdrawing their bid without forfeiture of the bid security. This being the case it is my recommendation that the County of Currituck award the bid to the next low bidder, Hatchell Concrete, Inc., to complete the proposed work for the amount of \$7,299,643.00.

## ANLAUF ENGINEERING, PLLC

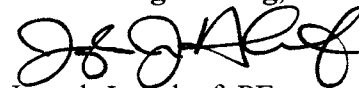
Joseph J. Anlauf, P.E.  
Firm License P-0929

Please find attached the final Bid Tabulation Sheet for the OSWWTP, Phase 2/3 Replacement Project, dated August 15, 2017. The bid from TA Loving has been included but flagged as withdrawn due to a mathematical error in accordance with NC General Statute §143-129.1.

Please call with any questions at (252)489-7143.

Sincerely,

**Anlauf Engineering, PLLC**

 P.E. 8/16/17

Joseph J. Anlauf, PE

Encl.: as stated

cc:

|  | Envelope #1             |             |                                       |                    |                               | Envelope #2         |                              |                 |                             |                             |
|--|-------------------------|-------------|---------------------------------------|--------------------|-------------------------------|---------------------|------------------------------|-----------------|-----------------------------|-----------------------------|
|  | NC Contractor's License | 5% Bid Bond | Statement of Technical Qualifications | E-Verify Affidavit | Proof of Efforts to seek MBWB | Lump Sum Bid Number | Lump Sum Bid Description     | Bid Amount      | Unit Price Sheet Completion | Acknowledgment of Addendums |
| <b>Bidder</b><br>Hatchell Concrete Inc.<br>P.O. Box 2405<br>Manteo, NC 27954                         | X                       | X           | X                                     | X                  | X                             | 1                   | Construction of WWTP         | \$ 6,265,700.00 | X                           | X                           |
|  |                         |             |                                       |                    |                               | 2                   | Improvements to Phase 1 WWTP | \$ 115,941.00   |                             |                             |
|  |                         |             |                                       |                    |                               | 3                   | WWTP Support Building        | \$ 588,651.00   |                             |                             |
|  |                         |             |                                       |                    |                               | 4                   | Site Plan Improvements       | \$ 89,076.00    |                             |                             |
|  |                         |             |                                       |                    |                               | 5                   | Fencing & Gates              | \$ 59,175.00    |                             |                             |
|  |                         |             |                                       |                    |                               | 6                   | Exterior Painting            | \$ 21,100.00    |                             |                             |
|  |                         |             |                                       |                    |                               | 7                   | Demolition of Ex. STP        | \$ 160,000.00   |                             |                             |
|  | Base Bid (Sum)          |             |                                       |                    |                               |                     |                              | \$ 7,299,643.00 |                             |                             |
| <b>Bidder</b><br>Turner Murphy Company, Inc.<br>P.O. Box 3490<br>Rock Hill, SC 29732                 | X                       | X           | X                                     | X                  |                               | 1                   | Construction of WWTP         | \$ 7,819,959.00 | X                           | X                           |
|  |                         |             |                                       |                    |                               | 2                   | Improvements to Phase 1 WWTP | \$ 100,000.00   |                             |                             |
|  |                         |             |                                       |                    |                               | 3                   | WWTP Support Building        | \$ 270,000.00   |                             |                             |
|  |                         |             |                                       |                    |                               | 4                   | Site Plan Improvements       | \$ 75,000.00    |                             |                             |
|  |                         |             |                                       |                    |                               | 5                   | Fencing & Gates              | \$ 55,000.00    |                             |                             |
|  |                         |             |                                       |                    |                               | 6                   | Exterior Painting            | \$ 21,000.00    |                             |                             |
|  |                         |             |                                       |                    |                               | 7                   | Demolition of Ex. STP        | \$ 200,000.00   |                             |                             |
|  | Base Bid (Sum)          |             |                                       |                    |                               |                     |                              | \$ 8,540,959.00 |                             |                             |
| <b>Bidder</b><br>TA Loving<br>400 Pateltown Road<br>Goldsboro, NC 27                                 | X                       | X           | X                                     | X                  |                               | 1                   | Construction of WWTP         | \$ 5,192,000.00 | X                           | X                           |
|  |                         |             |                                       |                    |                               | 2                   | Improvements to Phase 1 WWTP | \$ 93,000.00    |                             |                             |
|  |                         |             |                                       |                    |                               | 3                   | WWTP Support Building        | \$ 680,000.00   |                             |                             |
|  |                         |             |                                       |                    |                               | 4                   | Site Plan Improvements       | \$ 150,000.00   |                             |                             |
|  |                         |             |                                       |                    |                               | 5                   | Fencing & Gates              | \$ 40,000.00    |                             |                             |
|  |                         |             |                                       |                    |                               | 6                   | Exterior Painting            | \$ 34,000.00    |                             |                             |
|  |                         |             |                                       |                    |                               | 7                   | Demolition of Ex. STP        | \$ 311,000.00   |                             |                             |
|  | Base Bid (Sum)          |             |                                       |                    |                               |                     |                              | \$ 6,500,000.00 |                             |                             |
| Bid Withdrawn due to mathematical error in accordance with North Carolina General Statute §143-129.1 |                         |             |                                       |                    |                               |                     |                              |                 |                             |                             |

Professional Engineer  
Seal 026980  
Signature: [Handwritten Signature]  
Date: 8/16/17



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 1966)

**Agenda Item Title**

Public Hearing & Action: Financing and Contract Authorization for Phase II Construction of the Ocean Sands Wastewater Treatment Plant, Corolla

**Brief Description of Agenda Item:**

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**





## COUNTY OF CURRITUCK

Telephone (252) 232-2381  
Fax (252) 232-2141

Finance Department  
153 Courthouse Road, Suite 101  
Currituck, North Carolina 27929

Sandra Hill, Finance Director

To: Currituck County Board of Commissioners  
Daniel F. Scanlon II, County Manager

From: Sandra Hill

Date: August 21, 2017

Subject: Recommendation of award for financing of the Ocean Sands Wastewater Treatment Plant

Competitive bids were solicited for financing and amount not to exceed \$8,000,000 for the Ocean Sands Wastewater Treatment Plant project, phases II and III. Bids were opened at 2:00 PM, August 17, 2017 in the finance office. Two bids were received, as follows:

BB & T, interest rate 2.45%, installment purchase financing  
Wells Fargo, interest rate 2.98%, Limited Obligation Bond financing

Upon thorough review of the bids, I am recommending that you award the financing of this project to BB & T. That bid is the most favorable interest rate, the lowest total cost, and most importantly the most efficient time to close on the loan and get the construction underway. In addition to the interest on the loan, there is \$4,900 in fees directly to BB & T.

The Wells Fargo bid not only had a higher interest rate, the estimated costs for fees associated with Limited Obligation Bonds are \$290,722.76.

Both proposals are attached for your review. Please let me know if you need any additional information.

Attachment: OSWSD-Bid Tab-Financing-Award Recommendation (Special Mtg-OSWSD Board-Financing Auth-OS WWTP)

COUNTY OF CURRITUCK  
 Ocean Sands Wastewater Treatment Plant  
 Bid Opening 2:00 PM, August 17, 2017

Amount to be Financed: \$8,000,000  
 Term: 15 Years

| Bank        | Interest<br>Rate | Principal    | Interest     | Bond<br>Counsel | Accrued<br>Interest | Fees      | Total<br>Cost | Prepayment<br>Penalty      |
|-------------|------------------|--------------|--------------|-----------------|---------------------|-----------|---------------|----------------------------|
| BB & T      | 2.45%            | \$ 8,000,000 | \$ 1,608,193 | \$ -            | \$ -                | \$ 4,900  | \$ 9,613,093  | 1% of balance              |
| Wells Fargo | 2.98%            | \$ 8,000,000 | \$ 2,607,667 | \$ 200,000      | \$ -                | \$ 90,723 | \$ 10,898,389 | negotiated at bond closing |




**BB&T Governmental Finance**

Post Office Box 710  
Snow Camp, North Carolina 27349  
Office: (336) 376-0254

August 17, 2017

Ms. Sandra Hill  
Finance Director  
County of Currituck  
153 Courthouse Road, Suite 102  
Currituck, NC 27929

Dear Ms. Hill:

Branch Banking and Trust Company ("BB&T") is pleased to offer this proposal for the financing of the Ocean Sands Wastewater Treatment Plant Project, North Carolina ("County").

- (1) **Project:** Construction of New Plant and Demolition of the Old Plant
- (2) **Amount to be Financed:** \$8,000,000.00
- (3) **Interest Rates, Financing Terms and Corresponding Payments:**

| Term     | BQ Rate |
|----------|---------|
| 15 years | 2.45%   |

Payments shall be semi-annual in arrears, or as requested. See the attached amortization schedule(s) for information on payments.

The financing proceeds may be deposited on behalf of the County in a project fund account with Branch Banking & Trust. Earnings on the project fund shall accrue to the benefit of the County for use on Project costs or interest payments.

The interest rates stated above are valid for a closing not later than October 31, 2017. A convenient date and time shall be mutually agreed upon for closing. Closing is contingent upon completing documentation acceptable to BB&T and the condition of the property acceptable to BB&T. BB&T shall provide a list of required documentation for closing should we be the successful proposer. At a minimum, BB&T shall require flood certification, if applicable, copies of the plans and specifications and an estimated expenditure budget two weeks in advance of closing for our review.

Remuneration for our legal review expenses and underwriting for this financing transaction shall be \$4,900.00. All applicable taxes, surveys, zoning, appraisals, permits, costs of environmental studies, title insurance premiums, LGC approval fees, costs of counsel for the County and any other costs shall be the County's responsibility and separately payable by the County. The financing documents shall allow prepayment of the principal balance in whole on any date with a 1% prepayment premium.

The stated interest rates assume that the County expects to borrow less than \$10,000,000 in calendar year 2017 and that the County shall comply with IRS Code Sections 141, 148, 149(e) and Section 265(b)(3). BB&T reserves the right to terminate its interest in this bid or to negotiate a mutually acceptable rate if the financing is not a qualified tax-exempt financing.

**(4) Security:**

This financing shall be secured by a first lien security interest on (a) all personal property acquired with financing proceeds, (b) all improvements to real estate that are constructed or improved with financing proceeds, and all associated real estate, and (c) all real estate acquired with financing proceeds.

**(5) Financing Documents:**

BB&T and its counsel shall prepare all documentation for the County. We shall provide a sample of those documents to you should BB&T be the successful proposer.

\* \* \* \* \*

BB&T appreciates the opportunity to provide this financing proposal and requests to be notified within ten days of this proposal should BB&T be the successful proposer.

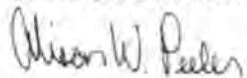
BB&T shall have the right to cancel this offer by notifying the County of its election to do so (whether or not this offer has previously been accepted by the County) if at any time prior to the closing there is a material adverse change in the County's financial condition, if we discover adverse circumstances of which we are currently unaware, if we are unable to agree on acceptable documentation with the County or if there is a change in law (or proposed change in law) that changes the economic effect of this financing to BB&T. We reserve the right to negotiate and/or terminate our interest in this transaction should we be the successful proposer.

Should we become the successful proposer, we have attached the form of a resolution that your governing board can use to award the financing to BB&T. If your board adopts this resolution, then BB&T shall not require any further board action prior to closing the transaction.

Please call me at (336) 376-0254 with your questions and comments. We look forward to hearing from you.

Sincerely,

BRANCH BANKING AND TRUST COMPANY



Alison W. Peeler  
Senior Vice President

Enclosure



**Resolution Approving Financing Terms**

**WHEREAS:** Currituck County (the "County") has previously determined to undertake a project for the financing of the Ocean Sands Wastewater Treatment Plant Project, (the "Project"), and the Finance Officer has now presented a proposal for the financing of such Project.

**BE IT THEREFORE RESOLVED, as follows:**

1. The County hereby determines to finance the Project through Branch Banking and Trust Company ("BB&T"), in accordance with the proposal dated August 17, 2017. The amount financed shall not exceed \$8,000,000.00, the interest rate shall not exceed 2.45% and the financing term shall not exceed fifteen (15) years from closing.
2. All financing contracts and all related documents for the closing of the financing (the "Financing Documents") shall be consistent with the foregoing terms. All officers and employees of the County are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution.
3. The Finance Officer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer's satisfaction. The Finance Officer is authorized to approve changes to any Financing Documents previously signed by County officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Finance Officer shall approve, with the Finance Officer's release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document's final form.
4. The County shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The County hereby designates its obligations to make principal and interest payments under the Financing Documents as "qualified tax-exempt obligations" for the purpose of Internal Revenue Code Section 265(b)(3).
5. The County intends that the adoption of this resolution will be a declaration of the County's official intent to reimburse expenditures for the project that is to be financed from the proceeds of the BB&T financing described above. The County intends that funds that have been advanced, or that may be advanced, from the County's general fund, or any other County fund related to the project, for project costs may be reimbursed from the financing proceeds.
6. All prior actions of County officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

By: \_\_\_\_\_

Title: \_\_\_\_\_

SEAL

By: \_\_\_\_\_

Title: \_\_\_\_\_



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 1968)

**Agenda Item Title**

Closed session pursuant to G.S. 143-318.11(a)(3) to consult with the county attorney and to preserve the attorney-client privilege regarding the matters captioned R.F. London, Inc. v. Currituck County and Letendre v. Currituck County

**Brief Description of Agenda Item:**

**Board Action Requested**

Discussion

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

Ike McRee