



**Board of Commissioners  
Agenda Packet**

**January 6, 2020**

**Work Session**

5:00 PM Minimum Lot Sizes, As Built Survey Amendment, Moyock Sewer Update, Sand Fencing

**6:00 PM Call to Order**

- A) Invocation & Pledge of Allegiance-Pastor David Clift, Moyock United Methodist 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.*

**Commissioner's Report****County Manager's Report****Administrative Reports**

- A) Recognition and Presentation of Advanced Law Enforcement Certificates and Sheriff Department Employee Recognition

**New Business**

- A) Resolution Celebrating the 100th Anniversary of the Passage of the Nineteenth Amendment to the Constitution-League of Women Voters
- B) Resolution Authorizing the Purchase of Kamstrup Meters from Fortiline, Inc. Through Sole Source Purchase
- C) Commissioner Travel-Chairman White, Visit NC Tourism Conference
- D) Commissioner Travel-Commissioner Payment, Leading the Way to Board Excellence-UNC School of Government
- E) Board Appointments
  - 1. Fire and EMS Advisory
  - 2. Library Board of Trustees
  - 3. Recreation Advisory
  - 4. Senior Citizens Advisory
- F) Consent Agenda
  - 1. Approval Of Minutes-December 2, 2019, and December 20, 2019
  - 2. Budget Amendments
  - 3. Project Ordinance-Griggs Elementary HVAC Replacement
  - 4. Project Ordinance-Central Elementary Roof Replacement

5. Resolution Opposing Reclassification of Jurisdictional Waters
6. Proclamation Supporting National Radon Action Month
7. Surplus Resolution-Fire & EMS AED
8. Surplus Resolution-Transfer Station Scales
9. Surplus Resolution-Rodeo Ring Fencing, CCRC
10. JCPC Funding Plan
11. Corolla Volunteer Fire Department-Fire Protection Equipment Purchase
12. Personnel Policy Revisions
13. Job Description Revision-Fire and EMS Lieutenant, Shift Supervisor
14. Cooperative Extension Fee Waiver-Moyock High School Reunion

**Closed Session**

Closed Session Pursuant to G.S. 143-318.11(a)(6) to discuss a personnel matter

**Adjourn**



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 2690)

**Agenda Item Title**

5:00 PM Minimum Lot Sizes, As Built Survey Amendment, Moyock Sewer Update, Sand Fencing

**Brief Description of Agenda Item:**

Work Session discussions on various topics, to include text amendments for minimum lot sizes and as built survey requirements. The Board will be provided with an update on Moyock sewer and a dune preservation grant initiative for sand fencing will be presented.

**Board Action Requested**

Discussion

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 2669)

### **Agenda Item Title**

Recognition and Presentation of Advanced Law Enforcement Certificates and Sheriff  
Department Employee Recognition

### **Brief Description of Agenda Item:**

Recognition of Detective Swaney Dudley, who is being promoted to Sergeant of the Criminal Investigations Unit where she has served as a Detective for the last 12 years.

The Board of Commissioners along with Sheriff Beichert will recognize and present certificates to deputies who have earned their Advanced Law Enforcement certification:

An officer can qualify for the Advanced Certificate if he or she:

- meets the requirements for the Intermediate Certificate, and
- has accumulated at least forty-eight (48) education and/or training points and at least twelve (12) years' experience, or
- has accumulated at least sixty (60) education and/or training points and at least nine (9) years' experience, or
- has an Associate Degree issued by an academic institution recognized by the United States Department of Education and the Council for Higher Education Accreditation; has accumulated at least thirty-six (36) training points and at least nine (9) years' experience, or
- has a Baccalaureate Degree issued by an academic institution recognized by the United States Department of Education and the Council for Higher Education Accreditation; has accumulated at least twenty-four (24) training points and at least six (6) years' experience, or
- has a Graduate or Professional Degree issued by an academic institution recognized by the United States Department of Education and the Council for Higher Education Accreditation; has accumulated at least sixteen (16) training points and at least four (4)

years' experience.

**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 # 2682)**

**Agenda Item Title**

Resolution Celebrating the 100th Anniversary of the Passage of the Nineteenth Amendment to the Constitution-League of Women Voters

**Brief Description of Agenda Item:**

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

## Resolution of the Board of Commissioners Celebrating the League of Women Voters and the 100<sup>th</sup> Anniversary of Passage of the Nineteenth Amendment to the US Constitution

**WHEREAS**, an organized movement to enfranchise women began in July, 1848, at a convention in Seneca Falls, New York; and

**WHEREAS**, through the efforts of brave and courageous women referred to as suffragists who sacrificed family, their personal life and their financial resources for over seventy years to gain equal rights for women, especially the right to vote; and

**WHEREAS**, women and men, black and white, supported the woman's suffrage movement for women to gain the constitutional right of having a voice in making the laws that govern them; and

**WHEREAS**, the woman's suffrage movement led to the passage of the 19<sup>th</sup> Amendment to the Constitution of the United States in 1919, with ratification by the states by the summer of 1920; and

**WHEREAS**, the National Woman's Suffrage Association dissolved in 1920 to create the League of Women Voters of the US to register voters and educate all voters; and

**WHEREAS**, the League of Women Voters of North Carolina was launched on October 7, 1920, on the steps of the Guilford County Courthouse by Gertrude Weil, a politically active and tireless young woman from Goldsboro, North Carolina; and

**WHEREAS**, more than 120,000 women were registered to vote in North Carolina by 1920; and

**WHEREAS**, women today constitute a majority vote in our state and the US and are running for office in higher numbers and more active in the election process than ever before in history.

**THEREFORE, BE IT RESOLVED**, that the 100<sup>th</sup> anniversary of women gaining the right to vote and the founding of the League of Women Voters in the United States and in North Carolina is recognized for the impact these historic accomplishments have on citizen engagement and the civic life of the community, the state and the nation.

**ADOPTED** this the 6th day of January, 2020.

\_\_\_\_\_  
Robert M. White, Chairman

ATTEST:

\_\_\_\_\_  
Leeann Walton, Clerk to the Board

### *The Constitution of the United States of America, Amendment XIX Women's Suffrage*

*The right of the citizens of the United States to vote shall not be denied or abridged by the United States or by any State on account of sex. Congress shall have the power to enforce this article by appropriate legislation.*



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 2670)**

**Agenda Item Title**

Resolution Authorizing the Purchase of Kamstrup Meters from Fortiline, Inc. Through Sole Source Purchase

**Brief Description of Agenda Item:**

Resolution Authorizing the Purchase of Kamstrup Meters from Fortiline, Inc. Through Sole Source Purchase

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Sandee Salimbene, Assistant

**Presenter of Agenda Item**

Donald (Ike) I. McRee Jr



## **COUNTY OF CURRITUCK**

### **RESOLUTION AUTHORIZING THE PURCHASE OF KAMSTRUP METERS FROM FORTILINE, INC. THROUGH SOLE SOURCE PURCHASE PURSUANT TO N.C. GEN. STAT. §143-129(e)(6)**

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, proper functioning of the county's Mainland Water System requires replacement meters compatible with existing systems equipment and;

WHEREAS, as the sole and exclusive distributor of Kamstrup AMR and AMI meters in the State of North Carolina, Fortiline, Inc. is the only entity capable of providing the county with meters compatible with current Mainland Water System equipment and operational systems, and

WHEREAS, Mainland Water System has been using Fortiline, Inc. to construct, develop and upgrade its system; and

WHEREAS, Mainland Water Department needs replacement meters and Fortiline, Inc. is the sole supplier of compatible meters; and

WHEREAS, Fortiline, Inc. is supplying Mainland Water Department with 386 5/8x3/4 FlowIQ 2100 Kamstrup meters at a cost of \$160/meter; and

WHEREAS, the total cost for the Mainland Water Department meter purchase is \$65,928.80.

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 \$65,928.80 with Fortiline, Inc. for the sole source purchase of FlowIQ 2100 Kamstrup meters 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 Fortiline, Inc. for the acquisition apparatus, materials, and equipment acquisition described in this resolution and the proposed contract.

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

This the 6th day of January, 2020.

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Bob White, Chairman  
Board of Commissioners

ATTEST:

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Leeann Walton  
Clerk to the Board of Commissioners

(COUNTY SEAL)



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 2673)

**Agenda Item Title**

Commissioner Travel-Chairman White, Visit NC Tourism Conference

**Brief Description of Agenda Item:**

Chairman White sits on the Tourism Advisory Board and has been invited to attend the Visit NC 365 Tourism Conference in Asheville, NC, March 22-24. Costs to include three nights of accommodations, registration fee, and meals if not provided. Federal Per Diem rates apply.

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 2674)

**Agenda Item Title**

Commissioner Travel-Commissioner Payment, Leading the Way to Board Excellence-UNC School of Government

**Brief Description of Agenda Item:**

Commissioner Payment, Vice-chair of the Board of Commissioners, is requesting approval to attend a four-part leadership series in Cullowhee, NC. The program will take place at Western Carolina University with two-day sessions in March, April, May & June. This course is part of the Local Elected Leaders Academy through the School of Government. Costs include registration of \$400 (total for all sessions), lodging and meals. Per Diem rates apply.

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 2679)**

**Agenda Item Title**

Fire and EMS Advisory

**Brief Description of Agenda Item:**

Appointment by Board of Commissioners is needed for Ryland Poyner. Mr. Poyner has been sitting as a replacement for Robert Pervere.

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

FIRE AND EMS ADVISORY BOARD  
2 Year Term

| Incumbent                                                    | District Served | New Appointee        | Nominated by              | Date of Appointment    | End of Term                  |
|--------------------------------------------------------------|-----------------|----------------------|---------------------------|------------------------|------------------------------|
| <b>Fire/EMS Chief</b><br>Ralph "Chip" Melton                 | Consensus       |                      |                           | 12/2/2019              | EMS Repres.<br>5/31/2021     |
| <b>Fire Services Representative</b><br><b>Robert Pervere</b> | Consensus       | <b>Ryland Poyner</b> | To Replace Robert Pervere | 5/18/2015<br>6/19/2017 | 1stTerm<br>5/31/2019         |
| <b>Fire Services Representative</b><br><b>Brooks Hart</b>    | Consensus       |                      |                           | 5/18/2015<br>6/19/2017 | 2nd Term<br>5/31/2019        |
| <b>Citizen Representative</b><br>William Bailey              | Consensus       |                      |                           | 6/4/2018               | 1st-2 Year Term<br>5/31/2020 |
| <b>Commissioner*</b><br>Paul Beaumont                        | Consensus       |                      |                           | 12/5/2016              | BOC<br>Member                |
| <b>Corolla Fire District Rep</b><br><b>VACANT</b>            | Consensus       |                      |                           |                        |                              |
| <b>KI Fire District Rep</b><br><b>VACANT</b>                 | Consensus       |                      |                           |                        |                              |
|                                                              |                 |                      |                           |                        |                              |

\*Commissioner term expiration extended to December to correlate with election cycles.

Fire/EMS Chief serves as required by ordinance

Commissioner Beaumont serves on this Board



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 2677)**

**Agenda Item Title**

Library Board of Trustees

**Brief Description of Agenda Item:**

Commissioner Payment will nominate Charlotte Martin to serve on the Board of Trustees.

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

LIBRARY BOARD OF TRUSTEES  
2 Year Terms

| Incumbent          | Nominated by | New Appointee | Nominated by    | Date of Appointment | End of Term     |
|--------------------|--------------|---------------|-----------------|---------------------|-----------------|
| Kerri Engley       | District 1   |               | Bob White       | 8/19/2019           | 2nd 6/30/2021   |
| Madolin Rose Kelly | District 2   |               | Selina Jarvis   | 8/19/2019           | 2nd 6/30/2021   |
| Colleen Umphlett   | District 3   |               | Mike Payment    | 6/19/2017           | 2nd 6/30/2019   |
| Leigh Dix          | District 4   |               | Paul Beaumont   | 11/5/2018           | 1st 6/30/2020   |
| Sandy Fost         | District 5   |               | Owen Etheridge  | 8/19/2019           | Unexp 6/30/2021 |
| Coston Charles     | At-Large     |               | Kevin McCord    | 8/19/2019           | 2nd 6/30/2021   |
| Mike Fost          | At-Large     |               | Kitty Etheridge | 11/5/2018           | Unexp 6/30/2020 |
| Must Be Replaced   |              |               |                 |                     |                 |
|                    |              |               |                 |                     |                 |
|                    |              |               |                 |                     |                 |



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 2675)**

**Agenda Item Title**

Recreation Advisory

**Brief Description of Agenda Item:**

Commissioner Jarvis will nominate Ted Jagucki to serve on the Recreation Advisory, filling an unexpired term through January, 2021.

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

RECREATION ADVISORY BOARD  
2 Year Terms

| Incumbent       | District Served | New Appointee | Nominated by    | Date of Appointment | End of Term                |
|-----------------|-----------------|---------------|-----------------|---------------------|----------------------------|
| Ryan Hodges     | District 1      |               | Bob White       | 8/6/2018            | 2nd Term<br>January 2020   |
| Liz Holterhaus  | District 2      |               | Selina Jarvis   | 6/19/2017           | 1st Term<br>January 2019   |
| Robin Kane      | District 3      |               | Mike Payment    | 4/16/2018           | 2nd Term<br>January 2020   |
| Mike Fost       | District 4      |               | Paul Beaumont   | 2/18/2019           | 1st Term<br>January 2021   |
| Peter Aitken    | District 5      |               | Owen Etheridge  | 4/16/2016           | 2nd Term<br>January 2020   |
| Charles Pickell | At-Large        |               | Kevin McCord    | 2/18/2019           | Unexp Term<br>January 2020 |
| Mike Lane       | At-Large        |               | Kitty Etheridge |                     | 1st Term                   |
|                 |                 |               |                 | 2/18/2019           | January 2021               |

Commissioner McCord Serves on this Board



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 2676)

**Agenda Item Title**

Senior Citizens Advisory

**Brief Description of Agenda Item:**

The following nominations will be submitted for consideration:

Roberta Defenbaugh will be nominated as a new appointment to replace the current member whose term ends February 1, 2020. The new member will serve a full, two-year term ending February 1, 2022.

Commissioner McCord will reappoint Betty Fairchild to serve a full term also expiring February 1, 2022.

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

SENIOR CITIZEN ADVISORY BOARD  
2 Year Terms

| Incumbent           | Nominated by | New Appointee | Nominated by    | Date of Appointment | End of Term    |
|---------------------|--------------|---------------|-----------------|---------------------|----------------|
| Cindy Scott         | District 1   |               | Bob White       | 3/4/2019            | 2nd 2/1/2021   |
| Rita Ferebee        | District 2   |               | Selina Jarvis   | 8/6/2018            | 2nd 2/1/2020   |
| Janet Lovell        | District 3   |               | Mike Payment    | 2/18/2019           | 2nd 2/1/2021   |
| Michael Williams    | District 4   |               | Paul Beaumont   | 2/18/2019           | 1st 2/1/2021   |
| Janet Taylor        | District 5   |               | Owen Etheridge  | 5/20/2019           | Unexp 2/1/2020 |
| Betty Ann Fairchild | At-Large     |               | Kevin McCord    | 8/20/2018           | Unexp 2/1/2020 |
| Alisa Hugdahl       | At-Large     |               | Kitty Etheridge | 8/6/2018            | Unexp 2/1/2020 |

Commissioner Mary Etheridge Serves on this Board



**CURRITUCK COUNTY  
NORTH CAROLINA**

December 2, 2019

Minutes – Regular Meeting of the Board of Commissioners

**WORK SESSION**

**1. 5:00 PM Commissioner Service on Advisory Boards**

The Currituck County Board of Commissioners met at 5:00 PM in the Conference Room of the Historic Courthouse for a work session to establish Commissioner's service on local and regional advisory Boards. County Manager, Ben Stikeleather, reviewed the purpose and goals of each Board after which two changes were made to existing appointments, effective January, 2020. Commissioner J. Owen Etheridge replaced Commissioner Beaumont on the Albemarle Commission and Commissioner Jarvis replaced Commissioner Mary Etheridge on the Juvenile Crime Prevention Council.

The County Manager reviewed additional items with Commissioners:

- Mr. Stikeleather will attend a meeting with the Board of Education to discuss sites for a new elementary school in Moyock and school district boundaries, which are necessary for determining whether the county's adequate public facilities ordinance can be met based on projected student counts for two large subdivisions to be built in Moyock.
- The county's pay study has commenced.
- As a follow up to an earlier work session to address damages at the Ecoplexus solar facility in Grandy due to Hurricane Dorian, Mr. Stikeleather reported that Ecoplexus has offered to pay the fee for an independent engineering review of the facility site plans. Mr. Stikeleather said the county had been quoted a cost of \$1,500, and Commissioners directed staff to move forward with the review.
- Discussion related to a request by developer, Sam Miller, who wants the county to be responsible for the cost to install a six inch waterline for a subdivision he is building in Moyock. Mr. Stikeleather explained the waterline at the site is a two inch line but was erroneously labeled as a six inch line in the County's GIS system. Commissioners considered the request and, after discussion, declined the request.

There was no further business and the work session concluded at 5:48 PM.

**6:00 PM CALL TO ORDER**

Communication: Minutes for December 2, 2019 (Approval Of Minutes-December 2, 2019, and December 20, 2019)

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

| Attendee Name          | Title         | Status  | Arrived |
|------------------------|---------------|---------|---------|
| Bob White              | Chairman      | Present |         |
| Mike H. Payment        | Vice Chairman | Present |         |
| Paul M. Beaumont       | Commissioner  | Present |         |
| J. Owen Etheridge      | Commissioner  | Present |         |
| Mary "Kitty" Etheridge | Commissioner  | Present |         |
| Selina S. Jarvis       | Commissioner  | Present |         |
| Kevin E. McCord        | Commissioner  | Present |         |

Chairman White called the meeting to order.

#### **A) Invocation & Pledge of Allegiance-Pastor Ken Simpson, Coinjock Baptist Church**

Pastor Ken Simpson attended to offer the Invocation and lead the Pledge of Allegiance.

#### **B) Election of Board Chair**

Pursuant to North Carolina general statutes, a Board of Commissioners is required to reorganize at the first meeting in December each year. Ben Stikeleather, County Manager, opened the floor to receive nominations for Chairman and Commissioner Jarvis nominated Bob White. Commissioner Mary Etheridge seconded. With no other nominations, Commissioner White was approved unanimously to serve as Chairman.

|                  |                                                                                                                                                                                                                           |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                                                                                                                                                                                               |
| <b>MOVER:</b>    | Selina S. Jarvis, Commissioner                                                                                                                                                                                            |
| <b>SECONDER:</b> | Mary "Kitty" Etheridge, Commissioner                                                                                                                                                                                      |
| <b>AYES:</b>     | Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner |

#### **C) Election of Board Vice-Chair**

The meeting was turned over to the Chairman who opened the floor to receive nominees for Vice-chair. Commissioner McCord nominated Mike Payment to serve as Vice-chair. Commissioner Jarvis seconded and Commissioner Payment was approved unanimously to serve as Vice-chair.

|                  |                                                                                                                                                                                                                           |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                                                                                                                                                                                               |
| <b>MOVER:</b>    | Kevin E. McCord, Commissioner                                                                                                                                                                                             |
| <b>SECONDER:</b> | Selina S. Jarvis, Commissioner                                                                                                                                                                                            |
| <b>AYES:</b>     | Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner |

#### **D) Approval of Agenda**

Commissioner Payment amended the agenda to add reappointments to Advisory Board positions for sitting Commissioners and Chairman White removed Item A under Admin Reports, Presentation of Advanced Law Enforcement Certificates.

Commissioner Mary Etheridge moved to approve the agenda. The motion was seconded by Commissioner Jarvis. The motion carried.

Approved agenda:

#### **Work Session**

5:00 PM Commissioner Service on Advisory Boards

#### **6:00 PM Call to Order**

- A) Invocation & Pledge of Allegiance-Pastor Ken Simpson, Coinjock Baptist Church
- B) Election of Board Chair
- C) Election of Board Vice-Chair
- D) 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.*

#### **Commissioner's Report**

#### **County Manager's Report**

#### **Administrative Reports**

~~A) Recognition and Presentation of Advanced Law Enforcement Certificates~~ *This item was deleted from the agenda*

**B) Economic Development Report-Larry Lombardi,  
Economic Development Director**

**Public Hearings**

- A) **PB 19-26 Nutrien Ag Solutions Text Amendment:** Request to amend Chapter 4 and Chapter 10 of the Unified Development Ordinance to allow distribution of agronomic products in the Agriculture, Limited Business, General Business, Light Industrial, and Heavy Industrial zoning districts.

**Old Business**

- A) **PB 19-21 Island Development Text Amendment:** Guy Lunsford is requesting a text amendment to allow development on islands accessible only by boat.

**New Business**

- A) **Ordinance Amending Chapter 2, Article III, Division 3: Fire and Emergency Medical Services (EMS) Advisory Board, to Provide One Resident Appointment from Knotts Island and One Resident Appointment from Corolla and to Increase Membership on the Fire and EMS Board from Five to Seven**
- B) **Ordinance of the Currituck County Board of Commissioners Amending Chapter 9 of the County Code of Ordinances by Adding Article VI. Alarm Systems, and Section 1-8 Regarding Issuance of Notices of Violation, and to Make a Technical Correction**
- C) **Board Appointments**
1. **Amended Item**-Commissioner Appointments to Boards
  2. Animal Services & Control Advisory
  3. Board of Adjustment
  4. Fire and EMS Advisory
  5. Game Commission
  6. Planning Board
  7. Tourism Advisory
  8. Veterans Advisory
- D) **Consent Agenda**
1. Approval Of Minutes for November 4, 2019
  2. Budget Amendments

3. Surplus Resolution-Vehicle & Equipment
4. Resolution to Establish Salary for the Office of Register of Deeds Pursuant to NC General Statute 153A-92
5. Project Ordinance-Dune Walkover Replacements
6. Project Ordinance-Corolla Village Sidewalk
7. Amendment to Notice to Proceed-Debris Monitoring Services, Hurricane Dorian
8. Contract to Audit Accounts-Amended
9. 2019 Order of Collections-Tax Department
10. Job Description Revision-Maintenance Repair Worker/Electrician
11. Petition for Road Addition-Brae Burn Drive, Kilmarlic

**Recess****Special Meeting of the Tourism Development Authority**

Budget Amendments-TDA

**Adjourn TDA****Special Meeting of the Ocean Sands Water & Sewer District Board**

Budget Amendments-OSWSD Board

**Adjourn OSWSD Board****Reconvene for Closed Session**

Closed Session Pursuant to G.S. 143-318.11(a)(3) to Consult with the County Attorney in Order to Preserve the Attorney-Client Privilege

**Adjourn**

|                  |                                                                                                                                                                                                                           |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                                                                                                                                                                                               |
| <b>MOVER:</b>    | Mary "Kitty" Etheridge, Commissioner                                                                                                                                                                                      |
| <b>SECONDER:</b> | Selina S. Jarvis, Commissioner                                                                                                                                                                                            |
| <b>AYES:</b>     | Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, 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.***

Denise Fallon, JP Knapp Early College Principal, shared information on the school and their accomplishments. She noted a two point jump in SAT scores and the school's earning an A grade from the state for its fifth consecutive year. She discussed the upcoming student recruitment period and parent information meetings. Ms. Fallon responded to Board

questions and highlighted student internship opportunities and programs, and processes for acceptance into the Early College.

Nathan Morales of Moyock discussed drainage issues that have developed on his property since construction began on the neighboring Windswept Pines subdivision in Moyock. He believes the rerouting of ditches and construction of retention ponds in Windswept Pines are causing septic and stormwater flooding issues on his property. He described inadequate downstream culvert piping that is not able handle the stormwater drainage from the subdivision. He asked the Board to require a downstream water analysis for new developments and to improve downstream situations.

Commissioners discussed Mr. Morales' concerns, and he provided additional detail on culvert and ditching issues. Challenges for downstream improvements, such as accessing privately owned culverts and ditches for clearing were discussed and Commissioner Beaumont suggested stormwater plans submitted for development that show a change in outflow should require a downstream analysis for approval.

No others were signed up nor wished to speak and the Public Comment period was closed.

#### **COMMISSIONER'S REPORT**

Commissioner Jarvis reported on the Trillium Regional Advisory meeting recently attended, which included a brief on vaping. She said the information and statistics presented were daunting, and she encouraged parents to talk with their teens about the dangers of vaping. She reported Medicaid transformation has been suspended because the state has yet to pass a budget. Commissioner Jarvis had also attended the Area 5 Soil and Water Conservation District Meeting and thanked the Soil & Water Board for their work.

Commissioner J. Owen Etheridge congratulated Currituck County schools athletes on a successful fall season. He wished everyone a Merry Christmas and discussed the meaning of the season. He reported on the success of this year's Curri-shuck event at Sanctuary Vineyards.

Commissioner McCord also congratulated the county's school athletes. He encouraged citizens to support the Department of Social Services by donating to their Operation Santa Clause program. He announced the County's upcoming Christmas Parade and Tree Lighting at Cooperative Extension.

Commissioner Beaumont encouraged Corolla and Knotts Island residents interested in representing their service district as a member of the Fire and Emergency Medical Services Advisory Board to submit a Statement of Interest to the county. He attended the Veterans Day celebration at Veterans' Park and thanked participants, including the Boy Scouts of America and students from Kelly's Dance Studio, who performed. He discussed the county's Veterans registration and encouraged veterans residing in the county to sign up.

Commissioner Mary Etheridge congratulated Ashley Basnight who will be featured on a television show called "Makin' It". She encouraged everyone to watch the show that was airing later, as Ms. Basnight is a Currituck County native and the owner of Handmade Haven, the business that will be featured.

Commissioner Payment wished everyone a safe and Merry Christmas and thanked Commissioners for a productive year.

Chairman White also reported his attendance at the recent Area 5 Soil & Water meeting.

## COUNTY MANAGER'S REPORT

County Manager, Ben Stikeleather, reported site clearing has begun for construction at the new public safety building, which will be located next to the College of the Albemarle's Regional Aviation Technical Training Center.

## ADMINISTRATIVE REPORTS

### A. Recognition and Presentation of Advanced Law Enforcement Certificates

This item was removed from the agenda.

### B. Economic Development Report-Larry Lombardi, Economic Development Director

Larry Lombardi, Economic Development Director, presented an Economic Development update for the County. He used a powerpoint and reviewed population and employment numbers, projects pending and those in progress throughout the county, permit statistics and potential tax revenues from new projects. Mr. Lombardi noted positive movement for the County. He described economic development marketing initiatives and provided progress reports on the Currituck Station mega-site and Maple Commerce Park.

## PUBLIC HEARINGS

### A. PB 19-26 Nutrien Ag Solutions Text Amendment:

To: Planning Board  
Board of Commissioners

From: Planning Staff

Date: 11/12/2019

Subject: PB 19-26 Nutrien Ag Solutions

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The proposed text amendment, submitted by Fenton Eure of Nutrien Ag Solutions, revises Chapter 4 of the Unified Development Ordinance (UDO) to allow distribution of agronomic products under the Agricultural Support and Services (Not Directly Related) use category. Agronomic products include, but are not limited to, seeds, fertilizer, and soil and plant amendments. The draft language revises a change to the specific standards for Agricultural Support and Services, and the definitions related to the request.

#### Background

The applicant is currently operating an agronomic product distribution business from a facility located at 119 Central Ln. in Shawboro. They have a need to erect an additional building on site in order to have designated buildings for each type of product. The new building would be located on what is now staging and vehicular use area and, therefore, would not constitute an expansion of the use.

The UDO currently includes distribution hubs for agricultural products as a permissible use in the Agricultural, General Business, Limited Business, Heavy Industrial and Light Industrial zoning districts. Distribution Hub for Agricultural Products is defined as:

*A place where farmers can deliver agricultural products for pick-up by consumers or wholesalers, but not including a central place operated by a farm co-op where farmers can deliver products for pick-up by consumers.*

The proposed amendment would allow distribution of agronomic products under the same use category as agricultural products. It would also be allowed in the same zoning districts as a distribution hub for agricultural products. This is a necessary and important support service for the County's agricultural industry.

The current ordinance language requires that distribution hubs have direct access from a major arterial or collector street. The proposed amendment will add direct access to a railway as an additional option. The specific standards for the use will be updated to include opaque screening from off-site views for new uses, and for existing uses when the use area is expanded by more than 50 percent.

#### **Text Amendment Review Standards**

The advisability of amending the text of the UDO is a matter committed to the legislative discretion of the Board of Commissioners and is not controlled by any one factor. In determining whether to adopt or deny the proposed text amendment, the Board of Commissioners may weigh the relevance of and consider whether and the extent to which the proposed text amendment:

1. Is consistent with the goals, objectives, and policies of the Land Use Plan and other applicable county-adopted plans;
  - a. *The proposed text amendment is consistent with the following 2006 Land Use Plan Policies:*
    - *POLICY ID5: WAREHOUSING, STORAGE AND DISTRIBUTION facilities shall have access to thoroughfares of adequate traffic carrying capacity, and shall be appropriately designed and/or visually buffered according to the visibility of their location.*
    - *POLICY ED1: NEW AND EXPANDING INDUSTRIES AND BUSINESSES should be especially encouraged that: 1) diversify the local economy, 2) train and utilize a more highly skilled labor force, and (3) are compatible with the environmental quality and natural amenity based economy of Currituck County.*
2. Is not in conflict with any provision of this Ordinance or the County Code of Ordinances;
  - a. *The text amendment request is consistent with the provisions of the UDO and the County Code of Ordinances.*
3. Is required by changed conditions;
4. Addresses a demonstrated community need;
  - a. *Distribution of agronomic products is a necessary service for supporting the agricultural industry in Currituck County.*
5. Is consistent with the purpose and intent of the zoning districts in this Ordinance, or would improve compatibility among uses and ensure efficient development within the county;
  - a. *The text amendment request is consistent with the purpose and intent of the zoning districts. The Agriculture zoning district currently allows several Agriculture related uses that might otherwise be considered commercial or industrial uses. The addition of agronomic product distribution to the ordinance is vital to continued agricultural success in Currituck. Similar uses are allowed in the Limited and General Business, as well as the Light and Heavy Industrial, zoning districts.*
6. Would result in a logical and orderly development pattern; and
  - a. *The text amendment request will result in a logical and orderly development pattern and specific standards are provided to mitigate impacts on surrounding properties.*
7. Would not result in significantly 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.

#### **Staff Recommendation**

Staff recommends approval of this request subject to the proposed staff additions and the staff suggested Statement of Consistency and Reasonableness listed in the staff report.

**Planning Board Recommendation**

Planning Board recommends approval of the request as presented.

## pb 19-26 Nutrien Ag Solutions Text Amendment

Nutrien Ag Solutions requests an amendment to the Unified Development Ordinance, Chapter 4 Use Standards, to allow distribution of agronomic products under the *Agricultural Support Services (Not Directly Related)* use category.

BE IT ORDAINED by the Board of Commissioners of the County of Currituck, North Carolina that the Unified Development Ordinance of the County of Currituck be amended as follows:

**Item 1:** That Chapter 4 is amended by deleting the following strikethrough language and adding the bold and underlined language.

**TABLE 4.1.1: SUMMARY USE TABLE**

Z = Zoning Compliance Permit; U = Use Permit; MP = Allowed with Master Plan;  
CZ= Allowed in a Conditional Zoning District blank cell = Prohibited

| USE CATEGORY                                   | USE TYPE                                                        | ZONING DISTRICT (CURRENT DISTRICT IN PARENTHESIS)<br>[NOTE: OVERLAY OR SUB-DISTRICT REQUIREMENTS MAY FURTHER LIMIT USES] |    |     |     |     |     |     |    |    |    |    |    |    |      |        | ADDITIONAL REQ.<br>(4.2.---) |      |
|------------------------------------------------|-----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|----|-----|-----|-----|-----|-----|----|----|----|----|----|----|------|--------|------------------------------|------|
|                                                |                                                                 | RC                                                                                                                       | AG | SFM | SFO | SFR | SFI | MXR | GB | LB | CC | VC | LI | HI | PD-R | PD-M   |                              | PD-O |
|                                                |                                                                 | COMMERCIAL USE CLASSIFICATION                                                                                            |    |     |     |     |     |     |    |    |    |    |    |    |      |        |                              |      |
| Agriculture Support and Services (Not Directly | Distribution hub for agricultural <u>and agronomic</u> products |                                                                                                                          | Z  |     |     |     |     |     | Z  | Z  |    |    | Z  | Z  |      | M<br>P |                              | 1.C  |

### C. Agricultural Support and Services (Not Directly Related)

#### (1) General

- a.) All agricultural support and services (not directly related) uses shall have direct access onto a railway, major arterial street, or collector street.

#### Agronomic Uses

- a.) New uses, and existing use areas expanded by more than 50 percent, shall screen outdoor use areas according to Section 4.3.3.R.5 Outdoor Storage.

That Chapter 10 is amended by deleting the following strikethrough language and adding the bold and underlined language.

### DISTRIBUTION HUB FOR AGRONOMIC PRODUCTS

A place where agronomic products are available for pick up or delivery. Agronomic products include but are not limited to seeds, fertilizer, and soil and plant amendments.

**Item 2:** Staff suggested Statement of Consistency and Reasonableness:

#### **Land Use Plan Consistency**

The UDO requires that the Board of Commissioners adopt a statement of consistency and reasonableness that describes whether the decision on the amendment is consistent with county adopted plans that are applicable and why the decision is reasonable and in the public interest.

The requested text amendment is consistent with the goals, objectives and policies of the 2006 Land Use Plan including:

POLICY ID5: WAREHOUSING, STORAGE AND DISTRIBUTION facilities shall have access to thoroughfares of adequate traffic carrying capacity, and shall be appropriately designed and/or visually buffered according to the visibility of their location.

POLICY ED1: NEW AND EXPANDING INDUSTRIES AND BUSINESSES should be especially encouraged that: 1) diversify the local economy, 2) train and utilize a more highly skilled labor force, and (3) are compatible with the environmental quality and natural amenity based economy of Currituck County.

The request is reasonable and in the public interest because:

1. It is an existing and necessary support service for agriculture.

**Item 3:** The provisions of this Ordinance are severable and if any of its provisions or any sentence, clause, or paragraph or the application thereof to any person or circumstance shall be held unconstitutional or violative of the Laws of the State of North Carolina by any court of competent jurisdiction, the decision of such court shall not affect or impair any of the remaining provisions which can be given effect without the invalid provision or application.

**Item 4:** This ordinance amendment shall be in effect from and after the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

Prior to review, disclosures were presented by Commissioner J. Owen Etheridge, who is a patron of Nutrien Ag Solutions, and Commissioner Mary Etheridge, who said her family owns the property adjacent to the company. County Attorney, Ike McRee, said he sees no conflict of interest to warrant a recusal from voting for either, based on state statute and the information presented by the Commissioners.

Laurie LoCicero, Planning and Community Development Director, reviewed the application for Commissioners which would allow for a new building to be constructed on the site. She read the proposed language that specifically addresses agronomic products. Both staff and Planning Board recommend approval. It was noted the text amendment would apply county-wide and supporting policies were presented.

Applicant and Nutrien Ag Solutions Location Manager, Fenton Eure, said the company has been operating at the location for many years, prior to 1965, and are looking to upgrade to make the area more user and community friendly. He described the facility layout using an overhead slide of the current site, and said they propose to replace individual containers currently used at the site with a warehouse facility. He described the issues realized during the process related to general business zoning and the resulting need for the amendment.

Chairman White opened the Public Hearing. No one was signed up nor wished to speak and the Public Hearing was closed.

Commissioner Beaumont moved to approve PB 19-26 because the request is consistent with the goals, objectives and policies of the 2006 Land Use Plan, including Policy ID5- Warehousing, storage and distribution facilities shall have access to thoroughfares of

adequate traffic carrying capacity and shall be appropriately designed and/or buffered according to the visibility of their location. Policy ED1-New and Expanding industries and businesses should be especially encouraged that diversify the local economy, train and utilize a more highly skilled labor force, and are compatible with the environmental quality and natural amenity-based economy of Currituck County. The request is reasonable and in the public interest because it is already existing and a necessary support service for agriculture.

Commissioner Mary Etheridge seconded the motion. The motion carried.

|                  |                                                                                                                                                                                                                           |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                                                                                                                                                                                               |
| <b>MOVER:</b>    | Paul M. Beaumont, Commissioner                                                                                                                                                                                            |
| <b>SECONDER:</b> | Mary "Kitty" Etheridge, Commissioner                                                                                                                                                                                      |
| <b>AYES:</b>     | Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner |

## RECESS

Chairman White called a recess at 7:15 PM. The Board reconvened at 7:25 PM.

## OLD BUSINESS

### A. PB 19-21 Island Development Text Amendment: Guy Lunsford is requesting a text amendment to allow development on islands accessible only by boat.

To: Board of Commissioners  
Planning Board

From: Planning Staff

Date: September 25, 2019

Subject: PB 19-21 Island Development Text Amendment (Guy Lunsford)

### Background

The purpose of the text amendment is to allow development on islands with boat only access. If approved, the text amendment will apply countywide and there are 21 privately owned islands off of Currituck Mainland. While the text amendment will apply countywide, Mr. Lunsford is particularly interested in developing the five 10+ acre lots on Long Point, an island in the Coinjock Bay.

In 2005, Wayne Meyers submitted a similar text amendment that the BOC eventually denied in 2008 for development of the same island. The primary concerns for denial of the text amendment at that time were citizen health and safety and for providing county services. Since this text amendment request is so significant in regards to citizen health and safety, it was reviewed by TRC. In reviewing the current TRC comments, you will find some of the same concerns with previous text amendment request in this text amendment request.

In 2006 The Currituck Island Company LLC purchased the property. Mr. Lunsford was the managing member of that LLC. On January 12, 2017 the Currituck Island Company LLC subdivided the single lot island into five 10+ acre lots. By North Carolina General Statute, properties being divided into lots greater than 10 acres are exempt from subdivision regulations. The 10+ acre lots are not exempt from zoning standards or NC Building code. On March 28, 2017, the property transferred from The Currituck Island Company LLC to Mr. Lunsford.

**Text Amendment Review Standards**

The advisability of amending the text of the UDO is a matter committed to the legislative discretion of the Board of Commissioners and is not controlled by any one factor. In determining whether to adopt or deny the proposed text amendment, the Board of Commissioners may weigh the relevance of and consider whether and the extent to which the proposed text amendment:

1. Is consistent with the goals, objectives, and policies of the Land Use Plan and other applicable county-adopted plans;
  - Policy PP2 of the LUP states that adequate public facilities, sufficient to support associated growth and development must be available. Firefighting, emergency medical services, etc. will not be available to the island based on TRC comments.
2. Is not in conflict with any provision of this Ordinance or the County Code of Ordinances;
  - One of the purposes of the UDO is to facilitate the adequate provision of transportation, utilities, parks, recreation, emergency services, and other public facilities. (Section 1.3.J) This request is in direct conflict with the purpose of the UDO since emergency services will not be available to serve an island with boat only access. Adequate public facilities are not available to serve an island with boat only access. (Reference TRC Comments)
3. Is required by changed conditions;
  - Staff is unaware of changed conditions since the previous text amendment request in 2005.
4. Addresses a demonstrated community need;
5. Is consistent with the purpose and intent of the zoning districts in this Ordinance, or would improve compatibility among uses and ensure efficient development within the county;
6. Would result in a logical and orderly development pattern; and
  - Allowing development on an island with boat only access where firefighting and emergency medical services is not available is neither logical or orderly.
7. Would not result in significantly 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.

**Technical Review Committee Recommendation**

TRC recommends denial of this request subject to the review standards noted above and the staff suggested Statement of Consistency and Reasonableness listed in the attached staff report.

**Planning Board Recommendation**

Planning Board recommends denial of this request subject to the review standards noted above and the staff suggested Statement of Consistency and Reasonableness listed in the attached staff report.

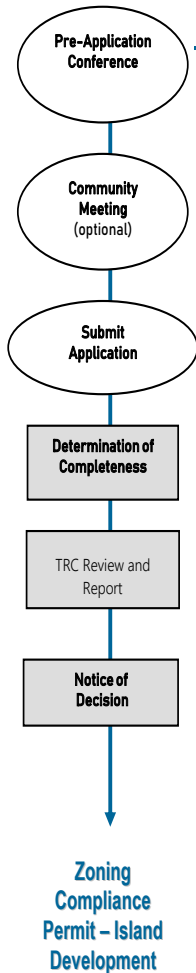


Gregory E. Willis, on behalf of his client, Guy Lunsford, request an amendment to the Unified Development Ordinance, Chapter 2 Administration, Chapter 3 Zoning Districts, and Chapter 10 Definitions and Measurement, to allow single-family dwellings to be built on islands accessible only by boat.

BE IT ORDAINED by the Board of Commissioners of the County of Currituck, North Carolina that the Unified Development Ordinance of the County of Currituck be amended as follows:

Highlighted items are based on direction from the Board of Commissioners at its November 18, 2019 work session.

Item 1: That Chapter 2 is amended by adding Section 2.4.19 Island Development:



## 2.4.19 Zoning Compliance Permit – Island Development

### Purpose

The purpose of a zoning compliance permit for island development is to ensure no development occurs unless the development complies with the requirements of this ordinance.

### A. Applicability

A zoning compliance permit for island development is required before issuance of a building permit, any change in use, or commencement of activity that does not require issuance of a building permit.

### B. Zoning Compliance Permit – Island Development Procedure

#### (1) Pre-Application Conference

Applicable (see Section 2.3.2).

#### (2) Community Meeting

Not applicable

#### (3) Application Submittal and Acceptance

Applicable (see Section 2.3.4). Prior to the issuance of a zoning compliance permit for island development, verification must be submitted by the applicant that the lot will be served by either a state-approved package plat, public sewer facility, or a waste treatment system complying with the requirements of the Albemarle Regional Health Services, where applicable.

#### (4) Staff Review and Action

Applicable (see Section 2.3.5). The Planning Director shall review and decide the application in accordance with Section 2.3.5.D, Applications Subject to Decisions by Planning Director or Technical Review Committee, and Section 2.4.9.D, Zoning Compliance Review Standards.

#### (5) Public Hearing Scheduling and Public Notification

Not Applicable.

#### (6) Public Hearing Procedures

Not Applicable.

#### (7) Advisory Body Review and Recommendation

Not applicable.

#### (8) Decision-Making Body Review and Decision

Not applicable.

### C. Zoning Compliance – Review Standards

A zoning compliance permit for island development shall be approved upon finding that the applicant demonstrates the proposed

development complies with all applicable standards in this Ordinance, the County Code of Ordinances, and the following:

- (1) The zoning compliance permit for island development contains a clearly visible disclaimer that states "County services including, but not limited to transportation, emergency services, law enforcement, and fire and rescue are not available at this location."
- (2) The application provides an appropriate location on the mainland, approved by the Planning Director, for staging of construction for new development on the island. The mainland location must be secured either through ownership or a written agreement provided to the Planning Director and shall be located in an appropriate zoning district.

(3) No more than one single-family dwelling shall be constructed on an island. Accessory dwelling units are prohibited.

(4) The single-family dwelling shall not exceed 4,000 sf.

The single-family dwelling unit must have an approved NFPA 13D sprinkler system installed for fire protection as an alternate means of construction per section 105.1 of the 2018 edition of the North Carolina State Administrative Code. Since the dwelling unit will rely on a well for water, a storage tank, pump and emergency backup power source will be necessary to ensure an adequate means of water will be available to maintain the operation of the system per NFPA guidelines in the event of a fire. In the event that the system is disabled or is not maintained properly, the certificate of occupancy may be revoked until such time the system is placed in normal operation. The owner is to provide a certificate of inspection to the Fire Code Official once a year from a North Carolina licensed contractor certified to perform maintenance and inspection the system.

The applicant shall provide transportation for county staff or other public agency to access the island for official business (i.e. building inspector, zoning official, tax official, CAMA, environmental health, etc.).

~~(5) The application provides an appropriate location on the mainland with a boat launch, approved by the Planning Director, for parking of automobiles, boat trailers, etc.~~

~~The parking area must be:~~

~~Located in an appropriate zoning district;~~

~~Surfaced with asphalt, concrete, brick, crushed stone, pavers, aligned concrete strips, or an equivalent material. The materials shall be maintained in a smooth, well-graded condition;~~  
~~Compliant with the parking standards in Table 5.1.3.C Minimum Off-Street Parking Standards and Section 5.1.5 Dimensional Requirements; and,~~  
~~Screened on all sides, except the water side, with a Type D Opaque Buffer.~~

#### **D. Effect of Development Agreement**

Approval of a zoning compliance permit for island development authorizes an applicant to apply for a building permit, or to commence construction if the proposed development does not require a building permit.

#### **E. Amendment of Development Approval**

Applicable (See Section 2.3.14)

#### **F. Expiration of Development Approval**

Approval of a zoning compliance permit shall automatically expire if the development activity it authorizes is not commenced within six months after the date of approval.

**Item 2:** That Chapter 3 is amended by adding the bold and underlined language in Section 3.4.2.F:

Footnote [1] All lots shall maintain a minimum street frontage of 35' **for cul-de-sac lots, except for lots on an island accessible only by boat.**

**Item 3:** That Chapter 10, Section 10.3.3.B.6 is amended by adding the bold and underlined language in Section 3.4.2.F:

#### (6) Lot Access

- (a) ~~No lot shall be established which does not~~ **All lots must** abut a public or private right-of-way as permitted in these regulations unless the parent parcel has been planned for development in which the resulting lots are provided direct access to a public or private right-of-way across common property perpetually maintained for such purposes. Examples include townhome, condominium, or multi-family developments, and office park and shopping center developments.
- (b) ~~Every lot shall be configured so as to~~ **All lots must** maintain at least 20 feet for ingress/egress of emergency service vehicles.
- (c) **Lots on islands accessible only by boat are exempt from (a) and (b) above.**

**Item 4:** That Chapter 10, Section 10.5 Definitions is amended by adding the bold and underlined language in Section 3.4.2.F:

#### **ISLAND DEVELOPMENT**

**Development on an island accessible only by boat.**

**Item 5:** Staff suggested Statement of Consistency and Reasonableness:

The requested zoning text amendment is not consistent with the 2006 Land Use Plan because:

- Policy PP2 of the LUP states that adequate public facilities, sufficient to support associated growth and development must be available. *Firefighting, emergency medical services, etc. will not be available to the island based on TRC comments.*
- Policy ES1 of the LUP states that new development shall be permitted to locate only in areas where suitable soils and adequate infrastructure is available. *For reference, the soils map indicates that Long Point is unsuitable for a septic system and contains Currituck Mucky Peat (CU) and Conaby Muck (CB). These soils types are typical for islands off of the Currituck mainland.*

The request is not reasonable and not in the public interest because:

- Adequate public services (firefighting, emergency medical services, law enforcement, or other county services, etc.) are not available to an island accessible only by boat.

**Item 6:** The provisions of this Ordinance are severable and if any of its provisions or any sentence, clause, or paragraph or the application thereof to any person or circumstance shall be held unconstitutional or violative of the Laws of the State of North Carolina by any court of competent jurisdiction, the decision of such court shall not affect or impair any of the remaining provisions which can be given effect without the invalid provision or application.

**Item 7:** This ordinance amendment shall be in effect from and after the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

Tammy Glave, County Planner, presented the timeline and movement through the approval process for Island Development Text Amendment, PB 19-21. Ms. Glave noted the item was tabled at the November 4, 2019, Board of Commissioners meeting. A work session followed on November 18, 2019, and staff was directed to bring a text amendment forward for consideration that included the following language pertaining to island development:

- No more than one (1) single-family dwelling may be constructed, with no accessory dwellings permitted
- Single-family dwelling may not exceed 4,000 square feet
- Dwelling must be sprinklered and meet National Fire Protection Association guidelines
- Transportation for county staff or other public agencies is to be provided by the property owner
- Language pertaining to mainland locations for parking area and boat launch was deleted.

Ms. Glave said the Technical Review Committee and Planning Board recommend denial and reviewed policy noting the request's inconsistency with the 2006 Land Use Plan and the lack of access to county public services. It was noted a site evaluation performed by the county health department deemed one location on the island potentially suitable for septic.

After review, Commissioner Payment said he was unable to attend the November 18th work session due to illness and had not had an opportunity to review the information presented. He reported a lack of support for the amendment from his constituents, many who are duck hunters. He said the Lower Currituck Fire Chief does did not

support the amendment.

Commissioners clarified the provision requiring transportation for building inspectors or others to be provided by the builder or property owner, along with related insurance requirements and statutes pertaining to construction inspection timelines.

Commissioner Beaumont discussed property rights and said anyone who wishes to live on an island understands what they are getting into. He said the sprinkler requirement goes farther to address fire safety compared to what is required for other properties in the county. Commissioner Payment said he believes if the applicant didn't want to sell his property he wouldn't be making application and others who have come before the Board to ask for help have been denied. Chairman White commented that the applicant is a property owner and taxpayer, whether he is a resident or not, and Commissioner J. Owen Etheridge said other text amendment applicants may have had alternate uses for their land and questioned whether there is an alternative use for the island.

Potential ramifications to duck hunting were discussed and Chairman White asked Mr. Stikeleather, County Manager, to describe the different blinds permitted and how blinds are awarded.

Public safety concerns regarding vacation rentals on islands were discussed by Commissioners. When asked, Ike McRee, County Attorney, said a plat for island development, as a note to potential buyers, should require a statement that no county services are to be provided to the island.

After Board discussion, Commissioner Beaumont moved to approve PB 19-21, Island Development Text Amendment, with the language as reflected in the most recent version as presented. At the suggestion of the County Attorney, Commissioner Beaumont amended his motion to include supporting policy moved to approve PB 19-21, Island Development Text Amendment, because the request is consistent with the land use plan Policy HN4. And, the request is reasonable and in the public interest because as a core value of being an American citizen we have the right to property rights. It will be the original developer's responsibility to inform all future homeowners, renters, visitors, etc. that emergency services, fire and rescue, law enforcement, etc. will not be available to the island.

Commissioner J. Owen Etheridge seconded the motion. The motion carried on a vote of 5-2 with Commissioners Payment and McCord opposed.

|                  |                                                                                                                                                            |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>MOTION PASSED-ITEM APPROVED [5 TO 2]</b>                                                                                                                |
| <b>MOVER:</b>    | Paul M. Beaumont, Commissioner                                                                                                                             |
| <b>SECONDER:</b> | J. Owen Etheridge, Commissioner                                                                                                                            |
| <b>AYES:</b>     | Bob White, Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner |
| <b>NAYS:</b>     | Mike H. Payment, Vice Chairman, Kevin E. McCord, Commissioner                                                                                              |

## NEW BUSINESS

**A. Ordinance Amending Chapter 2, Article III, Division 3: Fire and Emergency Medical Services (EMS) Advisory Board, to Provide One Resident Appointment from Knotts Island and One Resident Appointment from Corolla and to Increase Membership on the Fire and EMS Board from Five to Seven**

County Attorney, Ike McRee, reviewed the ordinance amendment with the Board which increases the Fire and Emergency Medical Services Advisory Board (FEAB) membership by two, adding one district representative from Knotts Island and one from Corolla. It also provides for monthly meetings rather than quarterly.

Commissioner J. Owen Etheridge suggested changing the appointments from Consensus and allow each Commissioner to appoint a member. It was determined, however, that the membership composition established in the ordinance would not provide each Commissioner with an individual appointment.

There was no further discussion and Commissioner Beaumont moved to approve the ordinance as presented. The motion was seconded by Commissioner Payment. The motion passed, 7-0.

**AN ORDINANCE OF THE CURRITUCK COUNTY BOARD OF COMMISSIONERS AMENDING CHAPTER 2, ARTICLE III, DIVISION 3 OF THE CURRITUCK COUNTY CODE OF ORDINANCES BY ADDING TWO ADDITIONAL BOARD MEMBERS AND AUTHORIZING MONTHLY BOARD MEETINGS**

WHEREAS, pursuant to N.C. Gen. Stat. §153A-76 a board of commissioners may change the composition and manner of selection of boards, commissions, and agencies, and may generally organize and reorganize the county government in order to promote orderly and efficient administration of county affairs; and

WHEREAS, pursuant to N.C. Gen. Stat. §153A-77 a board of commissioners may appoint advisory boards, committees, councils and agencies composed of qualified and interested county residents to study, interpret and develop community support and cooperation in activities conducted by or under the authority of the board of commissioners.

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

PART I. The Code of Ordinances, Currituck County, North Carolina is amended by rewriting Chapter 2, Article III, Division 3 to read as follows:

**DIVISION 3. FIRE AND EMS ADVISORY BOARD**

**Sec. 2-120. - Created.**

The fire and emergency medical services advisory board is created pursuant to G.S. 153A-76.

**Sec. 2-121. - Composition.**

The fire and emergency medical services advisory board shall be composed of ~~five~~ seven members. Two members shall be a member of a volunteer fire department in the county, one member shall be the county emergency medical services director, one member shall be a member of the board of commissioners ~~and~~, one member shall be a public member who is a resident of the county, one member shall be a resident of Knotts Island and one member shall be a resident of Corolla.

**Sec. 2-122. - Appointment and terms of members.**

The volunteer fire department and public member of the fire and emergency medical services advisory board citizen shall be appointed by and serve at the pleasure of the board of commissioners in the manner set forth in sections 2-96 and 2-97. The initial fire and emergency medical services advisory board is to consist of two appointees for a term of one year and three appointees for a term of two years. Thereafter, all appointments are to be for terms of two years.

The commissioner serving as member shall be appointed by the board of commissioners on the first Monday in December to serve for a two-year term.

**Sec. 2-123. - Compensation of members.**

The volunteer fire department and public members of the fire and emergency medical services advisory board shall be paid the sum per meeting provided by the board of commissioners in the county fee schedule and shall be reimbursed for expenses incurred by them in the course of their duties upon the presentation of proper vouchers for those expenses.

**Sec. 2-124. - Removal of members.**

The board of commissioners shall have the right to remove any member appointed to the fire and emergency medical services advisory board at will and appoint a replacement member.

**Sec. 2-125. - Duties.**

The fire and emergency medical services advisory board is charged with the following duties:

- (1) review and make recommendations on volunteer fire department budget requests;
- (2) review and make recommendations on capital improvement project budget requests;
- (3) develop and implement volunteer firefighter retention and recruitment programs;
- (4) make recommendations to the board of commissioners for improvement to the fire protection and emergency medical services system;

(5) investigate, study and make recommendations to the board of commissioners on any matter referred by the board of commissioners.

**Sec. 2-126. - Function as advisory body.**

The fire and emergency medical services advisory board shall have no legislative powers of its own but shall simply be an advisory body to the board of commissioners concerning the matters with which it is charged, and the board of commissioners will receive and consider the board's recommendations.

**Sec. 2-127. - Officers.**

The fire and emergency medical services advisory board shall appoint from its membership a chairman and any other officers as it may deem necessary for the orderly conduct of its business.

**Sec. 2-128. - Meetings.**

The fire and emergency medical services advisory board shall hold meetings once ~~quarterly~~ monthly and at hours as may be fixed by the board. Special meetings may be held on call of the chairman upon 48 hours' notice to the members of the board. A copy of the minutes of all meetings shall be sent to the county manager. All meetings or other business of the board shall be conducted in accordance with the Open Meetings Law.

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

PART III. This ordinance is effective immediately upon adoption.

ADOPTED this 2nd day of December, 2019.

|                  |                                                                                                                                                                                                                           |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>MOTION PASSED-ITEM APPROVED [UNANIMOUS]</b>                                                                                                                                                                            |
| <b>MOVER:</b>    | Paul M. Beaumont, Commissioner                                                                                                                                                                                            |
| <b>SECONDER:</b> | Mike H. Payment, Vice Chairman                                                                                                                                                                                            |
| <b>AYES:</b>     | Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner |

**B. Ordinance of the Currituck County Board of Commissioners Amending Chapter 9 of the County Code of Ordinances by Adding Article VI. Alarm Systems, and Section 1-8 Regarding Issuance of Notices of Violation, and to Make a Technical Correction**

County Attorney, Ike McRee, reviewed the ordinance with Commissioners, which will provide for the issuance of violation notices for multiple false alarm calls.

During review, Commissioner Beaumont discussed possibly increasing the fine, established at \$250 in the ordinance, and expanding the time from thirty days to twelve

months for which a notice of violation can be issued for two false alarms. After discussion, the Board made no changes to the language.

Commissioner Beaumont moved to approve the Ordinance of the Currituck County Board of Commissioners amending Chapter 9 of the Currituck County Code of Ordinances by adding Article VI, Alarm Systems, and Section 1-8 regarding issuance of notices of violation and to make a technical correction. Commissioner Jarvis seconded the motion. The motion carried.

**AN ORDINANCE OF THE CURRITUCK COUNTY BOARD OF COMMISSIONERS AMENDING CHAPTER 9 OF THE CURRITUCK COUNTY CODE OF ORDINANCES BY ADDING ARTICLE VI. ALARM SYSTEMS AND SECTION 1-8 REGARDING ISSUANCE OF NOTICES OF VIOLATION AND TO MAKE A TECHNICAL CORRECTION**

WHEREAS, pursuant to N.C. Gen. Stat. §153A-121 a county may by ordinance define, regulate, prohibit, or abate acts, omissions, or conditions detrimental to the health, safety, or welfare of its citizens; and

WHEREAS, the Board of Commissioners has determined that alarm systems transmitting false alarms endangers public safety first responders and compromises emergency response systems.

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

**PART I.** Chapter 9 of The Code of Ordinances, Currituck County, North Carolina is amended by adding ARTICLE VI. ALARM SYSTEMS to read as follows:

**ARTICLE VI. ALARM SYSTEMS**

**Sec. 9-100. - Definitions.**

For the purpose of this article, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

Alarm signal means detectable signal, audible or visual, generated by an alarm system, to which law enforcement or fire department is expected to respond.

Alarm system means any single device or assembly of equipment designed to signal the occurrence of an illegal or unauthorized entry or other activity requiring immediate attention and to which law enforcement or fire department is expected to respond, but does not include alarms installed in motor vehicles, domestic violence alarms, or alarms designed to elicit a medical response.

Alarm user means any person, corporation, partnership, proprietorship, governmental or educational entity, or any other entity owning or leasing an alarm system, or on whose premises an alarm system is maintained for the protection of such premises.

Automatic dial protection device means an automatic dialing device or an automatic telephone dialing alarm system, and shall include any system which, upon being activated, automatically initiates to the county's communications center, Sheriff's Department or fire department a recorded message or code signal indicating a need for emergency response.

False alarm means the activation of an alarm system through mechanical or electronic failure, malfunction, improper installation, or the negligence of the alarm user, his or her employees, or agents, and signals activated to summon law enforcement or fire department personnel unless the alarm user or his or her agent canceled law enforcement or fire department response before law enforcement or fire department personnel arrive at the alarm location. An alarm is false within the meaning of this article when, upon inspection by law enforcement or fire department, evidence indicates that no unauthorized entry, robbery, or other such crime was committed or attempted in or on the premises or no evidence indicates the necessity of fire department response that would have activated a properly functioning alarm system. Notwithstanding the foregoing, a false alarm shall not include an alarm that can reasonably be determined to have been caused or activated by unusually violent conditions of nature nor does it include other extraordinary circumstances not reasonably subject to control by the alarm user. In addition, an alarm activated during an alarm system testing procedure shall not be considered a false alarm if the alarm user first notifies and receives permission from the user's alarm company, or designee, to test the system.

Local alarm means an alarm system that emits a signal at an alarm site that is audible or visible from the exterior of a structure and is not monitored by a remote monitoring facility.

Runaway alarm means an alarm system that produces repeated alarm signals that do not appear to be caused by separate human action.

#### **Sec. 9-101. - Duties of the alarm user.**

An alarm user shall:

- a. Maintain the premises and the alarm system in a manner that will reduce or eliminate false alarms;
- b. Make a solemn endeavor to respond or cause a representative to respond to the alarm system's location within 30 minutes when notified by law enforcement or fire department to deactivate a malfunctioning alarm system, to provide right of entry to the premises, or to provide alternative security for the premises; and
- c. Not manually activate an alarm for any reason other than an occurrence of an event that the alarm system was intended to report or to perform routine maintenance as prescribed by alarm system provider.

#### **Sec. 9-102. - Prohibited acts.**

- a. It shall be a violation of this article to activate an alarm system for the purpose of summoning law enforcement when no burglary, robbery, or other crime dangerous to life or property is being committed or attempted on the premises, for the purpose of summoning a fire department when no fire event is occurring or otherwise to cause a false alarm.

b. It shall be a violation of this article to install, maintain, or use an audible alarm system that can sound continually for more than 15 minutes.

c. It shall be a violation of this article to install, maintain, or use an automatic dial protection device that reports, or causes to be reported, any recorded message to the county's communications center, Sheriff's Department or fire department.

**Sec. 9-103. - Enforcement of provisions.**

a. Excessive false alarms. It is hereby found and determined that two or more false alarms within a thirty day period is excessive, constitutes a public nuisance, enforceable by an equitable action, and shall be unlawful and a violation of this article. Civil penalties for false alarms within a year may be assessed against an alarm user as follows:

Second and over false alarms ..... \$250.00

b. Civil noncriminal violation. A violation of any of the provisions of this article shall be a civil violation and shall not constitute a misdemeanor or infraction, enforceable under G.S. § 14-4, which expressly shall not apply.

**Sec. 9-104. - Appeals.**

a. Appeals process. Assessments of civil penalty(ies) and other enforcement decisions made under this article may be appealed by filing a written notice of appeal with the county manager or county manager's designee within ten days after the date of notification of the assessment of civil penalty(ies) or other enforcement decision. The failure to give notice of appeal within this time shall constitute a waiver of the right to contest the assessment of penalty(ies) or other enforcement decision. Appeals shall be heard through an administrative process established by the county. The hearing officer's decision is subject to review in the district court by proceedings in the nature of certiorari.

b. Appeal standard. The hearing officer shall review an appeal from the assessment of civil penalty(ies) or other enforcement decisions using a preponderance of the evidence standard. Notwithstanding a determination that the preponderance of the evidence supports the assessment of civil penalty(ies) or other enforcement decision, the hearing officer shall have the discretion to dismiss or reduce civil penalty(ies) or reverse any other enforcement decision where warranted.

**PART II.** Section 1-8(f)(g)(l) and (j) of The Code of Ordinances, Currituck County, North Carolina are amended to read as follows:

(f) The provisions of this Code and any other ~~town~~ county ordinances may be enforced by one, all or a combination of the remedies authorized and prescribed by this section; except that any provision the violation of which incurs a civil penalty shall not be enforced by criminal penalties.

(g) Except as otherwise specifically provided, each day's continuing violation of any provision of this Code or any other ~~town~~ county ordinance shall be a separate and distinct offense.

(l) Upon determination of a violation of any section of this Code, the penalty for which is a civil penalty, the county shall cause a warning citation to be issued to the violator, setting out the nature of the violation, the date of the violation and an order to immediately cease the violation or, if the violation is in the nature of an infraction for which an order of abatement would be appropriate in a civil proceeding, stating a

reasonable period of time in which the violation must be abated. The warning citation shall specify that a second citation shall incur a civil penalty. The initial issuance of a warning citation upon a violator as provided above shall not be required for the immediate imposition of civil penalties for a determination of a violation of any of the following provisions:

- (1) Chapter 3, section 3-36;
- (2) Chapter 8, article IV;
- (3) Chapter 9, section 9-1, section 9-4, section 9-7, section 9-33; article VI;
- (4) Chapter 10;
- (5) Chapter 12, article IV, section 12-62.

(j) Upon failure of the violator to obey the warning citation, a civil citation shall be issued by the appropriate official of the ~~town~~ county and either served directly on the violator or his duly designated agent, or registered agent if a corporation, in person or posted in the United States mail service by first class mail addressed to the last known address of the violator as contained in the records of the ~~town~~ county, or obtained from the violator at the time of the issuance of the warning citation. The violator shall be deemed to have been served upon the mailing of such citation. The citation shall direct the violator to appear before the ~~town treasurer~~ county finance officer, ~~located in the town hall~~, within 15 days of the date of the citation or alternatively to pay the citation by mail. The violation for which the citation is issued must have been corrected by the time the citation is paid; otherwise, further citations shall be issued. Citations may be issued for each day the offense continues until the prohibited activity is ceased or abated. Within a 12-month period, any repeat violation for which a notice of violation, warning citation, or civil citation has been issued shall be considered a continuation of the original violation.

**PART II. Severability.** Should any section or provision of this ordinance be declared invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the ordinance as a whole or any part thereof other than the part declared to be invalid or unconstitutional.

**PART III. Effective date.** This ordinance shall be effective immediately upon its adoption.

ADOPTED the 2nd day of December, 2019.

|                  |                                                                                                                                                                                                                           |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                                                                                                                                                                                               |
| <b>MOVER:</b>    | Paul M. Beaumont, Commissioner                                                                                                                                                                                            |
| <b>SECONDER:</b> | Selina S. Jarvis, Commissioner                                                                                                                                                                                            |
| <b>AYES:</b>     | Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner |

### C) Board Appointments

#### 1. Amended Item-Commissioner Appointments to Boards

Ben Stikeleather, County Manager, reviewed the appointments to Boards on which

Commissioners will serve. Commissioner Mary Etheridge moved for approval of the appointments and the motion was seconded by Commissioner Jarvis. The following appointments were approved, 7-0:

Paul Beaumont:

Albemarle Regional Planning Organization (ARPO)  
Fire & EMS Advisory Board  
Veteran's Advisory

J. Owen Etheridge:

Albemarle Commission  
Albemarle Regional Solid Waste Authority

Mary Etheridge:

Senior Citizens Advisory Board  
Social Services Board

Selina Jarvis:

Alternate-Albemarle Regional Planning Organization (ARPO)  
Juvenile Crime Prevention Council  
Trillium Health

Kevin McCord:

Animal Services and Control Advisory Board  
Recreation Advisory Board

Mike Payment:

ABC Board  
Albemarle Regional Health Board  
Local Emergency Planning Committee (LEPC)

Bob White:

Tourism Advisory Board

|                  |                                                                                                                                                                                                                           |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                                                                                                                                                                                               |
| <b>MOVER:</b>    | Mary "Kitty" Etheridge, Commissioner                                                                                                                                                                                      |
| <b>SECONDER:</b> | Selina S. Jarvis, Commissioner                                                                                                                                                                                            |
| <b>AYES:</b>     | Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner |

## 2. Animal Services & Control Advisory

Commissioner J. Owen Etheridge nominated Laura Hill and Nancy VanClief for reappointment to the Animal Services & Control Advisory Board to serve a second term expiring May 30, 2021. Commissioner Beaumont seconded and the nominees were unanimously approved.

|                  |                                                                                                                                                                                                                           |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                                                                                                                                                                                               |
| <b>MOVER:</b>    | J. Owen Etheridge, Commissioner                                                                                                                                                                                           |
| <b>SECONDER:</b> | Paul M. Beaumont, Commissioner                                                                                                                                                                                            |
| <b>AYES:</b>     | Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner |

### 3. Board of Adjustment

Lynn Hicks and Thom Roddy were nominated for reappointment to the Board of Adjustment to serve three-year terms expiring December, 2022. Commissioner Jarvis moved for approval and Commissioner McCord seconded. The nominees were unanimously approved.

|                  |                                                                                                                                                                                                                           |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                                                                                                                                                                                               |
| <b>MOVER:</b>    | Selina S. Jarvis, Commissioner                                                                                                                                                                                            |
| <b>SECONDER:</b> | Kevin E. McCord, Commissioner                                                                                                                                                                                             |
| <b>AYES:</b>     | Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner |

### 4. Fire and EMS Advisory

Commissioner J. Owen Etheridge reappointed Fire and Emergency Medical Services (EMS) Chief, Ralph Melton, to the Fire and EMS Advisory. The motion was seconded by Commissioner Beaumont and passed unanimously.

|                  |                                                                                                                                                                                                                           |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                                                                                                                                                                                               |
| <b>MOVER:</b>    | J. Owen Etheridge, Commissioner                                                                                                                                                                                           |
| <b>SECONDER:</b> | Paul M. Beaumont, Commissioner                                                                                                                                                                                            |
| <b>AYES:</b>     | Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner |

### 5. Game Commission

Commissioner Payment moved to approve Robert Romm and Trevor Old for reappointment to the Game Commission, to serve terms expiring June 1, 2021. Commissioner McCord seconded the motion and the motion carried.

|                  |                                                                                                                                                                                                                           |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                                                                                                                                                                                               |
| <b>MOVER:</b>    | Mike H. Payment, Vice Chairman                                                                                                                                                                                            |
| <b>SECONDER:</b> | Kevin E. McCord, Commissioner                                                                                                                                                                                             |
| <b>AYES:</b>     | Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner |

## 6. Planning Board

Commissioner Jarvis moved to approve Juanita Krause and David Doll for reappointment to the Planning Board, to terms expiring December 31, 2021. Commissioner Beaumont seconded and the motion carried.

|                  |                                                                                                                                                                                                                           |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                                                                                                                                                                                               |
| <b>MOVER:</b>    | Selina S. Jarvis, Commissioner                                                                                                                                                                                            |
| <b>SECONDER:</b> | Mike H. Payment, Vice Chairman                                                                                                                                                                                            |
| <b>AYES:</b>     | Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner |

## 7. Tourism Advisory

Commissioner J. Owen Etheridge moved to approve the following members for reappointment to the Tourism Advisory Board. Commissioner McCord seconded. The motion carried.

Todd Cartwright, Doug Brindley, Sophie Bennewitz and Ben Beasley were approved with terms expiring November, 2021. Sharon Price was approved with a term expiring November, 2020.

|                  |                                                                                                                                                                                                                           |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                                                                                                                                                                                               |
| <b>MOVER:</b>    | J. Owen Etheridge, Commissioner                                                                                                                                                                                           |
| <b>SECONDER:</b> | Kevin E. McCord, Commissioner                                                                                                                                                                                             |
| <b>AYES:</b>     | Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner |

## 8. Veterans Advisory

Commissioner Payment moved to approve ET Smith, Chet Moore, and Jennifer Kuhnen for reappointment to the Veterans Advisory, to terms expiring August 6, 2021. The motion was seconded by Commissioner McCord. The motion carried.

**RESULT:** APPROVED [UNANIMOUS]  
**MOVER:** Mike H. Payment, Vice Chairman  
**SECONDER:** Kevin E. McCord, Commissioner  
**AYES:** Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner

#### D) Consent Agenda

Commissioner J. Owen Etheridge moved for approval of the Consent Agenda. The motion was seconded by Commissioner Beaumont. The motion carried.

**RESULT:** APPROVED [UNANIMOUS]  
**MOVER:** J. Owen Etheridge, Commissioner  
**SECONDER:** Paul M. Beaumont, Commissioner  
**AYES:** Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner

#### 1) Approval Of Minutes for November 4, 2019

##### 1. Minutes for November 4, 2019

##### 2. Budget Amendments

|                           |                                                                                                                                        | Debit                                   | Credit                                  |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-----------------------------------------|
| <u>Account Number</u>     | <u>Account Description</u>                                                                                                             | Decrease Revenue or<br>Increase Expense | Increase Revenue or<br>Decrease Expense |
| 10510-590000              | Capital Outlay                                                                                                                         |                                         | \$ 7,500                                |
| 10510-532000              | Supplies                                                                                                                               | \$ 7,500                                |                                         |
|                           |                                                                                                                                        | <u>\$ 7,500</u>                         | <u>\$ 7,500</u>                         |
| <b>Explanation:</b>       | Sheriff (10510) - Transfer budgeted funds to reclassify items budgeted in capital outlay that fall below the capital outlay threshold. |                                         |                                         |
|                           |                                                                                                                                        |                                         |                                         |
|                           |                                                                                                                                        |                                         |                                         |
| <b>Net Budget Effect:</b> | Operatind Fund (10) - No change.                                                                                                       |                                         |                                         |

|                |                            | Debit                                   | Credit                                  |
|----------------|----------------------------|-----------------------------------------|-----------------------------------------|
|                |                            | Decrease Revenue or<br>Increase Expense | Increase Revenue or<br>Decrease Expense |
| Account Number | Account Description        |                                         |                                         |
| 10490-545000   | Contracted Services- Other | \$ 2,000                                |                                         |
| 10490-590003   | Capital Outlay             |                                         | \$ 2,000                                |
|                |                            | \$ 2,000                                | \$ 2,000                                |

**Explanation:** Court Facilities (10490) - Transfer funds for contract increases for this fiscal year.

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

|                |                        | Debit                                   | Credit                                  |
|----------------|------------------------|-----------------------------------------|-----------------------------------------|
|                |                        | Decrease Revenue or<br>Increase Expense | Increase Revenue or<br>Decrease Expense |
| Account Number | Account Description    |                                         |                                         |
| 66868-553000   | Dues and Subscriptions | \$ 2,000                                |                                         |
| 66868-590000   | Capital Outlay         |                                         | \$ 2,000                                |
|                |                        | \$ 2,000                                | \$ 2,000                                |

**Explanation:** Southern Outer Banks Water (66868) - Transfer funds for increases in treatment plant and discharge operating permits.

**Net Budget Effect:** Southern Outer Banks Water Fund (66) - No change.

|                |                               | Debit                                   | Credit                                  |
|----------------|-------------------------------|-----------------------------------------|-----------------------------------------|
|                |                               | Decrease Revenue or<br>Increase Expense | Increase Revenue or<br>Decrease Expense |
| Account Number | Account Description           |                                         |                                         |
| 10775-545001   | Contract Services             | \$ 850                                  |                                         |
| 10775-545000   | Contract Services - Nutrition |                                         | \$ 850                                  |
|                |                               | \$ 850                                  | \$ 850                                  |

**Explanation:** Senior Center (10775) - Transfer funds to cover contracts for current budget year; new contracts exceed original budgeted amounts.

**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>                                                                         |                                         |                                         |
| 67878-511010              | Data Transmission                                                                                  | \$ 936                                  |                                         |
| 67878-532000              | Supplies                                                                                           | 15,000                                  |                                         |
| 67878-533800              | Chemicals                                                                                          | 5,000                                   |                                         |
| 67878-533200              | Lab Tests                                                                                          | 2,000                                   |                                         |
| 67878-553000              | Dues & Subscriptions                                                                               |                                         | \$ 22,936                               |
|                           |                                                                                                    | <u>\$ 22,936</u>                        | <u>\$ 22,936</u>                        |
| <b>Explanation:</b>       | Mainland Sewer Fund (67878) - Transfer funds for operations for the remainder of this fiscal year. |                                         |                                         |
| <b>Net Budget Effect:</b> | Mainland Sewer Fund (67) - No change.                                                              |                                         |                                         |

|                           |                                                                                                                                                       | Debit                                   | Credit                                  |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-----------------------------------------|
|                           |                                                                                                                                                       | Decrease Revenue or<br>Increase Expense | Increase Revenue or<br>Decrease Expense |
| <u>Account Number</u>     | <u>Account Description</u>                                                                                                                            |                                         |                                         |
| 61818-532000              | Supplies                                                                                                                                              | \$ 20,000                               |                                         |
| 61818-516200              | Vehicle Maintenance                                                                                                                                   | 1,000                                   |                                         |
| 61380-481000              | Investment earnings                                                                                                                                   |                                         | \$ 21,000                               |
|                           |                                                                                                                                                       | <u>\$ 21,000</u>                        | <u>\$ 21,000</u>                        |
| <b>Explanation:</b>       | Mainland Water (61818) - Increase appropriations for increases in billing supply costs and vehicle maintenance for the remainder of this fiscal year. |                                         |                                         |
| <b>Net Budget Effect:</b> | Mainland Water Fund (61) - Increased by \$21,000.                                                                                                     |                                         |                                         |

|                           |                                                                                                                                                                                                                 | Debit                                   | Credit                                  |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-----------------------------------------|
|                           |                                                                                                                                                                                                                 | Decrease Revenue or<br>Increase Expense | Increase Revenue or<br>Decrease Expense |
| <u>Account Number</u>     | <u>Account Description</u>                                                                                                                                                                                      |                                         |                                         |
| 50448-590001              | Boat Facility/Historic Corolla Park                                                                                                                                                                             | \$ 502,698                              |                                         |
| 50390-495015              | T F - Occupancy Tax Fund                                                                                                                                                                                        |                                         | \$ 502,698                              |
|                           |                                                                                                                                                                                                                 | <u>\$ 502,698</u>                       | <u>\$ 502,698</u>                       |
| <b>Explanation:</b>       | County Governmental Facilities (50448) - Increase appropriations to transfer funds from the Whalehead Preservation Trust to the construction fund for exhibits in the Maritime Museum at Historic Corolla Park. |                                         |                                         |
| <b>Net Budget Effect:</b> | Occupancy Tax Fund (15) - Increased by \$502,698.                                                                                                                                                               |                                         |                                         |

Communication: Minutes for December 2, 2019 (Approval Of Minutes-December 2, 2019, and December 20, 2019)

|                       |                                  | Debit                                   | Credit                                  |
|-----------------------|----------------------------------|-----------------------------------------|-----------------------------------------|
|                       |                                  | Decrease Revenue or<br>Increase Expense | Increase Revenue or<br>Decrease Expense |
| <u>Account Number</u> | <u>Account Description</u>       |                                         |                                         |
| 63838-545002          | Contracted Services - Disposal   | \$ 150,000                              |                                         |
| 63838-545001          | Contracted Services - Collection | 50,000                                  |                                         |
| 63320-413500          | White Goods Disposal             |                                         | \$ 3,000                                |
| 63320-413600          | Solid Waste Disposal Tax         |                                         | \$ 2,500                                |
| 63360-470000          | Utilities Charges                |                                         | \$ 194,500                              |
|                       |                                  | <u>\$ 200,000</u>                       | <u>\$ 200,000</u>                       |

**Explanation:** Solid Waste (63838) - Increase disposal costs due to increased activity this fiscal year to date.

**Net Budget Effect:** Solid Waste (63) - Increased by \$200,000.

|                       |                            | Debit                                   | Credit                                  |
|-----------------------|----------------------------|-----------------------------------------|-----------------------------------------|
|                       |                            | Decrease Revenue or<br>Increase Expense | Increase Revenue or<br>Decrease Expense |
| <u>Account Number</u> | <u>Account Description</u> |                                         |                                         |
| 10980-502000          | Salaries - Regular         | \$ 20,000                               |                                         |
| 10980-508000          | Supplemental Pension       | 600                                     |                                         |
| 10980-545000          | Contract Services          | 100,000                                 |                                         |
| 10330-445100          | FEMA - Public Assistance   |                                         | \$ 120,600                              |
|                       |                            | <u>\$ 120,600</u>                       | <u>\$ 120,600</u>                       |

**Explanation:** Disaster Recovery (10980) - Increase appropriation for Hurricane Dorian public assistance.

**Net Budget Effect:** Operating Fund (10) - Increased by \$120,600.

|                       |                            | Debit                                   | Credit                                  |
|-----------------------|----------------------------|-----------------------------------------|-----------------------------------------|
|                       |                            | Decrease Revenue or<br>Increase Expense | Increase Revenue or<br>Decrease Expense |
| <u>Account Number</u> | <u>Account Description</u> |                                         |                                         |
| 10430-503000          | Salaries - Part-time       | \$ 3,900                                |                                         |
| 10430-503430          | Poll Workers               |                                         | \$ 3,900                                |
| 10430-521000          | Rent                       | 1,600                                   |                                         |
| 10430-506000          | Insurance Expense          |                                         | \$ 1,600                                |
|                       |                            | <u>\$ 5,500</u>                         | <u>\$ 5,500</u>                         |

**Explanation:** Elections (10430) - Transfer budgeted funds to reflect election costs.

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

Communication: Minutes for December 2, 2019 (Approval Of Minutes-December 2, 2019, and December 20, 2019)

### 3. Surplus Resolution-Vehicle & Equipment

| 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> |                |                                            |                   |
| <u>Dept.</u>                                                                                                                                                                                                                                                                                                   | <u>Asset #</u> | <u>Description (Year &amp; Make/Model)</u> | <u>VIN #</u>      |
| MVFD                                                                                                                                                                                                                                                                                                           | 6148           | 2006 Chevrolet Impala                      | 2G1WB58KX69305911 |
| Jail                                                                                                                                                                                                                                                                                                           |                | Max/Univex Meat Slicer                     | SO21578           |
| <p><b>NOW, THEREFORE, BE IT RESOLVED,</b> that the Board of Commissioners of the County of Currituck reserves the right to</p>                                                                                                                                                                                 |                |                                            |                   |
| <p><b>ADOPTED,</b> this 2nd day of December, 2019.</p>                                                                                                                                                                                                                                                         |                |                                            |                   |

### 4. Resolution to Establish Salary for the Office of Register of Deeds Pursuant to NC General Statute 153A-92

#### RESOLUTION TO ESTABLISH SALARY FOR THE OFFICE OF REGISTER OF DEEDS PURSUANT TO N.C. GEN. STAT. §153A-92

**WHEREAS,** N.C. Gen. Stat. §153A-92(b)(2) provides that boards of county commissioners may reduce the salaries of elected officials only by a resolution adopted at least fourteen (14) days before the last day for filing notice of candidacy for the office; and

**WHEREAS,** once adopted the resolution may not be altered until the person elected to the office in the general election takes office; and

**WHEREAS,** the filing fee for the office shall be determined by reference to the reduced salary; and

**WHEREAS,** the Board of Commissioners finds that it is appropriate to establish the entry level annual salary for the Office of Register of Deeds commensurate with similar entry level salary in the region.

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

1. The annual salary for the Office of the Register of Deeds is hereby established at \$55,831.74.
2. The filing fee for the Office of the Register of Deeds shall be determined by the above referenced salary.
3. The annual salary for this office as established herein shall become effective upon adoption of this resolution.
4. Should the incumbent of the Office of Register of Deeds be re-elected and take office in December, 2020, the incumbent shall retain the compensation as previously established by the Board of Commissioners.

**ADOPTED** this the 2nd day of December, 2019.

## **5. Project Ordinance-Dune Walkover Replacements**

### **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 design of Public Access walkovers in Corolla, NC.

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

|                                   |                   |
|-----------------------------------|-------------------|
| Historic Corolla Village Sidewalk | \$ 100,000        |
|                                   | <u>\$ 100,000</u> |

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

|                                |                   |
|--------------------------------|-------------------|
| Connecting Corolla Contingency | \$ 100,000        |
|                                | <u>\$ 100,000</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 2nd day of December 2019.

#### **6. Project Ordinance-Corolla Village Sidewalk**

#### **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 design of sidewalk for Historic Corolla Village.

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

|                                   |                   |
|-----------------------------------|-------------------|
| Historic Corolla Village Sidewalk | \$ 100,000        |
|                                   | <u>\$ 100,000</u> |

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

|                                |                   |
|--------------------------------|-------------------|
| Connecting Corolla Contingency | \$ 100,000        |
|                                | <u>\$ 100,000</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 2nd day of December 2019.

**7. Amendment to Notice to Proceed-Debris Monitoring Services, Hurricane Dorian**

**8. Contract to Audit Accounts-Amended**

**9. 2019 Order of Collections-Tax Department**

STATE OF NORTH CAROLINA  
COUNTY OF CURRITUCK

ORDER OF COLLECTIONS  
TO THE TAX COLLECTOR OF THE COUNTY OF CURRITUCK:

You are hereby authorized, empowered, and commanded to collect the taxes due, for the current year and the nine prior years, set forth in the tax records filed in the office of the Tax Collector and in the tax receipts herewith delivered to you, in the amounts and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be a first lien upon all real property of the respective taxpayers in the County of Currituck, and this order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell any real or personal property of such taxpayers, for and on account thereof, in accordance with law.

Witness my hand and official seal, this 2nd day of December, 2019.

**10. Job Description Revision-Maintenance Repair Worker/Electrician**

**11. Petition for Road Addition-Brae Burn Drive, Kilmarlic**

**RECESS**

Chairman White recessed the regular meeting to hold a Special Meetings of the Tourism Development Authority and the Ocean Sands Water & Sewer District Board.

Communication: Minutes for December 2, 2019 (Approval Of Minutes-December 2, 2019, and December 20, 2019)

**SPECIAL MEETING OF THE TOURISM DEVELOPMENT AUTHORITY**

The Currituck County Board of Commissioners met for a Special Meeting sitting as the Tourism Development Authority. The meeting was held during a recess of the 6:00 PM regular meeting of the Board of Commissioners in the Board Meeting Room of the Historic Courthouse located at 153 Courthouse Road. The purpose of the meeting was to consider Budget Amendments.

**Budget Amendments-TDA**

Ben Stikeleather, County Manager, reviewed the Budget Amendment for Board consideration. There was no discussion and Chairman White moved to approve. Commissioner McCord seconded and the motion carried.

|                           |                                 | Debit                                                                                                                                                                                                                                    | Credit                                  |
|---------------------------|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
|                           |                                 | Decrease Revenue or<br>Increase Expense                                                                                                                                                                                                  | Increase Revenue or<br>Decrease Expense |
| <u>Account Number</u>     | <u>Account Description</u>      |                                                                                                                                                                                                                                          |                                         |
| 15448-587050              | T T - County Gov't Construction | \$ 502,698                                                                                                                                                                                                                               |                                         |
| 15390-499900              | Appropriated Fund Balance       |                                                                                                                                                                                                                                          | \$ 502,698                              |
|                           |                                 |                                                                                                                                                                                                                                          |                                         |
|                           |                                 | \$ 502,698                                                                                                                                                                                                                               | \$ 502,698                              |
| <b>Explanation:</b>       |                                 | Occupancy Tax - Whalehead Preservation Trust (15448) - Transfer funds acquired when the Whalehead Preservation Trust consolidated with the County to the County Governmental Construction Fund to fund a portion of the Maritime Museum. |                                         |
|                           |                                 |                                                                                                                                                                                                                                          |                                         |
|                           |                                 |                                                                                                                                                                                                                                          |                                         |
| <b>Net Budget Effect:</b> |                                 | Occupancy Tax Fund (15) - Increased by \$502,698.                                                                                                                                                                                        |                                         |

|                  |                                                                                                                                                                                                                           |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                                                                                                                                                                                               |
| <b>MOVER:</b>    | Bob White, Chairman                                                                                                                                                                                                       |
| <b>SECONDER:</b> | Kevin E. McCord, Commissioner                                                                                                                                                                                             |
| <b>AYES:</b>     | Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner |

**ADJOURN TDA**

There was no further business and Commissioner J. Owen Etheridge moved to adjourn. The motion was seconded by Commissioner Beaumont. The motion carried and the Special Meeting of the Tourism Development Authority adjourned at 8:11 PM.

**RESULT:** APPROVED [UNANIMOUS]  
**MOVER:** J. Owen Etheridge, Commissioner  
**SECONDER:** Paul M. Beaumont, Commissioner  
**AYES:** Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner

### SPECIAL MEETING OF THE OCEAN SANDS WATER & SEWER DISTRICT BOARD

The Currituck County Board of Commissioners met for a Special Meeting sitting as the Ocean Sands Water & Sewer District Board. The meeting was held during a recess of the 6:00 PM regular meeting of the Board of Commissioners in the Board Meeting Room of the Historic Courthouse located at 153 Courthouse Road. The purpose of the meeting was to consider Budget Amendments.

#### Budget Amendments-OSWSD Board

Ben Stikeleather, County Manager, reviewed the budget amendment with the Board to provide funds for sludge hauling from the Ocean Sands Wastewater plant. There was no discussion and Commissioner Mary Etheridge moved for approval. Commissioner Jarvis seconded the motion. The motion carried.

|                           |                                                                                                 | Debit                                   | Credit                                  |
|---------------------------|-------------------------------------------------------------------------------------------------|-----------------------------------------|-----------------------------------------|
|                           |                                                                                                 | Decrease Revenue or<br>Increase Expense | Increase Revenue or<br>Decrease Expense |
| Account Number            | Account Description                                                                             |                                         |                                         |
| 60808-545001              | Contracted Services                                                                             | \$ 65,000                               |                                         |
| 60808-590001              | Capital Outlay                                                                                  |                                         | \$ 65,000                               |
|                           |                                                                                                 | <u>\$ 65,000</u>                        | <u>\$ 65,000</u>                        |
| <b>Explanation:</b>       | Ocean Sands Water and Sewer (60808) - Increase in sewer contracted services for sludge hauling. |                                         |                                         |
| <b>Net Budget Effect:</b> | Ocean Sands Water and Sewer District Fund (60) - Increased by \$65,000.                         |                                         |                                         |

**RESULT:** APPROVED [UNANIMOUS]  
**MOVER:** Mary "Kitty" Etheridge, Commissioner  
**SECONDER:** Selina S. Jarvis, Commissioner  
**AYES:** Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner

#### Budget Amendments-OSWSD Board

Mr. Stikeleather presented the Budget Amendment to provide for engineering services for odor control design at the Ocean Sands Wastewater Treatment Facility.

There was no discussion and Commissioner Mary Etheridge moved for approval. The motion was seconded by Commissioner Beaumont. The motion carried.

|                                                                                                                                                                                                                                                                                                                             |                      | Debit                                   | Credit                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-----------------------------------------|-----------------------------------------|
|                                                                                                                                                                                                                                                                                                                             |                      | Decrease Revenue or<br>Increase Expense | Increase Revenue or<br>Decrease Expense |
| Account Number                                                                                                                                                                                                                                                                                                              | Account Description  |                                         |                                         |
| 59808-596100                                                                                                                                                                                                                                                                                                                | Professional Service | \$ 15,000                               |                                         |
| 59808-588000                                                                                                                                                                                                                                                                                                                | Contingency          |                                         | \$ 15,000                               |
|                                                                                                                                                                                                                                                                                                                             |                      | \$ 15,000                               | \$ 15,000                               |
| <b>Explanation:</b> Ocean Sands Water and Sewer (60808) - Increase Professional Services account for engineering services to design an odor control system to be implemented in Phase 1 of the Ocean Sands Wastewater Treatment Facility. If proven successful, the design will be implemented in the rest of the facility. |                      |                                         |                                         |
| <b>Net Budget Effect:</b> Ocean Sands Water and Sewer District Fund (60) - No change.                                                                                                                                                                                                                                       |                      |                                         |                                         |

**RESULT:** APPROVED [UNANIMOUS]  
**MOVER:** Mary "Kitty" Etheridge, Commissioner  
**SECONDER:** Paul M. Beaumont, Commissioner  
**AYES:** Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner

### ADJOURN OSWSD BOARD

There was no further business and Commissioner Jarvis moved to adjourn. The motion was seconded by Commissioner McCord. The motion carried and the Special Meeting of the Ocean Sands Water & Sewer District Board adjourned at 8:12 PM.

**RESULT:** APPROVED [UNANIMOUS]  
**MOVER:** Selina S. Jarvis, Commissioner  
**SECONDER:** Kevin E. McCord, Commissioner  
**AYES:** Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner

### RECONVENE FOR CLOSED SESSION

The regular meeting was reconvened by the Chairman so the Board could hold Closed Session.

### **E. Closed Session Pursuant to G.S. 143-318.11(a)(3) to Consult with the County Attorney in Order to Preserve the Attorney-Client Privilege**

Chairman White read the motion to enter closed session pursuant to G.S. 143-318.11(a)(3) to consult with the County Attorney and to preserve the attorney-client privilege in the matter entitled Long v. Letendre and Currituck County.

Commissioner McCord moved to enter into Closed Session. The motion was seconded by Commissioner Beaumont. The motion carried and the Board of Commissioners entered Closed Session.

|                  |                                                                                                                                                                                                                           |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                                                                                                                                                                                               |
| <b>MOVER:</b>    | Kevin E. McCord, Commissioner                                                                                                                                                                                             |
| <b>SECONDER:</b> | Paul M. Beaumont, Commissioner                                                                                                                                                                                            |
| <b>AYES:</b>     | Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner |

### **ADJOURN**

#### **Motion to Adjourn Meeting**

Commissioners returned from Closed Session and had no further business. Commissioner Payment made a motion to adjourn and the motion was seconded by Commissioner Beaumont. The motion carried and the regular meeting of the Board of Commissioners adjourned at 8:41 PM.

|                  |                                                                                                                                                                                                                           |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                                                                                                                                                                                               |
| <b>MOVER:</b>    | Mike H. Payment, Vice Chairman                                                                                                                                                                                            |
| <b>SECONDER:</b> | Paul M. Beaumont, Commissioner                                                                                                                                                                                            |
| <b>AYES:</b>     | Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner |



**CURRITUCK COUNTY  
NORTH CAROLINA**

December 20, 2019

Minutes – Special Meeting of the Board of Commissioners

**CALL TO ORDER**

The Currituck County Board of Commissioners met in Special Session in the Sanderlin Auditorium at the Currituck County Cooperative Extension facility, 120 Community Way, Barco, North Carolina, for the purpose of considering a Resolution to allow the use of pyrotechnics at Eagle Creek Golf Club for a New Year's Eve fireworks display.

| Attendee Name          | Title         | Status  | Arrived |
|------------------------|---------------|---------|---------|
| Bob White              | Chairman      | Present |         |
| Mike H. Payment        | Vice Chairman | Present |         |
| Paul M. Beaumont       | Commissioner  | Present |         |
| J. Owen Etheridge      | Commissioner  | Present |         |
| Mary "Kitty" Etheridge | Commissioner  | Present |         |
| Selina S. Jarvis       | Commissioner  | Present |         |
| Kevin E. McCord        | Commissioner  | Present |         |

Chairman White called the meeting to order.

**A. Approval of Agenda**

Commissioner Beaumont moved to approve the agenda. The motion was seconded by Commissioner Payment. The motion carried.

Approved agenda:

**Call to Order**

A) Approval of Agenda

**New Business**

B) Resolution Approving Use of Pyrotechnics (Fireworks) at Eagle Creek Golf Club

**Adjourn**

Communication: Special Meeting-December 20, 2019 (Approval Of Minutes-December 2, 2019, and December 20, 2019)

## Motion to Adjourn Meeting

|                  |                                                                                                                                                                                                                           |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                                                                                                                                                                                               |
| <b>MOVER:</b>    | Paul M. Beaumont, Commissioner                                                                                                                                                                                            |
| <b>SECONDER:</b> | Mike H. Payment, Vice Chairman                                                                                                                                                                                            |
| <b>AYES:</b>     | Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner |

**NEW BUSINESS****B. Resolution Approving Use of Pyrotechnics (Fireworks) at Eagle Creek Golf Club**

Commissioner Beaumont moved for approval of the Resolution to allow the use of pyrotechnics at Eagle Creek Golf Club for a New Year's Eve fireworks display. The motion was seconded by Commissioner Mary Etheridge. The motion carried.

**RESOLUTION APPROVING THE EXHIBITION, USE AND DISCHARGE OF PYROTECHNICS AT EAGLE CREEK GOLF CLUB IN MOYOCK, 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**, Wetzel Pyrotechnics, Inc. is under contract with Tim Paasch to provide an exhibition of fireworks in Moyock at property known as Eagle Creek Golf Club, 109A Greenview Rd. in Moyock, North Carolina, on Tuesday, December 31, 2019, which will be a public exhibition, and Wetzel Pyrotechnics 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. Wetzel Pyrotechnics, is authorized to exhibit, use or discharge pyrotechnics for public exhibition at that property known as Eagle Creek Golf Club in Moyock, 109A Greenview Road, Moyock, North Carolina, 27958, on Tuesday, December 31, 2019 at 11:59 PM (rain date January 1, 2020 at 11:59 PM).

Section 2. This resolution shall be effective upon adoption.

**ADOPTED** this 20th day of December, 2019.

\_\_\_\_\_  
Robert M. White, Chairman

ATTEST:

\_\_\_\_\_  
Leeann Walton, Clerk to the Board

Communication: Special Meeting-December 20, 2019 (Approval Of Minutes-December 2, 2019, and December 20, 2019)

|                  |                                                                                                                                                                                                                           |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                                                                                                                                                                                               |
| <b>MOVER:</b>    | Paul M. Beaumont, Commissioner                                                                                                                                                                                            |
| <b>SECONDER:</b> | Mary "Kitty" Etheridge, Commissioner                                                                                                                                                                                      |
| <b>AYES:</b>     | Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner |

## ADJOURN

The Board had no further business and Commissioner Beaumont motioned for adjournment. Commissioner Jarvis seconded and the motion carried. The Special Meeting of the Board of Commissioners adjourned at 12:11 PM.

|                  |                                                                                                                                                                                                                           |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                                                                                                                                                                                               |
| <b>MOVER:</b>    | Paul M. Beaumont, Commissioner                                                                                                                                                                                            |
| <b>SECONDER:</b> | Selina S. Jarvis, Commissioner                                                                                                                                                                                            |
| <b>AYES:</b>     | Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner |



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 2672)**

**Agenda Item Title**

Budget Amendments

**Brief Description of Agenda Item:**

General Meeting Budget Amendments

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

Number 20200060

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 6th day of January 2020, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2020.

| <u>Account Number</u> | <u>Account Description</u>        | Debit                                           | Credit                                          |
|-----------------------|-----------------------------------|-------------------------------------------------|-------------------------------------------------|
|                       |                                   | <u>Decrease Revenue or<br/>Increase Expense</u> | <u>Increase Revenue or<br/>Decrease Expense</u> |
| 10794-545000          | PASS                              | \$ 9,317                                        |                                                 |
| 10794-545002          | Restitution                       | 3,598                                           |                                                 |
| 10794-545005          | JCPC Council                      | 2,955                                           |                                                 |
| 10330-447000          | Juvenile Crime Prevention Control |                                                 | \$ 15,870                                       |
|                       |                                   | <u>\$ 15,870</u>                                | <u>\$ 15,870</u>                                |

**Explanation:** JCPC (10794) - Increase appropriations to record JCPC Expansion funding for Raise the Age. No County match is required for this new funding for this fiscal year.

**Net Budget Effect:** Operating Fund (10) - Increased by \$18,850.

Minute Book # \_\_\_\_\_, Page # \_\_\_\_\_

Journal # \_\_\_\_\_

\_\_\_\_\_  
Clerk to the Board

Attachment: BA-Jan 6\_General Meeting-Rev (Budget Amendments)



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 2688)**

**Agenda Item Title**

Project Ordinance-Griggs Elementary HVAC Replacement

**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 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 replace seven HVAC units at Griggs Elementary School.

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

|                                                   |    |                |
|---------------------------------------------------|----|----------------|
| Griggs Elementary School HVAC Phase III (7 Units) | \$ | 200,000        |
|                                                   | \$ | <u>200,000</u> |

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

|               |    |                |
|---------------|----|----------------|
| Lottery Funds | \$ | 200,000        |
|               | \$ | <u>200,000</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 6th day of January 2020.

---

Bob White, Chairman  
Board of Commissioners

ATTEST:

---

Leeann Walton  
Clerk to the Board

**APPLICATION  
PUBLIC SCHOOL BUILDING CAPITAL FUND  
NORTH CAROLINA EDUCATION LOTTERY**

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

County: CurrituckContact Person: Susan MizelleLEA: Currituck County SchoolsTitle: Assistant Finance OfficerAddress: 2958 Caratoke HighwayPhone: 252-722-0764Project Title: GES HVAC Phase III (7 Units)Location: Griggs Elementary SchoolType of Facility: Elementary School (K-5)

North Carolina General Statutes, Chapter 18C, provides that a portion of the proceeds of the North Carolina State Lottery Fund be transferred to the Public School Building Capital Fund in accordance with G.S. 115C-546.2. Further, G.S. 115C-546.2 (d) has been amended to include the following:

- (3) No county shall have to provide matching funds...
- (4) A county may use monies in this Fund to pay for school construction projects in local school administrative units and to retire indebtedness incurred for school construction projects.
- (5) A county may not use monies in this Fund to pay for school technology needs.

As used in this section, "Public School Buildings" shall include only facilities for individual schools that are used for instructional and related purposes, and does not include central administration, maintenance, or other facilities. **Applications must be submitted within one year following the date of final payment to the Contractor or Vendor.**

Short description of Construction Project: To replace 7 HVAC units at Griggs Elementary School center wing.

## Estimated Costs:

|                              |       |           |                   |
|------------------------------|-------|-----------|-------------------|
| Purchase of Land             | _____ | \$        | _____             |
| Planning and Design Services | _____ |           | _____             |
| New Construction             | _____ |           | _____             |
| Additions / Renovations      | _____ |           | 200,000.00        |
| Repair                       | _____ |           | _____             |
| Debt Payment / Bond Payment  | _____ |           | _____             |
| <b>TOTAL</b>                 | _____ | <b>\$</b> | <b>200,000.00</b> |

Estimated Project Beginning Date: June 2020Est. Project Completion Date: August 2020

We, the undersigned, agree to submit a statement of state monies expended for this project within 60 days following completion of the project.

The County Commissioners and the Board of Education do hereby jointly request approval of the above project, and request release of \$ 200,000.00 from the Public School Building Capital Fund (Lottery Distribution). We certify that the project herein described is within the parameters of G.S. 115C-546.

(Signature — Chair, County Commissioners)

(Date)

(Signature — Chair, Board of Education)

(Date)

Form Date: July 01, 2011



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 2689)**

**Agenda Item Title**

Project Ordinance-Central Elementary Roof Replacement

**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 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 replace the center wing roof at Central Elementary School.

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

|                                                   |           |                |
|---------------------------------------------------|-----------|----------------|
| Central Elem Sch - Replace Ctr Wing Roof Jan 2020 | \$        | 150,000        |
|                                                   | <u>\$</u> | <u>150,000</u> |

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

|               |           |                |
|---------------|-----------|----------------|
| Lottery Funds | \$        | 150,000        |
|               | <u>\$</u> | <u>150,000</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 6th day of January 2020.

---

Bob White, Chairman  
Board of Commissioners

ATTEST:

---

Leeann Walton  
Clerk to the Board

**APPLICATION  
PUBLIC SCHOOL BUILDING CAPITAL FUND  
NORTH CAROLINA EDUCATION LOTTERY**

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

County: CurrituckContact Person: Susan MizelleLEA: Currituck County SchoolsTitle: Assistant Finance OfficerAddress: 2958 Caratoke HighwayPhone: 252-722-0764Project Title: CES Roof Replacement Phase I (Center Wing)Location: Central Elementary SchoolType of Facility: Elementary School (K-5)

North Carolina General Statutes, Chapter 18C, provides that a portion of the proceeds of the North Carolina State Lottery Fund be transferred to the Public School Building Capital Fund in accordance with G.S. 115C-546.2. Further, G.S. 115C-546.2 (d) has been amended to include the following:

(3) No county shall have to provide matching funds...

(4) A county may use monies in this Fund to pay for school construction projects in local school administrative units and to retire indebtedness incurred for school construction projects.

(5) A county may not use monies in this Fund to pay for school technology needs.

As used in this section, "Public School Buildings" shall include only facilities for individual schools that are used for instructional and related purposes, and does not include central administration, maintenance, or other facilities. **Applications must be submitted within one year following the date of final payment to the Contractor or Vendor.**

Short description of Construction Project: To replace the center wing roof at Central Elementary School.

Estimated Costs:

|                              |           |                   |
|------------------------------|-----------|-------------------|
| Purchase of Land             | \$        | _____             |
| Planning and Design Services |           | _____             |
| New Construction             |           | _____             |
| Additions / Renovations      |           | 150,000.00        |
| Repair                       |           | _____             |
| Debt Payment / Bond Payment  |           | _____             |
| <b>TOTAL</b>                 | <b>\$</b> | <b>150,000.00</b> |

Estimated Project Beginning Date: June 2020 Est. Project Completion Date: August 2020

We, the undersigned, agree to submit a statement of state monies expended for this project within 60 days following completion of the project.

The County Commissioners and the Board of Education do hereby jointly request approval of the above project, and request release of \$ 150,000.00 from the Public School Building Capital Fund (Lottery Distribution). We certify that the project herein described is within the parameters of G.S. 115C-546.

(Signature — Chair, County Commissioners)

(Date)

(Signature — Chair, Board of Education)

(Date)

Form Date: July 01, 2011



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 2681)**

**Agenda Item Title**

Resolution Opposing Reclassification of Jurisdictional Waters

**Brief Description of Agenda Item:**

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

## Resolution of the Currituck County Board of Commissioners Opposing Reclassification of Jurisdictional Waters

**WHEREAS**, in January of 2019, the NC Marine Fisheries Commission (MFC) and the NC Wildlife Resources Commission (WRC) formed a joint committee for the purpose of determining boundaries defining inland and coastal waters; and

**WHEREAS**, the joint committee had its last meeting in May of 2019, after having disagreements between the agencies on the "salinity value" to determine boundaries; and

**WHEREAS**, in August of 2019, the WRC business meeting was held with little direct notice to the MFC or to the NC Department of Environmental Quality (NCDEQ). At this meeting the WRC decided to move forward with the proposed boundaries based on the arbitrary "2.6 ppt salinity value"; and

**WHEREAS**, in 2017 the MFC conducted a review of rules pertaining to delineation (15A NCAC 03Q .0200 et seq) and determined there was no basis to adjust jurisdictional boundaries; and

**WHEREAS**, the proposed Reclassification of Jurisdictional Waters would be a loss of approximately 144,984 square acres or 226.5 sq. miles of coastal and commercial fishing waters. Thus, creating even more confusion and regulations to the already over regulated NC commercial fishing industry; and

**WHEREAS**, the MFC would be required by law, to perform a comprehensive financial analysis to modify jurisdictional boundaries, which would include a review of all existing rules and a detailed mapping effort expected to take over a year to complete with added costs to the taxpayers of North Carolina; and

**WHEREAS**, the financial impact as proposed would exceed \$1,000,000.00 for sustainable economic impact as prescribed in the NC Administrative Procedure Act; and

**WHEREAS**, fisheries management plans of important commercial and recreational species under MFC authority follow a criterion initially to establish coastal and joint waters but not inland waters. Thus, a complete review of all MFC rules would have to be completed at NC taxpayer expense.

**THEREFORE, BE IT RESOLVED**, that the Currituck County Board of Commissioners strongly opposes the Reclassification of Jurisdictional Waters as prescribed by the NC Wildlife Resources Commission. Under such research we have not found where a Salinity Value is a determination of boundary lines between coastal and inland waterways.

**ADOPTED** this the 6th day of January, 2020.

\_\_\_\_\_  
Bob White, Chairman

ATTEST:

\_\_\_\_\_  
Leeann Walton, Clerk to the Board



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 2692)**

**Agenda Item Title**

Proclamation Supporting National Radon Action Month

**Brief Description of Agenda Item:**

Board of Commissioners will proclaim January, 2020, as Radon Action Month to help educate citizens on the dangers and importance of testing. Fact sheet attached.

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

## PROCLAMATION OF THE BOARD OF COMMISSIONERS SUPPORTING NATIONAL RADON ACTION MONTH

**WHEREAS**, radon is a colorless, odorless, radioactive gas that may threaten the health of our citizens and their families; and

**WHEREAS**, radon is the second leading cause of lung cancer in the U.S. and is the leading cause of lung cancer in non-smokers; and

**WHEREAS**, the National Academy of Sciences estimates that up to 21,000 lung cancer deaths occur in the United States each year; and

**WHEREAS**, one in 15 homes across the U.S. have elevated radon levels; and

**WHEREAS**, any home may have elevated levels of radon, even if neighboring homes do not, and living in a home with an average radon level of 4 picocuries per liter of air poses a similar risk of developing lung cancer as smoking half a pack of cigarettes a day; and

**WHEREAS**, testing for radon is simple and inexpensive and radon problems can be fixed; and

**WHEREAS**, the U.S. Surgeon General, the U.S. Environmental Protection Agency, the NC Department of Health and Human Services' NC Radon Program, the North Carolina Advisory Committee on Cancer Coordination and Control, and the Board of Commissioners support efforts to encourage homeowners to test for radon and have elevated levels of radon reduced; and

**WHEREAS**, many residents in Currituck County don't know about radon, yet need to know for the safety and health of their families, and a proclamation of National Radon Action Month is an opportunity to educate individuals on the available measures to reduce radon.

**NOW, THEREFORE**, the Currituck County Board of Commissioners does hereby proclaim **JANUARY, 2020**, as **National Radon Action Month** in Currituck County, North Carolina.

\_\_\_\_\_  
Robert M. White, Chairman

ATTEST:

\_\_\_\_\_  
Leeann Walton, Clerk to the Board

# Safe at Home: Preventing Lung Cancer

BY REDUCING RADON IN THE HOME

**What is radon?** Radon is a gas that you cannot see, smell or taste. It comes from the decay of radioactive elements (such as uranium, thorium and radium) in soil and groundwater.



## Why should I be concerned about radon?

Breathing in radon is the second leading cause of lung cancer after smoking. Radon is the likely cause of more than 21,000 lung cancer deaths each year in the U.S. In 2015, lung cancer was the leading cause of cancer deaths in N.C.

## What are your chances for getting lung cancer from radon?

Each one of the following influences your risk:

1. Level of radon in your home;
2. The amount of time you spend in your home;
3. If you are a smoker of tobacco or have ever smoked tobacco; and
4. If you are exposed to secondhand smoke.



## How does radon cause lung cancer?

Radon gas decays into radioactive particles that can get trapped in your lungs when you breathe. These particles break down and release small bursts of energy. This can damage lung tissue and lead to lung cancer over the course of your lifetime. Not everyone exposed to high levels of radon will develop lung cancer, however the risk for lung cancer is increased.

## How does radon get into a home?

Radon can rise from the rocks in the ground, through the soil, and to the air above. It comes into your home through cracks and holes in the foundation. The radon becomes trapped in your home. This can happen in new and old homes, homes with or without basements, and in high-rise and multi-family buildings. Underground well water can transport radon from the soil into the house.



## Where is radon found in N.C.?

Nearly one out of every 15 homes in the U.S. is likely to have a high level of radon. Homes in all 100 counties of N.C. have tested at high levels for radon. The only way to know if your home has a radon problem is to test it. *(continued)*

### Is radon only measured in homes?

No. Radon can get into any type of building. You and your family are most likely to be exposed at home because you spend most of your time there.

### What is considered a high level of radon in the home?

The amount of radon in the air is measured in "picocuries per liter of air," or "pCi/L." A radon level in the home between 2 and 4 pCi/L is considered moderate risk and over 4 pCi/L is considered high risk for your health.

### I am buying/selling a home. How do I get a property tested for radon?

There are no laws in N.C. regarding radon testing. The N.C. Radon Program recommends that you hire a certified radon contractor. This will give you reliable test results quickly. If you get your water from a well, you can test your groundwater for radon with a certified laboratory. Visit [www.ncradon.org](http://www.ncradon.org) to find a certified radon tester.

### What if the radon levels are high in my home? Can my home be fixed?

The EPA (U.S. Environmental Protection Agency) recommends fixing homes that have an average radon level over 4 pCi/L. The EPA suggests you consider fixing your home if it tests between 2 and 4 pCi/L. Most homes can easily be fixed to bring the radon levels below 4 pCi/L. Lowering high radon levels requires special knowledge and skills. Pick a contractor who is trained to fix radon problems. The National Radon Proficiency Program or the National Radon Safety Board certifies trained contractors. Visit [www.ncradon.org](http://www.ncradon.org) for links.

### How do I fix my home if the test shows there is a high level of radon in water?

The N.C. Division of Public Health recommends testing well water for radon. Its experts say you should fix well water that tests high for radon. If the radon level is high in the well water, a second test for other types of radioactive particles like uranium and radium should be done. Select a contractor who is trained to fix radon problems. Contact your county health department's environmental health program for more information.

### What will fixing my home cost me?

In 2017, the average cost for fixing a radon problem in an existing home was \$1,500. The average cost to include a radon reduction system when building a new home was \$800. The cost for a private well water radon treatment system ranges between \$1,500 - \$5,000. Visit [www.ncradon.org](http://www.ncradon.org) to learn more about building Radon Resistant New Construction.

### Will a radon reduction system impact the sale of my home?

Radon reduction systems have been installed in homes across N.C. since 1996. It is commonplace for national home building companies to install Radon Resistant New Construction in their new homes. Having a radon system in your home has not caused any problems for home sales.



NORTH CAROLINA  
Advisory Committee  
on Cancer Coordination and Control



NC Real Estate Commission



RADIATION PROTECTION



Cancer Prevention and Control Branch



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 2686)**

**Agenda Item Title**

Surplus Resolution-Fire & EMS AED

**Brief Description of Agenda Item:**

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

## RESOLUTION

**WHEREAS**, 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 used as a trade-in.

| County<br>Asset Tag | Description                                              | Serial Number |
|---------------------|----------------------------------------------------------|---------------|
| 1041                | Lifepak 12 Physio Control Biphasic Defibrillator/Monitor |               |

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the County of Currituck reserves the right to reject any and all bids.

**ADOPTED**, this 6th day of January, 2020.

\_\_\_\_\_  
Robert M. White  
County of Currituck, Board of Commissioners

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

(Seal)

Attachment: Surplus Resolution-FireEMS LifePak (Surplus Resolution-Fire & EMS AED)



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 2685)

**Agenda Item Title**

Surplus Resolution-Transfer Station Scales

**Brief Description of Agenda Item:**

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

## RESOLUTION

**WHEREAS,** 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.

| <u>Dept.</u> | <u>Asset #</u> | <u>Description (Year &amp; Make/Model)</u> | <u>VIN #</u> |
|--------------|----------------|--------------------------------------------|--------------|
| SOLID WASTE  | 2346           | SCALES AT LANDFILL                         | N/A          |

**NOW, THEREFORE, BE IT RESOLVED,** that the Board of Commissioners of the County of Currituck reserves the right to reject any and all bids.

**ADOPTED,** this 6th day of January, 2020.

\_\_\_\_\_  
Robert M. White, Chairman  
County of Currituck, Board of Commissioners

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

(Seal)

Attachment: PW-Surplus Resolution-Transfer Station Scales (Surplus Resolution-Transfer Station Scales)



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 2694)**

**Agenda Item Title**

Surplus Resolution-Rodeo Ring Fencing, CCRC

**Brief Description of Agenda Item:**

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

## RESOLUTION

**WHEREAS**, 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.

| County    |                                                                              |               |
|-----------|------------------------------------------------------------------------------|---------------|
| Asset Tag | Description                                                                  | Serial Number |
| 7106      | Rodeo Ring Fencing Panels<br>(Rusted Out and Unsellable-Will be disposed of) | N/A           |

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the County of Currituck reserves the right to reject any and all bids.

**ADOPTED**, this 6th day of January, 2020.

\_\_\_\_\_  
Robert M. White  
County of Currituck, Board of Commissioners

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

(Seal)



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 2687)**

**Agenda Item Title**

JCPC Funding Plan

**Brief Description of Agenda Item:**

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

# Currituck County

## NC DPS - Community Programs - County Funding Plan

Available JCPC Funds: \$ \$81,830  
 Raise the Age Expansion Funds: \$ \$15,870

Local Match: \$ \$23,349 Rate: 30%

DPS JCPC funds must be committed with a Program Agreement submitted in NC Allies and electronically signed by authorized officials.

| #              | Program Provider                                           | New 19-20 Total<br>DPS Funds | Original 19-20<br>DPS Funds | DPS-RtA<br>Expansion<br>Funding | LOCAL FUNDING        |                           |                  | OTHER          | OTHER | Total          |
|----------------|------------------------------------------------------------|------------------------------|-----------------------------|---------------------------------|----------------------|---------------------------|------------------|----------------|-------|----------------|
|                |                                                            |                              |                             |                                 | County Cash<br>Match | Other Local<br>Cash Match | Local<br>In-Kind | State/ Federal | Funds |                |
| 1              | Partnership for Adolescents Support<br>Services/Teen Court | \$79,233                     | \$69,916                    | \$9,317                         | \$20,975             |                           |                  |                |       | \$100,2        |
| 2              | Currituck Restitution Program                              | \$11,512                     | \$7,914                     | \$3,598                         | \$2,374              |                           |                  |                |       | \$13,8         |
| 3              | JCPC Certification                                         | \$6,955                      | \$4,000                     | \$2,955                         |                      |                           |                  |                |       | \$6,9          |
| 4              |                                                            |                              |                             |                                 |                      |                           |                  |                |       |                |
| 5              |                                                            |                              |                             |                                 |                      |                           |                  |                |       |                |
| 6              |                                                            |                              |                             |                                 |                      |                           |                  |                |       |                |
| 7              |                                                            |                              |                             |                                 |                      |                           |                  |                |       |                |
| 8              |                                                            |                              |                             |                                 |                      |                           |                  |                |       |                |
| 9              |                                                            |                              |                             |                                 |                      |                           |                  |                |       |                |
| 10             |                                                            |                              |                             |                                 |                      |                           |                  |                |       |                |
| 11             |                                                            |                              |                             |                                 |                      |                           |                  |                |       |                |
| 12             |                                                            |                              |                             |                                 |                      |                           |                  |                |       |                |
| 13             |                                                            |                              |                             |                                 |                      |                           |                  |                |       |                |
| 14             |                                                            |                              |                             |                                 |                      |                           |                  |                |       |                |
| 15             |                                                            |                              |                             |                                 |                      |                           |                  |                |       |                |
| 16             |                                                            |                              |                             |                                 |                      |                           |                  |                |       |                |
| 17             |                                                            |                              |                             |                                 |                      |                           |                  |                |       |                |
| 18             |                                                            |                              |                             |                                 |                      |                           |                  |                |       |                |
| <b>TOTALS:</b> |                                                            | <b>\$97,700</b>              | <b>\$81,830</b>             | <b>\$15,870</b>                 | <b>\$23,349</b>      |                           |                  |                |       | <b>\$121,0</b> |

The above plan was derived through a planning process by the Currituck County  
 Juvenile Crime Prevention Council and represents the County's Plan for use of these funds in FY 19-20

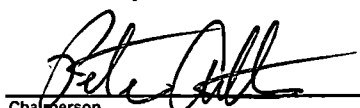
Amount of Unallocated JCPC Funds \_\_\_\_\_

Amount of Unallocated RtA Expansion Funds \_\_\_\_\_

Amount of funds reverted back to DPS \_\_\_\_\_

Discretionary Funds added \_\_\_\_\_

Check type: ☐ Initial plan ☐ Update ☐ Final

 12-16-19  
 Chairperson, Juvenile Crime Prevention Council (Date)

\_\_\_\_\_  
 Chairperson, Board of County Commissioners (Date)  
 or County Finance Officer

| —DPS Use Only—                                     |            |
|----------------------------------------------------|------------|
| Reviewed by _____<br>Area Consultant               | Date _____ |
| Reviewed by _____<br>Program Assistant             | Date _____ |
| Verified by _____<br>Designated State Office Staff | Date _____ |

Attachment: JCPC Funding Plan (JCPC Funding Plan)



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 2693)

**Agenda Item Title**

Corolla Volunteer Fire Department-Fire Protection Equipment Purchase

**Brief Description of Agenda Item:**

The Corolla Volunteer Fire Department requests your approval to use existing funds for the attached purchase. Approval by the Board of Commissioners is required for purchases over \$5,000.

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**



# Fire Protection Equipment Company

7206 Impala Drive • Richmond, VA 23228  
(804) 262-1594 FAX 262-1023 Since 1926  
DCJS #11-3107

30390

INVOICE NUMBER

00007289

INVOICE DATE

11/01/19

## INVOICE

TO:  
010026  
Corolla V F D  
827 Whalehead Dr  
Corolla, NC 27927

SHIP TO:  
010026 0001  
Corolla V F D  
827 Whalehead Dr  
Corolla, NC 27927

PACK LIST#  
7289

SALESMAN  
REDFIELD

P. O. #

TERMS:

NET 30

### WORK:

| Date     | Hrs/Qty | Description                  | Rate/Price | Amount |
|----------|---------|------------------------------|------------|--------|
| 11/01/19 | 3.00    | #10162403 QUICK CONNECT FILL | 355.00000  | 1065.0 |
|          | .00     | ADAPTER                      | .00000     | .0     |
|          | 12.00   | #10148741-SP RECHARGABLE     | 221.25000  | 2655.0 |
|          | .00     | BATTERY G1                   | .00000     | .0     |
|          | 4.00    | #10156464 G1 EXTENDAIRE KIT  | 439.04000  | 1756.1 |

Billable Am

Material

5476.1

Sub Total

5476.1

TOTAL AMOUNT DUE

5476.1

RECEIVED

DEC 19 2019

RECEIVED

DEC 17 2019

County of Currituck  
I hereby certify that the above goods and  
services have been received and are in  
good order except as otherwise stated.

Department Head

12-16-19

Date

210546-53606 \*

Account Code

IF CHIEF MELTON PREFERS A DIFFERENT ACCOUNT  
PLEASE ADJUST

**COTTRELL**  
ELECTRONICS

a Division of FIRE PROTECTION EQUIPMENT COMPANY

A finance charge of 1 1/2% per month will be added to all past due accounts. This is annual rate of 18%

ORIGINAL

Packet Pg. 89

Attachment: Corolla VFD-Equipment Purchase-Fire Protection Equipment Company (Corolla VFD Purchase Approval-Over \$5,000)



# Fire Protection Equipment Company

7206 Impala Drive • Richmond, VA 23228  
(804) 262-1594 FAX 262-1023 Since 1926  
DCJS #11-3107

INVOICE NUMBER

00007301

INVOICE DATE

11/17/19

## INVOICE

TO:  
010026  
Corolla V F D  
827 Whalehead Dr  
Corolla, NC 27927

SHIP TO:  
010026 0001  
Corolla V F D  
827 Whalehead Dr  
Corolla, NC 27927

PACK LIST#  
7301

SALESMAN  
REDFIELD

P. O. #

TERMS:

NET 30

### WORK:

| Date     | Hrs/Qty | Description                  | Rate/Price | Amount  |
|----------|---------|------------------------------|------------|---------|
| 11/17/19 | 2.00    | TOWER CONVERSION FITTINGS    | 75.00000   | 150.00  |
|          | 4.00    | #10162403 QUICK CONNECT FILL | 355.00000  | 1420.00 |
|          | .00     | ADAPTER                      | .00000     | .00     |
|          | 1.00    | UPS/Freight Out              | 20.00000   | 20.00   |

*NO*  
*Tower conversion fittings only ①*

Billable Am

Material

1590.00

Sub Total

1590.00

TOTAL AMOUNT DUE

1590.00

**RECEIVED**

DEC 19 2019

**RECEIVED**

DEC 17 2019

County of Currituck

I hereby certify that the above goods and services have been received and are in good order except as otherwise stated.

Department Head

12-16-19

Date

210546-536106

Account Code

*CREDITS ATTACHED*

*NET*

*ADD BACK (A)  
DELIVERED TO  
RAY IRIZARRY*

*-1590.00*

*- 0 -*

*\$ 150.00*

*q*

*RAY*

**COTTRELL**  
ELECTRONICS

a Division of FIRE PROTECTION EQUIPMENT COMPANY

A finance charge of 1 1/2% per month will be added to all past due accounts. This is annual rate of 18%

ORIGINAL

Packet Pg. 90

Attachment: Corolla VFD-Equipment Purchase-Fire Protection Equipment Company (Corolla VFD Purchase Approval-Over \$5,000)

FIRE PROTECTION EQUIPMENT CO.

1648 WHILE LANE

NORFOLK, VA 23518

PHONE / FAX: 757-853-1379

**DELIVERY TICKET**

| DATE       | TICKET# |
|------------|---------|
| 12/16/2019 | 7328    |

|                |
|----------------|
| <b>BILL TO</b> |
| COROLLA VFD    |

|                |
|----------------|
| <b>SHIP TO</b> |
| same           |

| P.O. NUMBER | TERMS  | REP | SHIP       | VIA       | F.O.B. | PROJECT |
|-------------|--------|-----|------------|-----------|--------|---------|
|             | Net 30 |     | 12/16/2019 | OUR TRUCK |        |         |

| QUANTITY | ITEM CODE | DESCRIPTION              | PRICE EACH | AMOUNT |
|----------|-----------|--------------------------|------------|--------|
| 2        | FITTINGS  | TOWER CONVERSION FITTING | 75.00      | 150.00 |

**RECEIVED**

DEC 19 2019

**RECEIVED**

DEC 17 2019

County of Currituck  
I hereby certify that the above goods and services have been received and are in good order except as otherwise stated.

12-16-19      210546-536106  
 Date                      Account Code

|              |          |
|--------------|----------|
| <b>Total</b> | \$150.00 |
|--------------|----------|

Attachment: Corolla VFD-Equipment Purchase-Fire Protection Equipment Company (Corolla VFD Purchase Approval-Over \$5,000)

30390

## FIRE PROTECTION EQUIPMENT CO.

1648 WHILE LANE  
 NORFOLK, VA 23518  
 PHONE / FAX: 757-853-1379

## Credit Memo

| DATE      | CREDIT NO. |
|-----------|------------|
| 12/4/2019 | 7317       |

|             |
|-------------|
| CUSTOMER    |
| COROLLA VFD |

| DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  | QTY                                                                                         | RATE   | AMOUNT    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------------------------------------------------------------------------------|--------|-----------|
| Quick Connect fill adapter                                                                                                                                                                                                                                                                                                                                                                                                                                        |  | -2                                                                                          | 355.00 | -710.00   |
| <div style="text-align: center;"> <b>RECEIVED</b><br/>           DEC 17 2019<br/><br/>           County of Currituck<br/>           I hereby certify that the above goods and<br/>           services have been received and are in<br/>           good order except as otherwise stated.<br/>           _____<br/>           Department Head<br/> <u>12-16-19</u>      <u>210546-536106</u><br/>           Date                      Account Code         </div> |  | <div style="text-align: center;"> <b>RECEIVED</b><br/>           DEC 19 2019         </div> |        |           |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                                                                             |        | \$-710.00 |

Attachment: Corolla VFD-Equipment Purchase-Fire Protection Equipment Company (Corolla VFD Purchase Approval-Over \$5,000)

FIRE PROTECTION EQUIPMENT CO.

1648 WHILE LANE  
 NORFOLK, VA 23518  
 PHONE / FAX: 757-853-1379

30390

## Credit Memo

| DATE       | CREDIT NO. |
|------------|------------|
| 12/16/2019 | 7327       |

|             |
|-------------|
| CUSTOMER    |
| COROLLA VFD |

|                                                                                                                                                                                                                                                                                                                                                                                                       |     | P.O. NO. | PROJECT   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----------|-----------|
|                                                                                                                                                                                                                                                                                                                                                                                                       |     |          |           |
| DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                           | QTY | RATE     | AMOUNT    |
| TOWER CONVERSION FITTINGS                                                                                                                                                                                                                                                                                                                                                                             | -2  | 75.00    | -150.00   |
| Quick Connect fill adapter                                                                                                                                                                                                                                                                                                                                                                            | -2  | 355.00   | -710.00   |
| SHIPPING                                                                                                                                                                                                                                                                                                                                                                                              | -1  | 20.00    | -20.00    |
| <p><b>RECEIVED</b><br/>           DEC 19 2019<br/>           County of Currituck<br/>           I hereby certify that the above goods and services have been received and are in good order except as otherwise stated.</p> <p><b>RECEIVED</b><br/>           DEC 17 2019</p> <p>_____<br/>           Department Head<br/> <u>12-16-19</u> <u>2105216-536106</u><br/>           Date Account Code</p> |     |          |           |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                          |     |          | \$-880.00 |

Attachment: Corolla VFD-Equipment Purchase-Fire Protection Equipment Company (Corolla VFD Purchase Approval-Over \$5,000)



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 2684)**

**Agenda Item Title**

Personnel Policy Revisions

**Brief Description of Agenda Item:**

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

- N. If, at the expiration of the family and/or medical leave without pay period, an employee fails to report for duty, and no extension of the leave without pay has been granted, then the failure to report is deemed a resignation.
- O. Periods of paid leave and periods of leave without pay count towards the FMLA 12 week entitlement. This includes Workers' Compensation leave and shared leave and will run concurrently.
- P. Job Restoration: Most employees granted leave will be returned to the same position held prior to the FMLA leave or one that is equivalent in pay, benefits, and other terms and conditions of employment. Certain highly compensated salaried employees (key employees) are eligible for leave, but are not guaranteed restoration to their position if they choose to take leave.
- Q. Military Caregiver Leave: THE FMLA Act provides an eligible employee with up to 26 weeks of unpaid leave within a "single 12 month period" to care for the serious injury or illness or a spouse, child, parent or next of kin who is a member of the Armed Forces, including National Guard or Reserves. Military caregiver leave also allows an eligible employee who is the spouse, son, daughter, parent, or "next of kin" of a covered veteran with a serious injury or illness to take up to a total of 26 workweeks of unpaid leave during a "single 12-month period" to provide care for the veteran.
- A veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness is a covered veteran if he or she: was a member of the Armed Forces (including a member of the National Guard or Reserves); was discharged or released under conditions other than dishonorable; and was discharged within the five-year period before the eligible employee first takes FMLA military caregiver leave to care for him or her.
- R. A serious injury or illness is defined as an injury or illness that the service member incurred in the line of duty, while on active duty, that renders them medically unfit to perform the duties of their office, grade, rank or rating. The "single 12 month period" for Military Caregiver Leave begins on the first day the employee takes leave for this reason and ends 12 months later. Documentation and certification requirements can be found at the following links:<https://www.dol.gov/whd/regs/compliance/whdfs28mb.pdf> and <https://www.dol.gov/whd/regs/compliance/whdfs28ma.pdf>.
- S. Qualifying Military Exigencies include but are not limited to short notice deployment (seven or less days of notice prior to deployment, military events and related activities, making financial and legal arrangements, post-deployment activities, any other event that the employee and County agree is a qualifying military exigency.
- T. Grievance Procedure: It is the policy of Currituck County not to discharge or discriminate against any employee exercising his/her rights under the FMLA.

- The abuse of client(s), patient(s), student(s) or a person(s) over whom the employee has charge or to whom the employee has a responsibility, or of an animal owned or in the custody of the County;
- Falsification of an employment application or other employment documentation;
- Insubordination which is the willful failure or refusal to carry out a reasonable order from an authorized supervisor;
- Absence from work after all authorized leave credits and benefits have been exhausted.

C. **Unsatisfactory Job Performance** – A basis for discipline or dismissal. Disciplinary actions for unsatisfactory job performance do not require prior warnings for the same type of performance problem. Written warnings are given with the intention of permanently improving job performance; however, if the improvement later deteriorates or if other unsatisfactory job performance occurs, the supervisor may proceed to the next level of discipline. No maximum number of warnings are required. Unsatisfactory job performance is defined as a deficiency in work performance including, but is not limited to,:

- violation of, or failure to follow work rules;
- inattention to or negligence of the duties of one's position;
- failure to meet production or accuracy standards;
- poor work habits;
- excessive tardiness and absenteeism;
- failure to follow instructions, directions, or procedures (this can also be considered personal conduct);
- poor work quality and quantity;
- timeliness in the performance of work-related analysis, decisions, or judgment.
- Failure to turn in payroll timesheet by deadline.

D. **Grossly Inefficient Job Performance** – A basis for discipline and dismissal. Occurs in instances in which the employee fails to perform job requirements satisfactorily as specified in the job description, work plans, or as directed by the management of the work unit or the County and the employee's failure results in:

- the creation of the potential for death or serious harm to a client(s), an employee(s), members of the public or to a person(s) over whom the employee has responsibility;
- the loss of or damage to any County property or funds that result in a serious impact on the County and/or work unit;
- the substantial increase in potential liability or loss of credentials or revenue for the County, or;



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 2683)**

**Agenda Item Title**

Job Description Revision-Fire and EMS Lieutenant, Shift Supervisor

**Brief Description of Agenda Item:**

One revision: Minimum Training & Experience

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**



## **CURRITUCK COUNTY JOB DESCRIPTION**

### **JOB TITLE: LIEUTENANT DEPARTMENT OF FIRE-EMERGENCY MEDICAL SERVICES**

#### **GENERAL STATEMENT OF JOB**

Under general supervision, assists in developing, designing, coordinating, implementing and monitoring standards and policies of the Currituck County Emergency Medical Services system; functions as key liaison and consultant with all EMS and volunteer fire department personnel, and other essential public safety departments within the county. Serves as an immediate supervisor to an assigned group of department personnel; managing and supervising staff engaged in Fire/EMS duties, daily operations of the department, and resource management. Performs in accordance with established emergency medical procedures and protocols approved by the local medical director at the NC EMT-Paramedic level and must exercise considerable independent judgment to assess conditions of patients and administer appropriate medical treatment. Work is subject to both inside and outside environmental conditions, extremes in temperatures, noise, vibrations, exposure to fumes, odors, dusts, mists, gases, poor ventilation, and oils. Due to the nature of the work, employee is exposed to human blood and is subject to the OSHA requirements on blood borne pathogens. Participates in firefighting activities to include: driving fire apparatus, operating fire department equipment, fighting fires and extricating patients. Reports to the Shift Captain.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS (LIEUTENANT)**

Assist EMS Captain with the development, coordination, and implementation of the policies, procedures, and guidelines for the department; reviewing system plan and other applicable policies for accuracy and compliance with local, state, and federal regulations.

Manage shift schedule, vacation and sick time requests, and exchange of duty requests; ensuring each shift and EMS unit is staffed appropriately; employee's requests for vacation, sick time, and exchange of duties are within department and county policies.

Procurement and maintenance of supply inventory and equipment; develop cost effective measures for the purchasing of supplies and equipment; submit monthly requests to the Appropriate Captain/Supervisor for supplies needed; evaluate new products and equipment for future use; establish and update preventive maintenance procedures for equipment in accordance with manufacture recommendations; monitor use for budgetary planning; keep perpetual inventory of supplies and equipment using an electronic database.

Implement, coordinate, and maintain a vehicle maintenance program for all department vehicles that is consistent with manufacture's recommendations; schedule vehicles for required maintenance and repair, ensuring vehicles are delivered and retrieved appropriately; conduct routine repairs and maintenance procedures not requiring an automotive technician (i.e. changing light bulbs, checking fluid levels, replacing fuses, etc); develop and maintain electronic database of repair requests and maintenance.

Ensure daily operations of the department are met; personnel are reporting to work on-time and in proper dress and with appropriate personnel protective equipment; delegate assignments and instructions to shift personnel; keeps department personnel abreast of pertinent information to their mission and daily operations; if required, fills in as crew member on opens shifts until a suitable replacement can be found; delivery and retrieval of supplies and equipment; retrieving and reviewing patient care reports for accuracy and compliance with applicable policies, forwarding discrepancies to EMS Captain and/or Deputy Chief for review.

Conduct on-shift training and skills assessment with shift personnel; develop cohesiveness between shift personnel, EMS and fire department volunteers; training shall be done in cooperation with the EMS Captain and shall include equipment and product in-service, skills and procedure development, annual required training, and other such training deemed necessary by the Shift Captain, Training Officer or Deputy Chief.

### **ESSENTIAL JOB FUNCTIONS**

Responds to calls for medical aid including motor vehicle collisions, rescue operations, and any other incident where EMS has been requested. Provides prehospital care at the EMT-Paramedic level including, but not limited to, examining patients and monitoring vital signs, administration of medications, insertion of airway devices including a blind insertion airway device, tracheal intubation and cricothyrotomy; use of cardiac monitors to acquire, interpret and transmit 12-Lead EKG's, defibrillation, synchronized cardioversion, and external transcutaneous pacing; chest decompression; collection of blood for laboratory analysis, establishes peripheral and intraosseous intravenous access; other basic and advanced first aid and life support actions as approved by the North Carolina Medical Board and the Currituck County EMS Medical Director; communicates with hospital and/or health care professionals in person or by radio; completes required reports. Restocks supplies and maintains emergency vehicles and equipment in proper working conditions.

Conduct and participate in drills and training exercises; develop skills in fire suppression, complete 36 hours of fire department training annually. Participates in a continuous training program to improve competence in medical clinical work and in ambulance service and operation; maintains knowledge of new or modified operational protocols; complete 36 hours of EMS continuing education training annually.

In a fire emergency, assists the volunteer fire departments, performing basic firefighting duties and responsibilities within permissible limits; drive and operate fire apparatus with specific ability to respond a pumper or tanker to the scene of an incident and obtain water flow, perform exterior (and interior if qualified as determined by Fire/EMS Chief) fire ground operations; assist firefighters in the handling of fire hoses, ladders, SCBA equipment, manpower rehabilitation, and other vital equipment and functions; assists with the extrication and removal of entrapped or confined patients.

Prepare, submit, and maintain reports on emergency medical services activities, fire suppression activities, incidents and accidents, and other related information; prepare clear and concise documentation; obtaining medical data including patient identification, medical history, type of accident or nature of illness, rescue measures, preceding emergency care, care given at an emergency medical scene; direct patient care and transport.

Operate, inspect, inventory, and maintain emergency response equipment and vehicles; perform minor repairs on equipment and vehicles or report deficiencies to proper staff for other disposition; order necessary supplies; clean and maintain patient compartment and cabinets of emergency vehicles; ensures proper supplies and equipment are stocked and functions properly.

Perform general maintenance and cleaning of station; sweep and mop floors, light dusting, and clean windows; cleaning of restrooms and bathrooms, keeping bunkrooms neat with beds made in a neat and clean manner; changing sheets and pillow cases after each use, laundry as necessary.

Work with the community in a variety of educational, public relations, and service programs; fire prevention, safety awareness, community CPR training, and public school activities for EMS standby.

### **ADDITIONAL JOB FUNCTIONS**

Ensure that all personnel maintain current skills and develop additional ones as appropriate by conducting needs assessments, and/or developing, administering and participating in training activities.

Meet with shift personnel to discuss problems, events, current information, and the handling of past emergencies to improve future performance.

Assist the Shift Captains in employee performance appraisals for department personnel assigned to their shift; document performance measures, commendation and disciplinary actions, and needs assessment; establish appropriate goals and objectives for individuals, provide encouragement and resources for those goals to be met.

Explain and enforce policies and procedures, disciplining staff in a fair and equal manner as necessary; properly and effectively intervene to settle an argument or some interpersonal problem among staff; notify a superior of a problem and recommend a course of action for solution.

Work with the EMS and fire department volunteers to enhance the overall operation and function of the departments, local volunteer fire departments and other county entities.

Performs duties as assigned by the County Manager, Fire-EMS Chief or his designee, during a State of Emergency or other disaster.

Performs other related work as required.

### **JOB RESPONSIBILITIES RELATED TO HIPAA COMPLIANCE**

Is expected to protect the privacy and security of all protected health information (PHI) and electronic PHI (e-PHI) in accordance with Department privacy and security policies, procedures, and practices, as required by federal [and state] law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with the Department's policies and procedures regarding the privacy and security of PHI and e-PHI may result in disciplinary action up to and including termination of employment.

May access PHI and e-PHI only to the extent that is necessary to complete job duties and may only share such information with those who have a need to know specific patient information to complete their job responsibilities related to treatment, payment or other company operations.

Is encouraged and expected to report, without the threat of retaliation, any concerns regarding the Department's policies and procedures on patient privacy or security and any observed practices in violation of those policies to the designated Privacy/Information Security Officer.

Is expected to actively participate in Department privacy and security training and is required to communicate privacy policy information to coworkers, students, patients and others in accordance with Department policy.

### **MINIMUM TRAINING AND EXPERIENCE**

High school diploma or equivalent with vocational or technical school training as an Emergency Medical Technician-Paramedic; NC (or other equivalent) Firefighter II certification preferred. Any equivalent combination of training and experience which provides the required skills for the job functions, knowledge and abilities may be substituted; and

Credentialed by the North Carolina Office of Emergency Medical Services as an Emergency Medical Technician-Paramedic as outlined in 10A NCAC 13P .0502;

Current Basic Life Support, Healthcare Provider (CPR) provider certification, or equivalent;

Current Advanced Cardiac Life Support, Pediatric Advanced Life Support, or equivalent. PEPP may be substituted for PALS. Obtain PHTLS within one year of employment date.

Emergency Vehicle Operator Certification, CEVO or equivalent.

### **SPECIAL REQUIREMENTS**

Must possess a valid driver operator license.

Successfully complete Incident Command System–100, 200, 300 and the National Incident Management System–700 and 800.

Maintain the privilege to practice within the Currituck County EMS system; Successfully pass the Technical Scope of Practice evaluation, valid Basic Life Support, Healthcare Provider (CPR) certification, Advanced Cardiac Life Support, Pediatric Advanced Life Support, 36 hours of continuing education per year.

Completion of Bloodborne Pathogens and HIPAA compliance training, and participates in an annual refresher.

### **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 stretchers, stair chairs, backboards, ladders, various fire hoses, and extrication equipment. Must be physically able to operate a motor vehicle, including fire apparatus and other emergency vehicles. Must be able to exert in excess of 100 pounds of force occasionally, and/or up to 75 pounds of force frequently, and/or 20 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 parts of body, and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Physical demand requirements are for Very 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 correspondence, reports, logs, etc. Requires the ability to prepare a variety of reports, forms, logs, invoices, 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 medical terminology and emergency response codes.

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

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

**Motor Coordination:** Requires the ability coordinate hands and eyes rapidly and accurately in lifting and positioning or transporting objects, and operating motor vehicles.

**Manual Dexterity:** Requires the ability to handle a variety of items, such as control knobs, toggle switches, syringe plungers, levers, 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, and in emergency situations.

**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 and two-way radio.

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

Working knowledge of the Currituck County emergency medical policies, procedures, and treatment protocols.

Working knowledge of equipment and supplies employed in the emergency care of patients and emergency scenes.

Working knowledge of Incident Management Systems and procedures.

Working knowledge of Mass Causality Incident Management processes and procedures.

Working knowledge of County geography and of the location of roads and streets within the County, including location of frequently utilized medical facilities and landing zones.

Working knowledge of procedures of extrication, movement of patients, rescue techniques, transportation and psychological needs of a patient.

Working knowledge of radio communications equipment.

Ability to supervise and manage personnel.

Ability to coordinate and manage emergency and non-emergency incident scenes.

Ability to respond quickly and calmly to emergency situations.

Ability to lift substantial weight.

Ability to understand and follow oral and written instructions.

Ability to deal tactfully, courteously and firmly with the general public.

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

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

ED: 01/06/2020 (REV BOC)



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 2680)**

**Agenda Item Title**

Cooperative Extension Fee Waiver-Moyock High School Reunion

**Brief Description of Agenda Item:**

Ms. Hilda Forehand, Treasurer of The Moyock High School Committee, respectfully requests a fee waiver for rental of the Sanderlin Auditorium at NC Cooperative Extension-Currituck County Center so they may hold their Moyock High School Reunion. Letter is included.

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

October 7, 2019

Bobby White, Chairman

Mike Payment, Vice-Chairman

Currituck County Board of Commissioners

153 Courthouse Road, Suite 204

Currituck, NC 27917

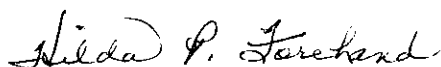
Gentlemen,

The Moyock High School Committee which represents all the classes that graduated from Moyock High School from 1940 through 1960 is requesting a waiver of the \$500 rental fee for the Sanderlin Auditorium at the NC Cooperative Extension-Currituck County Center. This event is scheduled for April 25, 2020.

We plan for an all Currituck event with catering done by a Currituck business. Enclosed is a copy of the 2018 reunion directory. In addition, our committee donated \$1,000 to Knapp Early College for a scholarship. Excellent, dependable volunteers from their school set up and took down the chairs and tables, etc. for the reunion.

We respectfully request the \$500 wavier fee for the rental of Sanderlin Auditorium at the NC Extension Center-Currituck County Center scheduled for April 25, 2020. We will be responsible for the custodial fee.

Sincerely,

  
Hilda P. Forehand, Treasurer

Moyock High School Reunion Committee

Attachment: Moyock HS Reunion-Fee Waiver Request (Moyock High School Reunion-Fee Waiver)



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 2691)**

**Agenda Item Title**

Closed Session Pursuant to G.S. 143-318.11(a)(6) to discuss a personnel matter

**Brief Description of Agenda Item:**

**Board Action Requested**

Discussion

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**