



## **CURRITUCK COUNTY NORTH CAROLINA**

October 1, 2018

Minutes – Regular Meeting of the Board of Commissioners

### **WORK SESSION**

#### **1. 4:00 PM Reception for New Assistant County Manager, Ben Stikeleather**

A welcome reception for Assistant County Manager, Ben Stikeleather, was held at 4:00 PM in the Historic Courthouse kitchen and was attended by the Board of Commissioners and Department Heads. A light meal and refreshments were served.

#### **2. 5:00 PM ChandlerThinks**

The Board of Commissioners attended a work session at 5:00 PM in the Conference Room of the Historic Courthouse to hear a presentation from marketing and branding firm, ChandlerThinks. Currituck County Travel & Tourism Director, Tameron Kugler, introduced Steve Chandler and Greg Fuson who highlighted some of the key takeaways based on results of visitor surveys and their observations and county assessment during their visit. Mr. Chandler said the data can assist with development of a strategic marketing plan with focused spending. Mr. Fuson led a brief exercise for Commissioners to identify the county's tourism challenges and opportunities. The work session concluded at 5:50 PM.

### **6:00 PM CALL TO ORDER**

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

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

Chairman Hanig called the meeting to order.

#### **A) Invocation & Pledge of Allegiance-Reverend Dan Bergey, New Life Church**

Reverend Bergey was not in attendance. Pastor Glenn McCranie, Retired US Navy Chaplain, attended to offer the Invocation and lead the Pledge of Allegiance.

**B) Approval of Agenda**

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

Approved agenda:

**Work Session**

4:00 PM Reception for New Assistant County Manager, Ben Stikeleather

5:00 PM ChandlerThinks

**6:00 PM Call to Order**

A) Invocation & Pledge of Allegiance-Reverend Dan Bergey, New Life 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****Administrative Reports**

A) Presentation of Old North State Award to Susan Johnson, Currituck County Sheriff, Retired

B) Chesapeake Health Community Needs Assessment

**New Business****A) Board Appointments**

1. Ocean Sands North-Crown Point Watershed District Advisory Board

**B) Consent Agenda**

1. Approval Of Minutes for September 17, 2018

2. Budget Amendments

3. Administrative Assistant I-Administrative Offices

**C) County Manager's Report****Adjourn****Special Meeting of the Ocean Sands Water & Sewer District**

Budget Amendments-OS Water & Sewer District

**Adjourn Meeting of the OSWSD**

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

## **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.***

Josh Bass, member of the County's 350th Anniversary Committee, discussed historic house tours on October 12 & 13, 2018, part of the 350th Anniversary Celebration. He provided ticket availability and contact information and distributed tour brochures to Commissioners. He said tours will include homes and buildings in Corolla, Carova, Knotts Island and the Mainland, and he thanked Commissioner White and Twiddy & Co., for offering transportation for the off-road tours.

## **COMMISSIONER'S REPORT**

Chairman Hanig asked that we keep those who are still affected by Hurricane Florence in our thoughts and prayers and encouraged citizens to volunteer, donate or assist however possible.

Commissioner Hall, College of the Albemarle (COA) Board of Trustees, said COA enrollment is up 6.5% this year and encouraged people to take advantage of the classes, vocational opportunities and money savings through COA. He announced upcoming 350th Anniversary and Heritage Day events taking place Saturday, November 3, at the Currituck County Rural Center, Spot Road.

Commissioner Etheridge reminded citizens to register or update their voter information before the voter registration deadline of October 12, 2018. She said One-Stop voting begins Wednesday, October 17, and Election Day is November 6 from 6:30 AM till 7:30 PM. She encouraged citizens to vote and make their voices heard.

Commissioner Gilbert announced upcoming events sponsored by Moyock Woman's Club, including the Moyoctoberfest and 5K run on Saturday, October 13, at Weeping Radish and the Farm to Table event on Sunday, October 21, on Courthouse Road outside the Historic Courthouse. She said the Animal Services Advisory Board will meet at the Animal Shelter on Thursday, October 4, at 7 PM, and reported the Maple Dog Park project they have been working on will be completed within the next couple of weeks.

Commissioner Payment introduced Assistant County Manager Ben Stikeleather and welcomed him on his first day at Currituck County, on behalf of the Board of Commissioners.

## **ADMINISTRATIVE REPORTS**

### **A. Presentation of Old North State Award to Susan Johnson, Currituck County Sheriff, Retired**

Retired Currituck County Sheriff Susan Johnson was formally recognized for her years of service and dedication to the county and its citizens and honored with the Old North State Award. Ms. Johnson's family, friends and members of the Sheriff's Department attended and stood with Ms. Johnson and the Board of Commissioners for the presentation. The Honorable J. Carlton Cole, Superior Court Judge, presented the award on behalf of the State of North Carolina and Governor Roy Cooper, paying homage to Ms. Johnson's leadership, friendship and community service.

Ms. Johnson thanked her family and staff for their support over the years, all of whom contributed to her success as a Sheriff.

## **B. Chesapeake Health Community Needs Assessment**

Beth Rice, Director of Community Health Services, provided information on the Community Health Needs Assessment project currently in progress through Chesapeake Health. She explained Currituck and Northeastern North Carolina citizens are being included as part of the Chesapeake/South Virginia Beach service area and asked for the county's help to inform and encourage citizen participation. Ms. Rice said survey responses will provide a good understanding of the healthcare needs and concerns of Northeastern North Carolina residents and asked the County to assist by allowing citizen access to survey links and information through social media and the county website. The survey will be available through October.

## **NEW BUSINESS**

### **A) Board Appointments**

#### **1. Ocean Sands North-Crown Point Watershed District Advisory Board**

Commissioner White moved to reappoint Gerrilea Adams, Terry Anderson, Bryan Dagget and Barbara Marzetti to the Ocean Sands North/Crown Point Watershed District Advisory Board. Commissioner Hall seconded and the members were unanimously approved for reappointment.

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

### **B) Consent Agenda**

Commissioner Gilbert motioned for approval of the Consent Agenda and was seconded by Commissioner Payment. County Manager, Dan Scanlon, provided clarification for two budget amendments when asked by Commissioner Etheridge and, after review, the Consent Agenda was unanimously approved.

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

**1) Approval Of Minutes for September 17, 2018**

**1. Minutes for September 17, 2018**

**2. Budget Amendments**

Account Number	Account Description	Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10440-514000	Travel	7,800	
10440-514500	Training & Education	3,260	
10440-526000	Advertising	1,000	
10440-545000	Contract Services	650	
10440-561000	Professional Services	5,000	
10440-590000	Capital Outlay	26,000	
10441-511010	Data Transmission	500	
10441-514000	Travel	430	
10441-514500	Training & Education	3,325	
10441-526000	Advertising	300	
10441-545000	Contract Services	23,790	
10441-590000	Capital Outlay	28,146	
10441-590003	Capital Outlay BOC Room	4,748	
10460-590000	Capital Outlay	18,608	
10490-590003	Capital Outlay/Judicial	12,638	
10510-590000	Capital Outlay	5,300	
10512-545000	Contract Services	1,378	
10530-590000	Capital Outlay	77,125	
10660-561000	Professional Services	66,218	
10390-499900	Appropriated Fund Balance		286,216
16609-545000	Contract Services	4,399	
16390-499900	Appropriated Fund Balance		4,399
61818-561000	Professional Services	27,872	
61390-499900	Appropriated Retained Earnings		27,872
63838-545001	Contract Services	15,041	
63838-561000	Professional Services	25,760	
63390-499900	Appropriated Retained Earnings		40,801
		\$ 359,288	\$ 359,288
<b>Explanation:</b> Various Departments - Carryforward purchase orders and projects started in prior fiscal year.			
PO Number	Vendor	Description	Amount
20181534	Tyler Technologies	Cashiering	21,642
	JR's POS Depot	Credit Card Equipment	5,477
	Barcodes LLC	Receipt Printers	10,846
	To be determined	Folding Machine	4,000
	Carr, Riggs & Ingram	Audit Contract	5,000
	Various	Advertising	1,300
	CDW	Replacement Technology	28,146
	CDW	BOC Equipment	4,748
	Various	IT Contracts	23,790
20180488	Quible & Associates	Moyock Convenience Site	15,041
20181088	Quible & Associates	Design/Bidd Moy Conv Site	25,760
20181693	B & M Contracting	Emer Lighting Replace	18,608
20180824	Albemarle & Associates	OS/Crown Pt North	4,399
	Palmer Generator	Animal Shelter Generator Maintenance	1,378
20181698			
20181652	Comfort Systems of VA	HVAC - Judicial	12,638
20181726	Intoximeters	Breathalyzers	5,300
20181108	Select Custom Apparatus	Remount Ambulance	77,125
20180520	Destination By Design	LUP Consulting	4,000
	Kimley-Horn & Assoc	Mainland Water Modeling	27,872
20181179			
20181057	Kimley-Horn & Assoc	Revise UDO	21,533
20181487	Kimley-Horn & Assoc	Stormwater Master Plan - Currituck Station	40,685
			359,288
<b>Net Budget Effect:</b> Operating Fund (10) - Increased by \$286,216			
Ocean Sands & Crowne Point North (16) - Increased by \$4,399.			
Mainland Water (61) - Increased by \$27,872.			
Solid Waste (63) - Increased by \$40,801.			

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10640-502100	Salaries - Overtime	3,500	
10640-503500	Temporary Services		3,500
		<u>\$ 3,500</u>	<u>\$ 3,500</u>

**Explanation:** Cooperative Extension (10640) - Transfer budgeted funds to overtime for 4-H Day camp operations.

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

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10511-554000	Insurance and Bonds	100	
10511-516000	Maintenance & Repairs		100
		<u>\$ 100</u>	<u>\$ 100</u>

**Explanation:** Detention (10511) - Transfer budgeted funds for increase in inmate insurance.

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

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10410-557100	Software License Fee	117	
10410-561000	Professional Services		117
		<u>\$ 117</u>	<u>\$ 117</u>

**Explanation:** Administration (10410) - Transfer funds for increase in software license fees.

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

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10440-502000	Salaries	6,118	
10440-505000	FICA	468	
10440-507000	Retirement	826	
10750-502000	Salaries		6,118
10750-505000	FICA		468
10750-507000	Retirement		826
		<u>\$ 7,412</u>	<u>\$ 7,412</u>
<b>Explanation:</b>	Finance (10440); Social Services (10750) - Transfer longevity for employee transferring from Social Services to vacant Finance position.		
<b>Net Budget Effect:</b>	Operating Fund (10) - No change.		
		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
16609-513000	Utilities	\$ 900	
16609-545000	Contracted Services		\$ 900
		<u>\$ 900</u>	<u>\$ 900</u>
<b>Explanation:</b>	Ocean Sands/Crowne Pointe Stormwater (16609) - Transfer budgeted funds for temporary power for the stormwater district.		
<b>Net Budget Effect:</b>	Ocean Sands/Crowne Pointe N Stormwater District (16) - No change.		



		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10460-592000	Projects	\$ 100,000	
10390-499900	Appropriated Fund Balance		\$ 100,000
		\$ 100,000	\$ 100,000
<b>Explanation:</b>	Public Works (10460) - Increase appropriations to replace the lighting system in the Cooperative Extension auditorium.		
<b>Net Budget Effect:</b>	Operating Fund (10) - Increased by \$100,000.		

### 3. Job Description-Administrative Assistant I-Office of Administration/Clerk

#### C) County Manager's Report

No Report.

#### ADJOURN

#### Motion to Adjourn Meeting

There was no further business and Commissioner White made a motion to adjourn. The motion was seconded by Commissioner Gilbert and passed unanimously. The meeting of the Board of Commissioners concluded at 6:28 PM.

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

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

The Currituck County Board of Commissioners sat as the Ocean Sands Water and Sewer District Board in a Special Meeting immediately following the 6:00 PM Board of Commissioners regular meeting. The Special Meeting was held in the Board Meeting Room of the Historic Courthouse, 153 Courthouse Road, Currituck, North Carolina, for the purpose of considering budget amendments.

#### D. Budget Amendments-OS Water & Sewer District

County Manager, Dan Scanlon, reviewed the budget amendments for the Board and

Commissioner Gilbert moved for approval. Commissioner White seconded and the motion was unanimously approved.

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
60808-545000	Contracted Services	\$ 58,000	
60390-499900	Appropriated Retained Earnings		\$ 58,000
		<u>\$ 58,000</u>	<u>\$ 58,000</u>
<b>Explanation:</b>	Ocean Sands Water and Sewer (60808) - Increase appropriations for expenses incurred for sewer pump and haul operations and emergency pumps for the Ocean Sands Water and Sewer District during the July 2018 flooding.		
<b>Net Budget Effect:</b>	Ocean Sands Water and Sewer Fund (60) - Increased by \$58,000.		
		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
60808-511000	Telephone & Postage	\$ 1,000	
60808-561000	Professional Services		\$ 1,000
		<u>\$ 1,000</u>	<u>\$ -</u>
<b>Explanation:</b>	Ocean Sands Water and Sewer (60808) - Reallocate budgeted funds for increased costs of postage.		
<b>Net Budget Effect:</b>	Ocean Sands Water and Sewer Fund (60) - No change.		

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

## ADJOURN MEETING OF THE OSWSD

There was no further business and Commissioner Gilbert moved for adjournment. The motion was seconded by Commissioner Payment and passed unanimously. The special meeting of the Ocean Sands Water and Sewer District Board adjourned at 6:30 PM.

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

OS NORTH-CROWN POINT WATERSHED DISTRICT ADVISORY BOARD  
2-YEAR TERMS

Incumbent	Nominated by	New Appointee	Nominated by	Date of Appointment	End of Term
Gerrilea Adams	Consensus			June 6, 2016	Initial June 6, 2018
Terry Anderson	Consensus			June 6, 2016	Initial June 6, 2018
Linda Garczynski	Consensus			June 5, 2017	1st June 6, 2019
Bryan Daggett	Consensus			Oct 2, 2017	Unexp June 6, 2018
Al Marzetti	Consensus			June 5, 2017	1st June 6, 2019
Barbara Marzetti	Consensus			June 6, 2016	Initial June 6, 2018
Ed Pence	Consensus			June 5, 2017	1st June 6, 2019

**Can be Reappointed**

*All members eligible for two, two-year terms at initial expiration.*



## CURRITUCK COUNTY NORTH CAROLINA

September 17, 2018

Minutes – Regular Meeting of the Board of Commissioners

### WORK SESSION

#### 1. 5:00 PM Solar Ordinance Draft Review

The Board of Commissioners attended a 5:00 PM work session in the Historic Courthouse Conference Room for a review of the draft solar ordinance, presented to the Board by Planning and Community Development Director Laurie LoCicero. Chairman Hanig said that there were still items of concern expressed by Commissioners with the draft as it was written. Opinions differed as to whether size restrictions were necessary and, if so, what the limits should be. Discussion also included language related to requirements for installation of monitoring wells, water testing and decommissioning. Commissioner Etheridge provided statistical data to Board members on the average size and number of farms located in Currituck County and copies of a recent article talking about chemical compounds in solar panels was distributed. Ms. LoCicero provided statistical information on solar in North Carolina. She said the average size is 34 acres and a 200-250 acre site could produce 20 megawatts according to North Carolina State University data.

Commissioner Gilbert moved to recess the work session so Commissioners could move into the Board room for the regular meeting. The motion was seconded by Commissioner White and carried unanimously. The work session was recessed and Commissioners agreed to resume the solar discussion after adjournment of the regular meeting. The work session reconvened at 6:52 PM and discussion resumed. After continued discussion the Board reached a consensus and Commissioners directed staff to revise the solar ordinance language. A maximum size was established of 250 acres or one half of the parcel, whichever is greater; the interior buffer would not be required if adjoining property owners make application and develop concurrently. Commissioners agreed to leave language pertaining to monitoring wells and testing as written. The Board also directed staff to include language to prohibit wind farms. Ms. LoCicero said the revised ordinance would be presented at the next Planning Board meeting and then to the Board of Commissioners for adoption. Board members discussed the need to consider a resolution to address campaign activity during one-stop voting and the establishment of an overnight parking permit once camping platforms for overnight stays are constructed. The work session concluded at 7:12 PM.

#### 6:00 PM CALL TO ORDER

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

Attendee Name	Title	Status	Arrived
Bobby Hanig	Chairman	Present	
Mike H. Payment	Vice Chairman	Present	

Communication: Minutes for September 17, 2018 (Approval Of Minutes for September 17, 2018)

Paul M. Beaumont	Commissioner	Present	
Mary "Kitty" Etheridge	Commissioner	Present	
Marion Gilbert	Commissioner	Present	
Mike D. Hall	Commissioner	Present	
Bob White	Commissioner	Present	

Chairman Hanig called the meeting to order.

#### **A) Invocation & Pledge of Allegiance-Pastor Joe Griffith, Rehoboth Baptist Church**

Pastor Griffith was not in attendance. Commissioner Beaumont offered the Invocation and led the Pledge of Allegiance.

#### **B) Approval of Agenda**

Commissioner Gilbert moved for approval of the agenda. Commissioner White seconded and the motion passed unanimously.

Approved agenda:

#### **Work Session**

5:00 PM Solar Ordinance Draft Review

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

A) Invocation & Pledge of Allegiance-Pastor Joe Griffith, Rehoboth Baptist Church

B) Approval of Agenda

#### **Public Comment**

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

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

#### **Public Hearings**

A) **Consideration and Action: PB 13-17 Moyock Crossing, Phase 2:** Request for an amended preliminary plat/use permit to change setbacks for lots 39 through 46 for phase 2 in a conservation subdivision located on the north side of Shingle Landing Road, Moyock Township.

#### **New Business**

A) **Consent Agenda**

1. Approval Of Minutes for September 4, 2018
2. Budget Amendments
3. Harn RO Piggyback contract for Membrane Elements & Trains-Mainland Water
4. Consideration of Water Shortage Response Plan for Mainland Water
5. Verizon Tower Lease Amendment #5 for 734 Ocean Trail
6. Pine Island Cell Tower 1st Amendment for modification of equipment on tower at 468 Ocean Trail, Pine Island

#### B) County Manager's Report

#### Adjourn

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

#### PUBLIC COMMENT

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

Chairman Hanig opened the public comment period. Alton Brooke, a new resident of Moyock Crossing, said he doesn't understand why his lot, number 45, was included in the request for the reduced setback.

Chairman Hanig said Moyock Crossing Public Hearing was on the agenda and that his questions would be answered at that time. No one else wished to speak and Chairman Hanig closed the public comment period.

#### COMMISSIONER'S REPORT

Chairman Hanig commended Emergency Management, Law Enforcement, Fire and Emergency Medical Services, Department Heads and staff for their efforts with notification, preparation, coordination and response to Hurricane Florence. He said community event cancellations could be reported to the county for assistance with public notification. He asked that we remember our neighbors to the south who were affected and assist if possible.

Commissioner Beaumont also discussed Hurricane Florence and said all storms should be taken seriously and each one prepared for. He highlighted an increased risk to first responders if people don't listen or prepare.

Commissioner Etheridge spoke of Hurricane Florence and thanked everyone for their hard work and long hours. She congratulated Social Services Director Samantha Hurd and the

Department of Social Services Medicaid Unit for passing the single-county audit with distinction with no findings cited.

Commissioner Hall discussed Hurricane Florence and acknowledged how lucky our area was. He thanked staff for keeping the information coming and said he shared our communications with Commissioners from other counties who were amazed at the amount of information. He talked about the amount of backyard items he saw at the convenience center in Moyock as people prepared for the storm.

Commissioner White presented Chairman Hanig with a pair of Reese's Peanut Butter Cup socks and the County Attorney with a giant bag of Twizzlers, items he brought back from his visit to Hershey, Pennsylvania, where he toured the chocolate factory. Commissioner White also commended staff on the amount of information communicated to the public during the storm.

Commissioner Gilbert responded to questions regarding the county's suspension of alcohol sales during a state of emergency declaration. She said it has been part of a policy for many years and noted safety is first and foremost during an evacuation. She announced the upcoming Senior Center Volunteer Awards Banquet on September 28 and thanked all who volunteer. Commissioner Gilbert also announced a BBQ Platter fundraiser in Moyock and the free rabies clinic for Currituck residents, both taking place on Saturday.

Commissioner Payment also acknowledged staff for job well done and said Currituck County's Mass Casualty bus and Fire and Emergency Medical Service staff were down south assisting with evacuations. He said the Crawford Volunteer Fire Department also sent apparatus and personnel to assist.

## PUBLIC HEARINGS

### A. Consideration and Action: PB 13-17 Moyock Crossing, Phase 2:

APPLICATION SUMMARY	
<b>Property Owner:</b> Gee's Group of North Carolina, Inc. 600 Lynnhaven Pkwy, Suite 200 Virginia Beach, VA 23452 *NRV, Inc. 860 Greenbrier Circle, #100 Chesapeake, VA 23320	<b>Applicant:</b> Gee's Group of North Carolina, Inc. 600 Lynnhaven Pkwy, Suite 200 Virginia Beach, VA 23452
<b>Case Number:</b> PB 13-17	<b>Application Type:</b> Amended Preliminary Plat/Use Permit
<b>Parcel Identification Number:</b> 009E-000-00S1-0000 009E-000-(0038-0076)-0000*	<b>Existing Use:</b> Residential Subdivision
<b>Land Use Plan Classification:</b> Full Service and Rural <b>Moyock Small Area Plan:</b> Full Service and Rural	<b>Parcel Size (Acres):</b> 13.08 (Phase 2)
<b>Number of Units:</b> 39 (Phase 2)	<b>Project Density:</b> 1.3 units/acre for total subdivision
<b>Required Open Space:</b> 23.26 acres total	<b>Provided Open Space:</b> 25.26 acres total
<i>*The setback amendment request is for lots 39-46 in Phase 2 which are owned by Gee's Group of North Carolina, Inc.</i>	



SURROUNDING PARCELS		
	LAND USE	ZONING
NORTH	LOW DENSITY RESIDENTIAL	SFM/GB
SOUTH	LOW DENSITY RESIDENTIAL/ AUTO SERVICE/STORAGE	GB
EAST	SINGLE LANDING CREEK/LOW DENSITY RESIDENTIAL	SFM
WEST	LOW DENSITY RESIDENTIAL	AG/C-SFM

The applicant is requesting an amendment to the preliminary plat/use permit to reduce the minimum setback for 7 residential lots in Phase 2 (lots 39-46). The seven lots are adjacent to wetlands and within the internal portion of the subdivision.

A conservation subdivision allows the developer to establish the minimum required setbacks for the development. The developer established an increased setback for lots 39-46 of 65'. The 65' setback includes a 30' riparian buffer, 20' drainage easement, and additional area.

The applicant proposes to maintain the riparian buffer (30') and drainage easement (20'), but remove the increased area (10' - 15'). The proposed rear setback for the seven lots (lots 39-46) is the 50'. The UDO requires the 30' riparian buffer to be undisturbed and development in the 20' drainage easement is restricted. The proposed modification maintains the 50' restricted area and is consistent with the UDO. There are no proposed changes that will affect the subdivision design or conditions of the use permit.

INFRASTRUCTURE		
WATER		PUBLIC
SEWER		PUBLIC
TRANSPORTATION		PEDESTRIAN: SIDEWALKS ON BOTH SIDES OF STREETS
		CONNECTIVITY SCORE: 1.5
STORMWATER/DRAINAGE		CURB AND GUTTER WITH PONDS
RIPARIAN BUFFERS		30'
Schools - Adequate Public Facilities		
ACTUAL CAPACITY - JANUARY 2018		STUDENTS GENERATED BY THIS DEVELOPMENT
MOYOCK ELEMENTARY	83	THE EXISTING LOTS ARE INCLUDED IN PLANNED SCHOOL CAPACITIES.
SHAWBORO ELEMENTARY	%	
CENTRAL ELEMENTARY		
GRIGGS ELEMENTARY	64	
JARVISBURG ELEMENTARY	%	
KNOTTS ISLAND ELEMENTARY	30	
	%	
MOYOCK MIDDLE	78	
CURRITUCK MIDDLE	%	
CURRITUCK HIGH JP	80	
KNAPP EARLY COLLEGE	%	
RECOMMENDATIONS		
TECHNICAL REVIEW COMMITTEE		

THE TECHNICAL REVIEW COMMITTEE RECOMMENDS ADOPTION OF THE USE PERMIT AND APPROVAL OF THE AMENDED PRELIMINARY PLAT BASED ON THE FOLLOWING:

1. The application complies with all applicable review standards of the UDO.
2. The applicant demonstrates the proposed use will meet the use permit review standards of the UDO.

### USE PERMIT REVIEW STANDARDS

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

PRELIMINARY APPLICANT FINDINGS:

1. The improvements previously constructed are in accordance with all state and county regulations and the amended setbacks as proposed will not create an unsafe condition for the public.

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

Preliminary Applicant Findings:

1. The residential nature of the subdivision is in harmony with the adjacent single family subdivisions.
2. The proposed reductions to rear setbacks of lots 39-46 are adjacent to existing buffered areas and will not detract from the overall look.

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

Preliminary Staff Findings:

1. The 2006 Land Use Plan classifies this site as Full Service and Rural within the Moyock subarea.
2. The Full Service area contemplates a residential density of 2 units per acre but could have densities of 3-4 units per acre through overlay zoning depending on services available and the potential impact on the surround area.
3. The policy emphasis for the Moyock subarea indicates in areas where central sewer is planned or existing, additional services are available and the character of the surrounding areas supports a higher density ranging from 3-4 units per acre could be considered through overlay zoning. The proposed development density is 1.3 units per acre.
4. The proposed use is in keeping with the policies of the plan, some of which are:

POLICY ES2: NON-COASTAL WETLANDS, including FRESHWATER SWAMPS, AND INLAND, NON-TIDAL WETLANDS, shall be conserved for the important role they play in absorbing floodwaters, filtering pollutants from stormwater runoff, recharging the ground water table, and providing critical habitat for many plant and animal species. Currituck County supports the efforts of the US Army Corps of Engineers in protecting such wetlands through the Section 404 permit program of the Clean Water Act, as well as Section 401 water quality certifications by the State of North Carolina.

POLICY HN1: Currituck County shall encourage development to occur at densities appropriate for the location. LOCATION AND DENSITY FACTORS shall include whether the development is within an environmentally suitable area, the type and capacity of sewage treatment available to the site, the adequacy of transportation

facilities providing access to the site, and the proximity of the site to existing and planned urban services. For example, projects falling within the Full Services areas of the Future Land Use Map would be permitted a higher density because of the availability of infrastructure as well as similarity to the existing development pattern. Such projects could be developed at a density of two (2) or more dwelling units per acre. Projects within areas designated as Limited Service would be permitted a density of one (1) to one and one half (1.5) units per acre depending upon the surrounding development pattern and availability of resources. Projects within areas designated as Rural or Conservation by the Future Land Use Plan would be permitted a much lower density of 1 dwelling unit per 3 acres because of the lack of infrastructure in the area, the existing low density development pattern, and presence of environmentally sensitive natural areas.

**POLICY HN3:** Currituck County shall especially encourage two forms of residential development, each with the objective of avoiding traditional suburban sprawl:

1. OPEN SPACE DEVELOPMENTS that cluster homes on less land, preserving permanently dedicated open space and often employ on-site or community sewage treatment. These types of developments are likely to occur primarily in the Conservation, Rural, and to a certain extent the Limited Service areas identified on the Future Land Use Map.

2. COMPACT, MIXED USE DEVELOPMENTS or DEVELOPMENTS NEAR A MIXTURE OF USES that promote a return to balanced, self-supporting community centers generally served by centralized water and sewer. The types of development are contemplated for the Full Service Areas identified on the Future Land Use Map.

**POLICY TR7:** A system of LOCAL CONNECTOR ROADS shall be identified and implemented to allow local traffic to move in a north-south direction without having to use and further burden US 158.

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

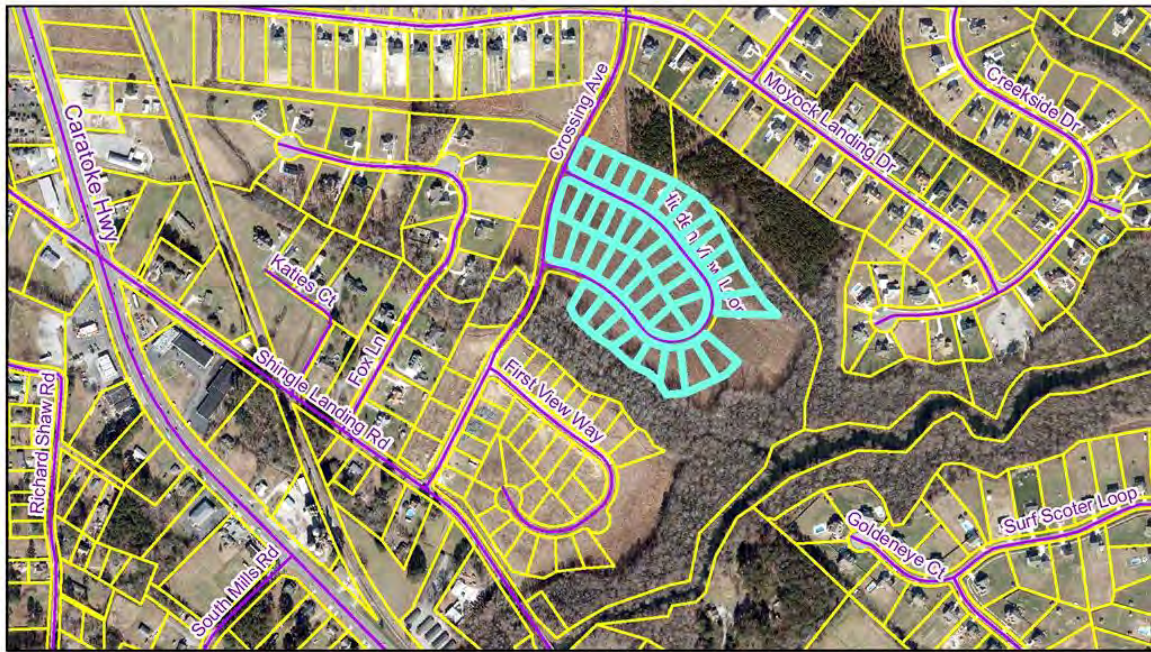
Preliminary Staff Findings:

1. Infrastructure for the subdivision was installed and accepted by the county and state for compliance and use.
2. The existing vacant lots within the subdivision are included in the projected school demands and, the existing occupied dwellings with are included in the total average daily membership.
- 3.

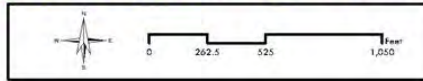
<b>Schools - Adequate Public Facilities</b>		
<b>ACTUAL CAPACITY - JANUARY 2018</b>		<b>STUDENTS GENERATED BY THIS DEVELOPMENT</b>
MOYOCK ELEMENTARY SHAWBORO ELEMENTARY CENTRAL ELEMENTARY	83 %	THE EXISTING LOTS ARE INCLUDED IN PLANNED SCHOOL CAPACITIES.
GRIGGS ELEMENTARY JARVISBURG ELEMENTARY	64 %	
KNOTTS ISLAND ELEMENTARY	30 %	
MOYOCK MIDDLE CURRITUCK MIDDLE	78 %	
CURRITUCK HIGH JP KNAPP	80	



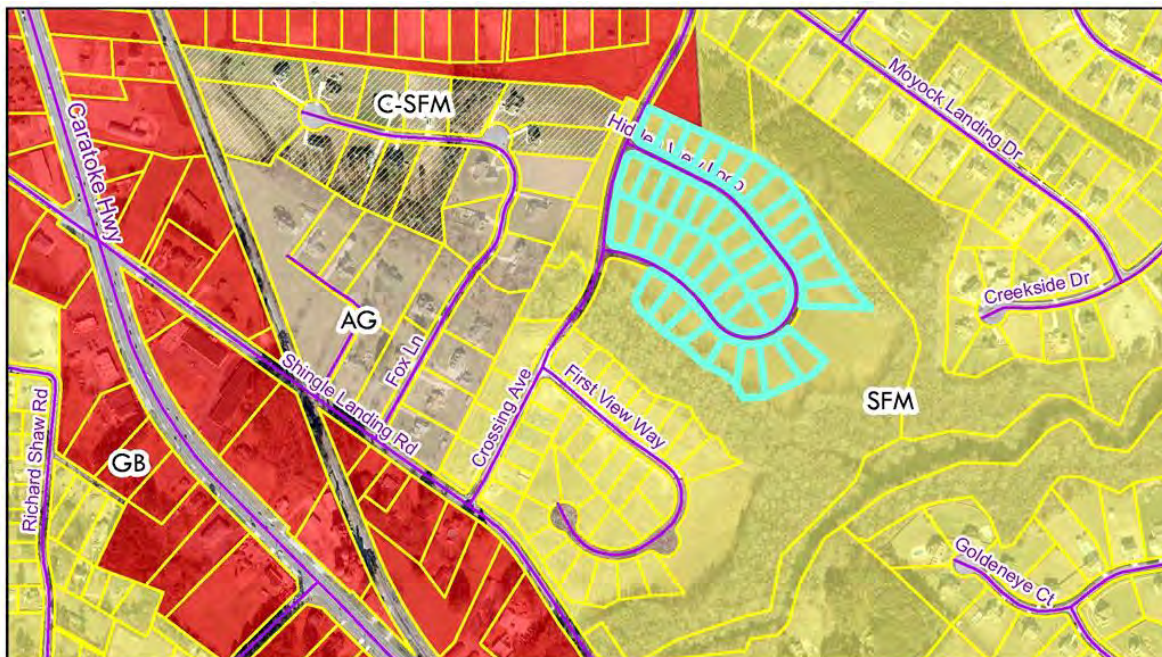
EARLY COLLEGE	%	
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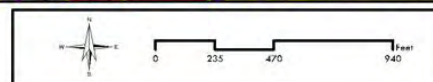
PB 13-17  
Moyock Crossing, Phase 2  
Aerial



Currituck County  
Planning and Community  
Development



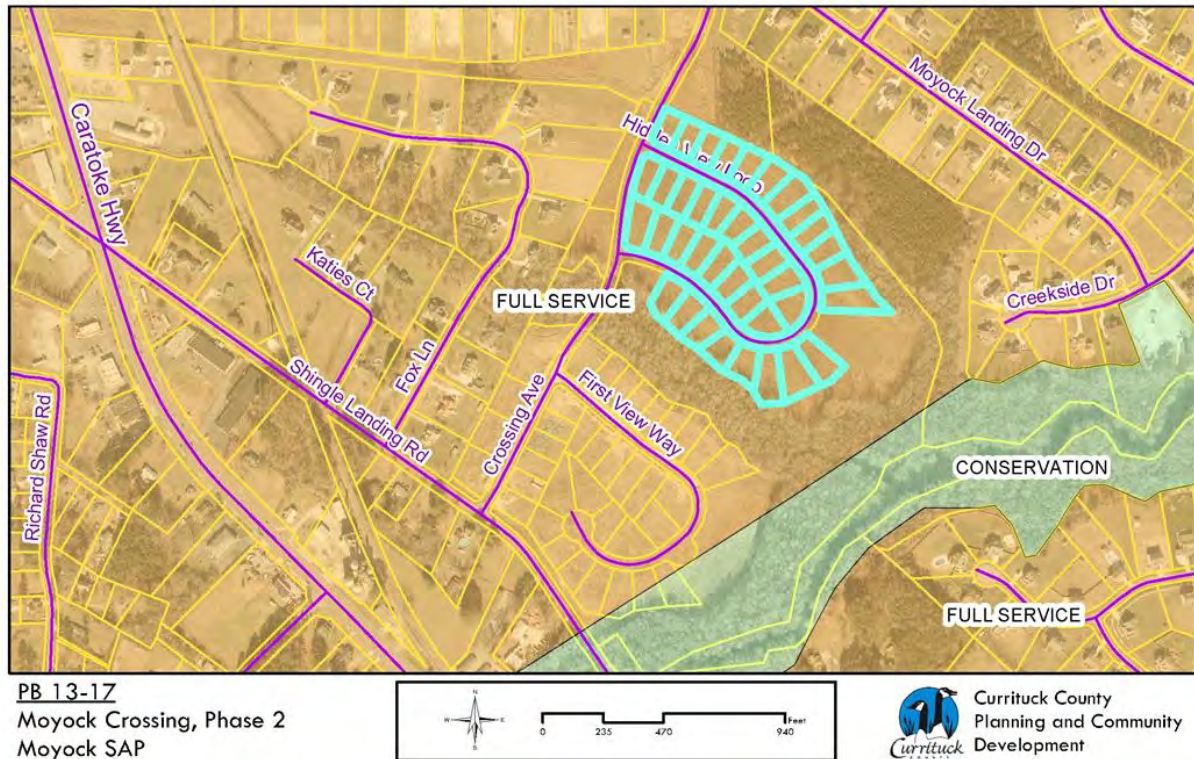
PB 13-17  
Moyock Crossing, Phase 2  
Zoning



Currituck County  
Planning and Community  
Development

Communication: Minutes for September 17, 2018 (Approval Of Minutes for September 17, 2018)





Parties to testify were sworn in. Planning and Community Development Director, Laurie LoCicero, reviewed the application with the Board of Commissioners. During review she explained the reduced rear setback the applicant is requesting still exceeds the requirement in the Unified Development Ordinance (UDO). Ms. LoCicero read the findings of fact and said staff recommends approval. She responded to questions posed by the Board and utilized the powerpoint map to highlight the affected lots and revised buffer and drainage areas. She noted the change will increase the buildable areas on the lots.

Jason Mizelle from Timmons Group spoke on behalf of the applicant. He corrected the affected lot numbers and said they are 39 through 44, not 46. He said the lot boundary is to the wetland area and no portion of the lots extend into the wetland areas. Mr. Mizelle confirmed that the riparian buffer could not be touched and explained the reduced setback will allow the builder's single-story floor plans to fit on the lots consistent with the neighborhood.

Chairman Hanig opened the Public Hearing.

Gary Cubik said he is under contract to buy lot 44 and questioned whether there would be any affect to taxes or maintenance with the increased setback.

Leo Butler a resident of Phase 1, Moyock crossing, expressed concerns about the change affecting drainage on his property.

Bobby Brooke said she didn't understand why the increased setback was being proposed and why lots that were already sold were included. Mr. Mizelle said he does not believe any of the lots were sold when the process began and he clarified that the builder wished to

create larger lots to encourage sales. Ms. LoCicero said all of the lots that back up to the riparian buffer and are contiguous were included.

No others wished to speak. Chairman Hanig closed the Public Hearing and asked the Board for a motion.

Commissioner Beaumont moved to approve PB 13-17, Moyock Crossing, Phase II, because the applicant has demonstrated the proposed use meets the use permit review standards of the UDO. The motion was seconded by Commissioner Gilbert and passed unanimously.

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

## NEW BUSINESS

### A) Consent Agenda

Commissioner Payment moved to approve the consent agenda and the motion was seconded by Commissioner Beaumont. The motion passed and the consent agenda was approved unanimously.

<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>	Bobby Hanig, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, Mary "Kitty" Etheridge, Commissioner, Marion Gilbert, Commissioner, Mike D. Hall, Commissioner, Bob White, Commissioner

### 1) Approval Of Minutes for September 4, 2018

#### 1. Minutes approval for September 4, 2018

#### 2. Budget Amendments

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10460-545800	Contracted Services	\$ 5,000	
10460-590000	Capital Outlay		\$ 5,000
		<u>\$ 5,000</u>	<u>\$ 5,000</u>
<b>Explanation:</b>	Public Works (10460) - Transfer budgeted funds for contractual agreements for the COA campus.		
<b>Net Budget Effect:</b>	Operating Fund (10) - No change.		

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
67878-545000	Contracted Services	\$ 21,000	
67390-499900	Appropriated Fund Balance		\$ 21,000
		<u>\$ 21,000</u>	<u>\$ 21,000</u>
<b>Explanation:</b>	Mainland Sewer (67878) - Increase appropriations for emergency pumping in Walnut Island and Waterside Villages during the July 2018 flooding.		
<b>Net Budget Effect:</b>	Mainland Sewer Fund (67) - Increased by \$21,000.		

### 3. Harn RO Piggyback contract for Membrane Elements & Trains-Mainland Water

#### RESOLUTION AUTHORIZING THE "PIGGYBACKING" ON A PURCHASE AGREEMENT FROM COUNTY OF GLOUCESTER, VIRGINIA FOR WATER PLANT MEMBRANE ELEMENTS FROM HARN RO SYSTEMS, INC.

WHEREAS, the County of Currituck desires to "piggyback" on a purchase agreement by the County of Gloucester, Virginia for the purchase of 288 FilmTec Model BW30XFRLE-400/43 membrane elements to replace membrane elements install in Trains 1 and 2 at the county's mainland water plant from Harn RO Systems, Inc., Venice, Florida; and

WHEREAS, the conditions of "piggybacking" on the original contract have been met in accordance with N.C. Gen. Stat. §143-129; and

WHEREAS, public notice of purchase of the material and equipment set forth above was published in The Daily Advance, a newspaper with general circulation within the county, on August 24, 2018.

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 "piggyback" on County of Gloucester, Virginia for the purchase of 288 FilmTec Model BW30XFRLE-400/43 membrane elements from Harn RO Systems, Inc., Venice, Florida.

Section 2. This resolution shall be effective upon its adoption.  
This the 17th day of September, 2018.

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

ATTEST:

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

**4. Consideration of Water Shortage Response Plan for Mainland Water**

**5. Verizon Tower Lease Amendment #5 for 734 Ocean Trail**

**6. Pine Island Cell Tower 1st Amendment for modification of equipment on tower at 468 Ocean Trail, Pine Island**

**B) County Manager's Report**

No report.

**ADJOURN**

**Motion to Adjourn Meeting**

There was no further business and Commissioner Etheridge made a motion to adjourn. The motion was seconded by Commissioner Gilbert. The motion passed unanimously and the meeting of the Board of Commissioners adjourned at 6:42 PM.

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

Communication: Minutes for September 17, 2018 (Approval Of Minutes for September 17, 2018)



Number 20190025

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 1st day of October 2018, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

Account Number	Account Description	Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10440-514000	Travel	7,800	
10440-514500	Training & Education	3,260	
10440-526000	Advertising	1,000	
10440-545000	Contract Services	650	
10440-561000	Professional Services	5,000	
10440-590000	Capital Outlay	26,000	
10441-511010	Data Transmission	500	
10441-514000	Travel	430	
10441-514500	Training & Education	3,325	
10441-526000	Advertising	300	
10441-545000	Contract Services	23,790	
10441-590000	Capital Outlay	28,146	
10441-590003	Capital Outlay BOC Room	4,748	
10460-590000	Capital Outlay	18,608	
10490-590003	Capital Outlay/Judicial	12,638	
10510-590000	Capital Outlay	5,300	
10512-545000	Contract Services	1,378	
10530-590000	Capital Outlay	77,125	
10660-561000	Professional Services	66,218	
10390-499900	Appropriated Fund Balance		286,216
16609-545000	Contract Services	4,399	
16390-499900	Appropriated Fund Balance		4,399
61818-561000	Professional Services	27,872	
61390-499900	Appropriated Retained Earnings		27,872
63838-545001	Contract Services	15,041	
63838-561000	Professional Services	25,760	
63390-499900	Appropriated Retained Earnings		40,801
		<u>\$ 359,288</u>	<u>\$ 359,288</u>

**Explanation:** Various Departments - Carryforward purchase orders and projects started in prior fiscal year.

PO Number	Vendor	Description	Amount
20181534	Tyler Technologies	Cashiering	21,642
	JR's POS Depot	Credit Card Equipment	5,477
	Barcodes LLC	Receipt Printers	10,846
	To be determined	Folding Machine	4,000
	Carr, Riggs & Ingram	Audit Contract	5,000
	Various	Advertising	1,300
	CDW	Replacement Technology	28,146
	CDW	BOC Equipment	4,748
	Various	IT Contracts	23,790
		Moyock Convenience	
		Site	15,041
		Design/Bidd Moy Conv	
		Site	25,760
20181088	Quible & Associates		
20181693	B & M Contracting	Emer Lighting Replace	18,608
20180824	Albemarle & Associates	OS/Crown Pt North	4,399
	Palmer Generator	Animal Shelter Generator	1,378
20181698		Maintenance	
20181652	Comfort Systems of VA	HVAC - Judicial	12,638
20181726	Intoximeters	Breathalyzers	5,300
20181108	Select Custom Apparatus	Remount Ambulance	77,125
20180520	Destination By Design	LUP Consulting	4,000
	Kimley-Horn & Assoc	Mainland Water Modeling	27,872
20181179			
20181057	Kimley-Horn & Assoc	Revise UDO	21,533
	Kimley-Horn & Assoc	Stormwater Master Plan - Currituck Station	40,685
20181487			
			359,288
<b>Net Budget Effect:</b> Operating Fund (10) - Increased by \$286,216			
Ocean Sands & Crowne Point North (16) - Increased by \$4,399.			
Mainland Water (61) - Increased by \$27,872.			
Solid Waste (63) - Increased by \$40,801.			

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

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

Clerk to the Board

Attachment: 2018-Oct 1\_General Meeting\_BAs (Budget Amendments)

Number 20190026

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 1st day of October 2018, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10640-502100	Salaries - Overtime	3,500	
10640-503500	Temporary Services		3,500
		<u>\$ 3,500</u>	<u>\$ 3,500</u>

**Explanation:** Cooperative Extension (10640) - Transfer budgeted funds to overtime for 4-H Day camp operations.

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

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

Attachment: 2018-Oct 1\_General Meeting\_BAs (Budget Amendments)

Number 20190027

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 1st day of October 2018, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10511-554000	Insurance and Bonds	100	
10511-516000	Maintenance & Repairs		100
		<u>\$ 100</u>	<u>\$ 100</u>

**Explanation:** Detention (10511) - Transfer budgeted funds for increase in inmate insurance.

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

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

Attachment: 2018-Oct 1\_General Meeting\_BAs (Budget Amendments)

Number 20190028

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 1st day of October 2018, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10410-557100	Software License Fee	117	
10410-561000	Professional Services		117
		<u>\$ 117</u>	<u>\$ 117</u>

**Explanation:** Administration (10410) - Transfer funds for increase in software license fees.

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

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

Attachment: 2018-Oct 1\_General Meeting\_BAs (Budget Amendments)

Number 20190028

## BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 1st day of October 2018, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10440-502000	Salaries	6,118	
10440-505000	FICA	468	
10440-507000	Retirement	826	
10750-502000	Salaries		6,118
10750-505000	FICA		468
10750-507000	Retirement		826
		<u>\$ 7,412</u>	<u>\$ 7,412</u>

**Explanation:** Finance (10440); Social Services (10750) - Transfer longevity for employee transferring from Social Services to vacant Finance position.

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

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

Attachment: 2018-Oct 1\_General Meeting\_BAs (Budget Amendments)

Number 20190030

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 1st day of October 2018, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
16609-513000	Utilities	\$ 900	
16609-545000	Contracted Services		\$ 900
		<u>\$ 900</u>	<u>\$ 900</u>

**Explanation:** Ocean Sands/Crowne Pointe Stormwater (16609) - Transfer budgeted funds for temporary power for the stormwater district.

**Net Budget Effect:** Ocean Sands/Crowne Pointe N Stormwater District (16) - No change.

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

Attachment: 2018-Oct 1\_General Meeting\_BAs (Budget Amendments)

Number 20190031

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 1st day of October 2018, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10460-592000	Projects	\$ 100,000	
10390-499900	Appropriated Fund Balance		\$ 100,000
		<u>\$ 100,000</u>	<u>\$ 100,000</u>

**Explanation:** Public Works (10460) - Increase appropriations to replace the lighting system in the Cooperative Extension auditorium.

**Net Budget Effect:** Operating Fund (10) - Increased by \$100,000.

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

Attachment: 2018-Oct 1\_General Meeting\_BAs (Budget Amendments)



## **CURRITUCK COUNTY JOB DESCRIPTION**

### **JOB TITLE: ADMINISTRATIVE ASSISTANT I/ASSISTANT CLERK TO THE BOARD**

#### **ADMINISTRATIVE OFFICES**

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

Under general supervision, performs responsible office and clerical-administrative support work for the Administrative Office and Office of the Clerk to the Board of Commissioners. Work involves answering the telephone and responding to inquiries, routing calls, greeting visitors, and providing general information or fulfilling requests for information or documents to the public; also prepares a variety of correspondence, reports, and other materials and helps maintain official County documents. Some duties may require a high level of discretion and/or the use and handling of confidential information. The employee must exercise considerable tact and courtesy during frequent interaction with public officials, county staff and the general public. Employee is also responsible for a variety of routine clerical tasks such as processing mail, maintaining files, and assisting the Clerk and Administrative Staff as needed. Reports to the County Manager or his designee.

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

##### **ESSENTIAL JOB FUNCTIONS**

Answers telephone and receives inquiries, provides information based on considerable knowledge of County programs and activities, or refers callers to appropriate personnel or agencies; routes messages for County personnel, as necessary; receives and follows up on complaints pertaining to County services.

Composes and/or types a variety of correspondence, reports, and other documents into form from typed or handwritten copy, requiring use of a variety of formats for preparation of documents; assumes responsibility for spelling, punctuation, grammar and format.

Establishes, maintains and manages a variety of files. Utilizes computer equipment and various word processing, spreadsheet and/or file maintenance software programs to enter, store and/or retrieve information as requested or otherwise necessary. Follows proper procedure for records disposal based on state records retention schedule.

Prepares and routes contracts. Processes purchase order requisitions and invoices; maintains receipts for procurement cards and reconciles monthly statements.

Maintains office supply inventory and prepares related requisitions and purchase orders as appropriate.

Sorts and distributes incoming mail; signs for deliveries; processes outgoing mail and manages the postage machine lease, renewals and supplies.

Maintains daily appointment and meeting calendars for County Manager and Assistant County Manager. Schedules meetings and reserves various meeting rooms in the Administrative area. Assists with travel arrangements for the County Manager, Assistant County Manager and Board of Commissioners.



Assists with coordination and planning of county-sponsored meetings and events.

Maintains Administrative Library.

### **ADDITIONAL JOB FUNCTIONS**

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

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Considerable knowledge of Public Services, operations, programs and policies.

Considerable knowledge of modern office practices and procedures.

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

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

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

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

Ability to communicate effectively orally and in writing.

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

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

ED: 10/01/2018 (BOC)

Number OS2019001

## BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 1st day of October 2018, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
60808-545000	Contracted Services	\$ 58,000	
60390-499900	Appropriated Retained Earnings		\$ 58,000
		<u>\$ 58,000</u>	<u>\$ 58,000</u>

**Explanation:** Ocean Sands Water and Sewer (60808) - Increase appropriations for expenses incurred for sewer pump and haul operations and emergency pumps for the Ocean Sands Water and Sewer District during the July 2018 flooding.

**Net Budget Effect:** Ocean Sands Water and Sewer Fund (60) - Increased by \$58,000.

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Clerk to the Board

Attachment: 2018-Oct 1\_Ocean Sands\_BAs (Special Mtg-OSWSD Budget Amendments)

Number OS2019002

## BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 1st day of October 2018, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
60808-511000	Telephone & Postage	\$ 1,000	
60808-561000	Professional Services		\$ 1,000
		<u>\$ 1,000</u>	<u>\$ -</u>

**Explanation:** Ocean Sands Water and Sewer (60808) - Reallocate budgeted funds for increased costs of postage.

**Net Budget Effect:** Ocean Sands Water and Sewer Fund (60) - No change.

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Clerk to the Board

Attachment: 2018-Oct 1\_Ocean Sands\_BAs (Special Mtg-OSWSD Budget Amendments)