



**CURRITUCK COUNTY  
NORTH CAROLINA**

June 21, 2021

Minutes – Regular Meeting of the Board of Commissioners

**4:00 PM CALL TO ORDER**

The Board of Commissioners met at 4:00 PM in the Board Meeting Room of the Historic Courthouse, 153 Courthouse Road, Currituck, North Carolina, for a regular meeting.

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

Chairman Payment called the meeting to order.

**A) Invocation & Pledge of Allegiance**

Commissioner J. Owen Etheridge offered the Invocation and led the Pledge of Allegiance.

**B) Approval of Agenda**

Commissioner White moved to amend the agenda by deleting the ABC Board Appointment from New Business. Commissioner Mary Etheridge seconded the motion. The motion carried, 6-0.

Approved agenda:

**4:00 PM Call to Order**

A) Invocation & Pledge of Allegiance

B) Approval of Agenda

**Public Comment**

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

**Commissioner's**

**Report****County Manager's****Report****County Attorney's****Report****New Business**

- A) **Consideration of a Cooperative Agreement Between the North Carolina Wildlife Resources Commission and Currituck County Regarding the Outer Banks Center for Wildlife Education**
- B) **Resolution Authorizing the Upset Bid Process for the Sale of County Owned Property located on Uncle Graham Road, Parcel ID#009500000260000**
- C) **Board Appointments**
  - 1. ~~ABC Board~~ ***The agenda was amended and this item was removed.***
  - 2. Fire and EMS Advisory Board
  - 3. Ocean Sands North/Crown Point Watershed District Advisory Board
  - 4. Whalehead Stormwater Service District Advisory Board
  - 5. Senior Citizens Advisory Board
- D) **Consent Agenda**
  - 1. Budget Amendments
  - 2. Job Descriptions-New and Revisions
  - 3. Cell Tower License Agreement with New Cingular Wireless for Equipment Modifications at Water Tower Site, Tulls Creek Road, Moyock
  - 4. NCACC Annual Conference Voting Delegate Designation
  - 5. Approval Of Minutes-June 7, 2021

**Work Session**

Work Session Discussion on Campgrounds Text Amendment

**Closed Session**

Closed Session Pursuant to G.S. 143-318.11(a)(6) to Discuss Personnel Matters

**Adjourn**

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

Barbara Snowden, Currituck, shared details on the Currituck Historical Society's upcoming event taking place on July 4th at 2 PM at the Historic Currituck Courthouse. The event will include a children's bike parade and a reading of the Declaration of Independence.

There were no other speakers and the Public Comment period was closed.

**COMMISSIONER'S REPORT**

Commissioner J. Owen Etheridge discussed the Board's recent passage of the annual Budget and moved that a letter or Resolution be drafted by the County Attorney that addresses the unfunded mandates that have been handed to counties by the State of North Carolina. He asked for copies to be sent to the offices of the Governor, Lieutenant Governor, and other North Carolina counties. He said counties have to raise revenues to cover these costs, and the State needs to fulfill their constitutional and statutory obligations to fund schools. Commissioner McCord seconded the motion. The motion carried, 6-0.

**1. Resolution or letter to address the unfunded mandates being passed down to counties from the State of North Carolina.**

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

**COMMISSIONER'S REPORT, CONTINUED**

Commissioner McCord concurred with Commissioner J. Owen Etheridge's statements on unfunded mandates being handed down to counties. He encouraged citizens to attend the

July 4th celebration at the Historic Courthouse. He stressed the need for caution on the roadways, noting busy beaches and increased traffic, and thanked first responders for their efforts.

Commissioner Beaumont recognized members of the Corolla Ocean Rescue for their quick response to save two lives on the beach recently and cautioned people to take extra care in the ocean, particularly when it is rough. He asked for signage at the county's library facilities to notify citizens that they are open after being closed for Covid-19.

Chairman Payment provided a Covid-19 case update. He said there were no active cases in Currituck County and only twelve active cases regionally. He, too, urged caution on the roadways and encouraged people to attend the July 4th event at the Historic Courthouse.

Commissioner White announced he and staff members will be attending a meeting on Tuesday at the Carova Beach Fire Station to discuss Carova roads with Carova Beach residents and property owners.

Commissioner Mary Etheridge recognized Currituck County Department of Social Services Director, Samantha Hurd, and Social Services staff for excellent results following account audits conducted by the North Carolina Department of Health and Human Services Medicaid Unit Audit. She reported her attendance, along with other Board members, at a recent Juneteenth celebration sponsored by Currituck County Travel and Tourism and the Currituck Historical Society. She thanked Emergency Medical Services staff, first responders, and those who reached out after a fall she took prior to the last Board of Commissioners meeting and expressed disappointment that she was present during the budget vote, as she did not support the recommended tax rate.

Chairman Payment acknowledged the absence of Commissioner Jarvis.

### **COUNTY MANAGER'S REPORT**

County Manager, Ben Stikeleather, updated Commissioners on capital projects in progress and announced ribbon cuttings would be upcoming for the Maritime Museum, Public Safety, and Shingle Landing Park projects. He reported on legislation being considered at the state level to expand the size of kindergarten classes for one year to account for what may be higher registration numbers due to the Covid-19 pandemic. He informed Commissioners the contract to demolish the partially constructed ABC Store in Corolla has been executed and calls for a 45-60 day time frame for demolition.

### **COUNTY ATTORNEY'S REPORT**

Ike McRee, County Attorney, updated Commissioners on the status of seven legal cases in which the County is involved. An eighth case filed against Register of Deeds Denise Hall, in her official capacity, was dismissed by the plaintiff. Updates included litigation with Headlights, the adult entertainment facility in Lower Currituck, Letendre, a matter related to a large residential structure on the off-road area, Schnierla v. Currituck County, which challenges the parking permit ordinance, and the Corolla Civic Association v. Currituck County, which challenges the spending of Occupancy Tax. He said the county is awaiting an opinion in the case with 85 and Sunny, LLC-KOA OBX West Campground. The case involving Complete Auto Credit, a business located in Moyock, North Carolina, is scheduled for the November 9, 2021, Superior Court session. Mr. McRee said a case filed by the county against Kevin Pool for a Code

Enforcement issue will be heard in Superior Court on September 13, 2021, and seeks compliance and civil penalties for an illegal business operation in the off-road area.

## **NEW BUSINESS**

### **A. Consideration of a Cooperative Agreement Between the North Carolina Wildlife Resources Commission and Currituck County Regarding the Outer Banks Center for Wildlife Education**

Ben Stikeleather, County Manager, reviewed the agreement to transition the responsibility of staffing and operation of the Outer Banks Center for Wildlife Education from the North Carolina Wildlife Resources Commission to Currituck County.

Commissioner White moved to approve the agreement and the motion was seconded by Commissioner Beaumont. The motion carried, 6-0, and Board members discussed the benefits of the County's assumption of the facility and its operations.

#### **COOPERATIVE AGREEMENT BETWEEN THE NORTH CAROLINA WILDLIFE RESOURCES COMMISSION AND CURRITUCK COUNTY REGARDING THE OUTER BANKS CENTER FOR WILDLIFE EDUCATION**

THIS Agreement, made and entered into this \_\_\_\_ day of \_\_\_\_, 2021, by and between the **North Carolina Wildlife Resources Commission**, hereinafter called the **Commission**, and **Currituck County**, hereinafter called the **County**;

#### **WITNESSETH:**

**Whereas, the Commission** entered into a 50-year ground lease with the **County** in 2000 to build a wildlife education center in Corolla, NC;

**Whereas, the Commission** built a 15,000-square-foot education facility called the Outer Banks Center for Wildlife Education, hereinafter called the **Center**, and has operated educational programs since construction completion;

**Whereas, the Commission** has determined it is in its best interest to close the **Center** and terminate the ground lease with the **County**;

**Whereas, the County** has expressed interest in an agreement with the **Commission** to accommodate a two-year transition of the **Center** and the ground lease to **County** ownership and management according to the terms described herein;

**Now, therefore**, in consideration of the mutual advantages likely to result from this Agreement and the respective obligations assumed herein,

#### **A. The Commission agrees to:**

1. Continue to employ the two full-time employees currently working at the **Center**

until the employees vacate the position or two years from the date of this Agreement, whichever occurs first. If either of the employees currently in those positions vacate the position during the two-year period of the Agreement, the **Commission** will not hire an employee to fill the vacated position(s). If the current employees remain in their positions, the Commission will terminate their employment with the Commission two years from the effective date of this Agreement.

2. Work with the **County** to develop mutually agreeable programming for two years from the effective date of this Agreement. The point of contact for the **Commission** regarding programming is the Division Chief of the Wildlife Education Division.
3. Provide the **County** with quarterly statements for expenses related to the **Center**, including all operational and personnel costs for reimbursement by the County.
4. Transfer or loan to the County the exhibits that are owned by the **Commission**. The arrangement to transfer or otherwise loan the exhibits to the County will be memorialized in a separate agreement.
5. Allow County use of the facility during closed hours for County meetings and functions, as approved by the Commission, for two years from the effective date of this Agreement.

**B. The County agrees to:**

1. Take over, by transfer or otherwise, all operations of the facility, including, but not limited to, utility costs, personnel costs, grounds maintenance, repairs, fire monitoring, security system, IT and communication costs, the copier contract, and internet costs as of the effective date of this Agreement. The County agrees to reimburse the Commission for all such costs from the effective date of this Agreement until such time as the County has taken over such costs, by transfer or otherwise.
2. Hire **County** employees to operate the **Center** at the end of this Agreement or at the time either of the **Commission** positions become vacated, whichever occurs first.
3. The **County** is responsible for the cost of any staffing needs, including, but not limited to, educators and interns during the two-year period of the Agreement. Staffing needs would be based on program requirements mutually agreed upon by the **Commission** and the **County**.
4. Work with the **Commission** to develop mutually agreeable programming for two years from the effective date of this Agreement. The point of contact for the **County** for programming is County Manager or designee, as designated in writing by the County manager.

**C. It is mutually agreed that:**

1. The 2000 ground lease between the parties will terminate two years from the effective date of this Agreement.
2. Reimbursement for the two **Commission-provided** full-time employees will cease upon employees vacating the position or two years from the date of this Agreement, whichever occurs first.
3. Nothing in this Agreement shall obligate any party to any conditions not specifically stated herein.
4. This Agreement shall become effective July 1, 2021 and shall continue in effect until June 30, 2023.
5. The place of this Agreement, its situs and forum, shall be North Carolina, where all matters, whether sounding in contract or tort, relating to its validity, construction, interpretation, and enforcement shall be determined.
6. This Agreement is made under and shall be governed, construed, and enforced in accordance with the laws of the State of North Carolina, without regard to its conflict of laws rules.
7. During and after the term hereof, the State Auditor and any party using internal auditors shall have access to persons and records related to this Agreement to verify accounts and data affecting fees or performance under the Agreement, as provided in G.S. 143-49(9).
8. This Agreement and any documents incorporated specifically by reference represent the entire agreement between the parties and supersede all prior oral or written statements or agreements.
9. This Agreement may be revised as necessary by mutual consent of all parties by the issuance of a written amendment, signed and dated by all parties.
10. The failure to enforce or the waiver by any party of any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.
11. No party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations as a result of events beyond its reasonable control, including without limitation, fire, power failures, any act of war, hostile foreign action, nuclear explosion, riot, strikes or failures or refusals to perform under subcontracts, civil insurrection, earthquake, hurricane, tornado, or other catastrophic natural event or act of God.
12. That notwithstanding any other term or provision in this Agreement, nothing herein is intended nor shall be interpreted as waiving any claim or defense based on the principle of sovereign immunity that otherwise would be available to the **Commission** or the **County** under applicable law.
13. Any **Commission** information, data, instruments, documents, studies or reports given to or prepared or assembled by or provided to the **County** under this Agreement shall be kept confidential and used only for the purpose(s) required to perform this Agreement, which may include reporting required to the NC General Assembly or as required by the State Auditor or internal auditors, and not divulged or made available to any individual or organization without the prior written approval of the





**AUTHORIZING DISPOSAL OF REAL PROPERTY PURSUANT TO N.C. GEN. STAT. §160A-269**

WHEREAS, Currituck County is the owner of a one-acre parcel of land, more or less, located in Poplar Branch Township, Grandy, Currituck County, North Carolina on Uncle Graham Road with Parcel Identification No. 009500000260000; and

WHEREAS, under N.C. Gen. Stat. §160A-269, a county may sell real property by upset bid after receipt of an offer for the real property; and

WHEREAS, Currituck County has received an offer to purchase the property described above in the amount of \$30,000.00 submitted by Joanne Armstrong, Grandy, North Carolina; and

WHEREAS, Joanne Armstrong has paid to Currituck County the statutorily required five percent (5%) bid deposit for the real property.

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

Section 1. The Currituck County Board of Commissioners authorizes sale of the real property described above through the upset bid procedure under N.C. Gen. Stat. §160A-269.

Section 2. The Clerk to the Board of Commissioners shall cause publication of a notice of the proposed sale. The notice shall describe the property, the amount of the purchase offer, and state the terms established by this resolution for the upset of the received offer.

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

Section 4. Upon receipt of a qualifying upset bid, the Clerk to the Board of Commissioners shall cause publication of a notice of upset bid and shall continue to do so until a ten (10) day period has passed without receipt of a qualifying upset bid. At that time, the amount of the final high bid shall be reported to the Currituck County Board of Commissioners.

Section 5. A qualifying higher bid is one that raises the existing bid by not less than ten percent (10%) of the first \$1,000.00 of that bid and five percent (5%) of the remainder of that bid.

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

Section 7. The terms of final sale are:

- a. the Currituck County Board of Commissioners must approve the final high offer before the sale is closed, which it will do within thirty (30) days following passage of the upset bid period; and
- b. the highest qualifying bidder must pay cash at the time of closing.

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

Section 9. If no qualifying upset bid is received after the initial public notice, the bid and offer referenced above is hereby accepted. The appropriate Currituck County officials are then authorized to execute the instruments necessary to convey the real property by special warranty deed to Joanne Armstrong.

ADOPTED the 21<sup>st</sup> day of June 2021.

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

### C) Board Appointments

Chairman Payment moved for approval of the nominees and terms as recommended for reappointment. Commissioner J. Owen Etheridge seconded the motion and the motion carried, 6-0.

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

#### 1. ABC Board

No appointment was made to the ABC Board. The agenda was amended and this item was removed from consideration.

#### 2. Fire and EMS Advisory Board

Reappointment of the following members and terms of service for the Fire and EMS Advisory were approved by consensus:

Ryland Poyner-1st Full Term expiring May 31, 2023  
Michael Hurt-1st Full Term expiring May 31, 2023

### **3. Ocean Sands North/Crown Point Watershed District Advisory Board**

Reappointment of the following members and terms of service for the Ocean Sands North/Crown Point Watershed District Advisory were approved by consensus:

Robert Peters-1st Full Term expiring June, 2022  
Terry Anderson-2nd Term expiring June, 2022  
Linda Garczynski-3rd Term expiring June, 2023  
Gemma Green-1st Full Term expiring June, 2023  
Joseph Cassidy-1st Term expiring June, 2022  
Ed Pence-3rd Term expiring June, 2023

### **4. Whalehead Stormwater Service District Advisory Board**

Reappointment of the following members and terms of service for the Whalehead Stormwater Service District Advisory were approved by consensus:

Larry Queen-1st Full Term expiring January, 2023  
Lee Foreman-2nd Term expiring January, 2022  
Jim Pruden-2nd Term expiring January, 2022  
John J. McTear-3rd Term expiring January, 2023  
Sid Wilson-3rd Term expiring January, 2023

### **5. Senior Citizens Advisory Board**

The following Commissioner nominees and terms of service were approved for reappointment to the Senior Citizens Advisory:

Commissioner White: Cindy Scott-3rd Term expiring February 1, 2023  
Chairman Payment: Janet Lovell-3rd Term expiring February 1, 2023  
Commissioner Beaumont: Michael Williams-2nd Term expiring February 1, 2023

## **D) Consent Agenda**

Commissioner J. Owen Etheridge moved for approval of the Consent Agenda. The motion was seconded by Commissioner White. The motion carried, 6-0.

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

## 1. Budget Amendments

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
Account Number	Account Description		
10350-467100	Aviation Fuel Receipts		\$ 50,000
10410-506000	Health Insurance		\$ 501
10410-511000	Telephone & Postage	\$ 4,000	
10410-526000	Advertising	\$ 1,500	
10410-540000	Worker's Comp		\$ 31
10440-506000	Health Insurance		\$ 12,000
10440-532000	Supplies	\$ 2,000	
10460-511000	Telephone & Postage	\$ 800	
10460-511010	Data Transmission	\$ 200	
10510-502000	Salaries - regular		\$ 70,000
10510-502100	Salaries - overtime	\$ 70,000	
10510-540000	Worker's Comp		\$ 3,402
10512-511010	Data Transmission	\$ 650	
10512-516200	Vehicle Maintenance	\$ 1,000	
10530-516200	Vehicle Maintenance	\$ 2,500	
10530-540000	Worker's Comp		\$ 3,898
10531-545000	Contract Services	\$ 1,000	
10550-531002	Aviation Fuel	\$ 50,000	
10960-531000	Gas		\$ 8,818
10960-532000	Supplies	\$ 15,000	
61818-511000	Telephone & Postage	\$ 4,000	
61818-506000	Health Insurance		\$ 4,000
63360-470000	Utility Charges		\$ 10,000
63380-482500	Recycling - Scrap Metal		\$ 500
63390-499900	Appropriated Fund Balance		\$ 29,500
63838-571500	Recycling	\$ 35,000	
63838-590000	Capital Outlay	\$ 5,000	
		\$ 192,650	\$ 192,650
<b>Explanation:</b>	Various Departments - Transfer budgeted funds, increase aviation fuel by \$50,000 and solid waste revenues by \$40,000 for operations for the remainder of this fiscal year.		
<b>Net Budget Effect:</b>	Operating Fund (10) - Increased by \$50,000.		
	Mainland Water Fund (61) - No change.		
	Solid Waste Fund (63) - Increased by \$40,000.		

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
31380-482001	DSS Client Revenues		\$ 400,000
31750-545001	DSS Client Expenses	\$ 400,000	
32330-422000	Fines & Forfeitures Revenues		\$ 350,000
32490-545500	Fines & Forfeitures Expenses	\$ 350,000	
34380-482002	Deed of Trust Fee Revenues		\$ 75,000
34480-545001	Deed of Trust Fee Expenses	\$ 75,000	
		<u>\$ 825,000</u>	<u>\$ 825,000</u>
<b>Explanation:</b>	Agency Fund (31); Fines & Forfeitures Fund (32) and Deed of Trust Fees Fund (34) - To establish budgets for the DSS Client funds where the DSS Director has been appointed as guardian; for the Fines & Forfeitures collected by the Clerk of Court or any other fines and forfeitures; and for Deeds of Trust Fees collected by the Register of Deeds on behalf of the State of North Carolina. This change is required to meet the reporting requirements of GASB 84, which defines reporting of fiduciary activities.		
<b>Net Budget Effect:</b>	Agency Fund (31) - Increased by \$400,000.		
	Fines & Forfeitures Fund (32) - Increased by \$350,000.		
	Deed of Trust Fund (34) - Increased by \$75,000.		

## 2. Job Descriptions-New and Revisions

## 3. Cell Tower License Agreement with New Cingular Wireless for Equipment Modifications at Water Tower Site, Tulls Creek Road, Moyock

## 4. NCACC Annual Conference Voting Delegate Designation

### Designation of Voting Delegate to NCACC Annual Conference

I, Mary R. Etheridge, hereby certify that I am the duly designated voting delegate for Currituck County at the 114<sup>th</sup> Annual Conference of the North Carolina Association of County Commissioners to be held during the Annual Business Session on August 14, 2021, at 12:45 p.m. in New Hanover County.

Voting Delegate Name: Mary R. Etheridge

Title: Commissioner, Currituck County

In the event the designated voting delegate is unable to attend, Selina S. Jarvis has been selected as Currituck County's alternate voting delegate.

Alternate Voting Delegate Name: Selina S. Jarvis

Title: Commissioner, Currituck County

**Article VI, Section 2 of our Constitution provides:**

“On all questions, including the election of officers, each county represented shall be entitled to one vote, which shall be the majority expression of the delegates of that county. The vote of any county in good standing may be cast by any one of its county commissioners who is present at the time the vote is taken; provided, if no commissioner be present, such vote may be cast by another county official, elected or appointed, who holds elective office or an appointed position in the county whose vote is being cast and who is formally designated by the board of county commissioners. These provisions shall likewise govern district meetings of the Association. A county in good standing is defined as one which has paid the current year's dues.”

Please return this form to Alisa Cobb via email by **Monday, August 9, 2021** close of business:

**Email:** [alisa.cobb@ncacc.org](mailto:alisa.cobb@ncacc.org)

**5) Approval Of Minutes-June 7, 2021**

**1. Minutes for June 7, 2021**

**WORK SESSION**

**Work Session Discussion on Campgrounds Text Amendment**

Chairman Payment called a recess at 4:37 PM prior to beginning the Work Session. The meeting reconvened and the Work Session started at 4:48 PM.

Laurie LoCicero, Planning and Community Development Director, resumed a discussion on campgrounds that began during a work session at the June 7, 2021, Board of Commissioners meeting. The Board is considering a text amendment to the Unified Development Ordinance that will allow new campgrounds to be established in Currituck County through the Conditional Zoning process. Language is also being proposed that will provide a pathway for existing, non-conforming campgrounds to be brought into compliance.

Commissioners discussed in detail the proposed text amendment language as presented by Ms. LoCicero. Commissioners made no final determination on foundation

requirements for cabin structures and asked that more information be provided on the manufacture and construction of on-frame modular units (Park Models) to address safety concerns. Continued operation of existing non-conforming campgrounds, alternative sites and camping cabins, possible occupancy tax collections, resident inventory of existing, long-term sites, and a transition period for compliance were discussed. The Board reached consensus on the following points:

- Applications for new campgrounds will require conditional zoning approval by the Board of Commissioners.
- The maximum number of sites for established for existing campgrounds would be based on the number of existing sites following inventory or 234, whichever is less.
- Transfer of permanent or long-term resident sites will be prohibited. Sites must convert to a nightly or seasonal site once vacated by the long-term resident.
- Existing, non-conforming Campgrounds desiring to add amenities or enhancements would be required to come into compliance. A period of ten-years would be granted to allow for transition of permanent and long-term sites to seasonal or nightly. Existing campgrounds not wanting to modify or enhance the facility may continue to operate as a legal, non-conforming use. Only maintenance and repair would be allowed to be performed on existing, on-site amenities and structures.
- Up to 50% of the allowable sites may be seasonal sites. Up to 20% may be camping cabins or alternative sites.
- Maximum density was established at 12 units per acre for new campgrounds. Wetlands on the parcel may not be included in the density calculation.
- New campgrounds must have direct access to a major arterial. Interior roads must meet Fire Codes, but paving will not be required.
- Active recreational amenities will not be a requirement for new campgrounds.
- A 100' setback from all property lines with a minimum Type C buffer. (More intense buffering can be set during the Conditional Zoning process if needed.)
- A 100' setback from all property lines will be required.
- A storage area or facility for watercraft or seasonal RV is permitted and would be tied to the lease of a campsite.
- No buffer between campgrounds is to be established at this time.

Following discussion, staff was directed to begin the process of incorporating the new language for consideration at the July 19, 2021 meeting. The Work Session concluded at 6:03 PM.

## **CLOSED SESSION**

### **Closed Session Pursuant to G.S. 143-318.11(a)(6) to Discuss Personnel Matters**

Chairman Payment moved to enter Closed Session pursuant to G.S. 143-318.11(a)(6) to discuss personnel matters. Commissioner Mary Etheridge seconded the motion. The motion carried, 6-0, and the Board moved into Closed Session.

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

## ADJOURN

Commissioners returned from Closed Session at 6:16 PM and discussion continued. County Attorney, Ike McRee, updated Commissioners on the pending sale of the sewer utility that serves the Eagle Creek subdivision in Moyock, North Carolina. He said an application is pending before the Utilities Commission and noted several considerations that could cause significant delays with the transfer of the utility. Ben Stikeleather, County Manager, said he received a message that a meeting is planned with Senator Steinburg's office, regulatory authorities and other relevant parties to discuss a resolution to the collection system failures. Commissioner Mary Etheridge asked that the name, Currituck Water and Sewer, LLC, be changed, as it is causing confusion for some who believe it is the County who owns the utility.

Mr. Stikeleather confirmed the Board's approval of the monument style to be installed at the new Public Safety Center.

### Motion to Adjourn Meeting

Discussion concluded, and with no further business Commissioner Beaumont moved for adjournment. Commissioner White seconded the motion. The motion carried and the meeting of the Board of Commissioners adjourned at 6:33 PM.

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



**COOPERATIVE AGREEMENT**  
**BETWEEN**  
**THE NORTH CAROLINA WILDLIFE RESOURCES COMMISSION**  
**AND**  
**CURRITUCK COUNTY**

**REGARDING THE OUTER BANKS CENTER FOR WILDLIFE EDUCATION**

THIS Agreement, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by and between the **North Carolina Wildlife Resources Commission**, hereinafter called the **Commission**, and **Currituck County**, hereinafter called the **County**;

**WITNESSETH:**

**Whereas**, the **Commission** entered into a 50-year ground lease with the **County** in 2000 to build a wildlife education center in Corolla, NC;

**Whereas**, the **Commission** built a 15,000-square-foot education facility called the Outer Banks Center for Wildlife Education, hereinafter called the **Center**, and has operated educational programs since construction completion;

**Whereas**, the **Commission** has determined it is in its best interest to close the **Center** and terminate the ground lease with the **County**;

**Whereas**, the **County** has expressed interest in an agreement with the **Commission** to accommodate a two-year transition of the **Center** and the ground lease to **County** ownership and management according to the terms described herein;

**Now, therefore**, in consideration of the mutual advantages likely to result from this Agreement and the respective obligations assumed herein,

**A. The Commission agrees to:**

1. Continue to employ the two full-time employees currently working at the **Center** until the employees vacate the position or two years from the date of this Agreement, whichever occurs first. If either of the employees currently in those positions vacate the position during the two-year period of the Agreement, the **Commission** will not hire an employee to fill the vacated position(s). If the current employees remain in their positions, the Commission will terminate their employment with the Commission two years from the effective date of this Agreement.

2. Work with the **County** to develop mutually agreeable programming for two years from the effective date of this Agreement. The point of contact for the **Commission** regarding programming is the Division Chief of the Wildlife Education Division.
3. Provide the **County** with quarterly statements for expenses related to the **Center**, including all operational and personnel costs for reimbursement by the County.
4. Transfer or loan to the County the exhibits that are owned by the **Commission**. The arrangement to transfer or otherwise loan the exhibits to the County will be memorialized in a separate agreement.
5. Allow County use of the facility during closed hours for County meetings and functions, as approved by the Commission, for two years from the effective date of this Agreement.

**B. The County agrees to:**

1. Take over, by transfer or otherwise, all operations of the facility, including, but not limited to, utility costs, personnel costs, grounds maintenance, repairs, fire monitoring, security system, IT and communication costs, the copier contract, and internet costs as of the effective date of this Agreement. The County agrees to reimburse the Commission for all such costs from the effective date of this Agreement until such time as the County has taken over such costs, by transfer or otherwise.
2. Hire **County** employees to operate the **Center** at the end of this Agreement or at the time either of the **Commission** positions become vacated, whichever occurs first.
3. The **County** is responsible for the cost of any staffing needs, including, but not limited to, educators and interns during the two-year period of the Agreement. Staffing needs would be based on program requirements mutually agreed upon by the **Commission** and the **County**.
4. Work with the **Commission** to develop mutually agreeable programming for two years from the effective date of this Agreement. The point of contact for the **County** for programming is County Manager or designee, as designated in writing by the County manager.

**C. It is mutually agreed that:**

1. The 2000 ground lease between the parties will terminate two years from the effective date of this Agreement.
2. Reimbursement for the two **Commission**-provided full-time employees will cease upon employees vacating the position or two years from the date of this Agreement, whichever occurs first.
3. Nothing in this Agreement shall obligate any party to any conditions not specifically stated herein.
4. This Agreement shall become effective July 1, 2021 and shall continue in effect until June 30, 2023.
5. The place of this Agreement, its situs and forum, shall be North Carolina, where all matters, whether sounding in contract or tort, relating to its validity, construction, interpretation, and enforcement shall be determined.
6. This Agreement is made under and shall be governed, construed, and enforced in accordance with the laws of the State of North Carolina, without regard to its conflict of laws rules.
7. During and after the term hereof, the State Auditor and any party using internal auditors shall have access to persons and records related to this Agreement to verify accounts and data affecting fees or performance under the Agreement, as provided in G.S. 143-49(9).
8. This Agreement and any documents incorporated specifically by reference represent the entire agreement between the parties and supersede all prior oral or written statements or agreements.
9. This Agreement may be revised as necessary by mutual consent of all parties by the issuance of a written amendment, signed and dated by all parties.
10. The failure to enforce or the waiver by any party of any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.
11. No party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations as a result of events beyond its reasonable control, including without limitation, fire, power failures, any act of war, hostile foreign action, nuclear explosion, riot, strikes or failures or refusals to perform under subcontracts, civil insurrection, earthquake, hurricane, tornado, or other catastrophic natural event or act of God.
12. That notwithstanding any other term or provision in this Agreement, nothing herein is intended nor shall be interpreted as waiving any claim or defense based on the principle of sovereign immunity that otherwise would be available to the **Commission** or the **County** under applicable law.

- In witness whereof**, the parties hereto have executed this Agreement the day and year of the last signatory.

**N.C. Wildlife Resources Commission**

## Currituck County

Michael H. Payment Chairman	Date
--------------------------------	------

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

WHEREAS, Currituck County is the owner of a one-acre parcel of land, more or less, located in Poplar Branch Township, Grandy, Currituck County, North Carolina on Uncle Graham Road with Parcel Identification No. 009500000260000; and

WHEREAS, under N.C. Gen. Stat. §160A-269, a county may sell real property by upset bid after receipt of an offer for the real property; and

WHEREAS, Currituck County has received an offer to purchase the property described above in the amount of \$30,000.00 submitted by Joanne Armstrong, Grandy, North Carolina; and

WHEREAS, Joanne Armstrong has paid to Currituck County the statutorily required five percent (5%) bid deposit for the real property.

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

Section 1. The Currituck County Board of Commissioners authorizes sale of the real property described above through the upset bid procedure under N.C. Gen. Stat. §160A-269.

Section 2. The Clerk to the Board of Commissioners shall cause publication of a notice of the proposed sale. The notice shall describe the property, the amount of the purchase offer, and state the terms established by this resolution for the upset of the received offer.

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

Section 4. Upon receipt of a qualifying upset bid, the Clerk to the Board of Commissioners shall cause publication of a notice of upset bid and shall continue to do so until a ten (10) day period has passed without receipt of a qualifying upset bid. At that time, the amount of the final high bid shall be reported to the Currituck County Board of Commissioners.

Section 5. A qualifying higher bid is one that raises the existing bid by not less than ten percent (10%) of the first \$1,000.00 of that bid and five percent (5%) of the remainder of that bid.

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

Section 7. The terms of final sale are:

- a. the Currituck County Board of Commissioners must approve the final high offer before the sale is closed, which it will do within thirty (30) days following passage of the upset bid period; and
- b. the highest qualifying bidder must pay cash at the time of closing.

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

Section 9. If no qualifying upset bid is received after the initial public notice, the bid and offer referenced above is hereby accepted. The appropriate Currituck County officials are then authorized to execute the instruments necessary to convey the real property by special warranty deed to Joanne Armstrong.

ADOPTED the 21<sup>st</sup> day of June 2021.

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Michael H. Payment, Chairman  
Board of Commissioners

ATTEST:

---

Leeann Walton  
Clerk to the Board of Commissioners

(COUNTY SEAL)



# Currituck County GIS Data Viewer



## Communities

Aydlett  
Barco  
Coinjock  
Corolla  
Currituck  
Gibbs Woods  
Grandy  
Harbinger  
Jarvisburg  
Knotts Island  
Maple  
Moyock  
Point Harbor  
Poplar Branch  
Powells Point  
Shawboro  
Sligo  
Waterlily

## County Boundary

State  
County

## Streets

## Major Streets

Arterial\_Principal  
Arterial\_Major  
Collector\_Major

## Parcels

Currituck County

## Aerial Photography (2011)

Red: Band\_1  
Green: Band\_2  
Blue: Band\_3

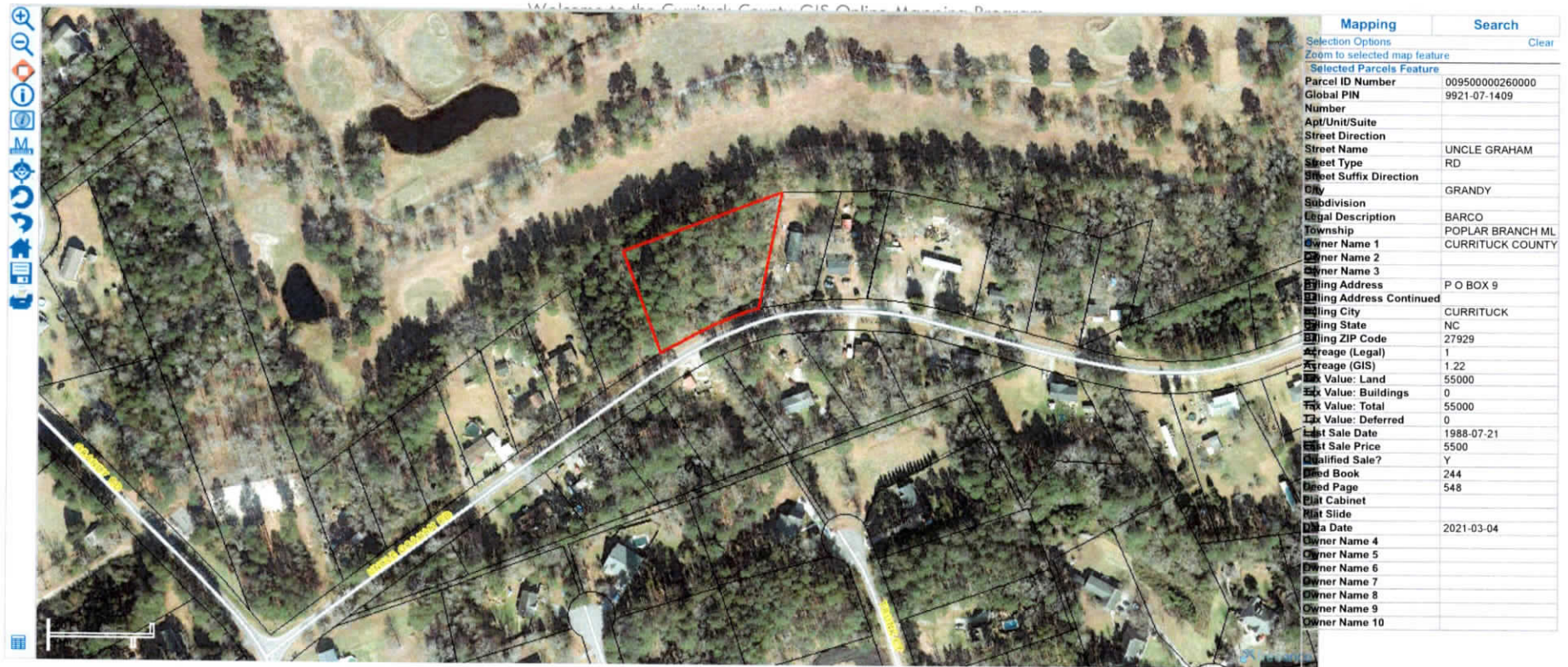
Currituck County GIS

Phone: (252) 232-2034

E-mail: [gis@currituckcountync.gov](mailto:gis@currituckcountync.gov)

This map should be used for general reference purposes only. Currituck County assumes no legal liability for the information shown on this map.





Parcel ID Number	Owner 1	Owner 2	Owner 3	Number	Apt/Unit	Street Direction	Street Name	Street Type	Street Suffix Direction	City	Subdivision	Township
1 009500000260000	CURRITUCK COUNTY						UNCLE GRAHAM	RD		GRANDY		POPLAR BRANCH ML

Prev Current Page: [1] out of [1] Next  
Zoom To Result Set

Clear Results

Site Information



Joanne Armstrong

188 Uncle Graham Rd  
Grandy, NC, 27939  
252-267-3690  
1mamajo57@gmail.com

06-15-2021

PARCEL#009500000260000

Dear Ms. or Mr Reader,

This letter constitutes an offer of \$30,000 on the property with Parcel# 009500000260000 with the understanding with a payment of 5% which would be \$1500. I understand that there is a waiting period to see if the bid will be upset by another party. Thank you for your time.

Best regards,

Joanne Armstrong

**ABC BOARD**  
**3 Year Terms**

Incumbent	Nominated by	New Appointee	Nominated by	Date of Appointment	End of Term
O. Vance Aydlett, Jr.	Consensus			1/21/2020	2nd 9/1/2022
David Griggs*	Consensus			3/4/2019	2nd 2/16/2022
<b>Vacancy</b>	<b>Consensus</b>			01/18/2019	2nd 9/1/2021
Sybil O'Neal	Consensus			01/18/2019	1st 9/1/2021
Mary Etheridge	Consensus			Init Designation 1/4/2021	<b>Board Rep</b>

Commissioner Mary Etheridge serves on this Board

\*Chairman-David Griggs designated June 6, 2016

FIRE AND EMS ADVISORY BOARD  
2 Year Term

Incumbent	District Served	New Appointee	Nominated by	Date of Appointment	End of Term
<b>Fire Services Representative</b> <b>Ryland Poyner</b>	Consensus			1/6/2020	Unexpired 5/31/2021
<b>Fire Services Representative</b> <b>Michael D. Hurt</b>	Consensus			3/2/2020	Unexpired 5/31/2021
<b>Citizen Representative</b> William Bailey	Consensus			9/8/2020	2nd-2 Year Term 5/31/2022
<b>Commissioner*</b> Paul Beaumont	Consensus			12/5/2016	BOC Member
<b>Corolla Fire District Rep</b> Tim Bostaph	Consensus			2/17/2020	Init. 5/31/2022
<b>KI Fire District Rep</b> Ed Yamiolkowski	Consensus			2/17/2020	Init. 5/31/2022
<b>Fire/EMS Chief</b> Ralph "Chip" Melton	Consensus				<b>Fire/EMS Chief</b> <b>Ordinance Req</b>

\*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

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

Incumbent	Nominated by	New Appointee	Nominated by	Date of Appointment	End of Term
Robert Peters	Consensus			Sept. 3, 2019	Unexp. June 6, 2020
Terry Anderson	Consensus			Oct 1, 2018	1st June 6, 2020
Linda Garczynski	Consensus			Sept. 3, 2019	2nd June 6, 2021
Bryan Daggett	Consensus			Oct 1, 2018	1st June 6, 2020
Gemma Green	Consensus			Sept. 3, 2019	Unexp. June 6, 2021
Joseph Cassidy	Consensus			Sept. 3, 2019	Unexp. June 6, 2020
Ed Pence	Consensus			Sept. 3, 2019	2nd June 6, 2021

Can be Reappointed  
Must be Replaced

**WHALEHEAD STORMWATER DRAINAGE SERVICE DISTRICT ADVISORY BOARD**  
**2 Year Terms**

Incumbent	Nominated by	New Appointee	Nominated by	Date of Appointment	End of Term
	Consensus				Unexpired Term
Larry Queen				March 4, 2019	January 2021
	Consensus				1st Term
Lee Foreman				Dec 5, 2016	January 2020
	Consensus				1st Term
Jim Pruden				Dec 5, 2016	January 2020
	Consensus				2nd Term
John J. McTear				March 4, 2019	January 2021
	Consensus				2nd Term
Sid Wilson				March 4, 2019	January 2021
May Be Reappointed					

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
Roberta Defenbaugh	District 2		Selina Jarvis	1/06/2020	2nd 2/1/2022
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	1/06/2020	1st 2/1/2022
Betty Ann Fairchild	At-Large		Kevin McCord	1/06/2020	1st 2/1/2022
Alisa Hugdahl	At-Large		Kitty Etheridge	1/06/2020	1st 2/1/2022

**Can be Reappointed**

Commissioner Mary Etheridge Serves on this Board

Number 20210149

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 21st day of June 2021, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2021.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10350-467100	Aviation Fuel Receipts		\$ 50,000
10410-506000	Health Insurance		\$ 501
10410-511000	Telephone & Postage	\$ 4,000	
10410-526000	Advertising	\$ 1,500	
10410-540000	Worker's Comp		\$ 31
10440-506000	Health Insurance		\$ 12,000
10440-532000	Supplies	\$ 2,000	
10460-511000	Telephone & Postage	\$ 800	
10460-511010	Data Transmission	\$ 200	
10510-502000	Salaries - regular		\$ 70,000
10510-502100	Salaries - overtime	\$ 70,000	
10510-540000	Worker's Comp		\$ 3,402
10512-511010	Data Transmission	\$ 650	
10512-516200	Vehicle Maintenance	\$ 1,000	
10530-516200	Vehicle Maintenance	\$ 2,500	
10530-540000	Worker's Comp		\$ 3,898
10531-545000	Contract Services	\$ 1,000	
10550-531002	Aviation Fuel	\$ 50,000	
10960-531000	Gas		\$ 8,818
10960-532000	Supplies	\$ 15,000	
61818-511000	Telephone & Postage	\$ 4,000	
61818-506000	Health Insurance		\$ 4,000
63360-470000	Utility Charges		\$ 10,000
63380-482500	Recycling - Scrap Metal		\$ 500
63390-499900	Appropriated Fund Balance		\$ 29,500
63838-571500	Recycling	\$ 35,000	
63838-590000	Capital Outlay	\$ 5,000	
		<u>\$ 192,650</u>	<u>\$ 192,650</u>

**Explanation:** Various Departments - Transfer budgeted funds, increase aviation fuel by \$50,000 and solid waste revenues by \$40,000 for operations for the remainder of this fiscal year.

**Net Budget Effect:** Operating Fund (10) - Increased by \$50,000.  
Mainland Water Fund (61) - No change.  
Solid Waste Fund (63) - Increased by \$40,000.

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

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

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

Attachment: BudAmends\_Jun 21\_General Meeting.xlsx (Budget Amendments)

Number 20210150

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 21st day of June 2021, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2021.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
31380-482001	DSS Client Revenues		\$ 400,000
31750-545001	DSS Client Expenses	\$ 400,000	
32330-422000	Fines & Forfeitures Revenues		\$ 350,000
32490-545500	Fines & Forfeitures Expenses	\$ 350,000	
34380-482002	Deed of Trust Fee Revenues		\$ 75,000
34480-545001	Deed of Trust Fee Expenses	\$ 75,000	
		<u>\$ 825,000</u>	<u>\$ 825,000</u>

**Explanation:** Agency Fund (31); Fines & Forfeitures Fund (32) and Deed of Trust Fees Fund (34) - To establish budgets for the DSS Client funds where the DSS Director has been appointed as guardian; for the Fines & Forfeitures collected by the Clerk of Court or any other fines and forfeitures; and for Deeds of Trust Fees collected by the Register of Deeds on behalf of the State of North Carolina. This change is required to meet the reporting requirements of GASB 84, which defines reporting of fiduciary activities.

**Net Budget Effect:** Agency Fund (31) - Increased by \$400,000.  
 Fines & Forfeitures Fund (32) - Increased by \$350,000.  
 Deed of Trust Fund (34) - Increased by \$75,000.

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

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

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

Attachment: BudAmends\_Jun 21\_General Meeting.xlsx (Budget Amendments)





## **CURRITUCK COUNTY JOB DESCRIPTION**

### **JOB TITLE: ADMINISTRATIVE ASSISTANT II DEPUTY CLERK TO THE BOARD OF COMMISSIONERS**

#### **ADMINISTRATIVE OFFICES**

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

Under general supervision, performs responsible office and clerical-administrative support work for the Administrative Office of the County Manager 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, legal advertisements, 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**

Answer's 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. Schedule's 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. Assists professional staff in preparing for special meetings or planning efforts.

Coordinates with the County Manager to approve leave requests for the County Departments Heads. Assist with payroll when needed.

Duties include, but not limited to, preparing agenda packets, typing minutes, and attending regularly scheduled meetings, as well as special meetings for designated Advisory boards.

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: 06/21/2021 (REV BOC)

ED: 10/01/2018 (BOC)



## **CURRITUCK COUNTY JOB DESCRIPTION**

### **JOB TITLE: CORPORAL SHERIFF'S DEPARTMENT**

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

Under general supervision, performs supervisory and general-duty law enforcement work for the Sheriff's Office. Work involves briefing deputies on daily work assignments and assisting them in handling complex or unusual situations. Employee is also responsible for regular patrol deputy duties, such as answering complaints, investigating disturbances, patrolling, and serving legal papers. Employee is subject to the usual hazards of general law enforcement work. Reports to the patrol or Administrative Lieutenant, Chief Deputy, or Sheriff.

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

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

Assigns, direct and supervises patrol deputies when the Sergeant is not on duty. Oversees the assigned shifts, ensuring adherence to established laws, regulations, policies, and standards; schedules and briefs patrol deputies on daily work assignments; assists and advises subordinates, as necessary, resolving problems. Routine personnel matters affecting subordinates, including recruiting, field training of new officers, assigning, scheduling, granting leave and disciplining, worker's compensation insurance forms, etc., submitting such records and reports as required by Sheriff and/or County management.

Patrols entire county and when necessary an assigned area of the County; inspects troublesome areas and checks security of business establishments; answers complaint calls from public and assists subordinates in investigating crimes and disturbances; Investigates misdemeanor and felony crimes; interviews compliant and non-compliant witnesses; enforces North Carolina state traffic laws including the issuance of citations and warnings; Investigates traffic accidents; Handle's all telephone public service calls for assistance during assigned shift; Makes determination when on call specialized units need to be requested.

Conducts interrogations of suspects to support the criminal prosecution of offenders in District and Superior Court. Collects legally defensible written statements from suspects including confessions and or alibi.

Makes determination when criminal laws have been violated, and effects the on-view arrest of offenders for misdemeanors and felonies. Arrest procedures include the completion of arrest reports, including fingerprinting of suspects.

Gathers evidence following accepted court determined rules of evidence, including the documentation of dates, times, locations, digital photographs; Proper collection of evidence by specialized techniques including latent fingerprinting, dental stone/plaster foot and tire tread casts, DNA evidence, performs field tests of suspected contraband. Collection activities including

packaging evidence according to North Carolina State Bureau of Investigation standards for processing, and submission to laboratory for analysis. Applies for and obtains search warrants.

Serves criminal and civil legal papers such as criminal and civil summons, arrest warrants, search warrants, commitment papers and special court orders; uses directories and other means to locate designated parties; briefly explains the meaning of papers and makes arrest when necessary.

Prepares, maintains, and reviews for correctness and policy compliance; incident reports, activity reports, arrest records, accident reports, property reports, inventory of seized property reports, vehicle maintenance forms, SBI Evidence Submission forms, controlled substance seizure forms, holding cell check logs, other logs, etc. Reports may be submitted via computer, or in paper form.

Appears in court as a witness and or complainant to testify. Appears before Grand Jury to obtain felony true bills of indictments.

Coordinates and cooperates with other law enforcement agencies for the purpose of conducting and or assisting in investigations, arrests, service of criminal warrants, search warrants, out of state extradition of suspects, domestic violence protective orders, and civil process.

Notifies next of kin of deaths and accidents.

Assists disabled motorists, such as unlocking doors or changing flat tires, or by contacting others for assistance; provides directions, answers routine inquiries, etc.

### **ADDITIONAL JOB FUNCTIONS**

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

Supervises special targeted enforcement activities and traffic check points for campaigns, such as Click it or Ticket, Booze it or lose it, all-terrain vehicle summertime beach operation.

May serve as a Criminal Justice General Instructor for the purpose of providing state required departmental in-service training. May serve as a Specialized Criminal Justice Instructor in the areas of: Firearms, Hazardous Materials and Explosives, Physical Fitness, Subject Control and Arrest, and CPR.

Occasionally helps supervise and manages special events such as Corolla 4th of July celebration.

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

High school diploma or equivalent and six to nine years of experience in law enforcement work; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

### **SPECIAL REQUIREMENTS**

Certification as a law enforcement officer in accordance with the North Carolina Sheriff's Training and Standards Commission. Possession of a valid North Carolina driver's license.

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

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including typewriters, firearms, restraint devices, two-way radios, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 75 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or 25 pounds of force constantly to move objects. Work may involve walking, standing, running and physical confrontation. Physical demand requirements are for Medium to Heavy Work.

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

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates and/or assistants.

**Language Ability:** Requires the ability to read a variety of reports, correspondence, permits, etc. Requires the ability to prepare a variety of correspondence, reports, personnel records, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. 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; 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 and professional languages, including law enforcement 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 to coordinate hands and eyes rapidly and accurately in using law enforcement equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

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

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

Considerable knowledge of modern law enforcement practices and procedures.

Considerable knowledge of the standard practices, materials, techniques, and equipment used in general law enforcement work.

Considerable knowledge of federal, state, and local laws pertaining to law enforcement work.

Considerable knowledge of the geographic and socioeconomic layout of the County.

Considerable knowledge of the principles of supervision, organization, and administration.

Skill in the use of firearms and other law enforcement equipment.

Ability to supervise and coordinate the work of subordinates and to instruct them in proper work methods and procedures.

Ability to exercise independent judgment and initiative in executing assignments without reference to higher authority.

Ability to use sound judgment to act quickly and effectively in emergency situations.  
Ability to prepare accurate records and reports.

Ability to effectively express ideas orally and in writing.

Ability to exercise tact and firmness in frequent contact with the general public.

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

ED: 06/21/2021 (BOC)





## **Currituck County Job Description**

**Job Title: CROSS CONNECTION ORC**

**WATER DIVISION**

**WATER/UTILITIES DEPARTMENT**

### **GENERAL STATEMENT OF DUTIES**

Serves as Currituck County cross connection ORC and administers the counties cross connection and backflow prevention program to assure compliance with local and state ordinances, laws, and permit requirements.

#### **SPECIFIC DUTIES AND RESPOSIBILITIES**

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

Duties include enforcement actions, applying fees and inspections.

Determining proper backflow protection for connections to the counties water distribution system for the purpose of preventing contamination to the water supply.

Compliance with federal state and local requirements.

Inspecting water systems for proper cross connection devices to protect the counties water supply from contamination; inspecting new plumbing installations for deficiencies; testing backflow assemblies; approving new installations; approving certifications of backflow prevention assembly installations; preparing letters of compliance to contractors, customers, etc.; performing cross connection surveys and maintain the compliance data base.

Maintains records, logs, and maintenance work sheets.

Response to inquiries from public pertaining to cross connection and backflow programs, procedures, and operations.

##### **ADDITONAL JOB FUNCTIONS**

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

Complete assigned work from Public Utilities Director and the Water Distribution System Supervisor. Performs other related work as required.

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

High School diploma or equivalent with 3 years' experience in water distribution systems or any equivalent combination of training and experience, which provides the required skills, knowledge, and abilities. Considerable knowledge in administering a cross connection program and knowledge of federal state and local laws.

### **SPECIAL REQUIREMENTS**

Possession of a valid driver's licenses issued by the State of North Carolina.

Must possess or be able to obtain a North Carolina Cross Connection Certification within one year of employment.

Must possess or be able to obtain a North Carolina Grade C distribution certification within two years of employment.

### **Minimum Qualifications or Job Standards Required to Perform Essential Job Functions**

**Physical Requirements:** Must be physically able to operate machinery and Manual/Physical: Conducts annual testing and maintenance of backflow prevention assemblies using various testing gauges and hand tools to ensure that devices are in proper operating condition. Must be able to climb a ladder, lift a meter box, and lift a backflow cage. Operates a motor vehicle requiring a standard North Carolina license to travel to sites to perform inspections and complete other assigned job functions. Inspects for proper cross connection devices. Inspects new plumbing installations. Uses common hand tools such as: hammers, screwdrivers, wrenches, pliers, shovels, brooms, etc.; Performs flushing operations using valve wrenches to open and close blow-off valves and fire hydrants. Operates a variety of standard office equipment to create documents and enter data on a personal computer (PC) to update records and create reports. Prepares and updates maps, schedules, and graphs to create reports. Moves objects weighing up to 80 lbs. using a cart or other aid, for distances up to 100 feet. Works in a variety of weather conditions while performing backflow inspections and collecting water samples. Works in small, cramped areas while performing backflow inspections, surveys, and assembly testing which may include kneeling and bending over. Works around large pumps and valves, and on construction sites. Meets scheduling and attendance requirements.

**Communication:** Communicates with the public, other County employees, vendors, management, contractors, or state and county personnel to enforce regulations and aid with water quality issues. Prepares and presents information on backflow prevention issues to internal and external customers in the field and/or in a classroom or seminar setting. Oversees required records for the annual backflow prevention device testing and customer notification to ensure that devices are in proper operating condition. Computes and compiles information to be used in compliance reporting and for reference by County employees and county citizens. Communicates positively with customers and testers in an adversarial environment to resolve deficiencies and maintain backflow program requirements.

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

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

**Language Ability:** Requires the ability to read a variety of reports, maintenance records, letters, and memos, etc. Requires the ability to prepare correspondence, reports, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

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

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of algebra, and geometry.

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

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

**Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

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

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

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

### **Knowledge, Skills and Abilities**

Knowledge of regulations to public water systems and backflow prevention programs.

Water system operation and the dynamics of water pressure and flow.

Backflow prevention assemblies and their applications.

Cross Connection control practices and procedures.

How to use a computer and data-based programs.

Must be able to understand plans and specifications.

Occupational and safety practices of the work performed.

Ability to understand and follow specified operating and recording procedure.

Ability to detect defects in a backflow preventer and to take appropriate action

Ability to determine what a cross connection is.

Ability to keep accurate records and prepare reports.

Ability to exercise tact and courtesy in contact with the public.

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

ED: 06/21/2021 (BOC)

## CURRITUCK COUNTY JOB DESCRIPTION

### JOB TITLE: TEMPORARY CUSTOMER SERVICE REPRESENTATIVE

#### WATER AND WASTEWATER DIVISIONS

#### PUBLIC SERVICES DEPARTMENT

#### GENERAL STATEMENT OF DUTIES

Performs administrative and clerical work in support of utility billing, collections, cashiering and customer service functions.

#### DISTINGUISHING FEATURES OF THE CLASS

An employee in this class is responsible for the activities which involve the generation and mailing of the utility bills; handling customer inquiries relating to utility billings and general customer services; preparing and verifying a variety of reports and records; collecting utility bills and other revenues and coordinating with the utility field staff. Work requires multiple detailed procedural steps and knowledge of the utility billing process and computer application. Work involves public contact functions, coordination with other departments within the County, insuring timely and accurate billing of utility fees, creating invoices for bulk billings and reports and requires considerable tact and courtesy. Work is performed under general supervision of the Finance Director and may perform work for the Water and/or Wastewater Superintendents and is evaluated through observation and conferences, by accuracy and timeliness of customer service records and bills, customer feedback and thoroughness of assigned responsibilities.

#### DUTIES AND RESPONSIBILITIES

#### ESSENTIAL DUTIES AND TASKS

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

Enters meter readings and meter numbers into accounts as they change.

Enters customer deposits into system; calculates final bill for customers closing their accounts.

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

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

Collects current and delinquent utility payments, interest and other fees.

Receives and posts payments to data base for water and wastewater bills, deposits, lab fees, impact and installation fees, and all other funds received-

Contacts delinquent utility customers by mail and phone to facilitate collection of utility bills.

Prints, bursts, and prepares bills for mailing.

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

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

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

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

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

Prepares daily deposits and performs daily reconciliation of cash drawer.

Takes daily deposit to Finance Department or bank according to current procedures.

Creates electronic files to send to the Finance Department that are then uploaded to the bank to draft customer accounts for monthly utility payments.

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

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

Picks up mail from the US Postal Service.

Processes mail that is returned by contacting customers.

Processes returned checks by sending letter to customers and following up through collection of lost revenue,

Documents customer interactions – phone, mail or in person – in customer account.

Serves as Debt Setoff Officer. Chooses delinquent accounts to submit to the debt setoff clearinghouse and sends all required notices to utility customers prior to submitting such debts; responds to utility customers concerns and explains why their income tax refund or lottery winnings have been intercepted and remitted to the County.

### **ADDITIONAL JOB DUTIES**

Performs duties as assigned by the County Manager, supervisor or their designee during a State of Emergency or other disaster.

Performs related duties as required.

### **RECRUITMENT AND SELECTION GUIDELINES**

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

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

Considerable knowledge of the utility billing software application and ability to operate hardware to produce

accurate, timely bills.

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

Working knowledge of the organization's purchasing procedures.

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

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

Working knowledge of water meter operations.

Some knowledge of accounting principles and practices.

Skill in collaborative conflict resolution.

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

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

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

Ability to communicate effectively in oral and written forms.

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

### **PHYSICAL REQUIREMENTS**

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

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

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

### **DESIRABLE EDUCATION AND EXPERIENCE**

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

ED: 06/21/2021 (BOC)

## CURRITUCK COUNTY JOB DESCRIPTION

### JOB TITLE: DEPUTY III SRO/2 SHERIFF'S DEPARTMENT

#### GENERAL STATEMENT OF JOB

Under general supervision, performs general law enforcement work to protect lives, property, and rights of County residents. Work involves patrolling the County in an official vehicle on an assigned shift to deter crime or apprehend violators or suspects, answering complaint calls, serving legal papers, and attending court. A Deputy Sheriff III performs the duties of a Deputy Sheriff with the additional responsibility of assuming the role of senior officer on a squad and training all new recruits. Work involves serving legal papers and ensuring that they are served legally, proficiently and expeditiously. Employee is also responsible for serving civil processes. Employee must exercise initiative and independent judgment in completing assigned tasks. Employee must also exercise tact, courtesy and firmness in frequent contact with the public. Employee is subject to the usual hazards of law enforcement work. Reports to the Sheriff, Chief Deputy, Lieutenant or Sergeant.

#### SPECIFIC DUTIES AND RESPONSIBILITIES

##### ESSENTIAL JOB FUNCTIONS

Patrols an assigned area of the County; inspects troublesome areas and checks security of business establishments; answer calls for service; answers complaint calls, works traffic enforcement, DWI, drug enforcement, vehicle wreck investigations. Deputies assist in investigating misdemeanor and felony crimes and disturbances; school security; interviews witnesses; gathers evidence; interrogates suspects and makes arrest; prepares investigation reports.

Field training of new patrol hires.

Processes suspects including obtaining fingerprints, photographs, personal data, statements, etc.; processes prisoners for admission to County Jail.

Serves legal papers, such as summons, warrants, commitment papers and special court orders; uses directories and other means to locate designated parties; briefly explains the meaning of papers and makes arrest when necessary.

Appears in court as a witness to testify.

Cooperates and assist law enforcement officers of other governmental units in investigations and arrests.

Provides security at courthouse and for courtroom participants; calls docket before courtroom; sequesters and provides for needs and comforts of juries.

Notifies next of kin of deaths and accidents.

Assists EMS and fire personnel in all emergency calls pertaining to arrival time sensitive situations.

Assists disabled motorists, such as unlocking doors or changing flat tires, or by contacting others for assistance; provides directions, answers routine inquiries, etc.

Collect, deposit, transfer and handle monies collected from the service of papers and collection of debts in accordance with all federal, state, and local laws.

Acts as supervisor when there is an absence of a Sergeant.

### **ADDITIONAL JOB FUNCTIONS**

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

Assignment of law enforcement duties within school/school systems.

Directly responsible for maintaining student and staff security during school hours.

Performs other related work as required for school security.

### **MINIMUM TRAINING AND EXPERIENCE**

High school diploma or equivalent with three years of experience as a Deputy Sheriff with the Office of Sheriff of Currituck County; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

### **SPECIAL REQUIREMENTS**

Must possess a Basic Law Enforcement Certification in accordance with the North Carolina Sheriff's Training and Standards Commission and a valid North Carolina driver's license.

Must complete the following training classes to qualify for SRO level II,

- Interview and Interrogation
- Case Management
- Problem solving for community policing.
- Active shooter

### **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 typewriters, firearms, restraint devices, two-way radios, etc. Must be able to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 25 pounds of force constantly to move objects. Work may involve walking, standing, running and physical confrontation. Physical demand requirements are for Medium to Heavy Work.

Deputies must be able to pass a yearly state certified physical assessment called the POPAT in the required time set by the policy.

Complete the school resource officer training mandated by the state of North Carolina for certification.



**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, manuals, forms, etc. Requires the ability to prepare a variety of correspondence, reports, forms, etc., using prescribed formats. Requires the ability 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 and professional languages, including law enforcement 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 to coordinate hands and eyes rapidly and accurately in using law enforcement equipment.

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

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

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

Considerable knowledge of modern law enforcement practices, procedures and investigation techniques.

Considerable knowledge of the content and purpose of legal papers and the practices involved in serving them.

General knowledge of County, state and federal laws relative to civil and criminal processes.

General knowledge of court process and procedures.

General knowledge of the locations of streets, roads, highways and other landmarks in the County, and the geographic and socioeconomic characteristics of the County.

Skill in the use of firearms and other law enforcement equipment.

Ability to exercise sound judgment in emergency and routine situations and to adopt quick, effective and reasonable courses of action.

Ability to apply interpretation of laws to specific situations.

Ability to prepare clear and concise reports.

Ability to present court testimony effectively.

Ability to maintain discipline and order in court.

Ability to exercise tact, courtesy and firmness in frequent contact with suspects, defendants, lawyers, plaintiffs and the general public.

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

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## **CURRITUCK COUNTY JOB DESCRIPTION**

### **JOB TITLE: HUMAN RESOURCES TEMPORARY CLERICAL WORKER**

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

Under general supervision, performs responsible clerical work requiring independent judgment and initiative monitoring paperwork for the County's Human Resources Department. Work includes but is not limited to answering telephones, filing paperwork, and assisting with human resources functions and duties.

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

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

Files Human Resources paperwork in personnel files to include Personnel Action Forms (PAF), Verification of Employment, Performance Reviews, new employee paperwork, etc.

Prepares packets for Open Enrollment, New Hire Orientation, etc.

Scans active and terminated personnel files in HRIS system.

Sorts and delivers incoming mail daily.

Assists in preparation of Verification of Employment.

Assists in preparation, review and verification of benefit vendor invoices for payment; maintains computer files of invoices.

Maintains vendor relations.

Performs routine clerical tasks, such as greeting visitors, recording and relaying messages, typing routine correspondence, addressing envelopes, processing and distributing mail, etc.

##### **ADDITIONAL JOB FUNCTIONS**

Answers telephone and receives inquiries, providing information or referring callers to other County officials, as appropriate.

Prepares, copies, files and/or distributes, as appropriate, various correspondence, records and forms.

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 preferably accompanied by some experience in human resources.

bookkeeping duties; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must possess a valid driver's license.

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

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, calculators, copiers, facsimile machines, dictation recorders, etc. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

**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, time sheets, work schedules, 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 such as Accounting terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; determines percentages and decimals; verifies and computes interest rates.

**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**

General knowledge of the organization, operation, programs and policies of the County.

General knowledge of the application of established bookkeeping and accounting principles and techniques to governmental accounting transactions.

General knowledge of arithmetic.

General knowledge of state and local fiscal regulations, policies and procedures.

General knowledge of modern office practices and procedures.

Ability to use common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to maintain clerical records and to compile reports from them.

Ability to type accurately at a moderate rate of speed.

Ability to understand or apply laws, regulations and policies to the maintenance of financial records.

Ability to verify documents and forms for accuracy and completeness.

Ability to understand and follow written and oral instructions.

Ability to exercise independent judgment, discretion and confidentiality in the completion of work assignments.

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

ED: 06/21/2021 (BOC)



## **CURRITUCK COUNTY JOB DESCRIPTION**

### **JOB TITLE: HUMAN RESOURCES TEMPORARY CLERICAL WORKER**

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

Under general supervision, performs responsible clerical work requiring independent judgment and initiative monitoring paperwork for the County's Human Resources Department. Work includes but is not limited to answering telephones, filing paperwork, and assisting with human resources functions and duties.

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

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

Files Human Resources paperwork in personnel files to include Personnel Action Forms (PAF), Verification of Employment, Performance Reviews, new employee paperwork, etc.

Prepares packets for Open Enrollment, New Hire Orientation, etc.

Scans active and terminated personnel files in HRIS system.

Sorts and delivers incoming mail daily.

Assists in preparation of Verification of Employment.

Assists in preparation, review and verification of benefit vendor invoices for payment; maintains computer files of invoices.

Maintains vendor relations.

Performs routine clerical tasks, such as greeting visitors, recording and relaying messages, typing routine correspondence, addressing envelopes, processing and distributing mail, etc.

##### **ADDITIONAL JOB FUNCTIONS**

Answers telephone and receives inquiries, providing information or referring callers to other County officials, as appropriate.

Prepares, copies, files and/or distributes, as appropriate, various correspondence, records and forms.

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 preferably accompanied by some experience in human resources.

bookkeeping duties; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must possess a valid driver's license.

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

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, calculators, copiers, facsimile machines, dictation recorders, etc. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

**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, time sheets, work schedules, 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 such as Accounting terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; determines percentages and decimals; verifies and computes interest rates.

**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**

General knowledge of the organization, operation, programs and policies of the County.

General knowledge of the application of established bookkeeping and accounting principles and techniques to governmental accounting transactions.

General knowledge of arithmetic.

General knowledge of state and local fiscal regulations, policies and procedures.

General knowledge of modern office practices and procedures.

Ability to use common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to maintain clerical records and to compile reports from them.

Ability to type accurately at a moderate rate of speed.

Ability to understand or apply laws, regulations and policies to the maintenance of financial records.

Ability to verify documents and forms for accuracy and completeness.

Ability to understand and follow written and oral instructions.

Ability to exercise independent judgment, discretion and confidentiality in the completion of work assignments.

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

ED: 06/21/2021 (BOC)





## **CURRITUCK COUNTY JOB DESCRIPTION**

### **JOB TITLE: PERMIT COORDINATOR PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT**

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

Under general supervision, performs technical and administrative work in the permitting section of the Planning & Community Development Department. The Permit Coordinator position acts as direct lead person for the permitting section of the department, performs general tasks involving administration support of the code enforcement aspects of the North Carolina General Statutes, the North Carolina State Building and Fire Codes. Work also involves researching, compiling information, preparing, maintaining reports and records for fire inspections, and building condemnations. Employee must exercise independent judgment and use considerable tact and courtesy in frequent contacts with county, state, federal officials, and the public. Work involves annual budget preparation and the management of items within the development review process. Work is performed under the general supervision of the Chief Building Inspector.

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

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

- Coordinates the receipt and routing of building applications for residential and commercial construction within the county; manages the public reception and online permit intake process; provides support to the Permit Officers as needed.
- Project leader for the permitting section of the department; assists in the development and implementation of procedures to improve the efficiency and effectiveness of the department.
- Assists applicants, including development professionals and the public, with the permitting, plan review and inspection process.
- Assures effective office operations and cooperation with other county departments and agencies.
- Assists other staff with developing useful performance measures, coordinates those measures with the supervisor. Evaluates and recommend changes in policies, processes, and technology.
- Conducts quality assurance for the development permit process for accuracy and efficiency.
- Coordinates upgrades and technical improvements to Munis permitting software; liaison between staff and technical consultants.
- Maintains the website for the division; compiles and edits forms, applications, and other department documents as needed.
- Assists in the budget development process with the Chief Building Inspector.
- Administrative duties such as: implementation of records retention schedule, calendar and scheduling responsibilities, compiling public records requests, coordinate processes for condemnation hearings and stop work orders, and organizing office supply.
- Performs other related duties as required by supervisor.

## Permit Coordinator

### **ADDITIONAL JOB FUNCTIONS**

Attends occasional contractor/public meetings, including evenings, as required by supervisor.

Performs other related work as required by supervisor.

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

### **MINIMUM TRAINING AND EXPERIENCE**

High school degree or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

Knowledge and use of Munis, Microsoft Word, Excel, Outlook, and PowerPoint.

### **SPECIAL REQUIREMENTS**

Ability to pass Law and Administration class as determined by the Chief Building Inspector.

Possession of a valid North Carolina driver's license.

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

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including typewriters, copiers, calculators, levels, measuring tapes, electrical diagnostic equipment, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount 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 of those for Medium Work.

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

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

**Language Ability:** Requires the ability to read a variety of reports, forms, ordinances, maps, plans, invoices, correspondence, permits, etc. Requires the ability to prepare correspondence, reports, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

### Permit Coordinator

**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 a 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 architectural, construction, engineering, legal, and mapping terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; perform calculations involving variables, formulas, square roots and polynomials.

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

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

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

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

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

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.

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

General working knowledge of state codes, local ordinances, and construction; thorough knowledge of management practices; thorough knowledge of budgeting principles and practices; skill in reading and interpreting plans and specifications; ability to work with colleagues in different professional disciplines; ability to focus on detailed information; ability to establish and maintain effective working relationships with contractors and the public; ability to enforce regulations tactfully and firmly; ability to establish and maintain effective record-keeping systems; ability to anticipate and plan for varying work load; ability to demonstrate sufficient experience to thoroughly understand the work of subordinate positions; ability to answer questions and resolve problems.

Knowledge of state regulations regarding building permit processing/regulations and contractor licensing.

Knowledge of state and local ordinances and codes, the Unified Development Ordinance, FEMA regulations, and CAMA regulations.

**Permit Coordinator**

Considerable knowledge of modern office practices, procedures and equipment and standard clerical techniques.

Ability to make decisions in accordance with laws, ordinances, regulations and departmental policies and procedures.

Ability to use permitting software, ArcMap GIS technologies, Adobe products, Microsoft Office, Internet applications, and other computer hardware and software programs.

Ability to use common measurement tools, calculate square footage and measure distances, and apply basic algebraic or geometric knowledge in practical situations.

Ability to effectively express ideas orally and in writing; and to exercise tact, courtesy and firmness with government officials, design professionals, developers, contractors, and the public.

ED: 06/21/2021 (BOC)



## **CURRITUCK COUNTY JOB DESCRIPTION**

### **JOB TITLE: PLANNING TECHNICIAN PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT**

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

Under general supervision, performs technical work in permitting, planning, and inspections for the Planning & Community Development Department. Acts as first point of contact for inquiries from citizens and the development community. Work involves review of development applications to ensure compliance with applicable county, flood, CAMA, and State regulations, ordinances, and policies. This includes explaining and interpreting ordinances, as necessary, to development professionals and the public. Work also involves researching, compiling, and analyzing data. Employee must exercise considerable tact and courtesy in frequent contacts with county, state and federal officials, and private citizens. Reports to the Planning & CD Director or their designee.

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

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

Reviews and issues development applications, including building permits and site plans, to ensure compliance with county ordinances and State regulations. Approves residential site plans, zoning permit applications, temporary use permit application and sign permit applications.

Assists the public with answering questions and concerns related to county ordinances, floodplain regulations, CAMA regulations, and general planning and inspections related matters on the telephone, through email, or in person.

Applies FEMA regulations by identifying flood zones, issuing flood development permits and flood determination letters.

Provides information and assistance to the public for obtaining CAMA permits; reviews and issues CAMA permits; prepares quarterly CAMA reports to be submitted to the State. Investigates and issues CAMA violations as CAMA Local Permitting Officer.

Utilizes Munis permitting, Bluebeam plan review software and ArcMap GIS technologies.

Performs file maintenance, compiles letters and reports; maintains and updates departmental databases; accepts and processes payments associated with development fees.

Researches property issues, prepares reports and presents information to the Board of Adjustment, as needed

Researches permitting, zoning, floodplain, census tract, deed, plat/map, tax, and other property records.

## PLANNING TECHNICIAN

### **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**

Any combination of education and experience equivalent to graduation from high school and some experience in local government land development process.

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

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment including computers, calculators, copiers, etc. Must be able 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 for those for Medium Work.

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

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from supervisor.

**Language Ability:** Requires the ability to read a variety of reports, ordinances, maps, grant regulations, land use plan, invoices, correspondence, permits, etc. Requires the ability to prepare correspondence, reports, grant applications, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret a variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

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

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of algebra, geometry, and descriptive statistics.

### PLANNING TECHNICIAN

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

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

**Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

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

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

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.

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

Considerable knowledge of governmental programs, laws, grants, and services pertinent to the planning process.

Considerable knowledge of County Unified Development Ordinance, FEMA regulations, and CAMA regulations.

Considerable knowledge of the geographical layout of the County.

Skilled in the collection, analysis and presentation of technical data and planning recommendations.

Ability to use Munis permitting and ArcMap GIS technologies.

Ability to use popular computer-driven word processing, spreadsheet, and file maintenance programs.

Ability to interpret cadastral, orthophoto, topographical and other related maps.

Ability to read and interpret surveys and engineering drawings and plans.

Ability to effectively express ideas orally and in writing.

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

ED: 06/21/2021 (BOC)



## **CURRITUCK COUNY JOB DESCRIPTION**

### **JOB TITLE: RECEPTIONIST / IT ADMINISTRATIVE ASSISTANT I**

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

The Receptionist/IT Administrative Assistant position will serve as first point of contact for County offices, both in person and via telephone. As a customer service position, the employee in this role must exercise considerable tact and courtesy when interacting with the public and staff. Receptionist responsibilities include answering and routing phone calls, greeting, announcing, and directing visitors, and providing general information to the public. This position will be responsible for daily mail processing and distribution and will offer general administrative support to County Departments as needed. The employee will perform responsible office and clerical-administrative support for the Internet Technology (IT) Department, including drafting correspondence and creating and maintaining various reports and files. This position reports to the IT Director or designee.

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

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

Answer's 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 IT Director.

Maintains IT records.



### **ADDITIONAL JOB FUNCTIONS**

Performs duties as assigned by the IT Director and County Manager.

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.

### **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 the general public.

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

### **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 more than 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.

ED: 06/21/2021 (BOC)



## **COMMUNICATIONS TRAINING OFFICER**

**Department:** Communications

### **Summary**

Under general supervision, performs supervisory, administrative and specialized communications work for the County Communications Department. Develops and conducts public safety telecommunications training programs to train employees, and develops and maintains protocols within the standards of CCFEMS and Albemarle Hospital Medical Control, State Office of EMS, and the National Academy of EMD by performing the following duties.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **Essential Duties and Responsibilities - But not limited to:**

Must be able to perform all functions of a telecommunicator I and II.

Confers with management and staff to determine training needs and objectives.

Ability to administer a standardized training program; ability to articulate and write clearly; ability to operate audio-visual aids and similar devices; ability to establish effective working relationships with subordinates and associates.

Oversees activities of telecommunicators, ensuring adherence to established policies and procedures for the receipt of calls for assistance and dispatch of emergency response personnel; assists and advises subordinate telecommunicators, as necessary, resolving problems as non-routine situations arise.

Work involves the ability to receive incoming emergency and non-emergency calls, dispatching resources and operating CAD equipment. Involves the ability to monitor calls and make critical decisions dispatching resources.

Coordinates and conducts initial training of new employees, evaluates progress. Produces progress reports of trainees upon request.

Maintains training records. Keeps records of all necessary remedial training efforts.

Maintains all continuing education records for all employees. Also enters all information into CIS (Credentialing information system required by OEMS)

### **ADDITIONAL JOB FUNCTIONS**

Generally, works Mon-Friday however position requires ~~vast flexibility and dedication~~ and may involve overtime, overnight, weekends and holidays during critical emergencies, and disasters. Position will also require modifying schedule at times to avoid overtime when meeting with employees for testing, remedial training, etc.

Shares on call responsibilities with Supervisor. ~~However, responds~~ Responds 24/7 for emergencies. ~~Can~~ Able to VPN from home to troubleshoot ~~some problems from home.~~ Computer troubles.

Performs light housekeeping duties which include emptying trash and cleaning workstation at the end of each shift. Doesn't replace daily housekeeping needed and performed by Public Works.

Performs routine back ups on computerized quality assurance software application AQUA.

Performs ~~other~~ routine maintenance of office equipment. Coordinates repair of ~~all~~ communications software and hardware ~~in the absence of~~ upon direction of Communications Supervisor; Documents and reports equipment malfunctions and repair requests to Supervisor.

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

Prepares weekly, monthly, quarterly and annual reports and graphs of amounts and types of training as needed.

Makes recommendations for routine personnel matters affecting subordinates, including recruiting, interviewing, hiring, training, appraising, disciplining, continuation of training and completion of or extension of probationary period.

Prepares evaluations on subordinate personnel. Meets with Communications Supervisor and employee to discuss performance.

Performs audits and maintains reports of the EMD quality assurance program.

~~Serves on and attends quarterly local advisory committees for EMD related functions, i.e., Currituck County EMS Quality Management Peer Review and Albemarle Hospital EMS Committee.~~ Attends advisory and committee meetings as directed.

Serves as ATAC (terminal agency coordinator) for DCI and ~~required to~~ attends meetings as directed.

~~Assist agencies upon request with AVL playback and research.~~

Assist with preparing requests of audio recordings.

Assist with developing and implementing dispatch SOG's.

~~Assist with maintaining~~ Maintains and updating updates dispatch SOG's and GOG's.

~~Operates the ACU 1000 in the event current infrastructure is damaged or interoperability patches need to be performed.~~

Assists with Sheriffs Standards packets and employee credentialing.

Prepares travel forms as needed.

Assists with ISO Inspections.

Receives notifications from 3SI security bank alarm monitoring for Navy Federal Credit Union. Assists with troubleshooting.

Provides user support and training on all public safety software applications. Provides user support on two-way radios and telephones in the Communications Center.

**EDUCATION**

High School diploma (or GED)

**EXPERIENCE**

Graduation from high school and 3 to 5 years of experience as a Public Safety telecommunicator; Knowledge of the operation of a 9-1-1 Emergency Communications Center; or any equivalent combination of training and experience which provides the required skills, knowledge, and abilities.

**CERTIFICATIONS**

DCI, CPR, EMD, and North Carolina Sheriffs Standard Division Telecommunicator certifications. NAED ETC also accepted. Any NC Sheriffs Standards, APCO or NENA Instructor certification a plus. EMD-Q preferred or ability to obtain within six months.

**Computer Skills**

To perform this job successfully, an individual should have knowledge of Spreadsheet software and Word Processing software.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Working knowledge of the operations of two-way radio equipment, telephones, CAD and a wide variety of other Communications equipment. Ability to exercise sound judgment and to make critical decisions during emergency situations.

Considerable knowledge of the methods and techniques for developing, planning, conducting and implementing an effective training program in emergency communications.

Considerable knowledge of the principles of supervision, organization and administration.

Ability to give and receive constructive criticism.

Ability to instruct, advise and supervise the work of subordinates.

Ability to speak clearly, distinctly, and politely.

Ability to deal tactfully and courteously with the public and subordinates.

Ability to maintain effective files, records and reports.

Assist with coordinating shift schedules for personnel when needed.

Assists in the duties of dispatching as needed.

Assumes shift supervisor duties as needed.

Ability to foster a cooperative work environment.

ED: 06/21/2021 (BOC REV)



June 8, 2021

Mr. Eric Weatherly  
Currituck County  
153 Courthouse Road, Suite 302  
Currituck, NC 27929

RE: Site License Agreement between County of Currituck, ("Licensor"), and New Cingular Wireless PCS, LLC ("Licensee" or "AT&T") for Premises located at 2519 Tulls Creek Rd., Currituck, NC 27929, AT&T FA# 10068547 / Site#: NF163

Dear Mr. Weatherly:

AT&T desires to modify its equipment within the Premises referenced above. Per Exhibit D, Section B of the Site License Agreement, before Licensee may modify its equipment, Licensee must submit engineering plans and specifications to Licensor for Licensor's written approval, which approval shall not be unreasonably withheld or delayed.

Therefore, I have attached detailed construction plans created by SMW dated 08/05/2020 and a structural analysis by SMW dated 05/17/2021 for Licensor's review and written approval.

We request that you kindly (i) have the documents reviewed by the appropriate parties, (ii) once the documents have been approved, have the appropriate party sign below as evidence of Licensor's approval, and (iii) return a signed copy of this letter to AT&T's vendor: Jimmy Papa, TPG Wireless, Agent for AT&T Mobility / jimmy.papa@tpgwireless.com.

We thank you for your time and effort in this matter.

Sincerely,

Carol A. Murphy  
Sr. Manager, Real Estate & Construction  
AT&T Mobility  
4801 Cox Road, Suite 300  
Glen Allen, VA 23060  
[cm9506@att.com](mailto:cm9506@att.com)  
804-413-2256

LICENSOR ACKNOWLEDGMENT

County of Currituck

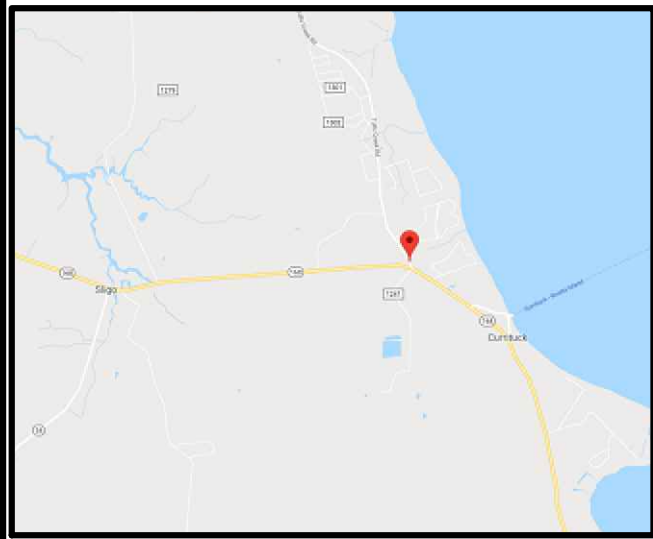
Signature: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

VICINITY MAP



SITE NAME:  
**CURRITUCK WATER TANK**  
TOWN OF CURRITUCK NC SITE NUMBER:  
**WATER TANK**

AT&T SITE NUMBER:  
**NF163**

FA NUMBER:  
**10068547**

AT&T PROJECT:  
**LTE 2C/3C**

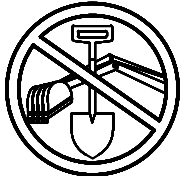
PREPARED FOR:



PREPARED BY:



**ENGINEERING GROUP, N.C., PLLC**  
**TOGETHER PLANNING A BETTER TOMORROW**  
158 BUSINESS CENTER DRIVE  
BIRMINGHAM, AL 35244  
TEL: 205-252-6985 FAX: 205-320-1504



NORTH CAROLINA ONE-CALL  
STATE WIDE CALL: 811  
CALL BEFORE YOU DIG

PROJECT INFORMATION

SITE ADDRESS: 2519 TULLS CREEK ROAD  
CURRITUCK, NC 27929  
CURRITUCK COUNTY

LATITUDE (NAD 83): N 36° 27' 20.99016"  
LONGITUDE (NAD 83): W 76° 1' 45.98004"

ZONING: N/A  
JURISDICTION: TOWN OF CURRITUCK  
TOWER OWNER: TOWN OF CURRITUCK, NC

APPLICANT: AT&T WIRELESS

ENGINEER: SMW ENGINEERING GROUP N.C., PLLC  
158 BUSINESS CENTER DRIVE  
BIRMINGHAM, AL 35244  
CONTACT: V.G. DUVALL, JR., PE  
PHONE: 205-252-6985

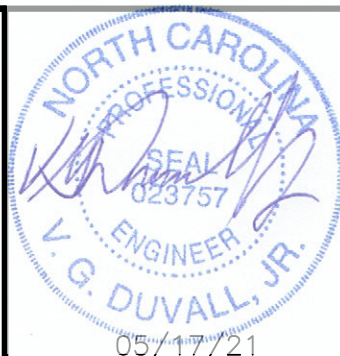
POWER: NOT PROVIDED  
TELCO: NOT PROVIDED

DRAWING INDEX

T-1	TITLE SHEET & PROJECT INFORMATION
GN-1	GENERAL NOTES
C-1	COMPOUND AND EQUIPMENT PLANS
C-2	TOWER ELEVATION AND ANTENNA ORIENTATION
C-3	ANTENNA SCHEDULE
C-4	EQUIPMENT DETAILS
C-5	COLOR CODE & LTE RET NAMING CONVENTION
E-1	ELECTRICAL DETAILS
E-2	POWER CALCULATION

CODE COMPLIANCE  
ALL WORK AND MATERIALS SHALL BE PERFORMED AND INSTALLED IN ACCORDANCE WITH THE CURRENT EDITIONS OF THE FOLLOWING CODES AS ADOPTED BY THE LOCAL AUTHORITIES. NOTHING IN THESE PLANS IS TO BE CONSTRUED TO PERMIT WORK NOT CONFORMING TO THE FOLLOWING:

1. NC BUILDING CODE (2018)
  2. NEC (2017) NFPA 70
  3. ANSI/TIA-222-G
  4. LOCAL BUILDING CODE
  5. CITY/COUNTY ORDINANCES
- \*\*ALL WITH NORTH CAROLINA AMENDMENTS



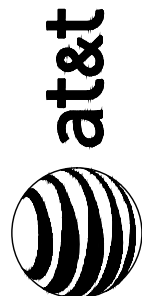


ENGINEERING GROUP, N.C., PLLC  
TOGETHER PLANNING A BETTER TOMORROW

SMW # 19-1703  
CA # P-1497



HIGH PERFORMANCE SERVICES, LLC  
A Central Communications Company  
111 EAST SAINT PETER STREET  
CARENCO, LA 70520



#	DATE	DESCRIPTION:
0	08/20/19	ISSUED FOR CLIENT REV.
1	10/31/19	ISSUED FOR CONSTRUCTION
2	05/17/21	REVISED PER CLIENT COMMENT

CURRITUCK WATER TANK  
**TITLE SHEET & PROJECT INFORMATION**

DESIGNED: VGD  
DRAWN: ZDS  
CHECKED: RTB

JOB #: NF163

**T-1**



GENERAL NOTES:

1. ALL REFERENCES TO OWNER HEREIN SHALL BE CONSTRUED TO MEAN AT&T OR IT’S DESIGNATED REPRESENTATIVE.
2. ALL WORK PRESENTED ON THESE DRAWINGS MUST BE COMPLETED BY THE CONTRACTOR UNLESS NOTED OTHERWISE. THE CONTRACTOR MUST HAVE CONSIDERABLE EXPERIENCE IN PERFORMANCE OF WORK SIMILAR TO THAT DESCRIBED HEREIN. BY ACCEPTANCE OF THIS ASSIGNMENT, THE CONTRACTOR IS ATTESTING THAT HE DOES HAVE SUFFICIENT EXPERIENCE AND ABILITY, THAT HE IS KNOWLEDGEABLE OF THE WORK TO BE PERFORMED AND THAT HE IS PROPERLY LICENSED AND PROPERLY REGISTERED TO DO THIS WORK IN THE STATE AND/OR COUNTY IN WHICH IT IS TO BE PERFORMED.
3. UNLESS SHOWN OR NOTED OTHERWISE ON THE CONTRACT DRAWINGS, OR IN THE SPECIFICATIONS, THE FOLLOWING NOTES SHALL APPLY TO THE MATERIALS LISTED HEREIN, AND TO THE PROCEDURES TO BE USED ON THIS PROJECT.
4. ALL HARDWARE ASSEMBLY MANUFACTURER’S INSTRUCTIONS SHALL BE FOLLOWED EXACTLY AND SHALL SUPERCEDE ANY CONFLICTING NOTES ENCLOSED HEREIN.
5. IT IS THE CONTRACTOR’S SOLE RESPONSIBILITY TO DETERMINE ERECTION PROCEDURE AND SEQUENCE TO INSURE THE SAFETY OF THE STRUCTURE AND ITS COMPONENT PARTS DURING ERECTION AND/OR FIELD MODIFICATIONS. THIS INCLUDES, BUT IS NOT LIMITED TO, THE ADDITION OF WHATEVER TEMPORARY BRACING, GUYS OR TIE DOWNS THAT MAY BE NECESSARY. SUCH MATERIAL SHALL BE REMOVED AND SHALL REMAIN THE PROPERTY OF THE CONTRACTOR AFTER THE COMPLETION OF THE PROJECT.
6. ALL DIMENSIONS, ELEVATIONS, AND EXISTING CONDITIONS SHOWN ON THE DRAWINGS SHALL BE FIELD VERIFIED BY THE CONTRACTOR AND THE TESTING AGENCY PRIOR TO BEGINNING ANY MATERIALS ORDERING, FABRICATION OR CONSTRUCTION WORK ON THIS PROJECT. ANY DISCREPANCIES SHALL BE IMMEDIATELY BROUGHT TO THE ATTENTION OF THE OWNER AND THE OWNER’S ENGINEER. THE DISCREPANCIES MUST BE RESOLVED BEFORE THE CONTRACTOR IS TO PROCEED WITH THE WORK. THE CONTRACT DOCUMENTS DO NOT INDICATE THE METHOD OF CONSTRUCTION. THE CONTRACTOR SHALL SUPERVISE AND DIRECT THE WORK AND SHALL BE SOLELY RESPONSIBLE FOR ALL CONSTRUCTION MEANS, METHODS, TECHNIQUES, SEQUENCES, AND PROCEDURES. OBSERVATION VISITS TO THE SITE BY THE OWNER AND/OR THE ENGINEER SHALL NOT INCLUDE INSPECTION OF THE PROTECTIVE MEASURES OR THE CONSTRUCTION PROCEDURES.
7. ALL MATERIALS AND EQUIPMENT FURNISHED SHALL BE NEW AND OF GOOD QUALITY, FREE FROM FAULTS AND DEFECTS AND IN CONFORMANCE WITH THE CONTRACT DOCUMENTS. ANY AND ALL SUBSTITUTIONS MUST BE PROPERLY APPROVED AND AUTHORIZED IN WRITING BY THE OWNER AND ENGINEER PRIOR TO INSTALLATION. THE CONTRACTOR SHALL FURNISH SATISFACTORY EVIDENCE AS TO THE KIND AND QUALITY OF THE MATERIALS AND EQUIPMENT BEING SUBSTITUTED.
8. THE CONTRACTOR SHALL BE RESPONSIBLE FOR INITIATING, MAINTAINING, AND SUPERVISING ALL SAFETY PRECAUTIONS AND PROGRAMS IN CONNECTION WITH THE WORK. THE CONTRACTOR IS RESPONSIBLE FOR INSURING THAT THIS PROJECT AND RELATED WORK COMPLIES WITH ALL APPLICABLE LOCAL, STATE, AND FEDERAL SAFETY CODES AND REGULATIONS GOVERNING THIS WORK.
9. ALL WORK SHALL BE COMPLETED IN ACCORDANCE WITH THE LATEST EDITION OF THE LOCAL BUILDING CODE.
10. ALL PROPOSED CELLULAR EQUIPMENT AND FIXTURES SHALL BE FURNISHED BY OWNER FOR INSTALLATION BY THE CONTRACTOR, UNLESS SPECIFICALLY NOTED OTHERWISE HEREIN.
11. ACCESS TO THE PROPOSED WORK SITE MAY BE RESTRICTED. THE CONTRACTOR SHALL COORDINATE INTENDED CONSTRUCTION ACTIVITY, INCLUDING WORK SCHEDULE AND MATERIALS ACCESS, WITH THE RESIDENT LEASING AGENT FOR APPROVAL.
12. PREFABRICATED BUILDING INSTALLATION SHALL BE IN ACCORDANCE WITH THE MANUFACTURER’S SPECIFICATIONS.

STRUCTURAL STEEL NOTES:

1. STRUCTURAL STEEL SHALL CONFORM TO THE LATEST EDITION OF THE A.I.S.C. SPECIFICATIONS FOR STRUCTURAL STEEL BUILDINGS– ALLOWABLE STRESS DESIGN AND PLASTIC DESIGN INCLUDING THE COMMENTARY AND THE A.I.S.C. CODE OF STANDARD PRACTICE.
2. STRUCTURAL STEEL PLATES AND SHAPES SHALL CONFORM TO ASTM A26. ALL STRUCTURAL STEEL PIPES SHALL CONFORM TO ASTM A53 GRADE B. ALL STRUCTURAL STEEL TUBING SHALL CONFORM TO ASTM A500 GRADE B. ALL STRUCTURAL STEEL COMPONENTS AND FABRICATED ASSEMBLIES SHALL BE HOT DIP GALVANIZED AFTER FABRICATION.

3. WELDING SHALL BE IN ACCORDANCE WITH THE AMERICAN WELDING SOCIETY (AWS) D.1.1/D1.1M:2010. STRUCTURAL WELDING CODE–STEEL WELD ELECTRODES SHALL BE E70XX.
4. ALL COAXIAL CABLE CONNECTORS AND TRANSMITTER EQUIPMENT SHALL BE AS SPECIFIED BY THE OWNER AND IS NOT INCLUDED IN THESE CONSTRUCTION DOCUMENTS. THE CONTRACTOR SHALL FURNISH ALL CONNECTION HARDWARE REQUIRED TO SECURE THE CABLES. CONNECTION HARDWARE SHALL BE STAINLESS STEEL.
5. ALL REINFORCING STEEL SHALL CONFORM TO ASTM 615 GRADE 60, DEFORMED BILLET STEEL BARS. WELDED WIRE FABRIC REINFORCING SHALL CONFORM TO ASTM A185.
6. THE FABRICATION AND ERECTION OF STRUCTURAL STEEL SHALL CONFORM TO THE LATEST A.I.S.C. SPECIFICATIONS.
7. ALL CONNECTIONS NOT FULLY DETAILED ON THESE PLANS SHALL BE DETAILED BY THE STEEL FABRICATOR IN ACCORDANCE WITH A.I.S.C. SPECIFICATIONS.
8. HOT–DIP GALVANIZE ITEMS SPECIFIED TO BE ZINC–COATED, AFTER FABRICATION WHERE PRACTICAL. GALVANIZING: ASTM A 123, ASTM, A 153/A 153M OR ASTM A 653/A 653M, G90, AS APPLICABLE.
9. REPAIR DAMAGED SURFACES WITH GALVANIZING REPAIR METHOD AND PAINT CONFORMING TO ASTM A 780 OR BY APPLICATION OF STICK OR THICK PASTE MATERIAL SPECIFICALLY DESIGNED FOR REPAIR OF GALVANIZING. CLEAN AREAS TO BE REPAIRED, AND REMOVE SLAG FROM WELDS. HEAT SURFACES TO WHICH STICK OR PASTE MATERIAL IS APPLIED WITH A TORCH TO A TEMPERATURE SUFFICIENT TO MELT THE METALLICS. IN STICK OR PASTE, SPREAD MOLTEN MATERIAL UNIFORMLY OVER SURFACES TO BE COATED AND WIPE OFF EXCESS MATERIAL.
10. CONTRACTOR SHALL FOLLOW THE MANUFACTURER’S INSTRUCTIONS/SPECIFICATIONS IF NO INFORMATION IS CONTAINED IN THESE PLANS OR IF THE MANUFACTURER’S SPECIFICATIONS ARE STRICTER.

NOTE: REFER TO AT&T SPECIFICATIONS AS THE CONTROLLING STANDARD FOR PROPOSED CONSTRUCTION.


PERMITS:

1. CONTRACTOR SHALL SECURE ALL NECESSARY PERMITS FOR THIS PROJECT FROM ALL APPLICABLE GOVERNMENTAL AGENCIES.
2. ANY PERMITS WHICH MUST BE OBTAINED SHALL BE THE CONTRACTOR’S RESPONSIBILITY. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ABIDING BY ALL CONDITIONS AND REQUIREMENTS OF THE PERMITS.
3. ALL WORK SHALL BE IN ACCORDANCE WITH LOCAL CODES AND THE ACI 318–08, "BUILDING REQUIREMENTS FOR STRUCTURAL CONCRETE".
4. THE CONTRACTOR SHALL NOTIFY THE APPLICABLE JURISDICTIONAL (STATE, COUNTY OR CITY) ENGINEER 24 HOURS PRIOR TO THE BEGINNING OF CONSTRUCTION.
5. ALL DIMENSIONS SHALL BE VERIFIED WITH THE PLANS (LATEST REVISION) PRIOR TO COMMENCING CONSTRUCTION. NOTIFY THE OWNER IMMEDIATELY IF DISCREPANCIES ARE DISCOVERED. THE CONTRACTOR SHALL HAVE A SET OF APPROVED PLANS AVAILABLE AT THE SITE AT ALL TIMES WHEN WORK IS BEING PERFORMED. A DESIGNATED RESPONSIBLE EMPLOYEE SHALL BE AVAILABLE FOR CONTACT BY GOVERNING AGENCY INSPECTORS.

MISCELLANEOUS:

1. ALL THREADED STRUCTURAL FASTENERS FOR ANTENNA SUPPORT ASSEMBLES SHALL CONFORM TO ASTM A307 OR ASTM 36. ALL STRUCTURAL FASTNERS FOR STRUCTURAL STEEL FRAMING SHALL CONFORM TO ASTM A325. FASTENERS SHALL BE 5/8” MIN. DIA. BEARING TYPE CONNECTIONS WITH THREADS EXCLUDED FROM THE PLANE. ALL EXPOSED FASTENERS, NUTS, AND WASHERS SHALL BE GALVANIZED UNLESS OTHERWISE NOTED. ALL ANCHORS INTO CONCRETE SHALL BE STAINLESS STEEL.
2. THE CONTRACTOR SHALL FURNISH ALL CONNECTION HARDWARE REQUIRED TO SECURE THE CABLES. CONNECTION HARDWARE SHALL BE STAINLESS STEEL.
3. NORTH ARROW SHOWN ON PLANS REFERS TO TRUE NORTH. CONTRACTOR SHALL VERIFY NORTH AND NOTIFY CONSULTANT OF ANY DISCREPANCY BEFORE STARTING CONSTRUCTION.


4. PROVIDE LOCK WASHERS FOR ALL MECHANICAL CONNECTIONS FOR GROUND CONDUCTORS. USE STAINLESS STEEL HARDWARE THROUGHOUT.
5. THOROUGHLY REMOVE ALL PAINT AND CLEAN ALL DIRT FROM SURFACES REQUIRING GROUND CONNECTIONS.
6. MAKE ALL GROUND CONNECTIONS AS SHORT AND DIRECT AS POSSIBLE. AVOID SHARP BENDS. ALL BENDS TO BE A MIN. OF 8” RADIUS.
7. FOR GROUNDING TO BUILDING FRAME AND HATCH PLATE GROUND BARS, USE A TWO–BOLT HOLE NEPA DRILLED CONNECTOR SUCH AS T&B 32007 OR APPROVED EQUAL.
8. FOR ALL EXTERNAL GROUND CONNECTIONS, CLAMPS AND CADWELDS, APPLY A LIBERAL PROTECTIVE COATING OR AN ANTI–OXIDE COMPOUND SUCH AS 'NO–OXIDE A' BY DEARBORN CHEMICAL COMPANY.
9. REPAIR ALL METAL SURFACES THAT HAVE BEEN CUT OR DAMAGED BY REMOVING ANY EXISTING RUST AND APPLYING COLD GALVANIZATION.
10. ANTENNA CABLE LENGTHS HAVE BEEN DETERMINED BASED ON THESE PLANS. CABLE LENGTHS LISTED ARE APPROXIMATED AND ARE NOT INTENDED TO BE USED FOR FABRICATION. DUE TO FIELD CONDITIONS, ACTUAL CABLE LENGTHS VARY. CONTRACTOR MUST FIELD VERIFY ANTENNA CABLE LENGTHS PRIOR TO ORDER.



ENGINEERING GROUP, N.C., PLLC  
STRUCTURAL PLATING & SPECIALTIES

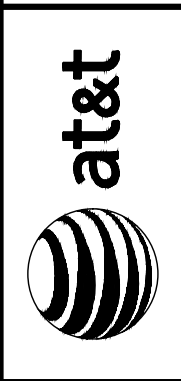
SMW # 19–1703

CA # P–1497



HIGH PERFORMANCE SERVICES, LLC  
A Century Construction Company

HIGH PERFORMANCE SERVICES  
111 EAST SAINT PETER STREET  
CARENCIO, LA 70520



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CURRITUCK WATER TANK

GENERAL NOTES

DESIGNED: VGD

DRAWN: ZDS

CHECKED: RTB

JOB #: NF163

GN-1







SMW # 19-1703  
CA # P-1497



HIGH PERFORMANCE SERVICES, LLC  
111 EAST SAINT PETER STREET  
CARENCO, LA 70520



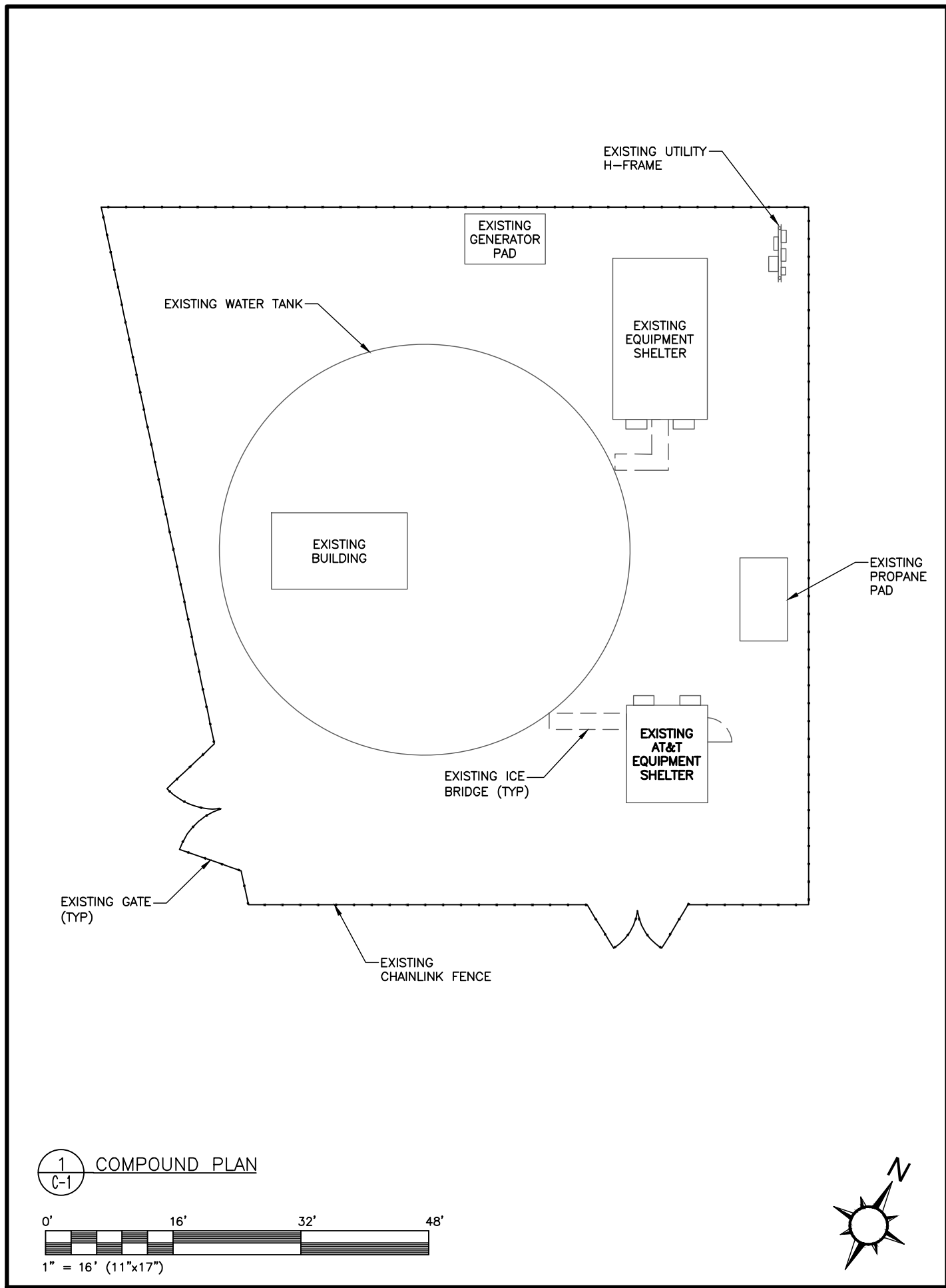
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CURRITUCK WATER TANK  
COMPOUND AND  
EQUIPMENT PLANS

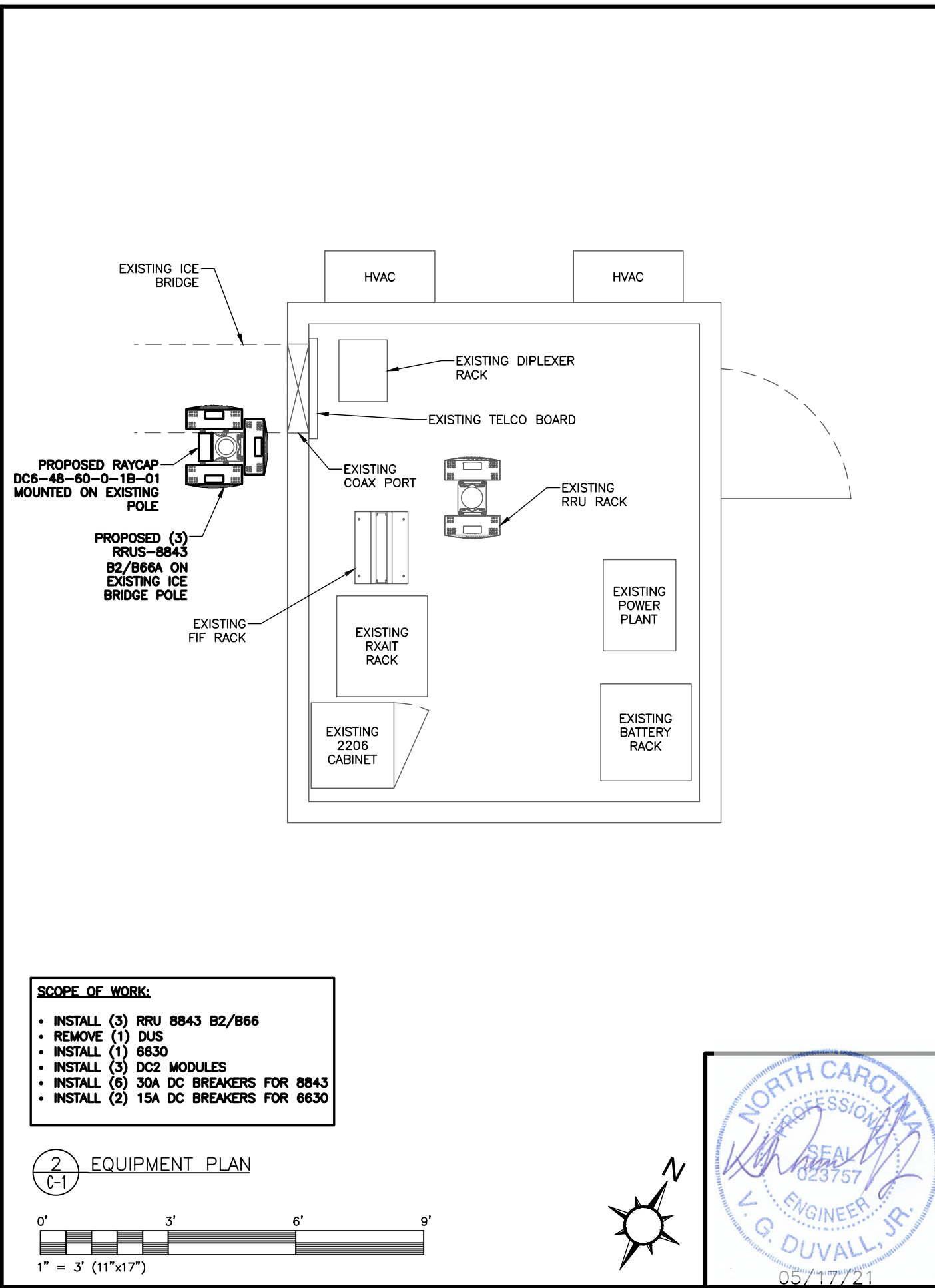
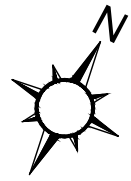
DESIGNED: VGD  
DRAWN: ZDS  
CHECKED: RTB  
JOB #: NF163

C-1

Attachment: Cell Tower License Agreement-Equip Modification\_2519 Tulls Creek Road\_Currituck Water Tank (Circular Wireless-Cell Tower

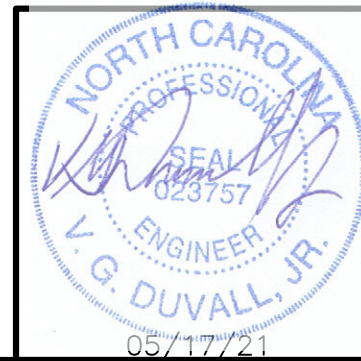
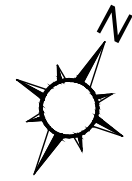


1  
C-1  
COMPOUND PLAN



- SCOPE OF WORK:**
- INSTALL (3) RRU 8843 B2/B66
  - REMOVE (1) DUS
  - INSTALL (1) 6630
  - INSTALL (3) DC2 MODULES
  - INSTALL (6) 30A DC BREAKERS FOR 8843
  - INSTALL (2) 15A DC BREAKERS FOR 6630

2  
C-1  
EQUIPMENT PLAN



**ABBREVIATED SOW**

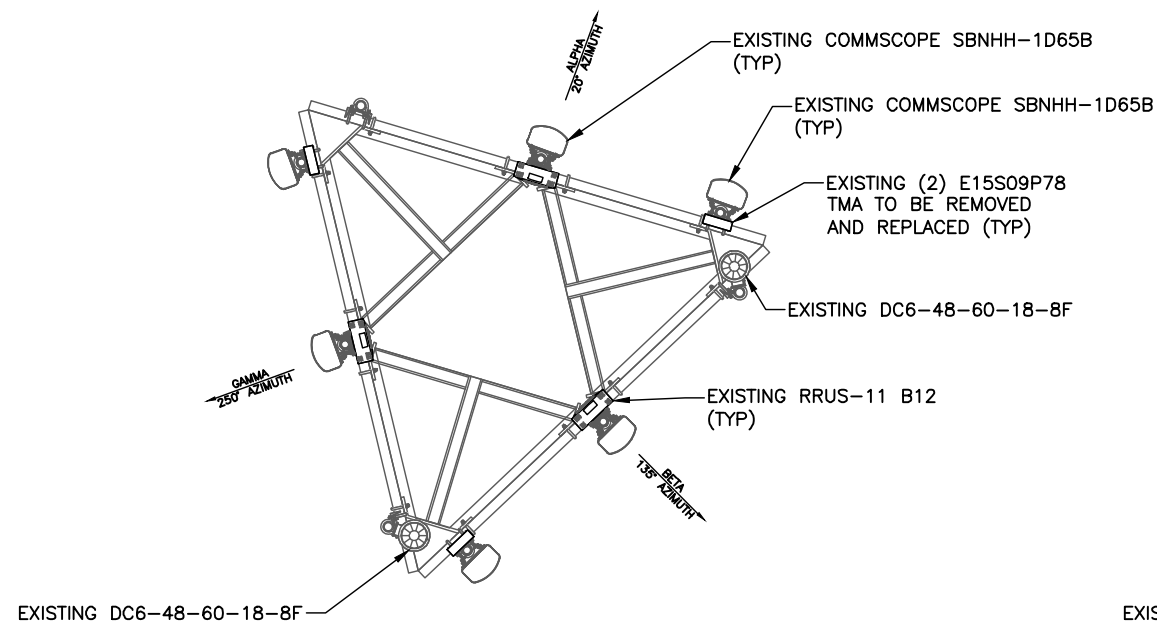
REMOVE (6) E15S09P78  
INSTALL (6) TMA1921B68-21-43

**FINAL PROPOSED LOADING**

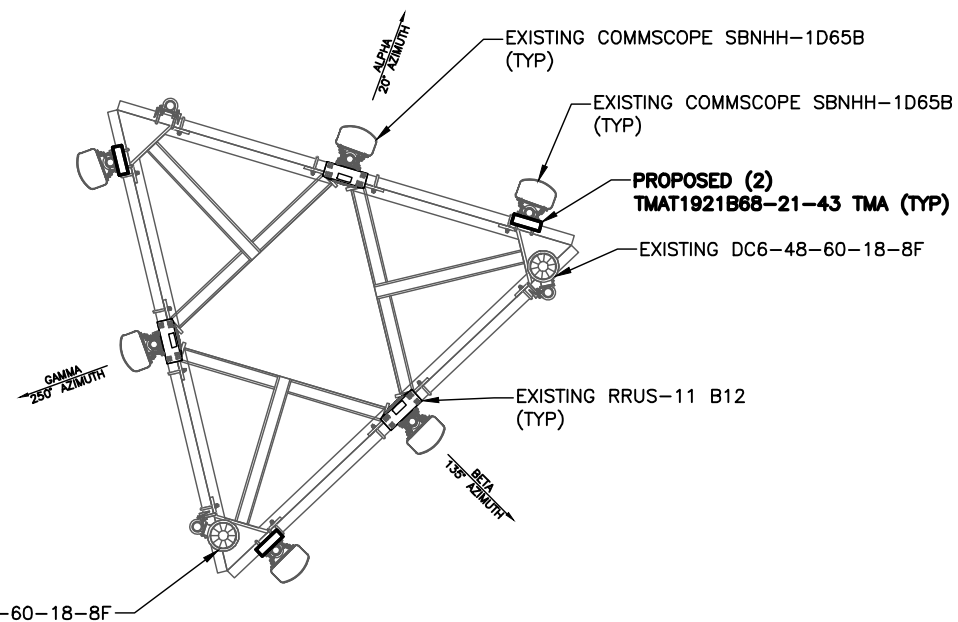
(3) SBNHH-1D65B  
(3) SBNHH-1D65B  
(3) RRUS-11 B12  
(6) TMA1921B68-21-43  
(2) DC6  
(4) DC  
(1) FIBER  
(12) COAX

EXISTING ANTENNAS  
(OTHER CARRIER)

AT&T RAD CENTER  
ELEV.: +132'-0" AGL



2  
C-2 EXISTING ANTENNA PLAN

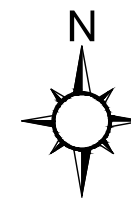


3  
C-2 PROPOSED ANTENNA PLAN

**NOTES:**

1. A STRUCTURAL ANALYSIS SHALL BE PERFORMED BY THE OWNER'S AGENT TO CERTIFY THAT THE EXISTING/PROPOSED COMMUNICATION STRUCTURE AND COMPONENTS ARE STRUCTURALLY ADEQUATE TO SUPPORT ALL EXISTING AND PROPOSED ANTENNAS, COAXIAL CABLES AND OTHER APPURTENANCES. THE OWNER'S AGENT SHALL FURNISH A CERTIFICATION LETTER SEALED BY A REGISTERED PROFESSIONAL ENGINEER STATING THAT THIS STRUCTURAL ANALYSIS WAS PREPARED IN ACCORDANCE WITH ALL APPLICABLE CODES AND STANDARDS.
2. IF ANY WORK IS PERFORMED AT THIS SITE THAT REQUIRES THE SITE TO BE OFF AIR OR TURNED DOWN, THE SWITCH IS TO BE NOTIFIED 48 HOURS PRIOR TO CONSTRUCTION VIA NCR/CTS.
3. INSTALLATION SHALL BE CONDUCTED BY FIELD CREWS EXPERIENCED IN THE ASSEMBLY AND ERECTION OF RADIO ANTENNAS, TRANSMISSION LINES, AND SUPPORT STRUCTURES. ANTENNA WORK TO BE INSTALLED PER THE REQUIREMENTS OF THE TOWER MANUFACTURER'S SPECIFICATION.
4. ANTENNA AND MOUNT DESIGN MUST COMPLY WITH TIA-EIA-222-G AND ALL LOCAL CODES.
5. CONTRACTOR TO PROVIDE THE PROPER COAX JUMPER SUPPORT ATTACHMENTS TO THE TOWER AND ANTENNA MOUNT.
6. CONTRACTOR IS RESPONSIBLE FOR MODIFYING THE RAYCAP INSTALLED ON THE TOWER TO ACCOMMODATE THE QUANTITY OF RRUS'S.
7. THE CONTRACTOR MUST FIELD VERIFY ALL MEASUREMENTS AND FIELD CONDITIONS REFERRING TO CURRENT RFDS PRIOR TO THE COMMENCEMENT OF CONSTRUCTION.
8. REFER TO CURRENT RFDS FOR EQUIPMENT AND ADDITIONAL INFORMATION.
9. ADJUST ANTENNA MOUNTS AS REQUIRED TO ACHIEVE THE AZIMUTH SPECIFIED AND LIMIT RF SHADOWING
10. UNLESS NOTED OTHERWISE THE CONTRACTOR MUST PROVIDE ALL MATERIAL NECESSARY.
11. CONTRACTOR TO RETURN ALL EXISTING ANTENNAS BEING REMOVED TO AT&T.
12. NORTH ARROW SHOWN ON PLANS REFERS TO TRUE NORTH. CONTRACTOR SHALL VERIFY NORTH AND INFORM ARCHITECT/ENGINEER OF ANY DISCREPANCY BEFORE STARTING CONSTRUCTION.
13. ONLY AT&T TOWER EQUIPMENT SHOWN ON TOWER ELEVATION FOR CLARITY.

**ANTENNA SPACING NOTE:**  
CONTRACTOR TO RELOCATE EQUIPMENT PIPE MOUNTS AND ANTENNAS TO MEET THE SEPARATION REQUIREMENT IF REQUIRED. CONTRACTOR TO FIELD VERIFY EXISTING CONDITIONS AND NOTIFY AT&T IF CONDITIONS DO NOT ALLOW TO MEET REQUIREMENTS.



1  
C-2 TOWER ELEVATION

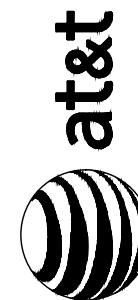


SMW # 19-1703

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HIGH PERFORMANCE SERVICES  
111 EAST SAINT PETER STREET  
CARENCRO, LA 70520



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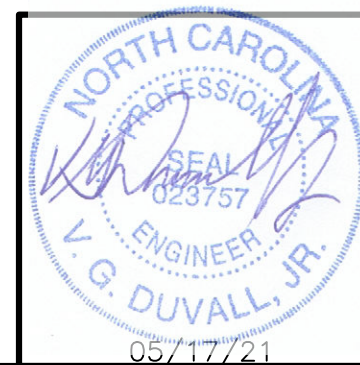
CURRITUCK WATER TANK

TOWER ELEVATION AND  
ANTENNA ELEVATION

DESIGNED: VGD  
DRAWN: ZDS  
CHECKED: RTB

JOB #: NF163

C-2



ANTENNA & COAX SCHEDULE

ANTENNA & COAX SCHEDULE																				
ANTENNAS						DIPLEXER/TRIPLEXER			TMA			COAX/CABLE		SURGE PROTECTION		RRU				TECHNOLOGY
SECTOR	AZIMUTH	RAD CENTER	ANTENNA		QTY	MODEL	TWR QTY	GRND QTY	MODEL	TWR QTY	GRND QTY	SIZE	QTY	MODEL	TWR QTY	MODEL	TWR QTY	GRND QTY	A2 QTY	
			MAKE	MODEL																
ALPHA (A1)																				
ALPHA (A2)	20°	132'	COMMScope	SBNHH-1D65B	1												RRUS-11 B12	1		LTE 700
ALPHA (A3)	20°	132'	COMMScope	SBNHH-1D65B	1	CBC721A-03		4	TMAT1921B68-21-43	2		1 5/8" COAX 3/8" RET	4 1				RRUS-8843 B2/B66A		1	LTE 1900 LTE AWS UMTS 1900
ALPHA (A4)																				
BETA (B1)																				
BETA (B2)	135°	132'	COMMScope	SBNHH-1D65B	1							7/8" DC	2	DC6-48-60-18-8F	1		RRUS-11 B12	1		LTE 700
BETA (B3)	135°	132'	COMMScope	SBNHH-1D65B	1	CBC721A-03		4	TMAT1921B68-21-43	2		1 5/8" COAX 3/8" RET	4 1				RRUS-8843 B2/B66A		1	LTE 1900 LTE AWS UMTS 1900
BETA (B4)																				
GAMMA (G1)																				
GAMMA (G2)	250°	132'	COMMScope	SBNHH-1D65B	1							3/8" FIBER 7/8" DC	1 2	DC6-48-60-18-8F	1		RRUS-11 B12	1		LTE 700
GAMMA (G3)	250°	132'	COMMScope	SBNHH-1D65B	1	CBC721A-03		4	TMAT1921B68-21-43	2		1 5/8" COAX 3/8" RET	4 1				RRUS-8843 B2/B66A		1	LTE 1900 LTE AWS UMTS 1900
GAMMA (G4)																				
TOTAL				6	TOTAL	0	12	TOTAL	6	0	TOTAL	20	TOTAL	2	TOTAL	3	3	0	0	

1 ANTENNA SCHEDULE  
C-3

SCHEDULE KEY:  
--EXISTING  
--PROPOSED

- NOTES:
- THIS ANTENNA ORIENTATION PLAN IS A SCHEMATIC. THE CONTRACTOR SHALL VERIFY TOWER ORIENTATION AND FIELD COORDINATE REQUIRED ADJUSTMENTS TO ACHIEVE THE DESIRED ANTENNA AZIMUTHS.
  - ANTENNA CENTERLINE HEIGHT BASED ON TOP OF FOOTING ELEVATION.
  - ALL ANTENNAS, CABLES AND MOUNTS SHALL BE INSTALLED IN ACCORDANCE WITH THE TOWER ENGINEER’S RECOMMENDATIONS IN A MANNER CONSISTENT WITH THE STRUCTURAL ANALYSIS REPORT.
  - ALL EXISTING ANTENNA AND MICROWAVE DISHES NOT SHOWN FOR CLARITY ON TOWER ELEVATION.
  - THE TOWER DRAWING IS ONLY A GRAPHIC REPRESENTATION OF THE STRUCTURE. THE ACTUAL TOWER IN THE FIELD MAY VARY.
  - ALL ANTENNA BRACKETS PER ANTENNA MANUFACTURER, OR EQUAL CONTRACTOR TO COORDINATE REQUIRED MECHANICAL DOWNTILT WITH AT&T.
  - ALL ANTENNA INFORMATION TO BE CONFIRMED WITH AT&T RF DESIGN PRIOR TO INSTALLATION.
  - ALL ANTENNA INFORMATION BASED ON RFDS FOR SITE NF163 DATED 05/13/21.



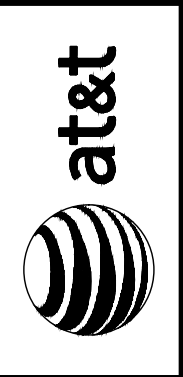
SMW  
ENGINEERING GROUP, N.C., PLLC  
CONSULTING, PLANNING & DESIGN ENGINEERING

SMW # 19-1703

CA # P-1497

HIGH PERFORMANCE SERVICES, LLC  
A Carolina Consulting Group Company

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111 EAST SAINT PETER STREET  
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ANTENNA SCHEDULE

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DRAWN: ZDS  
CHECKED: RTB

JOB #: NF163


C-3



SMW  
ENGINEERING GROUP, N.C., PLLC  
CONSULTING, PLANNING & DESIGN, INCORPORATED

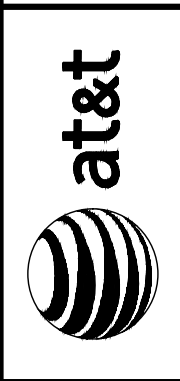
SMW #: 19-1703

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HIGH PERFORMANCE  
SERVICES, LLC  
A Century Communications Company

HIGH PERFORMANCE SERVICES  
111 EAST SAINT PETER STREET  
CARENCO, LA 70520



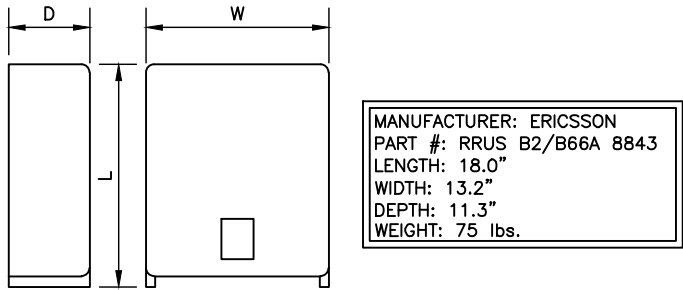
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EQUIPMENT DETAILS

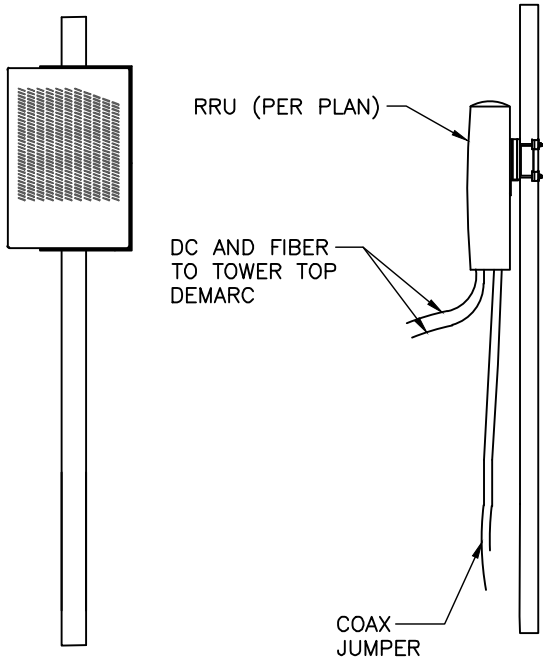
DESIGNED:	VGD
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JOB #:	NF163

C-4



REMOTE RADIO SPECIFICATIONS

1 PROPOSED EQUIPMENT SPECIFICATIONS  
C-4 NOT TO SCALE



REMOTE RADIO MOUNTING DETAIL

2 PROPOSED EQUIPMENT MOUNTING DETAILS  
C-4 NOT TO SCALE

- NOTES:
- REFER TO CURRENT RFDS FOR ADDITIONAL INFO.
  - ADJUST ANTENNA MOUNTS AS REQUIRED TO ACHIEVE THE AZIMUTH SPECIFIED AND LIMIT RF SHADOWING
  - UNLESS NOTED OTHERWISE THE CONTRACTOR MUST PROVIDE ALL MATERIAL NECESSARY.
  - CONTRACTOR TO RETURN ALL EXISTING ANTENNAS BEING REMOVED TO AT&T.
  - ALL DOWN TILT AZIMUTHS TO BE VERIFIED BY CURRENT RFDS. SEE CONSTRUCTION MANAGER FOR INFORMATION





ATT&amp;T Coax and Jumper Color Code Chart for WV-VA Sites

Updated 3/28/2018

Color Code for Hard-Line Coax to Antennas					Color Code for Jumpers from Antennas to TMMs/Diplexers or RRM - or - from Antennas to Hard-Line Coax														
Sector	Coax Line	A1	A2	A3	A4	Sector	Technology	Frequency	TX / RX	1st Band	2nd Band	3rd Band	4th Band	5th Band	6th Band	7th Band	8th Band	9th Band	Notes
Alpha	1st Line	1 Green	2 Green	3 Green	4 Green	A1.1	LTE	700 D/E	TXM / RXM	Green	Gray	Orange							
Alpha	2nd Line	1 Green & 1 Brown	2 Green & 1 Brown	3 Green & 1 Brown	4 Green & 1 Brown	A1.2	LTE	700 D/E	TXD1 / RXD1	Green	Gray	Orange	Brown						
* Note: Pipe 1 is to the left if you are standing behind the antennas in this sector.						A1.3	LTE	WCS	TXM / RXM	Green	Gray	Red	Brown						
						A1.4	LTE	WCS	TXD1 / RXD1	Green	Gray	Red	Brown						
						A1.5	ITF	WCS	TXD2 / RXD2	Green	Gray	Red	Brown	Brown					
						A1.6	LTE	WCS	TXD3 / RXD3	Green	Gray	Red	Brown	Brown	Brown				
						A2.1	UMTS/GSM	850	TXM / RXM	Green	Green	Yellow	Orange						
						A2.2	UMTS/GSM	850	TXD1 / RXD1	Green	Green	Yellow	Orange	Brown					
						A2.3	UMTS/GSM	1900	TXM / RXM	Green	Green	Yellow	Violet						
						A2.4	UMTS/GSM	1900	TXD1 / RXD1	Green	Green	Yellow	Violet	Brown					
						A2.5	UMTS/LTE	1900	TXD2 / RXD2	Green	Green	Yellow	Violet	Brown	Brown				
						A2.6	UMTS/LTE	1900	TXD3 / RXD3	Green	Green	Yellow	Violet	Brown	Brown	Brown			
						A3.1	UMTS	850	TXM / RXM	Green	Green	Green	Yellow	Orange					
						A3.2	UMTS	850	TXD1 / RXD1	Green	Green	Green	Yellow	Orange	Brown				
						A3.3	UMTS/LTE	1900	TXM / RXM	Green	Green	Green	Yellow	Violet					
						A3.4	UMTS/LTE	1900	TXD1 / RXD1	Green	Green	Green	Yellow	Violet	Brown				
						A3.5	UMTS/LTE	1900	TXD2 / RXD2	Green	Green	Green	Yellow	Violet	Brown	Brown			
						A3.6	UMTS/LTE	1900	TXD3 / RXD3	Green	Green	Green	Yellow	Violet	Brown	Brown	Brown		
						A4.1	LTE	700	TXM / RXM	Green	Green	Green	Gray	Orange					
						A4.2	LTE	700	TXD1 / RXD1	Green	Green	Green	Gray	Orange	Brown				
						A4.3	LTE	2100	TXM / RXM	Green	Green	Green	Gray	Orange	Brown				
						A4.4	LTE	2100	TXD1 / RXD1	Green	Green	Green	Gray	Violet	Brown				
						A4.5	ITF	2100	TXD2 / RXD2	Green	Green	Green	Gray	Violet	Brown	Brown			
						A4.6	LTE	2100	TXD3 / RXD3	Green	Green	Green	Gray	Violet	Brown	Brown	Brown		
* Note: Pipe 1 is to the left if you are standing behind the antennas in this sector.						B1.1	LTE	700 D/E	TXM / RXM	Blue	Gray	Orange							
						B1.2	LTE	700 D/E	TXD1 / RXD1	Blue	Gray	Orange	Brown						
						B1.3	ITF	WCS	TXM / RXM	Blue	Gray	Red	Brown						
						B1.4	ITF	WCS	TXD1 / RXD1	Blue	Gray	Red	Brown						
						B1.5	LTE	WCS	TXD2 / RXD2	Blue	Gray	Red	Brown	Brown					
						B1.6	LTE	WCS	TXD3 / RXD3	Blue	Gray	Red	Brown	Brown	Brown				
						B2.1	UMTS/GSM	850	TXM / RXM	Blue	Blue	Yellow	Orange	Brown					
						B2.2	UMTS/GSM	850	TXD1 / RXD1	Blue	Blue	Yellow	Orange	Brown					
						B2.3	UMTS/GSM	1900	TXM / RXM	Blue	Blue	Yellow	Violet						
						B2.4	UMTS/GSM	1900	TXD1 / RXD1	Blue	Blue	Yellow	Violet	Brown					
						B2.5	UMTS/LTE	1900	TXD2 / RXD2	Blue	Blue	Yellow	Violet	Brown	Brown				
						B2.6	UMTS/LTE	1900	TXD3 / RXD3	Blue	Blue	Yellow	Violet	Brown	Brown	Brown			
						B3.1	UMTS	850	TXM / RXM	Blue	Blue	Blue	Yellow	Orange					
						B3.2	UMTS	850	TXD1 / RXD1	Blue	Blue	Blue	Yellow	Orange	Brown				
						B3.3	UMTS/LTE	1900	TXM / RXM	Blue	Blue	Blue	Yellow	Violet					
						B3.4	UMTS/LTE	1900	TXD1 / RXD1	Blue	Blue	Blue	Yellow	Violet	Brown				
						B3.5	UMTS/LTE	1900	TXD2 / RXD2	Blue	Blue	Blue	Yellow	Violet	Brown	Brown			
						B3.6	UMTS/LTE	1900	TXD3 / RXD3	Blue	Blue	Blue	Yellow	Violet	Brown	Brown	Brown		
						B4.1	LTE	700	TXM / RXM	Blue	Blue	Blue	Blue	Gray	Orange				
						B4.2	ITF	700	TXD1 / RXD1	Blue	Blue	Blue	Blue	Gray	Orange	Brown			
						B4.3	ITF	2100	TXM / RXM	Blue	Blue	Blue	Blue	Gray	Violet				
						B4.4	LTE	2100	TXD1 / RXD1	Blue	Blue	Blue	Blue	Gray	Violet	Brown			
						B4.5	ITF	2100	TXD2 / RXD2	Blue	Blue	Blue	Blue	Gray	Violet	Brown	Brown		
						B4.6	LTE	2100	TXD3 / RXD3	Blue	Blue	Blue	Blue	Gray	Violet	Brown	Brown	Brown	
* Note: Pipe 1 is to the left if you are standing behind the antennas in this sector.						G1.1	LTE	700 D/E	TXM / RXM	White	Gray	Orange							
						G1.2	ITF	700 D/E	TXD1 / RXD1	White	Gray	Orange	Brown						
						G1.3	LTE	WCS	TXM / RXM	White	Gray	Red	Brown						
						G1.4	LTE	WCS	TXD1 / RXD1	White	Gray	Red	Brown						
						G1.5	LTE	WCS	TXD2 / RXD2	White	Gray	Red	Brown	Brown					
						G1.6	ITF	WCS	TXD3 / RXD3	White	Gray	Red	Brown	Brown	Brown				
						G2.1	UMTS/GSM	850	TXM / RXM	White	White	Yellow	Orange						
						G2.2	UMTS/GSM	850	TXD1 / RXD1	White	White	Yellow	Orange	Brown					
						G2.3	UMTS/GSM	1900	TXM / RXM	White	White	Yellow	Violet						
						G2.4	UMTS/GSM	1900	TXD1 / RXD1	White	White	Yellow	Violet	Brown					
						G2.5	UMTS/LTE	1900	TXD2 / RXD2	White	White	Yellow	Violet	Brown	Brown				
						G2.6	UMTS/LTE	1900	TXD3 / RXD3	White	White	Yellow	Violet	Brown	Brown	Brown			
						G3.1	UMTS	850	TXM / RXM	White	White	White	Yellow	Orange					
						G3.2	UMTS	850	TXD1 / RXD1	White	White	White	Yellow	Orange	Brown				
						G3.3	UMTS/LTE	1900	TXM / RXM	White	White	White	Yellow	Violet					
						G3.4	UMTS/LTE	1900	TXD1 / RXD1	White	White	White	Yellow	Violet	Brown				
						G3.5	UMTS/LTE	1900	TXD2 / RXD2	White	White	White	Yellow	Violet	Brown	Brown			
						G3.6	UMTS/LTE	1900	TXD3 / RXD3	White	White	White	Yellow	Violet	Brown	Brown	Brown		
						G4.1	LTE	700	TXM / RXM	White	White	White	White	Gray	Orange				
						G4.2	LTE	700	TXD1 / RXD1	White	White	White	White	Gray	Orange	Brown			
						G4.3	LTE	2100	TXM / RXM	White	White	White	White	Gray	Violet				
						G4.4	LTE	2100	TXD1 / RXD1	White	White	White	White	Gray	Violet	Brown			
						G4.5	LTE	2100	TXD2 / RXD2	White	White	White	White	Gray	Violet	Brown	Brown		
						G4.6	LTE	2100	TXD3 / RXD3	White	White	White	White	Gray	Violet	Brown	Brown	Brown	

Base Color	
Sector A	Green
Sector B	Blue
Sector C	White

Technology Color	
ITF	Gray
UMTS	Yellow
GSM	Black

Frequency Color	
700/850	Orange
WCS	Red
1900/2100	Violet
First Net	Orange-Orange

Type Color	
Main (M)	
Diversity (D)	Brown

Info above is 7/29/2018 - from  
Tom Smorup  
Construction Manager WV-VA  
A1&1 Mobility  
700 George St., Suite 6  
Bockley, WV 25801  
104-671-2619 jk57h@att.com

Jumpers from TMA to  
Antenna/Diplexer to  
Equipment:  
ORANGE band to note  
Low-Side frequencies  
VIOLET band to note  
High-Side frequencies  
YELLOW band to note  
UMTS  
GRAY band to note LTE

DC POWER TRUNK COLOR CODE	
1st: 1 White/1 Blue	
2nd: 2 White/1 Blue	
3rd: 3 White/1 Blue	
4th: 4 White/1 Blue	

FIBER TRUNK COLOR CODE	
1st: 1 Gray	
2nd: 2 Gray	

## ATT Naming Convention for "RET NAME"

Usage: [USID][CellId1][CellId2][CellId3][AntPos][FrequencyBand][Tech]

ATT-002-290-125 (Issue 8, 02/03/14)  
Antenna Remote Electrical Tilt (RET) Guidelines

USID	CellId 1	CellId 2	CellId 3	AntPos	Freq	Tech
1	2	3	4	5	6	7
8	9	10	11	12		

Field	Length	Description
USID	6	Six characters that define the site USID. USID's less than 6 characters in length are preceded with 0's (zeros) (example: 000001)
CellId1	1	Allowed Value: A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z Description: Alpha, Beta, Gamma, Delta, Epsilon, Zeta
CellId2	1	Allowed Value: A, B, C, D, E, F, G,

Diagram - Sector A

Diagram File Name - NF163\_LTE3C\_v3\_LRR.vsd

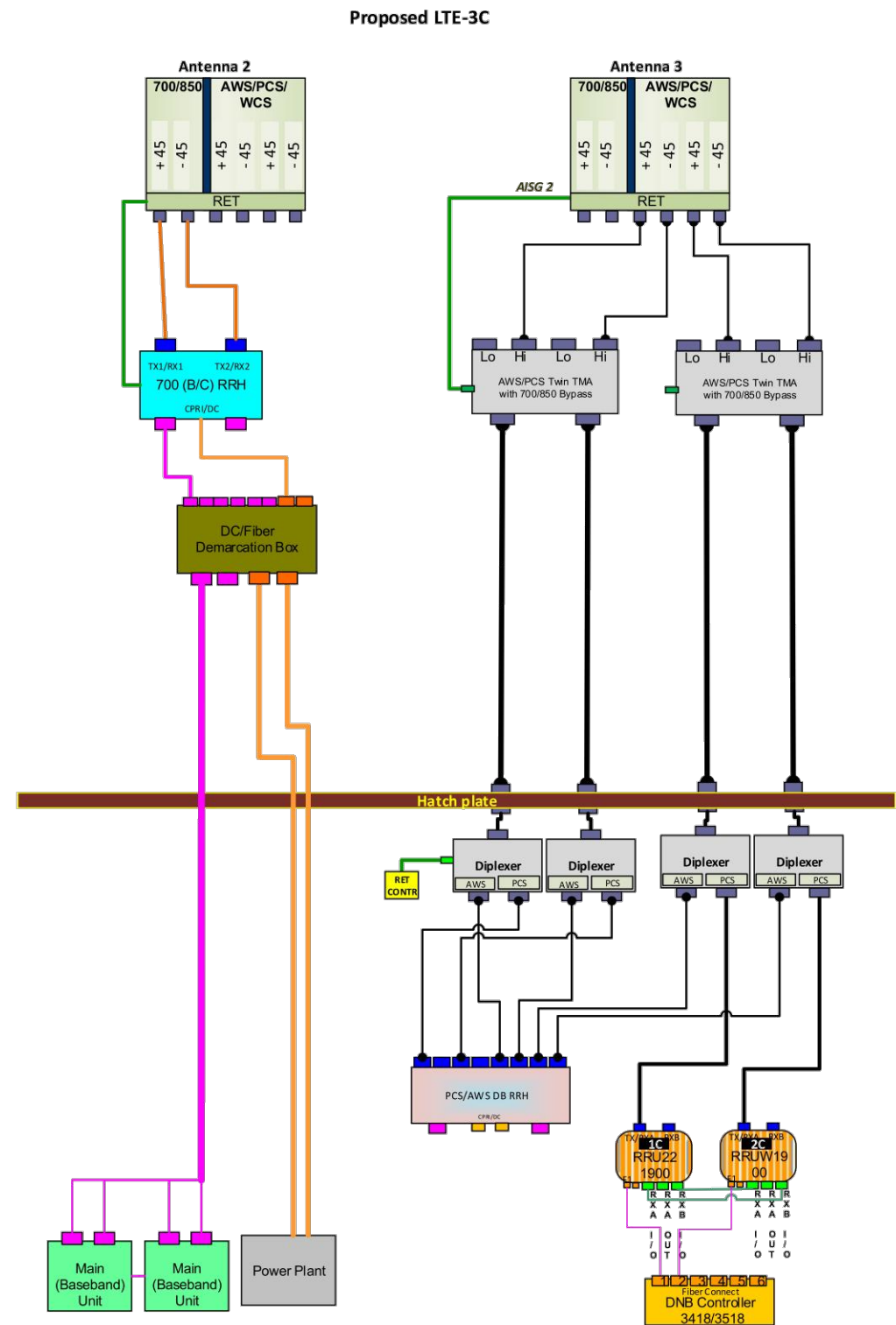
Atoll Site Name - VAL00163

Location Name - CURRITUCK WATER TANK

Market - VIRGINIA

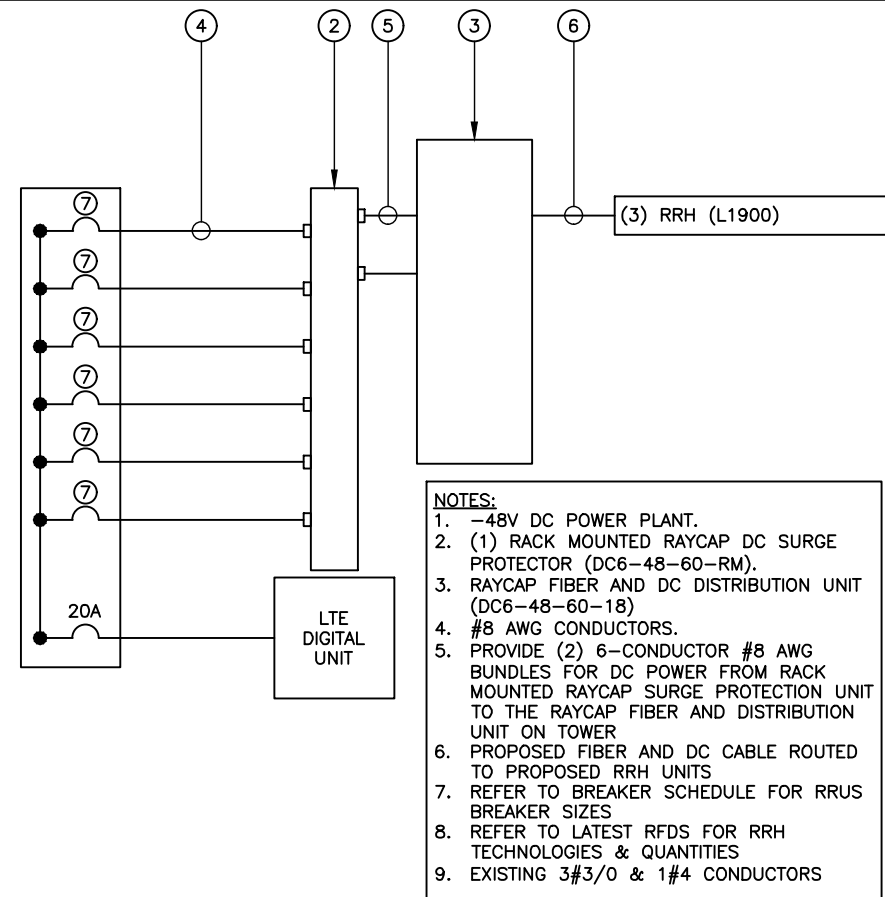
Market Cluster - VA/WVA

Comments:



1  
E-1

PROPOSED EQUIPMENT PLUMBING DIAGRAM  
NOT TO SCALE

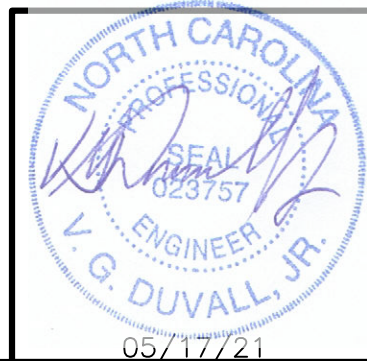


2  
E-1

PROPOSED EQUIPMENT ONE-LINE DIAGRAM  
NOT TO SCALE

NOTE:

1. CONTRACTOR TO USE ERICSSON PROVIDED DC CABLE CONNECTOR.
2. CONTRACTOR TO REMOVE EXISTING UNUSED COAX AS NEEDED TO CREATE SPACE FOR PROPOSED CABLES



SMW

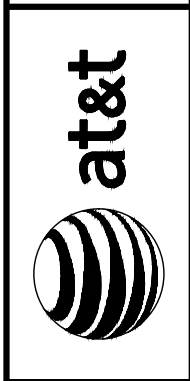
ENGINEERING GROUP, N.C., PLLC

SMW # 19-1703

CA # P-1497

HIGH PERFORMANCE SERVICES, LLC

HIGH PERFORMANCE SERVICES  
111 EAST SAINT PETER STREET  
CARENCIO, LA 70520



#	DATE	DESCRIPTION:
0	08/20/19	ISSUED FOR CLIENT REV.
1	10/31/19	ISSUED FOR CONSTRUCTION
2	05/17/21	REVISED PER CLIENT COMMENT

CURRITUCK WATER TANK

ELECTRICAL DETAILS

DESIGNED: VGD  
DRAWN: ZDS  
CHECKED: RTB  
JOB #: NF163

E-1



ESTIMATE SUFFICIENT HVAC CAPACITY

(DC PLANT CONFIGURATION CAN BE REVIEWED ON DC PLANT WORKSHEET)			
DC PLANT: ALPHA STD 1430A +24VDC PLANT w/CONV. SHELF NEQ.15238			
+24V RECTIFIERS REQUIRED (N*1):	5		
+24V RECTIFIER SLOTS:	11		
CONV. TYPE: #NA			
-48V CONVERTERS REQUIRED:	5	ALL SLOTS USED	
-48V CONVERTER SLOTS:	5	ALL SLOTS USED	
ESTIMATED BATTERY RESERVE TIME			
4 150 AH 24V STRINGS =		2.85 HOURS	(ON-SITE GENERATOR - 2 HOUR MINIMUM)



## Designation of Voting Delegate to NCACC Annual Conference

I, Mary R. Etheridge, hereby certify that I am the duly designated voting delegate for Currituck County at the 114<sup>th</sup> Annual Conference of the North Carolina Association of County Commissioners to be held during the Annual Business Session on August 14, 2021, at 12:45 p.m. in New Hanover County.

Voting Delegate Name: Mary R. Etheridge

Title: Commissioner, Currituck County

In the event the designated voting delegate is unable to attend, Selina S. Jarvis has been selected as Currituck County's alternate voting delegate.

Alternate Voting Delegate Name: Selina S. Jarvis

Title: Commissioner, Currituck County

### Article VI, Section 2 of our Constitution provides:

“On all questions, including the election of officers, each county represented shall be entitled to one vote, which shall be the majority expression of the delegates of that county. The vote of any county in good standing may be cast by any one of its county commissioners who is present at the time the vote is taken; provided, if no commissioner be present, such vote may be cast by another county official, elected or appointed, who holds elective office or an appointed position in the county whose vote is being cast and who is formally designated by the board of county commissioners. These provisions shall likewise govern district meetings of the Association. A county in good standing is defined as one which has paid the current year's dues.”

Please return this form to Alisa Cobb via email by **Monday, August 9, 2021** close of business:

Email: [alisa.cobb@ncacc.org](mailto:alisa.cobb@ncacc.org)





## CURRITUCK COUNTY NORTH CAROLINA

June 7, 2021

Minutes – Regular Meeting of the Board of Commissioners

### WORK SESSION

#### 1. 5:00 PM Campgrounds

Laurie LoCicero, Planning and Community Development Director, presented draft language amending the county's Unified Development Ordinance (UDO) to address non-compliance issues with existing campgrounds by providing methods to bring them into compliance over time. The text amendment would also allow new campgrounds to be established in the county by way of conditional zoning.

Ms. LoCicero clarified several aspects of the language relative to seasonal campsites, cabin and camping units, conditional zoning procedures for campground applications, periodic closure schedules, and requirements for the phased reduction of year-round residents in existing campgrounds. Language pertaining to new campgrounds was reviewed and included a twenty-five acre minimum project size with a maximum of twelve sites per acre. Wetlands can be used for open space but cannot be used to increase density. Allowances for park models, cabins and alternative sites were discussed. Use of conditional zoning was described for consideration of applications which requires a conceptual plan and would allow conditions to be placed on approvals.

During presentation, Board members expressed concerns with past violations, particularly those related to the KOA-OBX West campground located in Waterlily, and questioned the county's ability to enforce new rules going forward after the business violated rules already established. Commissioner Jarvis said the KOA-OBX West Campground should be made to come into compliance before considering any changes to the UDO. County Attorney, Ike McRee, said all of the campgrounds in the County are in violation of the UDO, and the text amendment is an attempt to bring them into compliance. He reported on a pending Board of Adjustment case that will address the KOA-OBX West Campground violations.

Commissioners felt more time would be needed to resolve concerns and chose to continue discussion at a future work session. The work session concluded at 5:53 PM.

#### 6:00 PM CALL TO ORDER

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

Attendee Name	Title	Status	Arrived
Michael H. Payment	Chairman	Present	
Paul M. Beaumont	Vice-Chairman	Present	

Communication: Minutes for June 7, 2021 (Approval Of Minutes-June 7, 2021)

J. Owen Etheridge	Commissioner	Present	
Mary "Kitty" Etheridge	Commissioner	Absent	
Selina S. Jarvis	Commissioner	Present	
Kevin E. McCord	Commissioner	Present	
Bob White	Commissioner	Present	

Chairman Payment called the meeting to order. He announced the earlier work session and acknowledged the absence of Commissioner Mary Etheridge.

### **A) Invocation & Pledge of Allegiance**

Commissioner Beaumont offered the Invocation and led the Pledge of Allegiance.

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

Commissioner Beaumont moved to amend the agenda and swapped Public Hearing Items C and D. Consideration of Expansion of the Moyock Township Watershed Improvement Service District would be heard first, followed by Consideration and Possible Adoption of the Annual Budget.

Commissioner White seconded the motion. The motion carried, 6-0.

Approved agenda:

### **Work Session**

5:00 PM Campgrounds

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

A) Invocation & Pledge of Allegiance

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**

### **County Attorney's**

**Report****Administrative****Reports**

- A) **YMCA State of the Y Annual**

**Report****Public Hearings**

- A) **PB 21-08 Truck Accessory Center:** Request to amend the Unified Development Ordinance, Chapter 5, Development Standards to allow off-site storage and display of recreational vehicles and trailers associated with an existing business.
- B) **PB 21-09 Currituck County 160D:** Request to amend the Unified Development Ordinance, Chapters 1, 2, 3, 4, 5, 6, 9, and 10, for conformity with the new North Carolina General Statutes Chapter 160D which consolidates city and county enabling statutes for development regulations into a single, unified chapter.
- C) **Public Hearing and Action: Consideration of Expansion of the Moyock Township Watershed Improvement Service District**
- D) **Consideration and Possible Adoption of the Annual Budget for Fiscal Year Ending June 30, 2022, following Public Hearing.**

**New Business**

- A) **Consideration of Revised Wild Horse Management Agreement**
- B) **Consideration of License Agreement Between Currituck County and Corolla Volunteer Fire Department, Inc. for Location of Training Facility on County Property**
- C) **Consideration of License Agreement Between Currituck County and Daniel A. Pennington, Owner of Pass the Salt Restaurant in Currituck, North Carolina, for Use of County Property for Customer Parking**
- D) **Commissioner Travel Approval-NACO Annual Conference, Prince Georges County, MD**

**E) Consent Agenda**

1. Budget Amendments
2. Vehicle Surplus-Animal Services & Control
3. Resolution-Conveyance of Surplus Property from Currituck County to College of the Albemarle to Use for Basic Law Enforcement Training Program
4. Job Description Revision-Animal Services and Control Director
5. Consideration of Request for Use of Alcohol on County-Owned Property at the KnottsIsland Ruritans Annual Peach Festival
6. NC Department of Public Safety Office Lease for Juvenile Justice
7. Approval Of Minutes-May 17, 2021, and Special Meeting 6-22-2020

**Adjourn****Special Meeting-Tourism Development Authority**

Tourism Development Authority-Public Hearing and Possible Action on Annual Budget forthe Fiscal Year Ending June 30, 2022.

TDA Budget Amendments

**Adjourn TDA****Special Meeting-Ocean Sands Water & Sewer District**

Ocean Sands Water & Sewer District-Public Hearing and Possible Action on Annual Budgetfor the Fiscal Year Ending June 30, 2022.

OSWSD Budget Amendments

**Adjourn OSWSD**

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

Communication: Minutes for June 7, 2021 (Approval Of Minutes-June 7, 2021)

Chairman Payment opened the Public Comment period.

Myra Frasier of Moyock commented on the proposed Moyock Watershed Improvement District. She asked how tax money already paid into the Guinea Mill District will be utilized. She proposed at least two people from Ranchland, which is in the Guinea Mill Canal District, be put on the new Moyock Watershed Advisory Board.

Gavin Melia of Southern Pines, NC, owns the parcel of land where a Tractor Supply Store is currently under construction in Moyock, NC. He said he purchased the land because he understood, after meeting with County representatives, that sewer had been allocated and was available for the entire parcel. He recently found out there is no sewer available for the remnant parcel. He believes the site was misrepresented by the County and asks that a solution be found for the remnant parcel.

Jacek Rykala of Moyock spoke about the proposed Moyock Watershed District expansion being considered and the maintenance he performs on the drainage ditch that runs behind his home. He said the Sheriff's Office used to maintain the ditches using inmates and questioned why residents should have to pay for services they used to get for free.

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

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

Commissioner Jarvis announced she will be out of town and will not be attending the June 21, 2021, regular Board of Commissioners meeting. She encouraged people to take time to spend with family.

Commissioner White responded to recent emails from citizens about the noise ordinance amendment approved by the Board of Commissioners at the May 17, 2021, Commissioners meeting, and clarified the new "transient use" definition does not affect zoning. He also responded to two emails received that described ocean rescues and the need for additional lifeguard coverage on the beaches.

Chairman Payment updated citizens on Covid-19 cases and noted only two active in the County. He said cases in neighboring communities were also declining and vaccines are available through Albemarle Regional Health Services. He reported his attendance at a meeting with United States Senator Thom Tillis to discuss the Federal response to storms and how the Federal Government can improve on providing resources. He acknowledged the efforts of First Responders.

Commissioner Beaumont discussed the cross training of Corolla paid Firefighters as Emergency Medical Technicians. He said in addition many achieved Ocean Rescue qualifications participated in seven rescues before the Ocean Rescue lifeguard services arrived around Memorial Day. He acknowledged the professionalism of the Ocean Rescue lifeguards and encouraged people to heed the advice given by Ocean Rescue staff. He reported on the recent Sailfish Walkover renovation in Whalehead and was impressed with the project's quality and workmanship.

Commissioner McCord reported he attended the Currituck County High School Graduation and thanked school Superintendent, Dr. Matt Lutz, for his leadership and efforts of the

school to accommodate all of the students who wished to attend graduation. He commended the school Athletic Director, Todd Parker, upon attending the sports award ceremony. He, too, recognized first responders and Ocean Rescue staff.

Commissioner J. Owen Etheridge reported his attendance at the Currituck County High School graduation and recalled the speeches given by the class Salutatorian and Valedictorian. He acknowledged all of the hard work and effort of a student who had Covid and could not attend the ceremony.

## **COUNTY MANAGER'S REPORT**

Ben Stikeleather, County Manager, provided an update on projects in progress. He said historic boats have been installed in the Maritime Museum and a ribbon cutting will soon be scheduled. He spoke of the hard work put in by County staff for Commissioners and citizens and was asked by Commissioners to discuss the process for sewer allocation in the county. He reviewed the situation with the sewer allocation on the Tractor Supply parcel in Moyock.

Commissioners reported potholes have formed in front of Food Lion, Moyock, and asked staff to contact the North Carolina Department of Transportation for repair. Commissioner Beaumont serves on the Albemarle Regional Planning Organization and reported on funding challenges NCDOT is working through, including a lawsuit brought by property owners.

## **COUNTY ATTORNEY'S REPORT**

Ike McRee, County Attorney, reported on his recent appearance before the Administrative Court judge to provide the status of current and pending lawsuits in which the county is a party. He said the County is currently involved in eight suits, five of which are related to land use. He said one suit was initiated by the County. He noted the importance of preserving the integrity and community value of the County Unified Development Ordinance and Land Use Plan. He reviewed the role of the County Attorney's office when Code Enforcement matters are referred.

## **ADMINISTRATIVE REPORTS**

### **A. YMCA State of the Y Annual Report**

Dean Mattix, Chief Strategy Officer for the YMCA of South Hampton Roads, and Heather Scott, Executive Director of the Currituck Family YMCA, attended to present an update on operations and services available through the Currituck Family YMCA. Mr. Mattix noted a \$20 million loss for the YMCA of South Hampton Roads due to the Covid-19 pandemic and discussed operational modifications implemented to accommodate challenges of Covid. He discussed the partnership between the County and YMCA and thanked the Board for their leadership and foresight.

Ms. Scott, who assumed the role of Executive Director in January, 2020, reviewed methods and operational changes used to manage the facility through Covid-19. She provided information on youth development camp programs, scholarship availability, healthy living fitness programs, and Sentara Therapy programs. She responded to questions from the Board of Commissioners related to pool hours, operating hours and programs, and Covid safety protocols.

Commissioners thanked Ms. Scott and Mr. Mattix for providing assistance to the community when it was needed for residents of Eagle Creek and for their work with youth in the County.

Chairman Payment called a recess at 7:02 PM. The meeting reconvened at 7:10 PM.

## PUBLIC HEARINGS

### A. PB 21-08 Truck Accessory Center:

To: Board of Commissioners

From: Planning Staff

Date: May 14, 2021

Subject: PB 21-08 Truck Accessory Center (TAC)

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#### Background

The purpose of the proposed text amendment is to allow off-site storage and display of recreational vehicles and trailers associated with an existing business. The Truck Accessory Center has been in business since 1996 and has now grown to the point where additional storage and display area is needed. Given the business's current lot size and location, along with the size of the items being stored, TAC is seeking additional storage and display area. Since the neighboring properties are unavailable as a source of additional storage and display, TAC is seeking the extra space at an off-site location which is not directly adjacent to the existing business. For further explanation, please see the attached letter from the applicant.

#### 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:

*The proposed text amendment is consistent with the following 2006 Land Use Plan Policies:*

**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:
3. Is required by changed conditions:
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
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 does not recommend approval of the language as submitted by the applicant.
- Staff does recommend approval of the modified language as shown in the following section.

#### Planning Board Recommendation

On May 11, 2021, the Planning Board recommended approval of the requested text amendment with staff suggested changes in a 6-0 unanimous vote.

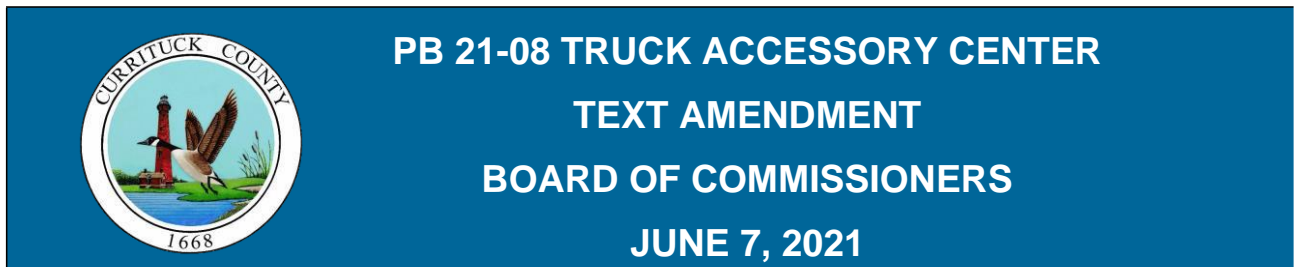
#### Motion

Mr. Doll moved to approve PB 21-08 Truck Accessory Center because the request is consistent with the Land Use Plan policy ED1

And the request, with staff suggested changes, is reasonable and in the public interest because:

- A Type D buffer yard will provide appropriate screening from off-site views.

Mr. Bass seconded the motion and the motion carried unanimously 6-0.



Truck Accessory Center requests an amendment to the Unified Development Ordinance, Chapter 5 Development Standards, to allow off-site storage of recreational vehicles and trailers.

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:

**The following represents the text changes proposed by the applicant.**

**Item 1:** That Chapter 5 is amended by adding the following underlined language in Section 5.1.6.C: Off Site Parking for Nonresidential Uses.

#### **C. Off-Site Parking for Nonresidential Uses**



**(5) Off-Site Storage of Recreational Vehicles**

- (a) The area designated for the off-site storage of recreational vehicles must be no farther than 2,000 feet from the use it is intended to serve, as required by Section 5.1.6, but no Pedestrian Way is required between the two areas if they are on different sides of a state-maintained highway, street or right-of-way.
- (b) When the area designated for off-site storage of recreational vehicles abuts a public right-of-way, perimeter landscaping strips shall be provided and shall comply with the requirements of Sections 5.2.5, Vehicular Use Area Landscaping and 5.2.6, Perimeter Landscape Buffers.
- (c) The area designated for off-site storage of recreational vehicles which abuts any public right-of-way shall also be screened with an approved opaque fencing material, but at least one entrance and one exit shall be allowed for access to and from the public right-of-way.
- (d) The area designated for off-site storage of recreational vehicles may be illuminated by exterior lights one hour prior to sunset and one hour after sunrise by appropriate light fixtures so as to provide protection against trespass or other criminal activity on the site. All such lighting shall be designed and installed so as to minimize excessive light spillage and glare onto adjacent lands, neighboring areas and adjoining highways and streets. Maximum illumination levels shall comply with the standards applicable to Parking Lots in the Table contained in Section 5.4.6 (D) (1).
- (e) It shall not be required that any area designated for the storage of recreational vehicles be paved or surfaced with concrete, asphalt, or other permanent surfacing materials. The use of crushed stone shall be allowed, as long as the area in question is kept free of grass, weeds or other debris, and the area is maintained in a smooth, well-graded condition. The area must be maintained in a safe condition at all times so as not to constitute a hazard to public safety or detract from the aesthetics of the surrounding area.
- (f) Any area approved for the off-site storage of recreational vehicles shall provide sufficient access and turnaround space for emergency vehicles. Such access and turnaround areas must, at a minimum, be covered in gravel of sufficient depth and width to support a 75,000 pound fire truck.
- (g) Storage of recreational vehicles may occur on grass as long

as those areas are otherwise kept in a manner which complies with this Ordinance.

*Add additional Items as necessary and renumber accordingly.*

Staff has determined the proposed use more closely resembles outdoor storage and display than parking. Parking is intended for the temporary storage of vehicles, where patrons of a business can park for a limited time, generally during business hours. Storage is the long-term keeping of goods intended for sale. Display is storage which can be visually observed by patrons of a business. Therefore, staff recommends the following alternative to the applicant's request:

**Item 1:** That Chapter 4 is amended by adding the underlined language in Section 4.2.4.I.(3): Automotive Sales or Rentals.

**(3) Automotive Sales or Rentals**

(h) Uses primarily involving the sales or rental of recreational vehicles or travel trailers may include one off-site storage area. Off-site storage and display areas shall meet the following standards:

(i) The area designated for off-site storage of recreational vehicles shall be no farther than 2,000 feet from the use it is intended to serve. No pedestrian way is required between the two areas if they are on different sides of a state-maintained highway, street, or right-of-way. The area designated for off-site storage of recreational vehicles which faces, or is visible from, any public right-of-way shall be screened with a Type D Buffer.

(ii) Any area approved for the off-site storage of recreational vehicles shall provide sufficient access and turnaround space for emergency vehicles. Such access and turnaround areas must, at a minimum, be covered in gravel of sufficient depth and width to support a 75,000 pound fire truck.

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

The requested zoning text amendment is consistent with the 2006 Land Use Plan

*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, with staff suggested changes, is reasonable and in the public interest because a type D buffer yard will provide appropriate screening from off-site views:

**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 \_\_\_\_\_ d  
the \_\_\_\_\_, 2021.

County Planner, Jason Litteral, reviewed the text amendment application for Commissioners that would allow the use of off-site storage for Recreational Vehicle inventory. He noted differences from the original application. Redundant language in the ordinance was removed and language regulating storage was revised which was more appropriate than the original application which addressed parking. The new language regulating the off-site storage area was presented and both staff and Planning Board recommended approval of the request with the staff recommended changes.

At the Board's suggestion, Mr. Litteral will revise the term "fire truck" in item (iii) to "fire apparatus".

There were no questions and Chairman Payment opened the Public Hearing. There were no speakers and the Public Hearing was closed.

Commissioner J. Owen Etheridge moved to approve PB 21-08: Truck Accessory Center, because the request is consistent with the Land Use Plan Policy ED1. And, the request is reasonable and in the public interest because a Type D buffer yard will provide appropriate screening from off-site views.

The motion was seconded by Commissioner McCord. The motion carried, 6-0.

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

#### **B. PB 21-09 Currituck County 160D:**

To: Board of Commissioners

From: Planning Staff

Date: May 12, 2021

Subject: PB 21-09 Currituck County  
NC State Statute 160D –Text Amendment

The enclosed text amendment submitted by the Currituck County Planning and Community Development Department implements the new North Carolina General Statutes Chapter 160D that consolidates city and county enabling legislation.

### **Item 1**

Amend Chapter 1: General Provisions to update G.S. reference to 160D, amend auto-adoption language for DFIRM panels and FIS studies, remove conditional use zoning districts, update “use permit” terminology to “special use permit” and provide that use permits, conditional use permits, and special use permits granted before the date of this text amendment shall become special use permits.

### **Item 2**

Amend Chapter 2: Administration Subsection 2.1. Development Review Summary Table to update “use permit” terminology to “special use permit” and revise TRC “recommendation” to “review and comment” for special use permits and type II preliminary plats.

Amend Subsection 2.2. Advisory and Decision-Making Bodies to add conduct language including conflict of interest standards for the Board of Commissioners, Planning Board, Board of Adjustment, Technical Review Committee and Planning Director. Require rules of procedure for Planning Board and Board of Adjustment to be posted on the county’s website. Revise TRC “recommendation” to “review and comment” for special use permits and type II preliminary plats.

Amend Subsection 2.3. Standard Procedures to provide for review and comment on special use permit and type II preliminary plats and update “use permit” terminology to “special use permit”, change reference from “quasi-judicial public hearing” to “evidentiary hearing”. Updated cross-examination language for evidentiary hearings.

Amend Subsection 2.4.2. Text Amendment to add provisions for Planning Board Review and Recommendation and require minutes to state that the BOC was aware of and considered the Planning Board’s recommendations and applicable county-adopted plans.

Amend Subsection 2.4.3. Zoning Map Amendment to add provisions for Planning Board Review and Recommendation. Add language regarding the BOC statement of reasonableness, require minutes to state that the BOC was aware of and considered the Planning Board’s recommendations and applicable county-adopted plans. Provide that zoning map amendments inconsistent with the Future Land Use Map are not effective until CAMA review and approval process is complete.

Amend Subsection 2.4.4. Conditional Rezoning to add provisions for Planning Board Review and Recommendation. Add language regarding the BOC statement of reasonableness, require minutes to state that the BOC was aware of and considered the Planning Board’s recommendations and applicable county-adopted plans. Provide that a conditional rezoning is not effective until written consent to mutually agreed conditions is provided by the owner and applicant. Provide that conditional rezoning inconsistent with the

Future Land Use Map is not effective until CAMA review and approval process is complete. Update terminology from “deviation” to “modification”.

Amend Subsection 2.4.5 Planned Development to amend plan consistency statement and update terminology from “deviation” to “modification”.

Amend Subsection 2.4.6 Special Use Permit to update “use permit” terminology to “special use permit”. Provide that written consent to BOC imposed conditions is required prior to issuance of a special use permit.

Amend Subsection 2.4.8. Subdivision to update “use permit” terminology to “special use permit”, revise TRC “recommendation” to “review and comment” for type II preliminary plats and update “deviation” to “modification”.

Amend Subsection 2.4.9. Zoning Compliance Permit to update expiration from six months to one year.

Amend Subsection 2.4.10. Sign Permit to update expiration from six months to one year and update work complete date from twelve months to eighteen months from date of issuance.

Amend Subsection 2.4.12. Floodplain Development Permit to update expiration from six months to one year.

Amend Subsection 2.4.13. Clear-Cutting Permit to update expiration from six months to one year.

Amend Subsection 2.4.14. Variance to change reference from “quasi-judicial public hearing” to “evidentiary hearing”.

Amend Subsection 2.4.17 Appeal to change reference from “quasi-judicial public hearing” to “evidentiary hearing” and from “use permit” to “special use permit”.

Amend Subsection 2.4.18. Development Agreement to correct GS references.

Amend Subsection 2.4.19. Zoning Compliance Permit – Island Development to update expiration from six months to one year.

### **Item 3**

Amend Chapter 3: Zoning Districts to update “use permit” to “special use permit”.

### **Item 4**

Amend Chapter 4: Use Standards to update “use permit” to “special use permit”.

### **Item 5**

Amend Chapter 5: Development Standards to update “use permit” to “special use permit” and amend terminology to “Law enforcement, fire or EMS facility”.

### **Item 6**

Amend Chapter 6: Subdivision and Infrastructure Standards to correct GS references and to update “use permit” to “special use permit”.

Revise Subsection 6.3.1. Performance Guarantees to add surety bond as a form of performance guarantee.

**Item 7**

Amend Chapter 9: Enforcement

Amend Subsection 9.5.4. Enforcement Procedure to provide for electronic delivery of notices of violations and require notice to be delivered to the permittee if different than the owner. Provide for an affidavit affirming required notice.

Amend Subsection 9.6.1. Remedies and Penalties to include stop work order language, provide for an affidavit affirming required notice, revise revocation language and update "use permit" to "special use permit".

**Item 8**

Amend Chapter 10: Definitions and Measurement to amend terminology to "Law enforcement, fire or EMS facility" and amend definitions of appeal, existing development, planning director, type II preliminary plat, variance; to provide definitions for close familial relationship, commissioner, evidentiary hearing, quasi-judicial decision, special use permit; and delete definitions of quasi-judicial public hearing and use permit.

**Item 9**

Amend the UDO to change references to update "Planning Director" to "Director" and "Planning and Community Development Department" and "Department of Planning and Community Development" to "Development Services Department".

**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;
2. Is not in conflict with any provision of this Ordinance or the County Code of Ordinances;
3. Is required by changed conditions;
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
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 the request as submitted and suggests the following Statement of Consistency and Reasonableness:

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

1. Land Use and Development Goal # 10 To properly distribute development forms in accordance with the suitability of land, infrastructure available, and the compatibility of surrounding land uses.

The request is reasonable and in the public interest because:

1. It amends the UDO for consistency with North Carolina General Statutes.

### **Planning Board Recommendation**

On May 11, 2021, the Planning Board recommended approval of the requested text amendment including the revised changes with a 6-0 unanimous vote.

### **Motion**

Mr. Bass moved to approve PB 21-09 including the revised changes because the request is consistent with the Land Use Development Goal #10 of the 2006 Land Use Plan.

And the request is reasonable and in the public interest because:

- o It amends the UDO for compliance with North Carolina General Statutes.

Mr. Owens seconded the motion to approve, and the motion carried unanimously 6-0.

Ben Stikeleather, County Manager, referred to the documents distributed earlier to each Board member which differed from the document included in the agenda packet due to recent staff revisions. Planner, Jennie Turner, reviewed the text amendments that resulted from the state of North Carolina's adoption of 160-D, which modified development statutes to consolidate planning regulations throughout the counties. Local governments are required to adopt the legislation by July 1, 2021, and would consolidate planning and zoning authority for counties and cities and incorporate decisions in case law.

Ms. Turner reviewed each modification and referenced pages in the agenda packet to note the required changes and relevant chapters of the Unified Development Ordinance. Text modifications not related to 160-D, but included in the amendment, were noted. Ms. Turner responded to questions and clarified language as needed during presentation. Review standards and reasonableness statements were presented and Staff and Planning Board recommend approval of the text amendment.

Ike McRee, County Attorney, discussed the purpose of the text amendment and did not believe adoption would weaken the Board's authority to regulate land use and zoning.

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

Commissioner White moved to approve PB 21-09: Currituck County Text Amendment 160-D, because the request is consistent with Land Use Development Goal #10 of the 2006 Land Use Plan. And, the request is reasonable and in the public interest because it amends the Unified Development Ordinance for compliance with North Carolina General Statutes. All items as presented are to be included as are the staff changes as presented in the handout received by Commissioners.

Commissioner J. Owen Etheridge seconded the motion. The motion carried, 6-0.

Carly Martinette of Old Jury Road spoke outside of public hearing to ask about determining compatibility of surrounding land as mentioned in Item 10 of the text amendment. She described flooding at her property and expressed concern with the planned construction of a



new school nearby. Chairman Payment suggested she meet with staff to discuss her concerns. Commissioner White followed up with an explanation of the quasi-judicial process and expert testimony necessary to prove compatibility when a Use Permit is being considered.

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

### **C. Public Hearing and Action: Consideration of Expansion of the Moyock Township Watershed Improvement Service District**

Ben Stikeleather, County Manager, opened the discussion regarding the proposed expansion of the Moyock Watershed Improvement District being considered to help with flooding and drainage in the Moyock area. He described the water and drainage flow in the Moyock area and recalled prior Board discussion concerning the establishment of a district encompassing all of Moyock Township. He responded to earlier concerns expressed by citizens and said money already collected in an old service district would be used within the boundary of that service district. He said staff recommends excluding the existing Northwest District from the expanded Moyock Watershed District because it flows into Virginia and does not impact the Moyock area. He referred to map Option B, which had been distributed to Board members for review, which shows the Northwest District outside of the Moyock Watershed area. He recommended the makeup of an Advisory Board include the County's Soil and Water Supervisors and two or three residents from different watersheds in Moyock Township. He highlighted the intent of the Moyock Watershed District Expansion is to focus on improving major drainageways and outfalls. A tax rate of 1.5 cents was recommended.

Chairman Payment opened the Public Hearing.

Paul Imholt of Tulls Bay Colony began by thanking the Board for clearing up some items prior to the hearing. He asked for clarification on drainage requirements for new subdivisions, effects on some properties not affected by flooding, and expressed a concern over a specific area in the county. Mr. Stikeleather responded and provided information on how the Board addresses stormwater when considering new development applications. Commissioner White said the tax will be paid by every new homeowner in the district.

Joe Hobbs lives on Northwest Backwoods Road and is in the Northwest District. He discussed some issues needing attention in the district and is glad the Northwest District will be excluded from the expanded Moyock district.

Commissioner Beaumont took a moment to comment on the importance of flood insurance, noting it is a wise investment.



Chad Winborne of Tulls Bay Colony expressed concerns with water coming through Tulls Bay and flooding them out. Mr. Stikeleather responded and reviewed water retention and discharge rate requirements for new subdivisions.

Raven Farmer of Tulls Bay Colony posed several questions, to which Commissioners responded, regarding creation of the district and how priorities would be established.

Coy Adams of Creekside Estates reported issues with drainage from yards filling ditches in his subdivision and discussed the need for culverts to be installed to resolve the drainage issues. It was recommended that the property owners undertake an engineering assessment and to possibly amend the state stormwater permit.

Harvey Roberts of Shawboro and County Soil and Water Supervisor, discussed how farmers depend on drainage and noted that outlets are critical. He said funding is only available from the state in an emergency for snagging and clearing projects by Soil and Water Supervisors. He discussed the flow of water in Moyock and offered to answer any questions from homeowners. He said new subdivisions are doing a good job, but water still has to go to an outfall. He reported on several blockages recently found. Mr. Roberts returned following the final speaker to recognize the Moyock Watershed Advisory Board for their past efforts. He said there are other simple solutions to help alleviate flooding as well.

Melvin Evans of Northwest Backwoods Road is located in the Northwest District and discussed the water flow to Virginia. He thanked the Board for considering the exclusion of the Northwest District from the Moyock Watershed Improvement Service District.

Debbie Evans of Northwest Backwoods Road also thanked Commissioners for considering leaving the Northwest District out of the Moyock Watershed Improvement Service District. She also thanked Commissioners and the County Manager for their service to the citizens of the County. She said farmers know the land and there is no need to spend thousands of dollars. She said drainage has been a problem for forty years and asked about the impacts of future development on drainage. She asked the Board to slow development so the County can get a handle on other things.

Chris Hopkins lives in Tyrell County but was speaking on behalf of Black Gold Farms, who farm land in the Hales Lake area owned by Northern Agricultural III, LLC. He asked how the new watershed district will affect the property. Commissioners discussed the location which is close to the County Line and it was determined that the district tax will go down 1/2 cent, as they are currently located in the Guinea Mill service district.

Wende Shannon, Puddin Ridge Road, Moyock, serves on the existing Moyock Stormwater District Advisory Board. She supports the expansion of the district. She expressed concerns with issues that are ongoing and said the district paid \$40,000 for a study, as there is a need to get bigger things done such as widening ditches. She recommended keeping continuity from the existing board members when choosing members for a new advisory board. She said there is difficulty getting homeowner associations to maintain their ditching, which impacts others. She recommends a higher

tax of .03 cents. She reviewed locations of existing ditches that run through the Moyock District and reviewed drainage projects that have been completed.

There were no other speakers and the Public Hearing was closed.

Commissioner J. Owen Etheridge move for approval of the Moyock Township Watershed Improvement Service District with the caveat that the Northwest District be excluded as shown on the Map Option B. In addition, the farm properties discussed during public hearing in the vicinity of Hales Lake, consisting of Parcel Identification Numbers 0018000002B0000, 00180000010000, and 0018000002A0000 are to be excluded.

Commissioner McCord seconded the motion. The motion carried, 6-0.

Chairman Payment called a recess at 9:00 PM following the hearing. The meeting reconvened at 9:10 PM.

## **RESOLUTION EXTENDING MOYOCK WATERSHED SERVICE DISTRICT**

WHEREAS, N.C. Gen. Stat. §153A-303 authorizes a board of commissioners to annex territory to any service district upon finding that, (1) the area to be annexed is contiguous to the district, with at least one eighth of the area's aggregate external boundary coincident with the existing boundary of the district, and (2) that the area to be annexed requires the services of the district; and

WHEREAS, by resolution adopted June 3, 2002, the Currituck County Board of Commissioners created Moyock Watershed Service District to provide water management and watershed improvements to preserve water quality in Shingle Landing Creek and protect residential and agricultural lands from detrimental flooding; and

WHEREAS, the Currituck County Board of Commissioners finds that the area to be annexed to Moyock Watershed District is contiguous to the district and at least one eighth of the area's aggregate external boundary coincident with the existing boundary of Moyock Watershed District because, excluding Gibbs Woods, the district boundaries will be extended outwardly to encompass all of Moyock Township; and

WHEREAS, the Currituck County Board of Commissioners finds that the area to be included in the Moyock Watershed District requires the services of the district for the implementation of an integrated program for drainage maintenance and improvement within rapidly developing Moyock Township because, (1) with the increased removal of land from agricultural production there is greater need to address the impact of stormwater from impervious surfaces such as streets and rooftops, (2) ditches and drainageways in Moyock Township have not received maintenance and improvements necessary to address increased stormwater runoff resulting in more frequent occurrence of nuisance and damaging flooding; and (3) evidence of drainage and flooding issues derived from complaints from residents throughout Moyock Township; and

WHEREAS, The Currituck County Board of Commissioners has considered the "Report on the Extension of the Moyock Township Watershed Improvement Service District" filed

with the Clerk to the Board of Commissioners on May 6, 2021, and incorporates by reference the contents of the report into this resolution; and

WHEREAS, notice of the public hearing on whether to extend the boundaries of Moyock Watershed Service District was published in The Daily Advance, a newspaper having general circulation in Currituck County, on May 23, 2021 and May 30, 2021 and the public hearing was held on June 7, 2021; and

WHEREAS, the Clerk to the Board of Commissioners has certified to the Currituck County Board of Commissioners that the mailing of notice of hearing was completed, all in conformity with N.C. Gen. Stat. §153A-303(e);

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

Section 1. Currituck County has fully complied with each requirement of N.C. Gen. Stat. §153A-303 for the extension of Moyock Watershed Service District.

Section 2. Moyock Watershed Service District is extended and shall consist of the area more particularly shown on the map attached hereto as Exhibit A and incorporated herein by reference.

Section 3. This resolution shall take effect on July 1, 2021.

ADOPTED the 7th day of June 2021.

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

#### **D. Consideration and Possible Adoption of the Annual Budget for Fiscal Year Ending June 30, 2022, following Public Hearing.**

Ben Stikeleather, County Manager, reviewed the changes made to the budget since the presentation at the May 17, 2021, Commissioners meeting. He also reviewed a document that had been distributed to Commissioners to show the various tax rates for service districts established throughout the County. He responded to questions from Commissioners following review.

Chairman Payment opened the Public Hearing. No one was signed up nor wished to speak and the Public Hearing was closed. Chairman Payment moved to adopt the annual budget for Fiscal Year ending June 30, 2022, with amendments presented by the County Manager. Commissioner White seconded the motion. The motion carried, 6-0.

<b>COUNTY OF CURRITUCK</b>		
<b>BUDGET ORDINANCE</b>		
For the Year Ending June 30, 2022		
BE IT ORDAINED by the Board of Commissioners, County of Currituck, North Carolina that the following estimated resources, appropriations, and memoranda are adopted for the fiscal year commencing July 1, 2021 and ending June 30, 2022.		
<b>SECTION 1. GENERAL FUND</b>		
<b>A. Estimated Resources:</b>		
Ad Valorem Taxes	\$	36,170,738
Other Taxes and Licenses		7,976,046
Intergovernmental Revenues		2,713,535
Permits and Fees		3,196,137
Sales and Services		752,122
Investment Earnings		255,427
Miscellaneous		659,500
		51,723,505
Transfers In		12,268,579
Appropriated fund balance		3,892,193
		16,160,772
<b>TOTAL ESTIMATED RESOURCES</b>	<b>\$</b>	<b>67,884,277</b>
<b>B. Appropriations:</b>		
Administration	\$	858,953
Legal		440,134
Governing Body		323,455
Elections		198,819
Finance		917,865
Information Technology Services		1,167,918
Human Resources		289,802
Tax		661,854
Public Works		2,378,696
Public Utilities		261,809
Corolla ABC Store		27,500
Register of Deeds		1,110,073
Court Facilities		224,583
Sheriff		8,123,245
Detention Center		2,686,941
Animal Control		828,385
Jury Commission		2,600
Emergency Medical Services		5,851,926
Emergency Management		300,614
Communications		1,359,678
Inspections		1,033,153
Fire Services		244,831
Volunteer System		316,765
Moyock Vol Fire Department		252,593
Crawford Vol Fire Department		317,071
Lower Currituck Vol Fire Department		354,128
Carova Bch Vol Fire Department		250,460
Public Safety Center		203,070
Medical Examiner		35,000
Disaster Recovery		-
Airport		547,005
Inter County Transit Authority		48,906
Soil Conservation		149,979
Forestry		83,992
Cooperative Extension		562,184
Economic Development		292,696
Planning		1,177,609
Health Administration		390,184
Mental Health		66,000
Social Services Administration		4,122,549
Public Assistance		636,867
County Assistance		149,304
Juvenile Justice Programs		130,681
Parks & Recreation		1,228,326
Rural Center		286,582
Library		639,005
Senior Center		414,546
Local Current Expense		12,634,099
Capital Outlay		1,400,000
College of the Albemarle		243,927
Bonds Payable		1,225,000
Notes Payable		1,295,000
Interest		457,873
Agency Appropriations		40,700
Central Services		1,186,764
Appropriations to other funds		7,452,578
<b>TOTAL APPROPRIATIONS</b>	<b>\$</b>	<b>67,884,277</b>

<b>SECTION 2. TOURISM DEVELOPMENT AUTHORITY</b>		
A. Estimated Resources:		
Other taxes and licenses	\$	12,500,000
Other revenues		216,750
Investment earnings		171,294
Appropriated fund balance		1,514,763
Transfer In		50,000
TOTAL ESTIMATED RESOURCES	\$	14,452,807
B. Appropriations:		
Tourism Promotion	\$	4,648,688
Tourism Related Expenditures		
General Tourism Related Expenditures		1,610,964
Whalehead (including the museum)		2,304,719
Transfers to other funds		5,888,436
TOTAL APPROPRIATIONS	\$	14,452,807
<b>SECTION 3. REVALUATION FUND</b>		
A. Estimated Resources:		
Transfer In	\$	121,000
TOTAL ESTIMATED RESOURCES	\$	121,000
B. Appropriations:		
Operations	\$	121,000
TOTAL APPROPRIATIONS	\$	121,000
<b>SECTION 4. CAROVA BEACH ROAD SERVICE DISTRICT FUND</b>		
A. Estimated Resources:		
Ad Valorem Taxes	\$	31,025
Permits and fees		36,000
Transfer In		30,000
TOTAL ESTIMATED RESOURCES	\$	97,025
B. Appropriations:		
Operations	\$	89,682
Transfer Out		7,343
TOTAL APPROPRIATIONS	\$	97,025
<b>SECTION 5. COROLLA FIRE SERVICE DISTRICT FUND</b>		
A. Estimated Resources:		
Ad Valorem Taxes	\$	1,580,803
Miscellaneous income		20,000
Transfer In		2,186,753
Appropriated fund balance		21,384
TOTAL ESTIMATED RESOURCES	\$	3,808,940
B. Appropriations:		
Operations	\$	3,808,940
TOTAL APPROPRIATIONS	\$	3,808,940
<b>SECTION 6. KNOTTS ISLAND FIRES SERVICE DISTRICT FUND</b>		
A. Estimated Resources:		
Ad Valorem Taxes	\$	105,182
Transfer In		1,227,825
Appropriated fund balance		24,019
TOTAL ESTIMATED RESOURCES	\$	1,357,026
B. Appropriations:		
Operations	\$	1,357,026
TOTAL APPROPRIATIONS	\$	1,357,026
<b>SECTION 7. EMERGENCY EQUIPMENT REPLACEMENT FUND</b>		
A. Estimated Resources:		
Investment earnings	\$	2,500
Appropriated fund balance		400,000
Transfer In		267,000
TOTAL ESTIMATED RESOURCES	\$	669,500
B. Appropriations:		
Capital Outlay	\$	669,500
TOTAL APPROPRIATIONS	\$	669,500
<b>SECTION 8. EMERGENCY TELEPHONE SYSTEM FUND</b>		
A. Estimated Resources:		
Other taxes and licenses	\$	230,358
Investment earnings		1,592
TOTAL ESTIMATED RESOURCES	\$	231,950
B. Appropriations:		
Operations	\$	231,950
Capital Outlay		-
TOTAL APPROPRIATIONS	\$	231,950

<b>SECTION 9. GUINEA MILL WATERSHED IMPROVEMENT FUND</b>			
A. Estimated Resources:			
Special district taxes	\$	-	
Interest		3,000	
Appropriated fund balance		165,268	
TOTAL ESTIMATED RESOURCES	\$	168,268	
B. Appropriations:			
Operations	\$	168,268	
Transfer out		-	
TOTAL APPROPRIATIONS	\$	168,268	
<b>SECTION 10. HOG BRIDGE DITCH WATERSHED IMPROVEMENT FUND</b>			
A. Estimated Resources:			
Special district taxes	\$	2,362	
Appropriated fund balance	\$	2,380	
TOTAL ESTIMATED RESOURCES	\$	4,742	
B. Appropriations:			
Operations	\$	4,074	
Transfer out		668	
TOTAL APPROPRIATIONS	\$	4,742	
<b>SECTION 11. MOYOCK WATERSHED IMPROVEMENT FUND</b>			
A. Estimated Resources:			
Special district taxes	\$	185,103	
Interest		1,300	
Appropriated fund balance		70,000	
TOTAL ESTIMATED RESOURCES	\$	256,403	
B. Appropriations:			
Operations	\$	226,365	
Transfer out		30,038	
TOTAL APPROPRIATIONS	\$	256,403	
<b>SECTION 12. NORTHWEST WATERSHED IMPROVEMENT FUND</b>			
A. Estimated Resources:			
Special district taxes	\$	3,996	
Appropriated fund balance		38,000	
TOTAL ESTIMATED RESOURCES	\$	41,996	
B. Appropriations:			
Operations	\$	41,996	
TOTAL APPROPRIATIONS	\$	41,996	
<b>SECTION 13. OCEAN SANDS NORTH &amp; CROWN POINT WATERSHED IMPROVEMENT FUND</b>			
A. Estimated Resources:			
Special district taxes	\$	332,126	
Appropriated fund balance		571,148	
TOTAL ESTIMATED RESOURCES	\$	903,274	
B. Appropriations:			
Operations	\$	889,924	
Transfers out		13,350	
TOTAL APPROPRIATIONS	\$	903,274	
<b>SECTION 14. WHALEHEAD WATERSHED IMPROVEMENT FUND</b>			
A. Estimated Resources:			
Special district taxes	\$	1,006,329	
Investment earnings		10,000	
TOTAL ESTIMATED RESOURCES	\$	1,016,329	
B. Appropriations:			
Operations	\$	608,009	
Transfer out		408,320	
TOTAL APPROPRIATIONS	\$	1,016,329	
<b>SECTION 15. WHALEHEAD BEACH SOLID WASTE COLLECTION &amp; DISPOSAL SERVICE DISTRICT</b>			
A. Estimated Resources:			
Special district taxes	\$	123,356	
TOTAL ESTIMATED RESOURCES	\$	123,356	
B. Appropriations:			
Operations	\$	123,356	
TOTAL APPROPRIATIONS	\$	123,356	

<b>SECTION 16. DEPARTMENT OF SOCIAL SERVICES FUND</b>		
A. Estimated Resources:		
Operating revenues - DSS Client Accounts	\$	250,000
TOTAL ESTIMATED RESOURCES	\$	250,000
B. Appropriations:		
Expenses paid on behalf of others - DDS Client Accounts	\$	250,000
TOTAL APPROPRIATIONS	\$	250,000
<b>SECTION 17. FINES AND FORFEITURES</b>		
A. Estimated Resources:		
Operating revenues - Fines and Forfeitures	\$	250,000
TOTAL ESTIMATED RESOURCES	\$	250,000
B. Appropriations:		
Fees paid to the Board of Education	\$	250,000
TOTAL APPROPRIATIONS	\$	250,000
<b>SECTION 18. DEEDS OF TRUST</b>		
A. Estimated Resources:		
Operating revenues - Deeds of Trust	\$	50,000
TOTAL ESTIMATED RESOURCES	\$	50,000
B. Appropriations:		
Remitted to the State Treasurer - Deeds of Trust	\$	50,000
TOTAL APPROPRIATIONS	\$	50,000
<b>SECTION 19. CAPITAL IMPROVEMENT FUND</b>		
A. Estimated Resources:		
Other taxes and licenses	\$	2,510,000
TOTAL ESTIMATED RESOURCES	\$	2,510,000
B. Appropriations:		
Transfers out	\$	950,000
Contingency		1,560,000
TOTAL APPROPRIATIONS	\$	2,510,000
<b>SECTION 20. SCHOOL CAPITAL FUND</b>		
A. Estimated Resources:		
Other taxes and licenses	\$	2,275,000
Appropriated fund balance		775,000
TOTAL ESTIMATED RESOURCES	\$	3,050,000
B. Appropriations:		
Transfers out	\$	3,050,000
TOTAL APPROPRIATIONS	\$	3,050,000
<b>SECTION 21. TRANSFER TAX CAPITAL FUND</b>		
A. Estimated Resources:		
Other taxes and licenses	\$	5,000,000
Investment earnings		100,000
Appropriated fund balance		2,126,124
TOTAL ESTIMATED RESOURCES	\$	7,226,124
B. Appropriations:		
Operations	\$	700
Transfers out		7,225,424
TOTAL APPROPRIATIONS	\$	7,226,124
<b>SECTION 22. LAND BANKING FUND</b>		
A. Estimated Resources:		
Investment earnings	\$	50,000
Transfers in		200,000
Appropriated fund balance		100,000
TOTAL ESTIMATED RESOURCES	\$	350,000
B. Appropriations:		
Capital outlay	\$	350,000
TOTAL APPROPRIATIONS	\$	350,000

<b>SECTION 23. OCEAN SANDS WATER AND SEWER FUND</b>			
A. Estimated Resources:			
Special district taxes	\$	546,149	
Operating revenues		1,453,800	
Investment earnings		20,000	
Transfers in		20,225	
Appropriated retained earnings		273,229	
TOTAL ESTIMATED RESOURCES	\$	2,313,403	
B. Appropriations:			
Administration	\$	149,346	
Water Treatment Operations		596,334	
Sewer Treatment Operations		616,660	
Capital outlay		313,250	
Debt Service		637,813	
TOTAL APPROPRIATIONS	\$	2,313,403	
<b>SECTION 24. OCEAN SANDS WATER AND SEWER DEVELOPMENTAL FEE FUND</b>			
A. Estimated Resources:			
Appropriated retained earnings	\$	20,225	
	\$	20,225	
B. Appropriations:			
Transfers out	\$	20,225	
TOTAL APPROPRIATIONS	\$	20,225	
<b>SECTION 25. MAINLAND WATER FUND</b>			
A. Estimated Resources:			
Operating revenues	\$	3,645,000	
Other revenue		25,000	
Investment earnings		80,000	
Appropriated retained earnings		1,354,942	
TOTAL ESTIMATED RESOURCES	\$	5,104,942	
B. Appropriations:			
Administration	\$	349,285	
Water Treatment Operations		1,708,429	
Debt Service		1,504,078	
Capital Outlay		943,150	
Transfer out		600,000	
TOTAL APPROPRIATIONS	\$	5,104,942	
<b>SECTION 26. MAINLAND WATER DEVELOPMENTAL FEE FUND</b>			
A. Estimated Resources:			
Operating revenues	\$	500,000	
Appropriated retained earnings		350,000	
	\$	850,000	
B. Appropriations:			
Transfers out	\$	850,000	
TOTAL APPROPRIATIONS	\$	850,000	
<b>SECTION 27. SOLID WASTE FUND</b>			
A. Estimated Resources:			
Operating revenues	\$	4,647,000	
Non-operating revenues		114,000	
Transfers in		1,200,000	
Investment earnings		40,000	
Appropriated retained earnings		535,335	
TOTAL ESTIMATED RESOURCES	\$	6,536,335	
B. Appropriations:			
Administration	\$	128,052	
Solid Waste Operations		6,092,411	
Capital Outlay		315,872	
TOTAL APPROPRIATIONS	\$	6,536,335	



<b>SECTION 28. SOUTHERN OUTER BANKS WATER FUND</b>		
A. Estimated Resources:		
Operating revenues	\$	3,559,800
Non-operating revenues		220,000
Investment earnings		70,488
Appropriated retained earnings		243,000
TOTAL ESTIMATED RESOURCES	\$	4,093,288
B. Appropriations:		
Administration	\$	307,877
Water Operations		1,674,228
Capital assets		181,125
Debt service		430,058
Transfer out		1,500,000
	\$	4,093,288
<b>SECTION 29. SOUTHERN OUTER BANKS WATER DEVELOPMENTAL FEE FUND</b>		
A. Estimated Resources:		
Operating revenues	\$	794,000
Other revenue		15,600
Transfer in		165,000
Appropriated retained earnings		250,449
TOTAL ESTIMATED RESOURCES	\$	1,225,049
B. Appropriations:		
Administration	\$	206,821
Sewer Operations		878,228
Capital assets		140,000
	\$	1,225,049
<b>SECTION 30. MAINLAND SEWER DEVELOPMENTAL FEE FUND</b>		
A. Estimated Resources:		
Operating revenues	\$	350,000
TOTAL ESTIMATED RESOURCES	\$	350,000
B. Appropriations:		
Transfers out	\$	350,000
Transfer out to Construction Fund		0
TOTAL APPROPRIATIONS	\$	350,000
<b>SECTION 31. POST-EMPLOYMENT RETIREMENT BENEFITS FUND</b>		
A. Estimated Resources:		
Retiree benefits	\$	675,456
Investment earnings		11,406
Fund Balance Appropriated		1,000,000
	\$	1,686,862
B. Appropriations:		
Operations	\$	686,862
Expenses to fund LEOSSA Trust		500,000
Expenses to fund OPEB Trust		500,000
TOTAL ESTIMATED RESOURCES	\$	1,686,862
<b>SECTION 32. LAW ENFORCEMENT OFFICERS SPECIAL SEPARATION TRUST</b>		
A. Estimated Resources:		
LEOSSA revenue	\$	500,000
TOTAL ESTIMATED RESOURCES	\$	500,000
B. Appropriations:		
LEOSSA expenses	\$	500,000
TOTAL APPROPRIATIONS	\$	500,000

<b>SECTION 33. OTHER POST-EMPLOYMENT BENEFITS TRUST</b>		
A. Estimated Resources:		
OPEB revenue	\$	500,000
TOTAL ESTIMATED RESOURCES	\$	500,000
B. Appropriations:		
OPEB expenses	\$	500,000
TOTAL APPROPRIATIONS	\$	500,000
<b>SECTION 34. AD VALOREM TAX RATE ESTABLISHED</b>		
There is hereby levied a tax rate of Forty-Six cents (\$0.46) per One Hundred dollars (\$100) valuation of all real and personal property situated in the County of Currituck on January 1, 2021 for the purpose of raising the revenue listed as "Ad Valorem Taxes" in Section 1, Part A of this ordinance.		
The rate of tax is based on estimated total valuation of property for the purpose of taxation of \$7,970,844,000 and an estimated rate of collection of 98.43%. The estimated rate of collection is based on the fiscal year ended June 30, 2020.		
<b>SECTION 35. SPECIAL DISTRICT TAX RATES ESTABLISHED</b>		
Corolla Fire Service District		0.050
Knotts Island Fire Service District		0.050
Carova Beach Road Service District		0.010
Guinea Mill Watershed Improvement District		0.000
Hog Bridge Ditch Watershed Improvement District		0.010
Moyock Watershed Improvement District		0.000
Moyock Combined Watershed Improvement District		0.015
Northwest Watershed Improvement District		0.020
Ocean Sands North and Crown Point Watershed Improvement District		0.050
Whalehead Watershed Improvement District		0.155
Whalehead Beach Solid Waste Collection & Disposal Service District		0.019
Ocean Sands Water & Sewer District		0.103
<b>SECTION 36. ANIMAL TAX RATE ESTABLISHED</b>		
There is hereby levied an animal tax of Three dollars (\$3.00) for all male and spayed female dogs and Six dollars (\$6.00) for all fertile female dogs listed for taxes as of January 1, 2021.		
<b>SECTION 37. SOLID WASTE COLLECTION AND DISPOSAL RATE ESTABLISHED</b>		
There is hereby established a disposal fee pursuant to Section 11-5(a) of the Solid Waste Ordinance of Ninety dollars (\$90.00) per ton for in-County waste and One Hundred dollars (\$100.00) per ton for out-of-County waste.		
There is hereby levied an annual solid waste collection and disposal availability fee pursuant to Section 11-5(b) of the Solid Waste Ordinance of Four Hundred Twenty-One dollars (\$421) for all units on the Southern Outer Banks with door to door service and Two Hundred Thirty-One dollars (\$231) for all units located elsewhere within the County of Currituck.		
<b>SECTION 38. EMPLOYEE COMPENSATION</b>		
Employee compensation is included in summary form. Individual employee salaries are hereby approved and set as presented in the supporting documents presented as part of the budget deliberation process and officially filed with the Human Resources Director.		
<b>SECTION 39. OTHER FEES</b>		
The County of Currituck charges various fees. These fees are detailed in the Master Fee schedule that is presented in the appendix of the budget document.		
<b>SECTION 40. DISBURSEMENT OF SCHOOL APPROPRIATIONS</b>		
The amount here within appropriated as School Local Current Expense shall be disbursed to the school finance officer in twelve (12) equal monthly installments.		
The amount here within appropriated as School Capital Outlay shall be disbursed to the school finance officer according to a mutually agreed disbursing schedule.		
A quarterly progress report shall be furnished by the Board of Education to the Board of Commissioners detailing the extent to which all school capital outlay and school capital construction monies have been expended.		

<b>SECTION 41. SPECIAL APPROPRIATIONS AND RESTRICTIONS</b>		
The Budget Officer is hereby authorized to transfer appropriations within the funds as contained herein under the following conditions:		
A.	He may transfer amounts within the same department within the same fund up to Ten Thousand dollars (\$10,000) providing an official report on such transfers at a regular meeting of the Board of Commissioners.	
B.	He may transfer amounts between departments within the same fund up to One Thousand dollars (\$1,000) providing an official report on such transfers at a regular meeting of the Board of Commissioners.	
C.	He may appropriate fund balance to salaries and benefits in order to increase salaries of employees who have met requirements to increase certifications required by the County providing an official report on such transfers at a regular meeting of the Board of Commissioners.	
D.	He may make inter-fund loans for a period of not more than sixty (60) days.	
E.	He may not transfer any amounts between funds or from any contingency line items within any funds.	
<b>SECTION 42. CONTRACTUAL OBLIGATIONS</b>		
The County Manager and the County Attorney are hereby authorized to execute contractual documents under the following conditions:		
A.	They may execute contracts for construction or repair projects which do not require formal competitive bid procedures.	
B.	They may award contracts, reject bids, re-advertise for bids, waive bid bonds or bid deposit requirements, and waive performance and payment bond requirements for all formal bids of apparatus, supplies, materials and equipment as stated in G. S. §143-129.	
C.	They 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.	
D.	They may execute grant agreements to and from public and non-profit organizations which are within budgeted appropriations, unless a grantor organization requires execution by the Board of Commissioners.	
E.	They 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.	
F.	Notwithstanding the authority granted in paragraphs a, b, c, d and e of this section, they may execute contracts with an elected official representing the county only after the contract with an elected official representing the county, and the amount to be paid under the contract, is approved by the Board of Commissioners in the manner provided by G. S. §14-234.	

<b>SECTION 43. MICRO-PURCHASE THRESHOLD SELF-CERTIFICATION</b>			
	In accordance with 2 C.F.R. § 200.320(a)(1)(iv) and the applicable provisions of North Carolina law, the County hereby self-certifies the following micro-purchase thresholds, each of which is a "higher threshold consistent with State law" under 2 C.F.R. § 200.320(a)(1)(iv)(C):		
	A. \$30,000, for the purchase of "apparatus, supplies, materials, or equipment"; and		
	B. \$30,000, for the purchase of "construction or repair work", and		
	C. \$50,000, for the purchase of services not subject to competitive bidding under North Carolina law; and		
	D. \$50,000, for the purchase of services subject to the qualifications-based selection process in the Mini-Brooks Act; provided that such threshold shall apply to a contract only if the County has exercised an exemption to the Mini-Brooks Act, in writing, for a particular project pursuant to N.C Gen. Stat. § 143-64.32. If the exemption is not authorized, the micro-purchase threshold shall be \$10,000.		
	The self-certification made herein shall be effective as of the date hereof and shall be applicable until the end of the current fiscal year but shall not be applicable to Federal financial assistance awards issued prior to November 12, 2020, including financial assistance awards issued prior to that date under the Coronavirus Aid, Relief, and Economic Support (CARES) Act of 2020 (Pub. L. 116-136).		
	The self-certification made herein shall be effective as of the date hereof and shall be applicable until the end of the current fiscal year but shall not be applicable to Federal financial assistance awards issued prior to November 12, 2020, including financial assistance awards issued prior to that date under the Coronavirus Aid, Relief, and Economic Support (CARES) Act of 2020 (Pub. L. 116-136).		
	In the event that the County receives funding from a federal grantor agency that adopts a threshold more restrictive than those contained herein, the County shall comply with the more restrictive threshold when expending such funds.		
	The County shall maintain documentation to be made available to a Federal awarding agency, any pass-through entity, and auditors in accordance with 2 C.F.R. § 200.334.		
	The County shall maintain documentation to be made available to a Federal awarding agency, any pass-through entity, and auditors in accordance with 2 C.F.R. § 200.334.		
	The Purchasing and Contracting Policy shall be revised to reflect the increased micro-purchase thresholds specified herein, and to take all such actions, individually and collectively, to carry into effect the purpose and intent of this Section.		

## SECTION 44. MEMORANDA

A.	Officers:
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Ben Stikeleather is the Budget Officer		
Leeann Walton is the Clerk to the Board		
Samantha Evans is the Deputy Clerk to the Board		
Sandra L. Hill is the Finance Director		
Caron Crouse is the Assistant Finance Director/Deputy Finance Director		
Bridget Brinkley, Deputy Finance Director		
Tracy L. Sample is the Tax Collector		
Michelle Rose is the Deputy Tax Collector		

B.	Facsimile Signatures:
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The use of facsimile signature machines, signature stamps, or similar devices in signing checks and drafts is hereby authorized; however, off-line checks and pre-audit certification requires in the minimum of one original authorizing signature. The Finance Director is hereby charged with the custody of all facsimile stamps, plates or other devices.

C.	Official Depositories:
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The official depositories of the County of Currituck are:	
Bank of America, North Carolina	
Branch Bank and Trust, North Carolina	
North Carolina Cash Management Trust, Charlotte, North Carolina	
Towne Bank of Currituck, North Carolina	
Truist Bank, North Carolina	
Suntrust Bank, North Carolina	
Wells Fargo, North Carolina	

D.	Bank for Imprest Expenditure Accounts for Health Benefits:
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Citibank, N.A.

E.	Daily deposits are required by all departments when the amount of money held on hand sums to Five Hundred dollars (\$500).
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F.	Returned Check or Electronic Funds Transfer Fees:
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The County will assess a returned check charge consistent with G.S. § 5-3-512 on all checks or electronic funds transfers returned to the County due to insufficient or unavailable funds, except for the payment of taxes. The returned check fee will be \$35.00 per item returned. This fee will also be charged for ACH or credit card transactions that are not paid due to insufficient funds.

G.	Policy on Appropriations:
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The Board of County Commissioners will not consider supplemental appropriations for any service, function, purpose or activity that could have been reasonably considered during the budget process.

## SECTION 45. USE OF BUDGET ORDINANCE

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

ADOPTED this 7th day of June 2021.

Michael Payment, Chairman  
Board of Commissioners

ATTEST:

Leeann Walton  
Clerk to the Board

**Communication: Minutes for June 7, 2021 (Approval Of Minutes-June 7, 2021)**

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

## NEW BUSINESS

### A. Consideration of Revised Wild Horse Management Agreement

Ben Stikeleather, County Manager, reviewed the requirement for the Wild Horse Management Agreement to be updated periodically to establish parameters and responsibilities of each of the parties involved. He said an appropriation bill at the Federal Senate level requires signing by the end of June to lock in the herd size. Commissioners discussed the current size of the herd and challenges with foaling and genetic diversity. Commissioner Beaumont noted the details of the agreement have not been updated and recalled prior Board discussion to require the Corolla Wild Horse Fund to present to the Board of Commissioners. He spoke of the policies related to the removal of horses, and Commissioner White explained horses are removed only when in dire shape. The horses are not returned because once removed they are gentled to humans and other foods during rehabilitation.

Following discussion, Commissioner White moved to approve the agreement. The motion was seconded by Commissioner McCord. The motion carried, 5-1, with Commissioner Beaumont opposed.

<b>RESULT:</b>	<b>APPROVED [5 TO 1]</b>
<b>MOVER:</b>	Bob White, Commissioner
<b>SECONDER:</b>	Kevin E. McCord, Commissioner
<b>AYES:</b>	Michael H. Payment, Chairman, J. Owen Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner, Bob White, Commissioner
<b>NAYS:</b>	Paul M. Beaumont, Vice-Chairman
<b>ABSENT:</b>	Mary "Kitty" Etheridge, Commissioner

### B. Consideration of License Agreement Between Currituck County and Corolla Volunteer Fire Department, Inc. for Location of Training Facility on County Property

Ben Stikeleather, County Manager, reviewed the agreement that would give authorization for Corolla Volunteer Fire Department, Inc., to construct a fire training facility on county property in Corolla.

Following discussion, Commissioner White moved for approval. Commissioner Jarvis seconded the motion. The motion carried, 6-0.

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

**C. Consideration of License Agreement Between Currituck County and Daniel A. Pennington, Owner of Pass the Salt Restaurant in Currituck, North Carolina, for Use of County Property for Customer Parking**

Ben Stikeleather, County Manager, reviewed the agreement that would authorize the use of a portion of the County's gravel parking lot located on Courthouse Road to accommodate the additional parking required for expansion of the Pass the Salt restaurant.

Commissioner J. Owen Etheridge moved for approval. Commissioner Beaumont seconded the motion. The motion carried, 6-0.

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

**D. Commissioner Travel Approval-NACO Annual Conference, Prince Georges County, MD**

Ben Stikeleather, County Manager, reviewed the travel request for Commissioner Jarvis and Commissioner Mary Etheridge to attend the National Association of Counties Annual Conference.

Commissioner White moved for approval. The motion was seconded by Commissioner Beaumont. The motion carried, 6-0. Commissioner Jarvis expressed her appreciation for the opportunity to attend.

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

### E) Consent Agenda

Commissioner McCord moved for approval of the Consent Agenda. Commissioner Jarvis seconded the motion. The motion carried, 6-0, and Consent Agenda was approved.

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

### 1. Budget Amendments

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
55390-495610	T F - Mainland Water Sys Dev Fees		\$ 250,000
55818-594002	Coinjock Canal Redundant Water Main	\$ 250,000	
610360-472000	Mainland Water Sys Dev Fees		\$ 250,000
610818-587055	T T - Mainland Water Construction	\$ 250,000	
		<u>\$ 500,000</u>	<u>\$ 500,000</u>
<b>Explanation:</b>	Mainland Water Construction (55818); Mainland Water System Development Fees (610818) - Increase appropriations for redundant water main crossing of the Coinjock Canal.		
<b>Net Budget Effect:</b>	Mainland Water Construction Fund (55) - Increased by \$250,000. Mainland Water System Development Fees (610) - Increased by \$250,000.		



		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10460-536000	Uniforms	\$ 2,500	
10460-545000	Contracted Services		\$ 2,500
		<u>\$ 2,500</u>	<u>\$ 2,500</u>
<b>Explanation:</b>	Public Works (10460) - Transfer budgeted funds for replacement uniforms.		
<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>		
10660-514000	Travel		\$ 3,000
10660-532000	Supplies	\$ 2,000	
10660-511000	Telephone and Postage	\$ 1,000	
		<u>\$ 3,000</u>	<u>\$ 3,000</u>
<b>Explanation:</b>	Community Development - Planning (10660) - The Planning Department is requesting to move funds to cover the cost of public outreach efforts for the Flood Community Rating system (CRS) in order to inform the community of flood dangers within the county.		
<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>		
10441-557100	Software License Fees	\$ 9,000	
10441-511010	Data Transmission	\$ 1,300	
10441-514500	Training & Education	\$ 135	
10441-545000	Contract Services	\$ 2,500	
10441-532000	Supplies	\$ 11,887	
10441-506000	Insurance Expense		\$ 2,635
10441-590003	BOC Tech		\$ 13,500
10441-503500	Temp Services		\$ 4,962
10441-516000	Repairs & Maint.		\$ 1,953
10441-590000	Capital Outlay		\$ 1,772
		<u>\$ 24,822</u>	<u>\$ 24,822</u>
<b>Explanation:</b>	Information Technology (10441) - Transfer budgeted funds to upgrade the telephone system and for operations for the remainder of this fiscal year.		
<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>		
10445-534000	Wellness	\$ 1,529	
10340-452000	Wellness Funds from CIGNA		1529
		<u>\$ 1,529</u>	<u>\$ 1,529</u>
<b>Explanation:</b>	Human Resources (10445) - Increase budgeted funds to record reimbursements from CIGNA for Wellness activities.		
<b>Net Budget Effect:</b>	Operating Fund (10) - Increased by \$1,529.		

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
67878-553000	Dues and Subscriptions	\$ 5,000	
67878-533800	Chemicals		\$ 5,000
67878-533200	Lab Tests		\$ 10,000
67878-545000	Contracted Services	\$ 10,000	
67878-514000	Travel		\$ 1,000
67878-531000	Fuel	\$ 1,000	
		<u>\$ 16,000</u>	<u>\$ 16,000</u>
<b>Explanation:</b>	Mainland Sewer (67878) - Operating transfers for the remainder of this fiscal year.		
<b>Net Budget Effect:</b>	Mainland Sewer Fund (67) - No change.		
		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
63320-413500	White Goods		\$ 2,000
63320-413600	Solid Waste Disposal Tax		\$ 5,000
63340-462000	Tipping Fees		\$ 150,000
63350-468000	Sales of Fixed Assets		\$ 1,280
63360-470000	Utilities Charges		\$ 35,000
63380-482500	Recycling - Scrap Metal		\$ 6,000
63838-545002	Contracted Services-Disposal	\$ 307,030	
63838-571500	Recycling	\$ 33,000	
63838-590000	Capital Outlay		\$ 140,750
		<u>\$ 340,030</u>	<u>\$ 340,030</u>
<b>Explanation:</b>	Solid Waste (63838) - Increase appropriations and transfer funds for operations for the remainder of this fiscal year necessary due to an increase in solid waste for this year.		
<b>Net Budget Effect:</b>	Solid Waste (63) - Increased by \$199,280.		

Communication: Minutes for June 7, 2021 (Approval Of Minutes-June 7, 2021)

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
14460-587010	T T - Operating Fund	\$ 1,484	
14380-481000	Investment Earnings		\$ 1,484
16609-587010	T T - Operating Fund	\$ 12,981	
16609-588000	Contingency		\$ 12,981
20609-587010	T T - Operating Fund	\$ 44,342	
20609-511010	Data Transmission	\$ 2,000	
20609-516000	Repairs & Maintenance		\$ 10,000
20609-590000	Capital Outlay		\$ 36,342
		<u>\$ 59,323</u>	<u>\$ 59,323</u>
<b>Explanation:</b>	Carova Beach Road Service District (14460); Ocean Sands/Crown Point N Watershed District (16609); Whalehead Watershed Service District (20609) - Operating transfers for Stormwater Technician and for operations for the remainder of this fiscal year.		
<b>Net Budget Effect:</b>	Carova Beach Road Service District (14) - Increased by \$1,484.		
	Ocean Sands/Crown Point N Watershed District (16) - No change.		
	Whalehead Watershed District (20) - No change.		

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
Account Number	Account Description		
10510-503000	Salaries - Part time	\$ 3,500	
10510-532000	Supplies	\$ 1,000	
10510-502000	Salaries		\$ 4,500
10795-511010	Data Transmission	\$ 200	
10795-503500	Temporary Services		\$ 1,000
10795-516400	Equipment Maintenance	\$ 500	
10795-545100	Credit Card Fees	\$ 300	
10550-513000	Utilities	\$ 3,000	
10550-511000	Telephone & Postage	\$ 120	
10550-511010	Data Transmission		\$ 1,100
10550-554000	Insurance & Bonds		\$ 1,000
10550-590000	Capital Outlay		\$ 656
10550-531000	Fuel		\$ 364
10511-514500	Training & Education	\$ 70	
10511-502100	Salaries - Overtime		\$ 70
10541-514500	Training & Education	\$ 13	
10541-532000	Supplies	\$ 1,000	
10541-511000	Telephone & Postage		\$ 500
10541-502000	Salaries		\$ 513
10650-553000	Dues & Subscriptions	\$ 130	
10650-514000	Travel		\$ 130
61818-511000	Telephone & Postage	\$ 3,000	
61818-506000	Insurance Expense		\$ 3,000
66868-511000	Telephone & Postage	\$ 1,000	
66868-516200	Vehicle Maintenance	\$ 2,000	
66868-506000	Insurance Expense		\$ 3,000
		<u>\$ 15,833</u>	<u>\$ 15,833</u>
<b>Explanation:</b>	Various Departments - Transfers from operations for the remainder of this fiscal year.		
<b>Net Budget Effect:</b>	Operating Fund (10) - No change.		
	Mainland Water Fund (61) - No change.		
	Southern Outer Banks Water Fund (66) - No change.		

Communication: Minutes for June 7, 2021 (Approval Of Minutes-June 7, 2021)

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
30850-506000	Insurance Expense	\$ 35,000	
30850-545000	Contracted Services		\$ 10,000
30390-499900	Appropriated Fund Balance		\$ 25,000
		<u>\$ 35,000</u>	<u>\$ 35,000</u>
<b>Explanation:</b>	Post Employment Retiree Benefits (30850) - Increase appropriations for unanticipated retirements for this fiscal year.		
<b>Net Budget Effect:</b>	Post Employment Benefits Fund (30) - Increased by \$25,000.		

## 2. Vehicle Surplus-Animal Services & Control

### 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
6551	2007 Nissan Titan 4x4 White	1N6BA07B07N243797

**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 7th day of June, 2021.

## 3. Resolution-Conveyance of Surplus Property from Currituck County to College of the Albemarle to Use for Basic Law Enforcement Training Program

**COUNTY OF CURRITUCK****RESOLUTION APPROVING CONVEYANCE OF SURPLUS PERSONAL PROPERTY TO COLLEGE OF THE ALBEMARLE PURSUANT TO N.C. GEN. STAT. §153A-158.2**

WHEREAS, Currituck County owns three surplus law enforcement patrol vehicles; and

WHEREAS, N.C. Gen. Stat. §153A-158.2 authorizes a county to dispose of property for use by a community college within the county for any price and on any negotiated terms between the county and community college; and

WHEREAS, Currituck County has determined that it is in the best interest of the county to convey three surplus law enforcement patrol vehicles to College of the Albemarle for no consideration for use by College of the Albemarle in furtherance of its mission to educate and train area citizens.

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

1. The County hereby conveys to College of the Albemarle the following property:

<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>VIN #</u>	<u>Asset #</u>
2014	Dodge	Charger	2C3CDXAT0EH190621	8375
2014	Dodge	Charger	2C3CDXAT2EH190622	8378

2. The property herein described shall be conveyed for no consideration.
3. The County Manager is authorized to execute all documents necessary to convey the property in the manner authorized by this Resolution.

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2021.

**4. Job Description Revision-Animal Services and Control Director****5. Consideration of Request for Use of Alcohol on County-Owned Property at the Knotts Island Ruritans Annual Peach Festival****6. NC Department of Public Safety Office Lease for Juvenile Justice****7) Approval Of Minutes-May 17, 2021, and Special Meeting 6-22-2020**

Communication: Minutes for June 7, 2021 (Approval Of Minutes-June 7, 2021)

## 1. Minutes for May 17, 2021

## 2. Minutes of 06-22-2020 Special Meeting

### ADJOURN

#### Motion to Adjourn Meeting

The Board had no further business and Commissioner Beaumont moved to adjourn. Commissioner McCord seconded the motion. The motion carried, 6-0, and the regular meeting of the Board of Commissioners adjourned at 9:35 PM.

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

### SPECIAL MEETING-TOURISM DEVELOPMENT AUTHORITY

The Board of Commissioners held a Special Meeting immediately following the 6:00 PM Regular Meeting of the Board to sit as the Tourism Development Authority. The meeting was held in the Board Meeting Room of the Historic Courthouse, 153 Courthouse Road, Currituck, North Carolina. The purpose of the meeting was to consider budget amendments and to hold a public hearing and consider adoption of the Tourism Development Authority annual budget for Fiscal Year 2021-2022.

#### Tourism Development Authority-Public Hearing and Possible Action on Annual Budget for the Fiscal Year Ending June 30, 2022.

Ben Stikeleather, County Manager, said there were no changes to the budget since presentation at the last meeting held May 17, 2021.

Chairman Payment opened the Public Hearing. No one wished to speak and the Public Hearing was closed.

Commissioner Beaumont moved for approval of the Tourism Development Authority Budget. Commissioner White seconded the motion. The motion carried, 6-0.

Communication: Minutes for June 7, 2021 (Approval Of Minutes-June 7, 2021)



CURRITUCK COUNTY TOURISM DEVELOPMENT AUTHORITY				
BUDGET ORDINANCE				
For the Year Ending June 30, 2022				
BE IT ORDAINED by the Currituck County Tourism Development Authority, County of Currituck, North Carolina that the following estimated resources, appropriations, and memoranda are adopted for the fiscal year commencing July 1, 2021 and ending June 30, 2022.				
SECTION 1. OCCUPANCY TAX - PROMOTION				
A. Estimated Resources:				
	Occupancy Tax	\$	12,500,000	
	Other revenues		216,750	
	Investment earnings		171,294	
	Transfer in		50,000	
	Appropriated fund balance		1,514,763	
			14,452,807	
	TOTAL ESTIMATED RESOURCES	\$	14,452,807	
B. Appropriations:				
	Occupancy Tax - Promotion	\$	4,648,688	
	Occupancy Tax - Tourism related		3,915,683	
	Transfers out		5,888,436	
			14,452,807	
	TOTAL APPROPRIATIONS	\$	14,452,807	
The information above is presented in summary form. Complete detailed information is available in the County budget.				
SECTION 2. SPECIAL APPROPRIATIONS AND RESTRICTIONS				
The Budget Officer is hereby authorized to transfer appropriations within the funds as contained herein under the following conditions.				
A.	He may transfer amounts within the same department within the same fund up to Ten Thousand dollars (\$10,000) providing an official report on such transfers at a regular meeting of the Board of Commissioners on a quarterly basis.			
B.	He may transfer amounts between departments within the same fund up to One Thousand dollars (\$1,000) providing an official report on such transfers at the next regular meeting of the Board of Commissioners.			
C.	He may appropriate fund balance to salaries and benefits in order to increase salaries of employees who have met requirements to increase certifications required by the County providing an office report on such transfers at the next regular meeting of the Board of Commissioners.			
D.	He may make interfund loans for a period of not more than sixty days (60).			
E.	He may not transfer any amounts between funds or from any contingency line items within any funds.			

SECTION 3. CONTRACTUAL OBLIGATIONS		
The County Manager or the County Attorney are hereby authorized to execute contractual documents under the following conditions:		
A.	They may execute contracts for construction or repair projects which do not require formal competitive bid procedures.	
B.	They may award contracts, reject bids, re-advertise for bids, waive bid bonds or bid deposit requirements, and waive performance and payment bond requirements for all formal bids of apparatus, supplies, materials and equipment as stated in G. S. 143-129.	
C.	They 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.	
D.	They may execute grant agreements to and from public and nonprofit organizations which are within budgeted appropriations, unless a grantor organization requires execution by the Board of Commissioners.	
E.	They 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 4. MEMORANDA		
A.	Officers: Ben Stikeleather is the Budget Officer Leeann Walton is the Clerk to the Board Samantha Evans is the Deputy Clerk to the Board Sandra L. Hill is the Finance Director Caron Crouse is the Assist. Finance Director/Deputy Finance Director Bridget Brinkley, Deputy Finance Director Tracy L. Sample is the Tax Collector Michelle Rose is the Deputy Tax Collector	
B.	Facsimile Signatures:  The use of facsimile signature machines, signature stamps, or similar devices in signing checks and drafts is hereby authorized; however, off-line checks and pre-audit certification requires in the minimum of one original authorizing signature. The Finance Director is hereby charged with the custody of all facsimile stamps, plates or other devices.	
C.	Official Depositories: The official depositories of the County of Currituck are: Bank of America, North Carolina Branch Bank and Trust, North Carolina North Carolina Cash Management Trust, Charlotte, North Carolina Towne Bank of Currituck, North Carolina Wells Fargo, North Carolina	

**Communication: Minutes for June 7, 2021 (Approval Of Minutes-June 7, 2021)**

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

### TDA Budget Amendments

Ben Stikeleather, County Manager, reviewed the Budget Amendment that provides operational funding needs for the remainder of the Fiscal Year.

Commissioner White moved for approval. Commissioner Jarvis seconded the motion. The motion carried, 6-0.

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
15442-511010	Data Transmission	\$ 600	
15442-503500	Temporary Services		\$ 600
15447-511000	Telephone & Postage	\$ 100	
15447-506000	Insurance Expense		\$ 100
15448-532160	Maintenance Supplies	\$ 3,000	
15448-503500	Temporary Services		\$ 3,000
		<u>\$ 3,700</u>	<u>\$ 3,000</u>
<b>Explanation:</b>	Occupancy Tax - Promotion (15442); Tourism Related (15447); Whalehead (15448) - Transfer budgeted funds operations for the remainder of this fiscal year.		
<b>Net Budget Effect:</b>	Occupancy Tax Fund (15) - No change.		

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

### ADJOURN TDA

There was no further business and Commissioner Beaumont motioned to adjourn. Commissioner White seconded the motion. The motion carried, 6-0, and the meeting of the Tourism Development Authority adjourned at 9:36 PM.

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

### **SPECIAL MEETING-OCEAN SANDS WATER & SEWER DISTRICT**

The Board of Commissioners held a Special Meeting following the 6:00 PM Regular Meeting of the Board to sit as the Ocean Sands Water and Sewer District Board. The meeting was held in the Board Meeting Room of the Historic Courthouse, 153 Courthouse Road, Currituck, North Carolina. The purpose of the meeting was to consider budget amendments and to hold a public hearing and consider adoption of the Ocean Sands Water and Sewer District annual budget for Fiscal Year 2021-2022.

#### **Ocean Sands Water & Sewer District-Public Hearing and Possible Action on Annual Budget for the Fiscal Year Ending June 30, 2022.**

Ben Stikeleather, County Manager, reported no changes to the budget since presentation was made at the May 7, 2021 meeting.

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

Commissioner Jarvis moved for approval of the Ocean Sands Water and Sewer District budget for Fiscal Year 2021-2022. Commissioner White seconded the motion. The motion carried, 6-0.

<b>OCEAN SANDS WATER AND SEWER DISTRICT</b>			
<b>BUDGET ORDINANCE</b>			
For the Year Ending June 30, 2022			
BE IT ORDAINED by the Ocean Sands Water and Sewer District, County of Currituck, North Carolina that the following estimated resources, appropriations, and memoranda are adopted for the fiscal year commencing July 1, 2021 and ending June 30, 2022.			
<b>SECTION 1. OCEAN SANDS WATER &amp; SEWER DISTRICT</b>			
A.	Estimated Resources:		
	Ad Valorem Taxes	\$	546,149
	Water operating revenues		715,800
	Sewer operating revenues		738,000
	Investment earnings		20,000
	T F - Ocean Sands Sys Dev Fee		20,225
	Appropriated Fund Balance		273,229
			2,313,403
	TOTAL ESTIMATED RESOURCES	\$	2,313,403
B.	Appropriations:		
	Water operations	\$	671,007
	Sewer operations		691,332
	Debt - Sewer		637,813
	Capital outlay - Water		33,750
	Capital outlay - Sewer		279,500
			2,313,403
	TOTAL APPROPRIATIONS	\$	2,313,403
The information above is presented in summary form. Complete detailed information is available in the County budget.			
<b>SECTION 2. SPECIAL APPROPRIATIONS AND RESTRICTIONS</b>			
The Budget Officer is hereby authorized to transfer appropriations within the funds as contained herein under the following conditions.			
A.	He may transfer amounts within the same department within the same fund up to Ten Thousand dollars (\$10,000) providing an official report on such transfers at a regular meeting of the Board of Commissioners sitting as the Ocean Sands Water and Sewer District Board on a quarterly basis.		
B.	He may transfer amounts between departments within the same fund up to One Thousand dollars (\$1,000) providing an official report on such transfers at the next regular meeting of the Board of Commissioners sitting as the Ocean Sands Water and Sewer District Board.		
C.	He may appropriate fund balance to salaries and benefits in order to increase salaries of employees who have met requirements to increase certifications required by the County providing an office report on such transfers at the next regular meeting of the Board of Commissioners sitting as the Ocean Sands Water and Sewer District Board.		
D.	He may make interfund loans for a period of not more than sixty days (60).		
E.	He may not transfer any amounts between funds or from any contingency line items within any funds.		

<b>SECTION 3. CONTRACTUAL OBLIGATIONS</b>															
				The County Manager or the County Attorney are hereby authorized to execute contractual documents under the following conditions:											
A.				They may execute contracts for construction or repair projects which do not require formal competitive bid procedures.											
B.				They may award contracts, reject bids, re-advertise for bids, waive bid bonds or bid deposit requirements, and waive performance and payment bond requirements for all formal bids of apparatus, supplies, materials and equipment as stated in G. S. 143-129.											
C.				They 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.											
D.				They may execute grant agreements to and from public and nonprofit organizations which are within budgeted appropriations, unless a grantor organization requires execution by the Board of Commissioners sitting as the Ocean Sands Water and Sewer District Board.											
E.				They 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.											
<b>SECTION 4. MEMORANDA</b>															
A.				Officers: Ben Stikeleather is the Budget Officer Leeann Walton is the Clerk to the Board Samantha Evans is the Deputy Clerk to the Board Sandra L. Hill is the Finance Director Caron Crouse is the Assist. Finance Director/Deputy Finance Director Bridget Brinkley, Deputy Finance Director Tracy L. Sample is the Tax Collector Michelle Rose is the Deputy Tax Collector											
B.				Facsimile Signatures:  The use of facsimile signature machines, signature stamps, or similar devices in signing checks and drafts is hereby authorized; however, off line checks and pre-audit certification requires in the minimum of one original authorizing signature. The Finance Director is hereby charged with the custody of all facsimile stamps, plates or other devices.											
C.				Official Depositories: The official depositories of the County of Currituck are: Bank of America, North Carolina Branch Bank and Trust, North Carolina North Carolina Cash Management Trust, Charlotte, North Carolina Towne Bank of Currituck, North Carolina Wells Fargo, North Carolina											



D.	Bank for Imprest Expenditure Accounts for Health Benefits: Citibank, N.A.
E.	Daily deposits are required by all departments when the amount of money held on hand sums to Five Hundred dollars (\$500).
F.	Returned Check or Electronic Funds Transfer Fees:  The County will assess a returned check charge consistent with G.S. §25-3-512 on all checks or electronic funds transfers returned to the County due to insufficient or unavailable funds, except for the payment of taxes. The returned check fee will be \$35.00 per item returned. This fee will also be charged for ACH or credit card transactions that are not paid due to insufficient funds.
G.	Policy on Appropriations:  The Board of County Commissioners will not consider supplemental appropriations for any service, function, purpose or activity that could have been reasonably considered during the budget process.
<b>SECTION 5. USE OF BUDGET ORDINANCE</b>	
The Budget Officer and the Finance Director shall use this budget ordinance for administration of the budget and for the accounting system.	
ADOPTED this 7th day of June 2021.	
<div style="text-align: right;"> Michael H. Payment, Chairman  Board of Commissioners </div>	
ATTEST:	
<div style="text-align: right;"> Leeann Walton  Clerk to the Board </div>	

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

## OSWSD Budget Amendments

Ben Stikeleather, County Manager, reviewed the Budget Amendment to provide operational funding through the end of the fiscal year. Commissioner White moved for approval and Commissioner J. Owen Etheridge seconded the motion. The motion carried, 6-0.

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
60808-533801	Chemicals	\$ 25,000	
60808-545001	Contracted Services	\$ 10,000	
60808-532001	Supplies	\$ 4,812	
60808-516001	Repairs & Maint.	\$ 15,000	
60808-590001	Capital Outlay - Sewer		\$ 21,478
60808-590000	Capital Outlay - Water		\$ 33,334
		\$ 54,812	\$ 54,812
<b>Explanation:</b>	Ocean Sands Water and Sewer (60808) - Transfer budgeted funds for sewer upgrades and chemicals for the remainder of this fiscal year.		
<b>Net Budget Effect:</b>	Ocean Sands Water and Sewer District Fund (60) - No change.		

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

### ADJOURN OSWSD

There was no further business and Commissioner McCord motioned to adjourn. Commissioner White seconded the motion. The motion carried, 6-0, and the meeting of the Ocean Sands Water and Sewer District Board adjourned at 9:37 PM.

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