solar farm is anything over two acres. Ms. Lassiter asked do we have the manpower to enforce the changes that they would make for this section of the ordinance. Commissioner Nelson responded to her question. Commissioner Ward asked if they were mainly concerned about the enforcement of the ordinance and explained about a situation he had been through with the Town Planning Board. Mr. Heath said that it would come down to the Planning Staff to enforce it. Ms. Lassiter's concern is that there are not enough hours in the day for the Planning Staff to handle their normal duties and enforce it too. Mr. Heath said that it may come down to having a buffering bond which would be some measure to enforce it. Mr. Woodard also said that his biggest concern is not losing the identity of the County. Ms. Lassiter agreed because a good bit of our farm land is disappearing. It was the consensus that the section on large scale solar farms needed to be strengthened. Ms. Lassiter was concerned how it would affect pending applications. Mr. Heath said that there was one application that may be turned in this week. The talk of a moratorium on large solar farms until the Planning Board has had a chance to look over it and recommend changes. Commissioner Nelson expressed concerns about not having jobs for the people who live here now and for future children. During discussion, the following issues on large scale solar farms need to be revisited by the Planning Board:

- Buffering requirements including a buffering bond requirement
- Other highway corridors (i.e. Highway 37, New Hope Road, etc.) should we have any other highway corridor protection similar to Highway 17 Corridor.
- Belvidere Historic District and Albemarle Plantation need to see permitted uses that are or are not allowed there.
- Tweak the definition of large scale what does it consist of.

Mr. Smith asked about a time frame to get this done. The Board said to bring their recommendation to the May meeting. They also discussed the possibility of a moratorium. Mr. Heath and Mr. High will be looking into this.

# <u>ADJOURNMENT</u>

There being no further comments or business to discuss, the Work Session was adjourned at 8:25 p.m.

T. Kyle Jones, Chairman

Clerk to the Board

# 

REGULAR MEETING March 6, 2017

6:45 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, March 6, 2017, at 6:45 p.m. in the Commissioners Room located on the first floor of the Perquimans County Courthouse Annex.

MEMBERS PRESENT: Kyle Jones, Chairman Fondella Leigh, Vice Chair

Joseph W. Hoffler Edward R. Muzzulin Charles Woodard Wallace Nelson

MEMBERS ABSENT: None

OTHERS PRESENT: Frank Heath, County Manager Mary Hunnicutt, Clerk to the Board

Hackney High, County Attorney

After the Chairman called the meeting to order, Commissioner Leigh gave the invocation and the Chairman led the Pledge of Allegiance.

## **PUBLIC HEARING**

# Coastal Area Management Act (CAMA) Land Use Plan Amendment

Chairman Jones opened the Public Hearing stating that the purpose of this public hearing is to receive public comments on the proposed amendment to the County's Coastal Area Management Act (CAMA) Land Use Plan. There were fifteen (15) people present. Chairman Jones recognized Rhonda Money who presented the following amendment to the CAMA Land Use Plan:

"Perquimans County, Hertford, and Winfall shall require, as appropriate, subdivision developments to control and treat the storm water runoff generated by a 1.5-inch rain event; and that Hertford and Winfall shall require all buildings or related structures within waterfront subdivisions be set back 50 feet from the shoreline.

Ms. Money explained that the amendment was approved at the February 14, 2017 Planning Board meeting. After answering several questions from Commissioner Nelson, Chairman Jones asked if there were any other comments or questions from the Board or the public. There being none, Chairman Jones closed the Public Hearing at 7:00 p.m.

## **AGENDA**

On motion made by Fondella A. Leigh, seconded by Edward R. Muzzulin, the Board unanimously approved the Agenda as amended.

# **CONSENT AGENDA**

The following items were considered to be routine and were unanimously approved on motion made by Edward R. Muzzulin, seconded by Fondella A. Leigh.

- 1. Approval of Minutes: February 6, 2017 Regular Meeting and February 17, 2017 Work Session / Joint Work Session.
- 2. Tax Refund Approval:

# PERQUIMANS COUNTY TAX REFUND:

Noe, Jill E. ---\$156.56 Tag surrendered; ten month refund.

# 3. Personnel Matters:

Employee	Employee	Action	Grade/	New	Effective
Name	Job Title	Required	Step	Salary	Date
Lillian Ireland	Part-Time Telecommunicator	Resignation			03/01/2017

Employee	Employee	Action	Grade/	New	Effective
Name	Job Title	Required	Step	Salary	Date
William Felton	Building & Grounds Supervisor	Resignation			04/28/2017
Nancy Harrell	Part-Time/Fill-In EMT-I	Resignation			02/16/2017
Shawneaka Jordan	Deputy Register of Deeds	Resignation			02/21/2017
Eric Tilley	Bailiff/Transport	Appointment	n/g	\$14.18/hr.	03/03/2017

### 4. Telecommunicator Reclassifications:

With the implementation of the Medical Priority Dispatch System on February 14, 2017, employees who have completed the proper certifications will need to be reclassified. In order to reclassify them, we need to revise the Salary Classifications that we currently have adding the Certified Telecommunicator (highlighted section) as Step 62. The following Salary Classification was amended:

POSITION County Manager	GRADE 83
Secretary/Clerk to the Board/Personnel Officer	65
Finance Officer	72
Supervisor - Board of Elections	64
Telecommunications: Telecommunicator - Chief	64
Telecommunicator - Critified	62
Telecommunicator	60
Planner	72
Emergency Management Coordinator	67
Emergency Medical Services:	
Captain EMT-D	68
EMT-I	63
Building Inspector:	00
Chief	71
Assistant	67
Code Enforcement Officer/Safety Officer	61
Administrative Assistant	61
Recreation Department: Recreation Director	70
Athletic Program Supervisor	64
Administrative Assistant	58
Senior Citizens:	
Senior Citizens Coordinator	63
Secretary - Senior Citizens	60
Register of Deeds:	70
Register of Deeds Assistant Register of Deeds	70 60
Deputy Register of Deeds	58
Sheriff's Department:	
Sheriff	75
Deputy - Investigator	68
Deputy	65
Deputy - Uncertified Animal Control	64
Animal Control Assistant	58
Bailiff	54
Administrative Assistant	60
Tax Department:	
Tax Administrator/Special Projects Coordinator	75
Assistant Tax Administrator	66
Tax Clerk I Tax Clerk II	58
Tax & Finance Specialist	59
Mapper	68
Water Department:	
Water Supervisor	68
Water Treatment Plant Superintendent	68
Water Plant Operator	64
Backhoe Operator Water Technician I	65 58
Water Technician II	60
Water Technician III	68
Billing/Collection Clerk	61
Buildings & Grounds:	
Maintenance Supervisor	62
Housekeepers All other Secretaries with the County	54 57
Social Services Staff are According to State Grades:	31
Director	76
Income Maintenance	
Caseworker II	63
Caseworker III	65
Investigator I	63
Supervisor II	67
Accounting Technician IV Office Assistant III	63 57
Public Information Assistant IV	59
Social Worker II	66
Social Worker III	68
Social Worker/IA&T	70
Human Services Coordinator	68
Human Resources Placement	63

<sup>&</sup>gt; Now that the Salary Classifications have been amended, the Board approved the reclassifications of individuals that completed the proper certifications to be reclassified. Those individuals are as follows:

Employee	Employee	Action	Grade/	New	Effective
Name	Job Title	Required	Step	Salary	Date
Krystal Agosto	911 Shift Supervisor – Training Officer – Certified	Reclassification	64/5	\$33,410	03/01/2017
Keely Cartwright	Certified FT Telecommunicator	Reclassification	62/2	\$28,443	03/01/2017
Sue Ann Cestaro	Certified PT/FI Telecommunicator	Reclassification	62/1	\$13.34/hr.	03/01/2017
Zeb Daneker	Certified PT Telecommunicator	Reclassification	62/4	\$14.36/hr	03/01/2017
Emily Harrell	Certified FT Telecommunicator	Reclassification	62/5	\$30,595	03/01/2017
Tiffany Haynes	Certified PT/FI Telecommunciator	Reclassification	62/1	\$13.34/hr.	03/01/2017
Vivian Long	Certified FT Telecommunciator	Reclassification	62/11	\$35,418	03/01/2017
Hazelene Miller	Certified PT/FI Telecommunicator	Reclassification	62/2	\$13.67/hr.	03/01/2017
Steven Pyle	Certified PT Telecommunicator	Reclassification	62/4	\$14.36/hr.	03/01/2017
Naomi Twine	Certified PT Telecommunicator	Reclassification	62/5	\$14.71/hr.	03/01/2017
Crystal Wright	Certified FT Telecommunicator	Reclassification	62/5	\$30,595	03/01/0217

### 5. Merit Increase:

Employee	Employee	Grade	New	Effective
Name	Job Title	/Step	Salary	Date
Kristin Gordon	IMC II	63/3	\$30,448	03/01/2017

6. Enclosure: The following Board appointment was presented for Board action:

				EFFECTIVE
NAME	BOARD	ACTION	TERM	DATE
Bailey, Juanita	Senior Citizens Advisory Board (replaces Pam Hurdle)	Appointment	2 yrs.	03/01/2017

## 7. Budget Amendments:

#### BUDGET AMENDMENT NO. 9 GENERAL FUNDS

		1	O F 75 770
		AMO	DUNT
CODE NUMBER	DESCRIPTION OF CODE	INCREASE	DECREASE
10-672-140	Mentoring - Travel		2,000
10-671-142	Restitution - Travel	2,000	
10-672-330	Mentoring - Supplies		26
10-671-541	Restitution Insurance	26	
10-672-330	Mentoring - Supplies		1,271
10-671-331	Restitution - Office Supplies	1,271	
10-671-111	Restitution -Postage		200
10-672-040	Mentoring - Professional		1,800
10-671-470	Restitution Food & Provisions	2,000	
10-672-040	Mentoring - Professional		2,717
10-671-040	Restitution - Salary	2,717	
EXPLANATION: Amended	to match the ALLIES budget to account for JCPC	funds for FY16/17.	•

#### BUDGET AMENDMENT NO. 10 E-911 FUNDS

		AMOUNT	
CODE NUMBER	DESCRIPTION OF CODE	INCREASE	DECREASE
78-500-311	911 Grant Expenditures	176,206	
78-500-740	E-911 Capital Outlay Equipment		176,206
<b>EXPLANATION:</b> Corrects B.	A#6 approved on 12/5/16 to adhere to guidelines	s of NC911 Board	- per the updated
instructions we must have a separ	rate grant expenditure line.		

#### BUDGET AMENDMENT NO. 11 GENERAL FUNDS

		AMO	OUNT	
CODE NUMBER	DESCRIPTION OF CODE	INCREASE	DECREASE	
10-348-000	State Grants - Social Services		39,156	
10-610-454	Child/Daycare		39,156	
EXPLANATION: To budget a	<b>EXPLANATION:</b> To budget actual Daycare Funds to be received in FY 2016-17 as approved by the State.			

#### BUDGET AMENDMENT NO. 12 GENERAL FUNDS

		AMO	OUNT
CODE NUMBER	DESCRIPTION OF CODE	INCREASE	DECREASE
10-348-000	State Grants - Social Services		8,104
10-610-198	Low Income Energy Assistance		8,104
<b>EXPLANATION:</b> To budget approved by the State.	actual Low Income Energy Assistance (LIEAP) fu	inds to be received	in FY 2016-17 as

#### BUDGET AMENDMENT NO. 13 GENERAL FUNDS

		AM(	OUNT		
CODE NUMBER	DESCRIPTION OF CODE	INCREASE	DECREASE		
10-348-000	State Grants - Social Services		5,467		
10-610-192	Crisis Intervention		5,467		
<b>EXPLANATION:</b> To budget a	EXPLANATION: To budget actual crisis funds to be received in FY 2016-17 as approved by the State.				

# **BATTLE BETTS, DIRECTOR OF ARHS**

Mr. Betts introduced himself as the new Director of Albemarle Regional Health Services (ARHS) and explained that ARHS will be celebrating 75 years of public health service to the residents of their seven covered counties. They are planning several celebrations during this year and asked if the Board would consider adopting a Resolution recognizing them for their 75<sup>th</sup> Anniversary. Commissioner Nelson thanked Mr. Betts for accepting the position of Director of ARHS. On motion made by Wallace E. Nelson, seconded by Charles Woodard, the Board unanimously adopted the following Resolution:

# RESOLUTION OF RECOGNITION OF 75 YEARS OF PUBLIC HEALTH SERVICE

WHEREAS, Albemarle Regional Health Services will celebrate its 75<sup>th</sup> Anniversary of service to citizens of Pasquotank, Perquimans, Camden, Chowan, Currituck, Bertie, and Gates counties; and

WHEREAS, Albemarle Regional Health Services has rendered quality care to the citizens of the Albemarle region of care during its seventy-five years of operation; and

WHEREAS, Albemarle Regional Health Services is to be commended for its seventy-five years of outstanding service;

NOW THEREFORE BE IT RESOLVED by the Perquimans County Board of Commissioners that Albemarle Regional Health Services be congratulated and offered the Board's sincerest appreciation for seventy-five successful years of dedicated service to the citizens of the Albemarle region.

T. Kyle Jones, Chairman Perquimans County Board of Commissioners

Attest:

Mary P. Hunnicutt, Clerk to the Board

# CAROLYN SELF, COMMUNITY VOLUNTEER LEADER

Ms. Self explained the work that the Red Cross does and that they need more volunteers. The Greater Albemarle Red Cross District will be celebrating its 100 year anniversary next year and they hope that by the time they reach that celebration, they will have an additional 100 volunteers added to their current staff through the region. She encouraged the Board to ask people to volunteer to help the American Red Cross. In addition, March is National Red Cross Month and Ms. Self asked the Board of Commissioners to adopt a Proclamation proclaiming that March was National Red Cross Month in Perquimans County. On motion made by Edward R. Muzzulin, seconded by Charles Woodard, the Board unanimously adopted the following Proclamation:

#### AMERICAN RED CROSS MONTH 2017

#### **A Proclamation**

In Perquimans County, we have a long history of helping our neighbors in need. American Red Cross Month is a special time to recognize and thank our heroes – those Red Cross volunteers and donors who give of their time and resources to help community members.

These heroes help families find shelter after a home fire. They give blood to help trauma victims and cancer patients. They deliver comfort items to military members in the hospital. They use their lifesaving skills to save someone from a heart attack, drowning or choking. They enable children around the globe to be vaccinated against measles and rubella.

The American Red Cross depends on local heroes to deliver help and hope during a disaster. We applaud our heroes here in Perquimans County who give of themselves to assist their neighbors when they need a helping hand.

Across the country and around the world, the American Red Cross responds to disasters big and small. In fact, every eight minutes the organization responds to a community disaster, providing shelter, food, emotional support and other necessities to those affected. It collects nearly 40 percent of the nation's blood supply; provides 24-hour support to military members, veterans and their families; teaches millions lifesaving skills, such as lifeguarding and CPR; and through its Restoring Family Links program, connects family members separated by crisis, conflict or migration.

We dedicate the month of March to all those who support the American Red Cross mission to prevent and alleviate human suffering in the face of emergencies. Our community depends on the American Red Cross, which relies on donations of time, money and blood to fulfill its humanitarian mission.

NOW, THEREFORE, I, T. Kyle Jones, Chairman of Perquimans County Board of Commissioners, by virtue of the authority vested in me by the Constitution and laws of Perquimans County and North Carolina, do hereby proclaim March 2017 as American Red Cross Month. I encourage all Americans to support this organization and its noble humanitarian mission.

IN WITNESS WHEREOF, I have hereunto set my hand this 6th day of March, in the year of our Lord two thousand seventeen, and of Perquimans County, North Carolina.

T. Kyle Jones, Chairman Perquimans County Board of Commissioners

ATTEST:

Mary P. Hunnicutt, Clerk to the Board

SEAL

# ANTHONY DISMUKE, CORRECTION ENTERPRISES, NCCPS

Ms. Dismuke explained that he works with the Correction Enterprises which is through NC Department of Corrections and assists with getting inmates skilled so that they can learn a trade before they are released from the prison system. He said that there is a lot that he could share but due to time constraints he would be willing to wait until the end of the meeting and talk with them further. He also explained that he had materials to distribute to the members of the Board. Chairman Jones said that it would be okay to wait and talk with them later at the end of the meeting.

# **BILL JENNINGS, TAX ADMINISTRATOR**

Mr. Jennings presented his monthly report.

# SUSAN CHANEY, SOCIAL SERVICES DIRECTOR

Ms. Chaney presented her monthly report.

## COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

There being no commissioner concerns or reports, Chairman Jones moved onto the old business.

# <u>UPDATES FROM COUNTY MANAGER</u>

County Manager Heath presented the following updates:

- Noise Ordinance: Mr. Heath reported that the Board will consider the Noise Ordinance at their April 3, 2017 meeting. A Public Hearing will be scheduled at that time.
- ➤ Moratorium on Large Scale Solar Energy Facilities: The Board will hold a Public Hearing on March 20, 2017 prior to the Commissioners' Work Session to consider whether or not to place a moratorium on Large Scale Solar Energy Facilities in Perguimans County.
- Perquimans County Marine Industrial Park Boat Ramp Project: Mr. Heath explained that the contract has been awarded an extension of time but it will still allow the County to meet the time constraints of the Golden Leaf Grant requirements.
- > <u>Library Project</u>: Mr. Heath explained that they should be placing paper on the roof this week and that they are proceeding on time.

# BOARD APPOINTMENTS: NURSING HOME ADVISORY COMMITTEE

We have had two people to resign from this committee and we need to replace them. Commissioner Leigh had talked to Ms. Virgie Whitehurst who expressed an interest in serving on this Board but we did not get a volunteer application from her. Clerk to the Board, Mary Hunnicutt, explained that the Board could appoint her pending receipt of the volunteer application. On motion made by Fondella A. Leigh, seconded by Charles Woodard, the Board unanimously approved the appointment of Virgie Whitehurst to the Nursing Home Advisory Committee for an initial one-year term effective March 1, 2017 pending receipt of the Volunteer Application. That still leaves one more seat to fill.

### <u>PLANNING BOARD ITEM: CAMA LAND USE PLAN AMENDMENT</u>

On motion made by Wallace A. Nelson, seconded by Edward R. Muzzulin, the Board unanimously approved the following Resolution approving the amendment to the CAMA Land Use Plan:

#### RESOLUTION OF THE BOARD OF COMMISSIONERS OF PERQUIMANS COUNTY, NORTH CAROLINA, AUTHORIZING AN AMENDMENT TO THE CAMA LAND USE PLAN

WHEREAS, the County desires to amend its 2005-2006 CAMA Land Use Plan, specifically the policy related to shoreline setback in

WHEREAS, the County's 2005-2006 CAMA Land Use Plan, Page IX-14 Water Quality (WQ) Goal(s) and Policies, Policy WQ #2 states that:

"Perquimans County, Hertford, and Winfall shall require, as appropriate, subdivision developments to control and treat the storm water runoff generated by a 1.5-inch rain event and that all buildings or related structures within waterfront subdivisions be set back 50 feet from the shoreline."; and,

WHEREAS, the County references a 40-foot setback from normal water levels in Sections 702 and 704 of the Perquimans County

WHEREAS, the County desires to maintain the 40-foot setback from normal water levels referenced in the Perquimans County Zoning Ordinance and amend the CAMA Land Use Plan to be consistent with the Zoning Ordinance; and

WHEREAS, on February 14, 2017 the Planning Board unanimously recommended adoption of the draft amendment to the CAMA Land Use Plan; and

WHEREAS, the County conducted a duly advertised public hearing on the draft amendment to the CAMA Land Use Plan at the Regular Meeting of the Board of Commissioners on March 6, 2017; and

WHEREAS, at the Regular Meeting on March 6, 2017 the Board of Commissioners of Perquimans County, North Carolina found the draft amendment to be consistent with the County's desired vision for the future and unanimously approved to adopt the draft amendment; and

WHEREAS, the adopted draft amendment will be submitted as required by state law to the Northeast District Planner for the Division of Coastal Management under the North Carolina Department of Environmental Quality and forwarded to the Coastal Resources Commission(CRC); and

WHEREAS, a review of the adopted draft amendment by the Coastal Resources Commission will be scheduled; and the CRC will then vote on certification of the draft amendment;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Perquimans County, North Carolina, that Page IX-14 Water Quality (WQ) Goal(s) and Policies, Policy WQ#2 in the 2005-2006 CAMA Land Use Plan be amended as follows (text in strikethrough to be removed, text <u>underlined</u> to be added):

"Perquimans County, Hertford, and Winfall shall require, as appropriate, subdivision developments to control and treat the storm water runoff generated by a 1.5-inch rain event; and that Hertford and Winfall shall require all buildings or related structures within waterfront subdivisions be set back 50 feet from the shoreline.

BE IT FURTHER RESOLVED that the Board of Commissioners of Perquimans County, North Carolina, has unanimously adopted the draft amendment; and

BE IT FURTHER RESOLVED that the County Manager of Perquimans County is hereby authorized to submit the adopted CAMA Land Use Plan draft amendment to the State for certification as described above.

Adopted this 6th day of March 2017.

T. Kyle Jones, Chairman Perquimans County Board of Commissioners

ATTEST:

Mary P. Hunnicutt, Clerk to the Board

# FY 2016-17 AUDIT CONTRACT

County Manager Heath stated he and Finance Officer, Tracy Mathews recommend the FY 2016-17 Audit Contract with Donna Winborne at a total cost of \$31,500, which is \$500 over last year's costs. This does include the Audit for the Tourism Development Authority. On motion made by Joseph W. Hoffler, seconded by Edward R. Muzzulin, the Board unanimously approved the FY 2016-17 Audit Contract with Donna Winborne at \$31,500.

# SINGLE FAMILY REHAB GRANT 2017 AGREEMENT

County Manager Heath explained that the County has been approved to receive an amount not to exceed \$175,000 for the 2017 Essential Single-Family Rehabilitation Loan Pool Grant. The first step to receiving these funds is to approve the Funding Agreement that was included in their Agenda Packets. On motion made by Wallace A. Nelson, seconded by Edward R. Muzzulin, the Board unanimously authorized the Chair and County staff to sign the Single Family Rehab Grant Funding Agreement.

# SURPLUS EQUIPMENT

Resolution Authorizing Sale of Certain Surplus County Property: With the upgrading of the telephone system in Telecommunications, they have a phone system that needs to be declared as surplus and sold on GovDeals. On motion made by Edward R. Muzzulin, seconded by Joseph W. Hoffler, the Board unanimously adopted the following Resolution declaring personal property as surplus items to be sold on GovDeals:

# RESOLUTION AUTHORIZING SALE OF CERTAIN SURPLUS COUNTY PROPERTY

WHEREAS, the Perguimans County Board of Commissioners desires to dispose of certain surplus property of the County:

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

- 1. The following described personal property is hereby declared to be surplus to the needs of the County:
  - 1 CISCO Unified Communications 500 Series Phone System 14 CISCO IP Phones Model PC-7942G

All equipment taken out of service February, 2017

- 2. The County Manager is hereby authorized and directed to proceed on behalf of the Perquimans County Board of Commissioners to sale these surplus items on GovDeals.
  - 3. The County reserves the right to reject any or all bids and decide not to sell the property at any time during this process.
- 4. The County Manager, in accordance with State law, shall cause a summary of this resolution to be published once in a newspaper having general circulation in the County and place it on the County's website. After not less than ten (10) days from the date of publication, the County Manager is authorized to sell the above-described property to the highest bidder.

Adopted this the 6<sup>th</sup> day of March, 2017.

ATTEST

Mary P. Hunnicutt, Clerk to the Board

> <u>Sale of Surplus Vehicles</u>: County Manager Heath reported that, with the help of the Finance Office and Helen Hunter, we have sold more surplus vehicles on GovDeals. The highest bidders were as follows:

BUYER	VEHICLE	VIN No.	DATE SURPLUSED	START BID	SOLD AMOUNT	GOVDEALS FEE	NET RESULTS
Gary Isom	2006 Ford F150	3272	7/6/15	\$500.00	\$1,072.00	\$53.60	\$1,018.40
Jametrius Glasper	2008 Ford Crown Victoria	8716	7/6/15	\$500.00	\$1,355.00	\$437.75	\$1,287.25
Brandon McLeod	1998 Ford Van	6413	11/7/16	\$500.00	\$4,005.00	\$200.25	\$3,804.75

On motion made by Joseph W. Hoffler, seconded by Charles Woodard, the Board unanimously authorized Mr. Heath to proceed with the sale of these surplus vehicles.

## PETITION: RIVERFRONT DRIVE

On motion made by Edward R. Muzzulin, seconded by Wallace E. Nelson, the Board unanimously authorized the Clerk to the Board to forward the petition to add Riverfront Drive in Shady Oakes Subdivision to the NCDOT State Maintenance System. Ms. Knapp-Snoots who had presented the petition made a few comments.

## PERSONNEL MATTERS

County Manager Heath explained that we had several personnel matters that were received after the Agenda Packets were mailed. On motion made by Joseph W. Hoffler, seconded by Wallace E. Nelson, the Board unanimously approved the following personnel matters:

Employee	Employee	Action	Grade/	New	Effective
Name	Job Title	Required	Step	Salary	Date
Hunter Saberon	Deputy Register of Deeds	Appointment	58/2	\$23,854	03/13/2017
Robert Fowden	Deputy/Investigator	Promoted	68/2	\$37,042	03/01/2017
Preston Ward	Deputy/Investigator	Promoted	68/4	\$38,895	03/01/2017
Richard Copeland	Part-Time Water Tech III	Appointment	n/g	\$20/hour	03/01/2017

# **PUBLIC COMMENTS**

There being no public comments, Chairman Jones proceeded with the Closed Session.

# CLOSED SESSION: LEGAL & PERSONNEL MATTERS, AND CLOSED SESSION MINUTES

Pursuant to NC General Statute 143-318.11(3)(6), Edward R. Muzzulin made a motion to go into Closed Session to discuss a personnel matter. The motion was seconded by Fondella A. Leigh and unanimously approved by the Board.

The Closed Session was adjourned and the Regular Meeting reconvened on motion made by Edward R. Muzzulin, seconded by Joseph W. Hoffler. There was no action needed after the Closed Session.

# **ADJOURNMENT**

There being no further comments or business to discuss, the Regular Meeting was adjourned at 9:00 p.m. on motion made by Edward R. Muzzulin, seconded by Charles Woodard. After the meeting adjourned, the members talked with Mr. Dismuke.

		T. Kyle Jones, Chairman
Clerk to the Board		
Clerk to the board	* * * * * * * * * * * * * * * * * * * *	
	SDECIAL CALLED MEETING	

SPECIAL CALLED MEETING March 13, 2017

7:00 p.m.

The Perquimans County Board of Commissioners met in a Special Called Meeting on Monday, March 13, 2017, at 7:00 p.m. in the Commissioners Room located on the first floor of the Perquimans County Courthouse Annex.

MEMBERS PRESENT: Fondella Leigh, Vice Chair Joseph W. Hoffler Edward R. Muzzulin Wallace Nelson

Charles Woodard

MEMBERS ABSENT: Kyle Jones, Chairman

OTHERS PRESENT: Frank Heath, County Manager/Deputy Clerk

In the absent of Chairman Jones, Vice Chair Leigh called the meeting to order and Commissioner Nelson gave the invocation. The Vice Chair led the Pledge of Allegiance.

## <u>AGENDA</u>

On motion made by Edward R. Muzzulin, seconded by Charles Woodard, the Board unanimously approved the Agenda.

# **CLOSED SESSION: PERSONNEL MATTER**

Pursuant to NC General Statute 143-318.11(6), Joseph W. Hoffler made a motion to go into Closed Session to discuss a personnel matter. The motion was seconded by Wallace A. Nelson and unanimously approved by the Board.

The Closed Session was adjourned and the Special Called Meeting reconvened on motion made by Edward R. Muzzulin, seconded by Charles Woodard. There was no action needed after the Closed Session.