

- **Glen Zhou:** Mr. Zhou from Advanced Solar Power Holding, Inc. came to update the status of the 16MW solar project at 100 Two Mile Desert Road, Winfall, NC. Donna Godfrey distributed a copy of Mr. Zhou's update letter to her. Chair Cole stopped Mr. Zhou's presentation to ask the purpose of his presentation. Ms. Godfrey explained that, due to a miscommunication in her office, Mr. Zhou is coming to request an extension of CUP-14-01 that was issued to Shelley Layden on behalf of Jarvis Winslow & family. The solar project is located on Two Mile Desert Road and Bembury Road. Mr. Zhou was already scheduled to fly into the area to make his presentation tonight but Ms. Godfrey did not understand that until late Friday afternoon. Therefore, it was not scheduled on the Agenda but he wanted to come and speak to the Board anyway. Chair Cole said that she was sorry that if they had known it earlier in the meeting, they could have amended the Agenda but did not feel that it was appropriate at this time to hear this update. County Attorney High asked if this is an annual report. County Manager Heath said that it was. Mr. High said that if it was something standard, he would be okay with amending the Agenda. On the other hand, if it something out of the ordinary that people would need to respond to, he would have a problem letting him present it at this time. Ms. Godfrey said that, earlier this last week, she had extended his CUP to mid-August so he did not need to request an extension. As long as permits are pulled by the middle of August and construction begins soon after, she does not feel that is necessary for them to make a report and request the extension. Chair Cole allowed Mr. Zhou to give the following update:
 - The land lease agreement with the owner, Mrs. Lucy Winslow and her family, was finalized and signed in March, 2016
 - The Certificate of Public Convenience and Necessity (CPCN) is under processing in North Carolina Utility Commission (NCUC), and expected to be issued by end of June 20, 2016.
 - The site plan package was ready and application of Building Permit to Perquimans County will be submitted by June 12, 2016.
 - The construction plan is under processing, and starting date of construction is expected ay August 1, 2016.

CLOSED SESSION: LEGAL MATTER

Pursuant to NCGS #143-318.11(3), Edward R. Muzzulin made a motion to go into Closed Session to discuss a legal matter. The motion was seconded by Wallace E. Nelson 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 Matthew Peeler. The following action needed to be handled from the Closed Session.

RETAINING OUTSIDE COUNSEL

During the Closed Session, the Board discussed retaining outside counsel to assist County Attorney High on any issue that comes before the Board that may result in legal action. Edward R. Muzzulin made a motion to retain outside counsel to assist the County Attorney with any issue that comes before the Board that may require it. Commissioner Peeler said that he did not think that the Board can take action on the matter because it was not budgeted and we have to wait a meeting before taking action and it was not on the Agenda. County Attorney High said that Mr. Peeler's suggestion would be the safer route to go but many times Closed Sessions are closed and items are voted on after the Closed Session. Chair Cole said that the motion was to hire additional help for the County Attorney on any issue so that is what we are voting on. Mr. Muzzulin restated his motion and Wallace E. Nelson seconded the motion to get it on the floor for discussion. Mr. Nelson said that it was not uncommon to come out of Executive Session and then take action on a matter discussed during the Executive Session. Chair Cole said that, if it was a new expenditure, we would have to hold it over to the next meeting. These funds are already budgeted for legal expenses that we would be paying anyway to our County Attorney. Mr. Nelson asked what the ramifications would be if we voted on it in two weeks. Mr. Heath explained that we have a line item entitled legal fees and these fees would come from that line item that is already budgeted. Commissioner Peeler asked if there is a time constraint if we do not act on this now. Chair Cole explained that time is of importance at this time and called for a vote. The motion was unanimously approved. Commissioner Peeler wanted to clarify that this includes the retaining and paying of the outside counsel. Chair Cole and County Attorney High confirmed that the lawyers would need to be paid if we retain them so yes it was for retaining and paying for outside counsel. Mr. Peeler was okay with that.

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned at 9:10 p.m. on motion made by Edward R. Muzzulin, seconded by Matthew Peeler.

Janice McKenzie Cole, Chair

Clerk to the Board

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SPECIAL CALLED MEETING/WORK SESSION
June 20, 2016
7:00 p.m.

The Perquimans County Board of Commissioners met in a Special Called Meeting on Monday, June 20, 2016, at 7:00 p.m. in the Commissioners' Room located on the first floor of the Perquimans County Courthouse Annex.

MEMBERS PRESENT: Janice McKenzie Cole, Chair Kyle Jones, Vice Chairman
Fondella Leigh Wallace Nelson
Matthew Peeler

MEMBERS ABSENT: Edward R. Muzzulin

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

After the Chair called the meeting to order, Commissioner Peeler led in prayer and the Chair led the Pledge of Allegiance. Chair Cole explained that this Special Called Meeting was scheduled to hold a Public Hearing on the FY 2016-17 Budget.

PUBLIC HEARING – FY 2016-2017 Budget

Chair Cole opened the Public Hearing stating that the purpose of the public hearing was to receive public comments on the proposed FY 2016-2017 Budget. There were ten (10) people present. The Chair asked if there were any comments or questions on the Budget. The following comments were made:

- **Judi Bugniazet, Pettigrew Regional Library Director:** Ms. Bugniazet forwarded the following letter to the Board regarding an increase in the allocation for the Library:

To: Frank Heath, Perquimans County Manager and the Perquimans Board of Commissioners
From: Judi Bugniazet, Pettigrew Regional Library Director cc: Michele Lawrence
Re: Budget Request for fiscal year 2016-2017
Date: June 7, 2016

Please reconsider the Perquimans County Library budget for the fiscal year 2016-2017. Most of our costs are fixed costs, while others are driven by the community's expectations for materials, computer access, programming, and services.

As you know, our funding basically comes from two sources: the county and the state. The county funds provide for our utilities and for library technicians salaries. The counties share the cost of expenses such as NC LIVE, the library automation system, licensing, and the e-book consortium (E-inc). The computer licenses are divided on the basis of the number of computers in each library. The cost of the printer leasing agreement is also determined by the number of printers in each library.

The state funding goes toward the regional services that have not been assigned on a library-by-library basis. This includes the staff at the Regional headquarters and the courier service. The Regional staff orders and processes all materials and handles billing and budgeting. The salaries of the Library Director, the regional staff and the four county librarians are paid for by state funds. The last staff increase was 0.7%, three years ago. We are asking for a 3% increase in salaries from each county in the Pettigrew Library System. While the county employees have received salary increases, the libraries have not been able to give their employees a salary increase because the past increases from our counties have not been enough to cover them. In a library system, I have to request this from all counties so the staff can be treated equally. This year, the other counties in our library system are covering this additional expense and I would hate to have your county keep the staff from this 3% increase. This increase is past due and very important for staff morale. You have a dedicated, hard-working staff in your library, but if you don't give them raises they may seek employment elsewhere, quit or retire. That would be a tragedy for your county as the library employees make the library. The starting full-time wage for a library assistant is about \$17,000 — residents of Perquimans County rely on the paraprofessionals in the library to help them do any number of services that require a high level of technical skill.

For the last few years, Perquimans County funding has remained static with no increases in the last two years. Without an increase in our budget during this past fiscal year, we had to reduce the number of books that we received as standing orders and we curtailed ordering materials in duplicate formats (ex. audio/large print), and were unable to purchase books that the public requested. Without help from the Friends of the Library, we wouldn't have had enough money to purchase our standing orders last year. The standing orders are *the* most popular books that we receive automatically due to their popularity. The Friends are not going to help us again this year. E-book service continues to grow but it's not inexpensive. This service costs the four libraries \$6,000.00 per year (\$1,500.00 per library). This gave each library a \$500 budget for selecting e-books and the opportunity to have some additional copies of popular titles automatically re-ordered. I have requested an increase in the materials budget to cover the costs of books, and to provide for our popular e-book service which has created an incentive for residents to obtain library cards. This service is particularly popular among patrons that are unable to come to the library on a regular basis.

I also just found out that health *care* is expected to increase 4-5% this year. I found this out after the budget had been sent in. This would make it impossible to give our staff an increase with only \$5,000 being added into the budget.

Perquimans County, as of June 30, 2015, had an available fund balance of \$5,937,528 or 44.83% of General Fund expenditures. The Pettigrew Regional Library, as of June 30, 2015 had an available fund balance of \$100,671 or 9.23%.

Tyrrell County, with the smallest county has the best support, with regular, yearly, increases in their budget. Perquimans County has 9,495 more residents than Tyrrell County, but their county appreciates their library, by funding them with the money needed. The library will not be able to function, as it has been, with a budget of \$165,000.00.

The Regional Director has procured a number of grants for books, technology and programs but that also cannot replace the support of the county. Without that support, and with services cut back, you would be letting down the community that counts on library services.

In the past we've received federal money, through E-rate, to supplement our local phone and fax service. E-rate has undergone a complete revision and fax service has been dropped from the supplemental funding. Telecommunications are being phased out, and will decrease by 20% each year until the funding discontinues. The request for telecommunications reflects the 20% more that the county will need to pay, since the federal government is phasing this grant out. The new emphasis will be on Wi-Fi and broadband services.

Library use remains high in this county, as well as in the nation, as patrons struggle with their own finances, look for jobs, take online classes and attend programs. Residents no longer have the money to purchase books, DVDs and computers. They rely heavily on our services for education, entertainment, and lifelong learning.

Please reconsider my budget request as my original request was a bare bones request for what we need to keep Perquimans County Library running with the staff and hours we presently have.

Thank you for your support and kind consideration of our budget request. Please call me if you have any questions,

Sincerely,
 Judi

Judi Bugniazet
 Director, Pettigrew Regional Library
 201 East Third Street Plymouth, N.C. 27962
 252-793-2875

- **Tommy Harrell:** Mr. Harrell wanted to clarify the tax rate. He said that during the Budget Work Sessions, he thought that he heard that the tax rate was going to be \$.55 per \$100 now it is proposed to be \$.57 per \$100. Was the extra \$.02 added due to the debt service we were going to have for the new library facility? County Manager Heath said that the tax rate has always been proposed at \$.57 per \$100. Mr. Harrell further explained that the farmers in the County are carrying the load for the taxes because the farmland value was revalued at a higher rate than before. Commissioner Nelson explained that the tax rate went up because the values have gone down during the revaluation process. The county provides a land use discount for properties used for farmland and timber. Commissioner Peeler asked if the state or county mandates this. County Manager Heath said that it was the state. Mr. Peeler also asked what the value of the farmland was per acre. Mr. Heath said that it went from \$1,190 per acre to \$1,200 per acre. Commissioner Jones asked Mr. Harrell what he proposed the Commissioners cut in the budget. With that being asked, Chair Cole asked the next speaker to speak.
- **Michelle Lawrence:** Ms. Lawrence, the newly hired Librarian, added comments to Ms. Bugniazet's letter. Ms. Lawrence thanked the Board for moving forward with the new library but feels that the increase in funding would allow them to give a raise to their staff which will help the morale of her staff.

There being no further comments or questions, she closed the Public Hearing at 7:08 p.m.

AGENDA

On motion made by Matthew Peeler, seconded by Wallace E. Nelson, the Board unanimously approved the Agenda.

CONSENT AGENDA

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

1. Personnel Matters:

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Emily Harrell	Full-Time Telecommunicator	Appointment	60/5	\$28,017	7/1/2016
Keely Cartwright	Full-Time Telecommunicator	Appointment	60/1	\$25,412	7/1/2016
Jacqueline Downing	Part-Time Fill-In Telecommunicator	Appointment	60/1	\$12.21/hr.	7/1/2016
Sue Ann Cestaro	Part-Time Fill-In Telecommunicator	Appointment	60/1	\$12.21/hr.	7/1/2016
Danielle Griffith	Deputy	Resignation			6/10/2016

- 2. Change Name on Babe Ruth Account for Recreation Department:** Howard Williams, Recreation Director, made the following request: Amanda Layden was hired full-time as Administrative Assistant on May 31, 2016. I am requesting Amanda be added to the Babe Ruth account at PNC Bank. Amanda will be replacing Katie Williams who is no longer employed with Perquimans County.

FY 2015-2016 YEAR-END BUDGET AMENDMENTS

Mr. Heath explained that Budget Amendment numbers 17 thru 20 have been prepared to balance the current year's budget. On motion made by Wallace E. Nelson, seconded by Kyle Jones, the Board unanimously approved the following Year-End Budget Amendments:

**BUDGET AMENDMENT NO. 17
GENERAL FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-480-452	ROD - Conveyance Tax	9,200	
10-356-000	ROD Fees	9,200	
10-510-450	Sheriff - Gun Permits	2,200	
10-351-000	Sheriff Fees	2,200	
10-514-030	Jury Commission - Contract Work	1	
10-301-000	Ad Valorem Taxes	1	
10-615-060	Extension - Group Insurance	3,090	
10-615-070	Extension - Retirement	3,600	
10-615-260	Extension - Advertising	1	
10-615-050	Extension - FICA	130	
10-301-002	Ad Valorem Taxes/Prior Year	6,821	
10-670-020	Soil & Water - Salaries	566	
10-670-050	Soil & Water - FICA	44	
10-301-002	Ad Valorem Taxes/Prior Year	610	
10-480-452	ROD - Conveyance Tax	9,200	
10-356-000	ROD Fees	9,200	
10-592-050	EMS - FICA	4,000	
10-317-000	Interest & Advertising	4,000	
10-682-020	School - Capital (30% of 1/2 Tax)	25,000	
10-345-001	Local Option Sales Tax 1/2% A	25,000	
10-690-931	Health Dept. - Electronics	250	
10-348-006	Electronic Recycling	250	
10-690-941	Mental Health/Alcohol Rehab	650	
10-347-000	ABC Bottle Revenue	650	
10-470-040	Legal Fees	3,000	
10-301-002	Ad Valorem Taxes/Prior Year	3,000	
10-450-740	Tax - Capital Outlay		3,420
10-450-060	Tax - Group Insurance		300
10-450-280	Tax - Tax Refunds	1,200	
10-450-110	Tax - Telephone/Postage	600	
10-450-030	Tax - Listing/Temp. Clerk	220	
10-450-452	Tax - State Services/NCVTS	1,700	
10-510-310	Sheriff - Automotive Supplies		2,406
10-510-740	Sheriff - Capital Outlay	2,406	
10-685-080	Recreation - Unemployment Reserve		976
10-685-030	Recreation - Part-Time Salaries	976	
10-511-020	Communications - Salaries		5,000
10-511-060	Communications - Group Insurance		5,800
10-511-061	Communications - Retirees Hospitalization		2,500
10-511-140	Communications - Travel		1,800
10-511-530	Communications - Dues/Subscriptions		900
10-511-030	Communications - Part-Time Salaries	16,000	
10-610-060	Social Services - Group Insurance		2,600
10-610-740	Social Services - Capital Outlay	2,600	
10-685-310	Recreation - Automotive Supplies		1,100
10-685-030	Recreation - Part-Time Salaries	1,100	
10-592-020	EMS - Salaries		15,000
10-592-060	EMS - Group Insurance		12,000
10-592-030	EMS - Part-Time Salaries	27,000	
EXPLANATION: General Fund year-end entry			

**BUDGET AMENDMENT NO. 18
WATER FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
35-720-020	Water - Salaries		500
35-720-060	Water - Group Insurance		4,300
35-720-061	Water - Retiree Hospitalization	4,300	
35-720-070	Water - Retirement	500	
EXPLANATION: Water Fund year-end entry			

**BUDGET AMENDMENT NO. 19
SOLID WASTE FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
38-301-001	Landfill Fee - Budget Year	10,000	
38-399-000	Fund Balance Appropriated	58,000	
38-750-910	Health Dept. - Landfill	68,000	
EXPLANATION: Solid Waste Fund year-end entry			

**BUDGET AMENDMENT NO. 20
EMERGENCY TELEPHONE SYSTEM WASTE FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
78-500-161	Hardware Maintenance	13,000	
78-500-140	Travel/Training		8,000
78-399-000	Fund Balance Appropriated	5,000	
EXPLANATION: Emergency Telephone System Fund year-end entry			

FY 2015-2016 BUDGET

County Manager Heath explained that a copy of the Budget Ordinance was included in the Board's Agenda Packets. Chair Cole asked if this did or did not include the extra money requested for the Library. Mr. Heath said that he proposed \$165,000 for the library and they are requesting \$173,000. The Budget Ordinance does not reflect the additional funding for the library. Kyle Jones made a motion to approve the FY 2016-2017 Budget as was presented. The motion was seconded by Fondella A. Leigh. In addition, Commissioner Jones commended County Manager Heath and Finance Officer Mathews on their work in preparing the budget. The Board discussed the request from the Library for additional funding. Matthew Peeler said that he would be willing to do half for their request and made a motion to amend the motion to adopt the FY 2016-2017 Budget Ordinance with adding \$4,000 to the Library budget. Kyle Jones seconded the amendment to the motion. The amendment was unanimously approved by the Board. The amended motion to approve the FY 2016-2017 Budget was unanimously approved by the Board. (See Attachment A).

LIBRARY BID APPROVAL

County Manager Heath explained that Wallace Nelson, Matt Peeler, Kyle Jones, representatives from the Library Board, the architect, the low bid contractor and himself met to discuss the Library Project. After that meeting, Mr. Heath felt more comfortable accepting the architect's recommendation to award the Library Project to Aarene Contracting, LLC pending the contractor obtaining the bonding and insurance requirements and Local Government Commission (LGC) approval. Kyle Jones made a motion to accept the low bid from Aarene Contracting, LLC, pending the contractor obtaining the bonding insurance and requirements and Local Government Commission (LGC) approval. The motion was seconded by Matthew Peeler. Commissioners Nelson and Peeler said that, after their meeting with the contractor, they felt better about recommending them for the project. There being no further discussion, the motion was unanimously approved by the Board.

SPECIAL CALLED MEETING ADJOURNMENT

There being no further comments or business to discuss, the Special Called Meeting was adjourned and the Work Session began at 7:22 p.m. on motion made by Matthew Peeler, seconded by Wallace A. Nelson.

Janice McKenzie Cole, Chair

Clerk to the Board

ATTACHMENT A
PERQUIMANS COUNTY
BUDGET ORDINANCE
FY 2016-2017

BE IT ORDAINED THIS 20th DAY OF JUNE, 2016, BY THE BOARD OF COMMISSIONERS OF PERQUIMANS COUNTY, NORTH CAROLINA:

I. GENERAL FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the General Fund for the operation of the County Government and its activities for the fiscal year beginning July 1, 2016, and ending June 30, 2017, in accordance with the chart of account heretofore established of this County:

Governing Body	\$	69,300
County Manager/Finance/Planning		407,884
Elections		132,327
Tax Department		472,126
Legal		27,500
Register of Deeds		241,577
Public Buildings		689,509
Albemarle Commission		9,274
Sheriff		1,122,159
Communications		523,896
Jail - Operations		650,782
Jail - Debt Service		240,935
Juvenile Detention		10,000
Jury Commission		2,200
Fire Departments/Emergency Management		524,266
Medical Examiner		3,000
Inspections		220,217
Forestry Services		45,537
Emergency Medical Services		1,382,817
Natural Resource Conservation Service		50,251

NRCS - Cost Share Program	12,500
Extension Services	199,495
Veterans Services	8,814
Social Services	2,638,318
Albemarle Regional Health Services	50,310
Mental Health	29,906
Schools - Current Expense	2,775,000
Schools - Capital Outlay	363,805
Schools - Debt Service	836,603
Inter County Public Transportation Authority	5,978
Pettigrew Regional Library	165,000
Recreation	298,856
Albemarle RC&D	750
Various Non-Profit Contributions	30,000
Revaluation Reserve	35,000
Mentoring Focus Group/Restitution	36,500
Transportation/Scrap Tires/White Goods	22,565
Emergency Services Building Debt Service	110,817
Aquatic Weed Control	1,169
Albemarle Regional Planning	2,283
Education - OJJ Programs	32,646
College of the Albemarle	32,500
Senior Citizens	134,079
Animal Shelter Operations	60,000
Economic Development	54,800
County Drainage Study	15,000
Senior Center Outdoor Expansion	10,000
TOTAL GENERAL FUND	\$ 14,788,251

**PERQUIMANS COUNTY
BUDGET ORDINANCE
FY 2016-2017**

Section 2: REVENUES - It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

Ad Valorem Taxes:

Budget Year	\$	7,651,688
Current Year		120,000
Prior Years Summary		92,000
Penalties & Interest		97,500

Other Taxes & Licenses:

Wine & Beer License	\$	450
Local Option Sales Tax		390,000
Local Option Sales Tax		800,000
Local Option Sales Tax		325,000
Local Option Sales Tax		307,080

Unrestricted Intergovernmental:

Tax Collections - Municipalities	\$	14,500
ABC Bottle Revenue		3,000
Beer & Wine		45,000
Utility Franchise Distribution		15,000
Medicaid Hold Harmless		394,000

Restricted Intergovernmental:

State Grants:		
Social Services	\$	1,881,236
Soil Conservation - Operating		3,600
Soil Conservation - Technician		16,000
Management Entity Funds		7,000
OJJ		64,160
Register of Deeds - A.E. & P.F.		6,684

Health Department - T/ST/WG		21,500
School Resource Officer - Board of Education		75,000
Senior Programs		4,938
Electronic Recycling Fees		1,000
Drainage Fees		9,500
Emergency Management Grant		43,830
DWI - DMV License Revocation		750
Nutrition		8,818
Floodplain Mapping - Register of Deeds		5,600
Register of Deeds - Dept. of Cultural Resources		2,500
Register of Deeds - State General Fund		2,000
Permits & Fees:		
Building Permits	\$	110,000
Register of Deeds		115,000
Recreation Fees		17,000
Ambulance Fees		575,000

**PERQUIMANS COUNTY
BUDGET ORDINANCE
FY 2016-2017**

Sales & Services:		
Officer-Sheriff Fees	\$	50,000
Jail Fees		7,000
Rents:		
Farm		4,100
Tower		14,000
Building Leases		62,884
Recreation/Senior Center		8,000
Investment Earnings		10,000
Miscellaneous		25,000
Mentoring Focus Group - Local Funds		2,000
Subdivision Fees		1,000
Zoning Fees		3,500
Tower Consulting Fees		5,000
Interest - Law Enforcement		
Veterans Monument Contributions		100
State Funds - Drug Tax		10,840
DSS IV-D Fees		1,000
Federal Drug Funds		14,925
Transfer from Other Funds:		
Water System	\$	100,000
Municipal Dispatch Fees		80,000
Other Revenues:		
Land Transfer Tax Proceeds		400,000
E-911 Funds		11,900
Fund Balance Appropriated	\$	<u>750,668</u>
TOTAL GENERAL FUND:	\$	<u>14,788,251</u>

II. WATER DEPARTMENT

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Water System Fund for the fiscal year beginning July 1, 2016, and ending June 30, 2017.

Administration & Operations	\$	1,966,219
Loan Principal		369,092
Loan Interest		51,282
Contribution to General Fund		100,000
TOTAL WATER SYSTEM FUND	\$	<u>2,486,593</u>

Section 2: REVENUES - It is estimated that the following revenues will be available in the Water System Fund for the fiscal year beginning July 1, 2016, and ending June 30, 2017.

Investment Earnings	\$ 2,300
Sale of Water	2,000,000
Taps & Connections	50,000
Reconnections	12,000
Penalties & Interest	42,500
Rent: Towers	8,100
Miscellaneous	2,000
Water Improvement Fund	1,500
DOT Reimbursement - Waterline	0
Fund Balance Appropriated	368,193
TOTAL WATER SYSTEM FUND	\$ 2,486,593

**PERQUIMANS COUNTY
BUDGET ORDINANCE
FY 2016-2017**

III. SOLID WASTE FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Solid Waste Fund for the fiscal year beginning July 1, 2016, and ending June 30, 2017.

Administration & Operations	\$ 921,727
Recycling Centers Maintenance	5,000
Solid Waste Refunds	3,500
TOTAL SOLID WASTE FUND	\$ 930,227

Section 2: REVENUES - (Solid Waste Fee: \$130.00 per Household). It is estimated that the following revenues will be available in the Solid Waste Fund for the fiscal year beginning July 1, 2016, and ending June 30, 2017.

Solid Waste Fees	\$ 885,000
Investment Earnings	150
Disposal Tax	6,500
Fund Balance Appropriated	38,577
TOTAL SOLID WASTE FUND	\$ 930,227

IV. REVALUATION RESERVE FUND

1. **Section 1: APPROPRIATIONS** - The following amounts are hereby appropriated in the Revaluation Reserve Fund for the fiscal year beginning July 1, 2016, and ending June 30, 2017.

Reserve for Revaluation	\$ 35,100
TOTAL REVALUATION FUND	\$ 35,100

2. **Section 2: REVENUES** - It is estimated that the following revenues will be available in the Revaluation Reserve Fund for the fiscal year beginning July 1, 2016, and ending June 30, 2017.

Investment Earnings	\$ 100
Transfer from General Fund	35,000
TOTAL REVALUATION FUND	\$ 35,100

V. COURT FACILITIES FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Court Facilities Fund for the fiscal year beginning July 1, 2016, and ending June 30, 2017.

Administration & Maintenance	\$ 35,971
District Attorney Office Expense	14,140
Fine & Forfeitures	70,000
TOTAL COURT FACILITIES	\$ 120,111

**PERQUIMANS COUNTY
BUDGET ORDINANCE
FY 2016-2017**

Section 2: REVENUES - It is estimated that the following revenues will be available in the Court Facilities Fund for the fiscal year beginning July 1, 2016, and ending June 30, 2017.

Investment Earnings	\$	75
Facility Fees		25,000
Fines & Forfeiture Fees		70,000
Fund Balance Appropriated		25,036
TOTAL COURT FACILITIES	\$	120,111

VI. ECONOMIC DEVELOPMENT FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Economic Development Fund for the fiscal year beginning July 1, 2016, and ending June 30, 2017.

Professional Services & Expenses	\$	27,330
Other Expenses		27,500
TOTAL ECONOMIC DEVELOPMENT	\$	54,830

Section 2: REVENUES - It is estimated that the following revenues will be available in the Economic Development Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

Transfer from General Fund	\$	54,800
Fund Balance Appropriated		0
Investment Earnings		30
TOTAL ECONOMIC DEVELOPMENT	\$	54,830

VII. TOURISM DEVELOPMENT FUND - OCCUPANCY TAX

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Tourism Development Fund for the fiscal year beginning July 1, 2016, and ending June 30, 2017.

Promotions, Marketing, Operating Expenses	\$	15,700
Fireworks Contribution		1,500
TOTAL TOURISM DEVELOPMENT	\$	17,200

Section 2: REVENUES - It is estimated that the following revenues will be available in the Tourism Development Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

Transfer from General Fund	\$	10,000
Occupancy Tax		4,900
Fund Balance Appropriated		2,260
Interest		40
TOTAL TOURISM DEVELOPMENT	\$	17,200

**PERQUIMANS COUNTY
BUDGET ORDINANCE
FY 2016-2017**

VIII. EMERGENCY TELEPHONE FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Emergency Telephone Fund for the fiscal year beginning July 1, 2016, and ending June 30, 2017.

Operating Expenses	\$	136,453
Capital Outlay		0
TOTAL EMERGENCY TELEPHONE FUND	\$	136,453

Section 2: REVENUES - It is estimated that the following revenues will be available in the Emergency Telephone Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

Emergency 911 Fee	\$	136,353
Investment Earnings		100
TOTAL EMERGENCY TELEPHONE FUND	\$	136,453

IX. COUNTY CONSTRUCTION FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the County Construction Fund for the fiscal year beginning July 1, 2016, and ending June 30, 2017.

Professional Services	\$	0
Capital - Library Construction		309,689
TOTAL COUNTY CONSTRUCTION FUND	\$	309,689

Section 2: REVENUES - It is estimated that the following revenues will be available in the County Construction Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

General Fund Transfer	\$	0
Fund Balance Appropriated		309,689
TOTAL SCHOOL CONSTRUCTION FUND	\$	309,689

X. OTHER PROVISIONS

Section 1: The Budget Officer is hereby authorized to transfer appropriations within a fund contained herein under the following conditions:

- a) The Budget Officer may transfer amounts between objects of expenditures within a department except salary amounts without limitation.
- b) The Budget Officer may not transfer any amount between funds nor from any contingency appropriations within any fund.

Section 2: The Board of Commissioners hereby authorizes the attached Fee Schedule for FY 2016-2017.

P E R Q U I M A N S C O U N T Y
B U D G E T O R D I N A N C E
F Y 2 0 1 6 - 2 0 1 7

XI. TAX LEVY

Section 1: There is hereby levied a tax at the rate of 57¢ (fifty-seven) per one hundred dollars (\$100) valuation of property listed for taxes as of January 1, 2016 for the purpose of raising the revenue listed as "Budget Year's Taxes" in the General Fund - Part I, Section 2 of this Ordinance.

Section 2: This rate of tax is based on an estimated total valuation of property for the purpose of taxation of \$1,295,330,502 and an estimated collection rate of 96.96%.

This Budget was approved with a vote of five (5) to zero (0) on June 20, 2016 by a quorum of the Perquimans County Board of Commissioners being present and all present casting a vote.

 Janice McKenzie Cole, Chair
 Perquimans Co. Board of Commissioners

FEE SCHEDULE
FY 2016-2017

There is hereby established, for the fiscal year beginning July 1, 2016, and ending June 30, 2017, the following fees for services as indicated:

Building Inspections

Construction Fees

Square Foot	\$.25/SF
Minimum Fee	\$50.00
State Fee	\$10.00
In-ground pool (Residential)	\$50.00
In-ground pool (Commercial)	\$125.00
Carports (open all 4 sides)	\$.125/SF
Daycare & ABC	\$75.00
Storage Building 12 x 12 or less	\$25.00

<u>Electrical Fees</u>	
Minimum Fee	\$30.00
Square Foot	\$.10/SF
Temporary Service	\$30.00
Service Repair	\$30.00
Service Charge	\$.30/amp
Swimming Pools	\$30.00
Sub panel	\$10.00
Generators	\$10.00
Baseboard Heat (per thermostat)	\$10.00
Photovoltaic/Solar	\$50 per POD
<u>Plumbing Fees</u>	
Minimum Fee	\$40.00
Per Fixture	\$5.00
Sprinklers	\$50.00
Per Head	\$5.00
<u>Mechanical Fees</u>	
Central Heating/Air Conditioning	\$55.00
Central - Additional Unit	\$55.00
Minimum Fee	\$30.00
Hood System	\$50.00
<u>Insulation Fees</u>	
Insulation	\$50.00
<u>L.P. & Natural Gas Fees</u>	
Minimum Fee	\$30.00
Per Gas Outlet	\$5.00
<u>Sign Fees</u>	
Free Standing	\$50.00
<u>Renovation Fees</u>	
1/2 New Construction	
<u>Fire Inspection Fees</u>	
Mandatory Fire Code Permits	\$50.00
Group/ Foster Homes	\$50.00
<u>Manufactured Homes</u>	
Single Section	\$115.00
Multi Section	\$165.00
Electrical	\$30.00
Mechanical	\$35.00
Plumbing	\$20.00
<u>Modular Homes</u>	
All set-up	\$.25/SF
Electrical	\$.30/amp
Plumbing	\$40.00
Mechanical	\$55.00
<u>Administrative, Negligence & Reinspections</u>	
Administrative	\$50.00
Negligence	\$50.00
Re-Inspection	\$50.00
<u>Junk Car & Trash Administration</u>	
	\$75.00
<u>Sheriff Department Fees</u>	
Fingerprints	\$5.00/card
Gun Purchase Permits	\$5.00 each
Concealed Handgun Permits	\$90.00
Concealed Handgun Permit Renewals	\$85.00
Service Fees (civil papers)	\$15.00/service
Out of State Service Fees (civil papers)	\$100.00
False Alarm Charge	\$50.00
<u>EMS Fees</u>	
ALS-I Emergency A0427	\$536.22
ALS-II Emergency A0433	\$776.11
ALS-I or II Treatment / No Transport A0999 (including Helo)	\$300.00
ALS-I Non Emergency A0426	\$338.66

BLS-Emergency A0429	\$451.56
BLS-Non Emergency A0428	\$282.22
Transports to Funeral Homes	\$225.00
Drag Strip Standby - 1st 2 hours	\$100.00
Drag Strip Standby - additional hours	\$40.00/hour
Attorney's Fees (patient's records)	\$12.00
	\$14.33/Loaded
Ground Mileage - ALS or BLS	Mileage
Specialty Care A0434	\$917.22

Recreation Fees

Rental Fees:

Meeting Room	\$40.00/hr (3 hr minimum)
Meeting Room/Kitchen	\$60.00/hr (3 hr minimum)
Gymnasium (1/2 day)	\$250.00
Gymnasium (full day)	\$400.00
Tennis Courts (1/2 day)	\$50.00
Tennis Courts (full day)	\$100.00
Outside Basketball (1/2 day)	\$50.00
Outside Basketball (full day)	\$100.00
Field Rental (1/2 day)	\$75.00/field
Field Rental (full day)	\$150.00/field
Lights additional	\$25.00/hour
Field Rental for practices	
Non Rec. teams	\$15.00/hour
with lights	\$25.00/hour

Deposit in addition to any rental fees. All fees are refundable if cancelled at least 72 hrs before scheduled rental day.

Registration Fees

Youth Soccer	\$20.00
Youth Basketball	\$20.00
Volleyball	\$20.00
Softball (9-16)	\$20.00
Babe Ruth (13-15)	\$20.00
Football	\$30.00
Cheerleading	\$20.00
T-Ball (4-6)	\$20.00
Coach Pitch (7-8)	\$20.00
Adult Softball	\$200.00/team
Adult Basketball	\$200.00/team
Open Gym	No charge
Skate Park	No charge

There is a maximum of \$50 per family for each activity.

Register of Deeds

All Instruments (Except Deeds of Trust)

Pages 1-15	\$26.00
Each additional page thereafter	\$4.00
Multi-instrument	\$10.00

Deed of Trust 1st thru 15th Page

Each additional page	\$4.00
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UCC

1 to 2 pages	\$38.00
3 to 10 pages	\$45.00
Over 10 pages (<i>Plus \$2 per page over 10</i>)	
Search per name	\$30.00
Copy per page	\$1.00

Plats

1st page	\$21.00
Each additional page	\$21.00

DOT Highway Maps

1st page	\$21.00
Each additional page thereafter	\$5.00

Copies

Plat copies \$3.00 each
 Regular copies (per page) \$0.25

Certified copies (instruments & plats)

1st page \$5.00
 Each additional page \$2.00

Notary

Oath \$10.00
 Commission verification \$5.00

Marriage License

Issuance of license \$50.00

Vital Records

Certified copy (birth, death, marriage) \$10.00
 Delayed birth applications \$20.00
 Amendments \$10.00
 Records search from Vital Records \$15.00
 Plus payable to Vital Records \$15.00
 Legitimations \$10.00
 Plus payable to Vital Records \$15.00

Tax Department

Copies \$0.25
 Non-aerial maps \$0.50
 Aerial maps \$1.20

GIS Mapping Price List

Plotter

Size	Black & White	Image Color
8.5 x 11	\$1.00	\$2.00
11 x 17	\$2.00	\$3.00
16 x 20	\$3.00	\$5.00
22 x 34	\$5.00	\$8.00
34 x 46	\$8.00	\$10.00

Desk printer

Size	Black & White	Image Color
8.5 x 11	\$0.50	\$1.25
8.5 x 14	\$0.75	\$1.50
11 x 17	\$1.00	\$1.75

Data Layers

Entire County parcels with aerial images and ownership information \$200.00
(Available on CD & ZIP drive)
 Individual Layers \$50.00 first layer
 \$25.00 each additional layer

Individual Plotter Maps

Township & Municipality Street Maps Price based on size/color
 Zoning Maps per Township/Municipality Price based on size/color
 Full County Zoning Map \$12.00
 County street maps, subdivision maps, and other maps created without image and little color same as listed under Plotter Black & White
 Flood maps, soil maps, census maps and others created with full color same as listed under Plotter Image/Color

Availability

Requests can be made Monday through Friday from 8 am to 5 pm except holidays. All efforts will be made to provide information within 5 working days

Payment

Payment is required prior to preparation of CD's, extensive copying requests, maps to be sent by mail and ftp uploads

Custom Work

A fee of \$25.00 per hour will be charged for requests for maps that we do not have the data layers for. For instance, having to go on the internet to download information.

County Manager

Zoning Ordinance \$15.00
 Subdivision Ordinance \$10.00
 Junk Ordinance \$10.00

Junkyard Ordinance	\$10.00
Manufactured Home Park Ordinance	\$5.00
Minimum charge for copy of any other Ordinance	\$5.00
Copies	\$0.25

Water Department

Rate Schedule

WATER RATES- There is a min. charge of \$15 for the first 1000 gallons; each additional thousand gallons will be \$7.00/1000 gal.

Tap-on Fees

Size Meter	Cost of Tap
3/4"	\$1,500.00
1"	\$2,500.00
2"	\$5,000.00
Late Payment Charge	10% of bill
Renter's Deposit	\$75.00
Reconnection Fee	\$25.00
Water Meter Test Fee	\$100.00

Seasonal Water Conservation Rates

\$9/1000 gallons for usage more than 8000 gallons per month from May 1 through October 31

Water Facility Fee

\$500 per lot for up to and including four lots on main roads, 6 lots on secondary roads

\$2,500 per lot for any lots over four on main roads, 6 lots on secondary roads

Water Facility Fee must be paid before the Final Subdivision Plat is recorded in the Perquimans County Register of Deeds' Office.

Planning/Zoning

Zoning Permit (Residential/Home Occupation)	\$0.00
Zoning Permit (for Commercial/Industrial)	\$100.00
Certificate of Compliance (after first site visit)	\$100.00
Sign Permit	\$50.00
Certificate of Compliance (after first site visit)	\$50.00
Zoning Map Change (Re-Zoning)	\$450.00
Zoning Text Change	\$500.00
Planned Unit Development	\$600.00 + atty. & eng. Fees, i/a
Conditional Use District	\$300.00 + atty. & eng. Fees, i/a
Conditional Use Permit	\$300.00 + atty. & eng. Fees, i/a
Appeal or Interpretation	\$300.00
Zoning Variance Request	\$300.00
Variance to Subdivision Regulations	\$100.00
Subdivision Sketch Plat	\$100.00
Minor or Abbreviated Subdivision Plan	\$50.00
Preliminary Plat	\$100.00 + \$15.00 per lot
Final Plat	\$100.00 + \$15.00 per lot
Wireless Telecommunication Facility	\$500.00 County fee
	+Minimum consultant cost of \$6,500.00
	+Certificate of Zoning Compliance (after first visit): \$100.00 County Fee
Wireless Telecommunication Facility	
(eligible facilities request applications processed per NCGS 153A-349.53)	County fee of \$500.00
	+Minimum consultant cost of \$500.00
	+Certificate of Zoning Compliance (after first visit): \$100.00 County Fee
	+Certificate of Zoning Compliance (Consultant fee for verification): \$3,000.00
Wind Energy Facilities	+Initial Escrow Deposit (Medium Facility) \$50,000.00
	+Initial Escrow Deposit (Large Facility) \$50,000.00

Effective 2-1-16, Zoning Permit Fees and Escrow Deposits to be paid at the time Zoning Permit Application, Fees and detailed Site Plans are submitted for review. If Escrow Account drops below \$10,000, Applicant shall replenish to the original amount before any further action or consideration is taken on any County Permit. Remaining balance will be refunded after issuance of the Certificate of Zoning Compliance for the last remaining development component and upon approval of As-Built Drawings or if Applicant fails to complete project.

**Fees denoted for a given application do not include fees for subsequent applications and stages of review. Separate fees will apply for building and other permits.*

**PERQUIMANS COUNTY
CAPITAL PROJECTS ORDINANCE
FOR CONSTRUCTION OF
WATER SYSTEM IMPROVEMENTS**

"PHASE III"

This Capital Projects Ordinance is being authorized for the Water System Improvements.

The following appropriations are being made with revenues, as listed, being available for this fund.

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in this Capital Projects Ordinance beginning July 1, 2016, and ending June 30, 2017.

Capital Outlay	\$	70,000
Professional Services		30,000
TOTAL CAPITAL PROJECTS FUND	\$	100,000

Section 2: REVENUES - It is estimated that the following revenues will be available for appropriation in the Capital Projects Ordinance beginning July 1, 2016, and ending June 30, 2017.

Investment Earnings	\$	350
Fund Balance Appropriated		99,650
TOTAL CAPITAL PROJECTS FUND	\$	100,000

Janice McKenzie Cole, Chair
Perquimans Co. Board of Commissioners

**PERQUIMANS COUNTY
CAPITAL PROJECTS ORDINANCE
COUNTY CONSTRUCTION FUND**

This Capital Projects Ordinance is being authorized for the Perquimans Library Project.

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in this County Construction Fund beginning July 1, 2016, and ending June 30, 2017

Professional Services	\$	0
Capital - Library Construction		309,689
TOTAL COUNTY CONSTRUCTION FUND	\$	309,689

Section 2: REVENUES - It is estimated that the following revenues will be available for appropriation in the County Construction Fund beginning July 1, 2016, and ending June 30, 2017.

General Fund Transfer	\$	0
Fund Balance Appropriated		309,689
TOTAL COUNTY CONSTRUCTION FUND	\$	309,689

Janice McKenzie Cole, Chair
Perquimans Co. Board of Commissioners

**PERQUIMANS COUNTY
CAPITAL PROJECTS RESERVE ORDINANCE
LAND TRANSFER TAX
FOR
CAPITAL PROJECTS**

This Capital Projects Ordinance is being authorized to provide a portion of the required funds needed for the School Construction Project and for the other Capital Projects deemed appropriate by the Board of Commissioners.

The following appropriations are being made with revenues, as listed, being available for this fund.

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in this Capital Projects Ordinance beginning July 1, 2016, and ending June 30, 2017

<u>Transfer to General Fund</u>	\$ 400,000
TOTAL CAPITAL RESERVE/LAND TRANSFER TAX	\$ 400,000

Section 2: REVENUES - It is estimated that the following revenues will be available for appropriation in the Capital Projects Reserve Ordinance beginning July 1, 2016, and ending June 30, 2017.

<u>Land Transfer Tax</u>	\$ 250,000
<u>Investment Earnings</u>	1,000
<u>Fund Balance Appropriated</u>	149,000
TOTAL CAPITAL RESERVE/LAND TRANSFER TAX	\$ 400,000

Janice McKenzie Cole, Chair
Perquimans Co. Board of Commissioners

**PERQUIMANS COUNTY
CAPITAL PROJECTS ORDINANCE
FOR
NC HOUSING FINANCE AGENCY
SINGLE FAMILY REHABILITATION PROGRAM**

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in this Capital Projects Ordinance beginning July 1, 2016, and ending June 30, 2017

<u>Rehabilitation</u>	\$ 134,030
<u>Program Costs</u>	24,199
TOTAL CAPITAL RESERVE/NC HOUSING FINANCE AGENCY	\$ 158,229

Section 2: REVENUES - It is estimated that the following revenues will be available for appropriation in the Capital Projects Ordinance beginning July 1, 2016 and ending June 30, 2017.

<u>Single Family Rehab</u>	\$ 158,229
TOTAL CAPITAL RESERVE/NC HOUSING FINANCE AGENCY	\$ 158,229

Janice McKenzie Cole, Chair
Perquimans Co. Board of Commissioners

WORK SESSION

June 20, 2016

7:00 p.m.

The Perquimans County Board of Commissioners met in a regular Work Session on Monday, June 20, 2016, at 7:00 p.m. in the Commissioners' Room located on the first floor of the Perquimans County

MEMBERS PRESENT: Janice McKenzie Cole, Chair Kyle Jones, Vice Chairman
Fondella Leigh Wallace Nelson
Matthew Peeler

MEMBERS ABSENT: Edward R. Muzzulin

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

ADJOURNMENT

Chair Cole said that, since there was no business to discuss, she adjourned the Work Session at 7:22 p.m.

Janice McKenzie Cole, Chair

Clerk to the Board
