

former library building as the site for the Boys & Girls Club in Perquimans County, rent free with the county providing building maintenance. The Board asked several questions.

HIGH SCHOOL ATHLETIC COMPLEX/SCHOOL FUNDING FORMULA

County Manager Heath reported that they have been having small informal committee meetings with Superintendent Cheeseman and Board of Education member, Amy Spaug, Commissioner Nelson and himself. During those meetings, they discuss various issues. At the last meeting, they discussed a couple of items that he wanted to update the Board on:

High School Athletic Complex: Mr. Heath explained that Mr. Cheeseman would probably be coming to a Commissioners' meeting in December or January to provide a formal update on the High School Athletic Complex. Mr. Heath and Commissioner Nelson said that it was Mr. Cheeseman's desire to have the football field ready by next football season. At some point in time, they will come before the Board to request the lottery amount that has been saved up which is between \$350,000 and \$400,000.

School Funding Formula: The Board of Education also wants to know if we have an interest in discussing at the next Budget Work Sessions a funding formula. Some counties have one that is based on school population, average daily membership with some performance bonuses included. If the Board is interested in this, they have a consultant that they use for matters like this and would be willing to have the consultant come talk with the Board to explain what a funding formula would mean. Commissioner Nelson made a few comments and feels that it would be beneficial to investigate this to learn more about how the funding formula works.

BOARD RETREAT

County Manager Heath explained that the Board usually holds a retreat to discuss the issues pertinent to Perquimans County for the next few years. It was the consensus of the Board to have County Manager Heath to proceed with contacting NCACC to obtain a facilitator for the meeting and to set up the date sometime in March, 2018.

ADJOURNMENT

There being no further business to discuss, the Chairman adjourned the meeting at 8:05 p.m. on motion made by Charles **Ward Woodard**.

Corrected in December 4, 2017 Meeting Minutes

Fondella A. Leigh, Vice Chair

Clerk to the Board

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REGULAR MEETING
December 4, 2017
7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, December 4, 2017, at 7:00 p.m. in the Commissioners Room located on the first floor of the Perquimans County Courthouse Annex.

- MEMBERS PRESENT:** Kyle Jones, Chairman
Joseph W. Hoffler
Wallace E. Nelson
Fondella A. Leigh, Vice Chair
Edward R. Muzzulin
Charles Woodard
- MEMBERS ABSENT:** None
- OTHERS PRESENT:** Frank Heath, County Manager/Deputy 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.

AGENDA

Fondella A. Leigh made a motion to approve the Agenda as amended. The motion was seconded by Charles Woodard. The Board voted unanimously to approve the Agenda as amended.

CONSENT AGENDA

Commissioner Nelson asked that the Minutes be removed for correction. On motion made by Wallace E. Nelson, seconded Fondella A. Leigh, the Board unanimously approved the Consent Agenda, less the Minutes listed. Chairman Jones said that the Minutes will be handled under New Business.

1. **Approval of Minutes:** November 6, 2017 Regular Meeting & November 20, 2017 Work Session.
2. **Tax Release/Refund Approvals:**

PERQUIMANS COUNTY TAX REFUNDS:

Reed, Gary Bryan -----	\$125.68
Traded vehicle. Account No. 29472066.	
Reed, Gary Bryan -----	\$107.12
Traded vehicle. Account No. 29472066.	

3. **Personnel Matters:**

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Kiera Hinton	IMC II	Resignation			11/14/2017
Alice Copeland	IMC II	Appointment	63/4	\$31,211	12/01/2017
Penny Trueblood	Senior Center Assistant Coordinator	Appointment	60/6	\$28,717	12/13/2017
Shannon Howell	Social Worker IA&T	FMLA			11/07/2017
Janice Thornton	IMC II	Leave Without Pay			11/13-21 & 11/27/2017
David Murray	Sergeant of SRO's	Promotion	67/3	\$36,311	12/01/2017

4. **Step/Merit Increases:**

Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Jonathan Blanchard	Athletic Program Supervisor	64/2	\$31,061	08/01/2017
Robert Elliott	Water Technician I	58/3	\$23,723	12/01/2017

5. **Board Appointments:** The following Board reappointments were unanimously approved by the Board:

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Parnell, Brian	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	01/01/2018
Bonner, Greg	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	01/01/2018

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Brittingham, Richard	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	01/01/2018
Cartwright, Michael	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	01/01/2018
Chaney, Susan	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	01/01/2018
Cole, Janice	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	01/01/2018
Copeland, Crystal	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	01/01/2018
Forlines, Craig	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	01/01/2018
Lafon, David	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	01/01/2018
Lawrence, Grady	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	01/01/2018
Nixon, Jonathan	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	01/01/2018
Palmer, Cordell	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	01/01/2018
Ponte, Tom	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	01/01/2018
Smith, Lewis	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	01/01/2018
Spruill, Mary	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	01/01/2018
Stoop, Ashley	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	01/01/2018
Value, Jason	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	01/01/2018
VanDuyne, T. Gwen	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	01/01/2018
Williams, Peter	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	01/01/2018
Winslow, Jarvis	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	01/01/2018

6. **Budget Amendments:**

**BUDGET AMENDMENT NO. 14
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-345-033	State Grants - Senior Medicare	107	
10-615-146	SHIP Funds	107	

EXPLANATION: To budget the exact amount of SHIP Funds allocated for Perquimans for FY17/18.

**BUDGET AMENDMENT NO. 15
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-610-193	DSS - Emergency Assistance		1,713
10-610-192	Crisis Intervention	1,713	

EXPLANATION: To correct DSS budget expenditures to match the State funds allocated for Perquimans for FY17/18.

7. **Resolution:** The following Resolution was unanimously approved by the Board:

- **Surplus Equipment:** The Board adopted the following Resolution requesting the Board to declare a Recreation vehicle as surplus equipment to be sold on GovDeals.:

**RESOLUTION AUTHORIZING SALE
OF CERTAIN SURPLUS COUNTY PROPERTY**

WHEREAS, the Perquimans 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 vehicles and other items are hereby declared to be surplus to the needs of the County:

YEAR MODEL	VEHICLE # MAKE
2001 Ford	2815 F-150 Truck

2. The County Manager is hereby authorized and directed to proceed on behalf of the Perquimans County Board of Commissioners to sale this surplus vehicle 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 4th day of December, 2017.

T. Kyle Jones, Chairman

ATTEST:

Mary P. Hunnicutt, Clerk to the Board

INTRODUCTION OF NEW EMPLOYEES

The following employees were introduced to the Board:

1. **Frank Heath, County Manager:** Mr. Heath introduced Beverly Gregory, Senior Citizens Coordinator, who was appointed effective December 1, 2017.
2. **Susan Chaney, Social Services Director:** Ms. Chaney was unable to attend. She will introduce her staff in January.

Chairman Jones welcomed them to the County.

BILL JENNINGS, TAX ADMINISTRATOR

Mr. Jennings was unable to be present.

SUSAN CHANEY, SOCIAL SERVICES DIRECTOR

Ms. Chaney was unable to be present.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

There were no Commissioner's Concerns/Committee Reports.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- **Albemarle Commission - Additional Space:** Mr. Heath explained that, as the Board was aware, the Albemarle Commission has been looking for additional space and they have proposed several options. One option was to construct an addition to the current building. Executive Director, Cathy Davison, wants to know that, if they do add on to the existing building, what the leasing rate would be. Currently, they are paying \$10.50 per square foot at the additional space that they are leasing at the Dobbs Street location and Mr. Heath feels that, in order to break even, we should tell her \$10.50 per square foot.
- **Tier Status:** Each year, the NC Department of Commerce assigns the County a tier ranking. That is related to, out of the 100 counties, which ones are the distressed counties. The most distressed counties get some advantages with regard to grants that the State may give. For the year 2017, our tier ranking was Tier 2 and, for 2018, we will be considered a Tier 1 County because our poverty rate was above 19% and that is an automatic qualifier. In 2017, we were the 46th distressed county and, in 2018, we are the 38th distressed county.
- **Library Project:** Mr. Heath presented a quick update on the Library Project. The original punch list with the architect was done today. On December 15th, he will do the final inspection. There are a few big items that they still need to complete. On the 15th, the architect will have final punch list done and request a Certificate of Occupancy and the building will then be turned over to us. He is hoping that the furniture will be delivered on December 19th through 22nd. The Regional Library System is in charge of their security, IT, data, and phone systems. They are hoping to have that completed by December 28th and 29th. Their plan is to move the books the first two weeks of January.
- **Board Retreat:** Mr. Heath said that he had e-mailed the Board dates in March for the Board Retreat. He asked them to check their calendars and let him know what dates they were available and he will notify them of the final dates to schedule it.
- **Solid Waste Fees:** For information purposes, Mr. Heath had talked to the Chairman about the fact that, every year, he receives several complaints from small businesses that are charged a Solid Waste fee of \$140 each year. In 2002-2003, the Board, at that time enacted a \$140 Solid Waste Fee for all businesses in Perquimans County. At this time, Mr. Heath does not have a solution for this problem but he is studying it to determine how to rectify the problem. He wanted the Board to be aware of the situation and let them know that he is working on it. He will have a recommendation in the future that would be acceptable to all small businesses. Commissioner Leigh asked if the complaints were that the fee was too high. Mr. Heath explained that the complaint is that, if you operate a small business out of your home and your paper from that business is mingled with your household trash, you are charged a \$140 fee for your home and for the business. Because the owner lists their minimal property with the Tax Department, that owner has to pay the \$140 but he/she already pays the \$140 solid waste fee for his/her home. This may need to be studied during one of their upcoming Work Sessions.

ELECTION OF CHAIRMAN/VICE CHAIRMAN

Hackney High, County Attorney, acting as Temporary Chairman of the meeting, opened the floor for nominations for Chairman of the Board. Kyle Jones nominated Wallace E. Nelson as Chairman and moved to close the nominations for Chairman. Joseph W. Hoffer seconded the nomination and motion. The Board unanimously approved the motion to close the nominations. Since there was only one nomination, Mr. High declared that we had an election of the New Chairman, Wallace E. Nelson, by acclamation. Mr. Nelson thanked the Board. Newly elected Chairman, Wallace E. Nelson, resumed the meeting and opened the floor for nominations for the office of Vice Chairman of the Board. Kyle Jones nominated Fondella A. Leigh and moved to close the nominations. Charles Woodard seconded the nomination of Fondella A. Leigh for Vice Chairman and to close the nominations. The motion to nominate Fondella A. Leigh for Vice Chairman and to close the nominations was unanimously approved by the Board. Since there was only one nomination, Chairman Nelson declared that we had an election of the Vice Chairman, Fondella A. Leigh, by acclamation and congratulated her.

I-87 RESOLUTION

County Manager Heath presented the following draft Resolution that was approved by Pasquotank County Board of Commissioners:

DRAFT

Resolution Supporting the Routing of Future Interstate Highway 87 Along US Highway 17 As Originally Authorized By Congress

WHEREAS, the mission of the Elizabeth City Pasquotank County Economic Development Commission is to improve the economic well-being of the citizens of Elizabeth City and Pasquotank County by marketing business opportunities in our area to high-wage employers nationally and by helping interested companies, local as well as national, realize those opportunities; and

WHEREAS, the Elizabeth City Pasquotank County Economic Development Commission recognizes the significant role that transportation plays in the economic well-being of a community; and

WHEREAS, proximity to an Interstate Highway in particular plays a major role in the relocation and expansion decisions of manufacturers, distributors and other high wage employers; and

WHEREAS, Congress' recent designation of US Highway 17 as the future Interstate Highway 87 may well be Pasquotank County's most economically significant transportation project since the construction of the Dismal Swamp Canal; and

WHEREAS, the Interstate Highway 87 route authorized by Congress is further enhanced by the economic opportunities created by the Elizabeth City Pasquotank County Economic Development Commission's recent inclusion in the Port of Virginia's Foreign Trade Zone; and

WHEREAS, the primary transportation objective of constructing Interstate Highway 87 is to provide the most efficient transportation corridor possible between the metropolitan areas of Norfolk and Raleigh; and

WHEREAS, Segment 10 A, described as an alternative route to Segment 10, appeared October 26 on the North Carolina Department of Transportation's Interstate Highway 87 project update on the Department Web site; and

WHEREAS Segment 10 A appeared on this project update without the proper review by the District 1 Rural Planning Organization, and

WHEREAS, adoption of this alternative route would require Congressional action, delaying the project by at least a year and possibly longer, and

WHEREAS, Segment 10 A would add six miles to the more direct route down US 17 as authorized by Congress; and

WHEREAS, Segment 10 A would further route motorists through significantly more local traffic congestion than the route authorized by Congress; and

WHEREAS, the cost of right-of-way along this more congested route would significantly raise the project's cost; and

WHEREAS, substituting seven additional miles of new construction through swampy terrain rather than simply upgrading an existing four-lane highway as authorized by Congress would also significantly raise the project's construction costs;

NOW, THEREFORE BE IT RESOLVED that the Elizabeth City Pasquotank County Economic Development Commission strongly objects to the inclusion of Segment 10 A in the North Carolina Department of Transportation feasibility study for Interstate Highway 87 and supports moving ahead with the route along US Highway 17 as authorized by Congress.

Mr. Heath asked for the Board to direct him as to what they want to include in the Resolution, should they wish to adopt one. It was recommended by the Board to formulate a resolution based on the above Pasquotank County Resolution to start on the Virginia side and support a later connection for Currituck County. Mr. Heath will prepare a Resolution, and bring it to the January meeting for Board action.

BANK RESOLUTION & SIGNATURE STAMP

Due to a change in Chairman, the Board needs to approve the Resolution and Agreement for Deposit Account and Bank/Corporate Services to authorize new Chairman, Wallace E. Nelson, to sign checks for the PNC Checking Account and the Single-Family Rehab Account along with Tracy Mathews, Finance Officer, and Frank Heath, County Manager. Also included in the approval is the use of the Chair's stamp. On motion made by Charles Woodard, seconded by Joseph W. Hoffler, the Board unanimously authorized Chairman and County Staff to sign the Resolution and Agreement for PNC Bank and Single-Family Rehab accounts and the use of Chair's signature stamp when necessary.

PUBLIC SCHOOL BUILDING CAPITAL FUND NORTH CAROLINA EDUCATION LOTTERY

Superintendent Matthew Cheeseman and Board of Education Chair, Amy Spaugh, presented the Application for Lottery Funds which was approved by the Perquimans County Board of Education in the amount of \$274,771 for bleachers and press box for the Perquimans County High School Athletic Complex. Mr. Cheeseman presented some updated information: 1665 ADM sustained enrollment and he does not think that there will be any construction outside so they will not need the \$425,000 they originally asked for per HB13. Mr. Cheeseman answered several questions from Commissioner Jones with regard to completion of current capital projects and Chairman Nelson explained that they had received at least \$850,000 in gifts that cannot be used for anything else but for this project. Mr. Cheeseman also explained that the landowner, Mr. Nixon, has said that this is the last chance that they have to move forward with this project. Commissioner Hoffler made a few comments and said that he would support this. Commissioner Leigh said that she was not comfortable with making a decision at this time. Commissioner Woodard made several comments in support of the complex. Commissioner Jones asked what would stop the individual from donating the land. Mr. Cheeseman explained the history of the bequest. After making final comments and stating that he would provide the update on the status of their capital projects via e-mail, they asked the Board to take action on the following application:

APPLICATION	Approved: _____
PUBLIC SCHOOL BUILDING CAPITAL FUND	Date: _____
NORTH CAROLINA EDUCATION LOTTERY	
County: <u>Perquimans</u>	Contact Person: <u>Tracy Mathews</u>
LEA: <u>720 Perquimans County</u>	Title: <u>Perquimans County Finance Officer</u>
Address: <u>P.O. Box 45</u>	Phone: <u>(252) 426-8484</u>
Project Title: <u>Purchase and install grandstand at new PCHS Athletic Complex</u>	
Location: <u>South Edenton Street, Hertford, NC</u>	
Type of Facility: <u>Perquimans High School Athletic Complex</u>	

North Carolina General Statutes, Chapter 18C, provides that a portion of the proceeds of the North Carolina State Lottery Fund be transferred to the Public School Building Capital Fund in accordance with G.S. 115C-564.2 Further, G.S. 115C-546.2 (d) has been amended to include the following:

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

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

Short Description of Construction Project: The intent of this project is to purchase and install a bleacher system and press box for the new Perquimans County High School Athletic Complex

Estimated Costs:

Purchase of Land _____	\$ _____
Planning and Design Services _____	_____
New Construction _____	_____ 274,771.00
Additions / Renovations _____	_____
Repair _____	_____
Debt Service / Bond Payment _____	_____
TOTAL _____	\$ _____ 274,771.00

Estimated Project Beginning Date: 01/01/2018 Est. Project Completion Date: 08/01/2018

We, the undersigned, agree to submit a statement of state monies expended for this project within 60 days following completion of the project. The County Commissioners and the Board of Education do hereby jointly request approval of the above project, and request release of \$274,771.00 from the Public School Building Capital Fund (Lottery Distribution). We certify that the project herein described is within the parameters of G.S. 115-C-546.

_____ (Signature – Chair, County Commissioners)	12/4/2017 (Date)
<u>Amy G. Spaugh</u> (Signature – Chair, Board of Education)	11/27/17 (Date)

Joseph W. Hoffler, made a motion to approve the above Lottery Application for \$274,271 for this Athletic Complex. Charles Woodard seconded the motion. The motion was adopted by a vote of three (3) to two (2) with Kyle Jones and Fondella A. Leigh voting against the motion. Chairman Nelson sited the report from the State that he received at a recent NCACC meeting that showed that Perquimans County is the highest county in the State that has the highest rate of reading proficiency in the 1st grade. Mr. Cheeseman made a few additional comments about this.

APPROVAL OF MINUTES

At the request of Wallace E. Nelson, the Board removed the approval of the November Minutes from the Consent Agenda to discuss the correction of the Adjournment of the November 20, 2017 Work Session Minutes as follows:

ADJOURNMENT

There being no further business to discuss, the Chairman adjourned the meeting at 8:05 p.m. on motion made by Charles ~~Ward~~ **Woodard**.

On motion made by Kyle Jones, seconded by Fondella A. Leigh, the Board unanimously approved the November 6, 2017 Regular Minutes and the November 20, 2017 Work Session Minutes making the above correction to the November 20, 2017 Work Session Minutes.

PUBLIC COMMENTS

The following comments were made:

Tommy Harrell: Mr. Harrell made several comments on the in support of the Athletic Complex. He also said that he had talked with Scott Alons and Frank Heath about the damages that the beavers are causing in the Perquimans River in the Belvidere area. He provided an update and stated that they are working on the problem.

Ms. Hoffer: Ms. Hoffer thanked the Board for their action tonight to approve the lottery funds for the Athletic Complex.

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned at 8:00 p.m. on motion made by Charles Woodard, seconded by Fondella A. Leigh and unanimously approved by the Board.

Wallace E. Nelson, Chairman

Deputy Clerk to the Board

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