

Chairman Nelson talked about Walter Leigh, Commissioner Leigh's father, and asked for them to take a moment of silence in honor of all his work for Perquimans County on the Board of Education.

**PRESENTATION TO SCOTT ALONS, DISTRICT TECHNICIAN FOR CHOWAN/PERQUIMANS SOIL & WATER CONSERVATION**

Chairman Nelson presented a plaque to Mr. Alons for his twenty-eight years of service as the District Technician for Chowan/Perquimans Soil & Water Conservation. Mr. Alons made a few comments.

**BLAND BAKER, TRILLIUM**

Chairman Nelson introduced Bland Baker from Trillium who presented his annual report to the Board. Mr. Baker introduced Tracy Webster, Assistant Care Coordinator for Perquimans County. After his PowerPoint presentation, he asked if there were any questions from the Board. After answering several questions, Mr. Baker thanked the Board for their continued support for mental health.

**UPDATE FROM COUNTY MANAGER**

County Manager Heath presented the following update:

- **Library Project:** Mr. Heath updated the Board on the Library Project. He explained that they have received the Certificate of Occupancy and that they are planning a grand opening in March. The last item is to have CenturyLink set up their Ethernet connection with Pettigrew Regional Library.

**PUBLIC COMMENTS**

There were no public comments.

**ADJOURNMENT**

There being no further comments or business to discuss, the Regular Meeting was adjourned at 7:30 p.m.

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Wallace E. Nelson, Chairman

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Clerk to the Board

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**SPECIAL CALLED MEETING**

February 19, 2018  
7:00 p.m.

The Perquimans County Board of Commissioners met in a SPECIAL CALLED MEETING on Monday, February 19, 2018, at 7:00 p.m. in the Commissioners Room located on the first floor of the Perquimans County Courthouse Annex.

- MEMBERS PRESENT:      Wallace E. Nelson, Chairman                                      Fondella A. Leigh, Vice Chair  
   Joseph W. Hoffler    Edward R. Muzzulin  
   Charles Woodard
- MEMBERS ABSENT:      T. Kyle Jones
- 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 Woodard gave the invocation and the Chairman led the Pledge of Allegiance.

**AGENDA**

Joseph W. Hoffler made a motion to approve the Agenda. The motion was seconded by Fondella A. Leigh. The Board voted unanimously to approve the Agenda.

**CONSENT AGENDA**

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

1. **Approval of Minutes:** December 4, 2017 Regular Meeting & December 18, 2017 Special Called Meeting/ Work Session & January 2, 2018 Regular Meeting & January 16, 2018 Work Session.
2. **Tax Release/Refund Approvals:**  
**PERQUIMANS COUNTY TAX REFUND:**  
Shannon, John Darnell ----- \$108.67  
Vehicle was totaled. Account No. 0036474225.  
**PERQUIMANS COUNTY TAX RELEASES:**  
Corprew, Timothy ----- \$160.78  
Billed for tractor in error. Account No. 260487.  
Davis, Vernon & Essie ----- \$142.50  
Senior exemption was not applied in error. Account No. 503240.  
Shaw, Joseph & Joseph White ----- \$221.16  
Owner bought foreclosed property. Previous owner burned it the next day - 2016. Account No. 430230.  
Shaw, Joseph & Joseph White ----- \$221.16  
Owner bought foreclosed property. Previous owner burned it the next day - 2017. Account No. 430230.

3. **Personnel Matters:**

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Jamar Whitaker	PT/FL Paramedic	Resignation			1/12/2018
Sydni Banks	Board of Elections Supervisor	Resignation			1/26/2018
Mamie Hurdle	Housekeeper	Resignation			1/31/2018
John vonRosenberg	F/T Paramedic	Resignation			1/26/2018
Dale Hunter	EMS Shift Supervisor - Safety Officer	Resignation			2/28/2018
Bryan Holland	PT/FL AEMT	Resignation			3/31/2018
Lauretta Powell	IMC II	Resignation			2/09/2018
Holly Hunter	Board of Elections Supervisor	Promotion	64/3	\$31,818	1/29/2018

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Tyler Spruce	PT/FI Paramedic	Appointment	68/1	\$17.37/hr.	1/01/2018
Richard Thrasher	PT/FI Paramedic	Appointment	68/2	\$17.80/hr.	1/27/2018
John vonRosenberg	PT/FI Paramedic	Appointment	68/1	\$17.37/hr.	1/27/2018
Janice Brickhouse	F/T Paramedic	Promotion	68/2	\$37,042	3/01/2018
Jessica Velvin	F/T Paramedic	Promotion	68/1	\$36,137	3/01/2018
Lindsey Ford	PT/FI Noncertified Telecommunicator	Appointment	60/1	\$12.21/hr.	2/01/2018

4. Merit Increases:

Employee Name	Employee Job Title	Grade /Step	New Salary	Effective Date
Nicole Elliott	Accounting Tech IV	63/13	\$38,862	02/01/2018
Shelton White, Jr.	Sheriff	75/12	\$64,338	02/01/2018
Tracy Mathews	Finance Officer	72/10	\$53,692	02/01/2018

5. Budget Amendments:

**BUDGET AMENDMENT NO. 19  
EMERGENCY TELEPHONE SYSTEM FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
78-350-001	Emergency 911 Fees	144,857	
78-500-110	Telephone	11,237	
78-500-740	Capital Outlay - Equipment	110,765	
78-500-800	911 Carry Forward	22,855	
<b>EXPLANATION:</b> To budget funding reconsideration approved by NC911 Board for FY 17/18.			

**BUDGET AMENDMENT NO. 20  
WATER FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
35-348-003	DOT Reimbursement - Water Line	43,000	
35-720-339	NCDOT Bridge Project	43,000	
<b>EXPLANATION:</b> To budget funds for Great Hope Church Road Water Line Relocation Project with NCDOT for FY 17/18. (County to get reimbursed by DOT to move lines for bridge project.)			

6. **Janitorial Service Agreements:** The following Janitorial Service Agreements were unanimously approved by the Board:

- **Social Services Building:** With the retirement of Mamie Hurdle, Housekeeper at Social Services, County Manager Heath and Maintenance Supervisor, Robin Trueblood, recommends the one-year contract with Mr. Clean Janitorial at a cost of \$1,114 per month. The contract may be renewed each year on the agreement anniversary date.
- **Senior Center:** With the opening of the Perquimans County Library, the current housekeeper is cleaning the Senior Center and the Library. Therefore, County Manager Heath and Maintenance Supervisor, Robin Trueblood, recommends the one-year contract with Phil S. Ainsley at a cost of \$1,015.66 per month. The contract may be renewed each year on the agreement anniversary date.

7. **Quarterly Fiscal Monitoring Reports:** The State requires that the Quarterly Fiscal Monitoring Report be presented to the Board for review. The report for period ending on December 31, 2017 was presented.

**COMMISSIONER'S CONCERNS/COMMITTEE REPORTS**

There were no Commissioner's Concerns or Committee Reports.

**RECREATION ADVISORY COMMITTEE**

Chairman Nelson explained that there was a vacancy of an at-large member on the Recreation Advisory Committee. There were a couple of applications included in the Agenda Packets from individuals that were interested in serving on this Committee. Commissioner Hoffler asked what their names were. Mr. Nelson said it was Quentin Jackson and Kathryn Wheeler. After reading their applications and resumes, Charles Woodard made a motion to appointment Kathryn Wheeler. Edward R. Muzzulin seconded the motion. Commissioner Hoffler asked if there would be a conflict with Quentin Jackson since he currently is on the Hertford Town Council and they already had a representative with Archie Aples. Chairman Nelson explained that this is for one at-large member so he would not be speaking for the Town of Hertford. Mr. Nelson called for a vote. The motion was unanimously approved and Kathryn Wheeler was appointed to the Recreation Advisory Board to complete Kent White's term which is due to expire on June 30, 2018.

**AMENDMENT TO ANIMAL CONTROL ORDINANCE**

Chairman Nelson explained that he, County Manager Heath, and County Attorney High have discussed the suggestions to amend the Animal Control Ordinance. County Manager Heath presented the draft copy to the Board. He further explained that they could review these matters and make comments at the Regular March meeting to advertise for public hearing and action at the April meeting.

**FY 2017-18 AUDIT CONTRACT**

County Manager Heath explained that he and Finance Officer, Tracy Mathews, recommend that the FY 2017-18 Audit Contract be awarded to Donna Winborne in the amount of \$35,000. The cost for last year's audit was \$31,500. The extra \$3,500 is due to the increase in audit samples for Medicaid recipient files which are being selected by the State. Last year it was only 91 but this year it may be 200 or possibly more. On motion made by Charles Woodard, seconded by Joseph W. Hoffler, the Board unanimously awarded the FY 2017-18 Audit Contract to Donna Winborne at \$35,000.

**REDUCTION IN SHERIFF'S SALARY AFTER ELECTION**

County Manager Heath explained the process and asked the Board to adopt the resolution. On motion made by Joseph W. Hoffler, seconded by Edward R. Muzzulin, the Board adopted the following Resolution:

Pursuant to G.S. 153A-92, the Board of County Commissioners adopted this Resolution reducing the Sheriff's salary from \$64,338 (Grade 75, Step 12) to \$49,181 (Grade 75, Step 1) to become effective December 1, 2018. This action is taken in compliance with General Statute 153A-92 in reference to compensation of County officers in the General Election. A motion to approve the above was made by Joseph W. Hoffler, seconded by Edward R. Muzzulin. Motion unanimously passed.

**ESFRLP LEAD/ASBESTOS CONTRACT**

County Manager Heath explained that, for the Single Family Rehab Grant Project, the Board will need to consider the ESFRLP Lead/Asbestos Contract with Matrix Health & Safety Consultants, LLC to complete the lead based paint and asbestos inspection services on a per unit basis for properties that are being rehabbed under the Single Family Rehab Grant Project. On motion made by Fondella A. Leigh, seconded by Charles Woodard, the Board unanimously approved the following contract with Matrix Health & Safety Consultants, LLC.:

**PERQUIMANS COUNTY  
FY 2017 ESSENTIAL SINGLE-FAMILY REHABILITATION  
LOAN POOL PROGRAM**

**AGREEMENT FOR  
LEAD BASED PAINT HAZARD REDUCTION  
(RISK ASSESSOR/DESIGN/CLEARANCE) AND ASBESTOS  
INSPECTION SERVICES**

This Agreement entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2018 by parties of the first part, Matrix Health & Safety Consultants, LLC, hereinafter referred to as the "Contractor," and Perquimans County, North Carolina hereinafter referred to as "County".

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned:

1. The Contractor will commence and complete the lead based paint and asbestos inspection services on a per unit basis in accordance with the bid summary attached hereto and incorporated herewith as fully set forth as Exhibit A and Exhibit B. Contractor shall commence work within seven (7) days of the Notice to Proceed date and will complete the same within fourteen (14) calendar days unless the period for completion is extended by written approval by the County.
2. The Contractor will furnish all materials, supplies, tools, equipment, labor and other services necessary for the consideration and completion of the project as described herein and as presented in Contractor's proposal dated January 29, 2018.
3. The method of payment will be on a per unit basis for the initial inspection and sampling and, if applicable, on a per unit basis for additional services.
4. The County may, from time to time, request changes in the scope of services of the Contractor to be performed hereunder. Such changes, including any increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon by and between the County and the Contractor shall be incorporated in written amendments to this Contract.
5. Contractor shall maintain and deliver to the County, naming the County as an additional insured, evidence of liability and other insurance as is appropriate for the work being performed and as well provide protection from claims set forth below which may arise out of or result from performance of the work and Contractor's other obligations under the contract, whether it is to be performed by Contractor, any subcontractor or supplier, or by anyone directly or indirectly employed by any of them to perform any of the work, or by anyone for whose acts any of them may be liable:
  - a. Workers compensation coverage required.
  - b. General Liability Insurance with a contractual coverage endorsement with an aggregate of \$1,000,000. Bodily injury and property damage not less than \$1,000,000 per occurrence.
  - c. Automobile Liability Insurance with limits of liability of not less than \$1,000,000 per occurrence for bodily injury and \$1,000,000 per occurrence for property damage.
  - d. Employer's Liability for no less than \$1,000,000.
6. The Contractor also agrees to the Supplementary Terms and Conditions as attached hereto and incorporated herewith as if fully set forth herein.
7. This Agreement shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date first above written.

**Matrix Health & Safety Consultants, LLC**  
**Service Provider**

**Perquimans County**

✓  
\_\_\_\_\_  
**Authorized Representative**

✓  
\_\_\_\_\_  
**Frank Heath, County Manager**

APPROVED AS TO FORM:

This instrument has been pre-audited in the manner required by the Budget and Fiscal Control Act.

✓  
\_\_\_\_\_  
**Tracy Matthews, Finance Officer**

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**Part II  
SUPPLEMENTARY TERMS AND CONDITIONS**

1. Interest of Members, Officers, or Employees of the local Governing Body, or other Public Officials. No member, officer, or employee of the local government, or its agents, and no other public official of the local government who exercises any functions or responsibilities with respect to the program, during his tenure, or for one year thereafter, shall have any financial interest, either direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed in connection with the program assisted under this agreement. Immediate family members of said members, officers, employees, and officials are similarly barred from having any financial interest in the program. The contractor shall incorporate, or cause to be incorporated, in all subcontracts, a provision prohibiting such interest pursuant to this section, and shall take appropriate steps to assure compliance.
2. Interest of Contractor and Employees  
The Contractor covenants that he presently has no interest and shall not acquire interest, direct or indirect, in the project area or any parcels therein or any other interest which would conflict in any manner or degree with the performance of his services hereunder. The Contractor further covenants that in the performance of this Contract, no person having any such interests shall be employed.
3. Legal Remedies/Termination of Contract  
If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner his obligations under this Contract, or if the Contractor shall violate any of the covenants, agreements or stipulations of this Contract, the local government shall thereupon have the right to terminate this Contract by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least five days before the effective date of such termination. In such event, the Contractor shall be entitled to receive just and equitable compensation for all satisfactorily completed work. Notwithstanding the above, the Contractor shall not be relieved of liability to the Owner and Local Government for damages sustained by the Owner and Local Government by virtue of any breach of the Contract by the Contractor, and the local government may withhold any payments to the Contractor for the purpose of set-off until such time as the amount of damages due the local government from the Contractor is determined.
4. Nondiscrimination Clause - Section 109 of the Housing and Community Development Act of 1974 No person in the United States shall on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in the whole or in part with funds made available under this title.
5. Age Discrimination Act of 1975, as amended - Nondiscrimination on the Basis of Age  
No qualified person shall on the basis of age be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from Federal Financial assistance.
6. Section 504 of the Rehabilitation Act of 1973, as amended - Nondiscrimination on the Basis of Handicap  
No qualified handicapped person shall, on the basis of handicap be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from Federal Financial assistance.
7. Executive Order 11246 (For Contracts of \$10,000 and over)  
During the performance of this Contract, the Contractor agrees as follows:

- a. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; and selection for training, including apprenticeship: The contractor agrees to post in conspicuous places; available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
  - b. The Contractor will, in all solicitation, or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.
  - c. The Contractor will send to each labor union, or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under section 202 of representative Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
  - d. The Contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations and relevant orders of the Secretary of Labor.
  - e. The contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.
  - f. In the event of the contractor's noncompliance with the non-discrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies involved as provided in Executive Order No. 11246 of September 24, 1965, or by rules, regulations, or order of the Secretary of Labor, or as otherwise provided by law.
  - g. The contractor will include the provisions of paragraphs (a) through (g) in every subcontract or purchase order unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for non-compliance: provided, however, that in the event the contractor becomes involved in, or threatened with, litigation with a sub-contractor or vendor as a result of such direction by the contracting agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.
8. Section 3 Clause – "Section 3" Compliance in the Provision of Training, Employment, and Business Opportunities
- a. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
  - b. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
  - c. The contractor agrees to send to each labor organization or representative or workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
  - d. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.
  - e. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.
  - f. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
  - g. With respect to work performed in connection with Section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).
9. Copeland "Anti-Kickback" Act Provision  
The Contractor shall comply with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor requirements (29 CFR, Part 3). This Act provides that each Contractor and his subcontractors shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The local Government will report all suspected or reported violations to the North Carolina Housing Finance Agency.
10. Access to Records and Record Retainage  
All accounts and records shall be maintained, including personal property and financial records, adequate to identify and account for all costs pertaining to the Contract and such other records as may be deemed necessary to assure proper accounting for all project funds, both Federal and non-Federal shares. These records shall be available, for audit purposes, to the local government or any authorized representative, and must be retained for three years after project close-out unless permission to destroy them is granted by the funding agency.
11. Lead-Based Paint Clause  
The Contractor is hereby specifically made aware of the North Carolina Housing Finance Agency lead-based paint regulations, 4 NCAC 19L, Rule .1011, which are applicable to the construction or rehabilitation of residential structures. To the extent that the subject matter of this contract involves residential structures, the Contractor will comply with the lead-based paint regulations.
12. Open Burning  
Any open burning associated with the rehabilitation activities must be in compliance with 15 NCAC 2D. 0520.
13. Lobbying Clauses: Required by Section 1352, Title 31, U.S. Code
- a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative, agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
  - b. If any funds other than Federal appropriated funds have been paid or will be paid any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

This is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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#### Certification of Eligibility

By entering into this contract, the contractor certifies that neither it (nor he or she) nor any person or firm who has an interest in the contractor's firm is a person or firm ineligible to be awarded Government contracts by virtue of 29 CFR 5.12(a)(1) or to participate in HUD programs pursuant to 24 CFR Part 24 or, if applicable, by virtue of Section 3(a) of the Davis-Bacon Act.

No part of this contract shall be subcontracted to any person or firm ineligible for award of a Government contract by virtue of 29 CFR 5.12(a)(1) or to participate in HUD programs pursuant to 24 CFR Part 24 or, if applicable, by virtue of Section 3(a) of the Davis-Bacon Act.

The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001 and 18 U.S.C. 1010.

✓  
 \_\_\_\_\_  
 (Signature)  
 \_\_\_\_\_  
 (Title)  
 \_\_\_\_\_  
 (Date)  
 \_\_\_\_\_  
 (Identification or Social Security Number)

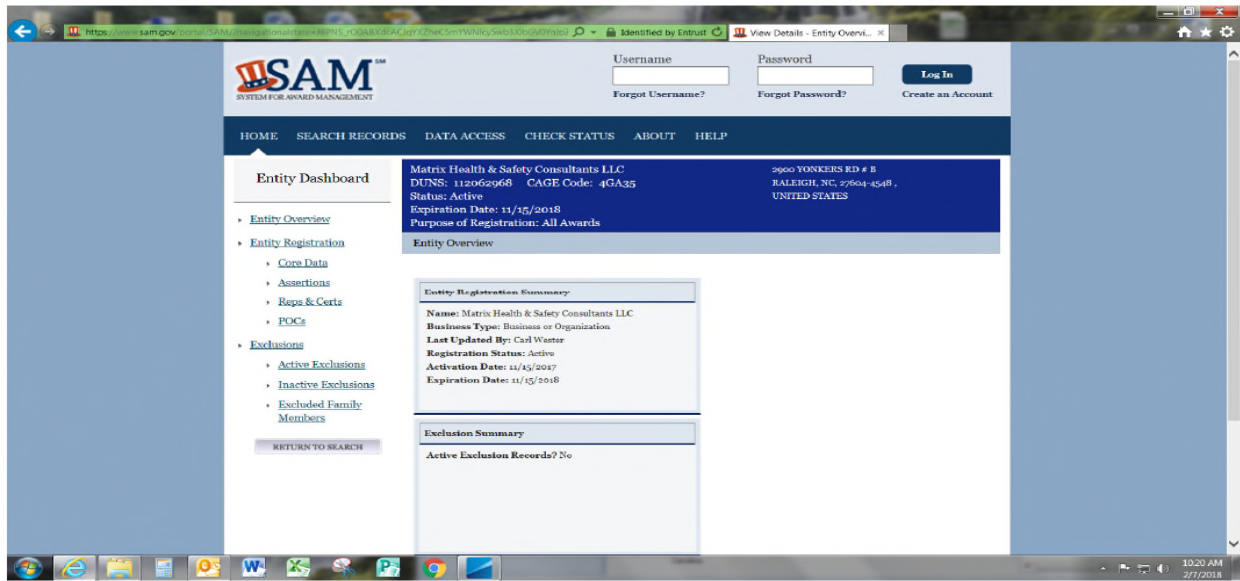
Matrix Health & Safety Consultants, LLC  
 (Name of Firm)  
 \_\_\_\_\_  
 2900 Yonkers Road  
 (Street Address or P. O. Box)  
 \_\_\_\_\_  
 Raleigh, NC 27604  
 (City, State, Zip)

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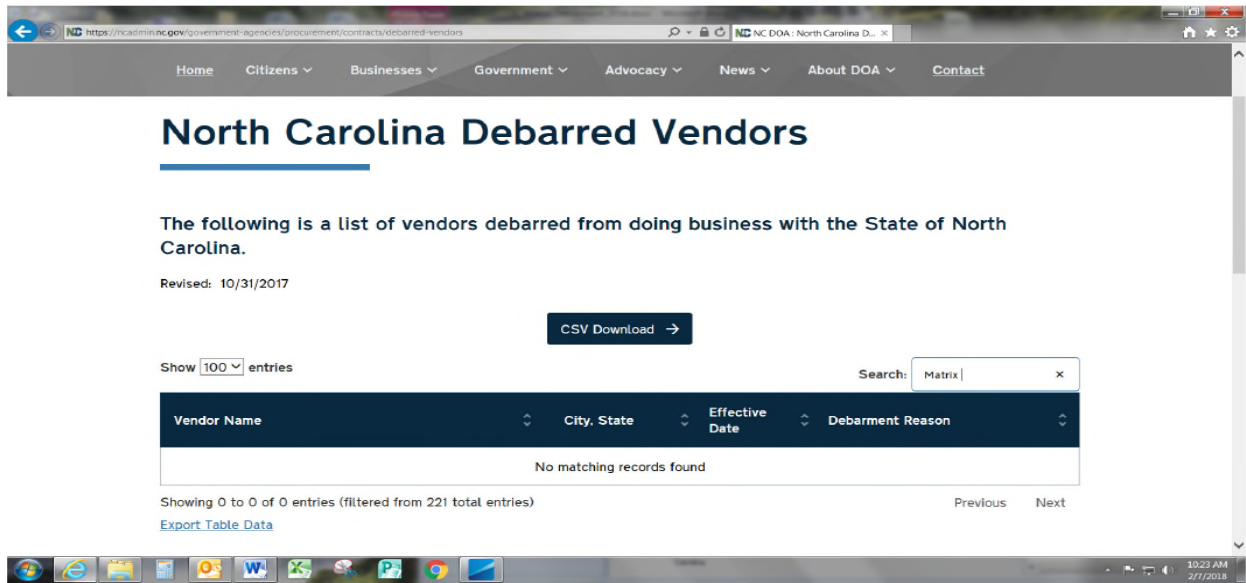
The State of North Carolina Debarred Vendors List and the GSA List of Parties Excluded from Federal or State Procurement or Non-procurement Programs has been checked on February 7, 2018 (date) and the above contractor or subcontractor has been determined to be eligible to participate in a NCHFA ESFRLP assisted project.

✓  
 \_\_\_\_\_  
 (Signature of Verifying Officer)  
 \_\_\_\_\_  
 County Manager  
 (Title)  
 \_\_\_\_\_  
 Perquimans County  
 \_\_\_\_\_  
 ESFRLP1719

SAM



NC Debarment



Vendor Name	City, State	Effective Date	Debarment Reason
Lofts Budd Seed Co.	Winston-Salem, NC	1/11/2007	NC E-Procurement Fee Default
Logisys Corporation	----	6/19/1997	Contract Default
Lord International	Poway, CA	6/12/1997	Contract Default
Lyons Music Products	----	5/18/2007	Other
Mammatech Corporation	----	10/3/2008	Other
Medina LLC	Leicester, NC	9/14/2016	NC E-Procurement Fee Default
Memex Software	Vancouver, BC	10/31/1996	Other
Micro World	Torrance, CA	9/4/1997	Contract Default
Midas Investments, Inc.	Tyler, TX	3/28/2006	NC E-Procurement Fee Default
Midwest Hardware and Supply, Inc.	Cleveland, OH	10/21/1999	Contract Default
Mizell and Associates, Inc.	----	7/26/2001	Contract Default

**EXHIBIT A**  
**PERQUIMANS COUNTY**  
**ESSENTIAL SINGLE-FAMILY REHABILITATION LOAN POOL (ESFRLP17) PROGRAM**  
**REQUEST FOR PROPOSAL**  
**LBP INSPECTION, RISK ASSESSMENT, LABORATORY SAMPLE AND CLEARANCE TEST**  
**FEE PROPOSAL SHEET**

**PROPOSAL DUE- Wednesday, January 31, 2018 at 5:00 PM**

**Perquimans County**  
**ATTN: Frank Heath**  
**PO Box 45**  
**Hertford, NC 27944**  
**Telephone: 252-426-8484**

LBP inspection (per dwelling)	\$325.00
Risk Assessment (per dwelling)	\$100.00
Clearance Test (per dwelling)	\$350.00
Laboratory Sample (per sample)	\$15.00

I, the undersigned submitter, have reviewed the Request for Proposal and understand the extent and character of the work to be completed. I propose to furnish all labor, material, and equipment necessary to accomplish the work as detailed above.

George Heppert Principal	✓ Signature	1/29/18 Date
Matrix Health & Safety Consultants	2900 Yonkers Road, Raleigh, NC 27604	
(919) 833-2520 Telephone Number	Same Physical Address	

**EXHIBIT B**  
**PERQUIMANS COUNTY**  
**ESSENTIAL SINGLE-FAMILY REHABILITATION LOAN POOL (ESFRLP17) PROGRAM**  
**REQUEST FOR PROPOSAL**  
**ASBESTOS INSPECTION**  
**FEE PROPOSAL SHEET**

**PROPOSAL DUE- Wednesday, January 31, 2018 at 5:00 PM**

**Perquimans County**  
**ATTN: Frank Heath**  
**PO Box 45**  
**Hertford, NC 27944**  
**Telephone: 252-426-8484**

Asbestos Inspection (per dwelling)	\$500.00
Laboratory Sample (per Sample)	\$15.00

I, the undersigned Submitter, have reviewed the Request for Proposal and understand the extent and character of the work to be completed. I propose to furnish all labor, material, and equipment necessary to accomplish the work as detailed above.

George Heppert Principal	✓ Signature	1/29/18 Date
Matrix Health & Safety Consultants	2900 Yonkers Road, Raleigh, NC 27604	
(919) 833-2520 Telephone Number	Same Physical Address	

**PUBLIC COMMENTS**

The following public comments were made:

- **Terry Swope:** Mr. Swope asked for further explanation of the reduction of the Sheriff's salary. Chairman Nelson tried to explain but not to Mr. Swope's satisfaction. He further thanked Mr. Swope for his comments.
- **Mary Vidauri:** Ms. Vidauri thanked the Board that they are still discussing the amendment to the Animal Control Ordinance and asked if she could obtain a copy of the draft ordinance. Mr. Heath said that he would be happy to provide her a copy.

**CLOSED SESSION: EXPANSION OF INDUSTRY & LEGAL MATTER**

Pursuant to NC General Statute 143-318.11(3)(4), Edward R. Muzzulin made a motion to go into Closed Session to discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, to discuss a legal matter, and to approve Closed Session Minutes. Because Mary Hunnicutt, Clerk to the Board, stated that she did not have copies of the Closed Session Minutes for them to review tonight, she asked that they remove approval of Closed Session Minutes from the Agenda. 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 Joseph W. Hoffler, seconded Fondella A. Leigh, and unanimously approved by the Board. There was no action needed after the Closed Session.

**ADJOURNMENT**

There being no further comments or business to discuss, the Special Called Meeting was adjourned and the Work Session began at 7:35 p.m. on motion made by Joseph W. Hoffer, seconded by Edward R. Muzzulin.

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Wallace E. Nelson, Chairman

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Clerk to the Board

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**WORK SESSION**  
**February 19, 2018**  
**7:00 p.m.**

The Perquimans County Board of Commissioners met in a Work Session on Monday, February 19, 2018, at 7:00 p.m. in the Commissioners Room located on the first floor of the Perquimans County Courthouse Annex.

**MEMBERS PRESENT:** Wallace Nelson, Chairman                      Fondella Leigh, Vice Chair  
Joseph W. Hoffer    Edward R. Muzzulin  
Charles Woodard

**MEMBERS ABSENT:** T. Kyle Jones

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

The following matters were discussed during the Work Session:

**REPORT FROM ALBEMARLE REGIONAL HEALTH SERVICES (ARHS)**

Chairman Nelson discussed the following information from the ARHS Board:

- **Hertford County Request to Join ARHS:** Chairman Nelson explained that Hertford County desires to join ARHS. Once the ARHS Board receives their formal written request, each participating county within ARHS will need to adopt a resolution to consider this request. This acquisition can only occur at the beginning of each fiscal year. Hertford County will have to buy in on a per capita basis. The changes would be take place on July 1<sup>st</sup>. He further explained how the buy in would work.
- **Albemarle Home Health Care:** Chairman Nelson gave an update on the funds received from the sale of Albemarle Home Health Care.

**ANIMAL CONTROL ORDINANCE CHANGES**

County Manager Heath explained the changes that they are proposing for the Animal Control Ordinance amendment.

**BUDGET PROCESS**

County Manager Heath discussed the budget process matters:

- **Joint Meeting with Board of Education:** County Manager Heath reported that the Board of Education is requesting a joint meeting with the Commissioners prior to our March Work Session. They would like to speed up the budget process to help them prepare their budget request.
- **Department Heads:** The Department Heads will be provided their budget worksheets so that they can have them back to Mr. Heath by March 31<sup>st</sup>.
- **Board Retreat:** Mr. Heath stated that he is still working on setting up the Board Retreat in late March. He will be sending out an e-mail soon with the details. Some of the Board members will be requested to meet with the facilitator prior to the retreat.
- **Computer Software:** Mr. Heath explained that they will not have the new software for the finance and tax departments ready before the budget meetings. They have made some upgrades on our current computer system.

**UPDATES**

- **Camp Cale:** County Manager Heath reported that Camp Cale will be bringing their request for a Conditional Use Permit in March to build two bunk houses that would have 48 beds each.
- **Grant Updates:** Last week, the County filed an application with USEDA for \$3 million for the Marine Park Basin. He is also working with Golden Leaf to apply for a \$1.5 million grant for the Marine Park Basin and \$500,000 for the Board of Education.

**ADJOURNMENT**

There being no further comments or business to discuss, the Work Session was adjourned at 7:55 p.m. on motion made by Edward R. Muzzulin and seconded by Charles Woodard.

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Wallace E. Nelson, Chairman

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Clerk to the Board

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