WORK SESSION

June 18, 2018 7:00 p.m.

Following the Special Called Meeting, the Perquimans County Board of Commissioners held a Work Session on Monday, June 18, 2018, at 7:32 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 Kyle Jones
Edward R. Muzzulin Charles Woodard

MEMBERS ABSENT: None

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

Hackney High, County Attorney

The following matter was discussed during the Work Session.

LETTER FROM THE TOWN OF HERTFORD

County Manager Heath reported to the Board that he had received a letter from the Town of Hertford regarding the basketball courts being locked up. The letter basically stated that the Hertford Town Council would still patrol the area but the gates will be open 24 hours. This is for information only. Sheriff Shelby White was present and gave some background as to why the gates were being locked at sunset. After discussion, it was suggested by Commissioner Muzzulin we should place this on the July Agenda for discussion and action. County Manager Heath is going to send a letter to the Town of Hertford asking for more information and that the Board was going to discuss it at the July 2nd meeting.

ADJOURNMENT

There being no further comments or business to discuss, the Work Session was adjourned at 8:45 p.m.

Wallace E. Nelson, Chairman

Clerk to the Board

REGULAR MEETIN

July 2, 2018 7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, July 2, 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 T. Kyle Jones Edward R. Muzzulin Charles Woodard

MEMBERS ABSENT: None

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

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

<u>AGENDA</u>

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 Jones asked that the approval of Minutes be removed for discussion. The balance of the items was considered to be routine and were unanimously approved on motion made by T. Kyle Jones, seconded by Joseph W. Hoffler.

2. Personnel Matters:

	Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
	Deanne Smith	IMC II – Adult Medicaid Caseworker	Appointment	61/4	\$29,438	7/01/2018
Ī	Tori Arroyo	Certified Deputy	Appointment	65/1	\$32,617	8/01/2018
Ī	Debbie Lyman	Part-Time/Fill-In Certified Telecommunicator	Resignation			6/24/2018

3. Step/Merit Increases:

Employee	Employee	Grade	New	Effective
Name	Job Title	/Step	Salary	Date
Mary Hunnicutt	Secretary/Clerk to the Board/Personnel Officer	65/10	\$40,640	7/01/2018
Helen L. Hunter	Finance/HR Specialist	61/9	\$33,247	7/01/2018
Robin Trueblood	Supervisor - Buildings & Grounds	65/8	\$38,703	7/01/2018
Howard Williams	Director	70/10	\$50,644	7/01/2018
Virgil Parrish	Chief Inspector	71/16	\$61,266	7/01/2018
Joanne Avery	IMC II	63/3	\$31,361	7/01/2018
Krystal Dozier-Bass	Public Information Assistant IV	59/4	\$26,956	7/01/2018
Angela Jordan	Social Work Supervisor III	73/5	\$51,142	7/01/2018
Caitlyn Colson	EMS Shift Supervisor (Paramedic)	70/4	\$43,749	7/01/2018
James Leicester	EMS Shift Supervisor (Paramedic)	70/7	\$47,056	7/01/2018
Debbie Proctor	Secretary	61/11	\$34,910	7/01/2018
Ray Fesperman, Jr.	Sergeant	67/7	\$41,234	7/01/2018
Kendall Harrell	Sergeant	67/9	\$43,296	7/01/2018
Quinton Jordan, Jr.	Deputy Sheriff	65/10	\$40,640	7/01/2018
Thomas Reid	Chief Deputy	70/5	\$44,815	7/01/2018

Employee Name	Employee Job Title	Grade /Step	New Salary	Effective Date
Kimberly A. Bray	Assistant Tax Administrator	66/7	\$39,459	7/01/2018
Rebecca Waterfield	Tax Clerk -Business Personal Property	61/2	\$28,037	7/01/2018

4. **Board Appointment:** Teressa Blanchard's last term of office ends on June 30, 2018. The Social Services Board needed to make the recommendation to appoint her replacement. Per the attached e-mail, they are recommending the appointment of Brenda Dillard for a three-year term effective July 1, 2018. The Board unanimously approved the appointment of Brenda Dillard to the Social Services Board.

APPROVAL OF MINUTES

Commissioner Jones wanted to clarify his statement on page 3399 of the June 18, 2018 Special Called Meeting Minutes. He asked it to be revised from "Commissioner Jones stated that he was concerned about the School System spending and for that reason he could not vote for the proposed FY 2018-19 Budget" to "Commissioner Jones stated that he was concerned about the School System spending and for that reason he could not vote for the proposed FY 2018-19 Budget because he felt the increase spending would result in a tax increase in future budgets". Mary Hunnicutt also brought to the Board's attention the correction of name on page 3395. It should be Charles Woodard and not Charles Ward that seconded the motion. The Board having no objections with these requested changes, T. Kyle Jones made a motion to approve the June 2, 2018 Regular Meeting Minutes (as amended), the June 18, 2018 Special Called Meeting Minutes (as amended), and the June 18, 2018 Work Session Minutes. The motion was seconded by Edward R. Muzzulin, and unanimously approved by the Board.

BILL JENNINGS, TAX ADMINISTRATOR

Mr. Jennings presented his monthly report and stated that the current collection rate is 97%. He further informed the Board that tax bills will be mailed out the end of August as usual. Chairman Nelson asked what happens to the 3% not collected. Mr. Jennings said that the Tax Office will do everything they can do to collect those funds. If not collected, they stay on the books. Mr. Heath said that, should the taxes be collected in the future budgets, it is noted on the books as collection from previous years.

SUSAN CHANEY, SOCIAL SERVICES DIRECTOR

Ms. Chaney presented her monthly report. She explained that County Manager Heath and she signed a Memorandum of Understanding (MOU) between the County and the State last week. This MOU states that each individual Social Services Department will be required to complete certain tasks in every area of service delivery in Medicaid. This is like a report card for the Medicaid program. Many of the MOU's that were sent into the State have been returned because most of the directors wanted to submit a signing signature page or addendum. The State is rejecting the addendums because this was not part of the MOU. To date, she has not received a response from the State. This could be the fact that we sent a cover letter and not an addendum. She wanted the Board to know that it would be very difficult on some of the categories such as foster parents to meet the State requirements. Their estimated times are not feasible for Perquimans County because there are other factors that are not under our control. She assured the Board that her office will do everything they could do to comply with the MOU. Commissioner Jones asked about the penalties if we do not comply. Ms. Chaney stated that the first six months they will hold the county harmless and ask them not to do it again. For the next six months, the department will have to go into a program development plan. If it continues, the penalties could be as severe as withholding administration funds. This does not seem legal but the State can come in and take over your agency. Mr. Jones further asked if she had heard what Hyde or Gates Counties or any other county our size are doing. Ms. Chaney gave him the information on the surrounding counties. She further stated that this stems from House Bill 630.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

The following commissioner's concerns/committee reports were given:

- Commissioner Hoffler: Mr. Hoffler presented the following invitation: All elected officials are invited to attend the First Responders Appreciation Dinner to be held on August 18th at 5:00 p.m. at the Recreation Center located at 110 Granby Street, Hertford, NC 27944.
- <u>Commissioner Hoffler</u>: Mr. Hoffler informed the Board that Mayor Yates was involved in an automobile accident this weekend and is recuperating as well as can be expected.
- <u>Commissioner Jones</u>: Mr. Jones addressed the issue of mold in the Albemarle Commission Building. He commended the County for making great efforts to remedy the situation and does not appreciate their excessive complaints.
- <u>Commissioner Leigh</u>: Ms. Leigh invited the Commissioners to a "Celebration of Leo Higgins" on July 28, 2018 from 4:00 7:00 p.m. at the Perquimans County High School.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- **Boat Ramp Bathroom Project**: Mr. Heath reported this project will be starting this month and will cost about \$29,000.
- > Golden Leaf Grant: Mr. Heath reported that they will be holding an Information Session for the Golden Leaf Grant in August. The application is due by the first of September. The County is eligible for \$1.5 million.
- Town of Hertford Letter About Basketball Courts: Mr. Heath reported that the Minutes from the Hertford Town Council were provided to him and the Board. It discusses the rationale for their decision. Commissioner Hoffler asked if Hertford wants the County to lock it up or was this just for information. Mr. Heath stated that the general understanding of the Hertford Town Council Meeting Minutes was that, if the County wanted the basketball courts locked, the County's Recreation Department or the Sheriff's Department should be responsible to lock it. Mr. Heath said that the Hertford Police would continue to patrol the area but they would not be responsible for locking the gates. Commissioner Hoffler said that, since the tennis courts are not locked, why the basketball courts should be locked. Commissioner Jones asked if there were any potential liability issues. County Manager Heath said that the decision to lock the basketball courts was made strictly from public complaints about the noise and the activities that were being done on the courts. Mr. Heath further stated that the minutes reflected something about no other courts are fenced but, with the proximity of the court to the street, Mr. Heath would have some concerns about safety and liability issues. County Manager Heath asked what the pleasure of the Board was. It was the consensus of the Board to have County Manager Heath and Chairman Nelson to meet with the Town of Hertford Mayor and Interim Town Manager to discuss this matter.

AMENDMENT NO. 1 – POST EMPLOYMENT BENEFITS TRUST AGREEMENT

County Manager Heath explained that, on November 21, 2016, the counties of Camden, Chowan, Currituck, Dare, Hyde, Martin, Pasquotank, Perquimans, Tyrrell, and Washington created an irrevocable trust for the funds held for health benefits for the retirees of the former Albemarle & Tideland Mental Health agencies. In order for the trust to invest the equity portion (BlackRock) of the State Treasurer's

Ancillary Governmental Participant Program (AGPIP), BlackRock requires that the name of the trust exactly matches the name assigned by the IRS with the federal identification number. Rather than trying to change the trust name with the IRS, participating counties are being requested to change the trust name through the adoption of the attached amendment. On motion made by Edward R. Muzzulin, seconded by Fondella A. Leigh, the Board unanimously approved the following Amendment No. 1 to the Post-Employment Benefits Trust Agreement:

AMENDMENT NO. ONE TO THE COUNTIES OF CAMDEN, CHOWAN, CURRITUCK, DARE, HYDE, MARTIN, PASQUOTANK, PERQUIMANS, TYRRELL and WASHINGTON OTHER POST-EMPLOYMENT BENEFITS TRUST AGREEMENT

As allowed by Section 7.2 of the Trust Agreement, the name of the Trust is changed from:

The Counties of Camden, Chowan, Currituck, Dare, Hyde, Martin, Pasquotank, Perquimans, Tyrrell and Washington Other Post-Employment Benefits Trust Agreement,

TRUSTEES	ACCEPTED this 2 nd day of July, 2018.
	County Manager Camden County
	County Manager Chowan County
	County Manager Currituck County
	County Manager Dare County
	County Manager Hyde County
	County Manager Martin County
	County Manager Pasquotank County
	County Manager Perquimans County
	County Manager Tyrrell County
	County Manager Washington County
COUNTIES	
	Chairman Camden County
	Chairman Chowan County
	Chairman Currituck County
	Chairman Dare County
	Chairman Pasquotank County
	Chairman Perquimans County
	Chairman Tyrrell County
	Chairman Washington County
RESOLUTION	I TO SUPPORT APPLICATION FOR DEPARTMENT OF COMMERCE GRANT
supporting the a transferred to the	Wallace Nelson explained that the County has been requested to adopt a Resolution application for the Department of Commerce Grant for \$2.85 million which the State had be Department of Commerce for Perquimans County. On motion made by Edward Randed by Charles Woodard, the Board unanimously adopted the following Resolution:
	RESOLUTION IN SUPPORT OF PERQUIMANS COUNTY'S APPLICATION TO THE NORTH CAROLINA DEPARTMENT OF COMMERCE FOR A GRANT IN THE AMOUNT OF \$2,885,000 FOR THE PERQUIMANS COUNTY MARINE INDUSTRIAL PARK BASIN
Whereas, The Perqui	mans County Marine Industrial Park Basin is one of the main economic development projects in Perquimans County; and
	o N.C.S.L #36.3 (the "Authorizing Legislation"), Perquimans County Marine Industrial Park is eligible for a grant or resource development projects. In addition to the approved purposes in NCGS 143-215.71, funding for this project may be action; and
	e of the basin project is to afford water-based construction access to marine related industries; leading to new companies ans County and to new jobs being created for our citizens; and
	is County accepts the responsibilities listed on the NC Department of Commerce grant application in various bullets all aspects of the project, handling the application process, contracting process, reporting requirements, payments s, etc.; and
	E RESOLVED that the Perquimans County Board of Commissioners approves of the County engaging in the application the North Carolina Department of Commerce as detailed above; and
0 1	RESOLVED that the Perquimans County Board of Commissioners fully supports the Perquimans Marine Industrial Park
Adopted, this 2nd day	y of July, 2018.
	Wallace E. Nelson, Chairman

ANNUAL CONTRACTS

Mary P. Hunnicutt, Clerk to the Board Perquimans County Board of Commissioners

ATTESTED:

Perquimans County Board of Commissioners

(SEAL)

<u>Senior Nutrition Contract</u>: County Manager Heath explained that this contract is between Perquimans County and Albemarle Commission to handle the Senior Nutrition Program at the Senior Center. The cost is \$10,749.24 for FY 2018-2019.

<u>Drainage Management Contract</u>: County Manager Heath explained that this contract is between Perquimans County and Dwane Hinson to handle drainage water management consulting services to meet the water management needs in Perquimans County. And it has the option to extend on an annual basis. The contract with Dwane Hinson would be for another year at a cost of an average of 12 hours per week at a fee of \$30.00 per hour plus a mileage supplement of 50.5 cents per mile.

Emergency Management Public Information Officer Contract:

AGREEMENT

Agreement is hereby made between Perquimans County, North Carolina and Thomas Morris Ponte as set forth below according to the following terms, conditions and provisions.

1. Identity of Client Perquimans County Emergency Management

159 Creek Drive Hertford, NC 27944

2. Identity of Contractor Thomas Morris Ponte

111 Green Ct W Hertford, NC 27944

3. Work to be Performed Contractor agrees to provide services as the Public Information Officer for Perquimans County Emergency

Management on a best efforts basis. This will include serving as media contact for planned events (exercises); emergencies and as a representative for any seminars, conferences or meetings involving

Public Information for Perquimans County Emergency Management.

4. Terms of Payment Client shall pay the Contractor the sum of \$125.00 per month.

5. Expenses Client shall not be liable for any expenses paid or incurred by Contractor unless agreed to in writing.

6. Terms of Agreement The effective date of this agreement shall be July 1, 2018 and will terminate on June 30, 2019 and shall be

renewed on a yearly basis. This contract can be terminated by either party with thirty (30) days written

notice to the other party.

Client: Perquimans County Emergency Management

By: Jonathan A. Nixon Date: 6/19/18

Contractor: Thomas M. Ponte

By: *Thomas M. Ponte* Date: 6/19/18

$\underline{\textbf{Economic Development Consultant Contract}}:$

DAVID N. GOSS Economic Development Consultant 125 Cashie Drive Hertford, NC 27944

June 18, 2018

Frank Heath County Manager Perquimans County P.O. Box 45 Hertford, NC 27944

Dear Frank:

Described below is a proposal [for the period July 1, 2018 through June 30, 2019] for me to continue to provide economic development consulting services to Perquimans County.

Work Program

- Serve as Perquimans County's primary point of contact for perspective economic development inquiries.
- Continue to market the Perquimans County Commerce Centre to a variety of potential companies, but with a priority focus on marine, logistics/supply chain, and entrepreneurial entities.
- Coordinate with applicable public and private entities to market the former Lansing Building. Prepare NC incentive grant applications to attract buyer(s) when applicable.
- Assist County Manager with negotiations and follow-up with potential Commerce Centre land buyers and, where applicable, support buyers in their acquisition and development processes.
- Assist County Manager in obtaining the necessary funding support for the construction of the Marine Industrial Park (MIP) inland basin. If this effort is successful, assist the County Manager in the various bidding and construction-related activities related to the basin.
- Provide staff liaison with the North Carolina Marine Industrial Park Authority [NCIPA] in the development and marketing of the (MIP).
- Develop a new Commerce Centre/MIP marketing brochure.
- Finalize the development of a site plan for Phase 2 of the Commerce Centre and start implementation of priority plan projects. [Assumes that Phase 2 can get the necessary new Notification of Jurisdictional Determination from U.S. Army Corps of Engineers.]
- In coordination with the Perquimans Chamber of Commerce and Albemarle Commission, continue to support a Small Business Resource Center
 at the Chamber that provides resource services to potential users of the Center to create new and/or grow existing small businesses.
- Continue to be an active participant in the regional marketing efforts of the North Carolina East Alliance.
- Assist Hertford and Winfall in their economic development initiatives, with priority focus on tourism-related opportunities.
- Where applicable, assist in the preparation of North Carolina and Federal economic development grant/loan applications for existing and potential businesses in Perquimans County.
- Assist Commerce Centre site buyers in the design and implementation of workforce development programs, if necessary, in cooperation with the Albemarle Commission, COA and ECSU's SBTDC programs.
- Present periodic oral reports to the Economic Development Commission (EDC) and Board of Commissioners.
- Have an annual review of projects and evaluation of progress and performance with the County Manager.
- Undertake special projects as requested by the County Manager and/or the EDC.

Compensation

My proposed compensation for the above Work Program would be a retainer fee of \$1,730.12 a month [current compensation] that would cover my time and travel-related costs within the region. However, if County employees are given an annual percentage cost of living increase during the 2018-19 fiscal year, I request that this monthly retainer fee be increased by the same percentage amount. Not included would be any travel-related costs outside the region, membership fees for relevant economic development-related organizations and registration fees for trade shows/economic development conferences that I have authorization to attend from the County.

I continue to appreciate and enjoy the economic development consulting relationship I have had with Perquimans County. I look forward to a continuing productive relationship over the 12-month period from July 1, 2018 through June 30, 2019.

Sincerely,

David N. Goss

David N. Goss

Frank Heath

Perquimans County Manager

On motion made by Edward R, Muzzulin, seconded by Fondella A. Leigh, the Board unanimously approved all the above annual contracts for FY 2018-19.

NCACC CONFERENCE VOTING DELEGATE

County Manager Heath stated that, at this time, Wallace Nelson, Charles Woodard, and Joseph Hoffler were planning to attend. On motion made by Charles Woodard, seconded by Joseph W. Hoffler, the Board unanimously appointed Wallace E. Nelson as the Voting Delegate to the 2018 NCACC Conference in August.

STEP/MERIT INCREASES

County Manager Heath explained that several of our department heads were on vacation and were not able to get their Employee Action Forms signed and forwarded to Mary Hunnicutt before the Agenda Packets were e-mailed. Therefore, they could not be included under the Consent Agenda. On motion made by Charles Woodard, seconded by Joseph W. Hoffler, the Board unanimously approved the following step/merit increases:

Employee	Employee	Grade/	New	Effective
Name	Job Title	Step	Salary	Date
Brian Pauli, Jr.	EMT-B	63/2	\$14.72/hr.	7/01/2018
Tracy Hunter	Technician II	60/7	\$30,301	7/01/2018
Kathy Matthews	Water Clerk	61/10	\$34,081	7/01/2018
Kelvin Roberson	Water Plant Operator	64/18	\$47,270	7/01/2018
Arnold White	Backhoe Operator	65/10	\$40,640	7/01/2018

BOARD APPOINTMENTS

County Manager Heath explained that the following Board appointment/reappointment was received after the Agenda Packets were e-mailed:

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Dilliard, Brenda	Social Services Board – Local DSS Board Appointment	Appointed	3 yrs.	7/01/2018
Holman, Lillian	Senior Tarheel Regional Advisory Board	Reappointment	1 yr.	7/01/2018

On motion made by Edward R. Muzzulin, seconded by Fondella A. Leigh, the Board unanimously approved this Board appointment and reappointment. Commissioner Jones commended Teressa Blanchard for her effective, insightful, and reasonable leadership and that she served the County well.

PUBLIC COMMENTS

There were no public comments.

<u>CLOSED SESSION: ECONOMIC DEVELOPMENT MATTER & CLOSED SESSION MINUTES</u>

Pursuant to NC General Statute 143-318.11(4), Edward R. Muzzulin made a motion to go into Closed Session to discuss an economic development matter and to approve closed session minutes. The motion was seconded by Charles Woodard 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 Charles Woodard, and unanimously approved by the Board. The following action is required from the Closed Session:

Resolutions Supporting Department of Commerce Grants: Edward R. Muzzulin made a motion to authorize Chairman Nelson and County Manager Heath to execute the required Resolutions for the purpose of securing grants for Project Color, if necessary, to meet application deadline. The motion was seconded by Charles Woodard. The motion passed by a vote of five (5) to one (1) with Commissioner Jones voting against the motion. Commissioner Jones stated that he appreciates all the work that has been done with this project but he does not know enough about this to vote for the motion.

<u>ADJOURNMENT</u>

There being no further comments or business to discuss, the Regular Meeting was adjourned at 8:20 p.m. on motion made by Edward R. Muzzulin, seconded by Charles Woodard.

Clerk to the Board

Wallace E. Nelson, Chairman

WORK SESSION

July 16, 2018 7:00 p.m.

The Perquimans County Board of Commissioners held a Work Session on Monday, June 18, 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: Kyle Jones

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. The following matter was discussed during the Work Session.

ANIMAL TETHERING

Chairman Nelson explained that the main purpose of this meeting was to discuss the humane treatment of animal's ordinance that we considered and held a public hearing. This is an opportunity for the Board to review the changes made during the meeting between the Chairman, County Attorney, and County Manager. This is a Work Session so no public comments will be accepted tonight but asks that you listen to the direction the Board is moving toward and, if anyone in the public needs to discuss this propose ordinance, contact the Commissioners and express your concerns. He opened the meeting up