

Construction that did Ms. Simpson work. County Manager Heath said it was not. There being no further discussion, the Board unanimously awarded the bids as follows:

Case Number	Blair Shores Builders	B&B Construction	William Holley Construction
Case #02 - 207 S Covent Garden St Hertford	\$21,908		
Case #04 - 147 Bethany Church Rd, Belvidere		\$21,850	
Case #05 - 211 S Covent Garden St. Hertford			\$15,375
Case #07 - 306 S Church St, Hertford		\$22,700	
Case #08 - 113 King S, Hertford			\$19,800

SENIORS' HEALTH INSURANCE INFORMATION PROGRAM (SHIIP) GRANT

Chairman Nelson recognized Jewel Winslow, Cooperative Extension Director, who explained that the County has been awarded the \$2,160 SHIIP Grant. She is asking that the Board accept the funds and authorized the Chairman and County Staff to sign the documentation when we receive it. On motion made by T. Kyle Jones, seconded by Fondella A. Leigh, the Board unanimously accepted the SHIIP Funds in the amount of \$2,160 and authorized Chairman and County Staff to sign the documentation.

PUBLIC COMMENTS

There were no public comments.

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 Edward R. Muzzulin.

Wallace E. Nelson, Chairman

Clerk to the Board

WORK SESSION
August 20, 2018
7:00 p.m.

Due to a lack of business to discuss, the Perquimans County Board of Commissioners Work Session on August 20, 2018 was cancelled.

REGULAR MEETING
September 4, 2018
6:55 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Tuesday, September 4, 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
 Joseph W. Hoffler
 Edward R. Muzzulin
 Fondella A. Leigh, Vice Chair
 T. Kyle Jones
 Charles Woodard
- MEMBERS ABSENT:** None
- OTHERS PRESENT:** Frank Heath, County Manager
 Hackney High, County Attorney
 Mary Hunnicutt, Clerk to the Board

The meeting was called to order by Chairman Nelson. Commissioner Woodard gave the invocation and the Chairman led the Pledge of Allegiance. Afterward, the Chairman explained that the first item of business was to hold the public hearing to receive comments on the Resolution for Regional Housing & Community Services Corporation.

PUBLIC HEARING

Resolution for Regional Housing & Community Service Corporation

Chairman Nelson opened the Public Hearing stating that the purpose of this public hearing is to receive citizens' comments to consider a Resolution for Regional Housing & Community Service Corporation. There were nine (9) people present. Jeffrey Poley, representative from Parker Poe, presented a brief overview of the purpose of this Resolution and explained that there is no cost to the County. This corporation is going to build a 100-bed assisted living facility and he is here requesting the County to approve the facility for bond financing. Mr. Nelson asked if there were any comments or questions from the Board and public. The following questions were made:

- **A Citizen:** A citizen asked if the facility was going to be built across from the library. Mr. Poley said that he was not sure where the library was but the Board confirmed that it was going to be across from the library.
- **Chairman Nelson:** Mr. Nelson asked how many facilities will be built. Mr. Poley said that there are six (6) facilities being built under this bond in various locations in North Carolina including the one facility here in Hertford.
- **Commissioner Leigh:** Ms. Leigh confirmed that it was a 100-bed facility.
- **Chairman Nelson:** Mr. Nelson asked if the residents there are independent residents or will they need assistance. Mr. Poley said that he did not think that it was independent residents. Most of these will be elderly and most of them will be Medicaid patients.
- **Commissioner Hoffler:** Mr. Hoffler asked about provisions for jobs for county residents. Mr. Poley said that there will be some but he did not bring those figures with him.
- **Frank Heath:** Mr. Heath said that the Town of Hertford was aware that the Public Hearing was being held tonight and that it will fall under the Zoning of the Town of Hertford. Mr. Heath asked County Attorney High if he has had the opportunity to review the documents and everything is in order. Mr. High said that it was. Mr. Heath clarified that all the Board needs to do tonight is approve the Resolution.
- **Bob Bastek:** Mr. Bastek asked if there were any residents abutting this property. Mr. Poley said that he did not believe so. Chairman Nelson said that would be processed during the zoning phase by the Town of Hertford.
- **Cindy Kalarton-Rivera:** She asked if anyone had seen a model of the facility. Chairman Nelson explained again that all these items would be addressed under the Planning Board of the Town of Hertford.

There being no further questions or comments from the public or from the Board of Commissioners, Chairman Nelson closed the public hearing at 7:10 p.m. and proceeded with the regular meeting.

AGENDA

Edward R. Muzzulin made a motion to approve the Agenda, as amended. The motion was seconded by Fondella A. Leigh. The Board voted unanimously to approve the Agenda, as amended.

CONSENT AGENDA

The following items were considered to be routine and were unanimously approved on motion made by Charles Woodard, seconded by Joseph W. Hoffer.

1. **Approval of Minutes:** August 6, 2018 Regular Meeting and August 20, 2018 Work Session was cancelled.
2. **Tax Refund Approval:**

PERQUIMANS COUNTY TAX REFUND:

Hauck, Michelle Trueblood----- \$119.56
 Vehicle was repossessed. Account No. 0040783606.

3. **Personnel Matters:**

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Kathleen Brooks	Social Worker III – Adult Services	Promotion	67/4	\$38,338	9/01/2018
Robert Russell Gray, III	Deputy – Uncertified	Appointment	64/1	\$31,213	9/01/2018
Ashlee Bockelman	Part-Time/Fill-In EMT-B	Resignation			08/17/2018
Beverly Pulley	IMC II	Resignation			08/31/2018
Nicole Hunter	Office Assistant III	Resignation			09/05/2018

4. **Step/Merit Increases:**

Employee Name	Employee Job Title	Grade /Step	New Salary	Effective Date
Jackie Frierson	Register of Deeds	70/8	\$48,232	9/01/2018
Kay Hall	Social Worker II	67/7	\$41,234	9/01/2018
Pamela Midgett	IMS II	67/3	\$37,400	9/01/2018
Faith Broughton	AEMT	66/3	\$17.21/hr.	9/01/2018

5. **Budget Amendments:**

**BUDGET AMENDMENT NO. 2
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-033	State Grants - Senior Medicare	160	
10-615-146	SHIIP Funds	160	
EXPLANATION: To amend FY 18/19 budget to include the SHIIP Grant amount as approved by the State as discussed and approved during the 8/6/2018 BCC Meeting.			

**BUDGET AMENDMENT NO. 3
COUNTY CONSTRUCTION FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
50-348-006	Perquimans Marine Park Basin	2,882,325	
50-000-724	Perquimans Marine Park Basin	2,882,325	
EXPLANATION: To amend FY 18/19 budget to include an awarded Commerce Centre Grant for Perquimans Marine Park Basin as discussed and approved at the July 2, 2018 BCC Meeting.			

**BUDGET AMENDMENT NO. 4
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-365-003	USDA - Grant	14,000	
10-420-043	Co. Mgr. - USDA Grant/Expenditure	14,000	
EXPLANATION: To amend FY 18/19 budget to include the USDA Grant.			

**BUDGET AMENDMENT NO. 5
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-012	State Grants - Emergency Management	13,575	
10-530-338	Hazardous Material Grant	13,575	
EXPLANATION: To amend FY 18/19 budget to include the HazMat grant.			

6. **Board Appointments:** The following Board reappointments/retirements were unanimously approved by the Board:

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Thompson, Bethany	Animal Control Board (SPCA Representative)	Reappointment	2 yrs.	10/01/2018
Roberts, A.O.	Planning Board (<i>last term</i>)	Reappointment	3 yrs.	10/01/2018
Kahl, Paul	Planning Board	Retirement		09/30/2018
Winslow, Lynwood, III	Board of Adjustments	Reappointment	3 yrs.	10/01/2018
Overman, Pete	Board of Adjustments	Retirement		09/30/2018

7. **Miscellaneous Documents:** The following miscellaneous documents were unanimously approved by the Board:

- **County Cooperative Agreement with N.C. Forest Services:** The Board unanimously approved the County Cooperative Agreement with Division of Forest Resources for FY 2018-2019 and authorized the Chairman and County Staff to sign the Agreement. The costs will be \$137,131 being divided between the State at \$89,135 (65%) and the County at \$47,996 (35%).
- **Litter Sweep Fall 2018:** The NC Department of Transportation organizes an annual Fall statewide roadside cleanup. This Resolution sets it up for September 24 – 28, 2018. The Board adopted the following Resolution:

RESOLUTION

**LITTER SWEEP FALL 2018
IN PERQUIMANS COUNTY**

WHEREAS, the North Carolina Department of Transportation organizes an annual Fall statewide roadside cleanup to ensure clean and beautiful roads in North Carolina; and

WHEREAS, the Fall 2018 “Litter Sweep” roadside cleanup will take place September 24 - 28, 2018, and encourages local governments and communities, civic and professional groups, businesses, churches, schools, families and individual citizens to participate in the Department of Transportation cleanup by sponsoring and organizing local roadside cleanups; and

WHEREAS, Adopt-A-Highway volunteers, Department of Transportation employees, Department of Correction inmates and community service workers, local government agencies, community leaders, civic and community organizations,

businesses, churches, schools, and environmentally concerned citizens conduct annual local cleanups during “*Litter Sweep*” and may receive certificates of appreciation for their participation; and

WHEREAS, the great natural beauty of our State and a clean environment are sources of great pride for all North Carolinians, attracting tourists and aiding in recruiting new industries; and

WHEREAS, the cleanup will increase awareness of the need for cleaner roadsides, emphasize the importance of not littering, and encourage recycling of solid wastes; and

WHEREAS, the 2018 LITTER SWEEP cleanup will celebrate the 30th Anniversary of the North Carolina Adopt-A-Highway program and its approximate 6,000 volunteer groups that donate their labor and time year round to keep our roadsides clean.

WHEREAS, the LITTER SWEEP cleanup will be a part of educating the children of this Great State regarding the importance of a clean environment to the quality of life in North Carolina;

NOW, THEREFORE, BE IT RESOLVED that the Perquimans County Board of Commissioners do hereby proclaim September 24 - 28, 2018, as “*FALL LITTER SWEEP*” time in Perquimans County and encourage its citizens to take an active role in making our community cleaner and more beautiful.

ADOPTED the 4th day of September, 2018.

(SEAL)

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTESTED:

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

INTRODUCTION OF NEW EMPLOYEES

The following introductions to the Board were made:

- **Sheriff Shelby White:** Sheriff White introduced Tori Arroyo who was appointed as Certified Deputy effective August 1, 2018 and Russell Gray who was appointed tonight as an Uncertified Deputy effective September 1, 2018. After each new employee made comments, Chairman Nelson welcomed them to Perquimans County.

BILL JENNINGS, TAX ADMINISTRATOR

Mr. Jennings presented his monthly report. He reported that the upgraded software will go live this weekend, September 8, 2018. The tax bills went out last week and he has had several individuals come in to discuss them.

SUSAN CHANEY, SOCIAL SERVICES DIRECTOR

Ms. Chaney presented her monthly report. She also reported that their percentage for the month was 96.32%.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

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

- **Commissioner Leigh:** Ms. Leigh presented the following items:
 - **Alternate to Albemarle Commission Board:** It has been recommended that the Board appoint an Alternate to the Albemarle Commission Board that would be able to vote in the absence of Commissioner Leigh. On motion made by T. Kyle Jones, seconded by Joseph W. Hoffler, the Board unanimously appointed Wallace E. Nelson as an Alternate on the Albemarle Commission Board effective immediately.
 - **Leo Higgins Day:** Ms. Leigh is a member of a committee that wants to honor Leo Higgins for all that he has done for Perquimans County. They are having a reception for Mr. Higgins on September 15th and they have asked Ms. Leigh to request that the Board prepare a letter or resolution proclaiming that day “Leo Higgins’ Day”. On motion made by T. Kyle Jones, seconded by Charles Woodard, the Board unanimously authorized County Manager Heath to prepare the Resolution and Chairman Nelson to sign it on behalf of the Board.
- **Commissioner Woodard:** Mr. Woodard stated that he had read the Onslow Resolution supporting the farming industry and felt that the Board should adopt a similar resolution. It was the consensus of the Board to place the item for discussion at their September 17, 2018 Work Session for approval at the October 1, 2018 meeting.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- **Golden Leaf Grant:** Mr. Heath reported that the Letter of Intent was submitted to Golden Leaf and that the Board of Education is about ready to submit their Letter of Intent.
- **New Social Services Building:** Mr. Heath, Susan Chaney, and Nicole Elliott met with the architect last week to discuss the new Social Services Building which was included in the budget this year.
- **Boat Ramp Restrooms:** The cement slab has been installed and the framing will begin on Monday, September 10th.

PLANNING BOARD APPOINTMENT

County Manager Heath explained that, with the retirement of Paul Kahl, the Planning Board has an opening. Mary Hunnicutt, Clerk to the Board, provided a copy of the list of volunteer applications along with a new application from Tim Corprew. Mr. Heath also mentioned that Benjamin Hobbs had made mention that he would be willing to serve. He then asked if any of the Commissioners had a name that they would like to add to the list. It was the consensus of the Board to place the item for discussion on the September 17th Work Session for action to be taken at the October 1st meeting.

AUTHORIZATION TO SELL PARCEL #3-0040-HH407-H

The Tax Office has been approached from an individual who is interested in purchasing Parcel No. 3-0040-HH407-H, located at 407 Cox Way, Hertford, NC 27944 and is currently owned by Perquimans County. They are requesting that the Board authorize them to turn this parcel over to Helen Hunter to sell through GovDeals. On motion made by Edward R. Muzzulin, seconded by Charles Woodard, the Board unanimously authorized Helen Hunter to proceed with the sale of this parcel through GovDeals.

RESOLUTION OF PROCEEDINGS OF THE BOARD OF COMMISSIONERS OF THE COUNTY OF PERQUIMANS, NORTH CAROLINA AT ITS REGULAR MEETING HELD ON SEPTEMBER 4, 2018

A Public Hearing was held earlier in the evening so the Board needed to take action on the Resolution that was presented during the Public Hearing. On motion made by Edward R. Muzzulin, seconded by Charles Woodard, the following Resolution was unanimously adopted as presented:

**PROCEEDINGS OF THE BOARD OF COMMISSIONERS OF THE COUNTY OF PERQUIMANS,
NORTH CAROLINA AT ITS REGULAR MEETING HELD ON SEPTEMBER 4, 2018**

At approximately 6:55 p.m., the Chair of the Board of Commissioners of the County of Perquimans, North Carolina ("Board") opened the public hearing relating to the Project and Bonds as set forth in the public hearing notice published on August 20, 2018 and attached as Exhibit A.

A compilation of the comments received is set for in Exhibit B.

Thereupon, the Chair closed the public hearing and the Board adopted the following resolution:

A RESOLUTION

REGARDING THE ISSUANCE BY THE PUBLIC FINANCE AUTHORITY OF ITS ASSISTED LIVING REVENUE BONDS, IN ONE OR MORE SERIES, IN THE PRINCIPAL AMOUNT NOT TO EXCEED \$17,500,000, FOR THE PURPOSE OF FINANCING OR REFINANCING THE ACQUISITION AND CONSTRUCTION OF CERTAIN ASSISTED LIVING FACILITIES LOCATED IN THE COUNTY; AND OTHER RELATED MATTERS.

WHEREAS, the Public Finance Authority ("Authority"), a State of Wisconsin commission, acting by and through its Board of Directors, is authorized and empowered under and pursuant to the provisions of Sections 66.0301, 66.0303 and 66.0304 of the Wisconsin Statutes, as amended ("Act"), to issue bonds and enter into agreements with public or private entities for the purpose of financing capital improvements located within or without the State of Wisconsin and owned, sponsored or controlled by a participant, as defined in the Act;

WHEREAS, PERQUIMANS PROPCO HOLDINGS, LLC and PERQUIMANS OPCO HOLDINGS, LLC, each a North Carolina limited liability company, the sole member of each is Regional Housing & Community Services Corporation, a California nonprofit corporation and an organization described in Section 501(c)(3) of the internal Revenue Code of 1986, as amended ("Code") (collectively, "Borrower") has applied to the Authority to issue its Assisted Living Revenue Bonds ("Bonds") in one or more series in an aggregate principal amount of \$17,500,000, which will be loaned to the Borrower to (i) finance or refinance (a) the acquisition of land, certificates of need, licenses (b) certain predevelopment expenses, and (c) construction of an approximately 53,244 square foot, 83 unit (100 beds) assisted living facility located at the approximately 17 acre parcel on the east side of S. Church Street immediately south of the S. Church Street Bridge and across from the intersection of ARPCD St. and S. Church St. in Hertford, Perquimans County, NC 27930 (collectively, the "Project") and (ii) pay certain fees and costs associated with the issuance of the Bonds;

WHEREAS, the Project will be initially owned and operated by the Borrower;

WHEREAS, the Borrower anticipates that the Project will benefit the County of Perquimans, North Carolina ("County"), generally and, in particular, by providing affordable, decent, safe, and sanitary housing and assisted living facilities for people from the County and surrounding areas;

WHEREAS, pursuant to Section 66.0304(11)(a) of the Wisconsin Statutes and Section 4 of the Amended and Restated Joint Exercise Power Agreement Relating to the Public Finance Authority dated as of September 28, 2010 (collectively, "Authority Requirements") and Section 147(f) of the Code and Treasury Regulations Section 5f.103-2(f), as amended (collectively, "Federal Tax Requirements"), prior to the issuance of the Bonds by the Authority, and after a public hearing held following reasonable public notice, the Borrower has requested the Board of Commissioners of the County ("Board"), as the highest elected representatives of the County, the governmental unit having jurisdiction over the area in which the Project is located, to approve the Authority's issuance of the Bonds and the financing the Project in the County;

WHEREAS, on this date, prior to any deliberations regarding this Resolution, the County held a public hearing at which all interested persons have been given a reasonable opportunity to express their views on the location of the Project, the issuance of the Bonds and other related matters. The public hearing was duly noticed by publication, attached as Exhibit A, in a newspaper having general circulation in the County, not less than 14 days prior to the date hereof; and

WHEREAS, at the Borrower's request, the Board now desires to approve the Authority's issuance of the Bonds and the financing of the Project in order to satisfy the Authority Requirements and the Federal Tax Requirements.

NOW, THEREFORE, BE IT RESOLVED by the Board as follows:

Section 1. Based solely on information provided to the County by the Borrower, it is hereby found, determined and declared that (a) the Project is anticipated to benefit the general public welfare of the County by providing affordable, decent, safe and sanitary housing and assisted living facilities, and (b) the Project and the Bonds will give rise to no pecuniary liability of the County, or a charge against its general credit or taxing power.

Section 2. As required by and in accordance with the Authority Requirements and the Federal Tax Requirements, the Board as the applicable elected representatives of the governmental unit having jurisdiction over the area in which the Project is located, approves the Authority's issuance of the Bonds and the financing of the costs of the Project in the County solely for the Authority Requirements and the Federal Tax Requirements.

Section 3. The County has no responsibility for the payment of the principal of or interest on the Bonds or for any costs incurred by the Borrower with respect to the Bonds or the Project. The County pledges neither its taxing power nor revenues for the Bonds.

Section 4. All orders and resolutions and parts thereof in conflict herewith are to the extent of such conflict hereby repealed, and this resolution shall take effect and be in full force and effect from and after its adoption.

Adopted this 4th day of September, 2018.

(SEAL)

COUNTY OF PERQUIMANS, NORTH CAROLINA

By: Clerk to the Board County of Perquimans, North Carolina

EXHIBIT A NOTICE OF PUBLIC HEARING

Form for Cooke Communications, North Carolina, dated August 16, 2018. Includes publisher's affidavit, notary seal for Anita C. House, and payment information for Parker Poe Adams & Bernstein.

Form for Cooke Communications, North Carolina, dated August 22, 2018. Includes publisher's affidavit, notary seal for Anita C. House, and payment information for Parker Poe Adams & Bernstein.

**EXHIBIT B
PUBLIC HEARING COMMENTS**

[NONE]

SALE OF SURPLUS VEHICLE

County Manager Heath reported that, with the help of the Finance Office and Helen Hunter, we have sold a surplus vehicle on GovDeals. The highest bid on the vehicle was as follows:

BUYER	VEHICLE	VIN No.	DATE SURPLUSED	START BID	SOLD AMOUNT	GOVDEALS FEE	NET RESULTS
Joseph Hollington	2004 Ford F-150	2815	12/4/17	\$500.00	\$676.00	\$33.80	\$642.20

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

PUBLIC COMMENTS

There being no public comments, Chairman Nelson proceeded to adjourn the meeting.

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned at 7:33 p.m. on motion made by Charles Woodard, seconded by Edward R. Muzzulin.

Wallace E. Nelson, Chairman

Clerk to the Board
