

calendars, it was decided to have it on March 20th starting at noon and going until with a possible break for dinner. It was the consensus of the Board to use Neil Emory of NCACC to facilitate the meeting if he is available. Chairman Nelson asked that, if any of the Commissioners have any long range plans that they would like to discuss, let him or County Manager Heath know so that we can place it on the Agenda.

MISCELLANEOUS ITEMS

Commissioner Lennon said that he has a short-range plan that he would like to discuss. At the awards banquet at Inter-County Fire Department, he said that Chief Bobby Swayne expressed a concern that they are having a difficult time to get responders for daylight hours. Because businesses are now moving from a mom and pop store to larger chains, their owners are not as willing to let the first responders off to go to a fire call. Mr. Lennon asked if there was some kind of Resolution that the Board could adopt to show support and encourage people to volunteer and let them know that the Board supports their efforts. He feels that the volunteer fire departments would appreciate this. County Manager Heath asked if Mr. Lennon could provide him with some language to use. Mr. Lennon said that maybe Jonathan Nixon could assist with that better than he could.

Commissioner Hoffler mentioned about the architect coming Thursday to look at the Civil War Monument that is located on the corner of King and Hyde Park Streets to see what he can do to improve it. Commissioner Lennon stated that he would like to be on the February Agenda to update the Board on the Tourism Development Authority (TDA) activities.

Commissioner Leigh reported that Melody Wilkins, Executive Director of Albemarle Commission, submitted her resignation to take another job. They are looking for an Interim Director at this time. She is sure that the Board will be hearing more about this later.

Clerk to the Board, Mary Hunnicutt, reported that she had sent out an e-mail to her ClerkNet regarding the notation of an open session after the closed session. A majority of the responses said that their Agendas are similar to our Agenda when going into a Closed Session. They mentioned that, when they are going into to Closed Session, sometimes the Chairman notifies the public that action may be taken after the Closed Session adjourns. She just wanted to update the Board on what she found out.

ADJOURNMENT

There being no further business to discuss, the Chairman adjourned the meeting at 7:40 p.m.

Wallace E. Nelson, Chairman

Clerk to the Board

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REGULAR MEETING
February 3, 2020
7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, February 3, 2020 at 7:00 p.m. in the Commissioners Room located on the first floor of the Perquimans County Courthouse Annex.

MEMBERS PRESENT: Fondella A. Leigh, Vice Chair Joseph W. Hoffler
 T. Kyle Jones Alan Lennon

MEMBERS ABSENT: Wallace E. Nelson, Chairman Charles Woodard

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

The meeting was called to order by Vice Chair Leigh. Commissioner Jones gave the invocation and the Vice Chair led the Pledge of Allegiance.

AGENDA

Vice Chair Leigh stated that a copy of the amended Agenda was at their seats tonight. Alan Lennon made a motion to approve the Agenda, as amended. The motion was seconded by Joseph W. Hoffler and unanimously approved by the Board.

CONSENT AGENDA

The following items were considered to be routine and were unanimously approved on motion made by T. Kyle Jones, seconded by Alan Lennon.

1. **Approval of Minutes:** January 6, 2020 Regular Meeting & January 21, 2020 Work Session
2. **Tax Refund Approval:**

PERQUIMANS COUNTY TAX REFUND:

Elliott, William & Joyce ----- \$1,598.31

Mr. & Mrs. Elliott were billed incorrectly. Their grandson's new house was added to his parcel in error. Corrections have been made and new house has been added to correct parcel. Account No. 306240.

3. **Personnel Matters:**

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Brandon Melton	PT/FI Certified Telecommunicator	Certification	62/1	\$14.02/hr.	02/01/2020
Devin Wilder	P/T Assistant Supervisor – Board of Elections	Appointment	n/g	\$9.55/hr.	02/01/2020

4. **Step/Merit Increases:**

Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Tracy Mathews	Finance Officer	72/11	\$57,785	02/01/2020

Employee Name	Employee Job Title	Grade /Step	New Salary	Effective Date
Shelton White	Sheriff	75/13	\$69,241	02/01/2020
Nicole Elliott	Administrative Officer I	67/12	\$47,528	02/01/2020
Natalie Verner	IMC III Lead Worker - F&C Medicaid	65/3	\$34,934	02/01/2020
Holly Hunter	Board of Elections Supervisor	64/5	\$35,101	02/01/2020

5. **Budget Amendment:**

**BUDGET AMENDMENT NO. 11
GENERAL FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	DSS - State Grants	1,175	
10-610-198	DSS - LIEAP	1,175	
EXPLANATION: To amend FY 19/20 budget to include additional LIEAP (Low Income Energy Assistance Program) funds allocated by the State.			

6. **Board Appointment & Resignations:** The following appointment and resignations were unanimously approved by the Board:

Name	Board/Committee	Action	Term	Effective Date
Walker Rayburn	Community Advisory Committee	Resignation		03/31/2020
Steav Congdon	Recreation Advisory Board – Town of Winfall	Resignation		02/01/2020
Virginia P. Harvey	Recreation Advisory Board – Town of Winfall	Appointment	*	02/01/2020
<i>*Ms. Harvey will complete Steav Congdon's term which expires on 7/1/2022</i>				

7. **Resolution - Requesting Removal of Certain Record Books for Repair:** The Board adopted the following Resolution requesting the removal of certain record books for repair:

**RESOLUTION AUTHORIZING
REMOVAL OF CERTAIN PUBLIC RECORD BOOKS
KEPT BY THE REGISTER OF DEED FOR
THE PURPOSE OF REPAIR, RESTORATION
AND REBINDING**

WHEREAS, NCGS 132-7 provides that books of public records should be copied or repaired, renovated or rebound, if worn, mutilated, damaged or difficult to read; and

WHEREAS, there is identified certain books of public records maintained by the Register of Deeds in need of repair, restoration and rebinding; and

WHEREAS, Kofile Technologies is under contract to provide repair, restoration and rebinding of those certain books of public records.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS FOR PERQUIMANS COUNTY, NORTH CAROLINA, that:

Section 1. The Register of Deeds is authorized to remove or cause to be removed to the care and custody of Kofile Technologies for repair, restoration and rebinding the following books of public records:

Index to Vital Statistics #1

Section 2. The books of public records listed in Section 1 of this resolution may remain in the care and custody of Kofile Technologies for the length of time required to repair, restore and rebind them.

Section 3. This resolution is effective upon its adoption.

ADOPTED the 3rd day of February, 2020.

Wallace Nelson, Chairman
Board of Commissioners

ATTEST:

Mary P. Hunnicutt, Clerk to the Board

BOARD PRESENTATION & INTRODUCTION OF NEW EMPLOYEE

Introduction of New Employee:

1. **Jonathan Nixon:** Mr. Nixon, Emergency Services Supervisor, introduced Bethany Buttram who was promoted to Full-Time Shift Supervisor effective January 1, 2020. She made a few comments.

On behalf of the Commissioners, Vice Chair Leigh welcomed her to Perquimans County.

Board Presentation:

Vice Chair Leigh recognized Frank Heath, County Manager, who presented a copy of a letter and certificate that was received from Camp Buehring in Kuwait. The flag was sent to us by our Planner, Sam Barrow, who is deployed there. This flag had been flown at Camp Buehring Kuwait in January. He is sending this to the Commissioners for his deepest gratitude for their continued support of his military service. He has been there since the Iran situation has been going on. He said that, even though he has been busy over there, his mind is still on northeast North Carolina. He is looking forward to the day that he can return to the Planning Department of Perquimans County. Mr. Heath presented it to the Board and stated that he will try to display the flag somewhere in the Commissioners' Room.

BILL JENNINGS, TAX ADMINISTRATOR

Mr. Jennings presented his monthly report.

SUSAN CHANEY, SOCIAL SERVICES DIRECTOR

Ms. Chaney presented her monthly report.

JONATHAN NIXON, EMERGENCY SERVICES DIRECTOR

Mr. Nixon presented his annual Public Officials Conference to the Board of Commissioners and to the following public officials from the Towns of Hertford and Winfall:

TOWN OF HERTFORD

Earnell Brown, Mayor
Pamela Hurdle, Town Manager
Jerry Mimplitsch, Councilman

TOWN OF WINFALL

Fred Yates, Mayor
Ken Rominger, Councilman
Arnetta Ormond, Councilman
Virginia Harvey, Councilman
Carol Cooper, Councilman

Mr. Nixon asked the Board if they had any questions or comments. There being none, Vice Chair Leigh thanked Mr. Nixon and his staff for all their hard work and again asked if there were any questions or comments from the Board. Commissioner Lennon asked Mr. Nixon if all the staff had the overdose drug, Narcan. Mr. Nixon said that they do not. Some have taken part in the community Narcan program and some have chosen not to. He further stated that they can continue to administer Narcan as long as they have a supply available. They had received grant funding for the purchase of Narcan. This was in cooperation with Trillium. Mr. Nixon further explained that the volunteer fire departments, sheriff's department and emergency management staff have this drug available to them. In addition, he said that if they have it available, they have provided some to the family members of individuals who have overdosed. If they have it available, the EMS staff will provide it to the family members and train them on how to use it. Mr. Lennon said that he was more concerned with the staff having some available for themselves in case something goes wrong for themselves. Mr. Nixon said that it is optional and that is why they have provided it to the fire departments and other emergency departments.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

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

- **Alan Lennon:** Mr. Lennon wanted to give the Board an update on the activities with the Tourism Development Authority (TDA). He reported the following items:
 - Jerry Mimplitsch, Hertford Town Councilman, has been appointed to serve on the TDA as the Town of Hertford Representative.
 - Mr. Lennon showed the Board a cap with the TDA logo. It is a P with a fish hook by it. The logo is called "Phook". These caps will be available for sale. It was gifted by one of their Board members and all they are asking was for the Board to maintain that trademark for three years and he feels that the TDA will be able to do that.
 - One of the goals for the TDA is to go after more grants to increase some of the awareness of the County. The grant that Mr. Lennon is really excited about is the grant for the African American Cultural Heritage Fund from National Trust & Preservation. It is specifically being used for restoration of the monument in memory of the colored union soldiers located in Hertford. Sharon Smith, Tourism Development Director, has done a great job applying for this grant and they are hoping to receive \$50,000. The cost of this project would be \$60,000. This is to restore and clean up the monument that is located at the corner of King Street and Hyde Park Street. Their hope is to get more tourists here to see the monument since they are very rare in the United States.
- **Joseph Hoffer:** Mr. Hoffer reported that the monument is one out of two in the entire country that was built for colored soldiers who fought with the Union during the Civil War. After County Manager Heath and Commissioner Hoffer assessed the status of the monument, they noticed that there has been a lot of wear and tear on the monument. He has engaged a contractor who was very highly recommended to do repairs to the monument in steps. Last week, the contractors came down and began tearing away some of the cement that had been added around the bottom of the monument. While they were there, a number of people stopped by questioning what they were doing with the monument. They were concerned that the County was going to tear down the monument. Mr. Hoffer reassured that they were not tearing it down but restoring it. A professional crew will be coming back to begin the restoration and clean up on the monument in a couple of months. Commissioner Hoffer expressed his personal interest in having this monument restored. It was placed there in 1920 and his great grandmother, Esther Woods, was the one of the four women that financed the monument. On Mr. Hoffer's father's side, his great-great-great grandfather, Sergeant John Gordon, fought in the Union Army and is buried in Perquimans County. Mr. Hoffer along with other family members decided that they were going to find his grave. They went to the Gordon farm and asked the guy that was there if he had seen any tombstones on the property. He pointed them out to Mr. Hoffer and they found Mr. Gordon's tombstone which says Sergeant John Gordon, USCT (United States Colored Troop). It was a very touching moment for all his family. This is why he is so personally involved in the restoration of this monument. Also, the NAACP is going to donate \$200.00 and the American Legion Post 322 will be offering to donate some funds toward the project.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- **2020 Census Complete Count Committee:** Mr. Heath stated that last week they had the second meeting of the Census Complete Count Committee. Throughout the month of March and April, you may see some people that are knocking on doors to begin the work on the 2020 Census. We have materials available on the County's Website and the County's Facebook Page that promote the census and provide information about the questionnaires that the public will need to complete to be a part of the 2020 Census.
- **County's Website:** Mr. Heath explained that we are in the process of updating our County's website. Once he adds some more pictures to the website, it will be completed. As soon as that is completed, we will have the website go live.
- **ALS Task Force Meeting:** Last month, they held another meeting and this time State Senator Steinberg and State Rep. Goodwin attended the meeting. We also had some representation from the State and local community. He will keep the Board posted on future meetings.
- **County Summer Intern:** Mr. Heath found out last week that Perquimans County was selected to host a State Employees' Credit Union Public Fellowes Intern through East Carolina University. So during this summer, we will get an intern from East Carolina to work in various departments and work on some personnel matters with Mary Hunnicutt. We made this connection with Keith Wheeler who heads up Economic Development with East Carolina. Perquimans County is beginning to have a relationship with East Carolina University.
- **Extension Luncheon:** Mr. Heath wanted to remind the Board about the Extension Luncheon on March 17th at noon to meet the new district director.
- **Board Retreat:** Mr. Heath reminded the Board about the Board Retreat on March 20th. It is going to be led by Neil Emory of North Carolina Association of County Commissioners (NCACC) who did their last retreat.
- **Purchase of the Old Mental Health Building:** Mr. Heath updated the Board on the purchase of the old Mental Health Building located between Albemarle Commission Building and the Perquimans Health Department Building. It is currently owned by Trillium. County Manager Heath explained that the County is going to acquire the building and that it was on land that was given to Albemarle Mental Health to build that building. The Board has been discussing the various uses of the building which includes the possibility of moving the Board of Elections to that building. The deed has been prepared but not recorded as of yet. County Attorney High and Trillium's attorney are working to complete the transaction.
- **Salary Study:** Mr. Heath stated that, some months back, the County Manager's Office and the Emergency Services Departments sent a letter to NCDOT asking them to study the flooding that is happening in the community of Woodville and Chapanoke. It is the County's feeling that the roadways needed some kind of repair. NCDOT studied it and we received a letter from them which indicates that the flooding had more to do with the topography of the property which means that they are in the flood zones.

BOARD APPOINTMENTS

County Manager Heath stated that, unless the Board has any changes or recommendations for appointment, there is no action necessary at this time. The following updates were provided for the following Committee vacancies:

- **Community Advisory Committee:** Earlier in the meeting, the Board approved the resignation of Walker Rayburn from the Community Advisory Committee. This makes a total of four (4) vacancies. As reported at last month's meeting, Ms. Anne White is taking the training required to serve on this committee. Mary Hunnicutt, Clerk to the Board, has not received any letters or phone calls from individuals wishing to serve on this Board since last month's meeting. Ms. Hunnicutt will place the notices on the website and Facebook page and encouraged the Board and the public to let Mary Hunnicutt know if there is anyone willing to serve on this Committee. No action necessary.
- **Board of Adjustment:** At the January meeting, County Manager Heath reported that Ed Muzzulin moved out of town and had to resign from his Board of Adjustment appointment. The Board had no recommendation for appointment this month. Therefore, the matter was tabled until next month.

- **Commissioners' Board Appointments:** As instructed at the January meeting, Mary Hunnicutt provided the Board with the current Commissioners' Board Appointments. The Board was asked to review the listing and let the Chairman know if there needed to be any changes. At this time, no Board member requested a change in their appointments. Therefore, the Board appointments will remain the same. No action necessary at this time.

LEASE PURCHASE AGREEMENT: NATIONWIDE CAPITAL, LLC

County Manager Heath reported that a revised agreement was placed at their seats tonight. This agreement is a lease purchase agreement for voting equipment for the Perquimans County Board of Elections. The Board of Elections is recommending the approval of the attached lease purchase agreement with Nationwide Capital, LLC for election equipment. The term of the lease is five years at a cost of \$40,000 per year. This was included in the budget for FY 2019-20 and County Attorney High has reviewed the Agreement. Mr. High has made some corrections and those corrections are included in the document at your seats tonight. On motion made by Joseph W. Hoffer, seconded by Alan Lennon, the motion was unanimously approved by the Board.

RESOLUTION SUPPORTING FIREFIGHTERS RESPONDING TO FIRES DURING WORK HOURS

County Manager Heath explained that he went ahead and prepared the enclosed Resolution supporting firefighters responding to fires during work hours. This was brought up by Commissioner Lennon at the Work Session after he attended the Inter-County Fire Banquet. During his attendance, he heard from the chief and other staff members about the problem that they are experiencing due to firefighters not being allowed to leave work to fight fires. If approved, County Manager Heath said that he would be sharing the Resolution with the volunteer fire departments in Perquimans County. Vice Chair Leigh concurred with what Mr. Lennon had said because she received the same comments when she attended the banquet. On motion made by Joseph W. Hoffer, seconded by Alan Lennon, the Board unanimously approved the following Resolution:

**RESOLUTION ENCOURAGING BUSINESSES TO ALLOW
VOLUNTEER FIREFIGHTERS TO RESPOND TO EMERGENCY
CALLS DURING WORKING HOURS**

WHEREAS, Perquimans County relies on volunteer fire departments for fire protection throughout the County; and

WHEREAS, a majority of volunteer firefighters in Perquimans County work during normal business hours; and

WHEREAS, because of the work responsibilities of the County's volunteer firefighters, there are shortages of those who are able to respond to calls; and

WHEREAS, these shortages cause other departments to mutual aid at a high frequency; and

WHEREAS, businesses allowing volunteer firefighters to respond to calls when possible during working hours would increase the public safety for all County citizens;

NOW THEREFORE BE IT RESOLVED, that the Perquimans County Board of Commissioners encourages all Perquimans County and regional businesses to allow members of their workforces who are volunteer firefighters to respond to emergency calls while they are working when practicable and possible for the business.

BE IT FURTHER KNOWN AND RESOLVED, that the Perquimans County Commissioners voted four (4) to zero (0) in support of the above information.

ADOPTED this 3rd day of February, 2020.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

Attest:

Clerk to the Board

SEAL

PERSONNEL MATTER: RETIREMENT – IMC II

County Manager Heath explained that this personnel matter came to our office after the Agenda had been forwarded to the Commissioners so it could not be added to Consent Agenda. On motion made by Alan Lennon, seconded by Joseph W. Hoffer, the Board unanimously approved the retirement of Joanne Avery, IMC II, effective April 1, 2020.

PUBLIC COMMENTS

Vice Chair Leigh stated that the only public comment request was from Terry Swope so she called Mr. Swope to come forward:

- **Terry Swope:** Mr. Swope stated that, for the past five weeks, he has visited the Senior Center and it is his nature to evaluate things and he found an extraordinary center there. They do a fantastic job and the facility is great. He just wanted to thank the Board and let them know that they do not take it for granted. He has talked to several of the participants up to age 80 that they told him that they just really enjoy coming out there and engaging with other people of their age. It's clean, vibrant, staffed by a group of ladies that works really hard to engage the "seasoned" population we have in Perquimans County. He just wanted to say thank you to the Board. Vice Chair Leigh and County Manager Heath thanked Mr. Swope for his nice comments. County Manager Heath stated that, if anyone is 55 years or older, they can join the Senior Center and have a great time networking with each other.

CLOSED SESSION: CONSULT WITH ATTORNEY REGARDING A LEGAL MATTER & CLOSED SESSION MINUTES

Pursuant to NC General Statute 143-318.11(3), T. Kyle Jones made a motion to go into Closed Session to consult with attorney regarding a legal matter and to approve closed session minutes. The motion was seconded by Alan Lennon and unanimously approved by the Board.

The Closed Session was adjourned and the Regular Meeting reconvened on motion made by Alan Lennon, seconded by Joseph W. Hoffer, and unanimously approved by the Board.

ACTION FROM CLOSED SESSION

County Manager Heath said that the Board will need to make a motion to accept Bertie County's offer to handle non-emergency transports including that the contract will be for one year and request copies of their financials and to amend our fee schedule for Ordinance No. 100 accordingly. On motion made by T. Kyle Jones, seconded by Alan Lennon, the Board unanimously approved the motion as stated by County Manager Heath.

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned at 8:35 p.m. on motion made by Joseph W. Hoffler, seconded by Alan Lennon.

Fondella A. Leigh, Vice Chair

Clerk to the Board

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