

Chairman Nelson asked Susan Chaney, Social Services Director, if she had anything to add to what their department is doing:

- **Susan Chaney, Social Services Director:** Ms. Chaney informed the Board that the Social Services Department has implemented these safety measures. They are looking at the need to wash their hands often and thoroughly. They have been asked to handle their business via telework. She is keeping track of how many people actually come into the center. They have set up a drop box in the foyer with a statement that says, if you are sick, please do not come into the building but drop your paperwork in the drop box. Go back to your car and call us and they will have their person talk to them. The boxes are checked several hours a day. Keeping everything clean as much as possible. Most training throughout the state has been cancelled. Child protective services have to go on. They have to keep in touch with the foster care children. That is now being handled via phone calls. She discussed the situations with the nursing and rest home monitoring. Food & Nutrition are asking if they have emergency food stamps. They have extended their six to twelve months depending on cases. They are looking for waivers for hot foods. Looking into having supplements for their children out of school. Other policies are becoming a little more flexible. Currently they are in some federal audits. Once these current cases have been completed, they will be suspending the audits but no time given as to when they will begin again. More direction from the State will be coming in the next day or two.

Chairman Nelson asked if Mayor Earnell Brown or Mayor Fred Yates had any comments to make. Mr. Yates stated that they have implemented what the Control Group talked about yesterday. Ms. Brown gave a synopsis of how they are sterilizing their facilities. Pam Hurdle, Town Manager, said that they had been notified by the NC DMV that they will need to monitor the number of people in the building. If they get more than they are allowed, they will be asked to leave their paperwork, return to their cars and wait for our call. She said that they did not experience that today. They are proceeding with training of their employees on how to handle sterilization of their work space, etc.

Chairman Nelson asked the Board if they had any questions. He further stated that if they have any questions or needs any assistance, please let County Manager Heath or himself and they will try to assist you in any way. Commissioner Woodard complimented Julie Solesbee for her one call last night.

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned at 8:10 p.m. on motion made by Joseph W. Hoffler, seconded by Charles Woodard.

Wallace E. Nelson, Chairman

Clerk to the Board

REGULAR MEETING
April 6, 2020
7:00 p.m.

Special Notice for tonight's meeting: Due to the Governor's Order No. 121, the Perquimans County Board of Commissioners' **REGULAR CALLED MEETING** on Monday, April 6, 2020, at 7:00 p.m. has been moved to the Courtroom located in the Old Courthouse Building, 128 N. Church Street, Hertford, NC. This is done to allow the members to maintain social distancing of at least six (6) feet from another person. Because the Governor's Executive Order defined mass gatherings of any event or convening that brings together more than ten (10) persons in a single room, attendance is limited to ten (10) people, including Commissioners, County Manager, and Clerk to the Board. In addition, public comments will need to be in writing and provided to the Clerk to the Board prior to 5:00 p.m. on Monday, April 6, 2020. You may deliver them to her via fax [(252) 426-4034] or e-mail at mhunnicutt@perquimanscountync.gov.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, April 6, 2020 at 7:00 p.m. in the Courtroom of the old Courthouse located on the first floor of the Perquimans County Courthouse. The meeting was moved from 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
 Alan Lennon Charles Woodard
- MEMBERS ABSENT: None
- OTHERS PRESENT: Frank Heath, County Manager Mary Hunnicutt, Clerk to the Board

The meeting was called to order by Chairman Nelson. Commissioner Lennon gave the invocation and the Chairman led the Pledge of Allegiance.

AGENDA

Chairman Nelson stated that a copy of the amended Agenda was at their seats tonight. Fondella A. Leigh made a motion to approve the Agenda, as amended. The motion was seconded by Charles Woodard and unanimously approved by the Board.

CONSENT AGENDA

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

1. **Approval of Minutes:** March 2, 2020 Regular Meeting; March 16, 2020 Work Session Minutes (meeting cancelled); and March 17, 2020 Emergency Called Meeting Minutes.
2. **Personnel Matters:**

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Jovan Ward	IMC III – Food & Nutrition Services	Promotion (delayed from 4/1/2020)	63/8	\$36,151	05/01/2020
Cheryl Banks	IMC II	Termination			03/19/2020

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Deanne Smith	IMC II	Resignation			04/03/2020
Robin Trueblood	Maintenance Supervisor	Resignation			03/13/2020

3. **Step/Merit Increases:**

Employee Name	Employee Job Title	Grade /Step	New Salary	Effective Date
Sue Ann Cestaro	Certified Telecommunicator	62/4	\$31,376	04/01/2020
Anmarie Shine	Certified Telecommunicator Fill-In	62/2	\$14.37/hr.	04/01/2020
Caitlyn Gardner	IMC II	63/2	\$31,229	04/01/2020
Cody Chappell	Paramedic	68/2	\$38,916	04/01/2020

4. **Budget Amendment:**

**BUDGET AMENDMENT NO. 15
GENERAL FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-359-000	EMS/AMB. Service Franchise	3,000	
10-592-312	EMS/AMB. Service Franchise	3,000	
EXPLANATION: To amend FY 2019-2020 budget funds to include an agreement between Perquimans and Bertie County regarding transport service.			

5. **Resolution: Spring Litter Sweep 2020:** The Board adopted the following Resolution proclaiming April 11 – April 25, 2020 as Spring Litter Sweep in Perquimans County:

**RESOLUTION
LITTER SWEEP SPRING 2020
IN PERQUIMANS COUNTY**

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

WHEREAS, the Spring 2020 “*Litter Sweep*” roadside cleanup will take place April 11 – April 25, 2020, 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 2020 LITTER SWEEP cleanup will celebrate the 32nd Anniversary of the North Carolina Adopt-A-Highway program and its over 5,760 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 April 11 – April 25, 2020, as “*SPRING 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 6th day of April, 2020.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

Clerk to the Board

SEAL

6. **Miscellaneous Documents:**

- a. **2020 Memorandum of Participation for Separation Allowance Benefit:** The following Memorandum of Participation for Separation Allowance Benefit was approved by the Board:

**2020 MEMORANDUM OF PARTICIPATION
FOR SEPARATION ALLOWANCE BENEFIT**



UNIT: Perquimans County

MAILING ADDRESS: P.O. Box 45

CITY: Hertford

ZIP CODE: 27944

NAME: Frank Heath

TITLE: County Manager

PHONE #: (252) 426-8484

EMAIL ADDRESS: frankheath@perquimanscountync.gov

On behalf of the unit government noted above, we agree to engage Cavanaugh Macdonald Consulting, LLC to prepare the disclosures required under GASB Statement No. 73 for the Special Separation Allowance for Law Enforcement Officers.

I have read the terms listed on the cover memorandum that outlines conditions and fees of the contract related to reporting requirements under GASB Statement No. 73. Should my unit of government determine at any point that we do not want to continue our participation in the Actuarial Study Program, we will notify Cavanaugh Macdonald Consulting by letter of our desire to cancel. In order to complete the report in time for Fiscal Year 2019 reporting, CMC will need to receive **all requested information no later than May 15th, 2020.**

I understand that **we will be billed directly by Cavanaugh Macdonald Consulting, LLC** and copies of the actuarial report will be emailed to our office by Cavanaugh Macdonald Consulting by July 31, 2020.
DO NOT PAY CAVANAUGH MACDONALD CONSULTING, LLC IN ADVANCE.

By signing this document I have accepted the terms and conditions outlined in the cover memorandum and agree to pay Cavanaugh Macdonald Consulting upon the completion of all work.

Signed this 6th day of April, 2020.

(SIGNATURE)

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

(TITLE)

Cavanaugh Macdonald Consulting, LLC
3550 Busbee Parkway, Suite 250, Kennesaw, GA 30144
NCSSALEO@CavMacConsulting.com

- b. **Albemarle Plantation Fireworks:** Albemarle Plantation had provided a request for permission to shoot fireworks on July 6, 2020 for July 4th Festivities. The Board unanimously approved their request under the Consent Agenda.
- c. **Trillium Annual Report:** Bland Baker of Trillium forwarded a copy of his annual report presentation which will become part of the April 6, 2020 Minutes.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

There were no commissioners' concerns/committee reports presented.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- **Coronavirus Update:** Mr. Heath provided the following update on the coronavirus pandemic:
 - Things have really been busy during this time especially in our Emergency Services Center. He further stated that he was very proud and honored to see how hard the staff is working trying to keep everything going through this pandemic. This includes Jonathan Nixon, Director; Julie Solesbee, Public Information Officer; EMS Staff; Telecommunications Staff; Senior Center Workers; and School System.
 - **Latest Statistical Report:** State Cases – 28,070 throughout 89 counties; 270 hospitalizations; 33 deaths. These numbers are similar to what is going on in Virginia. Over 40,000 tests for COVID-19 have been completed; and currently two confirmed cases in Perquimans County.
 - **Emergency Medical Services:** EMS is starting the process to set up a 2nd EMS Station in the Senior Center Workout Room to omit co-mingling of EMS workers as much as possible.
 - **Concerns:** One of their concerns is the lack of PPE's (Personal Protective Equipment) throughout the county, state, and entire United States. They have made multiple requests but have not received them yet. There have been some donations made from the citizens and businesses in the County.
 - **Social Media:** We have been continuing to update our social media pages – County Website & County Facebook – to keep the public informed of the situations.
 - **Closings Throughout County:** He discussed several county closings. He notified the Board that the Hertford PNC Branch has closed and, if the County needs to make deposits, they have to travel to Edenton. He said that he would like to construct a letter from the Chairman to request that they reopen the branch, not just for us but for our county residents. He has contacted people all the way up the chain of command but has not received a favorable response. Commissioner Woodard also stated that he had contacted them too but no one was responsive to his request. Chairman Nelson stated that maybe the county might think about moving their account to another bank. Mr. Heath said that they have thought about that in the past but it would be a difficult process to move the account because we are so ingrained with them (on-line banking; direct deposits; automatic draft). Some of our restaurants have closed down. He had heard today that one of our insurance agencies might be shutting down during the crisis. It is definitely having an effect on the economy which he will discuss later.
 - **COOP Plan:** Mr. Heath explained that they had to establish a COOP Plan (Continuity of Operation Plan). This basically establishes a plan to follow should the County Manager, Emergency Services Director, or any other key personnel come down with the virus. Mr. Heath wrote up a plan that, should he become incapacitated, the Finance Officer and Clerk to the Board under the direction of the Chairman will perform duties to continue the County's operation. With regard to the Emergency Services Director, he has some infrastructure within his departments that would shift some of those duties and responsibilities to the Shift Supervisors.
 - **FY 2020-2021 Budget:** Mr. Heath said that he hated to bring it up so soon but due to these current conditions, it will be a very difficult budget year. He said that we will need to be austere with the recommendations that we make because a big factor of the budget is our revenues. If people cannot pay their taxes at the same percentage that we are having now, then we will not have the funds to spend on things that we normally would.
 - **Assistance for Pandemic Crisis:** The County Staff has been attending virtual meetings to prepare for applying for assistance to recoup our losses during this crisis. Julie Solesbee, Public Information Officer/Grant Manager, has already begun the process. We will be applying for this assistance once the application process opens up.

Once Mr. Heath completed his remarks, he asked Jonathan Nixon if he had any brief comments to add to his report.

JONATHAN NIXON, EMERGENCY SERVICES DIRECTOR

Mr. Nixon expounded on items that Mr. Heath reported. One item was that many of their volunteers also work as full-time staff at Chowan County and Pasquotank County EMS and they have informed the employees that they will no longer be able to do volunteer work at Perquimans County EMS because they are needed at their agencies. Mr. Heath and Mr. Nixon stated that we are still fully staff to fill the shifts needed. This will result in overtime for some of their personnel. Mr. Heath stated that he has forwarded FEMA Reimbursement Forms to all department heads so that they can list any expenses that they incur due to COVID-19. This can include overtime pay, supplies, etc. Right now they are only reimbursing overtime pay but there is some talk that it may include other items in the future. It is better to start keeping the records now rather than trying to complete it later. They have locked down the 911 Center. No one but staff will be entering into the center in order to keep their staff safe. Each Telecommunications employee is tested prior to entering the 911 center. The Emergency Services Staff must wear a mask when inside the building. Mr. Heath said that, because of these restrictions, the April 20th Joint Work Session may be moved to another location. He will keep the Board posted. EMS is being cleaned every day including weekends. Mr. Heath thanked Jonathan and his staff for their hard work. Chairman Nelson also thanked Mr. Nixon and his staff for a job well done. Mr. Nixon thanked the County Manager and the Commissioners for their continued support. It boosts the morale of the employees to see the County Manager and Chairman present at their meetings.

SALE OF SURPLUS EQUIPMENT

County Manager Heath reported that, with the help of the Finance Office and Helen Hunter, we have sold the following surplus equipment on GovDeals. The highest bids on the items were as follows:

BUYER	ITEM	DATE SURPLUSED	START BID	SOLD AMOUNT
Fred Taylor	22 – Nortel/Norstar Model T316E Telephones	3/2/2020	\$50	\$50.00
Fred Taylor	24 – Grandstream Networks Telephones	3/2/2020	\$50	\$700.00
Fred Taylor	35 – Avaya Telephones	3/2/2020	\$100	\$776.00

Mr. Heath recommends the sale of these items. On motion made by Joseph W. Hoffler, seconded by Alan Lennon, the Board unanimously approved the sale of this equipment on GovDeals.

PUBLIC COMMENTS

Because of Governor Cooper’s Order No. 121, public comments had to be made in writing and provided to the Clerk to the Board prior to 5:00 p.m. on Monday, April 6, 2020. They could deliver them to her via fax [(252) 426-4034] or e-mail at mhunnicutt@perquimanscountync.gov. No public comments were received.

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned at 7:24 p.m. on motion made by Charles Woodard, seconded by Joseph W. Hoffler.

Wallace E. Nelson, Chairman

Clerk to the Board
