
REGULAR MEETING
 March 5, 2012
 7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, March 5, 2012, at 7:00 p.m. in the Commissioners' Room located in the Perquimans County Courthouse Annex.

- MEMBERS PRESENT: Benjamin Hobbs, Chairman Sue Weimar
 Janice McKenzie Cole, Vice Chair Tammy Miller-White
 Mack E. Nixon Edward R. Muzzulin
- MEMBERS ABSENT: None
- OTHERS PRESENT: Frank Heath, Interim County Manager Hackney High, County Attorney
 Mary Hunnicutt, Clerk to the Board

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

AGENDA

The Agenda, as amended, was unanimously approved on motion made by Mack E. Nixon, seconded by Edward R. Muzzulin.

CONSENT AGENDA

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

1. **Approval of Minutes:** February 6, 2012 Regular Meeting
2. **Approval of Tax Refunds:**
PERQUIMANS COUNTY TAX RELEASES:
 > Scuppernong Landscaping\$192.62
 Business closed in 2010. Account Number: 0259569.

3. **Personnel Matters:**

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Carl Jeffrey Wilson	EMT-I	Promotion	66/1	\$14.56/hour	2/14/2012
Jim Bielski	EMT Fill-In (EMS)	Appointment	63/1	\$12.75/hour	2/1/2012
Zachary Crowe	EMT Fill-In (EMS)	Appointment	63/1	\$12.75/hour	2/1/2012
Maria Schwartz	EMT Fill-In (Rescue Squad)	Appointment	63/1	\$12.75/hour	2/1/2012

4. **Beer & Wine Tax Distribution:** This report was approved which distributes the beer/wine excise tax for period of April 1, 2011 through March 31, 2012.
5. **ECBH Quarterly Fiscal Monitoring Reports:** The State requires that the Quarterly Fiscal Monitoring Report be presented to the Board for review. The reports for periods ending on September 30, 2011 and on December 31, 2011 were presented.
6. **Resolution:** The following Resolution was presented for approval:

**RESOLUTION
 LITTER SWEEP SPRING 2012
 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 2012 "*Litter Sweep*" roadside cleanup will take place April 14 – 28, 2012, 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 2012 LITTER SWEEP cleanup will celebrate the 24th Anniversary of the North Carolina Adopt-A-Highway program and its 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 14 – 28, 2012, 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 5th day of March, 2012.

(SEAL)

 Benjamin C. Hobbs, Chairman
 Perquimans County Board of Commissioners

ATTESTED:

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

CAROLYN SELF, AMERICAN RED CROSS

Ms. Self, Executive Director of the Greater Albemarle Chapter of the American Red Cross, presented a report of their activities to the Board and requested that, since March is American Red Cross month, the Board adopt a proclamation proclaiming American Red Cross Month in Perquimans County. On motion made by Mack E. Nixon, seconded by Tammy Miller-White, the Board unanimously adopted the following Proclamation:

AMERICAN RED CROSS MONTH 2012

The American Red Cross has touched many lives in Perquimans County, as well as across the country and around the world.

During American Red Cross Month, we thank those who contribute to the mission of the Red Cross, whether through time, money or blood, and we invite others to support the Red Cross in helping people in need down the street, across the country and around the world.

The American Red Cross is synonymous with helping people, and has been doing so for more than 130 years. Throughout the past year, the American Red Cross launched hundreds of disaster relief operations in the United States to help people affected by fires, floods, hurricanes and tornadoes. The American Red Cross also supported major international disasters, including the Japan earthquake and tsunami response, while continuing its work on the 2010 Haiti earthquake response and recovery.

In Perquimans County, the Red Cross works tirelessly through its 1 employee and 65 volunteers to support us when disaster strikes, when someone needs life-saving blood or the comfort of a helping hand. It provides 24-hour support to members of the military, veterans and their families and provides training in CPR, aquatics safety and first aid.

For nearly 100 years, United States presidents have called on the American people to support the Red Cross and its humanitarian mission. Our community depends on the American Red Cross and because it is not a government agency, the Red Cross depends on support from the public to continue its humanitarian work. This is especially important in these challenging economic times – which impact the Red Cross and many people in our community and across the nation.

NOW, THEREFORE, I, Benjamin C. Hobbs, Chairman of Perquimans County Board of Commissioners, by virtue of the authority vested in me by the Constitution and laws of Perquimans County, North Carolina do hereby proclaim March 2012 as American Red Cross Month. I encourage all Americans to support this organization and its noble humanitarian mission.

IN WITNESS WHEREOF, I have hereunto set my hand this 5th day of March, in the year of our Lord two thousand twelve, and of Perquimans County, North Carolina.

Benjamin C. Hobbs, Chairman
Perquimans County Board of Commissioners

Attested by:

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

CHARLIE LACEFIELD

Mr. Lacefield, facilitator for the Commissioners’ Vision Retreats, presented a PowerPoint summary of the results from the retreats.

HOMERIA JENNETTE, TELECOMMUNICATIONS

Ms. Jennette presented her monthly report.

SUSAN CHANEY, SOCIAL SERVICES DIRECTOR

Ms. Chaney presented her monthly report and gave some details on the Home & Community Care Block (HCCBG) Grant Amendment that will be presented later on in the meeting. The State has awarded an additional \$8,142 and Ms. Chaney requested that the funds be given to her department for In Home Services. There is a match but Ms. Chaney said that she was able to cover that from within her budget.

FRANK HEATH, TAX ADMINISTRATOR

Mr. Heath presented his monthly report and explained that there were thirteen (13) *in rem* foreclosure sales scheduled for March 22nd.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

Commissioner Cole: Ms. Cole explained that, at their meeting with East Carolina Behavioral Health, it was brought to their attention that Legislation for the short session has been introduced by Representative Dollar for the Short Session to restructure the mental health LME boards. They feel that they are too large, should have less commissioner representation and more community representation, and more business representation instead of commissioners. They now have eleven (11) LME boards down from twenty-four (24) earlier. They are encouraging LME’s to move to Medicaid waiver.

UPDATES

Interim County Manager Heath updated the Board on the following projects:

Water System Projects: Interim County Manager Heath provided the following letter from Bill Diehl giving the Preliminary Project Budget for the Bethel WTP Membrane Softening which was the result of the study to see if the membrane softening process would be feasible at the Bethel WTP:

DIEHL & PHILLIPS, P.A.

CONSULTING ENGINEERS
219 East Chatham Street
Cary, North Carolina 27511
Telephone (919) 467-9972 – Fax (919) 467-5327

WILLIAM C. DIEHL, P.E.
JOHN F. PHILLIPS, P.E.
ALAN R. KEITH, P.E.

February 28, 2012

County of Perquimans
P.O. Box 45
Hertford, NC 27944
ATTN: Mr. Frank Heath
Interim County Manager

Re: Bethel Membrane Softening
Preliminary Project Budget

Dear Frank:

I have prepared a preliminary project budget for the referenced project. This project would include a 50’x80’ addition to the existing water treatment plant building. There would be two RO skids installed in the building with a total capacity of 800 gpm of permeate; this capacity would match the present capacity of the plant, so we would not be adding any additional water production capability to the existing plant. There would be sufficient space in the building addition to add a future 400 gpm skid; the existing plant equipment should be capable of being re-rated to handle this future 400 gpm addition with the existing filters, etc. This preliminary project includes adding a new well to the system, all electrical construction, site piping, SCADA, engineering, and contingency. I have also included \$500,000 for some on-site wastewater treatment, such as a tank to hold concentrate. As we have discussed, probably the least certain of these costs would be related to the wastewater treatment requirements. The \$500,000 that I have included should be construed to represent the money required to construct what I would consider as the least amount of treatment that could reasonably expected. The preliminary project budget is estimated as \$5,200,000.

If the elected officials decide to continue to pursue this project, we will need to focus our main attention to the wastewater requirements, as we have all agreed that the wastewater requirements will probably affect the viability of this project.

Please let me know if I can provide further information.

Sincerely,
Diehl & Phillips, P.A.
William C. Diehl, P.E.

Mr. Heath further stated that the sticking point to all this is the discharge line. Under our current permit, we would be required to relocate that discharge point to another location on Bethel Creek. The estimated project costs for that is a couple of million dollars. At this time, we're in the process of contacting Al Hodge of DENR to set up a meeting to see if part of this project could keep the discharge line at its current location because if we have to do both projects the cost would not be feasible to proceed with the project. We are now waiting for a response from Mr. Hodge of DENR. If the Commissioners wish to review the entire report, they are welcome to come by the office to look at it.

Jail Project: Commissioner Muzzulin highlighted several items from his report: (1) There are 62 Federal inmates at Albemarle District Jail; and (2) He updated the Board on the possibility of Chowan and Gates joining with Albemarle District Jail (ADJ). Commissioner Nixon asked if the new figures with Chowan and Gates joining ADJ factored in if they use the evening facility as a Satellite facility for female inmates. Mr. Muzzulin said that it did not. The percentage would probably remain the same but the dollar amount will be more. Commissioner Weimar asked if they had any reports of gang violence like Bertie facilities had. Chairman Hobbs said that the inmates at ADJ Jail are a little different in that they are awaiting trial while Bertie inmates have already been sentenced. Commissioner Cole said that she had heard of some problems at the old ADJ but not at the new ADJ. County Attorney High said a number of the inmates at ADJ are local people and are well known to the staff whereas at Bertie the inmates are from all over the state.

Sewer District: Interim County Manager Heath presented the following letter from County Attorney High's regarding the sanitary sewer district:

HIGH & CROWE, LLP
Attorneys at Law
Post Office Box 92
102 East Queen Street
Edenton, North Carolina 27932

Telephone: (252) 482-4422
Facsimile: (252) 482-4423
www.highandcrowe.com

MEMORANDUM

TO: FRANK HEATH & CLIF SMITH
frankheath@perquimanscountync.gov

FROM: W. HACKNEY HIGH, JR.

DATE: February 28, 2012

RE: Sanitary Sewer District

I enjoyed meeting with each of you to discuss the establishment of the Minzie's Creek Sanitary Sewer District. I believe we made substantial progress in narrowing down the property which will be subject to the sanitary sewer district and also outlining a time frame for the various steps needed to establish the sanitary sewer district.

It is my understanding that we have reached a general agreement that the boundaries of the sanitary sewer district will be the same as section H of the existing subdivision plus the area where the plant is going to be located just south of section H of the subdivision.

We had also discussed the following time frames for the steps necessary to be taken with the person responsible for those steps (listed) as follows:

1. Provide updated list of freeholders who have consented to the establishment of the sanitary sewer district. (Clif Smith)
2. Update the county's maps to determine if 51% of the freeholders have consented to the establishment of the sanitary sewer district. (Frank Heath)
3. Preparation of the petition which will include a delineation of the district map. (Clif Smith)
4. Schedule the petition for consideration at the April meeting. (Clif Smith & Frank Heath)
5. Schedule public hearing at the May meeting of the Board of Commissioners to decide whether or not to allow the establishment of the sanitary sewer district. (Frank Heath)

Please review this memo and let me know if I have accurately summarized the steps we discussed. I look forward to working with each of you on this project.

Mr. High said that, even though there are about thirteen (13) residents in the P & R Sections of the Camping area, they are establishing the geographical boundary of the sanitary sewer district as Section H of the existing subdivision plus the area where the plant is going to be located just south of Section H of the subdivision. Mr. Clif Smith, attorney for the sewer district, is going to try to contact State environmental officials to see if the additional customers in Sections P & R could be lumped into the district. Mr. Heath has not heard from Mr. Smith regarding this request. Mr. Heath said that their plans are to present their official petition for the District at the April meeting and hold the Public Hearing and Board action at the May meeting. Commissioner Nixon asked Mr. High if the Minzie's Creek Engineer could prepare and present the cost estimates including operation costs, capital improvement costs, and cost per customer when they present the petition in April. Mr. Nixon said that he does not want any surprises for these residents. Mr. High said that he would be happy to request that from their Engineer when he sends out his regular update after the Commissioners' meeting.

WATER PURCHASE CONTRACT – PASQUOTANK COUNTY

Interim County Manager Heath said that there was no new information on the Water Purchase Contract with Pasquotank County except that the Pasquotank Water Committee will be considering at their April meeting some of the suggestions/comments that the Perquimans Commissioners have given earlier. No action taken at this time.

FIREWORKS CONTRIBUTION

At the February meeting, Commissioner Miller-White requested that the Board consider matching the Tourism Development Authority contribution of \$1,500 for the Hertford Fireworks if someone steps up to lead the activities. County Clerk, Mary Hunnicutt, has contacted the Perquimans Chamber of Commerce and was informed that no one has volunteered to oversee the fireworks project. Ms. Miller-White said that Diane Stallings had agreed to continue to work on the financial end of the project and Mayor Fred Yates is working on getting a committee to oversee the project. Chairman Hobbs said that no money would be agreed upon until the committee is established. Commissioner Nixon feels that the \$1,500 from the Tourism Development Authority is sufficient with all other contributions from other community clubs. Ms. Miller-White asked that the Board at least keep the matter open until Mr. Yates can work on establishing this committee. No action was taken at this time.

APPOINTMENT: TOURISM DEVELOPMENT BOARD

In January, Dorothy Hodges resigned from the Tourism Development Authority. A replacement will need to be made for her. The Board is awaiting the recommendation of the Tourism Development Authority which will be meeting on March 7th. The County has received one application from Jackie Hobbs. A Volunteer Application list was provided to the Board in their Agenda Packets. Ms. Hunnicutt, Clerk to the Board, notified the Board that Antje Curphey was recently killed in an automobile accident so they would need to remove her from the list. The matter was tabled until next month.

CAMP CALE RETREAT & CONFERENCE CENTER, CONDITIONAL USE PERMIT NO. CUP-08-06, REVISED SITE PLAN

Due to an emergency, Donna Godfrey, County Planner, was unable to attend the meeting. Mr. Heath explained that her staff report was included in the items distributed at their seats tonight. Mr.

Heath explained that in 2008 the Board granted Conditional Use Permit No. 08-06 to Camp Cale Retreat for a meeting center and an eighteen room lodge. Part of that permit approval was that some waterline infrastructure improvements and sprinkler system to accommodate that facility. Since that time, Camp Cale has revised their plans and actually reduced the project scope basically eliminating the eighteen room lodge and reduced the size of their meeting facility. During the last Technical Review Committee (TRC), the Committee had some concerns because the reduced meeting center did not include the sprinkler improvements and waterline improvements that were originally agreed upon. The Planning Board has agreed to let the Planning staff handle this administratively. The County staff does not have any objections to Camp Cale's plan but felt that it was wise to bring this before the Board for their consideration since the project has changed and the waterline improvements have changed. Chief Building Inspector, Virgil Parrish, was present if the Board had any questions. Commissioner Nixon asked Mr. Parrish if he had any concerns. Mr. Parrish said that the only concern he had was that there was no sprinkler system and no extra water. He further stated that the new building had firewalls between the three sections. Commission Muzzulin asked if there were any fire hydrants on site. Mr. Parrish did not know but Commissioner Nixon said that there was a hydrant that they could pull water from and the water from the river. Chairman Hobbs asked if it would be practical for them to install a dry hydrant. Mr. Parrish said that he thought so but the developer looked into installing a dry hydrant but the cost was too high. Mr. Parrish further stated that everything was within building codes. Commissioner Muzzulin asked if there was a kitchen in this new section. Mr. Parrish said that the kitchen was in the older part. Mack E. Nixon made a motion to approve Chowan Baptist Association's request to work with County staff to make revisions to their Site Plan (as approved under Conditional Use Permit No. CUP-08-06) in accordance with minimum design standards of the County and other regulatory standards. The motion was seconded by Edward R. Muzzulin and unanimously approved by the Board.

RESPONSE: CEDARWOOD VILLAGE SUBDIVISION

For information purposes, NCDOT denied Cedarwood Village Subdivision's request to add their roads to the State Maintenance System due to number of houses per one-tenth of a mile, relocation of utilities, completion of Verification of Compliance with Environmental Regulations, and the overall conditions of the roads.

RESOLUTION OPPOSING TOLLING ON INTERSTATE 95

On motion made by Mack E. Nixon, seconded by Sue Weimar, the Board unanimously approved the following Resolution opposing tolling on Interstate 95 in North Carolina:

**RESOLUTION OPPOSING THE TOLLING OF INTERSTATE 95
IN NORTH CAROLINA**

WHEREAS, in January of 2012 the North Carolina Department of Transportation (NCDOT) released the I-95 Corridor Planning & Finance Study identifying tolling as the most feasible means for funding future improvements of Interstate 95 in North Carolina; and

WHEREAS, prior to the release of the I-95 Study, NCDOT submitted an application to the Federal Highway Administration requesting approval to implement tolling on the Interstate 95 Corridor under the Interstate System Reconstruction & Rehabilitation Pilot Program; and

WHEREAS, Interstate 95 is the primary transportation artery in North Carolina and a major catalyst for tourism and economic development; and

WHEREAS, the I-95 Corridor Planning & Finance Study reveals that 30% of the travelers on the Interstate 95 Corridor will divert to other roads to avoid tolls; and

WHEREAS, the 30% diversion rate represents the loss of 12,000 cars a day, which will have a significant negative impact for communities and businesses that depend on Interstate 95 travelers for their livelihood; and

WHEREAS, the Perquimans County Board of Commissioners believes that the I-95 Corridor Planning & Finance Study does not provide sufficient information on alternative funding sources for future improvements to Interstate 95; and

WHEREAS, the Board further believes that the \$6.4 million I-95 Corridor Planning & Finance Study completed by NCDOT does not provide sufficient information on the economic impact of tolling to the citizens, businesses, and communities along the Interstate 95 Corridor.

NOW THEREFORE BE IT RESOLVED that the Perquimans County Board of Commissioners hereby opposes the tolling of Interstate 95;

BE IT FURTHER RESOLVED that the Perquimans County Board of Commissioners requests NCDOT to fully investigate alternative sources of revenue to finance future improvements of Interstate 95; and

BE IT FURTHER RESOLVED that the Perquimans County Board of Commissioners requests NCDOT to undertake a comprehensive study of the economic impacts of tolling for the citizens, businesses, and communities along the Interstate 95 Corridor.

BE IT FURTHER RESOLVED that a copy of this Resolution be sent to the State and Federal representatives and the Federal Highway Administration.

Adopted this 5th day of March, 2012.

Benjamin C. Hobbs, Chairman
Perquimans County Board of Commissioners

ATTEST:

Mary P. Hunnicutt, Clerk to the Board

(seal)

AMENDMENT TO HCCBG GRANT FUNDING & BUDGET AMENDMENT NO. 20

As Ms. Chaney explained earlier in the meeting, Albemarle Commission has been awarded an additional \$8,142 through the HCCBG Grant to be added to her In-Home Services budget. On motion made by Edward R. Muzzulin, seconded by Tammy Miller-White, the Board unanimously approved the receipt of the additional HCCBG Grant funds and the following Budget Amendment No. 20:

**BUDGET AMENDMENT NO. 20
GENERAL FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	State Grants - Social Services	8,389	
10-610-021	HCCBG - In Home Services	8,389	
EXPLANATION: To budget additional Title III Funds for In Home Services in the amount of \$8,142 and to adjust budget figure by \$247.			

BUDGET AMENDMENT NO. 21

Frank Heath, Interim County Manager, explained that Jarvis Winslow had received grant funds and is planning on purchasing a vehicle for Emergency Management. On motion made by Edward R. Muzzulin, seconded by Sue Weimar, the Board unanimously approved the following Budget Amendment No. 21:

**BUDGET AMENDMENT NO. 21
GENERAL FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
* 10-348-044	State - Hurricane Funds	6,000	
10-348-012	State Grants - Emergency Management	20,000	
10-530-041	Professional - Emergency Management		250
10-530-121	Printing - Emergency Management		250
10-530-171	Maintenance & Repair - Vehicle		2,500
10-530-333	Performance - Emergency Management		4,000
10-530-741	Capital Outlay - Emergency Management	33,000	
EXPLANATION: To purchase/outfit new vehicle for Emergency Management Department. <i>*(funds for Reverse 911 System contract & use during Hurricane Irene.)</i>			

PUBLIC COMMENTS

Frank Heath, Interim County Manager, asked Chief Building Inspector, Virgil Parrish, to update the Board of junked vehicles/solid waste in Snug Harbor. He said that the letters will go out this week. County Attorney High said that they are trying to follow the procedure to make sure nothing hinders their case if and when they go to court.

There being no further business to discuss, Chairman Hobbs said that they Board needed to go into Closed Session to discuss a personnel matter and to approve the Closed Session Minutes.

CLOSED SESSION: PERSONNEL MATTER & CLOSED SESSION MINUTES

On motion made by Mack E. Nixon, seconded by Tammy Miller-White, the Board unanimously approved the motion to go into closed session to discuss a personnel matter and to approve the Closed Session Minutes.

The Closed Session was adjourned and the Regular Meeting reconvened on motion made by Edward R. Muzzulin, Tammy Miller-White, and unanimously passed. The following action was taken after the Closed Session.

COUNTY MANAGER APPOINTMENT

On motion made by Mack E. Nixon, seconded by Tammy Miller-White, the Board unanimously approved the appointment of Frank Heath as County Manager effective March 1, 2011 at Grade 83/Step 9 with a salary of \$77,776 plus \$250 per month for car allowance.

INTERIM TAX ADMINISTRATOR APPOINTMENT

On motion made by Edward R. Muzzulin, seconded by Tammy Miller-White, the Board unanimously approved the appointment of Debbie Stallings as Interim Tax Administrator effective March 1, 2011 at Grade 72/Step 6 with a salary of \$44,556.

ADVERTISE FOR TAX ADMINISTRATOR

On motion made by Tammy Miller-White, seconded by Edward R. Muzzulin, the Board unanimously authorized County Manager Heath to advertise for a Tax Administrator at Grade 72.

SURVEY OF COUNTY PERSONNEL

Commissioner Cole recommended that Mr. Heath take a survey of County personnel on their job satisfaction.

ADJOURNMENT

There being no further business to discuss, the Regular Meeting was adjourned by the Chairman at 8:45 p.m.

Benjamin C. Hobbs, Chairman

Clerk to the Board
