

MEMBERS PRESENT: Wallace Nelson, Chairman Fondella Leigh, Vice Chair  
Joseph W. Hoffler Kyle Jones  
Charles Woodard

MEMBERS ABSENT: Alan Lennon

OTHERS PRESENT: Frank Heath, County Manager/Deputy Clerk to the Board  
Tracy Mathews, Finance Officer

**BUDGET PRESENTATION: SOCIAL SERVICES**

At 7:00 p.m., Susan Chaney, Social Services Director, presented the FY 2020-2021 Budget for Board consideration.

**BUDGET PRESENTATION: BOARD OF EDUCATION**

After Ms. Chaney presented the Social Services Budget, Superintendent Tanya Turner and Rube Blanchard, Finance Officer, presented the FY 2020-21 Budget to the Board.

**ADJOURNMENT**

There being no further business to discuss, the Chairman adjourned the meeting.

\_\_\_\_\_  
Wallace E. Nelson, Chairman

\_\_\_\_\_  
Deputy Clerk to the Board

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**WORK SESSION**

May 18, 2020

7:00 p.m.

The Perquimans County Board of Commissioners Regular Work Session scheduled for Monday, May 18, at 7:00 p.m. was **cancelled**.

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**BUDGET WORK SESSION**

May 26, 2020

7:00 p.m.

***Special Notice for tonight's meeting:*** The Perquimans County Board of Commissioners' **BUDGET WORK** will be held on Tuesday, May 26, 2020, at 7:00 p.m. in the Auditorium of the Emergency Services Building located at 159 Creek Drive, Hertford, NC 27944. Because this is considered an essential meeting, the public will be able to attend but social distancing will be required. If you have any questions, please contact the County Manager's Office at (252) 426-8484.

The Perquimans County Board of Commissioners met in a Budget Work Session on Tuesday, May 26, 2020 at 7:00 p.m. in the Auditorium of the Emergency Services Building. 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 Tracy Mathews, Finance Officer

Chairman Nelson turned the meeting over to County Manager Heath. Mr. Heath reviewed the projected revenues for FY 2020-2021 and made recommendations for the FY 2020-2021 budget.

**ADJOURNMENT**

There being no further business to discuss, the Chairman adjourned the meeting. It was determined that the scheduled May 27<sup>th</sup> Budget Work Session would not be necessary so it was cancelled.

\_\_\_\_\_  
Wallace E. Nelson, Chairman

\_\_\_\_\_  
Deputy Clerk to the Board

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**REGULAR MEETING**

June 1, 2020

6:50 p.m.

***Special Notice for tonight's meeting:*** The Perquimans County Board of Commissioners' **REGULAR MEETING** will be held on Monday, June 1, 2020, at 6:50 p.m. in the Auditorium of the Emergency Services Building located at 159 Creek Drive, Hertford, NC 27944. Because this is considered an essential meeting, the public will be able to attend but social distancing will be required. In addition, public comments will be made in person or in writing, which need to be provided to the Clerk to the Board prior to 5:00 p.m. on Monday, June 1, 2020. You may deliver them to her via fax [(252) 426-4034] or e-mail at [mhunnicutt@perquimanscountync.gov](mailto:mhunnicutt@perquimanscountync.gov). If you have any questions, please contact the County Manager's Office at (252) 426-8484.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, June 1, 2020 at 6:50 p.m. in the Auditorium of the Emergency Services Building. 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  
Hackney High, County Attorney

The meeting was called to order by Chairman Nelson. Commissioner Jones gave the invocation and the Chairman led the Pledge of Allegiance. Afterwards, the Chairman asked if any of the Board members had any conflict of interest with this application, if the Board members had read and possibly visited the site, and if any of the Board members had discussed this matter with the applicants. There being none, Chairman Nelson explained that the first item of business was to hold a public hearing to receive citizens' comments to consider a proposed parent-to-child subdivision by William & Earnestene Howell and Jacob Wills to gift deed a 1-acre parcel to daughter/niece Patrice Leigh and husband Andrew, located directly behind 1027 New Hope Road. Proposed lot would be a portion of Tax Parcels 4-0052-0001A and 4-0052-0002. He asked direction from County Attorney High on whether or not the applicants and the witnesses had to be sworn in. Mr. High and Mr. Heath explained that several years the Board decided that, if it was not a controversial issue, the Board would not swear in the applicants and witnesses. He then proceeded with the Public Hearing.

## PUBLIC HEARING

### Parent to Child Subdivision, requested by William & Earnestene Howell

Chairman Nelson opened the Public Hearing restating that the purpose of this public hearing to consider a proposed parent-to-child subdivision by William & Earnestene Howell and Jacob Wills to gift deed a 1-acre parcel to daughter/niece Patrice Leigh and husband Andrew, located directly behind 1027 New Hope Road. Proposed lot would be a portion of Tax Parcels 4-0052-0001A and 4-0052-0002. There were fifteen (15) people present. Mr. Nelson recognized Rhonda Money, Planner/GIS, who provided the following overview of the project:

BCC Speech for NZV-20-01 Howell to Leigh Parent to Child Subdivision Variance Request  
June 1, 2020 meeting

Good evening Chairman Nelson and Board members. This will make more sense if you are looking at the site plan in your agenda packet section IIIA, page 3. I'll also reference the preliminary survey on large format paper that was at your seat.

Applicants, Mr. & Mrs. Howell, would like to give their daughter, Patrice Leigh & her husband Andrew, a one acre lot behind their own home. We have 2 problems: one is that the dimensions of the existing parcel are too narrow and the second is that both of the residual lots would be non-conforming.

The subject property and its neighboring parcels are zoned rural agriculture which requires a minimum lot size of almost an acre, and a minimum width of 125 ft. The Howell's lot is 25 ft. too narrow so they are proposing to recombine 25 ft. of an uncle's lot to Patrice's proposed lot. By County Subdivision Regulations deeds of gift are only exempt for parent to child or grandparent to grandchild, not uncle to niece. Applicant request parent-to-child status since only 20% will be from an uncle. That's one variance.

In regards to the second problem of residual lots, a rear lot of over 3 acres remains that is still too narrow to be conforming so staff & Planning Board propose to add language to the survey saying the residual 3 acres is not developable until it meets County Subdivision & Zoning regulations. The language is on the top portion of the preliminary survey in front of you (in your packet). An easement to the proposed gift lot and residual rear lot is to run down the uncle's parcel.

The easement is required to be a minimum of 25 ft. wide for a flag lot, however Planning Board suggested 40 ft. wide so fire trucks would be able to make the turns in the easement.

The front lot already has the applicant's home on it and rather than force it to be an acre, the applicants request a variance to allow it to remain a half acre lot as its actual yard has been for over 27 years.

Points to consider include:

- 1) Having the water line utility easement in conjunction with an ingress/egress easement. That's already labeled on the preliminary survey.
- 2) Having drainage easement language and graphics on the survey to allow water to completely leave the crop field area. That's already labeled on the preliminary survey.
- 3) House orientation. The house is proposed to be perpendicular to New Hope Road and that idea was presented to the Planning Board, but they didn't have any comments on it, so at this point the house will face Wills Drive.

The preliminary survey in your packet does need 2 corrections. The drainage arrows need more differentiation from the course direction arrows and the access easement needs to make a right turn at its north end to actually touch the residual parcel "B" to prevent the back 3 acres from being landlocked.

Note that on the Future Land Use Map in our CAMA Land Use Plan the front ½ acre at the road is labeled commercial, presumably because Mrs. Howell operates a child day care there, but the rest of the 5.32 acres is residential agricultural for future land use.

Planning staff believes this case may be developed in compliance with Subdivision Regulations with additions approved by the Planning Board.

Planning Board recommended approval of an abbreviated flag lot subdivision deed of gift as proposed from William and Earnestene Howell to their daughter and son-in-law Patrice and Andrew Leigh conditioned upon establishing a minimum 40 foot wide ingress/egress access easement, adding language to the survey stating the northerly residual 3+ acre lot is not developable until it meets subdivision regulations and zoning ordinance minimums, and add language requiring a drainage easement to surround the proposed one acre and continue until water exits the field completely, adopting the Table of Findings 1 through 4 to support the motion. 4 board members were present and the motion passed unanimously.

Suggested motions are in your packets. Applicants are here in the room. Are there any questions?

The following comments and questions were made:

- **County Manager Heath:** Mr. Heath asked if it would have a New Hope Road address. Ms. Money said that it would.
- **Jacob Wells:** Mr. Wells said that he supported this request.
- **William Howell:** Mr. Howell thanked the Board for considering this request and stated that they had been praying for this for a long time.

There being no further questions or comments from the public or the Board, Chairman Nelson closed the public hearing at 7:02 p.m. and proceeded with the regular meeting.

## 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 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 Alan Lennon, seconded by Charles Woodard.

1. **Approval of Minutes:** Approval of Minutes – May 4, 2020 Regular Meeting, Budget Work Sessions May 11, 26, 27, & May 18, 2020 Work Session (cancelled).
2. **Personnel Matters:**

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Sharell Kenedy	IMC I working against IMC II	Appointment	61/3	\$29,294	06/01/2020
Julie Shreckengast	IMC I working against IMC II	Appointment	61/3	\$29,294	06/01/2020
LaShawnda Graham-Wells	IMC III (Lead Worker)	Appointment	65/2	\$34,102	06/01/2020
Natalie Verner	IMC III (Lead Worker)	Resignation			05/29/2020
C.W. Wilson	Paramedic	Paid Leave of Absence	4 weeks		05/03/2020
Tiffany Haynes	PT/FI EMT	Appointment	63/1	\$14.65/hr.	06/01/2020
Mark Montgomery	PT/FI EMT	Appointment	63/1	\$14.65/hr.	06/01/2020
Katrina Aydlett-White	PT/FI AEMT	Appointment	66/1	\$16.72/hr.	06/01/2020
Nicole Anderson	PT/FI Paramedic	Appointment	68/1	\$18.25/hr.	06/01/2020
Alexander Zobel	PT/FT Paramedic	Appointment	68/1	\$18.25/hr.	06/01/2020
Madeline Lighthill	PT/FI AEMT	Resignation			06/16/2020

3. **Step/Merit Increases:**

Employee Name	Employee Job Title	Grade/ Step	New Salary	Effective Date
Amy Felton	Social Worker IA&T	70/4	\$44,624	06/01/2020
Faith Broughton	EMS PT/FI – AEMT	66/5	\$18,43/hr.	06/01/2020
Alyssa Walters	Paramedic	68/2	\$38,916	06/01/2020
Russell Gray, III	Certified Deputy	65/2	\$34,102	06/01/2020
Christopher Murray	Certified Deputy	65/5	\$36,682	06/01/2020
Tashara Gramby	Tax Clerk – Collections	58/4	\$26,312	06/01/2020

4. **Budget Amendments:**

**BUDGET AMENDMENT NO. 17  
GENERAL FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-335-001	CARES RELIEF	469,047	
10-420-741	CARES RELIEF	469,047	

**EXPLANATION:** To amend FY 19/20 budget to include CARES RELIEF funds to assist with COVID-19 Expenses.

**BUDGET AMENDMENT NO. 18  
GENERAL FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	Social Services - State Grants	2,324	
10-610-198	LIEAP	2,324	

**EXPLANATION:** To amend FY 19/20 budget to include additional LIEAP funds as approved by the State.

**BUDGET AMENDMENT NO. 19  
GENERAL FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	Social Services - State Grants	6,000	
10-610-040	DSS - Professional Services		6,640
10-610-150	Maintenance/Repair Building	12,640	

**EXPLANATION:** To amend FY 19/20 budget to include funds in the DSS - Maintenance/Repair Building expense line to cover maintenance and repair of building/lawn care as we were made aware of ability to claim a percentage of the expense for reimbursement.

**BUDGET AMENDMENT NO. 20  
GENERAL FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-033	Senior Medicare	1,054	
10-615-146	SHIIP	1,054	

**EXPLANATION:** To amend FY 19/20 budget to include SHIIP funding as awarded by Department of Insurance.

5. **Juvenile Crime Prevention Documentation:** The following documentation was unanimously approved by the Board to receive FY 2020-2021 funding:

- a. **Certification for FY 2020-2021:** This is to certify the funding through JCPC for FY 2020-2021.

NC Department of Public Safety  
Juvenile Crime Prevention Council Certification

Fiscal Year: 2020 -2021

<b>County: Perquimans</b>	<b>Date: 5/4/2020</b>
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**CERTIFICATION STANDARDS**

**STANDARD #1 - Membership**

- |   |           |
|---|-----------|
| A. Have the members of the Juvenile Crime Prevention Council been appointed by county commissioners?                              | _____ yes |
| B. Is the membership list attached?   | _____ yes |
| C. Are members appointed for two year terms and are those terms staggered?  | _____ yes |
| D. Is membership reflective of social-economic and racial diversity of the community?   | _____ yes |
| E. Does the membership of the Juvenile Crime Prevention Council reflect the required positions as provided by N.C.G.S. §143B-846? | _____ yes |

If not, which positions are vacant and why?

No students until school starts; defense attorney and police chief are vacant as well; will continue to try to fill these positions. DA and Commissioner slots held by the same person.

**STANDARD #2 - Organization**

- |  |           |
|--|-----------|
| A. Does the JCPC have written Bylaws?  | _____ yes |
| B. Bylaws are <input type="checkbox"/> attached or <input checked="" type="checkbox"/> on file (Select one.)                     | _____ yes |
| C. Bylaws contain Conflict of Interest section per JCPC policy and procedure.  | _____ yes |
| D. Does the JCPC have written policies and procedures for funding and review?  | _____ yes |
| E. These policies and procedures <input type="checkbox"/> attached or <input checked="" type="checkbox"/> on file. (Select one.) | _____ yes |

F. Does the JCPC have officers and are they elected annually? \_\_\_\_\_yes\_\_\_\_\_  
 JCPC has:  Chair;  Vice-Chair;  Secretary;  Treasurer.

**STANDARD #3 - Meetings**

A. JCPC meetings are considered open and public notice of meetings is provided. \_\_\_\_\_yes\_\_\_\_\_  
 B. Is a quorum defined as the majority of membership and required to be present in order to conduct business at JCPC meetings? \_\_\_\_\_Yes\_\_\_\_\_  
 C. Does the JCPC meeting bi-monthly at a minimum? \_\_\_\_\_Yes\_\_\_\_\_  
 D. Are minutes taken at all official meetings? \_\_\_\_\_Yes\_\_\_\_\_  
 E. Are minutes distributed prior to or during subsequent meetings \_\_\_\_\_Yes\_\_\_\_\_

**STANDARD #4 - Planning**

A. Does the JCPC conduct an annual planning process which includes a needs assessment, monitoring of programs and funding allocation process? \_\_\_\_\_yes\_\_\_\_\_  
 B. Is this Annual Plan presented to the Board of County Commissioners and to DPS? \_\_\_\_\_yes\_\_\_\_\_  
 C. Is the Funding Plan approved by the full council and submitted to Commissioners for their approval? \_\_\_\_\_yes\_\_\_\_\_

**STANDARD #5 - Public Awareness**

A. Does the JCPC communicate the availability of funds to all public and private nonprofit agencies which serve children or their families and to other interested community members?  RFP, distribution list, and article attached) \_\_\_\_\_yes\_\_\_\_\_  
 B. Does the JCPC complete an annual needs assessment and make that information available to agencies which serve children or their families, and to interested community members? \_\_\_\_\_yes\_\_\_\_\_

**STANDARD #6 — No Overdue Tax Debt**

A. As recipient of the county DPS JCPC allocation, does the County certify that it has no overdue tax debts, as defined by N.C.G.S. §105-243 (1), at the Federal, State, or local level? \_\_\_\_\_yes\_\_\_\_\_

Briefly outline the plan for correcting any areas of standards non-compliance.

Will work to meet all requirements in the coming year; JCPC is managed under the Inter-Agency Council.

Having complied with the Standards as documented herein, the Juvenile Crime Prevention Council may use up to \$15,500 of its annual Juvenile Crime Prevention fund allocation to cover administrative and related costs of the council. *Form JCPC/OP 002 (b) JCPC Certification Budget Pages* detailing the expenditure budget must be attached to this certification.

The JCPC Certification **must be received by June 30, 2020.**

**JCPC Administrative Funds  
SOURCES OF REVENUE**

<b>DPS JCPC</b>	
<small>Only List requested funds for JCPC Administrative Budget.</small>	0
<b>Local</b>	_____
<b>Other</b>	_____
<b>Total</b>	0

JCPC Chairperson Date

Chairman, Board of County Commissioners Date

DPS Designated Official Date  
 Juvenile Crime Prevention Council Certification (cont'd)

**Perquimans County FY 2020-2021**

b. **Inter-Agency Council Appointment for FY 2020-2021:** This is to certify the Inter-Agency Council Members for FY 2018-19.

Instructions: N.C.G.S. § 14313-846 specifies suggested members be appointed by county commissioners to serve on local Juvenile Crime Prevention Councils. In certain categories, a designee may be appointed to serve. Please indicate the person appointed to serve in each category and his/her title. Indicate appointed members who are designees for named positions. Indicate race and gender for all appointments.

Specified Members (G.S. 147-33.61)	Name	Title	Designee	Race	Gender
1) School Superintendent or designee	James Bunch	Assistant Superintendent	<input type="checkbox"/>	w	m
2) Chief of Police	n/a		<input type="checkbox"/>		
3) Local Sheriff or designee	Shelby White	Sheriff	<input type="checkbox"/>	w	m
4) District Attorney or designee	Kyle Jones	ADA	<input type="checkbox"/>	w	m
5) Chief Court Counselor or designee	Ed Hall	Chief	<input type="checkbox"/>	b	m
6) Director, AMH/DD/SA, or designee	Tracey Webster	SOC Coordinator	<input type="checkbox"/>	b	f
7) Director DSS or designee	Susan Chaney	Director	<input type="checkbox"/>	w	f
8) County Manager or designee	Frank Heath	Manager	<input type="checkbox"/>	w	m
9) Substance Abuse Professional	Tonya Johnson	Uplift	<input type="checkbox"/>	b	f
10) Member of Faith Community	Wonder Lewis	Pastor	<input type="checkbox"/>	b	f
11) County Commissioner	Kyle Jones	Commissioner & Ass't DA	<input type="checkbox"/>	w	m
12) Two persons under age 18 (State Youth Council Representative, if available)	tbd		<input type="checkbox"/>		
	tbd		<input type="checkbox"/>		
13) Juvenile Defense Attorney	n/a		<input type="checkbox"/>		
14) Chief District Judge or designee	Hon. Meader Harriss	District Court Judge	<input type="checkbox"/>	w	m
15) Member of Business Community			<input type="checkbox"/>	w	f
16) Local Health Director or designee	Rebecca Cook	Triple P	<input type="checkbox"/>	w	f
17) Rep. United Way/other non-profit	Gail White	Dir. Housing	<input type="checkbox"/>	w	f
18) Representative/Parks and Rec.	Howard Williams	Director	<input type="checkbox"/>	w	m
19) County Commissioner appointee	Starr Gordon	District Social Worker	<input type="checkbox"/>	b	f
20) County Commissioner appointee			<input type="checkbox"/>	b	f
21) County Commissioner appointee	Michelle Lawrence	Librarian	<input type="checkbox"/>	w	f
22) County Commissioner appointee	Shatasha Leary	Youth Dev. Program Coord.	<input type="checkbox"/>	b	f
23) County Commissioner appointee	Markeeta Littlejohn	Court Counselor	<input type="checkbox"/>	b	f
24) County Commissioner appointee	Eva Anderson	Court Counselor	<input type="checkbox"/>	b	f
25) County Commissioner appointee	Ashley Waters	MH Specialist	<input type="checkbox"/>	w	f

**6. Board Reappointments/Resignations:** The following Board reappointments/resignations were unanimously approved by the Board:

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Heath, Frank	Coastal Resources Advisory Council	Reappointment	2 yrs.	07/01/2020
Lassiter, Brenda	Economic Improvement Council	*See note below		07/01/2020
Stallings, Cynthia	Local Library Board	Resignation**		07/01/2020
Ross, Bill	Local Library Board	Resignation**		07/01/2020
Lassiter, Rodney	Recreation Advisory Committee - Belvidere	Reappointment	3 yrs.	07/01/2020

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Proctor, Jeff	Recreation Advisory Committee - Bethel	Resignation**		07/01/2020
Leigh, Fondella	Recreation Advisory Committee - Commissioner	Reappointment	3 yrs.	07/01/2020
Smith, April	Recreation Advisory Committee - Parksville	Reappointment	3 yrs.	07/01/2020
Holman, Lillian	Senior Tarheel Regional Advisory Board	Reappointment	1 yr.	07/01/2020
McDonald, Stephen	Tourism Development Authority (Industry Rep)	Reappointment	2 yrs.	07/01/2020
<b>NOTES:</b>				
* Dr. Mason of EIC sent an e-mail stating that they had modified their bylaws and will no longer be consulting with County Commissioners for this appointment.				
** These individuals have stated they are not interested in being reappointed to these Boards/Committees.				

7. **FY 2019-2020 Budget Ordinance Correction:** During the audit preparations, an error on the FY 2019-2020 Budget Ordinance under the Emergency Telephone Fund was discovered. The Board unanimously accepted the following correction:

**PERQUIMANS COUNTY  
BUDGET ORDINANCE  
FY 2019-2020**

	<u>Incorrect Amount</u>	<u>Correct Amount</u>
<b>VIII. EMERGENCY TELEPHONE FUND</b>		
<b>Section 1: APPROPRIATIONS</b> - The following amounts are hereby appropriated in the Emergency Telephone Fund for the fiscal year beginning July 1, 2019, and ending June 30, 2020.		
Operating Expenses	\$ 297,051	\$ 297,051
<b>TOTAL EMERGENCY TELEPHONE FUND</b>	<b>\$ 297,051</b>	<b>\$ 297,051</b>
<b>Section 2: REVENUES</b> - It is estimated that the following revenues will be available in the Emergency Telephone Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020.		
State Grants	\$ 0	\$ 0
Emergency 911 Fees	279,041	279,041
Investment Earnings	10	10
<b>TOTAL EMERGENCY TELEPHONE FUND</b>	<b>\$ 297,051</b>	<b>\$ 297,051</b>

**SUSAN CHANEY, SOCIAL SERVICES DIRECTOR**

Ms. Chaney presented her monthly report.

**PRESENTATION OF FY 2020-2021 BUDGET**

County Manager Heath presented the following FY 2020-2021 Budget Message:

June 1, 2020

To: The Honorable Chair, Board of Commissioners, and taxpayers of Perquimans County

I respectfully submit the proposed budget for Perquimans County for the Fiscal Year 2020-2021. The budget has been prepared in accordance with the North Carolina Local Government Budget and Fiscal Control Act. The budget identifies the estimated revenues and expenditures for the Fiscal Year 2020-2021.

**Proposed Tax Rate**

As in years past, the County’s budget process calls for department heads and other agencies to submit budget requests to the County Manager. In total, the requests amounted to approximately \$23.6 million. That’s over \$8 million dollars more than anticipated revenues for the upcoming fiscal year. The tax rate would have to be 60 cents higher to fully fund all requests of Perquimans County for the next year.

Total taxable value increased from \$1,329,941,994 to \$1,351,508,515, or 1.6%. This is the highest percentage growth in ad valorem taxable value in 11 years. An additional \$197,743,755 in value was added due to the Desert Wind project. After fourth year depreciation and the grant agreement with the County, the net gain in value would be \$78,425,085, or five percent of the County’s total tax value. I have estimated an additional \$462,708 in revenue for FY 20-21 as a result. The negative effect of the COVID-19 epidemic cannot be overstated in relation to this year’s proposed revenue calculations. Ad valorem tax revenue will be static despite a healthy increase in total taxable value, namely because the collection percentage is expected to decline due to the unsteady economy. Sales tax related revenues are expected to decrease significantly. Inspections, Recreation and Register of Deeds fees are also expected to be down. These declines in revenue will force us to enact austerity measures which I will outline later within this budget message. One positive note is that I project that we’re only going to use \$234,809 of the budgeted fund balance appropriation from last fiscal year of \$872,941. This will allow us to designate \$983,000 out of fund balance for the current year’s budget. The tax rate for fiscal year 20-21 will remain 59 cents per hundred dollars of value.

When compared to other Counties in the region, Perquimans’ tax rate will remain among the lowest in eastern North Carolina:

Perquimans-	59 cents per hundred
Gates-	79 cents per hundred
Camden-	74 cents per hundred
Chowan-	75.5 cents per hundred
Pasquotank-	77 cents per hundred

**General Fund Budget Summary**

The General Fund budget is \$16,436,012 for 2020-2021, a decrease of \$61,805 from the current year’s amended budget of \$16,497,817.

**General Fund Revenues**

Property taxes account for the vast majority of general fund revenues, and I’ve already mentioned the conditions as it relates to real property taxation.

Sales tax revenues are the second largest source of County general fund revenues. Based on expected declines due to the poor economic conditions, sales tax revenues are projected to decrease by a total of \$209,369 compared to last year’s budgeted amount, for a total of \$1,525,000.

\$350,000 is forecast to be added to Perquimans’ sales tax allocation to reflect the additional services taxed by the General Assembly in 2016. This is a decline of \$47,008 from last fiscal year. Medicaid hold harmless payments from the State, which are tied directly to sales tax calculations, are projected at \$275,000 this year, a decrease of \$65,670. Expected Land Transfer Tax revenues in FY 2020-21 are \$380,000, the same as last year.

**General Fund Expenses**

Most of the departmental operating budgets remain nearly static compared to the current budget year. By way of comparison, the largest General Fund expenses by department or agency are as follows:

<u>Department/Agency</u>	<u>Proposed FY 20-21 Funding</u>	<u>% of Total GF Budget</u>
Perquimans County Schools	\$4,211,603	26%
Social Services	\$2,499,280	15%
Emergency Medical Services	\$1,508,388	9%
Sheriff Department	\$1,359,279	8%

**School Funding**

As presented by the Board of Education and school staff earlier this spring, the Perquimans County School System has requested \$3,173,737 for school current expense, an increase of \$273,737 over last year’s County appropriation of \$2,900,000. This represents a 9% requested increase from the previous fiscal year.

The proposed FY 2020-21 County budget maintains the local current expense budget at \$2,900,000. This continues a significant commitment by the County Board of Commissioners to fund instructional services, support services, athletics, maintenance and utilities. The school capital outlay budget maintains at \$475,000.

**Building and Facility Initiatives/Capital Outlay**

Due to limited revenues because of the epidemic, this budget freezes all major non-COVID related capital purchases and caps total annual capital expenditures at no more than \$10,000 per department. If revenues are better than expected later in the fiscal year, the County may be able to engage in capital projects via budget amendment.

**Personnel**

The proposed FY 2020-21 budget contains no cost of living adjustment, no step increases and no merit increases for employees. Included is a 1% 401k match for employees.

Perquimans County participates in the State Health plan, and health insurance rates are projected to increase to \$607 per employee per month. The rate of \$607 monthly includes a projected 5% increase in rates and \$25 per month per employee that the State charges employees for the base 70-30 plan. The health benefit alone adds a value of over \$7200 to each employee’s compensation package, so it remains a significant benefit to County workers.

The North Carolina Local Government Employees Retirement System employers’ contribution will increase to 10.23% from 9.05% for FY 20-21.

This budget includes no new full-time positions.

**Other Noteworthy Items**

- Funding for the County Fire Departments remains at \$75,000 each.
- Funding for the Perquimans County Library remains at \$187,500.
- \$20,000 for code enforcement/house removal.
- Albemarle District Jail remains a considerable expenditure, at \$701,197.

**Water Fund**

Perquimans continues to make significant investment in its overall ability to provide water to its customers. Perquimans will continue to purchase 150,000 gallons of reverse osmosis water from Pasquotank County that services customers on the Winfall plant side. The bulk water rate that Pasquotank County charges is expected to remain \$6.00 per thousand gallons. We will replace softener media at the Bethel plant in this budget and we’ll also begin the process for a discharge relocation for the Winfall plant. We will allocate \$100,000 for the replacement of aging water meters throughout our system. The total water fund budget for the Fiscal Year 2020-21 is \$2,578,376. The water rates for Perquimans County will remain unchanged for the upcoming fiscal year.

**Solid Waste Fund**

The proposed solid waste fee for FY 20-21 is \$140, no increase from last fiscal year. This fee covers the cost of operating the five Convenience Site locations, the County’s portion of the Perquimans-Chowan-Gates Transfer Station operating cost, and the tipping fee for the County’s solid waste at the private landfill in Bertie County. We’ve made significant capital improvements to our sites, including additional compactors. The total solid waste fund budget is projected at \$974,109.

**Conclusion**

The COVID-19 pandemic has caused the County to enact measures that reflect our decreased projected revenue. If the revenue picture improves or increased federal funding arrives, then we may be able to make adjustments to the budget later in the fiscal year to accomplish some needed projects. The goal, as always, is to keep the state of County financial and administrative affairs sound.

I’d like to thank the Department Heads for their stewardship in this budget process and their consideration of the decrease in County revenues. I would also like to thank the Board of Commissioners for your involvement in the budget process and for making difficult, but important decisions on behalf of the citizens of Perquimans County. Finally, I’d like to thank County staff: Tracy Mathews- Finance Officer, Mary Hunnicutt- Clerk to the Board, and Bill Jennings and Kim Bray of the Tax Office, for their assistance and guidance in this process.

I thank each of you for your consideration of this proposal and welcome any changes the Board deems appropriate.

At the request of the Chairman and Board of Commissioners, a public hearing has been scheduled for Monday, June 15, 2020, at 7:00 p.m. in the EMS auditorium for public comment and to consider adoption of the budget.

Submitted by:

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W. Frank Heath, III  
County Manager/Budget Officer

Chairman Nelson explained that this Budget Message along with a copy of the proposed FY 2020-2021 Budget will be available from the County Manager’s office and on the County’s website at [www.perquimanscountync.gov](http://www.perquimanscountync.gov) tomorrow morning. Mr. Nelson further thanked Mr. Heath for his hard work in preparing the budget during this difficult time.

**COMMISSIONER’S CONCERNS/COMMITTEE REPORTS**

The following commissioner concerns/committee report was given:

- **Commissioner Hoffler:** As an African-American and an elected official, Mr. Hoffler is very concerned with what is going on in our great country of ours. He then read the following comments:

*This time it was George Floyd; history suggests there will be a next time and a time after that. The same talk I gave to my 45 year old when he was 16, in Colorado Springs, I gave again to my 16 year old grandson who is visiting from Albuquerque. How to act if you are stopped by a policeman. One of the steps is, do not resist, keep your hands where the policeman can see them, follow his/her instructions and may be you can come home safely. My grandson reminded me that Mr. Floyd was not resisting.*

*African Americans are so regularly the victims of unjustified, unproved, unforgivable police violence, that it would be intentional blindness to think that a pattern so entrenched will suddenly cease.*

*Protest and rage have erupted in every state in the U.S. and many cities around the world, not only because a white officer cold-bloodedly cut off Mr. Floyd’s air supply on his neck until life departed from him, but also because that was just one of many such frequent dehumanizing episodes. His death is a reminder of the daily shames forced on so many African Americans-that their lives are cheap, and may be extinguished at anytime and anywhere by a man or woman in a uniform with a gun.*

*I condemn riots, looting, destruction, property theft and all means of senseless violence. But I understand the feeling that causes the riots. When I watched the video of Officer Derek Chauvin kneeling on Floyd’s neck,*

*choking the life out of him and ignoring his cries of distress, I got sick to my stomach. When I see the video of the McMichael's father and son accosting and shooting Arbey, I get sick also. I can't help but think of my son and grandson and how, for either of them, a routine encounter with police-or run-in with self-appointed sheriffs-could be fatal. Minneapolis Mayor Frey was blunt "Being black in America should not be a death sentence."*

*I feel this way even though I have status in this community, an income that allows me to live comfortably, a retired senior military officer, and a county commissioner which makes my complaints and opinions heard. I wonder how I'd feel if I lacked these things, if I were powerless and voiceless. I wonder where my frustration and rage would find their outlets.*

*It is hoped that the land of the free and the home of the brave allow our black sons and daughters to simply grow up and live their lives into old age untouched, so that for once, black parents and relatives can get a decent night's rest.*

Chairman Nelson thanked Mr. Hoffler for those comments and asked if there were any other concerns or reports. Mr. Nelson also asked Mr. Hoffler to be sure and give a copy of his comments to Mary Hunnicutt, Clerk to the Board, so that they can become part of the Minutes. There being no further comments or reports, Mr. Nelson proceeded with the rest of the meeting.

**UPDATES FROM COUNTY MANAGER**

County Manager Heath presented the following updates:

- **COVID-19 Update:** Mr. Heath gave a report of COVID-19 cases as of May 29, 2020 within Perquimans County: 24 confirmed cases, 6 active cases, and 2 deaths.
- **Hertford Fireworks:** Since surrounding firework shows have been cancelled, Mr. Heath reported that they felt it would be best to cancel Hertford's fireworks so that we would not have people coming from outside the county into Hertford with the chance of spreading COVID-19.
- **Emergency Operation Center (EOC):** Mr. Heath reported that our EOC is still opened and he thanked the staff that has been manning the center and the staff/workers that have seen to it that our student body and senior residents have been fed. They thanked Jonathan Nixon, Julie Solesbee, and the EMS Shift Supervisor for their hard work.
- **Update Governor Cooper's Mandates:** Mr. Heath explained that Governor Cooper has extended the ban on utility shut offs for another 60 days which makes it run through July 29<sup>th</sup>. The Water Department is working diligently on how to calculate that.
- **Senior Center:** The Senior Center is closed until at least Phase III. He will be meeting with Beverly Gregory and her staff to finalize a reopening plan.
- **CARES Funding:** Included in the Consent Agenda was a Budget Amendment to budget the CARES Funding which will be mostly used for Emergency Medical Services.

**PLANNING BOARD ITEM: PARENT-TO-CHILD SUBDIVISION – REQUESTED BY WILLIAM & EARNESTENE HOWELL**

Chairman Nelson explained that the public hearing was held earlier to receive public comments on the proposed parent-to-child subdivision by William & Earnestene Howell and Jacob Wills to gift deed a 1-acre parcel to daughter/niece Patrice Leigh and husband Andrew, located directly behind 1027 New Hope Road. The Planning Board did approve their request with certain conditions. He asked for a motion to approve or deny their request. Alan Lennon made a motion to find the proposed Parent-to-Child subdivision request No. NZV-20-01 to be consistent and in harmony with the existing development pattern around 1027 New Hope Road, Hertford, NC and to approve the proposed parent-to-child subdivision from William and Earnestene Howell to their daughter and son-in-law Patrice and Andrew Leigh conditioned upon the following items: (1) establishing a minimum 40 foot wide ingress/egress/utility easement, (2) keeping language on the survey stating the northerly residual 3 acre lot is not developable until it meets subdivision regulations and zoning ordinance minimums, and (3) keep language on the survey requiring a drainage easement to surround the proposed one acre and continue until water exits the crop field completely and adopting the following Findings to support the motion:

TABLE OF FINDINGS for Proposed Parent-to-Child Subdivision NZV-20-01	
Motion to recommend approval finds:	Motion to recommend denial finds:
1) That there are special circumstances or conditions affecting said property such that the strict application of the provisions of this ordinance would deprive the applicant of the reasonable use of his land.	1) That there are <u>NOT</u> special circumstances or conditions affecting said property such that the strict application of the provisions of this ordinance would deprive the applicant of the reasonable use of his land.
2) That the variance is necessary for the preservation and enjoyment of a substantial property right of the petitioner.	2) That the variance is <u>NOT</u> necessary for the preservation and enjoyment of a substantial property right of the petitioner.
3) That the circumstances giving rise to the need for the variance are peculiar to the parcel and are not generally characteristic of other parcels in the jurisdiction of this ordinance, and	3) That the circumstances giving rise to the need for the variance are <u>NOT</u> peculiar to the parcel and <u>ARE</u> generally characteristic of other parcels in the jurisdiction of this ordinance, and
4) That the granting of the variance will not be detrimental to the public health, safety, and welfare or injurious to other property in the territory in which said property is situated.	4) That the granting of the variance <u>WILL</u> be detrimental to the public health, safety, and welfare or injurious to other property in the territory in which said property is situated.

The motion was seconded by Joseph W. Hoffler. Chairman Nelson restated the motion and asked if there were any questions or comments. There being none, the motion was unanimously approved by the Board.

**ALBEMARLE REGIONAL HAZARD MITIGATION PLAN RESOLUTION**

County Manager Heath presented the Resolution adopting the Albemarle Regional Hazard Mitigation Plan. Chairman Nelson asked if the Board had any questions or comments. There being none, he called for a motion. On motion made by Alan Lennon, seconded by Joseph W. Hoffler, the following Resolution was adopted:

**RESOLUTION ADOPTING THE  
ALBEMARLE REGIONAL HAZARD MITIGATION PLAN**

WHEREAS, the Perquimans County is vulnerable to an array of natural hazards that can cause loss of life and damages to public and private property; and

WHEREAS, the County and participating municipal jurisdictions desire to seek ways to mitigate situations that may aggravate such circumstances; and

WHEREAS, the development and implementation of a hazard mitigation plan can result in actions that reduce the long-term risk to life and property from natural hazards; and

WHEREAS, it is the intent of the Perquimans County Board of Commissioners to protect its citizens and property from the effects of natural hazards by preparing and maintaining a local hazard mitigation plan; and

WHEREAS, it is also the intent of the Perquimans County Board of Commissioners to fulfill its obligation under North Carolina General Statutes, Chapter 166A: North Carolina Emergency Management Act and Section 322: Mitigation Planning of the Robert T. Stafford Disaster Relief and Emergency Assistance Act to remain eligible to receive state and federal assistance in the event of a declared disaster affecting the Perquimans County; and

WHEREAS, the Perquimans County actively participated in the planning process for the Albemarle Regional Hazard Mitigation Plan and has prepared a regional hazard mitigation plan update with input from the appropriate local and state officials; and

WHEREAS, the North Carolina Division of Emergency Management and the Federal Emergency Management Agency have reviewed the Albemarle Regional Hazard Mitigation Plan for legislative compliance and have approved the plan pending the completion of local adoption procedures;

NOW, THEREFORE, be it resolved that the Board of Commissioners of Perquimans County hereby:

1. Adopts the Albemarle Regional Hazard Mitigation Plan; and
2. Vests the Emergency Management with the responsibility, authority, and the means to:
  - (a) Inform all concerned parties of this action.
  - (b) Cooperate with Federal, State and local agencies and private firms which undertake to study, survey, map, and identify floodplain or flood-related erosion areas, and cooperate with neighboring communities with respect to management of adjoining floodplain and/or flood-related erosion areas in order to prevent aggravation of existing hazards.
3. Appoints the Emergency Management to assure that, in cooperation with the other participating jurisdictions, the Hazard Mitigation Plan is reviewed annually and every five years as specified in the Plan to assure that the Plan is in compliance with all State and Federal regulations and that any needed revisions or amendments to the Plan are developed and presented to the Perquimans County Board of Commissioners for consideration.
4. Agrees to take such other official action as may be reasonably necessary to carry out the objectives of the 2020 Albemarle Regional Hazard Mitigation Plan.

Adopted this 1<sup>st</sup> day of June, 2020.

Wallace E. Nelson, Chairman  
Perquimans County Board of Commissioners

ATTEST:

SEAL

Clerk to the Board

**RENEWAL OF DEBRIS REMOVAL (CERES) AND DEBRIS MONITORING (LANDFALL STRATEGIES) CONTRACT AGREEMENTS**

County Manager Heath presented these two agreements and stated that these included the Towns of Hertford and Winfall. Chairman Nelson asked if there were any questions or comments about these contracts. There being none, he called for a motion to approve or disapprove the contracts. On motion made by Charles Woodard, seconded by Fondella Leigh, the Board unanimously approved the following Agreements:

**Amendment #1 for Contract Extension  
COUNTY OF PERQUIMANS, NORTH CAROLINA  
TOWN OF WINFALL, NORTH CAROLINA  
TOWN OF HERTFORD, NORTH CAROLINA  
AND  
CERES ENVIRONMENTAL SERVICES, INC.**

**Contract Title:** Professional Debris Removal Services  
**Contract Term:** July 1, 2017- July 1, 2020  
**Renewal Number:** 1  
**Renewal Period:** July 1, 2020- July 1, 2021  
**Contractor:** Ceres Environmental Services Inc.  
 6968 Professional Pkwy E  
 Sarasota FL 34240

**Description of Renewal Notice:**  
 In accordance with the renewal provision included in the original contract, Professional Debris Removal Services, all specifications, terms and conditions are to remain the same during the contract renewal period. Should the Contractor become debarred by a Federal or State agency, this agreement shall be voided. This is the first renewal option to be used. Pursuant to this renewal agreement, the contract is hereby being extended thru to July 1, 2021.

Accepted by the following authorized representatives on behalf of the County of Perquimans and Towns of Winfall & Hertford, and the Contractor, Ceres Environmental Services Inc.

<p><b>CERES ENVIRONMENTAL SERVICES INC.</b>          Sign: <u>Tia Laurie</u>          Tia Laurie, Corporate Secretary          Date: <u>5/15/2020</u></p>	<p><b>COUNTY OF PERQUIMANS, NORTH CAROLINA</b>          Sign: _____          County Manager:          Date: _____</p> <p><b>TOWN OF WINFALL, NORTH CAROLINA</b>          Sign: _____          Mayor:          Date: _____</p> <p><b>TOWN OF HERTFORD, NORTH CAROLINA</b>          Sign: _____          Town Manager:          Date: _____</p>
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**DISASTER MANAGEMENT AND RECOVERY MONITORING SERVICES  
AGREEMENT ADDENDUM**

Landfall Strategies, LLC and Perquimans County are parties to an agreement for Landfall Strategies, LLC to provide "Disaster Management and Recovery Monitoring Services" to the County (including the Town of Hertford and the Town of Winfall). The Parties to the Agreement, by having signed this addendum to the Agreement below, agree to amend the Agreement to include the following General Provision:

**12.11 Debarment and Suspension.** Contractor certifies, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from entering into this agreement by any federal agency or department, agency or political subdivision of the State North Carolina. The term "principal" for the purposes of this agreement is defined as an officer, director, owner, partner, key employee, or other person with primary management or supervisory responsibilities or a person who has a critical influence on or substantive control over the operations of the Contractor. The Agreement shall be terminated if Landfall Strategies, LLC were to become debarred with state or federal agencies, according to the terms of 2 CFR Part 180, and it shall be the responsibility of the Contractor to notify the Client in writing upon the occurrence of such event.

**IN WITNESS WHEREOF**, the Parties have agreed to and executed this Contract Addendum, which shall become part of the Agreement.

<b>Party:</b> <u>PERQUIMANS COUNTY, NC</u>	<u>LANDFALL STRATEGIES, LLC</u>
<b>Name:</b> _____	<u>Craig Schultz</u>
<b>Title:</b> _____	<u>President</u>
<b>Signature:</b> _____	
<b>Date:</b> _____	<u>May 19, 2020</u>

<b>Party:</b> <u>TOWN OF HERTFORD, NC</u>	<u>TOWN OF WINFALL, NC</u>
<b>Name:</b> _____	_____
<b>Title:</b> _____	_____
<b>Signature:</b> _____	_____
<b>Date:</b> _____	_____



DISASTER RECOVERY SERVICES


May 18, 2020

Perquimans County Emergency Services  
159 Creek Drive - PO Box 563  
Hertford, NC 27944

Re: Renewal of Disaster Management and Recovery Monitoring Services Agreement

To whom it may concern,

Thank you for your interest in renewing the current agreement between Landfall Strategies, LLC and Perquimans County (including the Town of Hertford, and the Town of Winfall) for Disaster Management and Recovery Monitoring, which is scheduled to expire at the end of June 2020. Landfall Strategies, LLC is agreeable to extend the contract for another one-year period, through June of 2021, according to the renewal terms found in the agreement. If the County and its participating municipalities are likewise agreeable, please sign below to and return this renewal agreement to Landfall Strategies, LLC.

<b>Party:</b> <u>PERQUIMANS COUNTY, NC</u>	<u>LANDFALL STRATEGIES, LLC</u>
<b>Name:</b> _____	<u>Craig Schultz</u>
<b>Title:</b> _____	<u>President</u>
<b>Signature:</b> _____	
<b>Date:</b> _____	<u>May 19, 2020</u>

<b>Party:</b> <u>TOWN OF HERTFORD, NC</u>	<u>TOWN OF WINFALL, NC</u>
<b>Name:</b> _____	_____
<b>Title:</b> _____	_____
<b>Signature:</b> _____	_____
<b>Date:</b> _____	_____

PUBLIC COMMENTS

There were no public comments, oral or written.

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned at 7:37 p.m. on motion made by Fondella A. Leigh, seconded by Charles Woodard.

\_\_\_\_\_  
Wallace E. Nelson, Chairman

\_\_\_\_\_  
Clerk to the Board

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