

**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.

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Wallace E. Nelson, Chairman

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Clerk to the Board

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**SPECIAL CALLED MEETING**

June 15, 2020

7:00 p.m.

**Special Notice for tonight's meeting:** *The Perquimans County Board of Commissioners' **SPECIAL CALLED MEETING** will be held on Monday, June 15, 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. 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 15, 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 SPECIAL CALLED MEETING on Monday, June 15, 2020, at 7:00 p.m. in the Auditorium of the Emergency Services Building located at 159 Creek Drive, Hertford, NC 27944. The meeting was moved from the Commissioners Room located on the first floor of the Perquimans County Courthouse Annex.

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

MEMBERS ABSENT: Alan Lennon

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

Chairman Nelson called the meeting to order. Commissioner Leigh gave the invocation and the Chairman led the Pledge of Allegiance. Chairman Nelson explained that this Special Called Meeting was scheduled to hold a Public Hearing for the FY 2020-2021 Budget.

**PUBLIC HEARING – FY 2020-2021 Budget**

Chairman Nelson opened the Public Hearing stating that the purpose of the public hearing was to receive public comments on the proposed FY 2020-2021 Budget. There were eight (8) people present. County Manager Heath stated that he had presented the Budget Message at the June 1, 2020 meeting and that he had no further comments. Mr. Nelson asked if anyone had signed up to speak or sent in their comments. Mary Hunnicutt, Clerk to the Board, stated that no one had signed up and she did not receive a fax or e-mail from anyone. Chairman Nelson asked if anyone in the audience had any comments or questions. There being none, Chairman Nelson closed the public hearing at 7:02 p.m.

**AGENDA**

Charles Woodard made a motion to approve the Agenda, as amended. The motion was seconded by Fondella A. Leigh and unanimously approved by the Board.

**CONSENT AGENDA**

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

1. **Personnel Matters:**

Employee Name	Employee Job Title	Action Required	Effective Date
Syreeta Cullins	IMC II – Food & Nutrition	Resignation	06/19/2020

**FY 2019-2020 YEAR-END BUDGET AMENDMENTS**

Mr. Heath explained that Budget Amendment Number 21 has been prepared to balance the current year's budget.

Chairman Nelson asked if there were any questions or comments about the FY 2019-2020 Year-End Budget Amendments. There being none, Fondella A. Leigh made a motion to approve the following Year-End Amendments. The motion was seconded by Joseph W. Hoffler and unanimously approved by the Board.

**BUDGET AMENDMENT NO. 21  
GENERAL FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-301-011	DMV Current Year	21,900	
10-511-060	Dispatch - Group Insurance		800
10-511-070	Dispatch - Retirement		1,300
10-511-020	Dispatch - FT Salaries	20,000	
10-511-030	Dispatch - PT Salaries	6,000	
10-399-000	Fund Balance Appropriated	2,000	
10-660-020	Senior Center - Salaries		1,000
10-660-031	Senior Center - Contract Work		1,006
10-660-030	Senior Center - PT Salaries	1,000	
10-660-740	Senior Center - Capital Outlay	1,006	

**BUDGET AMENDMENT NO. 21 (CONTINUED)  
GENERAL FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-001	State Grants - OJJ	14,228	
10-690-915	Ed. Program - OJJ	14,228	
10-430-740	BOE - Capital Outlay		5,450
10-430-032	BOE - Salaries/PT		6,000
10-430-020	BOE - Salaries	1,800	
10-430-030	BOE - Salaries/Board	1,205	
10-430-031	BOE - Election Workers	6,000	
10-430-071	BOE - 401K Match	1,145	
10-430-140	BOE - Travel	1,300	
10-356-000	ROD Fees	25,000	
10-480-452	ROD - Conveyance Tax	25,000	
10-345-005	Local Option Sales Tax - Rural	25,500	
10-500-020	Building - Salaries		18,000
10-500-150	BLDG - Maint & Repair Bldg	25,000	
10-500-160	BLDG - Maint & Repair Equip.	4,500	
10-500-330	BLDG - Supplies	3,000	
10-500-540	BLDG - Insurance/Bonds	11,000	
10-399-000	Fund Balance Appropriated	49,195	
10-355-000	Building Permits	6,910	
10-510-062	Sheriff - Sheriff Sup. Pension		854
10-345-000	Local Option Sales Tax 1%	37,000	
10-345-002	Local Option Sales Tax 1/2%B	14,000	
10-345-005	Local Option Rural	1,500	
10-510-140	Sheriff - Travel		1,051
10-510-070	Sheriff - Retirement	39,000	
10-510-020	Sheriff - Salaries	66,000	
10-510-050	Sheriff - FICA	3,510	
10-510-450	Sheriff - Concealed Permits	2,000	
10-360-000	CARES Funds #1	21,676	
10-592-020	EMS - Salaries		6,324
10-592-043	EMS - Medicaid Utilization		10,000
10-592-042	EMS - Medical Direction		4,000
10-592-030	EMS - PT Salaries	42,000	
10-355-000	Building Permits	2,000	
10-600-040	Prof. Services - Medical Examiner	2,000	
10-347-000	ABC Bottle Revenue	750	
10-690-941	Mental Health - Alcohol Rehab	750	
10-530-020	Emerg. Mgmt. - Salaries - FM		2,400
10-530-333	Emerg. Mgmt. - PERF Grant	2,400	
10-615-050	Extension - FICA		2,000
10-615-060	Extension - Group Insurance		2,400
10-615-020	Extension - Salaries	2,000	
10-615-070	Extension - Retirement	2,400	
<b>EXPLANATION:</b> General Fund year-end entry			

**FY 2020-2021 BUDGET**

County Manager Heath explained that, after the Budget Work Sessions, the presentation of the Budget Message on June 1, 2020, and the Budget Public Hearing tonight, he presents the FY 2020-2021 Budget for Board consideration. A copy of the Budget Ordinance was included in the Board's Agenda Packets. Charles Woodard made a motion to approve the FY 2020-2020 Budget as presented. The motion was seconded by Joseph W. Hoffler. Chairman Nelson asked if there were any questions or comments. There being no comments or questions, Chairman Nelson asked for a vote. The motion passed by a vote of five (5) to zero (0) with Commissioner Lennon being absent from the meeting. **(see Attachment A)** Commissioner Woodard and Chairman Nelson thanked Mr. Heath and his staff for a job well done considering the economic situation the country is in with the COVID-19 Pandemic.

**ADJOURNMENT**

There being no further comments or business to discuss, the Special Called Meeting was adjourned at 7:07 p.m. on motion made by Joseph W. Hoffler, seconded by Fondella A. Leigh. Chairman Nelson stated that the Regular Work Session scheduled for tonight was cancelled.

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Wallace E. Nelson, Chairman

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Clerk to the Board

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**ATTACHMENT A****PERQUIMANS COUNTY  
BUDGET ORDINANCE  
FY 2020-2021****BE IT ORDAINED THIS 15th DAY OF JUNE, 2020, BY THE BOARD OF COMMISSIONERS OF PERQUIMANS COUNTY, NORTH CAROLINA:****I. GENERAL FUND****Section 1: APPROPRIATIONS** - The following amounts are hereby appropriated in the General Fund for the operation of the County Government and its activities for the fiscal year beginning July 1, 2020, and ending June 30, 2021, in accordance with the chart of account heretofore established of this County:

Governing Body	\$	68,800
County Manager/Finance/Planning		939,080
Elections		217,548
Tax Department		515,208
Legal		25,000
Register of Deeds		290,319
Public Buildings		760,923
Albemarle Commission		9,556
Sheriff		1,359,279
Communications		628,437
Jail - Operations		478,194
Jail - Debt Service		223,003
Tax/Finance Software		5,000
Jury Commission		1,975
Fire Departments/Emergency Management		612,317
Medical Examiner		5,000
Inspections		245,416
Forestry Services		58,662
Emergency Medical Services		1,508,388
Natural Resource Conservation Service		57,399
NRCS - Cost Share Program		16,800
Extension Services		214,944
Veterans Services		9,182
Social Services		2,499,280
Albemarle Regional Health Services		54,178
Mental Health		26,906
Schools - Current Expense		2,900,000
Schools - Capital Outlay		475,000
Schools - Debt Service		836,603
Inter County Public Transportation Authority		6,280
Pettigrew Regional Library		187,500
Recreation		300,807
Albemarle RC&D		750
Various Non-Profit Contributions		46,918
Revaluation Reserve		25,000
Transportation/Scrap Tires/White Goods		14,000
Emergency Services Building Debt Service		101,056
Aquatic Weed Control		2,500
Albemarle Regional Planning		2,243
Education - OJJ Programs		74,768
College of the Albemarle		32,500
Senior Citizens		168,942
Animal Shelter Operations		73,771
Economic Development		27,500
County Drainage Study		15,000
Library Debt Service		294,080
Tourism Development Authority Contribution		20,000
<b>TOTAL GENERAL FUND</b>	<b>\$</b>	<b>16,436,012</b>

**PERQUIMANS COUNTY  
BUDGET ORDINANCE  
FY 2020-2021**

**Section 2: REVENUES** - It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

**Ad Valorem Taxes:**

Budget Year	\$	8,649,144
Current Year		245,000
Prior Years Summary		66,000
Penalties & Interest		70,000

**Other Taxes & Licenses:**

Wine & Beer License	\$	350
Local Option Sales Tax		400,000
Local Option Sales Tax		800,000
Local Option Sales Tax		325,000
Local Option Sales Tax		350,000

**Unrestricted Intergovernmental:**

Tax Collections - Municipalities	\$	15,100
ABC Bottle Revenue		3,500
Beer & Wine		45,000
Utility Franchise Distribution		15,000
Medicaid Hold Harmless		275,000

**Restricted Intergovernmental:**

State Grants:

Social Services	\$	1,610,056
Soil Conservation - Operating		3,600
Soil Conservation - Technician		19,640
Management Entity Funds		6,000
OJJ		74,768
Register of Deeds - A.E. & P.F.		28,138
Health Department - T/ST/WG		14,000
School Resource Officer - Board of Education		50,000
Senior Programs		3,524
Electronic Recycling Fees		850
Drainage Fees		8,700
Emergency Management Grant		51,625
DWI - DMV License Revocation		750
Nutrition		9,500
Floodplain Mapping - Register of Deeds		5,600
Register of Deeds - Dept. of Cultural Resources		2,500
Register of Deeds - State General Fund		2,000
CARES Relief		469,047

**Permits & Fees:**

Building Permits	\$	110,000
Register of Deeds		130,000
Recreation Fees		10,000
Ambulance Fees		600,000

**PERQUIMANS COUNTY  
BUDGET ORDINANCE  
FY 2020-2021**

**Sales & Services:**

Officer-Sheriff Fees	\$	45,000
Jail Fees		4,500
Rents:		
Farm		8,400
Tower		7,000
Building Leases		62,885
Recreation/Senior Center		7,500
Investment Earnings		52,500
Miscellaneous		176,827
Subdivision Fees		1,000
Zoning Fees		2,500
Tower Consulting Fees		2,000
Veterans Monument Contributions		150
State Funds - Drug Tax		15,883
State Grants - Senior Medicare		2,500
Federal Drug Funds		14,925
Recreation Concessions		1,500
Local Funds - Sheriff / Canine		50
Range Management		5,000
EMS Donations		500

**Transfer from Other Funds:**

Water System	\$	100,000
Municipal Dispatch Fees		22,000
Other Revenues:		
Land Transfer Tax Proceeds		450,000
E-911 Funds		1,000

<b>Fund Balance Appropriated</b>	<b>\$</b>	<b>983,000</b>
<b>TOTAL GENERAL FUND:</b>	<b>\$</b>	<b>16,436,012</b>

**II. WATER DEPARTMENT**

**Section 1: APPROPRIATIONS** - The following amounts are hereby appropriated in the Water System Fund for the fiscal year beginning July 1, 2020, and ending June 30, 2021.

Administration & Operations	\$	2,058,004
Loan Principal		394,838
Loan Interest		25,534
Contribution to General Fund		100,000
<b>TOTAL WATER SYSTEM FUND</b>	<b>\$</b>	<b>2,578,376</b>

**Section 2: REVENUES** - It is estimated that the following revenues will be available in the Water System Fund for the fiscal year beginning July 1, 2020, and ending June 30, 2021.

Investment Earnings	\$	10,000
Sale of Water		1,950,000
Taps & Connections		50,000
Reconnections		7,000
Penalties & Interest		40,000
Rent: Towers		5,400
Miscellaneous		4,000
Water Improvement Fund		1,000
Fund Balance Appropriated		510,976
<b>TOTAL WATER SYSTEM FUND</b>	<b>\$</b>	<b>2,578,376</b>