

Transfer to General Fund	\$ 450,000
TOTAL CAPITAL RESERVE/LAND TRANSFER TAX	\$ 450,000

Section 2: REVENUES - It is estimated that the following revenues will be available for appropriation in the Capital Projects Reserve Ordinance beginning July 1, 2020, and ending June 30, 2021.

Land Transfer Tax	\$ 380,000
Investment Earnings	5,000
Fund Balance Appropriated	65,000
TOTAL CAPITAL RESERVE/LAND TRANSFER TAX	\$ 450,000

Wallace E. Nelson, Chairman  
Perquimans Co. Board of Commissioners

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WORK SESSION  
June 15, 2020  
7:00 p.m.

The Perquimans County Board of Commissioners Regular Work Session scheduled for Monday, June 15, at 7:00 p.m. was **cancelled**.

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

**Special Notice for tonight's meeting:** The Perquimans County Board of Commissioners' **REGULAR MEETING** will be held on Monday, July 6, 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, July 6, 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, July 6, 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                      Mary Hunnicutt, Clerk to the Board  
Hackney High, County Attorney

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:** Approval of Minutes: June 1, 2020 Regular Meeting, Special Called Meeting June 15, 2020, and June 15, 2020 Work Session (cancelled).
2. **Personnel Matters:**

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Tiara Riddick-Hinton	IMC III – Family & Children’s Medicaid	Appointment	65/3	\$34,934	07/01/2020
Mark Montgomery	PT/FI AEMT	Certification	66/1	\$16.72/hr.	07/01/2020
Derek Blake	PT/FI AEMT	Certification	66/1	\$16.72/hr.	07/01/2020
John Wilson	PT/FI Paramedic	Resignation			06/30/2020
Michael Lane	PT/FI AEMT	Removed from Roster			06/15/2020

3. **Budget Amendment:**

**BUDGET AMENDMENT NO. 1  
GENERAL FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-012	State Grants - Emergency Management	33,695	
10-530-334	EMPG-S Supplemental (COOP/COG)	12,695	
10-530-462	Water Rescue - HSGP #2	11,000	
10-530-333	Performance Grant - Emergency Management	10,000	
<b>EXPLANATION:</b> To amend FY 20/21 budget to include funds from three grants that have been awarded to Emergency Services.			

4. **Annual Contracts:** The following annual contracts were unanimously approved by the Board for FY 2019-20:

- a. **Senior Nutrition Contract:** This contract is between Perquimans County and Albemarle Commission to handle the Senior Nutrition Program at the Senior Center. The cost is \$10,749.24 for 999 for FY 2020-2021.
- b. **Drainage Management Contract:** This contract is between Perquimans County and Dwane Hinson to handle drainage water management consulting services to meet the water management needs in Perquimans County. And it has the option to extend on an annual basis. The contract with Dwane Hinson would be for another year at a cost of \$30/hour and \$50.8 cents per mile for FY 2020-2021. As you will note, the terms indicate that the contract can be renewed every year.
- c. **Economic Development Consultant Contract:** This contract between Perquimans County and Dave Goss to handle economic development matters will be on a month-to-month basis.

**ASHLEY STOOP, ALBEMARLE REGIONAL HEALTH SERVICES**

At the request of Chairman Nelson, Ms. Stoop came to present an update on the COVID-19 Pandemic. After her PowerPoint presentation, she answered several questions from the Board. The Board thanked her for coming and speaking to the Board.

**SUSAN CHANEY, SOCIAL SERVICES DIRECTOR**

Ms. Chaney was not present to give her monthly report.

**COMMISSIONER'S CONCERNS/COMMITTEE REPORTS**

The following commissioner concerns/committee report was given:

- **Commissioner Lennon:** Mr. Lennon wanted to give an update on the Tourism Development Authority (TDA). He said that last Monday, the Chamber of Commerce made a presentation that basically indicated that they wanted to make a separation from the TDA and how they would need to proceed with this. They also approved the purchase of signs with their logo on it.

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:

- **CARES Funding:** Mr. Heath notified the Board that the County had received the first portion of CARES Funds. Last week, the General Assembly had approved the second round of funding. One of the changes was that, with these funds, the municipalities would be eligible to receive at least 25% of the CARES funds. If the County receives the second round of CARES funds, the County will decide how to distribute it. The municipalities will need to submit a plan to the County showing how they will use these funds. Their plan has to be related mainly to coronavirus response. If the municipalities do not use the funds, those funds will revert back to the County. Any funds the County does not use will be returned to the state. Guidelines are constantly changing so we just have to see how things will work.
- **Chowan County Water Study:** Mr. Heath stated that last week they (Frank and Nick Lories, Water Supervisor) had a meeting with Chowan County regarding their \$50,000 grant that they had received to do a water study. Perquimans County was included in this request. This will mainly cover the water treatment capacity on the Bethel Water Plant side. We are not bound by the results of this study but we did want to participate to see what the options were. This meeting was basically outlining the mission of this study and to obtain information on how our system works. More information will be provided as time goes by.
- **County Website:** The County had completed the County Website's Upgrade. This will make the website more compatible to smart phones and tablets. However, the site is down today and has not been brought back up as of 5:00 p.m. today. He said that it looks nice and is more functional. They are working on getting the site up as soon as possible.
- **911 Grant Application:** On July 17<sup>th</sup>, Jonathan Nixon and his department will apply for a \$5 million grant through the 911 Board. This will be used for a radio system upgrade that all the county public safety department use today. It will provide the infrastructure that we will need to migrate to 800 MHz Viper System giving Perquimans County two individual channels.
- **Water Leak on June 27<sup>th</sup>:** On June 27<sup>th</sup>, the County had a major water leak on the Water System. After searching for several days to find the leak, the Water staff finally found the leak between Poor Hill Road and Holiday Island Road. The County was losing 300,000 gallons per day. The Water personnel were able to get it repaired and the residents in that area were only without water for about two hours. He just wanted to let the Board be aware of it and to let them know that this was just one incident that the Water personnel has to contend with. They were diligent and solved the problem in a timely manner.

Commissioner Jones asked Mr. Heath if there was any update from the Town of Hertford regarding the dispatch fees that are owed to the County. Mr. Heath stated that will be discussed during the Closed Session tonight. Mr. Heath did say that these funds were not included in their FY 2020-2021 Budget. Mr. Jones wanted to go on record that two years of non-payment is long enough and that the County should proceed with some type of action.

**BOARD APPOINTMENTS**

Chairman Nelson handled the following Board appointments:

- **Local Library Board:** Mr. Nelson recognized Michele Lawrence, Librarian, who summarized the recommendations that she made. Currently, there are two vacancies. On motion made by Alan Lennon, seconded by T. Kyle Jones, the Board unanimously appointed Amy Cooper and Rodney Lyons, Sr. to the Local Library Board for a term of four (4) years effective July 1, 2020.
- **Board of Adjustment:** At this time, we have one vacancy on the Board of Adjustment. On motion made by T. Kyle Jones, seconded by Fondella A. Leigh, the Board unanimously appointed Robert Neal to the Board of Adjustment for a three (3) year term effective July 1, 2020.
- **Recreation Advisory Board:** At this time, we have one (1) vacancy on the Recreation Board for the Bethel Township representative. To date, we have not received any recommendation from the Recreation Department for Jeff Proctor's seat. During the discussion, Fondella A. Leigh stated that she had a name but has not had a chance to discuss it with them. This matter was tabled until August meeting.
- **Community Advisory Committee:** On motion made by Alan Lennon, seconded by Fondella A. Leigh, the Board unanimously appointed Dr. Anne White to the Community Advisory Committee for her one-year initial term. After her one-year term has expired, she will be eligible to serve a three-year term. Dr. White's term will be effective July 1, 2020. This leaves three (3) vacancies. We had a couple of individuals that were going to begin their training but had to stop due to the COVID-19 Pandemic.
- **Albemarle Hospital Board of Trustees:** For information purposes, the Albemarle Hospital Board of Trustees was disbanded per an e-mail dated June 4, 2020 from Mary Anne Keyes.

**VOTING DELEGATE TO NCACC'S 113<sup>TH</sup> ANNUAL CONFERENCE – AUGUST 6, 2020**

Because of COVID-19 Pandemic, the NCACC Annual Conference will be held as a virtual meeting on August 6, 2020 at 11:00 a.m. The Board will need to appoint a voting delegate for that meeting. Mary Hunnicutt informed the Board that, currently, she had not registered anyone for this meeting. Commissioner Woodard asked Mr. Nelson if he was planning on joining in on these virtual meetings. Mr. Nelson said that he was planning on it. On motion made by Charles Woodard, seconded by Joseph W. Hoffer, Jr., the Board unanimously appointed Wallace E. Nelson as the county's voting delegate for the virtual NCACC Annual Conference in August.

PUBLIC COMMENTS

There were no public comments, oral or written.

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

Pursuant to NC General Statute 143-318.11(3), the Board will need to go into Closed Session to consult with their attorney regarding a legal matter and to approve Closed Session Minutes. On motion made by Alan Lennon, seconded by Fondella A. Leigh, the Board unanimously voted to go into Closed Session.

The Closed Session was adjourned and the Regular Meeting reconvened on motion made by Fondella A. Leigh, seconded by Charles Woodard, and unanimously approved by the Board.

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned at 8:31 p.m. on motion made by Charles Woodard, seconded by Joseph W. Hoffler.

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Wallace E. Nelson, Chairman

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Clerk to the Board

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