

The County of Perquimans hereby adopts the PSAP Mutual Aid Agreement as of October 5, 2020.

Attest:

\_\_\_\_\_  
Chairperson, Perquimans Board of Commissioners

\_\_\_\_\_  
Clerk to the Board of Commissioners

The County of Wilson hereby adopts the PSAP Mutual Aid Agreement as of \_\_\_\_\_.

Attest:

\_\_\_\_\_  
Chairperson, Wilson Board of Commissioners

\_\_\_\_\_  
Clerk to the Board of Commissioners

The County of Lincoln hereby adopts the PSAP Mutual Aid Agreement as of \_\_\_\_\_.

Attest:

\_\_\_\_\_  
Chairperson, Lincoln Board of Commissioners

\_\_\_\_\_  
Clerk to the Board of Commissioners

The County of Rutherford hereby adopts the PSAP Mutual Aid Agreement as of \_\_\_\_\_.

Attest:

\_\_\_\_\_  
Chairperson, Rutherford Board of Commissioners

\_\_\_\_\_  
Clerk to the Board of Commissioners

\*\*\*\*\*  
WORK SESSION  
October 19, 2020  
7:00 p.m.

The Perquimans County Board of Commissioners Regular Work Session scheduled for Monday, October 19, 2020 at 7:00 p.m. has been **cancelled**.

\*\*\*\*\*  
REGULAR MEETING  
November 2, 2020  
6:40 p.m.

**Special Notice for tonight's meeting:** *The Perquimans County Board of Commissioners' **REGULAR MEETING** will be held on Monday, November 2, 2020, at 6:40 p.m. in the Meeting Room of the Perquimans County Library located at 514 S. Church Street, 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, November 2, 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, November 2, 2020 at 7:00 p.m. in the Meeting Room of the Perquimans County Library located at 514 S. Church Street, Hertford, NC 27944. 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. Hoffer                      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 explained that the first item of business was to hold two public hearings to receive citizens' comments to consider (1) Subdivision Variance Request No. NZV-20-02, requested by Marie Ferrell, to subdivide 2.9 acres at 1190 Chapanoke Road, tax parcel 5-0020-0007, into 2 lots with existing nonconformities on one lot; and (2) Subdivision Variance Request No. NZV-20-03, requested by Arland Winslow to convey a two acre flag lot with proposed easement to exceed 1,000 ft. off of Hickory Cross Road. Property being on the south side of Hickory Cross Road approximately one mile east of the Hickory Cross Road intersection with Perrys Bridge Road; tax parcel 1-0010-0060.

**PUBLIC HEARINGS**

**Subdivision Variance Request No. NZV-20-02, requested by Marie Ferrell**

Chairman Nelson opened the first Public Hearing restating that the purpose of this public hearing is to consider Subdivision Variance Request No. NZV-20-02, requested by Marie Ferrell, to subdivide 2.9 acres at 1190 Chapanoke Road, tax parcel 5-0020-0007. There were nine (9) people present. Mr. Nelson recognized Rhonda Money, Planner/GIS, who provided the following background information:

Good evening Chairman Nelson and Board members. We're here to consider Subdivision Variance Request No. NZV-20-02, requested by Marie Ferrell, to subdivide 2.9 acres at 1190 Chapanoke Rd, tax parcel 5-0020-0007, into 2 lots with existing nonconformities on one lot. You may want to look at the site plan in your agenda packet section IIIA, page 6 (see Attachment A). Notice of this public hearing was provided per quasi-judicial procedures in zoning ordinance section 2302(e) and NC General Statutes. Applicant, Ms. Ferrell, would like to provide a place for her nephew to live beside her in his own home on her 2.9 acre parcel. The problem is that if a one acre lot is subdivided from the north end of the parcel, that one acre will meet subdivision regulations but the residual lot with its existing nonconformity will become a smaller area, which means the residual nonconformity gets worse, because it relates to too many houses being too close together. The proposed section to be subdivided had a shop, which was torn down and has an office which will be moved to the side of the property to be used as a storage building. Water and septic systems are existing, but Albemarle Regional Health Services has administered a repair permit which requires the existing septic system to be removed and a new one installed. The applicant did contact many surveyors several weeks prior to this meeting but they are backlogged and none could survey the property until early November so any motion for approval would need to clarify that the recorded survey should reflect the site plan layout. Also, our CAMA Land Use Plan shows this area is zoned Residential Agricultural. Planning Board recommended approval of this case as presented. Planning staff believes it may be developed in compliance with Subdivision Regulations if the variance is approved subject to completion of a recorded survey that matches the site plan. Suggested motions are in your packets. The applicant is here in the room. Are there any questions?

Chairman Nelson asked if there were any questions or comments from the Board or public. The applicant, Mrs. Ferrell, thanked the Board for listening to her proposal. There being no further questions or comments, Chairman Nelson closed the first Public Hearing at 6:46 p.m.

**Subdivision Variance Request No. NZV-20-03, requested by Arland Winslow**

Chairman Nelson opened the second Public Hearing at 6:50 p.m. restating that the purpose of this public hearing is to consider Subdivision Variance Request No. NZV-20-03, requested by Arland Winslow to convey a two acre flag lot with proposed easement to exceed 1,000 ft. off of Hickory Cross Road. Property being on the south side of Hickory Cross Road approximately one mile east of the Hickory Cross Road intersection with Perrys Bridge Road; tax parcel 1-0010-0060. There were twelve (12) people present. Mr. Nelson recognized Rhonda Money, Planner/GIS, who provided the following background information:

We are here to consider Subdivision Variance Request No. NZV-20-03, requested by Arland Winslow to convey a two acre flag lot with proposed easement to exceed 1,000 ft. off of Hickory Cross Road. Property being on the south side of Hickory Cross Road approximately one mile east of the Hickory Cross Road intersection with Perrys Bridge Road; tax parcel 1-0010-0060. You may want to look at the site plan in your agenda packet section IIIB, page 6 (see Attachment B). Notice of this public hearing was provided per quasi-judicial procedures in zoning ordinance section 2302(e) and NC General Statutes. Applicants, Mr. and Mrs. Winslow, would like to give their grandson, Rusty Stallings, a 2 acre flag lot. The reason it comes to the Board of Commissioners is because the access is over 1,000 ft. long and Subdivision Regulation 402(B)(9)(b) states that the area from the road right-of-way to the Flag portion of the lot shall not exceed 1,000 ft. The lot meets dimensional requirements and the access is 45 feet wide which is what was agreed on for a similar case in October 2014 off of Beech Springs Road. Our county Water Dept. has no issue with the site. Water mains are at the paved road and the applicant will be responsible for installing and maintaining the service line to the house. Soil and Water Conservation comments are as follows: this site has adequate existing drainage. It may be beneficial to raise the lot for structural purposes and create some swales/ditches around the perimeter that drain into existing field ditches. Maps show that the lot will drain from north to south. The 45 ft. wide easement leading to the lot should have sufficient drainage since it follows a main field ditch. Our CAMA Land Use Plan shows the area to be zoned residential agricultural. Planning Board recommended approval of this case as presented. Planning staff believes this case may be developed in compliance with Subdivision Regulations if the variance is approved. Again, suggested motions are in your packets. The applicants are here in the room. Are there any questions?

Chairman Nelson asked if there were any questions or comments from the Board or public. There being no questions or comments, Chairman Nelson closed the second Public Hearing at 6:53 p.m.

**AGENDA**

Chairman Nelson stated that an amended copy of the 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**

Chairman Nelson asked if there were any items that the Board wished to remove from the Consent Agenda to discuss. Commissioner Lennon requested that the Resolution to change the Register of Deeds office hours be removed for discussion and clarification. This Resolution will be moved to item No. IX.E. under New Business. The following items were considered to be routine and were unanimously approved on motion made Alan Lennon, seconded by Charles Woodard.

1. **Approval of Minutes:** Approval of Minutes: October 5, 2020 Regular Meeting, October 19, 2020 Work Session (*cancelled*)
2. **Tax Release Approvals:**
  - CBCM, LLC** -----\$180.54  
Correct value did not calculate in computer. Account#: 358242
  - Afshin & Diana Iran Peran** -----\$111.25  
Sold boat in 2018. Shouldn't have been billed. Account#: 259999
  - Johnathan & Elizabeth White** -----\$210.12  
Military exemption (LES) now on file. Account#: 538509
  - David & Laura Dixon** -----\$147.50  
Did not receive senior exemption. Account#: 539760
  - RJ Mini Farms** -----\$883.33  
Did not receive senior exemption. Account#: 430175
  - George Harris** -----\$205.91  
Incorrect assessment during reval. Account#: 265170
  - Tax Refund Approvals:**
  - New Life Pentecostal Holiness** -----\$152.80  
Church bus should be exempt. Account#: 0049990887-2079-2079-0000-01
  - James Grant Colbert Jr.** -----\$157.77  
Sold vehicle; 3 month refund Account#: 51446820
  - Diana Hurdle** -----\$151.80  
Hasn't been the owner for many years. Account#: 357075
  - Nicholas & Judith Handres** -----\$228.74  
Over paid in prepayments. Account#: 260243
  - Lesley Duke** -----\$578.59  
Over paid in prepayments. Account#: 263677/257892
  - Michael & Mollie Page** -----\$251.12  
Over paid in prepayments. Account#: 420661

**3. Personnel Matters:**

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Victor Sullivan	Certified Deputy/SRO	Appointment	65/1	\$33,269	11/01/2020
Nakindra Downing	Non-Certified PT/FI Telecommunicator	Appointment	60/1	\$12.84/hr.	10/01/2020
Logan Hogge	Non-Certified PT/FI Telecommunicator	Appointment	60/1	\$12.84/hr.	10/01/2020
Katelyn Moody	Non-Certified PT/FI Telecommunicator	Appointment	60/1	\$12.84/hr.	10/01/2020
LaShawnda Graham-Wells	IMC III Lead Worker	Termination			10/07/2020
Courtney Shadle	Office Assistant III	Resignation			10/30/2020
Jessica Velvin	Full-Time Paramedic	Resignation			10/31/2020
Nicole Elliott	Administrative Officer I	Extended Leave Without Pay*			10/19/2020

*\*Effective 10/19/2020, Ms. Elliott was approved to work up to 4 hours per day until re-evaluated by her physician.*

**4. End of Probationary Period & Added to Retirement System**

Employee Name	Employee Job Title	Hire Date	Effective Date
Erle Solesbee	Code Enforcement Officer	11/01/2019	11/01/2020
Lisa Ambrose	Tax Clerk - DMV	11/01/2019	11/01/2020

**5. Budget Amendments:**

**BUDGET AMENDMENT NO. 12  
GENERAL FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-335-004	CARES Relief - Board of Elections	16,000	
10-430-033	CARES Relief - Board of Elections	16,000	

**EXPLANATION:** To amend FY 20/21 budget to include CARES Relief Funds as approved by the State to be used for election workers/expenses related to November 3rd election.

**BUDGET AMENDMENT NO. 13  
GENERAL FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	State Grants - Social Services	3,200	
10-610-073	FC - COVID Stipend	3,200	

**EXPLANATION:** To amend FY 20/21 budget to include CARES Relief Funds as approved by DHHS.

**6. Miscellaneous Documents:** The following miscellaneous documents were unanimously approved by the Board:

- **Resolution – Changing Register of Deeds Office Hours:** Moved to new business for discussion and clarification.
- **Resolution – Authorizing the Removal of Certain Public Record Books:** The following Resolution to authorize the removal of certain public record books from the Register of Deeds’ Office was unanimously approved by the Board:

**RESOLUTION AUTHORIZING  
REMOVAL OF CERTAIN PUBLIC RECORD BOOKS  
KEPT BY THE REGISTER OF DEEDS FOR  
THE PURPOSE OF REPAIR, RESTORATION  
AND REBINDING**

WHEREAS, NCGS 132-7 provides that books of public records should be copied or repaired, renovated or rebound if worn, mutilated, damaged or difficult to read; and

WHEREAS, there is identified certain books of public records maintained by the Register of Deeds in need of repair, restoration and rebinding; and

WHEREAS, Kofile Technologies is under contract to provide repair, restoration and rebinding of those certain books of public records.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS FOR PERQUIMANS COUNTY, NORTH CAROLINA, that:

Section 1. The Register of Deeds is authorized to remove or cause to be removed to the care and custody of Kofile Technologies for repair, restoration and rebinding the following books of public records:

Vital Statistics Marriage Licenses 1894-1898

Section 2. The books of public records listed in Section 1 of this resolution may remain in the care and custody of Kofile Technologies for the length of time required to repair, restore and rebind them.

Section 3. This resolution is effective upon its adoption.

ADOPTED the 2<sup>nd</sup> day of November, 2020.

\_\_\_\_\_  
Wallace Nelson, Chairman  
Board of Commissioners

ATTEST:

\_\_\_\_\_  
Mary P. Hunnicutt, Clerk to the Board

- **NC Forest Service FY 2019-2020 Report:** Jared Tardiff, County Ranger, presented the report under Scheduled Appointments.
- **Resolution – Support for the Town of Hertford’s CDBG-CV Grant:** The following Resolution to support the Town of Hertford’s application submitted for the NC CDBG-CV grant was unanimously approved by the Board:

**RESOLUTION OF SUPPORT FOR THE TOWN OF HERTFORD’S  
CDBG-CV GRANT**

**Whereas**, the State of North Carolina will provide approximately \$28.5 million in funds received from the US Department of Housing & Urban Development to support North Carolina’s COVID-19 response efforts; and

**Whereas**, this allocation was authorized by the federal CARES Act of 2020, Public Law 116.136; and

**Whereas**, eligible activities under this grant include subsistence payments to prevent eviction and utility disconnections; and

**Whereas**, there is a need for these type of subsistence payments, particularly in the Town of Hertford; and

**Whereas**, the Town of Hertford wishes the County to support and partner on the grant process in coordination with a contracted grant administrator; and

**Whereas**, the Town of Hertford will retain administrative rights, be the lead agency and be accountable for the grant process.

NOW, THEREFORE, BE IT RESOLVED THAT the Perquimans County Board of Commissioners supports the application to be submitted by the Town of Hertford for the NC CDBG-CV grant and agrees to partner for the benefit of all citizens of Perquimans County.

Wallace E. Nelson, Chairman  
Perquimans County Board of Commissioners

Attest:

Clerk to the Board

SEAL

**JARED TARDIFF, NC FORESTRY SERVICES**

Mr. Tardiff, County Ranger, presented the following FY 2019-2020 Annual Report for NC Forest Services:



Steven W. Troxler  
Commissioner

**North Carolina Department of Agriculture  
and Consumer Services  
N.C. Forest Service**



Scott Bissette  
Assistant Commissioner

September 30, 2020

Dear Perquimans County Commissioners and County Manager Heath:

This letter highlights the North Carolina Forest Service's annual accomplishments in Perquimans County for fiscal year 2019-2020. We met citizens' needs in all program areas and protected our community despite the threat of COVID-19.

**Fire Control**

This past year stayed relatively wet with brief intermittent dry periods, mostly during the fall. The total number of fires reported and wildfires requiring suppression was below average.

The NC Forest Service responded to 19 fire calls in FY19-20. Twelve of these were reportable wildfires, burning 7.74 acres. A field fire that burned into the woods on Beech Springs Road accounted for 4.5 of the 7.74 acres burned. Almost all of our fires were caused by either debris burning, tractor use, or road vehicles. These wildfires did not damage or destroy any structures.

The Volunteer Fire Departments continue to be a tremendous asset in wildfire suppression. Their quick initial attacks minimize fire damage and keep fires small. We also assisted them, as well as the Department of Transportation, in road clearing operations following Hurricane Florence.

**Forest Management**

FY19-20 was a good year for forest management in Perquimans County. We prepared 15 management plans covering 562 acres. These plans help landowners meet financial and personal objectives for their timberland. Typical plans address timber resources, wildlife, aesthetics, water quality, soil protection, and/or recreation opportunities. Through our Forest Development Program, we were able to get landowners \$1734 through cost share.

Using information in their management plans, Perquimans landowners planted 158 acres of woodland.

**Water Quality Protection**

The NCFS is committed to recommending and practicing environmentally responsible forestry operations. All forestry activities must adhere to Forest Practice Guidelines and Best Management Practices. These laws and regulations protect water quality and enable us to utilize forest resources in a sustainable manner. This past fiscal year we conducted inspections on 22 forest harvesting activities for 1101 acres, and found zero violations.

**Information and Education**

Informational and educational programs are a vital and popular part of our work here in Perquimans. Each year, the NC Forest Service conducts educational programs on the environment, fire safety, fire prevention, tree identification, and forest stewardship. These programs are given to a broad audience, including school children, Ruritans, Future Farmers of America, 4-H groups, and others. Smokey the Bear programs continue to be very popular in the schools. In 2019-2020, we conducted 10 educational programs in the county. Unfortunately, because of COVID-19 restrictions, we were unable to perform any outreach events in the final quarter of the year.

1616 Mail Service Center, Raleigh, North Carolina 27699-1616  
Phone: (919) 857-4801 • FAX: (919) 857-4802 • www.ncforestservice.gov  
An Equal Opportunity Employer

**Urban Assistance and Pest Control**

In FY19-20, we investigated 3 potential pest outbreaks on shade trees, yard trees, and windbreaks. Urban assistance will continue to be a priority as the population increases and more land is developed.

In an effort to protect urban and forested areas, each year we conduct aerial and ground surveys for forest pest outbreaks. We did not find any significant insect activity this past year. We continually work with cooperative agencies, including the NC Department of Agriculture, to monitor forest pest movements.

**Conclusion**

The NC Forest Service had a very successful 2019-2020 here in Perquimans. We provided all Perquimans landowners with expert wildfire control, forest management, water quality protection, information and education, urban assistance, and pest control. We achieved this success with support and cooperation from the Volunteer Fire Departments and many other county agencies. The NC Forest Service will continue to provide the best service possible to all of Perquimans County.

If you have questions, need assistance, or would like to discuss our program in more depth, feel free to contact me at 426-5551 (daytime business) or 337-4352 (nighttime home).

Thank you,

Jared Tardiff

Perquimans County Ranger

LEE DUNCAN, GENERAL MANAGER OF ALBEMARLE PLANTATION

After introducing his staff that was present tonight, Mr. Duncan explained that he came tonight to present the proposed Yeopim River and Yeopim Creek Channel Dredging Project. He is asking that the County consider being a sponsor for the grant. He then asked if the Board had any questions. The following questions were asked:

- **Commissioner Lennon:** Mr. Lennon asked what the county would do as a sponsor. Mr. Duncan said that the state would give the money to the county to administer.
- **Commissioner Woodard:** Mr. Woodard asked what the timeline was for this application. Mr. Duncan said that they have two windows of opportunity to apply: January 1, 2021 and July 1, 2021.

There being no further questions asked, Chairman Nelson confirmed that what he was asking for tonight was a consensus of the Board to authorize County Manager Heath and Mr. Duncan to meet and prepare documents that needed to be completed and bring back to the Board for any action. County Manager Heath asked that they include Mark Powell of Albemarle RC&D. The Board agreed.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

The following commissioner concerns/committee report was given:

- **Commissioner Lennon:** Commissioner Lennon had two items to mention tonight:
  1. Mr. Lennon notified the Board that Sharon Smith, Tourism Director, has resigned effective November 7<sup>th</sup>. He further stated that the Tourism Development Authority (TDA) would like to review the current contract, payments, and duties before posting advertisement to fill this position. He did notify the Board that the Occupancy Taxes are increasing. He asked if it would be possible to send a letter of appreciation to her for the job she did for the TDA. The Board agreed.
  2. Several months ago, Mr. Lennon had mentioned to the Board about revisiting our current Zoning Ordinance and seeing if any changes that Chowan County made to their Zoning Ordinance with regard to the Wind Energy Facilities could possibly be changed in the Perquimans County Zoning Ordinance. He asked if we could place it on the November Work Session to discuss. Chairman Nelson said that they had someone coming to present ways they could help the County collect and/or foreclose on delinquent tax accounts. We will see how it goes but, if we do not do it in November, we might be able to do it in December.

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:

- **East Coast Steel Fabrication:** As the Board may have read in the newspaper, East Coast Steel Fabrication is planning on moving their facility here which should bring about 28 jobs to the County. In addition, they are planning to do an expansion of their current facility making a \$482,000 investment into the County. Governor Cooper had issued a press release explaining the details. In October, the County approved resolutions supporting their application to the One NC Fund Grant from the State and a building Reuse Grant. The average salary would be \$44,800. This is an annual payroll impact of \$1.26 million.
- **Marine Basin Bids:** Mr. Heath explained that the County was short in the funds to complete the project. He felt that, after the election, he would try to see if we could get more money and rebid the project in 2021. The current bids expire on November 11<sup>th</sup>. He has notified the current bidders that we will rebid the project next year if we can obtain additional funding.
- **COVID-19 Update:** The County is continuing to take measures to keep our employees and residents safe from the virus. Currently, Perquimans County has 24 active cases, 233 recovered cases, and 4 deaths.
- **Zacchaeus Legal Services (ZLS, Inc.):** As Chairman Nelson mentioned earlier in tonight's meeting, Zacchaeus Legal Services will be at our November Work Session to discuss tax foreclosures. Information has already been sent to the Town of Hertford and we are hoping that we can partner with them to use ZLS, Inc. expertise for our tax foreclosures.
- **Mike Causey, NC Insurance Commissioner:** Mr. Heath explained that, last month, Mr. Causey came to the Hertford Fire Department to present grant checks to all the fire departments to be used for new equipment. He also presented the Northeast Coordinator Year Award to Jewel Winslow for the SHIP Program which helps seniors with their health care insurance needs.
- **Sentara Albemarle Medical Center:** Mr. Heath explained that Sentara Albemarle Medical Center had contacted him to explain that their officials are going through the Certificate of Needs process for some long range planning and are looking at a replacement for the hospital. They have asked Perquimans County to write a letter of support for that Certificate of Need. He did not see a problem with it and would be willing to prepare the letter of support for this long range planning process.

PLANNING BOARD ITEMS

Chairman Nelson stated that it was time to take action on the following Planning Board items:

- **Subdivision Variance Request No. NZV-20-02, requested by Marie Ferrell:** A Public Hearing was held earlier in the meeting to receive citizens' comments to consider Subdivision Variance Request No. NZV-20-02, requested by Marie Ferrell, to subdivide 2.9 acres at 1190 Chapanoke Road, tax parcel 5-0020-0007, into 2 lots with existing nonconformities on one lot. Alan Lennon made a motion to recommend approval to the Board of County Commissioners for abbreviated subdivision variance request No. NZV-20-02, requested by Marie Ferrell to subdivide 2.9 acres at 1190 Chapanoke Road, tax parcel 5-0020-0007, into 2 lots with existing nonconformities remaining on one lot with approval subject to the completion of a recorded survey that matches the site plan as presented and adopting the findings listed below:
  - 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.
  - 2) That the variance is 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
  - 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.

The motion was seconded by T. Kyle Jones and unanimously approved by the Board.

- **Subdivision Variance Request No. NZV-20-03, requested by Arland Winslow:** A Public Hearing was held earlier in the meeting to receive citizens' comments to consider Subdivision Variance Request No. NZV-20-03, requested by Arland Winslow to convey a two acre flag lot with proposed easement to exceed 1,000 ft. off of Hickory Cross Road. Property being on the south side of Hickory Cross Road approximately one mile east of the Hickory Cross Road intersection with Perrys Bridge Road; tax parcel 1-0010-0060. T. Kyle Jones made a motion to recommend approval to the Board of County Commissioners for abbreviated subdivision variance request No. NZV-20-03, requested by Arland Winslow to find proposed abbreviated subdivision variance deed of gift request No. NZV-20-03 to be consistent and in harmony with the existing development pattern on Hickory Cross Road, east of Perrys Bridge Road, Hertford, NC and to approve this request by Arland Winslow to convey a two acre flag lot with proposed 45 foot wide easement to exceed 1,000 feet in length off of Hickory Cross Road on tax parcel 1-0010-0060, adopting the findings listed below:
  - 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.
  - 2) That the variance is 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

- 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.

The motion was seconded by Charles Woodard and unanimously approved by the Board.

**DISPOSAL OF PROPERTY – 407 COX AVENUE, HERTFORD, NC**

County Manager Heath explained that this property was obtained through a foreclosure sale. He is seeking permission of the Board to dispose of the property through sealed bid process. We do have some individuals interested in purchasing the property but it should be handled through the sealed bid process. The County will advertise the sale as required by General Statute. On motion made by Fondella A. Leigh, seconded by Charles Woodard, the Board unanimously approved the sale of the property located at 407 Cox Avenue in Hertford, NC through the sealed bid process.

**PERSONNEL MATTER: RESIGNATION OF EMS SHIFT SUPERVISOR (PARAMEDIC)**

County Manager Heath explained that this matter was received after the Agenda Packets were distributed so it could not be included under the consent agenda. On motion made by Joseph W. Hoffler, seconded by Charles Woodard, the resignation of Caitlyn Colson, EMS Shift Supervisor (Paramedic) was unanimously approved effective November 23, 2020.

**APPOINTMENT: AT-LARGE REPRESENTATIVE TO ALBEMARLE COMMISSION BOARD**

County Manager Heath explained that we have received a letter from Albemarle Commission requesting that Perquimans County appoint an at-large representative to the Albemarle Commission Board effective January 1, 2021. This person will serve for two (2) years and the at-large representative cannot be an elected official. He is bringing this before the Board tonight for them to think about who they would like to appoint and the Board will take action on it at their December 7<sup>th</sup> meeting. No action was necessary at this time.

**RESOLUTION: CHANGING REGISTER OF DEEDS' OFFICE HOURS**

This matter was removed from the Consent Agenda for discussion and clarification. Commissioner Lennon needed clarification about the second sentence in the third "Whereas" as follows:

"WHEREAS, traditionally, 5:00 p.m. has been the cutoff time for registering land record instrument into the Consolidated Real Property Index of the land record software recording system. This cutoff time gives the Register of Deeds and staff time to finish the recordation process, balance the daily collections and back up the date system before the ending of the workday at 5 p.m."

Commissioner Lennon feels that the second sentence should be changed to the following:

"WHEREAS, traditionally, 5:00 p.m. has been the cutoff time for registering land record instrument into the Consolidated Real Property Index of the land record software recording system. *The proposed new* cutoff time gives the Register of Deeds and staff time to finish the recordation process, balance the daily collections and back up the date system before the ending of the workday at 5 p.m."

On motion made by Charles Woodard, seconded by Alan Lennon, the Board unanimously approved the following Resolution changing the Register of Deeds' Office Hours as amended:

**RESOLUTION OF THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS  
REGARDING REGISTER OF DEEDS OFFICE HOURS**

WHEREAS, NCGS 153A-94(b) and NCSG 161-8 requires the Board of Commissioners to set county office workdays and hours, and

WHEREAS, the Perquimans County Board of Commissioners requires the Register of Deeds Office to be open for business, Monday through Friday from 8:00 a.m. until 5:00 p.m. excluding county recognized holidays, and

WHEREAS, traditionally, 5:00 p.m. has been the cutoff time for registering land record instrument into the Consolidated Real Property Index of the land record software recording system. The proposed new cutoff time gives the Register of Deeds and staff time to finish the recordation process, balance the daily collections and back up the data system before the ending of the workday at 5 p.m.

NOW THEREFORE BE IT RESOLVED, the hours for recording documents in the Perquimans County Register of Deeds Office shall be from 8:00 a.m. to 4:45 p.m., Monday through Friday of each week, excluding county recognized holidays, and documents to be registered must be presented no later than 4:45 p.m.

Adopted this the 2<sup>nd</sup> day of November, 2020.

PERQUIMANS COUNTY BOARD OF COMMISSIONERS

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

\_\_\_\_\_  
Clerk to the Board of Commissioners

**PUBLIC COMMENTS**

There were no public comments.

**CLOSED SESSION: CONSULT WITH ATTORNEY REGARDING A LEGAL MATTER AND  
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 closed session minute approval. On motion made by Alan Lennon, seconded by Charles Woodard, the Board unanimously voted to go into Closed Session.

The Closed Session was adjourned and the Regular Meeting reconvened on motion made by Joseph W. Hoffler, seconded by Charles Woodard, and unanimously approved by the Board.

No action was required from the Closed Session.

**ADJOURNMENT**

There being no further comments or business to discuss, the Regular Meeting was adjourned at 8:27 p.m. on motion made by Charles Woodard, seconded by Joseph W. Hoffler.

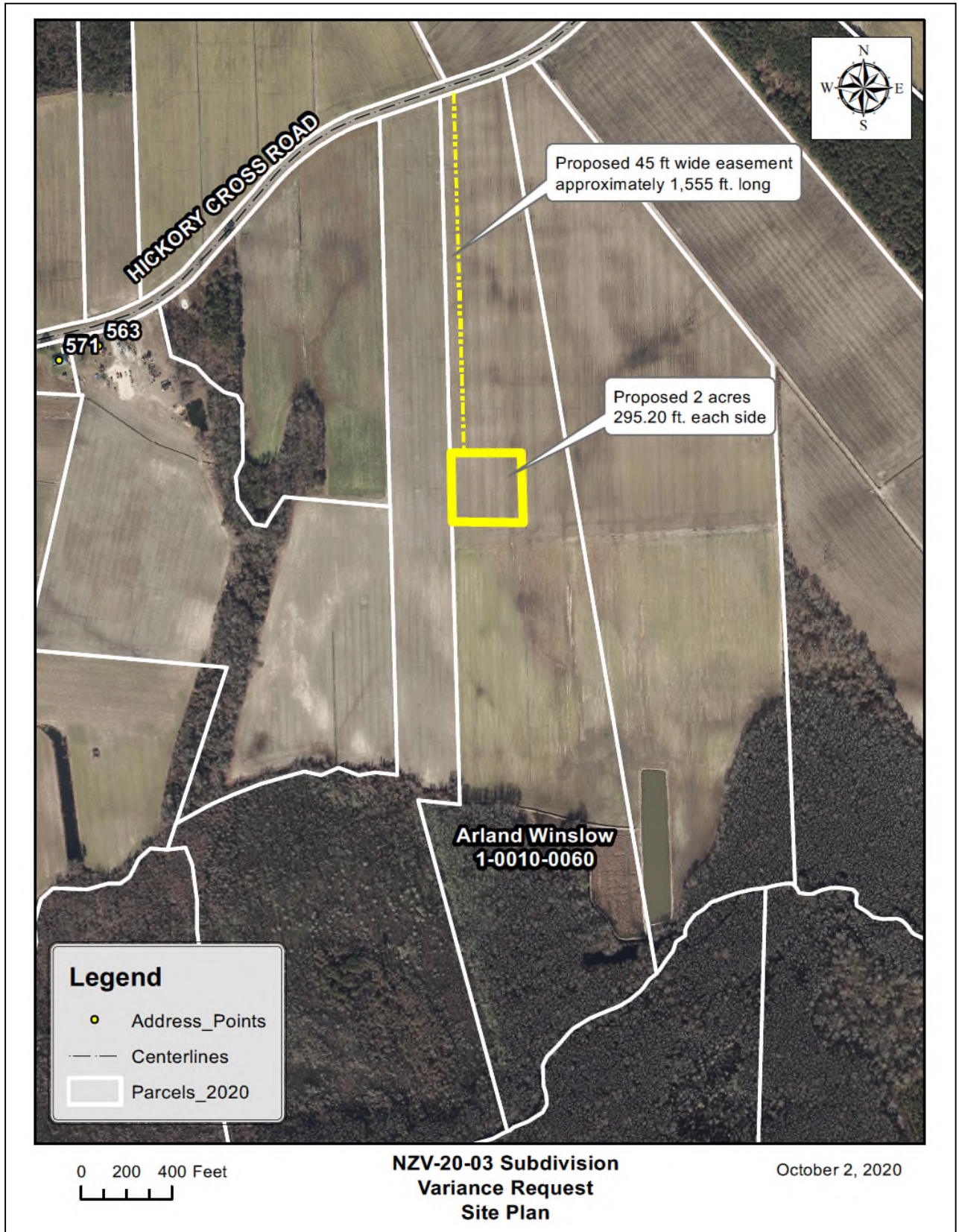
Clerk to the Board

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**ATTACHMENT A**



**ATTACHMENT B**



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