
WORK SESSION
December 21, 2020
7:00 p.m.

The Perquimans County Board of Commissioners Regular Work Session scheduled for Monday, December 21, 2020 at 7:00 p.m. has been **cancelled**.

REGULAR MEETING
January 4, 2021
7:00 p.m.

Special Notice for tonight's meeting: The Perquimans County Board of Commissioners' **REGULAR MEETING** will be held on Monday, January 4, 2021, at 7:00 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, January 4, 2021. You may deliver them to her via fax [(252) 426-4034] or e-mail at 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, January 4, 2021 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.

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| 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 Hoffer gave the invocation and the Chairman led the Pledge of Allegiance.

AGENDA

Chairman Nelson stated that a 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 Charles Woodard 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. There being none, the following items were considered to be routine and were unanimously approved on motion made Alan Lennon, seconded by Joseph W. Hoffer.

1. **Approval of Minutes:** Approval of Minutes: December 7, 2020 Regular Meeting and December 21, 2020 Work Session (*cancelled*)
2. **Tax Refund Approval:**
Madre, Donald Gene -----\$281.08
Incorrect assessment on farm equipment. Account No. 224220

3. **Personnel Matter:**

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Jessica Velvin	PT/FI Paramedic	Salary Correction	68/2	\$18.71/hr.	01/01/2021

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

Employee Name	Employee Job Title	Hire Date	Effective Date
Bethany Buttram	EMS Shift Supervisor (Paramedic)	01/01/2020	01/01/2021
Christopher Prince	Custodian	01/01/2020	01/01/2021

5. **Budget Amendments:**

**BUDGET AMENDMENT NO. 19
GENERAL FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	DSS - State Grants	59,315	
10-610-200	DSS - Pandemic LIEAP	59,315	

EXPLANATION: To amend FY 20/21 budget to include Pandemic LIEAP funds as authorized by the State.

**BUDGET AMENDMENT NO. 20
GENERAL FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-450-110	Tax - Telephone/Postage		2,000
10-450-740	Tax - Capital Outlay	2,000	

EXPLANATION: To amend FY 20/21 budget to cover office equipment replacement expenses.

**BUDGET AMENDMENT NO. 21
GENERAL FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-033	State Grants - Senior Medicare	2,135	
10-615-146	Extension - SHIIP	2,135	

EXPLANATION: To amend FY 20/21 budget to include SHIIP amount granted by the State.

6. Board Reappointments: The following Board reappointments/appointment were unanimously approved by the Board:

Name	Board/Committee	Action Taken	Term	Effective Date
Blanchard, Teresa	Social Services Board (Social Services Commission Appointee)	Appointment	3 yrs.	12/09/2020
Moore, Michael	Agricultural Advisory Board - FSA	Reappointment	3 yrs.	02/01/2021
Chappell, Laurence	Agricultural Advisory Board - New Hope	Reappointment	3 yrs.	02/01/2021
Bailey, Juanita	Senior Citizens Advisory Board	Reappointment	2 yrs.	02/01/2021
Holman, Lillian	Senior Citizens Advisory Board	Reappointment	2 yrs.	02/01/2021
Burket, Stephen	Senior Citizens Advisory Board	Reappointment	2 yrs.	02/01/2021

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

- **Resolution to Support NCACC Initiative on Food System Resiliency:** The Board unanimously adopted the following Resolution to support NCACC work to commit to examining the food system in Perquimans and to take steps to help strengthen the system in the service of sustaining a thriving community:

RESOLUTION in Support of NCACC Presidential Initiative to Promote Food System Resiliency

WHEREAS, access to food is a basic human need and is vital to the well-being of a community;

WHEREAS, all 100 North Carolina counties are committed to ensuring the needs of their citizens are met;

WHEREAS, food security, defined as reliable access to quality, affordable food, is vital to a thriving community and food insecurity threatens the fabric of a healthy society.

WHEREAS, According to Feeding America’s annual Map the Meal Gap study, conducted to improve our understanding of food insecurity and food costs at the local level, the average food insecurity rate across North Carolina’s counties is 14 percent. And Feeding America projects that the rate will rise to 19.3 percent due to the pandemic.

WHEREAS, Perquimans County has a food insecurity rate of twenty (20) percent;

WHEREAS, the current pandemic is only further exacerbating the issue of food insecurity and families are facing difficult decisions about how to make ends meet, including whether they can afford the food they need;

WHEREAS, it is projected that the food insecurity rate in North Carolina will rise to 19.3 percent due to the pandemic and the child food insecurity rate is projected to rise from 19.3 percent to 28.6 percent;

WHEREAS, according to state officials, agriculture and agribusiness account for 17% of all jobs in the state and an annual economic impact of \$91.8 billion and is a vital aspect of the economy in North Carolina;

WHEREAS, county commissioners have a responsibility to ensure the basic needs of our citizens are met;

WHEREAS, the North Carolina Association of County Commissioners (NCACC), under the direction of President Ronnie Smith will be leading a task force to address food system resiliency to help counties take actions to ensure the resources we have are getting to the people in need;

WHEREAS, the NCACC Task Force will be meeting to examine the various issues that go into creating and sustaining a resilient food system for our residents;

WHEREAS, by supporting our farmers, supply chains, agribusiness, food industry, and hungry families, we can build resilient communities;

NOW, THEREFORE, LET IT BE RESOLVED, THAT THE Perquimans County Board of Commissioners do hereby resolve to support the work of the NCACC task force and will commit to examining the food system in Perquimans County and take steps to help strengthen the system in the service of sustaining a thriving community.

ADOPTED the 4th day of January, 2021.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

Attest:

Clerk to the Board

SEAL

- **Economic Improvement Council – Community Services Block Grant 2021 Application:** The Economic Improvement Council (EIC) has applied for the Community Service Block Grant. The State requires that they present the application to each of the counties that they represent. A copy of this application was provided to Clerk to the Board, Mary P. Hunnicutt, who has made it available to the Commissioners for review. Ms. Hunnicutt has been asked to return the letter stating that the application was presented in Perquimans County. This is for information only.

COMMISSIONER’S CONCERNS/COMMITTEE REPORTS

The following commissioner concerns/committee report was given:

- **Chairman Nelson:** Chairman Nelson notified the Board that Marc Basnight recently passed away. He further explained that Mr. Basnight was a NC State Senator serving the 1st district from 1984 to 2011. He contributed a lot to Perquimans County during that time. He recommended that the Board adopt a Resolution recognizing him for his work for Perquimans County and for the State of North Carolina. It was the consensus of the Board to have Mr. Heath and Ms. Hunnicutt prepare a Resolution for the Board to adopt in February.

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:

- **Senior Center:** Mr. Heath informed the Board that the Perquimans County Senior Center would be closed this week due to staff illness. The nutrition site will remain open for curbside deliveries.
- **Update on COVID-19:** Mr. Heath reported that there are 180 active cases by the end of 2020. The vaccine has been offered to our EMS staff (Phase 1a). Residents 75 and older will receive the vaccine next (Phase 1b). They will be offered on January 6th from 9:00 a.m. to 4:00 p.m. and on January 7th from 9:00 a.m. to 6:00 p.m. at the Recreation Center. It will be on a first come/first serve basis.
- **Natural Gas Leak at Wynne Fork Road Bridge:** County Manager Heath wanted to thank the county personnel who worked with Piedmont Natural Gas, Town of Hertford, and the families that were effected by the gas leak. Pasquotank County provided an on-site Mobile Command Center and Mr. Heath has sent them a thank you note for their support. Chairman Nelson wanted to thank these individuals too and stated that he was really impressed with Piedmont Natural Gas. Jonathan Nixon, Emergency Services Director, made a few comments and thanked the staff too.
- **ZLS Contract:** County Manager Heath reminded the Board that ZLS presented their program to handle tax foreclosures at their December 7, 2020 meeting. They have forwarded a contract to Mr. Heath and he has reviewed it. After his review, he forwarded it to County Attorney High for his review and comments. Action will be taken at a later date.
- **Robert Emmert:** County Manager Heath notified the Board that Bob Emmert of Holiday Island died at Duke Hospital. Mr. Emmert served on the Senior Citizens Advisory Board and worked closely with Mr. Heath when they were developing the current

Senior Center. Mr. Heath just wanted to make sure that we placed this in our Minutes for a permanent record. On behalf of the County Manager’s Office and the County, Mr. Emmert will be missed.

- **FY 2019-2020 Audit:** Donna Winborne, Auditor, will be presented the FY 2019-2020 Audit at the February meeting for Board action.
- **Marine Basin Bids:** Mr. Heath explained that at their December meeting, he informed the Board that the County has applied for a \$1.5 million grant through NC Commerce Industrial Fund for the marine basin. He has received approval for this grant.
- **Tier Resolution:** County Manager Heath explained that Mary Hunnicutt had been forwarding copies of a Resolution regarding the current change in the Tier designations throughout the state. Perquimans County is now a Tier 2 County. He asked the Board if they would be interested in adopting one similar to the ones that have been forwarded to us from other counties. It was the consensus of the Board to have Mr. Heath prepare a Resolution to be adopted in February. Chairman Nelson also recommended that we send the resolution to our legislators. Mr. Heath said that he would prepare the Resolution and that he would contact our legislators to set up a possible meeting with them to discuss this situation.
- **Grubb Street Basketball Courts:** Mr. Heath has received a request from the Town of Hertford to extend the Grubb Street Basketball Court hours to 8:00 a.m. to 8:00 p.m. He further explained that, a couple of years ago, we had several homeowners in that vicinity to complain about the noise and about things that go on at the basketball court. During the discussion, several comments and questions were made as follows:
 - Commissioner Hoffer asked if we could do it on a trial basis to see if any complaints are made. He also asked who would pay to install the lights. Mr. Heath said that the Town of Hertford said that they would do that.
 - Commissioner Woodard if the Town of Hertford had canvassed the area to get the opinions of the neighbors. Mr. Heath said that he did not know but he doubted that they had talked to the neighbors.
 - Commissioner Lennon asked how the Town could afford the install a lighting system there and not pay their dispatch fees.

After the discussion, the Board asked Mr. Heath to ask the Town of Hertford if they had talked to the surrounding residents; where are they getting the funds to pay for the installation of a lighting system; and lights will shine in the residents homes so how will that affect them. Action was tabled until February meeting.

COMMISSIONER BOARD APPOINTMENTS

Chairman Nelson reported that Mary Hunnicutt, Clerk to the Board, had provided the following copy of the Commissioner’s Board Appointment list in their Agenda Packets:

Name	Board/Committee	Term	Appt.	Expire
JOSEPH HOFFLER				
Hoffler, Joseph	Albemarle Regional Landfill Authority	4 yrs.	2/1/2017	1/31/2021
Hoffler, Joseph	Communications Advisory Board - County	2 yrs.	2/1/2019	1/31/2021
Hoffler, Joseph	Court Security Committee	unlimited	2/1/2017	unlimited
Hoffler, Joseph	Historic Hertford, Inc.	3 yrs.	7/1/2017	6/31/2020
Hoffler, Joseph	Home & Community Care Block Grant	unlimited	12/3/2012	unlimited
Hoffler, Joseph	Perquimans/Chowan/Gates Landfill Committee	indefinite	2/1/2017	indefinite
KYLE JONES				
Jones, Kyle	Albemarle District Jail Commission	2 yrs.	2/1/2019	1/31/2021
Jones, Kyle	Court Security Committee	unlimited	1/5/2015	unlimited
Jones, Kyle	Inter-Agency Council - Commissioner	1 yr.	7/1/2020	6/30/2021
Jones, Kyle	RPO Transportation Advisory Committee	2 yrs.	2/1/2019	1/31/2021
Jones, Kyle	Water Committee	unlimited	2/1/2019	unlimited
FONDELLA LEIGH				
Leigh, Fondella	Albemarle Commission	unlimited	1/1/2015	unlimited
Leigh, Fondella	Economic Development Commission - County	2 yrs.	2/1/2019	1/31/2021
Leigh, Fondella	Housing Committee Chairman	unlimited	1/5/2015	unlimited
Leigh, Fondella	Recreation Advisory Committee - Commissioner	3 yrs.	7/1/2020	6/30/2023
Leigh, Fondella	Senior Citizens Advisory Board	2 yrs.	2/1/2019	1/31/2021
Leigh, Fondella	Water Committee	unlimited	1/5/2015	unlimited
Leigh, Fondella	Northeastern Workforce Development Consortium	unlimited	2/1/2015	unlimited
ALAN LENNON				
Lennon, Alan	Economic Development Commission - County	2 yrs.	2/1/2019	1/31/2021
Lennon, Alan	Perquimans/Chowan/Gates Landfill Committee	indefinite	2/1/2019	indefinite
Lennon, Alan	Water Committee	unlimited	2/1/2019	unlimited
Lennon, Alan (Chairman)	Tourism Development Authority (Commissioners)	2 yrs.	4/1/2020	3/31/2022
WALLACE NELSON				
Nelson, Wallace	Albemarle Commission (<i>alternate</i>)	unlimited	9/1/2018	unlimited
Nelson, Wallace	Albemarle Regional Health Services	indefinite	1/5/2015	unlimited
Nelson, Wallace	Chowan/Perquimans Multi-County LEPC	1 yr.	1/1/2021	12/31/2021
Nelson, Wallace	COA - Board of Trustees	4 yrs.	7/1/2017	6/30/2021
Nelson, Wallace	Economic Development Commission - County	2 yrs.	2/1/2019	1/31/2021
Nelson, Wallace	EMS Advisory Board	2 yrs.	2/1/2019	1/31/2021
Nelson, Wallace	Trillium Northern Region Advisory Board	unlimited	5/4/2015	unlimited
CHARLES WOODARD				
Woodard, Charles	Agricultural Advisory Board - Commissioner	3 yrs.	2/1/2018	1/31/2021
Woodard, Charles	Chamber of Commerce Board	unlimited	2/7/2011	unlimited
Woodard, Charles	Social Services Board (<i>as long as Commissioner</i>)	3 yrs.	7/1/2019	6/30/2022
Woodard, Charles	Tourism Development Authority (Commissioners)	2 yrs.	2/1/2019	1/31/2021
Woodard, Charles	Tri-County Shelter Advisory Committee Board	unlimited	2/1/2013	unlimited

Chairman Nelson asked the Board to review it this month and let him know before the February meeting if they wanted any changes in their appointments. Action will be taken on these appointments at the February meeting.

COLA – COUNTY EMPLOYEES

Chairman Nelson explained that, during the Budget process, the Board did not approve COLA increase for FY 2020-2021 since the Board did not know how the financial situation would be affected during the COVID-19 Pandemic. Mr. Nelson also stated that the Board would revisit this matter at a later date in FY 2020-2021. He then turned it over to Mr. Heath to explain. Mr. Heath stated that, since things are looking better than he and the Board anticipated, he is recommending a 3% COLA adjustment for the remainder of FY 2020-2021 effective January 1, 2021. The cost would be around \$90,000. He stated that they would take this expense from the increase in sales tax revenues. The step and merit increases will remain frozen until the budget process for FY 2021-2022. On motion made by T. Kyle Jones, seconded by Charles Woodard, the Board unanimously approved the 3% COLA adjustment effective January 1, 2021.

COMP TIME PAY DOWN FOR SHERIFF’S OFFICE & BUDGET AMENDMENT NO. 22

County Manager Heath stated that, during the Sheriff’s budget presentation, he explained that his deputies have accumulated a large amount of comp time. Mr. Heath also explained that these funds are carried forward each year as a liability on our audit. County Manager Heath recommends that the

County pay out all of the Comp Time pay for the Sheriff's Office. This cost would be around \$56,991 plus taxes and FICA taxes. He also recommends that the County pay it out each month starting in February so that it will not be such a hardship for the County in the future. On motion made by T. Kyle Jones, seconded by Fondella A. Leigh, the Board unanimously approved Mr. Heath's recommendation to pay out the Comp Time pay for the Sheriff's Office and approve the following Budget Amendment No. 22:

**BUDGET AMENDMENT NO. 22
GENERAL FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-345-000	Local Option Sales Tax 1%	70,380	
10-510-020	Sheriff - Salaries	56,992	
10-510-050	Sheriff - FICA	4,360	
10-510-070	Sheriff - Retirement	9,028	
EXPLANATION: To amend FY 20/21 budget to include comp time payout for our deputies.			

PUBLIC COMMENTS

There were no public comments.

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

There being no further comments from the public, Chairman Nelson proceeded with the closed session. 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 Fondella A. Leigh, 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 Alan Lennon, 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 8:00 p.m. on motion made by Charles Woodard, seconded by Fondella A. Leigh.

Wallace E. Nelson, Chairman

Clerk to the Board

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