

Please note the change
in location:
514 S. Church Street
Hertford, NC 27944

AGENDA
All items are for discussion and possible action.
 Perquimans County Board of Commissioners
 Meeting Room at Perquimans County Library
 February 1, 2021
 7:00 p.m.

- I. **Call to Order**
- II. **Prayer & Pledge**
- III. **Approval of Agenda**
- IV. **Consent Agenda**
(Consent items as follows will be adopted with a single motion, second and vote, unless a request for removal of an item or items is made from a Commissioner or Commissioners.)
 - A. Approval of Minutes January 4, 2021 Regular Meeting and January 19, 2021 Special Called Meeting & Work Session *(cancelled)*
 - B. Tax Refund Approval
 - C. Personnel Matters
 - 1. Resignation: Full-Time Certified Telecommunicator
 - 2. Appointment: Part-Time/Fill-In Certified Telecommunicator
 - 3. Promotion: Full-Time Non-Certified Telecommunicator
 - 4. Declined Job Offer: Part-Time/Fill-In Non-Certified Telecommunicator
 - D. Budget Amendment No. 23
 - E. Board Appointment:
 - 1. Appointment: Senior Citizens Advisory Board (1)
- V. **Scheduled Appointments**
 - A. Donna Winborne, Auditor 7:00 p.m.
 - B. 7:20 p.m.
 - C. 7:25 p.m.
- VI. **Commissioner's Concerns/Committee Reports**
 - A.
 - B.
 - C.
- VII. **Old Business**
 - A. Updates from County Manager
 - B. Commissioners' Board Appointments
 - C.
- VIII. **New Business**
 - A. Resolutions:
 - 1. Resolution Requesting the NC General Assembly to Amend the Current Tier Designation System in NC under G.S. §143B-437.08
 - 2. Resolution in Memory of Former Senator Marc Basnight
 - B.
 - C.

ACTION
REQUIRED

NO
ACTION
REQUIRED

ACTION
REQUIRED

NO
ACTION
REQUIRED

IX.

Unscheduled Appointments/Public Comments

(If you wish to address the Board, please state your name for the record prior to speaking)

A.
B.
C.

ACTION
REQUIRED

X.

Adjournment

FOR INFORMATION ONLY:

- Letter from Town of Hertford

DEPARTMENT HEAD REPORT:

- Plat Log
- Tax Department Report
- Building Inspector's Fourth Quarterly Report 2020
- Building Inspector's Reports
- Code Enforcement's Report
- Emergency Services Report – December 2020

COMMITTEE WRITTEN REPORTS:

- 911 Communications Division Advisory Board Minutes – October 22, 2020 Meeting

NOTES FROM THE COUNTY MANAGER

February 1, 2021

7:00 p.m.

- IV. **Enclosures.** Items included on the Consent Agenda are enclosed. *If you wish to discuss any of these items, please make that request during the meeting.*
- V.A. Donna Winborne, Auditor, will present the FY 2019-2020 Audit. Board action will be requested. *If you have received your copy of the audit, please make sure that you bring it with you to the meeting.*
- VII.A. County Manager Heath will present several updates to the Board.
- VII.B. **Enclosure.** Last month, a copy of the Board/Committee listing for the Commissioners was included in the Board's Agenda Packet. Chairman Nelson asked the Commissioners to review the appointments and let him know if there were any changes to the appointments before the February meeting. A copy of the proposed Board appointments is included for Board action.
- VIII.A. **Enclosures.** The following resolutions are presented for Board review and action:
 1. **Resolution Requesting the NC General Assembly to Amend the Current Tier Designation System in NC under G.S. §143B-437.08:** At last month's meeting, County Manager Heath asked the Board if they would be interested in adopting a resolution similar to the ones that Mary Hunicutt had distributed from other counties. After receiving the approval of the Board, the enclosed resolution requesting that the General Assembly amend the current tier designation system in order to reflect a more accurate county economic status is being presented for Board review and action.
 2. **Resolution in Memory of Former Marc Basnight:** During last month's meeting, Chairman Nelson asked if the Board would be interested in preparing a resolution in memory of Marc Basnight who recently passed away thanking him for all he did for the rural counties of North Carolina, including Perquimans County. It was the consensus of the Board to prepare this resolution. The enclosed resolution is being presented for Board review and action.

CONSENT AGENDA NOTES

(Consent items as follows will be adopted with a single motion, second and vote, unless a request for removal from the Consent Agenda is heard from a Commissioner)

- A. **Enclosure.** Approval of Minutes January 4, 2021 Regular Meeting and January 19, 2021 Special Called Meeting & Work Session (*cancelled*)
- B. **Enclosure.** Tax Refund Approval – See attached listing
- C. **Enclosure.** Personnel Matters

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Anna Johnson	Full-Time Certified Telecommunicator	Resignation			01/30/2021
Anna Johnson	PT/FI Certified Telecommunicator	Appointment	62/3	\$15,16/hr.	02/01/2021
NaKindra Downing	Full-Time Non-Certified Telecommunicator	Promotion	60/1	\$27,499	
Katelyn Moody	PT/FI Non-Certified Telecommunicator	Declined Job Offer			10/01/2020

- D. **Enclosures.** Budget Amendment No. 23 is enclosed for your review and action.

- E. **Enclosures.** The following Board appointment will need to be considered for action:

Name	Board/Committee	Action Taken	Term	Effective Date
Heath, Frank W.	Senior Citizens Advisory Board	Appointment	2 yrs.	02/01/2021

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 mhunnicut@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.

- MEMBERS PRESENT:** Wallace E. Nelson, Chairman
Joseph W. Hoffer
Alan Lennon
Fondella A. Leigh, Vice Chair
T. Kyle Jones
Charles Woodard
- MEMBERS ABSENT:** None
- OTHERS PRESENT:** Frank Heath, County Manager
Hackney High, County Attorney
Mary Hunnicutt, Clerk to the Board

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.

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

3. Personnel Matter:

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Jessica Velvin	PT/FT Paramedic	Salary Correction	6&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 Butram	EMS Shift Supervisor (Paramedic)	01/01/2020	01/01/2023
Christopher Prince	Custodian	01/01/2020	01/01/2023

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 2021 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 2021 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 - SHUP	2,135	
EXPLANATION: To amend FY 2021 budget to include SHUP 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
Heiman, Lilian	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. Hunsicutt, who has made it available to the Commissioners for review. Ms. Hunsicutt 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. Hunsicutt 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 Wyoine 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 Ridge:** 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 Hunicutt 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 Hunicutt, 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	6/30/2020
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	2/3/2015	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 (alternate)	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	Tri-County 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 (as long as Commissioner)	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
10-345-090	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

SPECIAL CALLED MEETING

January 19, 2021
7:00 p.m.

Special Notice for tonight's meeting: The Perquimans County Board of Commissioners' **SPECIAL CALLED MEETING** will be held on Tuesday, January 19, 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. 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 Tuesday, January 19, 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.

- MEMBERS PRESENT:** Wallace E. Nelson, Chairman
Joseph W. Hoffer
Alan Lennon
- Fondella A. Leigh, Vice Chair
T. Kyle Jones
Charles Woodard
- MEMBERS ABSENT:** None
- OTHERS PRESENT:** Frank Heath, County Manager
Hackney High, County Attorney
- Mary Hunnicutt, Clerk to the Board

Chairman Nelson called the meeting to order. Commissioner Lennon gave the invocation and the Chairman led the Pledge of Allegiance. Chairman Nelson explained that this Special Called Meeting was scheduled to hold a Closed Session, per NCGS #143-318-11(3), to consult with the county attorney regarding a legal matter.

CLOSED SESSION: CONSULT WITH ATTORNEY REGARDING A LEGAL MATTER

Pursuant to NC General Statute 143-318.11(3), the Board will need to go into Closed Session to consult with the county attorney regarding a legal matter. On motion made by T. Kyle Jones, seconded by Fondella A. Leigh, the Board unanimously voted to go into Closed Session.

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

SPECIAL CALLED MEETING ADJOURNMENT

There being no further comments or business to discuss, the Special Called Meeting was adjourned at 7:45 p.m. on motion made by Alan Lennon, seconded by Charles Woodard.

Wallace E. Nelson, Chairman

Clerk to the Board

WORK SESSION

January 19, 2021

7:00 p.m.

The Perquimans County Board of Commissioners Regular Work Session scheduled for Tuesday, January 19, 2021, at 7:00 p.m. was **cancelled** but Commissioner Lennon did request that the Board consider reviewing the Wind Farm Ordinance at their next Work Session.

January 25, 2021

Tax Refunds: (Perquimans County)

JL Winslow & Sons Inc \$303.38

Situs error. Not located in Hertford.

Account#: 58607978

To whom it may concern,

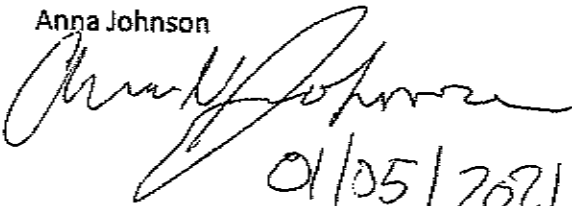
Please accept this letter as formal notice of resignation from my current position at Perquimans County Emergency Services. My official last day will be January 31, 2021.

It has been an honor to spend the last 3 years here and I have learned something from each and every person that works here. I will cherish the knowledge I've gained, and I will carry it with me into my future endeavors. I sincerely appreciate all of the opportunities for growth and development this agency has given me.

Please let me know if there is anything I can do to help during this transition.

Again, thank you.

Sincerely,
Anna Johnson



01/05/2021

EMPLOYMENT ACTION FORM

DATE SUBMITTED: January 25, 2021

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Anna Johnson SOC. SEC. NO.: _____

POSITION: Certified Telecommunicator PART-TIME FILL IN DEPT.: 911 Communications

STATUS CHANGE EFFECTIVE DATE: February 1, 2021

GRADE: 6a STEP: 3 SALARY: \$15.16 per hour

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

_____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.
Date GRADE: _____ STEP: _____ SALARY: _____

_____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4)
Date GRADE: _____ STEP: _____ SALARY: _____

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.
Date

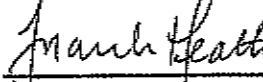
_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: _____ STEP: _____ SALARY: _____

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: _____ PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL





DATE: 1-25-2021

DATE: 1/26/21

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: January 25, 2021

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Nakindra Downing SOC. SEC. NO.: _____

POSITION: Non-Certified Telecommunicator FULL-TIME DEPT.: 911 Communications

NEW EMPLOYEE EFFECTIVE DATE: March 1, 2021

GRADE: 60 STEP: 1 SALARY: \$27,499 per year

ENDING DATE OF PROBATIONARY PERIOD: October 1, 2021

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

_____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS. GRADE: _____ STEP: _____ SALARY: _____

_____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4) GRADE: _____ STEP: _____ SALARY: _____

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. Date GRADE: _____ STEP: _____ SALARY: _____

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: _____ PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION
[Signature]
DATE: 1-25-2021

COUNTY MANAGER APPROVAL
[Signature]
DATE: 1/26/21

FINANCE OFFICER

DATE: _____

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 23

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 1st DAY OF FEBRUARY, 2021, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2020 - 2021 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-360-002	Emergency Management - Donations	5,000	
10-530-342	Emergency Management - Donations	5,000	
EXPLANATION: To amend FY 20/21 budget to include a donaton from Piedmont in the amount of \$5,000 to be used for Safety Training & Equipment for EM.			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, THIS 1st DAY OF FEBRUARY, 2021.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 1st DAY OF FEBRUARY, 2021.

Chairman, Board of Commissioners

Finance Officer

Re: Information Regarding Committees/Appointments

Sr. Center Office <seniorcenteroffice@perquimanscountync.gov>
Thu 12/31/2020 9:24 AM

To: Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>

Steve Burket and Juanita Bailey will gladly continue to serve on the Advisory Board! **Frank Heath, a member, participant and great volunteer excitedly accepted the opportunity to serve in the position left by Mr. Bob!**

Beverly Gregory, Coordinator
Perquimans County Senior Citizens Center
1072 Harvey Point Road; PO Box 615
Hertford, NC 27944
Telephone: 252-426-5404
Fax: 252-426-1296
Email: seniorcenteroffice@perquimanscountync.gov

Perquimans County's Vision: To be a community of opportunity in which to live, learn, work, prosper and play.

STATEMENT OF INTEREST TO SERVE

If you are a Perquimans County resident and would like to volunteer your time and expertise to your community, please complete and return to:

Perquimans County Board of Commissioners
 c/o Clerk to the Board
 P.O. Box 45
 Hertford, NC 27944

E-mail: mhunnicutt@perquimanscountync.gov

Fax Number: (252) 426-4034

Please list in order of preference the Boards and Commissions for which you would be willing to serve:

1. Senior Citizens Advisory
2. _____
3. _____
4. _____

Your full name Frank Wesley Heath

Date of Birth 5/9/55

Mailing Address 112 E. Camp Perry Rd.

City and Zip Code Hertford, NC 27944

Home Phone 381-0049 Work Phone retired Cell Phone 457-7921

Current Job Title Retired Educator

Company or Agency Public Schools

Email Address fwheath6@gmail.com

Do you live in the county? Yes No

Please list the name of your Township New Hope

(This information can be obtained from the Tax Office at (252) 426-7010)

Educational Background HS grad - Silozi, MS, BA Biology - UNC

Chapel Hill, NC. MA Biology and Education - Appalachian

State U. Boone, NC. Ed S Policy and Admin - UVA Charlottesville.

Work Experience Science Teacher, Oxford, NC - 1980-1983

Science Teacher Portsmouth, VA - 1983-1999, HS Asst. Principal,

Elem. School Principal, Asst. Super. Curr. + Instr. ECPPS - 1999-2016

Prior Board/Committee Experience several Education Foundations and

Boards. United Way Board

This "Statement of Interest to Serve" will remain active for two (2) years from date received in the County Manager's Office.

If I am appointed to serve on one or more boards, I will agree by signing an Affirmation of Understanding, to attend the required number of meetings each calendar year and not to exceed unexcused absences as set forth by the by-laws or rules for that Board.

Frank W. Heath
 Signature

1/11/21
 Date

Please feel free to attach a resume or additional information if so desired.

LIST OF BOARD MEMBERS

AS OF 12/31/2020

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



PERQUIMANS COUNTY

BOARD OF COMMISSIONERS

P.O. BOX 45
HERTFORD, NORTH CAROLINA 27944
TELEPHONE: 1-252-426-7550

WALLACE E. NELSON
CHAIRMAN
FONDELLA A. LEIGH
VICE CHAIR
JOSEPH W. HOFFLER
T. KYLE JONES
ALAN LENNON
CHARLES WOODARD
W. HACKNEY HIGH, JR.
COUNTY ATTORNEY

MARY P. HUNNICUTT
CLERK TO BOARD

W. FRANK HEATH, III
COUNTY MANAGER

RESOLUTION REQUESTING THE NORTH CAROLINA GENERAL ASSEMBLY TO AMEND THE CURRENT TIER DESIGNATION SYSTEM IN NORTH CAROLINA UNDER G.S. § 143B-437.08

WHEREAS, the North Carolina Department of Commerce recently released county tier designations for 2021; and

WHEREAS, the tier designations for 22 counties were changed with Perquimans County moving to a less distressed tier ranking; and

WHEREAS, tier designations determine eligibility and guidelines for several different grant programs that N.C. Commerce administers including the One North Carolina Fund, building reuse, water and sewer infrastructure, and the downtown revitalization Main Street program and they play a role in the state's performance-based Job Development Investment Grant (JDIG) program, serving as a mechanism to channel funds for infrastructure improvements into more economically distressed areas of the state as well as several programs that assist in economic development.

WHEREAS, changing Perquimans County's tier designation reduces Perquimans County's eligibility for many grant programs; and

WHEREAS, Perquimans County is of the firm opinion and belief that some of the areas within geographical boundaries of counties are more economically distressed than is reflected by the new tier designation; and

WHEREAS, Perquimans County is also of the firm opinion and belief that there should be alternative ways of designating county tiers that would take into account the needs of rural counties to create a more equitable system for distressed citizens.

NOW THEREFORE, the Board of Commissioners of Perquimans County request the North Carolina General Assembly to change the methodology prescribed by the North Carolina General Assembly in General Statute §143B-437.08 so that it more accurately reflects each county's economic status.

Adopted this 1st day of February, 2021.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

Clerk to the Board

SEAL



PERQUIMANS COUNTY BOARD OF COMMISSIONERS

P.O. BOX 45
HERTFORD, NORTH CAROLINA 27944
TELEPHONE: 1-252-426-7550

WALLACE E. NELSON
CHAIRMAN
FONDELLA A. LEIGH
VICE CHAIR
JOSEPH W. HOFFLER
T. KYLE JONES
ALAN LENNON
CHARLES WOODARD
W. HACKNEY HIGH, JR.
COUNTY ATTORNEY

MARY P. HUNNICUTT
CLERK TO BOARD

W. FRANK HEATH, III
COUNTY MANAGER

RESOLUTION IN MEMORY OF FORMER SENATOR MARC BASNIGHT

WHEREAS, the Board of Commissioners for the County of Perquimans and citizens were saddened by the death of Marc Basnight, former member of North Carolina State Senate; and

WHEREAS, Mr. Basnight served the 1st district from 1984 through his resignation just before the start of his 14th term in 2011; and

WHEREAS, Mr. Basnight served as the President Pro Tempore of the North Carolina Senate from 1993 to 2011; and

WHEREAS, during the 14 terms that Mr. Basnight served the 1st district, he worked closely with the rural communities to make sure that they received their fair share of state resources, whether it was for water-sewer bonds, transportation funding, public school funds for small counties, or economic-development incentives; and

WHEREAS, the Perquimans County Board of Commissioners were saddened to hear of his passing on December 28, 2020; and

WHEREAS, the citizens of Perquimans County reaps the benefits of his capable leadership and selfless contributions to Perquimans County and to the State of North Carolina for many years to come;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners for the County of Perquimans do hereby express its sympathy to the members of his family and its gratitude for all that he did for the rural communities of 1st District of North Carolina.

ADOPTED the 1st day of February, 2021.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

Attest:

Clerk to the Board

SEAL

FOR
INFORMATION
ONLY
ITEMS

EARNELL BROWN
MAYOR

PAMELA W. HURDLE
TOWN MANAGER

BENJAMIN M. GALLOP
TOWN ATTORNEY



TOWN COUNCIL:

ASHLEY HODGES
MAYOR PRO TEM

QUENTIN JACKSON

FRANK NORMAN

JERRY MIMLITSCH

January 4, 2021

Perquimans County Emergency Services – Mr. Jonathan Nixon
 Perquimans County - Mr. Frank Heath
 Perquimans County Fire Marshall – Mr. Barry Overman
 Town of Winfall Fire Department – Chief Corey Stallings
 NCSHP -First Sergeant Everett
 NCDOT – Mr. David Otts
 Piedmont Natural Gas – Mr. Brian Woody
 Town of Hertford Fire Department - Chief Drew Woodard
 Town of Hertford Police Department - Chief Dennis Brown
 Town of Hertford Public Works – Interim Director Harry Sanchez

Received by E-mail

JAN 7 2021

Greetings,

On behalf of the Town of Hertford, I want to express our greatest appreciation and thanks to you and your staff, for the efforts, dedication, professionalism and expertise of services in the recent gas leak in our Town. As we all know, without your keen, quick and critical decisions, this could have been a catastrophe.

I know your attempts in making this incident outcome to be as successful as it was, took a lot of contemplating, decision making and compromising. Your professionalism excelled through all obstacles and the citizens were served with confidence and compassion.

On behalf of the citizens of the Town of Hertford, they are also gratified for the tender loving care and understanding of each of their concerns and fears. Once again, your professionalism excelled. At all times, you made the citizens feel that you handled their interest and cares with promptness as if it were your own. This too is appreciated and gratifying.

This event was a learning experience for the Town, County and everyone involved. We all will take this event as a learning tool for future occurrences. The Town of Hertford could not have had a better method and process in handling this unexpected incident. As a community, we will remember your kinds acts of generosity and loyalty.

Again, we wholeheartedly thank you for your time, efforts, dedications, commitment and charisma in what could have been a devastation for the Town of Hertford. At any time, the Town can assist in anything, please do not hesitate to contact us.

Warmest regards,

Pamela Hurdle
 Pamela Hurdle
 Town Manager

DEPARTMENT HEAD REPORTS

PLAT REVIEW LOG - PERQUIMANS COUNTY

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
JH MILLER, JR JORDAN PLUM	X	1-11-2021	X	REVISED EXEMPT SUBDIVISION 4-0052-0005B, 0005C, 0016 & 0005
JH MILLER, JR JACKIE & ARLENE SPEAR	X	1-19-2021	X	BOUNDARY SURVEY 4-0055-0009E
SL CARDWELL CHRISTOPHER & ZOENOVA ENGLISH	X	1-20-2021	X	RECOMBINATION PLAT FOR 2-D085-N031-SH & 2-D085-N031-SH .52 ACRES

BISSELL
PO BOX 1068
KITTY HAWK, NC 27949
(252) 261-3266

J H MILLER JR
166 COTTONWOOD DRIVE
HERTFORD, NC 27944
339-6932

MCKIM & CREED
504 E ELIZABETH ST STE 1
ELIZABETH CITY, NC 27909
338-2929

ROBEY
159 US HWY 158 W EAST
CAMDEN, NC 27921
335-1888

SCOTT TEMPLE
PO BOX 422
ELIZABETH CITY, NC 27907
330-4016

BOWMAN CONSULTING
PAUL J TOTI
131 MAIN STREET
GATESVILLE, NC 27909
357-1581

EUGENE JORDAN
402 SIGN PINE ROAD
TYNER, NC 27980
221-4795

MARK PRUDEN
146 OAK GROVE ROAD
EDENTON, NC 27932
482-7804

GLORIA ROGERS
215 B STREET
CAMDEN, NC 27921
338-1415/333-8781

SL CARDWELL SURVEYING
1206 FRANCIS STREET
ELIZABETH CITY, NC 27909
338-6328

CHARLES E BROWN, III
2005 JOHNSON ROAD
ELIZABETH CITY, NC 27909
335-00928

PAT MCDOWELL
PO BOX 391
ELIZABETH CITY, NC 27909
338-4161

RACKLEY LAND SURVEYING
1015 MACEY JO CT
ELIZABETH CITY, NC 27909
(252)679-7670

SAUNDERS SURVEYING
510 AVENUE ROAD
BLACK MOUNTAIN, NC 28711
(828) 669-2777

TIMMONS GROUP
1805 W CITY DR UNIT E
ELIZABETH CITY, NC 27909
(252) 621-5030

TONY WEBB PO BOX 381 EDENTON, NC 27932 (252) 482-3066



107 N. Front Street
Post Office Box 7
Hertford, NC 27944

Phone: (252) 426-7010
(252) 426-5564
Fax: (252) 426-3624

**PERQUIMANS COUNTY
TAX DEPARTMENT**

Enforced Collections- January 2021

GARNISHMENTS: \$3,067.74

PAYMENT AGREEMENTS: \$20,046.97

DEBT SETOFFS: \$0



107 N. Front Street
Post Office Box 7
Hertford, NC 27944

Phone: (252) 426-7010
(252) 426-5564
Fax: (252) 426-3624

**PERQUIMANS COUNTY
TAX DEPARTMENT**

1/25/2021

Re: Parcel #5-0031-0011A

Perquimans County Board of Commissioners:

Due to the 1st of February falling on the day of the Commissioners meeting, I feel that I will not be able to provide you with the monthly collections percentage by the time of the meeting. As soon as we get these figures calculated, I will get them to Mr. Heath.

Thank you.

Sincerely,

Bill Jennings
Perquimans County
Tax Administrator

Perquimans County's Vision:
To be a community of opportunity in which to live, learn, work, prosper, and play.

2020 QUARTER BUILDING INSPECTORS REPORT

July, Aug, Sept Oct, Nov, Dec Jan, Feb, March April, May, June

	COUNTY	HERTFORD	WINFALL	TOTAL PERMITS ISSUED
I. # OF BUILDING PERMITS ISSUED	32	4	2	38.00
II. # OF PLUMBING PERMITS ISSUED	32	6	0	38.00
III. # OF MECHANICAL PERMITS ISSUED	34	5	1	40.00
IV. # OF ELECTRICAL PERMITS ISSUED	50	1	2	53.00
V. # OF INSULATION PERMITS ISSUED	13	0	1	14.00
VI. # OF MOBILE HOMES PERMITS ISSUED	2	0	0	2.00
# OF FIRE/OTHER ISSUED	1	0	0	1.00
TOTAL NUMBER OF PERMITS ISSUED	164	16	6	186

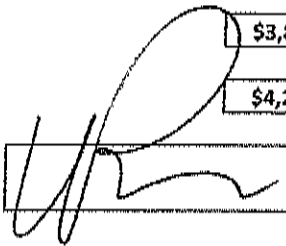
VII. FEES COLLECTED	23507	1484	1697	26688
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VIII. # OF INSPECTIONS PERFORMED	443
----------------------------------	-----

	COUNTY	HERTFORD	WINFALL	TOTAL
A. NEW RESIDENTIAL	2667109			2667109.00
B. NEW COMMERCIAL	50000			50000.00
C. ADDITIONS	125528	37623	285127	448278.00
D. REMODELING	103963	42000	19000	164963.00
E. ACCESSORY BUILDING	271198	9700	5000	285898.00
F. MOBILE HOMES	264699			264699.00
G. MODULAR HOMES	3300	400		3700.00
H. OTHER	377107	23818	9200	410125.00

TOTAL VALUE	\$3,862,904.00	\$113,541.00	\$318,327.00	\$4,294,772.00
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GRAND TOTAL VALUE	\$4,294,772.00
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SIGNED 

**PERQUIMANS COUNTY
OFFICIAL REPORT**

Date: JANUARY 2021

Board of Commissioners:
Finance Officer:

I wish to report that during January 2021 I received the following funds which were duly deposited in the County's depository on the dates and in the amounts as shown:

DATE	BUILDING PERMITS	#	ELECTRICAL PERMITS	#	PLUMBING PERMITS	#	INSULATION PERMITS	#	MECHANICAL PERMITS	#	MOBILE HOME	#	STATE TAX	MISC	TOTAL DEPOSITED
1/1/2021															\$0
1/2/2021															\$0
1/3/2021															\$0
1/4/2021	\$200	1													\$200
1/5/2021	\$388	2			\$85	1									\$473
1/6/2021			\$80	1											\$80
1/7/2021	\$425	1	\$120	1	\$250	2			\$55	1					\$850
1/8/2021	\$150	1	\$50	1	\$110	1									\$310
1/9/2021															\$0
1/10/2021															\$0
1/11/2021	\$100	2	\$50	1					\$110	2					\$260
1/12/2021	\$1,607	3							\$220	2					\$1,827
1/13/2021	\$184	2	\$542	2	\$175	3			\$55	1					\$956
1/14/2021	\$150	1	\$247	1	\$120	1			\$110	2					\$627
1/15/2021	\$185	1	\$110	2					\$105	2					\$400
1/16/2021															\$0
1/17/2021															\$0
1/18/2021															\$0
1/19/2021									\$110	2					\$110
1/20/2021			\$769	5	\$205	1									\$974
1/21/2021	\$278	1	\$650	2											\$928
1/22/2021															\$0
1/23/2021															\$0
1/24/2021															\$0
1/25/2021			\$364	1					\$220	3					\$584
1/26/2021															\$0
1/27/2021															\$0
1/28/2021															\$0
1/29/2021															\$0
1/30/2021															\$0
1/31/2021															\$0
TOTAL	\$3,667	15	\$2,982	17	\$945	9	\$0	0	\$885	15	\$0	0	\$0	\$0	\$8,579

Signed: _____ Building Inspector

JANUARY 2021

	NEW RESIDENCE			NEW COMMERCIAL			ADDITIONS			REMOVALS			ACCESSORY BUILDINGS			MOBILE HOMES			MODULAR HOMES			OTHERS			DAILY TTL		
	County	Hertford	Winfall	County	Hertford	Winfall	County	Hertford	Winfall	County	Hertford	Winfall	County	Hertford	Winfall	County	Hertford	Winfall	County	Hertford	Winfall	County	Hertford	Winfall			
1/1/2021																									\$		
1/2/2021																										\$	
1/3/2021																										\$	
1/4/2021																										\$	
1/5/2021																										\$	
1/6/2021							\$ 35,000.00						\$ 19,000.00												\$ 55,250.00	\$ 54,250.00	
1/7/2021	\$ 21,500.00																								\$ 8,250.00	\$ 62,500.00	
1/8/2021	\$ 4,000.00																								\$ 142,021.00	\$ 171,472.00	
1/9/2021																									\$ 12,200.00	\$ 16,200.00	
1/10/2021																										\$	
1/11/2021							\$ 1,100.00																			\$	
1/12/2021	\$ 215,000.00												\$ 10,000.00												\$ 12,500.00	\$ 216,000.00	
1/13/2021	\$ 10,000.00						\$ 21,600.00					\$ 12,909.00	\$ 115,000.00												\$ 13,100.00	\$ 528,285.00	
1/14/2021	\$ 8,000.00											\$ 22,288.00													\$ 1,000.00	\$ 61,850.00	
1/15/2021												\$ 11,375.00														\$	
1/16/2021																										\$ 14,800.00	\$ 76,650.00
1/17/2021																										\$ 1,500.00	\$ 78,150.00
1/18/2021																										\$	\$
1/19/2021																										\$	\$
1/20/2021	\$ 26,000.00																									\$ 13,685.00	\$ 13,685.00
1/21/2021												\$ 7,500.00														\$ 11,000.00	\$ 44,000.00
1/22/2021																										\$ 7,500.00	\$ 7,500.00
1/23/2021																										\$	\$
1/24/2021	\$ 7,300.00																									\$	\$
1/25/2021																										\$	\$
1/26/2021																										\$ 21,655.00	\$ 28,258.00
1/27/2021																										\$	\$
1/28/2021																										\$	\$
1/29/2021																										\$	\$
1/30/2021																										\$	\$
1/31/2021																										\$	\$
TOTAL	\$ 181,800.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 52,700.00	\$ -	\$ -	\$ -	\$ 35,158.00	\$ 112,500.00	\$ 30,325.00	\$ 127,651.00	\$ -	\$ -	\$ 47,026.00	\$ -	\$ -	\$ 1,050.00	\$ -	\$ 1,900.00	\$ 141,672.00	\$ 117,150.00	\$ 1,000.00	\$ 3,242,653.00	

Case report for January

Erle Solesbee <esolesbee@perquimanscountync.gov>

Mon 1/25/2021 5:09 PM

To: Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>

No new cases for January 2021 at this time. Got a couple new spots I've gotten calls about and I'm watching, but they haven't risen to the point of needing documentation yet.

Thanks,
Erle Solesbee

Sent from my Verizon, Samsung Galaxy smartphone
Get [Outlook for Android](#)



PERQUIMANS COUNTY EMERGENCY SERVICES

P.O. Box 563 - 159 Creek Drive - Hertford, NC 27944

(252) 426-5646 Phone - (252) 426-1875 Fax

Jonathan A. Nixon, Director

Emergency Services Update – December 2020

Call Volume by Department –December 2020			
Department	# of Calls	Department	# of Calls
911 CALLS RECEIVED	681	NC State Highway Patrol	48
Belvidere Fire Dept.	5	NC Wildlife	3
Bethel Fire Dept.	11	Nightingale	1
Chowan EMS	1	Pasquotank-Camden EMS	0
Durants Neck Fire Dept.	5	Perq. Dept. of Social Services	6
Eastcare	0	Perq. Emergency Management	12
Gates EMS	0	Perq. EMS	231
Hertford Fire Dept.	24	Perq. Fire Marshal	1
Hertford Police Dept.	194	Perq. Sheriff's Office	716
Hertford Public Works	15	Perq. Water Department	1
Inter-County Fire Dept.	14	Perq. Volunteer Water Rescue Team	1
Magistrate	48	Winfall Fire Dept.	17
NC Dept. of Transportation	2	Winfall Police Dept.	1
NC Forestry	1	Winfall Public Works	2
NC Probation	0		

Congratulations to all of the Telecommunicators for completing their annual Telecommunicator Officer Certification renewal through the North Carolina Sheriffs' Education and Training Standards Division!

Completed Projects / Trainings / Community Preparedness Activities

- ES Admin. Meeting – December 2, 2020
- National Weather Service NEXRAD Webinar – December 2, 2020
- LEPC Water Plant HazMat Exercise – December 2, 2020
- 911 Staff Meeting – December 3, 2020
- CPR Class – December 4, 2020
- Reverse Christmas Parade – December 5, 2020
- COA Regional Training Officer Meeting – December 7, 2020
- 2020 Public Safety Answering Point Managers Virtual Continuity Workshop Series– December 8, 2020
- Disaster Management for Electric Power Systems Class – December 8-11, 2020
- EMS Data Sharing Workshop – December 9, 2020
- School Reunification Drill Meeting – December 11, 2020
- EMS Antigen Testing Train-the-Trainer Training – December 11, 2020
- Planning Meeting with the US Coast Guard for Boom Exercise – December 16, 2020
- Annual LEPC Meeting – December 17, 2020
- AARP NC Volunteer Award Recognition – December 17, 2020

In January 2020, Emergency Services Staff began participating in calls regarding COVID-19 and the impacts it could have on our community. The Emergency Operations Center was activated on March 16, 2020, and continues to remain engaged with local, state, and federal officials. Recently we began Antigen testing for staff, another measure to ensure we have public safety personnel available 24/7/365 to respond to the needs of the community.

Community Emergency Response Teams (CERT)

- Albemarle Plantation CERT, Deep Creek CERT, and the Shores at Lands End CERT all remain active in sharing preparedness information within their communities.
- The Shores at Lands End CERT Team applied for and was awarded a \$6,000 Grant from AARP to purchase equipment and supplies needed for emergency preparedness and response activities. Perquimans County Emergency Services has procured the equipment and supplies requested and will be working with the team in January to finalize the grant.

Pending Projects / Trainings / Community Preparedness Activities

- Continuity of Operations Plan/Continuity of Government Plan funded through the Emergency Management Performance Grant-Supplemental – Completion anticipated by December 31, 2020
- Mini Sheltering Exercise funded through the Homeland Security Grant Program – Spring 2021
- Hurricane/Tornado Tabletop and Full-Scale Exercise funded through the Homeland Security Grant Program – Spring 2021
- Active Shooter Exercise funded through the Homeland Security Grant Program – Spring/Summer 2021

- Hazmat Response Exercise funded through the Hazardous Materials Emergency Preparedness Grant – Summer 2021
- Hazmat Shipping Exercise funded through the Homeland Security Grant Program – Winter 2021/Spring 2022

Press Releases / Public Service Announcements

- The Perquimans County Health Department and the Resourceful Clinical Lab offer Free COVID-19 Testing and food boxes – December 1, 2020
- NCDOT closing a portion of NC-32 in Chowan County to replace a drain line – December 2, 2020
- EMS Shift Supervisor Job Announcement – December 7, 2020
- Winter Weather Preparedness Week 2020 – Build an Emergency Car Kit – December 7, 2020
- System Pressure Advisory for the Town of Hertford water consumers – December 7, 2020
- Wynne Fork Road Natural Gas Leak – December 8, 2020
- Wynne Fork Road Natural Gas Leak Press Releases – December 8-16, 2020
- Winter Weather Preparedness Week 2020 – Emergency Preparedness Kit – December 9, 2020
- System Pressure Restored for water consumers in the Town of Hertford – December 9, 2020
- Winter Weather Preparedness Week 2020 – Stay Warm. Stay Informed. – December 10, 2020
- Winter Weather Preparedness Week 2020 – Winter Safety for Pets – December 11, 2020
- S-Bridge Closure announced by NCDOT and McLean Contracting – December 11, 2020
- Joint Safety Flyer from Perquimans County Emergency Services, Piedmont Natural Gas, and the Town of Hertford regarding natural gas – December 14, 2020
- Albemarle Electric announces scheduled power outage – December 14, 2020
- Albemarle Electric power outage reminders – December 21 and 22, 2020
- Albemarle Electric has completed their maintenance and all power has been restored – December 22, 2020
- Severe Weather – December 23, 2020
- Santa Be on the Lookout (BOLO) – December 24, 2020
- Merry Christmas from the Christmas Day crew – December 25, 2020
- Press Release – Sunset Circle Structure Fire – December 28, 2020
- Albemarle Regional Health Services offering COVID Vaccine to ES Staff – December 31, 2020
- Use caution when traveling, roads are flooded – December 31, 2020
- Happy New Year – December 31, 2020

COMMITTEE REPORTS



PERQUIMANS COUNTY EMERGENCY SERVICES

P.O. Box 563 - 159 Creek Drive - Hertford, NC 27944

(252) 426-5646 Phone - (252) 426-3306 Fax

911 Communications Division Advisory Board

Thursday, October 22, 2020 – 7:00 P.M. - Perquimans Emergency Services Building

MINUTES

Welcome – Provided by Jonathan Nixon, followed by the blessing by Darren Saunders.

Host – Bethel Volunteer Fire Department

Minutes from July 30, 2020, Meeting – via email.

Introductions (see sign-in sheet for attendance)

Updated Fire Hydrant Maps – Nick Lories, Perquimans County Water Department Director, discussed the updated fire hydrant maps and numbering system. Any other numbering system is obsolete at this time. District maps are in the works for each fire district and will be distributed in the next few weeks. Bill Diehl, Perquimans County Water Department Engineer discussed

Reports:

❖ **911 Communication Division** – Jonathan Nixon provided the following report:

911 Communications Division Advisory Board

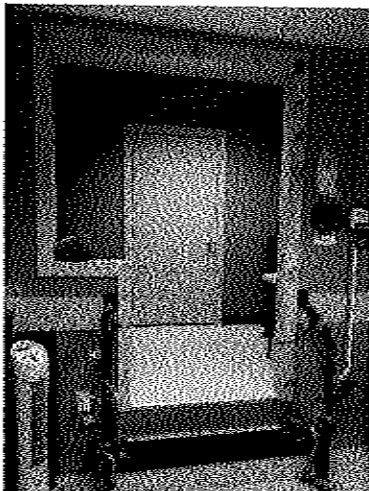
- Purpose - The purpose of the 911 Communications Division Advisory Board is to analyze and evaluate community expectations for 911 service delivery, assess and recommend new strategies to improve public safety, identify and advocate for needed resources to achieve public safety objectives, and serve as a communication forum for public safety matters. The 911 Communications Division Advisory Board serves at the pleasure of the Perquimans County Board of Commissioners.
- Members:

<ul style="list-style-type: none"> -County Commissioner -Town of Hertford -Town of Winfall -County Manager -Emergency Services Director -911 Shift Supervisors -EMS Shift Supervisor -Emergency Management -Emergency Services PIO -Fire Marshal -GIS Mapping 	<ul style="list-style-type: none"> -Law Enforcement <ul style="list-style-type: none"> *Sheriff's Office *Hertford PD *Winfall PD -Volunteer Rescue Squad -Fire Service <ul style="list-style-type: none"> *Fire Chief's Association *Bethel Fire Dept *Belvidere Fire Dept *NC Forestry
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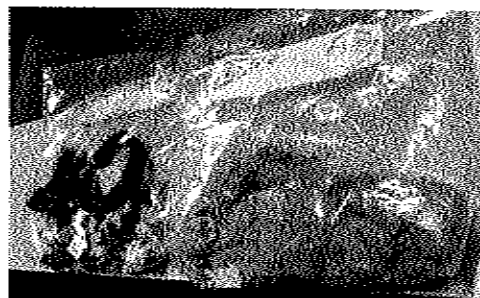
- Meeting Schedule - The 911 Communications Division Board meets on the 4th Thursday in January, April, July, and October, unless rescheduled.
- Oversight - The Emergency Services Director is tasked with organizing and conducting the quarterly meetings to include producing an agenda and meeting minutes for each meeting. Meeting correspondence is relayed via email to members.

EQUIPMENT

- Migrated to the ESINet Phone System on August 26, 2020
 - TCs and Admin attended user training, even a few other members of ES Admin were able to attend
- Entering into an Automatic Aid Agreement with the following counties:
 - Wilson
 - Lincoln
 - Rutherford
- In the event of a phone system outage, Perquimans' 911 calls will automatically be forward to Chowan County. If there is an outage in both counties, our calls will go to Wilson. If they are unable to take our calls they will go to Lincoln or Rutherford.
- New Eventide recording system installed and operational
 - TCs and Admin attended user training
 - 911 Admin recently attended training on the integrated Quality Assurance feature within the recorder. One of our 2021 Goals will be to expand our QA program to include the Call-Taking of Law and Fire calls and the Dispatch of Law, Fire, and EMS. We will continue QA EMS calls using Priority Dispatch software, which is a part of our EMD QA program.
 - 911 Expansion Project 90% Complete



- Console Cleaning Specialist (CCS) came in Tuesday, October 21st to clean all of the equipment in Perquimans. The Backup positions in Chowan were completed on Monday. This is a 911 fundable expense, so we try to have them come in twice a year. They did a great job and collected a nice bag of dirt and dust for us at both locations!



PERSONNEL & TRAINING

- One new TC completely certified
- Hired three (3) new TCs
- Three (3) staff are scheduled for Virtual DCI training (Modules I, II, III) – November 17th, 18th, 19th
- In the process of re-purposing old phone server into a Training CAD/MDS server to streamline and organize the CAD training process
- Remote EMD Training – TBD
- Sheriffs' Standards Telecommunicator Class, hosted by College of the Albemarle – tentatively scheduled for December 2020

GIS Mapping - Rhonda Money – No report.

Law Enforcement

- ❖ Sheriff's Office – Trainings are opening back up, sending deputies to radar training, etc.
- ❖ Hertford PD – Substantial improvements since they have started doing their own DCI, officers are almost completely mobile. They can do reports from the cars with the new RMS system. All but one officer is DCI certified. State mandated training is complete.
- ❖ Winfall PD – Absent.
- ❖ NC Wildlife – Absent.

Volunteer Rescue Squad

- No report.

Fire Departments

- Chief's Association – No report.
- Bethel Fire Dept – No report.
- Belvidere Fire Dept – Absent.
- Durants Neck Fire Dept – No report.
- Hertford Fire Dept – Absent.
- Inter-County Fire Dept – Request that FD be notified earlier if possible if there is any chance they may be used as an LZ. Discussion regarding this being a possible issue with auto-launch.
- Winfall Fire Dept – Absent. Just had their NCOSFM Inspection and it went very well.
- NC Forestry – Smoke chaser job open. Also, requested to be paged out to all combine/tractor fires that are in a field.
- ❖ Town of Hertford – Planned power outage Saturday, October 24, 2020 at approximately 11:00pm and should last for approximately 4-6 hours.
- ❖ Town of Winfall – Absent.
- ❖ County Commissioner – Appreciate what everyone is doing. Thank you.
- ❖ County Manager – Thanks to the 911 Department Staff, little difficult due to separating spaces, filling vacant shifts, etc.
- ❖ Emergency Services Director – Jonathan Nixon provided the following report: (See attached PowerPoint).
- ❖ Review of Perquimans County website

Old Business: -FD Response SOG – Updates made to 911 SOG – Effective August 1, 2020

New Business: -3rd Quarter 2020 Report by Agency (via email)
 -Texting Update – Agency Rosters Distributed
 -Additional Comments / Concerns
 -Host for January 21, 2021– Belvidere VFD

Meeting Schedule: January 21, 2021, April 22, 2021, July 22, 2021, October 21, 2021

Adjournment

Respectfully Submitted – Krystal Agosto, Shift Supervisor & Jonathan Nixon, Emergency Services Director