

Chairman Nelson stated that, pursuant to NC General Statute 143-318.11(3)(4), the Board went into Closed Session to discuss an economic development matter, consult with our attorney, and closed session minute approval. On motion made by Fondella A. Leigh, seconded by Alan Lennon, the Board unanimously voted to go into Closed Session.

The Closed Session was adjourned and the Regular Called Meeting reconvened on motion made by Charles Woodard, seconded by Fondella A. Leigh, 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 9:10 p.m. on motion made by Alan Lennon, seconded by Charles Woodard.

Wallace E. Nelson, Chairman

Clerk to the Board

WORK SESSION
December 20, 2021
7:00 p.m.

The Perquimans County Board of Commissioners Work Session on December 20, 2021 was cancelled.

REGULAR MEETING
January 3, 2022
7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, January 3, 2022, at 7:00 p.m. in the Meeting Room of the Perquimans County Library located at 514 S. Church Street, Hertford, NC 27944.

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

Chairman Nelson called the meeting to order. Commissioner Jones gave the invocation and Chairman Nelson led the Pledge of Allegiance.

AGENDA

Chairman Nelson stated that a copy of the amended Agenda was at their seats tonight. Joseph W. Hoffler 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 by Alan Lennon, seconded by Joseph W. Hoffler.

- Approval of Minutes:** December 6, 2021 Regular Meeting and December 20, 2021 Work Session (cancelled) were approved.
- Tax Refund Approvals:**
 - McCaslin, Joseph Lee ----- \$103.01
Vehicle sold; 9-month refund. Account No. 56557495.
 - Wagamon, Lisa Bryan ----- \$176.05
Sold vehicle to dealership; 9-month refund. Account No. 62294173.
 - Wyatt, Robert Tony ----- \$109.17
Vehicle sold; 5-month refund. Account No. 60936294.
 - Sharrow, Gerald Andrew ----- \$167.17
Vehicle sold; 5-month refund. Account No. 58810666.
- Tax Release Approvals:**
 - Lee, Christopher ----- \$246.98
Moved to Florida. No longer in County. Account No. 265081.
 - Lee, Christopher ----- \$217.78
Moved to Florida. No longer in County. Account No. 265081.

3. Personnel Matters:

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Kendall Miller	Non-Certified Part-Time/Fill-In Telecommunicator	Appointment	60/1	\$13.75/hr.	12/01/2021
Kylie Felton	Certified Part-Time/Fill-In Telecommunicator	Appointment	62/2	\$15.39/hr.	12/01/2021
Logan Hogge	Certified Permanent Part-Time Telecommunicator	Promotion	62/1	\$15/01/hr.	12/01/2021
Amy Bojo	Part-Time/Fill-In Paramedic	Certification	68/1	\$19.55/hr.	01/01/2022
Celia M. McLennan	Part-Time/Fill-In Paramedic	Certification	68/1	\$19.55/hr.	01/01/2022
Derek Blake	Part-Time/Fill-In Paramedic	Certification	68/1	\$19.55/hr.	01/01/2022
Dustin Winslow	Part-Time/Fill-In Paramedic	Certification	68/1	\$19.55/hr.	01/01/2022
Zachery Hudgins	Part-Time/Fill-In Paramedic	Certification	68/1	\$19.55/hr.	01/01/2022
Jennifer Coppersmith	Permanent Part-Time Nutrition Site Manager	Appointment	n/g	\$12.11/hr.	01/01/2022
Frances Myers	Fill-In – Senior Center	Appointment	n/g	\$12.11/hr.	01/01/2022
Vincent Bockelman	Water Technician I	Appointment	58/2	\$26,845	01/01/2022
Kelly Johnson	Part-Time/Fill-In Non-Certified Telecommunicator	Resignation			12/16/2021
Alyssa Sylvester	IMC I Working Toward IMC II	Resignation			12/31/2021

4. **Step/Merit Increases:**

Employee Name	Employee Job Title	Grade/ Step	New Salary	Effective Date
Gwen Hudson	IMC Investigator III	65/11	\$45,487	01/01/2022
Bethany Buttram	EMS Full-Time Paramedic	70/3	\$22.42/hr.	01/01/2022
Christopher Prince	Custodian	56/4	\$25,812	01/01/2022
Louis Eason	Groundskeeper	54/9	\$26,683	01/01/2022
Wilma Robbins	Tax Clerk	58/8	\$31,076	01/01/2022

5. **Budget Amendments:**

**BUDGET AMENDMENT NO. 14
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	State Grants - Social Services	359	
10-610-198	Low Income Energy Assistance (LIEAP)	359	
EXPLANATION: To amend FY 21/22 budget to include additional funds for LIEAP as approved by the State.			

**BUDGET AMENDMENT NO. 15
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-351-001	Sheriff - Grants	23,177	
10-510-420	Sheriff - Grants	23,177	
EXPLANATION: To amend FY 21/22 budget to include additional grant funding to be used to purchase and install 11 mobile radios for sheriff vehicles.			

**BUDGET AMENDMENT NO. 16
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	State Grants - Social Services	99,577	
10-610-203	DSS - LIEAP - ARPA	99,577	
EXPLANATION: To amend FY 21/22 budget to include additional LIEAP/ARPA funding.			

6. **Miscellaneous Document:** The following miscellaneous document was unanimously approved by the Board:

- **Economic Improvement Council – Community Services Block Grant 2022 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.

INTRODUCTION OF NEW EMPLOYEE

The following employee was introduced to the Board:

1. **Sheriff Shelby White:** Sheriff White introduced William Phillip Lane, III who was appointed as a Certified Deputy effective December 1, 2021. Sheriff White stated that this puts his department fully staffed for the County and Town. Mr. Lane made a few comments. Commissioner Hoffer asked Mr. White to give a breakdown of his staff. He also asked if Mr. White had recalled having an armed robbery in Hertford before this week. Mr. White said that he did. Mr. White explained that this was still under investigation and that the results of their investigation will be made public soon. The Chairman and Board welcomed Mr. Lane to Perquimans County.

MOFFATT & NICHOL ENGINEERING

County Manager explained that their representatives were possibly hindered in making the meeting tonight because of the inclement weather so he presented their request. Mr. Heath distributed a copy of the proposed Agreement with Moffatt & Nichol Engineering for their engineering professional services for the marine basin project. After Mr. Heath reviewed the conditions of the Agreement, Dave Goss, County Economic Development Consultant, made comments stating that he recommended the engineering firm. Chairman Nelson also made a few comments. There being no further comments or questions, Mr. Heath stated that what he was asking the Board to do tonight was to receive the Board’s authorization to utilize Moffatt & Nichol Engineering to provide engineering services on the marine basin project as listed in the Agreement and authorized the Chairman and County Staff to execute the Agreement. On motion made by T. Kyle Jones, seconded by Alan Lennon, the Board unanimously authorized the Chairman & County Staff to execute the Agreement with Moffatt & Nicol Engineering to provide engineering services on the marine basin project.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- **Mutual Aid with Gates County 911 Center Update:** Mr. Heath explained that a Memorandum of Agreement will be brought to the Board sometime in the future to assist Gates County 911 Center whenever they have problems. He further explained that he has been having several phone conversations about this situation and that they will be signing a Memorandum of Agreement soon. Mr. Heath asked Jonathan Nixon, Emergency Services Director, to provide an update on the situation. After his comments, Commissioner Hoffer asked what caused the problem. Mr. Nixon & Mr. Heath explained that there was a shortage in personnel. Commissioner Lennon asked how many staff members they lost. Mr. Nixon said that it was three full-time staff members, which represented one-half of their full-time staff, but he was not sure of the part-time staff. County Manager Heath informed the Board that he had heard from the County Manager and a Commissioner who wanted to thank our staff for assisting them in this incident. Chairman Nelson also thanked County Manager Heath and Mr. Nixon for what they had done and explained that he had heard from several of the Gates County Board of Commissioners thanking them for our assistance.
- **First Responder Exercise:** Mr. Heath explained that sometime around 1:00 p.m. on February 4, 2022, the first responders will hold First Responder Exercise at the Courthouse downtown. The purpose of this training is to give real world experience for how to handle an armed intruder that comes into an office. The businesses within Hertford have been provided flyers so that they would be aware of what was happening. He explained that an observation area will be set up out front of the courthouse if the Board would like to come watch. More details will be forwarded to the Commissioners as it is finalized. The departments will hold a tabletop exercise on January 18, 2022 at 5:30 p.m. at the Recreation Center to plan the event. The Commissioners are invited to attend.

COMMISSIONER’S CONCERNS/COMMITTEE REPORTS

The following commissioners’ concerns and committee reports were provided:

- **Chairman Nelson:** Mr. Nelson explained that last month he mentioned about revisiting the current Rules & Procedures and consider adopting them every year, especially in the years that there is an election of new commissioners. He further stated that Mary Hunnicutt had placed a copy of the UNC Publication entitled, “Suggested Rules of Procedure for the Board of County Commissioners” by Trey Allen, and a copy of our current Board Procedures. He asked the members to review them so that they

could discuss them at a future Work Session. County Manager Heath stated that we would need to update the location of our meetings. At this time, that was the only change he saw.

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.	2/1/2021	1/31/2025
Hoffler, Joseph	Communications Advisory Board - County	2 yrs.	2/1/2021	1/31/2023
Hoffler, Joseph	Court Security Committee	unlimited	2/1/2017	unlimited
Hoffler, Joseph	Historic Hertford, Inc.	3 yrs.	7/1/2020	6/31/2023
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.	2/1/2021	1/31/2023
Jones, Kyle	Court Security Committee	unlimited	1/5/2015	unlimited
Jones, Kyle	Inter-Agency Council - Commissioner	1 yr.	7/1/2021	6/30/2022
Jones, Kyle	RPO Transportation Advisory Committee	2 yrs.	2/1/2021	1/31/2023
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.	2/1/2021	1/31/2023
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.	2/1/2021	1/31/2023
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.	2/1/2021	1/31/2023
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.	7/1/2021	6/30/2025
Nelson, Wallace	Economic Development Commission - County	2 yrs.	2/1/2021	1/31/2023
Nelson, Wallace	EMS Advisory Board	2 yrs.	2/1/2021	1/31/2023
Nelson, Wallace	Trillium Northern Region Advisory Board	unlimited	5/4/2015	unlimited
CHARLES WOODARD				
Woodard, Charles	Agricultural Advisory Board - Commissioner	3 yrs.	2/1/2021	1/31/2024
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.	2/1/2021	1/31/2023
Woodard, Charles	Tri-County Shelter Advisory Committee Board	unlimited	2/1/2013	unlimited

Chairman Nelson asked the Board to review the list 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.

PETITION: SMITH ACRES SUBDIVISION

County Manager Heath explained that Herbert T. Mullen, Jr., Attorney for the Smith Acres Subdivision, has presented the petition to request that NCDOT add Smith Acres Road and Mullen Court to the NC Highway System. On motion made by Charles Woodard, seconded by Joseph W. Hoffler, the Board unanimously approved to forward the petition to add Smith Acres Road and Mullen Court in Smith Acres Subdivision to NCDOT State Maintenance System.

RESOLUTION SUPPORTING THE RELOCATION & PRESERVATION OF THE S-BRIDGE TRUSS

County Manager Heath explained that the County has already forwarded a Letter of Support for this project but the N.C. Department of Transportation has asked that the County adopt a formal resolution supporting this project. On motion made by Joseph W. Hoffler, seconded by Charles Woodard, the Board unanimously approved the following Resolution supporting the relocation and preservation of the S-Bridge Truss:

RESOLUTION IN SUPPORT OF FUNDING TO NCDOT FOR THE RELOCATION AND PRESERVATION OF THE HISTORIC S-BRIDGE TRUSS

WHEREAS, the Perquimans County S-Bridge was constructed in 1929; and
WHEREAS, due to functional obsolescence, the bridge is currently being replaced; and
WHEREAS, the bridge has served as a center piece of our county, even appearing on Town and County logos throughout the years; and
WHEREAS, recently the Town of Hertford approved a waterfront revitalization plan along the Perquimans River with the S-Bridge truss being incorporated as a focal point; and
WHEREAS, the S-Bridge truss would be located in the Missing Mill Park area as an integral part of the bike and pedestrian paths on the water; and
WHEREAS, this relocation and preservation would accentuate the proposed commercial and residential development along the waterfront and around the bridge.
NOW THEREFORE, BE IT RESOLVED, that the Perquimans County Board of Commissioners requests that the funding for NCDOT to save this important piece of history be granted.

ADOPTED this 3rd day of January, 2022.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

Mary P. Hunnicutt
Clerk to the Board of Commissioners

(SEAL)

PUBLIC COMMENTS

There were no public comments.

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned at 7:35 p.m. on motion made by Charles Woodard, seconded by Joseph W. Hoffler.

Wallace E. Nelson, Chairman

Clerk to the Board

WORK SESSION

January 18, 2022

7:00 p.m.

The Perquimans County Board of Commissioners Work Session on January 18, 2022 was cancelled.
