

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.

REGULAR MEETING
February 7, 2022
7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, February 7, 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
 Charles Woodard
- MEMBERS ABSENT: Alan Lennon
- OTHERS PRESENT: Frank Heath, County Manager Mary Hunnicutt, Clerk to the Board
 Hackney High, County Attorney

Chairman Nelson called the meeting to order. Commissioner Hoffler gave the invocation and Chairman Nelson 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 presented. 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 Joseph W. Hoffler, seconded by Charles Woodard.

- Approval of Minutes:** January 3, 2022 Regular Meeting and January 18, 2022 Work Session (**cancelled**) were approved.

- Tax Refund Approvals:**

- PNC Equipment Finance/LLC**----- \$294.64
 Item had been double billed.
 Account#: 260718
- Howard Wayne Hurdle**----- \$802.76
 Numbers in total were transposed.
 Account#: 506780
- Michael Stephen Wise**----- \$186.26
 Vehicle sold; 11-month refund.
 Account#: 59169921
- Aubrey Alezander Koltuniak**----- \$177.61
 Vehicle sold; 10-month refund.
 Account#: 55742131
- David Sanders**----- \$103.51
 Item had been double billed.
 Account#: 527064
- Thomas Musial Copeland**----- \$184.84
 Item had been double billed.
 Account#: 64547133
- Karen Stone Votava**----- \$122.64
 Vehicle sold; 4-month refund.
 Account #: 59578862

Tax Release Approvals:

- Pamela Midget & Pamela Coltrain**----- \$146.84
 Became exempt property when donated to the County.
 Account#: 265954
- Rebecca Hamill**----- \$469.70
 Billed in error.
 Account#: 520195

- Personnel Matters:**

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Kanisha Walston	IMC I Working Against IMC II	Appointment	61/3	\$31,380	02/01/2022
Alicia Kim White	IMC III Lead Worker – Adult Medicaid	Promotion	65/1	\$35,638	02/01/2022

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Denise W. Stallings	Public Information Assistant IV	Promotion	59/2	\$28,051	02/01/2022
Krystal Dozier-Bass	IMC I Working Against IMC II	Resignation			01/21/2022
Chelsea Dunn	EMT	Removed from Roster			02/02/2022

4. **Step Increase:**

Employee Name	Employee Job Title	Grade/ Step	New Salary	Effective Date
Lindsey Stevens	Certified Telecommunicator	62/4	\$16.15/hr.	02/01/2022

5. **Budget Amendments:**

**BUDGET AMENDMENT NO. 17
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-012	State Grants - Emergency Management	3,000	
10-530-462	Water Rescue	3,000	
EXPLANATION: To amend FY 21/22 budget to include additional funds as awarded by the State for Water Rescue.			

**BUDGET AMENDMENT NO. 18
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-356-000	Register of Deeds Fees	61,200	
10-480-452	Register of Deeds Conveyance Tax	60,000	
10-480-449	Register of Deeds - NC DAVE	1,200	
EXPLANATION: To amend FY 21/22 budget to include additional funding for NC DAVE (online process - death/birth certificate request/retrieval system) as well as to cover 21/22 expenses.			

**BUDGET AMENDMENT NO. 19
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-345-005	Local Sales Tax - Rural	75	
10-514-000	Jury Commission - Contract Work	75	
EXPLANATION: To amend FY 21/22 budget to cover expenses for FY 21/22.			

**BUDGET AMENDMENT NO. 20
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-345-000	Local Option Sales Tax 1%	47,305	
10-610-191	Nutritional Program (NPA)	47,305	
EXPLANATION: To amend FY 21/22 budget to cover expenses for FY 21/22.			

**BUDGET AMENDMENT NO. 21
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-345-005	Local Sales Tax - Rural	29,000	
10-420-030	County Manager - Professional Services	29,000	
EXPLANATION: To amend FY 21/22 budget to cover expenses for FY 21/22.			

6. **Board Appointment/Reappointments:** The following board appointment and board reappointments were approved by the Board:

Name	Board/Committee	Action Taken	Term	Effective Date
Morgan, John	Agricultural Advisory Board - Parkville	Declined Reappointment		02/01/2022
Roach, Thomas	Agricultural Advisory Board - Parkville	Appointment	3 yrs.	02/01/2022
Baker, Julian	Agricultural Advisory Board - Belvidere	Reappointment	3 yrs.	02/01/2022
Madre, Donald	Agricultural Advisory Board - Bethel	Reappointment	3 yrs.	02/01/2022

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

- **Quarterly Fiscal Monitoring Reports:** The State requires that the Quarterly Fiscal Monitoring Report be presented to the Board for review. The report for period ending on December 31, 2021 was presented.
- **Maximus Contract:** The Board approved the three-year contract with Maximus to develop a central services cost allocation plan for Social Services at \$2,900 per year.

INTRODUCTION OF NEW EMPLOYEE

The following employees were introduced to the Board:

1. **Jonathan Nixon:** Mr. Nixon, Emergency Services Director, introduced Fantasia Saunders who was appointed as a Full-Time Certified Telecommunicator at Grade 62/Step 1 effective 11/1/2021.
2. **Nick Lolies:** Mr. Lolies, Water Department Supervisor, introduced Vincent Bockelman who was appointed as a Water Technician I at Grade 58/Step 2 effective 1/1/2022.


After each employee made a few comments, Chairman Nelson welcomed them to Perquimans County.

KATHY TREIBER & THE PERQUIMANS COUNTY BOARD OF ELECTIONS

Chairman Nelson recognized Kathy Treiber, Elections Supervisor, who introduced Bobby Siller to present their requests. After Mr. Siller explained that Ms. Murrill, Chair of the Board of Elections, was unable to attend due to her husband's illness, he introduced Victoria Butler who was also present from the Board of Elections. Mr. Siller explained that they had two matters to discuss with the Board of Commissioners: (1) reimbursement of CARES Funds to the State; and (2) the hiring of a Deputy Director. Mr. Siller then explained how the first matter occurred:

Reimbursement of CARES Funds to the State:

Mr. Siller explained that the following letter was forwarded to the Board of Commissioners from the Board of Elections on January 7, 2022:


Perquimans County Board of Elections
 601 A South Edenton Road Street
 PO Box 336
 Hertford, N.C. 27944
 Phone: 252.426.5598 Fax: 252.426.5068

Perquimans County Board of Commissioners
 P.O. Box 45 / 128 N. Church Street
 Hertford, NC 27944

January 7, 2022

Dear Chairman Wallace Nelson
 Vice Chair Fondella Leigh
 Commissioner Joseph Hoffer
 Commissioner Kyle Jones
 Commissioner Alan Lennon
 Commissioner Charles Woodard:

In 2020, during the height of both the General Election and Covid-19, the Director of Perquimans County Board of Elections applied and received a supplemental Subgrant of the 2020 CARES (Coronavirus Aid, Relief, and Economic Security) Act in the amount of \$16,000. This Supplement Grant was issued with a separate set of guidelines and uses. The budget period was July through December 31, 2020 with funds received and processed by Perquimans County in late October 2020. Unfortunately, the Director of Elections did not make the Perquimans County Board of Elections aware of her actions, nor did she provide any documentation to the Board explaining how the funds were used.

Kathryn Treiber, current Director of Elections for Perquimans County (hire date 05/10/21), was notified October 13, 2021 that Perquimans County had not submitted any of the four subgrant reports required from November 2020 through February 2021 for the Supplement funds received. As the 2021 Municipal Election was in progress,

the State Board of Elections' (SBE) Legal and Accounting teams suggested we address this issue after the State Canvass was completed on November 23, 2021. Using information, invoices and spreadsheets gathered from various departments, Ms. Treiber sent the information to the accountant at the SBE on December 28, 2021. A discussion with the SBE Legal and Accounting Teams resulted in Ms. Treiber submitting a grant report for the reported use of the \$16,000 supplement grant on Thursday, December 30, 2021.

Wednesday, January 5, 2022, Ms. Treiber received a telephone call from Rosilyn Mosley, the Accounting Manager in charge of the Supplemental CARES Act Subgrant. Ms. Mosley informed Ms. Treiber that the majority of the expenditures processed to the subgrant were not permissible charges according to the terms of the Subgrant. As Ms. Treiber was not present during the 2020 election and was unfamiliar with the terms of the subgrant, she requested a copy of the Subgrant and any additional information that would have been supplied to the Perquimans County Board of Elections office in 2020 when the grant was awarded. Ms. Mosley sent a highlighted copy of the Subgrant Notice and assured Ms. Treiber that each director, at the time of submission, was repeatedly instructed on the use of the Subgrant via Huddle Meetings (bi-weekly SBE meetings), correspondence and instruction.

Per the award letter received by Perquimans County BOE, the subgrant was divided into two sections. Election Day Covid Costs in the amount of \$10,000 and Pollworker Bonus in the amount of \$6,000. The permissible uses for the Subgrant Election Day Covid Costs are as follows: *Expenditures incurred to prevent, prepare for, and respond to the coronavirus pandemic during the 2020 federal election cycle which are incurred for Election Day voting.* The permissible uses for the Pollworker Bonus funds are as follows: *Provide \$100.00 supplemental pay to each of 60 pollworkers working on November 3, 2020.* Only 40 pollworkers were employed on November 3.

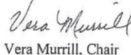
After reviewing the award letter and the subsequent expenditures, it was determined by the SBE that funds were not spent according to permissible uses. In their opinion, the Director had misinterpreted or misunderstood the terms of the Supplemental CARES Act Supplemental Subgrant. As a result, the State Board of Elections is requiring a reimbursement as follows:

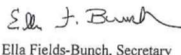
Award Amount	\$16,000.00
-Less 40 workers @\$100	\$ 4,000.00
-Less Allowable Expenses	\$ 1,571.33
Required reimbursement	\$10,428.67

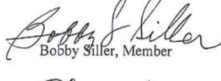
A check request is being made by the Board of Elections to the Perquimans County Finance Department for the total amount listed above. Unfortunately, Perquimans County will be required to absorb the costs not covered by the 2020 CARES Act Supplement Grant.


Sincerely,


Perquimans County Board of Elections


 Vera Murrill, Chair


 Ella Fields-Bunch, Secretary


 Bobby Siller, Member


 Shirley Ashworth, Member


 Victoria Butler, Member

Attachments: 2020 CARES Act Supplement Award Notice
 Processed Check
 2020 CARES Act Supplement Report

Mr. Siller stated that the letter was self-explanatory and that the Board of Elections is requesting that Board of Commissioners authorize the Finance Officer to prepare a check in the amount of \$10,428.67 to reimburse the CARES funds to the State and that Perquimans County would be required to absorb the costs not covered by the 2020 CARES Act Supplement Grant.

Personnel Matter – Elections Deputy Director:

Mr. Siller explained that, from the beginning, Ms. Treiber accepted this position until November, 2022. The Board feels that they need to have a Deputy Director appointed by April 1, 2022. In August, 2022, the Board of Elections wishes to switch positions and appoint Kathy Treiber as the Deputy Director and the newly hired Deputy Director as the Director. He then asked Ms. Butler to explain their process of determining the job description and salary for this new position. Ms. Butler explained that the Board of Elections did their own salary study for the Deputy Director position in the Board of Elections' office. She provided the Board with a copy of the following information on salaries for Director and Deputy Director of the Board of Elections' Office that she received:

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County Salary Study

Department: Board of Election
 Position: Director

	County 1	County 2	County 3	County 4	County 5	County 6	County 7	County 8	County 9	County 10	County 11	County 12
County	Bertie	Camden	Chowan	Currituck	Dare	Gates	Hertford	Hyde	Pasquotank	Perquimans	Tyrell	Washington
County Population	19,380	10,867	13,708	26,400	36,915	11,598	24,012	5,810	40,563	13,463	4,407	11,922
Actual Salary		\$46,962	\$41,248	\$52,901	\$73,549	\$40,525	\$49,038	\$39,324	\$52,171	\$37,600	\$34,850	\$42,810
Starting Salary	\$32,995	\$42,546	\$38,000	\$48,949	\$55,282	\$33,922	\$34,972	\$33,232	\$48,294	\$34,104	\$33,000	\$33,460
Maximum Salary	\$51,142	\$53,134	\$54,400	\$70,566	\$88,449	\$52,579	\$54,208	\$51,508	\$68,303	\$51,648	\$50,001	\$49,653
# of Years in Position	10 yrs.	8/5/2021	3.6 yrs.	3 yrs.	2 yrs.		25 yrs.	9 yrs.	2 yrs.	1 yr.	2 yrs.	17 yrs.
Other Information	comp 1.5	comp straight	Salary with Comp	none	none		comp 1.5	comp 1.5	none	OT	comp 1.5 after 40	OT

NOTES: Comp is earned as needed with approval from the Election Board. Earned on an hour for hour basis. Used as soon as possible and used first instead of other leave.

County Salary Study

Department: Board of Election
 Position: Deputy Director

	County 1	County 2	County 3	County 4	County 5	County 6	County 7	County 8	County 9	County 10	County 11	County 12
County	Bertie	Camden	Chowan	Currituck	Dare	Gates	Hertford	Hyde	Pasquotank	Perquimans	Tyrell	Washington
County Population	19,380	10,867	13,708	26,400	36,915	11,598	24,012	5,810	40,563	13,463	4,407	11,922
Title of Position	Office Assistant	Election Specialist	2 @ Deputy Director of Elections	Deputy Director of Elections	Senior Election Specialist	Deputy Director of Elections	Receptionist	Deputy Director of Elections	Deputy Director of Elections	Part-time Assistant	Deputy Director of Elections	Election Specialist
Actual Salary	\$11.78/hr.	Perm PT \$13.55/hr.	\$10,499.49 per PT Staff	\$36,849.98	\$48,189.00	\$13.02/hr.	\$10.49/hr.	\$12.16/hr.	\$39,515.00	\$9.50/hr.		\$11.07/hr.
Starting Salary	\$11.07/hr.	\$12.89/hr.	\$10.00/hr.	\$33,401.73	\$33,937.00	\$12.52/hr.	\$10.49/hr.	\$28,728.00	\$37,544.00	\$9.50/hr.		\$10.00/hr.
Maximum Salary	\$13.00/hr.	\$16.10/hr.	\$13.00/hr.	\$48,038.08	\$54,301.00	\$14.13/hr.	\$10.49/hr.	\$36,779.00	\$52,797.00	N/A		N/A
# of Years in Position	1 yr.	7 yr. 3 mos.	13 yrs. 8 mos.	2 yrs.	Since 2005 - 1.0 in position	7 yrs.	10 yrs.	1 yr. 9 mos.	1 yr. 8 mos.	0		5 yrs.
Other Information	PT/comp 1.5	FT/comp	Two 999	OT	Comp 1.5 over 40	999	999	PT/comp 1.5	FT/OT	999		999

NOTES: Permanent part time worker, 999 limit per calendar year. Hours worked are as needed to complete the election work. He/She is the Worker to give relief to the Director when needed.

Included in the packet was a job description for the Director and Deputy Director's position along with Ms. Treiber's resume. After she made her presentation, Ms. Butler explained that the Board of Elections understands that this request comes outside the budget parameters but time is critical since Ms. Treiber is leaving in November, 2022. The Board of Elections highly recommends that the Deputy Director have at least a two-year degree. For Fiscal Year 2021-2022, there will be no increase in the budget since they are able to transfer funds from other places to cover this salary. They will be requesting that this will be a permanent position that will be included in Fiscal Year 2022-2023. Mr. Siller asked if there were any questions from the Board. County Manager Heath restated the Board of Elections' requests:

- The first request is to approve the reimbursement of the CARES money that was spent but not allowed under the CARES grant. This reimbursement will come from the fund balance unless they find the money elsewhere. On motion made by T. Kyle Jones, seconded by Joseph W. Hoffler, the Board unanimously approved the Board of Elections request to reimburse the CARES funds to the State in the amount of \$10,428.67 and to approve Budget Amendment No. 23.

**BUDGET AMENDMENT NO. 23
 GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-399-000	Fund Balance Appropriated	10,429	
10-430-035	Board of Elections - CARES Payback	10,429	
EXPLANATION: To amend FY 21/22 budget to include funds to cover the required payback of 2020 BOE/CARES funding as required by the State and as approved at the 2/7/2022 Commissioners' Meeting.			

- The second request was for a full-time Deputy Director to be hired on April 1, 2022. After answering several questions from the Board regarding salaries and starting dates, Chairman Nelson asked if there were any further comments or questions. County Manager Heath recommended that, per the Board's Policies & Procedures, the Board usually waits to take action on these matters until the next Regular Meeting of the Commissioners, which will be on March 7, 2022. The Board agreed and asked Mary Hunnicutt, Clerk to the Board, to place the item on the March 7, 2022 Agenda for action.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

There were no commissioners' concerns and committee reports.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- **Tributes to Individuals Who had Passed Away:** Mr. Heath reported that former Commissioner who served from 2010 to 2018, Edward Muzzulin, passed away in Colorado on January 31, 2022. He further explained that, while serving as a Commissioner, Mr. Muzzulin served on many Board and Committees. One such Board was the Albemarle District Jail Board. While serving there, he served as Chairman through some financial difficulty times. He was instrumental in the construction of the new Perquimans County Library, Senior Center, and activities at the Recreation Center. He was also involved in the Solid Waste Board. There will be a Celebration of His Life at Holy Trinity Episcopal Church tomorrow at 11:00 a.m. Mr. Heath wanted to pay tribute to Mr. Muzzulin and make it part of the Commissioners' Minutes. In addition, Mr. Heath reported that Charles Lacefield passed away on January 9, 2022. Mr. Lacefield acted as a facilitator for many of the Board Retreats and did a fine job. He wanted to give tribute to Mr.

Lacefield in the Board’s minutes. Chairman Nelson agreed with County Manager Heath and asked the Board to have a moment of silence in their memories.

- **Atlantic Telephone Membership Corporation (ATMC) Grant Application:** Mr. Heath updated the Board on the ATMC grant application to extend broadband services to residents of Perquimans County concentrating on the Belvidere and New Hope areas. The grant application was not approved. They would like to work with the County on the next round of grants entitled GREAT Grants, which are capped at \$4 million. This one does require a county match. CenturyLink has contacted Mr. Heath asking to speak to the Board during one of their Work Sessions to discuss Lumen and the GREAT Grants too. He wants to use the one with the strongest application. He said that it was his recommendation to not choose a winner just yet but to hear all the proposals and decide on which one to work with. He also mentioned that some APR grants allow the funds to be used for broadband, which could be used for the matching part of one of these grants. The guidance for the APR funds have changed which now includes the county matches for broadband services. Chairman Nelson mentioned that Albemarle Commission is also looking into this matter for the entire region. Mr. Heath agreed that they are working on this.
- **First Responder Exercise:** After stating that he will ask Mr. Nixon to talk about the First Responder Exercise later in the meeting, Mr. Heath did want to state that Chairman Nelson and himself participated in the First Responder Exercise on Friday, February 4, 2022. They felt that it was a success and all the first responders and employees did a great job. We were able to find our strengths and our weaknesses. A printed report will be prepared for the County Manager, Emergency Services Director, and Sheriff’s Office to use to improve our weaknesses.
- **Employee Health Insurance Premiums:** Mr. Heath reported that there is a proposed increase in the Blue Cross/Blue Shield health insurance rates. It will be approximately \$90 per month per employee. The Board will be addressing this as the fiscal year moves forward and determine if our revenues will be able to cover that increase.
- **Pasquotank Water Committee:** Mr. Heath attended a Pasquotank Water Committee meeting where they discussed the water study that they had prepared. This report recommends an increase from \$6.00 per 1,000 gallons to \$7.77 per 1,000 gallons, which is about a \$70,000 increase per year, which they will be presenting to the Pasquotank County Board of Commissioners at their next meeting. This affects Perquimans County because we purchase water from their plant on Foreman Bundy Road. We have had a good relationship with the Pasquotank County Water Department so we will have to absorb this increase. It has been eight years since their last rate adjustment.
- **Harbortown Ferry Meeting:** Mr. Heath reported that last month he has attended a couple of planning meetings for the Harbortown Ferry project. They are discussing how they will be using the \$5 million grant funds awarded to them this year. More details will be provided at a later date.
- **Cooperative Extension Director:** Mr. Heath informed the Board that he sat in on the three interviews for the Cooperative Extension Director and a recommendation has been provided to the State. We are awaiting their approval.
- **Monument for the Confederate Dead:** Wallace Nelson, Fondella Leigh, and Frank Heath met with Dr. Boyd Harris from the College of the Albemarle. Mr. Harris is an historian and has worked on monuments in other states and they are asking him to assist with the signage around the Monument for the Confederate Dead.
- **Auditor:** Mr. Heath reported to the Board that our current auditor, Donna Winborne, would be unable to serve as our auditor for FY 2021-2022 due to staffing issues. Mr. Heath and Finance Officer, Tracy Mathews, has prepared an RFP for bids to be received and awarded at our April meeting.

COMMISSIONER BOARD APPOINTMENTS

Chairman Nelson reported that he had not received any request for changes to the following Commissioner Board appointments. Therefore, he is asking that the Board approve the following Commissioner Board appointments:

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

On motion by Joseph W. Hoffler, seconded by Charles Woodard, the Board unanimously approved the above Commissioner Board appointments.

GATES/PERQUIMANS MEMORANDUM OF UNDERSTANDING

Chairman Nelson recognized Jonathan Nixon, Emergency Services Director, who presented the following County of Gates & County of Perquimans Interlocal Agreement for Backup PSAP:

STATE OF NORTH CAROLINA
 COUNTY OF GATES & COUNTY OF PERQUIMANS
 INTERLOCAL AGREEMENT FOR BACKUP PSAP

This Agreement, made this ____ day of _____, 2022, by and between the County of Gates (herein Gates) and the County of Perquimans (herein Perquimans), for the purpose of insuring a functional Backup Public Safety Answering Point (PSAP) for Gates;

WITNESSETH:

WHEREAS, Gates and Perquimans are both bodies corporate and political existing pursuant to the laws of the State of North Carolina; and
WHEREAS, Gates and Perquimans are currently engaged in operating and maintaining respective county-wide “911 communications system”;
and

WHEREAS, Gates and Perquimans are desirous of insuring that any citizen utilizing the “Emergency 911” system in Gates County or Perquimans County have their call answered as promptly and efficiently as possible; and

WHEREAS, during times of natural disaster and other unpredictable events, a county’s 911 communications system may be temporarily disabled;
and

WHEREAS, the parties desire to set forth in this Agreement the terms by which Gates may utilize the Perquimans 911 emergency communications center for the benefit of the people of Gates County; and

NOW, THEREFORE, in consideration of the terms, conditions, and covenants expressed therein, the parties agree as follows:

1. PURPOSE OF AGREEMENT

The purpose of this Agreement is to confirm the understanding of the parties’ responsibilities and obligations whereby Gates utilizes Perquimans as its Backup 911 Center, currently located at 159 Creek Drive in Hertford, NC, during such times as Gates may experience failure of its primary 911 Center, subject to the terms of this Agreement as set forth below.

2. RESPONSIBILITIES OF GATES

- 2.1 Gates agrees to give the Perquimans 911 Director as much advance notice as practicable under the then existing circumstances of its need and intent to operate within the Perquimans facility.
- 2.2 Gates agrees to keep confidential any information received, held or transmitted which is defined as confidential under state or federal law.

3. RESPONSIBILITIES OF PERQUIMANS

- 3.1 Perquimans agrees to provide a physical location for placement and use of equipment needed for Gates to function as their 911 Center. Perquimans agrees to provide one (1) workstation.
- 3.2 Perquimans agrees to provide antenna space for Gates to install necessary radio equipment.
- 3.3 Perquimans agrees to provide space in its recording system to capture all telephone and radio traffic associated with Perquimans during a Gates failure at Gates’ expense.
- 3.4 Perquimans agrees to provide data connectivity (internet) at the Perquimans location for Gates data use.
- 3.5 Perquimans agrees to maintain its 911 Center facility operationally functional and up to date as possible.
- 3.6 Perquimans agrees to provide key or other methods of access to Gates so that Gates will have access should a failure occur in Gates.
- 3.7 Perquimans agrees to process all Gates calls during a catastrophic failure until which time Gates personnel can reach the backup 911 Center and resume operations.
- 3.8 Perquimans agrees to work with Gates to help train Gates tele-communicators in dispatch methods for Perquimans.
- 3.9 Perquimans agrees to keep confidential any information received, held or transmitted which is defined as confidential under state or federal law.
- 3.10 Perquimans agrees, for a singular period not to exceed 90 days, to host Gates 911 staff at the Perquimans 911 Center. During this period, Gates will pay Perquimans the equivalent of one fulltime telecommunicator, along with other operational expenses, as agreed upon and documented by the county managers of both counties. During this time there will be weekly progress meetings between both counties. A time extension may be negotiated by the respective county managers.

4. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the internal laws of the State of North Carolina, without reference to any conflict or choice of laws provision which would operate to make the internal laws of any other jurisdiction applicable.

5. WARRANTY

The parties hereto warrant and represent that they have full authority under applicable law to participate fully in this Agreement and all of its several provisions.

6. MODIFICATION

This Agreement shall only be modified, amended or supplemented, by a written instrument signed by both parties to this Agreement.

7. SEVERABILITY

If any provision, paragraph or subparagraph of this Agreement is adjudged by any court of law to be void or unenforceable, in whole or in part, such adjudication shall not be deemed to affect the validity of the remainder of the Agreement, including any provision, paragraph, or subparagraph. Each provision, paragraph and subparagraph of this Agreement is declared to be separate from every other provision, paragraph and subparagraph and constitutes separate and distinct covenant.

8. HEADINGS

The headings in this Agreement are inserted for convenience only and shall not be considered in interpreting the provisions hereof.

9. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the parties with respect so the subject matter hereof. This Agreement supersedes any and all other agreements, whether oral or in writing, between the parties with respect to the subject matter hereof.

10. TERM

The term of this Agreement shall commence upon execution by both parties on the ____ day of _____, 2022 or sooner if facilities, equipment, and staff are ready and will continue for a period of five (5) years. If either party is prepared to engage in their responsibilities as set forth in this Agreement prior to ____ day of _____, 2022, said shall notify the other party of the intent to engage in the Agreement in writing.

11. TERMINATION

Either party may terminate this Agreement by delivering to the other party a notice of its intent to terminate twelve months prior of the end of the noticing party’s fiscal budget year.

12. NOTICES

All notices shall be given in writing and sent registered or certified mail, return receipt requested, and shall be addressed as follows:

Gates County Emergency Management Director
308 US 158 West
Gatesville, NC 27938

Perquimans County Emergency Services Director
PO Box 563
Hertford, NC 27944

13. BINDING EFFECT

This Agreement shall be binding upon and inure to the benefit of the parties and their successors and assigns.

14. NON-DISCRIMINATION

Neither party hereto shall discriminate on the basis of race, religion, creed, color, gender or national origin.

15. OTHER AGREEMENTS

Nothing herein shall prevent either party to this Agreement from entering into other agreements or memoranda of understanding with other counties or local governmental entities in relation to the same subject matter herein.

16. REMEDIES

This Agreement shall be enforceable by each party by all remedies available at law or in equity. Failure or delay to exercise any right, remedy or privilege hereunder shall not operate as a subsequent enforcement.

This instrument has been pre-audited in the manner required by the local government budget and fiscal control act.

_____ Date Time
Gates County Finance Officer

This instrument has been pre-audited in the manner required by the local government budget and fiscal control act.

_____ Date Time
Perquimans County Finance Officer

IN WITNESS WHEREOF, Gates and Perquimans have caused this Agreement to be approved or ratified in the manner prescribed by law, and have authorized execution by the officers below.

GATES COUNTY

ATTEST: _____
Dr. Althea Riddick, Chairman

_____ [seal]
Joletha Chestnutt Clerk

NORTH CAROLINA
_____ COUNTY

I, _____, a Notary Public in and for the aforesaid County and State, do hereby certify that _____ (insert name of person attesting above) personally appeared before me this day and acknowledged that she is Clerk of _____ County (for example), a North Carolina municipal corporation, and that by authority duly given and as the act of the County of _____, the foregoing instrument was signed in its corporate name by its Manager, sealed with its corporate seal, and attested by herself as Clerk (if that's the title the one attesting is).

Witness my hand and Notarial Seal, this ____ day of _____, 2022.

My Commission expires: _____

Notary Public

PERQUIMANS COUNTY

ATTEST: _____
Wallace Nelson, Chairman

_____ [seal]
Mary Hunnicutt Clerk

NORTH CAROLINA
_____ COUNTY

I, _____, a Notary Public in and for the aforesaid County and State, do hereby certify that _____ (insert name of person attesting above) personally appeared before me this day and acknowledged that she is Clerk of _____ County (for example), a North Carolina municipal corporation, and that by authority duly given and as the act of the County of _____, the foregoing instrument was signed in its corporate name by its Manager, sealed with its corporate seal, and attested by herself as Clerk (if that's the title the one attesting is).

Witness my hand and Notarial Seal, this ____ day of _____, 2022.

My Commission expires: _____

Notary Public

Mr. Nixon stated that this Agreement was similar to the one we have with Chowan County with some differences. He reviewed the document. Mr. Nixon asked if anyone had any questions or comments about this Agreement. Mr. Heath reported that the services that Perquimans County has been performing for Gates County would switch back to Gates County the end of the month. Mr. Heath also recommended the approval of this Agreement. On motion made by T. Kyle Jones, seconded by Joseph W. Hoffler, the Board unanimously approved the above Interlocal Agreement for Backup PSAP. Jonathan Nixon also thanked the people for a successful training on Friday, February 4, 2022. Chairman Nelson thanked the fire departments and Jonathan Nixon's staff for all that they did for Gates County and for this Training Exercise.

RECREATION PARTF GRANT UPDATE

County Manager Heath notified the Board that the Recreation Department's PARTF Grant application for \$65,600 had been approved and that the funds will be used to install tennis courts at the Recreation Center. He also reported that this would require a county match. He recommends the approval of the funds and 10% county match. On motion made by Charles Woodard, seconded by Joseph W. Hoffler, the Board unanimously approved the acceptance of \$65,600 PARTF Grant funds and the county match and the following Budget Amendment No. 24:

**BUDGET AMENDMENT NO. 24
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-399-000	Fund Balance Appropriated	65,600	10-399-000
10-365-003	PARTF Grant - Recreation	65,600	10-365-003
10-685-742	Recreation - PARTF Grant/Local Match	131,200	10-685-742
EXPLANATION: To amend FY 21/22 budget to include PARTF Grant Funds as awarded as well as county match to be used for tennis courts at Recreation Center as approved at the 2/7/2022 Commissioners' meeting.			

PROCLAMATION: 50TH ANNIVERSARY OF THE NATIONAL SENIOR NUTRITION PROGRAM

At the request of Albemarle Commission Senior Nutrition Program, Fondella A. Leigh made a motion to adopt the following proclamation:



**50th Anniversary of the National Senior Nutrition Program, 2022
Perquimans County – A Proclamation**

Whereas, since 1972, the National Senior Nutrition Program has funded local agencies and organizations to serve home-delivered and congregate meals that help to ensure older adults have opportunities to stay healthy, independent, and connected; and

Whereas, more than 10 million older Americans face hunger and isolation each year; and

Whereas, local senior nutrition programs help older adults access healthy foods; nutrition screening, education, and counseling; social opportunities; and other supports that encourage well-being; and

Whereas, the Albemarle Commission Area Agency on Aging Senior Nutrition Program is an integral part of Perquimans County – providing sustenance and so much more to our older community members, especially those most vulnerable to hunger, chronic health concerns, isolation and

Whereas, the Albemarle Commission Area Agency on Aging Senior Nutrition Program is having a positive impact on our community and its senior population.

Now, therefore, Perquimans County does hereby proclaim March 2022 to be the 50th anniversary of the National Senior Nutrition Program. We urge every resident to recognize older adults and the people who support them through nutrition services as essential contributors to the strength of our community.

OFFICIAL SIGNATURE _____ SEAL

DATE _____ WITNESSING _____

The motion was seconded by Joseph W. Hoffler and unanimously approved by the Board. In addition, Mr. Heath encouraged the Board to participate in the delivery of meals during the annual March for Meals Community Champion week, March 21st – March 25th.

BUDGET AMENDMENT NO. 22 – MEDICAL COSTS

County Manager Heath and Commissioner Jones explained to the Board that Perquimans County has a detainee at the Albemarle District Jail awaiting trial that has accumulated \$192,000 medical costs. Because she was arrested in Perquimans County, we are responsible for these medical costs, which is now overspent. Therefore, Mr. Heath is recommending the approval of Budget Amendment No. 22 to cover these medical costs. After answering several question, T. Kyle Jones made a motion, which was seconded by Fondella A. Leigh, the Board unanimously approved the following Budget Amendment No. 22:

**BUDGET AMENDMENT NO. 22
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-399-000	Fund Balance Appropriated	192,000	
10-690-920	Jail	190,000	
10-690-921	Juvenile Detention	2,000	
EXPLANATION: To amend FY 21/22 budget to cover expenses for FY 21/22.			

PUBLIC COMMENTS

The following public comment was made:

- **Pete Perry:** Mr. Perry began his comments with the statement that elections do make a difference. He further stated that he stands in awe of the Hertford Town Council we have today. There has been no news of name-calling or arguments at the meetings. What he really likes is that they are opening their government up for people to ask questions and promise to have answers within 30 days. Mr. Perry really likes that one thing. Elections do make a difference - if and when we have another election within our County, he plans on asking each candidate what they are planning to do to open this Board up to more discourse with the public.

CLOSED SESSION: TO DISCUSS CONSULT WITH OUR ATTORNEY AND CLOSED SESSION MINUTES

Chairman Nelson stated that, pursuant to NC General Statute 143-318.11(3), the Board went into Closed Session to consult with our attorney. Mary Hunnicutt, Clerk to the Board, stated that she did not have the copies of the closed session minutes so that will be removed from the closed session. On motion made by Charles Woodard, seconded by Joseph W. Hoffler, 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 Joseph W. Hoffler, 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 8:10 p.m. on motion made by Charles Woodard, seconded by Joseph W. Hoffler.

Wallace E. Nelson, Chairman

Clerk to the Board
