
REGULAR MEETING
 June 6, 2022
 7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, June 6, 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
 Thelma Finch-Copeland
 T. Kyle Jones
 Fondella A. Leigh, Vice Chair
 Joseph W. Hoffer
 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 Woodard 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 Joseph W. Hoffer 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 Charles Woodard, seconded by Joseph W. Hoffer.

- Approval of Minutes:** Approval of Minutes May 2, 2022 Regular Meeting, May 12 & 26, 2022 Budget Work Sessions, and May 16, 2022 Work Session (cancelled) were approved.

- Tax Refund Approval:**

TMA Transport LLC ----- \$207.94
 Vehicle sold; 9-month refund. Account No. 648826340.

- Personnel Matters:**

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Sarah Ownley	IMC I Working Against IMC II	Appointment	61/3	\$31,380.	06/01/2022
Macey Stockwell	Administrative Assistant for Sheriff's Office	Appointment	60/2	\$29,314	06/01/2022
Cheyenne Umphlette	Part-Time/Fill-In Non-Certified Telecommunicator	Appointment	60/1	\$13.75/hr.	05/01/2022
Jennifer Feltner	Part-Time/Fill-In Non-Certified Telecommunicator	Appointment	60/1	\$13.75/hr.	05/01/2022
Makayla Williams	Part-Time/Fill-In Non-Certified Telecommunicator	Appointment	60/1	\$13.75/hr.	05/01/2022
Christopher Wharton	Water Plant Operator	Appointment	64/18	\$51,648	06/01/2022
Zachery Hudgins	Full-Time Paramedic	Promotion	68/1	\$20.14/hr.	07/01/2022
Heather Miller	Paramedic Shift Supervisor	Promotion	70/3	\$23.09/hr.	07/01/2022
Sean Tripp	Full-Time Paramedic	Appointment	68/1	\$20.14/hr.	07/01/2022
Leroya Banks	Certified Deputy/SRO Officer	Resignation			05/30/2022
Leroya Banks	Part-Time Certified Deputy	Appointment	65/2	\$16.91/hr.	05/31/2022
Denise A. Stallings	IMC II	Resignation			05/18/2022
Kendall Miller	Part-Time/Fill-In Non-Certified Telecommunicator	Resignation			05/19/2022
Tiara Riddick-Hinton	IMC III	Resignation			5/31/2022

- Step Increases:**

Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Sherry Schrodt	SW III	69/5	\$46,857	06/01/2022
Julie Shreckengast	IMC II	63/2	\$33,453	06/01/2022
Joe Ann White	SW III	69/7	\$49,201	06/01/2022
Russell Gray, III	Deputy Sheriff (Certified)	65/3	\$37,421	06/01/2022
Tashara Gramby	Tax Clerk - Collections	58/5	\$28,874	06/01/2022

- Budget Amendments:**

**BUDGET AMENDMENT NO. 36
 GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	DSS - State Grants	115,958	
10-610-198	DSS - Low Income Energy Assistance	115,958	
EXPLANATION: To amend FY 21/22 budget to include additional LIEAP funds as approved by the State.			

**BUDGET AMENDMENT NO. 37
 GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-012	State Grants - Emergency Management	10,260	
10-530-340	EM - HSGP Grant	10,260	
EXPLANATION: To amend FY 21/22 budget to include HSGP Grant funds			

- Board Reappointments/Resignations/Appointments:** The following board reappointments/resignations/ appointments were approved by the Board:

Name	Board/Committee	Action Taken	Term	Effective Date
Heath, Frank	Coastal Resources Advisory Council	Resignation		03/29/2022
McNaught, Ruth	Local Library Board	Resignation		07/01/2022
Spellman, Anisha	Local Library Board	Resignation		07/01/2022
Heath, Frank W	Local Library Board	Appointment	4 yrs.	07/01/2022
Aguilar, Judith	Local Library Board	Appointment	4 yrs.	07/01/2022
Reed, Debbie	Recreation Advisory Committee - At Large	Reappointment	3 yrs.	07/01/2022
McLenney, Martina	Recreation Advisory Committee - Hertford	Reappointment	3 yrs.	07/01/2022
Harvey, Virginia	Recreation Advisory Committee - Winfall	Resignation		07/01/2022
Woodard, Charles	Social Services Board	Reappointment	3 yrs.	07/01/2022

Name	Board/Committee	Action Taken	Term	Effective Date
McDonald, Stephen	Tourism Development Authority (Industry Rep)	Reappointment	2 yrs.	07/01/2022

7. **Juvenile Crime Prevention Council (JCPC) Documentation:** The following documentation for the JCPC Grant was unanimously approved by the Board:
- a. **NC DPS – Community Programs – County Funding Plan:** The Perquimans County Funding Plan shows the breakdown of the programs the JCPC funding is budgeted for.

Perquimans County
NC DPS – Community Programs – County Funding Plan

Available Funds: \$ \$77,485 Local Match: \$ \$8,820 Rate: 10%

DPS JCPC funds must be committed with a Program Agreement submitted in NC Allies and electronically signed by authorized officials.

#	Program Provider	DPS- JCPC Funding	LOCAL FUNDING			OTHER	OTHER	Total	% Non DOS-JCPC Program Revenues
			County Cash Match	Local Cash Match	Local In- Kind	State/Federal	Funds		
1	Perquimans County Schools- Teen Court, Community Service Restitution, STOP	\$77,485			\$8,820			\$86,305	10%
2									
3									
4									
5	TOTALS:	\$77,485			\$8,820			\$86,305	10%

The above plan was derived through a planning process by the Perquimans County Juvenile Crime Prevention Council and represents the County's Plan for the use of these funds in **FY 2022-2023**.

Amount of Unallocated funds _____ *Shelton White* _____ 5/13/2022
 Amount of funds reverted back to DPS _____ Chairperson, Juvenile Crime Prevention Council (Date)
 Discretionary Funds Added _____

Tracy Mathews _____ 5/13/2002
 Chairperson, Board of County Commissioners (Date)
 Or County Finance Officer

---DPS Use Only---	
Received by _____	_____
Area Consultant	Date
Reviewed by _____	_____
Area Consultant	Date
Verified by _____	_____
Area Consultant	Date
_____	_____
Designated State Office Staff	Date

- b. **Certification for FY 2022-2023:** This is to certify the funding through JCPC for FY 2022-2023.

Juvenile Crime Prevention Council Certification Standards

G.S. 143B-853 allows for a 2-year funding cycle for programs that meet the requirements of the statute and have been awarded funds in a prior funding cycle. Indicate below if the JCPC plans to allow for a 1-year or 2-year funding cycle.

2-Year Funding: FY 2021-2022 and FY 2022-2023

Membership

- A. Have the members of the Juvenile Crime Prevention Council been appointed by county commissioners? YES
- B. Are members appointed for two year terms and are those terms staggered? YES
- C. Is membership reflective of social-economic and racial diversity of the community? YES
- D. Does the membership of the Juvenile Crime Prevention Council reflect the required positions as provided by N.C.G.S. §143B-846? NO

If not, which positions are vacant and why?

Two persons under the age of 21, or member of the public representing the interests of families of at-risk youth. Will work to seek youth for the upcoming school year.

Organization

- A. Does the JCPC have written Bylaws? YES
- B. Bylaws are On file
- C. Bylaws contain Conflict of Interest section per JCPC policy and procedure. YES
- D. Does the JCPC have written policies and procedures for funding and review? YES
- E. These policies and procedures On file
- F. Does the JCPC have officers and are they elected annually? YES

Meetings

- A. JCPC meetings are considered open and public notice of meetings is provided. YES
- B. Is a quorum defined as the majority of membership and required to be present in order to conduct business at JCPC meetings? YES
- C. Does the JCPC meet six (6) times a year at a minimum? YES
- D. Are minutes taken at all official meetings? YES
- E. Are minutes distributed prior to or during subsequent meetings YES

Planning

- A. Does the JCPC conduct a biennial planning process which includes a needs assessment, monitoring of programs and funding allocation process? YES
- B. Is this Biennial Plan presented to the Board of County Commissioners and to DPS? YES
- C. Is the Funding Plan approved by the full council and submitted to Commissioners for their approval? YES

Public Awareness

- A. Does the JCPC communicate the availability of funds to all public and private nonprofit agencies which serve children or their families and to other interested community members?
 RFP, Distribution List, and Advertisement attached YES
- B. Does the JCPC complete a minimum of biennial needs assessment and make that information available to agencies which serve children or their families, and to interested community members? YES

No Overdue Tax Debt

- A. As recipient of the county DPS JCPC allocation, does the County certify that it has no overdue tax debts, as defined by N.C.G.S. §105-243.1, at the Federal, State, or local level? YES

Briefly outline the plan for correcting any areas of standards non-compliance.

The council continues to work to fill vacant positions.

- a. **Inter-Agency Council Appointment for FY 2022-2023:** This is to certify the Inter-Agency Council Members for FY 2022-2023.

Juvenile Crime Prevention Council Certification Standards

Instructions: N.C.G.S. § 14313-846 specifies suggested members be appointed by county commissioners to serve on local Juvenile Crime Prevention Councils. In certain categories, a designee may be appointed to serve. Please indicate the person appointed to serve in each category and his/her title. Indicate appointed members who are designees for named positions. Indicate race and gender for all appointments.

Specified Members (G.S. 147-33.61)	Name	Title	Designee	Race	Gender
1) School Superintendent or designee	James Bunch	Assistant Superintendent	<input checked="" type="checkbox"/>	w	m
2) Chief of Police	n/a				
3) Local Sheriff or designee	Shelby White	Sheriff		w	m
4) District Attorney or designee	Kyle Jones	ADA	<input checked="" type="checkbox"/>	w	m
5) Chief Court Counselor or designee	Ed Hall	Chief		b	m
6) Director, Local Management Entity/Managed Care Organization (LME/MCO), or designee	Tracey Webster	SOC		b	f
7) Director DSS or designee	Angela Jordan	CPS//APS Supervisor	<input checked="" type="checkbox"/>	b	f
8) County Manager or designee	Frank Heath	Manager		w	m
9) Substance Abuse Professional	Tonya Johnson	Uplift		b	f
10) Member of Faith Community	Wonder Lewis	Pastor		b	f
11) County Commissioner	Joseph Hoffler	Commissioner		b	m
12) A Person Under the Age of 21					
13) A Person Under the Age of 21, or a member of the public representing the interests of families of at-risk juveniles					
14) Juvenile Defense Attorney	Brandon Belcher	Attorney		w	m
15) Chief District Judge or designee	Hon. Meader Harris	District Court Judge		w	m
16) Member of Business Community	Dee Spruce	ARPC		w	f
17) Local Health Director or designee	Molly Brown	Triple P Coord.	<input checked="" type="checkbox"/>	w	f
18) Rep. United Way/other non-profit	Kelly Hoeltzel	Community Care Manager		w	f
19) Representative/Parks and Rec.	Howard Williams	Director		w	m
20) County Commissioner appointee	Dr. Kanika Griffin	CAO-Student Services		b	f
21) County Commissioner appointee	Eva Anderson	Court Counselor Supervisor		b	f
22) County Commissioner appointee	Michelle Lawrence	Librarian		w	f
23) County Commissioner appointee	Shatasha Miller	Youth Development Coordinator		b	f
24) County Commissioner appointee	Tammy Miller-White	Dean of Students – ALC		b	f
24) County Commissioner appointee					
25) County Commissioner appointee					
26) County Commissioner appointee					

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

- a. **Resolution Supporting the Mid-Currituck Bridge Project:** The following Resolution was unanimously approved to support the Mid-Currituck Bridge Project:

**RESOLUTION IN SUPPORT OF THE CONSTRUCTION OF
THE MID-CURRITUCK BRIDGE AND ITS CONTINUED
INCLUSION IN THE STATE TRANSPORTATION
IMPROVEMENT PLAN**

WHEREAS, the Mid-Currituck Bridge project has been in the development process for over thirty years; and

WHEREAS, the Outer Banks of North Carolina generates substantial revenue for the State of North Carolina, particularly through tourism, and also serves a role as an ambassador area for the State by introducing hundreds of thousands of visitors from all over the United States and the world to the many wonders of North Carolina; and

WHEREAS, this revenue and the goodwill that visitors feel towards the Outer Banks and North Carolina is tested annually through frustrations attributed directly to traffic congestion; and

WHEREAS, the purpose of the Mid-Currituck Bridge is to substantially improve traffic flow on the project area's thoroughfares, i.e. NC 12 and US 158, substantially reduce travel time for persons traveling between the Currituck County mainland and the Currituck County Outer Banks, and to substantially reduce the hurricane clearance time for residents and visitors who use US 158 and NC 168 during coastal evacuation; and

WHEREAS, building the Mid-Currituck Bridge will reduce congestion and alleviate delays, thus promoting and enhancing economic development, while bolstering the tourism industry; and

WHEREAS, alternatives to the Mid-Currituck Bridge project have been studied thoroughly and have been rejected in favor of the Mid-Currituck Bridge; and

WHEREAS, in recognition of the viability and need of the Mid-Currituck Bridge, the North Carolina Department of Transportation has demonstrated a commitment to construction of the bridge by placing it in the State Transportation Improvement Plan based on the agency's prioritization process and strong support by local municipalities and the Albemarle Rural Planning Organization; and

WHEREAS, the US District Court for the Eastern District of North Carolina ruled in December 2021 that NCDOT and the Federal Highway Administration have complied with all applicable federal laws and regulations in planning for the bridge; and

WHEREAS, the court's decision properly affirms the project's compliance with the federal National Environmental Policy Act; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS, PERQUIMANS COUNTY, NORTH CAROLINA, THIS 6th DAY OF JUNE, 2022, that it supports the Mid-Currituck Bridge project and advocates for advancement of this crucial project and its continued inclusion as a funded project in the State Transportation Improvement Plan.

Adopted this 6th day of June, 2022.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

Mary P. Hunnicutt, Clerk to Board

- b. **Special Event Application – July 4, 2022 – Albemarle Plantation:** Albemarle Plantation had provided a Special Event Application Request for permission to shoot fireworks on July 4, 2022 for their July 4th Festivities. The Board unanimously approved their request under the Consent Agenda.

PRESENTATIONS & INTRODUCTION OF NEW EMPLOYEES

A. The following presentations were made:

1. **Vic Williams, NC NENA:** Mr. Heath explained that Mr. Williams was unable to attend due to illness so he asked Mr. Heath to make his presentation. Mr. Heath requested the Telecommunication employees that were present and Jonathan Nixon, Emergency Services Director, to come forward and receive a plaque from NC NENA for being named the 2022 Communications Center of the Year. The following Telecommunicators represented the center: Andrea Stoner, Crystal Wright, and Krystal Tutwiler. Jonathan Nixon, Joseph Hoffler, and Wallace Nelson thanked the employees for a job well done.

2. **Recognition of Employees:** Beginning this month, the Board felt that it was important to recognize employees reaching their 5th, 10th, 15th, etc. year with the County. Tonight, Mr. Heath recognizes Tashara Gramby, Tax Clerk – Collections, who is celebrating her 5th year, and Bill Jennings – Tax Administrator, who is celebrating his 10th year in the Tax Department. Each month, the Board will recognize these individuals that have reached these milestones with the County.

B. Introduction of New Employees: The following new employees were introduced to the Board:

1. **Susan Chaney, Social Services:** Ms. Chaney introduced Marica Bazemore, IMC I working toward an IMC II, who was hired on May 1, 2022.
2. **Bill Jennings, Tax Department:** Mr. Jennings introduced Stacey Ward, Business Personal Property Clerk, who was hired on May 1, 2022.
3. **Kathy Treiber, Board of Elections:** Ms. Treiber introduced Jackie Greene, Director of Elections, who was hired on May 1, 2022. She further explained that Ms. Greene will be taking over her position in July, 2022.
4. **Jonathan Nixon, Emergency Services:** Mr. Nixon introduced Alyssa Polumbo who will be promoted to EMS Compliance Officer/Paramedic, on July 1, 2022. She is currently working with Jim Grosjean who will be retiring in July.

Each new employee made a few comments and the Chairman and the Board welcomed them to Perquimans County.

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION (NCDOT)

Chairman Nelson recognized William Bridgers, NCDOT Division 1 Engineer. Mr. Bridgers explained that he was not just going to talk about secondary road improvements but he will be presenting everything that NCDOT currently has to offer. He introduced the following staff members that were present tonight:

- Ronnie Sawyer, PE – Division Maintenance Engineer
- Jack Livermann, PE – Assistant Division Maintenance Engineer
- Randy Midgett, PE, Division Construction Engineer
- Gretchen Byrum, PE – Division Project Development Engineer
- Craig Midgett, EI – Division Planning Engineer
- David Otts, PE – District Engineer
- Jim Hoadley – County Maintenance Engineer

Mr. Bridges reviewed the following Perquimans County Projects by presenting a PowerPoint presentation:

Delivery Projects From 2020 – 2029:

TIP/WBS #	Route	Route Name	Project Name/Description	Estimated Costs	Let Date*
BP1-R007	SR 1301	Old Neck Road	Replace Perquimans County’s Bridge 710036 on SR 1301	\$607,000	5/3/2023
15BPR.60	US 17	US 17	Rehabilitation of structure US 17 over Perquimans River/14 (Southbound Lanes) & 80 Northbound Lanes)	\$4,400,000	1/17/2023
1-6030	US 17	US 17	US 17 (Future I-87) Perquimans County from SR 1101 (East Bear Swamp Road) to US 17 Business. Pavement Rehabilitation.	\$5,000,000	10/15/2024
R-58698	US 17	US 17	US 17 at SR 1330 (New Hope Road). Convert at-grade intersection to an interchange.	\$23,700,000	4/17/2029
R-5869A	US 17	US 17	US 17 at 1336 (Harvey Point Road) and SR 1338 (Wynne Fork Road). Convert at-grade intersection to an interchange.	\$36,900,000	8/21/2023
<i>*the date the department receives and opens bids for an improvement. The contractor has 18 months from the let date to complete the projects. Some contractors are on time and others are late in completing the project.</i>					

Currently Under Construction:

TIP/WBS #	Route	Route Name	Project Name/Description	Bid Amount	Percent Completed	Notes
R-4467	US 17 Bus	US 17 Business / NC 37	East of Perquimans River Bridge to NC 37 in Hertford. Replace Bridge 710008.	\$56,900,000	71%	Expected availability for traffic in late August
R-5740	SR 1329	Woodville Road	SR 1311 (Red Bank Road) to SR 1300 (New Hope Road). Modernization of road by adding paved 4-ft shoulders, improving drainage, and making certain roadway is built to current NCDOT standards.	\$5,000,000	71%	Contract completion date around 1/28/2023
R-5806	SR 1336	Harvey Point Road	SR 1336 (Harvey Point Road) from US 17 to Churches Lane. Modernization of road by milling, resurfacing, utilizing Full Depth Reclamation in areas, improving drainage, and making certain roadway is built to current NCDOT standards.	\$3,600,000	0.0%	Contract completion date around 8/31/2023

County Manager Heath asked if the Harvey Point Road Project include any widening. Mr. Bridges said that it was not massive like Woodville Road & New Hope Road but it will be some widening. He further explained that, with reclamation, you reclaim about a foot outside the current edge of the pavement. This stabilizes the shoulder and minimizes the drop-offs that are caused by vehicles that go off the pavement due to their size. In general, this prevents certain maintenance on these shoulders in the future. Mr. Heath asked about where the paving of 17 will occur on Harvey Point Road. Mr. Bridges’ staff answered Mr. Heath’s question.

Resurfacing Contract Years 2021 & 2022:

The following roads are under resurfacing contracts in 2021 & 2022:

- Davenport Lane
- Riverview Drive, Willow Street, Linden Street, Hickory Street, Maple Street, & Cypress Street
- Holiday Island Road
- Belvidere Road, Bethany Church Road, Lake Road, Chapanoke Road, Foreman Bundy Road
- Creek Drive
- US 17
- Gregory Lane, Kennedy Drive, Martin Lane

Mr. Bridges explained that these are the roads that are under contract to be resurface. The projects have been letted and they have 18 months to complete the work. Therefore, these projects may not be completed in FY 2021-2022. Mr. Bridges explained the situation about the replacement of the Alligator River Bridge to allow maritime vehicles to go under the bridge without opening up the bridge. They have applied for several grants and it looks like that they have a good chance of getting this done. Mr. Heath asked about the completion date for the S-Bridge replacement. Mr. Bridges staff answered his question and Mr. Bridges added that they are hoping to have it open before school opens in August, 2022.

Chairman Nelson stated that, since a number of members of the Hertford Town Council were present, he asked their members if they had any questions for Mr. Bridges. The following questions were asked by the Hertford Town Council:

- **Mayor ProTem:** Mr. Hodges asked about the burying of the Hertford Utilities. Is this still under consideration. Mr. Bridges said that he was going to have to rely on Randy Midgett, PE, Division Construction Engineer, and David Otts, PE – District Engineer, to answer that question because Mr. Bridges was working in another NCDOT Division when those discussions were held. His staff said that, if the Town of Hertford requested that and it was not included in the proposal costs, then the Town of Hertford would be required to pay the difference. For instance, if they were going to install the water lines which were 4 inch but the Town wanted an 8 inch, then the Town would pay for the cost difference between the 4 inch and the 8 inch pipes.
- **Mayor Brown:** Mayor Brown asked if there will be lights on the new S-Bridge. Mr. Bridges staff member said that there would be lights similar to the previous lights but it will not be down the length of the bridge. They will only be on the section that currently had lights. Mayor Brown also stated that she understood that there would be a sidewalk from the Town of Hertford to the end of what used to be the causeway so that their residents can walk on the bridge. Previously, the residents did not walk on the causeway but, now that there will be a sidewalk on the bridge, it seems feasible that they would have lights on the whole bridge in case they would be walking on the bridge at night. Chairman Nelson said that the Town of Hertford and NCDOT would need to discuss that. Mr. Bridges agreed and said that he understood her question and feels that the Town of Hertford and NCDOT would need to discuss that matter.
- **Interim Town Manager Cole:** Ms. Cole stated that she understood that there would only be a bridge tender for the first year. After that, it will be handled remotely. NCDOT staff said that they have the infrastructure in the building to do this but it has to be approved by the Coast Guard. Previously, the residents did not walk on the causeway but, now that there will be sidewalks on the bridge, it seems feasible that they would have lights on the whole bridge in case they would be walking on the bridge at night. Mr. Bridges said that he understood her question and feels that the Town of Hertford and NCDOT would need to discuss that matter.

There being no further questions from the Town of Hertford, County Manager Heath asked a question about resurfacing throughout the County. Are the decisions on the resurfacing projects decided entirely by the local staff. Mr. Heath was asking the question because he was wanting to know about Long Beach Drive. There are not many houses on that road. Mr. Bridgers has investigated that road and honestly with the number of roads that we have in the County it is difficult to decide on the ones that will be resurfaced. Mr. Bridgers and his staff have investigated this road and they are going to do some mechanical patching to try to bring the road up to better condition so that they can fit it into their multi-year program in the next couple of years. They do see the need for repairs there and are going to try to get included in their program within the next couple of years. There being no further questions, Chairman Nelson thanked Mr. Bridgers and his NCDOT staff for coming and making this presentation tonight. He also thanked them for all the work that they do for Perquimans County.

MARK BARDILL, ZACCHAEUS LEGAL SERVICES (ZLS)

Chairman Nelson recognized Mr. Bardill, who gave an update on the County's foreclosures. He reviewed the following items:

- He explained his timeline – first met with County in December, 2020.
- He explained his process. Their first assignment was begun on September, 2021.
- He explained the status of all parcels in the program: He said that they had 16 closed cases thus far.
- They will continue to work diligently to assist with their foreclosures.

Chairman Nelson recognized Bill Jennings, Tax Administrator, who made the following comments.

- Since the beginning of this contract, the Tax Office has received 16 payoffs – a lot of them were within the \$10,000 range dated back to 2011. It is working because they are getting in touch with these property owners.
- Our current collection percentage rate is 97.4%.

Commissioner Leigh asked Mr. Jennings that if they cannot locate the people who are delinquent since 2011, is there anything that the County can do to collect those delinquent taxes? They do everything that we can do legally to collect these taxes. If we cannot locate them, there is really nothing else we can do. Ms. Tashara Gramby, who was here earlier in the meeting, does everything that she can do to locate these individuals. Chairman Nelson thanked Mr. Jennings and his staff for what do to try to collect these taxes.

PRESENTATION OF FY 2022-2023 BUDGET

County Manager Heath presented the following FY 2022-2023 Budget Message:

June 6, 2022

To: The Honorable Chair, Board of Commissioners, and taxpayers of Perquimans County

I respectfully submit the proposed budget for Perquimans County for the Fiscal Year 2022-2023. The budget has been prepared in accordance with the North Carolina Local Government Budget and Fiscal Control Act. The budget identifies the estimated revenues and expenditures for the Fiscal Year 2022-2023.

Proposed Tax Rate

As in years past, the County's budget process calls for department heads and other agencies to submit budget requests to the County Manager. In total, the requests amounted to approximately \$20.1 million. That's almost \$1 million dollars more than anticipated revenues for the upcoming fiscal year. The tax rate would have to be 7 cents higher to fully fund all requests of Perquimans County for the next year.

Total taxable value increased from \$1,370,420,692 to \$1,416,482,867 or 3.36%. This is the highest percentage growth in ad valorem taxable value in over 10 years. Sales tax revenues are expected to increase by over \$150,000 from last year's budgeted amount. Another positive

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note is that I project that we're going to use little if any of the \$1,435,918 budgeted fund balance appropriation from the fiscal year 21/22 budget. The proposed FY 22/23 budget allocates \$0 out of fund balance.

Perquimans County will continue to make substantial investments in public safety, capital projects and personnel. Despite this, the tax rate for fiscal year 22-23 will remain 61 cents per hundred dollars of value.

When compared to other Counties in the region, Perquimans' tax rate will remain among the lowest in eastern North Carolina:

Perquimans-	61 cents per hundred
Gates-	79 cents per hundred
Camden-	83 cents per hundred
Chowan-	75.5 cents per hundred
Pasquotank-	77 cents per hundred (expected to decrease due to revaluation)

General Fund Budget Summary

The General Fund budget is \$19,107,570 for 2022-2023, an increase of \$425,096 from the current year's amended budget of \$18,682,474.

General Fund Revenues

Property taxes account for the vast majority of general fund revenues, and I've already mentioned the conditions as it relates to real property taxation.

Sales tax revenues are the second largest source of County general fund revenues. Budgeted sales tax revenues are projected to increase by a total of \$150,000 compared to last year's budgeted amount, for a total of \$2,100,000.

\$500,000 is forecast to be added to Perquimans' sales tax allocation to reflect the additional services taxed by the General Assembly in 2016. This is an increase of \$60,000 from last fiscal year's proposed budget. Medicaid hold harmless payments from the State, which are tied directly to sales tax calculations, are projected at \$375,000 this year, an increase of \$25,000. Expected Land Transfer Tax revenues in FY 2022-23 are \$650,000, an increase of \$100,000.

General Fund Expenses

Most of the departmental operating budgets remain similar to the current budget year. There will be a significant increase in fuel costs for the upcoming year across all budgets. By way of comparison, the largest General Fund expenses by department or agency are as follows:

<u>Department/Agency</u>	<u>Proposed FY 22-23</u>	<u>% of Total GF Budget</u>
Perquimans County Schools	\$4,411,603	23.1%
Social Services	\$2,646,404	13.9%
Sheriff Department	\$2,527,779	13.2%
Emergency Medical Services	\$2,102,252	11.0%

School Funding

As presented by the Board of Education and school staff earlier this spring, the Perquimans County School System has requested \$3,523,868 for school current expense, an increase of \$523,868 over last year's County appropriation of \$3,000,000. This represents a 17% requested increase from the previous fiscal year's budget allocation. The local current expense requested increase centers mostly around additional personnel, benefit costs and utility increases.

The proposed FY 2022-23 County budget increases the local current expense budget to \$3,100,000. This continues a significant commitment by the County Board of Commissioners to fund instructional services, support services, athletics, maintenance and utilities. The school capital outlay budget remains \$475,000.

Building and Facility Initiatives/Capital Outlay

Perquimans will invest in various building and capital initiatives this year. Such expenditures include:

- Sheriff: Two Dodge Charger patrol cars, one SUV, 4 office computers, ballistic vests.
- Emergency Services: LifePak 15 cardiac monitor, Lucas chest compression device, 2 Powerload Rail systems, PowerPro cot, EMS bay floor coating, 911 Center tower lighting upgrades, floor replacement throughout the Emergency Services Building, a new Quick Response Vehicle for Emergency Management, electrical and lighting work for the bays, repainting and roof coating on storage buildings.
- Senior Center: Painting interior sections of the Center, rock landscaping around building exterior, replacement of 9 computers, paging system and new folding chairs.
- Recreation: Includes funds for tennis court construction, cabinet repairs in the concessions stand, new scoreboards for the baseball and softball fields.
- Inspections: New pickup truck.
- County-wide: IT infrastructure and cyber-security upgrades.

Personnel

The proposed FY 2022-23 budget contains a 3% cost of living adjustment to the salary schedule based on inflationary pressures in the economy. Steps and merits are active for this budget as well.

Included is a 2% 401k match for employees.

Perquimans County participates in the State Health plan, and health insurance rates are projected to cost \$672 per employee per month. The rate of \$672 monthly includes a projected 6% increase in rates and \$25 per month per employee that the State charges employees for the base 70-30 plan. The health benefit alone adds a value of over \$8,000 to each employee's compensation package, so it remains a significant benefit to County workers.

The North Carolina Local Government Employees Retirement System employers' contribution will increase to 12.15% from 11.42% for FY 22-23.

This budget includes several new positions. The Sheriff's office budget includes a new deputy for County service because an existing deputy will assume the code enforcement officer position. The current code enforcement officer will assume an Inspector role within the Building Inspector's office. EMS will receive two additional full-time paramedic positions as the County tries to become less dependent upon part-time employees who work full-time for other agencies. The Department of Social Services budget includes one Social Worker 1 position. The Senior Center has a part-time worker for the afternoon hours included in their budget.

Other Noteworthy Items

- Funding for the County Fire Departments increases to \$80,000 each, up \$2,500 per department from last year.
- Funding for the Perquimans County Library increases to \$202,695. This is an increase of \$11,483.
- \$30,000 for code enforcement/house removal.
- Albemarle District Jail remains a considerable expenditure, at \$650,064.

Water Fund

Perquimans continues to make significant investment in its overall ability to provide water to its customers. Perquimans will continue to purchase 150,000 gallons of reverse osmosis water from Pasquotank County that services customers on the Winfall plant side. The bulk water rate that Pasquotank County charges is \$7.77 per thousand gallons.

Water rates will remain at \$17.50 for a minimum bill and \$9 per thousand after the first thousand. There is a total increase in the budget projected of \$74,184. I've included approximately \$125,000 for additional radio read meters and a \$99,500 allocation for water tank maintenance. I've also included \$120,000 again for the Woodville Road betterment costs since the project did not finish last fiscal year. This will not be a recurring expense once completed. Other capital expenditures include an upgrade of the Wolfman Jack pumping station to increase capacity on the Bethel plant side; replacement of softener media at the Winfall plant; a new half-ton truck; and permits, designs, specs and plans for the discharge relocation on the Winfall plant side.

The total water fund budget for the Fiscal Year 2022-23 is \$2,578,900.

Solid Waste Fund

The proposed solid waste fee for FY 22-23 is \$160, a \$10 increase from last fiscal year. This fee covers the cost of operating the five Convenience Site locations, the County's portion of the Perquimans-Chowan-Gates Transfer Station operating cost, and the tipping fee for the County's solid waste at the private landfill in Bertie County. All of these operational costs have increased over the past couple of years,

particularly in hauling costs this year due to high fuel prices. We've made significant capital improvements to our sites, including additional compactors. The total solid waste fund budget is projected at \$1,096,650.

Conclusion

I'd like to thank the Department Heads for their stewardship in this budget process. I would also like to thank the Board of Commissioners for your involvement in the budget discussions and for making difficult, but important decisions on behalf of the citizens of Perquimans County. Finally, I'd like to thank County staff: Tracy Mathews- Finance Officer, Mary Hunnicutt- Clerk to the Board, and Bill Jennings and Kim Bray of the Tax Office, for their assistance and guidance in this process.

I thank each of you for your consideration of this proposal and welcome any changes the Board deems appropriate.

At the request of the Chairman and Board of Commissioners, a public hearing has been scheduled for Monday, June 20, 2022, at 7:00 p.m. in the Perquimans County Library for public comment and to consider adoption of the budget.

Submitted by:

W. Frank Heath, III
County Manager/Budget Officer

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- **Fire Departments:** Mr. Heath congratulated the Bethel Fire Department for completing their fire inspection and they are awaiting their rating. He congratulated Belvidere-Chappell Hill Fire Department for receiving their rating from 5/98 to be effective September 1, 2021. This is great news for people living this district in that it should help to reduce their insurance rates. We are hoping that the same will happen for Bethel Fire Department. Chairman Nelson thanked the Fire Departments for their efforts in obtaining the new ratings.
- **Perquimans County High School Baseball Team:** Mr. Heath wanted to publicly congratulate the Perquimans County High School Baseball Team for winning another State Championship. He is sure that we will be hearing from them soon.
- **Marine Park Basin:** Mr. Heath reported that the bids for the project will be opened on June 9, 2022. What started out as a 12-month project is now an 18-month project due to increases in costs.
- **Presentation:** On May 10, 2022, Senator Steinberg and Representative Goodwin presented a check to the County for the Marine Park Basin Grant.
- **NCACC District Meeting:** Mr. Heath attended the NCACC District Meeting on May 5, 2022. They had an opportunity to bring up their concerns and talk with our congressional membership.
- **County Assembly Day:** This will be held on June 14, 2022. This will also give the attendees an opportunity to meet with our congressional representatives.
- **Inter-County Public Transportation Authority (ICPTA):** Mr. Heath reported the ICPTA has delivered the van that they were donating to our senior citizens department and we are in the process of changing ownership from Albemarle Regional Health Services to Perquimans County.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

There being no commissioner's concerns or committee reports, Chairman Nelson moved forward with the meeting.

BACKUP PSAP AGREEMENT

Chairman Nixon recognized Jonathan Nixon, Emergency Services Director, who presented the Backup PSAP Agreement between Perquimans County and Chowan County. Mr. Nixon explained the changes from the current agreement to this new agreement. On motion made by Joseph W. Hoffler, seconded by Charles Woodard, the Board unanimously approved the following Agreement:

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

This Agreement, made this 6th day of June 2022, by and between the County of Chowan (herein Chowan) and the County of Perquimans (herein Perquimans), for the purpose of ensuring a functional Backup Public Safety Answering Point (PSAP) for both parties;

WITNESSETH:

WHEREAS, Chowan and Perquimans are both bodies corporate and political existing pursuant to the laws of the State of North Carolina; and

WHEREAS, Chowan and Perquimans are currently engaged in operating and maintaining respective county-wide "911 communications system"; and

WHEREAS, Chowan and Perquimans are desirous of ensuring that any citizen utilizing the "Emergency 911" system in Chowan 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, each party hereto recognizes the economy and benefits of utilizing the other's 911 emergency communications system temporarily and facilities for a longer term; and

WHEREAS, the parties desire to set forth in this Agreement the terms by which Chowan and Perquimans may utilize the other's 911 emergency communications centers for the benefit of the people of Chowan and Perquimans Counties; 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 Chowan utilizes Perquimans as its Backup 911 Center, currently located at 159 Creek Drive in Hertford, NC, during such times as Chowan may experience failure of its primary 911 Center, and Perquimans utilizes Chowan as its Backup 911 Center currently located at 305 West Freemason Street in Edenton, NC, during such times as Perquimans may experience failure of its primary 911 Center, subject to the terms of this Agreement as set forth below.

2. RESPONSIBILITIES OF CHOWAN

2.1 Chowan agrees to provide a physical location for placement and use of equipment needed for Perquimans to function as their 911 Center. Chowan agrees to provide enough space for three (3) workstations.

2.2 Chowan agrees to provide antenna space for Perquimans to install necessary radio equipment.

2.3 Chowan agrees to provide space in its recording system to capture all Perquimans telephone and radio traffic during a Perquimans failure at Perquimans' expense.

2.4 Chowan agrees to provide data connectivity (internet) at the Chowan location for Perquimans data use.

2.5 Chowan agrees to maintain its 911 Center facility operationally functional and up to date as possible.

2.6 Chowan agrees to provide key or other methods of access to Perquimans so that Perquimans will have access should a failure occur in Perquimans.

2.7 Chowan 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.

2.8 Chowan agrees to process all Perquimans calls during a catastrophic failure until which time Perquiman’s personnel can reach the backup 911 Center and resume operations.

2.9 Chowan agrees to work with Perquimans to help train Perquimans telecommunicators in dispatch methods for Chowan.

2.10 Chowan 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 Chowan to function as their 911 Center. Perquimans agrees to provide enough space for three (3) workstations.

3.2 Perquimans agrees to provide antenna space for Chowan to install necessary radio equipment.

3.3 Perquimans agrees to provide space in its recording system to capture all Chowan telephone and radio traffic during a Chowan failure at Chowan’s expense.

3.4 Perquimans agrees to provide data connectivity (internet) at the Perquimans location for Chowan 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 Chowan so that Chowan will have access should a failure occur in Chowan.

3.7 Perquimans agrees to give the Chowan 911 Director as much advance notice as practicable under the then existing circumstances of its need and intent to operate within the Chowan facility.

3.8 Perquimans agrees to process all Chowan calls during a catastrophic failure until which time Chowan personnel can reach the backup 911 Center and resume operations.

3.9 Perquimans agrees to work with Chowan to help train Chowan telecommunicators in dispatch methods for Perquimans.

3.10 Perquimans agrees to keep confidential any information received, held or transmitted which is defined as confidential under state or federal law.

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 July 1, 2022 and will continue for a period of five (5) years.

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. However, if either party terminates the Agreement prior to the expiration of the five (5) year term, the terminating party shall reimburse the North Carolina 911 Board based on any funding received by the other party. This reimbursement would be only if repayment is required by the N.C. 911 Board.

12. NOTICES

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

Chowan County Sheriff
PO Box 78
Edenton, NC 27932

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.

{SIGNATURES AND ACKNOWLEDGEMENTS ON FOLLOWING PAGE}

IN WITNESS WHEREOF, Chowan 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.

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

Chowan County Finance Officer

Date

Time

CHOWAN COUNTY

Bob Kirby, Chairman

ATTEST:

Susanne Stallings, Clerk

[seal]

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

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

Perquimans County Finance Officer

Date

Time

PERQUIMANS COUNTY

Wallace Nelson, Chairman

ATTEST:

Mary Hunnicutt, Clerk

[seal]

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

PUBLIC COMMENTS

There were no public comments.

CLOSED SESSION: TO CONSULT WITH OUR ATTORNEY REGARDING REAL PROPERTY AND CLOSED SESSION MINUTES

Chairman Nelson stated that, pursuant to NC General Statute 143-318.11(5), the Board went into Closed Session to consult with our attorney regarding real property and closed session minutes. On motion made by Joseph W. Hoffler, seconded by Charles Woodard, 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 8:45 p.m. on motion made by Fondella A. Leigh, seconded by Charles Woodard.

Wallace E. Nelson, Chairman

Clerk to the Board
