

CLOSING REMARKS AND QUESTIONS

They concluded their remarks by thanking the County for their financial support and looked forward to another successful year. Chair Lassiter asked if there were any questions or comments about their presentation. The following questions were asked:

- **Commissioner Hoffer:** Mr. Hoffer asked about the status of the Riddick Charter School that was being built in Herford. Ms. Turner said that they did not get their approval. Mr. Hoffer mentioned that the building is still there but Dr. White said that the sign with their name on it has been removed.
- **Chairman Nelson:** Mr. Nelson asked Ms. Turner what kind of feedback she was receiving about the HB 219. Ms. Turner said that they are getting a lot of push for it. Recently, Perquimans County Board of Education adopted a Resolution opposing the bill and that many other school systems have also adopted the Resolution. Mr. Nelson asked if he could receive a copy of that Resolution so that the Board of Commissioners could possibly adopt a similar one. Ms. Turner said that she would provide that copy to him. She cited examples of how the bill can negatively affect the school systems.
- **Commissioner Corprew:** Mr. Corprew asked if it was just the public school systems that can get involved in this matter. Ms. Turner said that they are having a Legislative Day tomorrow where individuals can go to lobby against the bill.
- **County Manager Heath:** Mr. Heath stated that it would be better if they would give the Commissioners the option to designate the funds where it is needed more. Ms. Turner said that, when Mr. Heath said that he understood it to say may be able to decide on how to distribute the funds, she felt the need to reread the bill to see if she may have misunderstood what they allow the local counties do.
- **Commissioner Corprew:** Mr. Corprew asked about the auditorium. Should the study that is being prepared by a structural engineer deem the auditorium not structurally safe, what does the School Board plan to do with the building? Mr. Johnson said that they have a plan. Several members expressed their feelings about the auditorium. Chairman Nelson asked if they had discussions on the new proposed school and how they can build an auditorium with the new school. Ms. Turner said that they have talked about it but it would increase the cost significantly. Dr. White thanked Mr. Johnson for the mammoth job that he did in doing the renovations so that it will bring the buildings and facilities up to date. Mr. Johnson said that we should wait to make a decision about the auditorium until after we receive the structural engineer's report.

Mr. Lassiter asked if there were any more questions or discussions and thanked the Board of Commissioners for their continued support of the School System. Other members of the School Board thanked the Commissioners for their continued financial support. Commissioner Woodard thanked the School Board for all they do for the school system. Chairman Nelson said that it was great the other week when the County, Town of Hertford, and School System representatives pulled together to seek funding for Perquimans County projects. Dr. White wanted to thank Mr. Bunch and the entire staff for the grant funds that they have worked so hard to obtain for the School System. Ms. Turner introduced a new employee, Dr. Shawn Wilson, Chief Human Resources Director, replacing Ms. Maddox and has done a great job. There being no further questions or comments, Chair Lassiter adjourned the meeting at 6:45 p.m.

Wallace E. Nelson, Chairman

Clerk to the Board

WORK SESSION
April 17, 2023
7:00 p.m.

The Perquimans County Board of Commissioners Work Session on April 17, 2023 was cancelled.

REGULAR MEETING
May 1, 2023
7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, May 1, 2023, 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 Charles Woodard, Vice Chairman
Timothy J. Corprew Joseph W. Hoffer
T. Kyle Jones James W. Ward

MEMBERS ABSENT: None

OTHERS PRESENT: Frank Heath, County Manager Mary P. Hunnicutt, Clerk to the Board
Hackney High, County Attorney

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 amended Agenda was at their seats tonight. James W. Ward 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, Charles Woodard made a motion to approve the Consent Agenda as presented. The motion was seconded by Joseph W. Hoffer and unanimously approved by the Board.

1. **Personnel Matters:** The following personnel matters were approved by the Board:

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Anissa Coles	Social Worker II	Appointment	67/2	\$41,089	05/01/2023
Tammy Chappell	IMC II	Appointment	63/3	\$33,321	05/01/2023
Charity Geho	Part-Time/Fill-In Telecommunicator I	Appointment	63/1	\$16.16/hr.	05/01/2023
Marica Basemore-Harris	IMC II (FNS)	Promotion	63/1	\$33,615	05/01/2023

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Marleny Garcia	IMC I Working Against IMC II	Promotion	61/3	\$32,321	05/01/2023
Susan Chaney	Interim Social Services Director	Extension of Time*	n/g	\$45.00/hr.	05/01/2023
Morgan Story	Non-Certified Telecommunicator	Appointment Date Correction **	60/1	\$14.16/hr.	03/01/2023
Sherry Schrodt	Social Worker III	Resignation			04/10/2023
Kaitlyn Brower	IMC I working against a IMC II	Termination			03/31/2023
Cayla Butler	IMC I working against a IMC II	Termination			03/31/2023

**time extended for one more month.
**correct effective date from 04/01/2023 to 03/01/2023*

2. **Step/Merit Increases:**

Employee Name	Employee Job Title	Grade/ Step	New Salary	Effective Date
Bill Jennings	Tax Administrator	72/7	\$57,830	05/01/2023
Stacey Ward	Business Personal Property Clerk	61/2	\$31,552	05/01/2023

3. **Budget Amendments:** The following budget amendments were approved by the Board:

**BUDGET AMENDMENT NO. 39
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	DSS - State Grants	20,000	
10-610-198	DSS - Low Income Energy Assistance (LIEAP)	20,000	

EXPLANATION: To amend FY 22/23 budget to include additional funding as awarded by the State for the LIEAP Program.

**BUDGET AMENDMENT NO. 40
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-335-000	Miscellaneous Revenue	1,750	
10-510-360	Sheriff – Uniforms	1,750	

EXPLANATION: To amend FY 22/23 budget to include additional funding received.

**BUDGET AMENDMENT NO. 41
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-685-161	Recreation – Buildings & Grounds		2,000
10-685-740	Recreation – Capital Outlay	2,000	

EXPLANATION: To amend FY 22/23 budget to cover expenses.

**BUDGET AMENDMENT NO. 42
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	DSS – State Grants	13,000	
10-610-201	DSS – SNAP ARPA	13,000	

EXPLANATION: To amend FY 22/23 budget to include additional funding as awarded by the State.

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

- **Request for Information for Preparation of the GASB 75 Report for 6/30/2023 Financial Report – Non-League Member:** The Board approved the following document:

2022 MEMORANDUM OF PARTICIPATION (MOP) FOR INTERIM (ROLL-FORWARD) GASB 75 REPORT OF THE OTHER POSTEMPLOYMENT BENEFITS (OPEB)

EMPLOYER NAME: Perquimans County

UNIT'S RETIREMENT SYSTEM (LGRS) I.D. NUMBER(S): 97201

MAILING ADDRESS: P.O. Box 45

CITY: Hertford ZIP CODE: NC

NAME OF PERSON TO RECEIVE REPORT: Mr. Ms. (choose one) Tracy Mathews

PHONE #: (252) 426-8484 TITLE: Finance Officer

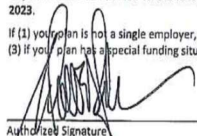
E-MAIL ADDRESS: tracymathews@perquimanscountync.gov

On behalf of the employer noted above, we have agreed to engage Cavanaugh Macdonald Consulting, LLC to perform a GASB 75 actuarial valuation of the employer's OPEB Plan. I understand that we will be billed directly by Cavanaugh Macdonald Consulting, LLC and a copy of the actuarial report will be e-mailed to the person listed above by Cavanaugh Macdonald Consulting. I understand the fee structure is as follows:

GASB 75 Valuations	
Base Fee	Base Fee
▪ Less than 20 total active and retired participants	\$5,250
▪ 20-49 total active and retired participants	\$6,825
▪ 50-99 total active and retired participants	\$8,190
▪ 100 or more total active and retired participants	\$8,925
▪	+ Plus +
Per Participant Fee	
▪ Less than 50 total active and retired participants	\$5.00
▪ 50-99 total active and retired participants	\$4.50
▪ 100-249 total active and retired participants	\$3.25
▪ 250-499 total active and retired participants	\$2.75
▪ 500 or more total active and retired participants	\$2.50

Interested employers must return this Memorandum of Participation indicating their desire to participate along with all requested data as outlined on the following page. We need to receive all requested information no later than March 17, 2023.

If (1) your plan is not a single employer, defined benefit plan or (2) if your plan has discreetly presented component units or (3) if your plan has a special funding situation, additional fees may apply. Please contact us for a fee quote.

 Signed this 1st day of May, 2023.

Should you have questions regarding the information requested in this letter, please contact the OPEB Team via email at (NCOPEB@CavMacConsulting.com) or via phone at (678) 388-1700.

INFORMATION COLLECTION CHECKLIST FOR OPEB REQUEST

MUNICIPALITY/EMPLOYER: Perquimans County

UNIT'S RETIREMENT SYSTEM (LGRS) I.D. NUMBER(S): 97201

The June 30, 2021 OPEB Valuation will be used as the basis. Liabilities will be re-measured and rollforward to June 30, 2022 for June 30, 2023 financial disclosure.

Please provide a completed copy of this checklist to indicate the items being sent and the work being requested. This will help us verify receipt of all information and to be sure nothing was lost in transit. Check the boxes below to indicate which items are included in this submission. If multiple submissions are needed because some of the information is not immediately available, please provide an updated checklist with each submission.

You will need additional information related to a split of the liabilities, OPEB expense or proportionate share amounts for the component units. Additional fees will apply based on our hourly rates.

Yes – The census data that was provided for the June 30, 2021 valuation will be used as basis for the fund split.

No – No additional information is needed.

Executed 2022 Memorandum of Participation (MOP). This is for OPEB only.

Have the OPEB plan provisions changed since the prior valuation?
 Yes - Please provide the new plan provision information detailing the new OPEB plan benefit eligibility conditions and/or cost-sharing information. Please note, the roll forward method mentioned above may not be allowed. If this is the case, we will contact you regarding a full valuation. If a plan change has occurred, additional fees may apply.
 No – We will use the same OPEB plan provisions summarized in your last report.

Were OPEB Claims and/or premiums paid for the measurement period July 1, 2021 - June 30, 2022?
 Yes – We provided a template for your use in collecting this information as an attachment in the data request email. Email us at NCOPEB@CavMacConsulting.com if you need another copy. If the template is not fully completed, additional information may be requested and delays may occur.
 Please note OPEB plans may provide both fully-insured and self-insured benefits. If this is the case for your plan, be sure to provide both types of contribution information. This information should be the gross amounts (total of employer and retiree paid) and receipts for retirees and their dependents (do not include amounts for active employees) for the year ending 6/30/2022.
 No – Do not complete the Item 7 spreadsheet.

The calculation of OPEB Expense includes the "Administrative Cost" for the year. The Administrative Cost reported for this item, if you choose to report any, should be those costs not associated with the direct payment of benefits and not paid from an OPEB trust. Administrative Costs may include professional fees (trust fees, audit fees, actuarial fees, etc.), associated with the administration of the OPEB plan. Note that expenses booked elsewhere or paid from an OPEB Trust should not be included below (to avoid double counting of such expenses). What amount should be included in the OPEB expense?
\$ 0 (enter \$0 or the amount we should use – If left blank, we will assume \$0)

Do you have or plan to have OPEB assets?

- Does the Employer have assets in a qualified GASB OPEB funding vehicle (i.e., a Trust or Trust like arrangement for the sole purpose of providing OPEB benefits for retirees that cannot be used to pay active health care costs or any other benefits) as of June 30, 2022? Yes No (choose one)
- If there were no OPEB assets as of June 30, 2022, does the Employer plan to establish OPEB assets in a qualified GASB OPEB funding vehicle by June 30, 2023? Yes No N/A (choose one)

Provide most recent Audited Financial Report (or CAFR) providing OPEB disclosure information.

Our fiscal year ends 6/30 (i.e., 6/30)

Submit all information to the OPEB Team via email at MCOPEB@CavMacConsulting.com.

Employer: _____
Measurement Period: 7/1/2021 - 6/30/2022

Amounts below were NOT paid from the OPEB Trust			
For Fully Insured Benefits:	Health Premiums Paid for Self and/or Dependents		
	Pre-Medicare	Medicare	Total
Medical	-	-	-
Prescription Drug (if not included above)	-	-	-
Dental/Vision (if not included above)	-	-	-
Life Insurance Premiums	-	-	-
Health Care Contributions (if not included above)	-	-	-
Reimbursement of premiums	-	-	-
Other (specify)	-	-	-
Total	-	-	-
Net/Net Amounts Paid for Coverage			
Benefits			
Pre-Medicare			
Medicare			
Total			
Other (specify)	-	-	-
Total	-	-	-
Net Premiums	-	-	-

Amounts below were NOT paid from the OPEB Trust			
For Self Insured Benefits:	Gross Benefits Claims Paid for Self and/or Dependents		
	Pre-Medicare	Medicare	Total
Medical	-	-	-
Prescription Drug	-	-	-
Dental/Vision	-	-	-
Life Insurance Premiums	-	-	-
Group Term Life Insurance Premiums	-	-	-
Administrative Fees	-	-	-
Health Care Contributions (if not included above)	-	-	-
Other (specify)	-	-	-
Total	-	-	-
Net/Net Amounts Paid for Coverage			
Benefits			
Pre-Medicare			
Medicare			
Total			
Other (specify)	-	-	-
Total	-	-	-
Net Claims	-	-	-

C:\Users\jcar\Desktop\Premiums and Claims not paid from the Trust 6-30-2022 OPEB benefits.pdf

JO-ELLEN HUTTO, PERQUIMANS COUNTY REPRESENTATIVE TO THE SENIOR TAR HEEL LEGISLATURE

Chairman Nelson recognized Ms. Hutto who presented the report from the Senior Tar Heel Legislature conference. In her report, she provided a handout, which listed the following five priorities that they presented to the NC General Assembly:

1. Allocate an additional \$8M in recurring funds for Adult Protective Services (APS) to address staff shortages.
2. Increase the Senior Center General Purpose appropriation by \$1,265,316 in recurring funds.
3. Allocate an additional \$8M in recurring funds for the Home and Community Care Block Grant.
4. Allocate an additional \$1.5M in recurring funds for 11 additional long-term area ombudsmen.
5. Strengthen long-term care staffing standards.

After her presentation, Chairman Nelson thanked her for her report and for serving as our representative.

MICHAEL ERVIN, ALBEMARLE COMMISSION

Mr. Ervin talked about their grant writing service that they provide to the ten counties in their region. He further stated that, if the County needed assistance, Albemarle Commission would be willing to assist them with writing the grant application. He introduced Sharon Smith who oversees this program for Albemarle Commission. She made a few comments. County Manager Heath explained that they have received another Single-Family Rehabilitation Grant, which Sharon helped to write, which helps low income individuals to make repairs to their homes. The Board thanked them for coming and informing them of this service.

DINA HURDLE & AL CHESSON, OPEN DOOR OF PERQUIMANS COUNTY

Rosemary Smith, Executive Director of the Open Door Food Pantry, updated the Board on their program. After she presented her information on the new concepts for Open Door Organization, Ms. Hurdle & Mr. Chesson, contractor for renovations and addition to their new building, explained what they are planning to change in the old Highway 55 restaurant on Creek Drive. They asked that the Board consider making a contribution to these renovations & addition of the new facility and making a yearly contribution when they approve their annual budgets. They have applied for many grant opportunities but they have found that they have run into grant timing problems. They are up to 57% funding right now. The Board thanked them for their service.

BOBBIE LOWE, TRILLIUM

Ms. Lowe provided the annual report from Trillium highlighting the major changes in the program. The Board asked several questions which Ms. Lowe answered.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

The following reports were made:

- **Chairman Nelson:** Mr. Nelson encouraged that the Board members consider attending the following NCACC meetings: District Meeting – May 4; Advocacy Meeting – May 23-24; and Training Session – May 31.
- **Commissioner Woodard:** Mr. Woodard informed the Board that the DSS Board is holding interviews for the new DSS Director this week.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- **Distressed Water System Designation Training:** Mr. Heath reminded the Board that he along with Chairman Nelson, Tracy Mathews, Finance Officer, and Nick Lokies, Water Department Supervisor would be going to Williamston for training. He still needs one more commissioner. He asked them to check their calendars and see if they would be available to attend and let him know tonight.
- **Budget Meeting:** The Budget Meeting for Board of Education & Social Services Budget Presentations will be held on May 3, 2023 at 7:00 p.m. in the Emergency Services Meeting Room.
- **County Assembly Day:** If anyone is available to attend the County Assembly Day, please let himself or Mary Hunnicutt know so that we can register them.
- **New Board of Elections Building:** Mr. Heath informed that Board that the new roof on this building should be completed by this Wednesday.
- **Courthouse:** Mr. Heath informed that Board that they will begin interior painting in the courthouse building. In addition they will be repainting the sign out front of the Courthouse. He said that we are preparing for the 200-year anniversary, which will be in the year 2025.

PLANNING BOARD ITEM

Rhonda Repanshek, Planner, presented the following matter for Board consideration:

- **Multiple Flag Lot Review for Tax Parcel #5-0020-0034D, requested by Kelly Belangia and Pam Lilly:** Ms. Repanshek stated that this parcel is located on Four Mile Desert Road. She further explained that these are two sisters that are proposing to divide family property between family members according to their mother’s wishes. After giving the background information on this request, she notified the Board that the Planning Board found that the proposed flag lots to be consistent with subdivision requirement and unanimously recommended approval of the flag lot configuration as presented for Tax Parcel #5-0020-0034D, to include correcting the shared access agreement to read as 45 ft. wide wherever the draft says 50 ft. wide. T. Kyle Jones made a motion to find the proposed flag lots to be consistent with subdivision requirements and approved the flag lot configuration as presented for Tax Parcel #5-0020-0034D, to include correcting the shared access agreement to reflect a 45 foot width. Charles Woodard seconded the motion, which was unanimously approved by the Board.

SALE OF SURPLUS EQUIPMENT

County Manager Heath informed the Board that the County adopted a resolution proclaiming the following vehicle as surplus equipment and to proceed to sell it on GovDeals. The bid period for the following surplus items with GovDeals closed today at 11:00 a.m. The highest bidder was as follows:

BUYER	ITEM	DATE SURPLUSED	START BID	SOLD AMOUNT
Palmer Kwquontae	2014 Dodge Charger, VIN 6310	4/3/2023	\$500	\$3,025.00

On motion made by Timothy J. Corprew, seconded by Charles Woodard, the Board unanimously approved to sell this surplus vehicle to Palmer Kwquontae for \$3,025.00.

RESCHEDULING JUNE COMMISSIONERS MEETING

County Manager Heath informed the Board that Chairman Nelson and Vice Chairman Woodard will be out of town on June 5, 2023 and will not be able to attend the Regular Commissioners Meeting. Therefore, we will need to move the meeting from Monday night to Tuesday night. NC General Statute No. 143-318(a) allows the Board to make the change as long as it is rescheduled at least seven calendar days before the day of the meeting being held. The County will need to make sure that notices are placed on county websites and social pages and posted on the meeting room door. On motion made by Joseph W. Hoffler, seconded by Timothy J. Corprew, the Board’s June meeting will be held on Tuesday, June 6, 2023, instead of June 5, 2023 as it normally meets. Required notices will be posted tomorrow.

PUBLIC COMMENTS

The following public comment was made:

- **Marty & Sheryl Hurdle:** Mr. & Mrs. Hurdle are owners of the Crawfish Shack. Mr. Hurdle explained that they have applied for a mixed beverage license. They already have beer & wine license. They were approved for everything but, on the next day after the approval, they changed their minds because they did not know that their business was not within the city limits of Hertford, NC. They were informed that they needed to have the Board of Commissioners to have that ruling changed. Ms. Hurdle stated that they had approvals from the Building Inspector, the Fire Marshal, the Sheriff, Zoning Official but one week after it was approved they called back and told them that they revoked it because it was outside the city limits. They were wondering how Albemarle Plantation has their permit but they could not get their permit approved. County Manager Heath said that Albemarle Plantation has a special permit because they have the golf course. They asked if there was anything that they can do to help get this permit approved. Commissioner Hoffler explained that, as Chairman of the ABC Board, the golf course allows Albemarle Plantation to serve mix drinks. The Town of Hertford is wet town but Perquimans County is a dry county. Because their facility is located within Perquimans County, they cannot approve their permit because the county is a dry county. We cannot relocate boundaries. Mr. Corprew stated that he had reached out to the Licensing Board and was told that the Board of Commissioners had to either do an exemption to the rule or do a referendum and have the residents of Perquimans County to vote on the County to become a wet county. He feels that if we do it on a case-by-case basis that the County would have a little bit more control over it. Commissioner Jones suggested that, since this was public comment section that the Board should discuss this at a Work Session. County Attorney High agreed and said that he would do further research on it and talk to the Licensing Board to see what we can do to help Mr. & Mrs. Hurdle. The Board agreed.

CLOSED SESSION: TO CONSULT WITH OUR ATTORNEY REGARDING AN ECONOMIC DEVELOPMENT MATTER, REAL PROPERTY MATTER, AND CLOSED SESSION MINUTES

Chairman Nelson stated that, pursuant to NC General Statute 143-318.11(4)(5), the Board went into Closed Session to consult with our attorney regarding an economic development matter, a real property matter, and to approve closed session minutes. On motion made by Charles Woodard, seconded by James W. Ward, 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 James W. Ward, 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 around 8:45 p.m. on motion made by Timothy J. Corprew, seconded by Charles Woodard.

Wallace E. Nelson, Chairman

Clerk to the Board
