

P E R Q U I M A N S C O U N T Y
C A P I T A L P R O J E C T S O R D I N A N C E
A R P A F U N D S

This Capital Projects Ordinance is being authorized for the ARPA Funds.

Section 1: REVENUES - The following amounts are hereby appropriated in this ARPA Funds beginning July 1, 2023, and ending June 30, 2024.

Investment Earnings	\$	15,000
ARPA Funds		1,307,515
TOTAL ARPA Funds	\$	1,322,515

Section 2: APPROPRIATIONS - It is estimated that the following revenues will be available for appropriation in the ARPA Funds beginning July 1, 2023, and ending June 30, 2024.

ARPA Carry Forward	\$	15,000
Transfer to General Fund		1,307,515
TOTAL ARPA Funds	\$	1,322,515

Wallace E. Nelson, Chairman
 Perquimans Co. Board of Commissioners

P E R Q U I M A N S C O U N T Y
C A P I T A L P R O J E C T S O R D I N A N C E
O P I O I D S E T T L E M E N T F U N D

This Capital Projects Ordinance is being authorized for the Opioid Funds.

Section 1: REVENUES - The following amounts are hereby appropriated in this Opioid Settlement Fund beginning July 1, 2023, and ending June 30, 2024.

Opioid Settlement Fund	\$	93,873
TOTAL Opioid Settlement Funds	\$	93,873

Section 2: APPROPRIATIONS - It is estimated that the following revenues will be available for appropriation in the Opioid Settlement Funds beginning July 1, 2023, and ending June 30, 2024.

Investment Earnings	\$	500
Opioid Settlement Fund		93,373
TOTAL ARPA Funds	\$	93,873

Wallace E. Nelson, Chairman
 Perquimans Co. Board of Commissioners

WORK SESSION
 June 19, 2023
 7:00 p.m.

The Perquimans County Board of Commissioners Work Session on June 19, 2023 was cancelled.

REGULAR MEETING
 July 3, 2023
 6:50 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, July 3, 2023, at 6:50 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
Timothy J. Corprew
T. Kyle Jones | Charles Woodard, Vice Chairman
Joseph W. Hoffer
James W. Ward |
| MEMBERS ABSENT: | None | |
| OTHERS PRESENT: | Frank Heath, County Manager
Hackney High, County Attorney | Mary P. 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. Mr. Nelson explained that the first item of business was to hold a public hearing.

PUBLIC HEARING

Special Use Permit No. SUP-23-02, requested by Tykisha Frierson

Chairman Nelson opened the Public Hearing stating that the purpose of this quasi-judicial public hearing was to receive public comments to consider a Special Use Permit No. SUP-23-02, requested by Tykisha Frierson for a Resumed Dwelling in CH, Highway Commercial zone, at 1604 Ocean Highway South, Tax Parcel No. 3-0068-00027. There were twelve (12) people present. Rhonda Repanshek, County Planner, presented the following overview of the request:

- This is a quasi-judicial public hearing so persons of standing, which are usually the neighbors, have the right to speak, although other people may be allowed to speak at the Board’s discretion.
- Notices were mailed, published and posted as directed by NC General Statutes and our County Zoning Ordinance.
- Article VIII, Table of Uses classifies this as a Special Use
- The Draft special use permit (SUP) in your packet has identical conditions that are copied from section 911.28 that are specific to *Resumed Single-Family Dwelling in CH zones*
- One of its conditions is that the replacement must be either site-built, modular, or a double-wide manufactured home.
- An extra condition was added limiting the number of accessory buildings to one and restricting its location to the rear yard.
- 1993 and 1969 aerial photos show a house on the lot, plus it is drawn on an old property tax card AND the Planning office has photos that a previous code enforcement officer took prior to it being torn down.
- It appears to have been a site-built house that was 784 heated square feet built in 1962.
- A septic system permit with final inspection date of May 23, 1968 shows the lot has a well.
- Our County water department does not anticipate any issue if the applicant requests county water.
- Consistency with the LUP -- According to the Projected Future Land Use map the subject area is zoned Commercial and is in the Highway Corridor Overlay. Future Land Use Compatibility Matrix lists residential use in this zone as ‘inconsistent’. Being inconsistent does NOT mean the use must be denied. Chapter III B. *Housing* states “... the most prevalent and crucial problems ... are related to ... an inadequate supply of standard (housing) units to meet the demands and needs of the general population at prices affordable by the general population. ... All levels of government should do all that is possible to ensure that decent housing and suitable living environments are made accessible to all citizens.”

Commissioners may require restrictions upon the location of construction, maintenance, and operation of the special use as deemed necessary for the protection of the public interest.

Planning Board found it to be inconsistent with Perquimans County Land Use Plan (LUP) although it is allowed in our Zoning Ordinance but still unanimously recommended approval of the special use permit with conditions as presented which includes the condition that new residential construction is limited to one accessory building which shall be restricted to the rear yard. Planning Board recommends approval based on the conclusions that:

1. The use will not materially endanger the public health or safety
2. The use meets all required conditions;
3. The use will not substantially injure the value of adjoining property, and
4. The location and character of the use will be in harmony with the area

After her presentation, Chairman Nelson asked if there were any questions from the Board. He also asked Mary Hunnicutt, Clerk to the Board, if anyone had signed up to speak. There being no questions or comments, Chairman Nelson closed this public hearing at 7:00 p.m. and proceeded with the Regular Meeting.

AGENDA

Chairman Nelson stated that a copy of the amended Agenda was at their seats tonight. Charles Woodard made a motion to approve the Agenda as presented. The motion was seconded by James W. Ward 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, Joseph W. Hoffler made a motion to approve the Consent Agenda as presented. The motion was seconded by Charles Woodard and unanimously approved by the Board.

1. **Approval of Minutes:** The Minutes from June 6, 2023 Regular Meeting & June 19, 2023 Special Called Meeting & Regular
2. **Personnel Matters:** The following personnel matters were approved by the Board:
 - a. **Salary Classification Update:** The Board approved the Salary Classifications as presented.
 - b. **Personnel Matters:** The following personnel appointments, promotions, reclassifications, & resignations were approved by the Board.

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Melissa Harris	IMC I working against IMC II	Appointment	61/3	\$32,321	07/01/2023
Michele Light	Public Information Assistant IV	Appointment	59/3	\$31,077	07/10/2023
Crystal Bowe	PT/FI Non-Certified Telecommunicators	Appointment	60/1	\$14.87/hr.	07/01/2023
Savannah Felton	PT/FI Non-Certified Telecommunicators	Appointment	60/1	\$14.87/hr.	07/01/2023
Colleen McDonald	PT/FI Non-Certified Telecommunicators	Appointment	60/1	\$14.87/hr.	07/01/2023
Chloe Sehimeyer	PT/FI EMT	Appointment	63/1	\$16.97/hr.	07/01/2023
William Wynne, Jr.	Code Enforcement Officer	Appointment	61/1	\$32,322	07/01/2023
Kanisha Walston	Social Work Supervisor III	Promoted	73/1	\$54,814	07/01/2023
Stacey Layden	Tourism Development	Promoted	68/10	\$54,801	07/01/2023
Julie Solesbeee	Ass't. Emergency Services Director	Promoted	72/4	\$56,454	07/01/2023
Brian Watson	Investigator	Promoted	68/5	\$48,494	07/01/2023
Denise Stallings	Income Maintenance Technician	Reclassification	59/4	\$31,853	07/01/2023
LuRee Sawyer	Data Manager/Center Assistant	Reclassification	60/8	\$36,702	07/01/2023

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Leroya Banks	Certified Deputy	Reclassification	66/2	\$41,286	07/01/2023
Ryan Cappel	Certified Deputy	Reclassification	66/3	\$42,294	07/01/2023
Dean Polumbo, Jr.	Certified Deputy	Reclassification	66/4	\$43,350	07/01/2023
Daniel Turner	Certified Deputy	Reclassification	66/6	\$45,518	07/01/2023
Spencer Wentz	Certified Deputy	Reclassification	66/2	\$41,286	07/01/2023
William Wright	Certified Deputy	Reclassification	66/1	\$40,279	07/01/2023
Brian Gregory	Deputy Sheriff	Reclassification	66/5	\$44,408	07/01/2023
Quinton Jordan, Jr.	Deputy Sheriff	Reclassification	66/12	\$52,692	07/01/2023
Taylor Dickey	Deputy Sheriff (Certified)	Reclassification	66/1	\$40,279	07/01/2023
DeAngelo M. Freemonweldy	Deputy Sheriff (Certified)	Reclassification	65/1	\$38,543	07/01/2023
Damon Sizemore	Deputy Sheriff (Certified)	Reclassification	66/5	\$44,408	07/01/2023
Faran Sawyer	Deputy Sheriff / SRO (Certified)	Reclassification	66/6	\$45,518	07/01/2023
Christopher Murray	Deputy Sheriff/SRO	Reclassification	66/6	\$45,518	07/01/2023
James Burkett, Jr.	Part-Time Certified Deputy	Reclassification	66/5	\$21.35/hr.	07/01/2023
Kendall Harrell	Sergeant	Reclassification	68/10	\$54,801	07/01/2023
Ray Fesperman, Jr.	Sergeant	Reclassification	68/10	\$54,801	07/01/2023
David Murray	Sergeant of SRO's	Reclassification	68/8	\$52,191	07/01/2023
Victor Sulliban	Certified Deputy/SRO Officer	Resignation			06/16/2023
Sandi Lorenson	IMC II – Adult Medicaid	Resignation			06/23/2023
Heather Coney	PT/FI Non-Certified Telecommunicator	Resignation			06/22/2023
William Tutwiler	PT/FI Paramedic	Resignation			06/27/2023

3. **Step/Merit Increases:**

Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Virgil Parrish	Chief Inspector	71/18	\$76,018	07/01/2023
Howard Williams	Recreation Director	70/12	\$62,838	07/01/2023
Shelton White	Sheriff	76/17	\$92,421	07/01/2023
Jackie Greene	Director - Board of Elections	67/4	\$45,303	07/01/2023
Erica C. Cartwright	Deputy Director - Board of Elections	58/5	\$31,228	07/01/2023
Wayne Jordan	EMS Shift Supervisor (Paramedic)	70/5	\$52,957	07/01/2023
Heather Miller	Paramedic Supervisor	70/5	\$52,957	07/01/2023
Alyssa Polumbo	EMS Compliance Officer/Paramedic	70/4	\$51,697	07/01/2023
Sean Tripp	Paramedic	68/2	\$45,085	07/01/2023
Erle Solesbee	Assistant Building Inspector	67/3	\$44,195	07/01/2023
John Downum, Jr.	Athletic Program Supervisor	64/4	\$39,696	07/01/2023
Brian Baker	Animal Control Officer	62/6	\$38,169	07/01/2023
Thomas Reid	Chief Deputy	72/6	\$59,276	07/01/2023
Tashara Gramby	Tax Clerk - Collections	61/4	\$34,787	07/01/2023
Wilma Robbins	Tax Clerk	61/8	\$38,352	07/01/2023
Tracy Hunter	Technician II	60/9	\$37,597	07/01/2023
Robert Smith	Technician I	58/4	\$30,483	07/01/2023

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

**BUDGET AMENDMENT NO. 1
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-012	State Emergency Management	67,850	
10-530-347	EM - CBC/EOC 2023	67,850	
EXPLANATION: To amend FY 23/24 budget to add additional funding as awarded by the State for EOC Technology initiatives.			

**BUDGET AMENDMENT NO. 2
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-014	EMS - Foundation/ECU Health Community	5,000	
10-592-742	EMS - Foundation/ECU Health Community	5,000	
EXPLANATION: To amend FY 23/24 budget to add additional funding as awarded by ECU Health Community Benefits Program.			

**BUDGET AMENDMENT NO. 3
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	State Grants - DSS	32,424	
10-610-205	CCU/MA Expansion Funds	32,424	
EXPLANATION: To amend FY 23/24 budget to add additional funding as required by the State for MA Expansion (roll forward from FY 22/23).			

**BUDGET AMENDMENT NO. 4
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	State Grants - DSS	27,944	
10-610-206	ENE - CAP Funds	27,944	
EXPLANATION: To amend FY 23/24 budget to add additional funding as required by the State for Medicaid ENE CAP funding (roll forward from FY 22/23).			

5. **Board Appointments/Resignation:** The following board appointments and resignation were approved by the Board:

Name	Board/Committee	Action Taken	Term	Effective Date
Hoffler, Joseph	Historic Hertford, Inc.	Resignation		07/01/2023
Lassiter, John	Historic Hertford, Inc.	Appointment	3 yrs.	07/01/2023
Bunch, James	Recreation Advisory Committee – Parksville	Appointment	3 yrs.	07/01/2023

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

- Senior Nutrition Contract for FY 2023-2024:** This contract is between Perquimans County and Albemarle Commission to handle the Senior Nutrition Program at the Center for Active Living. The cost is \$13,076.91 for 999 for FY 2023-2024.
- Surety Broker Agreement with MARSH, USA LLC for FY 2023-2024:** This contract is between Perquimans County and Marsh, USA LLC to handle our surety bonds.
- Resolution - Removal of Certain Public Record Books from Register of Deeds' Office:** The Board approved the following Resolution as presented:

**RESOLUTION AUTHORIZING
REMOVAL OF CERTAIN PUBLIC RECORD BOOKS
KEPT BY THE REGISTER OF DEEDS FOR
THE PURPOSE OF REPAIR, RESTORATION
AND REBINDING**

WHEREAS, NCGS 132-7 provides that books of public records should be copied or repaired, renovated or rebound if worn, mutilated, damaged or difficult to read; and

WHEREAS, there is identified certain books of public records maintained by the Register of Deeds in need of repair, restoration and rebinding; and

WHEREAS, Kofile Technologies is under contract to provide repair, restoration and rebinding of those certain books of public records.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS FOR PERQUIMANS COUNTY, NORTH CAROLINA, that:

Section 1. The Register of Deeds is authorized to remove or cause to be removed to the care and custody of Kofile Technologies for repair, restoration and rebinding the following books of public records:

Vital Statistics Marriage Licenses 1907 - 1910

Section 2. The books of public records listed in Section 1 of this resolution may remain in the care and custody of Kofile Technologies for the length of time required to repair, restore and rebind them.

Section 3. This resolution is effective upon its adoption.

ADOPTED the 3rd day of July, 2023.

Wallace Nelson, Chairman
Board of Commissioners

ATTEST:

Mary P. Hunnicutt, Clerk to the Board

INTRODUCTION OF NEW EMPLOYEES

A. Introduction of New Employees:

1. **Sheriff's Office:** Sheriff Shelby White introduced Taylor Renae Dickey, Certified Deputy, who was appointed on June 1, 2023.
2. **Social Services Department:** Angela Jordan, Social Services Director, introduced the following employees to the Board:

Employee Name	Employee Job Title	Effective Date
Heather Russell	IMC I working toward IMC II	04/01/2023
Candice Mallory	Social Worker III	06/01/2023

After each introduction, the new employees made a few comments and the Chairman and Commissioners welcomed them to Perquimans County.

BILL JENNINGS, TAX ADMINISTRATOR

Mr. Jennings was due to introduce Renee McGinnis, Project Manager for Piner Appraisal, who was to provide an update on the progress of the ongoing revaluation. Due to a family emergency, Ms. McGinnis was unable to attend. Mr. Jennings provided an update on the ongoing revaluation. After his report, he asked if there were any questions. There being no comments from the Board, Chairman Nelson thanked Mr. Jennings for the update and proceeded with the regular meeting.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

The following commissioner's concerns and committee reports were provided:

- **Commissioner Woodard:** Mr. Woodard shared his concern with the current size of the Social Services Board. He stated that with the upcoming changes in Medicaid expansion, he feels that the County needs to increase their Board from three members to five members. Tonight he is requesting that the Board authorize County Manager and County Attorney to research the process of increasing the membership on the Social Services Board. It was the consensus of the Board to request County Manager Heath and County Attorney High to research this matter and report back to the Commissioners.
- **Commissioner Corprew:** Mr. Corprew wanted to report that Open Door raised \$50,000 during their recent "Jail-A-Thon" fundraiser. He thanked the Board for their support.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- **Marine Park River Basin:** County Manager Heath showed pictures that were taken early in June that showed the progress that has been made on this project. At a project meeting in June, the contractor said that the project is on schedule and hopes to have it completed by December 2023.
- **Monument Marker Update:** Mr. Heath reported that monument markers have been installed.
- **Fireworks Show:** County Manager Heath wanted to thank several people for their work on the fireworks show last night in Missing Mill Park. It was very well attended and a great show. It was a community effort and Mr. Heath wanted to thank them. Special thanks go to Tim Brinn who oversaw the planning & finance part, Diane Cangemi, Chamber of Commerce Director, Stacey Layden, Tourism Development Authority, Janice Cole, Hertford Town Manager, Doris Walton, Town of Hertford, Sheriff's Office, and Emergency Medical Services. He also reported that they have already raised \$3,000 for next year's Fireworks Show.
- **GREAT Grant Update:** Mr. Heath informed the Board that Perquimans County will be receiving an additional award from the GREAT Grant in the amount of \$4 million. This is to expand internet infrastructure to rural areas. The first award covered 1960 address points. The second grant will cover 1467 address points. The second batch will cover a large portion of Bethel, areas west of Hertford, and Belvidere. The total cost of the project is \$4.7 million. This is the same amount of the first Grant through Focus Broadband. It has not been finalized yet, but it does look like we will get a second award for the GREAT Grant. He is hoping to receive a final award announcement at the end of this week. On the first grant, the County committed to match up to \$250,000. Focus Broadband put in that we were to match \$200,000 and that Focus Broadband would pay the rest. Mr. Heath wanted to discuss with the Board to get direction on doing the same thing for the second grant. The County is in good financial shape and has a good fund balance. We will be able to serve approximately 1500 people with high-speed

internet and feels that we can do the same thing with the second award. The first grant pretty well covered all of Durant’s Neck, New Hope up to Woodville to across US Highway 17. After some discussion, it was the consensus of the Board to have County Manager Heath move forward with the second award grant with the same matching requirements. He will bring back the agreement after all the documents are prepared.

PLANNING BOARD ITEM

Rhonda Repanshek, Planner, presented the following Planning Board item for Board consideration and action:

- **Special Use Permit No. SUP-23-02 – Requested by Tykisha Frierson:** Chairman Nelson stated that a public hearing was held earlier in the meeting. He asked if there were any questions or comments. There being no further questions or comments, T. Kyle Jones made the motion to find that the proposed Special Use Permit No. SUP-23-02 to be inconsistent with Perquimans County’s CAMA Land Use Plan (LUP). HOWEVER, the special conditions are one way to reflect the chapter III (B) ‘Housing’ idea that, “All levels of government should do all that is possible to insure that decent housing and suitable living environments are made accessible to all citizens.” And motion to approve based on the conclusions that:
 1. The use will not materially endanger the public health or safety, if located according to the plan submitted an approved;
 2. The use meets all required conditions and specifications;
 3. The use will not substantially injure the value of adjoining or abutting property, or that the use is a public necessity; and
 4. The location and character of the use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located and in general conformity with the Perquimans County Land Use Plan.
 Joseph W. Hoffler seconded the motion. See **Attachment A** for a copy of the SUP-23-02 Permit, which was unanimously approved by the Board.

PUBLIC COMMENTS

There were no public comments made.

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned around 7:20 p.m. on motion made by Charles Woodard, seconded by Joseph W. Hoffler.

Wallace E. Nelson, Chairman

Clerk to the Board

ATTACHMENT A

Do **NOT** record this page

-Beginning of Proposed Special Use Permit SUP-23-02
to be recorded by Tykisha Frierson

Resumed Single Family Dwelling in CH, Highway Commercial District

At 1604 Ocean Highway South, Hertford

Applicant: Tykisha Frierson
Landowner: Johnnie Howell, Jr.

Do **NOT** record this page

SPECIAL USE PERMIT No. SUP-23-02

Page 1 of 5

On the date(s) listed below, the Board of Commissioners for Perquimans County met and held a public hearing to consider the following application:

Applicant:	Tykisha Frierson 1574 Ocean Hwy South Hertford, NC 27944	Owner:	Johnnie Howell, Jr. 1721 Ocean Hwy S. Edenton, NC 27932
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Site Location: 1604 Ocean Highway South, Hertford NC 27944

Tax Parcel No: 3-0068-00027

Zoning District: CH, Highway Commercial District and HCOD, Highway Corridor Overlay District

Proposed Use of Property: Resumed Single Family Dwelling in CH Zone

Meeting & Hearing Dates: Planning Board on 6/13/2023 & Board of Commissioners on 7/3/2023.

In the statement of the nature of the proposed use the applicant requests to use the property for residential purposes by building a single-family dwelling.

Having heard all the evidence and argument presented at the hearing, the Board of County Commissioners finds that the application is complete, that the application complies with all of the applicable requirements of the Perquimans County Zoning Ordinance for the development proposed, and that therefore the application to make use of the above-described property for the purpose indicated is hereby approved, subject to all applicable provisions of the Zoning Ordinance pertaining to Special Use category “*Resumed Single-Family Dwelling*” (currently Section 911.28 of the Jan. 3, 2023 version.).

Notary Public

My Commission expires:

SPECIAL USE PERMIT No. SUP-23-02

Page 4 of 5

I, _____ Owner, of the above identified property, do hereby acknowledge receipt of this Special Use Permit. The undersigned does further acknowledge that no work may be done pursuant to this permit except in accordance with all of its conditions and requirements and that this restriction shall be binding on them and their successors in interest.

Johnnie Howell, Jr. , Owner

Date

The State of North Carolina
Perquimans County

I, _____, a Notary Public in and for the said State and County, do hereby certify that _____ personally appeared before me this day and acknowledged the due execution of the forgoing instrument.

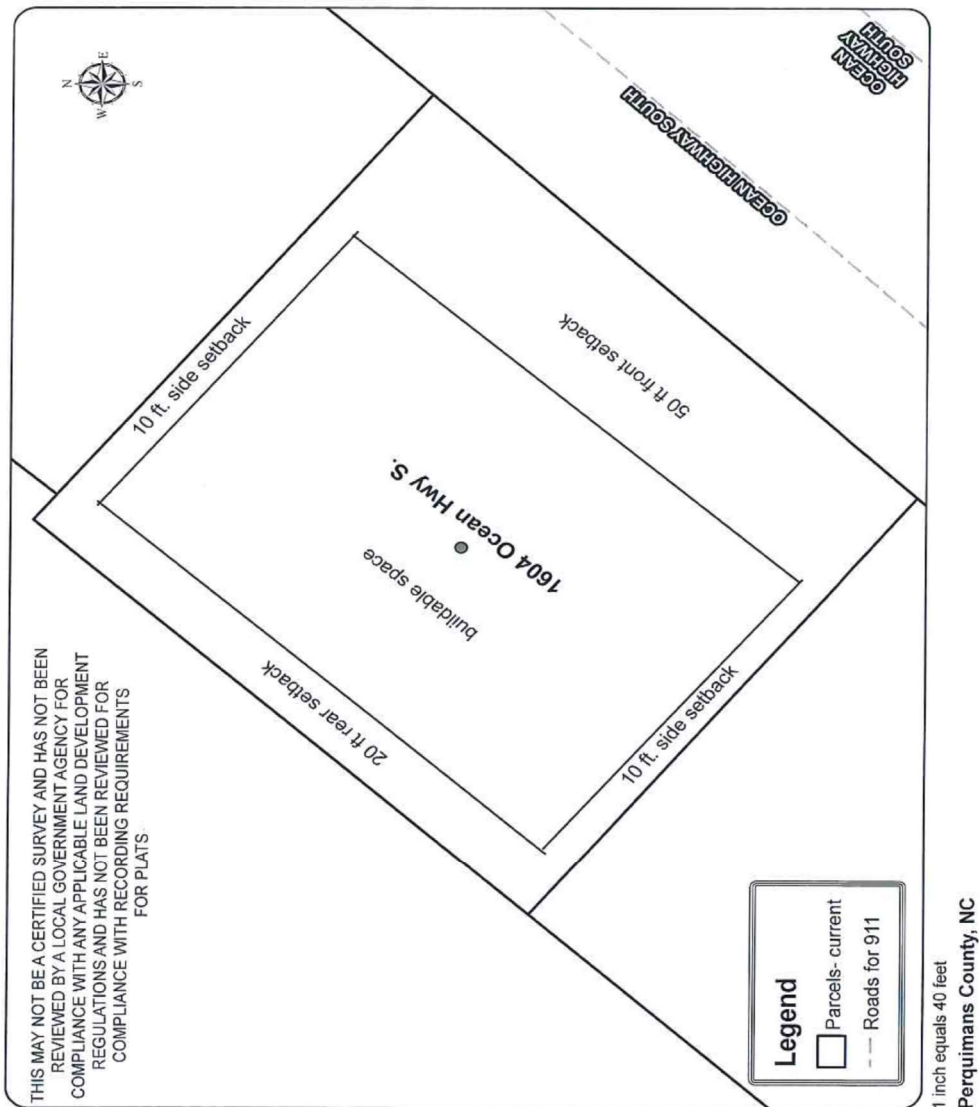
WITNESS my hand and notarial seal, this the _____ day of _____, 20_____.

Notary Public

My Commission expires:

SPECIAL USE PERMIT No. SUP-23-02

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At 1604 Ocean Highway South, Hertford

Applicant: Tykisha Frierson
Landowner: Johnnie Howell, Jr.

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