
REGULAR MEETING

August 7, 2023

7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, August 7, 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. Hoffler
 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. Timothy J. Corprew made a motion to approve the Agenda as presented. The motion was seconded by Joseph W. Hoffler 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, James W. Ward made a motion to approve the Consent Agenda as presented. The motion was seconded by Charles Woodard and unanimously approved by the Board.

- Approval of Minutes:** The Minutes from July 3, 2023 Regular Meeting & July 17, 2023 Work Session Meeting Minutes were approved by the Board.
- Personnel Matters:** The following personnel matters were approved by the Board:

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Joelisa Drew	Income Maintenance Caseworker II	Appointment	63/1	\$35,295	08/01/2023
Brianna Williams	IMC I Working Toward IMC II	Appointment	61/3	\$33,937	08/01/2023
Lainey Chappell	Part-Time/Fill-In EMT	Appointment	63/1	\$16.97/hr.	08/01/2023
Chilli Moore	Full-Time EMT	Appointment	63/1	\$16.97/hr.	08/01/2023
Ariana Ward	Full-Time EMT	Appointment	63/1	\$16.97/hr.	08/01/2023
Paige Scheidler	Full-Time EMT	Appointment	66/1	\$19.36/hr.	08/01/2023
James Wheeler	Part-Time/Fill-In Paramedic	Appointment	68/2	\$21.68/hr.	08/01/2023
James Wheeler	Full-Time Paramedic	Promotion	68/2	\$21.68/hr.	09/01/2023
Allen Foy	Part-Time/Fill-In Telecommunicator I	Appointment	63/1	\$16.97/hr.	08/01/2023
Derek Blake	Part-Time/Fill-In Paramedic	Removal from Roster			07/10/2023
Kathryn Boyles	Part-Time/Fill-In Paramedic	Removal from Roster			07/10/2023
Celia McLennan	Part-Time/Fill-In Paramedic	Removal from Roster			07/10/2023
Savannah Felton	Part-Time/Fill-In Non-Certified Telecommunicator	Resignation			07/20/2023

- Step/Merit Increases:**

Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Corrine Brinkley	IMC II	63/1	\$35,295	08/01/2023
Tiffany Maupin	IMC II	63/1	\$35,295	08/01/2023
Julie Shreckengast	IMC III – Lead Worker	65/2	\$39,508	08/01/2023
Sonia Davenport	Full-Time AEMT	66/10	\$50,183	08/01/2023
Anna Johnson	Part-Time/Fill-In Telecommunicator II	66/4	\$19.94/hr.	08/01/2023
Morgan Story	Full-Time Certified Telecommunicator	63/1	\$16.97/hr.	08/01/2023
Nettie Gordon	Secretary	56/7	\$14.44/hr.	08/01/2023
William Thomas Wright	Deputy	66/2	\$41,286	08/01/2023
Alyssa Williams	Water Clerk I	61/9	\$39,288	08/01/2023

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

**BUDGET AMENDMENT NO. 5
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-035	Extension - FCS Grant	1,500	
10-615-141	Extension - FCS Grant	1,500	
EXPLANATION: To amend FY 23/24 budget to add additional funding as awarded by Vidant Health for the Food Service Program.			

**BUDGET AMENDMENT NO. 6
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-018	EM - CBC Grant - EOC	8,114	
10-530-344	EM - CBC Grant - EOC	8,114	
EXPLANATION: To amend FY 23/24 budget to add additional funding as previously awarded through the CBC/EOC.			

**BUDGET AMENDMENT NO. 7
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-004	Assistance to Fire Fighters	180,917	
10-592-747	Assistance to Fire Fighters	180,917	
EXPLANATION: To amend FY 23/24 budget to add additional funding as previously awarded through the Assistance to the Fire Fighters Grant.			

**BUDGET AMENDMENT NO. 8
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-010	ECU CH Duke Endowment	78,044	
10-592-741	ECU CH Duke Endowment	78,044	

EXPLANATION: To amend FY 23/24 budget to add additional funding as previously awarded through the Duke Endowment Grant.

**BUDGET AMENDMENT NO. 9
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-360-003	ARHS Community Response	13,407	
10-592-743	ARHS Community Response	13,407	

EXPLANATION: To amend FY 23/24 budget to add the FY 22/23 remaining funds for ARHS Community Response.

**BUDGET AMENDMENT NO. 10
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-399-000	Fund Balance Appropriated	250,000	
10-690-912	Transfer to Solid Waste Fund	250,000	
10-690-912	Transfer to Solid Waste Fund		250,000
10-120-000	Treasurer	250,000	
38-120-000	Treasurer		250,000
38-397-000	Transfer from General Fund	250,000	
38-397-000	Transfer from General Fund		250,000
38-750-910	SW - Health Department Landfill	250,000	

EXPLANATION: To amend FY 23/24 budget to add additional funding to account for July and August expenses. To be recouped with September billing.

**BUDGET AMENDMENT NO. 11
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-034	Extension - 4H Grants	1,500	
10-615-143	Extension - 4H Grants	1,500	

EXPLANATION: To amend FY 23/24 budget to add additional funding awarded by Vidant Health for the 4H Program.

6. **Miscellaneous Document:** The following miscellaneous document was approved by the Board:
- Home & Community Care Block Grant (HCCBG) Contract:** The County has been approved to receive funds from the Home & Community Care Block Grant (HCCBG). The Board unanimously authorized the Chair and County Staff to sign the required documentation to receive these funds.

INTRODUCTION OF NEW EMPLOYEES

A. **Introduction of New Employees:** The following supervisors introduced their new employees:

- Jonathan Nixon, Emergency Services Director:** Mr. Nixon introduced the following employees who were promoted to full-time status:

Employee Name	Employee Job Title	Effective Date
Morgan Story	Full-Time Non-Certified TC	06/01/2023
Charity Geho	Full-Time Telecommunicator I	06/01/2023

- Angela Jordan, Social Services Director:** Ms. Jordan introduced the following new full-time employees:

Employee Name	Employee Job Title	Effective Date
Belinda Owens	Social Worker III (APS)	04/01/2023
Melissa Harris	IMC I working against IMC II	07/01/2023
Michele Light	Public Information Officer IV	07/01/2023

- Virgil Parrish, Chief Building Inspector:** Mr. Parrish introduced the following new full-time employee:

Employee Name	Employee Job Title	Effective Date
William Wynne, Jr.	Code Enforcement Officer	07/01/2023

- Beverly Gregory, Center for Active Living Coordinator:** Ms. Gregory introduced the following employee who was promoted to full-time status:

Employee Name	Employee Job Title	Effective Date
LuRee Sawyer	Data Manager/Center Assistant	07/01/2023

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 provided an update on the recent ZLS Foreclosure Sale on July 6, 2023. There were seven (7) properties to be sold but one owner came in and paid. They received bids on three (3) properties and they are now waiting for the upset bid period to expire. If these parcels do not sell, the County will sell them on GovDeals. After his foreclosure update, Mr. Jennings introduced Renee McGinnis Project Manager for Piner Appraisal, who provided an update on the 2024 Revaluation process. She also provided the following schedule:

- October 16 – present the Schedule of Values and hold a public hearing on October 30
- November 6 – Schedule of Values will be up for adoption
- December 5 – if the Schedule of Values is adopted on November 6, this date will be the last day of appeals
- February 20 – target date to mail revaluation notices – at this point, they can start accepting appeals
- Between April and June – Board of Equalization will be called to order to hear appeals

After her presentation, she asked if the Board had any questions. There being none, Chairman Nelson moved to the next scheduled appointment.

DR. TANYA TURNER, SUPERINTENDENT OF SCHOOLS

Dr. Turner thanked the Board for allowing her to come speak to the Board on a couple of matters. The first item of discussion is a tour of the schools. The Board toured the schools before COVID and several commissioners have expressed an interest in taking the tour again to see what improvements have been made over the last couple of years with the financial help of the County. After talking with the school administrators, Dr. Turner provided the following dates for the tour: August 29-30 or September 6-7 at 6:30 p.m. She also wanted to know if the Board wanted to tour all the schools on one evening or to split it like we did the last time. It was the consensus of the Board to do the school tour on August 29-30 at 6:30 p.m. The next item that Dr. Turner wanted to discuss with the Board was regarding the crowning of the track field. She explained that the middle of the track field will house the soccer field but they need to add some dirt to the middle of it to crown it so it will drain properly. This needs to be done prior to asphaltting the track. She introduced Jamie Johnson, Maintenance Director, who explained his proposal. Mr. Johnson stated that Brown Landscaping and Whitehurst Sand has agreed to haul the sand from the Water Basin project if the County would authorize them to do so. This would save the school system around \$8,000. It will take about 110 dump truck loads to fill the area so that they can crown it and drain it properly. County Manager Heath explained that Mr. Johnson had contacted him today to discuss this matter. He did reach out to the Marine Park contractor who said that he did not have a problem for them to do that as long as they received a Certificate of Insurance and a letter holding them harmless for any accidents that may occur on the scene. They cannot offer any of their equipment to move the sand but Brown Landscaping and Whitehurst Sand has agreed to handle that. He added that they need to make sure that they leave proper drainage at the Marine Basin site. Commissioner Corprew stated that, since the site is not permitted and the dirt is not supposed to leave the site, they may need to check with DQ to make sure we are not doing anything wrong. It was the consensus of the Board to move forward with their request and to make sure that all boxes are checked. Commissioner Hoffer asked Dr. Turner if they have decided on a name for the track field. Dr. Turner said that, at this point, there has not been mentioned. Chairman Nelson said that this was a decision of the Board of Education.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

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

- **Commissioner Corprew:** Mr. Corprew expressed his concerns about dogs being left out in the heat with no shade or water. It was agreed that the Board will revisit the Animal Control Ordinance during one of their work sessions.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- **New Board of Elections Building:** County Manager Heath reported that renovation work on the inside of the new Board of Elections Building has begun.
- **Construction Projects at Recreation Center:** Mr. Heath informed the Board that the tennis court project is substantially complete and pickle ball field project is moving forward.
- **Marine Park Video:** Electricities has been working on a new Marine Park video to be used for advertising purposes. Mr. Heath said that he hopes that it will be completed by next month's meeting.
- **ABC Board:** Mr. Heath said that he and the Chairman met with the Hertford Town Manager and Mayor to discuss the possibility of merging with the Hertford ABC Board, which the Board has been discussing. There still needs to be more discussion with the Hertford Town Council. He hopes to have more information at next month's meeting.

DSS BOARD COMPOSITION

Chairman Nelson asked County Manager Heath to provide the Board with an update of the discussions the Board has had over the increase in membership of the DSS Board. Mr. Heath stated the process would be:

- The change can be made by a simple vote of the Board of Commissioner
- The five member DSS Board will consist of two Commissioner appointments, two Social Services Commission appointments, and one local DSS Board appointment. The current incumbents would continue to serve their terms as originally stated.
- The County will need to contact the Social Services Commission to make the additional appointment.

Mr. Heath asked County Attorney High if he any other information. Mr. High said that Mr. Heath explained it well. Commissioner Corprew asked what happens if the four members cannot agree on the fifth member of the DSS Board. Mr. Heath said that the local superior court judge would make that decision. Commissioner Hoffer express his concern that the expanding of the DSS Board now is at the wrong time with just hiring a new DSS Director. The County already knew that the increase in Medicaid funds was coming so why now. He feels that the timing is wrong. After some discussion, Chairman Nelson called for a vote. T. Kyle Jones made a motion to approve the increase in the membership of the DSS Board from three to five members. The motion was seconded by Charles Woodard and unanimously approved by the Board.

APPOINTMENT OF VOTING DELEGATE TO NCACC ANNUAL CONFERENCE

Chairman Nelson stated that they needed to appoint the Voting Delegates for the NCACC Annual Conference on August 24-26, 2023. At this time, Mary Hunnicutt, Clerk to the Board, reported that, in addition to Chairman Nelson, Commissioners Hoffer, Woodard, and Ward were planning on attending the NCACC Annual Conference. Chairman Nelson stated that, with his position on the NCACC Board of Trustees, he felt that his name should not be considered as a delegate or alternate. Commissioner Hoffer nominated Charles Woodard as the Delegate and Timothy J. Corprew seconded the nomination. The appointment of Charles Woodard as the Delegate to the NCACC Annual Conference was unanimously approved by the Board. Timothy J. Corprew nominated Joseph W. Hoffer as the Alternate Delegate. James W. Ward seconded the nomination. The appointment of Joseph W. Hoffer as the Alternate Delegate to the NCACC Annual Conference was unanimously approved by the Board.

BUDGET AMENDMENT NO. 12

Chairman Nelson recognized Jonathan Nixon, Emergency Services Director, who explained that Budget Amendment No. 12 was received after the Agenda Packets were distributed. He said that the following Budget Amendment No. 12 was to amend the FY 2023-2024 Budget to allocate the total fund balance as projected with the revenue/expenditure report due to the State by August 31, 2023. On motion made by T. Kyle Jones, seconded by Charles Woodard, the following Budget No. 12 was unanimously approved by the Board:

**BUDGET AMENDMENT NO. 12
EMERGENCY TELEPHONE SYSTEM FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
78-399-000	PSAP - Fund Balance Appropriated	71,525	
78-500-161	PSAP - Hardware Maintenance	71,525	
EXPLANATION: To amend FY 23/24 budget to allocate the total fund balance as projected with the revenue/expenditure report due to the State by August 31, 2023.			

PUBLIC COMMENTS

The following public comment was made.

- **John Whidbee:** Mr. Whidbee lives at 612 Chapanoke Road, Hertford, NC. After review his qualifications, he explained that he has had a problem with flooding & drainage for six years on Chapanoke Road. He has appeared before the Board and has talked to several County and State departments with no resolution to his problem.

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. Ms. Hunnicutt said that she did not have the closed session minutes for the Board to approve so the Chairman removed that from the motion. On motion made by James W. Ward, 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 Joseph W. Hoffler, seconded by Timothy J. Corprew, 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 8:05 p.m. on motion made by Timothy J. Corprew, seconded by James W. Ward.

Wallace E. Nelson, Chairman

Clerk to the Board

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