

- Chairman Nelson thanked Mr. Nixon for his remarks and said that the Board will take that under advisement and see if that could be done.

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned around 7:40 p.m. on motion made by Timothy J. Corprew, seconded by Charles Woodard.

Wallace E. Nelson, Chairman

Clerk to the Board

WORK SESSION
September 18, 2023
7:00 p.m.

The Perquimans County Board of Commissioners Work Session on September 18, 2023 was cancelled.

REGULAR MEETING
October 2, 2023
7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, October 2, 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 T. Kyle Jones
James W. Ward

MEMBERS ABSENT: Joseph W. Hoffler

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 Jones 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. 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. Commissioner Jones requested that he be recused from voting on the Tax Releases since he has one. On motion made by Timothy J. Corprew, seconded by Charles Woodard, the Board unanimously approved to recuse Commissioner Jones from voting on the Tax Releases. There being no further requests, Charles Woodard made a motion to approve the Consent Agenda as presented with recusing Commissioner Jones from voting. The motion was seconded by Timothy J. Corprew and unanimously approved by the Board.

- Approval of Minutes:** The Minutes from September 5, 2023 Regular Meeting & September 18, 2023 Work Session Meeting Minutes (meeting cancelled) were approved by the Board.

- Tax Refund & Release Approvals:**

Tax Refunds:

Rogerson, Sr., Justin E. ----- \$1,047.35
Refund due to overage in tax payments. Account No. 420569.

Sanchez, Joseph ----- \$109.64
Refund due to overage in tax payments. Account No. 491332.

Tax Releases:

Avery, Kenneth & Joanne ----- \$320.00
Did not receive Senior Discount. Account No. 257164.

Roberts, Deborah & William ----- \$242.56
Incorrect assessment was entered creating an incorrect bill. Account No. 420770.

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

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Camry Harris	Full-Time Telecommunicator I	Appointment	63/1	\$16.97/hr.	10/01/2023
Rebecca Cullipher	Full-Time Paramedic	Resignation			09/30/2023
Rebecca Cullipher	Part-Time/Fill-In Paramedic	Reclassification	68/2	\$21.68/hr.	10/01/2023
Spencer Tyler Wentz	Deputy Sheriff	Resignation			09/12/2023
Anissa Coles	Social Worker II	Resignation			09/07/2023

- Step/Merit Increases:**

Employee Name	Employee Job Title	Grade/ Step	New Salary	Effective Date
Diane Murray	IMS II	67/6	\$47,563	10/01/2023
Maribeth Harris	Water Clerk I	61/10	\$40,272	10/01/2023

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

BUDGET AMENDMENT NO. 16
GENERAL FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	DSS - State Grants	67,926	
10-610-198	DSS - Low Income Energy Assistance (LIEAP)	67,926	
EXPLANATION: To amend FY 23/24 budget to include additional funds as approved by the State for Low Income Energy Assistance Program.			

**BUDGET AMENDMENT NO. 17
E-911 FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
78-350-001	PSAP - Emergency 911 Fees	140,185	
78-500-161	PSAP - Hardware Maintenance	140,185	
EXPLANATION: To amend FY 23/24 budget to allocate approved funding reconsideration for CAD Server Replacement.			

**BUDGET AMENDMENT NO. 18
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-362-000	Senior Center Donations	1,000	
10-660-311	Senior Center Donations	1,000	
EXPLANATION: To amend FY 23/24 budget to include funds received by the Senior Center through donations.			

**BUDGET AMENDMENT NO. 19
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-399-000	Fund Balance Appropriated	60,000	
10-690-982	Waterfront Grant Match - Hertford	60,000	
EXPLANATION: To amend FY 23/24 budget to include a grant match for the Waterfront Project - Town of Hertford as approved at the 3/7/2022 BOC meeting.			

6. Board Reappointments: The following board reappointments/resignation were approved by the Board:

Name	Board/Committee	Action Taken	Term	Effective Date
Blanchard, Teresa	Planning Board (2 nd term)	Reappointment	3 yrs.	11/01/2023
Hutto, Jo-Ellen Robinson	Senior Tarheel Regional Legislature & Advisory Board	Resignation		11/01/2023
Mimlitsch, Jerry	Tourism Development Authority (Hertford appointee)	Reappointment	2 yrs.	11/01/2023
Winslow, Wade	Board Trustees for Belvidere/Chappell Hill Fire Dept.	Reappointment	1 yr.	11/01/2023
Baker, Julian	Board Trustees for Belvidere/Chappell Hill Fire Dept.	Reappointment	1 yr.	11/01/2023
Hobbs, Benjamin	Board Trustees for Bethel Fire Dept.	Reappointment	1 yr.	11/01/2023
Mathews, Chad	Board Trustees for Bethel Fire Dept.	Reappointment	1 yr.	11/01/2023
Chappell, Laurence	Board Trustees for Durant's Neck	Reappointment	1 yr.	11/01/2023
Nixon, Mack E.	Board Trustees for Durant's Neck	Reappointment	1 yr.	11/01/2023
Ambrose, Chase	Board Trustees for Inter-County Fire Dept.	Reappointment	1 yr.	11/01/2023
Beard, J. R.	Board Trustees for Inter-County Fire Dept.	Reappointment	1 yr.	11/01/2023

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

- a. **Trillium ABC Funds Report for FY 22-23 for Perquimans County:** For information only, Trillium provided the ABC Fund Report for our County for FY 22-23.
- b. **Letter of Proclamation – Reverend George Lee Munden:** For information purposes, the following Letter of Proclamation for Reverend George Lee Munden, pastor of Galatia Missionary Baptist Church, who celebrated his 90th birthday and his 36th anniversary as pastor was presented to Reverend Munden.



MARY P. HUNNICUTT
CLERK TO BOARD
W. FRANK HEATH, III
COUNTY MANAGER

**PERQUIMANS COUNTY
BOARD OF COMMISSIONERS**

P.O. BOX 45
HERTFORD, NORTH CAROLINA 27944
TELEPHONE: 1-252-426-7550

WALLACE E. NELSON
CHAIRMAN
CHARLES WOODARD
VICE CHAIRMAN
TIMOTHY J. CORPREW
JOSEPH W. HOFFLER
T. KYLE JONES
JAMES W. WARD
W. HACKNEY HIGH, JR.
COUNTY ATTORNEY

LETTER OF PROCLAMATION

Whereas Reverend George Lee Munden is a lifelong resident of Virginia Beach, Virginia (Princess Anne County), where he grew up in the Munden's Point Section of the city; and

Whereas Reverend George Lee Munden and his late wife Audrey Mae Harris Munden were married for 60 years prior to her death in 2014; and

Whereas Reverend & Mrs. George Lee Munden educated their three daughters: Dr. Sharon Mims, Karen Munden and Pamela Munden-Orr through the Virginia Beach Public School System; and

Whereas Reverend George Lee Munden retired from the Oceana Naval Air Station after 36½ years of service as an Engineer Heavy Equipment Supervisor; and

Whereas Reverend George Lee Munden has traveled from Virginia Beach to Galatia Missionary Baptist Church in New Hope, NC for 36 years and has served as Pastor to his church and worked in the Perquimans County Community. He has also served, traveled and preached throughout the United States; and

Whereas, Reverend George Lee Munden has been the Owner and Operator of G. L. Munden Landscaping Service out of Virginia Beach, Virginia for the past 55 years.

Now, therefore, the Perquimans County Board of Commissioners does hereby express its congratulations on Reverend Munden's celebration of his 36-year anniversary as Pastor of Galatia Missionary Baptist Church and his 90th birthday celebration. The Perquimans County Board of Commissioners extends its best wishes to Reverend George Lee Munden.

Signed this the 12th day of September, 2023.

W. Frank Heath, III
Frank Heath, County Manager
Perquimans County

WITNESSED:
Mary P. Hunnicutt
Mary P. Hunnicutt, Clerk to the Board



Perquimans County's Vision:
To be a community of opportunity in which to live, learn, work, prosper and play.

- c. **Resolution to Sell Vehicle on GovDeals:** The Board unanimously approved the following resolution to sell a vehicle on GovDeals:

**RESOLUTION AUTHORIZING SALE
OF CERTAIN SURPLUS COUNTY PROPERTY**

WHEREAS, the Perquimans County Board of Commissioners desires to dispose of certain surplus property of the County:

NOW, THEREFORE, BE IT RESOLVED by the Perquimans County Board of Commissioners that:

- 1. The following described vehicle is hereby declared to be surplus to the needs of the County:

Model Year	Make	Model	VIN
2004	Ford	Ranger	1FTYR14U54PA00178

2. The County Manager is hereby authorized and directed to proceed on behalf of the Perquimans County Board of Commissioners to sell these vehicles on GovDeals.
3. The County reserves the right to reject any or all bids and decide not to sell the vehicles at any time during this process.
4. The County Manager, in accordance with State law, shall cause a summary of this resolution to be posted on bulletin board at Courthouse and place it on the County’s website and Facebook page. After not less than ten (10) days from the date of publication, the County Manager is authorized to sell the above-described property to the highest bidder.

Adopted this the 2nd day of October, 2023.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

SEAL

Mary P. Hunnicutt, Clerk to the Board

RECOGNITION OF EMPLOYEES’ YEARS OF SERVICE & INTRODUCTION OF NEW EMPLOYEES

A. **Recognition of Employees:** Tonight, Mr. Heath recognized the following employee:

Employee Name	Department	Employee Job Title	No. of Years	Effective Date
LeAnne Wynne	Sheriff’s Office	Office Manager	15 years	10/01/2023

After the presentation, Ms. Wynne thanked the Board for the opportunity for working for the County and the Commissioners thanked her for her many years of service.

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

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

Employee Name	Employee Job Title	Effective Date
Amanda White	IMC I working against IMC II	9/1/2023

After the introduction, the new employee made a few comments and the Chairman and Commissioners welcomed her to Perquimans County.

BARBARA YATES, AWARE

Ms. Yates introduced the members of the AWARE (Animal Welfare of the Albemarle Regional Every Day) Board that was present tonight. She then presented the following report on AWARE’s activities and how they support the Tri-County Animal Shelter and Adoption Center in Tyner:

AWARE - Report to Perquimans County Board of Commissioners, 10.2.23:

Good evening commissioners and county staff. My name is Barbara Yates and I am the president of Animal Welfare of the Albemarle Region Every Day!, usually referred to as AWARE. I am here to report on AWARE’s activities and how we support the Tri-County Animal Shelter and Adoption Center in Tyner.

AWARE is a private 501 ©(3) non-profit organization incorporated in July of 2009 and serving approximately 37,000 people in the counties of Chowan, Gates, and Perquimans. AWARE is an all-volunteer organization with 100% of income going to helping animals. There are no paid positions. Since its inception in 2009 to June 2023, AWARE has contributed to the spay/neuter of 3,644 cats and 1,594 dogs. During this period, the Tri-County Animal Shelter and Adoption Center, which serves the same 3 counties, had a reduction in the intake of animals by 61% and a decrease in the number of animals euthanized by 88%.

AWARE’s primary mission is to provide discount spay/neuter vouchers for pet owners in our service area. We are the ONLY organization in the three-county area providing a subsidized spay/neuter program. As you can see from the flyer before you, AWARE has two different types of spay/neuter programs – our “SNIP” program and our “FIX” program. Vouchers for our SNIP program are accepted by all the veterinarians in our counties and those surrounding us. These same vets provide some additional discount on the surgeries to our voucher holders.

AWARE’s FIX program is supported by state’s Spay/Neuter Program for low-income pet owners. The program reimburses counties and municipalities, or contracted entities, for direct costs of spay/neuter procedures performed on dogs/cats owned by low-income individuals. AWARE has been contracted by Chowan County, as the managing county for the animal shelter, to perform this service. A portion of funding for the program goes towards education and outreach on the importance of controlling the animal population. The program is funded in part when members of the public select the Animal Lovers “I Care” license plate with \$20 from each plate going directly toward supporting procedure reimbursement and educational initiatives. All of this results in low-income pet owners having their pets fixed for free.

AWARE works in other ways to help increase the save rate at the shelter. We pay transport and some medical costs for adoptable animals transferred from the shelter to rescue groups. We provide a Healthy Heart Scholarship program to encourage adoption of heartworm positive dogs by subsidizing the cost of heartworm treatment for the new owners. Additionally, AWARE’s Shelter Enrichment Fund provided one-fifth of the cost of the new accessory building behind the shelter that was constructed a few years ago. The building was funded by the three counties, donations to the shelter, and AWARE, about \$22,000 each. The Shelter Enrichment Fund has also provided, among other things, new beds for the dogs, a bathing spa, and fencing the entire back of the shelter’s property for the dogs to run and play. Some of you may remember “Jack,” a dog that was adopted from the shelter by Judge Tom Ammons in Virginia Beach. Jack alone has donated over \$20,000 for improvements that give shelter animals a better quality of life.

Finally, I would just like to mention that we have recently launched a GoFundMe site to raise funds for AWARE’s spay/neuter programs. Unfortunately, spay/neuter grants are becoming more difficult to find, so now we really need the support of our local communities. If anyone hearing this report would like to join with us to help save animals, we would love to hear from you! Donations may also be made on our web site – awarenc.org and any amount is appreciated.

Thank you for your time and attention. Any questions?

After her report, County Manager Heath stated that Ms. Yates and the AWARE members play an intracal part of the Tri-County Animal Shelter and he truly appreciates their work. Chairman Nelson asked if the Board had any questions. After answering several questions, Chairman Nelson thanked them for their service and continued with the meeting.

JODY HEUSTESS, FOCUS BROADBAND

Mr. Heustess, Vice President of Marketing & Customer Care, thanked the Board for allowing him to come tonight to present an update on the Broadband Project. He introduced Brent Benson, Director of Engineering, and then, because we have some new Commissioners on the Board, Chairman Nelson asked Mr. Heustess to provide an overview of his company, FOCUS. Tonight, he wants to give an update on the two projects that FOCUS Broadband is handling for Perquimans County to increase Broadband services to our rural areas.

Grant #1:

This grant was going to cover 1,960 addresses, 103 miles of fiber optics at a cost of \$4,729,000 (\$4,000,000 grant funds, \$200,000 county contribution, & \$529,500 FOCUS contribution). FOCUS will be contributing more because they are covering engineering costs, drops (running lines to the houses), and installation costs. This grant will be constructed in 23 total phases and 11 phases are in design now with 2 ready to issue to contractors now. The other 9 are going through quality control checks and the other 12 phases are being worked on in design phase. The grant was awarded to Perquimans County on August 31, 2022. This project is a three-way partnership between FOCUS Broadband, Perquimans County, and the NC DIT. The Agreement with NC DIT was not been finalized until May 31, 2023. They are now waiting on

some permits. He anticipates the construction will begin early in the first quarter of 2024 and should be completed by the end of first quarter of 2025.

Grant #2:

This grant was going to cover 1,367 addresses, 98 miles of fiber optics at a cost of \$4,705,850. The grant is just \$28 shy of \$4,000,000 which is \$3,999,972 (\$200,000 county contribution, & \$505,877 FOCUS contribution). The grant award was announced on July 6, 2023, but no paperwork has been sent to FOCUS as of yet. Once that Agreement is finalized the clock will start and we have benchmarks that they will have to accomplish as requirements of this grant. Construction needs to be started by the end of the 12th month. You will have to the first customer served by the end of the 18th month and have it completed by the end of the 24th month. He estimates the project to be completed by the 4th quarter of 2025. There will be some time during this project that both projects will overlap but they think that they should be able to handle it. They have been working with Albemarle EMC (AEMC) who have been really good to work with by working out some pole attachment terms for them to use some of their poles. They have turned in 38 pole permit attachment packages into AEMC.

Mr. Heustess explained the programs that they offer to people who cannot afford to hook up to the broadband services. Once the projects are completed, they need to get people to sign up for service. After his presentation, Chairman Nelson asked the Board if they had any questions. After answering several questions, Chairman Nelson thanked Mr. Heustess for coming to bring us this update.

COMMISSIONER’S CONCERNS/COMMITTEE REPORTS

The following Commissioners’ concerns/committee reports were given:

- **Commissioner Woodard:** Mr. Woodard stated that, with the Medicaid expansion starting in December, 2023, he felt that it would be advantageous for the Social Services Director to give the Board an update at our October 16, 2023 Work Session. The Board agreed. Mr. Woodard said that he would work things out with Ms. Jordan.
- **Chairman Nelson:** Mr. Nelson reported that he had not received much feedback from the Board/public on the amendment to the Animal Control Ordinance. Therefore, he feels that we need to set up a committee with Commissioners Corprew and Jones, County Manager Heath, and Sheriff Shelby White to let them review the current Ordinance and see how we can improve it to address the care of our animals in Perquimans County. Once they have a final draft, they would bring it before the Board for action.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- **Commissioners’ Meeting on November 2, 2023:** Due to the Municipal Elections being held in the Meeting Room of the Library, County Manager Heath informed the Board that they will be meeting within the Library for the November 6, 2023 meeting. Notices will be posted to advise the public of this change.
- **New Board of Elections Building:** Mr. Heath reported that the inside renovations are moving smoothly and that the building should be ready for them to move in within the next couple of months.
- **National Night Out:** Mr. Heath invited everyone to come to the National Night Out on October 3, 2023, from 5:00 – 9:00 p.m. at the Recreation Center. It will be a great time of fun for the family.
- **Town of Winfall Planning & Zoning:** Tonight, the Town of Winfall had scheduled a public hearing on the zoning of the property for the new school but they had to reschedule it for a later date.
- **Kermit Nixon:** At the Commissioners’ last meeting, Mr. Nixon made a presentation requesting that the new tennis courts at the Recreation Center be named in honor of Tony Key. Mr. Heath asked direction from the Board on his request. They tabled any action on this matter for the next meeting.

PERSONNEL MATTERS

These personnel matters were received after the Agenda Packets were distributed. On motion made by Charles Woodard, seconded by James H. Ward, the following personnel matters were unanimously approved by the Board:

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Ken’erica Bell	Social Worker IA&T	Appointment	70/1	\$48,034	10/01/2023
Miranda Neiswander	Part-Time/Fill-In Paramedic	Appointment	68/1	\$21.15/hr.	10/01/2023
Nathan McKecuen	Part-Time/Fill-In EMT	Appointment	63/1	\$16.97/hr.	10/01/2023
Joshua E. Russell	Uncertified Deputy	Appointment	65/1	\$38,543	10/01/2023
Melissa Harris	Social Worker II	Promotion	67/1	\$42,091	10/01/2023
Chloe Sehlmeier	Part-Time/Fill-In EMT to Full-Time EMT	Promotion	63/1	\$35,295	10/01/2023
James Wheeler	Full-Time AEMT to Full-Time Paramedic	Promotion	68/2	\$45,085	10/01/2023
Steven C. Pyle	Permanent Part-Time Telecommunicator I	Retirement			01/24/2024

BOARD RESIGNATIONS

These board resignations were received after the Agenda Packets were distributed. On motion made by Timothy J. Corprew, seconded by James H. Ward, the following board resignations were unanimously approved by the Board:

Name	Board/Committee	Action Taken	Term	Effective Date
Hutto, Jo-Ellen Robinson	Senior Tarheel Regional Legislature & Advisory Board	Resignation		11/01/2023
White, Anne	Community Advisory Committee	Resignation		09/07/2023
Simpson, Ernestine	Community Advisory Committee	Resignation		09/07/2023

PUBLIC COMMENTS

The following public comment was made:

- **Mary Vidaurdi:** Ms. Vidaurdi was glad to hear that Chairman Nelson is moving forward with revising our current Animal Control Ordinance. She said that, with hearing those comments, she was not going to make any further comments about it.

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned around 8:10 p.m. on motion made by Charles Woodard, seconded by James W. Ward.

Wallace E. Nelson, Chairman

Clerk to the Board
