
SPECIAL CALLED MEETING

December 18, 2023

7:00 p.m.

The Perquimans County Board of Commissioners met in a SPECIAL CALLED MEETING on Monday, December 18, 2023, at 7:00 p.m. in 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 Hunnicutt, Clerk to the Board

Chairman Nelson called the meeting to order. Commissioner Hoffler gave the invocation and the Chairman led the Pledge of Allegiance. Chairman Nelson explained that the purpose of this Special Called Meeting was to elect a Chair/Chairman and Vice Chair/Chairman for 2024.

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 amended Agenda. The motion was seconded by James W. Ward and unanimously approved by the Board.

ELECTION OF CHAIRMAN/VICE CHAIR

Frank Heath, County Manager, acting as Temporary Chairman of the meeting, opened the floor for nominations for Chair/Chairman of the Board. Charles Woodard nominated Wallace E. Nelson as Chairman. Timothy J. Corprew seconded the nomination. There being no other nominations, Mr. Heath closed the nominations and would entertain a motion and second for election of Wallace E. Nelson as Chairman. James W. Ward made a motion to approve the election of Wallace E. Nelson as the Board Chairman. The motion was seconded by Charles Woodard and unanimously approved by the Board. Chairman Nelson took over the meeting and opened the floor for nominations for Vice Chair/Chairman. Timothy J. Corprew nominated Charles Woodard as Vice Chairman. There being no other nominations, Chairman Nelson closed the nominations and would entertain a motion and a second for election of Charles Woodard as Vice Chairman. James W. Ward made a motion to elect Charles Woodard as the Board Vice Chairman. The motion was seconded by Joseph W. Hoffler and unanimously approved by the Board.

ADJOURNMENT

There being no further comments or business to discuss, the Special Called Meeting was adjourned at 7:11 p.m. on motion made by T. Kyle Jones, seconded by Timothy J. Corprew.

Wallace E. Nelson, Chairman

Clerk to the Board

WORK SESSION

December 18, 2023

7:00 p.m.

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

REGULAR MEETING

January 2, 2024

7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Tuesday, January 2, 2024, at 7:00 p.m. in the 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
James W. Ward

MEMBERS ABSENT: T. Kyle Jones

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 Hoffler gave the invocation and Chairman Nelson led the Pledge of Allegiance. Chairman Nelson welcomed everyone to the 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 amended 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, Charles Woodard made a motion to approve the Consent Agenda as presented. The motion was seconded by James W. Ward and unanimously approved by the Board.

- Approval of Minutes:** The Minutes of the December 4, 2023 Regular Meeting & December 18, 2023 Special Called Meeting & Work Session (*cancelled*) were approved by the Board.

2. Tax Refund & Release Approvals:

Tax Refunds:

Jaklic, Frank & Constance -----	\$148.23
Should have been exempt due to S-bridge construction. 2022 Account No. 357571.	
Jaklic, Frank & Constance -----	\$148.23
Should have been exempt due to S-bridge construction. 2021 Account No. 357571.	
Jaklic, Frank & Constance -----	\$146.24
Should have been exempt due to S-bridge construction. 2020 Account No. 357571.	
Marshall, Trustee, Daphne Norma -----	\$479.36
Incorrect assessment. 2023 Account No. 260595.	
Marshall, Trustee, Daphne Norma -----	\$456.89
Incorrect assessment. 2022 Account No. 260595.	
Marshall, Trustee, Daphne Norma -----	\$456.89
Incorrect assessment. 2021 Account No. 260595.	
Marshall, Trustee, Daphne Norma -----	\$441.91
Incorrect assessment. 2020 Account No. 260595.	
Marshall, Trustee, Daphne Norma -----	\$441.91
Incorrect assessment. 2019 Account No. 260595.	

Tax Releases:

Page, David & Sharon -----	\$1,941.76
House was on another parcel. Account No. 261211.	
Roseburg Resources Co. -----	\$2,851.20
Should have been in land use. Account No. 358226.	

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

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Kayla Trader	Part-Time/Fill-In Paramedic	Appointment	68/1	\$43,893	01/01/2024
Ariana Ward	Full-Time AEMT	Appointment	66/1	\$40,279	01/01/2024
Iasia Collier	Certified Deputy	Appointment	65/1	\$38,543	01/01/2024
Debbie Stallings	Part-Time Water Clerk	Appointment	64/3	\$18.62/hr.	01/08/2024
William Ward	Full-Time Telecommunicator	Resignation			01/11/2024
William Ward	Part-Time/Fill-In Telecommunicator	Reclassification	63/3	\$17.82/hr.	01/12/2024
DeAngelo Freemonweldy	Certified Deputy	Certification	66/1	\$40,279	01/01/2024
Alyssa Williams	Water Clerk I	FMLA	12 weeks		02/03/2024
Dana Wavra	Part-Time Fill-In EMT	Removed from Roster			12/06/2023
Rebecca Cullipher	Part-Time/Fill-In Paramedic	Removed from Roster			12/06/2023
Jessica Houdek	Part-Time/Fill-In Paramedic	Removed from Roster			12/05/2023
Richard Copeland	Water Technician III	Removed from Roster			01/01/2024
Beverly Gregory	Senior Citizen Coordinator	Retirement			04/01/2024

4. Step/Merit Increases:

Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Kylie Felton	Part-Time/Fill-In Telecommunicator II	65/4	\$19.94/hr.	01/01/2024
Andrea Stoner	Full-Time Telecommunications Shift Supervisor II	69/5	\$50,676	01/01/2024
Walter Meads	Part-Time/Fill-In Paramedic	68/6	\$23.90/hr.	01/01/2024
Leroya Banks	Certified Deputy	66/3	\$42,294	01/01/2024
Vincent Bockelman	Water Tech I	58/4	\$30,483	01/01/2024

- Board Reappointments:** The following board reappointment/resignation were approved by the Board:

Name	Board/Committee	Action Taken	Term	Effective Date
Moore, Michael	Agricultural Advisory Board - FSA	Reappointment	3 yrs.	02/01/2024
Chappell, Laurence	Agricultural Advisory Board - New Hope	Reappointment	3 yrs.	02/01/2024
Woodard, Charles	Agricultural Advisory Board - Commissioner	Reappointment	3 yrs.	02/01/2024

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

- Otis Service & Repair Order:** The Repair Order for repairs to our Courthouse Elevator from Otis Elevator was approved by the Board.
- Register of Deeds – Property Fraud Alert:** Per the notice from the Register of Deeds, the Register of Deeds’ office is offering a service called Property Fraud Alert. This was for information purposes only.
- Resolution - Register of Deeds - Reduction in Salary:** Pursuant to G.S. 153A-92, the Board of County Commissioners should adopt a Resolution reducing the Register of Deeds’ salary from \$59,845 (Grade 70/Step 10) to \$48,034 (Grade 70/Step 1) to become effective December 1, 2024. This action is taken in compliance with General Statute 153A-92 in reference to compensation of County officers in the General Election. This resolution was approved by the Board.

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

A. Recognition of Employee’s Years of Service:

Employee Name	Department	Employee Job Title	No. of Years	Effective Date
Tracy Mathews	Finance Office	Finance Officer	20 years	01/01/2024

B. Introduction of New Employees:

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

Employee Name	Department	Employee Job Title
Lisa Wolfrum	IMC I working against IMC II	12/01/2023

- Jared Harrell, Extension Director:** Mr. Harrell Nixon will introduce the following new full-time employee:

Employee Name	Employee Job Title	Effective Date
Tori DeWald	Extension Agent, 4-H Youth Development	11/7/2023

- Jonathan Nixon, Emergency Services Director:** Mr. Nixon will introduce the following new full-time employees:

Employee Name	Employee Job Title	Effective Date
Chloe Sehlmeier	Part-Time/Fill-In EMT to Full-Time EMT	10/01/2023
Allen Foy	Full-Time Telecommunicator	01/01/2024

After the recognitions/introductions, the employees made a few comments, and the Chairman and Commissioners thanked them for their service and welcomed the new employees to Perquimans County.

JOSHUA LASSITER, FIRST TRYON ADVISORS

County Manager Heath explained that since, Joshua Lassiter, Director of First Tryon Advisors, was not in attendance, he would present the Agreement for the Board to consider. County Manager Heath recommends the approval of this Agreement. On motion made by Timothy J. Corprew, seconded by James W. Ward, the Board unanimously approved the Agreement with First Tryon Advisors to assist the county with obtaining the financing of the new school facility. During the discussion period, Chairman Nelson asked Mr. Heath if the County had to use them for all of our financing needs. Mr. Heath said that they would not. Commissioner Hoffler asked how long they had been in business. Upon further research, they determined that they had been in business since 1996.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

There were no Commissioners' concerns/committee reports.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- **Board of Elections Move:** Mr. Heath reported that they had a few more items that needs to be fixed but that will not prevent the Board of Elections to move into their new facility on Friday, January 5, 2024.
- **Open Door Facility:** Mr. Heath invited all the commissioners & public to come to the Ribbon Cutting for the Open Door on Friday, January 5, 2023, at 11:00 p.m.
- **Fire Department Banquets:** Mr. Heath reminded the Commissioners that the following Fire Departments will be having their appreciation dinners and that they needed to RSVP to the Chief of the fire departments: Durant's Neck VFD – January 9th at 7:00 p.m. & Inter-County VFD – January 20th at 6:30 p.m.
- **January Work Session:** Mr. Heath stated that the Board will hold their January Work Session on Tuesday, January 16th due to the Martin Luther King, Jr. Holiday. The main subject of discussion would be the tax and finance software packages.
- **NCACC District Meeting – January 22, 2024:** Mr. Heath reminded the Board that the NCACC will be holding their District Meeting in Camden and encouraged the Commissioners to attend. Be sure to let Mary Hunnicutt know so that she can register you to attend.
- **Marine Park Basin Construction:** Mr. Heath stated that the construction of the Marine Basin continues to progress. He stated that he has had a couple of companies to contact him showing interest in opening a business in this Marine Park. Commissioner Corprew said that, due to the extensive rain that we have, the County will need to address a drainage issue at the basin. County Manager Heath said that he has discussed it with the contractor and they have forward and RFI on the drainage plan to their engineers.

BOARD VACANCIES

County Manager Heath explained that the following boards/committees have vacancies which need to be filled:

1. **Community Advisory Committee:** Currently, we only have one member on this Committee. Melissa Hines, Regional Long-Term Care Ombudsman, notified Mary Hunnicutt that we currently need five members so we need to appoint four more members. She did explain that Patty Bosco has filed an application with Area Agency on Aging and will begin her training on December 14, 2023. Should she complete her training, Ms. Hines will notify the Board and we will need to appoint her. We need three more members. The Board instructed Ms. Hunnicutt to place ads on website & Facebook page.
2. **Senior Tar Heel Legislature Delegate & Alternate:** Ms. Jo-Ellen Robinson Hutton resigned from this Advisory Board in October, 2023. Currently, we have no replacement for her or for an alternate. Ms. Hunnicutt said that she has placed an ad on the County's website & Facebook page but have received no applications. She will continue with the ads for the vacancy.

REAPPOINTMENT OF TAX ADMINISTRATOR

On motion made by Charles Woodard, seconded by Joseph W. Hoffler, the Board unanimously reappointed Bill Jennings as the County's Tax Administrator for a four-year term effective February 1, 2024.

SOCIAL SERVICES BOARD APPOINTMENTS

With the expansion of the Social Services Board from three to five members, the following appointments were made on motion made by Charles Woodard, seconded by Joseph W. Hoffler and unanimously approved by the Board:

Name	Board/Committee	Action Taken	Term	Effective Date
Blanchard, Teressa	Social Services - Social Services Commission Appointee	Reappointment	3 yrs.	02/01/2024
James W. Ward	Social Services Board - Commissioners Appointee	Appointment	3 yrs.	02/01/2024
Finch-Copeland, Thelma	Social Services - Social Services Commission Appointee	Appointment	3 yrs.	02/01/2024

COMMISSIONER'S BOARD APPOINTMENTS

In December, Chairman Nelson asked Mary Hunnicutt to provide a copy of the Commissioner's Board appointments so that they could review them and make any changes that they desired to make. He has received no comments from the Commissioners. Therefore, he asked for a motion to approve the following Commissioner Board appointments. On motion made by Tim Corprew, seconded by James W. Ward, the Board approved the following Commissioner Board appointments:

Name	Board/Committee	Term	Appt.	Expire
JAMES W. WARD				
Ward, James W.	Court Security Committee	unlimited	1/5/2015	unlimited
Ward, James W.	Northeastern Workforce Development Consortium	unlimited	2/1/2015	unlimited
Ward, James W.	Tourism Development Authority (Commissioners)	2 yrs.	2/1/2022	12/31/2022
Ward, James W.	Tri-County Shelter Advisory Committee Board	unlimited	2/1/2013	unlimited
Ward, James W.	Trillium Northern Region Advisory Board	unlimited	5/4/2015	unlimited
Ward, James W.	Water Committee	unlimited	1/5/2015	unlimited
JOSEPH W. HOFFLER				
Hoffler, Joseph W.	Albemarle Regional Landfill Authority	4 yrs.	2/1/2021	1/31/2025
Hoffler, Joseph W.	Economic Development Commission - County	2 yrs.	2/1/2021	1/31/2023
Hoffler, Joseph W.	Historic Hertford, Inc.	3 yrs.	7/1/2020	6/31/2023
Hoffler, Joseph W.	Home & Community Care Block Grant	unlimited	12/3/2012	unlimited
Hoffler, Joseph W.	Inter-Agency Council - Commissioner	1 yr.	7/1/2021	6/30/2022
Hoffler, Joseph W.	Perquimans/Chowan/Gates Landfill Committee	indefinite	2/1/2017	indefinite
Hoffler, Joseph W.	Recreation Advisory Committee - Commissioner	3 yrs.	7/1/2020	6/30/2023
Hoffler, Joseph W.	Senior Citizens Advisory Board	2 yrs.	2/1/2021	1/31/2023

Name	Board/Committee	Term	Appt.	Expire
T. KYLE JONES				
Jones, T. Kyle	Albemarle District Jail Commission	2 yrs.	2/1/2021	1/31/2023
Jones, T. Kyle	Court Security Committee	unlimited	2/1/2017	unlimited
Jones, T. Kyle	Inter-Agency Council - District Attorney	<i>(appointed by District Attorney)</i>		
Jones, T. Kyle	RPO Transportation Advisory Committee	2 yrs.	2/1/2021	1/31/2023
Jones, T. Kyle	Water Committee	unlimited	2/1/2019	unlimited
TIMOTHY J. CORPREW				
Corprew, Timothy J.	Albemarle Commission	unlimited	1/1/2015	unlimited
Corprew, Timothy J.	Albemarle Regional Landfill Authority			
Corprew, Timothy J.	Economic Development Commission - County	2 yrs.	2/1/2022	1/31/2023
Corprew, Timothy J.	Housing Committee Chairman	unlimited	1/5/2015	unlimited
Corprew, Timothy J.	Perquimans/Chowan/Gates Landfill Committee	indefinite	2/1/2022	indefinite
Corprew, Timothy J.	Water Committee	unlimited	2/1/2022	unlimited
WALLACE NELSON				
Nelson, Wallace E.	Albemarle Commission <i>(alternate)</i>	unlimited	9/1/2018	unlimited
Nelson, Wallace E.	Albemarle Regional Health Services	indefinite	1/5/2015	unlimited
Nelson, Wallace E.	Chowan/Perquimans Multi-County LEPC	1 yr.	1/1/2022	12/31/2022
Nelson, Wallace E.	COA - Board of Trustees	4 yrs.	7/1/2021	6/30/2025
Nelson, Wallace E.	Economic Development Commission - County	2 yrs.	2/1/2021	1/31/2023
Nelson, Wallace E.	EMS Advisory Board	2 yrs.	2/1/2021	1/31/2023
CHARLES WOODARD				
Woodard, Charles	Agricultural Advisory Board - Commissioner	3 yrs.	2/1/2021	1/31/2024
Woodard, Charles	Chamber of Commerce Board	unlimited	2/7/2011	unlimited
Woodard, Charles	Communications Advisory Board - County	2 yrs.	2/1/2021	1/31/2023
Woodard, Charles	Social Services Board <i>(as long as Commissioner)</i>	3 yrs.	7/1/2022	6/30/2025
Woodard, Charles	Tourism Development Authority (Commissioners)	2 yrs.	2/1/2021	1/31/2023

PERSONNEL MATTER: CERTIFICATION – FULL-TIME AEMT

County Manager Heath explained that the following personnel matter was received after packets were distributed. On motion made by Charles Woodard, seconded by James W. Ward, the Board unanimously approved the following personnel matter:

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Chilli Moore	Full-Time AEMT	Certification	66/1	\$40,279	01/01/2024

PUBLIC COMMENTS

The following public comment was made”

- **Terry Swoop:** Mr. Swoop made the following comments about light pollution:

My name is Terry Swope.

I live in the County across the river and I can see the progress being made at the industrial park and how it is coming right along. Hopefully it will fill with several businesses with good paying jobs. Nothing I say here tonight is an attempt to dissuade that.

The whole commerce park area is rather sparsely populated right now, but even so, several new high intensity lights have been added to the area in the past couple of years. FedEx has added some very tall ones and there is a lot of “Stray” light. This stray light goes well beyond their property and as more businesses go into the park, if they follow suit, it will actually look like a city over there.

Now for many folks, the allure of Perquimans County is “Country” living, not “Bright light” city living. Light pollution is a very real thing that disrupts the quality of life for those that enjoy country living. The businesses in the park will have safety and security concerns that they will want to address with outdoor lighting, but without a nudge, they will most certainly forget that their ultra bright light doesn’t stop at their property line and has a negative impact on those of us who enjoy the stars, the planets; the peaceful time of day that IS NIGHT.

A few years back the County adopted a “Noise” ordinance because we all know that sound doesn’t stop at property lines. We know the same is true of light.

I propose the County, through the Park covenants, or by ordinance if necessary, require bright outdoor lights to have a shroud; a lightshield if you will. Lights would be required to be angled in such a manner as to at least make a VERY REAL attempt to only illuminate the owner’s property.

These shrouds are very inexpensive and would still allow the business to illuminate the intended area while not infringing upon the rights of others. Each light above a certain lumen value and/or height, would be required to have an inexpensive shroud, angled in such a way as to make every reasonable effort to only light that owner’s property. This would **not** compromise the security of the business, yet still go a long way towards preserving the rural lifestyle many of us enjoy here in Perquimans County. These types of requirements have been adopted in other places as more and more people recognize that always being exposed to light is not necessarily desirable.

I submit this now as to be proactive BEFORE more lights come online, rather than trying to address it after companies have set up their properties. Your consideration of this important matter is appreciated.

---Terry---

ADJOURNMENT

Chairman Nelson wanted to recognize two former Commissioners that were in attendance tonight, Fondella Leigh and Tammy-Miller White. There being no further comments or business to discuss, the Regular Meeting was adjourned around 7:35 p.m. on motion made by Joseph W. Hoffler, seconded by James W. Ward.

Wallace E. Nelson, Chairman

Clerk to the Board
