

Finance, & Human Resources Software contract to Keystone at a cost of \$295,991. He is requesting that the Board approve the contract and approve the \$300,000 budget amendment to cover the cost of this new software. His reasons for his recommendation for Keystone is the cheapest price, it covers all three options needed, have been most responsive during the bid process, and seems to be good to work with if any problems arise. He further stated that the Tax, Finance, and Human Resources staff recommends this software also. Mr. Heath opened the floor for any questions. Chairman Nelson asked the department staff members if they had any comments. The following comments were made:

- **Bill Jennings:** Mr. Jennings said that he agreed with Mr. Heath’s recommendation. He further stated that Washington County will be going with Keystone too. Chairman Nelson asked if any other counties are using Keystone. Mr. Jennings said that Washington County will be using both and Chowan County uses the finance software.
- **Tracy Mathews:** Ms. Mathews also agreed with Mr. Heath’s recommendation. She further explained that, since the death of our programmer, Keystone has been very helpful with keeping the county’s records and documents being produced. They have been very helpful and is looking forward to working with us. Whenever they have had a question, they were quick to respond with an answer, even before a contract has been signed

Chairman Nelson asked if there were any questions or comments from the Commissioners. The following questions/comments were made:

- **Commissioner Corprew:** Mr. Corprew asked where the company was based out of. Bill Jennings said that they are out of Knightdale and our representative lives in Nash County. Mr. Corprew also asked how much maintenance costs we had with the previous programmer. Mr. Jennings, Ms. Bray, and Ms. Mathews said that it was not very much because Mr. Baker would just help whenever there was a problem. It was the consensus of the employees that the costs was probably around \$2,000 per year. With this system, the maintenance fees will be around \$57,000 per year for all three options. The total costs of the project would be \$295,991 for the first year.
- **Chairman Nelson:** Mr. Nelson asked if this system would provide additional information to the public that the current system would not provide. Mr. Heath said that it would.

Commissioner Jones asked if Mr. Heath was requesting a formal motion. Mr. Heath said that he was. On motion made by T. Kyle Jones, seconded by Charles Woodard, the Board unanimously awarded the Tax, Finance, and Human Resources Software package contract to Keystone at a cost of \$295,991 and approved the following Budget Amendment No. 23:

**BUDGET AMENDMENT NO. 23  
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-399-000	Fund Balance Appropriated	300,000	
10-690-989	Tax/Finance Software	300,000	
<b>EXPLANATION:</b> To amend FY 23/24 budget to include funding for new tax/finance system.			

**PERSONNEL MATTER**

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

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Reagan Charlton	Part-Time/Fill-In Non-Certified Telecommunicator	Appointment	60/1	\$14.87/hr.	01/16/2024

**ADJOURNMENT**

There being no further comments or business to discuss, the Special Called Meeting was adjourned at 7:35 p.m. on motion made by Timothy J. Corprew, seconded by James W. Ward.

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Wallace E. Nelson, Chairman

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Clerk to the Board

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**WORK SESSION**  
January 16, 2024  
7:00 p.m.

The Perquimans County Board of Commissioners Work Session on January 17, 2024 was cancelled.

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**REGULAR MEETING**  
February 5, 2024  
6:50 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, February 5, 2024, at 6:50 p.m. in the in the Meeting Room of the Perquimans County Library located at 514 S. Church Street, Hertford, NC 27944.

MEMBERS PRESENT: Charles Woodard, Vice Chairman Timothy J. Corprew  
Joseph W. Hoffer T. Kyle Jones  
James W. Ward

MEMBERS ABSENT: Wallace E. Nelson, Chairman

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

Vice Chairman Woodard called the meeting to order and explained that Chairman Nelson had a prior engagement. Commissioner Corprew gave the invocation and Vice Chairman Woodard led the Pledge of Allegiance. Vice Chairman Woodard welcomed everyone to the meeting and explained that the first item of business was to hold a quasi-judicial public hearing.

**PUBLIC HEARING**

Vice Chairman Woodard explained that the Board will hold a quasi-judicial public hearing to consider Special Use Permit No. SUP-23-03, requested by Corey Marriner, to put a double-wide manufactured home in the Old Neck Historic Ag. District at 686 New Hope Road on Tax Parcel No. 5-D051-0014-HW. There were eighteen (18) people present. Mr. Woodard recognized Rhonda Repanshek, County Planner, who presented the following overview of Mr. Marriner’s request:

**Thank you Commissioner Woodard**

***Special Use Permit No. SUP-23-03, requested by Corey Marriner***

- This is a quasi-judicial hearing and has had published notice, letters of notice mailed to neighbors and had a sign posted on site in conformance with county zoning ordinance and NC general statutes.
- No public comments or inquiries were made to Planning staff regarding the case.
- Doublewide manufactured homes are Special Use Permits in Historic Agriculture Districts
- New Hope Rd is the northern-most outer edge of the Old Neck Historic District. 2 other doublewides have been approved on New Hope Rd.
- The county CAMA Land Use Plan shows the subject area as Historic Ag on its Projected Future Land Use Map, so that matches.
- Commissioners can add conditions to the draft Special Use Permit regarding location of the proposed structure, landscaping, etc. that would make the home fit the Historic District better. For example, the Board could add a condition saying the home must face New Hope Rd or that the front setback from the road must be 50 or 60 feet deep to keep the house in line with other houses in that section.
- The neighbors to the rear have close to 10 acres and a significant amount of trees at their property line that borders the Marriner’s lot.
- Currently the only condition in the Special Use Permit is that it must have a minimum 40 ft front yard setback from New Hope Rd.
- County regulations require a continuous, permanent masonry curtain as underpinning.

**Planning Board unanimously recommends** finding Special Use Permit SUP-23-03 to be consistent with the County Land Use Plan due to its designation as Historic Ag. Area *in* the LUP and the residential nature of the proposed use and recommends that Commissioners approve the request based on the four findings in County zoning ordinance section 904(e).

Vice Chairman Woodard asked if the applicant, commissioners, or public had any comments or questions. There being none, Mr. Woodard closed the public hearing at 7:00 p.m. and proceeded with the Regular Meeting.

**AGENDA**

Vice Chairman Woodard stated that a copy of the amended Agenda was at their seats tonight. Joseph W. Hoffer made a motion to approve the amended Agenda as presented. The motion was seconded by T. Kyle Jones and unanimously approved by the Board.

**CONSENT AGENDA**

Vice Chairman Woodard 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 Joseph W. Hoffer and unanimously approved by the Board.

1. **Approval of Minutes:** The Minutes of the January 2, 2024 Regular Meeting & January 16, Special Called Meeting & Work Session (*cancelled*) were approved by the Board.

2. **Tax Refund Approval:**

**Tax Refund:**

**Dae Dawg Express LLC** -----\$253.00

Plate turned in for exchange to non-weighted plate. 9-month refund. Account No. 75027524.

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

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Tyanna Green	Part-Time/Fill-In Non-Certified Telecommunicator	Appointment	60/1	\$14.87/hr.	02/01/2024
Makayla Jones	Part-Time/Fill-In Non-Certified Telecommunicator	Appointment	60/1	\$14.87/hr.	02/01/2024
Brayden Clemens	Part-Time/Fill-In EMT	Appointment	63/1	\$16.97/hr.	02/01/2024
Andrew Jones	Part-Time/Fill-In EMT	Appointment	63/1	\$16.97/hr.	02/01/2024
Corbin Nixon	Part-Time/Fill-In EMT	Appointment	63/1	\$16.97/hr.	02/01/2024
Dianna Hurdle	Part-Time/Fill-In Center for Active Living Nutrition	Appointment	n/g	\$13.09/hr.	02/01/2024
Jo-Ellen Hutto	Part-Time/Fill-In Center for Active Living Nutrition	Appointment	n/g	\$13.09/hr.	02/01/2024
Robert Russell Gray, III	Certified Deputy	Appointment	66/4	\$43,350	03/01/2024
Gwen Hudson	Income Maintenance Investigator III	Promotion	65/12	\$50,423	01/01/2024
Heather Russell	IMC I working against IMC II	Resignation			01/10/2024
Jan Tripp	Part-Time/Fill-In EMT	Removal from Roster			01/08/2024
Tonya Ayers	Part-Time/Fill-In EMT	Reinstatement	68/1	\$21.15/hr.	02/01/2024

4. **Step/Merit Increases:**

Employee Name	Employee Job Title	Grade/ Step	New Salary	Effective Date
Fantasia Saunders	Full-Time Telecommunicator I	63/3	\$37,059	02/01/2024
Alicia Kim White	Income Maintenance Lead Worker III	65/3	\$40,471	02/01/2024

5. **Budget Amendment No. 24:** The following budget amendment was approved by the Board:

**BUDGET AMENDMENT NO. 24  
ECONOMIC DEVELOPMENT FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
40-383-000	Sale of Commerce Centre Lot	199,250	
40-660-700	Sale of Commerce Centre Lot	199,250	
<b>EXPLANATION:</b> To amend the FY 23/24 budget to include the sale of 5 acres.			

6. **Miscellaneous Documents:** The following miscellaneous documents were approved by the Board:
  - a. **Board of Elections Resolution Regarding Buffer Zone for the West Hertford Polling Place:** For information purposes, the Board was presented a copy of the following resolution establishing the buffer zone for the West Hertford Polling Place.

**Bobby Siller, Chairperson**  
**Kevin Jones, Secretary**  
**Victoria Butler, Member**  
**Ella Fields Bunch, Member**  
**Vera Murrill, Member**



**Jackie Greene**  
**Director**  
**Erica Cartwright**  
**Deputy Director**

**Perquimans County Board of Elections**

333 Winfall Blvd.  
 PO Box 336  
 Hertford, N.C. 27944  
 Phone: 252.426.5598 Fax: 252.426.5068

**Perquimans County Board of Elections Resolution #2024-01**

WHEREAS, the Perquimans County Board of Elections (BOE) is responsible for ensuring that adequate procedures are in place at each voting place for a safe, secure, fair, and honest election, and has established a voting site for early voting at 601 South Edenton Road Street, Hertford;

AND WHEREAS, the Perquimans County Board of Elections must maintain a voting place and a buffer zone where no person or group of persons shall hinder access, harass others, distribute campaign literature, place political advertising, solicit votes, or otherwise engage in election related activity, including that of the curbside voting area;

BE IT RESOLVED that the Perquimans County Board of Elections has set the buffer zone to be at least 50 feet from the main voting entrance for the polling place of the precinct of WEST HERTFORD ELECTION DAY POLLING site at 601 South Edenton Road Street, Hertford.

Approved: Jan 16, 2024

*Bobby Siller*, Board Chair, Bobby Siller  
*Kevin Jones*, Secretary, Kevin Jones  
*Victoria Butler*, Member, Victoria Butler  
*Ella Fields Bunch*, Member, Ella Fields Bunch  
*Vera Murrill*, Member, Vera Murrill

**RECOGNITION OF EMPLOYEES' YEARS OF SERVICE**

**A. Recognition of Employee's Years of Service:**

Employee Name	Department	Employee Job Title	No. of Years	Effective Date
Jacqueline Frierson	Register of Deeds	Register of Deeds	30 years	02/01/2024

After the presentation, Ms. Frierson made a few comments to the Board and the Vice Chairman and Commissioners thanked her for her 30 years of service.

**COMMISSIONER'S CONCERNS/COMMITTEE REPORTS**

There were no Commissioners' concerns/committee reports.

**UPDATES FROM COUNTY MANAGER**

County Manager Heath presented the following updates:

- **Revaluation Notices:** Mr. Heath informed the Board that the 2024 Revaluation Notices are scheduled to be mailed on February 22, 2024. He explained the process once the notices are received by the taxpayers.
- **Marine Park Basin Construction:** Because the construction moratorium is due to start again on February 15, 2024, the contractor is working round the clock to get things finished. Mr. Heath further explained that they were going to apply for an extension for the moratorium and our permit.
- **High School Property:** Mr. Heath stated that they closed on the Jessup property where the new school facility was going to be built. From the survey, it was 68.99 acres at a cost of \$830,850. He said that he will be meeting with Superintendent Turner soon to set up a timelines for the project.
- **Commissioners Retreat:** Mr. Heath explained that he has been trying to work with NCACC to set up a Board Retreat in late March, 2024. More information will be provided at a later date.

**BOARD VACANCIES**

Currently, we have the following Board vacancies:

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. Currently, Ms. Hunnicutt informed the Board that she had received one call about this appointment and the ad is still on website.
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 informed the Board that she had not heard from anyone that was interested in this appointment. The ad is still on the website.

It was the consensus of the Board to continue with the ads on the County website and Facebook page. He asked the Board that, if they know of anyone that would be interested in serving, please let Mary Hunnicutt know so that she can provide them with the application.

**PLANNING ITEMS**

The following Planning Items were presented for Board action:

➤ **Special Use Permit No. SUP-23-03, requested by Corey Marriner:** A Quasi-Judicial Hearing was held earlier for Special Use Permit No. SUP-23-03. Vice Chairman Woodard asked if there were any questions or comments from the Board. There being none, Vice Chairman Woodard said that the Planning Board had approved the request and recommends that the County Commissioners approve the request based on the four findings in County zoning ordinance section 904(e). Timothy J. Corprew made a motion to approve the SUP-23-03. The motion was seconded by James W. Ward. Vice Chairman Woodard explained that they would need to make the motion according to the recommendations in the Agenda Packet. Commissioner Corprew stated that he would amend his motion. The amended motion was that Timothy J. Corprew made a motion to find that the proposed Special Use Permit No. SUP-23-03 to be consistent with Perquimans County's CAMA Land Use Plan (LUP) due to its zone as Historic Agriculture Area in the LUP and the residential nature of the proposed use and approve the request based on the conclusions that:

- The use will not materially endanger the public health or safety, if located according to the plan submitted and approved;

- The use meets all required conditions and specifications;
- The use will not substantially injure the value of adjoining or abutting property, or that the use is a public necessity; and
- 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.

The amended motion was seconded by James W. Ward and unanimously approved by the Board. A copy of the Special Use Permit No. SUP-23-03 is included in **Attachment A**.

➤ **Review of Minor Subdivision, requested by Bethel Volunteer Fire Department:** Vice Chairman Woodard explained that they need to review the minor subdivision located approximately 500 feet south of the intersection of Church Lane and Harvey Point Road for a Bethel Volunteer Fire District (BVFD) substation. The proposed site is on tax parcel 2-0073-0020, a Conditional Zoning District with conditions recorded in the Register of Deeds' Office. Mr. Woodard recognized Rhonda Repanshek, County Planner, who provide the following overview of the project:

**BVFD Substation on Harvey Point Rd**

**Review of Minor Subdivision approximately 500 feet south of the intersection of Church Lane and Harvey Point Road for a Bethel Volunteer Fire District (BVFD) substation. Proposed site is on tax parcel 2-0073-0020, a Conditional Zoning District with conditions recorded in the Register of Deeds office.**

Normally a minor subdivision of a single lot is approved by staff through the Expedited Plat Review process. This situation is unique because it is located in one of only two Conditional Zoning Districts (CZD) in the county. This particular CZD is a Planned Unit Development (PUD), and has conditions recorded in Register of Deeds book 494, page 775. Copies of those pages are included in your agenda packets for reference. General land use condition A3 in the register of deeds book states that the developer must obtain approval for all sections and/or phases by the Planning Board and Board of Commissioners for approval under the normal review and approval process. 'Section', is defined as 'one of several components; a piece or part'; so, staff is channeling this through Planning Board and County Commissioners to make comments and decisions.

When the PUD Master Plan was approved, the use at that specific location was approved. The 'use' is not in question. The Board's job is to interpret which PUD conditions affect fire station use.

Let's discuss the site itself:

The Health Dept. has verified that the proposed parcel will support a septic system with a minimum of 240 gallons per day use. A four-inch county water line runs past the site and a six-inch water line runs near it in a different direction. Existing vegetation and natural drainage are on the west and south sides of the proposed lot. BVFD is also requesting an access easement from Church Lane, across the residual acreage in the corner beside New Haven Baptist Church, to allow a partial circle drive-through driveway to avoid backing-up fire trucks. No commercial development is allowed on the residual corner.

Conditions of Interest in the Register of Deeds pages are:

Condition **A6** in the permit recorded in deed book 494, page 776 states that a minimum 50-foot buffer is required on properties adjacent to agricultural land, residential land and properties owned by the Department of Defense. Existing vegetation is at least 50 feet wide on the west and south side, so it meets the requirement as long as none is cut. A question to decide is whether the language requires a 50-foot vegetative buffer on the north side (Church Ln. side). Planning Board is not in favor of vegetation on that side.

Drainage/Stormwater improvement **B4** states that all drainage ditches and major drain-ways should be protected by easements. Planning staff asked Soil & Water Conservation staff for comments and the feedback was that there is minimal flood risk if the structure pad is raised a bit and a larger drainage easement is probably not necessary. *"The area that may benefit from a larger drainage easement is the southeast portion of the parcel near Harvey Point Road. It is around 6' elevation. Also, it appears a lot of farmland to the east of Harvey Point Road drains to this particular point. A portion of this area is located within flood zone AE and X. During heavy rain events, Harvey Point Road will more than likely act like a dike, once the culvert is overwhelmed and could potentially overtop the road and onto this portion of the parcel...."*

Planning Board discussed this and saw no reason to include extra drainage easements beyond what's already shown on the draft survey.

**B5** states that prior to Final Plat an engineered drainage plan with one-foot contours, ditch or swale layouts with pipe, and showing the flow rates, shall be provided by applicant and reviewed by the County. Commissioners can decide if this should be required for the proposed location and use. Planning Board decided a drainage plan should not be necessary because the building pad for the substation will be raised and the drainage issues associated with the area are on the southeastern corner of the proposed parcel.

Transportation conditions **D4 and D5** state that prior to accessing Harvey Point Road, a Driveway Permit must be approved by NCDOT and that ingress and egress shall be approved by Board of County Commissioners. Access to Church Lane, though not directly stated, could be included in that idea. NCDOT, via phone conversation, stated that driveway permits will be required for both accesses. The exit should be onto Harvey Point Road only and the Church Lane driveway could be for entrance only.

**F7**, states that no commercial development is allowed on the corner between New Haven Baptist Church and Harvey Point Road. County Subdivision Regulations section 108 requires proposed subdivisions comply with "the locally adopted Coastal Resources Commission ratified Land Use Plan." This site is part of a Planned Unit Development, which is a future designation on Exhibit IX-B, the Projected Future Land Use map.

**Planning Board unanimously recommends** approval of the consistency with the County Land Use Plan and approval of the survey plat as proposed with the condition that the 50 foot vegetative buffer not be required on the north side of the site due to it being a safety hazard. Planning Board did not mention 'drainage' or 'setbacks' in their motion, but Commissioners can use the handout I just handed out with a more comprehensive motion written out to guide you.

Vice Chairman Woodard asked if there were any questions or comments from the Board. There being none, he asked for a motion. T. Kyle Jones made a motion to approve the consistency with the County CAMA Land Use Plan and approve the survey plat as proposed with the conditions that a 50-foot vegetative buffer not be required on the north side of the site due to it being a safety hazard, a drainage study not be required due to the drainage issues being limited to the very southern terminus of the proposed site and that most of the water rains from farmland across the road and condition to use standard Rural Agricultural setbacks of 40 feet front set back on Harvey Point Road, 30 feet rear and 15 feet side setbacks. The motion was seconded by Timothy J. Corprew and unanimously approved by the Board (**See Attachment B**).

**EMERGENCY SERVICES ITEMS**

Vice Chairman Woodard recognized Jonathan Nixon, Emergency Services Director, who presented the following items for Board consideration and action:

- **Sale of Decommissioned Stryker Power Pro Cot:** Mr. Nixon explained that the following item has been decommissioned and is requested sealed bids for its purchase:

Description:	Stryker Power Pro Cot	Model:	Power Pro
Year:	2008	Serial:	80941002
Condition:	Used/Fair	Minimum Bid:	\$1,000.00
Bid Date:	Sealed Bids were due at the Emergency Services Building (159 Creek Drive, Hertford, NC. 27944) no later NOON on Friday, January 26, 2024.		
	-Bids shall be sealed in an opaque envelope marked "Stryker Ambulance Stretcher Bid", followed by the Bidders name and address.		
	-E-mail or Facsimile proposals will not be accepted.		

Mr. Nixon informed the Board that he had received one bid which was as follows: Brent McKecuen, Albemarle Medical Transport Inc., 112 Dances Bay Road, Elizabeth City, NC 27909 in the amount of \$1,100. Since this bid amount is above the minimum bid, it is his recommendation that this bid be accepted in the amount of \$1,100.00. He further requested that these funds be deposited into the EMS revenue line, and be added to expense line 10-592-160 EMS Maintenance & Repair of Equipment for servicing remaining equipment. On motion made by T. Kyle Jones, seconded by James W. Ward, the Board unanimously awarded the bid to Brent McKecuen for \$1,100 and approved to deposit these funds into Line Item No. 10-592-160 for servicing of remaining equipment.

- **Albemarle Medical Transport Application for Medical Transport Service – Perquimans County:** Mr. Nixon explained that Albemarle Medical Transport, Inc. has applied to provide non-emergency transport under our

Franchise Ordinance. Currently, Perquimans County uses Bertie Emergency Services and we will continue to use them but they are not always readily available to provide needed transports to our citizens, as the call volume seems to have increased in recent years. Tonight, he is requesting that the Board approve to forward Albemarle Medical Transport, LLC’s application for approval to assist with non-emergency transports under our Franchise Agreement. The owner, Brent McKecuen, made a few comments and explained why he was requesting this service. On motion made by T. Kyle Jones, seconded by Joseph W. Hoffler, the Board unanimously approved to consider Albemarle Medical Transport LLC’s application to handle non-emergency transports.

**PROPERTY PURCHASE FROM COUNTY – TOWN OF HERTFORD**

Vice Chairman Woodard recognized Janice Cole, Hertford Town Manager, who presented the Town of Hertford’s request to purchase the property located at 513 W. Grubb Street, Hertford, NC 27944. The County acquired the property after a tax foreclosure sale. The County was the high bidder at the sale. Ms. Cole explained that, currently, the following charges on this piece of property are outstanding from 2013:

Outstanding County Taxes	\$ 7,127.44
Outstanding Hertford Taxes	<u>1,473.09</u>
Total Taxes Outstanding	\$ 8,600.53
Hertford Mowing Fees	<u>39,860.11</u>
Total Outstanding Fees	<u>\$48,460.64</u>

Ms. Cole further explained that the Town of Hertford would like to purchase this property. The property is in poor condition and is a safety hazard. The Town of Hertford would like to do something with this property and is asking assistance from the Board. The Town of Hertford would be willing to forgive these moving fees. However, if the property is not maintained, it would end up in the same condition that it is now. Hertford is requesting to purchase this piece of property for the amount of taxes owed to the County and to the Town of Hertford plus attorney fees. County Manager Heath explained that, per County Attorney High, the County could agree to this sale since the County deemed it a wise decision to transfer the property to the Town of Hertford. Vice Chairman Woodard asked if there were any questions or comments from the Board. There being none, he asked for a motion. Joseph W. Hoffler made a motion to approve the sale of the property located at 513 W. Grubb Street, Hertford, NC 27944 to the Town of Hertford due to their deeming it to be a wise decision to transfer the property at a price of outstanding taxes owed and attorney fees. The motion was seconded by James W. Ward. Commissioner Corprew asked a question regarding the ABC Resolution to combine the County and Hertford’s ABC Board in order for local business owner to sell alcohol at their facility. Are we any closer to having a decision on this matter. County Manager Heath said that it would have to be on the ballot in November. Mr. Woodard called for a vote on the motion. The motion was approved by a vote of four (4) to one (1) with Commissioner Corprew voting against the motion.

**PERQUIMANS COUNTY AUDIT CONTRACT FOR FY 2022-2023**

County Manager Heath asked Tracy Mathews, Finance Officer, to present the proposed audit contract for FY 2023-2024. Ms. Mathews explained that the proposed contract will be with Thompson, Price, Scott, Adams & Co., PA and that she and County Manager Heath recommend the approval of this contract. The cost of the contract is \$52,500 with a cap of \$64,500. The costs is \$5,000 over last year’s costs. On motion made by Timothy J. Corprew, seconded by T. Kyle Jones, the Board unanimously approved the FY 2023-2024 audit contract with Thompson, Price, Scott, Adams & Co., PA.

**PERSONNEL MATTERS**

These personnel matters were received after the Agenda Packets were distributed. On motion made by T. Kyle Jones, seconded by Joseph W. Hoffler, the following personnel matters were unanimously approved by the Board:

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Ashley Stanley	IMC I Working Against IMC II	Resignation			02/01/2024
Michele Light	Income Maintenance Technician	Termination			01/31/2024
Faith Broughton	Part-Time/Fill-In AEMT	Resignation			02/28/2024
Virgil Parrish	Chief Building Inspector	Retirement			04/01/2024

**PUBLIC COMMENTS**

There were no public comments.

**CLOSED SESSION: TO CONSULT WITH OUR ATTORNEY REGARDING AN ECONOMIC DEVELOPMENT MATTER AND CLOSED SESSION MINUTES**

Chairman Nelson stated that, pursuant to NC General Statute 143-318.11(4), the Board went into Closed Session to consult with our attorney regarding economic development matter and to approve closed session minutes. On motion made by James W. Ward, seconded by Joseph W. Hoffler, to go into Closed Session. The motion was unanimously voted to go into Closed Session.

The Closed Session was adjourned and the Regular Called Meeting reconvened on motion made by Timothy J. Corprew, seconded by Joseph W. Hoffler, 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 8:15 p.m. on motion made by Timothy J. Corprew, seconded by James W. Ward.

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Charles Woodard, Vice Chairman

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Clerk to the Board

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**ATTACHMENT A**

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-Beginning of Special Use Permit document to be recorded-

DRAFT Special Use Permit (Case No. SUP-23-03)  
Owner/Applicant Corey Marriner

for

**Double-Wide Manufactured Home in Old Neck Historic Agriculture  
District (HA Zone)**

at 686 New Hope Road, Tax Parcel No. 5-D051-0014-HW

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**SPECIAL USE PERMIT No. SUP-23-03**

**Page 1 of 4**

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

Owner/Applicant: Corey Marriner  
686 New Hope Road  
Hertford, NC 27944

Tax Parcel No: 5-D051-0014-HW

Property Location/  
Street Address: 686 New Hope Road, Hertford, NC 27944

Zoning District: HA (Historic Agriculture District)

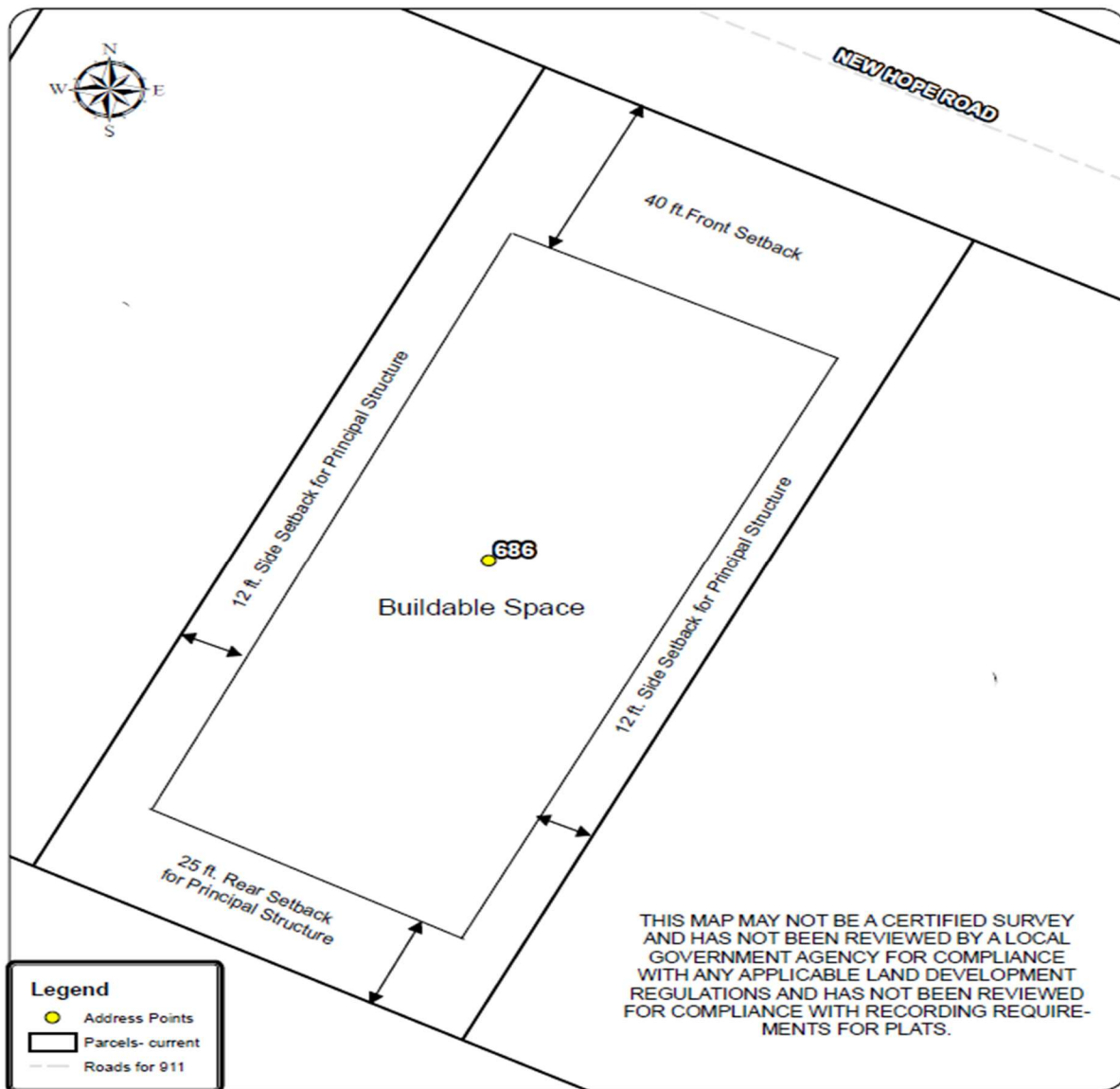
Proposed Use of Property: To place a doublewide manufactured home as the principal use permanent residence on an existing building lot in the Old Neck HA zone.

Meeting and Hearing Dates: Planning Board on Jan. 9, 2024 & Board of Commissioners on Feb. 5, 2024.

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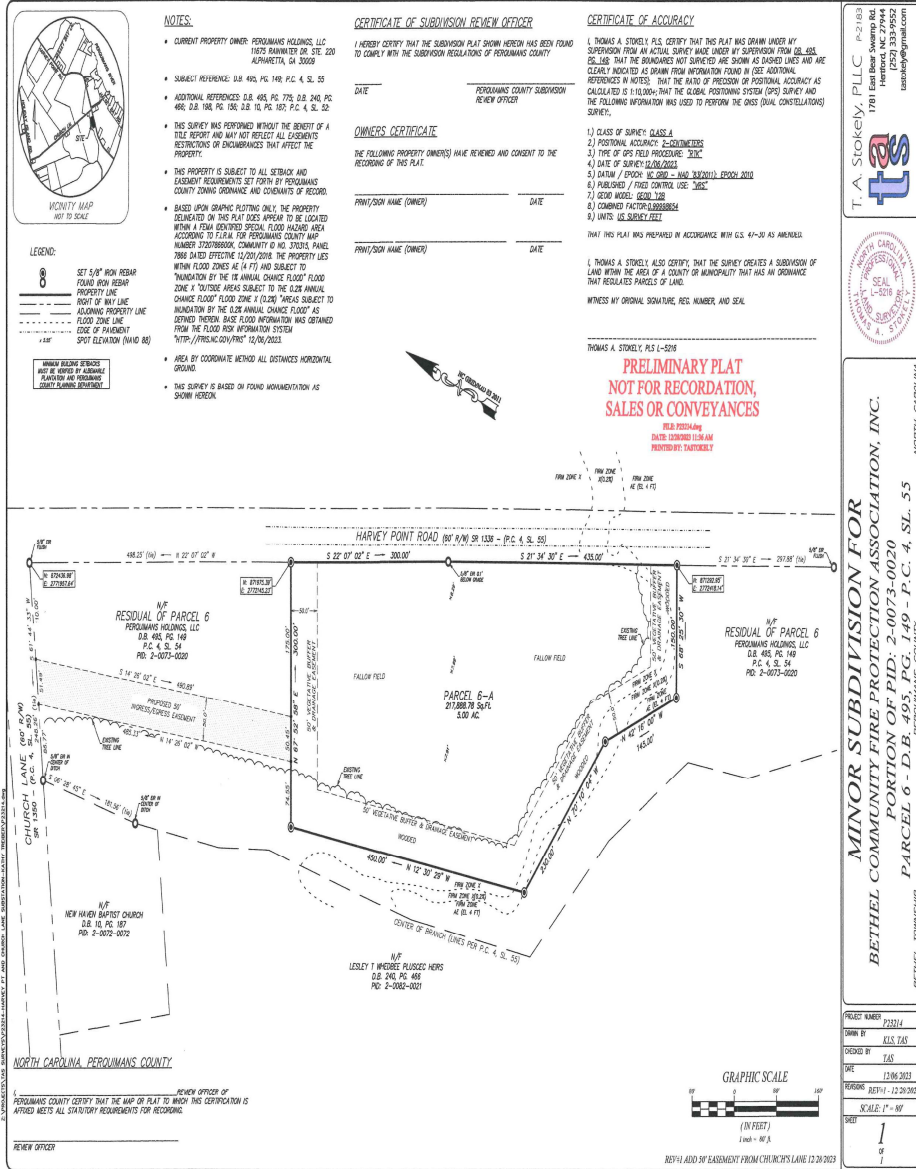


### Site Plan Setbacks

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**ATTACHMENT B**



THIS COPY HAS BEEN REDUCED FROM ITS ORIGINAL SIZE OF 18" x 24"

\*\*\*\*\*

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 tastokey@stokely.com

**SEAL**  
 T.A. STOKELY, P.L.S.  
 1-5716  
 FEBRUARY 12 2024

**MINOR SUBDIVISION FOR  
 BETHEL COMMUNITY FIRE PROTECTION ASSOCIATION, INC.  
 PORTION OF PID: 2-0073-0020  
 PARCEL 6 - D.B. PERMANENS COUNTY**

PROJECT NUMBER: P23214  
 DRAWN BY: KES, TAY  
 CHECKED BY: TAS  
 DATE: 12/06/2023  
 REVISION: REV1 - 12/20/2023  
 SCALE: 1" = 80'  
 SHEET: 1 OF 1