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REGULAR MEETING

March 4, 2024

7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, March 4, 2024, at 7:00 p.m. in the Perquimans County Library located at 514 S. Church Street, Hertford, NC 27944. The meeting room was set up for voting on Tuesday

MEMBERS PRESENT: Wallace E. Nelson, Chairman Charles Woodard, Vice Chairman  
 Timothy J. Corprew Joseph W. Hoffer  
 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 Robert Daniel, High & Crowe

Chairman Nelson called the meeting to order. Commissioner Jones gave the invocation and Chairman Nelson led the Pledge of Allegiance. Chairman Nelson welcomed everyone to the meeting and explained why the meeting had been moved from the Meeting Room.

**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, 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.

- Approval of Minutes:** The Minutes of the February 5, 2024 Regular Meeting & February 19, 2024 Work Session were approved by the Board.

- Tax Refund & Release Approvals:**

**Tax Refund (Perquimans County):**

**Elliott, III, William Henry**-----\$117.25

Sold vehicle; 8-month refund. Account No. 56871688.

**Tax Release (Perquimans County):**

**Coastal Carolina Carriers, LLC**-----\$205.07

Account should have been deleted last year. Account No. 539794.

**Tax Refund (Hertford):**

**Dickmeyer, Robert Allen**-----\$198.75

Situs error. Should not have been billed for Hertford. Account No. 75965218.

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

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Michelle Cassell	Income Maintenance Technician	Appointment	59/3	\$31,078	03/01/2024
Brooke Perry	Part-Time/Fill-In EMT	Appointment	63/1	\$16.97/hr.	03/01/2024
LuRee Sawyer	Center for Active Living Coordinator	Promotion	63/10	\$43,975	04/01/2024
Logan Hogee	Part-Time/Fill-In Telecommunicator I	Reclassification	63/2	\$17.39/hr.	02/27/2023
Lindsay Brothers	Part-Time/Fill-In EMT	Removed from Roster			02/03/2024

- Step/Merit Increases:**

Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Logan Hogge	Part-Time/Fill-In Telecommunicator I	63/3	\$17.82/hr.	03/01/2024
James Fowden	Investigator	68/8	\$52,191	03/01/2024
DeAngelo Freemanweldy	Certified Deputy	66/2	\$41,286	03/01/2024
Bethany Buttram	MIH Coordinator / Paramedic	70/6	\$54,280	03/01/2024
Brian Hickman	Part-Time/Fill-In Paramedic	68/2	\$21.68/hr.	03/01/2024
Robert Elliott	Equipment Operator	58/17	\$41,850	03/01/2024

- Budget Amendment Nos. 25 - 27:** The following budget amendments were approved by the Board:

**BUDGET AMENDMENT NO. 25  
 COUNTY CONSTRUCTION FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
50-349-001	Communications Tower Project	6,000,000	
50-000-730	Communications Tower Project	6,000,000	
<b>EXPLANATION:</b> To amend the FY 23/24 budget to include the Grant ID#20483 to be used for Communications Tower Upgrade Project.			

**BUDGET AMENDMENT NO. 26  
 GENERAL FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-399-000	Fund Balance Appropriated	173,000	
10-420-040	County Manager - Professional Services	60,000	
10-500-150	Building - Maintenance./Repair Buildings	60,000	
10-500-540	Building - Insurance/Bonds	34,000	
10-450-110	Tax - Telephone/Postage	11,000	
10-450-330	Tax - Supplies	6,000	
10-685-740	Recreation - Capital Outlay	2,000	
<b>EXPLANATION:</b> To amend the FY 23/24 budget to include additional funding to cover expenses.			

**BUDGET AMENDMENT NO. 27  
 SCHOOL CONSTRUCTION FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
65-348-001	State School Funds - Lottery	430,770	
65-500-711	NB Lottery Intermediate School	430,770	
<b>EXPLANATION:</b> To amend the FY 23/24 budget to include funding to cover to-date expenses for new school project.			

**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
Andrea Stoner	Telecommunications	911 Shift Supervisor II	5 years	03/01/2024
Jovan Ward	Social Services	IMC III - Lead Worker	10 years	03/01/2024

After the presentation, the Chairman and Commissioners thanked them for their years of service.

**COMMISSIONER'S CONCERNS/COMMITTEE REPORTS**

There were no Commissioners' concerns/committee reports.

**BILL JENNINGS, TAX ADMINISTRATOR**

Mr. Jennings updated the Board on the County's collection rate through February, 2024 which was .95523. In addition, Mr. Jennings informed the Board that the revaluation notices will not be mailed out until mid-March or end of March due to some computer issues with the loss of our programmer.

**DR. TANYA TURNER & JAMES BUNCH**

Mr. Bunch presented the Board of Education's request for distribution from State Lottery Funds. The distribution was in the amount of \$36,848.16. These funds will be used to upgrade PCHS gymnasium and auditorium sound system for theater and health education classes. On motion made by Joseph W. Hoffer, seconded by Timothy J. Corprew, the Board unanimously approved the following application for withdrawal from State Lottery Funds:

**DISTRIBUTION REQUEST  
PUBLIC SCHOOL BUILDING  
REPAIR & RENOVATION FUND  
NORTH CAROLINA EDUCATION LOTTERY**

Date of Request: 2-28-2024

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County: Perquimans Contact Person: Frank Heath  
 Address: PO Box 45, Hertford, NC 27944 Title: County Manager  
 LEA: Perquimans County Schools Phone: 252-426-8484  
 Address: 411 S.Edenton Road St. Hertford, NC 27944 Email: frankheath@perquimanscountync.gov

Project Title: Perquimans County High School (PCHS) Sound Upgrades  
 Project Address: 305 S. Edenton Road St.  
Hertford, NC 27944  
 Type of Facility: Gymnasium & Auditorium

**DPI USE ONLY**  
 Approved By: \_\_\_\_\_  
 Date: \_\_\_\_\_

The Public School Building Repair & Renovation Fund was established by S.L. 2021-180, Section 4.4.(a1). The purpose of the Fund is to provide revenue to counties for repair and renovation projects. Per G.S. 115C-546.16, counties are to utilize funds for enlargement, improvement, expansion, repair, or renovation of classroom facilities at public school buildings within local school administrative units (LEAs) located in the county. As used in this context, "Public School Buildings" shall include only facilities for individual schools that are used for instructional and related purposes, and does not include administration, maintenance, or other facilities.

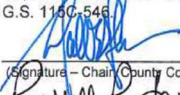
Brief Project Description (include est. start/end dates): Upgrade PCHS gymnasium & auditorium sound systems for theater and health education classes. Start date: 3-1-2024 End date: 4-1-2024

Estimated Costs:


Planning and Design Services.....	\$ _____
New Construction – Facility Enlargement .....	\$ _____
New Construction – Addition(s) .....	\$ _____
Existing Construction – Facility Improvements .....	\$ 36,848.16
Existing Construction – Facility Repairs .....	\$ _____
Existing Construction – Facility Renovations .....	\$ _____
<b>TOTAL .....</b>	<b>\$ _____</b>

We, the undersigned, agree to submit a statement of state monies expended for this project within 60 days following completion of the project.

The County Commissioners and the Board of Education do hereby jointly request approval of the above project, and request the release of \$ 36,848.16 from the Public School Building Repair & Renovation Fund. We certify that the project herein described is within the parameters of G.S. 115C-546.

  
 \_\_\_\_\_  
 (Signature – Chair, County Commissioners)

3/4/2024  
 \_\_\_\_\_  
 (Date)

  
 \_\_\_\_\_  
 (Signature – Chair, Board of Education)

03/01/2024  
 \_\_\_\_\_  
 (Date)

After Mr. Bunch's request was approved, County Manager Heath explained that, later under New Business, the Board was going to consider the Intergovernmental Agreement between Perquimans County Board of Education and Perquimans County. We were supposed to receive an updated copy but have not received it as of yet. The purpose of this Agreement is to allow the exchange of the School's System's real property (Hertford Grammar School & Perquimans Middle School) for the County's commitment to build a new consolidated Intermediate School. This matter will be tabled until we receive the final draft of the Agreement.

**JONATHAN NIXON & JULIE SOLESBEE, EMERGENCY SERVICES DEPARTMENT**

Mr. Nixon and Ms. Solesbee presented the following items:

- **Emergency Services Public Officials Conference:** Mr. Nixon, Emergency Services Director, along with Julie Solesbee, Assistant Emergency Services Director, presented their annual Public Officials Conference to the Board of Commissioners. There was no representation from the Town of Hertford, but the following individuals were present to represent the Town of Winfall and Perquimans County School System.

- |   |   |
|---|---|
| <p><b><u>TOWN OF WINFALL:</u></b></p> <ul style="list-style-type: none"> <li>➤ Preston White, Town Mayor</li> <li>➤ Carol Cooper, Town Council</li> </ul> | <p><b><u>PERQUIMANS COUNTY SCHOOL SYSTEM:</u></b></p> <ul style="list-style-type: none"> <li>➤ Dr. Tanya Turner, Superintendent</li> <li>➤ Mr. James Bunch, Assistant Superintendent</li> </ul> |
|---|---|

They presented a PowerPoint presentation that would provide details about their current Emergency Services program which is required by the Emergency Management Performance Grant. During the presentation, Gary Coleman, representative of the American Legion explained their recent events to honor first responders in Perquimans County. The first event was called Hearts to Heroes which connects heart transplant recipients with their donors. The other event was First Responders of the Year for each

of the Fire Departments, 911 Center, Sheriff's Office, and EMS. On September 11, 2023, they presented the following awards to Perquimans County employees:

James Fowden, Outstanding Sheriff's Office Employee  
NaKindra Downing, Outstanding 911 Center Employee

James Beard, Outstanding Volunteer Fireman  
Gary Wayne Jordan, Outstanding EMS Employee

The American Legion decided to take this a step further and forwarded names of recognition to the State to receive the State American Legion Award. Gary Wayne Jordan was awarded that honor and they requested that Mr. Jordan come forward to accept this award. Mr. Coleman read the award and presented it to Mr. Jordan. The Commissioners and the public applauded Mr. Jordan's accomplishment. At the end of Mr. Nixon and Ms. Solesbee's presentation, Mr. Nixon asked if there were any questions from the Board. Chairman Nelson and the Commissioners thanked Mr. Nixon and the entire Emergency Services Department for a job well done.

- **SCA Collections, Inc. Account Collections Agreement & HIPPA Agreement:** Mr. Nixon presented the SCA Collections, Inc. Account Collections Agreement and the HIPPA Agreement for Board action. The Agreements have been reviewed by County Attorney High and he has approved the document as presented. Mr. Nixon recommends the approval of these Agreements. On motion made by T. Kyle Jones, seconded by James W. Ward, the Board unanimously approved these Agreements as presented.
- **PCG Long-Term Lease Agreement:** Mr. Nixon presented the PCG Long-Term Lease Agreement to the Board for action. This Lease Agreement is for a .60 Acre Lease at the PCG Landfill to be used for an Emergency Services Communications Tower. The Perquimans County Staff recommends approval of this Agreement. On motion made by Charles Woodard, seconded by Joseph W. Hoffer, the Board unanimously approved this Long-Term Lease Agreement with PCG.
- **Radio Project Contract - Motorola:** Mr. Nixon presented the Radio Project Contract with Motorola which would add towers to improve VIPER Public Safety Radio Communications for all three counties. County Manager Heath made a few comments and stated that he recommends the approval of this Contract with the understanding that the proper individuals have approved it. County Manager Heath asked Sheriff White to explain how the 800mhz has helped them since his office has been using it. Mr. Heath also thanked Mr. Masters for donating the property to place the tower on. T. Kyle Jones made a motion to authorize County Manager Heath to execute the proposed contract once confirmed by the following: County Attorney High; NC State Term Contract Administrator; NC Highway Patrol – VIPER Management for radio system compliance and acceptance; and NC Emergency Management Statewide Interoperability Coordinator (SWIC) for radio system interoperability. The motion was seconded by Joseph W. Hoffer and unanimously approved by the Board.
- **Perquimans-Gates 911 Consolation Agreement:** Mr. Heath explained that, at their last meeting, the Board was informed as to what had happened recently with the Gates 911 Center. He also presented the following Resolution from Gates County Board of Commissioners where they approved the consolidation of the Gates 911 Center and the Perquimans 911 Center:

**GATES COUNTY  
NORTH CAROLINA**

Gates County  
115 Court Street  
PO Box 148, Gatesville, NC 27938

Phone (252) 357-2411  
Fax (252) 357-1225

**RESOLUTION**  
Gates County Board of Commissioners  
For the purposes of transitioning Gates County  
911 Communications Center Operations to  
A consolidated system with Perquimans County

Whereas, local governments throughout the United States are struggling to recruit and retain qualified public safety employees for law enforcement, fire & rescue, emergency medical services and telecommunications; and

Whereas, Gates County has experienced repeated occurrences of staffing shortages in emergency 911 Communications for telecommunications professionals; and

Whereas, the Gates County Board of Commissioners remains committed to supporting all sectors of public safety and law enforcement as evidenced by significant investments in human resources and recent compensation adjustments for county employees; and

Whereas, Gates County has experienced multiple sudden staffing shortages for certified full-time telecommunication employees at all levels including supervisors and director.

Now, Therefore, Be It Resolved that the Gates County Board of Commissioners will take the following immediate steps with adoption of this Resolution to:

- 1) Rescind the March 8, 2023 decision to transfer the Gates County 911 Communications Center to the Office of the Sheriff and re-establishment of oversight under the County Manager or his designee; and
- 2) Take immediate steps to work toward the consolidation and merger of the Gates County 911 Communications Center as a regional partner with Perquimans County or other entities, with the further approval by the Board of Commissioners; and
- 3) Direct the County Manager, Finance Director, Human Resources Director, and other related County offices to support this transition with the appropriate planning and budget preparation.

Gates County, North Carolina  
Established 1779 - Home of Merchants Millpond

Gates County  
Correspondence 2 of 3

Be It Further Resolved that the Gates County Board of Commissioners recognizes and appreciates the efforts of Sheriff Ray Campbell; and the Board of Commissioners commends the leadership and support of the NC 911 Board and its Executive Director Ms. L. V. Pokey Harris; and the Board of Commissioners extends our grateful appreciation to our neighbors in Perquimans County for their continuous efforts to work collaboratively for the benefit of all citizens of northeastern North Carolina and the counties of Gates and Perquimans especially.

Adopted this day February 18<sup>th</sup>, 2024 by the undersigned members of the Gates County Board of Commissioners in the 1836 Historic Gates County Courthouse.

*Dr. Althea Riddick*  
Dr. Althea Riddick, Board Chair

*Jonathan Craddock*  
Jonathan Craddock, Vice-Chair

*Brian Rountree*  
Brian Rountree, Commissioner

*Linda Hoffer*  
Linda Hoffer, Commissioner

Emily Truman, Commissioner  
*Emily Truman*

Attest: *Sandra Somers* Acting Clerk & County Manger  
2-19-2024

Gates County, North Carolina  
Established 1779 - Home of Merchants Millpond

After receiving this request, County Manager Heath prepared the Interlocal Agreement for the Consolidation Services for Perquimans County, NC and Gates County, NC for 911 Communications Services, which the Board will take action on later in the meeting. Gates County Board of Commissioners should approve this on Wednesday night. Basically, this Agreement spells out the following terms:

- Starting date will be March 1, 2024.
- Perquimans County would assume all operational responsibility.
- Perquimans County will manage all the combined dispatching operations.
- Perquimans County will hold coordination meetings with Gates County, particularly through Perquimans' 911 Advisory Board so that Gates County would have representation to present their ideas.
- Any costs that it takes to transition Gates 911 Center to Perquimans 911 Center will be covered by Gates County; any allocations that Gates County would receive from the 911 Board would be assigned to Perquimans County; and all the costs associated with the operation of the 911 Communications PSAP that are not eligible for Federal funding by the State 911 Board will be equally split between Perquimans and Gates Counties.
- Existing radio towers in Gates County will remain the responsibility of Gates County.
- At each fiscal year budget, Perquimans County will notify Gates County of their financial obligations and what their billing process would be. For the remaining part of FY 2023-2024, Perquimans County will bill them monthly and notify them that, beginning July 1, 2024, they will follow the schedule within the Agreement.
- Administrative calls from Gates County Sheriff's Office, Department of Social Services, and Gates County Public Utilities will be handled by Gates County during daytime hours (8 am – 5 pm) and by Perquimans County outside of normal County business hours.
- The balance of the Agreement contains the legal documentation including when or if one party desires to terminate the Agreement which states that party must give 24 months advance written notice to the other party, and the withdrawal shall take effect only as of the beginning of the next full fiscal year following such notice.



After reviewing the Agreement, County Manager Heath explained that Mr. Nixon had the following proposed 911 Communications Division Staffing changes that will be required to handle the consolidation of 911 Gates Center, which will be presented for action later in the meeting:

Perquimans County Emergency - 911 Communications Division Staffing Changes - March 2024									
Staff Member	Status	Initial Certification	Hire Date	Current Position	Current Grade/Step	Current Hourly	Reclassification	New Grade/Step	New Hourly
<b>Current Full-Time 911 Staff</b>									
Andrea Stoner	FT	6/1/1999	10/1/2018	Sup II	69/5	\$24.36	Ops Mgr	72/8	\$29.92
Na'Kindra Downing	FT	10/1/2020	10/1/2020	Sup I	67/3	\$21.25	QA Coord	70/4	\$24.85
Charity Geho	FT	2/1/2023	2/1/2023	TC I	63/1	\$16.97	TC I	64/2	\$18.18
Keely Cartwright	FT	11/1/2015	11/1/2015	TC II	65/5	\$20.43	TC II	66/6	\$21.88
Morgan Story	FT	3/1/2023	3/1/2023	TC I	63/1	\$16.97	TC I	64/1	\$17.73
Sue Ann Cestaro	FT	7/1/2016	7/1/2016	TC II	65/4	\$19.94	TC II	66/6	\$21.88
Fantasia Saunders	FT	4/1/2021	7/1/2021	TC I	63/3	\$17.82	TC II	66/4	\$20.84
Camry Harris	FT	5/1/2023	5/1/2023	TC I	63/1	\$16.97	TC I	64/1	\$17.73
Allen Foy	FT	4/1/2023	4/14/2023	TC I	63/1	\$16.97	TC I	64/1	\$17.73
VACANT TC III	FT						TC III		
VACANT TC III	FT						TC III		
VACANT TC III	FT						TC III		
VACANT TC III	FT						TC III		
<b>Current Part-Time 911 Staff Transitioning to Full-Time Staff</b>									
Crystal Wright	PT to FT	5/1/2005	5/1/2005	TC II	65/7	\$21.45	TC II	66/11	\$24.71
Brandon Melton	PT to FT	9/1/2019	9/1/2019	TC II	63/3	\$17.82	TC II	66/5	\$21.35
Tyanna Green	PT to FT	2/1/2024	2/1/2024	NC	60/1	\$14.87	TC I	60/1	\$14.87
Alyssa Ratcliff	PT to FT	6/1/2023	6/1/2023	TC I	63/1	\$16.97	TC I	64/1	\$17.73
Reagan Charlton	PT to FT	1/1/2024	1/1/2024	NC	60/1	\$14.87	TC I	60/1	\$14.87
<b>Current Part-Time 911 Staff</b>									
Emily Harrell	PT	6/1/2007	7/1/2017	TC II	65/7	\$21.45	TC II	66/10	\$24.13
Zeb Daneke	PT	10/1/2010	10/1/2010	TC II	65/6	\$20.94	TC II	66/9	\$23.54
Kylie Felton	PT	11/1/2000	12/1/2021	TC II	65/4	\$19.94	TC II	66/13	\$25.95
Anna Johnson	PT	2/1/2017	5/1/2018	TC II	65/4	\$19.94	TC II	66/5	\$21.35
Iasia Collier	PT	6/1/2023	6/1/2023	TC I	63/1	\$16.97	TC I	64/1	\$17.73
Logan Hogge	PT	10/1/2020	10/1/2020	TC I	63/2	\$17.39	TC I	64/3	\$18.62
Melissa Hand	PT	6/1/2005	6/1/2023	TC I	63/2	\$17.39	TC I	64/11	\$22.63
William Ward	PT	7/1/2021	7/1/2021	TC I	63/3	\$17.82	TC I	64/4	\$19.08
Colleen McDonald	PT	7/1/2023	7/1/2023	NC	60/1	\$14.87	NC	60/1	\$14.87
Makayla Jones	PT	2/1/2024	2/1/2024	NC	60/1	\$14.87	NC	60/1	\$14.87
<b>New Part-Time 911 Staff</b>									
Claire Haislop	PT						NC	60/1	\$14.87
Courtney Langley	PT						NC	60/1	\$14.87
Ashley Rison (Corrando)	PT						NC	60/1	\$14.87
<b>Emergency Services Administration</b>									
Julie Solesbee (30% for 911)	FT	1998	1999	ES Asst Dir	72/4		ES Asst Dir	75/7	
Jonathan Nixon (30% for 911)	FT	1997	2000	ES Director	76/18		ES Director	79/16	

\*Note - Asst Director to move to 78/16 in July and become salary (remain hourly currently) & Director to move to 80/16 in July

**COMMISSIONER'S CONCERNS/COMMITTEE REPORTS**

The following Commissioners' concerns/committee reports were given:

- **Commissioner Corprew:** Mr. Corprew was wondering if the Marine Basin contractor would come to the Board meeting to update them on what their plans are to make the site more presentable and do they have a completion date. Mr. Heath has some information that he will forward to Mr. Corprew. What you see is not what the final product will look like.

**UPDATES FROM COUNTY MANAGER**

County Manager Heath presented the following updates:

- **Retirement Celebration of Beverly Gregory:** Mr. Heath invited the Board to attend the Retirement Celebration of Beverly Gregory, Center for Active Living Coordinator, on March 27, 2024 from 1:00 to 3:00 p.m. at the Center for Active Living. An official invitation should be forwarded to them soon.

**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 Item was presented for Board action:

- **Albemarle Preserve Phase 1A Preliminary Plat Extension Request:** Chairman Nelson recognized Rhonda Repanshek, County Planner, who presented their request for a Preliminary Plat Extension. Bobby Masters, Albemarle Plantation, forwarded an e-mail to Ms. Repanshek on February 20, 2024 requesting an extension for Preliminary Plat approval for Albemarle Preserve Phase 1A. In the e-mail, Mr. Masters explained that they should be able to commence site work no later than this year or early 2025. Mr. Masters said that he was glad that they were able to assist the County with the Tower site and property to expand the Bethel Volunteer Fire Department facility. He then explained the purpose of his request to extend Preliminary Plat approval. Commissioner Corprew stated that he needed to be recused from the vote due to his owning a piece of land in this area. After some discussion about Mr. Corprew's request, County Attorney High said that it would probably be best for him to abstain from the vote. On motion made by T. Kyle Jones, seconded by Charles Woodard, the motion was approved by a vote of five (5) to one (1) with Commissioner Corprew abstaining from the vote.

**INTERGOVERNMENTAL AGREEMENT BETWEEN PERQUIMANS COUNTY BOARD OF EDUCATION AND PERQUIMANS COUNTY.**

Chairman Nelson stated that this matter would be tabled because we have not received the final draft of the Agreement. Action will be taken at the April meeting.

**PERQUIMANS-GATES 911 CONSOLIDATION**

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

- **Perquimans-Gates 911 Consolidation Agreement:** Mr. Nixon and Mr. Heath had presented this Agreement earlier in the meeting. Chairman Nelson asked if there were any questions or comments about this Agreement. There being none, T. Kyle Jones made a motion to approve the Interlocal Agreement pending approval of Gates County Board of Commissioners. The motion was seconded by Charles Woodard. The Board unanimously approved the following Interlocal Agreement to consolidate the Gates County 911 Center with Perquimans County 911:

NORTH CAROLINA  
PERQUIMANS COUNTY

INTERLOCAL AGREEMENT FOR THE CONSOLIDATION  
OF 911 COMMUNICATIONS SERVICES FOR PERQUIMANS  
COUNTY, NC AND GATES COUNTY, NC

THIS AGREEMENT is made and entered into this 1<sup>st</sup> day of March, 2024 by and between PERQUIMANS COUNTY, (hereinafter referred to as "PERQUIMANS") and GATES COUNTY, (hereinafter referred to as "GATES") for the purpose of consolidating 911 Communications Services.

**WITNESSETH:**

WHEREAS, Perquimans County and Gates County are political subdivisions of the State of North Carolina, both having the power and authority to enter into this Agreement with the signatories hereto having been authorized to execute this document on behalf of the Perquimans County Board of Commissioners and the Gates County Board of Commissioners; and

WHEREAS, the jurisdictions and residents of Gates County would benefit in terms of life safety and efficiency of service from a consolidated 911 Public Safety Answering Point (PSAP) providing services to Gates County; and

WHEREAS the undersigned governmental jurisdictions wish to agree to the establishment and maintenance of a consolidated PSAP, to be hereinafter known as "Perquimans-Gates 911 Communications"; and

WHEREAS, the establishment of such PSAP will provide improved law enforcement, fire and emergency medical service communications within the boundaries of the participating jurisdictions; and

WHEREAS, Perquimans is willing to provide law enforcement, fire and emergency medical service communications with the combined dispatching operations to be located at the Perquimans County Communications Center, which will serve as the central location for citizens to make and receive calls for public safety needs, subject to the execution of this Agreement.

NOW THEREFORE in consideration of the mutual terms and covenants and conditions set forth herein, it is hereby agreed and covenanted among the undersigned as follows:

1. The effective date of this agreement and contract shall be 12:01 am on March 1, 2024, and the Agreement shall continue in effect until terminated by the consent of the undersigned parties, subject to the termination processes and procedures noted herein.

2. PERQUIMANS agrees to assume all operational responsibility for emergency telecommunications for GATES beginning March 1, 2024.

3. PERQUIMANS and GATES mutually agree that the combined telecommunication operations will be managed by PERQUIMANS. PERQUIMANS and GATES will hold regular coordination meetings, at a minimum semi-annually, in order to communicate feedback and review overall service. Such coordination meetings will include an expansion of the current Perquimans 911 Communications Division Advisory Board to include representation from Gates County Administration and First Responders.

4. Any costs associated with consolidation and transitioning of services (including, but not limited to, any necessary antenna/tower work, establishing CAD services, moving or programming radio equipment), as well as establishing functioning backup PSAP services in Chowan County, are the responsibility of Gates County.

5. Any allocations to GATES from the State 911 Board for funding 911 Communications will be assigned to PERQUIMANS.

6. All costs associated with the operation of the Perquimans-Gates 911 Communications PSAP that are ineligible for funding by the State 911 Board NC Emergency State Telephone Fund will be split equally between PERQUIMANS and GATES.

7. The 2 (two) existing radio towers in GATES and associated VHF repeaters and 800 MHz patches will remain the responsibility of GATES.

8. Prior to April 30 of each year that this Agreement is in effect, the Perquimans County Manager shall notify the Gates County Manager of the projected compensation cost associated with this Agreement. GATES shall include such amount in its annual budget for the fiscal year commencing July 1. PERQUIMANS shall invoice GATES quarterly, with payments due September 30, December 31, March 31, and June 30. Emergency situations may require additional staffing, thus higher billable amounts than the projected budgeted amount may occur.

9. All daytime (8 am – 5 pm, Monday through Friday) administrative calls for the Gates County Sheriff's office, Department of Social Services, and Department of Public Utilities will be the responsibility of GATES. PERQUIMANS will assist with calls on the Sheriff, Department of Social Services and Department of Public Utilities' administrative line outside of normal County business hours.

10. PERQUIMANS agrees to assign a staffing level of at least four telecommunicators for each shift. PERQUIMANS will also staff sufficient management personnel to ensure proper operations as dictated by the State of North Carolina 911 Board. PERQUIMANS will train all telecommunicators to handle fire, emergency medical service, emergency management and law enforcement calls and to require all telecommunicators to obtain in a timely manner, any certifications necessary to allow said personnel to handle all emergency services calls.

11. This agreement is subject to, and shall be construed in accordance with, the laws of North Carolina and has been duly approved by both PERQUIMANS and GATES.

12. In the event that any party desires to terminate this Agreement, said party must give 24 months advance written notice to the other party, and the withdrawal shall take effect only as of the beginning of the next full fiscal year following such notice. This advance written notice may be waived if agreed upon by the governing bodies of both PERQUIMANS and GATES. Upon such termination if such alterations require repayment of North Carolina 911 Board PSAP Grant funds, the withdrawing party agrees to pay these costs. It is agreed by both parties that the consolidation of the Primary PSAPs is final and that no future separation of PERQUIMANS and GATES into multiple Primary PSAPs can occur once this Agreement is enacted.

13. Any notice to be given by either party to the other under this Agreement shall be in writing and shall be deemed to have been sufficiently given if delivered by hand, with written acknowledgement of receipt, or mailed by certified mail, with return receipt requested, to the other party. Notice must be delivered as indicated to the following address or such other address as either party may, from time to time, designate in writing for the receipt of notice.

PERQUIMANS:  
County Manager  
P.O. Box 45  
Hertford, NC 27944

GATES:  
County Manager  
P.O. Box 148  
Gatesville, NC 27938

14. The parties may only amend this Agreement in writing with the approval of both Boards and with the subsequent signatures of the respective duly authorized representatives.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year written above.

PERQUIMANS COUNTY

Wallace E. Nelson, Chair

Tracy Mathews, Finance Officer

ATTEST:

SEAL

Mary P. Hummick, Clerk to the Board

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

GATES COUNTY

Dr. Althea Riddick, Chair

William Roberson, Finance Officer

ATTEST:

SEAL

Joleatha Chestnut, Clerk to the Board

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

- **Personnel Adjustment for Telecommunications Due to Consolidation:** Chairman Nelson stated that Mr. Nixon presented staffing adjustments required for the consolidation of the Gates 911 Center and the Perquimans 911 Center. Mr. Nelson asked if there were any questions. There being none, Charles Woodard made the motion to approve the required staffing changes for the consolidation of the Gates 911 Center and Perquimans 911 Center pending approval of Gates County. The motion was seconded by James W. Ward and unanimously approved. Employee Action Forms will be presented next month for Board approval.
- **Budget Amendment No. 28:** Chairman Nelson explained that the Board will need to approve Budget Amendment No. 28 to cover the expenses for the consolidation of the Gates 911 Center and the Perquimans County 911 Center. Mr. Nelson asked if there were any questions. There being none, T. Kyle Jones made a motion to approve the following Budget Amendment No. 28 pending approval of Gates County. Joseph W. Hoffler seconded the motion which was unanimously approved by the Board:

**BUDGET AMENDMENT NO. 28  
GENERAL FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-397-003	Communications - Perquimans/Gates Agreement	252,013	
10-511-020	Communications - Salaries	149,054	
10-511-030	Communications - Part-Time Salaries	17,453	
10-511-050	Communications - FICA	13,067	
10-511-060	Communications - Group Insurance	29,435	
10-511-070	Communications - Retirement	22,547	
10-511-071	Communications - 401K Match	3,416	
10-511-110	Communications - Telephone/Postage	2,792	
10-511-130	Communications - Utilities	1,667	
10-511-140	Communications - Travel	1,250	
10-511-141	Communications - Recruitment/Retention	450	
10-511-150	Communications - Maintenance/Repair Building	250	
10-511-160	Communications - Maintenance/Repair Equipment	4,833	
10-511-260	Communications - Advertising	133	
10-511-320	Communications - Inventory Item	333	
10-511-330	Communications - Supplies	1,133	
10-511-360	Communications - Uniforms	1,083	
10-511-460	Communications - Medical Expense	1,150	
10-511-530	Communications - Dues/Subscriptions	250	
10-511-910	Communications - DCI	600	
10-500-032	Building Maintenance - Cleaning Contracts	867	
10-500-540	Building Maintenance - Insurance/Bonds	250	
<b>EXPLANATION:</b> To amend the FY 23/24 budget to include Perquimans/Gates Agreement for 911 Services to cover the remainder of FY 23/24.			

County Manager Heath commended Jonathan Nixon, Julie Solesbee, Andrea Stoner, and NaKindra Downing for their hard work to get this consolidation handled within a month. The only one that he remembers that happened this quickly was done in eight (8) months. He thanked them for their hard work and time that they did to get this accomplished in a month.

**CENTER FOR ACTIVE LIVING ITEMS**

Chairman Nelson recognized County Manager Heath, who presented the following items for Board consideration and action:

1. **Board Appointments**: Chairman Nelson explained that, with the retirement of Beverly Gregory, Active Living Coordinator, the Board will need to appoint LuRee Sawyer to the Albemarle Commission Area Agency on Aging Regional Advisory Council (RAC). In addition, their by-laws have been amended to allow two members to serve from each county. Ms. Gregory has agreed to remain on the RAC Council until she notifies them that she will be resigning from the RAC. Therefore, the Board will need to appoint her as our second representative on the RAC.
2. **Bank Authorization for New Center of Active Living Coordinator to Endorse Checks**: Chairman Nelson explained that, in addition, to the above request, the County’s financial institution, PNC, has requested that the Board authorize LuRee Sawyer, new Center for Active Living Coordinator, to handle banking transactions for the Center at PNC Bank. This action needs to be recorded in minutes and a copy forwarded to PNC Bank.

Chairman Nelson asked if there were any questions or comments from the Board. There being none, the Chairman said that we would handle both of these items with one motion. On motion made by Joseph W. Hoffler, seconded by Timothy J. Corprew, the Board unanimously made the appointment of LuRee Sawyer and Beverly Gregory to the Albemarle Commission Area Agency on Aging and to authorize LuRee Sawyer to handle banking transaction at PNC Bank.

**PERSONNEL MATTER**

County Manager Heath explained that we had this one personnel matter (merit raise) that was received after the Agenda Packets were distributed. On motion made by T. Kyle Jones, seconded by Timothy J. Corprew, the following personnel matter (merit raise) was unanimously approved by the Board:

Department	Employee Name	Employee Job Title	Grade/ Step	New Salary	Effective Date
Sheriff’s Office	Preston Ward	Investigator	68/11	\$56,137	03/01/2024

**PUBLIC COMMENTS**

There were no public comments.

**CLOSED SESSION: TO DISCUSS 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 discuss an economic development matter and to approve closed session minutes. On motion made by James W. Ward, seconded by Timothy J. Corprew, 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 Charles Woodard, seconded by T. Kyle Jones, 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 8:44 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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