

3992 May 2, 2024 (continued)

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BUDGET WORK SESSION  
May 2, 2024  
7:00 p.m.

The Perquimans County Board of Commissioners met in a Budget Work Session on Thursday, May 2, 2024, at 7:00 p.m. in the Auditorium of the Emergency Services Building.

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/Deputy Clerk  
Tracy Mathews, Finance Officer

BUDGET PRESENTATION: SOCIAL SERVICES

At 7:00 p.m., Angela Jordan, Social Services Director, presented the FY 2024-2025 Budget for Board consideration.

BUDGET PRESENTATION: BOARD OF EDUCATION

After Ms. Jordan presented the Social Services Budget, Superintendent Tanya Turner introduced Rube Blanchard, Finance Officer, who presented the FY 2024-2025 Budget to the Board.

ADJOURNMENT

There being no further business to discuss, the Chairman adjourned the meeting.

\_\_\_\_\_  
Wallace E. Nelson, Chairman

\_\_\_\_\_  
Deputy Clerk to the Board

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REGULAR MEETING  
May 6, 2024  
6:50 p.m.

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

MEMBERS PRESENT: Wallace E. Nelson, Chairman Charles Woodard, Vice Chairman  
Timothy J. Corprew Joseph W. Hoffler  
T. Kyle Jones James W. Ward

MEMBERS ABSENT: None

OTHERS PRESENT: Frank Heath, County Manager Mary P. Hunnicutt, Clerk to the Board  
Robert Daniel, 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 and stated that the first item of business was to hold a public hearing.

PUBLIC HEARING

Rezoning Request No. REZ-24-01, requested by Joseph T. Whitehurst, Jr.

Chairman Nelson opened the Public Hearing stating that the purpose of this legislative public hearing was to receive citizens' comments to consider Rezoning Request No. REZ-24-01, requested by Joseph Whitehurst, Jr. to rezone 67.95 acres of tax parcel number 4-0036-0124F from Residential & Ag. District RA-43 to Residential & Ag. District RA-32. Subject property is on the west side of Woodville Road in the 200 block and extends southwest to Magnolia Trail. There were thirty-two (32) people present. Rhonda Repanshek, County Planner, presented the following overview of the request:

- This case has been advertised and notices were mailed and posted on site per NC General Statutes and our County Zoning Ordinance.
- Being a legislative public hearing, the general public is allowed to speak and give their opinions.
- History:
  - September 2004 County Commissioners rezoned the subject parcel from Rural Ag RA to Residential Ag RA-43 to allow a major subdivision. Then one year later (September and Oct. 2005) it had a preliminary plat presented to County Commissioners titled 'Cedarwood Village Phase 2'. Forty lots of approximately one acre each were approved on a preliminary plat that had sections A, B, and C. Request for approval of section C was withdrawn. Preliminary plat extension was requested and granted in 2007 and June 2008. Both were one year extensions.
  - At that time the minimum lot size that was allowed by the County to install individual septic systems, was 43,000 sq. ft.; which is what RA-43 referred to. Now the County's minimum lot size for septic system installation is 32,500 sq. ft. which is what RA-32 refers to. We went from almost an acre to ¾ an acre.
  - Interior roads on the parcel and potable waterline infrastructure have been existing since before March 2008.
  - Uses allowed in both districts, RA-43 and RA-32, are identical. The only difference is that the developer can utilize a slightly smaller lot size, but the required road frontage remains the same width at 125 feet.
  - This is located between the major subdivisions of Cedarwood Village and Woodville Village, both of which are zoned RA-43. Approximately six acres of the equestrian area at Woodville Road is Rural Agriculture RA and is not part of this request. Also, a section of the equestrian area is zoned RA-43 but it's not in this request either.
  - Consistency with 2016 Land Use Plan Update-- According to the Projected Future Land Use map in our County Land Use Plan, the subject area is zoned *Residential*. "This classification includes land used for low and medium-density residential purposes.

Appropriate Uses: Variety of low density single-family and agricultural uses.  
Inappropriate Uses: Commercial and industrial development.  
Allowable Density: 1 to 4 dwelling units per acre.  
Infrastructure: County-wide water system and waste disposal by septic system

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- Planning Board unanimously found proposed Rezoning No. REZ-24-01 to be consistent and in harmony with the county comprehensive Land Use Plan existing development pattern because the proposed area of map Exhibit IX-B, 'Projected Future Land Use Unincorporated Portions of Perquimans County', shows the subject area labeled as 'residential', and appropriate uses include a variety of low and medium-density single-family uses, and Planning Board found the rezoning to be reasonable because RA-32 is identical to RA-43 except it allows a slightly smaller lot size.
- Planning Board unanimously recommends approval of Rezoning Request REZ-24-01 for tax parcel number 4-0036-0124F to be rezoned from Residential and Agricultural District RA-43 to Residential and Agricultural District RA-32.
- Staff reminds the Board there are multiple required parts to the rezoning motion when you vote later. Mr. Mizelle with the Timmons group is here to represent the applicant. Mr. Mizelle made a few comments and asked if the Board had any questions. There being none, Ms. Repanshek asked if there any questions?

After her presentation, Chairman Nelson asked if there were any questions from the Board. There being no questions from the Board, Chairman Nelson asked Mary Hunnicutt, Clerk to the Board, if anyone had signed up to speak. The following individual made a few comments and asked several questions:

- **Jeffrey Coppersmith – 106 Magnolia Trail, Hertford, NC 27944:** Mr. Coppersmith asked if this subdivision was going to be a continuation of Cedarwood Village or will it have a new subdivision name. With adding these extra lots, there will be more traffic. How are they going to connect the roads? Developer Patrick Whitehurst responded to his questions. Mr. Coppersmith expressed concerns that it will reduce the value of his home.

Chairman Nelson asked if there were any further questions or comments. There being none, Mr. Nelson closed this public hearing at 7:10 p.m. on motion made by Charles Woodard, seconded by James W. Ward and unanimously approved by the Board.

**AGENDA**

Chairman Nelson stated that a copy of the amended Agenda was at their seats tonight. James W. Ward made a motion to approve the amended Agenda as presented. The motion was seconded by Timothy J. Corprew, 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 Joseph W. Hoffer and unanimously approved by the Board.

1. **Approval of Minutes:** The Minutes of the April 1, 2024 Regular Meeting, April 8, 2024 Joint Work Session with Board of Education, April 15, 2024 Board Retreat, April 15, 2024 Work Session (cancelled), April 24-25, 2024 Budget Work Sessions were approved by the Board.

2. **Tax Refund Approval:**

**Tax Refund:**

Rhodes, James Earl ----- \$224.55  
 Sold vehicle; 8-month refund. Account No. 58152888.

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
Zachary Smirlock	Non-Certified Deputy	Appointment	65/1	\$38,543	05/01/2024
Lauren Barmer	Full-Time Non-Certified Telecommunicator	Appointment	60/5	\$34,100	05/01/2024
Rhianna Tucker	Full-Time Non-Certified Telecommunicator	Appointment	60/1	\$30,930	05/01/2024
Virgil Parrish	Part-Time/Fill-In Chief Building Inspector	Appointment	71/18	\$36.55/hr.	05/01/2024
Regan Charlton	Full-Time Certified Telecommunicator I	Certification	64/1	\$36,884	05/01/2024
Tyanna Green	Full-Time Certified Telecommunicator I	Certification	64/1	\$36,884	05/01/2024
Courtney Langley	Full-Time Non-Certified Telecommunicator	Promotion	60/1	\$30,930	05/01/2024
Tammy Chappell	IMC II	Promotion	63/1	\$35,295	05/01/2024
Marleny Garcia	IMC II	Promotion	63/1	\$35,295	05/01/2024
Faye Myers	Part-Time/Fill-In Nutrition	Removed from Roster			04/29/2024
Ashley Rison	Part-Time/Fill-In Non-Certified Telecommunicator	Removed from Roster			04/10/2024
Nicole Anderson	Full-Time Paramedic	FMLA			05/07/2024
Alyssa Polumbo	EMS Compliance Officer/Paramedic	FMLA			05/16/2024

4. **Step/Merit Increases:**

Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Maria Bazemore-Harris	IMC II	63/2	\$36,179	05/01/2024
Tonya Ayers	Part-Time/Fill-In Paramedic	68/2	\$21.68/hr.	03/01/2024*
Sharon Cooper	Office Manager	62/7	\$39,100	07/01/2023*
LeAnne Wynne	Office Manager	62/11	\$43,108	07/01/2023*
Janet Stallings	Secretary/Technician	61/10	\$40,272	05/01/2024
Stacey Ward	Business Personal Property	61/3	\$33,937	05/01/2024

\*Back dated due to missed merit increase previously.

5. **Budget Amendment Nos. 30 - 31:** The following budget amendments were approved by the Board:

**BUDGET AMENDMENT NO. 30  
 GENERAL FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	State Grants - Social Services		10,728
10-610-204	DSS - ADOPTION PROMOTION FUND	10,728	
<b>EXPLANATION:</b> To amend FY 23/24 budget to include additional funding as awarded for Adoption Services by the State in June 2023.			

**BUDGET AMENDMENT NO. 31  
 GENERAL FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-399-000	Fund Balance Appropriated		90,000
10-450-040	Tax - Professional Services		40,000
10-500-150	Buildings - Maintenance/Repair Buildings		50,000
<b>EXPLANATION:</b> To amend FY 23/24 budget to include additional funding to cover expenses.			

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

- a. **Special Events Application with Insurance Information & Site Plan – Albemarle Plantation 4<sup>th</sup> of July 2024:** The Board unanimously approved the Special Events application to hold a July 4<sup>th</sup> Fireworks display at Albemarle Plantation.
- b. **Older Americans Month Proclamation 2024:** Laura Alvarico, Director of Area Agency on Aging, requested that the Board adopt the following Proclamation proclaiming May as Older Americans Month & World Elder Abuse Awareness Day on June 7, 2024. The Board unanimously approved the following Proclamation:



**PERQUIMANS COUNTY  
BOARD OF COMMISSIONERS**

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

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

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



**Older Americans Month 2024  
A Proclamation**

Whereas, May is Older Americans Month, a time for us to recognize and honor Perquimans County's older adults and their immense influence on every facet of American society; and

Whereas, through their wealth of life experience and wisdom, older adults guide our younger generations and carry forward abundant cultural and historical knowledge; and

Whereas, older Americans improve our communities through intergenerational relationships, community service, civic engagement, and many other activities; and

Whereas, communities benefit when people of all ages, abilities, and backgrounds have the opportunity to participate and live independently; and

Whereas, Perquimans County must ensure that older Americans have the resources and support needed to stay involved in their communities — reflecting our commitment to inclusivity and connectedness; and

Now, therefore, the Perquimans County Board of Commissioners do hereby proclaim May 2024 as Older Americans Month. This year's theme, "Powered by Connection," emphasizes the profound impact of meaningful interactions and social connection on the well-being and health of older adults in our community.

We call upon all residents to join me in recognizing the contributions of our older citizens and promoting programs and activities that foster connection, inclusion, and support for older adults.

ADOPTED the 6<sup>th</sup> day of May, 2024.

*Wallace E. Nelson*  
Wallace E. Nelson, Chairman  
Perquimans County Board of Commissioners

ATTESTED:

*Mary P. Hunnicutt*  
Mary P. Hunnicutt, Clerk to the Board  
Perquimans County Board of Commissioners



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

- c. **Resolution to Sell Vehicle on GovDeals:** The Board unanimously approved the following Resolution to declare two (2) vehicles in the Inspections Office as surplus and authorize County Manager to sell vehicles:

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

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

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

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

Model Year	Make	Model	VIN
1999	Ford	Ranger	1FTYR14V7XTA49273
2003	Ford	Ranger	1FTYR44V73PA20733

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

Adopted this the 6<sup>th</sup> day of May, 2024.

\_\_\_\_\_  
Wallace E. Nelson, Chairman  
Perquimans County Board of Commissioners

ATTEST:

SEAL

\_\_\_\_\_  
Mary P. Hunnicutt, Clerk to the Board

- 1. **Independent Contractor Agreement – Recreation Department:** For information purposes, County Manager Heath has signed the Independent Contractor Agreement between Perquimans County and Sunset Slush to allow Sunset Slush to operate a Slushie stand at the Recreation Center during their events.
- 2. **Essential Single-Family Rehabilitation Documentation:** The Albemarle Commission has requested that the County sign their Assistance Policy and their Procurement & Disbursement Policy to oversee the Single-Family Rehabilitation Loan Pool for Perquimans County residents. County Manager Heath has already signed these documents so this is for information purposes only.

**RECOGNITION OF RETIREES & INTRODUCTION OF NEW EMPLOYEES**

- 1. **Recognition of Retirees:**

Mr. Heath explained that Janet Stallings, Soil & Water Conservation Secretary/Technician, was unable to attend the meeting tonight but that, today, he presented Ms. Stallings with a certificate and gift card to recognize her 20 years with the County. He said that Ms. Stallings thanked the Board and that she is planning on staying for another 10 years.

- 2. **Introduction of New Employees:**

- 1. **LuRee Sawyer, Center for Active Living Coordinator:** Ms. Sawyer introduced the following new full-time employee:

Employee Name	Employee Job Title	Effective Date
Teresa Valentine	Data Manager / CAL Assistant	04/01/2024

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

Employee Name	Employee Job Title	Effective Date
Andrea Stoner	911 Operations Manager	3/1/2024
NaKindra Downing	911 QA Coordinator	3/1/2024
Keely Cartwright	Full-Time Telecommunicator II	3/1/2024
Brandon Melton	Full-Time Telecommunicator II	3/1/2024
Fantasia Saunders	Full-Time Telecommunicator II	3/1/2024
Tyanna Green	Full-Time Non-Certified Telecommunicator	3/1/2024
Lauren Barner	Full-Time Non-Certified Telecommunicator	5/1/2024

3. **Shelby White, Sheriff:** Sheriff White introduced the following new full-time employee:

Employee Name	Employee Job Title	Effective Date
Zachary Smirlock	Non-Certified Deputy	05/01/2024

After the introductions, the employees made a few comments, and the Chairman and Commissioners welcomed the new employees and congratulated the promoted employees to Perquimans County.

**JONATHAN NIXON, EMERGENCY SERVICES DIRECTOR**

Mr. Nixon presented the following items for Board action:

1. **Acceptable Use Policy:** Mr. Nixon explained that the Acceptable Use of Information Technology Resources Policy establishes the minimum standards for the acceptable use of Perquimans County Information Technology resources. Perquimans County provides its employees with access to the county's Information Technology (I.T.) resources in conducting Perquimans County business. It is important that these resources be used in an acceptable, productive, and prudent manner, and that guidelines be in place so that both Perquimans County and its employees, clients and customers are protected from security threats and improper usage, including anything of an illegal or unethical nature. Effective security is a team effort involving the participation and support of every Perquimans County employee and workforce member who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly. On motion made by Joseph W. Hoffer, seconded by Charles Woodard, the Board unanimously approved the Acceptable Use Policy as presented.

2. **911 Communications Division Advisory Board Approval:** With the consolidation of the Gates 911 Center and the Perquimans 911 Center, the makeup of the 911 Communications Division Advisory Board will need to be changed. The proposed makeup of the 911 Communications Division Advisory Board is as follows:

**911 Communications Division Advisory Board**

**Purpose:** The 911 Communications Division of Perquimans County Emergency Services operates Perquimans-Gates 911 Communications. The purpose of the 911 Communications Division Advisory Board is to analyze and evaluate community expectations for 911 service delivery, assess and recommend new strategies to improve public safety, identify and advocate for needed resources to achieve public safety objectives, and serve as a communication forum for public safety matters in Perquimans and Gates Counties. The 911 Communications Division Advisory Board serves at the pleasure of the Perquimans County Board of Commissioners.

**Members:**

- 1 County Commissioner from Perquimans & Gates Counties
- 1 County Manager from Perquimans & Gates Counties
- 1 Town Counselor from the Town of Hertford & Town of Winfall
- 1 Town Manager from the Town of Hertford & Town of Winfall
- 1 Emergency Management from Perquimans & Gates Counties
- 1 Sheriff from Perquimans & Gates Counties
- 1 EMS Representative from Perquimans & Gates Counties
- 1 Representative from each Fire Department in Perquimans & Gates Counties
- 1 Representative from NC Forestry for Perquimans & Gates Counties
- 1 Representative from each Department of Social Services from Perquimans & Gates
- Perquimans Emergency Services Director & 911 Administration
- Invited guest as approved by the County Managers & Emergency Services Director

**Meeting Schedule:** The 911 Communications Division Board typically meets on the 4th Thursday in the months of January, July, and October, unless rescheduled (minimum of semiannual meetings).

**Oversight:** The Emergency Services Director is tasked with organizing and conducting the quarterly meetings to include producing an agenda and meeting minutes for each meeting. Meeting correspondence is relayed via email to members.

On motion made by James W. Ward, seconded by Timothy J. Corprew, the Board unanimously approved the above 911 Communications Advisory Board pending approval from Gates County Board of Commissioners.

3. **Opioid Settlement Funding – Spending Authorization Resolution – 7-01-2024:** The Board will need to consider and act on the Resolution authorizing the expenditure of opioid settlement funds for July 1, 2024. On motion made by T. Kyle Jones, seconded by Timothy J. Corprew, the Board unanimously approved the following Resolution:

**A RESOLUTION BY THE COUNTY OF PERQUIMANS TO DIRECT THE EXPENDITURE OF OPIOID SETTLEMENT FUNDS**

**WHEREAS** Perquimans County has joined national settlement agreements with companies engaged in the manufacturing, distribution, and dispensing of opioids.

**WHEREAS** the allocation, use, and reporting of funds stemming from these national settlement agreements and bankruptcy resolutions ("Opioid Settlement Funds") are governed by the Memorandum of Agreement Between the State of North Carolina and Local Governments on Proceeds Relating to the Settlement of Opioid Litigation ("MOA") and the Supplemental Agreement for Additional Funds from Additional Settlements of Opioid Litigation ("SAAF");

**WHEREAS** Perquimans County has received Opioid Settlement Funds pursuant to these national settlement agreements and deposited the Opioid Settlement Funds in a separate special revenue fund as required by section D of the MOA;

**WHEREAS** section E.6 of the MOA states that, before spending opioid settlement funds, the local government's governing body must adopt a resolution that:

- (i) indicates that it is an authorization for expenditure of opioid settlement funds; and,
- (ii) states the specific strategy or strategies the county or municipality intends to fund pursuant to Option A or Option B, using the item letter and/or number in Exhibit A or Exhibit B to identify each funded strategy; and,
- (iii) states the amount dedicated to each strategy for a specific period of time.

**NOW, THEREFORE BE IT RESOLVED**, in alignment with the NC MOA and SAAF, Perquimans County authorizes the expenditure of opioid settlement funds as follows:

1. First strategy authorized
  - a. Name of strategy: Post Overdose Response Team
  - b. Strategy is included in Exhibit A
  - c. Item letter and/or number in Exhibit A or Exhibit B to the MOA: Strategy 8
  - d. Amount authorized for this strategy: \$ 55,000
  - e. Period of time during which expenditure may take place:  
Start date July 1, 2024 through End date June 30, 2025
  - f. Description of the program, project, or activity: Support approximately 50% of payroll for a MIH Coordinator and part time provider that coordinates resources and visits for patients for post overdose response.
  - g. Provider: Perquimans County Emergency Services – EMS Division
2. Second strategy authorized
  - a. Name of strategy: Naloxone Distribution
  - b. Strategy is included in Exhibit A
  - c. Item letter and/or number in Exhibit A or Exhibit B to the MOA: Strategy 7
  - d. Amount authorized for this strategy: \$ 9,700
  - e. Period of time during which expenditure may take place:  
Start date July 1, 2024 through End date June 30, 2025
  - f. Description of the program, project, or activity: Purchase and distribute Naloxone to local law enforcement, fire department personnel, EMS, and community members
  - g. Provider: Perquimans County Emergency Services – EMS Division
3. Third authorized strategy
  - a. Name of strategy: Syringe Service Program
  - b. Strategy is included in Exhibit A
  - c. Item letter and/or number in Exhibit A or Exhibit B to the MOA: Strategy 9
  - d. Amount authorized for this strategy: \$ 1,000
  - e. Period of time during which expenditure may take place:

**Commented [NS1]: REQUIRED**  
Example 1: "Naloxone distribution"

**Commented [NS2]: REQUIRED**  
Is your authorized strategy included under Exhibit A or Exhibit B in the NC MOA?  
Example 1: "Exhibit A"  
Reference: [Exhibit A](#), [Exhibit B](#)

**Commented [NS3]: REQUIRED**  
Only one numbered strategy can be authorized at a time.  
Example 1, Exhibit A: "Strategy 7"

**Commented [NS4]: REQUIRED.** Enter in full dates (Month Day, Year)  
Example: Start date January 1, 2023 through June 30, 2024  
(Or if for a state fiscal year): Start date July 1, 2023 through End date June 30, 2024.  
**NOTE:** BEFORE spending any opioid settlement funds, a local government must formally authorize the expenditure through a separate resolution.  
Start date refers to the day from which spending is authorized to begin for this strategy with this budget amount.  
End date refers to the day after which spending authorization for this strategy with this budget amount expires.

**Commented [NS5]: OPTIONAL:** Provide a summary of the local actions or activities you plan to fund within the authorized strategy you selected.  
This information may be presented on the NC Opioid Settlements dashboard. Providing this additional information will help your constituents and others better understand your plans to spend opioid settlement funds and helps us all meet our goals for transparency.

**Commented [NS6]: OPTIONAL:** If known, include the name of the provider(s)/entity implementing this strategy.  
If you have more than one provider implementing programs or delivering services under this one numbered strategy, list them and the amounts to be allocated to each provider separately.  
Example:  
g. Provider:  
•County Health Department, \$25,000  
•County EMS Leave behind Program, \$10,000  
•Community-Based Non-Profit, \$15,000  
(for a total of \$50,000 across all providers for this Exhibit A, Strategy 7: Naloxone distribution)

**Commented [NS7]:** Include as many strategy sections as needed.

**Commented [NS8]: REQUIRED**  
Example 2: "Expand telehealth to increase access to treatment for OUD"

**Commented [NS9]:** Example 2: Exhibit B

**Commented [NS10]: REQUIRED.** Enter in full dates (Month Day, Year)  
Example: Start date January 1, 2023 through June 30, 2024  
(Or if for a state fiscal year): Start date July 1, 2023 through End date June 30, 2024.  
**NOTE:** BEFORE spending any opioid settlement funds, a local government must formally authorize the expenditure through a separate resolution.  
Start date refers to the day from which spending is authorized to begin for this strategy with this budget amount.  
End date refers to the day after which spending authorization for this strategy with this budget amount expires.

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Start date July 1, 2024 through End date June 30, 2025
f. Description of the program, project, or activity: Purchase and have available to distribute needles to those participating in the Post Overdose Response Program, to include disposal of used syringes
g. Provider: Perquimans County Emergency Services – EMS Division
The total dollar amount of Opioid Settlement Funds appropriated across the above named and authorized strategies is \$ 65,700.
Adopted this the 6th day of May, 2024.

Wallace Nelson, Chair
Perquimans County Board of Commissioners

ATTEST:

Mary P. Hunnicutt, Clerk to the Board

COUNTY SEAL

SHELBY WHITE, SHERIFF

Sheriff White requested permission from the Board to apply for the COPS Grant in the amount of \$125,000 which requires a 25% County match. This grant will cover a community policing position which will be covered for three years. On motion made by Joseph W. Hoffer, seconded by James W Ward, the Board unanimously authorized Sheriff White to apply for the COPS Grant in the amount of \$125,000 with a 25% County match.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

There were no Commissioners' concerns/committee reports.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- Resolution to Sell Mixed Beverages: Mr. Heath presented the Resolution that was prepared to request the Board of Elections Director to place this matter onto the November ballot to authorize the sale of mixed beverages in the county. This Resolution was prepared by County Manager Heath and County Attorney High on the direction of the Board. Mr. High has talked with the ABC Commission's attorney and they have approved this Resolution. After the Resolution is approved and it passed in the November election, County Attorney High will work with the Hertford ABC Board to combine the County with their ABC Board. Mr. Heath has discussed this with Hertford Town Manager Janice Cole and she notified Mr. Heath that she has made the Hertford Town County and ABC Board of this request. Commissioner Hoffer asked if there would be any extra costs to place this on the ballot in November. Mr. Heath said that it would not since we already have a scheduled election. On motion made by Timothy J. Corprew, seconded by James W. Ward, the Board unanimously approved the following Resolution:

RESOLUTION REQUESTING THAT THE ISSUE OF A MIXED BEVERAGE ELECTION BE PLACED ON THE BALLOT FOR THE NOVEMBER 5, 2024 ELECTION FOR PERQUIMANS COUNTY, NORTH CAROLINA

WHEREAS, there presently exists an Alcohol Beverage Control Board which serves the Town of Hertford, North Carolina and Perquimans County, North Carolina under the name of Hertford ABC Board; and

WHEREAS, the sale of mixed beverages is currently not allowed in Perquimans County; and

WHEREAS, the Perquimans County Board of Commissioners have determined that it is in the public interest to place a mixed beverage election on the ballot for the November 5, 2024 election for Perquimans County, North Carolina and respectfully request that the Perquimans County Board of Elections place a mixed beverage election on the ballot for the November 5, 2024 election for Perquimans County, North Carolina pursuant to the provisions of N.C.G.S. § 18B-602(h) and § 18B-603(d).

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of Perquimans County, North Carolina, the governing body of Perquimans County, North Carolina, does hereby formally request that the Perquimans County Board of Elections place a mixed beverage election on the ballot for the November 5, 2024 election for Perquimans County, North Carolina pursuant to the provisions of N.C.G.S. § 18B-602(h) and § 18B-603(d).

Adopted this the 6th day of May, 2024.

COUNTY OF PERQUIMANS

By: Wallace Nelson, Chairman

ATTEST:

Mary P. Hunnicutt, Clerk

- Hurricane Preparedness Briefing – May 7, 2024 – 5:30 p.m.: Mr. Heath reminded the Board that Emergency Services will be presenting the Hurricane Preparedness Briefing on May 7, 2024 at 5:30 p.m. in the County Courthouse. This is to prepare the personnel and residents for the upcoming hurricane season.
Final Walk Thru of Marine Basin: The engineers and contractor will hold a final walk thru for the Marine Basin project on May 16, 2023.
Meeting with Legislators: Chairman Nelson and County Manager Heath will be going to Raleigh on May 22, 2024 to meet with our legislators to advocate for the County's Capital Needs.
Budget Meeting: The last budget meeting will be held on May 23, 2024 in the Auditorium of the EMS Building.
Senator Ted Budd: Senator Budd visited the Marine Park Basin on April 3, 2024 and was impressed with what the County had done. A representative group from the County and the Town of Hertford are hoping to go to see him in Washington, DC in June.
Board Retreat: Denise Stinagle NCAAC Outreach Associate, came to facilitate the Board Retreat on April 15, 2024. Mary Hunnicutt, Clerk to the Board, prepared general account minutes of the items discussed at the Retreat which was included in your Agenda Packets.

BOARD VACANCIES

County Manager Heath has asked Mary Hunnicutt, Clerk to the Board to present information on the following Board vacancies:

- Community Advisory Committee: Ms. Hunnicutt reported that there have been no new applications received for this Board. We still need three more members. We will continue to place the ad on the County website.
Senior Tar Heel Legislature Delegate & Alternate: Ms. Hunnicutt reported that, last month, the Board appointed Mr. Thomas St. John as the Perquimans County's Senior Tarheel Delegate. We still need to appoint an alternate in case he is unable to attend the meeting. We also need to have a member to be appointed to the Senior Tarheel Regional Legislature Advisory Board. We will continue to advertise for these appointments on the County website.
Albemarle Resource Conservation & Development Council (Albemarle RC&D): As she explained last month, Lynn Mathias' term expired on March 31, 2024. As normal, Ms. Hunnicutt contacted the agency to see if Ms. Mathias was eligible to be reappointed and if she wanted to be reappointed. At that moment, Ms. Hunnicutt was told that the Albemarle RC&D had amended their by-laws to only have one representative from each County. At the present time, the counties had two representatives, one appointed by the Soil & Water Conservation Board and one appointed by the Board of Commissioners. Their names are Charles Mathews and Lynn Mathias. She was also told that Mr. Mathews' attendance was in good standing but Ms. Mathias' attendance had not been in good standing for two years. Last month, the Board was concerned about the Soil & Water Conservation Board losing their power to appoint someone and asked Ms. Hunnicutt to get more information to clarify this change. After obtaining a copy of the amended by-laws, it was determine that the following appointment requirements were specified:

3997 May 2, 2024 (continued)

- Each Soil and Water Conservation District Board of Supervisors or its designee shall prepare a nomination for RC&D Council membership to be presented to their Board of County Commissioners;
- One representative from each County shall be appointed by that County's Board of County Commissioners or its designee;
- Vacancies shall be filled for unexpired terms as they occur by the group responsible for that representative.
- Term of office for Council representatives will be four (4) years. Representatives may be re-appointed by their respective Boards.
- Council representatives who miss four (4) consecutive meetings will be reported to their respective Board for immediate replacement.

Ms. Hunnicutt has talked with Janet Stallings, Perquimans County Soil & Water Secretary/Technician who informed her that Mr. Mathews is willing to continue to serve. On motion made by Timothy J. Corprew, seconded by Charles Woodard, the Board unanimously reappointed Charles Mathews as Perquimans County's representative on the Albemarle RC&D Council effective January 1, 2025. She will notify Ms. Mathias that she will no longer be serving on this Board due to a change in their by-laws.

**PLANNING ITEMS**

The following Planning Items were presented for Board action:

➤ **Rezoning Request No. REZ-24-01, requested by Joseph T. Whitehurst, Jr.:** A Legislative Public Hearing was held earlier for Rezoning Request No. REZ-24-01, requested by Joseph T. Whitehurst, Jr. Chairman Nelson asked if there were any questions or comments from the Board. There being none, Chairman Nelson said that the Planning Board had approved the request and recommends that the County Commissioners approve the request. T. Kyle Jones made a motion to find the REZ-24-01 to be consistent and in harmony with the county comprehensive Land Use Plan existing development pattern because the proposed area of map Exhibit IX-B, 'Projected Future Land Use Unincorporated Portion of Perquimans County' shows the subject area labeled as 'residential', and appropriate uses include a variety of low and medium-density single-family uses and the rezoning is reasonable because RA-22 is identical except it allows slightly smaller lot size. The motion was seconded by Timothy J. Corprew and unanimously approved by the Board. T. Kyle Jones made a motion to approve Rezoning Request REZ-24-01, for tax parcel number 4-0036-0124F to be rezoned from Residential and Agriculture District RA-43 to Residential and Agriculture District RA-32. The motion was seconded by Timothy J. Corprew and unanimously approved by the Board.

➤ **Flag Lot Subdivisions – requested by Mae McGee:** Prior to the discussion, Commissioner Hoffler stated that he requested that the Board vote to allow him to recuse himself since this is his wife's family. On motion made by T. Kyle Jones, seconded by Charles Woodard, the Board unanimously voted to allow Commissioner Hoffler to recuse himself. Chairman Nelson recognized Rhonda Repanshek, County Planner, who presented the following overview of the request:

This case is a **multiple flag-lot subdivision request by Mae McGee** to split an approximately 28-acre family land tract amongst heirs. Subject property is tax parcel 3-0048-00009D at the intersection of Center Hill Highway and North Bear Swamp Road.

This comes through the Boards due to its multiple proposed flag lots. It is a ministerial decision whereby the Boards review the application and decide if it meets objective standards set in the current Subdivision Regulations which are printed in your agenda packet materials. She showed the sketch map on the monitor and pointed out the following items:

- Our local Soil & Water Technician said you could expect some standing water in areas during the cooler months and if it is ever turned into housing sites, he recommends creating small swales between the lots so surface water has a way to run off. It's so flat that the water could flow towards any of the existing ditches.
- Albemarle Regional Health Services Environmental Health Director approved all seven proposed lots for on-site septic disposal systems for 4-bedroom homes. His letter is in your packet.
- County Water Department Director said Lots 3 and 4 do not have access to county water at this time.
- NCDOT reported via phone conversation that due to the traffic and existing curves, shared driveways are recommended between lots 1 and 2, between lots 3 and 4, and between lots 5 and 6. An existing farm equipment access is on lot 4 and will be re-evaluated by NCDOT when a driveway permit is requested for lots 3 and 4.

Board of County Commissioners shall use Subdivision Regulation Section 402(B)(9)(a-f) [which are 6 specific criteria] to determine if the proposed flag lots can be approved for recordation. I can tell you right now that they do not meet C or E which are both about driveways. C is about needing a Shared Access Agreement and E is about needing a driveway permit from NCDOT. Planning Board discussed this in their recommendation.

**Planning Board found** the proposed flag lots to meet requirements 'A,B,D,' and 'F' of Subdivision Regulations 402(B)(9) and advised approval with the condition that 'C' and 'E' be met by adding wording to the survey such as, "*DOT driveway permit required, possible shared access*" and referencing it to the intersection of the state roads with lots 1 and 2, lots 3 and 4, and lots 5 and 6.

The applicants are here if you have questions for any of us.

T. Kyle Jones made a motion to approve this multiple-flag-lot Subdivision request by Mae McGee to split an approximately 28-acre family land tract amongst heirs, known as tax parcel number 3-0048-00009D at the intersection of Center Hill Highway and North Bear Swamp Road and find the proposed flag lots to meet requirements 'A,B,D' and 'F' of Subdivision Regulations 402(B)(9) with the condition that 'C' and 'E' be met by adding to the survey plat, the phrase, "*DOT driveway permit required, possible shared access*" and referencing it to the intersection of the state roads with lots 1 and 2, lots 3 and 4, and lots 5 and 6. James W. Ward seconded the motion which was approved by a vote of five (5) to one (1) with Commissioner Hoffler recusing himself from the vote.

**BUDGET AMENDMENT NOS. 32 AND 33**

County Manager Heath explained that these budget amendments were received after the Agenda Packets were distributed. On motion made by James W. Ward, seconded by Charles Woodard, the following Budget Amendments were unanimously approved by the Board:

**BUDGET AMENDMENT NO. 32  
PSAP FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
78-348-002	PSAP - Cybersecurity Initiative	14,300	
78-500-312	PSAP - Cybersecurity Initiative	14,300	
<b>EXPLANATION:</b> To amend FY 23/24 budget to include additional funding to cover expenses.			

**BUDGET AMENDMENT NO. 33  
PSAP FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
78-350-001	PSAP - Emergency 911 Fees	43,315	
78-500-160	PSAP - Software Maintenance	33,315	
78-500-161	PSAP - Hardware Maintenance	10,000	
<b>EXPLANATION:</b> To amend FY 23/24 budget to include the increase in our monthly allocation received by the State since expanding our 911 Dispatch to include Gates Co.			

**PUBLIC COMMENTS**

There were no public comments.

**ADJOURNMENT**

There being no further comments or business to discuss, the Regular Meeting was adjourned around 8:00 p.m. on motion made by Timothy J. Corprew, seconded by Joseph W. Hoffler and unanimously approved by the Board.

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Wallace E. Nelson, Chairman

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Clerk to the Board

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