

# AGENDA

All items are for discussion and possible action.  
Perquimans County Board of Commissioners  
**Meeting Room at Perquimans County Library**  
**September 3, 2024**  
**6:55 p.m.**

**\*\*\*Separate Agenda for this meeting is attached.\*\*\***

**Board of Adjustment Meeting:** The Board of Adjustments will reconvene to approve the Board of Adjustment Minutes.

## I. Call to Order

## II. Prayer & Pledge

## III. Approval of Agenda

## IV. Consent Agenda

*(Consent items as follows will be adopted with a single motion, second and vote, unless a request for removal of an item or items is made from a Commissioner or Commissioners.)*

- A. Approval of Minutes: August 5, 2024 Regular Meeting – August 19, 2024 Regular Work Session Meeting (cancelled)
- B. Tax Refund Approvals
- C. Personnel Matters:
  - 1. Appointment: Deputy Director of Board of Elections
  - 2. Appointment: Business Personal Property Clerk
  - 3. Appointment: Part-Time/Fill-In Non-Certified Telecommunicator
  - 4. Reclassification: Part-Time/Fill-In TC I
  - 5. Resignation: Social Worker III
  - 6. Resignation: Part-Time/Fill-In Paramedic II
  - 7. Resignation: Full-Time TC I
  - 8. Resignation: Income Maintenance Caseworker I
  - 9. Resignation: Business Personal Property Clerk
  - 10. Leave Without Pay: Processing Assistant IV
- D. Step Increases/Merit Increases
  - 1. Social Services (1)
  - 2. EMS (2)
  - 3. Inspections (1)
  - 4. Maintenance (1)
  - 5. Register of Deeds (1)
  - 6. Sheriff's Office (1)
- E. Budget Amendment Nos. 4 - 6
- F. Board Appointments / Reappointments
  - 1. Reappointment: Animal Control Board (SPCA Representative)
  - 2. Reappointment: Planning Board (2)
- G. Miscellaneous Documents
  - 1. New County Policies and Amended Policies
    - a. Amendment: County Personnel Policy
    - b. Amendment: Safety & Health Policy
    - c. DOT Substance Abuse Policy for Perquimans County

## V. Recognition of Employees' Years of Service & Introduction of New Employees

- A. Recognition of Employees' Years of Service
- B. Introduction of New Employee
  - 1. Frank Heath, County Manager
  - 2. Julie Solesbee, Assistant Emergency Services Director
  - 3. LuRee Sawyer, Center for Active Living Director

## VI. Scheduled Appointments

- A. 7:00 p.m.
- B. 7:05 p.m.

## VII. Commissioner's Concerns/Committee Reports

- A.
- B.

**VIII. Old Business**

- A. Updates from County Manager
- B. Board Vacancies
  - 1. Community Advisory Committee (4)
  - 2. Senior Tarheel Legislature Alternate Delegate
  - 3. Recreation Advisory Committee – New Hope Representative

**IX. New Business**

- A. Planning Item: Sketch & Preliminary Plat Review of the Windmill at Coastal Farms
- B. Sale of Surplus Equipment
- C. Library Board Resignations/Appointments (4)
- D. PSAP Mutual Aid Agreement
- E.
- F.
- G.

**X. Unscheduled Appointments/Public Comments**

*(If you wish to address the Board, please state your name for the record prior to speaking)*

- A.
- B.

**XI. Adjournment**