

**ADJOURNMENT**

Chairman Nelson asked if there were any further comments or business to discuss. There being none, the Work Session was adjourned at 8:20 p.m. on motion made by James W. Ward, seconded by Timothy J. Corprew and unanimously approved by the Board.

Wallace E. Nelson, Chairman

Clerk to the Board

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**REGULAR MEETING**

January 6, 2025

7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, January 6, 2025, at 7:00 p.m. in the Perquimans County Library located at 514 S. Church Street, Hertford, NC 27944.

MEMBERS PRESENT: Wallace E. Nelson, Chairman Charles Woodard, Vice Chairman  
 Timothy J. Corprew Joseph W. Hoffer  
 Kathryn M. Treiber James W. Ward

MEMBERS ABSENT: None

OTHERS PRESENT: Hackney High, County Attorney  
 Frank Heath, County Manager / Deputy Clerk to the Board

Chairman Nelson called the meeting to order. Commissioner Treiber gave the invocation, and the Chairman led the Pledge of Allegiance. Chairman Nelson welcomed everyone to the meeting.

**AGENDA**

Chairman Nelson asked if there were any additions or corrections to the Agenda. There being none, Mr. Nelson asked for a motion to approve the Agenda as presented. Charles Woodard made a motion to approve the Agenda as presented. The motion was seconded by Kathryn M. Treiber 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 Charles Woodard and unanimously approved by the Board.

1. **Approval of Minutes:** The Minutes from December 2, 2024 Regular Meeting & December 16, 2024 Regular Work Session were approved.

2. **Tax Refund / Release Approvals:**

**Tax Refunds (Perquimans County):**

**Wheeler, Joshua & Wife**----- \$430.02  
 Overage from pre-payment. Account No. 266162

**Houser, Jimmy Lee & Beverly**----- \$147.16  
 Vehicle sold; 9-month refund. Account No. 72695527.

**Long, Jimmy – Heirs**----- \$123.64  
 Over paid 2024 pre-payment. Account No. 223700.

**Nichols, Robert & Elaine**----- \$343.93  
 Over paid 2024 pre-payment. Account No. 428210.

**Reserve Homes**----- \$229.74  
 Over paid 2024 pre-payment. Account No. 266068.

**Godfrey, Sharon**----- \$1,734.98  
 Over paid 2024 pre-payment. Account No. 430116 & 490981

**Jones, Lee**----- \$254.60  
 Over paid 2024 pre-payment. Account No. 220505.

**Vanhorn, Jr., Elzy Leroy**----- \$151.63  
 Vehicle sold; 9-month refund. Account No. 73208101

**Tax Release (Perquimans County):**

**Dunston, Connie**----- \$102.92  
 Assessment on RV was way too high. Account No. 266339.

**Winslow, Araba Clair**----- \$119.34  
 Did not receive senior discount. Account No. 114000.

**Pietras, Thomas & Stacey**----- \$587.05  
 Assessment correction. Did speak with Piner in timely fashion with no response: Account No. 260512.

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
Nikia Davenport	Income Maintenance Caseworker I working against Income Maintenance Caseworker II	Appointment	61/3	\$34,955	01/01/2025
Samantha Stacey	Income Maintenance Caseworker I working against Income Maintenance Caseworker II	Appointment	61/3	\$34,955	01/01/2025
Antonio Williams	Income Maintenance Caseworker I working against Income Maintenance Caseworker II	Appointment	61/3	\$34,955	01/01/2025
April Bond	Income Maintenance Caseworker II	Appointment	63/2	\$37,264	01/01/2025
Jalena Glasper	Income Maintenance Caseworker II	Appointment	63/1	\$36,354	01/01/2025
Cole Tully Langley	Certified Deputy	Appointment	68/1	\$45,303	01/01/2025
Crystal Bowe	Income Maintenance Caseworker II	Resignation			12/18/2024
Lauren Barner	Part-Time Fill-In Telecommunicator I	Removed Roster			01/01/2025
Lacy Robeson, III	Investigator II	Retirement			03/01/2025

4. **Step/Merit Increases:**

Department Name	Employee Name	Classification	Grade/Step	New Salary	Effective Date
Telecommunications	Sue Ann Cestaro	TC-II	66/7	\$48,027	01/01/2025
Telecommunications	Zeb Daneker	PPT TC-II	66/10	\$24.85	01/01/2025
Telecommunications	Allen Foy	TC-I	64/2	\$38,939	01/01/2025
Telecommunications	Emily Harrell	PT/FI TC-II	66/11	\$25.46/hr.	01/01/2025
EMS	Chilli Moore	Full-Time AEMT	66/2	\$42,525 / \$20.44/hr.	01/01/2025
EMS	Ariana Ward	Full-Time AEMT	66/2	\$42,525 / \$20.44/hr.	01/01/2025
Maintenance	Tammy White	Housekeeping Assistant	54/12	\$32,000	01/01/2025
Sheriff's Office	Leroya Banks	Certified Deputy/SRO	68/4	\$48,760	01/01/2025
Sheriff's Office	Faran Sawyer	Certified Deputy/SRO	68/7	\$52,446	01/01/2025
Sheriff's Office	Zachary Smirlock	Certified Deputy	68/1	\$45,303	01/01/2025
Sheriff's Office	Brandyn Snyder	Certified Deputy	68/1	\$45,303	01/01/2025
Tax Office	Wilma Robbins	Tax Clerk	61/9	\$40,466	01/01/2025

5. **Budget Amendment No. 10:** The following budget amendment was approved by the Board:

**BUDGET AMENDMENT NO. 14  
GENERAL FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-362-000	Senior Center - Donations	600	
10-660-311	Senior Center - Donations	600	
<b>EXPLANATION:</b> To amend the FY 24/25 Budget to include donations given to the Center.			

**BUDGET AMENDMENT NO. 15  
GENERAL FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-660-311	Senior Center - Donations		6,155
10-660-740	Senior Center - Capital Outlay	6,155	
<b>EXPLANATION:</b> To amend the FY 24/25 Budget to use Cener Donations to offset cost of new exercise equipment.			

**BUDGET AMENDMENT NO. 16  
GENERAL FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-610-320	DSS - Inventory Item		7,328
10-610-740	DSS - Capital Outlay	7,328	
<b>EXPLANATION:</b> To amend the FY 24/25 Budget to cover the purchase of a new van.			

6. **Board Appointment:** The following board appointment was presented for information only:

Name	Board/Committee	Action Taken	Term	Effective Date
Eichenlaub, Mary Ann	Pettigrew Regional Library Board	Appointment	4 years.	01/01/2025

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

- a. **Annual Report for FY 2023-2024 from NC Forest Services:** (for information only) The NC Forest Services presented their written annual report for FY 2023-2024. No action required.

**RECOGNITION OF EMPLOYEES & INTROUCTION OF NEW EMPLOYEES**

- A. **Recognition of Retiree:** County Manager Heath reported Sonia Davenport was presented with a plaque honoring her for her 22 years of service in EMS. He also wanted to send out condolences to her family. She lost her son right after her retirement.
- B. **Recognition of Employees' Years of Service with the County:** Beginning June 1, 2022, the Board will recognize the employees who have been working with the County for 5, 10, 15, 20, etc. years. This month, the Board recognized the following employees:

Employee Name	Department	Employee Job Title	No. of Years	Effective Date
Bethany Buttram	EMS	Community Paramedic/MIH	5 years	01/01/2025
Shelton White	Sheriff's Office	Sheriff	25 years	01/01/2025

Mr. Heath presented Shelton White with a certificate and gift card. He also mentioned that he has served the County as Sheriff for eight years. Ms. Buttram was unable to be at the meeting tonight so we will make her presentation at a later date. Mr. White thanked the Board for the support that the Board provides his office and for the opportunity of serving Perquimans County residents. The Board congratulated him and thanked them for his service.

C. **Introduction of New Employees:** The following new employees were introduced tonight to the Board:

Department Head	Employee Name	Employee Job Title	Effective Date
Angela Jordan, Social Services Director	Pamela Lacy	Income Maintenance Technician	12/01/2024
Julie Solesbee, Assistant Emergency Services Director	Colleen McDonald	Full-Time Certified Telecommunicator I	12/01/2024
Nick Lolie, Water Department Supervisor	Samuel Moncia, III	Water Tech I	12/01/2024

After the employees made their comments, the Board welcomed them to Perquimans County.

**JULIE SOLESBEE, ASSISTANT EMERGENCY SERVICES DIRECTOR**

With the absence of Jonathan Nixon, Julie Solesbee, Assistant Emergency Services Director, presented the procedures for their bid process and recommends the contractor's agreement with A. R. Chesson on the basis of their qualifications presented at their January 2, 2025 meeting. County Manager Heath reported that they will begin the work in August, 2025 with a completion date of December, 2026. She asked the Board if they had any questions. Chairman Nelson asked if the Board had any questions or comments. There being none, he asked for a motion. On motion made by Kathryn M. Treiber, seconded by Timothy J. Corprew, the Board unanimously awarded the contractor's agreement to A. J. Chesson, subject to County Attorney High's review and approval, and authorizes County Manager Heath and County staff to negotiate and sign the Agreement once it is approved by the County Attorney.

**COMMISSIONER'S CONCERNS/COMMITTEE REPORTS**

The following commissioner's concerns/committee reports were given:

- **Charles Woodard:** Mr. Woodard was asked to provide an update on the Perquimans County Museum. Our new curator of the Museum, Sid Eley, provided the following report for December, 2024:

<b>Visitors:</b> ..... 32 <b>Sales:</b> ..... \$125.00 <b>Donations:</b> ..... \$24.00	<b>Hours Opened:</b> 13 days / 39 hours (Wednesday, Thursday, Friday, and Saturday) from 10:00 a.m. to 2:00 p.m.) <b>Staff:</b> Sid Eley & Glen White
<b>Any additional information:</b> <b>Report from date of opening (August 1, 2024) to present:</b> <b>Visitors:</b> ..... 174 <b>Breakdown of Visitor's locations:</b> Perquimans County Residents: ..... 69 North Carolina Residents..... 50 Virginia Residents ..... 30 Argentina Resident ..... 1	

**UPDATES FROM COUNTY MANAGER**

County Manager Heath presented the following updates:

- **Recruitment for Assistant County Manager:** Mr. Heath explained that they have received fourteen Assistant County Manager job applications. As directed by the Board in a previous meeting, the Chairman, Vice Chairman, and County Manager will review them and narrow it down to five for interviews. The interviews are scheduled for January 21, 2025 starting at 2:00 p.m. in the Jury Room of the Courthouse.
- **Board Retreat:** County Manager Heath will be setting up the Board Retreat for late March, 2025. NCACC will facilitate the meeting. Mr. Heath will provide more detailed specifics in the future.
- **Essentials of County Government:** Mr. Heath reported that he and Chairman Nelson will be attending the Essentials of County Government with Kathy Treiber in New Bern on January 16-17, 2025. This is the new commissioners training for all newly elected commissioners.
- **Agreement with Hertford ABC Board:** Later in the meeting, Mr. Heath explained that he had distributed the most recent working draft of the ABC Board Consolidation Resolution with the Town of Hertford. He further stated that the Chairman, Vice Chairman, County Manager, Hertford Mayor, Mayor Pro Tem, and Hertford Town Manager will meet to try to iron out the Resolution so that they can bring back the final version of the Resolution for final approval. He is asking them to review the Resolution and let him know if they have any questions or comments.

**COMMISSIONERS' BOARD APPOINTMENTS**

Chairman Nelson explained that Mary Hunnicutt, Clerk to the Board, had circulated the Commissioners' Board appointment listing and asked if there were any corrections. The only correction given was to remove Charles Woodard from the Chamber of Commerce Board. That appointment was moved to Kathryn M. Treiber. On motion made by Timothy J. Corprew, seconded by James W. Ward, the Board unanimously approved the following list of Commissioners' Board Appointments with the one requested correction:

Name	Board/Committee	Term	Appt.	Expire
<b>TIMOTHY J. CORPREW</b>				
Corprew, Tim	Albemarle Commission	unlimited	2/1/2023	unlimited
Corprew, Tim	Albemarle Regional Landfill Authority	4 yrs.	2/1/2023	1/31/2027
Corprew, Tim	Economic Development Commission - County	2 yrs.	2/1/2023	1/31/2025
Corprew, Tim	Housing Committee Chairman	unlimited	2/1/2023	unlimited
Corprew, Tim	Northeastern Workforce Development Consortium	unlimited	2/1/2015	unlimited
Corprew, Tim	Perquimans/Chowan/Gates Landfill Committee	indefinite	2/1/2023	indefinite
Corprew, Tim	Water Committee	unlimited	2/1/2023	unlimited
<b>JOSPEH W. HOFFLER</b>				
Hoffler, Joseph	Albemarle Regional Landfill Authority	4 yrs.	2/1/2021	1/31/2025
Hoffler, Joseph	Economic Development Commission - County	2 yrs.	2/1/2023	1/31/2025
Hoffler, Joseph	Home & Community Care Block Grant	unlimited	12/3/2012	unlimited
Hoffler, Joseph	Inter-Agency Council - Commissioner	1 yr.	2/1/2023	6/30/2023
Hoffler, Joseph	Perquimans/Chowan/Gates Landfill Committee	indefinite	2/1/2017	indefinite
Hoffler, Joseph	Recreation Advisory Committee - Commissioner	3 yrs.	2/1/2023	6/30/2023
Hoffler, Joseph	Senior Citizens Advisory Board	2 yrs.	2/1/2023	1/31/2025
<b>WALLACE E. NELSON</b>				
Nelson, Wallace	Albemarle Commission ( <i>alternate</i> )	unlimited	9/1/2018	unlimited
Nelson, Wallace	Albemarle Regional Health Services	indefinite	1/5/2015	unlimited
Nelson, Wallace	Chowan/Perquimans Multi-County LEPC	1 yr.	1/1/2022	12/31/2022
Nelson, Wallace	COA - Board of Trustees	4 yrs.	7/1/2021	6/30/2025
Nelson, Wallace	Economic Development Commission - County	2 yrs.	2/1/2023	1/31/2025
Nelson, Wallace	EMS Advisory Board	2 yrs.	2/1/2023	1/31/2025
<b>KATHRYN M. TREIBER</b>				
Treiber, Kathryn	Albemarle District Jail Commission	2 yrs.	2/1/2023	1/31/2025
Treiber, Kathryn	Chamber of Commerce Board	unlimited	2/7/2011	unlimited
Treiber, Kathryn	Court Security Committee	unlimited	2/1/2023	unlimited
Treiber, Kathryn	Downtown Hertford Committee*	3 yrs.	7/1/2024	6/30/2026
<b>JAMES W. WARD</b>				
Ward, James	Court Security Committee	unlimited	2/1/2023	unlimited
Ward, James	Social Services Board ( <i>Commissioner appointee</i> )	3 yrs.	2/1/2024	1/31/2027
Ward, James	Tourism Development Authority (Commissioners)	2 yrs.	2/1/2023	1/31/2025
Ward, James	Tri-County Shelter Advisory Committee Board	unlimited	2/1/2023	unlimited
Ward, James	Trillium Northern Region Advisory Board	unlimited	2/1/2023	unlimited
Ward, James	Water Committee	unlimited	2/1/2023	unlimited
<b>CHARLES WOODARD</b>				
Woodard, Charles	Agricultural Advisory Board - Commissioner	3 yrs.	2/1/2021	1/31/2024
Woodard, Charles	Communications Advisory Board - County	2 yrs.	2/1/2021	1/31/2023
Woodard, Charles	Social Services Board ( <i>as long as Commissioner</i> )	3 yrs.	7/1/2022	6/30/2025
Woodard, Charles	RPO Transportation Advisory Committee	2 yrs.	2/1/2025	1/31/2026
Woodard, Charles	Tourism Development Authority (Commissioners)	2 yrs.	2/1/2023	1/31/2025
Woodard, Charles	Water Committee	unlimited	2/1/2019	unlimited
<i>*(formerly Historic Hertford, Inc)</i>				

**BOARD VACANCIES**

The County has several Boards/Committees that have vacant seats:

1. **Community Advisory Committee:** Mr. Heath 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.

2. **Senior Tar Heel Legislature Delegate & Alternate:** We still need to appoint an alternate in case the delegate 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 have received an application from Terry Lee Tatman who was interested in serving as the Alternate on the Senior Tarheel Regional Legislature Advisory Board. On motion made by Charles Woodard, seconded by James W. Ward, the Board unanimously appointed Mr. Tatman as the Alternate on the Senior Tarheel Regional Legislature Advisory Board.

**SALE OF SURPLUS VEHICLES**

County Manager Heath reported that the Board adopted a resolution on December 2, 2024 proclaiming the following vehicle as surplus equipment and to proceed to sell it on GovDeals. The bid period for the following surplus items with GovDeals closed today at 11:00 a.m. On motion made by Timothy J. Corprew, seconded by James W. Ward, the Board approved the following sale of the surplus vehicle:

BUYER	ITEM	DATE SURPLUSED	START BID	SOLD AMOUNT
Charles Tait	2014 Dodge Durango, VIN #1C4RDJFG3EC391141	12/2/2024	\$500	\$3,650.00

**REQUEST TO BOARD FROM SOCIAL SERVICES REGARDING A NEW BANK ACCOUNT AT PNC**

Chairman Nelson asked County Manager Heath to present this request. Mr. Heath stated that representatives from Social Services may want to elaborate on what he knows. It is his understanding that Social Services has received a letter requesting a second account at PNC Bank. Rebecca Corprew, Administrative Officer I, provided additional information. She said that the bank will need to have a letter from the Board of Commissioners authorizing the account. Chairman Nelson asked if there were any questions or comments from the Board. There being none, Joseph W. Hoffer made a motion to approve this new Social Services Bank Account for the foster child and to provide a letter to the Bank. The motion was seconded by Charles Woodard and unanimously approved by the Board. Rebecca Corprew requested that the foster child’s name not appear in our minutes or correspondence. County Manager Heath said that we can redact that information for public review.

**REQUEST FOR TWO-YEAR EXTENSION FOR PRELIMINARY PLAT OF ALBEMARLE PRESERVE – PHASE 1A**

Chairman Nelson recognized Rhonda Repanshek, County Planner, who presented the following overview of this request:

Thank you, Mr. Chairman,

Normally an annual update on the progress of Albemarle Plantation’s additional phases would be due in March, however the new Developer would like your blessing a few months early this year. Mr. John Linton is here tonight to enlighten you on his latest ideas and developments regarding Albemarle Preserve, which has been known as phase 2 and the Cole tract which is the large tract of vacant land next to the construction entrance in what the general public knows as the existing ‘Albemarle Plantation’. Note that the preliminary plat extension request is for TWO years this time.

Also...I’m sure the new developers don’t want to mis-represent anything so ... Let it be very clear in the minutes, that whatever the Board agrees to tonight, the Board is in no way approving the Phase 2 Planned Unit Development *map* that Mr. Linton has attached as Exhibit D (Delta) in your packet because that is NOT the map that was approved Nov. 4, 2019. Although it is very similar, the *approved* Master Site Plan did not allow commercial development on the corner of the Harvey Point Rd/Church Lane intersection. Other than that corner, Exhibit D appears roughly the same as the approved Master Site Plan. The Board would simply be confirming and renewing the density of the Phase Two PUD which is governed by the Special Use Permit recorded in Register of Deeds book 494, page 775.

Mr. John Linton came forth to further explain his request. After his comments, he asked if there were any questions or comments. Chairman Nelson asked Mr. Linton if he had any other comments that he would like to make. After making several comments and answering questions from the Board, Chairman Nelson asked for a motion to approve or deny their request. Timothy J. Corprew made a motion to grant a two-year extension to CZD-19-01, also known as (PUD) REZ-19-01, preliminary plat phase 1A for the section between Harvey Point Road and the Perquimans River. The motion was seconded by Charles Woodard and unanimously approved by the Board. In addition, Kathryn M. Treiber made a motion to grant a two-year extension to CZD-20-01, also known as (PUD) REZ-20-01, recorded in Register of Deeds book 522, page 854. The motion was seconded by Charles Woodard and unanimously approved by the Board.

**AUDIT CONTRACT AMENDMENT**

Chairman Nelson recognized Tracy Mathews, County Finance Officer, who explained that she had received an e-mail this morning from their auditor explaining that they sent us an agreement with modification of dates and wanted Board approval. They are requesting to extend the period to complete the audit until February 1, 2025. They are hoping to get a draft copy for us sometime this week and to present it to the Board at the February, 2025 meeting. She explained the reason for their request. Chairman Nelson asked if there were any questions or comments from the Board. There being none, Chairman Nelson asked for a motion to approve the Audit Contract Amendment which is amending the due date of the Audit. On motion made by Timothy J. Corprew, seconded by Charles Woodard, the Board unanimously approved the Audit Contract Amendment.

**PUBLIC COMMENTS**

There were no public comments made.

**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 Joseph W. Hoffer, 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 Charles Woodard, and unanimously approved by the Board.

No action was required from the Closed Session.

ADJOURNMENT

Chairman Nelson asked if there were any further comments or business to discuss. There being none, the Regular Meeting was adjourned around 8:30 p.m. on motion made by Timothy J. Corprew, seconded by Charles Woodard 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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