

**A G E N D A**  
All items are for discussion and possible action.  
Perquimans County Board of Commissioners  
**Meeting Room at Perquimans County Library**  
**April 7, 2025**  
**6:50 p.m.**

**I. Call to Order**

**II. Prayer & Pledge**

**III. Public Hearings**

**A. Conveyance of Land in Perquimans Commerce Center.....6:50 p.m.**

- *Perquimans County proposes to convey land in the Perquimans Commerce Center- Perquimans Marine Industrial Park, owned by Perquimans County, for purposes of economic development pursuant to North Carolina General Statutes, Section 158-7.1. The Perquimans County Board of Commissioners, subject to public comment at the public hearing for which notice is hereby given, intends to approve conveyance of a fee simple interest in approximately 25.0 acres of land off Granby Street in the Commerce Centre, and a long-term lease of approximately .88 acres along the southwest side of the Perquimans Marine Industrial Park basin. This tract will be surveyed out of Tract One of the Perquimans Commerce Centre as shown on the plat recorded in Plat Cabinet 2, Slide 49, Map 3 in the Office of the Register of Deeds of Perquimans County. The conveyance and lease will be made to MiTek, Inc.. The Perquimans County Board of Commissioners have determined that the total value of the tract is \$625,000.00 (\$25,000 per acre for 25 inland acres). The .88 acres along the basin will be leased at a initial rate of 40 cents per square foot. The purchaser and lessee of the tract has agreed to pay the County the full value of the tract at closing. The Perquimans County Board of Commissioners will hold a public hearing on the County's proposed conveyance of this tract of land at 6:50 PM on Monday, April 7, 2025, in the Meeting Room of the Perquimans County Library located at 514 S. Church Street, Hertford, NC 27944. The Commissioners invite all interested persons to attend and to provide comments.*

**B. Proposal to Provide Certain Economic Development Incentives.....6:55 p.m.**

- *Notice is hereby given that the Board of Commissioners of Perquimans County (the "County"), pursuant to NCGS Section 158-7.1, will hold a public hearing at a regular meeting of the Board beginning at 6:50 p.m. on Monday, April 7, 2025, in the Meeting Room of the Perquimans County Library located at 514 South Church Street in Hertford, North Carolina, on a proposal to provide certain economic development incentives to MiTek, Inc., a private entity (the "Company"). The purpose of these grants would be to encourage the Company to construct and operate a truss component manufacturing facility that would be located on a multi-acre site in Perquimans County (the "Facility"). This proposal would appropriate and spend from the County's general fund amounts to make certain cash grants, detailed as follows: If an investment threshold of \$15,000,000 is met by MiTek, Inc. to the 25 +/- acre property located on the eastern edge of the Perquimans Marine Park basin, 50% of the original land purchase price of \$625,000 for said parcel will be granted back to MiTek, Inc. If an investment threshold of \$30,000,000 is met on the above-mentioned property, 100% of the original land purchase price will be granted to MiTek, Inc. MiTek, Inc. must make said investments within 3 years of the purchase and lease dates to qualify. The cash grants described above would be conditioned on the Company's paying the applicable real property and personal property taxes for each year of ownership. The Company's construction and operation of the Facility would further the economic interests of the County in numerous ways, including through the following specific benefits: (a) by creating a construction project at the Facility that would last approximately nine months which, in addition to creating employment at the Facility, would likely result in greater revenues to local businesses; (b) by offering a number of full time jobs at the completed Facility with an average wage greater than the median wage in the County; (c) by enhancing the County's property tax base and increasing the County's property tax revenues; and (d) by supporting the diversification of the County's economy. In addition to holding the public hearing, at this meeting the Board of Commissioners of the County may approve the making of the cash grants as described above and may approve and enter into an economic development agreement with MiTek, Inc.*

**IV. Approval of Agenda**

**V. 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 March 3, 2025 Regular Meeting, March 17, 2025 Special Called Meeting, and March 17, 2025 Regular Work Session **(cancelled)**
- B. Tax Refund & Tax Release Approvals
- C. Personnel Matters
  1. Appointment: IMC I Working Against IMC II (6)
  2. Appointment: Part-Time/Fill-In EMT
  3. Appointment: Part-Time/Fill-In AEMT

**ACTION  
TAKEN  
LATER**

**ACTION  
REQUIRED**

**ACTION  
REQUIRED**

- 4. Reclassification: IMC III Lead Worker
- 5. Reclassification: Social Worker III
- 6. Reclassification: Income Maintenance II FCMA
- 7. Reclassification: Administrative Officer I
- 8. Reclassification: Social Worker Supervisor II
- 9. Reclassification: Full-Time EMT
- 10. Reclassification: Full-Time AEMT I
- 11. Reclassification: Full-Time Telecommunicator II
- 12. Resignation: Full-Time Telecommunicator I
- 13. Reclassification: Part-Time/Fill-In Telecommunicator II
- 14. Resignation: Full-Time EMT Basic
- 15. Reclassification: Part-Time/Fill-In EMT Basic
- 16. Removed from Roster: Part-Time/Fill-In AEMT
- 17. Removed from Roster: Part-Time/Fill-In EMT
- 18. Termination: Income Maintenance Caseworker II
- 19. Salary Adjustment: Processing Assistant V

**D. Step Increases/Merit Increases**

- 1. Social Services Department
- 2. Center for Active Living
- 3. Emergency Medical Services
- 4. Sheriff's Office

**E. Budget Amendments Nos. 29 - 33**

**F. Board Resignation/Reappointment**

- 1. Resignation: Community Advisory Committee
- 2. Reappointment: Community Advisory Committee

**G. Miscellaneous Documents**

- 1. 2025 GASB 73 Separation Allowance
- 2. Change Bond Increase Rider for Finance Officer
- 3. Renewal of Zacchaeus Legal Services Agreement
- 4. Special Event Applications
  - > Firework Display – Perquimans County High School Prom
  - > Firework Display – Albemarle Plantation

**VI. Swearing in – Clerk to the Board, Deputy Clerk, & Part-Time/Fill-In Deputy Clerk**

**VII. Introduction of New Employees**

- A. Introduction of New Employees:
  - 1. Board of Elections
  - 2. Emergency Services

**NO  
ACTION  
REQUIRED**

**VIII. Scheduled Appointments**

- A. Jonathan Nixon, Emergency Services Director 7:00 p.m.
- B. 7:05 p.m.
- C. 7:10 p.m.

**IX. Commissioner's Concerns/Committee Reports**

- A.
- B.

**NO  
ACTION  
REQUIRED**

**X. Old Business**

- A. Updates from County Manager
- B. Board Vacancies
  - 1. Community Advisory Committee (6)
  - 2. Senior Tarheel Legislature Community Advisory Committee

**POSSIBLE  
ACTION  
REQUIRED**

**XI. New Business**

- A. Conveyance of Property to MiTek
  - 1. Resolution of Authorization to Convey Real Property to MiTek, Inc.
  - 2. Lease Agreement Between Perquimans County and MiTek, Inc.
  - 3. Offer To Purchase and Contract with Perquimans County and MiTek, Inc.
  - 4. Plat of Property to be Sold to MiTek, Inc.
  - 5. Resolution of Incentives for MiTek, Inc.
- B. Intermediate School Financing Documentation
  - 1. Resolution Authorizing Contract & Deed of Trust Between Board of Education & Perquimans County, NC

**ACTION  
REQUIRED**

**ACTION  
REQUIRED**

- 2. Resolution Approving the Leasing of the Intermediate School Project Between Board of Education & Perquimans County, NC
- 3. Lease Agreement Between Board of Education and Perquimans County

C.  
D.  
E.

**XII. Unscheduled Appointments/Public Comments**

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

**NO  
ACTION  
REQUIRED**

A.  
B.  
C.

**XIII. Closed Session: Per NCGS #143-318-11(4) - The purpose of the Closed Session is to consult with attorney regarding economic development matter and to approve Closed Session Minutes.**

*(After the Closed Session, the Board is subject to return to Open Session and may take action as needed on any items discussed during the closed session.)*

**ACTION  
REQUIRED**

**XIV. Adjournment**

**FOR INFORMATION ONLY:**

- Letter to Town of Hertford Designating Their Entry Into National Register of Historic Places

**DEPARTMENT HEAD REPORT:**

- Plat Log
- Tax Department Report
- Building Inspector's Reports
- Code Enforcement Report
- Sheriff's Office Report

**COMMITTEE WRITTEN REPORTS:**

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