

**PUBLIC COMMENTS**

Emerson Cullins expressed his support for Commissioner Peeler’s request to include feedback from the employees on the updating of the Personnel Policy in case they have some issues.

**ADJOURNMENT**

There being no further comments or business to discuss, the Regular Meeting was adjourned at 7:45 p.m. on motion made by Matthew Peeler, seconded by Edward R. Muzzulin.

Janice McKenzie Cole, Chair

Clerk to the Board

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**REGULAR MEETING**  
 February 3, 2014  
 7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, February 3, 2014, at 7:00 p.m. in the Commissioners’ Room located on the first floor of the Perquimans County Courthouse Annex.

- MEMBERS PRESENT: Janice McKenzie Cole, Chair Edward R. Muzzulin, Vice Chairman  
 Kyle Jones Benjamin Hobbs  
 Tammy Miller-White Matthew Peeler
- MEMBERS ABSENT: None
- OTHERS PRESENT: Frank Heath, County Manager Mary Hunnicutt, Clerk to the Board  
 Hackney High, County Attorney

After the Chair called the meeting to order, she gave the invocation and led in the Pledge of Allegiance.

**AGENDA**

The Agenda, as amended, was unanimously approved on motion made by Edward R. Muzzulin, seconded by Matthew Peeler.

**CONSENT AGENDA**

The following items were considered to be routine and were unanimously approved on motion made by Benjamin C. Hobbs, seconded by Matthew Peeler.

1. **Approval of Minutes:** January 3, 2014 Regular Meeting
2. **Tax Releases Approvals:**

**PERQUIMANS COUNTY TAX RELEASES:**

- Copeland, Ervin G. ----- \$111.30  
 Vehicle located in Gates County; License #ZVW6617; Account Number: 8089947.
- Hoepfner, John Mark ----- \$1,582.02  
 Wrong value; Value should be \$39,950.00; License #XZM7444; Account No.: 8090258.

3. **Personnel Matters:**

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Heather Vanscoy	EMT-I Certification	Certification	66/1	\$15.15/hour	12/1/2013
Page Walker	EMT-I	Resignation			1/31/2014

4. **Budget Amendments:**

**BUDGET AMENDMENT NO. 16  
 GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-690-921	Juvenile Detention	4,000	
10-690-996	Senior Center Renovation		4,000
<b>EXPLANATION:</b> To budget additional funds in juvenile detention line for FY 2013-14.			

**BUDGET AMENDMENT NO. 17  
 GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-023	State Grant - Law Enforcement	5,568	
10-510-740	Sheriff - Capital Outlay	5,568	
<b>EXPLANATION:</b> To budget grant funds for copier in FY 2013-14.			

5. **Board Appointment:**

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Edward Muzzulin	Tourism Development Authority (Commissioner)	Reappointment	2 yrs	2/1/2014

6. **ECBH Quarterly Fiscal Monitoring Reports:** The State requires that the Quarterly Fiscal Monitoring Report be presented to the Board for review. The report for period ending on December 31, 2013 was presented.

**INTRODUCTION OF NEW EMPLOYEE – EMT-I**

Larry Chappell, EMS Captain, introduced his new EMT-I, James Grosjean, to the Board. The Chair welcomed him to the County.

**MALCOLM FEARING, NCDOT**

Malcolm Fearing thanked the Board for the opportunity to meet them and to discuss upcoming projects in our County. After providing the Board with a short biography, he introduced Randy Midgett who is an Engineer with NCDOT. He may be able to answer some of the Board’s questions too. Among the matters that may affect this Board is the Hertford Bridge (S-Bridge). In September, 2013, he attended a hearing and he understands that the consensus of that project is the fixed span bridge. During that meeting, there were some navigational issues in the channel but he understands from Engineer, Jerry Jennings, that these issues have been resolved. The project will cost about \$20 million.

At the present time, this bridge will not face a prioritization process. This funding also included the causeway. County Manager Heath asked if that meant that this was classified as a bridge project and not a highway project. Mr. Midgett said that was correct. Mr. Heath further asked if Mr. Midgett or Mr. Fearing knew how much the total annual bridge budget is throughout the state. Mr. Fearing said that it isn't much above \$20 million. Commissioner Peeler asked if D-mod is etched in stone as far as the project goes or is there still an opportunity to change. Mr. Fearing stated that nothing is etched in stone in Raleigh. Commissioner Miller-White asked, with the emergency funds having to be spent on the Bonner Bridge, how this will affect the budget with regard to the Hertford S-Bridge. Mr. Fearing stated that, in the State of North Carolina, there are monies set aside for unforeseen catastrophes. Mr. Fearing further stated that the Transportation Funds are in a challenge right now. Some of those challenges are population growth and reduction in funds received from the Federal Government through gas taxes. He assured the Board that Raleigh is concerned about the eastern part of the State. Mr. Fearing asked that the Board provide him with information about any projects in Perquimans County that needs to be addressed. He will do everything he can to bring it to NCDOT's attention. Commissioner Muzzulin asked Mr. Fearing if he had seen the map the State showing the economic Tier Counties with an overlay of the interstate map. It shows that all the Tier 1 counties have no interstates. He said that he was aware of that and that the State is aware of the rural nature of northeast North Carolina. Chair Cole stated that Mr. Muzzulin's point is that we want to make sure that I-44 the link from Raleigh to Hampton Roads Virginia does not bypass our counties here in the northeast. He further stated that he is relying on the Board's input as to the needs of Perquimans County. The Chair thanked Mr. Fearing for coming and speaking to the Board.

#### CINDY EHLE, EAST CAROLINA BEHAVIORAL HEALTH

Cindy Ehler, Assistant Director of Clinical Operations, presented the Board the new NC 211 Program. Before giving the information on NC 211, she thanked Chair Cole for her work as Chair of the East Carolina Behavioral Health Board. Ms. Ehler explained that the NC 211 program was launched on January 1, 2014. There will be an official kick off at the Child Community Collaborative on March 19, 2014 at 9:00 a.m. at the Hertford Housing Authority Office on 104 White Street in Hertford. NC 211 is just like 911 except, when you call 211 and explain your needs, you will be directed to all sorts of resources here in NC that can assist you. It is manned 24 hours, 7 days a week. She asked that the information about the NC 211 being placed on the County's website. Mr. Heath asked her to provide the information to him and he would make sure it was placed on the website.

#### JARVIS WINSLOW, EMERGENCY MANAGEMENT COORDINATOR

Mr. Winslow introduced the following individual that was with him: Brian Parnell, NCEM Area 1 Coordinator. He then presented his annual Emergency Management report to the Board. In addition to our Board, the following individuals were present for the presentation:

Fred Yates, Mayor of Winfall	Horace Reid, Mayor of Hertford	Ed Lane, Hertford Town Council
Preston White – Winfall Town Council	Brandon Shoaf, Hertford Town Manager	Anne White, Hertford Town Council
Jean Whidbee – Winfall Town Council	Lillian Holman, Hertford Town Council	
Ken Rominger – Winfall Town Council	Carlton Davenport, Hertford Town Council	

After his presentation, he asked the Board if there were any questions. Commissioner Miller-White thanked Mr. Winslow and all the staff of Perquimans County, NCDOT, and the volunteer farmers that helped with the snow storm last week. There being no further comments or questions, the Chair, on behalf of the Board, thanked Mr. Winslow for the work that he is doing.

#### SUSAN CHANEY, SOCIAL SERVICES

Ms. Chaney updated the Board on the NCFAS and gave a monthly report.

#### BILL JENNINGS, TAX ADMINISTRATOR

Mr. Jennings presented his monthly foreclosure report. He also explained that last Friday was the last day to list your personal property. Because the offices were closed last week for two days due to the snow storm, Mr. Jennings and Mr. Heath extended that date until tomorrow. Since the next revaluation for the County is scheduled for 2016, County Manager Heath asked Mr. Jennings if he has worked on obtaining information on securing a contract for the company to handle the revaluations. Mr. Jennings said that was one of the items that he was going to discuss at their meeting on Friday.

#### COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

**Commissioner Miller-White:** Ms. Miller-White asked Mr. Heath if he had any more information on a new parking area at the Recreation Center. Mr. Heath explained that the Recreation Advisory Board had asked Mr. Heath about setting up a new parking area south of the existing ball field. He further stated that this will be addressed during the budget process.

#### UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- **Board Retreat:** County Manager Heath reported that the Board had a very successful Retreat on Saturday. Charlie Lacefield facilitated the meeting and will provide a summary of the topics soon and will be presenting a report to the full Board in the near future.
- **Perquimans County Comprehensive Transportation Plan:** Mr. Heath informed the Board that a committee has been formed to work on this Plan. They will be meeting in the next month or so. Mr. Peeler wanted to know if this committee will be taking community comments for this plan. Mr. Heath said that they will be having some public comment meetings in the near future.
- **Well Option – Bethel Side:** Mr. Heath said that, by their April meeting, we should have a well option for the Bethel side of the water system.

#### REDUCTION OF SHERIFF'S SALARY

Pursuant to G.S. 153A-92, the Board of County Commissioners adopted this Resolution reducing the Sheriff's salary from \$56,745 (Grade 75, Step 11) to \$46,812 (Grade 75, Step 1) to become effective December 1, 2014. This action is taken in compliance with General Statute 153A-92 in reference to compensation of County officers in the General Election. A motion to approve this Resolution was made by Matthew Peeler, seconded by Edward R. Muzzulin. The motion was unanimously passed.

**APPOINTMENT OF TAX ASSESSOR**

Tax Administrator, William Jennings, has completed his certification program and needs to be appointed as Tax Assessor for Perquimans County. Tammy Miller-White made a motion to appoint Mr. Jennings for a two (2) year term. The motion was seconded by Edward R. Muzzulin. Commissioner Peeler wanted to know why they could not make the appointment for four years. He further stated that, if Mr. Jennings does leave the County, Mr. Peeler feels that the certification will become void anyway so why not do it for four years and keep a good man working for the County. Commissioner Hobbs asked Mr. Jennings what he needs to do to maintain his certification. Mr. Jennings said that he needs to have 30 hours of continued education in this field which he plans to do. Mr. Heath explained that, in the past, with new assessors the Board initially appoints them for two (2) years for the first term and then four (4) years after that initial appointment. Mr. Jennings said that it did not matter either way with him. Chair Cole asked Ms. Miller-White if she would like to amend her motion and she said that she would prefer to leave it at two (2) years since that was the recommendation of the County Manager. Ms. Cole called for a vote. The motion was unanimously approved by the Board and Chair Cole administered the Oath of Office to Mr. Jennings as Tax Assessor for a two (2) year term.

**LOTTERY APPLICATION – HERTFORD GRAMMAR SCHOOL & BUDGET AMENDMENT NO. 18**

County Manager Heath presented the following Lottery Application for the redesigning of the Hertford Grammar School foyer for security reasons at a cost of \$338,454. He reminded the Board that this was discussed at their January Work Session. The Board of Education has approved the request and signed the application. He is asking the Board to take action on the application and on Budget Amendment No. 18. On motion made by Tammy Miller-White, seconded by Benjamin C. Hobbs, the Board unanimously approved the following Lottery Application and Budget Amendment No. 18:

<b>APPLICATION</b>	Approved: _____
<b>PUBLIC SCHOOL BUILDING CAPITAL FUND</b>	Date: _____
<b>NORTH CAROLINA EDUCATION LOTTERY</b>	
County: <u>PERQUIMANS</u>	Contact Person: <u>Sharon S. Ward</u>
LEA: <u>720 Perquimans County</u>	Title: <u>Finance Officer</u>
Address: <u>P.O. Box 45 Hertford, NC 27944</u>	Phone: <u>(252) 426-8484</u>
Project Title: <u>Entrance Redesign at Hertford Grammar School for security</u>	
Location: <u>603 Dobb Street, Hertford, NC 27944</u>	
Type of Facility: <u>Grammar School</u>	

North Carolina General Statutes, Chapter 18C, provides that a portion of the proceeds of the North Carolina State Lottery Fund be transferred to the Public School Building Capital Fund in accordance with G.S. 115C-564.2 Further, G.S. 115C-546.2 (d) has been amended to include the following:

- (3) No county shall have to provide matching funds. . .
- (4) A county may use monies in this Fund to pay for school construction projects in local school administrative units and to retire indebtedness incurred for school construction projects.
- (5) A county may not use monies in this Fund to pay for school technology needs.

As used in this section, "Public School Buildings" shall include only facilities for individual schools that are used for instructional and related purposes, and does not include central administration, maintenance, or other facilities. ***Applications must be submitted within one year following the date of final payment to the Contractor or Vendor.***

**Short Description of Construction Project:** The intent of this project is to advance security and control non-student entry at the above referenced schools by remodeling the front entrances.

Estimated Costs:

Purchase of Land _____	\$ _____
Planning and Design Services _____	_____
New Construction _____	_____
Additions / Renovations _____	338,454.00
Repair _____	_____
Debt Service / Bond Payment _____	_____
<b>TOTAL _____</b>	<b>\$ 338,454.00</b>

Estimated Project Beginning Date: 03/04/14 Est. Project Completion Date: 07/31/14

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 release of \$ 338,454.00 from the Public School Building Capital Fund (Lottery Distribution). We certify that the project herein described is within the parameters of G.S. 115-C-546.

_____	<u>2/3/14</u>
(Signature – Chair, County Commissioners)	(Date)
<u>Walter L. Leigh</u>	<u>1/27/14</u>
(Signature – Chair, Board of Education)	(Date)

**BUDGET AMENDMENT NO. 18  
SCHOOL CONSTRUCTION FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
65-348-001	State School Funds - Lottery	93,819	
65-500-721	Capital - Hertford Grammar	93,819	
<b>EXPLANATION:</b> To draw additional lottery funds for entrance redesign at Hertford Grammar School.			

**AUDIT CONTRACT**

County Manager Heath presented the Audit Contract for FY 2013-14 Audit from Douglas A. Hollowell, P.C. for Board's consideration. Included in the Board's Agenda Packet was a letter from Mr. Heath and Sharon Ward, Finance Office, recommend the award of this contract at \$26,500, which was a 10% increase over last year. In addition, Mr. Heath explained about a finding note from the firm of Strickland & Jones, which is a response to a peer review for our FY 2012-13 Audit. There were a few minor issues related to how some of the loan documents for the 2012 refinance loans for the High School Loan were documented. A correctional statement from Douglas A. Hollowell, P.C. was also included. These are very minor issues and should not stop us from awarding the Audit Contract tonight but this note must be attached to the contract. A representative from Douglas A. Hollowell, P.C. would

have been here tonight to address this but they had a funeral visitation to attend which prevented them from attending tonight. A motion to approve the contract with Douglas A. Hollowell, P.C. was made by Matthew Peeler and seconded by Edward R. Muzzulin. Commissioner Miller-White asked what the best practice was with regard to how long an entity should keep the same auditor. Mr. Heath said that there is no set time. It is up to that entity to decide. Considering the fact that this firm has done a good job for us in the past and does several other entities in our area, he recommends the approval of this contract. The motion was unanimously approved by the Board and the contract was awarded to Douglas A. Hollowell, P.C. for \$26,500.

PUBLIC COMMENTS

There were no public comments.

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned at 8:10 p.m. on motion made by Edward R. Muzzulin, seconded by Matthew Peeler.

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Janice McKenzie Cole, Chair

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Clerk to the Board

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