#### AGENDA

# Perquimans County Board of Commissioners SPECIAL CALLED MEETING / WORK SESSION Commissioners' Room - Courthouse Annex May 16, 2016 7:00 p.m.

- I. Call to Order
- II. Prayer / Piedge
- III. Approval of Agenda
- IV. Special Called Meeting
  - A. Consent Agenda Personnel Matters
    - 1. Part-Time Nutrition Site Manager
    - 2. Administrative Assistant Recreation
  - Back Up 911 Memorandum of Understanding
- V. Special Called Meeting Adjournment
- VI. Regular Work Session
  - A. Bob Peele, Marine Industrial Park Update
  - B. Proposed Quasi-Judicial Procedures
  - C.
  - D.
  - E.
- VII. Adjournment

#### **COMMITTEE WRITTEN REPORTS:**

Chamber of Commerce Newsletter – May, 2016

#### AGENDA

# Perquimans County Board of Commissioners SPECIAL CALLED MEETING / WORK SESSION Commissioners' Room - Courthouse Annex May 16, 2016 7:00 p.m.

- IV.A. Enclosures. Items included on the Consent Agenda are enclosed. If you wish to discuss any of these items, please make that request <u>during</u> the meeting.
  - A. Enciosures: Personnel Matters

Employee	Employee	Action	Grade/	New	Fiffective	
Name	Job Title	Required	Step .	Salary	Date	
Neltie Sawyer	Part-Time Nutrition Site Manager	Appointment		\$8.33/hr.	5/18/16	
Amanda Layden	n Administrative Assistant – Recreation Appointment 58/5 24,909 5/31/1					
Deborah Owens* Part-Time Nutrition Site Manager Declined Offer \$8,33/					5/16/2016	
*Ms. Owens declined the job offer. Delphine interviewed other individuals and is making another recommendation.						

- B. Enclosures. Jonathan Nixon will present a Memorandum of Understanding for Board action. He is recommending, with attorney review, this Memorandum of Understanding, which is required to be approved before the first week of June in order for him to apply for state 911 funding. This is for our Back-up 911 Plan. Board action is being requested.
- VI.A. Bob Peele will present an update on the Perquimans Marine Industrial Park.
- VI.B. **Enclosures.** Chair Cole has prepared the attached draft of the Board's quasi-judicial procedures for review and discussion.

IV.A.1. - Page 1
DATE SUBMITTED: May 11, 2016

#### **COUNTY OF PERQUIMANS**

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

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### **EMPLOYMENT ACTION FORM**

DATE SUBMITTED:	51	, , 1	2016
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## COUNTY OF PERQUIMANS

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DEPARTME	NT RECOM	MENDATION	****	COUNTY MANAGER APPROVAL
Howard William				Frank Heath
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## STATE OF NORTH CAROLINA MEMORANDUM OF UNDERSTANDING COUNTY OF CHOWAN & COUNTY OF PERQUIMANS BACKUP PSAP

This Agreement, made this	day of	, 2016, by and	between the County of Chowar
(herein Chowan) and the County of	of Perquimans (h	erein Perquimans),	for the purpose of insuring a
functional Backup Public Safety A	Answering Point	(herein PSAP) for l	both parties;

#### WITNESSETH:

WHEREAS, Chowan and Perquimans are both bodies corporate and political existing pursuant to the laws of the State of North Carolina; and

WHEREAS, Chowan and Perquimans are currently engaged in operating and maintaining respective county-wide "911 communications system,; and

WHEREAS, Chowan and Perquimans are desirous of insuring that any citizen utilizing the "Emergency 911,, system in Chowan County or Perquimans County have their call answered as promptly and efficiently as possible; and

WHEREAS, during times of natural disaster and other unpredictable events, a county's 911 communications system may be temporarily disabled; and

WHEREAS, each party hereto recognizes the economy and benefits of utilizing the other's 911emergency communications system temporarily and facilities for a longer term; and

WHEREAS, the parties desire to set forth in this MOU the terms by which Chowan and Perquimans may utilize the other's 911 emergency communications centers for the benefit of the people of Chowan and Perquimans Counties; and

NOW, THEREFORE, in consideration of the terms, conditions, and covenants expressed therein, the parties agree as follows:

#### PURPOSE OF AGREEMENT

The purpose of this MOU is to establish a formal agreement whereby Chowan utilizes Perquimans as its Backup 911 Center, currently located at 159 Creek Drive in Hertford, NC, during such times as Chowan may experience failure of its primary 911 Center, and Perquimans utilizes Chowan as its Backup 911 Center currently located at 305 West Freemason Street in Edenton, NC, during such times as Perquimans may experience failure of its primary 911 Center, subject to the terms of this MOU.

#### 2. RESPONSIBILITIES OF CHOWAN

- 2.1 Chowan agrees to provide a physical location for placement and use of equipment needed for Perquimans to function as their 911 Center.
- 2.2 Chowan agrees to provide antenna space for Perquimans to install necessary radio equipment.

- 2.3 Chowan agrees to provide space in its recording system to capture all telephone and radio traffic associated with Perquimans during a Perquimans failure at Chowan's expense.
- 2.4 Chowan agrees to provide data connectivity (internet) at the Chowan location for Perquimans data use.
- 2.5 Chowan agrees to maintain its 911 Center facility operationally functional and up to date as possible.
- 2.6 Chowan agrees to provide key or other methods of access to Perquimans so that Perquimans will have access should a failure occur in Perquimans.
- 2.7 Chowan agrees to give the Perquimans 911 Director as much advance notice as practicable under the then existing circumstances of its need and intent to operate within the Perquimans facility.
- 2.8 Chowan agrees to process all Perquimans calls during a catastrophic failure until which time Perquimans personnel can reach the backup 911 Center and resume operations.
- 2.9 Chowan agrees to work with Perquimans to help train Perquimans Telecommunicators in dispatch methods for Chowan.

#### 3. RESPONSABILITIES OF PERQUIMANS

- 3.1 Perquimans agrees to provide a physical location for placement and use of equipment needed for Chowan to function as their 911 Center.
- 3.2 Perguimans agrees to provide antenna space for Chowan to install necessary radio equipment.
- 3.3 Perquimans agrees to provide space in its recording system to capture all telephone and radio traffic associated with Perquimans during a Chowan failure at Perquimans' expense.
- 3.4 Perquimans agrees to provide data connectivity (internet) at the Perquimans location for Chowan data use.
- 3.5 Perquimans agrees to maintain its 911 Center facility operationally functional and up to date as possible.
- 3.6 Perquimans agrees to provide key or other methods of access to Chowan so that Chowan will have access should a failure occur in Chowan.
- 3.7 Perquimans agrees to give the Chowan 911 Director as much advance notice as practicable under the then existing circumstances of its need and intent to operate within the Chowan facility.
- 3.8 Perquimans agrees to process all Chowan calls during a catastrophic failure until which time Chowan personnel can reach the backup 911 Center and resume operations.
- 3.9 Perquimans agrees to work with Chowan to help train Chowan telecommunicators in dispatch methods for Perquimans.

Both parties also covenant and agree to the following:

- 1. Governing Law. This Agreement shall be governed by and construed in accordance with the internal laws of the State of North Carolina, without reference to any conflict or choice of laws provision which would operate to make the internal laws of any other jurisdiction applicable.
- 2. Warranty. The parties hereto warrant and represent that they have full authority under applicable law to participate fully in this Agreement and all of its several provisions.
- 3. Modification. This Agreement shall only be modified, amended or supplemented, by a written instrument signed by both parties to this Agreement.
- 4. Unenforceability. If any provision of this Agreement is held to be illegal, invalid or unenforceable under any present or future laws, such provision shall be severable and the remainder of the Agreement shall continue in full force and effect.
- 5. Entire Agreement. This Agreement is only the agreement between the parties hereto with respect to the subject matter hereof and contains all of the terms agreed upon, and there are no other agreements, oral or written, between the parties hereto with respect to the subject matter hereof.
- 6. Term. The term of this Agreement shall commence upon execution by both parties on July 1, 2017 or sooner if facilities, equipment and staff are ready and will continue until one of the parties delivers a notice of intent to terminate at least twelve months prior to the end of the noticing party's fiscal budget year.
- 7. Termination. Either may terminate this Agreement by delivering to the other party a notice of its intent to terminate twelve months prior of the end of the noticing party's fiscal budget year. Any such notice shall be delivered by registered or certified mail and shall be addressed as follows:

Chowan County Sheriff PO Box 78 Edenton, NC 27932

Perquimans County Emergency Services Director PO Box 563 Hertford, NC 27944

- 8. Non-Discrimination. Neither party hereto shall discriminate on the basis of race, religion, creed, color, gender or national origin.
- 9. Other Agreements. Nothing herein shall prevent either party to this Agreement from entering into other agreements or memoranda of understanding with other counties or local governmental entities in relation to the same subject matter herein.
- 10. Remedies. This Agreement shall be enforceable by each party by all remedies available at law or in equity. Failure or delay to exercise any right, remedy or privilege hereunder shall not operate as a subsequent enforcement.

IN WITNESS WHEREOF, Chowan and Perquimans have caused this Agreement to be approved or ratified in the manner prescribed by law, and have authorized execution by the officers below.

	CHOWAN COUNTY
	(insert full name/title here)
ATTEST:	
(insert title – such as City Clerk)	[seal]
	PERQUIMANS COUNTY
NORTH CAROLINA COUNTY	(insert full name/title here)
certify that(inset before me this day and acknowledged that she Carolina municipal corporation, and that by an	blic in and for the aforesaid County and State, do hereby ert name of person attesting above) personally appeared is Clerk of County (for example), a North uthority duly given and as the act of the County of signed in its corporate name by its Manager, sealed with its k (if that's the title the one attesting is).
Witness my hand and Notarial Seal, th	his day of, 2016.
My Commission expires:	
Notar	ry Public

#### Rule 33. Quasi-Judicial Proceedings

participate

opportunity

- (a) Chair presiding
  - (1) Calls the Meeting to Order
  - (2) Establishes that there is a quorum
  - (3) Announces the case to be heard
  - (4) Informs those present of the methods used to notify the public of the hearing and request for representatives). NOTE: The public hearing notice shall include an announcement that those who wish to represent groups opposing the petition, have an opportunity to present witnesses and cross exam the petitioner's witnesses will have to submit by a date certain, their names, generally their reasons for opposing the petition and the signatures of ten persons whose views they will be representing.
  - (5) Explains the procedure that will be followed (which will include the names of representatives previously selected by the Board to on behalf of groups opposing the same position).
- (b) Planning Director summarizes the case
- (c) Chair will swear petitioner and petitioner's witnesses
- (d) The Chair in his/her discretion may allow petitioner and the designated attorney(s) or representative(s) acting on behalf of opposing groups to give opening statements at the beginning of the presentation of their position.
- (e) Petitioners' witnesses will testify. Following each witnesses' testimony the opposing parties through their designated attorney(s) or representative(s) will be given an opportunity to question the witness, followed by the County Attorney and Board Members.
- (f) The opposing parties, through their designated attorney(s) or representative(s) will then have their witnesses sworn and give testimony. Following each witnesses' testimony petitioner will be given an to question the witness, followed by the County Attorney and Board members.
- (g) Chair asks if any members of the public, who have not testified as witnesses

  and not committed to be represented by the designated attorney(s) or representative(s) wish to be heard. The Chair will recognize them one at a time in the order that they signed in on the sign-in sheet. (INDIVIDUAL.

close

COMMENTS SHALL NOT EXCEED 3 MINUTES). The Chair may

the public comment in his/her discretion if they if it exceeds 30 minutes and the comments are repetitious.

- (h) Petitioner will present its rebuttal testimony. Following each witnesses' testimony the opposing parties through their designated attorney(s) or representative(s) will be given an opportunity to question the witness, followed by the County Attorney and Board Members.
- (i) The Chair in his/her discretion may allow the opposing parties, or their designated attorney(s) or representative(s) to make a closing statement.
- (j) The Chair summarizes the evidence presented (Written findings of fact are required). NOTE: This is the last opportunity for the petitioner to request a continuance or to withdraw their application.
- (k) The Chair asks the Board for a Motion. It can be approved, or denied or for a continuance. A denial can be followed by another motion from the Board.
- (l) If an application is approved, the Board will state any conditions of the application, if needed.

# COMMITTEE REPORTS

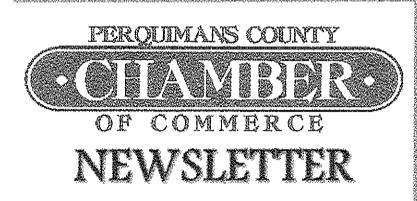
#### **Mary Hunnicutt**

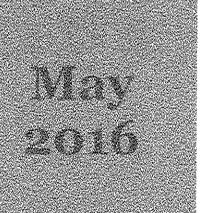
From: Perquimans County Chamber of Commerce <chamber@visitperquimans.com>

**Sent:** Monday, May 02, 2016 5:03 PM

To: mhunnicutt@perquimanscountync.gov
Subject: May Newsletter from the Chamber







## Perquimans Chamber in April 2016



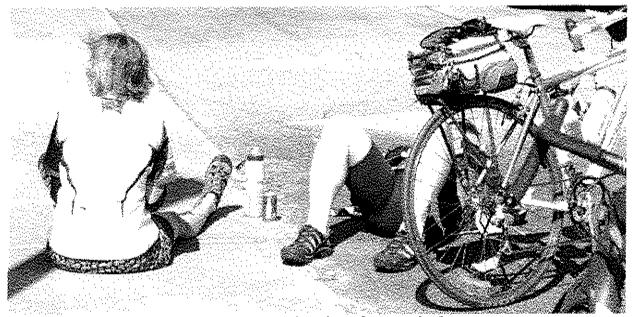
Cycle NC riders at the rest stop outside the Chamber in Hertford

Cycle NC's 13th Annual Coastal Ride rolled through Perquimans County April 24–27! The ride, which started in Edenton and routed riders all over Perquimans County, was sold out with 1400 riders, coming from 33 states and Canada, registered. Over 500 of the riders came through the rest stop set up outside the Chamber of Commerce in Hertford where they were greeted by "Lord Mayor" Eley and assisted to a variety of snacks and drinks by volunteers Jack & Judy Atwell, Susan Cox, Nancy Lodge, Gail Smith, and Mary Vidaurri. Many who stopped took the time to visit the Jim "Catfish" Hunter museum and were charmed by Perquimans' loyalty to it's heroic athlete.

The Hertford rest stop was on the cycle routes for Friday and Sunday morning. Friday was busy as riders swarmed the refreshment booths, sometimes twenty at a time, keeping the volunteers busy refilling water coolers and making peanut butter and jelly sandwiches. Sunday morning was a more leisurely experience' Fewer riders came to the rest stop and were more widely spaced. However, that allowed more time to visit with each guest and make them feel welcome. The Chamber also provided the riders with free roasted peanuts which proved to be very popular.

Many of the cyclists remarked on the beauty and hospitality of Perquimans County and expressed an interest in returning to visit. Some returned after the ride was over to dine in local restaurants and patronize local businesses. A good number were considering riding in 2017's Unhilly Hundred, Historic Hertford's own bike ride, as an opportunity to return to the pleasures of Perquimans county.

The Chamber is proud to participate in and sponsor events like this, which promote the scenic beauty of our County and introduce new visitors to the county while providing substantial economic impact.



Cycle NC riders taking a break at the Hertford rest stop.

For more pictures, take a look at our Instagram feed:



Sid Eley, Jeffrey Sackrison, Melissa Miller, Nicole Jethro, Anthony Bartholomew, Beata Jermakowicz-Chuba, Brandon Peters, Mary Dean Davenport and Lilian Holman cut the ribbon.



Melissa Miller greets guests.

## Vidant Family Medicine Ribbon Cutting!

On April 26, Hertford and the Chamber celebrated the arrival of Vidant Family Medicine with a Ribbon Cutting ceremony and Open House at their beautiful building 1124 Harvey Point Road.

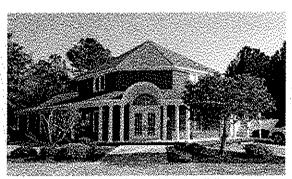
A crowd almost too big for the space was greeted by Anthony Bartholomew, Vice President of the Vidant Medical Group. He was followed by Jeffrey Sackrison, President of the Vidant Chowan Hospital, speaking briefly about how excited Vidant was to expand their support of Hertford

and Perquimans county. He then introduced two of the senior medical staff, Beata Jermakowicz-Chuba, Certified Family Nurse Practitioner and Dr. Brandon Peters, both of whom expressed their eagerness to serve Perquimans county. Susan Cox, President of the Chamber, Lilian Holman, Mayor Pro Tem of Hertford, and Sid Eley, Chamber Director, spoke warmly, welcoming Vidant's new enterprise.

Mary Dean Davenport, Practice Manager, cut the blue ribbon and all present enjoyed a delicious buffet catered by The Southern Lady. Guests then toured the facility and were impressed by the spacious rooms and impressive technology.



Sid Eley presents Jeffrey Sackrison, Dan Drake and Anthony Bartholomew of Vidant with a charming tribute to Hertford's signature turtle log.



Vidant Family Medicine Building

For more pictures of the ribbon cutting, visit our Instagram feed

## Hertford Farmer's Market Ribbon Cutting

Please join the Perquimans County Chamber of Commerce in cutting the ribbon on Hertford Farmers Market 2016! The ceremony will be held at the entrance to the Market in the Missing Mill Park on May 21st at 9 AM.

This year, for the first time, the Hertford Farmers Market will be run by the students of the Perquimans High School Future Farmers of America. Angel White, advisor to the FFA, describes their project this way:



## Hertford Farmers Market

#### Opening Soon!

When: Every Saturday, 8-12

May 21 through September 24

Where: Missing Mill Park

Hertford, NC

Who: Fermers/growers/producers

Bakers (NC State Certification required)
Makers of specialty consumable products
Makers of homemade craft items

Makers of homemade craft items

For more information on becoming a vendor, please contact Ms. Angel White awhite@pcs.k12.nc.us
252.426.5778 or 252.339.3764

"The Hertford Farmers Market is being established to encourage farming in the area and to strengthen Perquimans County's sense of community.

Our goal is to provide locally grown and made produce and products to our community and surrounding areas, through a cooperative, sustainable and entrepreneurial partnership of growers, craftsmen, merchants, and the community.

The market will strive to be a blend of fresh marketplace and gathering spot in Hertford for all members of the community.

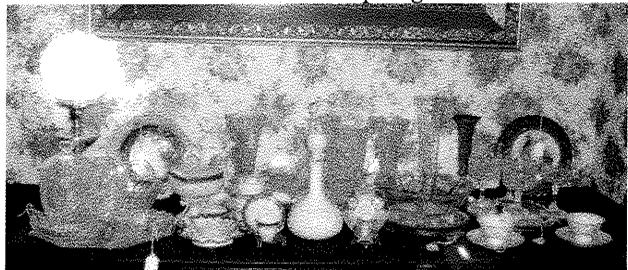
The market will be [...] student managed and run. It is, at this time, the only NC Farmers Market (to our knowledge) that is run in this manner. The students have done the majority of the planning and decision making with adult guidance.

The students are also working on plans to integrate more family friendly activities into the farmers market to bring adults and children out and encourage the community to really utilize the market.

The students have taken steps in planning to preserve the original purpose of the market and keep it a true farmers market."

Let's all come out and support the FFA in their endeavors and enjoy the Hertford Farmer's Market 2016!

Perquimans County Business in the Spotlight:



## Grandma's Treasures



A short walk down Market
Street from the Chamber at
132 West Market is
Grandma's Treasures, one
of Perquimans Counties
famous antique stores that
attract business from all
over the region. Located in
one of the lovely old
Victorian houses that
decorate Hertford,
Grandma's Treasures is a
shopping destination for
anyone interested in
vintage clothing, antiques

of all descriptions or simply beautiful furnishings.



Entering, you are greeted by Grandma, whose benign smile welcomes anyone interested in her many treasures.

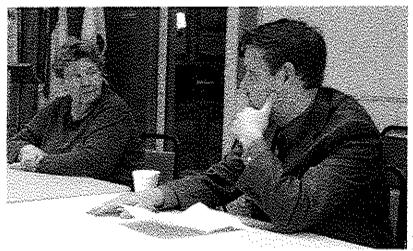
Especially lucky customers may meet the Boyce's dog, Izzy, who is delightfully friendly and gentle.



April has been a busy month for Perquimans County, Hertford and the Chamber. While diligently promoting events and activities throughout the county for our members and friends, the Chamber sponsored four events of it's own and got busy on the planning the 2016 Expo and a North Carolina Tourism Resource Assistance Center Workshop.

Early in the month, the Chamber partnered with COA's Small Business Center, NC Community Colleges, NC State Cooperative Extension to present a class on the graphic design software CANVA. Taught by Christina Williams, the class introduced a variety of business owners to the ease of creating advertising and social media posts that CANVA's free software and library of free templates, photos, fonts, borders and icons offers. In a hands-on, relaxed atmosphere, students were able to experiment, question and manipulate while getting advice from an expert.

April also saw a Chamber Conversation over Coffee with Jeff Moreland on setting up a business. Mr. Moreland spoke about the the benefits and challenges of sole proprietorship, partnership, corporation and LLC (limited liability company). Other attendees related their experiences with setting up businesses, asked questions and enjoyed coffee & pastries from Brew 2 Rescue Cafe.



Susan Cox and Jeff Moreland at the Chamber

#### Conversation Over Coffee

Later in the month, the Chamber took a leading role in the Vidant Ribbon Cutting and the NC Cycle's Coastal Ride as detailed above.

In addition, April saw the creation of a foundation on which the upcoming TRAC workshop will be built. Earlier this year, the Chamber contacted the North Carolina Tourism Resource Assistance Center about having a workshop in Hertford. NC TRAC will come to the Recreation Center in Hertford, bringing representatives of government departments and agencies, foremost among them Visit NC. Agents of local businesses and not for profit organizations will be able to meet one on one with these experts in attracting and maximizing tourism for advice, information about funding sources, strategies and inspiration. Anyone interested in seeing Perquimans' share of tourist revenue rise will see this as an unparalleled opportunity. That's coming up August 11, 2016.

The Chamber also began planning for EXPO '16! Put Your Business in the Winner's Circle. EXPO '16 will provide a showcase for Perquimans county businesses as well as offering entertaining activities, networking opportunities and a competition for local chefs. It will be a highlight of the year, but we will have to wait until October.

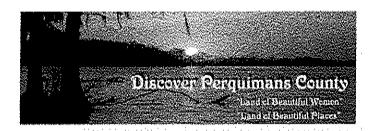
As busy and productive as April was, the Chamber looks forward to many more months with the same level of excitement and service to the Perquimans County business community.

Do YOU have an event, announcement or promotion that you want to see in the Chamber's newsletter, website or EBlast? or put on the Chamber's calendar? Just email a JPEG or PDF of your flyer to the Chamber at least TWO



WEEKS prior to the event and we will be happy to promote it for you!

chamber@visitperquimans.com





## Jimmy "Catfish" Hunter Museum

## Catfish Corner Jimmy "Catfish" Hunter Museum

Welcoming over 300 visitors in 2016 so far!

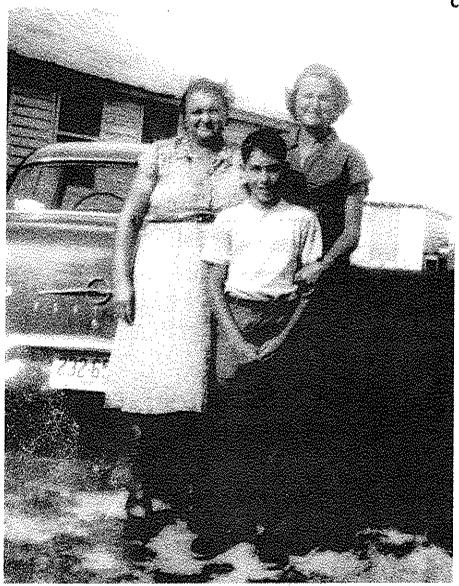


Bob & Marie Lunney pose with Jim Hunter.

## Special Visitors for Jimmy!

On April 11, Bob Lunney and his wife, Marie, stopped by the Chamber to visit the Jimmy "Catfish" Hunter Museum. They admired the extensive collection of memorabilia, photographs and news stories and listened with areat enjoyment to Mr. Eley's tales of Jimmy's younger days.

Then, Mr. Lunney had a photograph and a story of his own to share.

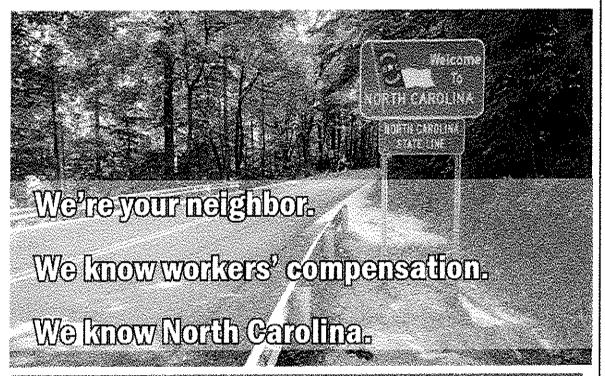


In August of 1957, Bobby (then 12) was travelling with his family and spent a week in the Nebold-White house! The family, Bob's parents, Bob & his sister, Mary Ann, were visiting his Aunt Rosa. Aunt Rosa was living in the House with her mother, Mrs. Lassiter, who owned the property.

Bob remembers sleeping in an upstairs room and roaming all over the historically significant house and grounds. On his recent visit to Hertford, he went to see the house where he had stayed as a boy and delighted the docent This photograph shows the young Bob, his Aunt Rosa and her mother, Mrs. Lassiter, outside the Newhold-White house (visible in the background of the picture).



Your Chamber endorses FBIM as a member benefit based on our commitment to North Carolina business owners.



First Benefits Insurance Mutual, Inc. (FBIM) is an association-based workers' compensation insurance company created by NC business owners. Your chamber membership provides you access to FBIM's competetive rates, flexible payment plans (no installment fee), and personable service.

Our clients have peace of mind knowing that FBIM is secured by an A+ (Superior) rated international reinsurance company.

Visit our website to find an agent in your area-

www.firstbenefits.org

## SAVE THE DATES!

The Chamber is sponsoring two exciting events in the coming months that you will not want to miss.

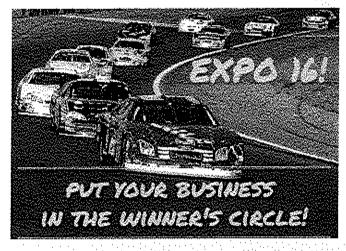


## TRAC Workshop August 11, 2016

North Carolina's Tourism Resource Assistance Center has scheduled a workshop in Perquimans County! Representatives from the Division of Tourism and the North Carolina Department of Commerce as well as other state agencies tasked with increasing and improving North

Carolina's tourism will be available to educate, inform and inspire!

Would your business benefit from assistance with strategic planning and identifying funding sources to maximize your tourist revenue? Come see what TRAC can do for you and your business!



## EXPO '16! October 13, 2016

Once again, the Chamber is hosting an Expo celebrating, advertising and entertaining Perquimans County. Plan to be a part of the excitement!

For more information on either of these events, contact the Chamber chamber@visitperquimans.com

252-426-5657

Advertise on the Perquimans County Website



Did you know that we have advertising space on the Perquimans County Website for Chamber Members? For a modest fee, you can benefit from the increasing traffic on our website. As we work to re-design and update the website and increase our visibility online by streamlining our social media presence, your business' advertising will be reach our expanding audience!

Consider supporting your Chamber and increasing the reach of your advertising by placing an ad with us!

For more information, please contact the Chamber: chamber@visitperquimans.com 252-4265657

## Local Happenings in May

County Band Boosters Fund Raiser, May 6, click HERE
Carolina Moon's Anybody Out There, May 6 & 7, click HERE
MOA Kentucky Derby Party, May 7, click HERE
Vidant Community Health Fair, May 12, click HERE
Womanless Beauty Pageant, May 14, click HERE
Mayday Addiction Awareness & Prevention Festival, May 14, click HERE
Library Activities, click HERE
AWARE CatSNIP, Feb. 12, click HERE



Visit Our Website





Perquimans Chamber, 118 W. Market Street, Hertford, NC 27944

SafeUnsubscribe™ mhunnicutt@perquimanscountync.gov

Forward this email | Update Profile | About our service provider

Sent by chamber@visitperquimans.com in collaboration with