

Board unanimously appointed Fondella A. Leigh as the Voting Delegate to the 2016 NCACC Conference in August.

HOME & COMMUNITY CARE BLOCK GRANT (HCCBG) AGREEMENT FOR FY 2016-17

The County has been approved to receive funds from the Home & Community Care Block Grant (HCCBG) funds. On motion made by Kyle Jones, seconded Edward R. Muzzulin, the Board unanimously authorized the Chair and County Staff to sign the required documentation to receive these funds.

PERSONNEL MATTERS

County Manager Heath reported that these resignations were received after the Agenda Packets were mailed out. On motion made by Wallace A. Nelson, seconded by Edward R. Muzzulin, the Board unanimously accepted the following resignations:

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Kathy Hunter	EMT Part-Time/Fill-In	Resignation			7/1/2016
Brian Owens	EMT Part-Time/Fill-In	Resignation			7/1/2016

BUDGET AMENDMENT NO. 1

The following Budget Amendment was received after the Agenda Packets were mailed out and was unanimously approved by the Board on a motion made by Matthew Peeler and seconded by Wallace A. Nelson:

**BUDGET AMENDMENT NO. 1
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-365-001	Grants - Recreation	350,000	
10-685-741	Playground Improvements	350,000	
EXPLANATION: Due to wet weather conditions, the Inclusive Playground at the Recreation Center was not completed within FY 15/16 as anticipated. This project was discussed at the 2/1/16 BOC meeting with the original Budget Amendment being approved for FY 15/16 on 3/17/16.			

PUBLIC COMMENTS

The following public comment was:

- **Tommy Harrell:** Mr. Harrell made two requests: (1) Provide adequate space and sound equipment for the Planning Board meeting next week to consider the Conditional Use Permit; and (2) Provide adequate space and sound equipment for the Board of Commissioners' meeting on the Conditional Use Permit in August.

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned at 7:20 p.m. on motion made by Edward R. Muzzulin, seconded by Matthew Peeler.

Janice McKenzie Cole, Chair

Clerk to the Board

WORK SESSION

July 18, 2016

7:00 p.m.

Due to a lack of business to discuss, the Perquimans County Board of Commissioners Work Session on July 18, 2016 was cancelled.

REGULAR MEETING

August 1, 2016

7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, August 1, 2016, 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 Kyle Jones, Vice Chairman
Fondella Leigh Wallace Nelson
Matthew Peeler

MEMBERS ABSENT: Edward R. Muzzulin

OTHERS PRESENT: Frank Heath, County Manager Mary Hunnicutt, Clerk to the Board
Hackney High, County Attorney

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

AGENDA

On motion made by Matthew Peeler, seconded by Fondella A. Leigh, the Board unanimously approved the Agenda as amended.

CONSENT AGENDA

The following items were considered to be routine and were unanimously approved on motion made by Matthew Peeler, seconded by Wallace E. Nelson.

1. **Approval of Minutes:** July 5, 2016 Regular Meeting

2. **Personnel Matters:**

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Jonathan Blanchard	Athletic Program Supervisor	Appointment	64/1	\$30,304	7/25/2016
Brian Gregory	Deputy	Promotion	65/1	\$31,667	8/1/2016

3. **Step/Merit Increases:**

Employee Name	Employee Job Title	Grade /Step	New Salary	Effective Date
Samantha Farrar	Office Assistant III	57/2	22,826	8/1/2016
Carolyn Lewis	IMC II	63/3	30,448	8/1/2016
Sonia Davenport	EMT-I	66/7	38,310	8/1/2016
James Grosjean	EMS Shift Supervisor/Training Officer	68/5	39,843	8/1/2016
Ida Harris	EMT-I	66/11	42,236	8/1/2016
Heather Vanscoy	EMT-I	66/3	34,749	8/1/2016
Nettie Gordon	Secretary - Senior Center	56/3	10.76	8/1/2016

4. **Board Reappointment/Resignation:** The following Board reappointment/resignation was approved by the Board:

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
High, Hackney	County Attorney	Reappointment	2 yrs.	9/1/2016
Rowland, Rita	Nursing Home Advisory Committee	Resignation		7/25/2016

INTRODUCTION OF EMPLOYEES

- **Jonathan Nixon:** Mr. Nixon, Emergency Services Director, introduced Keely Cartwright who was promoted to a Full-Time Telecommunicator on July 1, 2016, and Emily Harrell, who began working in Telecommunications on July 1, 2016.
- **Howard Williams:** Mr. Williams, Recreation Director, introduced Amanda Layden, Administrative Assistant, who began working in Recreation on May 31, 2016 and Jonathan Blanchard, Athletic Program Supervisor, who began working in Recreation on July 25, 2016.

Chair Cole welcomed them to the County.

KEITH HAMM, MOBILE CRISIS TEAM

Mr. Hamm, Mobile Crisis Team representative for the Albemarle Area, presented information on Mobile Crisis Management. He stated that what they do is respond to individuals in the community in an effort to deescalate their crisis, develop appropriate strategies for symptom reduction. This is done at no expense to the client. He let the Board know that, in 2015, they responded to 41 individuals in Perquimans County and, currently to date, they have served 52 residents. Commissioner Peeler asked if these residents were actually seen by the Mobile Crisis Team. Mr. Hamm said that they were. Mr. Hamm then gave a brief breakdown of the services that they provide.

ROBB DAVIS, NC FOREST SERVICE

Mr. Davis explained to the Board that Clarence Watson retired and he has been appointed to serve Perquimans County. He presented the following annual report:



North Carolina Department of Agriculture
and Consumer Services

N.C. Forest Service



Steven W. Troxler
Commissioner

Scott Bisette
Assistant Commissioner

July 11, 2016

Dear Perquimans County Commissioners and County Manager Heath:

I have been diligently working throughout the year to achieve the accomplishments in the body of this letter.

This letter highlights the North Carolina Forest Service's annual accomplishments for Perquimans County in fiscal year July 2015 - June 2016. The NCFS is responsible for the protection and development of all woodlands in the county. Perquimans County's woodland area consists of 72,000 acres as listed in the *Forest Statistics for North Carolina, 2012* survey. At this time, I would like to take the opportunity to explain our program areas and the accomplishments we made this past year.

Fire Control

We have 5 Volunteer Fire Departments which continue to be a tremendous asset to us in wildfire suppression. Their quick initial attack minimizes fire damage and keeps fires small. Through our various programs, we have taken great strides to assist the VFD's with acquisition of new (newer) equipment. We were able to assist in the allocation of grant monies through the Volunteer Fire Service matching grants to help out Bethel with some needed additions to their new Brush Truck and for Durant's Neck to refurbish their chainsaw kits as a follow up to last year's training session.

In FY 2015-16, we responded to 8 reportable fires with 16 total responses to fire calls as well as assistance with various air quality issues. All local county and state agencies pulled together with no accidents or injuries,

Forest Management

With help from our District Forest Management staff in Elizabeth City, we prepared a variety of management plans for Perquimans landowners consisting of 20 plans covering 1418 acres. These plans help forest landowners meet financial and personal objectives for their timberland. These plans address timber resources, wildlife, aesthetics, water quality, soil protection, and/or recreation opportunities. We have a big year coming up for forest management accomplishments. I will be monitoring project areas with survival checks of last year's planting projects, natural counts on harvested lands, and land measurement of all projects using a global positioning system. During the spring, we established 347 acres of loblolly plantations. The NCFS allocated over 6,600 dollars in Forest Development Program cost-share payments to landowners. Overall, we have had nearly 4600 acres of active forest management practices in Perquimans County alone.

Water Quality Protection

We are also committed to recommending and practicing environmentally responsible forestry operations. All forestry activities must adhere to Forest Practice Guidelines and Best Management Practices. These laws and regulations protect water quality and enable us to utilize forest resources in a sustainable manner. This past fiscal year, we conducted 36 inspections on 18 sites totaling 1279 acres of forest harvesting activities in the county.

Information and Education

Informational and educational programs are a vital part of our organization to educate the public in forestry and the prevention of wildfires. Our Smokey Bear program continues to be very popular with the kids during Fire Prevention Week. We visited kindergarten through third grade in all the public schools. I have personally conducted 15 different programs this past fiscal year. The North Carolina Forest Service has a presence with the students in Perquimans County in the Public and Private schools.

Urban Assistance and Pest Control

We provide Perquimans citizens with advice and support on shade trees, yard trees, windbreaks, and insect & disease control. Urban assistance will continue to be a priority as the population increases and more land is developed. This year we served 2 urban landowners with yard tree requests. In an effort to protect urban and forested areas, each year we conduct aerial and ground surveys for forest pest outbreaks.

We did not find any significant insect activity this past year. I will be flying the area this coming winter to look for Southern pine beetle infestations.

Other Services

We are also involved in the overall emergency response in Perquimans County, the State of North Carolina, and the Southeast Compact. We stand ready for natural disaster recovery efforts such as hurricanes, floods, tornadoes, and ice storms.

Summary

We have had a very productive year serving the citizens of Perquimans County. The Forest Service appreciates the support of this board of commissioners and our cooperators in helping us achieve the success I have described. Forestry is an important economic base in our county and trees are a very significant element in our total environment. We must protect and develop our forest to produce the maximum benefits for the people of Perquimans County. If you need assistance or have any questions, please feel free to contact me at 426-5551.

Sincerely,



C R Davis
 Perquimans County Ranger
 North Carolina Forest Service
 252-426-5551
 Perquimans.ncfs@ncagr.gov

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 Phone: (919) 857-4801 • FAX (019) 867-4802 • www.ncforest.service.gov
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Commissioner Nelson asked about the Southern Pine Beetle. Mr. Davis said that we have not had a big infestation yet. Commissioner Peeler asked about the reforestation program and if the people leave the property as is after cutting down the trees or can they replant the trees immediately. Mr. Davis said that the owner could replant immediately. Chair Cole thanked Mr. Davis for his report and his service to Perquimans County.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

Chair Cole asked if there were any Commissioner's Concerns or Committee Reports. The following reports were given:

- **Commissioner Nelson:** Mr. Nelson explained that the Athletic Complex Committee will be meeting again soon and that Superintendent Cheeseman will be making a presentation about the Athletic Complex at the August Work Session. There being no further Commissioner's Concerns or Committee Reports, she proceeded with Old Business.
- **Chair Cole:** Ms. Cole asked Ms. Hunnicutt to include in the Minutes that our Building Inspector, Virgil Parrish, was presented with the Building Inspector for the Year Award at the NC Building Inspectors Association meeting.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- **Crop Agent:** Mr. Heath informed the Board that the new Crop Agent has been hired and Jewel Winslow, Extension Director, will be introducing him to the Board next month.
- **Accessible Playgrounds:** We will be holding a Ribbon Cutting at the new Accessible Playgrounds at the Recreation Center on August 24, 2016 at 10:00 a.m.
- **Boat Ramp Project:** We are still waiting on wildlife to obtain the insurance and bond information from the contractor.
- **Library Project:** Mr. Heath informed the Board that the financing for the project had been approved by the Local Government Commission and that we have closed on the BB&T loan.

LIBRARY PROJECT AGREEMENT BETWEEN PERQUIMANS COUNTY & CONTRACTOR

County Manager Heath presented the standard contract agreement between Perquimans County and Aarene Contracting, LLC for Board review and action. He further stated that County Attorney High has reviewed the Agreement and approved. The contractor has read and approved the Agreement and Mr. Heath recommends that the Board approve the Agreement. Kyle Jones made a motion to approve the Agreement with Aarene Contracting, LLC to construct the new library facility. The motion was seconded by Matthew Peeler. Chair Cole asked if there were any questions or concerns. Ms. Cole asked what the start date was. Mr. Heath said that they should be starting in about one month. Commissioner Peeler asked what the term substantial completion was and where is in in the contract. Mr. Heath said that it was included under the scope of work that will be fully completed. Mr. Peeler asked if this included the equipment like computers, etc. He wanted to know if it would be computer ready. Mr. Heath said that it did not include the installation of the computers but it did include all the wiring and wireless services installation. There being no further discussion, the Board unanimously approved the Agreement as presented.

BOARD APPOINTMENTS: NURSING HOME ADVISORY COMMITTEE

County Manager Heath explained that we have had another Nursing Home Advisory Committee member to resign. He asked Mary Hunnicutt, Clerk to the Board, to further explain the situation. Ms. Hunnicutt explained that we currently have three (3) vacancies: Gene Boyce, not eligible to serve; Rita Rowland, resigned because she did not have the time now; and Cherie Wilder, who resigned effective September 1, 2016. We had placed an ad in The Perquimans Weekly last week for anyone that was interest in serving on this Committee. Ms. Hunnicutt stated that we had one individual to request an application. She said that, when we have individuals willing to serve, she will place their appointments on that month's Agenda. The current resignation is as follows:

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Wilder, Cherie	Nursing Home Advisory Committee	Resignation		7/25/2016

PUBLIC COMMENTS

There were no public comments.

CLOSED SESSION: APPROVAL OF CLOSED SESSION MINUTES

Pursuant to NCGS #143-318.11, Wallace E. Nelson made a motion to go into Closed Session to approve Closed Session Minutes. The motion was seconded by Kyle Jones and unanimously approved by the Board.

The Closed Session was adjourned and the Regular Meeting reconvened on motion made by Matthew Peeler, seconded by Fondella A. Leigh. There was no action needed after the Closed Session.

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned at 7:40 p.m. on motion made by Matthew Peeler, seconded by Kyle Jones.

Janice McKenzie Cole, Chair

Clerk to the Board

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