Name	Board/Committee	Mbrs	Term	Appt.	Expire
Peeler, Matthew	Economic Development Commission – County	7	2 yrs.	2/1/2015	1/31/2017
Peeler, Matthew	Nursing Home Advisory Committee - ex-officio	5	unlimited	12/3/2012	unlimited
Peeler, Matthew	Perquimans/Chowan/Gates Landfill Committee	10	indefinite	12/3/2012	indefinite
Peeler, Matthew	RPO Transportation Advisory Committee - Alternate	20	2 yrs.	12/1/2014	11/30/2016
Peeler, Matthew	Tourism Development Authority (Commissioners)	6	2 yrs.	2/1/2015	1/31/2017
Peeler, Matthew	Tri-County Shelter Advisory Committee Board	7	unlimited	2/1/2013	unlimited
Peeler, Matthew	Water Committee		unlimited	12/3/2012	unlimited

Commissioner Nelson stated that this would also be a good time for any commissioner to step down from any board/committee that they desire. Chair Jones explained that, if any Board member would like to change a board/committee appointment, please let Mary Hunnicutt know before the January 17, 2017 Work Session. It was the consensus of the Board to discuss these appointments at the January Work Session and make the formal appointments at the February 6, 2017 Regular Meeting.

#### RESIGNATION: NURSING HOME COMMUNITY ADVISORY COMMITTEE

County Manager Heath explained that we had received a letter of resignation from Elaine Hester effective January 1, 2017. On motion made by Edward R. Muzzulin, seconded by Fondella A. Leigh, the Board unanimously accepted Ms. Hester's resignation and will appoint a replacement at a later meeting.

# **PUBLIC COMMENTS**

There were no public comments or unscheduled appointments.

### **CLOSED SESSION: PERSONNEL MATTER**

Pursuant to NC General Statute 143-318.11(6), Edward R. Muzzulin made a motion to go into Closed Session to discuss a personnel matter. The motion was seconded by Fondella A. Leigh and unanimously approved by the Board.

The Closed Session was adjourned and the Regular Meeting reconvened on motion made by Edward R. Muzzulin, seconded by Charles Woodard. 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 8:15 p.m. on motion made by Edward R. Muzzulin, seconded by Charles Woodard.

		T. Kyle Jones, Chairman
Clerk to the Board	* * * * * * * * * * * * * * * * * * *	

# SPECIAL CALLED MEETING January 17, 2017 7:00 p.m.

The Perquimans County Board of Commissioners met in a Special Called Meeting on Tuesday, January 17, 2017, at 7:00 p.m. in the Commissioners Room located on the first floor of the Perquimans County Courthouse Annex.

MEMBERS PRESENT: Kyle Jones, Chairman Fondella Leigh, Vice Chair

Joseph W. Hoffler Edward R. Muzzulin
Wallace Nelson Charles Woodard

MEMBERS ABSENT: None

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

Hackney High, County Attorney

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

### **AGENDA**

On motion made by Edward R. Muzzulin, seconded by Fondella A. Leigh, the Board unanimously approved the Agenda as amended.

# **CONSENT AGENDA**

The following item was considered to be routine and was unanimously approved on motion made by Edward R. Muzzulin, seconded by Charles Woodard.

#### A. Personnel Matter

Employee	Employee	Action	Grade/	New	Effective
Name	Job Title	Required	Step	Salary	Date
Chadd Trotman	EMT-I	Resignation			

# **CLOSED SESSION: PERSONNEL MATTER**

Pursuant to NC General Statute 143-318.11(6), Edward R. Muzzulin made a motion to go into Closed Session to discuss a personnel matter. The motion was seconded by Joseph W. Hoffler and unanimously approved by the Board.

The Closed Session was adjourned and the Regular Meeting reconvened on motion made by Edward R. Muzzulin, seconded by Charles Woodard. There was no action needed after the Closed Session.

## **APPOINTMENT: SHERIFF**

On motion made by Edward R. Muzzulin, seconded by Fondella A. Leigh, the Board unanimously appointed Shelton White, Jr. as Sheriff of Perquimans County at Grade 75/Step 11 at \$62,768 effective February 1, 2017.

#### **ADJOURNMENT**

There being no further comments or business to discuss, the Special Called Meeting was adjourned and the Regular Work Session began at 8:30 p.m. on motion made by Fondella A. Leigh, seconded by Edward R. Muzzulin.

T. Kyle Jones, Chairman

Clerk to the Board

MEMBERS ABSENT:

7:00 p.m.

The Perquimans County Board of Commissioners met in a regular Work Session on Tuesday, January 17, 2017, at 8:30 p.m. in the Commissioners' Room located on the first floor of the Perquimans County

MEMBERS PRESENT: Kyle Jones, Chairman

None

Fondella Leigh, Vice Chair Edward R. Muzzulin Charles Woodard

Wallace Nelson

OTHERS PRESENT: Frank Heath, County Manager

Hackney High, County Attorney

Mary Hunnicutt, Clerk to the Board

The following matters were discussed during the Work Session.

Joseph W. Hoffler

#### **COMMITTEE APPOINTMENTS**

Chairman Jones stated that Mary Hunnicutt had forwarded the following list of Commissioners committee appointments:

Name	Board/Committee	Term	Appt.	Expire
Cole, Janice	Chowan/Perquimans Multi-County LEPC	1 yr.	1/1/2015	12/31/2015
Cole, Janice	Court Security Committee	unlimited	2/1/2011	unlimited
Cole, Janice	East Carolina Behavioral Health Area Board	unlimited	5/3/2010	unlimited
Cole, Janice	Housing Committee	unlimited	2/1/2011	unlimited
Cole, Janice	Communications Advisory Board - County	2 yrs.	2/1/2015	1/31/2017
Cole, Janice	Senior Citizens Advisory Board	2 yrs.	2/1/2015	1/31/2017
Jones, Kyle	Court Security Committee	unlimited	1/5/2015	unlimited
Jones, Kyle	Home & Community Care Block Grant	unlimited	12/3/2012	unlimited
Jones, Kyle	Inter-Agency Council - Commissioner	1 yr.	7/1/2016	6/30/2017
Jones, Kyle	Recreation Advisory Committee - Commissioner	3 yrs.	1/5/2015	6/30/2017
Jones, Kyle	Social Services Board (as long as Commissioner)	3 yrs.	7/1/2016	6/30/2019
Leigh, Fondella	Albemarle Commission (1st term of 2 successive terms)	2 yrs.	1/1/2015	12/31/2016
Leigh, Fondella	Housing Committee Chairman	unlimited	1/5/2015	unlimited
Leigh, Fondella	Water Committee	unlimited	1/5/2015	unlimited
Leigh, Fondella	WIA/JTPA Chief Elected Official	unlimited	1/5/2015	unlimited
Leigh, Fondella	Northeastern Workforce Development Consortium	unlimited	2/1/2015	unlimited
Muzzulin, Edward	Board Trustees for Bethel Fire Dept.	1 yr.	10/1/2016	9/30/2017
Muzzulin, Edward	Chamber of Commerce Board	unlimited	2/7/2011	unlimited
Muzzulin, Edward	Economic Development Commission - County	2 yrs.	2/1/2015	1/31/2017
Muzzulin, Edward	EMS Advisory Board	2 yrs.	1/5/2015	1/31/2017
Muzzulin, Edward	Hertford Step Community Program	unlimited	2/1/2011	unlimited
Muzzulin, Edward	Historic Hertford, Inc.	3 yrs.	7/1/2014	7/1/2017
Muzzulin, Edward	Perquimans/Chowan/Gates Landfill Committee	indefinite	1/5/2015	indefinite
Muzzulin, Edward	RPO Transportation Advisory Committee	2 yrs.	2/1/2015	1/31/2017
Muzzulin, Edward	Tourism Development Authority (Commissioners)	2 yrs.	2/1/2016	1/31/2018
Muzzulin, Edward	Albemarle Hospital Board of Trustees	3 yrs.	1/1/2016	12/31/2019
Muzzulin, Edward	Agricultural Advisory Board - Commissioner	3 yrs.	2/1/2014	1/31/2017
Muzzulin, Edward	Albemarle District Jail Commission	2 yrs.	2/1/2015	1/31/2017
Nelson, Wallace	Albemarle Regional Health Services	indefinite	1/5/2015	unlimited
Nelson, Wallace	Economic Development Commission - County	2 yrs.	2/1/2015	1/31/2017
Peeler, Matthew	Albemarle Regional Landfill Authority	4 yrs.	1/5/2015	1/31/2017
Peeler, Matthew	Economic Development Commission - County	2 yrs.	2/1/2015	1/31/2017
Peeler, Matthew	Nursing Home Advisory Committee - ex-officio	unlimited	12/3/2012	unlimited
Peeler, Matthew	Perquimans/Chowan/Gates Landfill Committee	indefinite	12/3/2012	indefinite
Peeler, Matthew	RPO Transportation Advisory Committee - Alternate	2 yrs.	12/1/2014	11/30/2016
Peeler, Matthew	Tourism Development Authority (Commissioners)	2 yrs.	2/1/2015	1/31/2017
Peeler, Matthew	Tri-County Shelter Advisory Committee Board	unlimited	2/1/2013	unlimited
Peeler, Matthew	Water Committee	unlimited	12/3/2012	unlimited

Mr. Jones asked if there were any committees that a Commissioner would like to be removed from. Also, Mary Hunnicutt informed the Board that Janice Cole had been replaced by Wallace Nelson on the Chowan/Perquimans Multi-County LEPC. The following comments were made:

- > Commissioner Muzzulin: Mr. Muzzulin explained that the Chamber of Commerce Board was ex-officio member. Also, the Hertford Step Community Program no longer exits. He also requested to step down from the Agricultural Advisory Board Commissioner. The Board made note of these changes.
- > Mary Hunnicutt: Ms. Hunnicutt informed the Board that the Nursing Home Advisory Committee ex officio appointment did not have to be filled. She had talked to Brandi Jordan, Region R. Long-Term Care Ombudsman, who informed her that no other county in the region had an ex-officio member. This was established back with Shirley Wiggins was on the Board. Therefore, the Board deleted that appointment.
- > Commissioner Nelson: Mr. Nelson asked about the East Carolina Behavioral Health Area Board. Mary Hunnicutt stated that it probably is no longer in existence with the establishment of the Trillium Board. Mr. Nelson agreed.

> County Manager Heath: Mr. Heath said that the RPO Transportation Advisory Committee is an Alternate member so he can handle that if the regular member cannot attend.

After the discussion, the following recommendations were made for the Commissioner committee appointments:

Name	Board/Committee	Term	Appt.	Expire
Heath, Frank	RPO Transportation Advisory Committee - Alternate	2 yrs.	12/1/2014	11/30/2016
Hoffler, Joseph	Communications Advisory Board - County	2 yrs.	2/1/2015	1/31/2017
Hoffler, Joseph	Court Security Committee	unlimited	2/1/2011	unlimited
Hoffler, Joseph	Housing Committee	unlimited	2/1/2011	unlimited
Hoffler, Joseph	Perquimans/Chowan/Gates Landfill Committee	indefinite	12/3/2012	indefinite
Jones, Kyle	Court Security Committee	unlimited	1/5/2015	unlimited
Jones, Kyle	Home & Community Care Block Grant	unlimited	12/3/2012	unlimited
Jones, Kyle	Inter-Agency Council - Commissioner	1 yr.	7/1/2016	6/30/2017
Jones, Kyle	Recreation Advisory Committee - Commissioner	3 yrs.	1/5/2015	6/30/2017
Jones, Kyle	Social Services Board (as long as Commissioner)	3 yrs.	7/1/2016	6/30/2019
Jones, Kyle	Water Committee	unlimited	12/3/2012	unlimited
Leigh, Fondella	Albemarle Commission (1st term of 2 successive terms)	2 yrs.	1/1/2015	12/31/2016
Leigh, Fondella	Senior Citizens Advisory Board	2 yrs.	2/1/2015	1/31/2017
Leigh, Fondella	Water Committee	unlimited	1/5/2015	unlimited
Leigh, Fondella	WIA/JTPA Chief Elected Official	unlimited	1/5/2015	unlimited
Leigh, Fondella	Northeastern Workforce Development Consortium	unlimited	2/1/2015	unlimited
Muzzulin, Edward	Albemarle Hospital Board of Trustees	3 yrs.	1/1/2016	12/31/2019
Muzzulin, Edward	Albemarle Regional Landfill Authority	4 yrs.	1/5/2015	1/31/2017
Muzzulin, Edward	Board Trustees for Bethel Fire Dept.	1 yr.	10/1/2016	9/30/2017
Muzzulin, Edward	Economic Development Commission - County	2 yrs.	2/1/2015	1/31/2017
Muzzulin, Edward	EMS Advisory Board	2 yrs.	1/5/2015	1/31/2017
Muzzulin, Edward	Historic Hertford, Inc.	3 yrs.	7/1/2014	7/1/2017
Muzzulin, Edward	Perquimans/Chowan/Gates Landfill Committee	indefinite	1/5/2015	indefinite
Muzzulin, Edward	RPO Transportation Advisory Committee	2 yrs.	2/1/2015	1/31/2017
Muzzulin, Edward	Tourism Development Authority (Commissioners)	2 yrs.	2/1/2016	1/31/2018
Muzzulin, Edward	Water Committee	unlimited	12/3/2012	unlimited
Muzzulin, Edward	Albemarle District Jail Commission	2 yrs.	2/1/2015	1/31/2017
Nelson, Wallace	Albemarle Regional Health Services	indefinite	1/5/2015	unlimited
Nelson, Wallace	Chowan/Perquimans Multi-County LEPC	1 yr.	1/1/2015	12/31/2015
Nelson, Wallace	Economic Development Commission - County	2 yrs.	2/1/2015	1/31/2017
NO LONGER EXISTS	East Carolina Behavioral Health Area Board	unlimited	5/3/2010	unlimited
NO LONGER EXISTS	Hertford Step Community Program	unlimited	2/1/2011	unlimited
NO LONGER NECESSARY	Nursing Home Advisory Committee - ex-officio	unlimited	12/3/2012	unlimited
VACANT	Economic Development Commission - County	2 yrs.	2/1/2015	1/31/2017
Woodard, Charles	Agricultural Advisory Board - Commissioner	3 yrs.	2/1/2014	1/31/2017
Woodard, Charles	Chamber of Commerce Board	unlimited	2/7/2011	unlimited
Woodard, Charles	Tourism Development Authority (Commissioners)	2 yrs.	2/1/2015	1/31/2017
Woodard, Charles	Tri-County Shelter Advisory Committee Board	unlimited	2/1/2013	unlimited

Mr. Jones asked the Board to consider the Economic Development Commission appointment and let Mary Hunnicutt know so that we can take action on these appointments at the February 6, 2017 meeting.

#### GOLF CARTS – SNUG HARBOR

Chairman Jones explained that, at the January 3, 2017 Commissioners Meeting, Mr. Lowry from Snug Harbor presented a request to allow golf carts on private roads within the Snug Harbor subdivision. The Board discussed this matter and decided that they would continue to review the information, discuss it with the new sheriff, and make a recommendation at a later date. Mr. Lowry was present and offered any assistance that the Board may need.

## **NOISE ORDINANCE**

At the January 3, 2017 meeting, Brittany Jacobs appeared before the Board to request that they review the current Noise Ordinance and make changes that would help with the enforcement of the Ordinance. The Board discussed the matter and decided that County Manager Heath, County Attorney High, and Chairman Jones would review the present document and make a recommendation for the Board to consider at a later date.

## **COUNTY MANAGER UPDATE**

County Manager Heath reported on the following items:

- > Joint Work Session with Planning Board: Mr. Heath explained that recently the Board asked the Planning Board to review the Zoning Ordinance regarding Solar Farms. The Planning Board has asked for a Joint Work Session to get some clear direction from the Board of Commissioners. Mr. Heath asked the Commissioners if they would be willing to hold the Joint Work Session on February 20, 2017. The Board agreed.
- <u>Library Project Update</u>: Mr. Heath reported that the Library Project Architect will be presenting an update at the February 20<sup>th</sup> meeting.

#### SEN. THOM TILLIS

Chairman Jones asked if the Board had received an e-mail from Sen. Tillis regarding a Safer Grant for Fire Departments. County Manager Heath said that he did receive it and has forwarded it to Jonathan Nixon who has forwarded it to the Fire Departments.

# **ADJOURNMENT**

There being no further comments or business to discuss, the Work Session was adjourned at 9:15 p.m.

	T. Kyle Jones, Chairman	
Clerk to the Board		
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