

RESOLUTION: HARBOR TOWN PROJECT – IBX AUTHORITY

Chairman Nelson presented the following resolution:

**Resolution in Support of the Harbor Town Project
Albemarle Regional Tourism Development Strategy**

At a meeting of the Perquimans County Board of Commissioners on Monday, June 4, 2018, the Board of Commissioners, on a motion by Charles Ward and seconded by Edward R. Muzzulin, the following resolution was adopted by a vote of 6 to 0.

Whereas, A summary of the Harbor Town Project Albemarle Regional Tourism Development Strategy has been reviewed by various members of the Perquimans County Board of Commissioners; and,

Whereas, the County agrees to be included in an Albemarle Regional Tourism Development Strategy to be coordinated by the IBX authority; a Private Non-Profit IBX 501(c)3 under the auspices of the UNC Kenan Flagler School of Business; and,

Whereas, the Board of County Commissioners understands that four other NENC counties might also be initially included: Edenton, NC, in Chowan County; Plymouth, NC, in Washington County; Columbia, NC in Tyrell County; and Elizabeth City, NC in Pasquotank County; with other IBX regional towns and counties also welcomed to participate; and,

Whereas, the IBX authority shall apply for multiple grants to develop, coordinate, manage and implement the regional tourism strategy; and,

Whereas, the IBX shall be governed by the IBX Board of Directors; and,

Whereas, all IBX plans and budgets must be approved by the board of directors of IBX; and,

Whereas, Perquimans County shall appoint one member to the Board of Directors; and,

Whereas, the Perquimans County Board of Commissioners understands that it shall not be responsible for any funding to meet the expenses for the operations of the IBX 501(c)3, but that the operating cost for the IBX Authority shall be a part of all grants which it will be responsible for preparing and submitting.

NOW, THEREFORE, BE IT RESOLVED THAT: The Perquimans County Board of Commissioners supports efforts to secure funding from non-profits such as Golden Leaf Foundation and from federal and state funding sources as well, to fund the development of the Harbor Towns Project.

Adopted this 4th day of June, 2018.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTESTED:

(SEAL)

Mary P. Hunnicutt, Clerk to the Board
Perquimans County Board of Commissioners

On motion made by Charles Woodard, seconded by Edward R. Muzzulin, the Board unanimously approved the above Resolution supporting the Harbor Town Project – IBX Authority.

ATHLETIC COMPLEX – LOTTERY APPLICATION

County Manager Heath explained that we just received this request from the Board of Education prior to the meeting. We sent a copy to each of you prior to the meeting and there is a copy at your seats tonight. The Board of Education is requesting Lottery Funds in the amount of \$18,635.00 to purchase and install the irrigation system for the football field. After some discussion, the Board asked Mr. Heath to contact the Board of Education to have someone here at our Special Called Meeting on June 18, 2018 to explain this request. On motion made by Edward R. Muzzulin, seconded by Joseph W. Hoffer, the Board unanimously agreed to table action on this request until the June 18, 2018 Special Called Meeting.

PUBLIC COMMENTS

There were no public comments.

CLOSED SESSION: ECONOMIC DEVELOPMENT MATTER & CLOSED SESSION MINUTES

Pursuant to NC General Statute 143-318.11(4), Fondella A. Leigh made a motion to go into Closed Session to discuss an economic development matter and to approve closed session minutes. The motion was seconded by Charles Ward and unanimously approved by the Board.

The Closed Session was adjourned and the Regular Meeting reconvened on motion made by T. Kyle Jones, seconded by Fondella A. Leigh, and unanimously approved by the Board. There was no action needed following the Closed Session.

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned at 8:00 p.m. on motion made by Fondella A. Leigh, seconded by Charles Woodard.

Wallace E. Nelson, Chairman

Clerk to the Board

SPECIAL CALLED MEETING

June 18, 2018

6:50 p.m.

The Perquimans County Board of Commissioners met in a SPECIAL CALLED MEETING on Monday, June 18, 2018, at 6:50 p.m. in the Commissioners Room located on the first floor of the Perquimans County Courthouse Annex.

MEMBERS PRESENT: Wallace E. Nelson, Chairman
Joseph W. Hoffer
Edward R. Muzzulin
Fondella A. Leigh, Vice Chair
Kyle Jones
Charles Woodard

MEMBERS ABSENT: None

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

Chairman Nelson called the meeting to order. Commissioner Hoffler gave the invocation and the Chairman led the Pledge of Allegiance. Chairman Nelson explained that this Special Called Meeting was scheduled to hold two Public Hearings: (a) Water Development Fee and (b) FY 2018-19 Budget.

PUBLIC HEARING – WATER DEVELOPMENT FEE

Chairman Nelson opened the Public Hearing stating that the purpose of the public hearing was to receive public comments on the proposed Water Development Fee. There were fourteen (14) people present. Mr. Nelson recognized Bill Diehl, County Engineer, who gave a history on the current Water System Facility Fee. Currently, it is \$500 per lot for up to and including four lots on main roads, six lots on secondary roads and \$2,500 per lot for any lots over four on main roads, six lots on secondary roads. This fee must be paid before the Final Subdivision Plat is recorded in the Register of Deeds’ Office. On June 29, 2017, the NC General Assembly ratified Session Law 2017-138 House Bill 436 (hereinafter HB 436) which made changes to fees a local government provider of water and sewer systems could charge for what is termed a System Development Fee (SDF) by the NC General Statutes. To establish this fee, the County will have to contract with a financial professional or a professional engineer to prepare calculations following these guidelines in HB 436. Mr. Diehl has performed these calculations and determines that our current Water System Facility Fee falls in the requirements of HB 436. Therefore, he recommends that the current Water System Facility Fee be established as the Water Development Fee. The amount of the fees will remain the same just a name change is being proposed tonight. This information has been placed on the website for several months and no questions have been made about the Water Development Fee. With the completion of Mr. Diehl’s comments, Chairman Nelson asked if there were any questions from the Board or the public. Commissioner Jones asked about the subdivisions already approved – would they be grandfathered in. Mr. Diehl said that they would. There being no further comments or questions from the Board or the public, Chairman Nelson closed the first Public Hearing at 7:00 p.m. and opened the second Public Hearing.

PUBLIC HEARING – FY 2018-2019 Budget

Chairman Nelson opened the second Public Hearing stating that the purpose of the public hearing was to receive public comments on the proposed FY 2018-2019 Budget. There were fourteen (14) people present. County Manager Heath stated that he had presented the Budget Message at the June 4, 2018 meeting and that he had no further comments. Mr. Nelson asked if anyone had signed up to speak. Mary Hunnicutt, Clerk to the Board, stated that no one has signed up to speak. He then asked if there were any comments or questions from the public. Candy Tilley, Board of Education Finance Officer, thanked the Board on behalf of the School Board for the funding for the School System. There being no further comments or questions, he closed the second Public Hearing at 7:04 p.m. and proceeded with the Special Called Meeting.

AGENDA

Charles Woodard made a motion to approve the Agenda, as amended. The motion was seconded by Edward R. Muzzulin and unanimously approved by the Board.

CONSENT AGENDA

The following items were considered to be routine and were unanimously approved on motion made by Edward R. Muzzulin, seconded by Joseph W. Hoffler.

1. **Personnel Matters:**

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Kathryn Thomas	EMS Shift Supervisor – Paramedic	Promotion	70/4	\$43,749	7/01/2018
Amanda Ward	Certified Part-Time/Fill-In Telecommunicator	Certification	62/1	\$13.34/hr.	6/01/2018

SCHOOL LOTTERY APPLICATION

Last month, the Perquimans County Board of Education presented the following Lottery Application:

APPLICATION Approved: _____
PUBLIC SCHOOL BUILDING CAPITAL FUND Date: _____
NORTH CAROLINA EDUCATION LOTTERY

County: PERQUIMANS Contact Person: Tracy Mathews
 LEA: 720 Perquimans County Title: Finance Officer
 Address: P.O. Box 45 Hertford, NC 27944 Phone: (252) 426-8484

Project Title: Purchase and install irrigation system at new football field
 Location: South Edenton Road St, Hertford, NC
 Type of Facility: Nixon Athletic Complex (Perquimans County High School)

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 purchase and install the irrigation system for the Charles H. Ward football field at the Nixon Athletic Complex using funds saved from the installation of the complex’s bleacher system/press box.

Estimated Costs:

Purchase of Land	_____	\$ _____
Planning and Design Services	_____	_____
New Construction	_____	18,635.00
Additions / Renovations	_____	_____

Repair	_____	
Debt Service / Bond Payment	_____	
TOTAL	\$	18,635.00

Estimated Project Beginning Date: 05/01/2018 Est. Project Completion Date: 08/01/2018

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 \$ 18,365.00 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.

(Signature – Chair, County Commissioners)	06/18/2018 (Date)
<i>Amy G. Spaugh</i> (Signature – Chair, Board of Education)	03/01/2018 (Date)

The Board, at the June 4, 2018 meeting, tabled action on this request until we had a representative from the School System to explain this request. County Manager Heath asked the School System to have someone here at our Special Called Meeting on June 18, 2018 to review this request. Chairman Nelson recognized Jim Davison, Director of Maintenance, who gave a brief explanation of this request. Mr. Davison explained that this was just a request to move money already approved from the sprinkler system to the irrigation system. This needs to be done per the Department of Public Instruction (DPI). There is no new money being requested. They are just moving left over money from the sprinkler project to the irrigation project. Once that was explained, County Manager Heath stated that a Budget Amendment was not necessary. Edward R. Muzzulin made a motion to approve this Lottery Application. The motion was seconded by Joseph W. Hoffler. Commissioner Hoffler asked if the field would be ready for the first game in August. Mr. Davison said that, barring any hurricanes, it would be ready. Commissioner Jones voiced his concerns again about the current spending habits of the School System. After some discussion, the Board approved this Lottery Application by a vote of five (5) to one (1) with Commissioner Jones voting against the motion.

NCDOT ANNUAL REPORT

Chairman Nelson recognized Jerry Jennings, NCDOT Division One Engineer, who introduced his staff that was present tonight: Gretchen Byrum, Division One Project Development Engineer; Jim Hoadley, County Maintenance Engineer; and Randy Midgett, PE, District Engineer. Win Bridgers is the Division One Maintenance Engineer but he was unable to be here tonight. Mr. Jennings presented a PowerPoint that explained the following:

CURRENT PROJECTS:

- S-Bridge Replacement - \$56.9 million
- New Hope widened & resurfaced - \$1,884,804
- Replacement of Bridge #19 at Mill Creek/US 17 Business - \$1,900,505 (County Manager Heath asked Mr. Jennings to give the County a heads up on this project since it involves our EMS Department)

PROJECTS UNDER DEVELOPMENT:

- Upgrade Roadway – Woodville Road - \$4,750,000
- Replacement of Bridge #29 at Bethany Church Road - \$802,000
- Upgrade Roadway – Harvey Point Road – \$6,210,000
- S-Bridge Replacement - \$56.9 million
- Convert at Grade Intersection to an Interchange – New Hope Road - \$11.8 million
- Convert at Grade Intersection to an Interchange – Harvey Point Road - \$12.9 million
- Future I-87 – Feasibility Studies are now available & the projected construction to begin in 2027
- Mr. Jennings discussed the State Transportation Improvement Program which identifies funding and scheduling of projects which is coordinated with Albemarle RPO.

MAINTENANCE OPERATIONS:

- Resurfacing: \$15.1 million planned for next five years (includes 92 miles)
- Preservation: \$1.7 million planned for next five years (includes 68 miles)
- The following map shows the routes that are currently under contract to be completed by June, 2019:



These routes are currently under contract to be completed by June 2019

Chairman Nelson opened up for comments or questions from the Board. Commissioner Muzzulin asked about Holiday Island Road in that it is very rough. Mr. Jennings said that he hopes to have some of these rough areas patched within the next week or so. Mr. Nelson thanked Mr. Jennings and his staff for providing this update.

FY 2017-2018 YEAR-END BUDGET AMENDMENTS

Mr. Heath explained that Budget Amendment numbers 30 thru 31 have been prepared to balance the current year's budget. On motion made by T. Kyle Jones, seconded by Charles Woodard, the Board unanimously approved the following Year-End Budget Amendments:

**BUDGET AMENDMENT NO. 30
GENERAL FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-345-008	Medicaid Hold Harmless	27,000	
10-356-000	ROD Fees	10,000	
10-301-010	DMV Taxes - Budget Year	22,500	
10-510-070	Sheriff Retirement		2,600
10-510-060	Sheriff Group Insurance		12,000
10-510-020	Sheriff Salaries	40,000	
10-510-021	Sheriff - Special Allowance	12,500	
10-510-050	Sheriff - FICA	2,600	
10-510-170	Sheriff - Maintenance/Vehicles	10,000	
10-510-310	Sheriff - Automotive Supplies	9,000	
10-351-000	Sheriff Fees	1,250	
10-510-450	Concealed Gun Permits	1,250	
10-511-030	Dispatch - PT Salaries		20,000
10-511-020	FT Salaries	20,000	
10-301-012	DMV Taxes - Prior Year	21,600	
10-592-070	EMS - Retirement		2,000
10-592-060	EMS - Group Insurance		18,000
10-592-020	EMS - FT Salaries		30,000
10-592-030	EMS - PT Salaries	70,000	
10-592-050	FICA	1,600	
10-592-070	EMS - Retirement		550
10-592-061	Retiree Hospitalization	550	
10-301-012	DMV - Prior Year	2,500	
10-600-040	Medical Examiner - Prof. Services	2,500	
10-592-740	EMS - Capital Outlay		4,500
10-592-310	Automotive Supplies	4,500	
10-301-002	Ad Valorem Taxes - Prior Years	7,510	
10-615-050	Extension - FICA		2,000
10-615-051	Extension - FICA (Med.)	410	
10-615-020	Extension - Salaries	7,000	
10-615-060	Extension - Group Insurance	500	
10-615-070	Extension - Retirement	1,600	
10-301-010	DMV Taxes - Budget Year	15,190	
10-660-020	Senior - Salaries	12,400	
10-660-030	Senior - PT Salaries	1,200	
10-660-050	FICA	550	
10-660-060	Group Insurance	1,040	
10-670-740	Soil & Water - Capital Outlay		3
10-670-050	Soil & Water - FICA	3	
10-345-001	Local Option Tax 1/2% A	10,000	
10-682-020	Capital Outlay (School) 30% of 1/2	10,000	
10-301-011	DMV - Current Year	15,000	
10-690-920	Jail - Medical	15,000	
10-348-006	Electronic Recycling Fees	20	
10-690-931	Health Dept - Electronic Fees	20	
10-690-933	Health Department T/ST/WG	8,000	
10-348-015	White Goods	6,000	
10-348-016	Scrap Tire	2,000	
10-347-000	ABC Bottle Rehab	600	
10-690-941	Mental Health Rehab	600	
10-301-011	DMV Taxes - Current Year	3,000	
10-690-935	Cost Share Program	3,000	
10-430-030	Board of Elections - Board		2,000
10-430-020	Salaries (Clerk)	2,000	
10-430-031	Board of Elections - Officers		2,200
10-430-032	Board of Elections - PT Salaries		5,500
10-430-040	Professional Services	7,700	
10-301-010	DMV Taxes - Budget Year	7,320	
10-450-260	Tax - Advertising	1,820	
10-450-280	Tax - Tax Refunds	5,000	
10-450-030	Tax - Tax Listings/Temp Clerk	500	
10-356-000	ROD Fees	15,000	
10-480-452	ROD Conveyance Tax	15,000	
10-301-012	DMV - Prior Year	21,600	
10-301-000	Ad Valorem Tax - Budget Year	50,000	
10-500-020	Building - Salaries	3,500	
10-500-031	Building - Contract Work	10,000	
10-500-110	Building - Telephone/Postage	100	
10-500-130	Building - Utilities	1,000	
10-500-150	Building - Maint/Buildings	25,000	
10-500-160	Building - Maint/Equipment	5,000	
10-500-170	Building - Maint/Vehicles	1,000	
10-500-310	Building - Automotive Supplies	1,000	
10-500-330	Building - Supplies	25,000	
EXPLANATION: General Fund year-end entry			

BUDGET AMENDMENT NO. 31
WATER FUND

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
35-720-020	Water - Salaries		28,000
35-720-820	Pasquotank Water Purchase	28,000	
EXPLANATION: Water Fund year-end entry			

SYSTEM DEVELOPMENT FEE

County Manager Heath explained that there was not action needed. A change in the name was included in the Fee Schedule so that action will be taken when the FY 2018-19 Budget is approved.

FY 2018-2019 BUDGET

County Manager Heath explained that, after the Budget Work Sessions, the presentation of the Budget Message on June 4, 2018, and the Budget Public Hearing tonight, he presents the FY 2018-19 Budget for Board consideration. A copy of the Budget Ordinance was included in the Board's Agenda Packets. Edward R. Muzzulin made a motion to approve the FY 2018-2019 Budget as was presented. The motion was seconded by Fondella A. Leigh. Chairman Nelson asked if there were any questions or comments. Commissioner Jones stated that he was concerned about the School System spending and for that reason he could not vote for the proposed FY 2018-19 Budget. The motion was approved by a vote of five (5) to one (1) with Commissioner Jones voting against the motion. **(see Attachment A)**

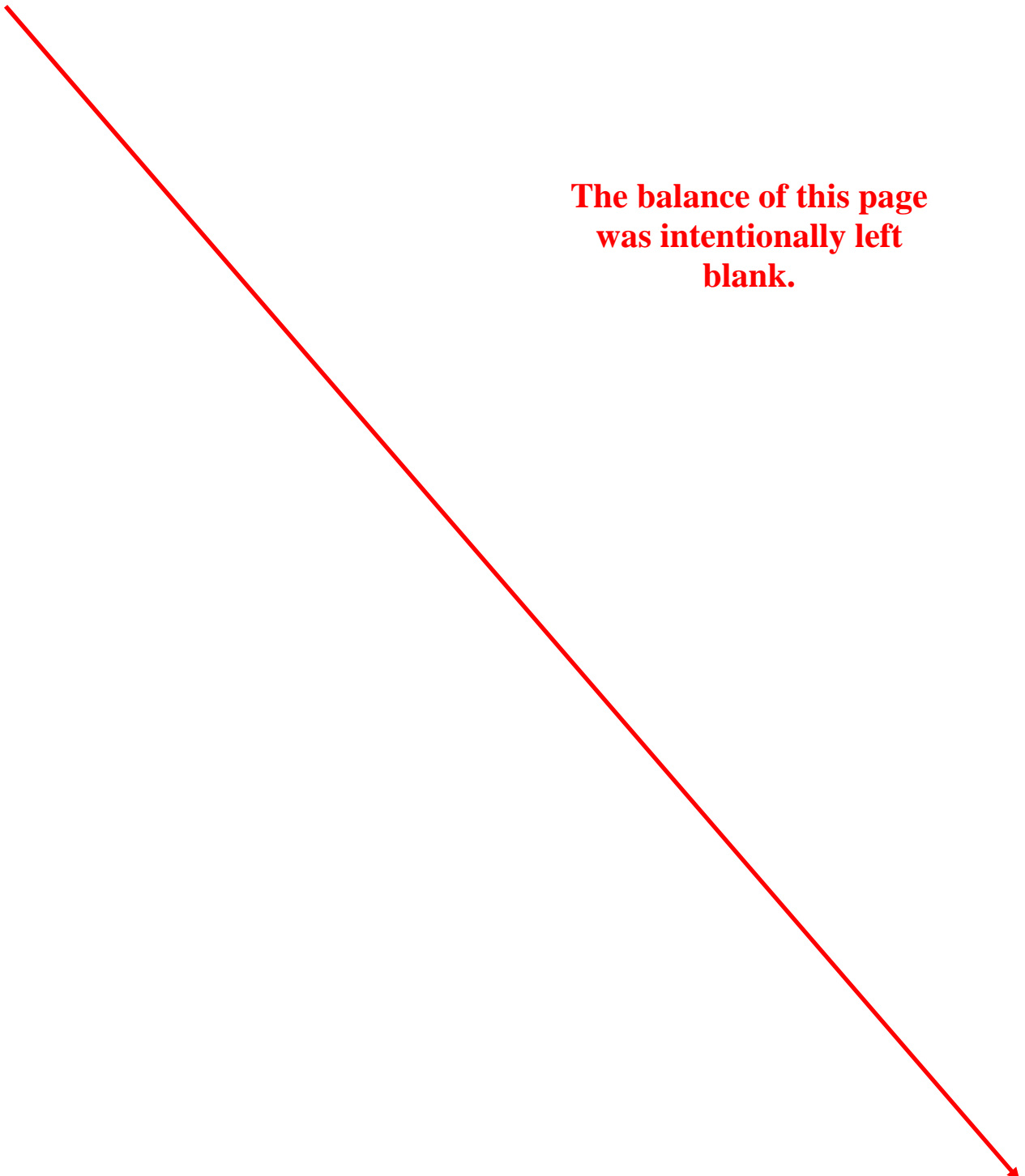
ADJOURNMENT

There being no further comments or business to discuss, the Special Called Meeting was adjourned at 7:32 p.m. on motion made by Edward R. Muzzulin, seconded by Joseph W. Hoffler. Vice Chair moved on to the Regular Work Session.

Fondella A. Leigh, Vice Chair

Clerk to the Board

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ATTACHMENT A**PERQUIMANS COUNTY
BUDGET ORDINANCE
FY 2018-2019****BE IT ORDAINED THIS 18th DAY OF JUNE, 2018, BY THE BOARD OF
COMMISSIONERS OF PERQUIMANS COUNTY, NORTH CAROLINA:****I. GENERAL FUND****Section 1: APPROPRIATIONS** - The following amounts are hereby appropriated in the General Fund for the operation of the County Government and its activities for the fiscal year beginning July 1, 2018, and ending June 30, 2019, in accordance with the chart of account heretofore established of this County:

Governing Body	\$	69,050
County Manager/Finance/Planning		446,256
Elections		136,720
Tax Department		488,046
Legal		25,000
Register of Deeds		268,584
Public Buildings		740,971
Albemarle Commission		9,493
Sheriff		1,302,518
Communications		615,336
Jail - Operations		562,000
Jail - Debt Service		234,581
Tax/Finance Software		29,750
Jury Commission		2,000
Fire Departments/Emergency Management		543,522
Medical Examiner		3,000
Inspections		228,613
Forestry Services		47,996
Emergency Medical Services		1,594,473
Natural Resource Conservation Service		52,845
NRCS - Cost Share Program		16,800
Extension Services		239,173
Veterans Services		9,002
Social Services		2,354,108
Albemarle Regional Health Services		52,633
Mental Health		31,406
Schools - Current Expense		2,900,000
Schools - Capital Outlay		475,000
Schools - Debt Service		836,603
Inter County Public Transportation Authority		5,978
Pettigrew Regional Library		183,305
Recreation		298,361
Albemarle RC&D		750
Various Non-Profit Contributions		34,500
Revaluation Reserve		25,000
Transportation/Scrap Tires/White Goods		18,500
Emergency Services Building Debt Service		105,936
Aquatic Weed Control		1,750
Albemarle Regional Planning		2,239
Education - OJJ Programs		64,160
College of the Albemarle		32,500
Senior Citizens		154,814
Animal Shelter Operations		50,000
Economic Development		27,500
County Drainage Study		20,000
Library Debt Service		303,974
Tourism Development Authority Contribution		15,450
Tri-County Shelter Addition		22,000
TOTAL GENERAL FUND	\$	15,682,196

**PERQUIMANS COUNTY
BUDGET ORDINANCE
FY 2018-2019**

Section 2: REVENUES - It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019:

Ad Valorem Taxes:

Budget Year	\$ 8,248,245
Current Year	230,000
Prior Years Summary	130,000
Penalties & Interest	80,000

Other Taxes & Licenses:

Wine & Beer License	\$ 400
Local Option Sales Tax	420,000
Local Option Sales Tax	875,000
Local Option Sales Tax	355,000
Local Option Sales Tax	375,000

Unrestricted Intergovernmental:

Tax Collections - Municipalities	\$ 15,000
ABC Bottle Revenue	4,500
Beer & Wine	45,000
Utility Franchise Distribution	15,000
Medicaid Hold Harmless	337,140

Restricted Intergovernmental:

State Grants:	
Social Services	\$ 1,573,141
Soil Conservation - Operating	3,600
Soil Conservation - Technician	16,000
Management Entity Funds	7,000
OJJ	64,160
Register of Deeds - A.E. & P.F.	19,419
Health Department - T/ST/WG	21,000
School Resource Officer - Board of Education	85,000
Senior Programs	3,647
Electronic Recycling Fees	1,065
Drainage Fees	8,500
Emergency Management Grant	45,000
DWI - DMV License Revocation	650
Nutrition	8,000
Floodplain Mapping - Register of Deeds	5,600
Register of Deeds - Dept. of Cultural Resources	2,500
Register of Deeds - State General Fund	2,000

Permits & Fees:

Building Permits	\$ 100,000
Register of Deeds	130,000
Recreation Fees	20,000
Ambulance Fees	575,000

**PERQUIMANS COUNTY
BUDGET ORDINANCE
FY 2018-2019**

Sales & Services:

Officer-Sheriff Fees	\$ 51,250
Jail Fees	10,000
Rents:	
Farm	3,720
Tower	9,200
Building Leases	62,884
Recreation/Senior Center	9,000
Investment Earnings	20,000
Miscellaneous	20,500

Subdivision Fees	1,500
Zoning Fees	3,500
Tower Consulting Fees	5,000
Veterans Monument Contributions	100
State Funds - Drug Tax	12,356
State Grants - Senior Medicare	1,664
Federal Drug Funds	14,925
Recreation Concessions	1,000

Transfer from Other Funds:

Water System	\$ 100,000
Municipal Dispatch Fees	92,030
Other Revenues:	
Land Transfer Tax Proceeds	450,000
E-911 Funds	2,000

Fund Balance Appropriated	\$ 990,000
TOTAL GENERAL FUND:	\$ 15,682,196

II. WATER DEPARTMENT

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Water System Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019.

Administration & Operations	\$ 2,045,871
Loan Principal	381,691
Loan Interest	38,682
Contribution to General Fund	100,000

TOTAL WATER SYSTEM FUND	\$ 2,566,244
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Section 2: REVENUES - It is estimated that the following revenues will be available in the Water System Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019.

Investment Earnings	\$ 5,000
Sale of Water	1,950,000
Taps & Connections	55,000
Reconnections	9,500
Penalties & Interest	40,000
Rent: Towers	10,000
Miscellaneous	3,500
Water Improvement Fund	1,000
Fund Balance Appropriated	492,244

TOTAL WATER SYSTEM FUND	\$ 2,566,244
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**PERQUIMANS COUNTY
BUDGET ORDINANCE
FY 2018-2019**

III. SOLID WASTE FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Solid Waste Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019.

Administration & Operations	\$ 938,950
Recycling Centers Maintenance	5,000
Solid Waste Refunds	3,000

TOTAL SOLID WASTE FUND	\$ 946,950
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Section 2: REVENUES - (Solid Waste Fee: \$140.00 per Household). It is estimated that the following revenues will be available in the Solid Waste Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019.

Solid Waste Fees	\$ 940,000
Investment Earnings	450
Disposal Tax	6,500
Fund Balance Appropriated	0

TOTAL SOLID WASTE FUND	\$ 946,950
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IV. REVALUATION RESERVE FUND

1. **Section 1: APPROPRIATIONS** - The following amounts are hereby appropriated in the Revaluation Reserve Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019.

Reserve for Revaluation	\$ 25,200
TOTAL REVALUATION FUND	\$ 25,200

2. **Section 2: REVENUES** - It is estimated that the following revenues will be available in the Revaluation Reserve Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019.

Investment Earnings	\$ 200
Transfer from General Fund	25,000
TOTAL REVALUATION FUND	\$ 25,200

V. COURT FACILITIES FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Court Facilities Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019.

Administration & Maintenance	\$ 24,471
District Attorney Office Expense	14,140
Fine & Forfeitures	75,000
TOTAL COURT FACILITIES	\$ 113,611

**PERQUIMANS COUNTY
BUDGET ORDINANCE
FY 2018-2019**

Section 2: REVENUES - It is estimated that the following revenues will be available in the Court Facilities Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019.

Investment Earnings	\$ 150
Facility Fees	27,500
Fines & Forfeiture Fees	75,000
Fund Balance Appropriated	10,961
TOTAL COURT FACILITIES	\$ 113,611

VI. ECONOMIC DEVELOPMENT FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Economic Development Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019.

Professional Services & Expenses	\$ 58,600
TOTAL ECONOMIC DEVELOPMENT	\$ 58,600

Section 2: REVENUES - It is estimated that the following revenues will be available in the Economic Development Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

Transfer from General Fund	\$ 27,500
Investment Earnings	50
Fund Balance Appropriated	31,050
TOTAL ECONOMIC DEVELOPMENT	\$ 58,600

VII. TOURISM DEVELOPMENT FUND - OCCUPANCY TAX

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Tourism Development Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019.

Promotions, Marketing, Operating Expenses	\$ 35,575
Fireworks Contribution	1,500
TOTAL TOURISM DEVELOPMENT	\$ 37,075

Section 2: REVENUES - It is estimated that the following revenues will be available in the Tourism Development Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

Transfer from General Fund	\$ 15,450
Occupancy Tax	7,500
Intergovernmental Transfers	14,050
Interest	75
TOTAL TOURISM DEVELOPMENT	\$ 37,075

**PERQUIMANS COUNTY
BUDGET ORDINANCE
FY 2018-2019**

VIII. EMERGENCY TELEPHONE FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Emergency Telephone Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019.

Operating Expenses	\$ 244,257
TOTAL EMERGENCY TELEPHONE FUND	\$ 244,257

Section 2: REVENUES - It is estimated that the following revenues will be available in the Emergency Telephone Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

State Grants	\$ 0
Emergency 911 Fee	244,247
Investment Earnings	10
TOTAL EMERGENCY TELEPHONE FUND	\$ 244,257

IX. COUNTY CONSTRUCTION FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the County Construction Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019.

Capital - Public Access Bathroom	\$ 35,000
Capital - Recreation, Courthouse, ARPDC	96,592
TOTAL COUNTY CONSTRUCTION FUND	\$ 131,592

Section 2: REVENUES - It is estimated that the following revenues will be available in the County Construction Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

Fund Balance Appropriated	\$ 131,592
TOTAL SCHOOL CONSTRUCTION FUND	\$ 131,592

X. OTHER PROVISIONS

Section 1: The Budget Officer is hereby authorized to transfer appropriations within a fund contained herein under the following conditions:

- a) The Budget Officer may transfer amounts between objects of expenditures within a department except salary amounts without limitation.
- b) The Budget Officer may not transfer any amount between funds nor from any contingency appropriations within any fund.

Section 2: The Board of Commissioners hereby authorizes the attached Fee Schedule for FY 2018-2019.

**PERQUIMANS COUNTY
BUDGET ORDINANCE
FY 2018-2019**

XI. TAX LEVY

Section 1: There is hereby levied a tax at the rate of 57¢ (fifty-seven cents) per one hundred dollars (\$100) valuation of property listed for taxes as of January 1, 2018 for the purpose of raising the revenue listed as "Budget Year's Taxes" in the General Fund - Part I, Section 2 of this Ordinance.

Section 2: This rate of tax is based on an estimated total valuation of property for the purpose of taxation of \$1,447,060,526 and an estimated collection rate of 97.0%.

This Budget was approved with a vote of five (5) to one (1) on June 18, 2018. by a quorum of the Perquimans County Board of Commissioners being present and all present casting a vote.

Wallace E. Nelson, Chairman
Perquimans Co. Board of Commissioners

**FEE SCHEDULE
FY 2018-2019**

There is hereby established, for the fiscal year beginning July 1, 2018, and ending June 30, 2019, the following fees for services as indicated:

Building InspectionsConstruction Fees

Square Foot	\$.25/SF
Minimum Fee	\$50.00
State Fee	\$10.00
In-ground pool (Residential)	\$50.00
In-ground pool (Commercial)	\$125.00
Carports (open all 4 sides)	\$.125/SF
Daycare & ABC	\$75.00
Group/ Foster Homes	\$50.00
Storage Building 12 x 12 or less	\$25.00

Electrical Fees

Minimum Fee	\$30.00
Square Foot	\$.10/SF
Temporary Service	\$30.00
Service Repair	\$30.00
Service Charge	\$.30/amp
Swimming Pools	\$30.00
Sub panel	\$10.00
Generators	\$10.00
Baseboard Heat (per thermostat)	\$10.00
Photovoltaic/Solar	\$5 per string

Plumbing Fees

Minimum Fee	\$40.00
Per Fixture	\$5.00
Sprinklers	\$50.00
Per Head	\$5.00

Mechanical Fees

Central Heating/Air Conditioning	\$55.00
Central - Additional Unit	\$55.00
Minimum Fee	\$30.00
Hood System	\$50.00

Insulation Fees

Insulation	\$50.00
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L.P. & Natural Gas Fees

Minimum Fee	\$30.00
Per Gas Outlet	\$5.00

Sign Fees

Free Standing \$50.00

Renovation Fees

1/2 New Construction

Fire Inspection Fees

Mandatory Fire Code Permits \$50.00

Group/ Foster Homes \$50.00

Nursing Homes and Daycares \$75.00

Manufactured Homes

Single Section \$150.00

Multi Section \$185.00

Electrical \$50.00

Mechanical \$50.00

Plumbing \$50.00

Modular Homes

All set-up \$.25/SF

Electrical \$.30/amp

Plumbing \$40.00

Mechanical \$55.00

Administrative, Negligence & Reinspections

Administrative \$50.00

Negligence \$50.00

Re-Inspection \$50.00

Junk Car & Trash Administration

\$75.00

Sheriff Department Fees

Fingerprints \$5.00/card

Gun Purchase Permits \$5.00 each

Concealed Handgun Permits \$90.00

Concealed Handgun Permit Renewals \$75.00

Service Fees (civil papers) \$30.00/service

Out of State Service Fees (civil papers) \$100.00

Notary \$5 per signature

EMS Fees

ALS-I Emergency A0427 \$544.14

ALS-II Emergency A0433 \$787.58

ALS-I or II Treatment / No Transport A0999 (*including Helo*) \$300.00

ALS-I Non Emergency A0426 \$343.67

BLS-Emergency A0429 \$458.22

BLS-Non Emergency A0428 \$286.39

Transports to Funeral Homes \$225.00

Drag Strip Standby - 1st 2 hours \$120.00

Drag Strip Standby - additional hours \$50.00/hour

Attorney's Fees (patient's records) \$12.00

Ground Mileage - ALS or BLS \$14.33/Loaded Mileage

Specialty Care A0434 \$930.77

Recreation Fees**Rental Fees:**

Meeting Room \$40.00/hr (3 hr minimum)

Meeting Room/Kitchen \$60.00/hr (3 hr minimum)

Gymnasium (1/2 day) \$250.00

Gymnasium (full day) \$400.00

Tennis Courts (1/2 day) \$50.00

Tennis Courts (full day) \$100.00

Outside Basketball (1/2 day) \$50.00

Outside Basketball (full day) \$100.00

Field Rental (1/2 day) \$75.00/field

Field Rental (full day) \$150.00/field

Lights additional \$25.00/hour

Field Rental for practices

Non Rec. teams \$15.00/hour

with lights \$25.00/hour

Deposit in addition to any rental fees. All fees are refundable if cancelled at least 72 hrs before scheduled rental day.

Recreation Fees (continued)Registration Fees

Youth Soccer	\$20.00
Youth Basketball	\$20.00
Volleyball	\$20.00
Softball (9-16)	\$20.00
Babe Ruth (13-15)	\$20.00
Football	\$30.00
Cheerleading	\$20.00
T-Ball (4-6)	\$20.00
Coach Pitch (7-8)	\$20.00
Adult Softball	\$200.00/team
Adult Basketball	\$200.00/team
Open Gym	No charge
Skate Park	No charge

There is a maximum of \$50 per family for each activity.

Register of DeedsAll Instruments (Except Deeds of Trust)

Pages 1-15	\$26.00
Each additional page thereafter	\$4.00
Multi-instrument	\$10.00

Deed of Trust 1st thru 35th Page

Each additional page	\$64.00
	\$4.00

UCC

1 to 2 pages	\$38.00
3 to 10 pages	\$45.00
Over 10 pages (<i>Plus \$2 per page over 10</i>)	
Search per name	\$30.00
<i>Copy per page</i>	\$2.00

Plats

1st page	\$21.00
Each additional page	\$21.00

DOT Highway Maps

1st page	\$21.00
Each additional page thereafter	\$5.00

Copies

Plat copies	\$3.00 each
Regular copies (per page)	\$0.25

Certified copies (instruments & plats)

1st page	\$5.00
Each additional page	\$2.00

Notary

Oath	\$10.00
Commission verification	\$5.00

Marriage License

Issuance of license	\$60.00
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Vital Records

Certified copy (birth, death, marriage)	\$10.00
Delayed birth applications	\$20.00
Amendments	\$15.00
Records search from Vital Records	\$24.00
Plus payable to Vital Records	\$24.00
Legitimations	\$15.00
Plus payable to Vital Records	\$15.00

Tax Department

Copies	\$0.25
Non-aerial maps	\$0.50
Aerial maps	\$1.20

Tax Department (continued)

GIS Mapping Price List

Plotter

Size	Black & White	Image Color
8.5 x 11	\$1.00	\$2.00
11 x 17	\$2.00	\$3.00
16 x 20	\$3.00	\$5.00
22 x 34	\$5.00	\$8.00
34 x 46	\$8.00	\$10.00

Desk printer

Size	Black & White	Image Color
8.5 x 11	\$0.50	\$1.25
8.5 x 14	\$0.75	\$1.50
11 x 17	\$1.00	\$1.75

Data Layers

Entire County parcels with aerial images and ownership information \$200.00
(Available on CD & ZIP drive)

Individual Layers \$50.00 first layer
 \$25.00 each additional layer

Individual Plotter Maps

Township & Municipality Street Maps Price based on size/color
 Zoning Maps per Township/Municipality Price based on size/color
 Full County Zoning Map \$12.00
 County street maps, subdivision maps, and other maps created without image and little color same as listed under Plotter Black & White
 Flood maps, soil maps, census maps and others created with full color same as listed under Plotter Image/Color

Availability

Requests can be made Monday through Friday from 8 am to 5 pm except holidays. All efforts will be made to provide information within 5 working days

Payment

Payment is required prior to preparation of CD's, extensive copying requests, maps to be sent by mail and ftp uploads

Custom Work

A fee of \$25.00 per hour will be charged for requests for maps that we do not have the data layers for. For instance, having to go on the internet to download information.

County Manager

Zoning Ordinance	\$15.00
Subdivision Ordinance	\$10.00
Junk Ordinance	\$10.00
Junkyard Ordinance	\$10.00
Manufactured Home Park Ordinance	\$5.00
Minimum charge for copy of any other Ordinance	\$5.00
Copies	\$0.25

Water Department

Rate Schedule

WATER RATES- There is a min. charge of \$15 for the first 1000 gallons; each additional thousand

gallons will be \$7.00/1000 gal.

Tap-on Fees

Size Meter	Cost of Tap
3/4"	\$1,500.00
1"	\$2,500.00
2"	\$5,000.00
Late Payment Charge	10% of bill
Renter's Deposit	\$75.00
Reconnection Fee	\$25.00
Water Meter Test Fee	\$100.00

Seasonal Water Conservation Rates

\$9/1000 gallons for usage more than 8000 gallons per month from May 1 through October 31

Water Department (continued)

Water System Development Fee

\$500 per lot for up to and including four lots on main roads, 6 lots on secondary roads
 \$2,500 per lot for any lots over four on main roads, 6 lots on secondary roads
 System Development Fee must be paid before the Final Subdivision Plat is recorded in the Perquimans County Register of Deeds' Office.

Planning/Zoning

Zoning Permit (Residential/Home Occupation)	\$0.00
Zoning Permit (for Commercial/Industrial)	\$100.00
Certificate of Compliance (after first site visit)	\$100.00
Sign Permit	\$50.00
Certificate of Compliance (after first site visit)	\$50.00
Zoning Map Change (Re-Zoning)	\$450.00
Zoning Text Change	\$500.00
Planned Unit Development	\$600.00 + atty. & eng. Fees, i/a
Conditional Use District	\$300.00 + atty. & eng. Fees, i/a
Conditional Use Permit	\$300.00 + atty. & eng. Fees, i/a
Appeal or Interpretation	\$300.00
Zoning Variance Request	\$300.00
Variance to Subdivision Regulations	\$100.00
Subdivision Sketch Plat	\$100.00
Minor or Abbreviated Subdivision Plan	\$50.00
Preliminary Plat	\$100.00 + \$15.00 per lot
Final Plat	\$100.00 + \$15.00 per lot
Wireless Telecommunication Facility	\$500.00 County fee +Minimum consultant cost of \$6,500.00 +Certificate of Zoning Compliance (after first visit): \$100.00 County Fee
Wireless Telecommunication Facility <i>(eligible facilities request applications processed per NCGS 153A-349.53)</i>	County fee of \$500.00 +Minimum consultant cost of \$500.00 +Certificate of Zoning Compliance (after first visit): \$100.00 County Fee +Certificate of Zoning Compliance (Consultant fee for verification): \$3,000.00
Wind Energy Facilities	+Initial Escrow Deposit (Medium Facility) \$50,000.00 +Initial Escrow Deposit (Large Facility) \$50,000.00

Effective 2-1-16, Zoning Permit Fees and Escrow Deposits to be paid at the time Zoning Permit Application, Fees and detailed Site Plans are submitted for review. If Escrow Account drops below \$10,000, Applicant shall replenish to the original amount before any further action or consideration is taken on any County Permit. Remaining balance will be refunded after issuance of the Certificate of Zoning Compliance for the last remaining development component and upon approval of As-Built Drawings or if Applicant fails to complete project.

**Fees denoted for a given application do not include fees for subsequent applications and stages of review. Separate fees will apply for building and other permits.*

**PERQUIMANS COUNTY
 CAPITAL PROJECTS ORDINANCE
 COUNTY CONSTRUCTION FUND**

This Capital Projects Ordinance is being authorized for the Perquimans Library Project.

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in this County Construction Fund beginning July 1, 2018, and ending June 30, 2019

Capital: Public Access Bathroom	\$ 35,000
Capital - Recreation/Courthouse/ARPDC	96,592
TOTAL COUNTY CONSTRUCTION FUND	\$ 131,592

Section 2: REVENUES - It is estimated that the following revenues will be available for appropriation in the County Construction Fund beginning July 1, 2018, and ending June 30, 2019.

Fund Balance Appropriated	\$ 131,592
TOTAL COUNTY CONSTRUCTION FUND	\$ 131,592

 Wallace E. Nelson, Chairman
 Perquimans Co. Board of Commissioners

**PERQUIMANS COUNTY
CAPITAL PROJECTS RESERVE ORDINANCE
LAND TRANSFER TAX
FOR
CAPITAL PROJECTS**

This Capital Projects Ordinance is being authorized to provide a portion of the required funds needed for the School Construction Project and for the other Capital Projects deemed appropriate by the Board of Commissioners.

The following appropriations are being made with revenues, as listed, being available for this fund.

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in this Capital Projects Ordinance beginning July 1, 2018, and ending June 30, 2019

<u>Transfer to General Fund</u>	\$ 450,000
TOTAL CAPITAL RESERVE/LAND TRANSFER TAX	<u>\$ 450,000</u>

Section 2: REVENUES - It is estimated that the following revenues will be available for appropriation in the Capital Projects Reserve Ordinance beginning July 1, 2018, and ending June 30, 2019.

<u>Land Transfer Tax</u>	\$ 350,000
<u>Investment Earnings</u>	2,000
<u>Fund Balance Appropriated</u>	98,000
TOTAL CAPITAL RESERVE/LAND TRANSFER TAX	<u>\$ 450,000</u>

Wallace E. Nelson, Chairman
Perquimans Co. Board of Commissioners

**PERQUIMANS COUNTY
CAPITAL PROJECTS ORDINANCE
FOR
NC HOUSING FINANCE AGENCY
SINGLE FAMILY REHABILITATION PROGRAM**

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in this Capital Projects Ordinance beginning July 1, 2018, and ending June 30, 2019

<u>Rehabilitation</u>	\$ 125,000
<u>Program Costs</u>	50,000
TOTAL CAPITAL RESERVE/NC HOUSING FINANCE AGENCY	<u>\$ 175,000</u>

Section 2: REVENUES - It is estimated that the following revenues will be available for appropriation in the Capital Projects Ordinance beginning July 1, 2018 and ending June 30, 2019.

<u>Single Family Rehab</u>	\$ 175,000
TOTAL CAPITAL RESERVE/NC HOUSING FINANCE AGENCY	<u>\$ 175,000</u>

Wallace E. Nelson, Chairman
Perquimans Co. Board of Commissioners

WORK SESSION

June 18, 2018

7:00 p.m.

Following the Special Called Meeting, the Perquimans County Board of Commissioners held a Work Session on Monday, June 18, 2018, at 7:32 p.m. in the Commissioners Room located on the first floor of the Perquimans County Courthouse Annex.

MEMBERS PRESENT:	Wallace E. Nelson, Chairman	Fondella A. Leigh, Vice Chair
	Joseph W. Hoffler	Kyle Jones
	Edward R. Muzzulin	Charles Woodard
MEMBERS ABSENT:	None	
OTHERS PRESENT:	Frank Heath, County Manager	Mary Hunnicutt, Clerk to the Board
	Hackney High, County Attorney	

The following matter was discussed during the Work Session.

LETTER FROM THE TOWN OF HERTFORD

County Manager Heath reported to the Board that he had received a letter from the Town of Hertford regarding the basketball courts being locked up. The letter basically stated that the Hertford Town Council would still patrol the area but the gates will be open 24 hours. This is for information only. Sheriff Shelby White was present and gave some background as to why the gates were being locked at sunset. After discussion, it was suggested by Commissioner Muzzulin we should place this on the July Agenda for discussion and action. County Manager Heath is going to send a letter to the Town of Hertford asking for more information and that the Board was going to discuss it at the July 2nd meeting.

ADJOURNMENT

There being no further comments or business to discuss, the Work Session was adjourned at 8:45 p.m.

Wallace E. Nelson, Chairman

Clerk to the Board
