

- **Code Red:** The Board discussed how they could help with getting individuals to register their cell phones for the Code Red notification system.

**MISCELLANEOUS ITEMS**

The following items were mentioned and discussed:

- **Chairman Nelson:** Mr. Nelson discussed the fact that a number of surrounding counties would like to join together and apply for funding through the Golden Leaf Program for a ferry dock. This was for information only in case someone asked them about it. As of now, none of the counties are willing to jeopardize their funding that they are individually applying for.
- **Commissioner Leigh:** Leo Higgins Day has been postponed due to Hurricane Florence. Once the Committee meets and makes a decision on a new date, she will notify Mr. Heath so that he can complete the Resolution proclaiming that day as "Leo Higgins Day".
- **County Manager Heath:** Mr. Heath explained that several of the trees around the Courthouse needs trimming. They have contracted with a company to accomplish this but it will be done on Saturdays so that it will not interfere with the daily business of the County.
- **Commissioner Hoffler:** Mr. Hoffler asked what the status was of the old Library facility. Mr. Heath explained that, during their retreat, it was agreed that the building would be vacated after the Library removes all their items from the building. The remaining items will be put up for sale and then the building would be sold. He has talked with Michele Lawrence, Librarian, and she said that they will get the items they want and let him know when they are finished.
- **Quentin Jackson:** Mr. Jackson, Hertford Town Councilman, expressed his thanks for good work that the County Commissioners and Emergency Services staff did during Hurricane Florence. They were good about keeping the Towns informed. He also addressed Mr. Hoffler's question about notifying businesses that sell alcohol and firearms about the curfew. He said that their police went to each business within the Town limits of Hertford.

**ADJOURNMENT**

There being no further business to discuss, the Chairman adjourned the meeting at 7:40 p.m.

\_\_\_\_\_  
Wallace E. Nelson, Chairman

\_\_\_\_\_  
Clerk to the Board

\*\*\*\*\*  
**REGULAR MEETING**  
 October 1, 2018  
 6:55 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, October 1, 2018, at 6:55 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    T. Kyle Jones  
    Charles Woodard
- MEMBERS ABSENT:      Edward R. Muzzulin
- OTHERS PRESENT:      Frank Heath, County Manager                      Mary Hunnicutt, Clerk to the Board  
    Hackney High, County Attorney

The meeting was called to order by Chairman Nelson. Commissioner Woodard gave the invocation and the Chairman led the Pledge of Allegiance. Afterward, the Chairman explained that the first item of business was to hold a public hearing to receive citizens' comments to consider Conditional Use Permit No. CUP-18-03, requested by Tyler Colson to install a double-wide manufactured home in Old Neck Historic Agricultural District on Parcel No. 5-0051-0015J also known as 444 Old Neck Road, Hertford, NC.

**PUBLIC HEARING**

Conditional Use Permit No. CUP-18-03, requested by Tyler Colson

Chairman Nelson opened the Public Hearing restating that the purpose of this public hearing is to receive citizens' comments to consider Conditional Use Permit No. CUP-18-03, requested by Tyler Colson to install a double-wide manufactured home in Old Neck Historic Agricultural District on Parcel No. 5-0051-0015J also known as 444 Old Neck Road, Hertford, NC. There were eighteen (18) people present. Rhonda Money, Planner, presented an overview of Mr. Colson's request. She stated that the Planning Board approved the CUP-18-03 with a change in Conditional No. 3 changing the front yard setback from 30 feet to 60 feet to be more consistent with previous CUPs of double-wides placed in Historic Districts. Chairman Nelson asked if there were any questions or comments from the Board. Commissioner Jones asked if, when taking action on CUP-18-03, did we need to amend it to include this change to Condition No. 3. Ms. Money said that they would. There being no further comments or questions from the Board, Mr. Nelson asked if anyone signed up to speak and if there were any comments or questions from the public. Tyler Colson addressed the Board and explained that he was going to have the front setback at 125 feet. There being no further questions from the Board or public, Chairman Nelson closed the Public Hearing at 7:02 p.m. and proceeded with Regular Meeting.

**AGENDA**

T. Kyle Jones made a motion to approve the Agenda, as amended. The motion was seconded by Charles Ward. The Board voted unanimously to approve the Agenda, as amended.

**CONSENT AGENDA**

The following items were considered to be routine and were unanimously approved on motion made by Fondella A. Leigh, seconded by Joseph W. Hoffler.

1. **Approval of Minutes:** September 4, 2018 Regular Meeting and September 17, 2018 Work Session.

2. **Tax Refund/Release Approvals:**

**PERQUIMANS COUNTY TAX REFUNDS – PERQUIMANS COUNTY:**

**Faltz, Rosetta M.** ----- \$238.83

Incorrect square footage was billed for 2017. Account No. 429527.

**Felton, Christopher T.** ----- \$183.61

Vehicle was traded in and Tag turned in. Account No. 0036893713.

**PERQUIMANS COUNTY TAX RELEASES – PERQUIMANS COUNTY:**

**Ward, Jonathan** ----- \$330.03

Land use was not applied for 2018 in error. Parcel 2-0068-0022A. Account No. 261279.

**Nixon, Catherine (Revocable Trust)** ----- \$130.53

2018 acreage change causing a \$22,900 difference in value. Parcel No. 5-0051-0021B. Account No. 539168.

**Lewis, Stanley & Faye** ----- \$108.30

Incorrect assessment during reval. Parcel 5-D040-0237-W. Account No. 520193.

**PERQUIMANS COUNTY TAX RELEASES – TOWN OF WINFALL:**

**Lewis, Stanley & Faye** ----- \$102.60

Incorrect assessment during reval. Parcel 5-D040-0237-W. Account No. 520193.

3. **Personnel Matters:**

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Celia McLennan	Part-Time/Fill-In AEMT	Appointment	66/1	\$16.39/hr.	10/01/2018
Alyssa Walters	Part-Time/Fill-In AEMT	Appointment	66/1	\$16.39/hr.	10/01/2018
Tabitha Martin	Part-Time/Fill-In EMT	Appointment	63/1	\$13.94/hr.	10/01/2018
Sarah Patterson	Part-Time/Fill-In Non-Certified Telecommunicator	Appointment	60/1	\$12.58/hr.	10/01/2018
Amanda Richardson	Part-Time/Fill-In Non-Certified Telecommunicator	Appointment	60/1	\$12.58/hr.	10/01/2018
Andrea Stoner	Part-Time/Fill-In Non-Certified Telecommunicator	Appointment	60/1	\$12.58/hr.	10/01/2018
Denise Stallings	IMC I working against IMC II	Appointment	61/3	\$28,719	10/01/2018
Jessica Arthur	Part-Time/Fill-In Paramedic	Certification	68/1	\$17.89/hr.	09/01/2018
William Tutwiler	EMS Shift Supervisor	Promotion	70/3	\$42,680	10/01/2018
Amanda Ward	Permanent Part-Time Certified Telecommunicator	Promotion	62/1	\$13.74/hr.	10/01/2018
Naomi Twine	Permanent Part-Time Certified Telecommunicator	Retirement			10/01/2018
Claude Morrissey	Part-Time/Fill-In Paramedic	Resignation			09/21/2018

4. **Step/Merit Increases:**

Employee Name	Employee Job Title	Grade /Step	New Salary	Effective Date
Diane Murray	IMS II	67/3	\$37,400	10/01/2018
Jovan Ward	IMC III	65/4	\$35,107	10/01/2018
Natalie Verner	IMC II	63/3	\$31,361	10/01/2018
Ernest Swanner	Code Enforcement Officer	61/4	\$29,438	10/01/2018
Hazelene Miller	EMT-I	66/4	\$17.64/hr.	10/01/2018

5. **Budget Amendments:**

**BUDGET AMENDMENT NO. 6  
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-011	State Grant - EMS	47,620	
10-592-740	EMS - Capital Outlay	47,620	
<b>EXPLANATION:</b> To amend FY 18/19 budget to include the Firefighters Grant to purchase a new Zone 1 vehicle. Application Number: EMW-2017-FV-01906			

6. **Proclamation:** The following proclamation was unanimously approved by the Board:

**National Long-Term Care  
Residents' Rights Month 2018  
Proclamation**

**Speak Up: Know Your Rights and How to Use Them**

*Whereas*, there are more than 1.6 million individuals living in 16,000 nursing homes; and 1 million individuals living in 50,000 board and care/assisted living facilities in the U.S.; and

*Whereas*, the federal Nursing Home Reform Act of 1987 guarantees residents their individual rights in order to promote and maintain their dignity and autonomy; and

*Whereas*, all residents should be aware of their rights so they may be empowered to live with dignity and self-determination; and

*Whereas*, we wish to honor and celebrate these citizens, to recognize their rich individuality, and to reaffirm their right to vote and participate politically, including the right to have a say in their care; and

*Whereas*, individuals and groups across the country will be celebrating Residents' Rights Month with the theme –“Speak Up: Know Your Rights and How to Use Them”– to emphasize the importance of residents being informed about their rights; being engaged partners in achieving quality care and quality of life; and feeling confident in speaking up about what is important to them.

*Now therefore*, we, the Perquimans County Board of Commissioners, do hereby proclaim October 2018 as **National Long-Term Care Residents' Rights Month**, in Perquimans County, and encourages all citizens to join in these important observances.

**ADOPTED** the 1<sup>st</sup> day of October, 2018.

\_\_\_\_\_  
Wallace E. Nelson, Chairman  
Perquimans County Board of Commissioners

**ATTESTED:**

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

(SEAL)

7. **Board Appointments:** The following Board reappointments were unanimously approved by the Board:

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Baker, Julian	Board Trustees for Belvidere/Chappell Hill Fire Dept.	Reappointment	1 yr.	10/01/2018
Winslow, Wade	Board Trustees for Belvidere/Chappell Hill Fire Dept.	Reappointment	1 yr.	10/01/2018
Hobbs, Benjamin	Board Trustees for Bethel Fire Dept.	Reappointment	1 yr.	10/01/2018
Muzzulin, Edward	Board Trustees for Bethel Fire Dept.	Reappointment	1 yr.	10/01/2018
Chappell, Laurence	Board Trustees for Durant's Neck	Reappointment	1 yr.	10/01/2018
Nixon, Mack E.	Board Trustees for Durant's Neck	Reappointment	1 yr.	10/01/2018
Boyce, Jonathan	Board Trustees for Inter-County Fire Dept.	Reappointment	1 yr.	10/01/2018
Swayne, Robert D.	Board Trustees for Inter-County Fire Dept.	Reappointment	1 yr.	10/01/2018

**PRESENTATION & INTRODUCTION OF NEW EMPLOYEES/STAFF**

- **Presentation to Paul Kahl, Planning Board:** Chairman Nelson made some personal comments about serving on the Planning Board with Paul Kahl. Commissioner Jones stated that Mr. Kahl served on the Planning Board during a difficult time when the Board was considering the Timbermill Wind Farm Project. Mr. Nelson then presented Mr. Kahl with a plaque honoring him for his 13½ years of service on the Planning Board. Mr. Kahl made a few comments.
- **Introduction of Soil & Water Conservation Technician:** County Manager Heath introduced Jacob Peele to the Board. Mr. Peele replaces Caitlyn Joyner as the new Soil & Water Conservation Technician. Mr. Peele made a few comments. Chairman Nelson welcomed him to Perquimans County.

**BILL JENNINGS, TAX ADMINISTRATOR**

Mr. Jennings presented his monthly report. He reported that the upgraded software has been installed. They have a few snags but they are working them out.

**SUSAN CHANEY, SOCIAL SERVICES DIRECTOR**

Ms. Chaney was not present to give her monthly report.

**COMMISSIONER’S CONCERNS/COMMITTEE REPORTS**

The following commissioner’s concerns/committee reports were given:

- **Commissioner Hoffler:** Mr. Hoffler stated that Jackie Frierson, Register of Deeds, had contacted him about finding some way to protect the employee parking spaces around the Courthouse. Commissioner Leigh stated that she had also talked to her. County Manager Heath explained that, on court days, parking is a problem around the Courthouse. He said that he would look into it and see if there is anything that can be done.
- **Chairman Nelson:** Mr. Nelson introduced Dr. Robert Wynegar, President of College of the Albemarle, who gave an update on the College of the Albemarle.

**UPDATES FROM COUNTY MANAGER**

County Manager Heath presented the following updates:

- **Boat Ramp Restrooms:** Mr. Heath explained that the construction work is still proceeding on the Boat Ramp Restrooms.
- **Golden Leaf Grant:** Mr. Heath reported that all the paperwork has been submitted for Golden Leaf to recommend that we file our application for the Golden Leaf Grant.

**PLANNING BOARD & BOARD OF ADJUSTMENT APPOINTMENTS**

County Manager Heath explained that, with the retirement of Paul Kahl, the Planning Board has an opening. In addition, Pete Overman has retired from the Board of Adjustment giving it a vacancy also. This matter was discussed during the September Work Session. On motion made by T. Kyle Jones, seconded by Charles Woodard, the Board unanimously appointed John Skinner to the Planning Board for a three-year term effective October 1, 2018. In September, the Board appointed Debbie Reed as a member of the Board of Adjustment leaving a vacancy as an Alternate on the Board of Adjustment. It was the consensus of the Board to table this appointment. They asked that Mr. Tim Corprew be sent a letter asking if he would be willing to serve as an Alternate on the Board of Adjustment. The matter was tabled until next month.

**PLANNING ITEM: CUP-18-03, REQUESTED BY TYLER COLSON**

A public hearing was held earlier in the meeting to receive citizens’ comments to consider Conditional Use Permit No. CUP-18-03, requested by Tyler Colson to install a double-wide manufactured home in Old Neck Historic Agricultural District on Parcel No. 5-0051-0015J also known as 444 Old Neck Road, Hertford, NC 29744. T. Kyle Jones made a motion to approve Conditional Use Permit No. CUP-18-03 as drafted adopting these Findings to support the motion:

- (a) That the use will not materially endanger the public health or safety, if located according to the plan submitted and approved;
- (b) That the use meets all required conditions and specifications;
- (c) That the use will not substantially injure the value of adjoining or abutting property, or that the use is a public necessity; and
- (d) That the location and character of the use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located and in general conformity with the Perquimans County Land Use Plan.

The motion was seconded by Fondella A. Leigh. The following Conditional Use Permit No. CUP-18-03 was unanimously approved by the Board:

**Do NOT record this page**

-Beginning of Conditional Use Permit document to be recorded-

DRAFT Conditional Use Permit (Case No. CUP-18-03)  
Owner/Applicant Tyler Colson

for

**Double-Wide Manufactured Home in Old Neck Historic Agriculture District (HA Zone)**  
at 444 Old Neck Road, Tax Parcel No. 5-0051-0015J

**Do NOT record this page**

Sept 18, 2018 Planning Board added the Condition:

Front Yard Setback should be 60 feet (to be more consistent with previous DW in HA CUPs)

**CONDITIONAL USE PERMIT No. CUP-18-03**

**Page 1 of 4**

On the date(s) listed below, the Board of Commissioners for Perquimans County met and held a public hearing to consider the following application:

Owner/Applicant: Tyler Colson  
445 Old Neck Road  
Hertford, NC 27944

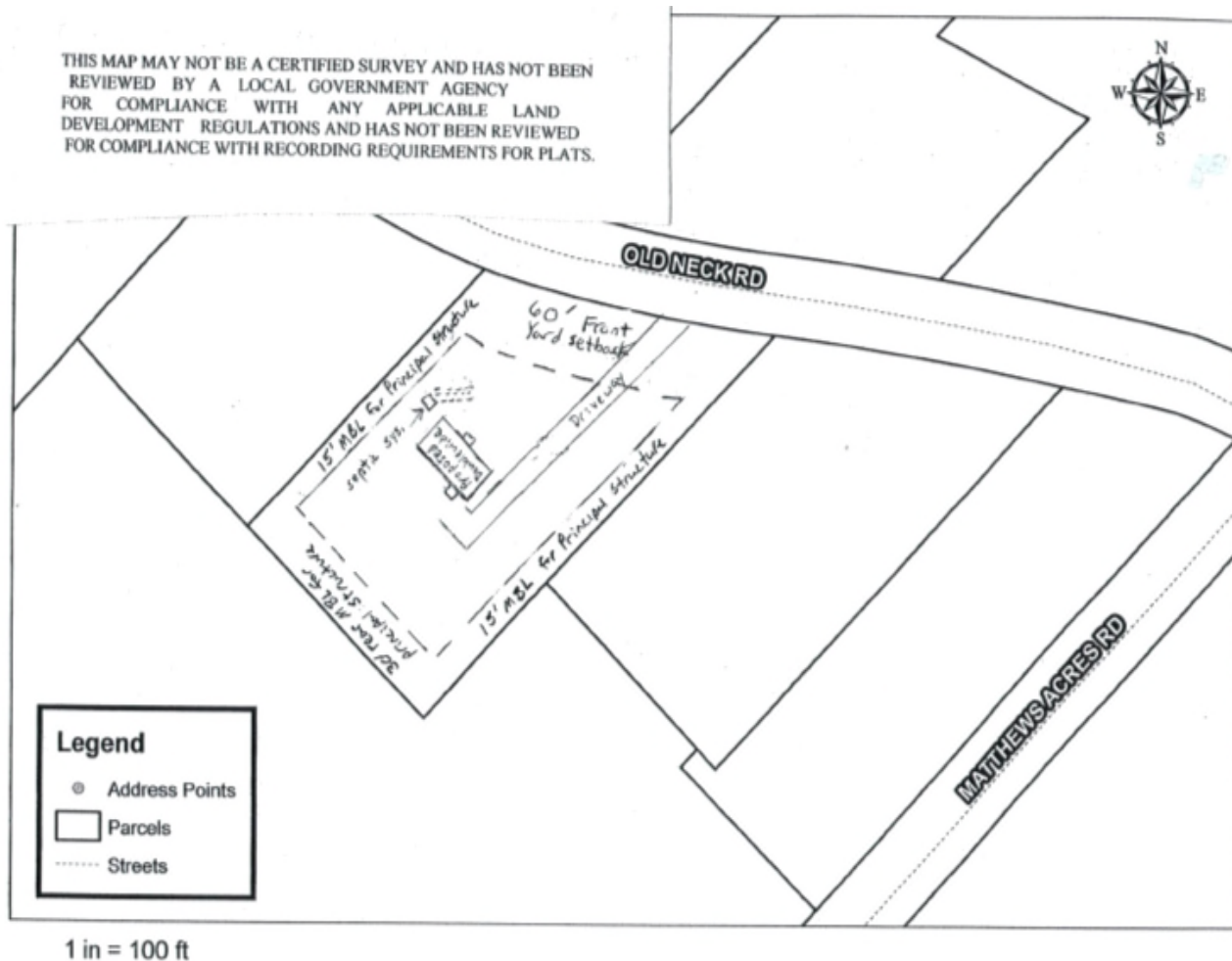
Tax Parcel No: 5-0051-0015J

Property Location/  
Street Address: 444 Old Neck Road, Hertford, NC 27944

Zoning District: HA (Historic Agriculture District)



CONDITIONAL USE PERMIT No. CUP-18-03



**Do NOT record this page**

-Beginning of Conditional Use Permit document to be recorded-

DRAFT Conditional Use Permit (Case No. CUP-18-03)

Owner/Applicant Tyler Colson

for

**Double-Wide Manufactured Home in Old Neck Historic Agriculture District (HA Zone)**

at 444 Old Neck Road, Tax Parcel No. 5-0051-0015J

**Do NOT record this page**

Sept 18, 2018 Planning Board added the Condition:

Front Yard Setback should be 60 feet (to be more consistent with previous DW in HA CUPs)

County Manager Heath explained that Sam Barrow, Planner, has returned from his military deployment and was present at the meeting tonight. Mr. Barrow said a few remarks.

**PUBLIC COMMENTS**

There were no public comments.

**ADJOURNMENT**

There being no further comments or business to discuss, the Regular Meeting was adjourned at 7:35 p.m. on motion made by Charles Woodard, seconded by Joseph W. Hoffler.

\_\_\_\_\_  
Wallace E. Nelson, Chairman

\_\_\_\_\_  
Clerk to the Board

\*\*\*\*\*