

A G E N D A
Perquimans County Board of Commissioners
REGULAR WORK SESSION
Commissioners' Room - Courthouse Annex
December 17, 2018
7:00 p.m.

- I. Call to Order**
- II. Prayer & Pledge**
- III. Work Session**
 - A. Commissioners' Board Appointments
 - B.
 - C.
 - D.
 - E.
- IV. Adjournment**

COUNTY MANAGER NOTES
Perquimans County Board of Commissioners
REGULAR WORK SESSION
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7:00 p.m.

- III.A. **Enclosure.** With the retirement of Ed Muzzulin, the Board will need to restructure the Commissioners' Board appointments. A list of current Board members was distributed in your December Agenda Packets along with a listing of Board Purpose & Meeting times. Those documents are included in the Work Session Agenda Packet. The Board will need to discuss these appointments with concluding with a recommendation for Board action at the January meeting.

CURRENT LIST OF BOARD APPOINTMENTS				
Name	Board/Committee	Term	Appt.	Expire
JOSEPH HOFFLER				
Hoffler, Joseph	Communications Advisory Board - County	2 yrs.	2/1/2017	1/31/2019
Hoffler, Joseph	Court Security Committee	unlimited	2/1/2017	unlimited
Hoffler, Joseph	Perquimans/Chowan/Gates Landfill Committee	indefinite	2/1/2017	indefinite
KYLE JONES				
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.	7/1/2018	6/30/2019
Jones, Kyle	Water Committee	unlimited	2/1/2011	unlimited
FONDELLA LEIGH				
Leigh, Fondella	Albemarle Commission	unlimited	1/1/2015	unlimited
Leigh, Fondella	Economic Development Commission - County	2 yrs.	2/1/2017	1/31/2019
Leigh, Fondella	Housing Committee Chairman	unlimited	1/5/2015	unlimited
Leigh, Fondella	Recreation Advisory Committee - Commissioner	3 yrs.	7/1/2017	6/30/2020
Leigh, Fondella	Senior Citizens Advisory Board	2 yrs.	2/1/2017	1/31/2019
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
EDWARD MUZZULIN				
Muzzulin, Edward	Albemarle District Jail Commission	2 yrs.	2/1/2017	1/31/2019
Muzzulin, Edward	Albemarle Hospital Board of Trustees	3 yrs.	1/1/2016	12/31/2019
Muzzulin, Edward	Albemarle Regional Landfill Authority	4 yrs.	2/1/2017	1/31/2021
Muzzulin, Edward	Board Trustees for Bethel Fire Dept.	1 yr.	10/1/2018	9/30/2019
Muzzulin, Edward	Economic Development Commission - County	2 yrs.	2/1/2017	1/31/2019
Muzzulin, Edward	EMS Advisory Board	2 yrs.	2/1/2017	1/31/2019
Muzzulin, Edward	Hertford Step Community Program	unlimited	2/1/2011	unlimited
Muzzulin, Edward	Historic Hertford, Inc.	3 yrs.	7/1/2017	6/31/2020
Muzzulin, Edward	Perquimans/Chowan/Gates Landfill Committee	indefinite	1/5/2015	indefinite
Muzzulin, Edward	RPO Transportation Advisory Committee	2 yrs.	2/1/2017	1/31/2019
Muzzulin, Edward	Tourism Development Authority (Commissioners)	2 yrs.	4/1/2018	3/31/2020
Muzzulin, Edward	Water Committee	unlimited	2/1/2017	unlimited
WALLACE NELSON				
Nelson, Wallace	Albemarle Commission (<i>alternate</i>)	unlimited	9/1/2018	unlimited
Nelson, Wallace	Albemarle Regional Health Services	indefinite	1/5/2015	unlimited
Nelson, Wallace	Chowan/Perquimans Multi-County LEPC	1 yr.	1/1/2018	12/31/2018
Nelson, Wallace	COA - Board of Trustees	4 yrs.	7/1/2017	6/30/2021
Nelson, Wallace	Economic Development Commission - County	2 yrs.	2/1/2017	1/31/2019
CHARLES WOODARD				
Woodard, Charles	Agricultural Advisory Board - Commissioner	3 yrs.	2/1/2018	1/31/2021
Woodard, Charles	Chamber of Commerce Board	unlimited	2/7/2011	unlimited
Woodard, Charles	Social Services Board (<i>as long as Commissioner</i>)	3 yrs.	7/1/2016	6/30/2019
Woodard, Charles	Tourism Development Authority (Commissioners)	2 yrs.	2/1/2017	1/31/2019
Woodard, Charles	Tri-County Shelter Advisory Committee Board	unlimited	2/1/2013	unlimited

LISTING OF BOARDS MEETING DATES / PURPOSE

Board/Committee	Meetings	Purpose
Aging Advisory Council	meets at least quarterly for a half-day session	It consists of older individuals who are participants or who are eligible to participate in programs assisted under the Older Americans Act of 1965, representatives of older individuals, local elected officials, providers of veterans' health care, and the general public, to advise continuously the Area Agency on Aging on all matters relating to the development of the area plan, the administration of the plan and operations conducted under the plan.
Agricultural Advisory Board	A meeting shall be held at least annually and notice of any meetings	Advise the Board of Commissioners on projects, programs, or issues affecting the agricultural economy and agricultural, horticultural or forestry activities within the county that will affect agricultural districts;
Albemarle Commission	Meeting dates are typically the third Thursday of each month. With the exception of August and December. During those months the Board does not meet.	The mission of the Albemarle Commission is to improve the ability of our member governments to enhance the quality of the lives of our citizens in the Albemarle Region through direct service, grant writing, planning and assessment, program development and management, as multi-agency public-private partnership.
Albemarle District Jail Commission	The Jail Commission usually meets once a month. We like to try and meet the 2 nd Thursday of each month. Some months we meet at 3:00 and some months we meet at 4:00. If we don't have a quorum and we have a lot to discuss and have some decisions that have to be made before the next regular meeting we may have a special meeting.	Albemarle District Jail is a 3 county/regional jail (Camden, Pasquotank and Perquimans) and there are 2 members on the Board from Pasquotank, 1 from Camden and 1 from Perquimans. They meet to discuss different things going on at the jail for instance, budget items, contracts, employees, etc.
Albemarle Hospital Board of Trustees	Meets quarter to renew lease agreement	
Albemarle Regional Health Services	The ARHS Board member will be expected to attend an Executive Committee Meeting once per month on the fourth Tuesday at 6:00 PM and every other month will stay for the Full Board of Health Meeting at 7:00PM. I have attached our meeting schedule for next year. The time commitment is about one hour for each meeting unless someone gets verbose. We do provide dinner and pay \$50.00 for each attended meeting.	Chief function is to govern the organization in the provision of the NC General Statutes as they pertain to required Public Health Services, Public Transportation and other less know programs.
Albemarle Regional Landfill Authority	The Authority usually meets twice a year unless it is conducting additional business outside the norm. Those meetings usually fall in March and June. At the March meeting the Board elects officers, reviews the prior year's audit and discusses the draft budget for the next Fiscal Year. At the June Meeting the Board approves the new Fiscal Year Budget and related documents.	The primary purpose of the ARSWMA Board is to oversee the contract with Republic Services of NC, LLC for the management of the county transfer stations and the use of the ECE Landfill in Bertie County.

Board/Committee	Meetings	Purpose
Albemarle Resource Conservation & Development Council	two-day meetings five times per year, in different locations along the coast	to assist in an advisory capacity on matters including technical questions relating to the development of rules, and on other coastal issues.
Animal Control Board	This committee only hold meetings on an as needed basis	Handles appeals from vicious dog complaints.
Board of Adjustments	3rd Thursday of each month at 7:00 p.m. in Commissioners' Room	Hears & decides on appeals from any order, decision, requirement, or interpretation made by the Zoning Administrator; Applications for variances to Zoning Ordinance requirements & any other matter the Board is required to act upon according to any other county Ordinance.
Board Trustees for Belvidere/Chappell Hill Fire Dept.	Meeting whenever necessary	Oversees financial matters for Bethel Fire Dept.
Board Trustees for Bethel Fire Dept.	Meeting whenever necessary	Oversees financial matters for Bethel Fire Dept.
Board Trustees for Durant's Neck	Meeting whenever necessary	Oversees financial matters for Bethel Fire Dept.
Board Trustees for Inter-County Fire Dept.	Meeting whenever necessary	Oversees financial matters for Bethel Fire Dept.
CFPT	Meets quarterly (March, June, Sept., Dec.) the 2nd Thursday at 2:30pm at the DSS office.	State law to review child deaths and report any gaps in services or recommendations to educate and/or prevent from happening in the future
Chamber of Commerce Board	meets once per month	The Chamber supports the businesses in our county and area. It also houses the Visitor Center for the county where information is given out about our county and area and visitors are welcomed. The Chamber acts as a resource center for start-up businesses. The Chamber keeps the Visit Perquimans webpage up-to-date, answers email requests about the county, updates a Facebook account, and hosts the Jim "Catfish" Hunter Museum.
Chowan/Perquimans Smart Start Partnership	Meets once a month on 3rd Tuesday of the month at 12:30 p.m. at various locations	To facilitate collaboration & coordination of comprehensive family support services for all children to maximize school preparedness & to ultimately develop future productive citizens.
Chowan/Perquimans Multi-County LEPC	The general membership of the LEPC (Local Emergency Planning Committee) is only required to meet once a year. The LEPC planning committee usually meets quarterly. There is no particular date set up for any meetings.	LEPC's coordinate hazardous material planning, preparedness, response, and mitigation issues at the local level. They also develop and maintain a written community level hazardous materials emergency response plan.
COA - Board of Trustees	meet at least six times each year, once per quarter, on the second Tuesday of the month starting at 5:30 p.m. during the months of February, April, June, August, October and December and at other times as needed. The meetings are held on the Elizabeth City Campus. Periodically, the Chair of the Board shall fix another time and/or place for the meeting. The remaining board dates for fiscal year 2012-2013 are: February 12, 2013; April 9, 2013; and, June 11, 2013.	The purpose of our Board of Trustees is to govern the college.
Communications Advisory Board	Meets quarterly, on the last Thursday of the month at 7:00 p.m. The location rotates, a meal is served at meeting and it is host by different board members each quarter.	At this meeting any agency that is service by the Perquimans Co. 911 is present and if there is any matter or problem, that needs clarification is discussed.

Board/Committee	Meetings	Purpose
Community Advisory Committee	Attend quarterly meetings	Duties of the Community Advisory Committee Volunteer members: (1) To work to maintain the intent of the Resident's Bill of Rights; (2) To serve as the nucleus for increased community interaction with facilities; (3) To promote communication , education, and awareness of issues affecting institutionalized elderly; (4) To assist persons who have grievances with the home, and facilitate the resolution of grievances at the local level whenever appropriate.
County Attorney	Appointed every 2 years	Handles the legal affairs of the county
County Historians	meets whenever necessary	Maintains the history of the county
Court Security Committee	Meets on an as needed basis	To oversee security for the courthouses.
Economic Development Commission	Meets the 4th Wednesday of each month at 4:00 p.m. in Commissioner Room	Oversees economic development issues for the county
Economic Improvement Council	March 15, 2012, May 17, 2012, July 19, 2012, September 20, 2012, November 15, 2012 (Cancelled to November 28, 2012); Board meetings are held at the Edenton Administrative Office 721 Virginia Road, Edenton, North Carolina at 1:00 pm.	The Board of Directors shall have legal and fiscal responsibility for administering and overseeing all programs under the Economic Improvement Council, Inc. and safeguarding of Federal and State Funds.
EMS Advisory Board	meets quarterly but not on any specific date or time.	To analyze the System's data to evaluate the ongoing quality of patient care and medical direction within the system.
Extraterritorial Rep - Town of Hertford	meets on the 3 rd Monday of each month	assists with Planning & Zoning issues in the 1-mile radius of Town of Hertford
Historic Hertford, Inc. Board	Meets the 3 rd Wednesday of each month.	To promote the Downtown and the Historic Districts of Hertford
Home & Community Care Block Grant	We're scheduled to meet twice yearly; in spring to plan for the next fiscal year, and in late fall to make any necessary adjustments to the funding plan. There may be additional meetings called if issues arise.	In Perquimans County, the function is to decide how the Home and Community Care Block Grant will be distributed among services.
Housing Committee	This committee only hold meetings on an as needed basis	Their purpose is the selecting and prioritizing houses for the SSH Applications for CDBG Grant Funds
Industrial Facilities & Pollution Control Financing	Inactive Committee	
Inter-Agency Council	Second Thursday at 7:30 am Board of Education. They meet monthly with the exception of July.	The council is responsible for planning for and making recommendations to the county regarding evidence-based programming for juveniles at-risk of delinquency, through the NC Dept of Public Safety, Juvenile Crime Prevention allocation to Perquimans County.
Jury Commission	meets once or twice (for several hours) every other year	To review list of potential jurors received from the registered voter rolls and list of licensed drivers residing in Perquimans County and to remove any duplicate listings and to remove the name of any person that the commission feels is not eligible or able to serve as a juror.

Board/Committee	Meetings	Purpose
Local Library Board	The Local Board of Trustees consists of 8 members appointed by the Perquimans County Board of Commissioners to represent the different areas of the county. The term of office shall be four years, with the terms of two appointees expiring each year. The meetings of the Perquimans County Library Board are held on the first Tuesday of February, April, June, August, October and December at 5:00 pm in the Perquimans County Library	To oversee the needs of the Local Library System.
Medical Director of Perquimans County	e-mailed Jonathan	
Workforce Innovation and Opportunity Board		The Consortium created the bylaws for the new WIOA Board. The Bylaws outline the process for the selection and appointment of board members and were created to be in line with the requirements of WIOA. WIOA gives the authority to appoint board members to the Chief Elected Official – the Chief Elected Official in our region is the Consortium Chairman. In accordance with the bylaws, all board members (even the business representatives) are appointed by the Consortium. The bylaws allow for a 2 year term that could be renewed 4 times for a maximum total of 8 years of services. If we need replacements, Mr. Whitmer will notify the Clerk to the Board and contact the Chamber for help to source candidates.
Northeast Regional Workforce Development Board (Consortium)	in the process of being revamped	
Perquimans/Chowan/Gates Landfill Committee	The PCG Board meets in June and at other times as needed.	The PCG Landfill Commission Board oversees the daily management of the PCG Landfill, which is a department of Albemarle Regional Health Services. The Board makes budget recommendations to ARHS, approves upcoming projects and grants, changes in program management and contracts with outside companies and government agencies. The Board sets disposal rates and rules for managing the PCG Landfill facility. It makes sure that the facility complies with state and federal rules and is fully licensed to operate.
Planning Board	Meets the 2nd Tuesday of each month at 7:30 p.m. in Commissioners' Room	Makes recommendations to the Board of County Commissioners concerning Conditional Use Permits, Zoning Map Amendments, Zoning Text Amendments, Major Subdivisions, Subdivision Variances, & Subdivision Test Amendments; Approval of Sketch Plans for Major Subdivisions; & approval of proposed Street Names.
RC&D Council	Meets on a quarterly basis	To assist the Counties to wisely conserve natural resources and create opportunities for positive economic & community development.
Recreation Advisory Committee	Regular meetings of the Recreational Advisory Board are held on Tuesday at 7:00 pm during the 2nd week of the month on a quarterly basis. Meetings are held at the Perquimans County Community Center.	The Recreational Advisory Board was established as a consultative board to the Perquimans County Recreation Department. The Director reports current and upcoming activities and any concerns from the board are discussed.

Board/Committee	Meetings	Purpose
Regional Library Board	The Regional Board consists of 12 members, with each county represented by three trustees from our local boards. It normally meets six times a year. The 4 th Monday of Jan, March, May, June Sept and November.	To oversee the needs of the Regional Library System.
RPO Rural Technical Coordinating Committee	January, April, July, and October at Albemarle Commission Building	Rural Planning Organizations were formed in 2000 to provide rural areas the opportunity to work in partnership with the NCDOT toward the development of sound short and long-range transportation planning for rural areas.
RPO Transportation Advisory Committee	Meets quarterly on the 4th Wednesday of each 1st month of the quarter at 11:00	The TAC is the policy making body of the RPO
Selective Service Board - Perquimans Rep.	Meets on an as needed basis	A Selective Service Local Board is a group of five citizen volunteers whose mission, upon a draft, will be to decide who among the registrants in their community will receive deferments, postponements, or exemption from military service based on the individual registrant's circumstances and beliefs.
Senior Citizens Advisory Board	Meet twice a year on 3rd Thursday of February and August at 2:00 p.m. at the Senior Center. Special Called Meetings are called when needed.	To investigate the needs of the citizens in our county and make recommendations in regard to suitable methods of administering senior programs.
Senior Tarheel Regional Advisory Board	meet three times a year – March, June and October, usually in Raleigh,	Assess the legislative needs of older citizens by convening a forum modeled after the North Carolina General Assembly
Social Services Board	Meets monthly - the 4th Thursday of the month at 5:30pm at the DSS office	Exercises leadership, vision & direction; exercises appropriate oversight; accountable to "moral owners" (the public/community members); selects the director of Social Services and has the responsibility to evaluate their performance (State law NCGS 108A-9 (1) and 108A-129(a)).
Tax Assessor/Tax Collector	Appointed every 2 years	Handles the tax assessments & of the county
Technical Review Committee	Meets the last Monday of each month at 10:00 a.m. in the Commissioners' Room	Review plans for compliance with public water service requirements and to ensure conformance with other review procedures delineated in the Subdivision Regulations; & review Site Plans prior to issuance of Zoning permit or Building Permit.
Tourism Development Authority	The TDA shall hold a quarterly meeting on the first Wednesday of the first month in each quarter	The public authority under the Local Government Budget and Fiscal Control Act to oversee the Occupancy Tax Funds.
Tri-County Shelter Advisory Committee Board	AS NEEDED, usually 2-3 times a year	An opportunity for managers and appointed commissioners from Chowan, Gates and Perquimans to meet with Tri-County Animal Shelter Director and AWARE volunteers to discuss shelter operations including budget, maintenance, programs, animal care, and other related topics as needed.

Board/Committee	Meetings	Purpose
Trillium Northern Region	Initially, they will meet monthly and then less often after they have been officially set up	This is the manage care organization for Behavioral Health Services which includes a total of 23 counties. They are divided up into three regions with an Advisory Board for each region. Perquimans County is in the Northern Region. Perquimans County appoints two representatives (one commissioner or their designee; and one other individual). These individuals will serve on the Regional Board who will appoint four representatives to the overall governing Board.
Veterans Monument Comm	Meet as needed	Oversee the Veterans' Memorial Monument
Water Committee	Meets as needed to discuss operations and policy of the water system;	Makes recommendations to the Board of Commissioners for any needed changes to the Water System.
WIA/JTPA Chief Elected Official	This Board/Committee (Workforce Investment Act/ Job Training & Placement Act) only meets when the chair (who is with Albemarle Commission) convenes a meeting.	The purpose of the organization is to educate and train clients for employment and hopefully place them in the workforce.