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WORK SESSION  
December 19, 2022  
7:00 p.m.

The Perquimans County Board of Commissioners Work Session on December 19, 2022 was cancelled.

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REGULAR MEETING  
January 3, 2023  
6:40 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Tuesday, January 3, 2023, at 6:40 p.m. in the Meeting Room of the Perquimans County Library located at 514 S. Church Street, Hertford, NC 27944.

MEMBERS PRESENT: Wallace E. Nelson, Chairman Charles Woodard, Vice Chairman  
Timothy J. Corprew Joseph W. Hoffler  
T. Kyle Jones James W. Ward

MEMBERS ABSENT: None

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

Chairman Nelson called the meeting to order. Commissioner Jones gave the invocation and Chairman Nelson led the Pledge of Allegiance. Mr. Nelson explained that the first item of business was to hold a public hearing.

Amendments to Ordinance No. 103 – Subdivision Regulations & Ordinance No. 104 – Zoning Ordinance

Chairman Nelson opened the Public Hearing stating that the purpose of this public hearing was to receive citizens' comments and to discuss amendments to Ordinance No. 103-Subdivision Regulations and Ordinance No. 104-Zoning Ordinance. Various proposed amendments will be reviewed including NCGS law updates, exception added regarding accessory buildings, exception added regarding natural disaster hardship, solar farm vegetative buffer standard to be more dense, proposed commercial architectural design standards, addition of the definition of Accessory Dwelling Unit (ADU), edits to the Major Subdivision Review procedure, consolidation of subdivision review checklists, and certificate edits among other small edits and typographical errors. There were fourteen (14) people present. Rhonda Repanshek, Planner, presented the following overview of the proposed Amendments:

Ms. Repanshek explained that this was a Legislative Public Hearing which means any citizen can express their opinion about the proposed amendments as part of the hearing; the rules affect the entire community, versus quasi-judicial hearings which only affect specific individuals and isolated situations.

Notice of this legislative public hearing was provided per County Zoning Ordinance section 301 and NC General Statutes Chapter 160D-601. Planning Board made recommendations at their Dec. 13<sup>th</sup> regular meeting. Public notice was published in the Perquimans Weekly on December 15<sup>th</sup> and December 22<sup>nd</sup>. No County residents made requests to the Planning Office regarding this case.

Discussions on these topics started in the spring and early summer. A joint work session between Planning Board and County Commissioners was held October 17<sup>th</sup> in which these 2 documents and most of their proposed changes were reviewed in depth.

In relation to our CAMA Land Use Plan, Chapter 2 of our County LUP states the County will develop and amend ordinances as necessary to ensure and encourage desirable economic development through planned growth. It goes on to state that the continuation of the County's present physical appearance and form is important-if not critical- to the County if it is to maintain its unique character among jurisdictions in the region. The zoning ordinance is a tool that may help the County slow down the proliferation of strip development and help achieve its desired physical appearance and form and preserve its rural character.

Ms. Repanshek then reviewed the following Table of Proposed Changes:

**NOTE: lines with double asterisk \*\* signify changes made since Dec. 2022 Planning Board Meeting and Oct. 17, 2022 Joint Work Session**

**Zoning Ordinance, Text Amendments**

SECTION	TITLE	EDIT
Article 4	Enforcement	add specific penalties for NOV's (reinsert some sections from last zon. Ord. version)
section 405 **	Complaints Regarding Violations	clarify that the 10 business days is from the date of the receipt of the report of alleged violation **
section 406 **	Civil Penalties	add sentence to the end of the first paragraph, "The imposition of a fine or fines pursuant to this section does not prevent the County from pursuing all other remedies authorized by this Zoning Ordinance." **
section 515	Manufactured Home Skirting Required	masonry skirting requirement eliminated for manufactured home on leased land per 160D-910(g) new law
Article 8, Table of Uses	Table of Uses	add 'section 506' reference to the USES block for Additional Dwelling
Article 8, Table of Uses	Table of Uses	Mini-Warehouse/Storage Facilities, add an "S" to the CR zone
section 908	Change in Special Use Permit	give County Manager and planning staff authority to approve minor changes that do not increase intensity or density of use
section 911.25 (A)	Mini-Warehouse (self-storage)	add CR as zoning district also

SECTION	TITLE	EDIT
section 911.29	Solar Farm (Large scale, ground-mounted Solar Power Energy System)	add third staggered row of vegetative buffer and make overall vegetative buffer wider and more dense tree spacing; require certified landscape architect to sign off on veg. buffer plans including veg. type
section 911.29(B)(3)(a) **	Screening	add that prior to Planning Board, County staff will forward a required certified landscape plan to an NC State Extension designee to review its appropriateness for solar farm vegetative buffers **
Article 11	Exceptions and Modifications	create section 1108 as Accessory Building or Garage on Vacant Lot for Residential Storage Use
Article 11	Exceptions and Modifications	create section 1109 as Manufactured Home or Travel Trailer as Temporary Residence After Natural Disaster Hardship
Article 11	Exceptions and Modifications	create section 1110 as exception for Single Family Dwelling in CH/HCOD zone if it is a major subdivision with restrictive covenants approved prior to July 1, 2002; list the 3 specific major subdivisions
section 1204 (e)(2)	Extension or Enlargement of Nonconforming Situations	let a nicer sw replace an existing sw, rather than having to increase size to a dw
section 1204 (e)(2) **	Extension or Enlargement of Nonconforming Situations	replace manufactured home year reference with the condition that it have a HUD label and proper wind rating **
section 1506(b)	Parking Lot Surfaces	discusses perimeter of parking lot -- change <i>shall</i> to <i>may...when deemed necessary for safety, harmony, or environmental stewardship</i>
section 1507 (a-c)	Mobile Home and Trailer Parking and Storage	Update all <i>Mobile Home</i> terms to <i>Manufactured Home</i> and all <i>trailer</i> terms to <i>travel trailer</i> . Add stipulation/clarify that any travel trailer parked on a lot must be in relation to a currently inhabited principal residential dwelling, not by itself unless it's in a designated campground.
section 1607	Prohibited Signs	add (g) signs with obscene language or obscene gestures or profanity
Proposed Article 19	Commercial Districts Architectural Design Standards	add new article about design of commercial structures in CH, CR, and CN districts; possibly make it Article 19 and change the definitions to Article 20
proposed section 1902(a)(5)(ii)(2) **	Façade Design	add /change minimum 18 inch depth in façade to 24 inch depth **
proposed section 1902 (a)(6) **	Fenestration	front façade (vs. all facades) visible from streets need windows or doors every 20 feet **
new Article 20	Definitions and Word Interpretations	add Accessory Dwelling Unit (ADU) definition and specific criteria
new Article 20	Definitions and Word Interpretations	add <i>Campsite, Primitive</i> definition
new Article 20	Definitions and Word Interpretations	add <i>Campsite, Developed</i> definition
new Article 20	Definitions and Word Interpretations	add clarification sentence to Dwelling, Duplex about sharing a common wall
new Article 20	Definitions and Word Interpretations	add definition to Dwelling, Resumed Single Family
new Article 20	Definitions and Word Interpretations	add definition <i>Modification, Major</i> [note: its counterpart in Subdiv. Regs., minor/major changes are described at section 306.6. Approval of Amended Subdivision Map]

### Subdivision Regulations

SECTION	TITLE	EDIT
section 106	Transfer of Lots in Unapproved Subdivision Plats	(a) changed criminal part to "is subject to a civil penalty, court action or other remedy as referenced in Section 204"
section 204	Penalties for Violation	in first paragraph changed criminal misdemeanor to "is subject to a civil penalty, court action or other remedy as referenced in sections 204.1 through 204.4 including withholding development approvals and revoking development approvals (per authority given by NCGS 153A-123).
section 204.1 **	Penalty	raise civil penalty amount from \$100 to \$200 **
section 304	Major Subdivision Requirements	many additions and subtractions that lead into the section that follows it
section 305	Preliminary Plat Review	Remove individual criteria and reference a summary table instead, add Construction Plan section
section 305 **	Preliminary Plat Review	add condition C) if no sewer then ARHS evaluations are needed per ARHS rules (which is per lot) **
section 306.3	Final Plat Requirements	Remove individual criteria and reference a summary table instead
section 306.7	Table of Map Requirements	replace whole checklist with more recent comprehensive version
section 307	Technical Review Committee	next to last paragraph says Co. Mgr and Planning can elect to use group emails
section 308	Certificates	Remove the 2 that ARHS would have signed and remove the Planning Board Approval certificate
section 801	Definition of a Subdivision	(A)(6) added "as approved by the Subdivision Review Officer" just to clarify the point for surveyors
section 801	Definition of a Subdivision	correct (8) second paragraph, about deed of combination forms and subsection references

### Zoning Ordinance, Typos & minor clerical issues

SECTION	TITLE	EDIT
section 302(a)	Notice of Hearing on Proposed Zoning Map Amendments	6th line down, <i>addressed</i> should be <i>address</i>
section 302(b)	Notice of Hearing on Proposed Zoning Map Amendments	8th line down, <i>on-half</i> should be <i>one-half</i>

SECTION	TITLE	EDIT
section 309 (c)(2) & (d)	Types and Duration of Statutory Vested Right	c 2 = <i>which</i> should be <i>with</i> , d = <i>of</i> should be <i>or</i>
section 404 (a)	Remedies	reference to <i>NCGS 160A-175</i> should be <i>NCGS 153A-123</i>
section 511	Development Permits	added ' / <i>Zoning Permits</i> ' to title
article 8 Table	Table of Uses	Telecommunications Infrastructure reference should be <i>Table 1805-B</i> , not <i>2205-B</i>
section 911.14 (B)(4)	Campground, Public and Private (including Recreational Vehicle Park)	add words <i>or</i> and <i>by</i>
section 1626 (b),(c),and(e)	Signs Permitted in the CH Highway Commercial District	b = <i>sing</i> should be <i>sign</i> , c = <i>are</i> should be <i>area</i> , e = <i>all</i> should be <i>allow</i>
section 1808(d)(1)	Permit (Level III) New Non-Concealed Towers	remove parenthesis before "For example", change <i>plus</i> to <i>or</i> ; add "whichever is greater" to the end and remove the last parenthesis
new article 20	Definitions and Word Interpretations	Development Approval definition -- 4th line ' <i>development permits</i> ' should be ' <i>zoning permits</i> ' to match NCGS
new article 20	Definitions and Word Interpretations	Development Permit definition -- add ' <i>Zoning Permit</i> ' beside Development Permit for clarification
new article 20	Definitions and Word Interpretations	Sign, Height -- <i>sigh</i> should be <i>sign</i>
new article 20	Definitions and Word Interpretations	Tower definition should reference section <i>1816</i> , not <i>1815</i>

**Subdiv Ord Typos & minor clerical issues**

SECTION	TITLE	EDIT
section 301	Plat Shall Be Required on Any Subdivision of Land	G.S. reference was wrong- now 160D-801
section 601 (A)	General Requirements	<i>Article V</i> in last line should be <i>Article VI</i>
section 402(B)(9)(f)	Flag Lots	add 4 words to add clarification to its purpose

Planning Board found proposed Text Amendment TXT-22-01 to be consistent and in harmony with the County comprehensive Land Use Plan because the proposed text amendments encourage the fill of vacant lots, encourage preservation of open space, and encourage rural agricultural aesthetics in commercial building design. Planning Board also recommended approval of Text Amendment TXT-22-01, incorporating attorney comments and other changes noted with double asterisks in the attached Table of Proposed Changes.

After her presentation, Chairman Nelson asked Mary Hunnicutt, Clerk to the Board, if anyone had signed up to speak. Ms. Hunnicutt said that no one had signed up. He then asked if there was anyone in the public that wanted to make a comment or ask a question. There being none, he closed the Public Hearing at 7:07 p.m. and proceeded with the Regular Meeting.

**AGENDA**

Chairman Nelson stated that a copy of the Agenda was at their seats tonight. Charles Woodard made a motion to approve the Agenda as presented. The motion was seconded by Timothy J. Corprew and unanimously approved by the Board.

**CONSENT AGENDA**

Chairman Nelson asked if there were any items that the Board wished to remove from the Consent Agenda to discuss. There being none, the following items were considered to be routine and were unanimously approved on motion made by Charles Woodard, seconded by Timothy J. Corprew.

- Approval of Minutes:** Approval of Minutes **December 5, 2022** Regular Meeting and **December 19, 2022** Work Session (**cancelled**) were approved.

**Tax Refund Approvals:**

- Winslow, Donia Dee** ----- \$395.20  
Incorrect assessment 2021. Account #263399.
- Winslow, Donia Dee** ----- \$395.20  
Incorrect assessment 2020. Account #263399.
- Lamley, Thomas & Judith**----- \$454.79  
Boat kept and taxed in Virginia. Account #259958.

**Tax Release Approvals:**

- Winslow, Donia Dee** ----- \$555.28  
Incorrect assessment 2021. Account #263399.
- Mackey, Robert & Cindy**----- \$2,025.20  
House had been put on wrong parcel. Account #260392.

- Personnel Matters:** The following personnel matters were approved by the Board:

a. **Personnel Appointment & Reclassification:**

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Shellie Dickson	Seasonal Tax Lister	Appointment	N/G	\$15.00/hr.	12/12/2022
Leroya Banks	Certified Deputy	Reclassification	65/2	\$37,626	01/01/2023

b. **Revision of Salary Classification Sheet:**

POSITION	GRADE
<b>County Manager Positions:</b>	
County Manager	83
Secretary/Clerk to the Board	65
Finance Officer	72
Finance/HR Specialist	61
Human Resource Technician/Administrative Assistant	61
Planner	72
Planning & Zoning Technician	61
<b>Board of Elections Positions:</b>	
Director of Elections	64
Deputy Elections Director	58

POSITION	GRADE
<b>Emergency Services Positions</b>	
Emergency Services Director	76
<b>911 Communications Division:</b>	
Non-Certified Telecommunicator	60
Telecommunicator I	63
Telecommunicator II	65
911 Communications Shift Supervisor I	67
911 Communications Shift Supervisor II	69
<b>EMS Division:</b>	
Emergency Medical Responder (EMR)	56
Emergency Medical Technician (EMT)	63
Advanced EMT (AEMT)	66
Paramedic	68
EMS Compliance Officer (AEMT)	68
EMS Compliance Officer (Paramedic)	69
EMS Shift Supervisor (Paramedic)	70
<b>Emergency Management Division:</b>	
Assistant EM Coordinator/PIO Grants Manager	70
<b>Fire Marshal Division:</b>	
Fire Marshal I - Level I Inspector	67
Fire Marshal II - Level II Inspector	68
Fire Marshal III - Level III Inspector	70
<b>Building Inspector Positions:</b>	
Chief Inspector	71
Assistant Building Inspector	67
Code Enforcement Officer	61
Administrative Assistant	61
<b>Recreation Department Positions:</b>	
Recreation Director	70
Athletic Program Supervisor	64
Administrative Assistant	58
Groundskeeper	54
<b>Senior Citizens Positions:</b>	
Senior Citizens Coordinator	63
Assistant Senior Citizens Coordinator	60
Secretary - Senior Citizens (Part-Time)	56
Fill-In - Senior Center	56
Permanent/Part-Time Nutrition Site Manager	n/g
<b>Register of Deeds Positions:</b>	
Register of Deeds	70
Assistant Register of Deeds	60
Deputy Register of Deeds	58
Part-Time/Fill-In - Register of Deeds	n/g
<b>Sheriff's Office Employees:</b>	
Sheriff	76
Chief Deputy	70
Deputy - Investigator	68
Patrol Sergeant	67
Sergeant of SRO's	67
School Resource Officer (SRO)	65
Deputy - Code Enforcement Officer	65
Deputy	65
Deputy - Uncertified	64
Animal Control	62
Office Manager	62
Administrative Assistant	60
Animal Control Assistant	58
Bailiff	54
<b>Tax Department Positions:</b>	
Tax Administrator	72
Assistant Tax Administrator	66
Business Personal Property Clerk	61
Seasonal Tax Lister	n/g
Fill-In - Tax Office	n/g
<b>Water Department Positions:</b>	
Water Supervisor	74
Water Technician III	68
Water Plant Operator	64
Fill-In - Water Billing/Collections Office	64
Billing/Collection Clerk	61
Water Technician II	60
Water Technician I	58
Equipment Operator	58
Part-Time/Fill-In - Water Technician III	n/g
<b>Buildings &amp; Grounds Positions:</b>	
Maintenance Supervisor	65
Custodian	56
Housekeepers	54
<b>All other Secretaries with the County</b>	57
<b>Social Services Positions - According to State Grades:</b>	
Director	79
Social Work Supervisor III	73
Social Worker/IA&T	70
Social Worker III	69
Social Worker II	67
Income Maintenance Supervisor (IMS) II	67
Administrative Officer I	67
Income Maintenance Caseworker (IMC) III - Lead Worker	67
Income Maintenance Caseworker (IMC) Investigator II	65
Income Maintenance Caseworker (IMC) II	63
IMC I working toward IMC II	61
Processing Assistant V	61
Public Information Assistant IV	59

c. **Telecommunication Personnel Salary Changes:**

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Cartwright, Keely	TC-II	Reclassification	65/5	\$40,472	01/01/2023
Sue Ann Cestaro	TC-II	Reclassification	65/4	\$39,509	01/01/2023
Zeb Daneker	Permanent Part-Time TC-II	Reclassification	65/6	\$19.94/hr.	01/01/2023
Kylie Felton	Part-Time/Fill-In TC-II	Reclassification	65/3	\$18.53/hr.	01/01/2023
Lindsey Fields	TC-I	Reclassification	63/4	\$36,179	01/01/2023
Emily Harrell	Part-Time/Fill-In TC-II	Reclassification	65/7	\$20.43/hr.	01/01/2023
Logan Hogge	Permanent Part-Time TC-I	Reclassification	63/2	\$16.57/hr.	01/01/2023
Anna Johnson	Part-Time/Fill-In TC-I	Reclassification	63/4	\$17.39/hr.	01/01/2023
Vivian Long	Part-Time/Fill-In TC-I	Reclassification	63/6	\$18.26/hr.	01/01/2023
Steven Pyle	Permanent Part-Time TC-I	Reclassification	63/6	\$18.26/hr.	01/01/2023
Fantasia Saunders	Part-Time/Fill-In TC-I	Reclassification	63/2	\$16.57/hr.	01/01/2023
Andrea Stoner	911 Shift Supervisor II	Reclassification	69/4	\$47,115	01/01/2023
Amanda Ward	Permanent Part-Time TC-I	Reclassification	63/4	\$17.39/hr.	01/01/2023
William Ward	TC-I	Reclassification	63/2	\$34,456	01/01/2023
Crystal M. Wright	TC-II	Reclassification	65/7	\$42,495	01/01/2023

4. **Step Increases:**

Employee Name	Employee Job Title	Grade/ Step	New Salary	Effective Date
Bethany Buttram	EMS Shift Supervisor (Paramedic)	70/5	\$50,435	01/01/2023
Christopher Prince	Custodian	56/5	\$27,236	01/01/2023
Tammy White	Housekeeping Assistant	54/11	\$28,870	01/01/2023
Faran Sawyer	Deputy Sheriff / SRO (Certified)	65/6	\$41,484	01/01/2023
Wilma Robbins	Land Records Clerk	58/9	\$32,789	01/01/2023
Vincent Bockelman	Water Technician I	58/3	\$28,324	01/01/2023

4. **Budget Amendments:** The following budget amendments were approved by the Board:

**BUDGET AMENDMENT NO. 23  
GENERAL & WATER FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-420-110	County Manager - Telephone/Postage (meter)		802
10-420-160	County Manager - Maint/Repair (copier)		1,638
10-430-160	BOE - Maint/Repair (copier)		1,638
10-430-740	BOE - Capital Outlay (voting machines)		40,600
10-450-110	Tax - Telephone/Postage (meter)		834
10-450-160	Tax - Maint/Repair (copier)		3,907
10-592-160	EMS - Maint/Repair (copier)		1,638
10-511-160	Dispatch - Maint/Repair (copier)		1,638
10-540-160	Inspections Maint/Repair (copier)		1,638
10-610-160	DSS - Maint/Repair (postage meter)		1,241
10-610-740	DSS - Capital Outlay (printers; copier)		8,438
10-615-160	Extension - Maint/Repair (copier)		1,638
10-660-160	Senior Center - Maint/Repair (copier)		1,638
10-685-160	Recreation - Maint/Repair (copier)		1,638
10-850-852	Debt Service Payment - Lease Payments	68,926	
35-720-160	Water Maint/Repair (copier)		1,637
35-720-852	Debt Service Payment - Lease Payments	1,637	
<b>EXPLANATION:</b> To amend FY 22/23 budget to move the lease payments to a debt service payment expenditure line instead of each departmental expenditure as instructed by auditors per LGC.			

**BUDGET AMENDMENT NO. 24  
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	DSS - State Grants	1,705	
10-610-202	DSS - Low Income Water Assistance	1,705	
<b>EXPLANATION:</b> To amend FY 22/23 budget to include additional funding as awarded by the State.			

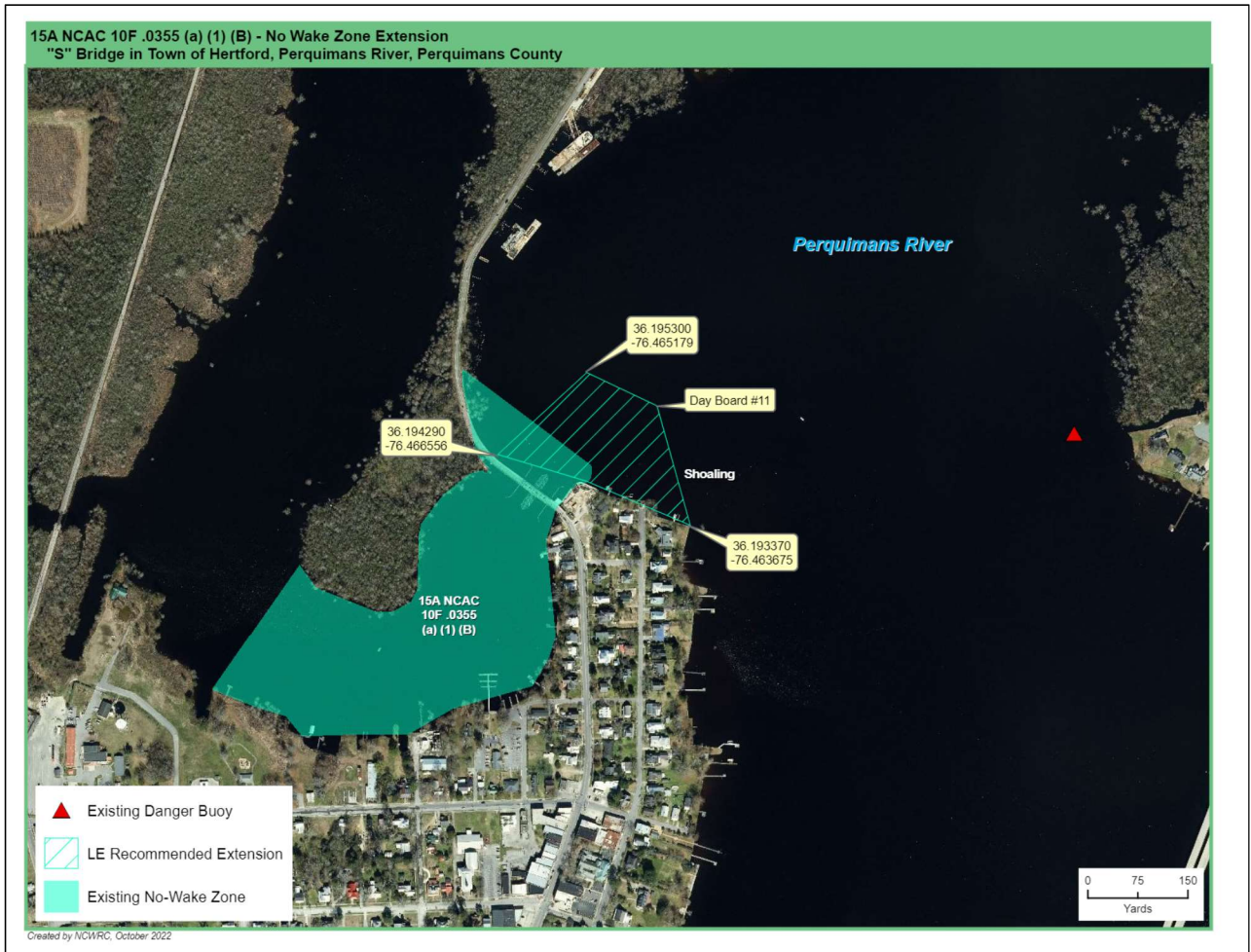
5. **Board Reappointment:** The following board reappointments were approved by the Board:

Name	Board/Committee	Action Taken	Term	Effective Date
Smith, Lewis	Agricultural Advisory Board	Reappointment	3 years	02/01/2023
Bailey, Juanita	Senior Citizens Advisory Board	Reappointment	2 years	02/01/2023
Heath, Frank W.	Senior Citizens Advisory Board	Reappointment	2 years	02/01/2023
Burket, Stephen	Senior Citizens Advisory Board	Reappointment	2 years	02/01/2023
Bailey, Virginia	Senior Citizens Advisory Board	Reappointment	2 years	02/01/2023

6. **Miscellaneous Document:** The following miscellaneous documents were unanimously approved by the Board:

- **Economic Improvement Council – Community Services Block Grant 2023 Application:** The Economic Improvement Council (EIC) has applied for the Community Service Block Grant. The State requires that they present the application to each of the counties that they represent. A copy of this application was provided to Clerk to the Board, Mary P. Hunnicutt, who has made it available to the Commissioners for review. Ms. Hunnicutt has been asked to return the letter stating that the application was presented in Perquimans County. This is for information only.
- **Response – Town of Hertford Request to Expand the Perquimans River No-Wake Zone:** For information purposes, the Wildlife Resources Commission, at its business meeting on December 8, 2022, voted to begin the rulemaking process required by the Town of Hertford, to extend the no-wake zone to the northeast of the Hertford S-bridge, to include the navigation channel and the area in front of the town shoreline where the large shoal is located. The map in included below.

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**RECOGNITION OF DECEMBER RETIREES & EMPLOYEES' YEARS OF SERVICE**

**A. Recognition of Retiree:**

1. **Susan Chaney – Social Services:** Chairman Wallace Nelson presented a plaque to Susan Chaney, Social Services Director, who retired effective January 1, 2023, after 30 year of service. Chairman Nelson thanked her for her service. Susan Chaney said a few words thanking the Commissioners, County Manager Heath, and Social Services staff for supporting her while she worked in Social Services. County Manager Heath also thanked her and recognized her husband, Carl, who was present tonight. Commissioner Woodard thanked Ms. Chaney for her work with him on the Social Services Board. He continued to say that they are diligently working on finding a replacement for her which will be had to do.

**B. Recognition of Employees' Years of Service with the County:** The following employees were recognized:

Employee Name	Department	Employee Job Title	No. of Years	Effective Date
Kathleen Conner	Social Services	Social Worker III - Adult Services	5 yrs.	01/01/2023
Wilma Robbins	Tax Department	Tax Clerk – Land Records	5 yrs.	10/01/2022

Each employee thanked the Board for the opportunity to work in Perquimans County and the Board thanked the employees for their years of service.

**JONATHAN NIXON, EMERGENCY SERVICES DIRECTOR**

Mr. Nixon and Julie Solesbee, Assistant EM/PIO/Grant Manager/AEMT, presented the following items for Board information and action:

1. **Renewal of our StormReady Designation by the NWS:** For Board information, Mr. Nixon presented a letter from US Department of Commerce renewing our StormReady designation by the National Weather Service through November 9, 2026. No action required.
2. **Updated Emergency Operations Plan:** Mr. Nixon and Ms. Solesbee presented the updated Emergency Operations Plan to the Board of Commissioners. They recommended that the Board approve the plan as presented. Commissioner Corprew asked if the plan had to be updated every year. Mr. Nixon said that it had been a couple of years since it was updated. Mr. Nixon reported that we receive grant funding for updating our plan but they mainly did it at this time because of the change in the Town of Hertford Police Department moving to Perquimans County. On motion made by Joseph W. Hoffler, seconded by Charles Woodard, the Board unanimously approved the updated the 2023 Updated Emergency Operations Plan as presented and authorized the Chairman to sign a Letter of Promulgation to that effect.
3. **EMS Collection Agency Contract Addendum:** For Board information, Mr. Nixon updated the Board on how the EMS Collections works and then presented an addendum to Applied Business Service's current contract with Perquimans County EMS dated February 22, 2016. This addendum increases their compensation for its services for Perquimans County EMS. No action is required.

After Mr. Nixon's presentations, County Manager Heath and Mr. Nixon updated the Board on the call volume that the County EMS Department was experiencing over the last couple of years. Mr. Heath explained that we are having third, fourth, and more calls now than we have had. He also stated that, on many occasions in 2022, we had to rely on mutual aid from surrounding counties, which placed a strain on their staff. Because of this situation, Mr. Heath, Mr. Nixon, Ms. Solesbee and Ms. Polumbo had done a study on the hours of that day that we have the largest call volumes. As a result of the study, County Manager Heath is recommending that because of the increase in call volumes, the County, on a trial basis, increase our staff to add a third eight-hour shift during the highest volumes of calls. This would come out of the budget lines that we have for EMS Personnel. He further reported that we can currently handle in the budget and, if need be, adjust it later. This would mean that a third crew will be added to the noon to 8:00 p.m. shift. Commissioner Corprew asked if there was any sector of the County that is driving these calls up. Mr. Nixon said that there was none and that he attributes

the following items for this increase: (1) access to care (taking longer to get an appointment with the doctor; we have one less doctor in the county than we did eight years ago and one less provider in one of our doctor's offices); (2) every time we have a call that requires transport to a hospital, we have to go outside the county which is unlike our surrounding counties that have a hospital within their county; and (3) the median age in the county's population has been increasing over the past 20 years (Mr. Heath said that according to the NCACC report, Perquimans County has one of the highest median ages in all of NC). Mr. Nixon said that he will discuss it further during the budget process. Mr. Heath said that we did not need a motion tonight but they just wanted the Board to be aware of what they are monitoring.

**COMMISSIONER'S CONCERNS/COMMITTEE REPORTS**

The following comments were made:

- **Commissioner Woodard:** Mr. Woodard explained that the Social Services Board is diligently looking for a replacement for Susan Chaney. They are taking applications and hope to start the interview process soon.
- **Chairman Nelson:** Mr. Nelson presented the following email progress from the Harbor Town update from their December 14, 2022 Zoom meeting of the Harbor Towns board:
  - Our first fast boat is being built in Bryson City and is about to be flipped over for interior completion. The aluminum pieces from Louisiana were assembled on the frame and welded together before flipping. A Coast Guard inspection of the welds will soon follow. Our builder joins us by Zoom each Wednesday with a progress report.
  - The second fast boat has been contracted for and parts have been ordered.
  - The Anticipation V Dinner Boat, now in Baltimore, has been purchased and minor repairs are being done. Our Captain Tex Gallop will bring the boat to Edenton for final preparation soon after the contract closes on January 3. *“Anticipation V is a modern, well-priced, affordable party yacht formerly based in Fort Lauderdale. She can accommodate 130 guests and seat 60 in the dining area.”* We have agreed to rename the boat the Spirit of the Albemarle.
  - Mel Martine has been hired by Harbor Towns, Inc as the Events Director for the up & coming Dinner Boat that will be available to the 5 Harbor Town. Mel previously worked with Nichol J & Co., our Harbor Towns public relations firm, and will continue to work closely with them.
  - Fair Harbor, a ticketing agency, has also been selected by Harbor Towns. Their agent was surprise and please to see that our boats will come right up to or near our main streets. This is uncommon. Peter Thomson, a sailor, said that all our towns show their best features from the water. Only Columbia views equally well from the highway bridge.
  - All of the Nichol J & Co. staff met with us in the Hertford library last week and collected information about our 27-year history of promoting the project. Nichol will publicize the project before the April kickoff on billboards, magazines, and social media, etc. We were shown their first Harbor Towns video with presentation from air and land for each of the five towns.
  - Peter Thomson described the dock needs for each town. He noted that Hertford would require three pilings to protect the pier from boat damage. Peter can be contacted in Elizabeth City at 252- 267-4154.
  - Norma and I have a comfortable new home in Blythewood SC (Columbia suburb) near her family, but we sorely miss Hertford.
  - The following pictures were presented also.



**UPDATES FROM COUNTY MANAGER**

County Manager Heath presented the following updates:

- **Invitations to Volunteer Fire Department Banquets:** Mr. Heath explained that he had notified the Board members about two invitations that he had received for the volunteer fire department banquets: Durant's Neck is scheduled for January 10, 2023, at 7:00 p.m. and Inter-County has their banquet on January 21, 2023 at 6:30 p.m. Each one will be at the fire stations. Be sure and let their chiefs know that you will or will not be attending.
- **Perquimans/Chowan/Gates Landfill (PCG):** Mr. Heath informed the Board that the PCG Committee met on December 13, 2023 to receive the FY 2021-2022 Audit Report and to discuss the current hauling contract with Republic. The Audit was good and the Committee decided to stick with the current contract with no changes in charges.
- **New School Construction Project:** Mr. Heath reported he met with the Board of Education on December 7, 2022 to discuss the potential architect for this project. Their next meeting will be on January 9, 2023.
- **Construction Updates:** Mr. Heath updated the Board on the following construction projects:
  - **Marine Water Basin Update:** Mr. Heath stated that the construction of the Marine Basin continues to progress. There have been some questions about shoreline stabilization adjacent to the basin construction. There will be rip rap along the sides of the basin construction.
  - **Tennis Courts at Recreation Update:** The gravel base has been constructed awaiting the asphalt.

There may be a little slow down in these constructions when the cold weather comes in.

**PLANNING ITEMS**

The following planning matters were discussed and action taken:

1. **Double Flat Lots Requested by Victor Passwaters, Jr. and Charles "Casey" and Crystal Stork:** Rhonda Repanshek, County Planner, presented the following background information on this flag lot request:

This case comes to County Commissioners because our Subdivision Regulations Major Subdivision review procedure for more than one flag lot that comes from the same parcel. That is an Administrative procedure and decision, meaning either the applicant has what the regulations call for or they do not, but the Board must still vote on it.

It's so complicated you have to look at the GIS map in your packet to understand what I'm talking about. The Storks' bought Jennings lot 1 as a residential lot to put a home on. They did not realize that the access was not wide enough or defined enough or that all the deeds for Jennings lots 1 through 6 had the sentence, "This is being transferred as agricultural land and has not been approved under the County Subdivision Regulations." So they could not build. Along came Mr. Passwaters, a few months later and he purchased Jennings lots 2 & 3 and also the Armstrong lot called 'parcel H'. Together they have agreed to swap easement rights. Mr. Passwaters will let the Storks have access across the only parcel that touches Hurdletown Road and the Stork family, in exchange, will let Mr. Passwaters have access across the southern 45 foot wide section of their parcel.

All parcels are zoned rural agricultural and meet subdivision size requirements, it's their access that's the problem. Our Soil & Water Technician visited the site and took some elevation shots. He determined the natural drainage of the subject area flows north toward Chapanoke Road and the Little River. He recommends all swales and ditching be aimed to drain towards the northeastern part of the parcel, where it would tie into an existing field ditch.

Whoever dug the ditch off the field path off Hurdletown Road aimed to drain it towards Hurdletown Road but he's not sure that's the best route since Hurdletown Road is a watershed boundary. Mr. Passwaters has already been in touch with NCDOT about culverts.

**Due to infrastructure concerns, Planning and Water Department staff have come up with these rules:**

- a) **No more than 2 water meters are allowed at the intersection of the access and Hurdletown Road,**
- b) **No more than 2 principal dwellings total. Mr. Passwaters is combining his 2 rear parcels to simplify this,**
- c) **The access width should remain clear of trees to allow not only traffic but utility lines to fit in the easement width,**
- d) **Both addresses will need to be clearly marked at the Hurdletown Rd entrance with reflective signs so emergency personnel can find the houses easily at night,**
- e) **If a 3<sup>rd</sup> dwelling were ever to be proposed, the landowners may be required to:**
  - 1) **Install a water main at their own expense and grant the County a 20 foot wide easement over it and dedicate the water line to the County,**
  - 2) **Move the (at that time) existing 2 water meters at Hurdletown Rd. to the actual yards of the then existing houses,**
  - 3) **Make the road access meet NC DOT standards and be paved,**
  - 4) **Name the road, which will entail changing all existing addresses using the access.**

Subject property as proposed, meets subdivision requirements; they have septic system permits, an access/maintenance agreement prepared and ready for signature, a survey illustrating a forty-five (45) foot wide easement and meet size and dimensional criteria. **Planning Board members unanimously voted both flag lots to be consistent with subdivision requirements and recommended approval at their December 13<sup>th</sup> regular meeting.** Mr. Passwaters is present if you have any questions.

Chairman Nelson asked Mr. Passwaters if he wanted to make any comments. He said he did not and thanked the Board for their consideration of this request. Chairman Nelson asked if there were any questions or comments from the Board. The following questions and/or comments were made:

- **County Manager Heath:** Mr. Heath asked the following questions:
  - Was the parcel touching the road going to be used for access only and not for building. Ms. Repanshek said that it can be used but is there for access only. She further stated that you could place a water meter on the left if needed but it would be up to the Water Department to decide where to place it.
  - Is the access area a flag lot also? If so, does it meet minimum road standards? Ms. Repanshek thought that it did but said that it does not matter because it is an existing lot.
  - Does it matter that Mr. Passwaters' combined lots are larger than ten acres? Ms. Repanshek said that is why she will have the following statement on the recombination survey: "Only one principal dwelling allowed on recombined PARCEL THREE. See County Commissioner meeting Minutes of January 3, 2023 for extra development rules which apply. Per January 3, 2023 BCC approval original Lots 2 and 3 meet County Subdivision Regulations and are to be combined."
- **Commissioner Corprew:** Mr. Corprew asked if the access agreement is a Deed of Easement. Ms. Repanshek said that it was. Mr. Passwaters stated that the Maintenance Agreement included Parcel H.
- **Chairman Nelson:** Mr. Nelson asked what Lots #4, #5, and #6 going to be used for. Ms. Repanshek explained that those lots have already been platted but not through our Subdivision Regulation. She further explained that this case will set a precedent for how lots 4, 5, and 6 get handled in the future.

Chairman Nelson asked if there were any further questions or comments. There being none, Timothy J. Corprew made a motion to find the proposed two flag lots to be consistent with subdivision requirements and to approve double flag lot review for Tax Parcel #5-0034-0089A and the recombination of Tax Parcel #5-0034-0089B and #5-0034-0089C with access over #5-0034-0112G. The motion was seconded by W W. Ward and unanimously approved by the Board.

- 2. **Amendments to Ordinance No. 103 – Subdivision Regulations & Ordinance No. 103 – Zoning Ordinance:** A public hearing was held earlier in the meeting so the Board will need to consider these amendments and take action on them by two motions. T. Kyle Jones made a motion to find proposed Text Amendment No. TXT-22-01 to be consistent and in harmony with the county comprehensive Land Use Plan existing development pattern because the proposed text amendments encourage fill of vacant lots, preservation of open space, and encourage rural agricultural aesthetics in commercial building design. The motion was seconded by Charles Woodard and unanimously approved by the Board.

T. Kyle Jones made a motion to motion to approve Text Amendment No. TXT-22-01, as presented, to edit County Zoning Ordinance and Subdivision Regulations including proposed commercial architectural design standards, NCGS law updates, exception added regarding accessory buildings, exception added regarding natural disaster hardship, solar farm vegetative buffer standard to be more dense, addition of the definition of Accessory Dwelling Unit (ADU), edits to the Major Subdivision Review procedure, consolidation of subdivision review checklists, and certificate edits among other small edits and typographical errors. The motion was seconded by Charles Woodard and unanimously approved by the Board. The Board adopted Ordinance No. 105 – Subdivision Regulations and Ordinance No. 106 – Zoning Ordinance. Copies of these ordinances are posted on the county's website at [www.perquimanscountync.gov](http://www.perquimanscountync.gov) and recorded in the Ordinance Book located in the Register of Deeds' Office.

Chairman Nelson thanked Ms. Repanshek and the Planning staff for their work in these text amendments and asked her to thank the Planning Board for their work too.

**SALE OF SURPLUS EQUIPMENT**

County Manager Heath reported that the Board adopted a resolution in October proclaiming the following vehicle as surplus equipment and to proceed to sell it on GovDeals. The bid period for the following surplus item with GovDeals closed today at 11:00 a.m. On motion made by James W. Ward, seconded by Timothy J. Corprew, the Board approved the following sale of the surplus motorcycle:

BUYER	ITEM	DATE SURPLUSED	START BID	SOLD AMOUNT
Patricia Brown	2007 Ford E-350 AEV Ambulance, VIN #7719	12/5/2022	\$5,000	\$6,801.00



**COMMISSIONER’S BOARD APPOINTMENT**

Chairman Nelson reported that the following list will need to be considered to appoint commissioners to Fondella Leigh and Thelma Finch-Copeland’s board appointments. Mr. Nelson asked if there were any corrections or changes to the list. Commissioner Jones said that Mr. Hoffler had taken his place on the Inter-Agency Council – Commissioner Appointment since he was already on it as the Inter-Agency Council – District Attorney Appointment. Commissioner Hoffler said that he had requested to be on the Recreation Advisory Committee as the Commissioner Representative. Mr. Hoffler reminded Chairman Nelson that he requested the Recreation Advisory Committee to help resolve an issue that the black community has with there not being time and effort getting football activities for the County and not having sufficient time to play basketball in the gym. On motion made by T. Kyle Jones, seconded by Joseph W. Hoffler, the Board approved the following Commissioner Board appointments:

Name	Board/Committee	Term	Appt.	Expire
<b>JAMES W. WARD</b>				
Ward, James W.	Court Security Committee	unlimited	1/5/2015	unlimited
Ward, James W.	Northeastern Workforce Development Consortium	unlimited	2/1/2015	unlimited
Ward, James W.	Tourism Development Authority (Commissioners)	2 yrs.	2/1/2022	12/31/2022
Ward, James W.	Tri-County Shelter Advisory Committee Board	unlimited	2/1/2013	unlimited
Ward, James W.	Trillium Northern Region Advisory Board	unlimited	5/4/2015	unlimited
Ward, James W.	Water Committee	unlimited	1/5/2015	unlimited
<b>JOSEPH W. HOFFLER</b>				
Hoffler, Joseph W.	Albemarle Regional Landfill Authority	4 yrs.	2/1/2021	1/31/2025
Hoffler, Joseph W.	Economic Development Commission - County	2 yrs.	2/1/2021	1/31/2023
Hoffler, Joseph W.	Historic Hertford, Inc.	3 yrs.	7/1/2020	6/31/2023
Hoffler, Joseph W.	Home & Community Care Block Grant	unlimited	12/3/2012	unlimited
Hoffler, Joseph W.	Inter-Agency Council - Commissioner	1 yr.	7/1/2021	6/30/2022
Hoffler, Joseph W.	Perquimans/Chowan/Gates Landfill Committee	indefinite	2/1/2017	indefinite
Hoffler, Joseph W.	Recreation Advisory Committee - Commissioner	3 yrs.	7/1/2020	6/30/2023
Hoffler, Joseph W.	Senior Citizens Advisory Board	2 yrs.	2/1/2021	1/31/2023
<b>T. KYLE JONES</b>				
Jones, T. Kyle	Albemarle District Jail Commission	2 yrs.	2/1/2021	1/31/2023
Jones, T. Kyle	Court Security Committee	unlimited	2/1/2017	unlimited
Jones, T. Kyle	Inter-Agency Council - District Attorney	<i>(appointed by District Attorney)</i>		
Jones, T. Kyle	RPO Transportation Advisory Committee	2 yrs.	2/1/2021	1/31/2023
Jones, T. Kyle	Water Committee	unlimited	2/1/2019	unlimited
<b>TIMOTHY J. CORPREW</b>				
Corprew, Timothy J.	Albemarle Commission	unlimited	1/1/2015	unlimited
Corprew, Timothy J.	Albemarle Regional Landfill Authority			
Corprew, Timothy J.	Economic Development Commission - County	2 yrs.	2/1/2022	1/31/2023
Corprew, Timothy J.	Housing Committee Chairman	unlimited	1/5/2015	unlimited
Corprew, Timothy J.	Perquimans/Chowan/Gates Landfill Committee	indefinite	2/1/2022	indefinite
Corprew, Timothy J.	Water Committee	unlimited	2/1/2022	unlimited
<b>WALLACE NELSON</b>				
Nelson, Wallace E.	Albemarle Commission <i>(alternate)</i>	unlimited	9/1/2018	unlimited
Nelson, Wallace E.	Albemarle Regional Health Services	indefinite	1/5/2015	unlimited
Nelson, Wallace E.	Chowan/Perquimans Multi-County LEPC	1 yr.	1/1/2022	12/31/2022
Nelson, Wallace E.	COA - Board of Trustees	4 yrs.	7/1/2021	6/30/2025
Nelson, Wallace E.	Economic Development Commission - County	2 yrs.	2/1/2021	1/31/2023
Nelson, Wallace E.	EMS Advisory Board	2 yrs.	2/1/2021	1/31/2023
<b>CHARLES WOODARD</b>				
Woodard, Charles	Agricultural Advisory Board - Commissioner	3 yrs.	2/1/2021	1/31/2024
Woodard, Charles	Chamber of Commerce Board	unlimited	2/7/2011	unlimited
Woodard, Charles	Communications Advisory Board - County	2 yrs.	2/1/2021	1/31/2023
Woodard, Charles	Social Services Board <i>(as long as Commissioner)</i>	3 yrs.	7/1/2022	6/30/2025
Woodard, Charles	Tourism Development Authority (Commissioners)	2 yrs.	2/1/2021	1/31/2023

**PUBLIC COMMENTS**

There were no public comments made.

**CLOSED SESSION: TO CONSULT WITH OUR ATTORNEY REGARDING REAL PROPERTY AND CLOSED SESSION MINUTES**

Chairman Nelson stated that, pursuant to NC General Statute 143-318.11(5), the Board went into Closed Session to consult with our attorney regarding real property and to approve closed session minutes. On motion made by T. Kyle Jones, seconded by Joseph W. Hoffler, the Board unanimously voted to go into Closed Session.

The Closed Session was adjourned and the Regular Called Meeting reconvened on motion made by Joseph W. Hoffler, seconded by James W. Ward and unanimously approved by the Board.

No action was required from the Closed Session

**ADJOURNMENT**

There being no further comments or business to discuss, the Regular Meeting was adjourned at 8:45 p.m. on motion made by Charles Woodard, seconded by Timothy J. Corprew.

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

Clerk to the Board

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