
REGULAR MEETING

January 7, 2013

7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, January 7, 2013, at 7:00 p.m. in the Commissioners' Room located on the first floor of the Perquimans County Courthouse Annex.

MEMBERS PRESENT: Janice McKenzie Cole, Chair Edward R. Muzzulin, Vice Chair
 Kyle Jones Tammy Miller-White
 Matthew Peeler

MEMBERS ABSENT: Benjamin Hobbs

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

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

AGENDA

The Agenda, as amended, was unanimously approved on motion made by Edward R. Muzzulin, seconded by Tammy Miller-White.

CONSENT AGENDA

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

1. **Approval of Minutes:** December 3, 2012 Regular Meeting
2. **Budget Amendment:**

**BUDGET AMENDMENT NO. 8
 GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	State Grants - DSS	49,630	
10-610-192	Crisis Intervention	35,704	
10-610-198	Low Income Energy Ass't (LIEAP)	13,926	

EXPLANATION: To budget for additional State funds for Crisis Intervention and LIEAP for FY 2012-13.

3. **Board Appointments:** The following Board appointments were approved:

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Morgan, John	Agricultural Advisory Board - Parkville	Reappointment	3 yrs.	2/1/2013
Baker, Julian	Agricultural Advisory Board - Belvidere	Reappointment	3 yrs.	2/1/2013
Madre, Donald	Agricultural Advisory Board - Bethel	Reappointment	3 yrs.	2/1/2013
Muzzulin, Edward	Albemarle District Jail Commission	Reappointment	2 yrs.	2/1/2013
Hobbs, Benjamin	Albemarle Regional Landfill Authority	Reappointment	4 yrs.	2/1/2013
Cole, Janice	Communications Advisory Board - County	Reappointment	2 yrs.	2/1/2013
Hobbs, Benjamin	Economic Development Commission - County	Reappointment	2 yrs.	2/1/2013
Muzzulin, Edward	RPO Transportation Advisory Committee	Reappointment	2 yrs.	2/1/2013
Heath, Frank	RPO Technical Coordinating Committee	Reappointment	2 yrs.	2/1/2013
Cole, Janice	Senior Citizens Advisory Board	Reappointment	2 yrs.	2/1/2013
Emmert, Robert	Senior Citizens Advisory Board	Reappointment	2 yrs.	2/1/2013
Price, Sue	Senior Citizens Advisory Board	Reappointment	2 yrs.	2/1/2013
Hurdle, Pam	Senior Citizens Advisory Board	Reappointment	2 yrs.	2/1/2013
Burket, Stephen	Senior Citizens Advisory Board	Reappointment	2 yrs.	2/1/2013

DR. KANDI DEITEMEYER, PRESIDENT OF COLLEGE OF THE ALBEMARLE

Dr. Kandi Deitemeyer introduced Charles Ward, Perquimans County's Representative on their Board of Trustees, Suzanne Rohrbaugh, Vice President of Workforce Development & Continuing Education, and Steven Woodburn, Vice President, Student Success & Enrollment Management. Dr. Deitemeyer thanked the Board for their continued financial support and said that her goal through the College of the Albemarle is to change the fabric of the student's family. Instead of starting out with giving out numbers, she introduced John Moss, Associates of Arts transfer student, who explained what the College of Albemarle has done for him and for his family. After that, Dr. Deitemeyer gave a PowerPoint presentation on the impact that the College of the Albemarle has had on Perquimans County. Chair Cole asked about how the enrollment is affected by hard economic times. Dr. Deitemeyer answered her question. Ms. Cole also asked a question about financial aid not being used by the College. Dr. Deitemeyer explained that the Board decided that, since they had a large default rate, it was not financially feasible. She further explained the legislation that had been passed regarding these financial aid funds. The Board thanked Dr. Deitemeyer for her work and her presentation.

RALPH HOLLOWELL, ALBEMARLE REGIONAL HEALTH SERVICES

Mr. Hollowell was present to give the Board an update on his findings regarding the Minzie's Creek Sewer District. He has looked at the site and feels that they could offer the area a cluster system. Minzie's Creek's attorney consulted with several engineers and is scheduling a meeting with their members this Saturday to discuss how to proceed with the project. It is Mr. Hollowell's opinion that they are looking into the cluster system instead of the big sewer system. Mr. Hollowell brought in a person from Texas to look at the system. Frank Heath, County Manager, clarified that, with going into this type of system, they will be working directly with Albemarle Regional Health Services. Commissioner Muzzulin asked about the current system and how they need to clean it up. Mr. Heath said that they will probably have to close the plant. Mr. Hollowell said that this would be more financially feasible for them than operating their own sewer system. Commissioner Peeler asked if it would basically be a group of communal septic system. If someone owns four lots, will they have one connect or four connects or is that something that they are going to have to discuss. Mr. Hollowell said that the attorney is looking into this. His concern now is whether or not they will include the vacant lots in the clusters. Commissioner Peeler expressed concerns about people developing these vacant lots and wanting to be added to the

cluster system and the impact that it would have on the system. Commissioner Muzzulin said that it was his understanding that only a certain number of lots were approved for the sewer district. County Manager Heath explained the breakdown of sections included in the Minzie's Creek Sewer District. Commissioner Miller-White stated that it was her understanding that the Board approved for them to proceed with the new district and a centralized system. She further stated that this is now going into a different direction but a more financially feasible one. Mr. Heath explained that the Board did vote for them to proceed with the Sewer District but also asked Mr. Hollowell to look into another way that they would possibly help them. This is what he has done. Ms. Miller-White asked what the next step was. Mr. Heath asked Mr. Hollowell if there was any more testing needed or if he needed Board approval tonight. Mr. Hollowell said that the only thing that he needed tonight was whether or not they will be able to develop these vacant lots and include them in these cluster systems. Donna Godfrey, County Planner, discussed zoning issues. After further discussion, the Board decided that they would discuss it further during their next Work Session and make recommendations to Ralph Hollowell. The County setbacks may limit this system.

MICHAEL HURDLE, REPRESENTATIVE OF DUCKS, UNLIMITED

Mr. Hurdle, along with other representatives from Ducks, Unlimited and National Wild Turkey Foundation, asked the Board to revisit the alcohol policy for the County Recreation Center. Turkey Federation has been going out of the County for their banquet and Ducks, Unlimited has been using a 40 x 80 farm shop for their banquet which they have now outgrown. They have no other facilities in this County that they can use that allows alcohol. He further stated that our Rec Center is as nice as any building in the Tidewater and Northeast North Carolina area for any sportsman event. He provided documentation of Certificates of Insurance that they have to cover any liability that might arise. He also suggested that, if alcohol is served, the entire building will need to be rented. In addition, they should be required to obtain a permit from the state and a minimum amount of liability insurance for each event. He encouraged the Board to promote the County in a positive way and reconsider their decision on allowing alcohol at the Rec Center. After some discussion, the Board decided to discuss it further at their next Work Session.

JARVIS WINSLOW, EMERGENCY MANAGEMENT COORDINATOR

Mr. Winslow explained that he had received two CERTS (Community Emergency Response Team) Grants: \$2,000 and \$1,657.85. He asked the Board to accept these funds and to approve Budget Amendment No. 9. On motion made by Tammy Miller-White, seconded by Matthew Peeler, the Board unanimously accepted the funds and approved the following Budget Amendment No. 9:

**BUDGET AMENDMENT NO. 9
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-012	State Grants - Emergency Management	3,658	
10-530-337	CERT* Grant	3,658	
	*(Community Emergency Response Team)		
EXPLANATION: Emergency Management has received two grants totaling \$3,658 from the Office of the Governor - NC Citizens Corp to support the Citizens Emergency Response Teams from Deep Creek (\$2,000) and Albemarle Plantation (\$1,658).			

HOWARD NICHOLS, THE MOORINGS

Mr. Nichols presented the following report on The Moorings at Albemarle project:

Expenses related to 2012:

- Expenditures to date related to the completion of the Wet-season Water Table Monitoring Study, preliminary Ground Water Modeling, Topographic and Boundary Survey, additional location & mapping of monitoring wells (etc.), additional work related to the revised subdivision layout, US Army Corp meetings and coordination issues, etc. (Cost to date: \$112,000).

Estimated 2013 Schedule*:

- Waste Water Treatment Plant & Disposal Field Design & Permitting (Jan. – Sept. 2013)
- Preparation of Preliminary Plat. (Oct. 2013)
- Submittal of Preliminary Plat for “preliminary review by the County”. (Nov. 2013)
- Begin preparation of the Erosion Control, Storm Water Management, Water Distribution and Sanitary Sewer Connection Plans, Specifications & Permits. (Jan. 2014)

**Note: Schedule is subject to regulatory review times & approvals. Schedule and timing may vary.*

Donna Godfrey, County Planner, explained that this report demonstrates to the Board the continued commitment of the developer to proceed with the project. On motion made by Tammy Miller-White, seconded by Matthew Peeler, the Board unanimously accepted his report which keeps the County from revocation of their zoning district.

HOMERIA JENNETTE, TELECOMMUNICATIONS

Ms. Jennette presented her monthly report.

SUSAN CHANEY, SOCIAL SERVICES DIRECTOR

Ms. Chaney presented her monthly report. She also discussed the transfer of a new application in Social Services.

BILL JENNINGS, TAX ADMINISTRATOR

Bill Jennings presented his monthly report.

DONNA GODFREY, COUNTY PLANNER

Ms. Godfrey reported to the Board that the Planning Board will be picking up on the discussion of accessory use of solar energy at their meeting in February.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

Commissioner Miller-White: Because of the policy about not taking action on a spending request until the next meeting, she wanted to bring to the Board's attention the possibility that Clayton Griffin's program may run into some financial problems due to their not getting one of their grants. County Manager Heath said that Mr. Griffin has enough funding to cover thru January. He further stated that he would place this on the February Agenda under Old Business.

Commissioner Muzzulin: Mr. Muzzulin asked if the Department Heads could provide their reports on two-sided pages to save paper. Chair Cole asked them to try to comply with this request.

UPDATES

County Manager Heath updated the Board on the following projects:

Water System Projects: The Pasquotank County RO Pipeline Connection has been completed. They are now working on the inside changes to the plant. Currently, they are waiting on some equipment but we are still on schedule. We should be able to accept water in September, 2013.

Jail Project: Commissioner Muzzulin explained that copies of his reports were included in their packets. He highlighted the following items: (1) Federal inmate count for December was 47 (there were 61 in November); and (2) They have provided a counter offer to Chowan County and are awaiting their response. Commissioner Miller-White thanked Mr. Muzzulin for the "Monthly Inmate County" report. She asked why Chowan County was included on the list. Mr. Muzzulin said that sometimes Albemarle District Jail (ADJ) houses some Chowan County inmates. County Manager Heath asked Mr. Muzzulin about the funds that ADJ was going to refund the Counties. Mr. Muzzulin said that it is in the budget and that they were going to approve it next month.

Senior Center Update: Progress during the holidays was a little slow but they are beginning to pick up their work. Mr. Heath said that they will be holding another walk through on Friday at 3:00 p.m. Anyone who would like to attend is welcomed. He further stated that they are still on schedule. Mr. Heath thanked Mr. Emmert for his assistance on the project. Ms. Miller-White asked Mr. Emmert how things looked. He said fair to midland.

Annex Roof Replacement Project: County Manager Heath said that they have been repairing the roof on the Annex Building. Most of the work has been completed. However on the evening of December 20th, we had a bad wind/rain storm which blew up some of the tarp that they had laid down around the vents. We had some water get into the building and get into the phone system that services the Courthouse and Courthouse Annex Buildings. We are going to have to replace the phone system and phones. We have talked with CenturyLink and are waiting for a quote from them.

High School Athletic Complex Update: County Manager Heath said that they met with representatives from the School Board and talked about a scaled back version of the proposed High School Athletic Complex. They are going to get some new drawings and hopes that it could reduce the project costs to under \$3 million instead of the \$6.2 million. He said that they will be looking into private fund raising to help fund the project. Chair Cole and County Manager Heath are looking into professional private fund raising programs to assist with funding the project. The Board discussed other issues about the project but took no action.

WINFALL DETENTION CENTER

As everyone is aware of by now, the Winfall Detention Center was closed in November, 2012. County Attorney High explained that in the deed there was a Right of Reversion that if the facility was not going to be used for a Detention Center, the property would revert back to Perquimans County. Mr. High explained that the language in the deed was not as clear as to establish that automatic Right of Reversion. Mr. High believes that the intent was that it would revert back to Perquimans County. The State Attorney agreed that it was proper language but she was going to talk to her supervisor. He is awaiting an answer from her. Commissioner Miller-White asked if the property would revert but the improvements would be at costs. Mr. High said that he did not think that was the case. He further stated that, if the deed had been drafted properly, we would not have this gray area. Automatic reversion would mean that it would come back to the County. Because of this gray area, we may have a choice as to whether we want to keep the facility or let the State have it. The Board will need to decide what they want to do. County Manager Heath said that the sole purpose of the property was to be used for a Detention Center. Mr. Heath's purpose for placing this item on the Agenda was to begin the discussion as to whether the Board would be interested in using the building for another purpose. Several have seen inside and know what improvements need to be made to have it available for another use. The past utility costs were around \$30,000 per year. He feels that it would be about \$10,000 a year to maintain it if the County decides to use it. Commissioner Muzzulin said that, if we do not have a use for it, he does not think the County should accept it because we currently have a number of construction projects that we are working on and do not have the extra funds to renovate this building. Mr. High said that he would prefer to wait on taking any action until we hear from the State. Chair Cole said that she did see the urgency in making a decision right now. Commissioner Peeler suggested that, during his visits through the County, he noticed that we have a problem with storage. He suggested that we could use this facility to store records. No action was taken at this time.

TRI-COUNTY SHELTER ADVISORY COMMITTEE BOARD APPOINTMENTS

Chowan County has notified us that they recommend the Board appoint at least one Commissioner to serve on the Tri-County Shelter Advisory Committee Board. In the past, Sue Weimar attended these meetings. Commissioner Peeler volunteered to serve on this committee. It was the consensus of the Board to appoint Matthew Peeler to the Tri-County Shelter Advisory Committee Board.

ECONOMIC IMPROVEMENT COUNCIL'S APPLICATION FOR COMMUNITY SERVICES BLOCK GRANT PROGRAM

For information purposes, the Economic Improvement Council's Application for Community Services Block Grant Program was presented to the Board for review. Some discussion was made regarding the purpose and use of these funds. No action was required on this item.

BOARD APPOINTMENTS:

The following Board appointments were discussed:

EMS Advisory Board: Mary Hunnicutt, Clerk to the Board, informed the Board that she had heard from Larry Chappell, Captain of Perquimans EMS, who recommended the reappointment of Tammy Miller-White to the EMS Advisory Board for a term of two (2) years effective February 1, 2013. On motion made by Edward R. Muzzulin, seconded by Matthew Peeler, the Board unanimously appointed Tammy Miller-White to the EMS Advisory Board for a two-year term effective February 1, 2013.

Tourism Development Authority (3 appointments): Chair Cole explained that Tammy Miller-White wants to step down from the Tourism Development Authority. Brandon Shoaf, Town Manager of Hertford, said that he is still trying to get it touch with Connie Jacklic to see if she is still interested in serving on this Authority. The last appointment, Mary White, needs to be recommended from the Tourism Development Authority since she represents the Industry. Therefore, the matter was tabled until next month.

PERSONNEL MATTER: EMT-I CERTIFICATION

On motion made by Edward R. Muzzulin, seconded by Tammy Miller-White, the Board unanimously authorized the increase in pay for Lauren Williams to Grade 66/Step 1 at \$14.85 per hour effective January 1, 2013 due to her completion of the EMT-I Certification.

PUBLIC COMMENTS

County Manager Heath informed the Board that we closed on the second part of the refinancing of our two loans today.

ADJOURNMENT

There being no further business to discuss, the Regular Meeting was adjourned by the Chairman at 9:00 p.m.

Janice McKenzie Cole, Chair

Clerk to the Board
