
REGULAR MEETING

April 3, 2023
7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, April 3, 2023, at 7:00 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 P. Hunnicutt, Clerk to the Board
 Hackney High, County Attorney

Chairman Nelson called the meeting to order. Commissioner Hoffer gave the invocation and Chairman Nelson led the Pledge of Allegiance.

AGENDA

Chairman Nelson stated that a copy of the amended Agenda was at their seats tonight. Charles Woodard made a motion to approve the Agenda as presented. The motion was seconded by James W. Ward 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, Joseph W. Hoffer made a motion to approve the Consent Agenda as presented. The motion was seconded by James W. Ward and unanimously approved by the Board.

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

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Mary Hunnicutt	Part-Time Clerk to the Board	Appointment	65/15	\$24.83/hr.	04/01/2023
Belinda Owens	Social Worker III (APS)	Appointment	69/2	\$44,869	04/01/2023
Heather Russell	IMC I Working Toward IMC II	Appointment	61/3	\$32,321	04/01/2023
Morgan Story	Non-Certified Telecommunicator	Appointment	60/1	\$14.16/hr.	04/01/2023
Allen Foy	Non-Certified Telecommunicator	Appointment	60/1	\$14.16/hr.	04/01/2023
Gloria Thomas	Part-Time/Fill-In Board of Elections Staff	Appointment	n/g	\$12.00/hr.	03/27/2023
Brenda Hurdle	Part-Time/Fill-In Board of Elections Staff	Appointment	n/g	\$12.00/hr.	03/27/2023
Bethany Buttram	Community Paramedic/MIH Coordinator	Reclassification	70/5	\$24.25/hr.	03/01/2023
Christina Turner	Income Maintenance Caseworker II	Resignation			03/31/2023
Jacob Sikes	Certified Deputy	Resignation			03/17/2023
Kenneth J. Sippel Jr.	Part-Time/Fill-In Telecommunicator	Resignation			03/20/2023
Sarah Hickman	Part-Time/Fill-In AEMT	Resignation			03/29/2023

2. **Step/Merit Increases:**

Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Jovan Ward	Income Maintenance Lead Worker (FNS)	65/6	\$41,484	04/01/2023
Elena Ratcliff-Howell	Processing Assistant V	61/3	\$32,321	04/01/2023
Rebecca Corprew	Administrative Officer I	67/11	\$51,162	04/01/2023
Kristin Lassiter	Income Maintenance Supervisor II	67/4	\$43,145	04/01/2023
Cody Chappell	Paramedic	68/4	\$21.68/hr.	04/01/2023
Stephen Chappell	Animal Control Officer	62/8	\$38,170	04/01/2023

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

**BUDGET AMENDMENT NO. 34
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	DSS - State Grants	21,751	
10-610-202	DSS - Low Income Water Assistance	21,751	
EXPLANATION: To amend FY 22/23 budget to include additional funding as awarded by the State for LIWA program.			

**BUDGET AMENDMENT NO. 35
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	DSS - State Grants	32,758	
10-610-192	DSS - Crisis Intervention	32,758	
EXPLANATION: To amend FY 22/23 budget to include additional funding as awarded by the State for the CRISIS Intervention Program.			

**BUDGET AMENDMENT NO. 36
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	DSS - State Grants	15,000	
10-610-198	DSS - Low Income Water Assistance (LIEAP)	15,000	
EXPLANATION: To amend FY 22/23 budget to include additional funding as awarded by the State for Low Income Energy Assistance Program.			

**BUDGET AMENDMENT NO. 37
COUNTY CONSTRUCTION FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
50-348-006	County Construction - Perquimans Basin	1,500,000	
50-000-724	County Construction - Perquimans Basin	1,500,000	
EXPLANATION: To amend FY 22/23 budget to include additional funding as awarded by NC Commerce for Perquimans Basin Project.			

**BUDGET AMENDMENT NO. 38
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-360-006	EMS - Trillium Opioid Funding	9,868	
10-592-748	EMS - Trillium Opioid Funding	9,868	
EXPLANATION: To amend FY 22/23 budget to include additional funding as awarded by Trillium and as discussed during March BOC meeting.			

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

- **Resolution to Sale Vehicle on GovDeals:** The Board approved the following Resolution to declare a vehicle as surplus equipment and sell on GovDeals:

**RESOLUTION AUTHORIZING SALE
OF CERTAIN SURPLUS COUNTY PROPERTY**

WHEREAS, the Perquimans County Board of Commissioners desires to dispose of certain surplus property of the County:

NOW, THEREFORE, BE IT RESOLVED by the Perquimans County Board of Commissioners that:

1. The following described vehicle is hereby declared to be surplus to the needs of the County:

Model Year	Make	Model	VIN
2014	Dodge	Charger	2C3CDXAT5EH146310

2. The County Manager is hereby authorized and directed to proceed on behalf of the Perquimans County Board of Commissioners to sell these vehicles on GovDeals.
3. The County reserves the right to reject any or all bids and decide not to sell the vehicles at any time during this process.
4. The County Manager, in accordance with State law, shall cause a summary of this resolution to be posted on bulletin board at Courthouse and place it on the County’s website and Facebook page. After not less than ten (10) days from the date of publication, the County Manager is authorized to sell the above-described property to the highest bidder.

Adopted this the 3rd day of April, 2023.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

Mary P. Hunnicutt, Clerk to the Board

SEAL

- **Contract – GASB 73 Reporting for Special Separation Allowance:** The following contract with Cavanaugh Macdonald Consulting, LLC was approved to complete the GASB 73 Report for 2023:

Memorandum

To: Finance Directors and Human Resource Directors
From: Micki Taylor & Todd Green
Date: March 27, 2023
Subject: GASB 73 Reporting for Special Separation Allowance

Cavanaugh Macdonald Consulting, LLC (CMC) is offering local governments the chance to have actuarial studies performed for the Special Separation Allowance for Law Enforcement Officers. The separation allowance is a locally administered benefit provided to certain law enforcement officers upon their departure from service.

CMC is a premier actuarial consulting firm founded solely for the purpose of providing actuarial services to state and local governments. CMC also performs the actuarial valuation for Other Postemployment Benefits (OPEB) in accordance with GASB 74 and 75. A separate data request is issued for OPEB valuations.

GASB Statement No. 73 establishes accounting and financial reporting requirements for pensions that are not within the scope of GASB 68. GASB 68 relates to pension plans that are administered through qualified trusts. **For most units, GASB 73 will apply to the Law Enforcement Officers’ Special Separation Allowance (LEOSSA).** *If you currently administer the Special Separation Allowance for Law Enforcement Officers through a qualified trust, please contact Micki Taylor at CMC for the data request related to the preparation of the actuarial valuation report required under GASB Statement 68.*

The reporting date for GASB 73 will be June 30, 2023. The valuation date will be December 31, 2021 and the measurement date will be December 31, 2021. For measurement of the Total Pension Liability and Pension Expense, the December 31, 2021 accrued liability will be rolled forward to the measurement date of December 31, 2022 using standard roll-forward procedures. If alternative valuation or measurement dates are requested for GASB 73 reporting, additional fees will apply.

If your local government participated in the actuarial study in 2022, the retired participant data provided last year will be used for the Fiscal Year 2023 report. The active participant data is provided by the Local Government Employees Retirement System (LERS). In addition, we are requesting information that will be necessary for Fiscal Year 2024 reporting. Additional information is provided on the following pages.



NOTE: You must complete the attached forms in order to participate, even if you participated in previous years. The cost to your local unit of government and the procedures you must follow are outlined below:

- 1) The base fee for all Units will be **\$550** per local unit, **plus \$3.95 per covered employee and retiree.** If your local government offers the Separation Allowance benefit to any other employee groups (General Employees, Firefighters, etc.), a base fee of \$550 will apply to each additional employee group, plus \$3.95 per additional covered employee and retiree.
- 2) Units must return the 2023 Memorandum of Participation to Cavanaugh Macdonald Consulting, LLC indicating their desire to participate and the Data Collection Sheet **no later than May 15, 2023** to receive the pricing above. If the forms are received after May 15th, the reports will be completed as soon as possible following receipt of the required information. Additional fees may apply if the information is not received by the deadline.
- 3) Units are to receive copies of their actuarial reports by **July 31, 2023** provided the required information is received by the deadline above. Units will be billed directly by Cavanaugh Macdonald Consulting, LLC. **DO NOT PAY CAVANAUGH MACDONALD CONSULTING, LLC IN ADVANCE.**
- 4) Units may negotiate other services with Cavanaugh Macdonald Consulting, LLC outside the scope of the agreement. The hourly rates for consulting services range from \$140 to \$420.
- 5) Additional fees may apply if corrected data collection items are provided after the report is issued and/or time is accrued answering auditor questions.

Note: Unless Cavanaugh Macdonald Consulting, LLC has questions, you may not hear from them until you get your copy of the actuarial report.

The main contact persons with Cavanaugh Macdonald Consulting, LLC are Micki Taylor and Todd Green (NCSSALEO@CavMacConsulting.com). If you have any questions, please contact Micki at (678) 388-1704 or Todd at (678) 388-1705.

Cavanaugh Macdonald Consulting, LLC
3550 Busbee Parkway, Suite 250, Kennesaw, GA 30144
NCSSALEO@CavMacConsulting.com



2023 MEMORANDUM OF PARTICIPATION FOR SEPARATION ALLOWANCE BENEFIT

UNIT: Perquimans County
MAILING ADDRESS: P.O. Box 45
CITY: Hertford ZIP CODE: 27944
NAME: Frank Heath
TITLE: County Manager
PHONE #: (252) 426-8484
EMAIL ADDRESS: frankheath@perquimanscountync.gov

On behalf of the unit government noted above, we agree to engage Cavanaugh Macdonald Consulting, LLC to prepare the disclosures required under GASB Statement No. 73 for the Special Separation Allowance for Law Enforcement Officers.

I have read the terms listed on the cover memorandum that outlines conditions and fees of the contract related to reporting requirements under GASB Statement No. 73. Should my unit of government determine at any point that we do not want to continue our participation in the Actuarial Study Program, we will notify Cavanaugh Macdonald Consulting by letter of our desire to cancel. In order to complete the report in time for Fiscal Year 2023 reporting, CMC will need to receive all requested information no later than May 15th, 2023.

I understand that we will be billed directly by Cavanaugh Macdonald Consulting, LLC and copies of the actuarial report will be emailed to our office by Cavanaugh Macdonald Consulting by July 31, 2023. DO NOT PAY CAVANAUGH MACDONALD CONSULTING, LLC IN ADVANCE.

By signing this document I have accepted the terms and conditions outlined in the cover memorandum and agree to pay Cavanaugh Macdonald Consulting upon the completion of all work.

Signed this 3rd day of April, 2023.

(SIGNATURE)
Chairman, Perquimans County Board of Commissioners
(TITLE)

Cavanaugh Macdonald Consulting, LLC
3550 Busbee Parkway, Suite 250, Kennesaw, GA 30144
NCSSALEO@CavMacConsulting.com



DATA COLLECTIONS SHEET FOR SEPARATION ALLOWANCE BENEFIT FOR FISCAL YEAR ENDING JUNE 30, 2023 (Article 12D of Chapter 143 N.C. General Statutes)

This form should be completed and returned by May 15, 2023.

UNIT: Perquimans County
UNIT'S RETIREMENT SYSTEM (LGRS) I.D. NUMBER (if available):

1) The active participant data as of December 31, 2021 has been provided by the North Carolina Local Government Employees' Retirement System for use in the actuarial study. Typically, the Separation Allowance benefit is provided only to law enforcement officers (LEO). Please check the box(es) below if any of the following employee groups have been extended this benefit at the option of the local government. If only LEO are offered the separation allowance benefit, please skip to #2.

- Firefighters
General Employees

2) Please provide the total gross separation allowance payments made to all retired members for Calendar Year 2022 (January 1, 2021 to December 31, 2021): \$

3) Please provide the administrative expenses* for Calendar Year 2021 (January 1, 2022 to December 31, 2022):

*Costs incurred by the employer related to the administration of the separation allowance benefit (e.g. actuarial report fees, costs to process separation allowance payments, costs to send annual tax statements, staff time to assist employees in projecting retirement amount, staff time in preparing the data needed for the actuarial report, etc.). If no amount is provided, \$0 administrative expenses will be assumed for GASB 73 purposes.

If you have questions about the form, please contact Micki Taylor or Todd Green (NCSSALEO@CavMacConsulting.com) at Cavanaugh Macdonald Consulting at (678) 388-1704 or (678) 388-1705.

Cavanaugh Macdonald Consulting, LLC
3550 Busbee Parkway, Suite 250, Kennesaw, GA 30144
NCSSALEO@CavMacConsulting.com



SUPPLEMENTAL DATA COLLECTIONS SHEET FOR FISCAL YEAR ENDING JUNE 30, 2024

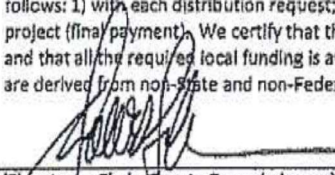
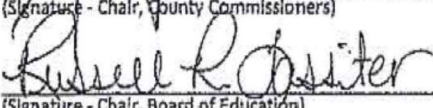
In preparation for the GASB 73 reporting required for Fiscal Year ending June 30, 2024, please provide a Microsoft Excel file of any retired employees receiving a separation allowance as of December 31, 2022. The file should contain the following information and can be emailed to NCSSALEO@CavMacConsulting.com. Please include the name of the local government in the email. We are enclosing a template to use for providing the retiree information.

- Name
Separation Allowance Payment Amount PER PAY PERIOD as of December 31, 2022
Pay Period: Bi-weekly, monthly, semimonthly, weekly, etc.
Date of Birth (MM/DD/YYYY)
Gender (Male/Female)
Date of Retirement (MM/DD/YYYY)

This information will be used for the Fiscal Year 2024 reporting period. We are requesting this information since it may be easier for your unit to provide the retiree information as of December 31, 2022 now instead of producing the information in 2023.

The balance of this page was intentionally left blank.

- **Board of Education Distribution Form Request:** The Chairman was authorized to sign the following Board of Education Distribution Form Request for lottery funds:

<p>DISTRIBUTION REQUEST NEEDS-BASED PUBLIC SCHOOL CAPITAL FUND NORTH CAROLINA EDUCATION LOTTERY Date of Request: <u>3-23-2023</u></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">DPI USE ONLY</td></tr> <tr><td>Approved:</td></tr> <tr><td>Date:</td></tr> </table>	DPI USE ONLY	Approved:	Date:																											
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<p>County: <u>Perquimans County</u> Address: <u>P.O. Box 45, Hertford, NC 27944</u> LEA: <u>Perquimans County Schools</u> Address: <u>P.O. Box 337, Hertford, NC, 27944</u></p>	<p>Contact Person: <u>Frank Heath</u> Title: <u>County Manager</u> Phone: <u>252-426-8484</u> Email: <u>frankheath@perquimanscountync.gov</u></p>																														
<p>Project Title: <u>Perquimans County Intermediate School (grades 3-8)</u> Project Address: <u>TBD</u></p>																															
<p>The Needs-Based Public School Capital Fund is governed by Article 38B of GS 115C-546. The purpose of the NBPSCF is to assist counties with their critical public school building capital needs. Grant funds may be used for construction of new public school buildings, as well as additions, repairs, and renovations to existing public school buildings. Grant funds cannot be used for real property acquisition, or for capital improvements to administrative buildings. Grant funds may be utilized for a lease agreement per GS 115C-546.13. Do Not use this Distribution Request Form for lease payments.</p>																															
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<p>Design Firm: <u>Hite Associates</u> Date of Design Contract: <u>February 6, 2023</u> Bid Date (<input type="checkbox"/> actual <input checked="" type="checkbox"/> estimated): <u>3/26/2024</u> General Contractor: <u>TBD</u> Date of Construction Contract: <u>TBD</u> Construction Start Date (<input type="checkbox"/> actual <input checked="" type="checkbox"/> estimated): <u>April 30, 2024</u> Completion Date (<input type="checkbox"/> actual <input checked="" type="checkbox"/> estimated): <u>April 30, 2026</u></p>																															
<p>Local Matching Fund Requirement: <input type="checkbox"/> 1:1 <input type="checkbox"/> 1:3 <input type="checkbox"/> or <input type="checkbox"/> <input checked="" type="checkbox"/> 0% <input type="checkbox"/> 5% <input type="checkbox"/> 15% <input type="checkbox"/> 25% <input type="checkbox"/> 35%</p> <p>Source(s) of matching funds: _____</p>																															
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<p>Supporting Documentation: <i>At DPI's request, submit documentation to DPI substantiating project expenditures identified here.</i></p>																															
<p>Reporting Requirements We, the undersigned, agree to submit a report describing the progress of this project, including State and Local amounts expended, as follows: 1) with each distribution request; 2) annually on or before April 1 of each year; and 3) within 90 days following completion of the project (final payment). We certify that the project herein described is within the parameters set forth in Article 38B of GS 115C-546, and that all the required local funding is available and designated as a Local Match for this project. We certify that Local Matching Funds are derived from non-State and non-Federal funds and will be expended along with Needs-Based Grand funds as the project progresses.</p>																															
<p> (Signature - Chair, County Commissioners)</p>	<p><u>3/23/23</u> (Date)</p>																														
<p> (Signature - Chair, Board of Education)</p>	<p><u>03/23/2023</u> (Date)</p>																														
<p>Rev. 06/07/2022</p>																															

INTRODUCTION OF NEW EMPLOYEES

Introduction of New Employees: The following new employees were introduced to the Board:

1. **Jonathan Nixon, Emergency Services Director:** Mr. Nixon introduced the following employee:

Employee Name	Employee Job Title	Effective Date
Morgan Lilly	Full-Time AEMT	04/01/2023

2. **Thomas Reid, Chief Deputy:** Mr. Reid introduced the following employee:

Employee Name	Employee Job Title	Effective Date
DeAngelo Freemonweldy	Uncertified Deputy	03/01/2023

The Chairman and Commissioners welcomed them to Perquimans County.

MICHAEL ERVIN, EXECUTIVE DIRECTOR OF ALBEMARLE COMMISSION

County Manager Heath contact Mr. Ervin and said that he would be at the May 1, 2023 meeting.

HOWARD WILLIAMS, RECREATION DIRECTOR

Mr. Williams presented his request to approve the PARTF Grant Application and presented an update on the tennis court construction project.

1. **Tennis Court Project Update:** Mr. Williams reported that the tennis courts should be completed by mid-May, 2023.
2. **PARTF Grant Application:** Mr. Williams presented his request for the approval of the PARTF Grant application for \$500,000 with a \$522,680 local match for additions to the current Recreation facilities which includes the following items:
 - Baseball Field with dugout and fence, bases
 - Splash Pad 34 x 48 with recycled water system & pump house
 - Picnic Area 30 x 20 concrete slab with shade canopy; 4 tables with attached benches (2 ADA)
 - Sidewalks to connect with existing and 4 ft. wide splash pad perimeter – concrete
 - 2 Bleachers – 5 tier 50 person each; 2 benches at splash pad; 2 benches at dug out
 - Lighting at ballfield 200 ft. radius with environmental light controls
 - Parking – asphalt 50 spaces, adjoins existing
 - Score Board

After his presentation, Mr. Williams asked the Board to take the following actions: approve the project; approve the application; approve the match of \$522,680; and add the project into the capital outlay plan. Chairman Nelson asked if there were any questions. The following commissioners asked a question:

- **Commissioner Corprew:** Mr. Corprew asked that, since it is recycled water, will they have to test it. Mr. Williams said that they would and that they would be trained on the testing procedures.
- **Commissioner Ward:** Mr. Ward asked if there would be lights at the new parking lot. Mr. Williams said not right now but, when the other lights are on, they will light up this area too.

There being no further questions or discussion, Chairman Nelson asked for the Board to take action on Mr. Williams' request. Joseph W. Hoffler made a motion to approve the project; approve the application; approve the match of \$522,680; and add the project into the capital outlay plan. The motion was seconded by Charles Woodard. Chairman Nelson asked if there were any further questions or discussion. The following questions were asked:

- **Commissioner Ward:** Mr. Ward asked which project would be started first. Mr. Williams said that the Splash Pad would be the first project.
- **County Manager Heath:** Mr. Heath recommended that the Board amend their motion to state that the approval is pending the grant approval and that this would be a three-year project.
- **Commissioner Hoffler:** Mr. Hoffler asked if there would be Recreation staff around the Splash Pad to watch the children playing. Mr. Williams said that there would be a sign that would list the rules & regulations like they have around the skateboarding area.

Chairman Nelson asked Commissioner Hoffler if he would be willing to amend his motion to include the statement which Mr. Heath recommended. Mr. Hoffler said that he would be willing to amend it. Commissioner Woodard also agreed to second the amended motion. Chairman Nelson restated the motion to approve the project; approve the application; approve the match of \$522,680; and add the project into the capital outlay plan contingent grant approval and that it would be a three-year project. The amended motion was unanimously approved by the Board.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

There were no commissioner concerns or committee reports.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- **Trip to Raleigh:** Mr. Heath informed the Board that Superintendent Tanya Turner, Hertford Town Manager Janice Cole, Hertford Mayor Earnell Brown, Mayor Pro Temp Ashley Hodges, Chairman Wallace Nelson, and himself will be going to Raleigh to meet with legislators to seek funding opportunities for Perquimans County.
- **Joint Work Session:** The Board will have a joint work session with the Board of Education at the Administration Building on April 17, 2023 at 6:30 p.m.
- **May 2, 2023 Training Session:** Mr. Heath explained that there was going to be a required training held in Williamston from 9:00 a.m. to 4:00 p.m. This is required since the County decided to participate in the Viable Utility Program and he needs to have two commissioners to volunteer to attend. He asked the members to check their calendars to see if they can attend and let him know. He, along with Chairman Nelson and Tracy Mathews, Finance Officer, will be attending. He further explained what the Viable Utility Program involved
- **Dr. Denunzio's Building:** Mr. Heath reported that he had been working with County Attorney High to prepare the settlement statement for the closing on the Dr. Denunzio's Building. He received that today. The closing is scheduled for Thursday. Mr. Heath said that he will begin to obtain estimates for the proposed renovations for the Building. The Board of Elections will be moving into this building once the renovations are completed.
- **NCDOT Meeting:** Mr. Heath explained that he had a meeting last week with representatives from NCDOT about getting two new roads in the Commerce Center which will straighten out the severe curve that we have going down Granby Street to the boat ramp in anticipation of the manufacturing growth that we will begin experiencing once the marine basin is completed. This will also help when the Story's Restaurant is relocated and also along the southern side of the marine basin. He has sent a request letter to NCDOT and our legislators to see if we can get these roads. These are state maintained roads.

WATER DEPARTMENT GRANT FUNDING RESOLUTIONS & CERTIFICATION FORM

County Manager Heath asked Nick Lolies, Water Department Supervisor, to come up and present their request. Mr. Lolies explained that they are requesting funding for two projects:

- **Perquimans River Crossing:** Mr. Lolies explained that basically the County's Water System is split by the river. This project has been discussed previously. They are wanting to connect the Winfall and Bethel Water Treatment Plant which are split by the Perquimans River. What they are requesting to do is to place a pipeline across the river connecting these two plants. This is a major undertaking and is really a wish request. Without grant funding, the County will not be able to do this project. Mr. Lolies explained that, when they complete the application, they will be marking the box with no matching funds required. This is just the money for the study to see what will be required and the anticipated costs. This will include the research fees, the engineering study, and a cost sheet to complete the project.
- **Discharge Relocation for the Bethel and Winfall Water Treatment Plants:** This will be for the wastewater side. The rules and regulations are always changing so right now the Water System is having a hard time meeting these requirements. When we renewed our last water permit, we were given requirements that our plants will

never be able to obtain and they have explained that to the Division of Water Quality. This grant will assist them in finding the best relocation of the discharge locations for the two Water Plants. This will be for the engineering fees and research fees for this study. These applications are due by May 1st.

The following comments and questions were made:

- **Chairman Nelson:** Mr. Nelson asked that, if this is the application for the study, do we have to agree to their matching funds. Mr. Lolie said that the matching funds would be for the construction part of the grant. This is just for the study. The limit to matching funds for these grants is \$150,000 each. The relocation of the discharge locations is a must but the connection of the two plants is a wish. Mr. Nelson feels that we do not need to check a box that will have a negative effect on the outcome of their granting decision. He asked what the pleasure of the Board was. They concurred with what Mr. Nelson was saying. He asked if there needed to be two motions or one. Mr. Lolie said that he felt one motion for both resolutions could be done. On motion made by Timothy J. Corprew, seconded by Charles Woodard, the Board approved the following two Resolution and Certification Form to proceed with the application to prepare a study for these two projects with a local match not to exceed \$150,000. The motion was unanimously approved.

RESOLUTION BY GOVERNING BODY OF APPLICANT

WHEREAS, Perquimans County has need for and intends to construct, plan for, or conduct a study in a project described as Bethel Water Treatment Plant discharge relocation and Winfall Water Treatment Plant discharge relocation and

WHEREAS, Perquimans County intends to request State loan and/or grant assistance for the project,

NOW THEREFORE BE IT RESOLVED, BY BOARD OF COMMISSIONERS OF PERQUIMANS COUNTY:

That Perquimans County, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State loan and/or grant award.

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of Perquimans County to make a scheduled repayment of the loan, to withhold from Perquimans County any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

That Frank Heath, County Manager the **Authorized Representative** and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a loan and/or grant to aid in the study of or construction of the project described above.

That the **Authorized Representative**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

Adopted this the 3rd day of April, 2023 at Perquimans County, North Carolina.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

Mary P. Hunnicutt
Clerk to the Board

RESOLUTION BY GOVERNING BODY OF APPLICANT

WHEREAS, Perquimans County has need for and intends to construct a project described as Water Distribution System Improvements – Perquimans River Crossing and

WHEREAS, Perquimans County intends to request State loan and/or grant assistance for the project,

NOW THEREFORE BE IT RESOLVED, BY BOARD OF COMMISSIONERS OF PERQUIMANS COUNTY:

That Perquimans County, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State loan and/or grant award.

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of Perquimans County to make a scheduled repayment of the loan, to withhold from Perquimans County any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

That Frank Heath, County Manager the **Authorized Representative** and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a loan and/or grant to aid in the study of or construction of the project described above.

That the **Authorized Representative**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

Adopted this the 3rd day of April, 2023 at Perquimans County, North Carolina.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

Mary P. Hunnicutt
Clerk to the Board

FORM FOR CERTIFICATION BY THE RECORDING OFFICER

The undersigned duly qualified and acting Chairman of the Perquimans County Board of Commissioners does hereby certify: That the attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the Perquimans County Board of Commissioners duly held on the 3rd day of April, 20 23; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this 3rd day of April, 20 23.

Mary P. Hunnicutt
Clerk to the Board

PERQUIMANS COUNTY AUDIT CONTRACT FOR FY 2022-2023

County Manager Heath asked Tracy Mathews, Finance Officer, to present the proposed audit contract for FY 2022-2023. Ms. Mathews explained that the proposed contract will be with Thompson, Price, Scott, Adams & Co., PA and that she and County Manager Heath recommend the approval of this contract. The cost of the contract is \$47,500. On motion made by Charles Woodard, seconded by Joseph W. Hoffer, the Board unanimously approved the audit contract with Thompson, Price, Scott, Adams & Co., PA.

PUBLIC COMMENTS

There were no public comments.

CLOSED SESSION: TO CONSULT WITH OUR ATTORNEY REGARDING REAL PROPERTY, DISCUSS A PERSONNEL MATTER, AND CLOSED SESSION MINUTES

Chairman Nelson stated that, pursuant to NC General Statute 143-318.11(5)(6), the Board went into Closed Session to consult with our attorney regarding real property, discuss a personnel matter, and to approve closed session minutes. On motion made by Charles Woodard, seconded by Joseph W. Hoffer. Ward, the Board unanimously voted to go into Closed Session.

The Closed Session was adjourned and the Regular Called Meeting reconvened on motion made by Charles Woodard, seconded by Joseph W. Hoffer, 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 around 8:15 p.m. on motion made by James W. Ward, seconded by Charles Woodard.

Wallace E. Nelson, Chairman

Clerk to the Board

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