

Perquimans Central School in the amount of \$900,000 and to include that the County will be responsible for all costs associated with the closing. Timothy J. Corprew seconded the motion. The motion was approved by a vote of five (5) to one (1) with T. Kyle Jones voting against the motion.

ADJOURNMENT

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

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Wallace E. Nelson, Chairman

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Clerk to the Board

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WORK SESSION

August 21, 2023

7:00 p.m.

The Perquimans County Board of Commissioners met in a Work Session on Monday, August 21, 2023, at 7:00 p.m. in 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

Chairman Nelson proceeded with the Work Session following the adjournment of the Special Called Meeting. The following matters were discussed.

ANIMAL TETHERING

Before proceeding with the discussion, Commissioner Corprew explained that he did not bring this matter up to include animal tethering. He just wanted to cover the human care and comfort of animals in high and low temperatures. After Mr. Corprew's comment, Chairman Nelson asked the Board if they wanted to pursue this matter again since it was discussed in November 2017 and voted down on August 6, 2018. Commissioner Corprew continued his comments in that he wanted something in place to have owners of animals to take care of them in these extreme temperatures. He has seen several animals that were not able to get into shade during this hot weather and feels that the County should revisit the Ordinance again. After some discussion, it was the consensus of the Board to have the County Attorney, County Manager, and Sheriff to discuss this and encouraged the Board members to review the proposed amendment and make any recommendations to the County Manager for discussion at a later Work Session.

ADJOURNMENT

Before the Chairman asked to adjourn the Work Session, he read a letter from the Open Door of Perquimans County thanking the Board for their financial support. The letter was included in their August 7, 2023 Agenda Packet. There being no further comments or business to discuss, the Work Session was adjourned at 7:35 p.m. on motion made by Joseph W. Hoffler, seconded by Charles Woodard.

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Wallace E. Nelson, Chairman

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Clerk to the Board

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REGULAR MEETING

September 5, 2023

7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Tuesday, September 5, 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 Jones gave the invocation and Chairman Nelson led the Pledge of Allegiance.

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 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, James W. Ward made a motion to approve the Consent Agenda as presented. The motion was seconded by Joseph W. Hoffler and unanimously approved by the Board.

- Approval of Minutes:** The Minutes from August 7, 2023 Regular Meeting & August 21, 2023 Special Called Meeting and August 21, 2023 Work Session Meeting Minutes were approved by the Board.

- Tax Refund Approval:**

**Felton, Charlie Cain**-----\$113.87  
 Vehicle totaled; 8-month refund. Account #71400970.

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

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Amanda White	IMC I working against IMC II	Appointment	61/3	\$33,937	09/01/2023
Marvin Hunter	Part-Time/Fill-In Custodian	Appointment	56/9	\$15.15/hr.	09/01/2023
William Thomas Wright	Part-Time/Fill-In EMT	Appointment	63/2	\$17.39/hr.	09/01/2023
Jan Tripp	Part-Time/Fill-In EMT	Appointment	63/1	\$16.97/hr.	09/01/2023
Michelle Light	Income Maintenance Technician	Reclassification	59/3	\$31,078	07/01/2023
James Michael Wheeler	Full-Time AEMT	Reclassification	66/2	\$41,286	09/01/2023
Aleca Miller	Part-Time/Fill-In AEMT	Resignation			08/09/2023
Emily Sawyer	Part-Time/Fill-In AEMT	Resignation			08/22/2023
Jessica Hassell-Bellia	Part-time/Fill-In Paramedic	Resignation			08/02/2023
Nicolas Foley	Part-Time/Fill-In Non-Certified Telecommunicator	Resignation			08/28/2023

- Step/Merit Increases:**

Employee Name	Employee Job Title	Grade/ Step	New Salary	Effective Date
Jacqueline Frierson	Register of Deeds	70/10	\$59,845	09/01/2023
Casey Winn	Adm. Ass't./Human Resource Tech	61/3	\$33,937	09/01/2023
Samantha Farrar	IMC II	63/4	\$37,988	09/01/2023
Kay Hall	Social Worker II	67/9	\$51,162	09/01/2023
Pamela Midgett	Income Maintenance Supervisor II	67/6	\$47,563	09/01/2023
Nicole Anderson	Paramedic	68/4	\$47,340	09/01/2023
Jared Turner	AEMT	66/4	\$43,350	09/01/2023
Brian Gregory	Deputy	66/6	\$45,518	09/01/2023
Daniel Turner	Deputy	66/7	\$46,628	09/01/2023

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

**BUDGET AMENDMENT NO. 13  
 GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-012	State Grants - Emergency Management	92,000	
10-530-348	EM - SLCGP Cybersecurity	92,000	
<b>EXPLANATION:</b> To amend FY 22/23 budget to add additional funding as awarded by State and Local Cybersecurity Grant Program.			

**BUDGET AMENDMENT NO. 14  
 GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-399-000	Fund Balance Appropriated	910,000	
10-690-972	School Land Acquisition	910,000	
<b>EXPLANATION:</b> To amend FY 22/23 budget to appropriate funding for land acquisition for new school site.			

**BUDGET AMENDMENT NO. 15  
 E-911 FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
78-399-000	PSAP - Fund Balance Appropriated	139,003	
78-500-161	PSAP - Hardware	139,003	
<b>EXPLANATION:</b> To amend FY 22/23 budget to allocate unanticipated additional revenue as approved by the State.			

- Board Reappointments:** The following board reappointments were approved by the Board:


Name	Board/Committee	Action Taken	Term	Effective Date
Hobbs, Donald	Animal Control Board	Reappointment	2 yrs.	10/01/2023
Thompson, Bethany	Animal Control Board	Reappointment	1 yr.	10/01/2023
Stallings, Dianne W.	Jury Commission – County Appointee	Reappointment	2 yrs.	10/01/2023

- Miscellaneous Documents:** The following miscellaneous documents were approved by the Board:

- Resolutions – Board of Elections:** The following resolutions were presented to the Board for information only from the Board of Elections:

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Vera Murrill, Chairperson  
Ella Fields-Bunch, Secretary  
Victoria Butler, Member  
Kevin Jones, Member  
Bobby Siller, Member



Jackie Greene  
Director  
Erica Critcher  
Deputy Director

**Perquimans County Board of Elections**  
601 A South Edenton Road Street  
PO Box 336  
Hertford, N.C. 27944  
Phone: 252.426.5598 Fax: 252.426.5068


Perquimans County Board of Elections Resolution #2023-02

WHEREAS, the Perquimans County Board of Elections (BOE) is responsible through G.S. 163-129(a), to provide a suitable structure in each precinct in which registration and voting may be conducted;  
BE IT RESOLVED that the Perquimans County Board of Elections shall move the voting place for West Hertford Precinct to the Auditorium of the NC Cooperative Extension Center.  
BE IT ALSO RESOLVED that this move shall take place beginning with the Municipal Election of 2023.

Approved: May 2, 2023

Board Chair, Vera Murrill Vera Murrill  
Secretary, Ella Fields Bunch Ella Fields Bunch  
Member, Victoria Butler Victoria Butler  
Member, Kevin Jones Kevin Jones  
Member, Bobby Siller Bobby Siller

Vera Murrill, Chairperson  
Ella Fields-Bunch, Secretary  
Victoria Butler, Member  
Kevin Jones, Member  
Bobby Siller, Member



Jackie Greene  
Director  
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Phone: 252.426.5598 Fax: 252.426.5068


Perquimans County Board of Elections Resolution #2023-03

WHEREAS the Perquimans County Board of Elections (BOE) is responsible through G.S. 163-129(a), to provide a suitable structure in each precinct in which registration and voting may be conducted;  
BE IT RESOLVED that the Perquimans County Board of Elections shall move the voting place for East Hertford Precinct to the Meeting Room of the Perquimans County Library.  
BE IT ALSO RESOLVED that this move shall take place beginning with the Municipal Election of 2023.

Approved: May 2, 2023

Board Chair, Vera Murrill Vera Murrill  
Secretary, Ella Fields Bunch Ella Fields Bunch  
Member, Victoria Butler Victoria Butler  
Member, Kevin Jones Kevin Jones  
Member, Bobby Siller Bobby Siller

Vera Murrill, Chairperson  
Ella Fields-Bunch, Secretary  
Victoria Butler, Member  
Kevin Jones, Member  
Bobby Siller, Member



Jackie Greene  
Director  
Erica Critcher  
Deputy Director

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Phone: 252.426.5598 Fax: 252.426.5068

Perquimans County Board of Elections Resolution #2023-04

WHEREAS, the Perquimans County Board of Elections (BOE) is responsible through G.S. 163-129(a), to provide a suitable structure in each precinct in which registration and voting may be conducted;  
BE IT RESOLVED that the Perquimans County Board of Elections shall move the voting place in Bethel Precinct to Perquimans County Recreation Center  
BE IT ALSO RESOLVED that this move shall take place beginning with the Primary of 2024.

Approved: May 2, 2023

Board Chair, Vera Murrill Vera Murrill  
Secretary, Ella Fields Bunch Ella Fields Bunch  
Member, Victoria Butler Victoria Butler  
Member, Kevin Jones Kevin Jones  
Member, Bobby Siller Bobby Siller

**RECOGNITION OF EMPLOYEES' YEARS OF SERVICE & INTRODUCTION OF NEW EMPLOYEES**

A. **Recognition of Employees:** Tonight, Mr. Heath recognized the following employees:

Employee Name	Department	Employee Job Title	No. of Years	Effective Date
Teresa Story	Extension	Administrative Secretary	25 yrs.	09/01/2023
Kendall Harrell	Sheriff's Office	Sergeant	20 yrs.	09/01/2023

After the presentation, the employees thanked the Board for the opportunity for working for the County and the Commissioners thanked the employees for their many years of service.

B. **Introduction of New Employees:** The following supervisors introduced their new employees:

1. **Jonathan Nixon, Emergency Services Director:** Mr. Nixon introduced the following employees who were promoted to full-time status:

Employee Name	Employee Job Title	Effective Date
Chilli Moore	Full-Time EMT	08/01/2023
Ariana Ward	Full-Time EMT	08/01/2023
Paige Scheidler	Full-Time EMT	08/01/2023

2. **Angela Jordan, Social Services Director:** Ms. Jordan introduced the following new full-time employees:

Employee Name	Employee Job Title	Effective Date
Joelisa Drew	Income Maintenance Caseworker II	08/01/2023
Brianna Williams	IMC I Working Toward IMC II	08/01/2023

After each introduction, the new employees made a few comments and the Chairman and Commissioners welcomed them to Perquimans County.

**SHELBY WHITE, SHERIFF**

According to the Presidential Executive Order No. 14074, Sheriff White presented a letter about their recent involvement with NCDPS's Law Enforcement Support Services (LESS). He explained that, by participating in the LESS program, the County will have the opportunity to receive controlled property from the Federal Government. Without this approval, the County would not be able to receive the benefits of the program. After his presentation, he asked the Board if there were any questions. There

being no questions, Timothy J. Corprew made a motion to authorize Sheriff White to participate in the LESS Program. The motion was seconded by T. Kyle Jones and unanimously approved by the Board.

### JONATHAN NIXON, EMERGENCY SERVICES DIRECTOR

Mr. Nixon presented these items to the Board:

- **First Responder of the Year:** On September 11, 2023, the American Legion will hold a reception at their building to announce the winners of the Telecommunicator & EMS Technician of the Year along with the Firefighter and Law Enforcement Officer of the Year. All the nominees and their families were invited to attend.
- **EMS Staffing Update:** Mr. Nixon presented the Board with an update of the EMS Staffing situation and discussed adding a third shift in the evening.
- **Cultural Competency Training:** Mr. Nixon invited the Board to attend the Cultural Competency Training on November 13, 2023 at 6:30 p.m.
- **State and Local Cybersecurity Grant Program (SLCGP):** Mr. Nixon explained that this program will involve the creation of the Perquimans Cybersecurity Work Group (PCWG) which will be composed of county stakeholders and key leadership with a focus on identifying and mitigating cyber threats. The group's members will include the County Manager, the Emergency Services Director, county department heads and other employees, and a consulting Computer Information Security Systems Professional (CIAAP) or Subject Matter Expert (SME) in the IT security field. The County has received an award letter of \$92,000 to finance this program. He is asking the Board to accept these funds on behalf of the county. On motion made by Charles Woodard, seconded by James W. Ward, the Board unanimously authorized the Chairman and County Staff to proceed with executing the proper documentation to accept these funds.

### COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

There were no commissioner's concerns and committee reports.

### UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- **Indian Summer Festival:** County Manager Heath distributed a flyer for the Indian Summer Festival to be held in Hertford on Friday and Saturday, September 8-9, 2023. He encouraged the Board and public to attend.
- **Perquimans County Schools Tour:** Mr. Heath reported on the School Tours on August 29-30, 2023.
- **Town of Hertford Council Meeting:** Mr. Heath will be attending the August 28, 2023 Hertford Town Council meeting to discuss what was called Roanoke Connects but now it is VIBE which will provide better internet service to the building within the Town of Hertford. Mr. Heath provided them with the name and locations of the county buildings that we wanted to include in that group.
- **Sand from Marine Basin Site for Track Field:** Mr. Heath informed the Board that they were able to use the sand from the Marine Basin construction site to put on the Track field to crown it for better drainage. He also informed them that they had received confirmation from DQ to allow the County to use the sand for other County construction projects.
- **New School Update:** Mr. Heath explained that the next steps toward the new school project is to receive planning & zoning approval from the Town of Winfall, which has already been requested, and to obtain the geotechnical reports on the Jessup Property.
- **New Board of Elections Building:** Mr. Heath reported that the work is still moving forward and that they have discussed planning & zoning with the Town of Winfall on this building. Mr. White (Winfall Mayor Pro Tem) and Mr. Smith (Winfall Planning Board) have agreed to allow us to use the building as office space since it was already zoned for that.
- **Marine Park Basin Project:** Mr. Heath reported that they has been a delay in the project. There has been a water construction moratorium established from mid-February through the end of October. He reported that we already have approval through Marine Fisheries and Division of Coastal Management for a couple of options to do that excavation during that period of time. Last month, these entities have decided to renege on those approvals which means that we have to demobilize and begin excavation on November 1<sup>st</sup>. This means that instead of the project being completed by the end of the year it will be around the end of February, 2024.

### RESPONSE: ADDITION OF ROADS IN CEDARWOOD VILLAGE

For information purposes, County Manager Heath informed the Board that the roads in Cedarwood Village were approved to be added to the NCDOT State Road Maintenance System.

### APPOINTMENT: SOCIAL SERVICES BOARD

Chairman Nelson discussed with the board the reevaluation of the way that the Board currently appoints members to their Boards/Committees. He suggested setting up a couple of commissioners to work on a committee to review the applications for appointments to our Boards/Committees. Commissioner Corprew said that we would need to set up a time frame to complete the process. A 30-day suggestion was made. Mr. Nelson asked Clerk to the Board to research how appointments were made from surrounding counties and for County Manager Heath to check with the State on how their process works. No action was taken tonight on this appointment.

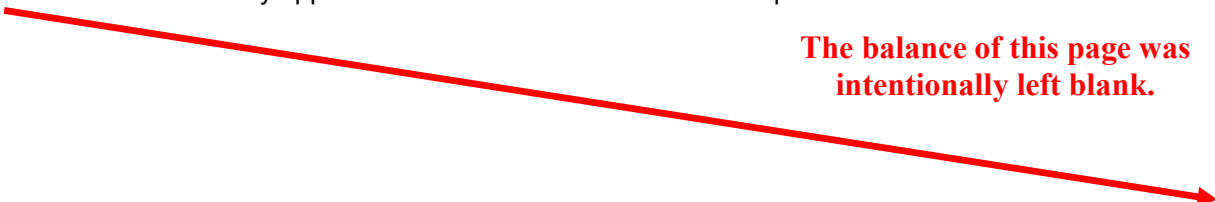
### RENEWAL OF CONTRACT FOR COLLETON BILLING

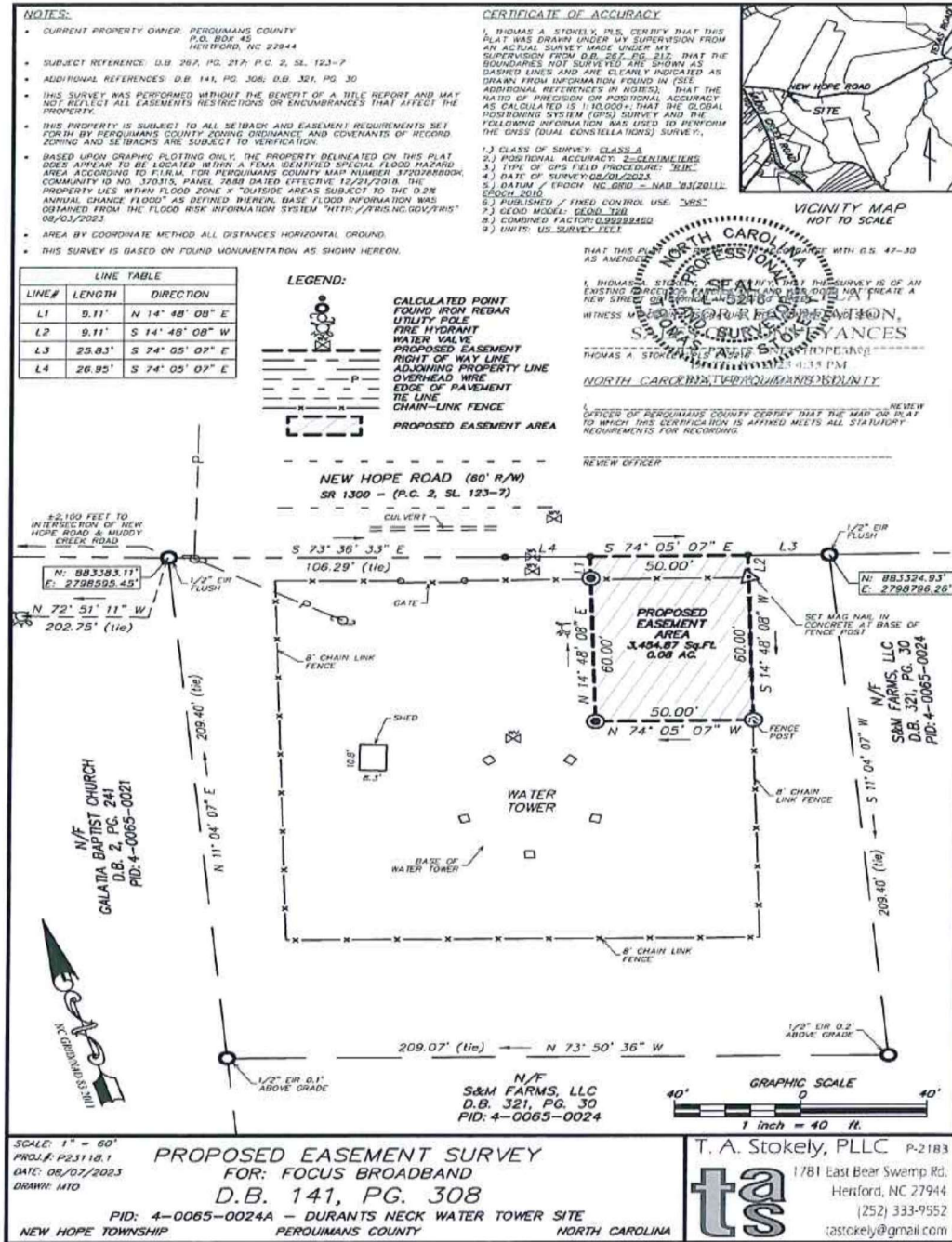
Jonathan Nixon, Emergency Services Director, explained that the County needs to renew their contract with Colleton Billing who handles the EMS collections. He explained that County Attorney High has reviewed the contract and approved it. On motion made by Timothy J. Corprew, seconded by James W. Ward, the Board approved the contract with Colleton Billing as presented.

### NHP OLT EASEMENT LOCATION FOR FOCUS BROADBAND

County Manager Heath reported that Focus Broadband has requested an easement. A copy of the plat for the easement is shown below. The purpose of the easement is for the addition of equipment that will service broadband expansion in New Hope. Nick Lories, Water Supervisor, has reviewed and approved the easement request. On motion made by T. Kyle Jones, seconded by Charles Woodard, the Board unanimously approved Focus Broadband easement request as shown below:

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**PUBLIC COMMENTS**

The following written comment was presented:

August 25, 2023

Perquimans County Board of Commissioners  
Chairman Wallace Nelson and all Commissioners


Dear Sirs,

As you review the current Perquimans County Animal Ordinance No. 63 you will see that it consists only of *Section One Dangerous Dogs*. In 2018 *Section Two Humane Treatment of Animals* was proposed but, unfortunately, not adopted. This section would address animal cruelty situations and owner responsibility.

The current ordinance is totally inadequate and does not address animal welfare. Many towns and counties across North Carolina, to include the Town of Hertford, have taken steps to pass ordinances to protect animals from inhumane situations, such as being left outside to suffer in extreme heat and cold. Perquimans County must join this movement.

I encourage you to open your minds and hearts and adopt a Section Two that would promote the welfare of animals in the county.

Thank you for your attention,

  
Mary Vidaurri (252-671-6580)

cc: Frank Heath, Perquimans County Manager

The following public comment was made:

- **Kermit Nixon:** Mr. Nixon, an avid tennis player, is thankful to the Board for the new tennis courts at the Recreation Center. He explained that Tony Key, a resident of Perquimans County, recently died in an automobile accident. Mr. Key was a very avid tennis player. Mr. Nixon would like to request that the Board consider naming the new tennis courts for Tony Key. Mr. Key was very active in serving the residents of Perquimans County.

Chairman Nelson thanked Mr. Nixon for his remarks and said that the Board will take that under advisement and see if that could be done.

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned around 7:40 p.m. on motion made by Timothy J. Corprew, seconded by Charles Woodard.

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Wallace E. Nelson, Chairman

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Clerk to the Board

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