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REGULAR MEETING

December 4, 2023

7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, December 4, 2023, at 7:00 p.m. in the 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. Hoffer  
 James W. Ward

MEMBERS ABSENT: T. Kyle Jones

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 Woodard gave the invocation and Chairman Nelson led the Pledge of Allegiance. Chairman Nelson welcomed everyone to the meeting.

AGENDA

Chairman Nelson stated that a copy of the amended Agenda was at their seats tonight. Charles Woodard made a motion to approve the amended 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 Charles Woodard and unanimously approved by the Board.

- Approval of Minutes:** The Minutes of the November 6, 2023 Regular Meeting & November 20, 2023 Special Called Meeting & Work Session (*cancelled*) were approved by the Board.

- Tax Refund & Release Approvals:**

Tax Refunds:

<b>Koltuniak, Aubrey Alexander</b> -----	<b>\$144.06</b>
Vehicle sold. 10-month refund. Account No. 72731680.	
<b>The Open Door of Perquimans</b> -----	<b>\$2,107.38</b>
Should have been exempt (Winfall). Account No. 540081.	
<b>The Open Door of Perquimans</b> -----	<b>\$2,335.36</b>
Should have been exempt (County). Account No. 540081.	
<b>Wyatt, Robert Tony</b> -----	<b>\$199.27</b>
Plate exchanged for same vehicle. Account No. 70744496.	
<b>A &amp; B Motorsports</b> -----	<b>\$538.20</b>
Boat sold and listed in Pasquotank. Account No. 538955.	
<b>Jones, Thomas Kyle</b> -----	<b>\$118.52</b>
Vehicle sold. 5-month refund. Account No. 70638721.	
<b>Jones, Thomas Kyle</b> -----	<b>\$121.59</b>
Vehicle wrecked. 4-month refund. Account No. 70287256.	

Tax Releases:

<b>Bruey, Amber &amp; Anthony</b> -----	<b>\$1,420.80</b>
Property was forfeited to U.S. Government. Account No. 265801.	

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

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Allen Foy	Full-Time Telecommunicator	Appointment	63/1	\$33,937	01/01/2024
Lisa Wolfrum	IMC I working against IMC II	Appointment	61/3	\$33,937	12/01/2023
Charles vonRosenburg	Part-Time/Fill-In EMT	Appointment	63/1	\$16.97/hr.	12/01/2023
Brandon Thorngren	Part-Time/Fill-In Paramedic	Appointment	68/2	\$21.68/hr.	12/01/2023
Samantha Farrar	IMC III (MXP Position)	Promotion	65/1	\$38,543	12/01/2023
Jesse Howard	Part-Time/Fill-In Telecommunicator	Resignation			11/30/2023
Vivian Long	Part-Time/Fill-In Telecommunicator	Resignation			12/31/2023
Samuel Spear	Part-Time/Fill-In Telecommunicator	Termination			11/30/2023
RaShawn Anthony	Part-Time/Fill-In Paramedic	Termination			11/30/2023
Tonya Ayers	Part-Time/Fill-In Paramedic	Resignation			03/10/2024

- Step/Merit Increases:**

Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Beverly Gregory	Senior Citizen Coordinator	63/12	\$46,174	12/01/2023
Nakindra Downing	911 Shift Supervisor I	67/3	\$44,195	12/01/2023
Jessica White	Paramedic	68/3	\$46,184	12/01/2023

- Budget Amendment:** The following budget amendment was approved by the Board:

**BUDGET AMENDMENT NO. 22  
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-335-000	Miscellaneous Revenue	2,405	
10-510-330	Sheriff - Supplies	2,405	
<b>EXPLANATION:</b> To amend FY 23/24 budget to include funds received from Town of Hertford ABC Board to be used for Law Enforcement.			

- Board Reappointments:** The following board reappointment/resignation were approved by the Board:

Name	Board/Committee	Action Taken	Term	Effective Date
Nelson, Wallace	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	12/01/2023

The Board also approved the following Board appointments/reappointments for the Chowan/Perquimans LEPC 2023 Roster:

NAME	SPECIALTY	NAME	SPECIALTY
Basnight, Edward	Law	Newman, Tyler	Press
Bass, Billy	Fire	Nixon, Jonathan	EM/EMS/911

NAME	SPECIALTY	NAME	SPECIALTY
Brewster, Sue	CERT (Shores at Land's End)	Overman, Barry	Fire
Brittingham, Richard	EM/Fire/RRT-1	Palmer, Cordell	EM
Cartwright, Michael	Fire	Perq SO Rep	Law
Eure, Julian	Press	Ponte, Tom	EM/ Ham Radio
Hollowell, Ralph	Environmental	Sawyer, Terry	Transportation
Jordan, Angela	DSS	Smith, Lewis	Owner/Operator (Parkway Ag)
Kehayes, Alex	Elected Official (Chowan)	Solesbee, Julie	EM/EMS/911
LaFon, Anita	Health Department	Spruill, Mary	Volunteer
Levine, Miki	CERT (Albemarle)	Ward, Paul	NCDA (Environmental)
Long, Rick	Fire (NC Forestry)	Williams, Tonya	EM
McKeever, Jim	CERT (Deep Creek)	Winn, Billy	NCEM
NCHP Rep	Law	Winslow, Jarvis	EM
Nelson, Wallace	Elected Official (Perquimans)		

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

**A. Recognition of Employee's Years of Service:**

Employee Name	Department	Employee Job Title	No. of Years	Effective Date
Tracy Hunter	Water Department	Technician II	20 years	12/01/2023

**B. Introduction of New Employees:**

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

Employee Name	Department	Employee Job Title
Ashley Stanley	IMC I working against IMC II	11/01/2023
Brandy Haislip	IMC 1 working against IMC II	11/01/2023
Tracee Baxton	IMC 1 working against IMC II	11/01/2023

2. **Jonathan Nixon, Emergency Services Director:** Mr. Nixon could not be at the meeting tonight and will introduce Chloe Sehlmeier at the January meeting:

After the recognitions/introductions, the employees made a few comments, and the Chairman and Commissioners thanked them for their service and welcomed the new employees to Perquimans County.

**JARED HARRELL, EXTENSION DIRECTOR**

Mr. Harrell presented the Report to the People overviewing their accomplishments during the year with the assistance of Teresa Story, Administrative Assistant. He then introduced Kelli Luton, Area Agent - Agriculture – Consumer Horticulture, who gave an overview of what she is planning for the upcoming year.

**JOSHUA LASSITER, FIRST TRYON ADVISORS**

Mr. Lassiter, Director of First Tryon Advisors, along with Chazzo Habliston, Vice President, presented an extensive proposal to the Board to assist with obtaining the financing of the new school facility. County Manager Heath made a few comments and explained that Mr. Lassiter came to inform the Board about what they have to offer and that the Board could review materials and take action at their January meeting. Mr. Heath stated that he will request that Mr. Lassiter come to the January meeting to explain the document that the Board will take action on to contract with First Tryon Advisors.

**THOMPSON, PRICE, SCOTT & ADAMS, AUDITORS**

Austin Eubanks, Audit Manager of Thompson, Price, Scott & Adams, presented the FY 2022-2023 Audit via Zoom. Mr. Eubanks concluded by saying that he appreciated the County staff for their hard work and that the audit was good. After his presentation, Chairman Nelson asked if the Board had any questions or comments. There being no comments, Chairman Nelson asked for a motion to approve the FY 2023-2023 Audit as presented. On motion made by Charles Woodard, seconded by James W. Ward, the FY 2023-2022 Audit was unanimously approved by the Board pending Local Government Commission approval. County Manager Heath and the Commissioners thanked Tracy Mathews, Finance Officer, for her great work in the preparation of the audit.

**COMMISSIONER'S CONCERNS/COMMITTEE REPORTS**

There were no Commissioners' concerns/committee reports.

**UPDATES FROM COUNTY MANAGER**

County Manager Heath presented the following updates:

- **Hertford Christmas Parade & Festival of Lights:** Mr. Heath said that the parade and opening of the Festival of Lights Saturday was a success. They had a great turnout and he encouraged the Commissioners and the general public to come out and experience the Festival of Lights.
- **County Board of The Year Award:** County Manager Heath explained that the Board of Commissioners were recognized as the NCACC County Board of the Year on November 14, 2023 in Greensboro, NC. He noted that the plaque had been hung on the wall in their meeting room. The Perquimans County Board of Education nominated our Board for this award.
- **Excavation of the Marine Park Basin:** Mr. Heath stated that the construction of the Marine Basin continues to progress. He shared a video of the area that was taken by a deputy using their drone camera. He explained the areas of construction.

**PUBLIC COMMENTS**

There were no public comments made.

**ADJOURNMENT**

There being no further comments or business to discuss, the Regular Meeting was adjourned around 8:14 p.m. on motion made by Charles Woodard, seconded by James W. Ward.

Wallace E. Nelson, Chairman

Clerk to the Board

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