

Department Head	Employee Name	Employee Job Title	Effective Date
Julie Solesbee, Assistant Emergency Services Director	Rhianna Tucker	Full-Time Non-Certified Telecommunicator	05/01/2024
Julie Solesbee, Assistant Emergency Services Director	Taylor R. Russell	Full-Time Certified Telecommunicator III	07/01/2024
<b>*Ms. Montague no longer works for Perquimans County.</b>			

**COMMISSIONER’S CONCERNS/COMMITTEE REPORTS**

The following commissioner’s concerns/committee report was given:

- **Commissioner Corprew:** Mr. Corprew stated that he had noticed that the Marine Industrial Park section of the Commerce Center had high grass growth and asked that it be mowed. County Manager Heath said that he would ask the same individual to cut it that cut the proposed Intermediate School site.

**UPDATES FROM COUNTY MANAGER**

County Manager Heath presented the following updates:

- **Water Best Utility Management Practices:** County Manager Heath explained that the Division of Water Infrastructure assists with applications for Water Grants and they have requested that our committee consist of two commissioners, the county manager, and the water supervisor. Currently, County Manager Heath, Mr. Lokies (Water Supervisor) and Chairman Nelson have been attending these training sessions. They are asking for one more commissioner to serve. Commissioner Ward said that he would be willing to serve. Mr. Heath thanked him for agreeing to serve and said that he would forward the training dates and times to him currently have three individuals working on this
- **School Grant:** Mr. Heath informed the Board that the Board of Education had received the additional \$12 million grant to build the intermediate school. He also reported that they will begin doing the site work.
- **Boat Ramp:** Mr. Heath explained that several have complained about the narrow turn at the boat ramp site. He has discussed that with NCDOT and they should have a contract soon to fix it.
- **Ribbon Cutting at Board of Elections Building:** Mr. Heath said that they held the ribbon cutting for the Board of Elections Building on July 17, 2024 and that it was well attended.
- **School System Request:** Danny Gregory from the schools needs about twelve loads of dirt to build up the fields. He asked Mr. Heath if he could use some of the dirt from the Marine Basin. He approved his request for the dirt.
- **Tax & Finance Software Conversion:** County Manager Heath explained that the finance software conversion is about completed. He thanked Tracy Mathews, Helen Hunter, and Casey White for their hard work in the process. The Tax Office will be next which will take a little longer to complete.

**BOARD VACANCIES**

The following Boards have vacant seats that the Board needs to fill:

1. **Community Advisory Committee:** Mr. Heath reported that there have been no new applications received for this Board. We still need three more members. We will continue to place the ad on the County website.
2. **Senior Tar Heel Legislature Delegate & Alternate:** Mr. Heath reported that, last month, the Board appointed Mr. Thomas St. John as the Perquimans County’s Senior Tarheel Delegate. We still need to appoint an alternate in case he is unable to attend the meeting. We also need to have a member to be appointed to the Senior Tarheel Regional Legislature Advisory Board. Mary Hunnicutt, Clerk to the Board, stated that Mr. St. John may have someone to be the alternate delegate. He will let us know soon. He also said that he wanted to introduce himself to the Board and provide them with an Update. Mr. Heath will be in touch with him soon to set up a time. In the meantime, we will continue to advertise these appointments on the County website.
3. **Recreation Advisory Board – New Hope Representative:** Earlier in the meeting, the Board accepted the resignation of Chad Nixon, the New Hope Representative on the Recreation Advisory Committee. Mary Hunnicutt, Clerk to the Board, has reviewed our Volunteer Applications and did not find anyone that requested to serve on the Recreation Advisory Committee that is not already serving on the Committee. The individual will need to be from the New Hope area. Chairman Nelson asked the Board and the public to provide a name for this position. Commissioner Jones said that the may have someone that would be willing to serve. Mr. Nelson asked him to contact Mary Hunnicutt to complete the Statement of Interest to Serve.

**SALE OF SURPLUS EQUIPMENT**

Ms. Hunnicutt notified the Board that the vehicle did not sell this month. It will be handled next month. No action needed.

**PUBLIC COMMENTS**

There were no public comments made.

**ADJOURNMENT**

There being no further comments or business to discuss, the Regular Meeting was adjourned around 7:25 p.m. on motion made by Joseph W. Hoffler, seconded by Charles Woodard and unanimously approved by the Board.

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Wallace E. Nelson, Chairman

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Clerk to the Board

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**WORK SESSION**  
August 19, 2024  
7:00 p.m.

The Perquimans County Board of Commissioners met in a Work Session on Monday, August 19, 2024, 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  
                                  Joseph W. Hoffler                             Timothy J. Corprew *(arrived around 7:10 p.m.)*  
                                  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 Hoffler gave the invocation and Chairman Nelson led the Pledge of Allegiance. Chairman Nelson welcomed everyone to the meeting.

JIMMY HITE, ARCHITECT FOR INTERMEDIATE SCHOOL PROJECT

Chairman Nelson recognized Mr. Hite who presented a PowerPoint presentation demonstrating the layout of the intermediate school in Winfall. After his presentation, County Manager Heath and the Commissioners asked Mr. Hite several questions. After answering their questions, Mr. Hite explained the proposed timeline for the project:

Request bids for contractor	August, 2024
Award the bid for contractor	September, 2024
Start of construction	October, 2024
Finish construction	March, 2026
Final completion	May, 2026

County Manager Heath explained the financing arrangements that the County will need to proceed with and asked Mr. Hite to provide him with a figure of the balance required for the County to pay after using the grant funds. He further explained that the Local Government Commission likes to have a recent completed audit attached to our application for the loan for the balance needed to complete the project. Our audit is usually completed by December so the County will probably start going out for bids for that loan funding. After his comments, Chairman Nelson asked School Superintendent Dr. Tanya Turner if she would like to say anything. She made a few comments concluding with how great it has been to work with Mr. Hite and thanked him for his service to Perquimans County School System. Mr. Hite thanked Dr. Turner and Mr. Heath for allowing him to work with them and that it has been a pleasure for him too. County Manager Heath agreed with Dr. Turner and thanked Mr. Hite for his service to Perquimans County School System.

PERQUIMANS MARINE INDUSTRIAL PARK LEASE GUIDELINES

Chairman Nelson recognized County Manager Heath who explained that these guidelines were forwarded to the Board several months ago. They have made a few revision and he reviewed them with the Board. County Manager Heath asked the Board to review these guidelines and be prepared to discuss with possible action being taken in our October, 2024 meeting.

ANIMAL CONTROL ORDINANCE

County Manager Heath stated that a committee of Commissioners Corprew and Jones, County Manager Heath, Sheriff Shelby White, and Animal Control met to discuss a better definition of the outdoor structure for animals in the County. This will be an add-on to the original ordinance and that no other items will be changed from the original form. Mr. Heath also explained that tethering was not a part of this amendment. Commissioner Corprew made a few comments about why this was discussed. He said that their main purpose was to give the Sheriff's Office and Animal Control tools to be able to provide them with statutory requirements where the officer and give them a ticket, fine them, and possibly remove the animal from the owner. Mr. Heath asked the Board to review the proposed amendment to the Animal Control Ordinance and we will schedule a Public Hearing at the October, 2024 meeting.

SOLID WASTE ORDINANCE

The Code Enforcement Officer and the Building Inspector had mentioned to County Manager Heath and County Attorney High that the County needed make amendments to the Solid Waste Ordinance because they were receiving a lot of citizen complaints where homeowners were leaving trash and junk in their yard. These proposed amendments will allow the Code Enforcement Officer and the Building Inspector to get a handle on this problem. This amendment does not change the original ordinance but it is an add-on to the current ordinance. Again, Mr. Heath asked the Board to review the proposed Amendment to the Solid Waste Ordinance so that the Board can prepare a final draft for approval at the October 2024 meeting. He asked that, if a Commissioner had any comments to please forward them to them via e-mail. Mr. Heath asked County Attorney High if he had any comments. He made a few comments. Chairman Nelson asked if there were any questions from the Board. Commissioner Corprew asked what the definition was for a bona fide farm. Mr. Heath explained that this is covered under Planning & Zoning requirements. Rhonda Repanshek, County Planner, was asked to obtain a definition and forward it to Mr. Heath who will forward it to the commissioners. A Public Hearing will have to be held prior to approval of this Amendment.

JAMES WARD'S COMMENTS

Commissioner Ward gave an update to the Board on an outstanding accomplish for the a high school team. They did not finish first or last but did come in 9<sup>th</sup> in the recent competition about a couple of months ago. The Board congratulated them.

ADJOURNMENT

There being no further comments or business to discuss, the Work Session was adjourned around 7:50 p.m.

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Wallace E. Nelson, Chairman

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Clerk to the Board

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