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REGULAR MEETING

January 6, 2014

6:45 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, January 6, 2014, at 6:45 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 Chairman
Kyle Jones Benjamin Hobbs
Tammy Miller-White Matthew Peeler

MEMBERS ABSENT: None

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

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

PUBLIC HEARING

Rezoning Request – Case No. REZ-13-02 – Cynthia Jones & Sharon Whidbee

Chair Cole opened the Public Hearing stating that the purpose of the public hearing was to receive citizens' comments to consider a Rezoning Request (Case No. REZ-13-02), proposed by Cynthia Jones and Sharon Whidbee, to rezone 175 Old US 17 Road (SR 1367), from RA, Rural Agriculture to CR, Rural Commercial Zone. Subject property known as Tax Parcel No. 4-0036-0086A. There were nine (9) people present. The Chair recognized Donna Godfrey, County Planner, who gave a history of the property. She further explained that Ms. Jones and Ms. Whidbee wanted to adapt the use of the existing building as a beauty salon, which use is limited to one of the three commercial districts, pursuant to the Article VIII Table of Uses. It is the opinion of the Planning staff that the CR, Rural Commercial Zone, will provide the most usable range of Permitted Uses for the store building while also limiting any new development or redevelopment in a manner most compatible than the other commercial zoning districts with other nearby residential uses. In addition, there are a number of Conditional Uses available under the CR Zone which may offer opportunities for the store building to diversify, albeit through another public hearing process. At its meeting on December 19th, the Planning Board recommended approval of the proposed Rezoning Request based upon the guidelines contained at Section 1302A (1) through (5) of the Zoning Ordinance, and incorporating said guidelines into the motion, to include the subject property described above. Ms. Godfrey said that the applicants were present if the Board had any questions. The Chair asked if the applicants had anything to add and if there were any questions from the Board for the applicants. The applicants did not wish to add anything and the Board had no questions for them. They did ask the following questions of Ms. Godfrey:

- Commissioner Peeler has a concern about the language on the "gift of deed" in that, once the Ruritans were no longer occupying the building, they have no authority to allow these applicants to speak for this property. Do the Ruritans have the authority to allow them to lease the property? He feels that, once the Ruritans no longer occupied the property, the property should revert back to the Inter-County Volunteer Fire Department. County Manager Heath said that the transfer of the deed from the Ruritans to Inter-County Volunteer Fire Department would take court action and he feels that the Ruritans could argue that they still use the property for rental purposes and that they use those funds received to support community projects. Mr. Heath said that would be his advice to the Board and that the Board should not get involved in that part of the issue. Mr. Peeler said that he also did not want to get into that part of the issue and agrees that the Board should not either. He wants to clarify that the Ruritans do have control over the property and has the authority to act on it. Mr. Heath said that he feels that the Ruritans do have the authority until the Inter-County Fire Department files action against them. The Chair asked for additional questions. As a point of order, Mr. Peeler asked the Chair that, as a Board, are we saying that the Ruritans do have control over this property and have the power to grant the ladies the use of this property. The Chair does not feel that the Inter-County Fire Department will challenge this. Ms. Godfrey addressed the issue also by saying that she made that determination when she accepted the application. Mr. Heath said that the property is listed in the name of the Ruritans Club. The Chair said that this is similar to the situation with the Juvenile Detention Center in Winfall. The property was given to the State to build the Center as long as it was used for the Juvenile Detention Center. Now that it is no longer operating as the Detention Center there is no clause stating that the property reverts automatically back to the County. The Board will allow the documentation that Ms. Godfrey has presented to stand with regard to the deed until such action is taken by the Inter-County Fire Department.

Chair Cole asked if the Board or the public had any other questions or comments. There being none, the Chair closed the Public Hearing at 7:00 p.m.

AGENDA

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

CONSENT AGENDA

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

- 1. Approval of Minutes: December 2, 2013 Regular Meeting
2. Tax Releases Approvals:

PERQUIMANS COUNTY TAX RELEASES:

Table with 2 columns: Item Name and Amount. Includes Copeland, WK Builders, Inc. (\$1,567.31), Ferebee, Jean & Charlie (\$193.60), Ferebee, Jean & Charlie (\$230.72), Fortunato, Jeannette (\$117.92).

TOWN OF WINFALL TAX RELEASES:

Table with 2 columns: Item Name and Amount. Includes Ferebee, Jean & Charlie (\$180.40), Ferebee, Jean & Charlie (\$201.36).

3. **Personnel Matters:**

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Richard Thrasher	EMT-I EMS Fill-In	Appointment	66/1	\$15.15/hr.	8/1/2013
James B. Farrar	Part-Time Animal Control Officer	Appointment	58/1	\$10.65/hr	1/1/2014
Michelle Felton	IMC II	Resignation			12/31/2013

4. **Budget Amendments:**

**BUDGET AMENDMENT NO. 14  
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-690-921	Juvenile Detention	8,200	
10-690-996	Senior Center Renovation		8,200

**EXPLANATION:** To budget additional funds in juvenile detention line. This will provide enough funds through December 31, 2013. Additional amendments may be required.

5. **Board Appointments:**

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Ward, Charles	Agricultural Advisory Board	Reappointment	3 yrs.	1/31/2014
Muzzulin, Edward	Agricultural Advisory Board - Commissioner	Reappointment	3 yrs.	1/31/2014
Yates, Fred	Tourism Development Authority (Winfall Appointment)	Reappointment	2 yrs.	1/31/2014
Cole, Janice McKenzie	Emergency Services Oversight Committee	Reappointment	1 yr.	12/1/2013
Heath, Frank	Emergency Services Oversight Committee	Reappointment	1 yr.	12/1/2013
Miller-White, Tammy	Emergency Services Oversight Committee	Reappointment	1 yr.	12/1/2013
Muzzulin, Edward	Emergency Services Oversight Committee	Reappointment	1 yr.	12/1/2013

6. **Resolutions:** The following Resolutions were approved by the Board:

**PROCLAMATION**

**WHEREAS**, the Purple Heart is the oldest decoration in present use and was initially created as the Badge of Military merit by General George Washington in 1782; and

**WHEREAS**, the Purple Heart was the first American service award or decoration made available to the common soldier and is specifically awarded to any member of the United States Armed Services wounded or killed in combat with a declared enemy of the United States; and

**WHEREAS**, the mission of the Military Order of Purple Heart, Chartered by an act of Congress, is to foster an environment of goodwill among the combat wounded veteran members and their families, promote patriotism, support legislative initiatives and most importantly ---make sure we never forget; and

**WHEREAS**, Perquimans County residents have been engaged in every war against a declared enemy fought by the United States, including the war for the nation's independence; and

**WHEREAS**, Perquimans County recognizes the commitment and increasing sacrifices required of military families; and

**WHEREAS**, Perquimans County pledges its ongoing commitment to and support for the men and women who so honorably serve our nation.

**NOW THEREFORE BE IT PROCLAIMED**, the Perquimans County Board of Commissioners hereby declares:

**Perquimans County as a Purple Heart County in the State of North Carolina**

Adopted this day of January 6, 2014.

\_\_\_\_\_  
Janice McKenzie Cole, Chair  
Perquimans County Board of Commissioners

ATTEST:

\_\_\_\_\_  
Mary P. Hunnicutt, Clerk to the Board  
Perquimans County Board of Commissioners

**RESOLUTION AUTHORIZING REMOVAL OF CERTAIN PUBLIC RECORD BOOKS  
KEPT BY THE REGISTER OF DEED FOR THE PURPOSE OF REPAIR, RESTORATION  
AND REBINDING**

**WHEREAS**, NCGS 132-7 provides that books of public records should be copied or repaired, renovated or rebound if worn, mutilated, damaged or difficult to read; and

**WHEREAS**, there is identified certain books of public records maintained by the Register of Deeds in need of repair, restoration and rebinding; and

**WHEREAS**, C.W. Warthen Court Resources is under contract to provide repair, restoration and rebinding of those certain books of public records.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS FOR PERQUIMANS COUNTY, NORTH CAROLINA**, that:

Section 1. The Register of Deeds is authorized to remove or cause to be removed to the care and custody of C.W. Warthen Court Resources for repair, restoration and rebinding the following books of public records:

- Vital Statistics Deaths 3, 1913-15
- Vital Statistics Deaths 8 & 9 (combined and returned in 1 binder), 1920-22
- Vital Statistics Deaths 11, 1923
- Vital Statistics Deaths 23, 1938

Section 2. The books of public records listed in Section 1 of this resolution may remain in the care and custody of C.W. Warthen Court Resources for the length of time required to repair, restore and rebind them.

Section 3. This resolution is effective upon its adoption.

ADOPTED the 6<sup>th</sup> day of January, 2014.

\_\_\_\_\_  
Janice McK. Cole, Chairman  
Board of Commissioners

ATTEST:

\_\_\_\_\_  
Mary P. Hunnicutt, Clerk to the Board

7. **ECBH Quarterly Fiscal Monitoring Reports:** The State requires that the Quarterly Fiscal Monitoring Report be presented to the Board for review. The report for period ending on September 30, 2013 was presented.

PRESENTATION OF PLAQUE TO LEWIS SMITH, JR.

Chair Cole presented a plaque to Lewis Smith, Jr. in honor of his retirement on December 31, 2013 from the Extension Office. Mr. Smith thanked the Board for the working relationship that they had with the Extension Office and for the opportunity to work in Perquimans County.

HOWARD WILLIAMS, RECREATION DEPARTMENT

Mr. Williams presented his annual report to the Board. He said that the facilities had been used often. They have had a very busy year. Commissioner Hobbs commended Mr. Williams and his staff on how the property has been kept up. He said that it still looks new.

BILL JENNINGS, TAX ADMINISTRATOR

Mr. Jennings presented his monthly report and notified the Board that he had received his certification as Tax Assessor in December. Chair Cole asked Mr. Jennings how the collection rate compares to last year. He said that last year it was about 80% and this year it is 81.6%. Commissioner Muzzulin asked Mr. Jennings how four double wides could be moved out of the County and the Tax Department not know about it. It was explained that the releases were for the County and for the Town of Winfall for the years 2012 and 2013. It was the same double wide but for two entities and for two years.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

There were no Commissioner's Concerns/Committee Reports.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- **Water Tank in Belvidere:** County Manager Heath reported that the tank has been finished on the outside and that they are cleaning the inside this week. This is part of our contract with Southern Corrosion.
- **Golden Leaf Grant Application:** Mr. Heath is supposed to meet with Dan Gerlach and the Golden Leaf officials regarding the Boat Ramp project on Tuesday, January 7, 2014 to discuss our grant application.
- **NCDOT Representative, Malcolm Fearing:** Mr. Heath said that the Board had been talking about getting Mr. Fearing to come by and talk with the Board. He has been in contact with him and they are looking at having him come to the February Regular Meeting or the February Work Session. He will keep you updated on this. The paper reported that NCDOT has chosen the de-modified alternative for the S-Bridge so if any of the Board members would have questions about that they can present them at that time.
- **STEP Grant Funds:** Mr. Heath stated that several months ago the Board discussed using STEP Grant funds for county entrance way signage. He reported that the signs have been ordered. The Board will probably need to take action on this in the months to come. Commissioner Peeler asked what slogan was going to place under the sign. Mr. Heath said they decided on "400 Years Of History. 100 Miles Of Shoreline". Mr. Heath said that he thought that he had e-mailed a sample but will do it again.

PLANNING BOARD ITEMS

Donna Godfrey, County Planner, presented the following items:

**Rezoning Request – Case No. REZ-13-02 – Cynthia Jones & Sharon Whidbee:** A Public Hearing was held earlier in the meeting to receive citizens' comments to consider a Rezoning Request (Case No. REZ-13-02), proposed by Cynthia Jones and Sharon Whidbee, to rezone 175 Old US 17 Road (SR 1367), from RA, Rural Agriculture to CR, Rural Commercial Zone. Subject property known as Tax Parcel No. 4-0036-0086A. Chair Cole asked if there were any questions or concerns about the Rezoning Request. There being none, she asked for a motion. Tammy Miller-White made a motion (1) to find Case No. REZ-13-02 to be consistent with the exiting development pattern of the Old U.S. 17 Road area as well as the County's Planning & Zoning Policies, including the following guidelines stated in the Zoning Ordinance at Sections 1302A (1) through (5), Policy Guidelines for Zoning Map Amendments, and in the CAMA Land Use Plan Update; and (2) to approve Case No. REZ-13-02, to rezone from RA, Rural Agriculture to CR, Rural Commercial District, the property located at 175 Old US 17 Road (known as Tax Parcel No. 4-0036-0086A) due to its consistency with the County's Planning & Zoning Policies and Guidelines and that the request is reasonable and in the public interest and promotes orderly growth and development.

- (1) The proposal will place all property similarly situated in the same category, or in appropriate complementary categories.
- (2) There is convincing demonstration that all uses permitted under the proposed district classification would be in the general public interest and not merely in the interest of an individual or small group.
- (3) There is convincing demonstration that all uses permitted under the proposed district classification would be appropriate in the area included in the proposed change. (When a new district designation is assigned, any use permitted in the district is allowable, so long as it meets district requirements and not merely uses which applicants state that they intend to make the property involved).
- (4) There is convincing demonstration that the character of the neighborhood will not be materially or adversely affected by any use permitted in the proposed change.
- (5) The proposed change is in accord with the Land Use Plan and sound planning principles.

The motion was seconded by Edward R. Muzzulin and unanimously approved by the Board.

**The Moorings Development Update:** Ms. Godfrey presented the following letter from Howard Nichols, Principal, EEC, LLC, to confirm the property owners' continued commitment to develop the project known as "The Moorings at Albemarle.":

## E C C

December 26, 2013

Perquimans County Board of Commissioners  
Janice McKenzie Cole, Chair  
P.O. Box 45  
Hertford, NC 27944

**Re: The Moorings at Albemarle Yearly Update for 2013**

Chair Cole,

We're requesting that this letter be placed on the January 2014 Board of Commissioners meeting agenda to serve as an update to the County describing our progress at the *Moorings Development* over the past year.

*The Moorings* gained approval by the Board for the Conditional Use Permit No. CUD-10-01(a) & Rezoning Request No. CUD-10-01(b) on January 3, 2011. Per conditions of our approval, the County requested that we provide a brief presentation of our Development's accomplishments during 2013.

Accomplishments to date:

- Cpec Environmental has completed Phase III fieldwork, Please review the attached email from Tom Hinson.
- Upon completion of the "Preliminary Findings - Soils Report", we plan to begin the Final Design Phase of the overall Subdivision Layout, Drainage Plans and Water/Sewer Collection & Treatment Systems.

- Howard Nichols, Owner (ECC,LLC) will remain as the Project Manager.

Please feel free to give me a call @ (252) 327-9623 if there are any questions,

Sincerely,

Howard Nichols, Principal

**ECC, LLC**  
Box 20714, Greenville, NC. 27858-1502-A Charles Blvd., Greenville, NC 27858  
office (252) 317-9623 – [www.ECC.ENC.com](http://www.ECC.ENC.com)

**ECC**

**Project Developer:**



The Moorings at  
**Albemarle**

The Moorings at Albemarle, LLC  
c/o Bruce Exum, Sr.  
3465 Chandler Creek Road  
Virginia Beach, Virginia 23453

cc: (via email)

Bruce Exum, Sr., Owner

Frank Heath, County Manager

Donna Godfrey, Planning & Zoning

Attachment:

CPEC email (Tom Hinson)

**ECC, LLC**  
Box 20714, Greenville, NC. 27858-1502-A Charles Blvd., Greenville, NC 27858  
office (252) 317-9623 – [www.ECC.ENC.com](http://www.ECC.ENC.com)

**ATTACHMENT**

**H Nichols**

**From:** [cpec@mindspring.com](mailto:cpec@mindspring.com)  
**Sent:** Monday, December 23, 2013 1:28 PM  
**To:** Howard Nichols; bruce w. exum sr  
**Subject:** **The Moorings - Site Characterization Fieldwork**

Howard/Bruce,

Cpec Environmental has completed Phase III fieldwork. Specifically, exploratory borings (Phase III - Task 1: Stratigraphy) were completed in August 2013. The sulfidel aquifer (sand aquifer) thickness was approximately 30 feet thick with fine to medium sand textures.

Based on site stratigraphy, we completed pumping test well installation (Phase III - Task 2: Aquifer stress test wells) in late September 2013 (hampered initially by weather delays). Normally, we would perform pumping test immediately following the well installation but poor weather suspended our 3-day test until late October 2013. The pumping tests and ambient water table readings (Phase III - Tasks 3 and 4) were completed on October 30<sup>th</sup> which completes our fieldwork at the site. Pumping test data distillation and analysis were completed in late November 2013.

We are currently using these data to construct a 3-dimensional groundwater flow and nutrient transport computer model to perform a site-loading capacity assessment based on a various wastewater loading schedules and disposal field configurations (in coordination with project engineers). We project a "preliminary findings" report delivery in January and final report by March 1<sup>st</sup> 2014. Please contact me with any questions or comments. Thanks for your patience. THinson

Thomas H. Hinson, L.G., L.S.R.S.  
Senior Hydrogeologist / Chief Environmental Consultant  
Cpec Environmental, Inc.  
P.O. Box 743  
Morehead City, NC 28557  
252.725.7141 mobile

Ms. Godfrey stated that it was the opinion of the Planning staff that the activities itemized in Mr. Nichols' letter demonstrate the continued commitment of the developers to proceed with the project. She further explained that she believes that she will see a sketch plan from them next month. Commissioner Peeler asked if there has been any interest from anyone to buy property in this development. Ms. Godfrey did not know of any. Since this was for information only to the Board, no action is required.

**RESOLUTION OF SUPPORT: EXTENSION AGENTS**

County Manager Heath presented a Resolution to request that the vacant Agent position with Ag Agents be filled. On motion made by Edward R. Muzzulin, seconded by Tammy Miller-White, the Board unanimously approved the following Resolution of Support:

**RESOLUTION OF SUPPORT**

WHEREAS, North Carolina Cooperative Extension Service serves all 100 counties in North Carolina including Perquimans County, and

WHEREAS, North Carolina Cooperative Extension Service mission is to empower people and provide solutions including Agricultural Services, and

WHEREAS, Agriculture provides an estimated financial impact from crops (68,468 acres of farmland), livestock, and government payments of \$74,302,125 in Perquimans County, and

WHEREAS, Agriculture in Northeast North Carolina has an economic impact that exceeds \$1.5 Billion annually, and

WHEREAS, North Carolina Cooperative Extension Service Agricultural Extension Agents provide unbiased, research-based production information to area farmers, and

WHEREAS, area Agricultural Extension Agents provide on-farm tests including field days such as the Northeast Ag Expo and Blacklands Tour, and

WHEREAS, North Carolina Cooperative Extension Service has a total of Four (4) Agricultural Agent vacancies in Northeastern North Carolina, and

BE IT RESOLVED that we, the Perquimans County Board of Commissioners fully support North Carolina Cooperative Extension Service and the work this organization does to make our communities better places in which to live and work, and

BE IT FURTHER RESOLVED that this resolution be spread upon other Counties in the northeast to request that North Carolina State University and North Carolina A&T State University fill vacant Agent positions with Ag Agents.

**ADOPTED** this 6<sup>th</sup> January, 2014.

Janice McKenzie Cole, Chair  
Perquimans County Board of Commissioners

Attest:

Mary P. Hunnicutt, Clerk to the Board

**UPDATING CURRENT PERSONNEL POLICY**

County Manager Heath explained that the County's Personnel Policy has not received a full update since 1999. Mr. Heath has contacted Becky Veazey, President of The Maps Group, and she has presented the following proposal to update the County's Personnel Policy.

**PROPOSAL TO PERQUIMANS COUNTY  
PERSONNEL POLICY PREPARATION**

**Study Purpose**

The MAPS Group proposes to prepare a personnel policy that reflects current laws and modern personnel practices. The policy should reflect major policy guidance but not be as specific as an employee handbook or an administrative procedures manual. The policy will be intended to state policy decisions and philosophies, and provide policy guidance to management in a manner that empowers effective management decision-making. The policy is also intended to provide information and guidance to employees regarding major work rules and benefits.

**Study Components**

1. Review current policy and identify needed changes, additions and deletions to reflect modern management principles and current laws and practices.
2. Obtain input from management to identify major issues, concerns and policy areas of interest.
3. Prepare a first draft of the proposed policy and send to management for review and discussion.
4. Meet with management to review concerns, obtain feedback and make decisions on changes to the draft.
5. Prepare final draft for review by management. Upon final approval, send proposed policy to Board of Commissioners for review.
6. Meet with Board to discuss questions, concerns, proposed changes, etc.
7. Finalize Policy with any changes decided by Board.

**Results of the Study**

The study will result in the publication and delivery of twelve (12) copies of the recommended policy to the Board and key staff.

**Project Staff**

The project staff will be Rebecca L. Veazey. Her vita is attached.

**Costs**

The study costs will be three thousand dollars (\$3,000). These costs include all administrative, travel, meals, printing, computer, clerical, and related study costs incurred by The MAPS Group project team. Should the County wish consultation on policies normally outside the regular personnel policy, such as policies dealing with technology and social media, substance abuse, etc., these costs will be billed at \$85 per hour for work on site at the County and \$75 per hour for work performed in the offices of The MAPS Group.

**MEMORANDUM OF AGREEMENT  
PERSONNEL SERVICES  
PERQUIMANS COUNTY**

This agreement is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2014 by and between Perquimans County, hereinafter called "County," and the Management and Personnel Services Group (MAPS), hereinafter called "MAPS."

**WITNESSETH**

In consideration of the amounts of money hereinafter agreed to be paid, and in consideration of the other conditions hereinafter agreed by the County, MAPS offers to perform the following services:

**Scope of Services**

See attachment A for the services to be performed. This attachment is incorporated into and made a part of this Memorandum of Agreement by reference.

**Time for Performance**

The time for performance will be approximately two months for this project. The personnel policy preparation project can be started in February 2014 and can be completed no later than April 2014.

**Costs**

The costs for the proposed personnel policy will be three thousand dollars (\$3,000). MAPS will bill in one preliminary payment of \$1,500 at the beginning of the project and the remainder at the end of the project. The County agrees to submit payment within 15 days upon receipt of each bill. Any additional work required by the County will be billed at \$85 per hour for work on site with the County and \$75 per hour for work in our office.

**Execution**

If this Memorandum of Agreement is not executed and returned to MAPS Officer within thirty (30) days from the submission date, the time frame for performance may have to be renegotiated.

If the terms of this contract are acceptable, please sign two (2) copies and return to League office.

Submitted by:  
The Management and Personnel  
Services Group (MAPS)

Rebecca L. Veazey  
President

Accepted by:  
Perquimans County

Janice McKenzie Cole, Chair  
Perquimans County Board of Commissioners

Date: January 6, 2014

**Vita**

**REBECCA L. VEAZEY**

**BORN:** Durham County, North Carolina

**EDUCATION:**

- Southern High School, Durham, N. C.
- B. A. Speech and Education - University of North Carolina at Chapel Hill
- M. P. A. - University of North Carolina at Chapel Hill
- Municipal Administration Course, Institute of Government
- Group Facilitation and Consultation Course, Institute of Government

**CAREER PROGRESSION:**

- President, The MAPS Group (Management and Personnel Services) - a consulting group providing human resource management, organization development, training, and management services for local governments 1995 to present
- Principal, the MAPS Group
- Human Resources Director, Durham County

Director of Personnel, Town of Cary (Cary's first Personnel Director)  
 Personnel Officer, Town of Chapel Hill  
 Training Specialist, City of Greensboro

**PROFESSIONAL ACTIVITIES:**

International Personnel Management Association (IPMA). Lifetime Achievement Award 2010. Active in N. C. Chapter including serving as Treasurer, on program committee for state chapter for three years, on Regional program committee one year, and chairperson of Finance Strategic Planning Committee.  
 Organization of Municipal Personnel Officers (OMPO), Life Member Award, Board Member, President, and Immediate Past President.  
 North Carolina League of Municipalities, Board of Directors, 1985-1987.  
 American Society for Training and Development, Triangle Chapter member.  
 Facilitation and Organization Development Group, (FODG) founding member  
 Systems Thinking in Government Group

**COMMUNITY AND OTHER ACTIVITIES:**

U. N. C. General Alumni Association, Board of Directors  
 U. N. C. Master of Public Administration Alumni Association, President  
 Local Government Employees Federal Credit Union, founding member,  
 Loan Committee Chairperson, and member of the Board of Directors  
 United Way Campaign Coordinator, Durham County, and Town of Cary

**EXPERIENCE:**

Conducting classification and pay studies for municipalities, counties, councils of governments, housing authorities, and other non-profit organizations.  
 Preparing, reviewing and recommend personnel policies for municipalities, counties, authorities and non-profit organizations.

**Rebecca L. Veazey  
 Vita Synopsis  
 Page 2**

Experience (continued)

Facilitating/leading the development and implementation of performance review and performance pay programs as both an internal and external consultant.

Serving as facilitator at strategic planning and team building retreats for staffs, boards, and elected officials. Also, providing on-going developmental facilitation to assist organizations with team building; organization development; planned change; development of mission, vision, and values; development of compensation philosophies; leadership development; or other issues.

Developing and conducting management and supervisory training on a variety of topics including leadership, coaching and feedback, conducting performance reviews, principles of supervision, communications skills, motivation techniques, legal issues in supervision, hiring the right person, effective grievance and disciplinary actions administration, conflict resolution, facilitation skills, and a number of other topics. This includes designing and updating materials and teaching and coordinating the School of Government's comprehensive Effective Supervisory Management Program since 2002.

Administering assessment instruments and providing interpretation and feedback or training; instruments include EQ-I (Emotional Intelligence Quotient), Myers Briggs, Human Patterns, Management Grid, Johari Window (Personnel Relations Inventory), Leadership Profile System, Ego State Assessment, FIRO B, etc.

Developing and conducting assessment centers and serving as an assessor for the purpose of selection, promotion, succession planning, and professional development.

Conducting recruitment and selection processes focused on assessing management excellence in candidates.

Establishing and revising policies and programs on a variety of personnel topics including writing personnel ordinances, establishing recruitment and selection procedures, developing performance review forms and procedures, and problem-solving employee relations issues and grievances.

Speaking on a variety of personnel and management topics at the Institute of Government, NCLM Convention, IPMA (international and state conferences), Area Health Education Centers, parks and recreation conferences, and for other groups.

Teaching personnel administration course to students in the MPA Program at UNC-G and in a six weeks seminar at NCSU, and teaching a seminar on facilitation skills to students in the MPA Program at UNC.

**CLIENTS ON CONSULTANT PROJECTS:**

**Municipalities:**

Apex	Nashville
Atlantic Beach	New Bern
Ayden	Oak Island
Bald Head Island	Ocean Isle Beach
Beaufort	Oxford
Beech Mountain	Pine Knoll Shores
Benson	Pittsboro
Boone	Shalotte
Butner	Shelby
Carolina Beach	Siler City
Carrboro	Smithfield
Chapel Hill	Southern Pines
Charlotte	Southern Shores
Clayton	Washington
Concord	Weaverville
Creedmoor	Wendell
Davidson	Wilkesboro
Elizabethtown	Wilmington
Elizabeth City	Winterville
Emerald Isle	Wrightsville Beach
Farmville	
Fayetteville	
Fletcher	
Goldsboro	
Havelock	
Henderson	
Hertford	
Highlands	
Jefferson	
Kill Devil Hills	
Kings Mountain	
Laurel Park	
Louisburg	
Mooresville	
Morehead City	
Morganton	
Mount Airy	
Mount Pleasant	
Nags Head	

Wake County Sheriff's Office  
 Wilkes

**Councils of Government:**

Albemarle Commission  
 Isothermal Planning and Development  
 Kerr Tar Council of Governments  
 Western Piedmont COG

**Housing Authorities:**

Laurinburg  
 Mount Airy  
 North Wilkesboro

**Other Nonprofit/Governmental Agencies:**

Contentnea Metropolitan Sewerage District  
 Institute/School of Government  
 North Carolina League of Municipalities  
 Raleigh Durham International Airport

**Counties:**

Avery  
 Beaufort  
 Camden  
 Carteret  
 Columbus  
 Currituck  
 Dare  
 Harnett  
 Johnston  
 Mitchell  
 Nash  
 Perquimans  
 Person  
 Polk  
 Sampson  
 Surry  
 Transylvania

Mr. Heath said that he would pay for this out of the current budgeted professional services line item. He also feels that it should be completed by April, 2014 at a cost of \$3,000. On motion made by Benjamin C. Hobbs, seconded by Matthew Peeler, the Board unanimously approved the proposed contract with Becky Veazey of The MAPPS Group to update our current Personnel Policy. Commissioner Peeler asked that they allow input from our employees.

**MEMORANDUM OF UNDERSTANDING – EMERGENCY MANAGEMENT & BUDGET AMENDMENT NO. 15**

County Manager Heath reported that Jarvis Winslow, Emergency Management Coordinator, has obtained a \$2,500 grant to cover the cost of an Emergency Management exercise in Perquimans County. The Board will need to authorize Mr. Winslow and Mr. Heath to sign the Memorandum of Understanding and approve Budget Amendment No. 15. The exercise is scheduled for February. Chair Cole asked about the location. She said that the exercise was based on an individual entering Hertford Grammar School but the exercise was being held at the High School. Mr. Heath explained that it was a table top exercise and that the equipment needed to perform the exercise was located at the High School. On motion made by Edward R. Muzzulin, seconded by Tammy Miller-White, the Board unanimously authorized County Manager Heath and Emergency Management Coordinator Winslow to sign the Memorandum of Understanding and approved the following Budget Amendment No. 15:

**BUDGET AMENDMENT NO. 15  
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-012	State Grants - Emergency Management	2,500	
10-530-334	Homeland Security - Training	2,500	
<b>EXPLANATION:</b> To budget for State Training Funds for Emergency Management.			

**CONSIDERATION OF NCACC 2014 FEDERAL LEGISLATIVE AGENDA**

Chair Cole explained that each year the North Carolina Association of County Commissioners (NCACC) solicits input and proposals from all counties concerning the most important issues of a statewide nature that impact counties at the federal level. Those suggestions are collected, reviewed and then approved by the NCACC Board of Directors to be used as our 2014 Federal Legislative Agenda. This list of top federal priorities will be presented to our North Carolina Congressional delegation in Washington, DC at the March 2014 NACo Legislative Conference when the NCACC will host their Congressional Delegation Breakfast. Submissions of federal legislative issues are due to the NCACC by Friday, January 10, 2014. There being none, no action was taken on this matter.

**HEALTH CONSIDERATIONS – LAND USE PLAN CONTRACT**

County Manager Heath and Donna Godfrey, Planner, explained that this is a follow-up to the Board of County Commissioner's approval to amend its budget for the \$15,000 received from the Community Transformation Grant for Land Use Plan in FY 2013-14 Budget (reference Budget Amendment No. 9 on October 7, 2013). The County staff proposes contracting with Holland Consulting Planners, Inc. (HCP) to complete the scope of work contained in the County's contract with the Albemarle Regional Health Services (ARHS), in accordance with said Grant. They presented the following contract with Holland Consulting Planners, Inc.:

**CONTRACTOR CONSULTANT SERVICES**

THIS CONTRACT FOR CONSULTANT SERVICES (the "Contract") is made this \_\_\_\_ day of January 2014, between PERQUIMANS COUNTY, North Carolina, hereinafter called the County, and HOLLAND CONSULTING PLANNERS, INC., Wilmington, North Carolina, hereinafter referred to as the Consultant.

1. The Consultant agrees to assist Perquimans County with implementation of the Community Transformation Grant Project.
2. The County agrees to pay the Consultant an amount not to exceed \$15,000.00 for all services rendered. Payments shall be made in accordance with the hourly rates set forth in Attachment "B" and in accordance with the accomplishments reflected in the status report included with each invoice. There will be no additional charges for reimbursables, such as printing, copying, travel other than deliverables which may be identified in each Work Authorization.
3. The Consultant may request in writing and the County will consider granting time extensions for reasons of delay which are beyond the control of the Consultant. Delays may not necessarily be the result of any action or lack of action by Perquimans County.
4. Perquimans County shall promptly notify Consultant should it become necessary to cancel a scheduled meeting or work session requiring the attendance of the Consultant or the Consultant's representative. Should Perquimans County fail to notify Consultant of any such cancellation, and Consultant incurs travel time in attending such meeting, Consultant will invoice the County for this time, which will be considered in excess of the not-to-exceed fee noted above.
5. Either party may terminate this Contract upon the other's filing for bankruptcy, insolvency, or assignment for the benefit of creditors or upon material breach of the Contract. Either party may terminate this Contract upon material breach of the Contract by the other if, after 30-days' written notice of such material failure, the breaching party fails to cure its breach. The County may suspend or terminate this Contract for convenience by providing Consultant with 15-days' written notice of such action. In the event of suspension or termination for any reason, Consultant shall be entitled to compensation for services rendered and reimbursable expenses incurred until the date of receipt of such notice of termination. If the County suspends or otherwise delays Consultant's services under the Contract, Consultant may terminate the Contract upon giving 15-days' written notice.
6. If the County fails to make any payment due the Consultant for services and expenses within forty-five days after receipt of Consultant's bill therefore, the amounts due Consultant shall include a charge at the rate of 1% per month from said forty-fifth day for balance past due, and in addition, Consultant may, after giving seven days' written notice to the County, suspend services under this Contract until he has been paid in full all amounts due him for services and expenses.
7. No deletions, additions, changes or revisions shall be made to the scope of services or related fees under this Contract except by written agreement of the parties hereto. Should the Consultant be required to render additional services not included in the scope of work, the County shall pay the Consultant for such services at an amount equal to the expenses incurred in connection with the rendering of such services. Payroll costs for additional work will be charged at the hourly rates included herein. Payments for additional services not included in the scope of work shall be in addition to the contract not-to-exceed fee specified herein.
8. The Consultant shall provide the County with the deliverables as detailed in each Work Authorization. To the extent that any such work may be subject to Consultant's copyright, the Consultant gives each County license and permission to make whatever use, including the making of copies, of the final report, which includes all printed work and any illustrated text or maps, that each County deems appropriate.
9. The Consultant covenants that he presently has no interest and shall not acquire any interest, direct or indirect, nor employ any persons having such interests which would conflict in any manner or degree with the performance of services required to be performed under this Contract.
10. The County shall designate a representative authorized to act on its behalf with respect to the Project. The County or the County's Representative shall examine documents submitted by the Consultant and shall render decisions pertaining thereto promptly to avoid unreasonable delay in the progress of work. The County's Representative is Donna Godfrey.
11. The Consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin and shall take affirmative action to ensure equal opportunity in its employment practices.
12. Consultant is an independent contractor to the County in performing services under the Contract and is not an employee, agent, joint-venturer or partner of the County.

- 13. Consultant warrants that it, as well as any subcontractors employed by Consultant, will perform services in a manner consistent with the degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.
- 14. It is mutually agreed that this Contract is not transferable by any signatory to a third party without the consent of the other party.
- 15. Original documents, tracings, and reports shall be retained by the Consultant, and reproducible copies shall be furnished to the County.
- 16. Consultant hereby acknowledges that the final reports, which include all printed work and any illustrated text or maps, are public records pursuant to N.C. Gen. Stat. Chpt. 132, the North Carolina Public Records Act, and that all draft materials may be deemed public records pursuant to the same.
- 17. Any notice required hereunder shall be sufficiently given when sent to the signatories via United States certified mail, return receipt requested, or via overnight courier with receipt verification to the address set forth herein, or by personally delivering such notice to said signatory. The mailing address for Holland Consulting Planners Inc shall be 3329 Wrightsville Ave, Wilmington, NC 28411, attention of T. Dale Holland. The mailing address for Perquimans County shall be P.O. Box 45, 128 N. Church St., Hertford, NC 27944, attention of Frank Heath, County Manager.

IN WITNESS HEREOF, they have executed this Contract, the day and year first above written.

HOLLAND CONSULTING PLANNERS, INC.

PERQUIMANS COUNTY, NC

T. Dale Holland, President

Frank Heath, County Manager

Witness

Witness

This contract has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

SEAL

Finance Officer

Date

**Attachment A  
Perquimans County  
Comprehensive Land Use Plan  
Health and Wellness Addendum**

**Scope of Work**

The Perquimans County Comprehensive Plan will be expanded to address community health needs and public health initiatives by:

- 1. Addressing Perquimans County healthy eating and active living issues/deficiencies.
- 2. Identifying vulnerable populations through demographic analysis.
- 3. Identifying recreation deficiencies and needs for the disabled, elderly and other identified vulnerable populations.
- 4. Establishing strategies to facilitate new programs and policies associated with public health initiatives.
- 5. Identifying opportunities and propose alternatives for increasing multi-modal transportation options.
- 6. Establishing policies and programs regarding local food economy.
- 7. Supporting tobacco-free policies in public buildings and on public grounds.

The Perquimans County Comprehensive Plan will be expanded to incorporate the comprehensive community health needs and public health initiatives using the following process:

**Demographic Analysis:**

- 8. Identify vulnerable populations through demographic analysis by locating concentrations of disabled, elderly and low income populations and low socioeconomic status households.
- 9. Combine results of analysis to identify vulnerable populations and create graphic to highlight results, including mapping of all identified geographic concentrations of areas with healthy eating/active living issues.

**Healthcare, Facilities and Initiatives:**

- 10. Determine primary deterrents to health and wellness in Perquimans County by working with a multi-disciplinary committee.
- 11. Identify and create GIS data/map for public/private and non-profit organizations providing health, wellness and nutrition-based services within the county and municipal areas.
- 12. Identify existing public health initiatives and provide current status and accomplishments.

**Local Food Economy and Nutrition Availability:**

- 13. Identify and create GIS data/map for all full service grocers, farmers markets, food kitchens and fresh produce vendors.
- 14. Identify and create GIS/data map for all local farms supplying fresh produce to area markets and assess the potential to expand services to include agricultural tourism.

**Active Transportation and Recreation Facilities:**

- 15. Identify boating access sites.
- 16. Identify areas lacking active transportation options.
- 17. Identify recreation deficiencies and needs for the disabled and elderly populations, including the proximity to existing recreation facilities and locations of concentrated elderly populations.

**Implementation Strategies and Policies:**

- 18. Establish strategies to facilitate new programs and policies based on findings of need.
- 19. Establish strategies for increasing transportation options prioritizing facilities based on findings of need.
- 20. Establish policies and programs regarding the local food economy.
- 21. Establish strategies for regional multi-use agreements for recreation facilities.

**Meetings:**

- 22. Attend up to three (3) Advisory Committee meetings.
- 23. Attend presentation of the draft to the Perquimans County Planning Board meeting and a public hearing to be conducted by the Perquimans County Board of Commissioners.

**Attachment B  
Hourly Rates  
Perquimans County  
Comprehensive Land Use Plan  
Health and Wellness Addendum**

<u>Staff Position</u>	<u>Hourly Rate</u>
T. Dale Holland, AICP Principal Planner/Project Manager	\$150.00
Landin Holland, AICP, MPA, CZO Senior Planner	\$95.00
Wes MacLeod, ASLA Urban Designer & Planner	\$85.00
<u>Administrative/Clerical Services</u>	<u>\$55.00</u>

On motion made by Edward R. Muzzulin, seconded by Tammy Miller-White, the Board unanimously approved Draft #2 which Ms. Godfrey presented at the meeting. Donna Godfrey, Planner, explained that Holland Consulting Inc. will be making a presentation at the Planning Board meeting next Tuesday and any one is invited to attend.



PUBLIC COMMENTS

Emerson Cullins expressed his support for Commissioner Peeler's request to include feedback from the employees on the updating of the Personnel Policy in case they have some issues.

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned at 7:45 p.m. on motion made by Matthew Peeler, seconded by Edward R. Muzzulin.

\_\_\_\_\_  
Janice McKenzie Cole, Chair

\_\_\_\_\_  
Clerk to the Board

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