
REGULAR MEETING

April 7, 2014

6:50 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, April 7, 2014, at 6:50 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
 Benjamin Hobbs Kyle Jones
 Tammy Miller-White Matthew Peeler

MEMBERS ABSENT: None

OTHERS PRESENT: Frank Heath, County Manager Mary Hunnicutt, Clerk to the Board
 Will Crowe, County Attorney

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

PUBLIC HEARING

Recombination Application No. NZV-14-01, David Wright

Chair Cole opened the Public Hearing stating that the purpose of the public hearing was to receive citizens' comments to consider a request by David Wright to Recombine Lots 14, 15 and 16 of Block "D" in "Longbeach Estate" Subdivision into one single lot. Subject properties located at or adjacent to 107 Soundview Drive (private road) and Longbeach Drive (SR 1360), and known as Tax Parcel Nos. 4-D075-D014-LB; -D015-LB; and D016-LB (in RA-25 Zone). There were nine (9) people present. The Chair recognized Donna Godfrey, County Planner, who gave an overview of the recombination request. At their March 11, 2014 meeting, the Planning Board recommended approval of Recombination Request No. NZV-14-01. Ms. Godfrey stated that Mr. Wright was present if the Board or public had any questions. Chair Cole asked if the applicant had anything further to add and if there were any questions/comments from the public. There being none, Chair Cole closed the Public Hearing at 7:00 p.m.

AGENDA

The Agenda, as amended, was unanimously approved on motion made by Benjamin C. Hobbs, seconded by Matthew Peeler.

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:** March 3, 2014 Regular Meeting
2. **Tax Release Approval:**

PERQUIMANS COUNTY TAX RELEASE:

Morgan, Robert William----- \$111.09
 Active Duty Military. Account No. 8088834.

3. **Personnel Matters:**

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Sabrina Patrick	IMC I	Appointment	61/1	\$25,277	3/10/2014
Jovan Ward	Working Toward IMC II	Appointment	63/1	\$27,600	3/17/2014
Ronald Greer	Deputy Sheriff	Termination			3/14/2014
Danielle Griffith	Deputy Sheriff	Appointment	65/3	\$31,650	4/1/2014
Aaron Grosjean	EMT-I – EMS Fill-In	Appointment	66/1	\$15.15/hour	2/1/2014
Carl J. Wilson	EMT-I Full-Time	Appointment	66/1	\$31,500	4/1/2014
Robert Katz	EMT-I Part-Time	Appointment	66/1	\$15.15/hour	4/1/2014
Brandon Lindstrom	EMT-I Part-Time	Appointment	66/1	\$15.15/hour	4/1/2014
Joshua Smith	EMT-I Part-Time	Appointment	66/1	\$15.15/hour	4/1/2014
Brian Holland	EMT-I Part-Time	Appointment	66/1	\$15.15/hour	4/1/2014
James Wheeler	EMT-I Part-Time	Appointment	66/1	\$15.15/hour	4/1/2014
Heather Bray	EMT-I Part-Time	Appointment	66/1	\$15.15/hour	4/1/2014
Charlene Garrish	EMT-I Part-Time	Appointment	66/1	\$15.15/hour	4/1/2014

4. **Budget Amendments:**

**BUDGET AMENDMENT NO. 21
 GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	State Grants - DSS	6,699	
10-610-192	Crisis Intervention	2,677	
10-610-198	Low Income Energy Assistance (LIEAP)	4,022	
EXPLANATION: Additional State Funds available for above referenced programs for FY 2013-14.			

**BUDGET AMENDMENT NO. 22
 GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-690-996	Senior Center - Renovation		7,500
10-690-921	Juvenile Detention	7,500	
EXPLANATION: To budget additional funds needed in juvenile detention line.			

**BUDGET AMENDMENT NO. 23
 WATER FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
35-720-339	NCDOT Bridge Projects	48,180	
35-348-003	DOT Reimbursement	48,180	
EXPLANATION: To budget following six NCDOT Bridge Projects at a cost of \$8,030 each: Bridge #2 Muddy Creek, Ridge #7 Lake Road; Bridge #12 Burnt Mill Road; Bridge #17 Great Hope Church Road; Bridge #25 Turnpike Road; Bridge #30 Perrys Bridge Road.			

5. Board Appointments/Resignations:

- a. **Tourism Development Authority – Town of Hertford Representative.** Per a letter from the Town of Hertford, the following action is being requested:

NAME	ACTION	TERM	EFFECTIVE DATE
Connie Jacklic	Resignation		3/1/2014
Brandon Shoaf	Appointment	*	3/1/2014
*Mr. Shoaf will complete Ms. Jacklic's term which expires on 1/31/2015.			

- b. **Home & Community Care Block Grant Committee.** Per an e-mail from Faith Mallette, the following action is being requested:

NAME	STATUS	ACTION	TERM	EFFECTIVE DATE
Leo Higgins	No longer attends the meetings	Removal		4/1/2014
Grover Morton	No longer attends the meetings	Removal		4/1/2014
Jerry Parks	Jill Jordan attends in his place	Removal		4/1/2014
Lynne Raisor	No longer needed on this Committee	Removal		4/1/2014
Susan Scurria	No longer needed on this Committee	Removal		4/1/2014
Shirley Manley	New member	Appointment	Unlimited	4/1/2014
Laura Alvarico	Chair of Committee	Addition	Unlimited	4/1/2014
Faith Mallette	Addition to Committee	Addition	Unlimited	4/1/2014
Herb Mullen	Addition to Committee	Addition	Unlimited	4/1/2014
Sheila VanKeuren	Addition to Committee	Addition	Unlimited	4/1/2014
Jessica Diaz	Addition to Committee	Addition	Unlimited	4/1/2014

- c. **RPO Rural Technical Coordinating Committee (TCC).** Per an e-mail, the Board will need to appoint an alternate for the TCC. It is the recommendation of County Manager Heath to appoint Donna Godfrey, County Planner, as the County's alternate member on the TCC for an unlimited term. Ms. Godfrey has been attending the meetings. By making this appointment, she will be able to vote if Mr. Heath is unable to attend the meeting. Board action is being requested.
- d. **Child Fatality Prevention Team – DSS Board Member.** Last month, the Board accepted Kyle Jones' resignation to the Child Fatality Prevention Team as the DSS Board Member representative. The DSS Board recommends the appointment of Shirley Manley, pending her acceptance, to replace Mr. Jones. The term is unlimited.

6. Resolution: The following Resolution was approved by the Board:

**A RESOLUTION OF PERQUIMANS COUNTY COMMISSIONERS
SUPPORTING HR 1288 "WW II MERCHANT MARINER SERVICE ACT"**

Whereas, Public Laws 95-202 and 105-368 bestowed veterans status on US Merchant Marine Seamen of WWII, and

Whereas, Perquimans County Commissioners approved resolutions, entitled Alternative Methods of Recognition for Veteran Status for Merchant Marine Seamen of WW II in previous years and again this year, and

Whereas, these resolutions along with many others from various bi-partisan factions of North Carolina, has resulted in the bill HR 1288, "WW II Merchant Mariners Service Act", that was incorporated into an Omnibus bill HR 2189 and cleared the House on a 404 to 1 margin, and

Whereas, this bill is awaiting Senate action and requires a similar companion bill arising from the Senate, and

Whereas, additional information may be required to strengthened our support of this action necessitating congressional inquiries to determine the disposition of specific agreements between the National Archives and Records Administration and the Department of Defense regarding military personnel who have been discharged from services 62 years or longer, commonly referred to as the "62 Year Rule", and

Whereas, research has shown that implementing instructions for the issuing and completion of military discharge forms DD 214 and DD 1300 relative to WW II Merchant Marine personnel have not been issued, resulting in poorly prepared and unsatisfactory documentation identifying the veteran's tours of duty, awards presented, schooling completed, promotions and etc., and

Whereas, the Perquimans County Commissioners therefore requests that immediate action be taken to clarify these issues, and initiate steps to bring about a Senate companion bill, and

NOW THEREFORE BE IT RESOLVED that the Perquimans County Commissioners supports alternative methods of recognition for veteran status for the WW II Coastwise Merchant Mariners and so orders that this Resolution be sent to (1) Representatives George Butterfield and Walter Jones to initiate bi-partisan congressional inquiries into the position of the "62 year rule" and implementing instructions for the handling of WW II Merchant Marine veteran discharges and (2) to Senator Richard Burr and Senator Kay Hagen so this matter can be placed into action before the US Senate in such form as a companion bill to HR 1288, now HR 2189, with full support, to ensure expedient passage before this all become history.

ADOPTED the 7th day of April, 2014.

Janice McKenzie Cole, Chair
Perquimans County Board of Commissioners

ATTESTED:

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

PRESENTATION OF GOVERNOR'S AWARD FOR VOLUNTEER SERVICE 2014

The presentation will be made next month due to the recipient being ill and unable to make the meeting tonight.

CHARLIE LACEFIELD

Mr. Lacefield distributed copies of the report to the Board and presented a PowerPoint slide show showing the summation of the February Board Retreat. After his presentation, the Chair thanked Mr. Lacefield for a job well done.

BILL JENNINGS, TAX ADMINISTRATOR

Mr. Jennings presented his monthly foreclosure report. He also explained that the Board of Equalization & Review will be opened on May 5th prior to the Commissioners meeting at 7:00 p.m. In addition, he explained that he and County Manager Heath have reviewed the Revaluation Proposals and will bring a recommendation to accept Pearson's Appraisal's proposal next month.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

There were none.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- **Budget Process:** County Manager Heath reported that Budget Work Sessions have been scheduled and a list has been provided to the Board via e-mail. The first meeting will be on April 21st where the Department Heads will bring their budget requests.
- **Boat Ramp Project:** Last week, Mr. Heath met with NCDENR about the proposed boat ramp project in the Commerce Center. He received very positive comments. The NC Wildlife has agreed to work with the County on this project. He was hoping to have the final agreement for Board action tonight but did not receive it in time for the meeting. Mr. Heath reported that we have made it through the third round of funding consideration and should have an answer by June, 2014.
- **Revaluation Proposals:** As Mr. Jennings reported, he and Mr. Jennings met to discuss the revaluation proposals. A recommendation will be made next month.
- **Training:** Mr. Heath participated in a training session with Dominion Power on April 2nd. They learned how to handle downed power line. He felt that it was very beneficial to those who attended.
- **NCACC District Meeting:** County Manager Heath reminded the Board that the meeting will be held on Wednesday, April 9th, in Williamston and that he would be driving the County van which would leave at 4:30 p.m.

PLANNING BOARD ITEMS

Donna Godfrey, County Planner, presented the following item for Board action:

Recombination Application No. NZV-14-01 – David Wright: A Public Hearing was held earlier in the meeting to receive citizens' comments to consider a request by David Wright to Recombine Lots 14, 15 and 16 of Block "D" in "Longbeach Estate" Subdivision into one single lot. Subject properties located at or adjacent to 107 Soundview Drive (private road) and Longbeach Drive (SR 1360), and known as Tax Parcel Nos. 4-D075-D014-LB; -D015-LB; and D016-LB (in RA-25 Zone). Chair Cole asked if there were any questions or concerns about the Recombination Application. There being none, she asked for a motion. Considering the following Section 206 Findings and Section 701A exemption criteria, Tammy Miller-White made a motion to approve Case No. NZV-14-01 to recombine Tax Parcels Nos. 4-D075-D014; -D015 and -D016-LB into one +/-24,350 square foot lot located at 107 Soundview Drive (Private Drive) and Longbeach Drive (SR 1360), conditioned upon certification that there are no existing drainage, utility or similar structures or improvements within the easements located along the property lines to be abandoned (which were previously established by deed restrictions) and that said easements will be abandoned in conjunction with said property lanes:

- a) That there are special circumstances or conditions affecting said property such that the strict application of the provisions of this ordinance would deprive the applicant of the reasonable use of his land.
- b) That the variance is necessary for the preservation and enjoyment of a substantial property right of the petitioner.
- c) That the circumstances giving rise to the need for the variance are peculiar to the parcel and are not generally characteristic of other parcels in the jurisdiction of this ordinance, and
- d) That the granting of the variance will not be detrimental to the public health, safety, and welfare or injurious to other property in the territory in which said property is situated.

The motion was seconded by Matthew Peeler and unanimously approved by the Board.

WELL SITE: BETHEL SIDE

County Manager Heath explained that the Water Committee has been working on obtaining well options for some time for the Bethel area. They have located one and he presented the Option Agreement between Donald & Shirley Manley/Shelton & Deborah Manley and Perquimans County for Board action. This is an option to purchase 1.74 acres, more or less, off Snug Harbor Road near US Highway 17, from the Manley's for a County Well Site in the Bethel area. The Option purchase price is \$1,000. County Engineer, Bill Diehl, and Water Plant Supervisor, Richard Copeland, feel that this will be a good site and that the water quality would be better closer to US Highway 17. The Option Agreement was prepared by County Attorney High. On motion made by Benjamin C. Hobbs, seconded by Tammy Miller-White, the Board unanimously approved the Option Agreement and authorized the Chair and County Staff to execute the document on behalf of Perquimans County.

CONTRACT REVISION FOR WATER METER READING SERVICE

This is the contract we have with Accu-Read to read our water meters each month. Mr. Heath explained that, due to the increase in fuel prices, Mr. Pippin, owner of Accu-Read, is requesting that page 5 be revised as follows:

- a. For the meter reading services described herein, the sum of \$0.92 per reading. The same rate shall apply to reading or accessing inactive and idle accounts retained in the meter reading device for revenue security purposes.
- b. For non-meter reading duties requested by County, i.e. emergency situations or special requests at a set rate of \$45.00 per hour.
- c. For fuel prices \$3.00 and below, the price shall be \$.92 per meter; fuel prices \$3.01 to \$3.25 it shall be \$.93 per meter; \$3.26 to \$3.50 it shall be \$.94 per meter; \$3.51 to \$3.75 it shall be \$.95 per meter; and thereafter an increase of \$.01 per meter will be charged with every \$.25 increase of fuel prices. Fuel prices will be based on average cost per month in Perquimans County.
- d. Contractor shall invoice and bill County on a monthly basis. County shall approve the invoice and payment will be made to Contractor within fifteen (15) calendar days from receipt of the invoice.
- e. The County will provide an IRS form 1099, as required by law, at the end of the calendar year to Contractor. Contractor shall indemnify and hold County harmless in the event Contractor shall fail to pay income taxes, social security taxes and will, upon request from the County, promptly demonstrate that taxes have been paid.
- f. County shall pay Contractor for any re-readings required as a result of electronic meter reading device failures not caused by misuse or negligence of Contractor. Such charges will be paid at the Contract. The rates established in this Agreement are based on the County's obligation to supply the meter-reading devices. In the event that the County changes the devices used, or discontinues supplying such devices to Contractor, the rates stated herein shall be adjusted.

Mr. Heath said that Mr. Pippin was present if anyone had a question. Chair Cole asked if there were any questions or comments from the Board.

- **Commissioner Hobbs:** Mr. Hobbs asked what would happen if the prices of fuel went below \$3.00 a gallon. Would it go back to \$.90 per meter? Mr. Heath said that, if the fuel went below \$3.00 per gallon, the price would be \$.92 per meter. Mr. Pippin agreed with Mr. Heath. Under the current contract, the base rate was \$.90 per meter. The fuel prices would be based on the average price of fuel within Perquimans County.
- **Commissioner Muzzulin:** Mr. Muzzulin asked if it was diesel or regular unleaded fuel. Mr. Heath said that it was regular unleaded.
- **Commissioner Peeler:** Mr. Peeler asked Mr. Pippin where his company was located. Mr. Pippin said that it was on Woodville Road. Mr. Peeler further asked if he got his fuel in Perquimans County. Mr. Pippin said that he did. Mr. Peeler said that he has a concern about this in that, in the old contract, we only had three prices but, in the amended contract, we have four prices. He would prefer to have it like the original contract with three prices because it does not give the Board the opportunity to reevaluate the contract. Mr. Heath said that in most other surrounding county meter reading contracts, they have the four prices. Mr. Peeler does not like the open-end pricing because, if the fuel prices go through the roof, the Board would not have a chance to renegotiate the contract. We would have to just pay the extra charge. The Chair asked that, did Mr. Peeler want the County Manager and Mr. Pippin to rework the amendment and bring it back or are you willing to negotiate it now and revise it. He said that would be okay since he did not feel that the fuel prices would go up beyond \$3.75 per gallon. The Chair asked how the other Board members felt. Commissioner Jones felt that we needed to proceed with it as is. Commissioner Hobbs stated that we could place a cap on the increase of \$.05 or something like that. Mr. Peeler said that the reason for his concerns is that he has looked at the average prices in Perquimans County for the past year and we have already been at \$.90 per meter and as high as \$.93 per meter. He further stated

that he did not mind it if we would cap it off at \$4.25 per gallon so that we would have the opportunity to negotiate the contract again.

Commissioner Muzzulin made a motion to approve the amended contract with "fuel prices of \$3.76 - \$4.00 per gallon it would be \$.96 per meter and per meter charge will be capped at the \$.96 per meter price". If the fuel prices go over \$4.00 per gallon, the Board will renegotiate the contract. Matthew Peeler seconded the motion which was unanimously approved by the Board.

PUBLIC COMMENTS

There were no public comments.

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

E M E R G E N C Y M E E T I N G
April 24, 2014
6:00 p.m.

The Perquimans County Board of Commissioners met in an Emergency Meeting on Monday, April 24, 2014, at 6:00 p.m. in the Commissioners' Room located on the first floor of the Perquimans County Courthouse Annex.

- | | | |
|------------------|-----------------------------------|------------------------------------|
| MEMBERS PRESENT: | Janice McKenzie Cole, Chair | Benjamin Hobbs |
| | Kyle Jones | Tammy Miller-White |
| | Matthew Peeler | |
| MEMBERS ABSENT: | Edward R. Muzzulin, Vice Chairman | |
| OTHERS PRESENT: | Frank Heath, County Manager | Mary Hunnicutt, Clerk to the Board |
| | Hackney High, County Attorney | Eric Tilley, Sheriff |

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

AGENDA

The Agenda, as amended, was unanimously approved on motion made by Benjamin C. Hobbs, seconded by Matthew Peeler.

CLOSED SESSION: PERSONNEL MATTER

On motion made by Tammy Miller-White, seconded by Matthew Peeler, the Board unanimously approved the motion to go into closed session to discuss a personnel matter.

The Closed Session was adjourned and the Emergency Meeting reconvened on motion made by Matthew Peeler, seconded by Tammy Miller-White. There was no action taken after the Closed Session.

ADJOURNMENT

There being no further comments or business to discuss, the Emergency Meeting was adjourned at 7:00 p.m. on motion made by Matthew Peeler, seconded by Tammy Miller-White and the Budget Work Session reconvened.

Janice McKenzie Cole, Chair

Clerk to the Board
