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**REGULAR MEETING**

April 4, 2016

6:50 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, April 4, 2016, at 6:50 p.m. in the Commissioners Room located on the first floor of the Perquimans County Courthouse Annex.

**MEMBERS PRESENT:** Kyle Jones, Vice Chairman                      Fondella Leigh  
 Edward R. Muzzulin    Wallace Nelson  
 Matthew Peeler

**MEMBERS ABSENT:** Janice McKenzie Cole, Chair

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

After the Vice Chairman called the meeting to order, Commissioner Leigh gave the invocation and the Vice Chairman led the Pledge of Allegiance.

**PUBLIC HEARING**

**Case No. NZV-16-01 – Parent-to-Child Deed of Gift**

Chairman Jones opened the Public Hearing stating that the purpose of the public hearing was to receive citizens' comments to consider a Parent-to-Child Deed of Gift (Case No. NZV-16-01), a Parent-to-Child Deed of Gift for a 2-acre lot proposed by William Douglas Sawyer for his grandson. Property known as portion of Tax Parcel No. 4-0053-0088, with easement access across Tax Parcel 4-0053-0085A. Remainder of property constitutes a second "Flag Lot" containing less than ten acres. Parcels located next to 479 Whitehat Road. There were 15 people present. Vice Chairman Jones recognized Donna Godfrey, Planner, who presented an overview of the request. She said that the applicants were present if the Board had any questions. Mr. Jones opened up for public comments and questions. The following question was asked:

- **Edward R. Muzzulin:** Commissioner Muzzulin asked Ms. Godfrey what the remaining lot size was. Ms. Godfrey said that the lot started out as 6.9 acres, two acres were gifted leaving 4.9 acres.

There being no further questions or comments, Vice Chairman Jones closed the Public Hearing at 7:00 p.m.

**AGENDA**

On motion made by Edward R. Muzzulin, seconded by Matthew Peeler, the Board unanimously approved the Agenda as amended.

**CONSENT AGENDA**

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

1. **Approval of Minutes:** March 7, 2016 Regular Meeting & March 21, 2016 Special Called Meeting/Work Session
2. **Tax Release Approvals:**

**PERQUIMANS COUNTY TAX RELEASES:**

**Plumley, Andrew H.** ----- **\$117.35**  
 Active Duty Military. Account No. 8087038.

**Plumley, Brittany Rea**----- **\$104.85**  
 Active Duty Military. Account No. 8086742.

3. **Personnel Matters:**

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Sabrina Albietz	Board of Elections – Fill-In	Appointment		\$8.83/hr.	3/1/2016

4. **Step/Merit Increases:**

Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Rebecca Corprew	IMC Supervisor II	67/2	34,415	4/1/16
Beverly Pulley	IMC II	63/3	29,562	4/1/16
Jovan Ward	IMC II	63/2	28,859	4/1/16
C J Wilson	EMT-I	66/3	33,737	4/1/16
Donna Godfrey	Planner	72/16	60,345	4/1/16

5. **Budget Amendments:**

**BUDGET AMENDMENT NO. 13  
 GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-671-040	Restitution - Mentoring		7,000
10-671-041	Restitution Salary/FICA		3,506
10-690-915	Education Programs - OJJ	10,506	
<b>EXPLANATION:</b> To amend previous 15/16 funding request. Moves funds allocated to restitution/mentoring to the STOP program which will ensure all State funds will be utilized in FY 15/16.			

**BUDGET AMENDMENT NO. 14  
 GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-356-001	Register of Deeds - AE/PF	7,716	
10-480-741	AE/PF Technology	7,716	
<b>EXPLANATION:</b> To bring 14/15 Automation Enhancement Funds into 15/16 Budget as recorded in FY 15 Audit.			

**BUDGET AMENDMENT NO. 15  
 GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-480-741	Register of Deeds - AE/PF Technology		5,320
10-480-740	Capital Outlay	5,320	
<b>EXPLANATION:</b> To use portion of ROD Automation Funds to cover the replacement cost of a copier.			

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

**RESOLUTION  
LITTER SWEEP SPRING 2016  
IN PERQUIMANS COUNTY**

**WHEREAS**, the North Carolina Department of Transportation organizes an annual Spring statewide roadside cleanup to ensure clean and beautiful roads in North Carolina; and

**WHEREAS**, the Spring 2016 “*Litter Sweep*” roadside cleanup will take place April 16 – April 30, 2016, and encourages local governments and communities, civic and professional groups, businesses, churches, schools, families and individual citizens to participate in the Department of Transportation cleanup by sponsoring and organizing local roadside cleanups; and

**WHEREAS**, Adopt-A-Highway volunteers, Department of Transportation employees, Department of Correction inmates and community service workers, local government agencies, community leaders, civic and community organizations, businesses, churches, schools, and environmentally concerned citizens conduct annual local cleanups during “*Litter Sweep*” and may receive certificates of appreciation for their participation; and

**WHEREAS**, the great natural beauty of our State and a clean environment are sources of great pride for all North Carolinians, attracting tourists and aiding in recruiting new industries; and

**WHEREAS**, the cleanup will increase awareness of the need for cleaner roadsides, emphasize the importance of not littering, and encourage recycling of solid wastes; and

**WHEREAS**, the 2016 LITTER SWEEP cleanup will celebrate the 28<sup>th</sup> Anniversary of the North Carolina Adopt-A-Highway program and its over 5,760 volunteer groups that donate their labor and time year round to keep our roadsides clean.

**WHEREAS**, the LITTER SWEEP cleanup will be a part of educating the children of this Great State regarding the importance of a clean environment to the quality of life in North Carolina;

**NOW, THEREFORE, BE IT RESOLVED** that the Perquimans County Board of Commissioners do hereby proclaim April 16 – April 30, 2016, as “*SPRING LITTER SWEEP*” time in Perquimans County and encourage its citizens to take an active role in making our community cleaner and more beautiful.

**ADOPTED** the 4<sup>th</sup> day of April, 2016.

(SEAL)

\_\_\_\_\_  
Kyle Jones, Vice Chairman  
Perquimans County Board of Commissioners

**ATTESTED:**

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

7. **Board Appointment:** The following Board appointment was approved by the Board:

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Kyle Jones	Social Services Board – Commissioner	Reappointment	3 yrs.	7/1/2016

**PRESENTATIONS**

The following presentations were made:

- **Introduction of New Employee:** Susan Chaney, Social Services Director, introduced Kristin Gordon, Human Resources Placement Specialist, who began working in Social Services on March 10, 2016.
- **Introduction of New Employees:** Jonathan Nixon, Emergency Services Director, introduced Krystal Agosto, Full-Time Telecommunicator, and James Farrar, Part-Time Telecommunicator, who began working in Telecommunications on March 1, 2016.

Vice Chairman Jones welcomed them to Perquimans County.

**BILL JENNINGS, TAX ADMINISTRATOR**

Mr. Jennings presented his monthly report and gave an update on the Revaluation process. He noted that tax collections this time last year was at .952. Commissioner Peeler asked Mr. Jennings if he had any idea of when the Revaluation Office would be closing. He said that it would remain open through the duration of the revaluation so he was not sure at this time a date of closing. He also explained that the Board of Commissioners will open their Board of Equalization & Review prior to their Regular Meeting on May 2, 2016.

**SUSAN CHANEY, SOCIAL SERVICES DIRECTOR**

Ms. Chaney provided an update to the Board from her office. County Manager Heath asked Ms. Chaney what was the latest information on the Food & Nutrition. Ms. Chaney said that for the month of March, the percentages were: State – 93.8% and County – 98%. For the last three weeks, it has been at 100%.

**COMMISSIONER’S CONCERNS/COMMITTEE REPORTS**

Vice Chairman Jones asked if there were any Commissioner’s Concerns or Committee Reports. There being none, he proceeded with Old Business.

**UPDATES FROM COUNTY MANAGER**

County Manager Heath presented the following updates:

- **Covotes:** Based on Mr. Denton’s presentation last month, he has been talking with Rep. Steinburg on the steps necessary to get a local bill introduced to allow fox trapping. He would keep the Board posted on the steps required, assuming they wish for him to proceed.
- **Marine Industrial Park:** Bob Peele will be coming to our April work session to give an update on progress at the Marine Industrial Park.
- **Single Family Rehab:** Back in 2014, the County was awarded a \$170,000 Single Family Rehab grant. We have three properties designated and had bid openings last week for the work. The awarding of these bids is included under tonight’s New Business.
- **Boat Ramp Project:** The March 30<sup>th</sup> bid opening date was pushed back to April 6<sup>th</sup> at 2:00 p.m.
- **Budget Work Session Schedule:** The department head budget presentations are scheduled for April 14th and April 20th. Budget Work Session schedule has been forwarded to you via e-mail. Copies of the department head requests will be provided to you at the meetings. After the presentations, you may take this material home and review them further. The binders with all revenues/expenditure recommendations will be ready when your budget work sessions begin in May. It will take Mr. Heath that long to put everything together, as he will be finalizing the revenues right up to the last minute.
- **Library Project:** We held a pre-bid meeting for the library project on March 29<sup>th</sup>. Only A.R. Chesson attended the meeting, so we have been sending project information to other contractors to increase interest. We are required to have three bids for the project to move forward, or we’ll have to advertise again. This will delay the project by an extra month. After we advertise the second time, we can select from any bid received, even if it’s only one. The bid opening is scheduled for April 12<sup>th</sup>.

**BOARD APPOINTMENTS**

Vice Chairman Jones explained that, for the last couple of months, the Board has tabled the appointment to the following Board/Committees: Trillium Northern Region Advisory Board and Nursing Home Advisory Committee. We now have another opening which is on the Tourism Development Authority (Industry Rep). He asked if any Commissioners had any recommendations. There being none, Edward R. Muzzulin made a motion, which was seconded by Fondella A. Leigh, to table these Board appointments to next month.

**LETTER OF SUPPORT: FEDERAL EPA GRANT**

County Manager Heath explained that Dave Goss, Economic Development Consultant, came to their March Special Called Meeting to request a letter of support for the Federal EPA Grant which will assist with the preparation of the site plan for Phase II of the Commerce Centre. If approved, the County will be committing to 50% of the costs (\$27,000) which would come from next year's budget. Because this was funding that was not included in this year's Budget, this request was tabled until this month's meeting. On motion made by Edward R. Muzzulin, seconded by Matthew Peeler, the Board unanimously approved to forward a letter of support for the Federal EPA Grant.

**CASE NO. NZV-16-01 – PARENT TO CHILD DEED OF GIFT – WILLIAM D. SAWYER**

A Public Hearing was held earlier in the meeting to received citizens' comments to consider a Parent-to-Child Deed of Gift (Case No. NZV-16-01), a Parent-to-Child Deed of Gift for a 2-acre lot proposed by William Douglas Sawyer for his grandson. Property known as portion of Tax Parcel No. 4-0053-0088, with easement access across Tax Parcel 4-0053-0085A. Remainder of property constitutes a second "Flag Lot" containing less than ten acres. Parcels located next to 479 Whitehat Road. Vice Chairman Jones asked if there was a motion. Commissioner Nelson asked Ms. Godfrey if this was consistent with the other Parent to Child Deed of Gifts. Ms. Godfrey said that this was the first one of this type. Commissioner Nelson is concerned about what would happen if they needed to borrow money to build a home in the future. After talking with applicant, William D. Sawyer, Ms. Godfrey said that she did not think that it would be a problem. County Attorney Hackney High made some comments. Commissioner Peeler asked what will happen 15 to 20 years down the road. Who will have to clean up this mess? Vice Chairman Jones again asked for a motion to continue their discussion. Commissioner Peeler asked that, if he made the motion, could he amend the motion after the discussion. County Attorney High said that it could be handled either way. Mr. High asked Vice Chairman Jones which he would prefer. Mr. Jones said that he would prefer them to make the motion and then amend the motion. Therefore, for purposes of discussion, Matthew Peeler made a motion, considering the following Section 206 Findings and Section 701E exemption criteria, to approve Case No. No. NZV-16-01, a Parent-to-Child Subdivision by William Douglas Sawyer, to Gift Deed a +1-2-acre parcel to his grandson, located next to 479 Whitehat Road and known as a portion of Tax Parcel No. 4-0053-0088, with easement access across Tax Parcel No. 4-0053-0085A and that the remainder of property constitutes a second "Flag Lot" containing less than ten acres:

- 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 Edward R. Muzzulin. After further discussion, Matthew Peeler made a motion to table the matter and send it back to Planning Board to make sure that all the properties are in compliance of the current Zoning Ordinance. The motion died due to a lack of a second. Vice Chairman Jones called for a vote on the original motion. The original motion was approved by a vote of four (4) to one (1) with Commissioner Peeler voting against the motion. Commissioner Nelson asked the applicant, William D. Sawyer, if he understood the circumstances. Mr. Sawyer said that he did and the he did not plan to do anything with the property.

**PERSONNEL MATTERS**

County Manager Heath explained that the following personnel matters were received after the Agenda Packets were mailed:

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Katie Williams	Recreation Administrative Assistant	Resignation			4/15/2016
Kandy Souldourian	Nutrition Site Manager	Resignation			5/31/2016
Jonathan T. Nixon	Part-Time EMT	Resignation			4/2/2016
Jonathan T. Nixon	EMT – Rescue Squad	Appointment	63/1	\$13.54/hr.	4/2/2016
Jessica Norman	EMT-I Part-Time	Appointment	66/1	\$15.45/hr.	4/1/2016
James Leicester	EMT-I Part-Time	Appointment	66/1	\$15.45/hr.	4/1/2016
Gerald Newell	EMT-I Part-Time	Appointment	66/1	\$15.45/hr.	4/1/2016
Sabrina Mallette	EMT-I Part-Time	Appointment	66/1	\$15.45/hr.	4/1/2016
Katherine Weiss	EMT-I Part-Time	Appointment	66/1	\$15.45/hr.	4/1/2016

On motion made by Wallace E. Nelson, seconded by Edward R. Muzzulin, the Board unanimously approved the above referenced personnel matters. Commissioner Peeler asked if the motion was correct since the names were not listed in the motion. County Attorney High said that, as long as the Clerk to the Board lists them in the Minutes, it will be okay.

**SINGLE FAMILY REHABILITATION BID AWARDS**

As County Manager Heath mentioned during his updates, he presented the following bids for the Single Family Rehabilitation Project:

Contractor	Case #1	Case #2	Case #3
Duck, Inc.	\$27,542	No bid	\$33,370
Eure & Sons Construction	\$31,350	\$42,583	\$35,525
Ted Holley Construction	\$23,905	\$42,150	\$29,025

Ted Holley Construction was the low bidder on all three cases but The Wooten Company is recommending that Ted Holley Construction be awarded Case #2 and #3 and Duck, Inc. be awarded Case #1 due to work

scheduling. On motion made by Wallace E. Nelson, seconded by Edward R. Muzzulin, the bids for Case No. 2 and No. 3 were awarded to Ted Holley Construction and for Case No. 1 the bid was awarded to Duck, Inc. Commissioner Leigh asked if they were out of Chowan County and County Attorney High said that they were. Commissioner Peeler asked when the \$170,000 grant would die. Mr. Heath said that we still had time.

PUBLIC COMMENTS

There were no public comments.

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned at 7:52 p.m. on motion made by Matthew Peeler, seconded by Edward R. Muzzulin.

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Kyle Jones, Vice Chairman

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Clerk to the Board

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DEPARTMENTAL BUDGET PRESENTATIONS

April 14, 2016

5:00 p.m.

The Perquimans County Board of Commissioners met to receive the Departmental Budget Presentations on Thursday, April 14, 2016, at 5:00 p.m. in the Commissioners Room located on the first floor of the Perquimans County Courthouse Annex.

MEMBERS PRESENT: Janice McKenzie Cole, Chair Kyle Jones, Vice Chairman  
Fondella Leigh Edward R. Muzzulin  
Matthew Peeler

MEMBERS ABSENT: Wallace Nelson

OTHERS PRESENT: Frank Heath, County Manager Tracy Mathews, Finance Officer

DEPARTMENTAL BUDGET PRESENTATIONS

The following department supervisors presented their budget requests for FY 2016-17:

- 5:00 pm – Scott Alons – Soil Conservation
- 5:30 pm – Jackie Frierson – Register of Deeds
- 6:00 pm – Richard Copeland – Water
- 6:45 pm – Virgil Parrish – Inspections
- 7:15 pm – Jonathan Nixon – EMS/Emergency Management/Communications
- 8:00 pm – Delphine Madre – Senior Citizens

ADJOURNMENT

After the last budget presentation, the Departmental Budget Presentations, the Meeting was adjourned.

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Janice McKenzie Cole, Chair

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Clerk to the Board

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