

**SALE OF SURPLUS VEHICLES**

County Manager Heath reported that, with the help of the Finance Office and Helen Hunter, we have sold another surplus vehicle on GovDeals. The highest bidder was as follows:

BUYER	VEHICLE	START BID	SOLD AMOUNT	GOVDEALS FEE	NET RESULTS
Deshawn Wiggins	2010 Ford Fusion	\$500.00	\$2,810.00	\$140.50	\$2,669.50

On motion made by Wallace E. Nelson, seconded by Joseph W. Hoffer, the Board unanimously authorized Mr. Heath to proceed with the sale of this surplus vehicle.

**PUBLIC COMMENTS**

There were no public comments.

**ADJOURNMENT**

There being no further comments or business to discuss, the Regular Meeting was adjourned at 8:30 p.m. on motion made by Fondella A. Leigh, seconded by Joseph W. Hoffer.

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T. Kyle Jones, Chairman

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Clerk to the Board

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**REGULAR MEETING**  
January 3, 2017  
7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Tuesday, January 3, 2017, at 7:00 p.m. in the Commissioners Room located on the first floor of the Perquimans County Courthouse Annex.

MEMBERS PRESENT: Kyle Jones, Chairman  
Joseph W. Hoffer  
Wallace Nelson  
Fondella Leigh, Vice Chair  
Edward R. Muzzulin  
Charles Woodard

MEMBERS ABSENT: None

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

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

**AGENDA**

On motion made by Edward R. Muzzulin, seconded by Fondella A. Leigh, 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 Wallace E. Nelson.

- Approval of Minutes:** December 5, 2016 Regular Meeting. December Work Session was cancelled.
- Tax Release/Refund Approvals:**

**PERQUIMANS COUNTY TAX RELEASES:**

**Hynes, Richard & Geraldine** ----- \$285.00  
Assessment Correction. Account No. 219090.

**Reilly, James R. & Marjorie**----- \$342.00  
Assessment Correction. Account No. 256227.

**Baker, Julian & Constance** ----- \$1,706.56  
Farm equipment was double listed. Account No. 0100390.

**Behrend, Bruce & Joan**----- \$1,236.62  
Data entry error on Personal Property. Account No. 260895.

**PERQUIMANS COUNTY TAX REFUND**

**Mulholland, Frances** ----- \$142.15  
Tag turned in – 11 month refund. Abstract No. 0021848848.

- Personnel Matters:**

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Nick Lokies	Water Supervisor	Promotion	74/11	\$60,064	01/01/2017
Kevin Lane	Deputy – Certified	Appointment	65/2	\$32,460	01/01/2017
James Cochrane, Jr.	Bailiff – Part-Time	Appointment		\$14.18/hr.	01/01/2017
Tiffany Haynes	Part-Time/Fill-In Telecommunicator	Appointment	60/1	\$12.21/hr.	01/01/2017
Debbie Lyman	Part-Time/Fill-In Telecommunicator	Appointment	60/1	\$12.21/hr.	01/01/2017
Gwen Hudson	IMC Investigator	Promotion	65/9	\$38,492	01/01/2017

- Step/Merit Increases:**

Employee Name	Employee Job Title	Grade /Step	New Salary	Effective Date
Steven Pyle	Part-Time Telecommunicator	60/4	\$13.15/hr.	01/01/2017
Louis Eason	Groundkeeper - Recreation	54/7	\$22,590	01/01/2017
David Murray	Deputy	65/4	\$34,084	01/01/2017
Faran Sawyer	Deputy/SRO Office	65/2	\$32,460	01/01/2017
Brian Watson	Part-Time Animal Control Officer	58/2	\$11.47/hr.	01/01/2017
Tracy Hunter	Water Technician I	58/6	\$26,299	01/01/2017
Eugene Knight	Water Technician II	60/10	\$31,662	01/01/2017
Valerie Price	Water Clerk	61/11	\$33,893	01/01/2017
Arnold White	Backhoe Operator	65/8	\$37,576	01/01/2017
Paula Cartwright	IMC III – Lead Worker	65/6	\$35,788	01/01/2017
Steven Pyle	Part-Time Telecommunicator	60/4	\$13.15/hr.	01/01/2017

5. **Enclosure:** The following Board reappointments are being presented for Board action:

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Smith, Lewis	Agricultural Advisory Board	Reappointment	3 yrs.	02/01/2016
Burket, Stephen	Senior Citizens Advisory Board	Reappointment	2 yrs.	02/01/2016
Emmert, Robert	Senior Citizens Advisory Board	Reappointment	2 yrs.	02/01/2016
Price, Sue	Senior Citizens Advisory Board	Reappointment	2 yrs.	02/01/2016

6. **Enclosure:** The Economic Improvement Council (EIC) has applied for the Community Service Block Grant. The State requires that they present the application to each of the counties that they represent. A copy of this application was provided to Clerk to the Board, Mary P. Hunnicutt, who has made it available to the Commissioners for review. They have applied for \$373,181. Ms. Hunnicutt has been asked to return the letter stating that the application was presented in Perquimans County. This is for information only.

7. **Resolution:** The following Resolution was approved by the Board:

**A RESOLUTION OF THE PERQUIMANS COUNTY BOARD OF COMMISSIONER,  
HERTFORD, NORTH CAROLINA  
AWARDING TO RETIRING SHERIFF ERIC TILLEY  
HIS BADGE AND SERVICE SIDEARM**

WHEREAS, G.S. 20-187.2 provides that retiring members of county law enforcement agencies may receive, at the time of their retirement, the badge worn or carried by them during their service with the county; and

WHEREAS, G.S. 20-187.2 further provides that the governing body of the county law enforcement agency may, in its discretion, award to a retiring member the service sidearm of such retiring member; and

WHEREAS, Eric Tilley has served as a member of the Perquimans County Sheriff's Department for a period of 25 years and is retiring from the Perquimans County Sheriff's Department on January 31, 2017.

NOW, THEREFORE, BE IT RESOLVED by the Perquimans County Board of Commissioners, Hertford, North Carolina as follows:

1. The Chairman or County Manager is hereby authorized in accordance with the provisions of G.S. 20-187.2 to transfer to Eric Tilley the badge worn by him during his service with the Perquimans County Sheriff's Department and his service sidearm, a Glock 42.385 caliber, serial number AAXX906.

This Resolution adopted this 3<sup>rd</sup> day of January, 2017.

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T. Kyle Jones, Chairman  
Perquimans County Board of Commissioners

ATTEST:

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

**INTRODUCTION OF STAFF**

➤ **Edward R. Muzzulin:** Mr. Muzzulin, Chairman of the Tourism Development Authority, introduced Sharon Smith who has contracted with Perquimans County to be their Tourism Director. Ms. Smith made a few comments and the Board welcomed her to Perquimans County.

**BRITTANY JACOBS**

Ms. Jacobs appeared before the Board to request that they revisit the current Loud & Disturbing Noise Ordinance (Ordinance No. 14) which was adopted in January, 1992. She said that she lives in a subdivision off Woodville Road and explained that she has had to contact the Sheriff's Department several times to complain about a neighbors' music all hours of the day. She said that she has two small children and she has to listen to their obscene music and language all day long. She offered to play a recording of what she listens to everyday. After discussing the situation further, Chairman Jones asked what was the Board's preference. The Board unanimously decided to table the matter and discuss it at their next Work Session. In the meantime, Chairman Jones asked County Attorney Crowe to obtain a copy of the Town of Edenton's ordinance.

**GARY LOWRY, SNUG HARBOR POA**

Mr. Lowry concurred with Ms. Jacobs complaint about the Noise Ordinance. He further stated that they have problems with that in Snug Harbor but this was not his request tonight. He distributed information and requested that the Board consider adopting an ordinance to allow the use of Golf Carts in Snug Harbor. He explained that the Snug Harbor Board of Governors has the authority to pass an ordinance to allow the use of Golf Carts on private roads in Snug Harbor and wanted to know if the Board of Commissioners would be willing to adopt an ordinance to allow Golf Carts on the short portion of public road in Snug Harbor. He understands that the County will need to research this matter and would not make a decision tonight but asked that the Board consider it. After Mr. Lowry made his request, the following concerns were brought up by the Commissioners:

- **Commissioner Nelson:** Mr. Nelson asked if all the roads off Snug Harbor Road were state roads. Mr. Lowry said that most of them are state maintained roads and private roads.
- **Chairman Jones:** Mr. Jones said that he feels that the gate differentiates Albemarle Plantation from Snug Harbor. Mr. Lowry said that he had included samples in his packet and feels that it is very doable but it would require the residents to have liability insurance, sign waivers, etc. if they are going to drive them on state roads. He further asked that, if it is a County Ordinance, would it be a class 3 misdemeanor if they do not abide by the ordinance. County Attorney Crowe confirmed this.
- **Commissioner Leigh:** Ms. Leigh asked how the residents were going to the basketball courts and club house now. Mr. Lowry said that they are using their vehicles and that parking is available at these locations.
- **Chairman Jones:** Mr. Jones asked if Mr. Lowry felt that enforcement might be a problem with residents obeying the ordinance. Mr. Lowry said that he is sure that there will be some that will abuse it but he feels that the ones that are truly interested and have asked about it would comply with the ordinance. How we deal with those individuals will make a difference in enforcing it. He further stated that they would be willing to do anything to assist with the enforcement of the ordinance.

After discussing the situation further, Chairman Jones asked what was the Board's preference. The Board unanimously decided to table the matter and discuss it at their next Work Session. In the meantime, Commissioner Nelson asked County Attorney Crowe to look into this and bring recommendations back to the Board.

**BILL JENNINGS, TAX ADMINISTRATOR**

Mr. Jennings gave his monthly report. He further stated that they started working on six (6) in rem foreclosures but two (2) individuals paid their taxes leaving four (4) cases. Commissioner Muzzulin asked Mr. Jennings if golf carts were considered personal property. Mr. Jennings said that they were.

Commissioner Hoffler asked that, since he is a new commissioner, could he explain the report that he handed out in the meeting. Mr. Jennings did so.

### SUSAN CHANEY, SOCIAL SERVICES DIRECTOR

Ms. Chaney gave her monthly report on Low Income Energy Programs and the Crisis Program.

### PETE PERRY

Mr. Perry came before the Board to discuss taxes and dynamos.

### COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

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:

- **Perquimans County Marine Industrial Park Boat Ramp Project:** Mr. Heath explained that work has begun on this project.
- **Library Project:** Mr. Heath explained that the work has slowed down some because of the weather but that the project is moving right along.
- **Work Session on January 17, 2017:** He reminded the Board that, due to the Martin Luther King, Jr. Holiday, the Commissioners' Work Session will be held on Tuesday, January 17, 2017.
- **911 Communications:** It has been the goal of this Board to have the 911 Communications become Emergency Medical Dispatch (EMD) certified. Jonathan Nixon, Emergency Director, and the Telecommunications staff has been working hard to accomplish this. If everything moves along well, Mr. Heath reported that this should happen the latter part of February, 2017.

### VOTING DELEGATE – LEGISLATIVE GOALS CONFERENCE

The Legislative Goals Conference is being held on January 12-13, 2017 in Wake County, NC. At this time, Mary Hunnicutt, Clerk to the Board, informed the Board that no one has registered to attend the Conference. Commissioner Muzzulin said that he would be willing to go if no one else was planning to attend. There being no other member attending, Joseph W. Hoffler made a motion to appoint Edward R. Muzzulin as the County's Voting Delegate to the Legislative Goals Conference. The motion was seconded by Wallace A. Nelson and unanimously approved by the Board.

### SALE OF SURPLUS VEHICLES

County Manager Heath reported that, with the help of the Finance Office and Helen Hunter, we have sold more surplus vehicles on GovDeals. The highest bidders were as follows:

BUYER	VEHICLE	START BID	SOLD AMOUNT	GOVDEALS FEE	NET RESULTS
John Gebard	2008 Ford Explorer	\$500.00	\$900.00	\$45.25	\$854.75
Mike Kinsey	2010 Ford F150	\$500.00	\$4,515.00	\$225.75	\$4,289.25
Kwesi Ansah	2010 Ford Fusion	\$500.00	\$2,506.00	\$125.30	\$2,380.70

Mr. Heath explained that the bid received and approved last month for the above referenced 2010 Ford Fusion had to be rebid and is sold to the above referenced bidder. On motion made by Wallace E. Nelson, seconded by Fondella A. Leigh, the Board unanimously authorized Mr. Heath to proceed with the sale of these surplus vehicles.

### COMMISSIONERS' BOARD APPOINTMENTS

With the change in Board members after the election, Chairman Jones presented the Board with the following list of the current Commissioner Board Appointments that Mary Hunnicutt had forwarded to the Board last month:

Name	Board/Committee	Mbrs	Term	Appt.	Expire
<b>JANICE MCKENZIE COLE</b>					
Cole, Janice	Chowan/Perquimans Multi-County LEPC	21	1 yr.	1/1/2015	12/31/2015
Cole, Janice	Court Security Committee		unlimited	2/1/2011	unlimited
Cole, Janice	East Carolina Behavioral Health Area Board	19	unlimited	5/3/2010	unlimited
Cole, Janice	Housing Committee	8	unlimited	2/1/2011	unlimited
Cole, Janice	Communications Advisory Board - County	5	2 yrs.	2/1/2015	1/31/2017
Cole, Janice	Senior Citizens Advisory Board	5	2 yrs.	2/1/2015	1/31/2017
<b>KYLE JONES</b>					
Jones, Kyle	Court Security Committee		unlimited	1/5/2015	unlimited
Jones, Kyle	Home & Community Care Block Grant	11	unlimited	12/3/2012	unlimited
Jones, Kyle	Inter-Agency Council - Commissioner	34	1 yr.	7/1/2016	6/30/2017
Jones, Kyle	Recreation Advisory Committee - Commissioner	10	3 yrs.	1/5/2015	6/30/2017
Jones, Kyle	Social Services Board (as long as Commissioner)	3	3 yrs.	7/1/2016	6/30/2019
<b>FONDELLA LEIGH</b>					
Leigh, Fondella	Albemarle Commission (1st term of 2 successive terms)	10	2 yrs.	1/1/2015	12/31/2016
Leigh, Fondella	Housing Committee Chairman	8	unlimited	1/5/2015	unlimited
Leigh, Fondella	Water Committee		unlimited	1/5/2015	unlimited
Leigh, Fondella	WIA/JTPA Chief Elected Official	-	unlimited	1/5/2015	unlimited
Leigh, Fondella	Northeastern Workforce Development Consortium	31	unlimited	2/1/2015	unlimited
<b>EDWARD MUZZULIN</b>					
Muzzulin, Edward	Board Trustees for Bethel Fire Dept.	-	1 yr.	10/1/2016	9/30/2017
Muzzulin, Edward	Chamber of Commerce Board	13	unlimited	2/7/2011	unlimited
Muzzulin, Edward	Economic Development Commission - County	7	2 yrs.	2/1/2015	1/31/2017
Muzzulin, Edward	EMS Advisory Board	9	2 yrs.	1/5/2015	1/31/2017
Muzzulin, Edward	Hertford Step Community Program		unlimited	2/1/2011	unlimited
Muzzulin, Edward	Historic Hertford, Inc.		3 yrs.	7/1/2014	7/1/2017
Muzzulin, Edward	Perquimans/Chowan/Gates Landfill Committee	10	indefinite	1/5/2015	indefinite
Muzzulin, Edward	RPO Transportation Advisory Committee	20	2 yrs.	2/1/2015	1/31/2017
Muzzulin, Edward	Tourism Development Authority (Commissioners)	6	2 yrs.	2/1/2016	1/31/2018
Muzzulin, Edward	Albemarle Hospital Board of Trustees	15	3 yrs.	1/1/2016	12/31/2019
Muzzulin, Edward	Agricultural Advisory Board - Commissioner	11	3 yrs.	2/1/2014	1/31/2017
Muzzulin, Edward	Albemarle District Jail Commission	4	2 yrs.	2/1/2015	1/31/2017
<b>WALLACE NELSON</b>					
Nelson, Wallace	Albemarle Regional Health Services	18	indefinite	1/5/2015	unlimited
Nelson, Wallace	Economic Development Commission - County	7	2 yrs.	2/1/2015	1/31/2017
<b>MATTHEW PEELER</b>					
Peeler, Matthew	Albemarle Regional Landfill Authority	22	4 yrs.	1/5/2015	1/31/2017

Name	Board/Committee	Mbrs	Term	Appt.	Expire
Peeler, Matthew	Economic Development Commission – County	7	2 yrs.	2/1/2015	1/31/2017
Peeler, Matthew	Nursing Home Advisory Committee - ex-officio	5	unlimited	12/3/2012	unlimited
Peeler, Matthew	Perquimans/Chowan/Gates Landfill Committee	10	indefinite	12/3/2012	indefinite
Peeler, Matthew	RPO Transportation Advisory Committee - Alternate	20	2 yrs.	12/1/2014	11/30/2016
Peeler, Matthew	Tourism Development Authority (Commissioners)	6	2 yrs.	2/1/2015	1/31/2017
Peeler, Matthew	Tri-County Shelter Advisory Committee Board	7	unlimited	2/1/2013	unlimited
Peeler, Matthew	Water Committee		unlimited	12/3/2012	unlimited

Commissioner Nelson stated that this would also be a good time for any commissioner to step down from any board/committee that they desire. Chair Jones explained that, if any Board member would like to change a board/committee appointment, please let Mary Hunnicutt know before the January 17, 2017 Work Session. It was the consensus of the Board to discuss these appointments at the January Work Session and make the formal appointments at the February 6, 2017 Regular Meeting.

**RESIGNATION: NURSING HOME COMMUNITY ADVISORY COMMITTEE**

County Manager Heath explained that we had received a letter of resignation from Elaine Hester effective January 1, 2017. On motion made by Edward R. Muzzulin, seconded by Fondella A. Leigh, the Board unanimously accepted Ms. Hester’s resignation and will appoint a replacement at a later meeting.

**PUBLIC COMMENTS**

There were no public comments or unscheduled appointments.

**CLOSED SESSION: PERSONNEL MATTER**

Pursuant to NC General Statute 143-318.11(6), Edward R. Muzzulin made a motion to go into Closed Session to discuss a personnel matter. The motion was seconded by Fondella A. Leigh and unanimously approved by the Board.

The Closed Session was adjourned and the Regular Meeting reconvened on motion made by Edward R. Muzzulin, seconded by Charles Woodard. There was no action needed after the Closed Session.

**ADJOURNMENT**

There being no further comments or business to discuss, the Regular Meeting was adjourned at 8:15 p.m. on motion made by Edward R. Muzzulin, seconded by Charles Woodard.

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T. Kyle Jones, Chairman

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Clerk to the Board

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**SPECIAL CALLED MEETING**  
**January 17, 2017**  
**7:00 p.m.**

The Perquimans County Board of Commissioners met in a Special Called Meeting on Tuesday, January 17, 2017, at 7:00 p.m. in the Commissioners Room located on the first floor of the Perquimans County Courthouse Annex.

MEMBERS PRESENT: Kyle Jones, Chairman  
Joseph W. Hoffler  
Wallace Nelson  
Fondella Leigh, Vice Chair  
Edward R. Muzzulin  
Charles Woodard

MEMBERS ABSENT: None

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

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

**AGENDA**

On motion made by Edward R. Muzzulin, seconded by Fondella A. Leigh, the Board unanimously approved the Agenda as amended.

**CONSENT AGENDA**

The following item was considered to be routine and was unanimously approved on motion made by Edward R. Muzzulin, seconded by Charles Woodard.

**A. Personnel Matter**

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Chadd Trotman	EMT-I	Resignation			02/28/2017

**CLOSED SESSION: PERSONNEL MATTER**

Pursuant to NC General Statute 143-318.11(6), Edward R. Muzzulin made a motion to go into Closed Session to discuss a personnel matter. The motion was seconded by Joseph W. Hoffler and unanimously approved by the Board.

The Closed Session was adjourned and the Regular Meeting reconvened on motion made by Edward R. Muzzulin, seconded by Charles Woodard. There was no action needed after the Closed Session.