

A G E N D A
Perquimans County Board of Commissioners
REGULAR WORK SESSION
Commissioners' Room - Courthouse Annex
March 18, 2019
7:00 p.m.

- I. Call to Order**
- II. Prayer & Pledge**
- III. Work Session**
 - A. PCG Landfill Billing
 - B. Budget Meeting Schedule
 - C.
 - D.
 - E.
- IV. Adjournment**

COUNTY MANAGER NOTES
Perquimans County Board of Commissioners
REGULAR WORK SESSION
Commissioners' Room - Courthouse Annex
March 18, 2019
7:00 p.m.

- III.A. **Enclosures.** At the Board's October 15, 2018 Work Session, Ralph Hollowell and his staff came to discuss the PCG Landfill Billing error. Below is the summary of the error that occurred which was included in the October 15, 2018 Work Session Minutes:

Beginning in November, 2017, the percentage multiplied by the total tonnage transferred was based on a percentage of direct haul tons instead of transferred tons. In August, 2018, an error was discovered creating nine months (November, 2017 – July, 2018) of incorrect percentages. It showed that Perquimans County's percentage of direct hauls to Bertie landfill was less than Chowan and Gates Counties. This was an error because the opposite is true for transferred trash. The charge difference amounted to \$118,126.40 to be divided between Chowan County (\$1,955.59) and Gates County (\$66,170.81).

To date, the error has not been rectified. The Board will receive an update on this matter.

- III.B. Please bring your calendars so that a Budget Meeting Schedule can be finalized to prepare for the FY 2019-20 Budget.

PCG Billing

Billing for the PCG landfill encompasses four separate budgets, one for the PCG landfill operations located on Perry's Bridge Rd. and one for each of the three county convenience sites. Each county is responsible for the expenses from their county's convenience sites as well as 1/3 of the landfill location.

Expenses from trash either can be directly hauled to East Carolina Environmental, Republic's Bertie County landfill or transferred from PCG landfill to ECE Republic's Bertie landfill. Direct hauls are used for some convenience sites rather than taking the trash to the transfer station to save hauling costs. It is cheaper to haul directly. For direct hauls, Republic Bertie landfill records transactions based on the county trash originated. ARHS receives a Direct Haul tonnage report from Republic detailing the monthly transactions.

Transferred trash is trash from all three counties dumped at the PCG landfill, a Transfer station centrally located in Perquimans then transferred to Republic Bertie's landfill. Attendants at PCG landfill record originating county information in Paradigm, PCG landfill's software. When trash reaches Republic Bertie landfill, Region 1 is the origin recorded. Republic sends ARHS a Transferred Trash tonnage report detailing the Regions of origin by month.

Billing staff uses the Direct Haul and Transferred Trash reports from Republic as well as reports from Paradigm to determine each county's expense owed to Republic. The total tonnage from the Republic Transferred Trash report in addition to the originating county reports from Paradigm help determine county responsibility for transferred trash recorded as Region 1. Tonnage from Paradigm reports will not equal Republic's report due to residential dumping of trash at PCG under the threshold of being charged. Since individual county tonnage total does not equal the total tons transferred, a formula based on percentages determine county responsibility. The percentage obtained is multiplied by the total tonnage transferred to determine the tons the county is responsible. This amount multiplied by the tonnage rate equals the charge.

Beginning in November 2017 the percentage multiplied by the total tonnage transferred was based on a percentage of direct haul tons instead of transferred tons. The mistake, realized in August 2018 created 9 months, Nov 17 – July 18 of incorrect percentages. Perquimans percentage of direct hauls to Bertie landfill are less than Chowan and Gates, the opposite is true for transferred trash.

Perquimans Chowan Gates
Region 1 Allocation

Original Region 1 Tonnage Charge
Based on Direct Haul Percentages

	Perquimans		Chowan		Gates		Original Charge Total	Total County Tonnage	Total Region 1 Tonnage
	Tonnage Percent	Charge	Tonnage Percent	Charge	Tonnage Percent	Charge			
Nov-17	30.73	15,930.21	68.68	45,425.41	78.92	40,920.44	102,276.06	1,389.88	1,389.88
Dec-17	54.66	15,491.84	106.29	40,340.71	87.70	24,859.34	80,691.89	1,059.25	1,059.25
Jan-18	78.48	25,781.40	83.52	38,774.52	57.18	18,780.06	83,335.98	1,080.85	1,080.85
Feb-18	121.40	21,589.40	128.53	31,836.24	108.33	19,269.82	72,695.46	954.37	954.37
Mar-18	100.93	21,353.85	81.95	28,947.94	166.90	35,321.13	85,622.92	1,110.38	1,110.38
Apr-18	78.40	25,980.32	101.77	45,862.71	104.72	34,702.69	106,545.72	1,415.35	1,415.35
May-18	71.39	19,862.48	150.87	53,889.31	125.34	34,871.63	108,623.42	1,446.58	1,446.58
Jun-18	104.89	39,377.17	85.06	29,999.43	93.68	33,039.35	118,086.57	1,590.24	1,590.24
Jul-18	74.94	26,571.98	98.62	47,575.10	92.55	32,818.67	106,965.75	256.11	1,382.77
TOTAL		211,938.65		376,189.93		276,715.19	864,843.77		
Average	79.54	27.88%	100.59	36.09%	101.70	36.02%			

Revised Region 1 Tonnage Charge
Based on Transfer Tonnage Percentages

	Perquimans		Chowan		Gates		Revised Calculated Total	Total County Tonnage	Total Region 1 Tonnage	Revised Charge Differences		
	Tons Percent	Charge	Tons Percent	Charge	Tons Percent	Charge				Perquimans Monthly Difference	Chowan Monthly Difference	Gates Monthly Difference
Nov-17	596.88	40,384.29	383.37	35,754.74	386.29	26,137.03	102,276.06	1,356.54	1,389.88	24,454.08	(9,570.67)	(4,783.41)
Dec-17	454.40	31,498.71	278.79	29,535.94	283.66	19,657.24	80,691.89	1,016.85	1,059.25	16,006.87	(10,804.77)	(5,202.10)
Jan-18	479.87	32,599.60	239.02	27,575.39	340.88	23,160.99	83,335.98	1,059.77	1,080.85	6,818.20	(11,199.13)	4,380.93
Feb-18	405.22	26,419.54	296.39	28,299.43	275.69	17,976.49	72,695.46	977.30	954.37	4,230.14	(3,536.81)	(1,293.33)
Mar-18	476.15	33,152.68	320.59	33,928.76	266.31	18,541.48	85,622.92	1,063.05	1,110.38	11,798.83	4,980.82	(16,779.65)
Apr-18	587.67	38,139.07	414.32	39,027.96	452.71	29,378.69	106,545.72	1,454.70	1,415.35	12,158.75	(6,834.75)	(5,324.00)
May-18	611.42	42,462.45	430.62	41,830.24	350.40	24,330.73	108,623.42	1,392.44	1,446.58	22,599.97	(12,059.07)	(10,540.90)
Jun-18	654.02	44,040.93	531.95	47,425.01	395.50	26,520.63	118,086.57	1,581.47	1,590.24	4,663.76	3,887.02	(8,550.78)
Jul-18	610.74	43,367.78	417.01	40,856.87	365.23	24,741.10	106,965.75	1,392.98	1,382.77	14,795.80	(6,718.23)	(8,077.57)
TOTAL		330,065.05		324,234.34		210,544.38	864,843.77			118,116.40	(51,955.59)	(66,170.81)
Average	541.82	43.27%	368.01	29.06%	346.30	27.68%						
Charge Difference		118,116.40		(51,955.59)		(66,170.81)						

DONNA H. WINBORNE

CPA, P.C.
CERTIFIED PUBLIC ACCOUNTANT

INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Board of Commissioners
Perquimans County, North Carolina

I have performed the procedures enumerated below, which were agreed to in my engagement letter dated November 5, 2018, on the supporting documentation for the under-billed solid waste services as provided by Albemarle Regional Health Services for November 2017 through July 2018. The sufficiency of these procedures is solely the responsibility of the management and Board of Commissioners of Perquimans County, North Carolina. Consequently, I make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been required or for any other purpose.

The procedures and associated findings are as follows:

1) Procedures: Through discussions with various Albemarle Regional Health Services (ARHS) personnel and review of materials they provide (including billing tickets, statements, calculations, and other documents as necessary), gain an understanding of the billing process from start to finish including: 1) how the final billing is processed each month; 2) how the percentages for waste that goes through the transfer station are calculated and applied to Perquimans County; and 3) how the final amount billed is determined.

Findings: The billing process is as follows:

Waste transported to the landfill is handled by Republic Services, Inc. (East Carolina Environmental). They contract with Bowen Trucking who provides the trucks and employees to perform the pickup and transport. At the end of each day, all trucks return to the landfill in Bertie County and are parked there overnight. Time of pickup is determined by volume of trash. When the compactors are full, the site managers contact Angel White/Annette Jordan at the transfer station to let them know that loads need to be picked up. They notify Republic and Annette Jordan (with Angel White as a backup) determines the routes on a daily basis. Republic sends 2-3 drivers per day to pick up the loads. Loads that are taken to the transfer station are weighed there and a ticket is generated by Annette and input into the Paradigm system. If the load is taken directly to the landfill, it is weighed as it crosses the scales at the entrance and the ticket is generated there. The tickets generated at the landfill are taken by the drivers to Annette at the transfer station the next day and entered into Paradigm. The paper tickets for direct haul and the transfer station are not retained.

Tammy Mitchell at Republic sends the monthly tonnage reports for transfer station and direct haul along with the rate schedule for that month by email to Bonnie Rollman (Billing Director) usually by the 5th of the month so that billings can be done by the 10th of the month. From the reports, Bonnie totals the direct haul tons and dollar amounts and the transfer station tons and dollar amounts. She matches the direct haul tonnage from the Republic reports to what the Paradigm system has for the tons for that month. If they don't match, Kathy Waters and Bonnie will research the difference and Annette will make corrections if needed. Kathy then runs the transfer station tonnage reports from Paradigm and gives them to Bonnie to be used for billing. She gets the total tons by County for Region 1 (Gates, Chowan, Perquimans) to use for the billing allocation. That tonnage is used to determine the percentage allocated to each County (Perquimans County tons divided by total tons for Region 1). Bonnie then uses the Republic transfer station reports to get the Region 1 tonnage per the records at the landfill. The Republic tonnage will not be the same as the Paradigm tonnage because citizens can drop off waste at the landfill from any of the 3 counties, but it is not ticketed because it is less than 500 pounds. There can also be differences because if it rains when the trash is taken into the transfer station, it will weigh more. It can dry out before it is taken to the landfill as part of a larger load which will make it weigh less when Republic records it. The opposite scenario is also true.

At that point, the allocation percentage for each County calculated as noted in the previous paragraph is multiplied by the total tonnage for Region 1 per the reports from Republic to come up with each County's allocated tons. The allocated tons for each County are then multiplied by the rate for that month as provided by Republic to determine each County's amount billed for that month.

The total billed per Bonnie's calculation should match the dollar total on the transfer station tonnage report from Republic for Region 1. She then adds the charge for the Town of Edenton which is paid by Chowan County to come up with each County's total. The Edenton amount plus the total for Region 1 on Bonnie's calculation should equal the total for Edenton and Region 1 on the Republic report. We verified that this was the case for November 2017-July 2018 and for March 2017, June 2017, and October 2017. She adds these totals for each County to the direct haul billing amount for that month which comes directly from the reports provided by Republic to come up with the total to be billed before any costs for the convenience sites and the PCG landfill site (transfer station). The revenue and expense is recorded on the general ledger for ARHS so the next step in the billing can be completed.

The next step is to bill each County for its convenience site operations. Bonnie runs the year-to-date budget report (which includes the amounts for the landfill based on tonnage as described in the paragraphs above) from the MUNIS software to get the actual expenses for each County's convenience sites and the PCG landfill site to include in the billing. Each County is billed for the operating expenses of the convenience sites in that County plus one-third of the operating expenses of the PCG landfill site. The total of this report (expenses net of revenues) is the final amount to be billed to each County for the convenience site operations and the landfill expenses. An excel version of this schedule is emailed to each County as the invoice for payment. Before this billing error occurred, the monthly billing totals were reviewed by Ginger Midgett (Finance Director) and Ralph Hollowell (Environmental Health Director). Because the total dollar amount and tons billed were correct, the allocation error was not detected. Since this error was found, Angel at the transfer station reviews the billing details each month to verify that the calculation is based on the correct data and allocation of tons.

Whether a load is direct haul or transfer station is determined by proximity to the landfill. In general, if the site is closer to the landfill than the transfer station, then it is hauled directly to the landfill. If the site is closer to the transfer station, then it goes there first to be consolidated with waste from other convenience sites and then taken to the landfill. However, if a convenience site that usually runs through the transfer station due to proximity to the landfill is the last pickup of the day, it will be directly hauled to the landfill that day because the trucks have to return to the landfill at the end of each day.

2) Procedures: Review Perquimans County tickets for 5 months between November 2017 through July 2018 (November 2017, December 2017, March 2018, May 2018, and July 2018), verify that they agree to the statements from Paradigm used to determine the tonnage allocation billed to the County, and recalculate the difference between what was originally billed and what should have been billed.

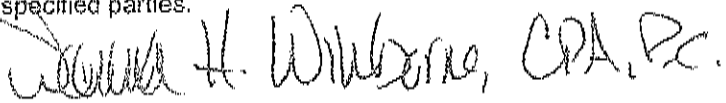
Findings: The total tons from the tickets viewed onscreen in Paradigm for the months reviewed agrees to the total tons on the schedules used to calculate what the billing should have been. Each month's calculation (November 2017 through July 2018) of the difference between what was billed and what should have been billed was re-performed without exception.

3) Procedures: Review and recalculate billing calculations for a sample of months that were billed correctly to include March, June, and October 2017 for comparison to months that were billed incorrectly. Review tickets for one of these months (March 2017) to verify they agree to the Paradigm statements used to determine the tonnage allocation billed to the County.

Findings: The months reviewed prior to the billing error (March, June, and October 2017) were calculated consistently with the revised billing calculations for November 2017 – July 2018. These calculations were recalculated without exception. The total tons on the Perquimans County tickets reviewed for March 2017 agree to the total tons on the Paradigm statements used to determine the tonnage billed to Perquimans County.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants; the standards applicable to attestation engagements contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). I am not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the validity of the under-billed solid waste services during the period from November 2017 through July 2018. Accordingly, I do not express such an opinion or conclusion. Had I performed additional procedures, other matters might have come to my attention that would have been reported to you.

This report is intended solely for the information and use of management and the Board of Commissioners of Perquimans County, North Carolina, and is not intended to be, and should not be, used by anyone other than the specified parties.

 Ronald H. Winkler, CPA, PC.

Edenton, North Carolina
January 17, 2019

WORK SESSION
October 15, 2018
7:00 p.m.

The Perquimans County Board of Commissioners met in a regular Work Session on Monday, October 15, 2018, at 7:00 p.m. in the Commissioners' Room located on the first floor of the Perquimans County Courthouse Annex.

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

MEMBERS ABSENT: Edward R. Muzzulin

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

After the Chairman called the meeting to order, Chairman Nelson gave the invocation and led the Pledge of Allegiance. The following matters were discussed.

ERICK ALNES, COUNTY RANGER FOR PASQUOTANK & PERQUIMANS COUNTIES

Chairman Nelson introduced Mr. Alnes newly appointed County Ranger for Pasquotank & Perquimans Counties. Mr. Alnes provided an overview of his qualifications and then presented the annual report for N.C. Forest Service for FY 2017-18. After answering several questions, Mr. Alnes thanked the Board for the opportunity to meet and present this report.

RALPH HOLLOWELL, ALBEMARLE REGIONAL HEALTH SERVICES

Chairman Nelson recognized Mr. Hollowell who introduced the following staff members: Bonnie Rollman, Billing Clerk; and Ginger Midgett, Finance Officer. Ms. Midgett asked if the Board had received copies of their PCG Billing error explanation of the billing error. Mary Hunnicutt, Clerk to the Board, stated that they all received a copy in their Agenda Packets. During a review of the billing reports, it was discovered that there was an error in billing for the disposing of trash from the convenience sites in Perquimans, Chowan, and Gates Counties. The error occurred because they were using tonnage for direct hauls instead of the transferred tonnage. Ms. Midgett explained the following spreadsheet:



**Perquimans Chowan Gates
Region 1 Allocation**

**Original Region 1 Tonnage Charge
Based on Direct Haul Percentages**

	Perquimans		Chowan		Gates		Original Charge Total	Total County Tonnage	Total Region 1 Tonnage			
	Tonnage Percent	Charge	Tonnage Percent	Charge	Tonnage Percent	Charge						
Nov-17	30.73	17.23%	13,030.21	65.08	30.51%	45,429.41	78.92	44.26%	40,920.44	107,376.06	176.39	1,389.88
Dec-17	54.06	21.68%	13,491.84	104.29	42.75%	40,540.71	87.70	85.27%	24,859.14	80,601.80	248.62	1,059.25
Jan-18	78.48	35.43%	25,781.40	83.52	38.11%	28,774.52	57.18	26.00%	18,780.06	83,305.98	218.18	1,686.85
Feb-18	121.49	33.86%	21,583.40	128.52	35.88%	31,886.24	108.89	30.24%	13,248.82	72,698.46	558.29	954.17
Mar-18	106.03	28.85%	21,253.85	81.85	23.43%	18,947.94	166.90	47.77%	35,321.13	85,822.92	349.78	2,110.38
Apr-18	78.40	27.52%	25,390.82	101.77	35.72%	40,862.71	104.72	36.76%	34,702.69	105,545.23	284.83	1,435.85
May-18	71.29	20.54%	19,862.48	130.87	43.40%	53,888.51	125.34	36.04%	34,871.83	108,623.82	342.60	1,446.38
Jun-18	104.89	36.98%	35,577.17	85.06	23.93%	43,537.99	93.68	28.03%	35,171.41	118,086.57	283.63	1,588.24
Jul-18	74.94	28.16%	26,571.58	98.62	32.06%	47,325.10	92.55	34.78%	32,818.67	106,995.75	286.11	1,382.77
TOTAL			211,938.65			476,188.93			278,725.15	864,853.77		
Average	79.54	27.88%		100.59	36.02%		101.70	36.02%				

**Revised Region 1 Tonnage Charge
Based on Transfer Tonnage Percentages**

	Perquimans			Chowan			Gates			Revised Calculated Total	Total County Tonnage	Total Region 1 Tonnage	Revised Charge Differences		
	Tons	Percent	Charge	Tons	Percent	Charge	Tons	Percent	Charge				Perquimans Monthly Difference	Chowan Monthly Difference	Gates Monthly Difference
Nov-17	896.88	43.68%	40,354.29	383.37	28.05%	35,754.74	886.29	26.27%	26,157.02	107,276.06	1,366.94	1,389.88	24,354.08	(9,670.67)	(14,783.41)
Dec-17	454.40	44.69%	31,498.71	278.79	27.42%	29,535.34	283.66	27.89%	19,657.24	80,691.80	1,026.85	1,059.25	16,096.87	(10,804.77)	(5,282.10)
Jan-18	479.87	43.28%	32,599.60	239.02	22.58%	27,575.39	340.88	32.17%	23,160.69	83,335.68	1,058.77	1,086.85	6,818.20	(11,799.37)	4,380.59
Feb-18	405.22	41.48%	26,419.54	296.39	30.33%	28,189.49	275.64	28.21%	17,576.60	72,685.46	977.60	954.17	4,890.14	(3,535.61)	(1,793.85)
Mar-18	476.35	44.79%	33,152.68	320.39	30.10%	33,528.76	266.81	25.05%	18,941.44	85,622.92	1,061.06	1,330.38	12,798.83	4,366.82	(16,779.05)
Apr-18	587.67	40.40%	38,139.07	434.32	28.44%	46,077.96	452.71	31.12%	29,878.89	106,545.72	1,454.70	1,435.85	22,158.79	(6,894.75)	(5,324.00)
May-18	613.42	43.91%	42,467.45	456.62	30.93%	41,890.34	350.40	29.16%	24,320.74	108,623.82	1,292.44	1,446.38	22,299.87	(12,089.07)	(10,540.98)
Jun-18	634.07	41.36%	44,040.93	531.95	33.64%	47,425.01	385.50	25.00%	26,420.63	118,086.57	1,343.47	1,588.24	4,643.76	3,857.82	(8,350.74)
Jul-18	619.74	43.84%	41,322.78	417.01	29.94%	40,836.97	365.23	26.92%	24,741.10	106,995.75	1,302.06	1,382.77	14,795.68	(6,718.23)	(8,077.57)
TOTAL			330,863.05			324,254.86			218,544.88	844,849.77			118,126.40	(53,955.59)	(86,170.61)
Average Charge	543.82	43.27%		358.01	29.06%		246.90	27.68%							
Difference			118,126.40			(53,955.59)			(86,170.61)						

After she explained this spreadsheet, she summarized the error that occurred as follows:

Beginning in November, 2017, the percentage multiplied by the total tonnage transferred was based on a percentage of direct haul tons instead of transferred tons. In August, 2018, an error was discovered creating nine months (November, 2017 – July, 2018) of incorrect percentages. It showed that Perquimans County's percentage of direct hauls to Bertie landfill was less than Chowan and Gates Counties. This was an error because the opposite is true for transferred trash. The charge difference amounted to \$118,126.40 to be divided between Chowan County (\$1,955.59) and Gates County (\$66,170.81).

County Manager Heath asked Ms. Midgett to expound on the difference between direct hauls and transferred trash. Mr. Heath asked why there was such a wide difference in our percentages each month. Mr. Hollowell and Ms. Midgett explained how the differences occurred. Mr. Heath explained to Mr. Hollowell that the FY 2017-18 is being audited at this time and that \$118,126.40 is not pocket change and asked if Albemarle Regional Health Services would be willing to have our auditors talk with them to make sure that they understand how this error occurred. Depending on the outcome of their meeting, Mr. Heath will get together with Albemarle Regional Health Services about the \$118,126.40 error. Commissioner Hoffer asked about the changes to the equipment at the Center Hill Convenience site with regard to the changes in the button to compact the trash. Mr. Hollowell explained that OSHA Guidelines would not allow us to make any changes to the compact button. If we do not comply, Albemarle Regional Health Services would not be insured because we broke their requirement. Mr. Hollowell further explained that they are still looking into it.

MISCELLANEOUS ITEMS

The following items were mentioned and discussed:

- **New Orleans Work Boat Show:** Chairman Nelson explained that historically, Dave Goss, Economic Development Consultant, and Bob Peele, Wanchese Marine Park, attended the New Orleans Work Boat Show to get contacts for the boat basin. Due to a conflict in his schedule, Dave Goss will not be able to attend. Because Perquimans County has taken over the Perquimans Marine Park for grant application purposes, he asked if the Board would be willing to allow the County to pay for Bob Peele to attend the Boat Show this year so that Perquimans County will have a presence at the show. Mr. Heath explained that the funds are in the budget but Mr. Goss cannot be there. This would allow Bob Peele to go on our behalf. It was the consensus of the Board to fund Mr. Peele's trip.
- **Joint Meeting with Town of Hertford:** Chairman Nelson explained that there has been some discussion about holding a joint meeting with the Town of Hertford to talk about general issues. We have received a letter requesting this meeting. Mr. Heath added to Mr. Nelson's comments that they were very specific in their letter that they wished to discuss the old library building. He feels that the Town of Hertford is interested in that space and wishes to discuss it with the Board. Mr. Nelson and Mr. Heath asked the Board what their thoughts were about this meeting and if they would be willing to have it during their November Work Session. The following comments were made:
 - **Commissioner Jones:** Mr. Jones asked why they could not tell Mr. Heath and Mr. Nelson what they want to do and then that information would be brought back to the full Board. Mr. Jones said that this was his opinion.
 - **Commissioner Hoffer:** Mr. Hoffer said that if they do meet with them that we would need to make sure that the only item to be discussed would be the old library property and that he did not have a problem with them discussing their intentions with the Chairman and County Manager and bringing it back to the Board.
 - **Commissioner Jones:** Mr. Jones further explained that he understands their intent but, with the Town of Hertford being so volatile now, he would be nervous as to what it would evolve into. He further stated again that it was his opinion.
 - **Commissioner Leigh:** Ms. Leigh stated that, if the letter mentioned the old library, the Agenda should only have that topic on it to discuss with them. She further stated that she is flexible and if they could find out more information she would be willing to do what the majority of the Board wanted to do.
 - **Commissioner Hoffer:** Mr. Hoffer said that, if the old library was the only topic, he feels that Mr. Heath and Mr. Nelson could talk to them and let the Board know what they desire. He asked what the Town was planning on using it for. Mr. Heath said that they have not told him yet but he did give Pam Hurdle, Interim Town Manager, a tour of the building.
 - **Commissioner Woodard:** Mr. Woodard concurred that they could discuss it with Mr. Heath and Mr. Nelson and then let the Board know. He was also willing to meet with the Town Council if this was the only item to be discussed.
 - **Mr. Heath:** Mr. Heath said that one question they would have is if the Board would be willing to give it away and, if not, what would our price would be to sell it. The Board concurred that they would not be willing to give it away. Mr. Woodard stated that maybe Mr. Heath could figure on what it should be worth and then the Board could make a decision as to what the price would be. There are several groups that are interested in purchasing/using it. Mr. Heath said that he would come up with a price and let them know. Chairman Nelson said that he and Mr. Heath would meet with the Town of Hertford to see exactly what they are wanting. Mr. Heath would also research and see about the price to sell it for. The final decision would be presented to the Board for their approval.
- **Golden Leaf Grant Application Process:** Mr. Heath stated that he had sent the Commissioners a copy of the letter that he had received from Golden Leaf inviting the County to file an application for the grant funds.
- **Planning Board Appointments:** Chairman Nelson asked if the Board was okay with our process of appointing members to certain County Boards/Committees. The Board was okay on how it is being done now. Mr. Nelson said that he had asked Mr. Heath to check around with other counties to see how they handle their board/committee appointments.
- **Leo Higgins Day:** Commissioner Leigh stated that Leo Higgins Day was rescheduled to November 10th at the Perquimans County High School from 4:30 to 6:30 p.m.

ADJOURNMENT

There being no further business to discuss, the Chairman adjourned the meeting at 7:40 p.m.

Wallace E. Nelson, Chairman

Clerk to the Board
