

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Spencer Wentz	Certified Deputy	Appointment	65/1	\$35,638	11/01/2021
Fantasia Saunders	Full-Time Certified Telecommunicator	Promotion	62/1	\$31,231	11/01/2021
Tantina Copeland	Part-time/Fill-in AEMT	Certification	66/1	\$17.91/hr.	10/01/2021
Nellie Sawyer	Permanent Part-Time Nutrition Site Manager	Resignation			12/31/2021

4. **Step/Merit Increases:**

Employee Name	Employee Job Title	Grade/ Step	New Salary	Effective Date
Jennifer Ayers	PT/FI Certified Telecommunicator	62/2	\$15.39/hr.	11/01/2021
Victor Sulliban	Certified Deputy/SRO Officer	65/2	\$36,531	11/01/2021
Lisa Layden	Tax Clerk - DMV	58/4	\$28,186	11/01/2021

5. **Budget Amendment:**

**BUDGET AMENDMENT NO. 9
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-397-002	Municipal Dispatch Fees	20,000	
10-510-170	Sheriff - Maintenance/Repair Vehicles	20,000	
EXPLANATION: To amend FY 21/22 budget to include additional funds to cover FY 21/22 expenses.			

6. **Enclosures:** The following board reappointments & resignations were approved by the Board:

Name	Board/Committee	Action Taken	Term	Effective Date
Simpson, Ernestine	Community Advisory Committee	Reappointment	3 yrs.	12/01/2021
Heath, Frank	Highway 17/64 Association Board of Trustees	Reappointment	1 yr.	12/01/2021
Layden, Doug	Local Library Board	Resignation		08/11/2021
Poppert, Jennifer	Local Library Board (<i>complete Doug Layden's term</i>)	Appointment		11/01/2021

7. **Enclosures:** The following miscellaneous documents were approved by the Board:

- a. **Recreation Concessions Contract:** The Recreation Concessions contract with "New Hope Concessions" was presented and approved by the Board.
- b. **Records Retention Schedules:** The Division of Archives & Records notified the County the Records Retention Schedules have been amended effective October 1, 2021. The Board unanimously approved the following two Records Retention Schedules. To view these schedules, go to:
 - 2021 General Records Schedule: [Local Government Agencies Change Log](#)
 - 2021 Program Records Schedule: [Local Government Agencies Change Log](#)

INTRODUCTION OF NEW EMPLOYEES

The following employees were introduced to the Board:

1. **Frank Heath:** Jonathan Nixon, Emergency Services Director, could not attend the meeting tonight because his son's soccer team had a championship game. Therefore, Frank Heath introduced Andrea Stoner who was promoted to 911 Shift Supervisor on July 1, 2021. He also introduced Nicole Anderson and Rebecca Cullipher, Full-Time Paramedics, who was promoted from Part-Time/Fill-in Paramedics on September 1, 2021. The Chairman and Commissioners made a few comments to them.
2. **Sheriff White:** Sheriff White introduced Sharon Twine-Goodwin, Administrative Assistant in the Sheriff's Office, who was hired on September 20, 2021. In addition, he introduced the two certified deputies who were appointed tonight: Ryan Cappel & Spencer Wentz. He further invited the Board to come by their newly renovated offices. His staff is really enjoying the extra space. Commissioner Hoffler asked Sheriff White how the transition with the Town of Hertford Police Department was going. Mr. White provided a brief update.
3. **Nick Lolie:** Nick Lolie, Water Supervisor, explained that two of his Water Clerk will be retiring next June and September. The Board was kind enough to allow him to hire a new Water Clerk to learn the procedures before these clerks retire next year. He was pleased to introduce Maribeth Harris, Water Clerk I, who was hired on October 1, 2021.

On behalf of the Commissioners, Chairman Nelson welcomed the new employees to Perquimans County.

COUNTY MANAGER HEATH

Mr. Heath explained to the Board about Budget Amendment No. 10 and No. 11. After briefly reviewing these budget amendments, Mr. Heath recommends the approval of Budget Amendment Nos. 10 and 11. On motion made by Joseph W. Hoffler, seconded by Charles Woodard, the Board unanimously voted to approve the following Budget Amendments Nos. 10 and 11:

**BUDGET AMENDMENT NO. 10
EMERGENCY TELEPHONE FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
78-399-000	Fund Balance Appropriated - PSAP	230,683	
78-500-161	PSAP - Hardware Maintenance	230,683	
78-350-001	Emergency 911 Fees	140,796	
78-500-161	PSAP - Hardware Maintenance	140,796	
EXPLANATION: To amend FY 21/22 budget to include all State funds/fund balance as approved by the 911 Board.			

**BUDGET AMENDMENT NO. 11
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-397-002	Municipal Dispatch Fees	39,956	
10-511-160	Dispatch - Hardware (local)	39,956	
EXPLANATION: To amend FY 21/22 budget to include additional funds to cover expenses for FY 21/22.			

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

The following update was provided:

- **Chairman Nelson:** Mr. Nelson updated the Board and public on the Monument of the Confederate Dead. He explained that County Manager Heath, Vice Chair Leigh, and himself are in the process of obtaining recommendations for the wording to be added to the monument as requested by the Board at their September meeting. They are making progress on this matter.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- **COVID Updates:** Mr. Heath announced that the Albemarle Regional Health Services will hold a Moderna Booster Clinic on November 8, 2021 from 9:00 a.m. to 3:00 p.m. at the Recreation Center. If it has been six months since you received the original Moderna shots, you are eligible to get this booster.
- **Perquimans County Museum:** Mr. Heath informed the Board that they are continuing to work on the building that will house the Perquimans County Museum. They are in the process of painting the inside and in the process of prepping the outside to be painted. He is planning to have a grand opening sometime in November if everything moves smoothly through the renovations. More information will be up and coming.
- **Basin Permit:** Mr. Heath explained that he had forwarded an application to the Division of Coastal Management to renew the basin permit for another two years. We are awaiting the approval of the State Budget to see what it would contain to proceed with this project.

BOARD APPOINTMENT: TRILLIUM NORTHERN REGION ADVISORY BOARD

We still have no new applications but Vice Chair Leigh stated that she had talked with someone and they are supposed to be forwarding an application to Mary Hunnicutt tomorrow requesting consideration for this appointment. No action was taken at this time.

PUBLIC COMMENTS

There were no public comments.

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned at 7:35 p.m. on motion made by Fondella A. Leigh, seconded by Charles Woodard.

Wallace E. Nelson, Chairman

Clerk to the Board
