

A G E N D A
Perquimans County Board of Commissioners
SPECIAL CALLED MEETING & REGULAR WORK SESSION
Commissioners' Room - Courthouse Annex
March 20, 2017
6:30 p.m.

- | | | |
|--------------------------|-------|---|
| ACTION
TAKEN
LATER | I. | Prayer & Pledge |
| | II. | Public Hearing: Moratorium on Large Scale Solar Energy Facilities |
| | III. | Approval of Agenda |
| | IV. | Consent Agenda |
| | | A. Personnel Matters |
| | | 1. Full-Time Certified Telecommunicator |
| | | 2. Part-Time Fill-In Non-Certified Telecommunicator |
| | | 3. Resignation: Part-Time/Fill-In EMT-I |
| ACTION
REQUIRED | V. | Special Called Meeting |
| | | A. Action on Moratorium on Large Scale Solar Energy Facilities |
| | | B. Closed Session: Personnel Matter |
| | | C. Any Action Required from Closed Session |
| | | D. |
| | | E. |
| | | F. |
| | VI. | Adjournment of Special Called Meeting |
| | VII. | Work Session |
| | | A. Perquimans County/Chowan County Boundary Line |
| | | B. |
| | | C. |
| | | D. |
| | | E. |
| | | F. |
| | VIII. | Adjournment |

COUNTY MANAGER NOTES
Perquimans County Board of Commissioners
SPECIAL CALLED MEETING & REGULAR WORK SESSION
Commissioners' Room - Courthouse Annex
March 20, 2017
6:30 p.m.

II. **Enclosures:** Public Hearing is being held regarding the following matter:

A. **Moratorium on Large Scale Solar Energy Facilities**..... 6:30 p.m.

➤ *Perquimans County will hold a Public Hearing on Monday, March 20, 2017 in the Commissioners' Room of the Perquimans County Annex Building located at 110 North Church Street, Hertford, NC. The Public Hearing is scheduled to start at 6:30 p.m. and will be held as time permits. All interested citizens are encouraged to attend. The purpose of the public hearing is to receive citizen's comments concerning a proposed temporary moratorium on large scale solar energy facilities.*

IV.A. **Enclosures: (Consent items as follows will be adopted with a single motion, second and vote, unless a request for removal of an item or items is made from a Commissioner or Commissioners.)**

Personnel Matters

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Sue Ann Cestaro	F/T Certified Telecommunicator	Promotion	62/1	\$27,751	4/1/2017
Wilma Jordan	P/T F/I Non-Certified Telecommunicator	Appointment	60/1	\$12.21/hr.	4/1/2017
Lauren Williams	P/T F/I EMT-I	Resignation			3/16/17

- V.A. A Public Hearing was held earlier in the meeting so the Board will need to take action on whether or not to establish a Moratorium on Large Scale Solar Energy Facilities. Board action is being requested.
- V.B. Pursuant to NC General Statute 143-318.11(6), the Board will need to go into Closed Session to discuss a personnel matter.
- V.C. The Board will take any action required from Closed Session.
- VII.A. County Manager Heath will discuss with the Board the boundary line between Perquimans County and Chowan County.



MARY P. HUNNICUTT
CLERK TO BOARD

W. FRANK HEATH, III
COUNTY MANAGER

PERQUIMANS COUNTY BOARD OF COMMISSIONERS

P.O. BOX 45
HERTFORD, NORTH CAROLINA 27944
TELEPHONE: 1-252-426-7550

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T. KYLE JONES
CHAIRMAN

FONDELLA A. LEIGH
VICE CHAIR

JOSEPH W. HOFFLER

EDWARD R. MUZZULIN

WALLACE E. NELSON

CHARLES WOODARD

W. HACKNEY HIGH, JR.
COUNTY ATTORNEY

PUBLIC NOTICE

The Perquimans County Board of Commissioners will hold a **SPECIAL CALLED MEETING/WORK SESSION** on Monday, March 20, 2017, at 6:30 p.m. in the Commissioners Room located on the First Floor of the Perquimans County Courthouse Annex, 110 N. Church Street, Hertford, North Carolina to consider a moratorium on Large Scale Solar Energy Facilities and some personnel matters. The Board may take action on these items and, at its discretion, may take action on such other matters, as the Board deems appropriate.

Following the Special Called Meeting, the Board will hold their regular scheduled Work Session.

Frank Heath

Frank Heath, County Manager

Posted: 3/10/2017

Perquimans County's Vision:

To be a community of opportunity in which to live, learn, work, prosper and play.

EMPLOYMENT ACTION FORM

DATE SUBMITTED: March 15, 2017

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Sue Ann Cestaro

SOC. SEC. NO.: _____

POSITION: Fulltime Certified Telecommunicator

DEPT.: 911 Communications



NEW EMPLOYEE EFFECTIVE DATE: 04/01/2017

GRADE: 62 STEP: 1 SALARY: \$27,751

ENDING DATE OF PROBATIONARY PERIOD: 04/01/2018

CURRENT: GRADE: _____ STEP: _____ SALARY: _____



JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)



_____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.
GRADE: _____ STEP: _____ SALARY: _____



_____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP
Date RAISE. (YEAR 2 3 4)
GRADE: _____ STEP: _____ SALARY: _____



_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBA-
Date TIONARY PERIOD.

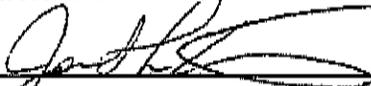


_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: _____ STEP: _____ SALARY: _____

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: _____ PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION _____

COUNTY MANAGER APPROVAL _____



DATE: March 15, 2017

DATE: _____

FINANCE OFFICER _____

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: March 15, 2017

COUNTY OF PERQUIMANS
PART-TIME TELECOMMUNICATIONS EMPLOYEES

NAME: Wilma D. Jordan SOC. SEC. NO.: _____

POSITION: Part-Time Fill-In Noncertified Telecommunicator 911 COMMUNICATIONS: X

NEW EMPLOYEE EFFECTIVE DATE: March 24, 2017

GRADE: 60 STEP: 1 SALARY: \$12.21 per hour

Complete following information only if for new employee.

ADDRESS: 215 Louis Spivey Road

CITY/STATE/ZIP: Hertford, NC 27944

PHONE NUMBER: 252-312-9661

Date RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE RAISE DUE TO
CERTIFICATION (PER ATTACHED STATE CERTIFICATE OF COMPLETION).

GRADE: _____ STEP: _____ SALARY: _____

DEPARTMENT MANAGER APPROVAL



DATE: 3-15-17

COUNTY MANAGER APPROVAL

FINANCE OFFICER

DATE: _____

DATE: _____

From: Jonathan [mailto:jnixon@perquimanscountync.gov]
Sent: Thursday, March 16, 2017 10:54 AM
To: 'Lauren Williams'
Cc: 'Frank Heath'; 'Dale Hunter'; 'Jim'; Mary Hunnicutt; 'Samantha Furia, MD'
Subject: RE: Dear Perquimans County Staff & Leaders, I am so very honored to have served this community for over six wonderful years. After much reflection and conversation with my family, I have come to the conclusion that I have been over extending myself immensely

Ms. Williams,

Thanks for your past service to Perquimans County. By way of this email I am forwarding your resignation to Human Resources for submission to the County Commissioners.

Have a great afternoon,

Jonathan A. Nixon, Director (ES-1)
Perquimans County Emergency Services
911 Communications – EMS – Emergency Management
159 Creek Drive - PO Box 563
Hertford, NC 27944
252-426-5646 ext 105
252-331-9817 Cell
252-426-1875 Fax

From: Lauren Williams [mailto:laurenchristean@gmail.com]
Sent: Thursday, March 16, 2017 8:52 AM
To: Dale Hunter; Jim; Jonathan
Cc: Frank Heath
Subject:

Dear Perquimans County Staff & Leaders, I am so very honored to have served this community for over six wonderful years. After much reflection and conversation with my family, I have come to the conclusion that I have been over extending myself immensely.

§ 143-318.11. Closed sessions.

(a) Permitted Purposes. - It is the policy of this State that closed sessions shall be held only when required to permit a public body to act in the public interest as permitted in this section. A public body may hold a closed session and exclude the public only when a closed session is required:

- (1) To prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes.
- (2) To prevent the premature disclosure of an honorary degree, scholarship, prize, or similar award.
- (3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. If the public body has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in closed session, the terms of that settlement shall be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded.
- (4) To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations. The action approving the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session.
- (5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.
- (6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. General personnel policy issues may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge or removal shall be taken in an open meeting.
- (7) To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.
- (8) To formulate plans by a local board of education relating to emergency response to incidents of school violence or to formulate and adopt the school safety components of school improvement plans by a local board of education or a school improvement team.
- (9) To discuss and take action regarding plans to protect public safety as it relates to existing or potential terrorist activity and to receive briefings by staff members, legal counsel, or law enforcement or emergency service officials concerning actions taken or to be taken to respond to such activity.

(b) Repealed by Session Laws 1991, c. 694, s. 4.

(c) Calling a Closed Session. - A public body may hold a closed session only upon a motion duly made and adopted at an open meeting. Every motion to close a meeting shall cite one or more of the permissible purposes listed in subsection (a) of this section. A motion based on subdivision (a)(1) of this section shall also state the name or citation of the law that renders the information to be discussed privileged or confidential. A motion based on subdivision (a)(3) of this section shall identify the parties in each existing lawsuit concerning which the public body expects to receive advice during the closed session.

(d) Repealed by Session Laws 1993 (Reg. Sess., 1994), c. 570, s. 2. (1979, c. 655, s. 1; 1981, c. 831; 1985 (Reg. Sess., 1986), c. 932, s. 5; 1991, c. 694, ss. 3, 4; 1993 (Reg. Sess., 1994), c. 570, s. 2; 1995, c. 509, s. 84; 1997-222, s. 2; 1997-290, s. 2; 2001-500, s. 2; 2003-180, s. 2; 2013-360, s. 8.41(b).)