



Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
William Felton	Building & Grounds Supervisor	Resignation			04/28/2017
Nancy Harrell	Part-Time/Fill-In EMT-I	Resignation			02/16/2017
Shawneeka Jordan	Deputy Register of Deeds	Resignation			02/21/2017
Eric Tilley	Bailiff/Transport	Appointment	n/g	\$14.18/hr.	03/03/2017

4. **Telecommunicator Reclassifications:**

- With the implementation of the Medical Priority Dispatch System on February 14, 2017, employees who have completed the proper certifications will need to be reclassified. In order to reclassify them, we need to revise the Salary Classifications that we currently have adding the Certified Telecommunicator (highlighted section) as Step 62. The following Salary Classification was amended:

POSITION	GRADE
County Manager	83
Secretary/Clerk to the Board/Personnel Officer	65
Finance Officer	72
Supervisor - Board of Elections	64
Telecommunications:	
Telecommunicator - Chief	64
Telecommunicator - Certified	62
Telecommunicator	60
Planner	72
Emergency Management Coordinator	67
Emergency Medical Services:	
Captain	68
EMT-D	63
EMT-I	66
Building Inspector:	
Chief	71
Assistant	67
Code Enforcement Officer/Safety Officer	61
Administrative Assistant	61
Recreation Department:	
Recreation Director	70
Athletic Program Supervisor	64
Administrative Assistant	58
Senior Citizens:	
Senior Citizens Coordinator	63
Secretary - Senior Citizens	60
Register of Deeds:	
Register of Deeds	70
Assistant Register of Deeds	60
Deputy Register of Deeds	58
Sheriff's Department:	
Sheriff	75
Deputy - Investigator	68
Deputy	65
Deputy - Uncertified	64
Animal Control	62
Animal Control Assistant	58
Bailiff	54
Administrative Assistant	60
Tax Department:	
Tax Administrator/Special Projects Coordinator	75
Assistant Tax Administrator	66
Tax Clerk I	58
Tax Clerk II	61
Tax & Finance Specialist	59
Mapper	68
Water Department:	
Water Supervisor	68
Water Treatment Plant Superintendent	68
Water Plant Operator	64
Backhoe Operator	65
Water Technician I	58
Water Technician II	60
Water Technician III	68
Billing/Collection Clerk	61
Buildings & Grounds:	
Maintenance Supervisor	62
Housekeepers	54
All other Secretaries with the County	57
Social Services Staff are According to State Grades:	
Director	76
Income Maintenance	
Caseworker II	63
Caseworker III	65
Investigator I	63
Supervisor II	67
Accounting Technician IV	63
Office Assistant III	57
Public Information Assistant IV	59
Social Worker II	66
Social Worker III	68
Social Worker/IA&T	70
Human Services Coordinator	68
Human Resources Placement	63
Social Worker Supervisor III	72

- Now that the Salary Classifications have been amended, the Board approved the reclassifications of individuals that completed the proper certifications to be reclassified. Those individuals are as follows:

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Krystal Agosto	911 Shift Supervisor – Training Officer – Certified	Reclassification	64/5	\$33,410	03/01/2017
Keely Cartwright	Certified FT Telecommunicator	Reclassification	62/2	\$28,443	03/01/2017
Sue Ann Cestaro	Certified PT/FI Telecommunicator	Reclassification	62/1	\$13.34/hr.	03/01/2017
Zeb Daneker	Certified PT Telecommunicator	Reclassification	62/4	\$14.36/hr	03/01/2017
Emily Harrell	Certified FT Telecommunicator	Reclassification	62/5	\$30,595	03/01/2017
Tiffany Haynes	Certified PT/FI Telecommunicator	Reclassification	62/1	\$13.34/hr.	03/01/2017
Vivian Long	Certified FT Telecommunicator	Reclassification	62/11	\$35,418	03/01/2017
Hazelene Miller	Certified PT/FI Telecommunicator	Reclassification	62/2	\$13.67/hr.	03/01/2017
Steven Pyle	Certified PT Telecommunicator	Reclassification	62/4	\$14.36/hr.	03/01/2017
Naomi Twine	Certified PT Telecommunicator	Reclassification	62/5	\$14.71/hr.	03/01/2017
Crystal Wright	Certified FT Telecommunicator	Reclassification	62/5	\$30,595	03/01/2017

5. Merit Increase:

Employee Name	Employee Job Title	Grade /Step	New Salary	Effective Date
Kristin Gordon	IMC II	63/3	\$30,448	03/01/2017

6. Enclosure: The following Board appointment was presented for Board action:

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Bailey, Juanita	Senior Citizens Advisory Board ( <i>replaces Pam Hurdle</i> )	Appointment	2 yrs.	03/01/2017

7. Budget Amendments:

**BUDGET AMENDMENT NO. 9  
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-672-140	Mentoring - Travel		2,000
10-671-142	Restitution - Travel	2,000	
10-672-330	Mentoring - Supplies		26
10-671-541	Restitution Insurance	26	
10-672-330	Mentoring - Supplies		1,271
10-671-331	Restitution - Office Supplies	1,271	
10-671-111	Restitution -Postage		200
10-672-040	Mentoring - Professional		1,800
10-671-470	Restitution Food & Provisions	2,000	
10-672-040	Mentoring - Professional		2,717
10-671-040	Restitution - Salary	2,717	

**EXPLANATION:** Amended to match the ALLIES budget to account for JCPC funds for FY16/17.

**BUDGET AMENDMENT NO. 10  
E-911 FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
78-500-311	911 Grant Expenditures	176,206	
78-500-740	E-911 Capital Outlay Equipment		176,206

**EXPLANATION:** Corrects BA#6 approved on 12/5/16 to adhere to guidelines of NC911 Board - per the updated instructions we must have a separate grant expenditure line.

**BUDGET AMENDMENT NO. 11  
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	State Grants - Social Services		39,156
10-610-454	Child/Daycare		39,156

**EXPLANATION:** To budget actual Daycare Funds to be received in FY 2016-17 as approved by the State.

**BUDGET AMENDMENT NO. 12  
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	State Grants - Social Services		8,104
10-610-198	Low Income Energy Assistance		8,104

**EXPLANATION:** To budget actual Low Income Energy Assistance (LIEAP) funds to be received in FY 2016-17 as approved by the State.

**BUDGET AMENDMENT NO. 13  
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	State Grants - Social Services		5,467
10-610-192	Crisis Intervention		5,467

**EXPLANATION:** To budget actual crisis funds to be received in FY 2016-17 as approved by the State.

**BATTLE BETTS, DIRECTOR OF ARHS**

Mr. Betts introduced himself as the new Director of Albemarle Regional Health Services (ARHS) and explained that ARHS will be celebrating 75 years of public health service to the residents of their seven covered counties. They are planning several celebrations during this year and asked if the Board would consider adopting a Resolution recognizing them for their 75<sup>th</sup> Anniversary. Commissioner Nelson thanked Mr. Betts for accepting the position of Director of ARHS. On motion made by Wallace E. Nelson, seconded by Charles Woodard, the Board unanimously adopted the following Resolution:

**RESOLUTION OF RECOGNITION OF 75 YEARS OF  
PUBLIC HEALTH SERVICE**

WHEREAS, Albemarle Regional Health Services will celebrate its 75<sup>th</sup> Anniversary of service to citizens of Pasquotank, Perquimans, Camden, Chowan, Currituck, Bertie, and Gates counties; and

WHEREAS, Albemarle Regional Health Services has rendered quality care to the citizens of the Albemarle region of care during its seventy-five years of operation; and

WHEREAS, Albemarle Regional Health Services is to be commended for its seventy-five years of outstanding service;

NOW THEREFORE BE IT RESOLVED by the Perquimans County Board of Commissioners that Albemarle Regional Health Services be congratulated and offered the Board’s sincerest appreciation for seventy-five successful years of dedicated service to the citizens of the Albemarle region.

Attest:  
Mary P. Hunnicutt, Clerk to the Board

**CAROLYN SELF, COMMUNITY VOLUNTEER LEADER**

Ms. Self explained the work that the Red Cross does and that they need more volunteers. The Greater Albemarle Red Cross District will be celebrating its 100 year anniversary next year and they hope that by the time they reach that celebration, they will have an additional 100 volunteers added to their current staff through the region. She encouraged the Board to ask people to volunteer to help the American Red Cross. In addition, March is National Red Cross Month and Ms. Self asked the Board of Commissioners to adopt a Proclamation proclaiming that March was National Red Cross Month in Perquimans County. On motion made by Edward R. Muzzulin, seconded by Charles Woodard, the Board unanimously adopted the following Proclamation:

**AMERICAN RED CROSS MONTH 2017**

**A Proclamation**

In Perquimans County, we have a long history of helping our neighbors in need. American Red Cross Month is a special time to recognize and thank our heroes – those Red Cross volunteers and donors who give of their time and resources to help community members.

These heroes help families find shelter after a home fire. They give blood to help trauma victims and cancer patients. They deliver comfort items to military members in the hospital. They use their lifesaving skills to save someone from a heart attack, drowning or choking. They enable children around the globe to be vaccinated against measles and rubella.

The American Red Cross depends on local heroes to deliver help and hope during a disaster. We applaud our heroes here in Perquimans County who give of themselves to assist their neighbors when they need a helping hand.

Across the country and around the world, the American Red Cross responds to disasters big and small. In fact, every eight minutes the organization responds to a community disaster, providing shelter, food, emotional support and other necessities to those affected. It collects nearly 40 percent of the nation's blood supply; provides 24-hour support to military members, veterans and their families; teaches millions lifesaving skills, such as lifeguarding and CPR; and through its Restoring Family Links program, connects family members separated by crisis, conflict or migration.

We dedicate the month of March to all those who support the American Red Cross mission to prevent and alleviate human suffering in the face of emergencies. Our community depends on the American Red Cross, which relies on donations of time, money and blood to fulfill its humanitarian mission.

NOW, THEREFORE, I, T. Kyle Jones, Chairman of Perquimans County Board of Commissioners, by virtue of the authority vested in me by the Constitution and laws of Perquimans County and North Carolina, do hereby proclaim March 2017 as American Red Cross Month. I encourage all Americans to support this organization and its noble humanitarian mission.

IN WITNESS WHEREOF, I have hereunto set my hand this 6th day of March, in the year of our Lord two thousand seventeen, and of Perquimans County, North Carolina.

T. Kyle Jones, Chairman  
Perquimans County Board of Commissioners

ATTEST:

Mary P. Hunnicutt, Clerk to the Board

SEAL

**ANTHONY DISMUKE, CORRECTION ENTERPRISES, NCCPS**

Ms. Dismuke explained that he works with the Correction Enterprises which is through NC Department of Corrections and assists with getting inmates skilled so that they can learn a trade before they are released from the prison system. He said that there is a lot that he could share but due to time constraints he would be willing to wait until the end of the meeting and talk with them further. He also explained that he had materials to distribute to the members of the Board. Chairman Jones said that it would be okay to wait and talk with them later at the end of the meeting.

**BILL JENNINGS, TAX ADMINISTRATOR**

Mr. Jennings presented his monthly report.

**SUSAN CHANEY, SOCIAL SERVICES DIRECTOR**

Ms. Chaney presented her monthly report.

**COMMISSIONER'S CONCERNS/COMMITTEE REPORTS**

There being no commissioner concerns or reports, Chairman Jones moved onto the old business.

**UPDATES FROM COUNTY MANAGER**

County Manager Heath presented the following updates:

- **Noise Ordinance:** Mr. Heath reported that the Board will consider the Noise Ordinance at their April 3, 2017 meeting. A Public Hearing will be scheduled at that time.
- **Moratorium on Large Scale Solar Energy Facilities:** The Board will hold a Public Hearing on March 20, 2017 prior to the Commissioners' Work Session to consider whether or not to place a moratorium on Large Scale Solar Energy Facilities in Perquimans County.
- **Perquimans County Marine Industrial Park Boat Ramp Project:** Mr. Heath explained that the contract has been awarded an extension of time but it will still allow the County to meet the time constraints of the Golden Leaf Grant requirements.
- **Library Project:** Mr. Heath explained that they should be placing paper on the roof this week and that they are proceeding on time.

**BOARD APPOINTMENTS: NURSING HOME ADVISORY COMMITTEE**

We have had two people to resign from this committee and we need to replace them. Commissioner Leigh had talked to Ms. Virgie Whitehurst who expressed an interest in serving on this Board but we did not get a volunteer application from her. Clerk to the Board, Mary Hunnicutt, explained that the Board could appoint her pending receipt of the volunteer application. On motion made by Fondella A. Leigh, seconded by Charles Woodard, the Board unanimously approved the appointment of Virgie Whitehurst to the Nursing Home Advisory Committee for an initial one-year term effective March 1, 2017 pending receipt of the Volunteer Application. That still leaves one more seat to fill.

**PLANNING BOARD ITEM: CAMA LAND USE PLAN AMENDMENT**

On motion made by Wallace A. Nelson, seconded by Edward R. Muzzulin, the Board unanimously approved the following Resolution approving the amendment to the CAMA Land Use Plan:

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF PERQUIMANS COUNTY, NORTH CAROLINA, AUTHORIZING AN AMENDMENT TO THE CAMA LAND USE PLAN**

**WHEREAS**, the County desires to amend its 2005-2006 CAMA Land Use Plan, specifically the policy related to shoreline setback in waterfront subdivisions, and

**WHEREAS**, the County’s 2005-2006 CAMA Land Use Plan, Page IX-14 Water Quality (WQ) Goal(s) and Policies, Policy WQ #2 states that:

“Perquimans County, Hertford, and Winfall shall require, as appropriate, subdivision developments to control and treat the storm water runoff generated by a 1.5-inch rain event and that all buildings or related structures within waterfront subdivisions be set back 50 feet from the shoreline.”; and,

**WHEREAS**, the County references a 40-foot setback from normal water levels in Sections 702 and 704 of the Perquimans County Zoning Ordinance; and

**WHEREAS**, the County desires to maintain the 40-foot setback from normal water levels referenced in the Perquimans County Zoning Ordinance and amend the CAMA Land Use Plan to be consistent with the Zoning Ordinance; and

**WHEREAS**, on February 14, 2017 the Planning Board unanimously recommended adoption of the draft amendment to the CAMA Land Use Plan; and

**WHEREAS**, the County conducted a duly advertised public hearing on the draft amendment to the CAMA Land Use Plan at the Regular Meeting of the Board of Commissioners on March 6, 2017; and

**WHEREAS**, at the Regular Meeting on March 6, 2017 the Board of Commissioners of Perquimans County, North Carolina found the draft amendment to be consistent with the County’s desired vision for the future and unanimously approved to adopt the draft amendment; and

**WHEREAS**, the adopted draft amendment will be submitted as required by state law to the Northeast District Planner for the Division of Coastal Management under the North Carolina Department of Environmental Quality and forwarded to the Coastal Resources Commission(CRC); and

**WHEREAS**, a review of the adopted draft amendment by the Coastal Resources Commission will be scheduled; and the CRC will then vote on certification of the draft amendment;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of Perquimans County, North Carolina, that **Page IX-14 Water Quality (WQ) Goal(s) and Policies, Policy WQ#2** in the 2005-2006 CAMA Land Use Plan be amended as follows (text in ~~strike through~~ to be removed, text underlined to be added):

“Perquimans County, Hertford, and Winfall shall require, as appropriate, subdivision developments to control and treat the storm water runoff generated by a 1.5-inch rain event; and that Hertford and Winfall shall require all buildings or related structures within waterfront subdivisions be set back 50 feet from the shoreline.”

**BE IT FURTHER RESOLVED** that the Board of Commissioners of Perquimans County, North Carolina, has unanimously adopted the draft amendment; and

**BE IT FURTHER RESOLVED** that the County Manager of Perquimans County is hereby authorized to submit the adopted CAMA Land Use Plan draft amendment to the State for certification as described above.

Adopted this 6<sup>th</sup> day of March 2017.

\_\_\_\_\_  
T. Kyle Jones, Chairman  
Perquimans County Board of Commissioners

ATTEST:

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

**FY 2016-17 AUDIT CONTRACT**

County Manager Heath stated he and Finance Officer, Tracy Mathews recommend the FY 2016-17 Audit Contract with Donna Winborne at a total cost of \$31,500, which is \$500 over last year’s costs. This does include the Audit for the Tourism Development Authority. On motion made by Joseph W. Hoffler, seconded by Edward R. Muzzulin, the Board unanimously approved the FY 2016-17 Audit Contract with Donna Winborne at \$31,500.

**SINGLE FAMILY REHAB GRANT 2017 AGREEMENT**

County Manager Heath explained that the County has been approved to receive an amount not to exceed \$175,000 for the 2017 Essential Single-Family Rehabilitation Loan Pool Grant. The first step to receiving these funds is to approve the Funding Agreement that was included in their Agenda Packets. On motion made by Wallace A. Nelson, seconded by Edward R. Muzzulin, the Board unanimously authorized the Chair and County staff to sign the Single Family Rehab Grant Funding Agreement.

**SURPLUS EQUIPMENT**

➤ **Resolution Authorizing Sale of Certain Surplus County Property:** With the upgrading of the telephone system in Telecommunications, they have a phone system that needs to be declared as surplus and sold on GovDeals. On motion made by Edward R. Muzzulin, seconded by Joseph W. Hoffler, the Board unanimously adopted the following Resolution declaring personal property as surplus items to be sold on GovDeals:

**RESOLUTION AUTHORIZING SALE OF CERTAIN SURPLUS COUNTY PROPERTY**

WHEREAS, the Perquimans County Board of Commissioners desires to dispose of certain surplus property of the County:

NOW, THEREFORE, BE IT RESOLVED by the Perquimans County Board of Commissioners that:

1. The following described personal property is hereby declared to be surplus to the needs of the County:
  - 1 - CISCO Unified Communications 500 Series Phone System
  - 14 - CISCO IP Phones – Model PC-7942G
  - All equipment taken out of service February, 2017
2. The County Manager is hereby authorized and directed to proceed on behalf of the Perquimans County Board of Commissioners to sale these surplus items on GovDeals.
3. The County reserves the right to reject any or all bids and decide not to sell the property at any time during this process.
4. The County Manager, in accordance with State law, shall cause a summary of this resolution to be published once in a newspaper having general circulation in the County and place it on the County’s website. After not less than ten (10) days from the date of publication, the County Manager is authorized to sell the above-described property to the highest bidder.

Adopted this the 6<sup>th</sup> day of March, 2017.

\_\_\_\_\_  
T. Kyle Jones, Chairman

