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

		DATE	START	SOLD
BUYER	ITEM	SURPLUSED	BID	AMOUNT
Timothy Beaton	2010 Ford Explorer, VIN 1FMEU7DE6AUA65756	9/7/2021	\$500	\$2,675.00

Mr. Heath recommends the sale of this item. On motion made by Alan Lennon, seconded by Charles Woodard and unanimously approved by the Board.

RESIGNATION: CERTIFIED DEPUTY

County Manager Heath explained that this personnel matter was received after the Agenda Packets were distributed. On motion made by Alan Lennon, seconded by Charles Woodard, the Board unanimously approved the resignation of Joshua Reed effective September 30, 2021.

PUBLIC COMMENTS

The following public comment was made:

Pete Perry: Mr. Perry discussed the possibility of having a Public Safety Building for our Sheriff's Department and/or a County Complex for Perquimans County. He said that, looking at the Dare County and Currituck County complexes, you have to say that Perquimans County needs to move into the 21st Century with new buildings. He recommends not starting financing this until the year 2026. He further recommends that, if they decide to build these complexes, we should build it on property that the County already owns. He encourages the Board to do preliminary planning as A and B. A would be for what we need – a Public Safety Building for the Sheriff, Magistrate, and Probation & Parole. B would be the Government Complex. He said to put it on the Agenda, to have a non-binding vote in the next election for county commissioners, and to allow all the Perquimans County residents to have a noportunity to vote for or against the projects. He said that the County would probably need to hold public hearings and possibly have a bond issue but they are hard to put out. If you remove the county offices out of the Town of Hertford, you will be nailing nails in the coffin of Town of Hertford. The Town of Hertford would die completely. That completed his remarks.

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned at 7:40 p.m. on motion made by Charles Woodard, seconded by Alan Lennon.

Fondella A. Leigh, Vice Chair

---\$154.81

Clerk to the Board

WORK SESSION October 18, 2021

7:00 p.m.

The Perquimans County Board of Commissioners Work Session on October 18, 2021 was cancelled.

REGULAR MEETING

November 1, 2021

7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, November 4, 2021, at 7:00 p.m. in the Meeting Room of the Perquimans County Library located at 514 S. Church Street, Hertford, NC 27944.

MEMBERS PRESENT:	Wallace E. Nelson, Chairman Joseph W. Hoffler Charles Woodard	Fondella A. Leigh, Vice Chair T. Kyle Jones
MEMBERS ABSENT:	Alan Lennon	
OTHERS PRESENT:	Frank Heath, County Manager Hackney High, County Attorney	Mary Hunnicutt, Clerk to the Board

The meeting was called to order by Chairman Nelson. Commissioner Jones gave the invocation and Chairman Nelson led the Pledge of Allegiance.

<u>AGENDA</u>

Chairman Nelson stated that a copy of the amended Agenda was at their seats tonight. Fondella A. Leigh made a motion to approve the Agenda, as amended. The motion was seconded by Joseph W. Hoffler and unanimously approved by the Board.

CONSENT AGENDA

Chairman Nelson asked if there were any items that the Board wished to remove from the Consent Agenda to discuss. There being none, the following items were considered to be routine and were unanimously approved on motion made by Charles Woodard, seconded by Joseph W. Hoffler.

- 1. <u>Approval of Minutes</u>: October 4, 2021 Regular Meeting and October 18, 2021 Work Session (cancelled) were approved.
- 2. Tax Refund (Perquimans County) Approval:

3. Personnel Matters:

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Debbie Stallings	Fill-In – Senior Center	Appointment	56/6	\$13.01/hr.	12/01/2021
Jennifer T. Coppersmith	Permanent Part-Time Nutrition Site Manager	Appointment	NG	\$12.11/hr.	01/01/2022
Trevor Allen Miles	Planning & Zoning Technician	Appointment	61/2	\$30,633	11/01/2021
Ryan Cappel	Certified Deputy	Appointment	65/2	\$36,531	11/01/2021

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Employee	Employee	Action	Grade/	New	Effective
Name	Job Title	Required	Step	Salary	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

	AMOUNT			
DESCRIPTION OF CODE	INCREASE	DECREASE		
Municipal Dispatch Fees	20,000			
Sheriff - Maintenance/Repair Vehicles	20,000			
EXPLANATION: To amend FY 21/22 budget to include additional funds to cover FY 21/22 expenses.				
	Municipal Dispatch Fees Sheriff - Maintenance/Repair Vehicles	DESCRIPTION OF CODEINCREASEMunicipal Dispatch Fees20,000Sheriff - Maintenance/Repair Vehicles20,000		

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 (complete Doug Layden's term)	Appointment		11/01/2021

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

- a. <u>Recreation Concessions Contract</u>: The Recreation Concessions contract with "New Hope Concessions" was presented and approved by the Board.
- b. <u>Records Retention Schedules</u>: 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:

- 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. <u>Nick Lolies</u>: Nick Lolies, 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

		AMOUNT		
CODE NUMBER	DESCRIPTION OF CODE	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 EV 21/22 budget to include all State funds/fund balance as approved by the 911 Board				

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

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

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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