

Section 2: REVENUES - It is estimated that the following revenues will be available for appropriation in the Capital Projects Reserve Ordinance beginning July 1, 2013, and ending June 30, 2014.

Land Transfer Tax	\$ 250,000
Investment Earnings	2,500
Fund Balance Appropriated	<u>147,500</u>
TOTAL CAPITAL RESERVE	<u>\$ 400,000</u>

Janice McKenzie Cole, Chair
Perquimans Co. Board of Commissioners

**PERQUIMANS COUNTY
CAPITAL PROJECTS ORDINANCE
FOR
COMMUNITY DEVELOPMENT BLOCK GRANT
NORTH CAROLINA DEPARTMENT OF COMMERCE
"SCATTERED SITES IMPROVEMENT PROGRAM"**

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in this Capital Projects Ordinance beginning July 1, 2013, and ending June 30, 2014.

Administration/Planning	\$ 22,500
Clearance	19,300
Rehab Reconstruction	163,200
Rehabilitation	<u>20,000</u>
TOTAL CAPITAL RESERVE	<u>\$ 225,000</u>

Section 2: REVENUES - It is estimated that the following revenues will be available for appropriation in the Capital Projects Ordinance beginning July 1, 2013 and ending June 30, 2014.

State Grants	<u>\$ 225,000</u>
TOTAL CAPITAL RESERVE	<u>\$ 225,000</u>

Janice McKenzie Cole, Chair
Perquimans Co. Board of Commissioners

**PERQUIMANS COUNTY
CAPITAL PROJECTS ORDINANCE
FOR
NC HOUSING FINANCE AGENCY
SINGLE FAMILY REHABILITATION PROGRAM**

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in this Capital Projects Ordinance beginning July 1, 2013, and ending June 30, 2014.

Administration/Planning	\$ 4,139
Rehabilitation	91,912
Program Costs	<u>2,839</u>
TOTAL CAPITAL RESERVE	<u>\$ 98,890</u>

Section 2: REVENUES - It is estimated that the following revenues will be available for appropriation in the Capital Projects Ordinance beginning July 1, 2013 and ending June 30, 2014.

Single Family Rehab	<u>\$ 98,890</u>
TOTAL CAPITAL RESERVE	<u>\$ 98,890</u>

Janice McKenzie Cole, Chair
Perquimans Co. Board of Commissioners

REGULAR MEETING

July 1, 2013

6:45 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, July 1, 2013, at 6:45 p.m. in the Commissioners' Room located on the first floor of the Perquimans County Courthouse Annex.

MEMBERS PRESENT: Janice McKenzie Cole, Chair Edward R. Muzzulin, Vice Chair
Benjamin Hobbs Kyle Jones
Matthew Peeler Tammy Miller-White

MEMBERS ABSENT: None

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

After the Chair called the meeting to order, Commissioner Muzzulin gave the invocation and the Chair led the Pledge of Allegiance.

PUBLIC HEARINGS

Recombination Request by Earl Foreman

Chair Cole opened the first Public Hearing stating that the purpose of the public hearing was to receive public comments on the consideration of request by Earl Foreman to Recombine Lots 218, 219, 220, 251, 252, and 253 in "Southern Shores" Subdivision into one single lot. Subject properties located at 114 Fourth Avenue (formerly 117 Third Avenue) and 113 Third Avenue and known as Tax Parcel Numbers 2-D072-0218-EC and 2-D072-0251-EC (in RA-25 Zone). There were fifteen (15) people present. The Chair recognized Donna Godfrey, County Planner, who presented an overview of the request. Mr. Foreman is requesting permission to recombine the six pre-platted lots 218, 219, 220, 251, 251 and 253, which each contain a 50-foot width and an 80-foot depth to equal 4,000 square feet each for a combine total of 24,000 square feet with a 150-foot width or frontage along Third Avenue. He is requesting this in order to remedy recent incomplete set-up of both single-wide mobile homes located at 114 Forth Avenue and 113 Third Avenue. His plans are to completely remove the singe-wide mobile home currently idling at 113 Third Avenue and to replace it with the other single-wide mobile home currently idling at 114 Fourth Avenue. The Planning staff has no objection to this request conditioned upon compliance with minimum building setbacks and the ability to vacate any exiting easements previously established by deed restrictions. After Jon Morgan of Albemarle Regional Health Services (ARHS) came out to locate the septic systems, Mr. Morgan and the Planning staff generally believes that the six lots do not support the replacement of two dwelling units and the best course of action is for Mr. Foreman to recombine all six lots together as one lot. The Planning Board, at its meeting on June 11th, recommended to the Board of County Commissioners to approve Mr. Foreman's proposed recombination of Tax Parcel Nos. 2-D072-0251-EC and -0218-EC into one single 24,000 square foot lot located at 113 Third Avenue. Ms. Godfrey said that Mr. Foreman and his son were present to answer any questions. The Chair opened the floor for public comments:

- **Commissioner Muzzulin** asked if it was Mr. Foreman's intent to put one single-wide trailer on all six lots. Mr. Foreman said yes.
- **Commissioner Hobbs** stated that they were very small lots. Mr. Foreman explained their sizes.
- **Chair Cole** asked which septic system would be servicing this lot with the single wide mobile home on it. Ms. Godfrey said that she hoped that it would be the one on the Third Avenue lot.
- **Commissioner Peeler** asked if the Health Department has determined that it is okay to handle the dwelling since we do not know how long the system has been there. Ms. Godfrey said that they would not make that finding but what they will do is, under their standards that they have been following, for sites that were developed under previous standards will issue an Existing System Permit and hope that the system does not malfunction. In this case, if a malfunction does occur, they have the other system that they can hook up to.
- **Commissioner Peeler** wanted to know if this system will fall under the requirement that it needs to be inspected every year. Ms. Godfrey said that it does not fall under the Public Management Entity Program.

There being no further comments or questions from the public or the Board, the Chair moved on to the next Public Hearing.

Recombination Request by Carlson Hurdle

Chair Cole opened the second Public Hearing stating that the purpose of the public hearing was to receive public comments on the consideration of request by Carlson W. Hurdle for Recombination Subdivision to add square footage to existing lot resulting in 29,517 square foot lot located at 206 Chapanoke Road (SR 1225), known as Tax Parcel Nos. 5-0034-0052 and portion of 5-0034-0050 (in RA Zone). There were sixteen (16) people present. The Chair recognized Donna Godfrey, County Planner, who presented an overview of the request. Mr. Hurdle is requesting this recombination because it would result in a larger lot depth and area for the existing lot at 206 Chapanoke Road and thereby reduce the extent of the nonconforming lots size under the county's current Zoning Ordinance; however, the new lot will not equal or exceed the minimum lot size of 43,000 square feet required for the RA, Rural Agriculture Zone, nor will it meet the minimum lot width of 125 feet. Therefore, the proposed recombination is not exempt and Planning staff is of the opinion that the Subdivision Variance procedure in Section 206 of the Subdivision Regulations provides a process whereby Mr. Hurdle may request approval from the Planning Board and the Board of Commissioners. Mr. Hurdle wants to add 16,693 square feet (.38 acres) of land from his "landlocked" track of land know as Tax Parcel No. 5-0034-0050, to the rear of his abutting property known as Tax Parcel No. 5-0034-0052 (206 Chapanoke Road), for a total area of 29,517 square feet (.75 acres), which would involve the vacation or abandonment of the property line currently shared by the two parcels of land. If approved, the back parcel, which is currently cultivated in corn, will be reduced from 5.18 to 4.8 acres and the existing house lot accessed by Chapanoke Road will expand from approximately 12,824 square feet (.29 acres) to 29,517 square feet (.78 acres). The Planning staff has no objection to the request conditioned upon the ownership issue being resolved, which must be done anyway to satisfy the lender's requirements for a mortgage. The Planning Board, at its meeting on June 11th, recommended to the Board of Commissioners to approve Mr. Hurdle's proposed addition of (a portion of) his back piece of property (Tax Parcel No. 5-0034-0050) to Tax Parcel No. 5-0034-0052, contingent on clarifying the issue of ownership through a deed, title and survey prior to the Board of Commissioners' meeting, which he has done.

Mr. Hurdle was present to answer any questions. The Chair opened the floor for public comments:

- **Commissioner Hobbs** asked if there was any other property available. Mr. Hurdle said that there wasn't any other property available.
- **Commissioner Peeler** asked if there would be a problem with the farmer having access to the property behind this property. They did not think that it would.

There being no further comments or questions from the public or the Board, the Chair closed the public hearings at 7:00 p.m. and proceeded with the Regular Meeting.

AGENDA

The Agenda, as amended, was unanimously approved on motion made by Benjamin C. Hobbs, seconded by Tammy Miller-White. Commissioner Peeler asked if items VI.B. and VI.C. could be combined since they are discussing the same matter. Chair Cole explained that action would be taken on the one issue but two individuals are speaking to the matter at hand. Mr. Peeler was okay with this.

CONSENT AGENDA

The following items were considered to be routine and were unanimously approved on motion made by Tammy Miller-White, seconded by Edward Muzzulin.

1. **Approval of Minutes:** June 3, 2013 Regular Meeting and June 17, 2013 Special Called Meeting
2. **Tax Releases Approvals**

PERQUIMANS COUNTY TAX REFUND:

VW Credit Leasing, Ltd...... **\$107.45**
 Vehicle traded in; Plate turned in on 1/3/13; Plate expires 12/31/13; 1-month refund, Lic #BHF7011; 2013 Volk. 4S. Account Number: 8087676.

PERQUIMANS COUNTY TAX RELEASE:

McDougald, Jr., Joseph Donald **\$102.56**
 Vehicle located in Camden County. Lic. #BHR8025; 2013 Chevrolet MP. Account Number: 8087845.

3. **Personnel Matters:**

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Brian Pauli, Jr.	EMT-B – Fill-In	Appointment	63/1	\$13.27/hour	7/1/2013
Angela Jordan	Social Work Supervisor III	Leave Without Pay		5 days	7/22/2013

4. **Board Appointments:**

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Bastek, Bob	Local Library Board	Reappointment	4 yrs.	7/1/2013
Mathews, Darla	Local Library Board	Reappointment	4 yrs.	7/1/2013
Byrum, William	Local Library Board	Resignation		6/3/2013
Dalton, Nicole	Recreation Advisory Committee - At Large	Reappointment	3 yrs.	7/1/2013
Congdon, Steav	Recreation Advisory Committee - Winfall	Reappointment	3 yrs.	7/1/2013
Holman, Lillian	Senior Tarheel Regional Advisory Board	Reappointment	1 yr.	7/1/2013
Jones, Kyle	Social Services Board	Reappointment	3 yrs.	7/1/2013

JARVIS WINSLOW, EMERGENCY MANAGEMENT COORDINATOR

Mr. Winslow brought to the attention of the Board that the equipment for the Water Rescue Team is in bad shape. The 25' Whaler that the County obtained is no longer operational. He said we have this \$35,000 asset that cannot even be used. The last few times that the team has been called out they had to use a private citizen's boat. He said that he was able to purchase a boat trailer through grant funding. Mr. Winslow is recommending to the Board that they move the Water Rescue assets from Rescue Squad to Emergency Management so that he could maintain the equipment the way it should. Commissioner Muzzulin requested a list of assets that Water Rescue had. Mr. Winslow said that he did not have a complete list tonight but would e-mail a copy to Mr. Muzzulin. Mr. Winslow has talked with Mark Symons and County Manager Heath and Mr. Symons agrees with this request. County Manager Heath made a few comments in support of his request with the understanding that we will need to keep it within his budget. After some discussion, Benjamin C. Hobbs made a motion to move the Water Rescue assets from Rescue Squad to Emergency Management. The motion was seconded by Edward R. Muzzulin with an addition of requesting a list of these assets. Mr. Hobbs agreed with the addition that Mr. Muzzulin made. The motion, as amended, was unanimously approved by the Board. Chair Cole said that she feels that the new Emergency Oversight Committee should look into this more comprehensively.

JOHN & KATHY SUNTATO, 158 MARINER'S COURT, HERTFORD, NC

Ms. Suntato had provided additional information in their Agenda Packets for their No Wake Zone in Bethel Creek that the Board requested at last month's meeting. She provided additional signatures at the meeting. The Board thanked her for her diligence in obtaining this information. She then turned it over to Mel Adkins.

MEL ADKINS, 285 RIVERFRONT DRIVE, HERTFORD, NC

Mr. Adkins had asked to speak on the No Wake Zone. He stated that he concurred with the Suntato's request to place a No Wake Zone in Bethel Creek citing various other reasons.

NO WAKE ZONE – BETHEL CREEK

Chair Cole asked if the Board had any questions or comments regarding the proposed No Wake Zone in Bethel Creek. The following comments/questions were made:

- **Chair Cole** asked about what percentage of the property owners did they get signatures from. Ms. Suntato said about 90%.
- **Commissioner Jones** asked if the wakes were higher than from a thunderstorm. Ms. & Mrs. Suntato said that they were. He also asked if these boats that were causing the wakes were just boats or did they have skiers behind them. They said that it is usually just boats since it is rather narrow to have skiers there.

On motion made by Edward R. Muzzulin, seconded by Tammy Miller-White, the Board unanimously approved to move forward with the Public Hearing in August.

HOMERIA JENNETTE, TELECOMMUNICATIONS

Ms. Jennette presented her monthly and quarterly reports. She said that the change in the State Highway Patrol centers started today and she has seen an increase in their calls.

BILL JENNINGS, TAX ADMINISTRATOR

Bill Jennings presented his monthly report. Mr. Jennings further stated that the Tax & Tag Bill went into effect on Saturday. Commissioner Miller-White asked about SB #490 which NCACC had mentioned should be a bill of interest for the Counties. She asked if this would impact us in any way. Mr. Jennings and County Manager Heath said that it probably would not impact us at all.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

There were no Commissioners' Concerns/Committee Reports.

UPDATES

County Manager Heath updated the Board on the following projects:

Water System Projects: County Manager Heath reported that they did a 20,000 gallon test on our water system and the RO plant. It worked great. We are ready to accept water in September and we came in under budget which is because of the great work that Bill Diehl and George Raper did. 2794

Jail Project: Commissioner Muzzulin highlighted the following items on his Albemarle District Jail (ADJ) Report: (1) Federal inmate count for June was 48 (there were 31 in May); (2) The ADJ Committee reaffirmed an e-mail approval to purchase a new Carrier Chiller to replace a defective Trane Chiller at cost of \$135,552.24 installed – monies taken from reserves; (3) Department of Corrections School is scheduled for June 28th through August 2nd. When this class is finished the staffing level will have no openings except for the Administrator; and (4) A public hearing was held for the 2013/2014 budget and it was approved with no public comment.

ECBH Board: Chair Cole stated that they had to come up with a new way that complies with the new law that was passed last year and becomes effective October 1, 2013. They basically devised a plan – a lottery system – to determine which nineteen counties will be represented by a Commissioner. Perquimans County was included in that group for a two year term. They now have the responsibility of determining who will be appointed to fill the other Board position

PLANNING BOARD ITEMS

Donna Godfrey, County Planner, presented the following items for Board action:

Recombination Request by Earl Foreman: A Public Hearing was held earlier in the meeting on the recombination request of Earl Foreman to Recombine Lots 218, 219, 220, 251, 252, and 253 in "Southern Shores" Subdivision into one single lot. Subject properties located at 114 Fourth Avenue (formerly 117 Third Avenue) and 113 Third Avenue and known as Tax Parcel Numbers 2-D072-0218-EC and 2-D072-0251-EC (in RA-25 Zone). Tammy Miller-White made a motion that, considering the following Section 206 Findings & Section 701(a) exemption criteria, a motion is hereby made to approve Case No. NZV-13-03 to recombine Tax Parcels Nos. 2-D072-0251-EC and -0218-EC into one single 24,000-square foot lot located at 113 Third Avenue (SR 1361), conditioned upon removal of one of the two singlewide units currently situated on the subject property and compliance with minimum building setbacks:

The County Board of Commissioners may, on recommendation from the Planning Board, authorize a variance from these regulations when, in its opinion, undue hardship may result from strict compliance. In granting any variance, the Planning Board shall make the findings required below, taking into account the nature of the proposed subdivision, the existing use of land in the vicinity, the number of persons to reside or work in the proposed subdivision and the probable effect of the proposed subdivision upon traffic conditions in the vicinity. No variance shall be granted unless the County Board of Commissioners finds:

- a) That there are special circumstances or conditions affecting said property such that the strict application of the provisions of this ordinance would deprive the applicant of the reasonable use of his land.
- b) That the variance is necessary for the preservation and enjoyment of a substantial property right of the petitioner.
- c) That the circumstances giving rise to the need for the variance are peculiar to the parcel and are not generally characteristic of other parcels in the jurisdiction of this ordinance, and
- d) That the granting of the variance will not be detrimental to the public health, safety, and welfare or injurious to other property in the territory in which said property is situated.

The motion was seconded by Benjamin C. Hobbs and unanimously approved by the Board.

Recombination Request by Carlson W. Hurdle: A Public Hearing was held earlier in the meeting on the recombination request by Carlson W. Hurdle for recombination request to add square footage to existing lot resulting in 29,517 square foot lot located at 206 Chapanoke Road (SR 1225), known as Tax Parcel Nos. 5-0034-0052 and portion of 5-0034-0050 (in RA Zone). Matthew Peeler made a motion that, considering the following Section 206 Findings & Section 701(a) exemption criteria, a motion is hereby made to approve Case No. NZV-13-04 to recombine Tax Parcel No. 5-0034-0052 and a portion of 5-0034-0050 into one 29,517 square foot lot located at 206 Chapanoke Road (SR 1225), conditioned upon resolving the ownership issue through a deed, title and survey:

The County Board of Commissioners may, on recommendation from the Planning Board, authorize a variance from these regulations when, in its opinion, undue hardship may result from strict compliance. In granting any variance, the Planning Board shall make the findings required below, taking into account the nature of the proposed subdivision, the existing use of land in the vicinity, the number of persons to reside or work in the proposed subdivision and the probable effect of the proposed subdivision upon traffic conditions in the vicinity. No variance shall be granted unless the County Board of Commissioners finds:

- a) That there are special circumstances or conditions affecting said property such that the strict application of the provisions of this ordinance would deprive the applicant of the reasonable use of his land.
- b) That the variance is necessary for the preservation and enjoyment of a substantial property right of the petitioner.
- c) That the circumstances giving rise to the need for the variance are peculiar to the parcel and are not generally characteristic of other parcels in the jurisdiction of this ordinance, and
- d) That the granting of the variance will not be detrimental to the public health, safety, and welfare or injurious to other property in the territory in which said property is situated.

The motion was seconded by Tammy Miller-White and unanimously approved by the Board.

ANNUAL CONTRACTS

The following annual contracts were considered for action:

Senior Nutrition Contract: County Manager Heath explained that this contract is between Perquimans County and Albemarle Commission to handle the Senior Nutrition Program at the Senior Center. The cost is \$8,781.21 for FY 2013-2014. On motion made by Tammy Miller-White, seconded by Edward R. Muzzulin, the Board unanimously approved the Senior Nutrition Contract for FY 2013-2014 at \$8,781.21.

Water Management Contract: County Manager Heath explained that this contract is between Perquimans County and Dwane Hinson to handle water management consulting services to meet the water management needs in Perquimans County. And it has the option to extend on an annual basis. On motion made by Benjamin C. Hobbs, seconded by Matthew Peeler, the Board unanimously approved to extend the Water Management Contract with Dwane Hinson for another year at a cost of an average of 12 hours per week at a fee of \$30.00 per hour plus a mileage supplement of 50.5 cents per mile.

Public Information Officer Contract: County Manager Heath presented the FY 2013-2014 contract with Thomas Ponte who is our Public Information Officer for Perquimans County Emergency Management. On motion made by Edward R. Muzzulin, seconded by Matthew Peeler, the Board unanimously approved the following annual contract:

AGREEMENT

Agreement is hereby made between Perquimans County, North Carolina and Thomas Morris Ponte as set forth below according to the following terms, conditions and provisions.

1. Identity of Client Perquimans County Emergency Management
159 Creek Drive
Winfall, NC 27985

2795 July 15, 2013 continued

2. Identity of Contractor Thomas Morris Ponte
111 Green Ct W
Hertford, NC 27944
3. Work to be Performed Contractor agrees to provide services as the Public Information Officer for Perquimans County Emergency Management on a best efforts basis. This will include serving as media contact for planned events (exercises); emergencies and as a representative for any seminars, conferences or meetings involving Public Information for Perquimans County Emergency Management.
4. Terms of Payment Client shall pay the Contractor the sum of \$100.00 per month.
5. Expenses Client shall not be liable for any expenses paid or incurred by Contractor unless agreed to in writing.
6. Terms of Agreement The effective date of this agreement shall be July 1, 2012 and will terminate on June 30, 2013 and shall be renewed on a yearly basis. This contract can be terminated by either party with thirty (30) days written notice to the other party.

Client: Perquimans County Emergency Management

By: _____ Date: June 18, 2013

Contractor: Thomas M. Ponte

By: Thomas M. Ponte Date: June 18, 2013

Economic Development Consultant Contract: County Manager Heath presented the FY 2013-2014 contract with Dave Goss who is our Economic Development Consultant. The cost is \$1,614.50 per month for FY 2013-2014 plus the 2% annual percentage wage increase given to County employees. On motion made by Edward R. Muzzulin, seconded by Matthew Peeler, the Board unanimously approved the following annual contract:

**DAVID N. GOSS
Economic Development Consultant
125 Cashie Drive
Hertford, NC 27944**

June 10, 2013

Frank Heath
County Manager
Perquimans County
P.O. Box 45
Hertford, NC 27944

Dear Frank:

Described below is a proposal [for the period July 1, 2013 through June 30, 2014] for me to continue to provide economic development consulting services to Perquimans County.

Work Program

- Serve as Perquimans County's primary point of contact for perspective economic development inquiries.
- Provide staff liaison with the North Carolina Seafood Industrial Park Authority [NCSIPA] in the development of a marine industrial park within the Commerce Centre. During this fiscal year this activity will be primarily focused seeking potential businesses for the marine industrial.
- Plan to attend the International Workboat Show in New Orleans in October with NCSIPA and NC Department of Commerce representatives if funding is available.
- Continue to market the Perquimans County Commerce Centre to a variety of potential companies, but with a priority focus on marine, alternative energy, construction-related, and entrepreneurial entities.
- Continue to assist in the implementation of Hertford's NC Small Towns Economic Prosperity [STEP] initiative.
- Continue to support the implementation of "last mile" fiber broadband service within Perquimans County in cooperation with applicable state, regional and local resources.
- Assist the Perquimans Chamber of Commerce in creating a virtual Small Business Resource Center and provide resource services, as needed, to potential uses of the center to create and/or grow new small businesses.
- Assist County Manager with negotiations and follow-up with potential Commerce Centre land buyers and, where applicable, support buyers in their acquisition and development processes.
- Continue to be an active participant in the regional marketing efforts of the North Carolina Northeast Commission's Northeast Economic Developers [N.E.E.D] group if it is still in existence during the next state fiscal year.
- Assist Hertford and Winfall officials in their economic development initiatives (e.g., the leasing or sale of the Don Juan building; tourism-related programs) when authorized by the EDC.
- Where applicable, assist in the preparation of North Carolina economic development grant/loan applications for existing and potential businesses in Perquimans County.
- Assist Commerce Centre site buyers in the design and implementation of workforce development programs, if necessary, in cooperation with the Albemarle Commission, COA and ECSU's SBTDC programs.
- Present periodic oral reports to the Board of Commissioners.
- Have an annual review of projects and evaluation of progress and performance with the County Manager.
- Undertake special projects as requested by the County Manager and/or the EDC.

Compensation

My proposed compensation for the above Work Program would be a retainer fee of \$1,614.50 a month [current compensation] that would cover my time and travel-related costs within the region. Because of the current revenue problems facing the County, I am not requesting an increase in my retainer fee. However, if County employees are given an annual percentage wage increase during the 2013-14 fiscal year, I request that this monthly retainer fee be increased by the same percentage amount. Not included would be any travel-related costs outside the region, membership fees for relevant economic development-related organizations and registration fees for trade shows/economic development conferences that I have authorization to attend from the County.

I continue to appreciate and enjoy the economic development consulting relationship I have had with Perquimans County. I look forward to a continuing productive relationship over the 12-month period from July 1, 2013 through June 30, 2014.

Sincerely,

David N. Goss

David N. Goss
(252) 426-3188

Frank Heath
Perquimans County Manager

Administrator of Community-Based Youth Gang Violence Prevention Program Contract & Administrator of Restitution/Community Service Program Contract: County Manager Heath presented this contract between Perquimans County and Clayton Griffin who administers the Community-Based Youth Gang Prevention Grant Program. The cost is \$2,500 per month beginning on 1st of July through June 25, 2014. In addition, County Manager Heath explained that the second contract is between Perquimans County and Clayton Griffin who administers the Restitution/Community Service Program. The cost is \$10,800 per year. On motion made by Tammy Miller-White, seconded by Edward R. Muzzulin, the Board unanimously approved the following contracts with Clayton Griffin:

NORTH CAROLINA

CONTRACT FOR SERVICES

PERQUIMANS COUNTY

THIS AGREEMENT made and entered into this the 1st day of July, 2013, by and between PERQUIMANS COUNTY, hereinafter referred to as "the County", and CLAYTON H. GRIFFIN, SR., hereinafter referred to as the "Provider";

WITNESSETH:

THAT WHEREAS the County has received a State Grant from the North Carolina Department of Juvenile Justice and Delinquency Prevention to finance the Community-Based Youth Gang Violence Prevention Program; and

WHEREAS the County and the Provider wish to enter into an agreement, by which the Provider will provide Community-Based Youth Gang Violence Prevention services as an independent contractor;

NOW, THEREFORE, PERQUIMANS COUNTY and CLAYTON H. GRIFFIN, SR., agree as follows:

1. RESPONSIBILITIES OF THE PROVIDER.

a. As Provider, Clayton H. Griffin, Sr. will administer the Community-Based Youth Gang Violence Prevention Program in Perquimans County according to State of North Carolina guidelines.

b. As Provider, Clayton H. Griffin, Sr. will promptly complete and deliver all paperwork, including, but not limited to, monthly billings to the State, to be signed by the County Manager or Finance Officer of Perquimans County.

c. As Provider, Clayton H. Griffin, Sr. shall, during each fiscal year, make two (2) presentations to the Perquimans County Board of Commissioners as to the performance of the Community-Based Youth Gang Violence Prevention Program in Perquimans County.

2. TERM.

Unless sooner terminated, the term of this contact shall be for the period beginning July 1, 2014 and continuing through June 30, 2014. The Provider will provide a minimum of 32 hours per week, of which 11 hours are funded by JCPC/OJJ funding, except when he is observing County holidays. All holidays observed by the County shall be observed by the Provider.

3. CONTRACT PRICE.

Perquimans County shall pay the Provider as follows: \$2,500.00 monthly beginning on the 25th of July and on the 25th day of every month thereafter through June 25, 2014. If this contract is terminated prior to June 30, 2014, the Provider shall be paid through the date of termination, but not for any time thereafter.

4. TERMINATION.

This contract may be terminated at any time by the County of Perquimans or by the Provider, Clayton H. Griffin, Sr., upon written notice to the other.

5. WORKERS' COMPENSATION.

The Provider will be covered under Perquimans County's Workers' Compensation Program for the period of time covered by this Agreement.

6. FICA AND TAXES.

The Provider will be required to record and pay all of his Social Security taxes and to file and pay all of his North Carolina and Federal Income taxes.

7. INDEPENDENT CONTRACTOR.

The Provider, Clayton H. Griffin, Sr., shall at all times under this Agreement be considered an independent contractor with Perquimans County. The Provider understands that under this contract he is not a county employee and he shall not be eligible for any of the benefits of the employees of Perquimans County and that he shall not come under the rules of the Perquimans County personnel policy.

IN WITNESS WHEREOF, PERQUIMANS COUNTY has caused this agreement to be executed, in duplicate originals, by the Chairman of its Board of Commissioners and attested by the Clerk to the Board, and its seal to be hereunto affixed, the day and year first above written, and CLAYTON H. GRIFFIN, SR., has hereunto set his hand and seal, in duplicate originals, the day and year first above written.

PERQUIMANS COUNTY

By: _____
Chairman, Board of Commissioners of
Perquimans County

ATTEST:

Clerk to the Board

CLAYTON H. GRIFFIN, SR.

NORTH CAROLINA

PERQUIMANS COUNTY

I, _____, a Notary Public of the County and State aforesaid, certify that Mary P. Hunnicutt, personally came before me this day and acknowledged that she is Clerk to the Board of the Commissioners of Perquimans County, and that by authority duly given and as the act of said Board, the foregoing instrument was signed in its name by its Chairman, sealed with is corporate seal and attested by her as its Clerk.

Witness my hand and official stamp or seal, this _____ day of _____, 2013.

My commission expires: _____

Notary Public

NORTH CAROLINA

PERQUIMANS COUNTY

I, _____, a Notary Public of the County and State aforesaid, certify that CLAYTON H. GRIFFIN, SR., personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official stamp or seal, this _____ day of _____, 2013.

My commission expires: _____

Notary Public

NORTH CAROLINA

CONTRACT FOR SERVICES

PERQUIMANS COUNTY

THIS AGREEMENT made and entered into as of July 1, 2013, by and between PERQUIMANS COUNTY, hereinafter referred to as "the County", and CLAYTON H. GRIFFIN, SR., hereinafter referred to as the "Provider";

WITNESSETH:

THAT WHEREAS the State of North Carolina has a program called the Restitution/ Community Service Program whereby juveniles who have been found delinquent engage in work in order to earn money which is then paid as restitution for their delinquent offense or offenses and/or engage in community service for said offense or offenses; and

WHEREAS the County is seeking to employ the Provider for the administration of the Restitution/Community Service Program in Perquimans County; and

THAT WHEREAS the Provider, as an independent contractor, is prepared to serve as the part-time Program Administrator for the Restitution/Community Service Program in Perquimans County; and

WHEREAS the County is eligible to receive a State Grant to finance the Restitution/ Community Service Program; and

WHEREAS the County and the Provider wish to enter into an agreement, by which the Provider will provide services as an independent contractor administering the Restitution/ Community Service Program for Perquimans County; and

NOW, THEREFORE, PERQUIMANS COUNTY and CLAYTON H. GRIFFIN, SR., agree as follows:

1. RESPONSIBILITIES OF THE PROVIDER.

(A) As Provider, Clayton H. Griffin, Sr. will administer the Restitution/ Community Services Program in Perquimans County according to State of North Carolina guidelines.

(B) As Provider, Clayton H. Griffin, Sr. will promptly complete and deliver all paperwork, including, but not limited to, monthly Client Tracking Forms (CTF) data to the State.

(C) As Provider, Clayton H. Griffin, Sr. shall, during each fiscal year, make two (2) presentations to the Perquimans County Board of Commissioners as to the performance of the Restitution/Community Service Program in Perquimans County.

2. TERM.

Unless sooner terminated, the term of this contact shall be for the period beginning July 1, 2013 and continuing through June 30, 2014. The Provider will provide services to complete the Restitution/Community Service Program as needed, except when he is observing County holidays. All holidays observed by the County shall be observed by the Provider.

3. CONTRACT PRICE.

Perquimans County shall pay to the Provider, the total of \$10,800.00, and represents 12 hours per week, which shall be paid as follows: \$900.00 on the 25th day of every month thereafter through June 25, 2014. If this contract is terminated prior to June 30, 2014 the Provider shall be paid through the date of termination, but not for any time thereafter.

4. TERMINATION.

This contract may be terminated at any time by the County of Perquimans or by the Provider, Clayton H. Griffin, Sr., upon written notice to the other.

5. WORKERS' COMPENSATION.

The Provider will be covered under Perquimans County's Workers' Compensation Program for the period of time covered by this Agreement.

6. FICA AND TAXES.

The Provider will be required to record and pay all of his Social Security taxes and to file and pay all of his North Carolina and Federal Income taxes.

7. INDEPENDENT CONTRACTOR.

The Provider, Clayton H. Griffin, Sr., shall at all times under this Agreement be considered an independent contractor with Perquimans County. The Provider understands that under this contract he is not a county employee and he shall not be eligible for any of the benefits of the employees of Perquimans County and that he shall not come under the rules of the Perquimans County personnel policy.

IN WITNESS WHEREOF, PERQUIMANS COUNTY has caused this agreement to be executed, in duplicate originals, by the Chairman of its Board of Commissioners and attested by the Clerk to the Board, and its seal to be hereunto affixed, the day and year first above written, and CLAYTON H. GRIFFIN, SR., has hereunto set his hand and seal, in duplicate originals, the day and year first above written.

PERQUIMANS COUNTY

By: _____
Chairman, Board of Commissioners of
Perquimans County

ATTEST:

Clerk to the Board

CLAYTON H. GRIFFIN, SR.

NORTH CAROLINA

PERQUIMANS COUNTY

I, _____, a Notary Public of the County and State aforesaid, certify that Mary P. Hunnicutt, personally came before me this day and acknowledged that she is Clerk to the Board of the Commissioners of Perquimans County, and that by authority duly given and as the act of said Board, the foregoing instrument was signed in its name by its Chairman, sealed with its corporate seal and attested by her as its Clerk.

Witness my hand and official stamp or seal, this _____ day of _____, 2013.

My commission expires: _____

Notary Public

NORTH CAROLINA

PERQUIMANS COUNTY

I, _____, a Notary Public of the County and State aforesaid, certify that CLAYTON H. GRIFFIN, SR., personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official stamp or seal, this _____ day of _____, 2013.

My commission expires: _____

Notary Public

NCACC ANNUAL CONFERENCE VOTING DELEGATE

On motion made by Benjamin C. Hobbs, seconded by Tammy Miller-White, the Board unanimously appointed Janice McKenzie Cole as the Voting Delegate to the NCACC Annual Conference in August.

PERSONNEL MATTERS

County Manager Heath stated that these personnel matters came to us after the Agenda Packet was mailed and could not be included in the Consent Agenda:

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
David Noble	Athletic Program Supervisor	Appointment	64/1	\$28,844	7/8/2013

On motion made by Benjamin C. Hobbs, seconded by Matthew Peeler, the Board unanimously approved the above appointment of David Noble to the Athletic Program Supervisor's position effective July 8, 2013.

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Sharon Gordon	Part-Time Telecommunicator	Resignation			6/28/13

On motion made by Edward R. Muzzulin, seconded by Matthew Peeler, the Board unanimously approved the above resignation of Sharon Gordon as a Part-Time Telecommunicator.

APPOINTMENT: RECREATION ADVISORY BOARD – TOWN OF HERTFORD REPRESENTATIVE

On motion made by Tammy Miller-White, seconded by Matthew Peeler, the Board unanimously approve the reappointment of Pam Hurdle to a three-year term as the Town of Hertford’s Representative on the Recreation Advisory Board effective July 1, 2013. County Manager Heath stated that these personnel matters came to us after the Agenda Packet was mailed and could not be included in the Consent Agenda:

BUDGET AMENDMENT NO. 1

On motion made by Matthew Peeler, seconded by Tammy Miller-White, the Board unanimously approved the following Budget Amendment No. 1:

**BUDGET AMENDMENT NO. 1
PHASE III FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
60-397-001	Bank Loan Funds	196,643	
60-500-721	Water Plant/RO Project	52,540	
60-500-040	RO – Engineering	7,726	
60-500-741	Capital Outlay	11,680	
60-500-740	Capital Outlay – Equipment	124,697	
EXPLANATION: To bring forward unspent Escrow Funds for RO Project.			

PUBLIC COMMENTS

There were no public comments.

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned at 7:50 p.m. on motion made by Matthew Peeler, Edward R. Muzzulin, seconded by Tammy Miller-White.

Janice McKenzie Cole, Chair

Clerk to the Board

SPECIAL CALLED MEETING

July 15, 2013

7:00 p.m.

The Perquimans County Board of Commissioners met in a Special Called Meeting on Monday, July 15, 2013, at 7:00 p.m. in the Commissioners’ Room located on the first floor of the Perquimans County Courthouse Annex.

MEMBERS PRESENT: Janice McKenzie Cole, Chair Edward R. Muzzulin, Vice Chair
Benjamin Hobbs Tammy Miller-White
Matthew Peeler Kyle Jones

MEMBERS ABSENT: None

OTHERS PRESENT: Frank Heath, County Manager/Deputy Clerk to the Board

After the Chair called the meeting to order, Commissioner Muzzulin gave the invocation and the Chair led the Pledge of Allegiance.

AGENDA

The Agenda was unanimously approved on motion made by Tammy Miller-White, seconded by Matthew Peeler.

CDBG ADMINISTRATION CONTRACT

County Manager Heath explained that Request for Proposals had been sent out a couple of times for the administrator of the CDBG Grant Fund. Carolyn Morris was the only proposal that we received. Therefore, he was recommended that the contract to administer the CDBG Funds be awarded to Carolyn Morris at a total of not to exceed \$29,500. On motion made by Tammy Miller-White, seconded by Edward R. Muzzulin, the Board unanimously approved the CDBG Administration Contract with Carolyn Morris.

JCPC CERTIFICATION FOR FY 2013-14/INTER-AGENCY COUNCIL APPOINTMENTS

County Manager Heath presented the following Juvenile Crime Prevention Council Certification and Council Appointments for FY 2013-14:

NC Department of Public Safety, Division of Juvenile Justice
Juvenile Crime Prevention Council Certification

Fiscal Year: 2013 -2014

County: Perquimans Date: July 2, 2013

CERTIFICATION STANDARDS

STANDARD #1 - Membership

- A. Have the members of the Juvenile Crime Prevention Council been appointed by county commissioners? Yes
- B. Is the membership list attached? Yes
- C. Are members appointed for two year terms and are those terms staggered? Yes
- D. Is membership reflective of social-economic and racial diversity of the community? Yes
- E. Does the membership of the Juvenile Crime Prevention Council reflect the required positions as provided by N.C.G.S. §143B-846? Yes

If not, which positions are vacant and why?

No Chief of Police or Substance Abuse Professional; DA or Juvenile Defense Attorney

STANDARD #2 - Organization

- A. Does the JCPC have written Bylaws? Yes
 - B. Bylaws are attached or on file (Select one.) Yes
 - C. Bylaws contain Conflict of Interest section per JCPC policy and procedure. Yes
 - D. Does the JCPC have written policies and procedures for funding and review? Yes
 - E. These policies and procedures attached or on file. (Select one.)
 - F. Does the JCPC have officers and are they elected annual? Yes
- JCPC has: Chair; Vice-Chair; Secretary; Treasurer.

STANDARD #3 - Meetings

- A. JCPC meetings are considered open and public notice of meetings is provided. Yes
- B. Is a quorum defined as the majority of membership and required to be present in order to conduct business at JCPC meetings? Yes
- C. Does the JCPC meeting bi-monthly at a minimum? Yes
- D. Are minutes taken at all official meetings? Yes
- E. Are minutes distributed prior to or during subsequent meetings Yes

STANDARD #4 - Planning

- A. Does the JCPC conduct an annual planning process which includes a needs assessment, monitoring of programs and funding allocation process? Yes
- B. Is this Annual Plan presented to the Board of County Commissioners and to the Division of Juvenile Justice? Yes
- C. Is the Funding Plan approved by the full council and submitted to Commissioners for their approval? Yes

STANDARD #5 - Public Awareness

- A. Does the JCPC communicate the availability of funds to all public and private nonprofit agencies which serve children or their families and to other interested community members? REP, distribution list, and article attached) Yes
- B. Does the JCPC complete an annual needs assessment and make that information available to agencies which serve children or their families, and to interested community members? Yes

STANDARD #6 — No Overdue Tax Debt

- A. As recipient of the county DJJ allocation, does the County certify that it has no overdue tax debts, as defined by N.C.G.S. §105-243 (1), at the Federal, State, or local level? Yes

Briefly outline the plan for correcting any areas of standards non-compliance.

The JCPC did not hold any funds aside for Certification for 2013-14. All JCPC funds have been allocated to programs.

Having complied with the Standards as documented herein, the Juvenile Crime Prevention Council may use up to \$15,500 of its annual Juvenile Crime Prevention fund allocation to cover administrative and related costs of the council. Attach Line Item Budget Information and Budget Narrative sheets detailing the expenditure budget. The JCPC Certification **must be received by June 30, 2012.**

**JCPC Administrative Funds
SOURCES OF REVENUE**

DJJ	0
Local	0
Other	0
Total	0

Gail White 7/2/2013
 JCPC Chairperson Date

Chairman, Board of County Commissioners Date

Chief Deputy Secretary or Designee, Division of Juvenile Justice Date

Juvenile Crime Prevention Council Certification (cont'd)

Perquimans County FY 2013-14

Instructions: N.C.G.S. § 14313-846 specifies suggested members be appointed by county commissioners to serve on local Juvenile Crime Prevention Councils. In certain categories, a designee may be appointed to serve. Please indicate the person appointed to serve in each category and his/her title. Indicate appointed members who are designees for named positions. Indicate race and gender for all appointments.

Specified Members (G.S. 147-33.61)	Name	Title	Designee	Race	Gender
1) School Superintendent or designee	Dr. Dwayne Stallings	Superintendent	<input type="checkbox"/>	w	m
2) Chief of Police	n/a		<input type="checkbox"/>		
3) Local Sheriff or designee	Eric Tilley	Sheriff	<input type="checkbox"/>	w	m
4) District Attorney or designee	Vacant		<input type="checkbox"/>		
5) Chief Court Counselor or designee	Sherri Ellington	Chief	<input type="checkbox"/>	w	f
6) Director, AMH/DD/SA, or designee	Tracey Webster	SOC	<input checked="" type="checkbox"/>	b	f
7) Director DSS or designee	Susan Chaney	Director	<input type="checkbox"/>	w	f
8) County Manager or designee	Frank Heath	County Manager	<input type="checkbox"/>	w	m
9) Substance Abuse Professional	n/a		<input type="checkbox"/>		
10) Member of Faith Community	Rev. Ann Vaughn	HOPE CDC	<input type="checkbox"/>	b	f
11) County Commissioner	Kyle Jones	Commissioner	<input type="checkbox"/>	w	m
12) Two persons under age 18 (State Youth Council Representative, if available)	tbd		<input type="checkbox"/>		
	tbd		<input type="checkbox"/>		
13) Juvenile Defense Attorney	Vacant		<input type="checkbox"/>		
14) Chief District Judge or designee	Hon. Robert Trivette	District Court Judge	<input checked="" type="checkbox"/>	w	m
15) Member of Business Community	Hattie Sharp	RHEMA Director	<input type="checkbox"/>	b	f
16) Local Health Director or designee	Jessica Wilson	Child Services	<input type="checkbox"/>	w	f
17) Rep. United Way/other non-profit	Janet Stone- Nielson	Albemarle Hope Line	<input type="checkbox"/>	w	f
18) Representative/Parks and Rec.	Howard Williams	Director	<input type="checkbox"/>	w	m
19) County Commissioner appointee	Gail White	Dir. Perquimans H/A	<input type="checkbox"/>	w	f
20) County Commissioner appointee	Catherine Harris	School Social Worker	<input type="checkbox"/>	b	f
21) County Commissioner appointee	Leo Higgins	Perquimans 20/20	<input type="checkbox"/>	w	m

Specified Members (G.S. 147-33.61)	Name	Title	Designee	Race	Gender
22) County Commissioner appointee	Clayton Griffin	Director, Restitution/MF	<input type="checkbox"/>	b	m
23) County Commissioner appointee	Peter Leroy	Chairman, Perquimans 20/20	<input type="checkbox"/>	w	m
24) County Commissioner appointee	Eva Anderson	Court Counselor	<input type="checkbox"/>	b	f
25) County Commissioner appointee			<input type="checkbox"/>		

On motion made by Benjamin C. Hobbs, seconded by Edward R. Muzzulin, the Board unanimously approved the FY 2013-2014 JCPC Certification and the Juvenile Crime Prevention Council Members.

ECONOMIC IMPROVEMENT COUNCIL (EIC) BOARD MEMBER RESIGNATION

County Manager Heath presented the letter of resignation from Virgie Whitehurst effective July 18, 2013. Ms. Whitehurst’s three-year term is due to expire on August 31, 2014. The Board will need to accept her resignation and, if possible, appoint someone else to her seat. On motion made by Benjamin C. Hobbs, seconded by Edward R. Muzzulin, the Board unanimously accepted Ms. Whitehurst’s resignation from EIC and appointed Tammy Miller-White to complete her term which expires on August 31, 2014.

ADJOURNMENT

There being no further comments or business to discuss, the Special Called Meeting was adjourned and the Regular Work Session began on motion made by Edward R. Muzzulin, seconded by Matthew Peeler.

Janice McKenzie Cole, Chair

Deputy Clerk to the Board
