

Random:

Any employee of the County subject to the terms of this policy, as a result of a random test, with a verified positive controlled substance test result and/or a confirmed alcohol breath test with a confirmed test result of 0.04 or greater will be subject to disciplinary action up to and including termination. If terminated, employee will be referred to a qualified substance abuse professional.

If the confirmed alcohol breath test result is 0.02 or greater but less than 0.04 the employee will be subject to disciplinary action including, but not necessarily limited to a twenty-four hour suspension followed by a retest of the employee's Breath Alcohol content at his or her expense.

Substance Abuse Professional Services:

In all cases with a verified positive controlled substance test result and/or a confirmed alcohol breath test result the employee will be referred to a Substance Abuse Professional (SAP) for evaluation, referral and treatment. The referral to the SAP applies even if the employee is terminated. The employee is responsible for any expense incurred under such treatment or rehabilitation subject any health insurance benefits which may apply.

If an employee should approach the County for assistance through rehabilitation for drug abuse or alcohol abuse prior to a testing request by the County, all possible and positive consideration for a medical leave of absence for treatment and/or counseling will be pursued. If an employee is terminated, the County will not be obligated to provide assistance beyond the last day of employment.

Supervisory Training as required will be provided all supervisors.

Educational materials as required will be provided to all employees in safety-sensitive positions.

Any questions regarding this policy should be directed to:

_____ N. Paul Gregory, Jr. _____ County Manager _____

County official designated to answer questions about this policy.

END OF ATTACHMENT C

WORK SESSION
September 16, 2024
7:00 p.m.

The Perquimans County Board of Commissioners Work Session on September 16, 2024, was cancelled.

REGULAR MEETING
October 7, 2024
7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, October 7, 2024, 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 Charles Woodard, Vice Chairman
Timothy J. Corprew Joseph W. Hoffler
T. Kyle Jones James W. Ward

MEMBERS ABSENT: None

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

Chairman Nelson called the meeting to order. Commissioner Woodard gave the invocation and Chairman Nelson led the Pledge of Allegiance. Chairman Nelson welcomed everyone to the meeting.

AGENDA

Chairman Nelson asked if there were any additions or corrections to the Agenda. There being none, Mr. Nelson asked for a motion to approve the Agenda as presented. Joseph W. Hoffler made a motion to approve the Agenda as presented. The motion was seconded by James W. Ward, 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, Charles Woodard made a motion to approve the Consent Agenda as presented. The motion was seconded by Timothy J. Corprew and unanimously approved by the Board.

- 1. **Approval of Minutes:** The Minutes of the September 3, 2024 Regular Meeting and the September 16, 2024 Regular Work Session (cancelled) were approved by the Board.
- 2. **Tax Refund / Release Approvals:**

Tax Releases (Perquimans County):

Lester, Sherri -----	\$972.40
Was not given the correct discount. Account No.: 265803.	
Lawrence, Grady & Betty -----	\$166.40
Owner of land does not own DW or fence. Account No.: 222900.	
Hamill, Rebecca -----	\$178.88
Land was billed out of land use in error. Account No.: 520195.	
Hamill, Rebecca -----	\$140.92
Reval firm added a homesite and a MH hookup in error. Account No.: 520195.	
Wittenberger, John -----	\$468.00
Boat was charged in Perquimans; Its situs is in Florida. Account No.: 266958.	
Franklin, Rodney M. -----	\$705.43
An incorrect amount was entered for Personal Property. Account No.: 259027.	
Morgan, Lloyd Ray & Gloria -----	\$384.80
Land use was not given for 2024. Account No.: 511520	

- Morris, James & Laurel**-----\$222.30
An incorrect amount was entered for Personal Property. Account No.: 428426.
- Knight, Melton & others**-----\$226.20
Reduction in revals assessment. Account No.: 538745.
- Harvey, Leigh**-----\$1,514.24
Value was changed in error. Account No.: 266178.
Vehicle totaled; 10-month refund. Account No.: 70736742.
- Nixon, William & Mary**-----\$274.04
Value was not changed in billing after appeal. Account No.: 512170.
- Hewitt, Joseph & Joanna**-----\$233.48
Value from appeal was not changed in billing. Account No.: 356320.
- Lowe, Preston & Margaret**-----\$267.28
Couple moved. SCE should have followed the new residence, not the old one. Account No.: 0539690.
- Tax Refunds (Perquimans County):**
- Kelly, Cayce**-----\$339.59
Sold vehicle; 12-month refund. Account No.: 72841661.
- White, John**-----\$159.86
Vehicle sold; 7-month refund. Account No.: 70978165.
- White, Wayne**-----\$257.01
Did not receive Disabled Discount for 2024. Account No.: 527788.
- Tax Release (Hertford):**
- Hewitt, Joseph & Joanna**-----\$233.48
Value from appeal was not changed in billing. Account No.: 356320.

3. **Personnel Matters:** The following personnel matters were approved by the Board:

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Rashequa Brooks	IMC I working against IMC II	Appointment	61/3	\$34,955	10/01/2024
Melanie Kirkman	IMC I working against IMC II	Appointment	61/3	\$34,955	10/01/2024
Roger Aiden Owen	Full-Time Non-Certified Telecommunicator	Appointment	60/1	\$31,857 / \$15.32/hr.	10/01/2024
Sara Harris	Part-Time/Fill-In EMT	Appointment	64/1	\$18.26/hr.	10/01/2024
Kallie Yates	Part-Time/Fill-In EMT	Appointment	64/2	\$18.72/hr.	10/01/2024
Jasmine Ratcliff	Full-Time EMT	Reclassification	64/1	\$37,990 / \$18.26/hr.	10/01/2024
Jennifer Whitehurst	Part-Time/Fill-In AEMT II	Reclassification	67/1	\$20.84/hr.	10/01/2024
Jared Turner	Full-Time AEMT II	Reclassification	67/4	\$46,662 / \$22.43/hr.	10/01/2024
Zachary Smith	Part-Time/Fill-In Paramedic I	Appointment	68/6	\$24.61/hr.	10/01/2024
Donna Vaughn	Part-Time/Fill-In Paramedic I	Appointment	68/2	\$22.33/hr.	10/01/2024
Nicole Anderson	Full-Time Paramedic II	Reclassification	69/6	\$53,504 / \$25.72/hr.	10/01/2024
Cody Chappell	Full-Time Paramedic II	Reclassification	69/4	\$50,955 / \$24.50/hr.	10/01/2024
James Wheeler	Full-Time Paramedic II	Reclassification	69/6	\$53,504 / \$25.72/hr.	10/01/2024
Paige Thompson	Full-Time Paramedic I	Resignation			10/01/2024
Paige Thompson	Part-Time/Fill-In Paramedic I	Reclassification	68/1	\$21.78/hr.	10/01/2024
Iasia Collier	Part-Time/Fill-In Telecommunicator I	Resignation			09/30/2024
Corinne Brinkley	IMC II	Resignation			10/16/2024

4. **Step/Merit Increases:**

Department Name	Employee Name	Classification	Grade/Step	New Salary	Effective Date
Social Services	Ken'eric Bell	Social Worker IA&T	70/2	\$50,711	10/01/2024
911	Camry Harris	Full-Time Telecommunicator	64/2	\$38,939 / \$18.72/hr.	10/01/2024
Sheriff's Office	Joshua Russell	Certified Deputy	68/2	\$46,437	10/01/2024

5. **Budget Amendment No. 7:** The following budget amendment was approved by the Board:

**BUDGET AMENDMENT NO. 7
COUNTY CONSTRUCTION FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
50-348-006	Perquimans Marine Park Basin	150,000	
50-000-724	Perquimans Marine Park Basin	150,000	
EXPLANATION: To amend FY 24-25 budget to include additional Golden Leaf funding to assist with shoreline stabilization.			

6. **Board Reappointments:** The following board reappointments were approved by the Board:

Name	Board/Committee	Action Taken	Term	Effective Date
Winslow, Wade	Board Trustees for Belvidere/Chappell Hill Fire Dept.	Reappointment	1 yr.	10/01/2024
Baker, Julian	Board Trustees for Belvidere/Chappell Hill Fire Dept.	Reappointment	1 yr.	10/01/2024
Hobbs, Benjamin	Board Trustees for Bethel Fire Dept.	Reappointment	1 yr.	10/01/2024
Mathews, Chad	Board Trustees for Bethel Fire Dept.	Reappointment	1 yr.	10/01/2024
Chappell, Laurence	Board Trustees for Durant's Neck Fire Dept.	Reappointment	1 yr.	10/01/2024
Nixon, Mack E.	Board Trustees for Durant's Neck Fire Dept.	Reappointment	1 yr.	10/01/2024
Ambrose, Chase	Board Trustees for Inter-County Fire Dept.	Reappointment	1 yr.	10/01/2024
Beard, J. R.	Board Trustees for Inter-County Fire Dept.	Reappointment	1 yr.	10/01/2024

7. **Miscellaneous Documents:** The following new county policies were approved by the Board:

- a. **NC-CO Perquimans FY24-FY26 Agreement with Maximus:** This Agreement is a three-year agreement with Maximus to develop a central services cost allocation plan. The total cost of the agreement is \$9,600 or \$3,200 for three years. The Board approved the Agreement with Maximum as presented.

RECOGNITION OF EMPLOYEES & INTROUCTION OF NEW EMPLOYEES

- A. **Recognition of Employees' Years of Service with the County:** Beginning June 1, 2022, the Board will recognize the employees who have been working with the County for 5, 10, 15, 20, etc. years. This month, the Board recognized the following employee:

Employee Name	Department	Employee Job Title	No. of Years	Effective Date
Steven Stallings	Water Department	Water Plant Operator II	5 years	10/01/2024

Mr. Stallings thanked the Board for the opportunity and that he has enjoyed working with the Water Department. The Board congratulated him and thanked him for his service.

- B. **Introduction of New Employee:** The following new employees were introduced tonight to the Board:

Department Head	Employee Name	Employee Job Title	Effective Date
Jackie Greene, Elections Director	Lisa Edwards	Deputy Director of Elections	09/01/2024

Department Head	Employee Name	Employee Job Title	Effective Date
Bill Jennings, Tax Administrator*	Katelyn Moody	Business Personal Property Clerk	09/01/2024
Jonathan Nixon, Emergency Services Director	Courtney Langley	Full-Time Certified Telecommunications II	08/01/2024
*Mr. Jennings was unable to be at the meeting tonight and will introduce Ms. Moody next month.			

After the employees made their comments, the Board welcomed them to Perquimans County.

COMMISSIONER’S CONCERNS/COMMITTEE REPORTS

The following commissioner’s concerns/committee reports were given:

- **Charles Woodard:** Mr. Woodard was asked to provide an update on the Perquimans County Museum. Our new curator of the Museum, Sid Eley, provided the following report for September, 2024:

Visitors: 57	Hours Opened: 52 hours (Wednesday, Thursday, Friday, and Saturday) from 10:00 a.m. to 2:00 p.m.)
Sales:\$212.00	Staff: Sid Eley & Glen White
Donations:\$24.00	(paid from donation)
Expenses:\$19.47	
Charged to County:	Eden House Graphics (Hist. Arch. Bk) \$173.54
	Eden House Graphics (Thanks Mr. Jimmy) <u>37.45</u>
	Total Charged to County <u>\$210.79</u>

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- **October Work Session:** Due to scheduling conflicts, County Manager Heath reported that the Regular Work Session will be held on October 28, 2024. The Board will be discussing the Perquimans Marine Industrial Park Lease Guidelines, the Animal Control Ordinance Amendment, and the Solid Waste Ordinance Amendment. At the August Work Session, Mr. Heath asked the Board to review these documents and provide him any changes or additions/deletions that they wanted him to make. Thus far, he has not received any. Please let him know if you have any changes or additions/deletions prior to the October 28, 2024 Work Session.
- **Meeting with NCACC Staff Member:** Mr. Heath reminded the Board that Denise Stinagle, NCACC Outreach Associate, will be here to meet with the Chairman, Vice Chair, and County Manager Heath to begin the discussion with the process for interviews for an Assistant County Manager.
- **Assistance to Hurricane Helene Victims in Rutherford County:** The Emergency Services Department is collecting supplies for the victims of Rutherford County from damages incurred during Hurricane Helene. The first shipment of supplies will be taken tomorrow. In addition, Mr. Nixon, Emergency Services Director, and Mr. Lories, Water Department Supervisor, are coordinating with their counterparts in Western North Carolina to assist them wherever necessary. Mr. Nixon, Julie Solesbee, Assistant Emergency Services Director, along with their staff has been working closely with RISE Disaster Relief & Recovery. County Manager Heath thanked the Emergency Services staff for doing this work.
- **Town of Hertford Meeting:** Mr. Heath reported that he met with the Town of Hertford and the Timmons Group, an engineering firm in our area, to the design for the upgrade to water and waste water facilities at the Commerce Center beside the Marine Park. The Town of Hertford received a grant to do these upgrades. Hertford is now beginning to design these upgrades. The Timmons Group is also assisting the County with the road design on the side of the Marine Park by the Recreation Center to Harvey Point Road, and to the Boat Ramp site.
- **Economic Development Update:** Mr. Heath informed the Board that he had a recruiting visit from a boating company on September 25, 2024. He continues to get interest on the Marine Basin.
- **Bethel Ruritan Club:** Mr. Heath spoke at the Bethel Ruritan Club on September 26, 2024 where he talked about what the County is doing. The Club passes on their greetings and thanked the County for all they are going.

BOARD VACANCIES

The following Boards have vacant seats that the Board needs to fill:

1. **Community Advisory Committee:** Mr. Heath reported that there have been no new applications received for this Board. We still need three more members. We will continue to place the ad on the County website.
2. **Senior Tar Heel Legislature Delegate & Alternate:** Mr. Heath reported that, last month, the Board has appointed Mr. Thomas St. John as the Perquimans County’s Senior Tarheel Delegate. We still need to appoint an alternate in case he is unable to attend the meeting. We also need to have a member to be appointed to the Senior Tarheel Regional Legislature Advisory Board. Mary Hunnicutt, Clerk to the Board, stated that Mr. St. John may have someone to be the alternate delegate. He will let us know soon. He also said that he wanted to introduce himself to the Board and provide them with an update. Mr. Heath will be in touch with him soon to set up a time. In the meantime, we will continue to advertise these appointments on the County website.
3. **Recreation Advisory Board – New Hope Representative:** Earlier this year, the Board accepted the resignation of Chad Nixon, the New Hope Representative on the Recreation Advisory Committee. This month, we received an application from Kevin Roberts to fill this vacancy. On motion made by T. Kyle Jones, seconded by Timothy J. Corprew, the Board unanimously appointed Kevin Roberts as the New Hope Representative on the Recreation Advisory Board for a term of three (3) years.

PERQUIMANS-GATES 911 FUNDING RECONSIDERATION

The Chairman recognized Jonathan Nixon, Emergency Services Director, who presented the Perquimans-Gates 911 Funding Reconsideration. He explained that they had received a grant in the amount of \$197,188.30 allocated toward the 911 Center. He is asking that the Board approve the receipt of these funds and to authorize the Finance Officer to do a Budget Amendment for these funds. On motion made by T. Kyle Jones, seconded by James W. Ward, the Board unanimously approved the receipt of the \$197,188.30 and to authorize the Finance Office to prepare the following Budget Amendment No. 9 to add these funds to our FY 2024-2025 Budget.

**BUDGET AMENDMENT NO. 9
EMERGENCY TELEPHONE FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
78-350-001	PSAP - Emergency 911 Fees	197,188	
78-500-110	PSAP - Telephone/Furniture	11,228	
78-500-331	PSAP - Computer Software and Maintenance	103,094	
78-500-161	PSAP - Hardware Maintenance	82,866	
EXPLANATION: To amend FY 24-25 budget to include the Funding Reconsideration as awarded by the PSAP Board and as approved at 10/7/2024 BOC Meeting.			

HAZARDOUS MATERIAL EMERGENCY PREPAREDNESS GRANT PROGRAM (HMEP) FOR A HAZMAT EXERCISE

Jonathan Nixon explained that the County has received a new grant award in the amount of \$23,000 through the Hazardous Material Emergency Preparedness Grant Program (HMEP) for a HazMat

Exercise. The application was through the Chowan-Perquimans LEPC and will include responders from both counties. He is asking that the Board approve the receipt of these funds and to approve Budget Amendment 8. On motion made by T. Kyle Jones, seconded by James W. Ward, the Board unanimously approved the receipt of the \$23,000 and to approve Budget Amendment No. 8 to add these funds to our FY 2024-2025 Budget.

**BUDGET AMENDMENT NO. 8
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-007	EM - 2024 HMEP	23,000	
10-530-345	EM - 2024 HMEP	23,000	
EXPLANATION: To amend FY 24-25 budget to include the 2024 HMEP grant as awarded by NCDPS.			

INTERMEDIATE SCHOOL PROJECT UPDATE

Chairman Nelson recognized County Manager Heath who presented the following information on the Intermediate School Project. Mr. Heath explained that the Board of Education had the bid opening for the contractor for this project on October 2, 2024. They received several bids but the lowest bidder was WIMCO which was \$59,167,000. Mr. Heath explained that Mr. Hite, their architect, has worked with WIMCO on several of his projects and is recommending this construction firm. This contractor figures does not include somethings that we will have to pay for like architect design fees, contingency fees, geotechnical explorations & reports, furniture, fixtures, & equipment bringing the total design, construction, and equipment costs to be \$64,429,200. That leaves a shortfall \$10,429,200, which the County will need to apply for financing.

School System Grants (2 DPI Grants)	\$49,000,000
County Funds from General Assembly	<u>5,000,000</u>
Total Grant Funds Available	<u>\$54,000,000</u>
Construction Base Bid	\$59,167,000
Plus Design, Construction, and Equipment Budget	<u>5,262,200</u>
Total Budget Needed	<u>\$64,429,200</u>
Shortfall for Project	- <u>\$10,429,200</u>

Mr. Heath explains that the County will need to borrow these funds and explained that, if the County borrow about \$10,000,000 at a rate of 4% (average rate) for 20 years (LGC maximum term), the annual payment would be around \$720,000 which represents an increase of 4¢ on the tax rate. After talking with our financial advisors and Local Government Commission (LGC), we would be able to defer that first payment until FY 2026-2027. Mr. Heath continued to explain the current debt services that we have:

- Perquimans County Library will be paid off before the first payment on the Intermediate School Project is due which is about \$280,000 per year.
- Perquimans High School will be paid off in two years which is \$836,603 per year.

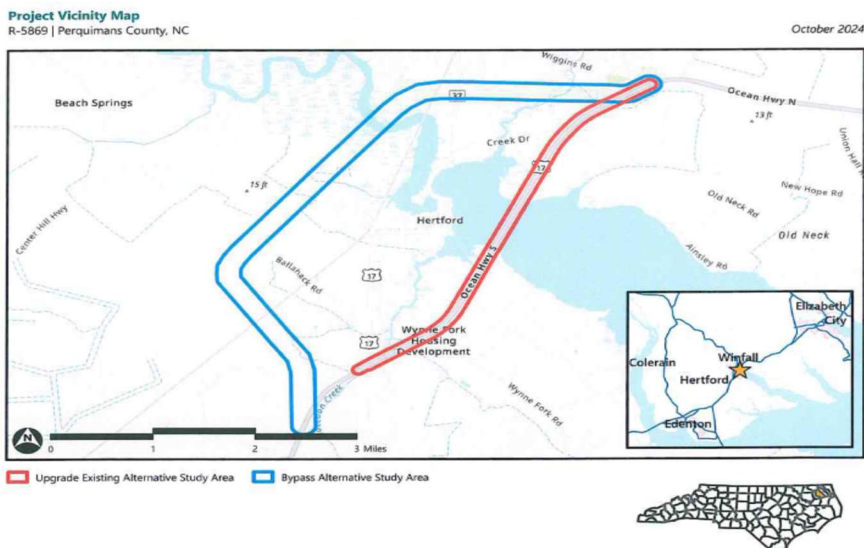
With this being said, we will have a couple of years that we will have some pressure on our budget to make these payments. He does feel like the County is in a good position to do this project. With that being said, Mr. Heath is asking for the Board to accept the low bid of \$59,167,000 from WIMCO, authorize the Chairman and staff to sign any documents needed to move forward with this project, and for County Manager Heath to begin finding financing for this contract. The contractor has agreed to sign the first contract for the amount we currently have budgeted and sign a second contract before the first payment on the Intermediate School Project. Mr. Hite, the project’s architect, wants to break ground in October. On motion made by Timothy J. Corprew, seconded by Charles Woodard, the Board unanimously accepted the low bid of \$59,167,000 from WIMCO, to authorize the Chairman and staff to sign any documents needed to move forward with this project, and to authorize County Manager Heath to begin finding financing for the contracts.

NCDOT STIP PROJECT #R-5869 START OF STUDY NOTICE

County Manager Heath explained that North Carolina Department of Transportation (NCDOT) is starting the project development, coordination, and alternative evaluation for improvements to approximately 4 miles of US 17 between Edenton Road Street and Wiggins Road near Hertford in Perquimans County (NCDOT Highway Division 1) or construct a bypass for the Town of Hertford. They provided the Board with a copy of the Start of Study letter along with the following Project Vicinity Map:

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INTENTIONALLY LEFT BLANK.**

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Map created by: MSA, NGA, USGS, ARMA, State of North Carolina DOT, Inc., Throckm, Glenn, Spalding, GeoIntelligence, Inc., HERTHUSA, USGS, etc., ARS, USDA, USFWS

NCDOT is requesting that the County provide initial input on this project replying to their email by Wednesday, October 16, 2024. The following comments were made by the Commissioners:

- Chairman Nelson wants to meet with NCDOT to discuss this
- Commissioner Woodard wants to know how many bypasses they will have for the Town of Hertford.
- Commissioner Hoffler wants to know if this was preplanning for I-87. Mr. Heath said that it was.
- Commissioner Corprew wants to know if this will be a restricted bypass or a true bypass this time. Mr. Heath feels that it would be a true bypass.
- Commissioner Woodard is concerned about going through the intermediate school property.
- County Manager Heath is concerned that it will minimize access to the Marine Park & Commerce Center.
- They were also concerned that it would affect the NCDOT Shop too.

It was the consensus of the Board to include these items in Mr. Heath's report to NCDOT and to contact the Town of Hertford and Town of Winfall for their concerns too.

PUBLIC COMMENTS

There were no public comment made.

ADJOURNMENT

Chairman Nelson asked if there were any further comments or business to discuss. Jonathan Nixon, Emergency Services Director, wanted to let the Board know that they have gone out for bids for the 911 Expansion Project. The bids are due back by October 31, 2024. A copy of their bid package was included in their Agenda Packet under "For Information Only". This is just in case someone came and asked the Board about it. There being no further comments or business to discuss, the Regular Meeting was adjourned around 7:35 p.m. on motion made by Timothy J. Corprew, seconded by James W. Ward and unanimously approved by the Board.

Wallace E. Nelson, Chairman

Clerk to the Board
