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REGULAR MEETING

November 4, 2024

7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, November 4, 2024, at 7:00 p.m. in the Perquimans County Library located at 514 S. Church Street, Hertford, NC 27944. The meeting was moved from the Meeting Room in the Perquimans County Library to the Library due to the General Elections that were being held in the Meeting Room on Tuesday, November 5, 2024.

MEMBERS PRESENT: Wallace E. Nelson, Chairman Charles Woodard, Vice Chairman  
 Timothy J. Corprew Joseph W. Hoffer  
 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 Hoffer 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. James W. Ward made a motion to approve the Agenda as presented. The motion was seconded by Joseph W. Hoffer, 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. Commissioner Hoffer wanted to move item IV.G.2. – 2025 Holiday Listing to be discussed under New Business Item IX.E. T. Kyle Jones made a motion to approve the Consent Agenda, removing Item IV.G.2 for discussion. The motion was seconded by James W. Ward and unanimously approved by the Board.

- Approval of Minutes:** The Minutes of the October 7, 2024 Regular Meeting & October 28, 2024 Regular Work Session were approved by the Board.
- Tax Refund / Release Approvals:**

Tax Releases (Hertford):

**Kennedy, Charles & Ann**-----\$147.03  
 Furniture for ABnB. Should not have listed. Account No. 312222 Year 2022

**Kennedy, Charles & Ann**-----\$203.53  
 Furniture for ABnB. Should not have listed. Account No. 312222 Year 2023

Tax Refunds (Hertford):

**Fulghum, Christopher & Krista**-----\$386.03  
 Sitis error. Should be registered in Gates Co. Account No. 75712789 Year 2023

**Fulghum, Christopher & Krista**-----\$220.99  
 Sitis error. Should be registered in Gates Co. Account No. 75712879 Year 2022

Tax Releases (Perquimans County):

**Brown’s Land Development**-----\$828.69  
 Moved equipment out of Winfall. Account No. 528137

**Kennedy, Charles & Ann**-----\$137.93  
 Furniture for ABnB. Should not have listed. Account No. 312222 Year 2022

**Kennedy, Charles & Ann**-----\$200.42  
 Furniture for ABnB. Should not have listed. Account No. 312222 Year 2023

**Chesson, Al & Margaret**-----\$2,137.00  
 Assessment/sq. footage correction. Account No. 265753

**Schlarp, Richard & Kathy**-----\$889.20  
 Assessment/sq. footage correction. Account No. 491564

**Fitzgerald, Thomas & Carole**-----\$745.16  
 Assessment correction due to reval. Account No. 264972

**Tannehill, James & Denise**-----\$1,791.40  
 Assessment/sq. footage correction. Account No. 265509

**Cheamitru, Michael & Cynthia**-----\$2,968.16  
 Assessment/sq. footage correction. Account No. 266540

Tax Refunds (Perquimans County):

**Howell, Ruxton Wayne**-----\$259.44  
 Vehicle totaled; 9-month refund. Account No.: 67169231.

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

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Brandy Haislip	Income Maintenance Caseworker II	Reclassification	63/1	\$36,354	11/01/2024
Tracee Baxton	Income Maintenance Caseworker II	Reclassification	63/1	\$36,354	11/01/2024
Michelle Cassell	Income Maintenance I working against an Income Maintenance II	Appointment	61/3	\$34,955	11/01/2024
Teahna Nixon	Social Worker II working against a Social Worker III	Appointment	67/4	\$46,662	11/01/2024
Brianna Williams	Income Maintenance Caseworker II	Resignation			10/31/2024
Ken’erica Bell	Social Worker IA&T	Resignation			11/18/2024
Rashequa Brooks	IMC I working against IMC II	Terminated			10/14/2024
Crystal Bowe	IMC I working against IMC II	Leave Without Pay		11 Days	11/2024

- Step/Merit Increases:**

Department Name	Employee Name	Classification	Grade/Step	New Salary	Effective Date
Tax Office	Lisa Layden	Tax Clerk – DMV	58/6	\$32,969	11/01/2024

5. **Budget Amendment No. 10:** The following budget amendment was approved by the Board:

**BUDGET AMENDMENT NO. 10  
GENERAL FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-399-000	Fund Balance Appropriation	200,000	
10-690-984	Great Grant Match - Focus Broadband	200,000	
<b>EXPLANATION:</b> To amend FY 24/25 budget to include the Great Grant Match as approved for the Focus Broadband Project.			

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

Name	Board/Committee	Action Taken	Term	Effective Date
Heath, Frank	RPO Transportation Advisory Committee - Alternate	Reappointment	2 yrs.	11/30/2024
Heath, Frank	Highway 17/64 Association Board of Trustees	Reappointment	Review Every Yr	12/1/2024

7. **Miscellaneous Documents:** The following miscellaneous documents were approved by the Board:

- a. **Janitorial Services Agreement:** The Agreement between Perquimans County and Belinda Sadler to provide janitorial services to the Perquimans County Center for Active Living was approved by the Board. The cost of the agreement is \$1,200 per month. This Agreement will continue for a period of one year and may be automatically renewed in successive one-year periods.

**RECOGNITION OF EMPLOYEES & INTROUCTION OF NEW EMPLOYEEES**

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 employees:

Employee Name	Department	Employee Job Title	No. of Years	Effective Date
Erle Solesbee	Inspections Office	Assistant Building Inspector	5 years	11/01/2024
Lisa Layden	Tax Office	Tax Clerk – DMV	5 years	11/01/2024

They thanked the Board for the opportunity. The Board congratulated them and thanked them for their 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
Bill Jennings, Tax Administrator	Katelyn Moody	Business Personal Property Clerk	09/01/2024
Angela Jordan, Social Services Director	Melanie Kirkman	IMC I working against IMC II	10/01/2024
Jonathan Nixon, Emergency Services Director	Jasmine Ratcliff	Full-Time EMT	10/01/2024

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

C. **Change of Resignation Date for Social Worker IA&T:** Angela Jordan explained that earlier in the meeting the Board approved the resignation of Ken'eric Bell, Social Worker IA&T, effective November 18, 2024. Ms. Bell has asked that Ms. Jordan extend the date to November 30, 2024. Ms. Jordan approves her request and is asking that the Board approve the change also. On motion made by James W. Ward, seconded by Joseph W. Hoffer, to extend her resignation date to November 30, 2024. The Board unanimously approved her request.

**JAMIE JOHNSON, SCHOOL SYSTEM DIRECTOR OF MAINTENANCE**

The Chairman recognized Mr. Johnson who made a request that the Board approve the use of the Public School Building Repair and Renovation Fund for Heat Pump #8 at Perquimans Central School up to the amount of \$27,377.19. After some discussion, Charles Woodard made a motion to approve the following application for Lottery Funds in the amount of up to \$27,377.19 to replace the heat pump #8 at Perquimans Central School. The motion was seconded by Joseph W. Hoffer and unanimously approved by the Board.

**DISTRIBUTION REQUEST  
PUBLIC SCHOOL BUILDING  
REPAIR & RENOVATION FUND  
NORTH CAROLINA EDUCATION LOTTERY**

<b>DPI USE ONLY</b> Approved By: _____ Date: _____
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**Date of Request:** October 28, 2024

County: Perquimans Contact Person: Frank Heath  
Address: PO Box 45 Hertford NC 27944 Title: County Manager  
LEA: Perquimans County Schools Phone: 252-426-8484  
Address: 411 S. Edenton Road St. Hertford, NC 27944 Email: frankheath@perquimanscountync.gov

Project Title: Perquimans Central School ~ Heat Pump #8 Change Out  
Project Address: 181 Winfall Blvd.  
Winfall, NC 27985  
Type of Facility: Public School Building

The Public School Building Repair & Renovation Fund was established by S.L. 2021-180, Section 4.4.(a1). The purpose of the Fund is to provide revenue to counties for repair and renovation projects. Per G.S. 115C-546.16, counties are to utilize funds for enlargement, improvement, expansion, repair, or renovation of classroom facilities at public school buildings within local school administrative units (LEAs) located in the county. As used in this context, "Public School Buildings" shall include only facilities for individual schools that are used for instructional and related purposes, and does not include administration, maintenance, or other facilities.

Brief Project Description (include est. start/end dates): Remove and install new 8 ton water source heat pump #8 at Perquimans Central School. Estimated start date: December 2, 2024 Estimated completion date: January 15, 2025.

Estimated Costs:

Planning and Design Services.....	\$ _____
New Construction – Facility Enlargement .....	\$ _____
New Construction – Addition(s) .....	\$ _____
Existing Construction – Facility Improvements .....	\$ _____
Existing Construction – Facility Repairs .....	\$ 27,377.19
Existing Construction – Facility Renovations .....	\$ _____
<b>TOTAL .....</b>	<b>\$ 27,377.19</b>

We, the undersigned, agree to submit a statement of state monies expended for this project within 60 days following completion of the project.

The County Commissioners and the Board of Education do hereby jointly request approval of the above project, and request the release of \$ 27,377.19 from the Public School Building Repair & Renovation Fund. We certify that the project herein described is within the parameters of G.S. 115C-546.

  
(Signature – Chair, County Commissioners)  
  
(Signature – Chair, Board of Education)

11/4/2024  
(Date)  
10/28/2024  
(Date)

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 October, 2024:

<b>Visitors:</b> .....	55	<b>Hours Opened:</b> 52 hours (Wednesday, Thursday,
<b>Sales:</b> .....	\$69.00	Friday, and Saturday) from 10:00 a.m. to 2:00 p.m.)
		<b>Staff:</b> Sid Eley & Glen White
<b>Donations:</b> .....	\$80.00	
<b>Expenses:</b> .....	\$14.41	
<b>Deposited to County:</b> ...	\$100.00	

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- **Recruitment Questionnaire:** County Manager Heath reminded the Board that he needed their completed Assistant County Manager recruitment questionnaire that he provided to them at the October 28, 2024 Work Session.
- **Groundbreaking of the Intermediate School:** Mr. Heath said that they had the groundbreaking ceremony on October 31, 2024. He was going to ask Superintendent Turner and Mr. Johnson to make some comments but they had already left our meeting. It was well attended and was covered by the press.
- **RFQ's for Renovations of the 911 Center:** Mr. Heath explained that Jonathan Nixon and Julie Solesbee has been diligently obtaining RFQ's for contractors for this project. The next step would be to interview these companies and make a choice on a contractor so that they can proceed with this project. The completion date is by the end of 2026.
- **Speaking Engagements:** Mr. Heath will be speaking at the Rotary Club tomorrow morning at 8:00 a.m. and at the Durant's Neck Ruritan Club on November 14, 2024. All are invited to attend if available.

BOARD VACANCIES

The County has several Boards that have vacant seats. Since we are not receiving any responses from our notice on the County Website and on the County Facebook page, Mary Hunnicutt asked the Board if they would like her to place an ad in The Perquimans Weekly. It was the consensus of the Board to have Ms. Hunnicutt place ads in the newspaper for these vacancies:

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.

PLANNING BOARD ITEM – REVIEW OF MULTIPLE FLAG-LOT PROPOSAL FOR TAX PARCEL #4-0055-0074

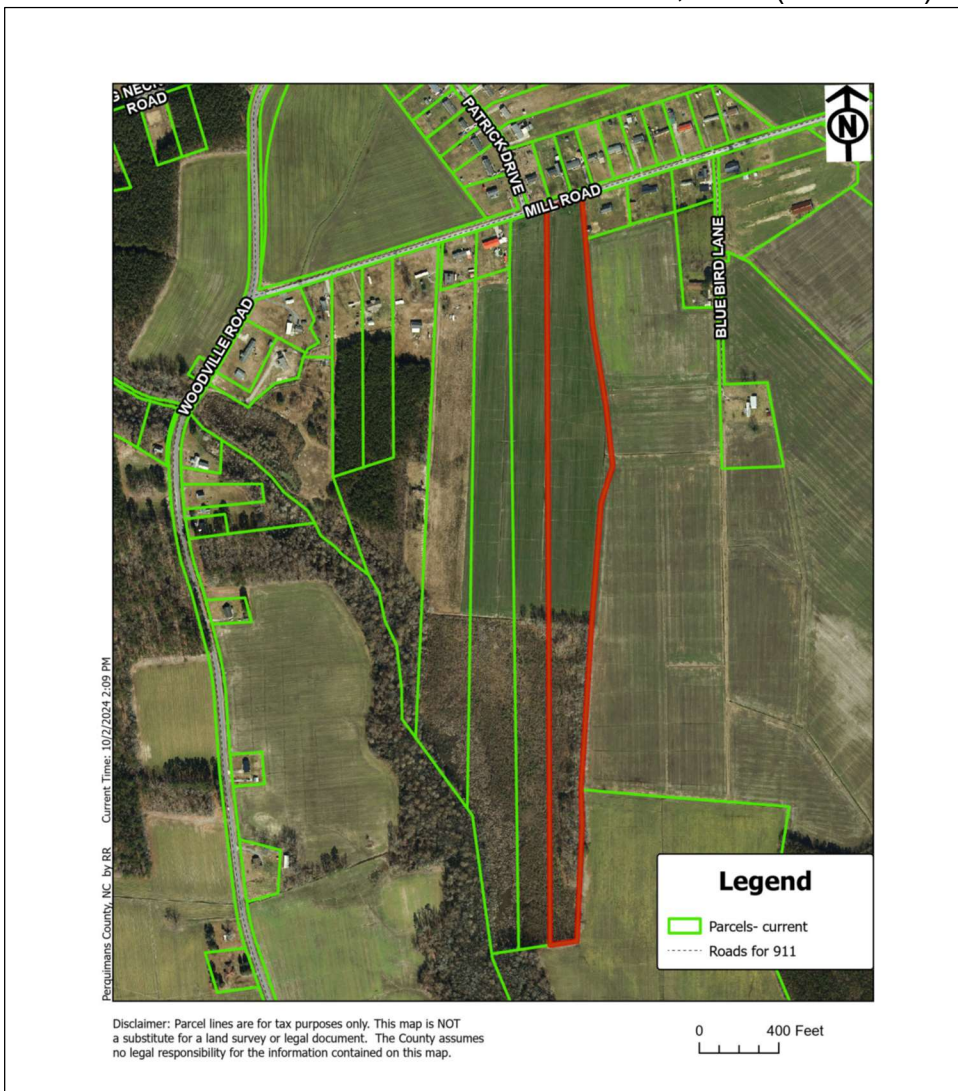
Chairman Nelson recognized Rhonda Repanshek, County Planner, who presented the request from requested by Mamie Wilson. Ms. Repanshek made the following comments:

Thank you, Commissioner Nelson.

- I ask that you look at the GIS map in your packet at Roman Numeral IX.A page 3 and the survey on your desk in front of you.
- This is a family subdivision off Mill Road where Ms. Wilson is requesting to split some family land between a son, daughter, and grandson. Parcel A-1 will be considered a regular minor subdivision because it is on the road and meets all county regulations as presented. The three flag-lots behind it are presented as family gift lots that will require the special paragraph to be in each deed saying they are subject to upgrading utilities, including road paving if sold outside of the family. Those 3 flag-lots are the reason the Board must review the request.
- This is an administrative decision.
- Proposed parcel A-1 has a septic system permit already and proposed parcels A-2, A-3, and A-4 have perc tests. The applicants have created a draft perpetual shared access agreement, and they have a preliminary survey that illustrates a 45-foot-wide easement. All lots meet minimum size and dimensional criteria.
- Applicants intend to keep parcels 2 through 4 as existing agricultural land for the foreseeable future.
- County water will allow 2 meters at Mill Rd, then any other homes will need wells or a county watermain installed at the homeowner's expense.
- Comments from our local Soil and Water Technician indicate he would not change much regarding drainage. Just crown the lots and have small swales on the property lines and keep it draining toward existing field ditches.
- The family also proposed naming the access Mamie Lane and that was approved by Planning Board.
- **Planning Board members found** the proposed flag lots to be consistent with subdivision requirements and unanimously recommended approval of the flag lot configuration as presented for Tax Parcel 4-0055-0074, with the condition that parcel A-1 be considered a minor subdivision and all flag lots be considered gift lots.
- Let me explain the reason for the condition. One grandchild is being gifted 2 lots, but by County rules, only one lot can be gifted to the same person in a 10-year period, so one of the 2 lots *has* to be a regular 'minor subdivision.'

After remarks, she asked if there were any questions. There being none, Chairman Nelson asked for a motion. T. Kyle Jones made a motion to find proposed lots to be consistent with subdivision requirements and approve the following flag-lot configuration as presented for Tax Parcel #4-0055-0074 with the condition that parcel A-1 be considered a minor subdivision and all flag lots be considered gift lots. The motion was seconded by James W. Ward. Chairman Nelson asked if there were any questions or concerns. County Manager Heath said that he felt that some wording should be added on the deeds that state clearly that the access must be paved if lots are sold outside of the family. Chairman Nelson asked Commissioner Jones and Ward if that was okay with this change, and they said yes it was. The motion was unanimously approved with the addition of the wording that Mr. Heath recommended, and the Board approved by consensus.

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INTENTIONALLY.**



**VOTING DELEGATE FOR NCACC LEGISLATIVE GOALS CONFERENCE**

Chairman Nelson informed the Board that the NCACC Legislative Goals Conference is being held on November 14-15, 2024, in Wake County at the Marriott Raleigh Crabtree Valley. Each county is entitled to vote on the legislative goal proposal submissions brought before the membership. Therefore, each county is requested to appoint a delegate and an alternate delegate. At this time, the only member attending is Chairman Nelson. Therefore, Charles Woodard made a motion to appoint Wallace E. Nelson as Perquimans County’s Voting Delegate at the Legislative Goals Conference. The motion was seconded by James W. Ward and unanimously approved by the Board. Since no one else was attending, the County would not have an alternate delegate.

**REQUEST FROM ANGELA JORDAN, SOCIAL SERVICES DIRECTOR**

At the Board’s October Work Session, Angela Jordan, Social Services Director, requested to add two additional social worker positions to satisfy the state recommended staffing levels and caseloads. Chairman Nelson explained that the Board could not act on this request during the Work Session, so they recommended that they add it to the November Regular Meeting Agenda. Ms. Jordan made a few remarks and stated that the Social Services Board had approved her request. On motion made by Joseph W. Hoffer, seconded by James W. Ward, the motion to add two new social worker positions was approved by a vote of five (5) to one (1) with Commissioner Corprew voting against the motion.

**RETIREMENT: IMC INVESTIGATOR III**

This following personnel matter was received after the Agenda Packets were distributed:

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Gwen Hudson	IMC Investigator III	Retirement			02/28/2025

On motion made by T. Kyle Jones, seconded by Charles Woodard, the Board unanimously approved the retirement of Gwen Hudson on February 28, 2025.

**2025 HOLIDAY LISTING**

This item was pulled out of the Consent Agenda to discuss by Commissioner Hoffer. His concern was that Juneteenth was not listed as a County Holiday. He said that the Town of Hertford had made it a holiday and the state had made it a holiday. He feels that the County should follow suit and make it part of our scheduled holidays. He asked the Board what the procedure would be to add this holiday to our schedule. County Manager Heath stated that, per the County’s Personnel Policy, the County follows the State of North Carolina Holiday schedule each year. In order to add this holiday onto our scheduled holidays, we would need to amend our Personnel Policy. After some discussion, Joseph W. Hoffer made a motion to approve the following listing subject to the Board consideration of amending the Personnel Policy at the December meeting to add Juneteenth. James W. Ward seconded the request which was unanimously approved. It was also recommended that we place it on the December Agenda to consider Mr. Hoffer has requested. The following 2025 Holiday Schedule was approved with the possibility of a change in the future:

2025 HOLIDAY SCHEDULE		
HOLIDAY	OBSERVANCE DATE	DAY OF THE WEEK
New Year's Day	January 1, 2025	Wednesday
Dr. Martin Luther King, Jr. Day	January 20, 2025	Monday
Good Friday	April 16, 2025	Friday
Memorial Day	May 26, 2025	Monday
Independence Day	July 4, 2025	Friday
Labor Day	September 1, 2025	Monday
Veterans Day	November 11, 2025	Tuesday
Thanksgiving	November 27 & 28, 2025	Thursday & Friday
Christmas	December 24, 25 & 26, 2025	Wednesday, Thursday, & Friday

**PUBLIC COMMENTS**

The following public comment was made:

- Terry Smoot made the following comment:

Mr. Smoot expressed his opposition to add any additional holidays without subtracting some. As a taxpayer who has had his taxes raised three years in the last four years, he feels that we really do not need to add holidays without subtracting some. The County employees have a staggering amount of paid time off and, if you can do more with less, then you should not be raising my taxes in the last three years. In addition, he feels that we will have more tax increases in the future based on our proposed school projects, etc. That is his two cents, and he wanted to make his comment before the Board votes on this matter.

**ADJOURNMENT**

Chairman Nelson asked if there were any further comments or business to discuss. There being none, the Regular Meeting was adjourned around 7:38 p.m. on motion made by James W. Ward, seconded by Charles Woodard and unanimously approved by the Board. Before the Board leaves, Angela Jordan, Social Services Director, had three employees present that wanted to thank the Board for the additional two Social Worker positions.

\_\_\_\_\_  
Wallace E. Nelson, Chairman

\_\_\_\_\_  
Clerk to the Board

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