

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 Swope made the following comment:

Mr. Swope 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

WORK SESSION
November 18, 2024
7:00 p.m.

The Perquimans County Board of Commissioners Work Session on November 18, 2024 was cancelled.

REGULAR MEETING
December 2, 2024
6:45 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, December 2, 2024, at 6:45 p.m. in 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. 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 the Chairman led the Pledge of Allegiance. Chairman Nelson welcomed everyone to the meeting and explained that the first item of business was to hold two public hearings.

PUBLIC HEARINGS

Public Hearing for Amendment to Ordinance No. 63 – Animal Control Ordinance

Chairman Nelson explained that the purpose of the first public hearing is to receive public comments on the proposed amendment to Ordinance No. 63 – Animal Control Ordinance. The following Amendment to Ordinance No. 63 was presented by County Manager Heath:

AMENDMENTS TO ORDINANCE NO. 63:

PERQUIMANS COUNTY ANIMAL CONTROL ORDINANCE

AMENDMENT NO. 1, DATED DECEMBER 2, 2024

The following text added to the Perquimans County Animal Control Ordinance (Ordinance No. 63) was approved by the Perquimans County Board of Commissioners at their Regular Meeting on _____ as recorded in their Minute Book No. _____, page _____.

SECTION TWO
HUMANE TREATMENT OF ANIMALS

2.00 Exemption. The provisions of this section shall not apply to dogs used for lawful hunting purposes.

2.01 Definitions. For purposes of this section, the words and phrases below shall have the following meanings:

Animal: Includes dogs, cats or other domesticated animals.

Outside Enclosure: A structure with a solid roof, under permanent shade, used to house an animal and protect it from the weather. If the structure is located within a confined space such as a kennel or fence, the structure must not take up more than 25% of the confined area.

2.02 Responsibilities of Owners.

A. Owners of dogs kept outside shall provide an outside enclosure that ensures humane and sanitary shelter from heat, cold, rain, wind and snow and shall provide food and water adequate to keep the dog in good health and comfort.

B. Animals shall not be kept on any lot unless the owner or keeper of the animal occupies the property where the animal is kept.
C. Pursuant to N.C.G.S. 14-361.1, no person shall willfully and without justifiable excuse abandon or cause to be abandoned any animal and such statute is incorporated herein.

2.03 Cruelty to Animals. Pursuant to N.C.G.S. 14-360, no person shall intentionally overdrive, overload, wound, injure, torment, kill or deprive of necessary sustenance any animal and such statute is incorporated herein.

2.04 Violations. Any violations of this section may be considered a Class III Violation as outlined in Section One and may be levied accordingly. Violations may subject the violator to all other remedies provided by law, including a County ticketing system with fines up to \$50 per violation, successively increasing by double with each ticket. Violators of this amendment, at the discretion of the Animal Control Officer, may be afforded a three-day grace period to comply with the amendments listed above.

Upon motion of _____ and second of _____ all of the aforesaid amendment to Ordinance No. 63 was adopted _____ by the Perquimans County Board of Commissioners at its Regular Meeting on the 2nd day of December, 2024 to be effective immediately and as recorded in their Minute Book No. _____, page _____.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

SEAL

Mary P. Hunnicutt, Clerk to the Board
Perquimans County Board of Commissioners

Chairman Nelson asked if there were any comments from the Board or Public. There being no one that signed up to speak and the Board had no questions or comments, Chairman Nelson closed the public hearing at 6:55 p.m. and opened the second Public Hearing.

Public Hearing for Amendment to Ordinance No. 50 – Solid Waste Ordinance

Chairman Nelson explained that the purpose of the second public hearing is to receive public comments on the proposed amendment to Ordinance No. 50 – Solid Waste Ordinance. The following Amendment to Ordinance No. 50 was presented by County Manager Heath:

DRAFT AMENDMENT TO PERQUIMANS COUNTY SOLID WASTE ORDINANCE No. 50

SECTION X. ABATEMENT OF SOLID WASTE AND PUBLIC HEALTH NUISANCES

The purpose for this section is to promote the public safety, health, and welfare of the citizens of Perquimans County through regulation of public health nuisances in the county.

- A) By the authority of the provisions of N.C. Gen. Stat. §§ 130A-309.61, 153A-121, 153A-123, and 153A-140 of the North Carolina General Statutes, the storage, accumulation or presence of solid waste on public or private property in the area of jurisdiction of this Ordinance which is:
 - 1. A breeding ground or harbor for mosquitoes or other insects, snakes, rats, or other pests; or
 - 2. A point of collection for pools or ponds of water; or
 - 3. A point of concentration of gasoline, oil, or other flammable, toxic or explosive materials; or
 - 4. A cause of offensive odors or health risks to others such as unburied domestic animals and stagnant water, or filthy privies and stables; or
 - 5. So located that there is a danger of falling, sliding or turning over; or
 - 6. A source of danger for children through entrapment in areas of confinement that cannot be opened from the inside or from exposed surfaces or metal, glass, or other rigid materials, or any uncovered well, open pit, unsecured vehicle, appliance, or building is hereby proclaimed and declared to be unlawful and a public nuisance. Such public nuisance shall be subject to abatement as provided in this Ordinance, pursuant to N.C. Gen. Stat. § 153A-140 of the North Carolina General Statutes, which allows a county “to remove, abate, or remedy everything that is dangerous or prejudicial to the public health and safety.”

Bona fide farms are exempt from regulation through this section.

- B) Upon reasonable cause to believe that a public nuisance as defined above exists, the Board or its designee, and upon not less than ten (10) days' written notice to the occupant and owner of the property on which the alleged nuisance is located, shall make a determination of whether or not such nuisance does, in fact, exist. If the Board or its Designee makes a determination that a public nuisance exists, he shall enter and serve upon the owner and occupant an order to remove, abate or remedy the nuisance within a reasonable period of time, but not more than ninety (90) days.

Such order may be appealed by the owner or occupant to the County Manager as provided below:

- 1. Appeal. Any person who receives a notice of violation, or order to remove, abate, or remedy a nuisance may, within ten business days of the day the notice was received, submit a written appeal to the County Manager. The appeal notice shall specifically state the reasons for the appeal with a copy of the notice of violation attached thereto. The owner may either rely on written materials or appear before the County Manager for a hearing at which he shall be heard in person or by counsel and may present arguments and evidence pertaining to the matter. The only issues for appeal are: (1) whether the person is the actual owner of the real property, or (2) whether the action or condition that serves as the basis of the notice is dangerous or prejudicial to public health or safety. The fact that the owner did not bring the nuisance to the property or does not have a possessory interest in the condition creating the nuisance is not a defense.

The County Manager shall within ten days of the date of the hearing or the date of the written appeal if a hearing is not requested, issue an order either canceling the notice or directing the owner to remove, abate, or remedy the identified nuisance.

Accrual and imposition of the civil penalties shall be stayed pending the appeal. However, there will be no stay for equitable remedies available to the County. If the decision of the Board’s designee is affirmed, accrual and imposition shall resume. Any appeal not filed within ten (10) business days of the day notice was received shall be considered not timely.

- 2. The County Manager may consider hardship as basis for extending the period for compliance up to six (6) months. In no case shall the County Manager indefinitely excuse compliance. An extension may be granted upon the appellant meeting two (2) of the four (4) following criteria:
 - a. appellant is at least sixty-five (65) years of age;
 - b. health problems documented by appellant's medical record which substantially affect the appellant's ability to comply with the ordinance;
 - c. severe weather that prevents appellant from complying within the original time frame;
 - d. taxable income below fifty percent (50%) of the County's current median income, as determined by the US Department of Housing and Urban Development, documented by appellant's latest tax return.

- 3. Appeals of County Manager Actions. Every decision of the County Manager shall be subject to review at the instance of any aggrieved party in the Superior Court by proceedings in the nature of a petition for writ of certiorari. Such proceedings in the Superior Court shall be initiated within thirty (30) days of the date the decision is approved. Appeals not filed within this thirty (30) day period are not timely. The Superior Court is authorized to stay enforcement of this ordinance during the pendency of an appeal from the decision of the Board of Commissioners upon a hearing and the posting of a bond sufficient to the Court which will adequately protect the interests of the County.

- C) Upon failure of the owner or occupant of the property, or of the person responsible for placing such solid waste on the property to remove, abate or remedy the nuisance within the period the officer has allowed, pursuant to N.C. General Statute 153A-140 the Board or its Designee shall remove, abate or remedy the nuisance as provided in the order and charge the cost thereof to the owner and occupant. Perquimans County may exercise the right to hire a third party to remove solid waste from the offending property and bill the offender for the cost, plus reasonable administrative fees. See Section 116 Right of Entry for Junk Car Ordinance (Ord. No 53):

For the purpose of enforcing the provisions of this article, the Perquimans County enforcement officer or his designee(s) may at all times during regular business hours, Saturdays, and legal holidays excepted, enter upon any premises within the county’s jurisdiction, other than within any building actually occupied for a residence, for the

purpose of determining whether or not the provisions of this article are being violated or for the purpose of determining whether or not any notice by the county requiring the abatement of the nuisance has been complied with.”

If such expense is not paid by the owner or occupant within ten (10) business days, it shall be a lien upon the land or on premises where the nuisance arose and shall be collected as unpaid taxes.
Perquimans County Board of Commissioners

Chairman Nelson asked if there were any comments from the Board or Public. There being no one that signed up to speak and the Board had no questions or comments, Chairman Nelson closed the public hearing at 7:00 p.m. and proceeded with the Regular 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. Charles Woodard 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. Commissioner Hoffer wanted to discuss item V.G.1. – Reinstatement of Register of Deeds’ Salary. Charles Woodard made a motion to approve the Consent Agenda, removing Item V.G.1 for discussion. The motion was seconded by Joseph W. Hoffer and unanimously approved by the Board.

1. **Approval of Minutes:** The Minutes of the Minutes from November 4, 2024 Regular Meeting & November 18, 2024 Regular Work Session (*cancelled*) were approved.
2. **Tax Refund / Release Approvals:**
Tax Release (Perquimans County):
Michael & Cynthia-----\$2,968.16
 Assessment correction; square footage. Account No. 266450
Tax Refund (Perquimans County):
Winslow, Macon Leary -----\$176.99
 Vehicle sold; 11-month refund. Account No. 66750308.

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
Pamela Lacy	Income Maintenance Technician	Appointment	59/3	\$32,010	12/01/2024
Colleen McDonald	Full-Time Certified Telecommunicator I	Appointment	64/1	\$18.26/hr. / \$37,990	12/01/2024
Morgan Lilly	Full-Time AEMT II	Appointment	67/5	\$22.98/hr. / \$47,797	12/01/2024
Crystal Copeland	Part-Time/Fill-In AEMT	Appointment	66/6	\$22.54/hr.	12/01/2024
Kayla Shoaf	Part-Time Office – Board of Elections	Appointment	n/g	\$12.98/hr.	11/15/2024
Martin Hood	Athletic Program Supervisor	Appointment	64/2	\$38,939	12/16/2024
Samuel Moncla, III	Water Tech I	Appointment	58/5	\$32,165	12/01/2024
Lisa Wolfrum	IMC II	Reclassification	63/1	\$36,354	12/01/2024
Sonia Davenport	Full-Time AEMT II	Retirement			12/31/2024
Sonia Davenport	Part-Time/Fill-In AEMT II	Reclassification	67/8	\$24.73/hr.	02/01/2024
Brayden Clemens	Full-Time EMT	Resignation			11/30/2024
Brayden Clemens	Part-Time/Fill-In EMT	Reclassification	64/1	\$18.26/hr.	12/01/2024
Melanie Kirkman	Income Maintenance Caseworker II	Resignation			11/30/2024
Tammy Chappell	Income Maintenance Caseworker II	Resignation			11/29/2024
Roger ‘Aiden’ Owens	Full-Time Non-Certified Telecommunicator	Resignation			11/02/2024
Lisa Edwards	Deputy Director of Board of Elections	Terminated			11/01/2024
Crystal Bowe	IMC I working against IMC II	Leave Without Pay		16 hrs. 20 minutes	11/2024

4. **Step/Merit Increases:**

Department Name	Employee Name	Classification	Grade/ Step	New Salary	Effective Date
Center for Active Living	Penny Trueblood	Assistant CAL Coordinator	60/8	\$37,803	12/01/2024
Sheriff’s Office	David Murray	Sergeant of SRO’s	72/5	\$59,564	12/01/2024

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

**BUDGET AMENDMENT NO. 11
GENERAL FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-351-001	Sheriff Grants	125,000	
10-510-349	Sheriff - Grant (COPS)	125,000	

EXPLANATION: To amend FY 24/25 budget to include the COPS Grant.

**BUDGET AMENDMENT NO. 12
GENERAL FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-399-000	Fund Balance Appropriated	77,667	
10-510-740	Sheriff - Capital Outlay	71,800	
10-510-360	Sheriff - Uniforms	1,700	
10-510-040	Sheriff - Professional Services	4,167	

EXPLANATION: To amend FY 24/25 budget to include the COPS Grant.

**BUDGET AMENDMENT NO. 13
SCHOOL CONSTRUCTION FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
65-348-001	State School Funds - Lottery	914,705	
65-500-711	NB Lottery Intermediate School	914,705	

EXPLANATION: To amend the FY 24/25 Budget to include lottery fund drawdown for Intermediate School Project.

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

Name	Board/Committee	Action Taken	Term	Effective Date
Nelson, Wallace	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	12/01/2024

The Board also approved the following Board appointments/reappointments for the Chowan/Perquimans LEPC 2023 Roster:

NAME	SPECIALTY	NAME	SPECIALTY
Basnight, Edward	Law	Newman, Tyler	Press
Bass, Billy	Fire	Nixon, Jonathan	EM/EMS/911
Brewster, Sue	CERT (Shores at Land's End)	Overman, Barry	Fire
Brittingham, Richard	EM/Fire/RRT-1	Palmer, Cordell	EM
Cartwright, Michael	Fire	Perq SO Rep	Law
Eure, Julian	Press	Ponte, Tom	EM/ Ham Radio
Hollowell, Ralph	Environmental	Sawyer, Terry	Transportation
Jordan, Angela	DSS	Smith, Chris	NCEM
Kehayes, Alex	Elected Official (Chowan)	Smith, Lewis	Owner/Operator (Parkway Ag)
LaFon, Anita	Health Department	Solesbee, Julie	EM/Press
Levine, Miki	CERT (Albemarle)	Spruill, Mary	Volunteer
Long, Rick	Fire (NC Forestry)	Williams, Tonya	Hospital
McKeever, Jim	CERT (Deep Creek)	Winslow, Jarvis	EM
First Sgt. Beau Daniel	Law		
Nelson, Wallace	Elected Official (Perquimans)		

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

- a. **Reinstatement of Register of Deeds' Salary:** Pursuant to G.S. 153A-92, the Board of County Commissioners adopted a Resolution reinstating the Register of Deeds' salary to \$49,196 (Grade 70/Step 8) effective December 1, 2020. This action needs to be taken in compliance with General Statute 153A-92. *Item removed to be discussed later.*
- b. **Resolution to Sell Vehicle on GovDeals:** The following Resolution was presented for board action and approval to declare a vehicle in the Sheriff's Office as surplus and authorize County Manager to sell vehicles.

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

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

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

- 1. The following described vehicles are hereby declared to be surplus to the needs of the County:

Model Year	Make	Model	VIN
2014	Dodge	Durango	1C4RDJFG3EC391141

2. The County Manager is hereby authorized and directed to proceed on behalf of the Perquimans County Board of Commissioners to sell these vehicles on GovDeals.

3. The County reserves the right to reject any or all bids and decide not to sell the vehicles at any time during this process.

4. The County Manager, in accordance with State law, shall cause a summary of this resolution to be posted on bulletin board at Courthouse and place it on the County's website and Facebook page. After not less than ten (10) days from the date of publication, the County Manager is authorized to sell the above-described property to the highest bidder.

Adopted this the 2nd day of December, 2024.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

SEAL

Mary P. Hunnicutt, Clerk to the Board

- c. **DM# 33588 GMP# 701121 DR4487NC Perquimans County EMS:** Julie Solesbee has obtained FEMA reimbursement for COVID in the amount of \$88,784.52. The Board authorized receipt of these funds and the County Chairman and staff to sign the documentation.

REINSTATEMENT OF REGISTER OF DEEDS' SALARY

Commissioner Hoffer requested Item No. V.G.1. – Reinstatement of Register of Deeds' Salary – be removed from the Consent Agenda for discussion. County Manager Heath explained that, pursuant to G.S. 153A-92, the Board of County Commissioners should adopt a Resolution reinstating the Register of Deeds' salary to \$49,196 (Grade 70/Step 8) effective December 1, 2024. This action needs to be taken in compliance with General Statute 153A-92. Jacqueline Frierson, Register of Deeds, ran unopposed in the November 2024 election so we had to reinstate her salary as it was before the election. Should a new Register of Deeds be elected, the step would go to Step 1 but the Board would decide what the newly elected Register of Deeds salary would be, depending on their experience and education. On motion made by James W. Ward, seconded by Joseph W. Hoffer, the Board approved the reinstatement of Register of Deeds' salary after the election.

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
Preston Ward	Sheriff's Office	Investigator	15 years	12/01/2024
Robert Elliott	Water Department	Equipment Operator	10 years	12/01/2024

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
Angela Jordan, Social Services Director	Teahna Nixon	Social Worker II working against a Social Worker III	11/01/2024

After the employee made her comments, the Board welcomed her to Perquimans County.

JARED HARRELL, NC COOPERATIVE EXTENSION

Jared Harrell, Executive Director of NC Cooperative Extension, presented each of the Commissioners a gift and explained that he was going to present the Yearly Report to the People. Instead

of a video or PowerPoint presentation, he asked if each representative from their department to present a small overview of what they had accomplished this year and what they are planning for next year. The following presentations were made:

1. Sarah Sowders: Extension Agent – Family & Consumer Sciences
2. Tori DeWald: Extension Agent – 4-H Youth Development
3. Kelli Luton: Area Agent – Agriculture – Consumer Horticulture
4. Jared Harrell: Area Agent - Agriculture – Livestock / Mr. Harrell explained that Sarah Richardson, Area Agent – Agriculture – Commercial Horticulture, was at a training and was unable to be here so he presented her report.
5. Teresa Story: County Extension Administrative Assistant

Mr. Harrell asked if any Board members had any further questions. Their being none, Mr. Harrell thanked the Board for their continued financial support. The Board thanked Mr. Harrell and his staff for their hard work for 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 November, 2024:

Visitors: 20 Sales:\$25.00	Hours Opened: 51 hours (Wednesday, Thursday, Friday, and Saturday) from 10:00 a.m. to 2:00 p.m.) Staff: Sid Eley & Glen White
Donations to the Museum: 1. Number "27" Circle from Oakland "A's" 2. Picture of "Catfish" Hunter from "A's" 3. Lap Top computer & printer	

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- **Liquor By the Drink:** County Manager Heath reported that the Liquor by the Drink was approved by the Perquimans County residents by a vote of 76 to 24. With that being approved, County Attorney High is preparing the paperwork to forward to the Town of Hertford to consolidate their ABC Board with the County. Mr. Heath will have to have further meetings with them to firm up the agreements. They should have a formal agreement for Board approval soon.
- **Bethel Volunteer Fire Department Christmas Chicken Dinner:** Mr. Heath reminded the Board that their chicken dinner will be held tomorrow night at 7:00 p.m. at the Bethel Fire Department.
- **Christmas Activities:** Mr. Heath stated that the Grand Illumination will be held on Friday, December 6, 2024, at 6:00 p.m. This will also kick off the Festival of Lights at the Courthouse. Santa will be there to welcome all the children. The Christmas Parade will be on Saturday, December 7, 2024, at 2:00 p.m. The Grinch will be in the parade.
- **Recruitment for Assistant County Manager:** Mr. Heath explained that recruitment ads have been published and we have been receiving some applications. The deadline for applications will be the end of December. We have received several good applications.

PERQUIMANS MARINE INDUSTRIAL PARK LEASE GUIDELINES

County Manager Heath explained that the Board had discussed the Perquimans Marine Industrial Lease Guidelines for several months. The only item that has been added to the guidelines is the section on Lighting. He is presenting them tonight for Board action. On motion made by Charles Woodard, seconded by James W. Ward, the Board unanimously approved the Marine Industrial Park Lease Guidelines. **See Attachment A**

AMENDMENT TO ORDINANCE NO. 63 – ANIMAL CONTROL ORDINANCE

Earlier in the evening, the Board held a Public Hearing to receive public comments on the proposed amendment to Ordinance No. 63 – Animal Control Ordinance. There were no public comments or Board questions and/or comments. On motion made by Timothy J. Corprew, seconded by James W. Ward, the Board unanimously approved the amendment to Ordinance No. 63. **See Attachment B – Ordinance No. 109**

AMENDMENT TO ORDINANCE NO. 50 – SOLID WASTE ORDINANCE

Earlier in the evening, the Board held a Public Hearing to receive public comments on the proposed amendment to Ordinance No. 50 – Solid Waste Ordinance. There were no public comments or Board questions and/or comments. On motion made by Timothy J. Corprew, seconded by James W. Ward, the Board unanimously approved the amendment to Ordinance No. 50. On motion made by Timothy J. Corprew, Joseph W. Hoffler, the Board unanimously approved the amendment to Ordinance No. 50. **See Attachment C – Ordinance No. 110.**

EMERGENCY SERVICES ITEMS

Chairman Nelson recognized Jonathan Nixon, Emergency Services Director, to present the following items for Board action:

1. **NC 911 Board Grant for PSAP Renovations:** The NC 911 Board Grant Board has awarded \$4,831,481 to Perquimans County for the Perquimans-Gates 911 Center Expansion Project. Mr. Nixon is asking that the Board accept the grant funds, approve the enclosed grant agreement, and authorize the Chairman or County Manager and County staff to sign the Agreement pending County Attorney High's review and approval. On motion made by Joseph W. Hoffler, seconded by James W. Ward, the Board unanimously approved the grant funds and authorized Chairman or County Manager to sign the Agreement after County Attorney High's review and approval.
2. **Design Firm for PSAP Renovations:** Mr. Nixon presented the summary proposal from Oakley Collier Architect who is being recommended by the Perquimans/Gates 911 Oversight Committee to contract to prepare the design for the 911 Renovation Project. He is asking the Board to approve the award of the grant funds, to award the design contract to Oakley Collier Architect pending receipt of the AIA document, and to authorize the County Manager to sign the AIA Agreement once we receive the documents and after County Attorney High's review and approval. County Manager Heath said that he attended the presentation, and they did a great job. On motion made by T. Kyle Jones, seconded by Charles Woodard, the Board approved the award of the grant funds, award the design contract to Oakley Collier Architect pending receipt of the AIA document, and to authorize the County Manager to sign the AIA Agreement once we receive the documents and after County Attorney High's review and approval.

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 placed ads in The Perquimans Weekly. We did receive one application for the alternate for the Senior Tar Heel Legislature but did not receive until after the agenda was distributed. She will add that appointment to the January Agenda.

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. We did receive an application for the Alternate Delegate but still need to have a member to appoint to the Senior Tarheel Regional Legislature Advisory Board. In the meantime, we will continue to advertise these appointments on the County website.

PRESENTATION OF PLAQUE: T. KYLE JONES

Chairman Nelson presented a plaque to T. Kyle Jones thanking him for his twelve years of service on the Board of Commissioners. The following comments were made:

- **Chairman Nelson**: Mr. Nelson said that he appreciated his service on the Board and all that he provided to the Board. It has been a pleasure serving with him.
- **Commissioner Hoffer**: Mr. Hoffer thanked him for welcoming him as a new commissioner on the Board. He helped him learn the ropes and he appreciated that. He enjoyed talking football with him.
- **Commissioner Woodard**: Mr. Woodard thanked him for helping him learn what a commissioner did and he was delighted that Kyle was the first one to congratulate him when he was elected as commissioner. He enjoyed working with him on the Board.
- **Commissioners Corprew and Ward**: Mr. Corprew and Mr. Ward concurred with the other members of the Board.

SWEARING-IN

Todd Tilley, Clerk of Superior Court, gave the Oath of Office to newly elected Commissioner Kathryn M. Treiber and re-elected Commissioners Joseph W. Hoffer and Charles Woodard.

ELECTION OF CHAIRMAN/VICE CHAIR

Chairman Nelson welcomed Ms. Treiber and she said that she was ready to go to work. After his comments, Chairman Nelson recognized Hackney High, County Attorney, to handle the elections of the Chairman/Vice Chairman. As Temporary Chairman of the meeting, Mr. High opened the floor for nominations for Chair/Chairman of the Board. James W. Ward nominated Wallace E. Nelson as Chairman. There being no other nominations, Mr. High closed the nominations and asked the Board to vote on the nomination of Wallace E. Nelson as Chairman. The motion was unanimously approved by the Board. Mr. High opened the floor for nominations for Vice Chair/Chairman of the Board. Timothy J. Corprew nominated Charles Woodard as Vice Chairman. There being no other nominations, Mr. High closed the nominations and asked the Board to vote on the nomination of Charles Woodard as Vice Chairman. The motion was unanimously approved by the Board. Mr. High turned the meeting back over to Chairman Nelson.

LOBBYISTS CONTRACTS

After thanking the Board for their vote of confidence, Chairman Nelson recognized County Manager Heath who presented to the Board two Lobbyist Agreements with WolfeStein Group and Jones Street Consultant to lobby the NC General Assembly on all issues concerning the County. He further explained that these were two-year contracts at a cost of \$1,500 each per month for the term of the Agreement. Mr. Heath recommends the approval of these contracts. Chairman Nelson asked if there were any questions or comments. There being none. On motion made by James W. Ward, seconded by Charles Woodard, the Board unanimously approved the two contracts as presented. Commissioner Corprew expressed his concerns that the Board needed to think about cutting back on our spending. He feels that we will be having additional expenditures in the near future and the Board needs to try not to increase the tax rates since we have raised it for the past two years.

COMMISSIONERS’ BOARD/COMMITTEE APPOINTMENTS

Chairman Nelson explained that a listing of the Board/Committee Appointments that the Board needed to review and fill the vacancies that includes the ones for outgoing T. Kyle Jones. He asked the Board to review them and let him know if they had any changes and if they would like to serve on one of the Boards Commissioner Kyle served on. We will discuss it at our next Work Session to make the appointments in January.

PUBLIC COMMENTS

There were no public comments made.

ADJOURNMENT

Chairman Nelson asked if there were any further comments or business to discuss. There being none, the Regular Meeting was adjourned around 8:00 p.m. on motion made by Timothy J. Corprew, seconded by Charles Woodard and unanimously approved by the Board.

Wallace E. Nelson, Chairman

Clerk to the Board

ATTACHMENT A

EXHIBIT B

**Perquimans Marine Industrial Park
Lease Guidelines**

SCOPE

The Perquimans Marine Industrial Park has established these Lease Guidelines to secure the economic viability of the Perquimans Marine Industrial Park and to assure that the Park enhances the environment for the benefit of the tenants and the local geographical area. In keeping with this principle, the land-use within the Park must be consistent with the overall concepts and developmental goal set forth for the Park by Perquimans County.

GENERAL CONCEPTS

The Perquimans Marine Industrial Park is to be an efficient commercial and industrial marine center with modern facilities to serve marine-related businesses such as boatbuilding, marinas, and related enterprises. The Park may contain commercial facilities to support all activities in the Park, the labor force, and the vessels that operate therefrom. It is intended that revenues derived from site leases be sufficient to defray the normal operation and maintenance costs of the Park.

SPECIFIC COMMERCIAL ACTIVITIES

The types of activities to be contained in the Park are, but not limited to:

- | | |
|-------------------------------|----------------------------|
| Freezer and cold storage | Vessel haul out and repair |
| Ice manufacturing | Machine shop service |
| Vessel refueling | Marine hardware sales |
| Refrigeration sales & service | Fishing gear sales |
| Park related warehousing | Marine vessel chandler |
| Electronic sales & service | Packaging materials sales |
| Welding service | Restaurant |
| Boat repair & maintenance | General boat building |
| Diesel sales and service | |

While the primary purpose of these activities is to support the Park, it is not intended that any tenant be limited in its conduct of business to the confines of the Park and the vessels that operate therefrom.

OPERATION AND ADMINISTRATION

The overall daily operation of the Park is administered by Perquimans County. Perquimans County will attempt to ensure that each tenant is free from unreasonable interference from other tenants or persons, and that each tenant does not unreasonably interfere with other tenants or persons.

ENVIRONMENTAL RULE/REGULATION COMPLIANCE

Tenants shall be required to comply with all environmental rules, regulations, and laws of Perquimans County, the State of North Carolina, and the United States. The Tenant shall be responsible for any actions or inaction resulting in non-compliance by the Tenant, their Agents, or business patron’s activities. Penalties, fines, and remedial costs shall be the responsibility of the Tenants, unless liability is elsewhere assigned herein. In the event that such non-compliance was the result of actions or inaction by an agent or business patron of the Tenant, the Tenant shall bear responsibility and subsequent liability for any and all remedial costs and associated repairs. This section shall remain in effect after termination of the lease and until a site investigation

by a certified consultant reveals no contamination or damage, or in the event of remedial activity by the Tenant, until all of the appropriate aforementioned regulatory authorities state that no further remedial action is necessary.

SITE PLAN APPROVAL

Perquimans County will review all proposed improvements planned by tenants of the Park. All proposed improvements must be approved by Perquimans County before they may be submitted to other permitting agencies for their review, approval, and permitting. Perquimans County’s review will concern itself with the following items:

- Proposed site plan
- Proposed structures

- Proposed entrance location from public way and wharfage
- Proposed structure location and relation to lease lines
- Proposed yards and parking layout
- Refuse, waste and fire hazards
- Proposed landscaping
- Proposed signage
- Proposed exterior lighting and signage plan

Perquimans County will review the plans for the construction and renovation projects using the following criteria:

- Conformity to the concept plan for the Marine Industrial Park
- Highest and best use of the leased property
- Architectural and structural compatibility of the proposed structure with the objectives of the Marine Industrial Park

In general, Perquimans County will not approve the construction of buildings which require minimal investments, are temporary in nature, or which do not meet the architectural standards of the Marine Industrial Park. The existence of a particular type of building somewhere in the Marine Industrial Park shall not be an unconditional justification for the construction of a similar building elsewhere since building and economic conditions vary significantly throughout the Park.

PERMITS AND LICENSES

All new structures and the renovations of existing structures must conform to the applicable county and state building codes. Additionally, the use of each site is subject to applicable environmental protection regulations, whether they are Federal, State or local. Each tenant is responsible for securing the necessary permits to build, construct, or improve on the leased site. Each tenant must secure whatever licenses are necessary for the conduct of business on or from the site.

For purposes of permitting and licensing, each commercially leased site in the Park is subject to the codes and ordinances of Perquimans County.

ENTRANCE LOCATIONS

The location of entrances to proposed developments from both streets and from the water shall be a major concern to Perquimans County in reviewing site plans for the Marine Industrial Park. In reviewing site plans concerning entrance locations from public street and wharfages, the following criteria will be used:

- Vehicular access to a site must be positioned so as not to interfere with the normal traffic patterns on the street or adjacent sites
- Sufficient area must be provided for safe maneuvering of both trucks and automobiles into and through the site.

STRUCTURE LOCATION

In general, all buildings which are proposed to be built on a leased property must have a minimum 30 foot setback from the street or road right-of-way, and a minimum 15 foot setback from other property lines. All buildings and their foundations proposed to be built adjacent to the basin must have a minimum setback from the bulkhead (land side of the basin) of 25 feet. All setbacks shall be measured horizontally from the point of the structure nearest the property line to the property line under consideration. Proposed development which calls for new construction within the established setback areas must receive specific written variance Perquimans County.

PARKING

Adequate off street parking must be provided for all vehicles that will use the property following the completion of the site improvements.

LANDSCAPING

All destabilized soil on the site, including that exposed during construction, shall be stabilized with vegetative cover to prevent erosion by wind or surface water. Each tenant shall landscape the leased site in a manner, which lends uniformity to the Park and conforms to the site plan as approved by Perquimans County. All landscaping materials shall be suitable to the local climate and shall be maintained in a neat and well-groomed manner. Wind deposited trash, leaves, etc. shall be raked, and planting materials requiring periodic pruning shall be pruned in a workman like manner. All weeds shall be removed periodically and all landscape areas shall be kept clean.

WATER SUPPLY AND SEWAGE DISPOSAL

Each tenant shall make provisions for connection to the water system, the sanitary sewage system, and where applicable, the process sewage system, within the Park. Arrangements for connection to these systems shall be made with the Town of Hertford and Perquimans.

STORM SEWERS

Temporary grading during construction and final grading at the completion of construction on a site shall be such that surface waters will drain away from the waterfront or marsh areas. Water run-off directly into the basin or marsh areas surrounding the Park shall be minimized.

REFUSE, WASTE AND FIRE HAZARDS

Tenants shall be required to conform to all requirements of Perquimans County ordinances and other Federal and State regulations pertaining to fire and safety hazards and the collections and removal of refuse and waste. Tenants shall be required to remove any waste or refuse which is hazardous to personal health or safety or is visually unattractive and can be seen from the public roadway.

FREE-STANDING SIGNS

All signs and outdoor advertising structures shall be erected, altered and maintained in accordance with the following provisions:

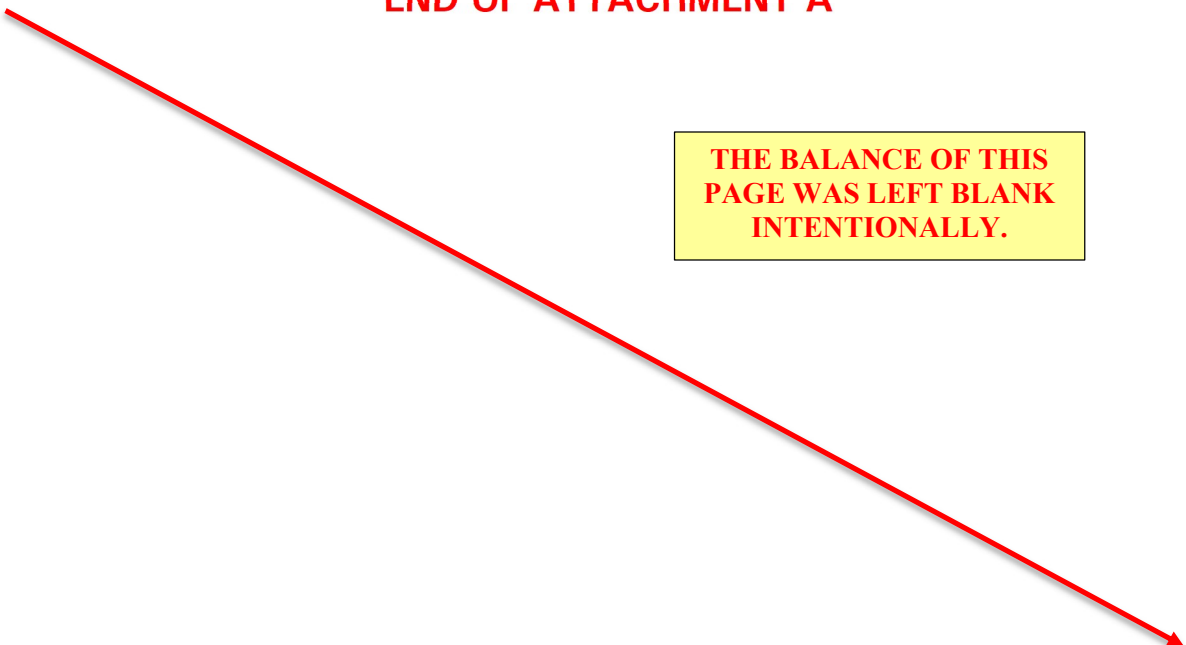
- All signs and outdoor advertising structures shall be constructed and designed according to generally accepted engineering practices, to withstand wind pressures and load distribution as specified in Section 1205 of the North Carolina State Building Code.
- Signs may be lighted, but electrical wiring and connections must be in conformance with the North Carolina Electric Code, and all lighted signs must be oriented or shielded so that light and glare reflects away from roadways and adjacent property and does not constitute a hazard to navigation.
- One (1) free standing sign per lot may be located temporary or permanently on the ground but shall not exceed thirty-two (32) square feet in area and shall not exceed six (6) feet in height above road grade.
- No part of a sign may be within five (5) feet of a property line or twenty-five (25) feet from the land side of the basin.

LIGHTING

Exterior lighting details should be specifically addressed in the site plan submission to Perquimans County. All exterior lights shall be fully shielded and angled to project light downwards, thereby reducing light pollution to adjacent properties and those within the project's viewshed. Other measures to reduce light pollution may be required by Perquimans County, including but not limited to, motion sensors, dawn/dusk sensors, lighting height restrictions, and limitations on light intensity. All of these factors will be evaluated by staff depending on the site plan configurations. Future revisions of the project's lighting design must be approved by Perquimans County.

END OF ATTACHMENT A

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ATTACHMENT B

ORDINANCE NO. 109

AMENDMENTS TO ORDINANCE NO. 63:

PERQUIMANS COUNTY ANIMAL CONTROL ORDINANCE

AMENDMENT NO. 1, DATED DECEMBER 2, 2024

The following text added to the Perquimans County Animal Control Ordinance (Ordinance No. 63) was approved by the Perquimans County Board of Commissioners at their Regular Meeting on December 2, 2024 as recorded in their Minute Book No. 16, page 4069.

**SECTION TWO
HUMANE TREATMENT OF ANIMALS**

2.00 Exemption. The provisions of this section shall not apply to dogs used for lawful hunting purposes.

2.01 Definitions. For purposes of this section, the words and phrases below shall have the following meanings:

Animal: Includes dogs, cats or other domesticated animals.

Outside Enclosure: A structure with a solid roof, under permanent shade, used to house an animal and protect it from the weather. If the structure is located within a confined space such as a kennel or fence, the structure must not take up more than 25% of the confined area.

2.02 Responsibilities of Owners.

A. Owners of dogs kept outside shall provide an outside enclosure that ensures humane and sanitary shelter from heat, cold, rain, wind and snow and shall provide food and water adequate to keep the dog in good health and comfort.

B. Animals shall not be kept on any lot unless the owner or keeper of the animal occupies the property where the animal is kept.

C. Pursuant to N.C.G.S. 14-361.1, no person shall willfully and without justifiable excuse abandon or cause to be abandoned any animal and such statute is incorporated herein.

2.03 Cruelty to Animals. Pursuant to N.C.G.S. 14-360, no person shall intentionally overdrive, overload, wound, injure, torment, kill, or deprive of necessary sustenance any animal and such statute is incorporated herein.

2.04 Violations. Any violations of this section may be considered a Class III Violation as outlined in Section One and may be levied accordingly. Violations may subject the violator to all other remedies provided by law, including a County ticketing system with fines up to \$50 per violation, successively increasing by double with each ticket. Violators of this amendment, at the discretion of the Animal Control Officer, may be afforded a three-day grace period to comply with the amendments listed above.

Upon motion of Timothy J. Corprew and second of James W. Ward all of the aforesaid amendment to Ordinance No. 63 was adopted December 2, 2024 by the Perquimans County Board of Commissioners at its Regular Meeting on the 2nd day of December, 2024 to be effective immediately and as recorded in their Minute Book No. 16, page 4069.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

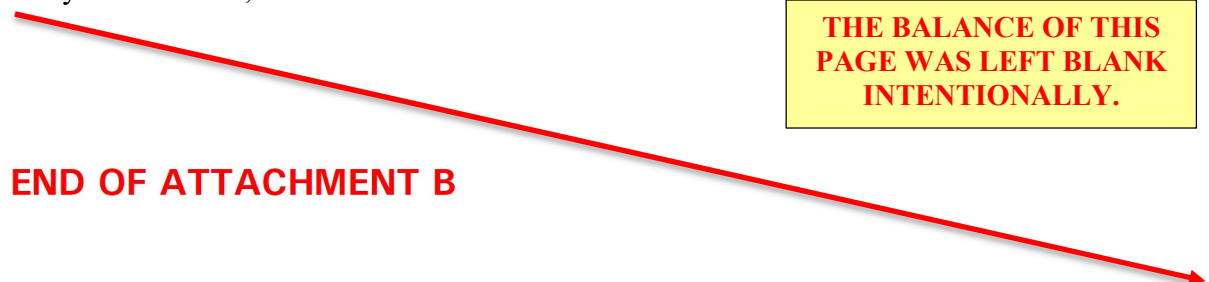
ATTEST:

SEAL

Mary P. Hunnicutt, Clerk to the Board

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END OF ATTACHMENT B



ATTACHMENT C

ORDINANCE NO. 110

AMENDMENTS TO ORDINANCE NO. 50:

PERQUIMANS COUNTY SOLID WASTE ORDINANCE

AMENDMENT NO. 1, DATED DECEMBER 2, 2024

The following text added to the Perquimans County Solid Waste Ordinance (Ordinance No. 50) was approved by the Perquimans County Board of Commissioners at their Regular Meeting on December 2, 2024 as recorded in their Minute Book No. 16, page 4069.

SECTION X. ABATEMENT OF SOLID WASTE AND PUBLIC HEALTH NUISANCES

The purpose for this section is to promote the public safety, health, and welfare of the citizens of Perquimans County through regulation of public health nuisances in the county.

A) By the authority of the provisions of N.C. Gen. Stat. §§ 130A-309.61, 153A-121, 153A-123, and 153A-140 of the North Carolina General Statutes, the storage, accumulation or presence of solid waste on public or private property in the area of jurisdiction of this Ordinance which is:

1. A breeding ground or harbor for mosquitoes or other insects, snakes, rats, or other pests; or
2. A point of collection for pools or ponds of water; or
3. A point of concentration of gasoline, oil, or other flammable, toxic or explosive materials; or
4. A cause of offensive odors or health risks to others such as unburied domestic animals and stagnant water, or filthy privies and stables; or
5. So located that there is a danger of falling, sliding or turning over; or
6. A source of danger for children through entrapment in areas of confinement that cannot be opened from the inside or from exposed surfaces or metal, glass, or other rigid materials, or any uncovered well, open pit, unsecured vehicle, appliance, or building

is hereby proclaimed and declared to be unlawful and a public nuisance. Such public nuisance shall be subject to abatement as provided in this Ordinance, pursuant to N.C. Gen. Stat. § 153A-140 of the North Carolina General Statutes, which allows a county “to remove, abate, or remedy everything that is dangerous or prejudicial to the public health and safety.”

Bona fide farms are exempt from regulation through this section.

B) Upon reasonable cause to believe that a public nuisance as defined above exists, the Board or its designee, and upon not less than ten (10) days' written notice to the occupant and owner of the property on which the alleged nuisance is located, shall make a determination of whether or not such nuisance does, in fact, exist. If the Board or its Designee makes a determination that a public nuisance exists, he shall enter and serve upon the owner and occupant an order to remove, abate or remedy the nuisance within a reasonable period of time, but not more than ninety (90) days.

Such order may be appealed by the owner or occupant to the County Manager as provided below:

1. Appeal. Any person who receives a notice of violation, or order to remove, abate, or remedy a nuisance may, within ten business days of the day the notice was received, submit a written appeal to the County Manager. The appeal notice shall specifically state the reasons for the appeal with a copy of the notice of violation attached thereto. The owner may either rely on written materials or appear before the County Manager for a hearing at which he shall be heard in person or by counsel and may present arguments and evidence pertaining to the matter. The only issues for appeal are: (1) whether the person is the actual owner of the real property, or (2) whether the action or condition that serves as the basis of the notice is dangerous or prejudicial to public health or safety. The fact that the owner did not bring the nuisance to the property or does not have a possessory interest in the condition creating the nuisance is not a defense.

The County Manager shall within ten days of the date of the hearing or the date of the written appeal if a hearing is not requested, issue an order either canceling the notice or directing the owner to remove, abate, or remedy the identified nuisance.

Accrual and imposition of the civil penalties shall be stayed pending the appeal. However, there will be no stay for equitable remedies available to the County. If the decision of the Board's designee is affirmed, accrual and imposition shall resume.

Any appeal not filed within ten (10) business days of the day notice was received shall be considered not timely.

2. The County Manager may consider hardship as basis for extending the period for compliance up to six (6) months. In no case shall the County Manager indefinitely excuse compliance. An extension may be granted upon the appellant meeting two (2) of the four (4) following criteria:
 - a. appellant is at least sixty-five (65) years of age;
 - b. health problems documented by appellant's medical record which substantially affect the appellant's ability to comply with the ordinance;
 - c. severe weather that prevents appellant from complying within the original time frame;
 - d. taxable income below fifty percent (50%) of the County's current median income, as determined by the US Department of Housing and Urban Development, documented by appellant's latest tax return.
3. Appeals of County Manager Actions. Every decision of the County Manager shall be subject to review at the instance of any aggrieved party in the Superior Court by proceedings in the nature of a petition for writ of certiorari. Such proceedings in the Superior Court shall be initiated within thirty (30) days of the date the decision is approved. Appeals not filed within this thirty (30) day period are not timely. The Superior Court is authorized to stay enforcement of this ordinance during the pendency of an appeal from the decision of the Board of Commissioners upon a hearing and the posting of a bond sufficient to the Court which will adequately protect the interests of the County.

C) Upon failure of the owner or occupant of the property, or of the person responsible for placing such solid waste on the property to remove, abate or remedy the nuisance within the period the officer has allowed, pursuant to N.C. General Statute 153A-140 the Board or its Designee shall remove, abate or remedy the nuisance as provided in the order and charge the cost thereof to the owner and occupant. Perquimans County may exercise the right to hire a third party to remove solid waste from the offending property and bill the offender for the cost, plus reasonable administrative fees. See Section 116 Right of Entry for Junk Car Ordinance (Ord. No 53):

For the purpose of enforcing the provisions of this article, the Perquimans County enforcement officer or his designee(s) may at all times during regular business hours, Saturdays, and legal holidays excepted, enter upon any premises within the county's jurisdiction, other than within any building actually occupied for a residence, for the purpose of determining whether or not the provisions of this article are being violated or for the purpose of determining whether or not any notice by the county requiring the abatement of the nuisance has been complied with."

If such expense is not paid by the owner or occupant within ten (10) business days, it shall be a lien upon the land or on premises where the nuisance arose and shall be collected as unpaid taxes.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

SEAL

Mary P. Hunnicutt, Clerk to the Board

END OF ATTACHMENT C
