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REGULAR MEETING

February 2, 2015

6:50 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, February 2, 2015, at 6:50 p.m. in the Commissioners' Room located on the first floor of the Perquimans County Courthouse Annex.

MEMBERS PRESENT: Janice McKenzie Cole, Chair Edward R. Muzzulin, Vice Chairman  
 Kyle Jones Fondella Leigh  
 Wallace Nelson Matthew Peeler

MEMBERS ABSENT: None

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

After the Chair called the meeting to order, Commissioner Leigh led in prayer and the Chair led the Pledge of Allegiance. Ms. Cole said that the first item of business was to hold a public hearing.

**PUBLIC HEARING**

Conditional Use Permit Application No CUP-14-08, by Debra Talmadge

Chair Cole opened the Public Hearing stating that the purpose of the public hearing was to receive citizens' comments to consider Conditional Use Permit Application No CUP-14-08, by Debra Talmadge, to reopen a Nursing & Convalescent Home and Caretaker's Residence at 114 and 116 Nursing Home Road (SR 1330), respectively, between Old US 17 Road (SR 1367) and Gregory's Lane (SR 1330). There were ten (10) people present. The Chair recognized Donna Godfrey who explained that she was recommending that the Board continue the public hearing until next month to give the applicants the opportunity to get some legal matters straight. Therefore, Chair Cole continued the Public Hearing until next month and proceeded with the Regular Meeting at 7:00 p.m.

**AGENDA**

On motion made by Wallace E. Nelson, seconded by Edward R. Muzzulin, the Board unanimously approved the Agenda as amended.

**CONSENT AGENDA**

The following items were considered to be routine and were unanimously approved on motion made by Edward R. Muzzulin, seconded by Matthew Peeler.

1. **Approval of Minutes:** January 5, 2015 Regular Meeting
2. **Tax Release Approvals:**

PERQUIMANS COUNTY TAX REFUNDS:

Stephensen, Jason Jeffrey----- \$113.17  
 Tag surrendered; 11 month proration. Abstract #0021011213.

3. **Personnel Matters:**

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Tracy Mathews	Finance Officer	Promotion	72/8	\$49,646	2/1/15
Brenda Newbern	Accounting Technician IV	Retirement			3/1/15
Nicole Elliott	Accounting Technician IV	Promotion	63/11	\$35,934	2/1/15

4. **Merit Increases:**

Employee Name	Employee Job Title	Grade/ Step	New Salary	Effective Date
Kimberly A. Bray	Tax Clerk - Business Personal Property	61/7	29,847	2/1/15
Rhonda Money	Mapper	68/5	38,682	2/1/15

5. **Board Appointments:**

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Muzzulin, Edward	Albemarle District Jail Commission	Reappointment	2 yrs.	2/1/15
Cole, Janice	Communications Advisory Board - County	Reappointment	2 yrs.	2/1/15
Muzzulin, Edward	Economic Development Commission - County	Reappointment	2 yrs.	2/1/15
Peeler, Matthew	Economic Development Commission - County	Reappointment	2 yrs.	2/1/15
Muzzulin, Edward	RPO Transportation Advisory Committee	Reappointment	2 yrs.	2/1/15
Peeler, Matthew	Tourism Development Authority (Commissioners)	Reappointment	2 yrs.	2/1/15
Shoaf, Brandon	Tourism Development Authority (Hertford appointee)	Reappointment	2 yrs.	2/1/15
White, Mary	Tourism Development Authority (Industry Rep)	Reappointment	2 yrs.	2/1/15
Bennett, Mary	Adult Care Home Advisory Committee	Reappointment	3 yrs.	3/1/15
Mansfield, Evelyn	Adult Care Home Advisory Committee	Reappointment	3 yrs.	3/1/15
Leigh, Fondella	Northeast Workforce Development Board Consortium	Appointment	Unlimited	2/1/15

5. **Budget Amendments:**

**BUDGET AMENDMENT NO. 14  
 GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-610-080	DSS - Unemployment Reserve		5,475
10-450-080	Tax - Unemployment Reserve		1,633
10-660-080	Senior - Unemployment Reserve		671
10-500-540	Insurance & Bonds	7,779	
<b>EXPLANATION:</b> To pay unemployment invoice out of insurance & bonds line as we have done in the past.			

**BUDGET AMENDMENT NO. 15  
 GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	State Grants - DSS	5,097	
10-610-198	Low Income Energy Assistance	5,097	
<b>EXPLANATION:</b> To budget additional (LIEAP) funds for FY 2014-15 approved by the State.			

**BUDGET AMENDMENT NO. 16  
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-016	Scrap Tire	9,542	
10-690-933	Health Department - T/ST/WG	9,542	
<b>EXPLANATION:</b> To budget scrap tire grant funds submitted by ARHS for FY 2014-15.			

6. **ECBH Quarterly Fiscal Monitoring Reports:** The State requires that the Quarterly Fiscal Monitoring Report be presented to the Board for review. The report for period ending on December 31, 2014 was presented.

**PRESENTATION OF PLAQUE: SHARON WARD**

Chair Cole presented a plaque to Sharon Ward who retired from the Perquimans County Finance Office and County Manager's Office after 30 years. Ms. Cole thanked her for her service and turned the comments over to County Manager Heath. After he made his comments, Ms. Ward thanked God for giving her a job to support her family and to all those that she has worked with over the 30 years.

**PRESENTATIONS**

The following new employee was introduced to the Board:

- **Assistant Animal Control Officer:** Sheriff Tilley introduced Brian Watson, Part-Time Animal Control Officer, who was appointed on January 1, 2015. Chair Cole welcomed him to Perquimans County.

**COMMISSIONER'S CONCERNS/COMMITTEE REPORTS**

There were no Commissioner's concerns or committee reports.

**UPDATES FROM COUNTY MANAGER**

County Manager Heath presented the following updates:

- **Boat Ramp Project:** County Manager Heath reported that the County has received the final CAMA Permit for the Boat Ramp Project. This was a very important hurdle to get over. The last time that the County tried to get a boat ramp at the Commerce Center, they did not receive this approval. He is going to be talking with NC Wildlife to determine when they will begin working on the boat ramp.
- **Employees' Health Insurance:** Mr. Heath met last week regarding the employees' health insurance plan. Our health plan is a self-funded health insurance pool partnered with Pasquotank County and Albemarle Regional Health Services to provide health insurance to our employees. So far this year, we are experiencing a high volume of claims compared to the premiums that we receive. In the past when this has happened, we have had to have an assessment to help pay the claims. This looks like it might potentially happen this year. This has not happened in about four or five years. The positive thing about being a self-funded pool is that we can go in there and make plan adjustments. During the Budget Process, we will probably have to make premium increases to the participating entities for next year. Also, if we do have to make an assessment to cover the claims, he will notify the Board. At this time, he has no idea what that amount would be.
- **State 911 Board Requirements:** Mr. Heath reported that he has been meeting with surrounding counties regarding new requirements of the State 911 Board. By July, 2016, the State 911 Board is requiring that all County PSAP (Primary Services Providers of 911 Services) have backup consoles within one mile of the existing County's 911 center. A regional effort was being coordinated by Pasquotank, Camden, Currituck, and Dare Counties, along with Perquimans, Chowan, and Gates Counties. They wanted to build a regional center closer to them which Mr. Heath felt that this would not be advantageous to us. Therefore, he is talking with Chowan and Gates to see what we could work out. A plan must be in place by July, 2016.

**BOARD APPOINTMENTS**

The following Board appointments need to be handled this month:

1. **Northeast Workforce Development Board:** Mr. Steve Magaro resigned from the Northeast Workforce Development Board effective October 12, 2014. We received an application from Johnnie Finch, Jr. for appointment to the Northeast Workforce Development Board. This individual will complete Mr. Magaro's term which expires on June 30, 2016.
2. **Board of Adjustment:** Johnny Corprew and Dianne Layden have resigned as Alternates to the Board of Adjustment effective October 13, 2014 and November 13, 2014, respectively. Chair Cole has spoken with Benjamin C. Hobbs and Deborah Reed about serving as Alternates on the Board of Adjustment. These individuals will complete their terms: Johnny Corprew – September 30, 2017 and Dianne Layden – October 31, 2016.

On motion made by Kyle Jones, seconded by Edward R. Muzzulin, the Board unanimously appointed Johnnie Finch, Jr. to complete Steve Magaro's term on the Northeast Workforce Development Board and Benjamin C. Hobbs and Deborah Reed to complete Johnny Corprew and Dianne Layden's term as Alternates on the Board of Adjustment.

**PLANNING BOARD ITEMS**

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

**Conditional Use Permit Application No CUP-14-08, by Debra Talmadge:** This matter was tabled until our March, 2015 meeting.

**Solar Farm Update – Shelley Layden:** Chair Cole recognized Shelley Layden who presented her request. Ms. Layden said that she has three (3) Conditional Use Permits for Solar Development that she has applied for and have been approved in Perquimans County. They are as follows: CUP – 11-02, Davis Lane; CUP – 14-02, Two Mile Desert Road; and CUP – 14-03, Drinking Hole Road. She is requesting that the Board extend them due to the time needed to complete due diligence and project viability with the local Utility Company and project costs. She anticipates results for the Davis Lane project within the 3rd quarter of 2015 and the other two projects by the end of 2015 to the 2nd quarter of 2016. Chair Cole asked if there were any questions. Commissioner Peeler asked that, it has been four (4) or five (5) years since CUP-11-02 on Davis Lane was approved and nothing has been accomplished unlike some of the other solar farms in the area. Ms. Layden explained that, due to a change in ownership, it was re-recorded in 2014. Mr. Peeler asked how long will this communication continue with Dominion Power before we say it will or will not happen. Ms. Layden said that it is up to Dominion Power and she cannot give an answer to that question. She further explained that Dominion Power has had an influx of 78 applications in Northeast North Carolina from June 2013 until now and they are still receiving additional applications. On motion made by Edward R. Muzzulin, seconded by Wallace E. Nelson, the Board approved the extension of these three Conditional Use Permits for one year by a vote of five (5) to one (1) with Commissioner Peeler voting against the motion.

**SIGNATORY FORM & CERTIFICATION**

With the retirement of Sharon Ward and the appointment of Tracy Mathews, the Board will need to authorize Frank Heath, Tracy Mathews, and Janice Cole to sign documents for the Single Family Rehab Program. In addition, the Board will need to authorize Frank Heath & Tracy Mathews to sign on the Money Market Account with Yadkin Bank. On motion made by Wallace E. Nelson, seconded by Matthew Peeler, the Board unanimously authorized Tracy Mathews, Frank Heath, and Janice McKenzie Cole to sign the signatory form and Mary Hunnicutt to sign the Certification Resolution along with authorizing Frank Heath & Tracy Mathews to sign on the Money Market Account with Yadkin Bank.

**PETITION: PARKERS LANE**

On motion made by Edward R. Muzzulin, seconded by Matthew Peeler, the Board unanimously authorized to forward the petitions to add Parkers Lane to the NCDOT State Maintenance System.

**RESOLUTION: SUPPORTING A FUTURE INTERSTATE DESIGNATION FOR US64 AND US17 BETWEEN RALEIGH & HAMPTON ROADS**

County Manager Heath presented a Resolution that was adopted on January 21, 2015 by the Albemarle RPO (Rural Planning Organization) TAC (Technical Advisory Committee) which Commissioner Muzzulin serves on. Congressman Butterfield introduced it to Congress in June, 2014 and Senator Hagan introduced it to the Senate. Since we have a new Congressional Delegation, the bill will have to be reintroduced. Congressman Butterfield will be reintroducing it to the new delegation. The Resolution supports the concept of future interstate designations for US64 from Raleigh, NC through US17 in Hampton Roads. This is part of Governor McCrory's 25-year Strategic Vision Plan for Transportation in Northeast North Carolina. Secretary of Transportation Anthony Tata is championing this plan too. The project is for many years down the road and we do not know how it will affect homes along US17 but he just wanted to introduce the Resolution and recommends Board approval. On motion made by Matthew Peeler, seconded by Edward R. Muzzulin, the Board unanimously approved the following Resolution:

**A RESOLUTION IN SUPPORT OF A FUTURE INTERSTATE DESIGNATION FOR US64 AND US17 BETWEEN RALEIGH AND HAMPTON ROADS**

WHEREAS, the Perquimans Board of Commissioners is the duly recognized legislative body for Perquimans County; and  
WHEREAS, the NC Department of Transportation has asked that the US64/US17 corridor from Raleigh to Hampton Roads, Va. via Rocky Mount, NC and Elizabeth City, NC be designated as a future Interstate which would help connect I-40/I-440 in Raleigh to I-64 in Hampton Roads, Va.; and  
WHEREAS, Hampton Roads and Raleigh are two of the largest east coast metropolitan regions which are served by a primary interstate route (I-64 in Hampton Roads and I-40 in Raleigh); and  
WHEREAS, the future interstate designation would create a secondary primary interstate for both areas and connect these two economic regions; and  
WHEREAS, requesting a future interstate designation for the section of US64/US17 from Raleigh to Hampton Roads and completing improvements which bring this section of roadway up to interstate standards is part of North Carolina Governor Patrick McCrory's "25 Year Vision for North Carolina- Mapping our Future"; and  
WHEREAS, the citizens of Northeastern North Carolina share a common interest with the Hampton Roads region for employment, health care, shopping and recreation; and  
WHEREAS, businesses currently located in Northeastern North Carolina, and those being recruited to Northeastern North Carolina, have an interest in a safe, fast highway route to the Port of Virginia; and  
WHEREAS, Perquimans County believe an interstate highway will enhance safety and promote economic opportunities for their County/Town; and  
NOW, THEREFORE BE IT RESOLVED that the Perquimans County Board of Commissioners hereby supports a future interstate designation for US 64 and US17 between Raleigh and Hampton Roads.  
**ADOPTED** this 2<sup>nd</sup> day of February, 2015.

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Janice McKenzie Cole, Chair  
Perquimans County Board of Commissioners

Attest:

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Mary P. Hunnicutt, Clerk to the Board

**FY 2014-15 AUDIT CONTRACT**

County Manager Heath presented the Audit Contract for FY 2014-15 from Douglas A. Hollowell, P.C. for Board's consideration. They have prepared our audits for the past several years. The staff recommends the award of this contract at \$30,000, which was a \$2,000 increase over last year. In addition, this includes the TDA Audit Contract too. Mr. Muzzulin asked if this included the TDA Contract at \$1,500. Ms. Mathews said that would be in addition to the \$30,000. On motion by Edward R. Muzzulin, seconded by Matthew Peeler, the Board unanimously approved the FY 2014-15 Audit Contract with Douglas A. Hollowell, P.C. as presented at a cost of \$30,000 including the TDA Audit at \$1,500.

**PUBLIC COMMENTS**

Emerson Cullins introduced new officers from the Snug Harbor Board of Governors: Terry Troy – President and Linda Swain – Vice President. There were no further public comments

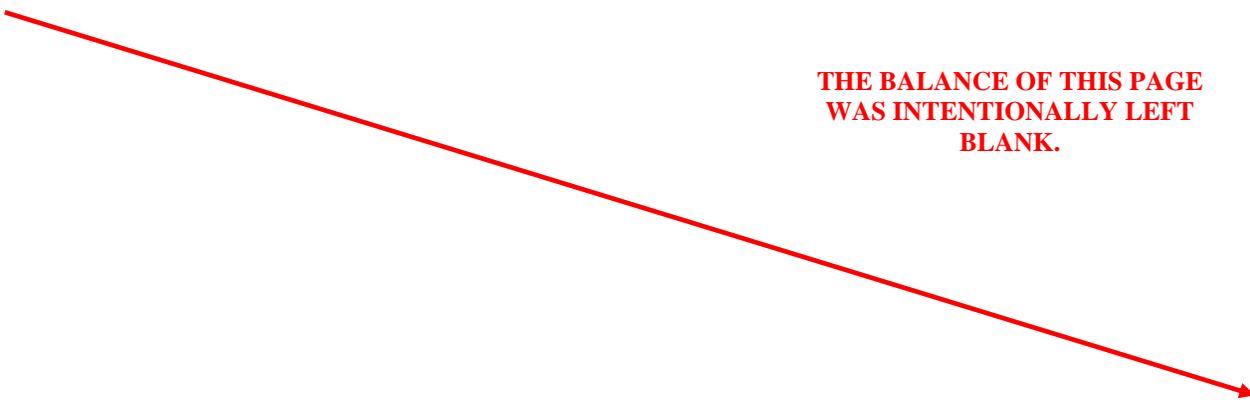
**ADJOURNMENT**

There being no further comments or business to discuss, the Regular Meeting was adjourned at 7:30 p.m. on motion made by Matthew Peeler, seconded by Edward R. Muzzulin.

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Janice McKenzie Cole, Chair

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Clerk to the Board

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