

Single Family Rehab	\$ 92,696
TOTAL CAPITAL RESERVE/NC HOUSING FINANCE AGENCY	\$ 92,696

T. Kyle Jones, Chairman
Perquimans Co. Board of Commissioners

WORK SESSION
June 19, 2017
7:00 p.m.

Following the Special Called Meeting, the Perquimans County Board of Commissioners held a Work Session on Monday, June 19, 2017, at 7:32 p.m. in the Commissioners Room located on the first floor of the Perquimans County Courthouse Annex.

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|-------------------------|------------------------------------|-----------------------------|
| MEMBERS PRESENT: | Fondella Leigh, Vice Chair | Joseph W. Hoffler |
| | Edward R. Muzzulin | Wallace A. Nelson |
| | Charles Woodard | |
| MEMBERS ABSENT: | Kyle Jones, Chairman | |
| OTHERS PRESENT: | Hackney High, County Attorney | Frank Heath, County Manager |
| | Mary Hunnicutt, Clerk to the Board | |

The following matter was discussed during the Work Session.

SOLAR FARM REGULATIONS

County Manager Heath reminded the Board that the current moratorium on large solar facilities is due to expire on July 18, 2017. Mr. Heath said that each commissioner had a copy of the proposed changes from the Planning Board and those that the Board had requested. He further stated that the last item that they wished to discuss was screening requirements. Commissioner Woodard asked if we could extend the current moratorium so that it would give the Board additional time to check with the North Carolina Association of County Commissioners and other counties to see what their requirements are. Mr. Heath said that there was time to advertise for a Public Hearing to extend the moratorium but they should not make it too long per County Attorney High's recommendation. Vice Chair Leigh asked how long we could extend it. County Attorney High said that he did not think an additional 3-month extension would be unreasonable. After further discussion, Vice Chair Leigh asked if the Board needed to make a motion to proceed with an extension of the current Moratorium. Since no action can be taken during the Work Session, it was the consensus of the Board to recommend that County Manager Heath proceed to advertise and schedule a Public Hearing on the extension of the current Moratorium for large scale solar facilities to be held at the July 3, 2017 meeting.

ADJOURNMENT

There being no further comments or business to discuss, the Work Session was adjourned at 7:40 p.m.

Fondella A. Leigh, Vice Chair

Clerk to the Board

REGULAR MEETING
July 3, 2017
6:50 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, July 3, 2017, at 6:50 p.m. in the Commissioners Room located on the first floor of the Perquimans County Courthouse Annex.

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|-------------------------|-------------------------------|------------------------------------|
| MEMBERS PRESENT: | Kyle Jones, Chairman | Fondella A. Leigh, Vice Chair |
| | Joseph W. Hoffler | Wallace E. Nelson |
| | Charles Woodard | |
| MEMBERS ABSENT: | Edward R. Muzzulin | |
| OTHERS PRESENT: | Frank Heath, County Manager | Mary Hunnicutt, Clerk to the Board |
| | Hackney High, County Attorney | |

After the Chairman called the meeting to order, he explained that Commissioner Muzzulin was out of state and that Mr. Jones will express his concerns during the public hearing. Then, Commissioner Hoffler gave the invocation and the Chairman led the Pledge of Allegiance.

PUBLIC HEARING

Moratorium on Large Scale Solar Energy Facilities

Chairman Jones opened the Public Hearing stating that the purpose of this public hearing is to receive citizen's comments concerning a proposed temporary moratorium on large scale solar energy facilities. There were fifteen (15) people present. Mr. Jones explained that the current moratorium is due to expire on July 18, 2017 and that the Board feels that they need additional time to complete their research. There being no one signed up to speak, Mr. Jones waited until 7:00 p.m., closed the Public Hearing, and proceeded with Regular Meeting.

AGENDA

Charles Woodard made a motion to approve the Agenda as amended. The motion was seconded by Fondella A. Leigh. The Board voted unanimously to approve the Agenda as amended.

CONSENT AGENDA

The following items were considered to be routine and were unanimously approved on motion made by Wallace E. Nelson, seconded by Fondella A. Leigh.

1. **Approval of Minutes:** June 5, 2017 Regular Meeting, June 19, 2017 Special Called Meeting & Work Session
2. **Personnel Matters:**
 - With the promotion of Deputy to Chief Deputy, we need to establish a classification for the position on the Salary Classifications. The Salary Classification sheet was amended as follows:

POSITION	GRADE
County Manager	83
Secretary/Clerk to the Board/Personnel Officer	65
Finance Officer	72
Finance/HR Specialist	61
Planner	72
Supervisor - Board of Elections	64
Emergency Services Director	76
Telecommunications:	
Telecommunicator - Chief	64
Telecommunicator - Certified	62
Telecommunicator	60
911 Communications Shift Supervisor I	63
911 Communications Shift Supervisor II	64
Emergency Medical Services:	
Emergency Medical Technician (EMT)	63
Advanced EMT (AEMT)	66
Paramedic	68
EMS Compliance Officer (AEMT)	68
EMS Shift Supervisor (AEMT)	68
EMS Shift Supervisor (Paramedic)	70
Emergency Management Coordinator	67
Building Inspector:	
Chief	71
Assistant	67
Code Enforcement Officer/Safety Officer	61
Administrative Assistant	61
Recreation Department:	
Recreation Director	70
Athletic Program Supervisor	64
Administrative Assistant	58
Senior Citizens:	
Senior Citizens Coordinator	63
Secretary - Senior Citizens	60
Register of Deeds:	
Register of Deeds	70
Assistant Register of Deeds	60
Deputy Register of Deeds	58
Sheriff's Department:	
Sheriff	75
Chief Deputy	70
Deputy - Investigator	68
Deputy - Sergeant	67
Deputy	65
Deputy - Uncertified	64
Animal Control	62
Animal Control Assistant	58
Baliff	54
Administrative Assistant	60
Tax Department:	
Tax Administrator	72
Assistant Tax Administrator	66
Tax Clerk I	58
Tax Clerk II	61
Mapper	68
Water Department:	
Water Supervisor	68
Water Treatment Plant Superintendent	68
Water Plant Operator	64
Backhoe Operator	65
Water Technician I	58
Water Technician II	60
Water Technician III	68
Billing/Collection Clerk	61
Buildings & Grounds:	
Maintenance Supervisor	62
Housekeepers	54
All other Secretaries with the County	57
Social Services Staff are According to State Grades:	
Director	76
Income Maintenance	
Caseworker II	63
Caseworker III	65
Investigator I	63
Supervisor II	67
Accounting Technician IV	63
Office Assistant III	57
Public Information Assistant IV	59
Social Worker II	66
Social Worker III	68
Social Worker/IA&T	70
Human Services Coordinator	68
Human Resources Placement	63
Social Worker Supervisor III	72

➤ Promotions & Retirement: We had the following promotions and retirement notifications for this month:

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Donna Phelps	Assistant Register of Deeds	Promotion	58/8	\$30,155	7/1/2017
Helen Hunter	Finance/HR Specialist	Promotion	61/8	\$31,510	7/1/2017
Kim Bray	Assistant Tax Administrator	Promotion	66/6	\$37,398	7/1/2017
Rebecca Waterfield	Tax Clerk – Business Personal Property	Promotion	61/1	\$26,556	7/1/2017
Brian Watson	Deputy/SRO (Uncertified)	Promotion	64/1	\$30,304	7/1/2017
Thomas Reid	Chief Deputy	Promotion	70/4	\$42,475	7/1/2017
Ida Harris	Full-Time EMT-I	Retirement			9/30/2017

3. **Step/Merit Increases:**

Employee Name	Employee Job Title	Grade /Step	New Salary	Effective Date
Joanne Avery	IMC II	63/2	\$29,725	7/1/2017
Krystal Dozier-Bass	Public Information Assistant IV	59/3	\$25,534	7/1/2017
Shirley Felton	Housekeeping Assistant	54/6	\$10.60/hr.	7/1/2017
Kevin Ayers	EMT-I	66/3	\$16.71/hr.	7/1/2017
Zach Crowe	EMT-I	66/2	\$16.31/hr.	7/1/2017
Bea Spaeth	Temporary Tax Lister	n/g	\$13.10/hr.	7/1/2017

4. The following Board appointment/reappointments were approved by the Board:

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Brenda Lassiter	Economic Improvement Council	Appointment	3 yrs.	7/1/2017
Dianne Layden	Social Services Board	Reappointment*	3 yrs.	7/1/2017
Edward Muzzulin	Historic Hertford, Inc.	Reappointment	3 yrs.	7/1/2017

**The Social Services Commission has confirmed Ms. Layden's appointment.*

INTRODUCTION OF NEW EMPLOYEES

The following introduction to the Board was made:

- **Tax Administrator:** Bill Jennings, Tax Administrator, introduced Tashara Gramby, Tax Clerk – Collections, who was appointed effective June 1, 2017.

BRANDI JORDAN, REGION R LONG-TERM CARE OMBUDSMAN

Ms. Jordan came before the Board to discuss the appointments to the Adult Home Care and Nursing Home Care Advisory Committees. Currently, we already have two vacancies on the Nursing Home Care Advisory Committee which we have had problems filling. She presented a PowerPoint presentation explaining the possibility of combining these two committees into one committee reducing the number of members serving on the committee. She said that, with this new set up, the Board would only need to appoint six (6) members instead of the current ten (10) members. She explained the process and asked that, if the Board was interested in moving forward with this combination, all she would need is a letter of request from the Board. On motion made by Wallace E. Nelson, seconded by Fondella A. Leigh, the Board unanimously approved to move forward with the combination of these two committees.

BILL JENNINGS, TAX ADMINISTRATOR

Mr. Jennings presented his monthly report.

SUSAN CHANEY, SOCIAL SERVICES DIRECTOR

Ms. Chaney presented her monthly report.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

The following items were discussed:

- **Commissioner Muzzulin:** Chairman Jones reported that Commissioner Muzzulin had wanted to discuss the shallow draft navigation channel dredging but, since he was unable to attend tonight, we will take this up at the September meeting.
- **Commissioner Hoffer:** Mr. Hoffer thanked the Board, County Manager Heath, and his staff for their quick handling of his request regarding repairs at the King Street and Church Street Basketball Courts. County Manager Heath explained that the County had a community volunteer that performed that service. There is additional work that needs to be done but we are waiting on the materials which should be received soon.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- **NCACC Request:** The North Carolina Association of County Commissioners has requested the County's assistance with the Opioid Crisis that is going on throughout the state. They have asked each County to participate in a forum related to that. After discussing it with Commissioner Nelson and e-mailing the rest of the Board, it was decided that we would look at this on a regional level and partner with Pasquotank County, Trillium, and Albemarle Regional Health Services. Pasquotank County is having a meeting on July 13th at 2:00 p.m. He along with Commissioner Nelson plan on attending, if the Board is in agreement.
- **Boat Ramp Ribbon Cutting:** Mr. Heath reported that the ribbon cutting at the Boat Ramp Site was held on June 23, 2017 and it was well attended. At that meeting, Mr. Heath had some discussions with NC Wildlife and they have indicated a willingness to work with us and help fund the completion of the bathroom facility at the boat ramp site.
- **Dan Gerlach:** During the ribbon cutting, Mr. Heath had some productive discussions with Dan Gerlach, President of Golden Leaf, who helped fund the Boat Ramp Project. Because we were awarded \$2.9 million in the state budget for the Marine Park basin, Mr. Heath discussed the possibility of obtaining additional funding for that project from Golden Leaf. He will be meeting with his Board in August and would let Mr. Heath know if there is any funding available. Commissioner Nelson asked how much additional funding was needed. Mr. Heath said that we have about 1/2 of the funding. He asked Mr. Gerlach for \$2 million. He did not commit to that but does have a meeting with his Board in August. Mr. Heath will continue to research further areas of funding.
- **Library Project:** Mr. Heath led a tour of the library facility for the Library Board and Library Staff. If any of the commissioners wish to have a tour, just let him know.
- **Jack the Dog:** Mr. Heath explained again why he was showing a picture of Jack the Dog who was adopted from our Tri-County Animal Shelter. He explained that we have three more times to get funding from Jack's owner.

COASTAL RESOURCES ADVISORY COUNCIL

Mr. Heath stated that they are still taking nominations for this Council. Commissioner Nelson asked how much is involved. Mr. Heath and Ms. Hunnicutt will provide him with this information.

EXTENSION OF MORATORIUM ON LARGE SCALE SOLAR FACILITIES

Mr. Heath stated that they held a Public Hearing for this extension earlier in the meeting. The current moratorium runs through July 18, 2017. This will be an extension of 120 days which would run

through October 31, 2017. This was requested to allow the Board to do more research on the buffering of these facilities. County Attorney High made a few comments. Wallace E. Nelson made a motion to adopt Ordinance No. 96 extending the current Moratorium on large scale solar facilities. The motion was seconded by Charles Woodard. Chairman Jones read the following comments from Commissioner Muzzulin's e-mail regarding the extension of the moratorium: "I strongly feel that the Moratorium on Large Scale Solar Energy Facilities should NOT be extended. If we cannot get the job done during the first moratorium we are not doing our job. The moratorium is reducing the opportunity for developers and land owners to make the investment in a Solar farm and help expand our tax base." Commissioner Woodard, at the request of Commissioner Muzzulin, contacted NCACC for information which he has received. This will give the Board additional time to review this information. Mr. Jones said that the Board could review this at the next Work Session. There being no further discussion, the Board unanimously approved motion to adopt the following Ordinance No. 96:

ORDINANCE NO. 96

AN ORDINANCE TO EXTEND A MORATORIUM ON THE ACCEPTANCE OF APPLICATIONS FOR CONDITIONAL USE PERMITS FOR LARGE SCALE SOLAR FARM FACILITIES IN PERQUIMANS COUNTY

WHEREAS, concerns have arisen regarding the adequacy of current Perquimans County ordinances related to large scale solar farm facilities and their potential effect on the health, safety and welfare of the citizens of Perquimans County; and

WHEREAS, the siting, construction, density, height, glare, maintenance and decommissioning of large scale solar farm facilities are affected by Perquimans County ordinances related to large scale solar farm facilities; and

WHEREAS, the rights and reasonable expectations of the citizens of Perquimans County and the developers of future large scale solar farm facilities may be affected by Perquimans County ordinances related to large scale solar farm facilities; and

WHEREAS, current Perquimans County ordinances related to large scale solar farm facilities may be inadequate to balance the rights and reasonable expectations of the citizens of Perquimans County and the developers of future large scale solar farm facilities; and

WHEREAS, the Board of Commissioners has previously enacted a moratorium on applications for conditional use permits related to large scale solar farm facilities which expires on July 18, 2017 and the Board of Commissioners needs to extend the moratorium to allow more time to develop and consider reasonable regulations that would protect the health, safety and welfare of current and future residents of the County, while providing certainty and appropriate protections for future developers of large scale solar facilities in the County.

WHEREAS, the Board of Commissioners of Perquimans County needs to extend the current moratorium to allow the Board of Commissioners additional time to review and examine the adequacy of its current ordinances related to large solar farm facilities and to study appropriate options for the regulation or control of the height, size, location, density, setbacks, design standards, glare, decommissioning, maintenance, lighting, property value diminutions, and other characteristics of large scale solar farm facilities; and

WHEREAS, the Board of Commissioners needs to extend the current moratorium on applications for conditional use permits related to large scale solar farm facilities to maintain the status quo while the Board of Commissioners reviews the adequacy of its current ordinances related to large scale solar farm facilities; and

WHEREAS, the Board of Commissioners needs to extend the current moratorium on applications for building permits, conditional use permits and other county governmental approvals related to large scale solar farm facilities to determine what effects, if any, the current County ordinances related to large scale solar farm facilities have on the health, safety and welfare of the citizens of Perquimans County; and

WHEREAS, the Board of Commissioners considered the course of action of not enacting this moratorium and allowing the County Planning Board to continue to develop recommendations to the Board of Commissioners related to large scale solar farm facilities for the Board of Commissioners' later consideration, however the Board of Commissioners did not choose that course of action because such course of action was deemed inadequate to protect the health, safety and welfare of the citizens of Perquimans County because the developer of a large scale solar farm facility could apply to the County for approval of a large scale solar farm facility under the existing ordinances related to large scale solar farm facilities which ordinances the Board of Commissioners have deemed are in need of review in order to protect the health, safety and welfare of the citizens of Perquimans County; and

WHEREAS, in order to address the concerns which led to the enactment of this moratorium, the Board of Commissioners, during the duration of this moratorium, intends to take the following actions: direct the Perquimans County Planning Board to review and study existing County ordinances related to large scale solar farm facilities and to provide recommendations to the Board of Commissioners for any modifications to existing ordinances, review the recommendations of the Planning Board, develop draft regulations, present the draft regulations at public meetings, receive public comments to proposed draft modifications and adopt the final version of appropriate regulations for large scale solar farm facilities in Perquimans County.

WHEREAS, the duration of this moratorium of one hundred twenty days (120) is reasonably necessary to allow the Board of Commissioners adequate time to properly and meaningfully review existing ordinances and to take the actions set forth herein; and

WHEREAS, the Board of Commissioners has duly advertised its public hearing on this Ordinance Imposing a Moratorium on the issuance of Building Permits, Conditional Use Permits and Other Governmental Approvals for Solar Farm Facilities in the Daily Advance on June 23, 2017 and the Perquimans Weekly on June 28, 2017 and conducted the required public hearing on July 3, 2017, all in accordance with North Carolina General Statutes Sections 153A-323 and 153A-340(h); and

WHEREAS, in order to preserve the status quo while appropriate county controls and regulations are considered and prepared, the County may adopt temporary moratoria on any county development approval required by law, pursuant to North Carolina General Statutes Section 153A-340(h).

NOW, THEREFORE, BE IT ORDAINED by the Board of County Commissioners of Perquimans County THAT THERE IS hereby extending the current moratorium for a period of one hundred (120) days on the acceptance of applications for conditional use permits for the construction of any large scale solar farm facilities.

THAT this moratorium will allow the County time to develop and consider reasonable regulations that would protect the health, safety and welfare of current and future residents of the County, while providing certainty and appropriate protections for future developers of large scale solar farm facilities in Perquimans County.

THAT the duration of this moratorium is the minimum time that is needed to have the Perquimans County Planning Board to review and study existing County ordinances related to large scale solar farm facilities and to provide recommendations to the Board of Commissioners for any modifications to existing ordinances, review and study existing County ordinances related to large scale solar farm facilities, develop draft regulations, present the draft regulations at public meetings, receive public comments to proposed draft modifications and adopt the final version of appropriate regulations for solar farm facilities in Perquimans County.

THAT pursuant to North Carolina General Statutes Section 153A-340 (h), this moratorium ordinance shall not apply to any project for which a valid building permit issued pursuant to G.S. 153A-357 is outstanding, to any project for which a conditional use permit application or special use permit application has been accepted, or development set forth in a site-specific or phased development plan approved pursuant to G.S. 153A-344.1, or development for which substantial expenditures have already been made in good faith reliance on a prior valid administrative or quasi-judicial permit or approval related to the specific development, or to preliminary or final subdivision plats that have been accepted for review by the county prior to the call for public hearing to adopt the moratorium.

THAT this moratorium ordinance shall apply to unincorporated areas of Perquimans County, lying outside of the corporate limits or extraterritorial jurisdiction of any incorporated town.

The Perquimans County Board of Commissioners hereby adopts and enacts this ordinance which shall become effective immediately upon its adoption and shall expire on October 31, 2017.

Adopted this the 3rd day of July, 2017.

Motion for adoption made by Wallace E. Nelson and seconded by Charles Woodard.

PERQUIMANS COUNTY BOARD OF COMMISSIONERS

T. Kyle Jones, Chairman

ATTEST:

Mary P. Hunnicutt, Clerk
Perquimans County Board of Commissioners

Approved as to form:

W. Hackney High, Jr.
County Attorney

County Attorney High reviewed the findings and asked each Commissioner to nod if they agreed with his statement: (a) purpose of the original moratorium – current standards could have some detrimental effect on the public safety and welfare of the citizens of Perquimans County. The purpose of the extension would be the same; (b) the Board has to consider other alternatives – in Mr. High’s mind, one alternative is to do nothing which does not address the public safety and welfare of the citizens and, with so much uncertainty with the solar farm industry, the Board could work on changes to the current standards without a moratorium which would make things a little fuzzy. The fact that we have passed one moratorium and have gotten some things done but need to tie up some loose ends makes for a support for the extension; (c) there has to be a closing date and our closing date is October 31, 2017; and (d) we need to direct the Planning Board and the Board of Commissioners as to what their job is which would be to review the current standards to make sure that they best provide certainty and provide for the public safety and welfare of the citizens of Perquimans County. The Board concurred with Mr. High’s findings.

ANNUAL CONTRACTS

The following annual contracts were presented by County Manager Heath for Board action:

Senior Nutrition Contract: County Manager Heath explained that this contract is between Perquimans County and Albemarle Commission to handle the Senior Nutrition Program at the Senior Center. The cost is \$10,749.24 for FY 2017-2018.

Drainage Management Contract: County Manager Heath explained that this contract is between Perquimans County and Dwane Hinson to handle drainage water management consulting services to meet the water management needs in Perquimans County. And it has the option to extend on an annual basis. The contract with Dwane Hinson would be for another year at a cost of an average of 12 hours per week at a fee of \$30.00 per hour plus a mileage supplement of 53.5 cents per mile.

Emergency Management Public Information Officer Contract:

AGREEMENT

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

- 1. Identity of Client Perquimans County Emergency Management
159 Creek Drive
Hertford, NC 27944
- 2. Identity of Contractor Thomas Morris Ponte
111 Green Ct W
Hertford, NC 27944
- 3. Work to be Performed Contractor agrees to provide services as the Public Information Officer for Perquimans County Emergency Management on a best efforts basis. This will include serving as media contact for planned events (exercises); emergencies and as a representative for any seminars, conferences or meetings involving Public Information for Perquimans County Emergency Management.
- 4. Terms of Payment Client shall pay the Contractor the sum of \$110.00 per month.
- 5. Expenses Client shall not be liable for any expenses paid or incurred by Contractor unless agreed to in writing.
- 6. Terms of Agreement The effective date of this agreement shall be July 1, 2017 and will terminate on June 30, 2018 and shall be renewed on a yearly basis. This contract can be terminated by either party with thirty (30) days written notice to the other party.

Client: Perquimans County Emergency Management
By: Jonathan A. Nixon Date: _____

Contractor: Thomas M. Ponte
By: Thomas M. Ponte Date: 6/24/16

Economic Development Consultant Contract:

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

June 5, 2017

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

Dear Frank:

Described below is a proposal [for the period July 1, 2017 through June 30, 2018] for me to continue to provide economic development consulting services to Perquimans County.

Work Program

- Serve as Perquimans County’s primary point of contact for perspective economic development inquiries.
- Continue to market the Perquimans County Commerce Centre to a variety of potential companies, but with a priority focus on marine, logistics/supply chain, and entrepreneurial entities.
- Seek new buyers for the Lansing and Smiley buildings.
- Continue to obtain creative financing of a new spec building within the Commerce Centre.
- Assist County Manager with negotiations and follow-up with potential Commerce Centre land buyers and, where applicable, support buyers in their acquisition and development processes.
- Assist County Manager in obtaining the necessary funding support for the construction of the Marine Industrial Park (MIP) inland basin. If this effort is successful, assist the County Manager in the various construction-related activities related to the basin.
- Provide staff liaison with the North Carolina Marine Industrial Park Authority [NCIPA] in the development of a Marine Industrial Park (MIP) within the Commerce Centre. During this fiscal year this activity will be focused on (1) seeking potential business commitments, (2) supporting companies that commit to the MIP and (3) coordination of applicable assistance in obtaining basin funding support.
- Finalize the development of a site plan for Phase 2 of the Commerce Centre and start implementation of priority plan projects. [Assumes that Phase 2 can get the necessary new Notification of Jurisdictional Determination from U.S. Army Corps of Engineers.]
- In coordination with the Perquimans Chamber of Commerce and Albemarle Commission, continue to support a Small Business Resource Center at the Chamber that provides resource services to potential users of the Center to create new and/or grow existing small businesses.
- Continue to be an active participant in the regional marketing efforts of the North Carolina East Alliance.
- Assist Hertford and Winfall in their economic development initiatives, with priority focus on tourism-related opportunities.

- Develop and implement, in coordination with the County Tourism Director, an initiative to attract new entrepreneurs and expand applicable existing small businesses to provide enhanced tourism-related services within the county.
- Assist the Albemarle Commission in the implementation of a regional Ecotourism program, with a specific focus on enhancing water quality in the region.
- Where applicable, assist in the preparation of North Carolina economic development grant/loan applications for existing and potential businesses in Perquimans County.
- Assist Commerce Centre site buyers in the design and implementation of workforce development programs, if necessary, in cooperation with the Albemarle Commission, COA and ECSU's SBTDC programs.
- Present periodic oral reports to the Economic Development Commission (EDC) and Board of Commissioners.
- Have an annual review of projects and evaluation of progress and performance with the County Manager.
- Undertake special projects as requested by the County Manager and/or the EDC.

Compensation

My proposed compensation for the above Work Program would be a retainer fee of \$1,730.12 a month [current compensation] that would cover my time and travel-related costs within the region. However, if County employees are given an annual percentage cost of living increase during the 2017-18 fiscal year, I request that this monthly retainer fee be increased by the same percentage amount. Not included would be any travel-related costs outside the region, membership fees for relevant economic development-related organizations and registration fees for trade shows/economic development conferences that I have authorization to attend from the County.

I continue to appreciate and enjoy the economic development consulting relationship I have had with Perquimans County. I look forward to a continuing productive relationship over the 12-month period from July 1, 2017 through June 30, 2018.

Sincerely,
David N. Goss
David N. Goss

Frank Heath
Perquimans County Manager

Administrator of Community-Based Youth Gang Violence Prevention Program Contract:

NORTH CAROLINA

CONTRACT FOR SERVICES

PERQUIMANS COUNTY

THIS AGREEMENT made and entered into this the 1st day of July, 2017, by and between PERQUIMANS COUNTY, hereinafter referred to as "the County", and Donna Jones, hereinafter referred to as the "Provider";

WITNESSETH:

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

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

NOW, THEREFORE, PERQUIMANS COUNTY and Donna Jones, agree as follows:

1. RESPONSIBILITIES OF THE PROVIDER.

- a. As Provider, Donna Jones will administer the Community-Based Youth Gang Violence Prevention Program in Perquimans County according to State of North Carolina guidelines.
- b. As Provider, Donna Jones will promptly complete and deliver all paperwork, including, but not limited to, monthly billings to the State, to be signed by the County Manager or Finance Officer of Perquimans County.
- c. As Provider, Donna Jones shall, during each fiscal year, make two (2) presentations to the Perquimans County Board of Commissioners as to the performance of the Community-Based Youth Gang Violence Prevention Program in Perquimans County.

2. TERM.

Unless sooner terminated, the term of this contact shall be for the period beginning July 1, 2017 and continuing through June 30, 2018. The Provider will provide a minimum of 44 hours per month, of which all hours are funded by JCPC/OJJ funding. All holidays observed by the County shall be observed by the Provider.

3. CONTRACT PRICE.

Perquimans County shall pay the Provider as follows: \$616.00 monthly beginning on the 25th of July and on the 25th day of every month thereafter through June 25, 2018. If this contract is terminated prior to June 30, 2018, the Provider shall be paid through the date of termination, but not for any time thereafter.

4. TERMINATION.

This contract may be terminated at any time by the County of Perquimans or by the Provider, Donna Jones, upon written notice to the other.

5. WORKERS' COMPENSATION.

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

6. FICA AND TAXES.

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

7. INDEPENDENT CONTRACTOR.

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

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

PERQUIMANS COUNTY

By: _____
Chairman, Board of Commissioners of
Perquimans County

ATTEST:

Clerk to the Board

Donna Jones

NORTH CAROLINA

PERQUIMANS COUNTY

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

Witness my hand and official stamp or seal, this _____ day of _____, 2017.

My commission expires: _____

Notary Public

NORTH CAROLINA

PERQUIMANS COUNTY

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

Witness my hand and official stamp or seal, this _____ day of _____, 2017.

My commission expires: _____

Notary Public

On motion made by Joseph W. Hoffler, seconded by Wallace E. Nelson, the Board unanimously approved all the above annual contracts for FY 2017-18.

NCACC CONFERENCE VOTING DELEGATE

County Manager Heath stated that, at this time, no one was planning to attend. Mr. Hoffler and Mr. Nelson were planning but are now unable to attend. Commissioner Leigh volunteered to attend. On motion made by Wallace E. Nelson, seconded by Charles Woodard, the Board unanimously appointed Fondella A. Leigh as the Voting Delegate to the 2017 NCACC Conference in August.

PUBLIC SCHOOL BUILDING CAPITAL FUND NORTH CAROLINA EDUCATION LOTTERY

County Manager Heath presented the following Lottery Application for the upgrading of the lighting and audio systems in the Perquimans County High School Auditorium in the amount of \$61,300. The Board of Education has approved the request and signed the application. He is asking the Board to take action on the application. On motion made by Wallace E. Nelson, seconded by Joseph W. Hoffler, the Board unanimously approved the following Lottery Application:

**APPLICATION
PUBLIC SCHOOL BUILDING CAPITAL FUND
NORTH CAROLINA EDUCATION LOTTERY**

Approved: _____

Date: _____

County: Perquimans
LEA: 720 Perquimans County
Address: P.O. Box 45

Contact Person: Tracy Mathews
Title: Perquimans County Finance Officer
Phone: (252) 426-8484

Project Title: Upgrade to lighting and audio systems in PCHS Auditorium
Location: 305 S. Edenton St
Type of Facility: Perquimans High School

North Carolina General Statutes, Chapter 18C, provides that a portion of the proceeds of the North Carolina State Lottery Fund be transferred to the Public School Building Capital Fund in accordance with G.S. 115C-564.2 Further, G.S. 115C-546.2 (d) has been amended to include the following:

- (3) No county shall have to provide matching funds. . .
- (4) A county may use monies in this Fund to pay for school construction projects in local school administrative units and to retire indebtedness incurred for school construction projects.
- (5) A county may not use monies in this Fund to pay for school technology needs.

As used in this section, "Public School Buildings" shall include only facilities for individual schools that are used for instructional and related purposes, and does not include central administration, maintenance, or other facilities. ***Applications must be submitted within one year following the date of final payment to the Contractor or Vendor.***

Short Description of Construction Project: The intent of this project is to upgrade the lighting and audio systems in the auditorium at Perquimans County High School

Estimated Costs:

Purchase of Land _____	\$ _____
Planning and Design Services _____	1,760.00
New Construction _____	_____
Additions / Renovations _____	59,540.00
Repair _____	_____
Debt Service / Bond Payment _____	_____
TOTAL _____	\$ 61,300.00

Estimated Project Beginning Date: 07/10/17 Est. Project Completion Date: 08/16/17

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 release of \$61,300.00 from the Public School Building Capital Fund (Lottery Distribution). We certify that the project herein described is within the parameters of G.S. 115-C-546.

_____ (Signature – Chair, County Commissioners)	<u>7/3/2017</u> (Date)
<u>Amy G. Spaugh</u> (Signature – Chair, Board of Education)	<u>6/29/17</u> (Date)

PUBLIC COMMENTS

There being no public comments, Chairman Jones proceeded to the Closed Session.

CLOSED SESSION: LEGAL MATTER & CLOSED SESSION MINUTES

Pursuant to NC General Statute 143-318.11(3)(6) Joseph W. Hoffler made a motion to go into Closed Session to discuss a legal matter and approve Closed Session Minutes. The motion was seconded by Charles Woodard and unanimously approved by the Board.

The Closed Session was adjourned and the Regular Meeting reconvened on motion made by Wallace E. Nelson, seconded Fondella A. Leigh and unanimously approved by the Board. There was no action needed after the Closed Session.

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned at 7:55 p.m. on motion made by Charles Woodard, seconded by Joseph W. Hoffler.

T. Kyle Jones, Chairman

Clerk to the Board

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WORK SESSION

July 19, 2017

7:00 p.m.

Due to a lack of business to discuss, the Perquimans County Board of Commissioners Work Session on July 19, 2017 was cancelled.

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