
REGULAR MEETING
 November 6, 2017
 6:50 p.m.

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

- MEMBERS PRESENT:** Kyle Jones, Chairman
 Joseph W. Hoffler
 Wallace E. Nelson
 Fondella A. Leigh, Vice Chair
 Edward R. Muzzulin
 Charles Woodard
- MEMBERS ABSENT:** None
- OTHERS PRESENT:** Frank Heath, County Manager
 Hackney High, County Attorney
 Mary Hunnicutt, Clerk to the Board

After the Chairman called the meeting to order, Commissioner Nelson gave the invocation and the Chairman led the Pledge of Allegiance.

PUBLIC HEARING

Conditional Use Permit No. CUP-17-04, requested by Paul Copeland

Chairman Jones opened the Public Hearing stating that the purpose of this public hearing is to receive citizen's comments on the consideration of Conditional Use Permit No. CUP-17-04, requested by Paul Copeland to locate an Internet-based Used Automobile Sales Business (Home Occupation of a Commercial Nature) at 1189 W. Bear Swamp Road (SR 1101). Property is zoned RA, Rural Agriculture District and known as Tax Parcel No. 3-0058-00008A. There were twenty-five (25) people present. In the absence of Sam Barrow, Mr. Jones recognized Rhonda Money, County Planner, who gave an overview of the request. She further stated that Paul Copeland was present to answer any questions. The Planning Board approved Mr. Copeland's request for CUP-17-04 at their October 10th meeting. Chairman Jones asked if there were any comments or questions from the applicant, Board, or public. Commissioner Hoffler asked if Mr. Copeland had any neighbors that might have complained about this. Chairman Jones said that he had not heard of any. Ms. Money said that there were no homes in the area and further stated that there had been no complaints about the request. There being no further comments or questions, Chairman Jones closed the public hearing at 7:00 p.m.

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 Joseph W. Hoffler.

1. **Approval of Minutes:** October 2, 2017 Regular Meeting and October 16, 2017 Work Session was cancelled.
2. **Tax Release/Refund Approvals:**

PERQUIMANS COUNTY TAX RELEASES:

Owens, Cynthia D. -----	\$102.03
Modification in assessment for Parcel 3-0040-0X216-H. Account No. 30990.	
Henry, Mildred -----	\$611.04
Assessment correction for Parcel 2-D070-0101-BF. Account No. 256073.	
Moser, John & Regina -----	\$277.31
New construction was placed on the incorrect parcel number. Account No. 427841.	

PERQUIMANS COUNTY TAX REFUNDS:

FPI Carolinas, LLC -----	\$1,757.88
Per Tom Russell from Desert Wind Farm LLC, improvements should be on a lease hold card. Account No. 117237.	
Miller, Christopher C. -----	\$276.50
Credit balance from 2017 prepayment. Account No. 258952.	
Ferebee, James & Katherine -----	\$1,248.44
Over payment from 2017 prepayment. Account No. 260669.	

3. **Personnel Matters:**

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Syreeta Cullins	IMC I working toward IMC II	Appointment	61/3	\$27,883	11/01/2017
Beverly Gregory	Senior Citizens Coordinator	Promotion	63/9	\$35,250	12/01/2017

4. **Step/Merit Increases:**

Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Janice Thornton	IMC II	63/2	\$29,725	11/01/2017
Heather Nash	Part-Time Fill-In EMT-I	66/2	\$16.31/hr.	11/01/2017

5. **Budget Amendments:**

**BUDGET AMENDMENT NO. 10
 GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-480-741	ROD - AE & PF		947
10-480-740	Capital Outlay	947	
EXPLANATION: To cover the purchase of a desktop computer for FY 17/18.			

**BUDGET AMENDMENT NO. 11
 EMERGENCY TELEPHONE SYSTEM FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
78-350-001	Emerg. Telephone - Capital Outlay		81,357
78-500-740	Emerg. 911 Fees		81,357
EXPLANATION: Decrease E-911 Fund for FY 17/18 (81,357 was paid to Century Link out of FY 16/17 funds)			

**BUDGET AMENDMENT NO. 12
ECONOMIC DEVELOPMENT FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
40-660-331	Econo. Dev. - Phase II Envir. Study	31,500	
40-399-000	Fund Balance Appropriated	31,500	
EXPLANATION: To budget funds to complete Phase II/Environmental Study.			

**BUDGET AMENDMENT NO. 13
COUNTY CONSTRUCTION FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
50-348-005	Co. Const. - Library Misc. Revenue	2,000	
50-000-320	Inventory Items	2,000	
EXPLANATION: To budget funds received from Town of Hertford to assist with cost of benches for the new Library.			

6. **Board Resignations:** The following Board resignations were unanimously approved by the Board:

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Bennett, Mary	Nursing Home Care Advisory Committee	Resignation		10/01/2017
Mansfield, Joan	Nursing Home Care Advisory Committee	Resignation		10/01/2017
Mansfield, Evelyn	Nursing Home Care Advisory Committee	Resignation		10/01/2017
NOTE: As you will note from the enclosed listing, even with combining the Adult Home Care and the Nursing Home Care Advisory Committees, we now have three vacancies. Brandi Jordan, Region R Long-Term Care Ombudsman, has notified Mary Hunnicutt, Clerk to the Board, that the State has frozen any new appointments to the new combined committee.				

7. **Resolutions:** The following Resolutions were unanimously approved by the Board:

- **Veronica Darden Day in Perquimans County:** The Board adopted the following Resolution proclaiming October 21, 2017 as Veronica Darden Day in Perquimans County. Ms. Darden was one of the individuals that were killed during the attempted escape from the Pasquotank Jail. She was a resident of Perquimans County and was buried on October 21st:

**RESOLUTION IN APPRECIATION OF THE LIFE AND SERVICE OF
VERONICA DARDEN; AND THE DEDICATION OF OCTOBER 21, 2017
AS VERONICA DARDEN DAY IN PERQUIMANS COUNTY**

WHEREAS, the citizens of Perquimans County are deeply saddened by the death of VERONICA DARDEN; and

WHEREAS, VERONICA DARDEN was a lifelong resident of the Belvidere community in Perquimans County; and

WHEREAS, VERONICA DARDEN was a loving wife, mother, daughter, sister and family member who impacted her community through her positive attitude and willingness to help those in need; and

WHEREAS, VERONICA DARDEN served as site manager for Corrections Enterprises, where she supervised and trained inmates in the Specialty Sewing Plant and served as a corrections officer many years prior to that; and

WHEREAS, VERONICA DARDEN gave her life in sacrificial service to her community, County, region and State;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners for the County of Perquimans on behalf of the citizens of Perquimans County:

1. Hereby express our joy in having known VERONICA DARDEN and our pride in being able to honor her for all that she did and stood for; and
 2. Hereby express our deepest sympathy and gratitude to the members of the family of VERONICA DARDEN for sharing so much of her life with and for the benefit of us all.
 3. That Saturday, October 21, 2017, has been dedicated as VERONICA DARDEN day in Perquimans County, North Carolina.
- This the 21st day of October, 2017

T. Kyle Jones, Chairman
Perquimans County Board of Commissioners

Fondella A. Leigh, Vice-Chair
Perquimans County Board of Commissioners

- **Surplus Property:** The Board adopted the following Resolution declaring a vehicle and other equipment as surplus equipment:

**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 and other items are hereby declared to be surplus to the needs of the County:

YEAR MODEL	VEHICLE # MAKE	YEAR MODEL	VEHICLE # MAKE
2011 Dodge	9344 Charger	2012 Dodge	6240 Charger

Ditch Witch 3610: 1184 hours; Serial #3P0481; Model #3610DD1SB
Hudson 15' 3-ton Trailer: VIN#10HBC100V1000293
Undercover Hard Tonneau Truck Bed Cover: fits 2007 F150 with 6.5' bed
Mighty Mole Boring Machine M-1800: Serial #95070804; Model #AENL3
Fairbanks Scale: 1,000 lb. Max; Serial #E13647; Model #1124
FEMA Trailer: 2006 Crossroads Belair; Serial #4VOTC31216F000445

2. The County Manager is hereby authorized and directed to proceed on behalf of the Perquimans County Board of Commissioners to sale these surplus items on GovDeals.
3. The County reserves the right to reject any or all bids and decide not to sell the property at any time during this process.
4. The County Manager, in accordance with State law, shall cause a summary of this resolution to be published once in a newspaper having general circulation in the County and place it on the County's website. 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 6th day of November, 2017.

ATTEST:

T. Kyle Jones, Chairman

Mary P. Hunnicutt, Clerk to the Board

- **Resolution: Appreciation of the Life & Service of Wendy Shannon:** The Board adopted the following Resolution honoring the life and service of Wendy Shannon. Ms. Shannon was the third individual that was killed during the attempted escape from the Pasquotank Jail. She was a resident of Perquimans County:

**RESOLUTION IN APPRECIATION OF THE LIFE AND SERVICE OF
WENDY SHANNON**

WHEREAS, the citizens of Perquimans County are deeply saddened by the death of WENDY SHANNON; and

WHEREAS, WENDY SHANNON was a native and resident of the Woodville community in Perquimans County; and

WHEREAS, WENDY SHANNON was a loving mother, grandmother, daughter, sister, aunt, cousin, family member and beloved friend who impacted her community through her positive attitude and great sense of humor; and

WHEREAS, WENDY SHANNON was a graduate of Perquimans County Schools where she was a bus driver and a basketball standout; her legacy continued as her three children were all graduates of Perquimans County Schools; and

WHEREAS, WENDY SHANNON was a graduate of Elizabeth City State University; and

WHEREAS, WENDY SHANNON retired as Sergeant 1st class from the Army after 21 years of service, having served 3 overseas tours including Iraq; and

WHEREAS, WENDY SHANNON worked for the NC Department of Public Safety as a Correctional Officer at Pasquotank Correctional Institute for the past 4 years; and

WHEREAS, WENDY SHANNON gave her life in sacrificial service to her community, County, region and State;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners for the County of Perquimans on behalf of the citizens of Perquimans County:

1. Hereby express our gratitude and our pride in WENDY SHANNON for the sacrifice she made, her lifetime of accomplishments, the positive impact she made in her community, and the legacy she leaves to her County; and
2. Hereby express our deepest sympathy and gratitude to the members of the family of WENDY SHANNON in their time of grief.

This the 6th day of November, 2017

T. Kyle Jones, Chairman
Board of Commissioners

Fondella Leigh, Vice-Chair
Board of Commissioners

- 8. **Memorandum of Participation – Cavanaugh Macdonald Consulting, LLC:** The Board unanimously approved the following 2017 Memorandum of Participation with Cavanaugh Macdonald Counseling, LLC and the checklist:

**2017 MEMORANDUM OF PARTICIPATION (MOP) FOR GASB 75 VALUATION OF THE
OTHER POSTEMPLOYMENT BENEFITS (OPEB)**



ENTITY NAME: PERQUIMANS COUNTY

UNIT'S RETIREMENT SYSTEM I.D. NUMBER(S): 97201

MAILING ADDRESS: P.O. BOX 45

CITY: HERTFORD NC ZIP CODE: 27944

NAME: Mr. Ms. (choose one) TRACY MATHEWS

PHONE #: (252) 426-8484 TITLE: FINANCE OFFICER

E-MAIL ADDRESS: tracymathews@perquimanscountync.gov

On behalf of the Employer noted above, we have agreed to engage Cavanaugh Macdonald Consulting, LLC to perform a GASB 74 actuarial valuation of the employer's OPEB Plan. I understand that **we will be billed directly by Cavanaugh Macdonald Consulting, LLC** and a copy of the actuarial report will be e-mailed to your office by Cavanaugh Macdonald Consulting. I understand the fee structure is as follows:

GASB No. 74/75 Valuations	
Base Fee	Base Fee
▪ Less than 20 total active and retired participants	\$3,000
▪ 20-49 total active and retired participants	\$4,500
▪ 50-99 total active and retired participants	\$5,500
▪ 100 or more total active and retired participants	\$6,500
▪	+ Plus +
Per Participant Fee	
▪ Less than 50 total active and retired participants	\$5.00
▪ 50-99 total active and retired participants	\$4.50
▪ 100-249 total active and retired participants	\$3.25
▪ 250-499 total active and retired participants	\$2.75
▪ 500 or more total active and retired participants	\$2.50

Interested employers must return this 2017 Memorandum of Participation indicating their desire to participate along with all requested data as outlined on the following page. The new standard requires a considerable amount of additional work. In order to complete the report in advance of your June 30, 2018 financial report, we need to receive **all requested information no later than November 15, 2017.**

If (1) your plan is not a single employer, defined benefit plan or (2) if your plan has discreetly presented component units or (3) if your plan has a special funding situation, additional fees may apply. Please contact us for a free quote.

Authorized Signature

Signed this 6th day of November, 2017.

Should you have questions regarding the information requested in this letter, please contact the OPEB Team via email at NCOPEB@CavMacConsulting.com or via phone at (678) 388-1700.

INFORMATION COLLECTION CHECKLIST FOR OPEB REQUEST



ENTITY NAME: PERQUIMANS COUNTY

UNIT'S RETIREMENT SYSTEM I.D. NUMBER(S): 97201

Please provide a completed copy of this checklist to indicate the items being sent and the work being requested. This will help us verify receipt of all information and to be sure nothing was lost in transit.

- Indicate the work being requested through this agreement (choose all that apply):
 - June 30, 2017 GASB 75 valuation report which will provide information for June 30, 2018 disclosure.
 - ❑ Provide additional information related to a split of the liabilities, OPEB expense or proportionate share amounts for the component units. **Additional fees will apply** based on our hourly rates.

II. **Check the boxes below to indicate which items are included in this submission.** If multiple submissions are needed because some of the information is not immediately available, please provide an updated checklist with each submission.

- Executed 2016 Memorandum of Participation (MOP)

Details regarding the required items listed below can be found in the “Memorandum and Explanation of Items Requested” document.

- (1a) Active Data as of June 30, 2017 (including SSN for each record or NCLGERS Person ID for each record) in an encrypted/protected Excel file. Note that the NCLGERS data file will be used to supplement the information you provide.
- (1b) Retiree Data as of June 30, 2017 (including SSN for each record or NCLGERS Person ID for each record) in an encrypted/protected Excel file.
- (2) Have the plan provisions changed since the prior valuation? Yes No (choose one) If yes, please provide the new plan provision information detailing the new OPEB benefit structure.
- (3) Medical coverage summaries (co-pays, deductibles, etc.) for the most recent 2 years
- (4) Premium rates and the effective dates for the most recent 2 years for each benefit, coverage tier and group
- (5) Please refer to item 5 in the “Memorandum and Explanation of Items Requested” document for an explanation of fully-insured and self-insured benefits. Check the appropriate boxes below for your plan.

For Pre-Medicare: Fully Insured Self-Insured

Other, please explain: _____

For Medicare: Fully Insured Self-Insured

Other, please explain: _____

- (6) Plans with self-insured benefits must provide claims experience, enrollment counts by coverage tier, administrative fees and other fixed fee information. We provide a template for your use in collecting the claims experience information as an attachment in the data request email. Email us at NCOPEB@CavMacConsulting.com if you need another copy. If the template is not fully completed, additional information may be requested and delays may occur.

- (7) If Cavanaugh Macdonald prepared your GASB 45 Net OPEB Obligation (NOO) exhibit, we have the information needed. If Cavanaugh Macdonald did not prepare your GASB 45 Net OPEB Obligation (NOO) exhibit, we will need claims and/or premiums paid for the fiscal year ending June 30, 2017.

Did Cavanaugh Macdonald prepare your GASB 45 Net OPEB Obligation (NOO) exhibit for FYE 6/30/2017?

Yes No (choose one) If no, provide claims and/or premiums paid for the FYE 6/30/2017 using the template provided.

- (8a) Provide a copy of the most recent actuarial report for the OPEB plan if it is not prepared by Cavanaugh Macdonald Consulting.

- (8b) Provide most recent Audited Financial Report (or CAFR) providing OPEB disclosure information.

- (8c) Provide the name and email address of the person to contact should any questions arise regarding the data submitted.

Name: TRACY MATHEWS Phone: (252) 426-8484

E-Mail: tracymathews@perquimanscountync.gov

INTRODUCTION OF NEW EMPLOYEES

The following employees were introduced to the Board:

1. **Jonathan Nixon, EMS Director:** Mr. Nixon introduced John vonRosenberg - EMS Shift Supervisor who was appointed effective October 1, 2017.
2. **Susan Chaney, Social Services Director:** Ms. Chaney introduced Diane Murray, IMC II, who was appointed on October 3, 2017. Natalie Verner was unable to attend the meeting tonight so she will be introduced next month.

Chairman Jones welcomed them to the County.

BILL JENNINGS, TAX ADMINISTRATOR

Mr. Jennings provided 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 Hoffer:** Mr. Hoffer wanted to speak before Ms. Simpson who is speaking under Public Comments. He said he would wait until then.
- **Commissioner Muzzulin:** Mr. Muzzulin asked about the status of the Boat Ramp Bathrooms. Mr. Heath said that N.C. Wildlife did not have any funds available. He further stated that he would like to wait until the Library Project is completed to see if there were funds left in the County Construction Fund. He does have one estimate on the costs from a contractor. Commissioner Muzzulin also asked about the status on the Tax Department computer upgrade. Mr. Heath stated that it is included in this fiscal year budget and that they are continuing to do their research.
- **Commissioner Woodard:** Mr. Woodard stated that he had several individuals ask about sprucing up the Courthouse on the outside and about the Jimmy Hunter sign. Mr. Heath explained that the Jimmy Hunter sign project has been turned over to the Town of Hertford. It is his understanding that the signs are complete. He will follow up on that with Brandon Shoaf, Hertford Town Manager. With regard to sprucing up the Courthouse, Mr. Heath stated that he had received about 50 compliments about how nice it looks. He further stated that he has plans to paint the outside.
- **Commissioner Leigh:** She explained about a situation about flooding at the Weight Station Road and Chapanoke Road area. Mr. Whidbee is here tonight and she feels that he has signed up to speak under Public Comments. She pastors the church in that area and she has been made aware of this situation. Mr. Whidbee came and signed up to speak later in the meeting. Ms. Leigh further stated that she was not sure whether or not she should recuse herself from the discussion.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- **N.C. Geodetic Survey:** Mr. Heath said that last Wednesday, November 1st, we had our first meeting with the N.C. Geodetic Survey about the Chowan/Perquimans County Boundary Line. In April, 2017, we adopted a Resolution to request N.C. Geodetic Survey to resurvey the boundary line between Chowan County and Perquimans County as a result of a discrepancy that occurred during the last election. They indicated to him that it will be a two-year process. Commissioner Leigh asked if it will be completed in two years. Mr. Heath said that we are just starting the process and it will be two years.
- **Commerce Centre Phase II Update:** Mr. Heath and Dave Goss, Economic Development Consultant, have been working with East Carolina Engineering to handle some environmental work for Phase II.
- **October 12th:** Senator Burr came to visit the Marine Industrial Park Site and the Boat Ramp. He will do some research to determine if there will be funding available for the Marine Park Basin.
- **Bagley Swamp Drainage District Committee:** In October, Mr. Heath held a preliminary meeting with Wayne Hurdle and Lewis Smith to discuss their concerns and how to move forward with assisting with the drainage problem in the Bagley Swamp area.
- **Open Enrollment for Employee Health Insurance:** Mr. Heath reported that all the eligible employees had completed their open enrollment for health insurance coverage.
- **Library Project:** Mr. Heath explained that the architect will be here on December 4th to review the final punch list and inspection.

PLANNING BOARD ITEM – CONDITIONAL USE PERMIT NO. CUP-17-04

A Public Hearing was held earlier in the meeting to receive citizens' comments to consider Conditional Use Permit CUP-17-04, requested by Paul Copeland. The Planning Board, at their October 10, 2017 meeting, approved the Conditional Use Permit.

Wallace E. Nelson made a motion to find the proposed Conditional Use Permit No. CUP-17-04 to be consistent and in harmony with the existing development pattern around 1189 W. Bear Swamp Road, Hertford, NC and to recommend approval of Conditional Use Permit No. CUP-17-04, as presented, to approve the location of an internet-based Used Automobile Sales business on Parcel No. 3-0058-00008A, also known as 1189 W. Bear Swamp Road, condition upon the conditions listed in the CUP and adopting the following to support the motion:

- (a) That the use will not materially endanger the public health or safety, if located according to the plan submitted and approved;
- (b) That the use meets all required conditions and specifications;
- (c) That the use will not substantially injure the value of adjoining or abutting property, or that the use is a public necessity; and
- (d) That the location and character of the use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located and in general conformity with the Perquimans County Land Use Plan.

The motion was seconded by Edward R. Muzzulin. The following Conditional Use Permit No. CUP 17-04 was unanimously approved:

CONDITIONAL USE PERMIT No. CUP-17-04**Page 1 of 5**

On the date(s) listed below, the Board of Commissioners for Perquimans County met and held a public hearing to consider the following application:

Applicant/Owner(s): Paul Copeland and wife, Kristi Copeland
1189 W. Bear Swamp Road
Hertford NC 27944

Site Location: 1189 W. Bear Swamp Road, Hertford NC 27944

Tax Parcel No: 3-0058-00008A

Zoning District: RA, Rural Agriculture District

Proposed Use of Property: Proposed Use is to be an independent Used Automobile dealer, (Performance Auto Pro Inc.), with a maximum of 3 to 5 cars for sale on the premises. Sales will be promoted and advertised online. No sign will be visible from the road, no auto repair will be on site, and there will be minimum sight of cars from passing motorists.

Meeting & Hearing Dates: Planning Board on 10/10/17 & Board of Commissioners on 11/6/2017.

Having heard all the evidence and argument presented at the hearing(s), the Board of County Commissioners finds that the application is complete, that the application complies with all of the applicable requirements of the Perquimans County Zoning Ordinance for the development proposed, and that therefore the application to make use of the above-described property for the purpose indicated is hereby approved, subject to all applicable provisions of the Zoning Ordinance pertaining to "*Home Occupation of a Commercial Nature – Automobile Sales*" (currently Sections 907.8 and 907.21 of the Zoning Ordinance) and other conditions, as follows:

CONDITIONAL USE PERMIT No. CUP-17-04**Page 2 of 5**

- A. Applicant, owners, heirs and assigns shall conduct operations in accordance with the plans and application materials submitted to and approved by the Board of Commissioners (BCC), a copy of which is contained in the County Planning & Zoning Office and filed with Register of Deeds office. Any major modification proposed to the approved plans shall require reapplication and approval by the BCC. "Major Modification" is defined as: "Any significant change in land use, and/or change in the project boundary and/or change that results in an increase in the density or intensity of the project, as shown and described in the approved Conditional Use Permit and Site Plans." However, it is understood that the conceptual layout of the proposed sales office, parking areas and traffic circulation pattern as shown on the proposed site plan may require adjustments in the exact locations within the boundaries of the subject property. All required site improvements must be made and shall comply with minimum setbacks, and all screening, buffering, landscaping and parking requirements must be met prior to the County's issuance of Certificate of Zoning Compliance and Certificate of Occupancy, in accordance with applicable sections of the Zoning Ordinance.
- B. The Conditional Use Permit is approved and recorded with the applicant's statement of the nature of the proposed use and conceptual Site Plan, to become the basis for the Zoning Permit issued by the Planning & Zoning Office upon submittal and approval of a final Site Plan. If the Conditional Use Permit is not recorded in the Register of Deeds (ROD) Office by the Applicant within three (3) months from the date of BCC approval, the BCC may revoke the Conditional Use Permit.
- C. Site Considerations: Sections 907.21B (1) through (4) of the Zoning Ordinance provides for the development of a business which exceeds the "Standard" Home Occupation but at the same time sets certain limits to the size and scope of such a business, as follows:
 - (1) Unlike the Standard Home Occupation, larger accessory buildings or structures may be used in connection with the home occupation of an industrial or commercial nature provided the Home Occupation is clearly subordinate to the use of the principal residential structure for residential purposes and limitations are prescribed through the Conditional Use Permit process.
 - (2) The proposed use of any accessory structure for home occupation purposes must be documented and depicted on the Applicant's Site Plan and must clearly demonstrate how it will prevent incompatible processes normally associated with commercial or industrial uses from adversely impacting adjacent or nearby residential uses or districts.
 - (3) All businesses must be set back at least fifty (50) feet from any street right-of-way, including the proposed sales office and parking areas. The sales office, parking area and driveway proposed for the Auto Sales Home Occupation must remain accessory to the principal residence. In the event future expansion of the Home Occupation is desired, the number of allowed parking spaces of cars for sale must not exceed five (5), otherwise the expansion will constitute a Major Modification requiring reapplication with new parking regulations as defined in Zoning Ordinance Article XIX.

CONDITIONAL USE PERMIT No. CUP-17-04**Page 3 of 5**

- (4) Pursuant to Section 907.8(B)(2): Minimum setback from any other property line for auto sales areas, parking, and buildings shall be at least ten (10) feet.
- D. The amount of space devoted to the record-keeping portion of the business located inside the single family dwelling garage may not exceed twenty-five percent (25%) of its gross floor space.
- E. Operational Considerations: Pursuant to Section 907.21C:
 - (1) The owner of the business must reside on the property on which the business is located.
 - (2) The business use shall not create any noxious fumes, odors, traffic congestion, or other nuisance factors.
- F. Application Requirements: The Applicant's approved Site Plan is conceptual and minor adjustments may be made pending permits and approvals by other entities.
- G. If any of the conditions affixed hereto or any part thereof shall be held invalid or void, then the permit shall be void and of no effect.

IN WITNESS WHEREOF, Perquimans County has caused this permit to be issued in its name, and the undersigned, being all the authorized applicants, agents, representatives, or property owners of the property above described, do hereby accept this Conditional Use Permit, together with all its conditions, as binding on them and their successors in interest.

T. Kyle Jones, Chair, Board of Commissioners _____ Date

Attest:

Mary P. Hunnicutt, Clerk to the Board _____ Date

CONDITIONAL USE PERMIT No. CUP-17-04

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I, (We) _____, authorized Applicant(s), of the above identified property, do hereby acknowledge receipt of this Conditional Use Permit. The undersigned does further acknowledge that no work may be done pursuant to this permit except in accordance with all of its conditions and requirements and that this restriction shall be binding on them and their successors in interest.

Authorized Applicant/Owner(s) _____ Date

The State of North Carolina
Perquimans County

I, _____, a Notary Public in and for the said State and County, do hereby certify that _____ personally appeared before me this day and acknowledged the due execution of the forgoing instrument.

WITNESS my hand and notarial seal, this the _____ day of _____, 20____.

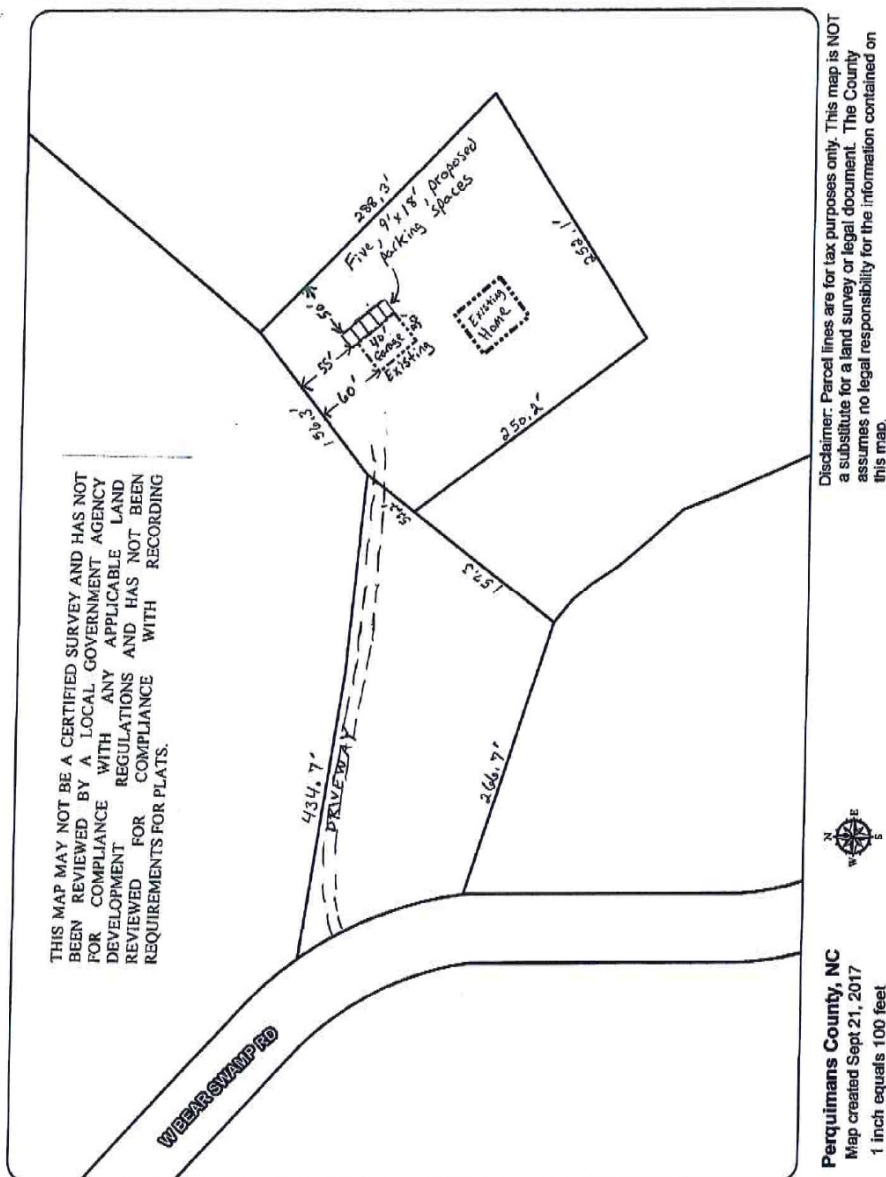
Notary Public

My Commission expires:

(Not valid until fully executed and recorded)

CONDITIONAL USE PERMIT No. CUP-17-04

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SALE OF SURPLUS EQUIPMENT/VEHICLE

County Manager Heath reported that, with the help of the Finance Office and Helen Hunter, we have sold more surplus equipment on GovDeals. The highest bidder was as follows:

BUYER	VEHICLE	VIN No.	DATE SURPLUSED	START BID	SOLD AMOUNT	GOVDEALS FEE	NET RESULTS
Marcus Belcher	Nortel/Norstar Phone System	9/5/17	\$50.00	\$172.00	\$8.60	\$163.40	Marcus Belcher

On motion made by Edward R. Muzzulin, seconded by Fondella A. Leigh, the Board unanimously authorized Mr. Heath to proceed with the sale of the surplus equipment.

PUBLIC COMMENTS

The following comments were made:

Mary Vidaurri: Ms. Vidaurri came before the Board to express her concerns about dog tethering. She stated that her, along with other Perquimans County residents, are concerned about the abuse of dogs that are tethered and the public safety issues associated with this terrible practice. She requested that the Board consider adding Section Two to the current County’s Animal Control Ordinance which provides for the humane treatment of animals, outlines owner responsibilities, addresses nuisance situations, and prohibits tethering. The current ordinance is Section One which addresses only dangerous dogs. The Town of Hertford had just amended their ordinance in May, 2017. She requested that the Board take into consideration what she has requested. The Commissioners had no questions at this time and would discuss it at their next Work Session.

Commissioner Hoffler: Mr. Hoffler expressed his concerns about Olga Simpson experience with the 2014 Single Family Rehab Grant Program. After expressing his concerns, Ms. Simpson then made a few comments.

Olga Simpson: Ms. Simpson made her comments until her time was up. Chairman Jones stated that the Board would not solve problems tonight but will take it up at our Work Session on November 20, 2017.

Ernelle Brown: Ms. Brown asked about what the County was going to do with the old Library building. She asked that they consider giving it to the Boy’s Club so that they can establish a Boy’s Club in Perquimans County. She had been working with Dave Goss on this program. Chairman Jones stated that the Board will take it under consideration during their Work Session on November 20, 2017.

Terry Swopp: Mr. Swopp, a new resident of Perquimans County, spoke in support of Ms. Vidaurri’s request to revise our current ordinance to include prohibiting tethering.

Frank Norman: Mr. Norman asked the Board to consider giving \$35,000 to the 350th Anniversary of the Albemarle area. Chairman Jones stated that they would take it under advisement.

John Whidbee: Mr. Whidbee explained about a flooding problem within the Chapanoke area. The problem has arisen due to a logging company cutting down trees on neighbor’s property next to his property leaving some debris in the ditch not allowing the water to flow causing it to flood. Chairman Jones said that he would talk to Vice Chair Leigh who pastor’s a church in that area.

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned at 7:55 p.m. on motion made by Fondella A. Leigh, seconded by Edward R. Muzzulin.

T. Kyle Jones, Chairman

Clerk to the Board

WORK SESSION

November 20, 2017

7:00 p.m.

The Perquimans County Board of Commissioners met in a regular Work Session on Monday, November 20, 2017, at 7:00 p.m. in the Commissioners’ Room located on the first floor of the Perquimans County Courthouse Annex.

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

After the Vice Chair called the meeting to order, Commissioner Hoffler gave the invocation and the Vice Chair led the Pledge of Allegiance. For the record, Vice Chair Leigh explained that Chairman Jones had recently been in an auto accident and is still recuperating from it.

ANIMAL TETHERING

Vice Chair Leigh recognized County Manager Heath to explain about the proposed changes to the County’s Animal Control Ordinance regarding animal tethering. Mr. Heath stated that he had provided copies of Ordinances via e-mail from Gates County, Currituck County, and Dare County. Included in their packets was a copy of the County’s current Ordinance that Ms. Mary Vidaurri had provided a proposed amendment. Tonight, at their seats, a copy of the Town of Hertford’s Ordinance regarding animal tethering (chaining) was included. Mr. Heath also talked with Sheriff White to obtain his recommendations. After some discussion, it was the consensus of the Board to take time to review these sample ordinances and bring a recommendation at a later meeting. At that time, we should have Sheriff White’s recommendations also. County Attorney High said that he probably would not have an ordinance ready by the December meeting. Before adopting the amendment to the Ordinance, we would have to hold a public hearing which would require advertising it.

OLGA SIMPSON SINGLE FAMILY REHAB CASE

Vice Chair Leigh recognized Olga Simpson who presented her case regarding the rehabilitation of her home processed under the Single Family Rehab Grant was not completed to her satisfaction. Vice Chair Leigh asked if the Board had any questions for Ms. Simpson. County Attorney High asked Ms. Simpson if she could provide him a copy of her pictures to add to his file so he could begin his investigation. After answering several questions, Mr. Holley, contractor, responded to her allocations. He stated that he had several of his subcontractors that were witnesses. After his comments, Vice Chair Leigh asked the Board if they had any questions. The Board asked several questions and it was the consensus of the Board and County Attorney High that they would research the matter and discuss it as a legal action in Closed Session.

DAVE GOSS/ERNELLE BROWN – BOYS & GIRLS CLUB REQUEST

Vice Chair Leigh recognized Dave Goss, Economic Development Consultant, who presented a PowerPoint presentation on Boys & Girls Clubs of America. After his presentation, he asked the Board if they had any questions. Mr. Goss then asked if any of his supporters would like to make further comments. There being none, Mr. Goss asked if the Board would consider allowing them to use the

former library building as the site for the Boys & Girls Club in Perquimans County, rent free with the county providing building maintenance. The Board asked several questions.

HIGH SCHOOL ATHLETIC COMPLEX/SCHOOL FUNDING FORMULA

County Manager Heath reported that they have been having small informal committee meetings with Superintendent Cheeseman and Board of Education member, Amy Spaugh, Commissioner Nelson and himself. During those meetings, they discuss various issues. At the last meeting, they discussed a couple of items that he wanted to update the Board on:

High School Athletic Complex: Mr. Heath explained that Mr. Cheeseman would probably be coming to a Commissioners' meeting in December or January to provide a formal update on the High School Athletic Complex. Mr. Heath and Commissioner Nelson said that it was Mr. Cheeseman's desire to have the football field ready by next football season. At some point in time, they will come before the Board to request the lottery amount that has been saved up which is between \$350,000 and \$400,000.

School Funding Formula: The Board of Education also wants to know if we have an interest in discussing at the next Budget Work Sessions a funding formula. Some counties have one that is based on school population, average daily membership with some performance bonuses included. If the Board is interested in this, they have a consultant that they use for matters like this and would be willing to have the consultant come talk with the Board to explain what a funding formula would mean. Commissioner Nelson made a few comments and feels that it would be beneficial to investigate this to learn more about how the funding formula works.

BOARD RETREAT

County Manager Heath explained that the Board usually holds a retreat to discuss the issues pertinent to Perquimans County for the next few years. It was the consensus of the Board to have County Manager Heath to proceed with contacting NCACC to obtain a facilitator for the meeting and to set up the date sometime in March, 2018.

ADJOURNMENT

There being no further business to discuss, the Chairman adjourned the meeting at 8:05 p.m. on motion made by Charles Ward.

Fondella A. Leigh, Vice Chair

Clerk to the Board

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