

**AGENDA**

*All items are for discussion and possible action.*  
Perquimans County Board of Commissioners  
Commissioners' Room - Courthouse Annex Building  
**March 6, 2017**  
**6:45 p.m.**

**I. Call to Order**

**II. Prayer & Pledge**

**III. Public Hearings**

**ACTION  
TAKEN  
LATER**

- A. **Coastal Area Management Act (CAMA) Land Use Plan Amendment** ..... 6:45 p.m.
  - Notice is hereby given that the Board of County Commissioners of Perquimans County will conduct a public hearing on March 6, 2017 at 6:10 PM to review an amendment to the County's Coastal Area Management Act (CAMA) Land Use Plan.

**IV. Approval of Agenda**

**V. Consent Agenda**

*(Consent items as follows will be adopted with a single motion, second and vote, unless a request for removal of an item or items is made from a Commissioner or Commissioners.)*

**ACTION  
REQUIRED**

- A. Approval of Minutes: February 6, 2017 Regular Meeting & February 20, 2017 Special Called Meeting/Work Session/Joint Work Session with Planning Board
- B. Tax Release Approvals
- C. Personnel Matters
  - 1. Resignation: Part-Time Telecommunicator
  - 2. Retirement: Buildings & Grounds Supervisor
  - 3. Resignation: EMT-I Part-Time/Fill-In
  - 4. Resignation: Deputy Register of Deeds
  - 5. Appointment: Bailiff/Transport
- D. Telecommunicator Reclassifications
  - 1. Amend Salary Classifications
  - 2. Employee Reclassifications (11)
- E. Step Increases
  - 1. Social Services
- F. Board Appointments/Resignation
  - 1. Senior Citizens Advisory Board
- G. Budget Amendments Nos. 9 – 13

**VI. Scheduled Appointments**

- A. Battle Betts, Director of ARHS 7:00 p.m.
- B. Carolyn Self, Community Volunteer Leader 7:15 p.m.
- C. Anthony Dismuke, Correction Enterprises, NCDPS 7:20 p.m.
- D. Bill Jennings, Tax Administrator 7:25 p.m.
- E. Susan Chaney, Social Services 7:30 p.m.

**VII. Commissioner's Concerns/Committee Reports**

- A.
- B.
- C.

**NO ACTION  
REQUIRED**

**VIII. Old Business**

- A. Updates from County Manager

**ACTION  
REQUIRED**

- B. Board Appointments: Nursing Home Advisory Committee (2)
- C.
- D.
- IX. New Business**
  - A. Planning Item: CAMA Land Use Plan Amendment
  - B. Audit Contract for FY 2016-17
  - C. Single Family Rehab Grant 2017 Agreement
  - D. Surplus Vehicles/Personal Property
    - 1. Sale of Surplus Vehicles
    - 2. Resolution to Declare Personal Property as Surplus
  - E. Petition: Riverfront Drive – Shady Oakes Subdivision
  - F.
  - G.
  - H.
- X. Closed Session: Legal & Personnel Matters – Closed Session Minutes**
- XI. Unscheduled Appointments/Public Comments**  
*(if you wish to address the Board, please state your name for the record prior to speaking)*
  - A.
  - B.
  - C.
- XII. Adjournment**

**FOR INFORMATION ONLY:**

- Prescription Card Program

**DEPARTMENT HEAD REPORT:**

- Plat Log
- Sheriff's Department

**COMMITTEE WRITTEN REPORTS:**

- 911 Communications Board Meeting Minutes
- EMS Peer Review Committee Minutes
- Senior Citizens Advisory Board Yearly Report for 2016

**NOTES FROM THE COUNTY MANAGER**  
**March 6, 2017**  
**6:45 p.m.**

- III. **Enclosures:** Public Hearing is being held regarding the following matter:
- A. **Coastal Area Management Act (CAMA) Land Use Plan Amendment** .....6:45 p.m.
- Notice is hereby given that the Board of County Commissioners of Perquimans County will conduct a public hearing on March 6, 2017 at 6:10 PM to review an amendment to the County's Coastal Area Management Act (CAMA) Land Use Plan.
- V. **Enclosures.** Items included on the Consent Agenda are enclosed. *If you wish to discuss any of these items, please make that request during the meeting.*
- VI.A. **Enclosures.** Mr. Betts will present a resolution recognizing the 75<sup>th</sup> anniversary of Albemarle Regional Health Services and will provide information regarding Public Health. Board action is being requested.
- VI.B. **Enclosures.** Ms. Self will present a proclamation supporting the American Red Cross. Board action is being requested.
- VI.C. **Enclosure.** Mr. Dismuke will be presenting information on Correction Enterprises.
- VI.D. **Enclosure.** Bill Jennings, Tax Administrator, will present his Monthly update.
- VI.E. Susan Chaney, Social Services Director, will present her monthly report.
- VIII.A. County Manager Heath will present several updates to the Board.
- VIII.B. **Enclosure.** The Board still needs to find replacements for Elaine Hester and Kisha Darden on the Nursing Home Advisory Committee. A copy of the Volunteer Applications log is provided for Board review. Board action is being requested.
- IX.A. **Enclosure.** The following item is presented for Board action:
1. **Coastal Area Management Act (CAMA) Land Use Plan Amendment:** A Public Hearing was held earlier to receive citizens' comments on the proposed amendment to the Perquimans County Coastal Area Management Act Land Use Plan. Board action is being requested.
- IX.B. **Enclosure.** County Manager Heath and Finance Officer Tracy Mathews have reviewed the enclosed Audit Contract with Donna H. Winborne, CPA to perform the FY 2016-2017 audit. The cost is \$31,500 which was the same as last year. They recommend the approval of the audit contract. Board action is being requested.
- IX.C. **Enclosure.** The County has been awarded an amount not to exceed \$175,000 for the 2017 Essential Single-Family Rehabilitation Loan Pool Grant. The enclosed Funding Agreement is presented for Board action.
- IX.D. **Enclosure.** The following items are presented for Board action:
1. **Sale of Surplus Equipment:** The County adopted resolutions to proclaim several vehicles as surplus equipment and proceed to sell them on GovDeals. The bid period for our surplus vehicles with GovDeals will close on March 6, 2017 at 12:00 p.m. The following vehicles have been listed with GovDeals:

BUYER	VEHICLE	VIN No.	DATE SURPLUSED	START BID	SOLD AMOUNT	GOVDEALS FEE	NET RESULTS
	2006 Ford F150	3272	7/6/15	\$500.00	\$900.00	\$45.25	\$854.75
	2008 Ford Crown Victoria	8716	7/6/15	\$500.00	\$4,315.00	\$225.75	\$4,289.25
	1998 Ford Van	6413	11/7/16	\$500.00	\$2,506.00	\$125.30	\$2,380.70

2. **Resolution Declaring Equipment Surplus:** The Telecommunications Department has the following equipment available to be disposed of: CISCO Unified Communications 500 Series Phone System; 14 CISCO IP Phones – Model PC-7942G, and all the equipment taken out of service in February, 2017. The Board needs to take action on the Resolution to surplus this equipment to be sold on GovDeals.

Board action is being requested on both items.

IX.E. **Enclosure.** We have received a petition request to add Riverfront Drive to the NCDOT State Road Maintenance System. Board action will need to be taken to forward the request to NCDOT.

X. **Enclosure.** Pursuant to NC General Statute 143-318.11(3)(6), the Board will need to go into Closed Session to discuss a legal matter, personnel matter and consider Closed Session Minutes for action.

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**CONSENT AGENDA NOTES**

*(Consent items as follows will be adopted with a single motion, second and vote, unless a request for removal from the Consent Agenda is heard from a Commissioner)*

- A. **Enclosures:** Approval of Minutes – February 6, 2017, Regular Meeting & February 20, 2017 Special Called Meeting/Work Session/Joint Work Session with Planning Board
- B. **Enclosure:** Tax Releases – see attached list
- C. **Enclosures:** Personnel Matters

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Lillian Ireland	Part-Time Telecommunicator	Resignation			03/01/2017
William Felton	Building & Grounds Supervisor	Resignation			04/28/2017
Nancy Harrell	Part-Time/Fill-In EMT-I	Resignation			02/16/2017
Shawneeka Jordan	Deputy Register of Deeds	Resignation			02/21/2017
Eric Tilley	Bailiff/Transport	Appointment		\$14.18/hr.	03/03/2017

- D. **Enclosures:** Telecommunications Reclassifications: With the implementation of the Medical Priority Dispatch System on February 14, 2017, employees who have completed the proper certifications will need to be reclassified. In order to reclassify them, we need to revise the Salary Classifications that we currently have adding the Certified Telecommunicator as Step 62 and make appropriate payroll changes to the following individuals:

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Krystal Agosto	911 Shift Supervisor – Training Officer – Certified	Reclassification	64/5	\$33,410	03/01/2017
Keefy Cartwright	Certified FT Telecommunicator	Reclassification	62/2	\$28,443	03/01/2017
Sue Ann Cestaro	Certified PT/FI Telecommunicator	Reclassification	62/1	\$13.34/hr.	03/01/2017
Zeb Daneker	Certified PT Telecommunicator	Reclassification	62/4	\$14.36/hr.	03/01/2017
Emily Harrell	Certified FT Telecommunicator	Reclassification	62/5	\$30,595	03/01/2017
Tiffany Haynes	Certified PT/FI Telecommunicator	Reclassification	62/1	\$13.34/hr.	03/01/2017
Vivian Long	Certified FT Telecommunicator	Reclassification	62/11	\$35,418	03/01/2017
Hazelene Miller	Certified PT/FI Telecommunicator	Reclassification	62/2	\$13.67/hr.	03/01/2017
Steven Pyle	Certified PT Telecommunicator	Reclassification	62/4	\$14.36/hr.	03/01/2017
Naomi Twine	Certified PT Telecommunicator	Reclassification	62/5	\$14.71/hr.	03/01/2017
Crystal Wright	Certified FT Telecommunicator	Reclassification	62/5	\$30,595	03/01/2017

- E. **Enclosures:** During the Budget process, this step increase was approved for the employee. The following individual is being recommended by their supervisor for step increase:

Employee Name	Employee Job Title	Grade/ Step	New Salary	Effective Date
Kristin Gordon	IMC II	63/3	\$30,448	03/01/2017

- F. **Enclosure:** The following Board appointment is being presented for Board action:

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Bailey, Juanita	Senior Citizens Advisory Board (replaces Pam Hurdle)	Appointment	2 yrs.	03/01/2017

- G. **Enclosures:** Budget Amendment Nos. 9 - 13 are presented for Board action.

**Notice of Public Hearing  
Amendment of the Perquimans County CAMA Land Use Plan**

Notice is hereby given that the Board of County Commissioners of Perquimans County will conduct a public hearing on March 6, 2017 at 6:10 PM to review an amendment to the County's Coastal Area Management Act (CAMA) Land Use Plan. The meeting will be held at in the Commissioners' Meeting Room on the 1<sup>st</sup> floor of the Perquimans County Courthouse Annex Building located at 110 North Church Street, Hertford, NC. All interested citizens are encouraged to attend.

Following the public hearing, the Board of County Commissioners will consider adoption of the Land Use Plan amendment. Once adopted, the amended plan will be submitted to the Coastal Resources Commission for certification.

Written objections, comments, or statements of support shall be submitted to the Division of Coastal Management's District Planner, Charlan Owens, 401 South Griffin Street, Suite 300, Elizabeth City, NC 27909 no less than 30 calendar days after local adoption of the amendment. Further information can be obtained by contacting the District Planner at 252-264-3901.

Copies of the Land Use Plan amendment are available for review by the public during normal business hours at the Perquimans County Planning & Zoning Office (104 Dobbs Street), and on the County's website at [www.perquimanscountync.gov](http://www.perquimanscountync.gov). The public is encouraged to review the Land Use Plan and to attend the public hearing. For additional information, please contact the Planning & Zoning Office at (252) 426-2027 or [dgodfrey@perquimanscountync.gov](mailto:dgodfrey@perquimanscountync.gov) or [rhondamoney@perquimanscountync.gov](mailto:rhondamoney@perquimanscountync.gov).

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**Publish in Perquimans Weekly on February 1, 2017**

**PERQUIMANS COUNTY BOARD OF COMMISSIONERS  
PLANNING & ZONING STAFF REPORT**

*Deadline for Submission - Tuesday 9 a.m. - Six Days Prior to BCC Meeting*

March 6, 2017

**BCC MEETING DATE**

**TO:** Frank Heath, County Manager **DATE:** February 28, 2017  
**FROM:** Rhonda Money, Planning Assistant **PHONE:** 426-2027/ 426-2855

**SUBJECT OR TITLE:** Consideration of Administrative Text Amendment No. LUPU-17-01, to correct a "scrivener's error" in the 2016 Land Use Plan Update, on page IX-14, WQ Policy No. 2 requiring "...that all buildings or related structures within waterfront subdivisions be set back 50 feet (vs. 40 feet or less) from the shoreline."

					Legal Review
<u>    </u> ZONING MAP AMENDMENT	<u>    </u> CONDITIONAL USE PERMIT	<u>    </u> X	<u>    </u> ORDINANCE OR RESOLUTION	<u>    </u> X	<u>    </u> LEGISLATIVE PUBLIC HEARING ( )
<u>    </u> ZONING TEXT AMENDMENT	<u>    </u> MAJOR SUBDIVISION	<u>    </u>	<u>    </u> CONSISTENCY STMT & MOTION	<u>    </u>	<u>    </u> QUASI-JUDICIAL PUBLIC HEARING ( )
<u>    </u> OTHER TEXT AMENDMENT	<u>    </u> PUD MAJOR MODIFICATION	<u>    </u>	<u>    </u> EX PARTE COMMUNICATIONS	<u>    </u>	<u>    </u> OTHER PLANNING ITEM ( )

**BACKGROUND INFORMATION:** (Attach additional pages if necessary)

**PROCEDURAL ISSUES:** Public Notice was run in the Perquimans Weekly Feb. 1, 2017 in accordance with G.S. 113A-110, thereby qualifying the text amendment for the Planning Board's review and actions on February 14, 2017, and the Public Hearing by the Board of County Commissioners March 6th. CAMA District Planner, Charlan Owens, was notified via email January 26, 2017 and by letter February 1, 2017 in accordance with the CRC timeline she submitted to Perquimans Planning Staff.

**BACKGROUND:** January 26, 2017 Perquimans Planning Staff was notified via email by CAMA Field Officer, Lynn Mathis, that the Perquimans County Land Use Plan, Page IX-14, WQ #2, states that in Perquimans County, Hertford, and Winfall all buildings or related structures within waterfront subdivisions must be set back 50 feet from the shoreline. Fifty feet is inconsistent with and more restrictive than the County Zoning Ordinance and CAMA's normal setback waiver abilities. Perquimans County's current Zoning Ordinance allows 40 foot setbacks from waterways and CAMA has authority to allow structures as close as 30 feet landward from normal water level on public trust waters. Perquimans County is requesting to

-Continued on next page-

**SUGGESTED MOTIONS/RECOMMENDATIONS/ACTIONS:**

**Pursuant to 15A NCAC 07B .0802(b):** The BCC is requested to use one of the following set of scripts to form the desired motion for approval or denial of the proposed text amendment, as follows:

**SUGGESTED ACTIONS TO APPROVE:**

**Motion to Approve Administrative Text Amendment No. LUPU-17-01 to correct a scrivener's error in the 2016 Land Use Plan Update, on page IX-14, Water Quality (WQ) Goals and Policies, Policy WQ #2 by adopting Resolution of the Board of Commissioners of Perquimans County, North Carolina, Authorizing an Amendment to the CAMA Land Use Plan.**

**SUGGESTED ACTIONS TO DENY:** Motion to deny Administrative Text Amendment No. LUPU-17-01 (would utilize the above-noted motion stated in the negative tense).

Administration: \_\_\_\_\_ Initials

FORWARDED TO BCC

SUPPORTING MATERIAL ATTACHED

C:\Users\Mary\Documents\Planning\Land Use Plan\BCC Staff Report Text Amend LUPU-17-01 on page IX-14WQ policy 2.docx  
 REVISED 8-20-12

**BACKGROUND INFORMATION CONTINUED:** remove its jurisdiction from the sentence section regarding the 50 foot setback but retain the 1.5 inch rain event criteria. (text underlined to be added)

Currently it reads:

*"Perquimans County, Hertford, and Winfall shall require, as appropriate, subdivision developments to control and treat the storm water runoff generated by a 1.5-inch rain event and that all buildings or related structures within waterfront subdivisions be set back 50 feet from the shoreline."*

County Staff proposes changing it to:

*"Perquimans County, Hertford, and Winfall shall require, as appropriate, subdivision developments to control and treat the storm water runoff generated by a 1.5-inch rain event, and that Hertford and Winfall shall require all buildings or related structures within waterfront subdivisions be set back 50 feet from the shoreline."*

Per 15A NCAC 07B .0802(d), both towns retain their independent authority to make amendments to the plan as it affects their jurisdiction. Perquimans County Planning Staff has been working with Elizabeth City CAMA Staff to stay on a timeline that will allow this text amendment to be presented April 26<sup>th</sup> and 27<sup>th</sup> in Manteo at the next regularly scheduled Coastal Resources Commission (CRC) meeting.

**RECOMMENDATIONS AND SUGGESTED MOTIONS AND ACTIONS:** The Planning Board, at its regular meeting on Tuesday, February 14<sup>th</sup>, unanimously passed a motion to recommend removal of Perquimans County from the 50 foot setback in WQ #2 located on page IX-14 of the 2016 CAMA Land Use Plan Update.

**Attachments:**

(1) LUP Text Amendment Resolution



**PERQUIMANS COUNTY  
BOARD OF COMMISSIONERS**

P.O. BOX 45  
HERTFORD, NORTH CAROLINA 27944  
TELEPHONE: 1-252-426-7550

MARY P. HUNNICUTT  
CLERK TO BOARD

W. FRANK HEATH, III  
COUNTY MANAGER

T. KYLE JONES  
CHAIRMAN  
FONDELLA A. LEIGH  
VICE CHAIR  
JOSEPH W. HOFLEER  
EDWARD R. MUZZULIN  
WALLACE E. NELSON  
CHARLES WOODARD  
W. HACKNEY HIGH, JR.  
COUNTY ATTORNEY

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF  
PERQUIMANS COUNTY, NORTH CAROLINA, AUTHORIZING  
AN AMENDMENT TO THE CAMA LAND USE PLAN**

**WHEREAS**, the County desires to amend its 2005-2006 CAMA Land Use Plan, specifically the policy related to shoreline setback in waterfront subdivisions, and

**WHEREAS**, the County's 2005-2006 CAMA Land Use Plan, Page IX-14 Water Quality (WQ) Goal(s) and Policies, Policy WQ #2 states that:

"Perquimans County, Hertford, and Winfall shall require, as appropriate, subdivision developments to control and treat the storm water runoff generated by a 1.5-inch rain event and that all buildings or related structures within waterfront subdivisions be set back 50 feet from the shoreline."; and,

**WHEREAS**, the County references a 40-foot setback from normal water levels in Sections 702 and 704 of the Perquimans County Zoning Ordinance; and

**WHEREAS**, the County desires to maintain the 40-foot setback from normal water levels referenced in the Perquimans County Zoning Ordinance and amend the CAMA Land Use Plan to be consistent with the Zoning Ordinance; and

**WHEREAS**, on February 14, 2017 the Planning Board unanimously recommended adoption of the draft amendment to the CAMA Land Use Plan; and

**WHEREAS**, the County conducted a duly advertised public hearing on the draft amendment to the CAMA Land Use Plan at the Regular Meeting of the Board of Commissioners on March 6, 2017; and

**WHEREAS**, at the Regular Meeting on March 6, 2017 the Board of Commissioners of Perquimans County, North Carolina found the draft amendment to be consistent with the County's desired vision for the future and unanimously approved to adopt the draft amendment; and

**WHEREAS**, the adopted draft amendment will be submitted as required by state law to the Northeast District Planner for the Division of Coastal Management under the North Carolina Department of Environmental Quality and forwarded to the Coastal Resources Commission(CRC); and

**WHEREAS**, a review of the adopted draft amendment by the Coastal Resources Commission will be scheduled; and the CRC will then vote on certification of the draft amendment;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of Perquimans County, North Carolina, that **Page IX-14 Water Quality (WQ) Goal(s) and Policies, Policy WQ#2** in the 2005-2006 CAMA Land Use Plan be amended as follows (text in ~~strike~~through to be removed, text underlined to be added):

"Perquimans County, Hertford, and Winfall shall require, as appropriate, subdivision developments to control and treat the storm water runoff generated by a 1.5-inch rain event; and that Hertford and Winfall shall require all buildings or related structures within waterfront subdivisions be set back 50 feet from the shoreline."

**BE IT FURTHER RESOLVED** that the Board of Commissioners of Perquimans County, North Carolina, has unanimously adopted the draft amendment; and

**BE IT FURTHER RESOLVED** that the County Manager of Perquimans County is hereby authorized to submit the adopted CAMA Land Use Plan draft amendment to the State for certification as described above.

Adopted this 6<sup>th</sup> day of March 2017.

\_\_\_\_\_  
T. Kyle Jones, Chairman  
Perquimans County Board of Commissioners

ATTEST:

\_\_\_\_\_  
Mary P. Hunnicutt, Clerk to the Board

**Perquimans County's Vision:**  
*To be a community of opportunity in which to live, learn, work, prosper and play.*



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REGULAR MEETING

February 6, 2017  
6:15 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, February 6, 2017, at 6:15 p.m. in the Commissioners Room located on the first floor of the Perquimans County Courthouse Annex.

MEMBERS PRESENT: Kyle Jones, Chairman  
Joseph W. Hoffer  
Wallace Neison  
Fondeila Leigh, Vice Chair  
Edward R. Muzzulin

MEMBERS ABSENT: Charles Woodard

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 Leigh gave the invocation and the Chairman led the Pledge of Allegiance.

PUBLIC HEARING

Conditional Use Permit No. CUP-16-06, by Beth Trahos (for Alpha Value Solar, LLC)

Chairman Jones opened the Public Hearing stating that we have a quorum with all Commissioners except Charles Woodard present. The purpose of the public hearing is to receive citizens' comments to consider Conditional Use Permit No. CUP-16-06, requested by Beth Trahos (for Alpha Value Solar, LLC) for a Large Scale, ground-mounted Solar Power Energy System Facility in the 700-block of Ocean Hwy South (US Hwy. 17) to include Tax Parcel No. 3-0049-00010A. Mr. Jones further explained that this would be a quasi-judicial hearing and that all witnesses will be sworn in. There were twenty-four people present. Chairman Jones recognized Mark Finkelstein who explained that he had four (4) witnesses to testify and that he had provided the Board members with a copy of an affidavit from each of them to speed up the process and asked that they be admitted into evidence. Mr. Jones stated that he had other steps to do before proceeding with his witnesses. He then recognized Dorina Godfrey, County Planner, who, after being sworn in, explained the method of advertisement of these proceedings, gave a brief overview of the conditional use permit, and explained the following proposed changes since the Planning Board's approval on January 10, 2017:

- 1) Page 1: Removal of Alpha Value Solar, LLC's Florida address.
- 2) Page 1: Change of distance stated under Site Location from Hertford's ETJ from 800 to 1,500 feet.
- 3) Page 2: Condition B: add "clean energy solar" to the blank space in 2<sup>nd</sup> sentence.
- 4) Page 4: Condition K, revise first sentence: "Within twelve (12) months after the expiration, surrender or termination of the Site Lease, Alpha Value Solar, LLC, the Applicants, heirs and assigns shall restore..."
- 5) Page 5: Condition N, last sentence: insert the word "timely" as shown.
- 6) Page 6: replace the Chapel Hill address of Min You, signing Member of Alpha Value Solar, LLC, to the Raleigh address (same as 1<sup>st</sup> page).

Chairman Jones asked that all the witnesses come forward and be sworn in. After the witnesses were sworn in, Mark Finkelstein, an attorney with Smith Moore Leatherwood LLP, 434 Fayetteville Street, Suite 2600, Raleigh, NC 27601, presented the case for Alpha Value Solar, LLC. Before calling his first witness, Mr. Finkelstein asked that these four (4) affidavits be entered into the record as evidence. Mr. Jones accepted the documents which were given to Mary Hunnicutt, Clerk to the Board. Chairman Jones asked if there was anyone in the audience that believes that they have standing in this case. There being none, Mr. Jones proceeded with the quasi-judicial hearing. Prior to his examination of his witnesses, Mr. Finkelstein explained that the Planning Board approval was unanimous and this is very unusual. Heath McLaughlin, Manager of BlueGreen Energy, LLC, oversees this proposed Solar Farm. Mr. McLaughlin testified about the Conditional Use Permit application and the site of the proposed solar farm. After his testimony, Chairman Jones asked if the Board had any questions. There being none, Mr. Finkelstein called his next witness, Chris Sandifer, Professional Engineer. After Mr. Sandifer provided general education and professional background, Chairman Jones tendered Mr. Sandifer as an expert witness in the field of electrical engineering and solar farm health and safety. Mr. Sandifer completed his testimony stating that, based upon the facts presented tonight, he felt that this solar farm would not endanger the public health or safety, that it complies with required conditions and specifications, that it is a public necessity, and that it will be in harmony with the surrounding area in which it is located and will be in general conformity with the plan of development of the Perquimans County Land Use Plan if located and constructed according to the plan and approved. After his testimony, Chairman Jones asked if the Board had any questions. There being none, Mr. Finkelstein called his next witness, Thomas Hester, owner of Hester & Company, Raleigh, NC. After Mr. Hester provided general education and professional background, Chairman Jones tendered Mr. Hester as an expert witness in the field of real estate appraisals. Mr. Hester completed his testimony stating that, based upon the facts presented tonight, he did not feel that this solar farm would substantially injure the value of adjoining or abutting property and that the proposed solar farm would be in harmony with the surrounding area and the residential and agricultural land use pattern that exists today and that it will be in conformity with the Perquimans County Land Use Plan. After his testimony, Chairman Jones asked if the Board had any questions. There being none, Mr. Finkelstein called his last witness, Chad Sary, Senior Planner for Stewart, Inc., a Land Planning, Design & Engineering Firm in Raleigh, NC. After Mr. Sary provided general education and professional background, Chairman Jones tendered Mr. Sary as an expert witness in the field of land planning and harmony in this area. Mr. Sary completed his testimony stating that the proposed solar farm meets all the required conditions and specification in the Perquimans county Zoning Ordinance and the CAMA provisions adopted by Perquimans, that it will be in harmony with the area in which it is to be located in the general conformity with the Perquimans County Land Use Plan if developed according to the site plan submitted and approved. After his testimony, Chairman Jones asked if the Board had any questions. There being none, Chairman Jones closed the quasi-judicial hearing for the Conditional Use Permit No. 16-06 at 7:00 p.m.

Parent-to-Child Deed of Gift No. NZV-16-02 – Wanda L. White

Chairman Jones opened the second Public Hearing stating that the purpose of the public hearing is to receive citizens' comments to consider Parent-to-Child Deed of Gift No. NZV-16-02, requested by Wanda L. White for Brenda Johnson, for one-acre lot (portion of Tax Parcel No. 4-0036-0130), located on Opal's Trail, off Swayne's Lane. There were thirty-one people present. Chairman Jones recognized Donna Godfrey, County Planner, who presented an overview of the request and stated that the Planning Board approved the request at their January 10, 2017 meeting. Chairman Jones asked if the applicant would like to say anything. Ms. Wanda White gave further information and background for the request. Chairman Jones asked if the Board had any questions. There being none, Chairman Jones closed the second public hearing at 7:05 p.m.

AGENDA

On motion made by Fondeila A. Leigh, seconded by Joseph W. Hoffer, 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 Wallace E. Nelson.

1. Approval of Minutes: January 3, 2017 Regular Meeting and January 20, 2017 Special Called Meeting/Work Session.
2. Tax Release/Refund Approvals:

**PERQUIMANS COUNTY TAX RELEASES:**

Colson Concrete Works Business assessed at \$29,835 – out of business since 2011. Account No. 429346 (2014)	\$173.32
Colson Concrete Works Business assessed at \$45,000 – out of business since 2011. Account No. 429346 (2015)	\$241.78
Colson Concrete Works Business assessed at \$43,000 – out of business since 2011. Account No. 429346 (2016)	\$287.79

3. Personnel Matters:

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
James Wheeler	Part-Time/Fill-In EMT-I	Termination			01/07/2017
Chadd Trotman (Correction)	Full-Time EMT-I	Resignation			02/01/2017
Logan Midgett	Part-Time/Fill-In EMT-I	Resignation			01/23/2017
Louvinia Woodard	Full-Time Telecommunicator	Resignation			02/01/2017
James Farrar	Part-Time Telecommunicator	Resignation			02/07/2017
Donna Godfrey	Planner	Resignation			02/17/2017

4. Merit Increase:

Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Kimberly A. Bray	Tax Clerk - Business Personal Property	61/8	31,510	02/01/2017

5. Enclosure: The following Board appointments/reappointments/resignations are being presented for Board action:

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
White, Mary	Tourism Development Authority – Industry Rep	Reappointment	2 yrs.	02/01/2017
Eley, Sid	Tourism Development Authority – Hertford Rep	Appointment	2 yrs.	02/01/2017
Hurdle, Pamela	Board of Adjustments (complete Al Gester's term)	Appointment	3 yrs.	02/01/2017
Darden, Kisha	Nursing Home Advisory Committee	Resignation		02/01/2017

6. Budget Amendments:

**BUDGET AMENDMENT NO. 7  
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-012	Emergency Management Grant	2,000	
10-530-338	Hazardous Materials Grant	2,000	

EXPLANATION: To budget 2016 Tier II Grant in FY 16/17 as previously discussed. Funds are to be used for hazardous materials emergency training, planning and related exercises as outlined in the grant memorandum.

**BUDGET AMENDMENT NO. 8  
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-510-060	Sheriff - Group Insurance		3,250
10-510-061	Sheriff - Retiree's Insurance	3,250	
10-510-020	Sheriff - Salary		7,265
10-510-021	Sheriff - Separation Allowance	7,265	

EXPLANATION: To budget for retiree hosp (Eric Tilley) as well as the separation allowance due him per General Statute #143-166.41 for FY 16/17.

7. Resolution: The following Resolution was unanimously approved by the Board:

➤ **Resolution Designating April as Senior Games Participation Month:** The Albemarle Senior Games will be held from March 27<sup>th</sup> through May 23<sup>rd</sup>. Albemarle Commission Area Agency on Aging is requesting that the Board adopt this resolution declaring April as Senior Games Participation Month. The Board adopted the following Resolution:

**DESIGNATION OF APRIL AS  
SENIOR GAMES PARTICIPATION MONTH**

WHEREAS, mature adults and the entire community look forward to the Albemarle Senior Games, an Olympic style event designed to create year-round health promotion and competition for participants that are 50 years of age and better; and

WHEREAS, the Albemarle Senior Games, held March 27 - May 23 of this year, is sanctioned by North Carolina Senior Games, Inc.; and

WHEREAS, the Albemarle Senior Games takes a holistic approach by involving the body, mind and spirit of its athletes and promoting the importance of aging in a healthy manner; and

WHEREAS, the regional event, engaging the counties of Camden, Chowan, Currituck, Gates, Hyde, Pasquotank, Perquimans, Tyrrell and Washington with the goal to enhance growth, development and connection to opportunity for all participants and, volunteers, was founded 33 years ago, in 1984; and

WHEREAS, participants will compete in a total of 48 athletic events and 34 artistic categories; and

WHEREAS, our well wishes are extended to all of the competitors.

NOW THEREFORE, the Perquimans County Board of Commissioners hereby proclaims that April be recognized as Senior Games Participation Month in the County of Perquimans and promotes participation as well as volunteerism within the Albemarle Senior Games program.

This the 6<sup>th</sup> day of February, 2016.

T. Kyle Jones, Chairman  
Perquimans County Board of Commissioners

ATTEST:

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

**PRESENTATION/INTRODUCTION OF EMPLOYEE**

The following presentation/introduction of employee was made:

- **Introduction of New Employee:** Shelby White, Sheriff, introduced Kevin Lane who was appointed as a Deputy effective January 1, 2017.

- **Presentation of Plaque:** Chairman Jones presented Donald Manley with a plaque in appreciation of his 17 years of service on the Planning Board.
- **Introduction of New Employees:** Frank Heath, County Manager, introduced Nick Lolies who was promoted to Water Supervisor on January 1, 2017 when Richard Copeland retired.

Chairman Jones welcomed them to Perquimans County.

**JERRY SACKRISON, PRESIDENT – VIDANT CHOWAN HOSPITAL**

Mr. Sackrison presented a PowerPoint that gave an overview of what Vidant Chowan Hospital has been able to accomplish over the past year or so. Commissioner Nelson made a few comments.

**COMMISSIONER'S CONCERNS/COMMITTEE REPORTS**

Chairman Jones explained that, in this district when a judge retires, the Bar normally hold fund raisers that provides funds for a portrait to be made to be hung in the Courtroom of that retiring judge. He stated that one was recently done for Joe Richard Parker. After talking with several people, the Bar is going to try to hold fund raisers to have a portrait of Janice Cole made. He is mentioning it tonight to let the Board know and to obtain permission to hang the portrait in the Courthouse. There were no objections from the Board.

**UPDATES FROM COUNTY MANAGER**

County Manager Heath presented the following updates:

- > **Relocation of the Hertford Post Office:** In October, 2016, the Board adopted a resolution supporting the relocation of the Hertford Post Office which was forwarded to the regional office in Greenville, NC. Our request was basically denied. He followed up with another letter requesting a meeting at the site of the current post office. About a couple of weeks ago, Janice Cole and himself, acting on behalf of the Board, met with representatives from the postal system. They had not been to Hertford even though they had sent a denial letter. They are going to take action on improving the aesthetics of the post office even if they do not relocate it. Mr. Heath pointed out again that, even though they improve the aesthetics of the building, it does not correct the problems like backing out of the parking lot into the street, the flooding in the back of the post office, the delivery truck hitting the building when they turn in to deliver/pickup mail. We will continue to negotiate for relocation but not to be at a specific site at this time.
- > **Perquimans County Marine Industrial Park Boat Ramp Project:** Mr. Heath explained that we have met several deadlines on the project and that it is still moving forward.
- > **Library Project:** Mr. Heath explained that the project is moving right along and that the architect will be at the February Work Session to give an update on the project.
- > **Noise Ordinance:** Mr. Heath reported that he and County Attorney High have prepared a draft and it will be available to be reviewed at the February Work Session.
- > **Work Session on February 20, 2017:** Mr. Heath reminded the Board that the February 20, 2017 meeting will be a joint work session with the Planning Board to discuss the direction the Commissioners wish for them to proceed on the solar farm facility section of the Zoning Ordinance and their plan of work.
- > **Counties in Albemarle Area:** In 2018, the counties within the Albemarle area will be celebrating their 350 anniversary of their formulation. The Museum of the Albemarle and the counties has formed a committee to plan events to celebrate this anniversary. Mr. Heath is just letting the Board know that they may be coming to each county requesting funds for these events. They would discuss this further during the budget process. He will also be working with Tourism Development Authority and any other commissioner that would like to participate.
- > **Commissioner Muzzulin's Questions:** Commissioner Muzzulin asked when we would be able to occupy the Library. Mr. Heath said late August was the original date. He also asked what our plans were for the old Library building. Mr. Heath said that no direction has been decided yet.

**COMMISSIONER BOARD/COMMITTEE APPOINTMENTS**

At the January 17, 2017, the Commissioners reviewed the list of Commissioner Board/Committee appointments and are recommending the following appointments:

Board/Committee	Term	Appt.	Expire
<b>FRANK HEATH</b>			
RPO Transportation Advisory Committee - Alternate	2 yrs.	12/1/2014	11/30/2016
<b>JOSEPH HOFFLER</b>			
Communications Advisory Board - County	2 yrs.	2/1/2015	1/31/2017
Court Security Committee	unlimited	2/1/2011	unlimited
Housing Committee	unlimited	2/1/2011	unlimited
Perquimans/Chowan/Gates Landfill Committee	indefinite	12/3/2012	indefinite
<b>KYLE JONES</b>			
Court Security Committee	unlimited	1/5/2015	unlimited
Home & Community Care Block Grant	unlimited	12/3/2012	unlimited
Inter-Agency Council - Commissioners	1 yr.	7/1/2016	6/30/2017
Recreation Advisory Committee - Commissioner	3 yrs.	1/5/2015	6/30/2017
Social Services Board (as long as Commissioner)	3 yrs.	7/1/2016	6/30/2019
Water Committee	unlimited	12/3/2012	unlimited
<b>FONDELLA LEIGH</b>			
Albemarle Commission (1st term of 2 successive terms)	2 yrs.	1/1/2015	12/31/2016
Economic Development Commission - County	2 yrs.	2/1/2017	1/31/2019
Senior Citizens Advisory Board	2 yrs.	2/1/2015	1/31/2017
Water Committee	unlimited	1/5/2015	unlimited
WIA/JTPA Chief Elected Official	unlimited	1/5/2015	unlimited
Northeastern Workforce Development Consortium	unlimited	2/1/2015	unlimited
<b>EDWARD MUZZULIN</b>			
Albemarle Hospital Board of Trustees	3 yrs.	1/1/2016	12/31/2019
Albemarle Regional Landfill Authority	4 yrs.	1/5/2015	1/31/2017
Board Trustees for Bethel Fire Dept.	1 yr.	10/1/2016	9/30/2017
Economic Development Commission - County	2 yrs.	2/1/2015	1/31/2017
EMS Advisory Board	2 yrs.	1/5/2015	1/31/2017
Historic Hertford, Inc.	3 yrs.	7/1/2014	7/1/2017
Perquimans/Chowan/Gates Landfill Committee	indefinite	1/5/2015	indefinite
RPO Transportation Advisory Committee	2 yrs.	2/1/2015	1/31/2017
Tourism Development Authority (Commissioners)	2 yrs.	2/1/2016	1/31/2018
Water Committee	unlimited	12/3/2012	unlimited
Albemarle District Jail Commission	2 yrs.	2/1/2015	1/31/2017
<b>WALLACE NELSON</b>			
Albemarle Regional Health Services	indefinite	1/5/2015	unlimited
Chowan/Perquimans Multi-County LEPC	1 yr.	1/1/2015	12/31/2015
Economic Development Commission - County	2 yrs.	2/1/2015	1/31/2017

Board/Committee	Term	Appt.	Expire
<b>CHARLES WOODARD</b>			
Agricultural Advisory Board - Commissioner	3 yrs.	2/1/2014	1/31/2017
Chamber of Commerce Board	unlimited	2/7/2011	unlimited
Tourism Development Authority (Commissioners)	2 yrs.	2/1/2015	1/31/2017
Tri-County Shelter Advisory Committee Board	unlimited	2/1/2013	unlimited

On motion made by Wallace A. Nelson, seconded by Edward R. Muzzulini, the Board unanimously approved the above listed board/committee appointments.

### PLANNING BOARD ITEMS

Chairman Jones stated that it was time to take action on the following Planning Board items:

**Conditional Use Permit No. CUP-16-06 by Beth Trahos (for Alpha Value Solar, LLC):** A Public Hearing was held earlier in the meeting to receive citizens' comments to consider Conditional Use Permit No. CUP-16-06, requested by Beth Trahos (for Alpha Value Solar, LLC) for a Large Scale, ground-mounted Solar Power Energy System Facility in the 700-block of Ocean Hwy South (US Hwy. 17) to include Tax Parcel No. 3-0049-00010A. Chairman Jones stated that the quasi-judicial hearing had been held, information was provided on this request, and it was time for the Board to approve or deny the request. The first step is to address each of the following findings in Section 903:

- Edward R. Muzzulini made a motion that this use will not materially endanger the public health or safety, if located according to the plan submitted and approved. The motion was seconded by Wallace E. Nelson. Chairman Jones opened the floor up for discussion. Commissioner Nelson stated that the County has had several of these solar farm uses approved through the County and feels that it would not endanger the public health or safety and that has been confirmed with testimony tonight. The motion was unanimously approved.
- Wallace E. Nelson made a motion that this use meets all required conditions and specifications. The motion was unanimously approved. Joseph W. Hoffler. Chairman Jones opened the floor up for discussion. There being no discussion, the motion was unanimously approved.
- Wallace E. Nelson made a motion that the use will not substantially injure the value of adjoining or abutting property, or that the use is a public necessity. The motion was seconded by Edward R. Muzzulini. Chairman Jones opened the floor up for discussion. There being no discussion, the motion was unanimously approved.
- Joseph W. Hoffler made a motion 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. Muzzulini. Chairman Jones opened the floor up for discussion. Commissioner Nelson said that there are several of these solar farms through the county and they are located in places similar to this and he feels that it will be in harmony. There being no further discussion, the motion was unanimously approved.

Now that the Section 903 Findings have been acted upon, Chairman Jones asked for a motion to approve or deny the Conditional Use Permit No. 16-06. County Attorney High noted that, if their motion was in the affirmative, the Board would need to note the Section 903 Findings were approved. County Manager Heath said that, since the Board is taking action on the Conditional Use Permit, the conditions are listed in that permit and should any of the commissioners have any questions about these conditions, now would be the time to ask. Mary Hunicutt, Clerk to the Board, also noted that the motion needed to include the additional changes that Ms. Godfrey had presented at tonight's meeting. Commissioner Nelson said that the only question he had now was why the buffering stopped at the corridor and that was what the Board approved. Mr. McLaughlin said that he planted those trees by himself and is trying to work with Duke Energy to enforce everything that has been approved. He further stated that he would do anything and everything to get this taken care of here. Mr. Nelson just wanted to make sure that this project does not follow this same path. Fondella Leigh made a motion to approve Conditional Use Permit No. CUP-16-06 to establish a 5 Megawatt Large Scale, ground-mounted Solar Energy System on a portion of Tax Parcel No. 3-0049-00010A, occupying about 55 acres within the +/-109.54-acre subject property, located to the west of 764 and 768 Ocean Highway South (US Hwy. 17 South), conditioned upon the conditions included in the draft Conditional Use Permit and listed below, adopting the above Section 903 Findings to support the motion:

- Page 1: Removal of Alpha Value Solar, LLC's Florida address.
- Page 1: Change of distance stated under Site Location from Hertford's ETJ from 800 to 1,500 feet.
- Page 2, Condition B: add "clean energy solar" to the blank space in 2<sup>nd</sup> sentence.
- Page 4, Condition K, revise first sentence: "Within twelve (12) months after the expiration, surrender or termination of the Site Lease, Alpha Value Solar, LLC, the Applicants, heirs and assigns shall restore..."
- Page 5, Condition N, last sentence: insert the word "timely" as shown.
- Page 7: replace the Chapel Hill address of Min Yee, signing Member of Alpha Value Solar, LLC, to the Raleigh address (same as 1<sup>st</sup> page).
- Page numbers of this document changed by DG on 2-16-17 to include a two-paged Site Plan, which also changed page 7 to page 8. Changed back by Rhonda 2-21-2017 to one page with white background. Heath McLaughlin said he was only intending the one page with the white background to be in it.

The motion was seconded by Edward R. Muzzulini. The following Conditional Use Permit No. CUP-16-06 was unanimously approved:

#### CONDITIONAL USE PERMIT No. CUP-16-06 Page 1 of 7

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

**Developer:** Alpha Value Solar, LLC  
176 Mine Lake Court, Suite 100  
Raleigh NC 27615

**Authorized Applicant:** Beth Trahos, Smith Moore Leatherwood, LLP  
434 Fayetteville Street, Suite 2800  
Raleigh, NC 27601

**Property Owners:** The Riddick Family Partnership c/o Rufus M Riddick IV  
103 Village Gate Drive  
Chapel Hill, NC 27514

**Site Location:** Portions of 109.54-acre parcel located behind 768 Ocean Hwy South, approx. 1,500 feet south of the Town of Hertford's ETJ.

**Tax Parcel Nos:** 3-0049-00010A

**Zoning District:** RA, Rural Agriculture and CH, Highway Commercial

**Proposed Use of Property:** As indicated by the Applicant's December 19, 2016 letter to the Board of Commissioners, Alpha Value Solar proposes to construct and operate a Large-Scale, ground-mounted Solar Power Energy System ("Solar Farm") on Tax Parcel No. 3-0049-00010A in the 700 block of Ocean Hwy South (US Hwy 17 South), Hertford, Perquimans County, North Carolina, owned by the Riddick Family Partnership. "The Solar Farm will contain rows of Photovoltaic (PV) cells mounted on poles. These rows of cells are referred to as "solar arrays." The power generated from the Solar Farm will be connected to the local power grid."

#### CONDITIONAL USE PERMIT No. CUP-16-06 Page 2 of 7

**Meeting & Hearing Dates:** Planning Board on 1-10-17; & Board of Commissioners on 2-6-17.

Having heard all the evidence and argument presented at the hearing(s), the Board 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 "Solar Farm (Large-scale, ground-mounted Solar Power Energy System)" and other conditions as follows:

- A) The Applicant, heirs and assigns shall conduct operations in accordance with the plans and application materials submitted to and approved by the Board of Commissioners (BOC), a copy of which is contained in the County Planning & Zoning Office and recorded with the Register of Deeds Office. Any Major Modification proposed to the approved plans shall require reapplication and approval by the Board of County Commissioners. "Major Modification" is defined as "Any significant change in land use, and any change in the property boundaries and/or any 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 Solar Farm as shown on the Site Plan may require adjustments in the exact locations of Solar Panels and related equipment, and the Access Roads within the leased Project Boundaries, pending the outcome of final survey, wetlands delineation, storm water permits, Army Corp of Engineers requirements, and maximization of solar energy production, as applicable. If deemed necessary by the Planning & Zoning Administrator, any discernable adjustment in the leased Project Boundaries will require review and approval by the Planning Board in a public meeting to determine the need or desire for additional or revised setbacks, screening, lighting, etc., which must comply at a minimum with Section 907.28 of the Perquimans County Zoning Ordinance. Discernable changes in the layout of Solar Panels or other Site Improvements proposed closer towards an adjacent property owner, without signed and notarized consent of said adjacent property owner, shall require Board review and approval. For purposes of enforcing this section, the leased "Project Boundaries" are defined as "The Access Road and the series of lines labeled as "6' Chain Link Fence" which encompasses other Site Improvements and which are currently depicted on the conceptual Site Plan and which will be formalized and finalized in a Legal Description containing a metes and bounds description prior to the County Staff's issuance of Zoning and Building Permits and prior to construction."
- B) The approved Site Plan includes a total 5 Mega-watts (AC) of solar power production throughout the subject property. The facility will generate clean energy solar power which will be sold directly to the Power Company servicing the facility. The Solar Farm will consist of a single phase of construction.
- C) The main point of ingress and egress for the facility will be directly off of US Highway 17 South with an assigned E-911 address of 746 Ocean Highway South, Hertford, NC 27944. For both aesthetics and safety, the driveway entrance leading from the public highway shall be surfaced with asphalt or six inches (6") of concrete as measured from the edge of the road for at least 30 feet to facilitate site access in coordination with the NCDOT District Engineer's Office and the County's Planning & Zoning Office. The remainder of the access or service roads will be constructed of 6"

## CONDITIONAL USE PERMIT No. CUP-16-06

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- of size 12 crushed stone compacted in native soil to a width of 20 feet with a minimum 30-foot radius of curvature. The Access Roadway is further defined as: "A road bed having a width of 20 feet with a paved entrance apron a minimum of 30 feet long and a minimum 30-foot centerline radius of curvature, with 6" inches of size 13 gravel compacted on native soil in order to provide reliable site access for site construction, maintenance, and emergency vehicles. Said roads must be maintained by the Applicant, heirs and assigns to allow access for emergency vehicles. The access roadway shall be located as specified on the proposed CUP Site Plans.
- D) Prior to final project approval and issuance of a Zoning Permit, the Applicant must apply for and obtain a Driveway Permit from the North Carolina Department of Transportation (NCDOT).
- E) No occupied building structures are anticipated for the solar facility at this time; however, any future proposal to construct an Accessory Building on the property will require the Applicant, heirs and assigns to first apply for and obtain Zoning and Building Permits in compliance with minimum design standards and may require review by the Planning Board to determine if the proposed improvement constitutes a Major Modification. Prior to issuance of a Zoning Permit for any new building, the Applicant, heirs and assigns must provide a Site Plan detailing the existing and proposed site improvements, pursuant to Section 509 of the Perquimans County Zoning Ordinance.
- F) The Solar Energy System equipment and any potential future buildings or structures, shall be secured and screened from routine view from public rights-of-way, existing residential uses and adjacent properties, through compliance with Sections 907.28B(3)(a) and (b), 1802 and 1803.
- G) Mounting structures and solar panels will not exceed the maximum height of 15'. Outdoor lighting is expected to be minimal. Standard access gates will be used for any entrances to the Solar Farm and will be kept locked and secured at all times when authorized personnel are not occupying the property.
- H) The Solar Farm shall be enclosed with a 6' security fence with 1' of barbed wire with a minimum height of seven (7) feet and screened with either a minimum three foot (3') wide strip planted with dense evergreen vegetation such as that shown on the Applicant's Site Plan or other suitable plant material with an initial height of at least five feet (5') with expected growth of at least seven (7) feet in height within three (3) years or a twenty (20) foot wide strip of natural wooded area. Minimum setbacks and buffering must comply with Section 907.28 of the Perquimans County Zoning Ordinance.
- I) The Applicant, heirs and assigns shall take every precaution to ensure there is no increased stormwater directed onto adjacent properties resulting from new construction and development on the subject property. Should unforeseen stormwater problems occur, the Applicant, heirs and assigns shall take immediate action to rectify the situation in coordination with the owner of any adjacent property adversely impacted by stormwater runoff.

## CONDITIONAL USE PERMIT No. CUP-16-06

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- J) The Applicant, heirs and assigns shall submit for review by the Perquimans County Soil & Water Conservation District Office to confirm acceptance of proposed culverts and compliance with storm drainage requirements of the NCDEQ.
- K) Applicant's Obligation to Restore the Property at the end of the Lease Term: The Applicants, heirs and assigns shall do the following with respect to any portions of the Property disturbed in the course of Solar Operations:
- 1) Within six (6) months after completion of construction of the solar project, the Applicant, heirs and assigns, shall restore such portions of the Property to a condition reasonably similar to its condition on February 6, 2012, except for any parts of the Property that the Applicant determines it needs for continuing Solar Operations; and
  - 2) Within twelve (12) months after the expiration, surrender or termination of the Site Lease, Alpha Value Solar, LLC, the Applicants, heirs and assigns shall restore the Site to substantially its RA (Rural Agricultural) condition as of the CUP approval date using prudent engineering practices where applicable, including, without limitation, the removal of (i) all improvements and solar farm related alterations on the subject Tax Parcel(s), without limitation, all fencing, roads, solar panels, racking, and pilings, and other improvements or alterations, and shall rough grade the Site to the same condition of level as existed as of the CUP approval date, and (ii) any electrical or communication or other utility poles, lines and connections (unless such lines, equipment, and connections are used in connection with subject Tax Parcel(s) and Property Owner elects to allow such lines and connections to remain); provided, however, that Applicant shall not be obligated to replant any crops or plants, and (iii) remove from such portions of the Property any Solar Energy System owned or installed by Applicant thereon, and (iv) restore, in a commercially reasonable manner and to commercially reasonable standards, such portions of the Property to a condition reasonably similar to its condition as of February 6, 2012, specifically to a farmable condition.
- L) The Conditional Use Permit is approved and recorded with the Applicants' letter 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 Office by the Applicant, heirs and assigns within three (3) months from the date of BCC approval, the BCC may revoke the Conditional Use Permit.
- M) **Annual Reports:** The Planning Board and Board of County Commissioners hereby acknowledge the Applicant's intent to complete construction of the Solar Farm in 2017. During construction of the project, the Applicant, heirs and assigns shall provide the County with annual reports outlining progress to date along with circumstances that may result in delays. In the event construction will be delayed beyond February 6, 2018, the Applicant, heirs and assigns shall formally request an extension be granted by the Board of County Commissioners; otherwise the BCC may revoke the Conditional Use Permit.

## CONDITIONAL USE PERMIT No. CUP-16-06

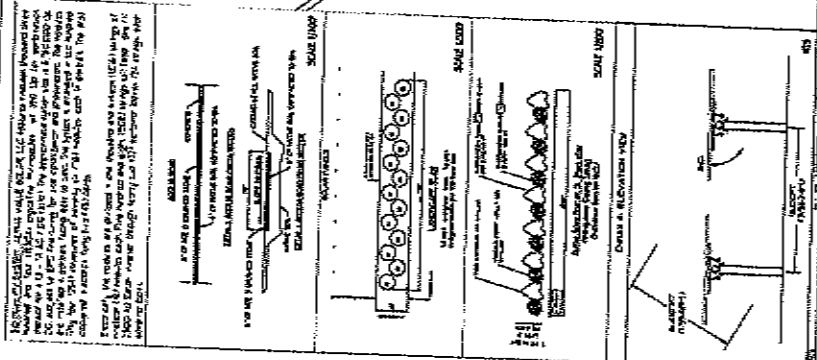
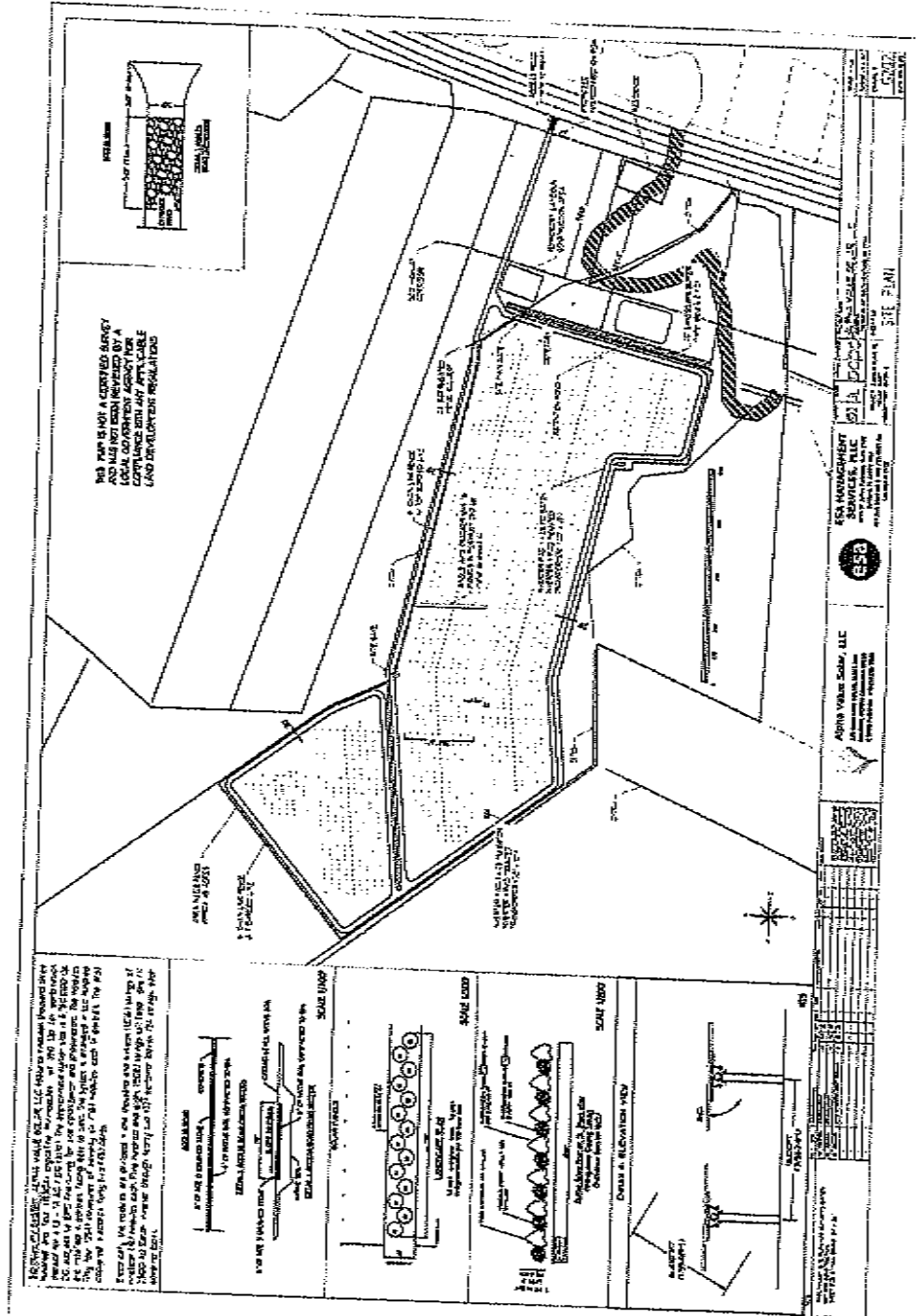
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- N) Prior to the issuance of a Certificate of Zoning Compliance, the Applicant, heirs or assigns shall provide certified "as built drawings" to the County showing the surveyed lengths and bearings of the leased Project Boundaries and locations of the solar panel farm location, roads, transmission lines, equipment, components, and all related improvements. Operation of the entire facility or any individual component of the facility may be delayed at the discretion of the Planning & Zoning Administrator to allow for the timely review and issuance of said certificate which is based upon determination by County staff or its outside consultants, of compliance with the CUP and other applicable zoning standards.

- O) Pursuant to Section 509 of the Perquimans County Zoning Ordinance, no Certificate of Zoning Compliance will be issued until all required site improvements have been completed and an appropriately licensed person submits an "as built" plan, where deemed necessary. No Final Building Inspection will be conducted and no Certificate of Occupancy will be issued until a Certificate of Zoning Compliance has been issued.
- P) The Applicant, heirs and assigns shall take every precaution to ensure there is no increased stormwater directed onto adjacent properties resulting from new construction and development on the subject property. Should unforeseen stormwater problems occur, the Applicant, heirs and assigns shall take immediate action to rectify the situation in coordination with the owner of any adjacent property adversely impacted by stormwater runoff.
- Q) Continued Access and Inspections: For a period of up to 12 months after the Applicant, heirs and assigns submits the certified "as built" drawings, County staff may confirm compliance with the specific specifications determined to be within compliance according to the Perquimans County Zoning Ordinance, Sections 907.23B (1)-(3), as amended.
- R) Cultural Resources: The Applicant, heirs and assigns shall inform the County about any historical or archaeological resources found within the project boundaries and provide an opportunity for the County to document said resources. In addition, the Applicant, heirs and assigns shall submit a copy to the County of any inventory, study, plan, etc., required or prepared by State or Federal regulations or agencies which documents historical or archaeological resources found within the project boundaries.
- S) Sign Permits: A separate Sign Permit must be obtained from the Planning & Zoning Office and the Building Inspections Department for any sign not exempted or required by local, State or Federal law.
- T) Applicant, heirs and assigns shall accommodate and support and hold training sessions for emergency service personnel if requested by the Emergency Services Director with adequate advanced notice.
- U) The access point from Ocean Highway South and the point of interconnection and related attachment facilities and appurtenances are approved for certain portions of the subject property which is zoned CH and RA as per the approved CUP Site Plan in support of the proposed Solar Power Energy System located behind 768 Ocean Highway South (US Hwy 17 South). All other site improvements for the proposed Alpha Value Solar Power Energy System shall be located within the RA, Rural Agriculture District.

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WAS INTENTIONALLY LEFT  
BLANK.

CONDITIONAL USE PERMIT No. CUP-16-06  
Pages 6 of 7



"THIS MAP IS NOT A CERTIFIED SURVEY  
AND HAS NOT BEEN REVIEWED BY A  
LOCAL GOVERNMENT AGENCY FOR  
COMPLIANCE WITH ANY APPLICABLE  
LAND DEVELOPMENT REGULATIONS."

CONDITIONAL USE PERMIT No. CUP-16-06  
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If any of the conditions affixed hereto or any part thereof shall be held invalid or void without remedy, then this 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.

Kyle Jones, Chair, Board of Commissioners \_\_\_\_\_ Date \_\_\_\_\_

Attest: \_\_\_\_\_ (Seal)  
Mary P. Hammsault, Clerk to the Board \_\_\_\_\_ Date \_\_\_\_\_

I (We), \_\_\_\_\_ authorized Applicant(s) of the above identified property, do/does 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.

Alpha Value Solar, LLC Date
By: Min You, Its Member, 176 Mine Lake Court, Suite 100 Raleigh, NC 27615

The State of \_\_\_\_\_
County

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

WITNESS my hand and notarial seal, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

My Commission expires: \_\_\_\_\_ Notary Public
(Not valid until fully executed and recorded)

Parent-to-Child Deed of Gift No. NZV-16-02 - Wanda L. White: A Public Hearing was held earlier in the meeting to receive citizens' comments to consider Parent-to-Child Deed of Gift No. NZV-16-02, requested by Wanda L. White for Brenda Johnson, for one-acre lot (portion of Tax Parcel No. 4-0036-0130), located on Opal's Trail, off Swayne's Lane. Edward R. Muzzulin made a motion, considering the following Section 206 Findings and Section 701E exemption criteria, to approve Case No. NZV-16-02, a Parent-to-Child Subdivision requested by Wanda V. White, Executor of the Opal V. White Estate, on behalf of the Estate and Charles T. White, to Gift Deed a one-acre parcel to fulfill the intent of Opal White's Last Will and Testament, located approximately 800 feet off Swayne's Lane (SR 1330), on the southeast side of Opal's Trail, a Private 45' R/W and known as a portion of Tax Map No. 4-0036-0130 with any conditions required by the Zoning Department:

- a) That there are special circumstances or conditions affecting said property such that the strict application of the provisions of this ordinance would deprive the applicant of the reasonable use of his land.
b) That the variance is necessary for the preservation and enjoyment of a substantial property right of the petitioner.
c) That the circumstances giving rise to the need for the variance are peculiar to the parcel and are not generally characteristic of other parcels in the jurisdiction of this ordinance, and
d) That the granting of the variance will not be detrimental to the public health, safety, and welfare or injurious to other property in the territory in which said property is situated.

The motion was seconded by Fondella A. Leigh and unanimously approved by the Board.

FY 2016-17 AUDIT CONTRACT

County Manager Heath stated that, last year when the audit contract was approved, the Board asked if we should go out for bids for the audit contract this year. He and Finance Officer, Tracy Mathews, wanted to find out what direction they wanted them to go with regard to getting an audit contract. Commissioner Muzzulin asked how long Douglas Hollowell has been doing our audits. Mr. Heath said that it has been about nine years. After some discussion, Edward R. Muzzulin made a motion to continue with Donna Winborne to do the FY 2016-17 Audit. The motion was seconded by Joseph W. Hoffer and unanimously approved by the Board. Mr. Heath said that he would bring the contract to the March meeting for action.

RECOGNITION OF DONNA GODFREY, COUNTY PLANNER

County Manager Heath took a few moments to thank Donna Godfrey for her service as County Planner. She will be retiring on February 17th and he just wanted to take a moment to thank her.

PUBLIC COMMENTS

The following comment was made:

Emerson Cullins: Mr. Cullins spoke in support of renewable energy but he had an experience with Mr. McLaughlin with the installation of the solar farm on Snag Harbor Road. When the panels were delivered, trash was left alongside Snag Harbor Road blocking ditches and leaving a mess. After not getting any success with the people on site, he found Mr. McLaughlin's card and called him. Mr. McLaughlin said that he would be down in the area that weekend and he would take care of it and he did. Mr. Cullins further stated that Mr. McLaughlin is a man of his word and thinks that he is an attribute to any project in the area and this County needs to continue to support him.

There were further public comments or unscheduled appointments.

CLOSED SESSION: ECONOMIC DEVELOPMENT MATTER, PERSONNEL MATTER, AND CLOSED SESSION MINUTES

Pursuant to NC General Statute 143-318.11(4)(6), Edward R. Muzzulin made a motion to go into Closed Session to discuss an economic development matter, a personnel matter, and Closed Session minutes. The motion was seconded by Fondella A. Leigh and unanimously approved by the Board.

The Closed Session was adjourned and the Regular Meeting reconvened on motion made by Edward R. Muzzulin, seconded by Fondella A. Leigh. 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 9:00 p.m. on motion made by Edward R. Muzzulin, seconded by Joseph W. Hoffer.

T. Kyle Jones, Chairman

Clerk to the Board

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 WORK SESSION / JOINT WORK SESSION

February 20, 2017

7:00 p.m.

The Perquimans County Board of Commissioners met in a Work Session and a Joint Work Session with the Planning Board on Monday, February 20, 2017, at 7:00 p.m. in the Commissioners Room located on the first floor of the Perquimans County Courthouse Annex.

- MEMBERS PRESENT: Kyle Jones, Chairman  
 Wallace Nelson  
 Fondefia Leigh, Vice Chair  
 Charles Woodard
- MEMBERS ABSENT: Joseph W. Hoffer  
 Edward R. Muzzulin
- PLANNING BOARD: Brenda Lassiter  
 Antoine Moore  
 Lewis Smith
- 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 Woodard gave the invocation and the Chairman led the Pledge of Allegiance. The following matters were discussed.

BILL BURGIN, LIBRARY ARCHITECT

Mr. Burgin gave an update on the Library Project.

NOISE ORDINANCE

County Manager Heath explained that he and County Attorney High had prepared the following draft Noise Ordinance for Board review:

PERQUIMANS COUNTY NOISE ORDINANCE

- (A) It shall be unlawful to create or assist in creating any unreasonably loud, disturbing and unnecessary noise in the County. Noise of a character, intensity and duration as to be detrimental to the public health, welfare and peace is hereby prohibited.
- (B) The following acts, among others, are hereby declared to be unreasonably loud, disturbing and unnecessary noises in violation of this section, but the enumeration shall not be deemed to be exclusive:
- (1) The sounding of any horn or signal device on any automobile, motorcycle, bus or other vehicle, except as a danger signal, so as to create any unreasonably loud or harsh sound, or the sounding of the device for an unnecessary and unreasonable period of time, or the use of any gong or siren upon any vehicle, other than police, fire or other emergency vehicle;
  - (2) The use of any electronic devices, stereos, speakers, musical instrument, loudspeaker or other device which project sound that is clearly audible at a distance of not less than 50 feet.
  - (3) The use of any bicycle, skateboard or similar vehicle which creates an unreasonably loud, disturbing or unnecessary noises. The use of any motor vehicle, motorcycle or other vehicle (a) equipped with special or custom muffler, exhaust or other noise control equipment/system; or (b) not equipped with normal, factory issue muffler, exhaust or other noise control equipment/system in good repair; or (c) in jackrabbit stunts, spinning tires, racing engines, or other operations so as to create unreasonably loud, disturbing and unnecessary noises.
  - (4) The erection of any excessive noise on any street adjacent to any school or institution of learning while the same is in session which unreasonably and unnecessarily interferes with the working of the institution, provided conspicuous signs are displayed in the streets indicating that the area is in a school area;
  - (5) The erection of any excessive noise on Sundays on any street adjacent to any church, provided conspicuous signs are displayed in the streets adjacent to churches indicating that the same is a church street;
  - (6) Shouting, fighting or creating noise through loud or boisterous speech or singing so as to be audible off the premises upon which the activities and noise occur if so loud as to disturb the peace and tranquility of persons occupying residences, motel, hotels, rest homes, nursing homes or hospitals in the vicinity.
- (C) This section shall not apply during any period directly after the announcement of any potential, impending disaster.
- (D) If any person shall violate this ordinance, he or she shall be guilty of a Class 3 misdemeanor and shall be fined in an amount as set by the presiding judge or imprisoned for not more than 30 days.
- (E) In addition, in the county's discretion, a violation of any provision of this ordinance shall subject the offender to a civil penalty of up to \$100 with a minimum penalty of \$15. If the offender fails to pay this penalty within ten days after being cited for a violation, the county may seek to recover the penalty by filing a civil action in the nature of a debt. If the violator of this ordinance is a person under the age of 18, the parents or legal guardians of the minor shall be subject to the civil penalties referenced herein as if they are the offender.
- (F) The county may seek to enforce this section through any appropriate equitable action.
- (G) Each day that a violation continues after the offender has been notified of the violation shall constitute a separate violation and each violation shall be subject to an additional civil penalty.
- (H) The county may seek to enforce this section by using any one or a combination of the foregoing remedies.
- (I) A juvenile who violates any provision of this ordinance is subject to being adjudicated delinquent. The court may, in its discretion, impose any dispositional alternative(s) that are provided in the State Juvenile Code for any juvenile who is delinquent.

Statutory reference: Authority of county to regulate noise, see GS §153.A-133

The Board discussed the above draft and made only the two changes above. The Board will move forward with holding a Public Hearing for this Noise Ordinance.

SNUG HARBOR GOLF CART ORDINANCE

Chairman Jones explained that the Board had received information from Mr. Lowry of Snug Harbor at the January 3, 2017 meeting and additional information prior to the February 6, 2017 meeting. Each Commissioner expressed their pros and cons to the request. It was the consensus of the Board not to adopt a Golf Cart Ordinance for Snug Harbor.

YEARLY UPDATE - MOORINGS @ ALBEMARLE

J. Stephen Janowski, the Senior Project Manager of Rivers & Associates, provided an annual update on the Moorings @ Albemarle project. Howard Nichols was also present. After the presentation, he asked the Board if they had any questions. After answering several questions, Chairman Jones moved on to the Joint Work Session with the Planning Board.

JOINT WORK SESSION WITH PLANNING BOARD

Chairman Jones began the meeting by stating that a previous Board had requested that the Planning Board revisit the large scale solar farm section of the Zoning Ordinance. In turn, the Planning Board asked for direction from the Board. Therefore, this meeting will hopefully answer all their questions. Commissioner Nelson began discussing the items on the Planning Board Work Program &

Timeline for Fiscal Year 2016-17. County Manager Heath said that, because the Planning Board has been busy with other issues, they have not been able to handle many of these items on their Work Program but tonight's meeting was to discuss the large-scale solar farms. Mr. Lewis ask what was the definition of a large-scale solar farm. Mr. Heath, later in the meeting, told Mr. Smith that a large-scale solar farm is anything over two acres. Ms. Lassiter asked do we have the manpower to enforce the changes that they would make for this section of the ordinance. Commissioner Nelson responded to her question. Commissioner Woodard asked if they were mainly concerned about the enforcement of the ordinance and explained about a situation he had been through with the Town Planning Board. Mr. Heath said that it would come down to the Planning Staff to enforce it. Ms. Lassiter's concern is that there are not enough hours in the day for the Planning Staff to handle their normal duties and enforce it too. Mr. Heath said that it may come down to having a buffering bond which would be some measure to enforce it. Mr. Woodard also said that his biggest concern is not losing the identity of the County. Ms. Lassiter agreed because a good bit of our farm land is disappearing. It was the consensus that the section on large scale solar farms needed to be strengthened. Ms. Lassiter was concerned how it would affect pending applications. Mr. Heath said that there was one application that may be turned in this week. They talked about a moratorium on large solar farms until the Planning Board has had a chance to look over it and recommend changes. Commissioner Nelson expressed concerns about not having jobs for the people who live here now and for future children. During discussion, the following issues on large scale solar farms need to be revisited by the Planning Board:

- > Buffering requirements including a buffering bond requirement
- > Other highway corridors (i.e. Highway 37, New Hope Road, etc.) – should we have any other highway corridor protection similar to Highway 17 Corridor.
- > Bevidere Historic District and Albemarle Plantation – need to see permitted uses that are or are not allowed there.
- > Tweak the definition of large scale – what does it consist of.

Mr. Smith asked about a time frame to get this done. The Board said to bring their recommendation to the May meeting. They also discussed the possibility of a moratorium. Mr. Heath and Mr. High will be looking into this.

ADJOURNMENT

There being no further comments or business to discuss, the Work Session was adjourned at 8:25 p.m.

\_\_\_\_\_  
T. Kyle Jones, Chairman

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

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February 28, 2017

**Tax Refunds: (Perquimans County)**

Jill E. Noe ..... \$156.56  
Tag surrendered; ten month refund.  
Abstract# 00033356191

Perquimans County's Vision:  
*To be a community of opportunity in which to live, learn, work, prosper, and play.*

February 6, 2017

Jonathan,

This Letter is to inform you that I will be resigning from my position as a 911 Telecommunicator Effective March 1, 2017.

With all the new changes and requirements this job requires I feel I will no longer be an asset to this office.

Thank you for the opportunity to work for you.

*Lilli "S.S." Ireland*

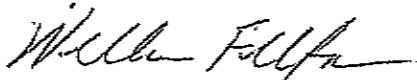
February 22, 2017

To: Frank Heath  
County Manager  
Perquimans County

I, William Felton, have decided to retire from the position of Buildings & Groundskeeper effective April 28, 2017. I feel it is time for Perquimans County to head in a different direction with its Maintenance Department. I have enjoyed working with all the departments and their staffs. I would like to thank all the County Managers and Boards of Commissioners, past and present, for the opportunity to serve Perquimans County and its citizens.

Sincerely,

William Felton

A handwritten signature in cursive script that reads "William Felton".

To: Mr. Jonathan Nixon  
From: Nancy Elliott Harrell  
Date: 2/16/2017

Subject: Resignation

It is now time for me to close the door on my almost 13 years of serving people of Perquimans County as a part-time EMS employee. During these years, I considered it an honor to take care of especially the elderly I have known most of my life and to share the ambulance with the students of Perquimans County Schools.

When it becomes an effort to enter a place of work and you no longer enjoy being at that work place it is time to leave. It is time for me to let the service to the county that I really loved and enjoyed for a long time go.


I would just like to state that during those 13 years, I have never missed my assigned duties unless I was sick and always did extra time when I was asked and helped with many outside activities.

I have two gray shirts and the new coat I will return to you. I purchased all other clothes that were used during my 13 years of service.

With this being said, this letter is my formal written resignation from Perquimans County Emergency Medical Services.

Regards,

Nancy Elliott Harrell

Received 2/16/17 

2/7/2017

Jacqueline Frierson  
Register of Deeds  
Perquimans County

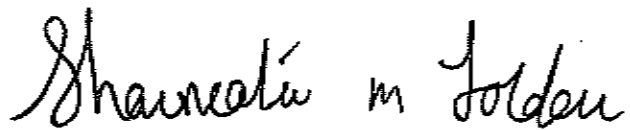
Dear Mrs. Frierson

Please accept this letter of resignation from the position of Deputy ROD effective two weeks from today. My last day at Perquimans County will be 2/21/17 .

I have accepted a position with another company that will further my growth and development in my career. I have enjoyed working at this office. However, this new position will challenge my growth and further my career.

Again, it has been a pleasure working as a part of your company.

Best regards,

A handwritten signature in black ink that reads "Shawneaka M Jordan". The signature is written in a cursive, flowing style.

Shawneaka M Jordan

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Eric V. Tille

SOC. SEC. NO.: \_\_\_\_\_

POSITION: Baliff / Transport

DEPT.: Sheriff

NEW EMPLOYEE EFFECTIVE DATE: 3-3-17

GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \$ 14.18 Per hour

ENDING DATE OF PROBATIONARY PERIOD: \_\_\_\_\_

CURRENT: GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

\_\_\_\_\_ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR      2      3      4)  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: \_\_\_\_\_ PER THE COUNTY PERSONNEL POLICY.

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DEPARTMENT RECOMMENDATION

[Signature]

DATE: 2-24-17

COUNTY MANAGER APPROVAL

[Signature]

DATE: 2-27-17

FINANCE OFFICER

\_\_\_\_\_  
DATE: \_\_\_\_\_



**PERQUIMANS COUNTY**  
**SALARY CLASSIFICATIONS**

POSITION	GRADE
County Manager	83
Secretary/Clerk to the Board/Personnel Officer	65
Finance Officer	72
Supervisor - Board of Elections	64
Telecommunications:	
Telecommunicator - Chief	64
Telecommunicator - Certified	62
Telecommunicator	60
Planner	72
Emergency Management Coordinator	67
Emergency Medical Services:	
Captain	68
EMT-D	63
EMT-I	66
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
Deputy - Investigator	68
Deputy	65
Deputy - Uncertified	64
Animal Control	62
Animal Control Assistant	58
Baliff	54
Administrative Assistant	60
Tax Department:	
Tax Administrator/Special Projects Coordinator	75
Assistant Tax Administrator	66

**PERQUIMANS COUNTY**  
**SALARY CLASSIFICATIONS**

POSITION	GRADE
Tax Clerk I	58
Tax Clerk II	61
Tax & Finance Specialist	59
Mapper	68
<b>Water Department:</b>	
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
<b>Buildings &amp; Grounds:</b>	
Maintenance Supervisor	62
Housekeepers	54
All other Secretaries with the County	57
<b>Social Services Staff are According to State Grades:</b>	
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

EMPLOYMENT ACTION FORM

DATE SUBMITTED: February 24, 2017

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Krystal Agosto

SOC. SEC. NO.: \_\_\_\_\_

POSITION: 911 Shift Supervisor - Training Officer

DEPT.: 911 Communications

NEW EMPLOYEE EFFECTIVE DATE: 03/01/2017

GRADE: 64 STEP: 5 SALARY: \$33,410

ENDING DATE OF PROBATIONARY PERIOD \_\_\_\_\_

CURRENT: GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

\_\_\_\_\_ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.  
Date      GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR      2      3      4)  
Date      GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date      GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: \_\_\_\_\_ PER THE COUNTY PERSONNEL POLICY.

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DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

*[Signature]*

*[Signature]*

DATE: February 24, 2017

DATE: 2-27-17

FINANCE OFFICER

\_\_\_\_\_

DATE: \_\_\_\_\_

EMPLOYMENT ACTION FORM

DATE SUBMITTED: February 24, 2017

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Keely Cartwright

SOC. SEC. NO.: \_\_\_\_\_

POSITION: Certified Telecommunicator

DEPT.: 911 Communications

NEW EMPLOYEE EFFECTIVE DATE: 03/01/2017

GRADE: 62 STEP: 2 SALARY: \$28,443

ENDING DATE OF PROBATIONARY PERIOD: \_\_\_\_\_

CURRENT: GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

\_\_\_\_\_ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS. GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

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\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. Date GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

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DEPARTMENT RECOMMENDATION  
[Signature]  
DATE: February 24, 2017

COUNTY MANAGER APPROVAL  
[Signature]  
DATE: 2-21-17

FINANCE OFFICER  
\_\_\_\_\_  
DATE: \_\_\_\_\_

EMPLOYMENT ACTION FORM

DATE SUBMITTED: February 24, 2017

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Sue Ann Cestaro

SOC. SEC. NO.: \_\_\_\_\_

POSITION: Certified Telecommunicator

DEPT.: 911 Communications

NEW EMPLOYEE EFFECTIVE DATE: 03/01/2017

GRADE: 62 STEP: 1 SALARY: \$13.34 / hour

ENDING DATE OF PROBATIONARY PERIOD: \_\_\_\_\_

CURRENT: GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

\_\_\_\_\_ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.  
Date      GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR      2      3      4)  
Date      GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date      GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: \_\_\_\_\_ PER THE COUNTY PERSONNEL POLICY.

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DEPARTMENT RECOMMENDATION

[Signature]

DATE: February 24, 2017

COUNTY MANAGER APPROVAL

[Signature]

DATE: 2-27-17

FINANCE OFFICER

\_\_\_\_\_  
DATE: \_\_\_\_\_

EMPLOYMENT ACTION FORM

DATE SUBMITTED: February 24, 2017

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Zeb Daneker

SOC. SEC. NO.: \_\_\_\_\_

POSITION: Certified Telecommunicator

DEPT.: 911 Communications



NEW EMPLOYEE EFFECTIVE DATE: 03/01/2017

GRADE: 62 STEP: 4 SALARY: \$14.36 / hour

ENDING DATE OF PROBATIONARY PERIOD: \_\_\_\_\_

CURRENT: GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_



JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)



Date

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.

GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_



Date

DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR      2      3      4)

GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_



Date

DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.



RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date      GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: \_\_\_\_\_ PER THE COUNTY PERSONNEL POLICY.

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DEPARTMENT RECOMMENDATION

[Signature]

DATE: February 24, 2017

COUNTY MANAGER APPROVAL

[Signature]

DATE: 2-17-17

FINANCE OFFICER

\_\_\_\_\_

DATE: \_\_\_\_\_

EMPLOYMENT ACTION FORM

DATE SUBMITTED: February 24, 2017

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Emily Harrell

SOC. SEC. NO.: \_\_\_\_\_

POSITION: Certified Telecommunicator

DEPT.: 911 Communications

NEW EMPLOYEE EFFECTIVE DATE: 03/01/2017

GRADE: 62 STEP: 5 SALARY: \$30,595

ENDING DATE OF PROBATIONARY PERIOD: \_\_\_\_\_

CURRENT: GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

\_\_\_\_\_ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS. GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4) GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. Date GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: \_\_\_\_\_ PER THE COUNTY PERSONNEL POLICY.

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DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL





DATE: February 24, 2017

DATE: 2-27-17

FINANCE OFFICER

\_\_\_\_\_

DATE: \_\_\_\_\_

EMPLOYMENT ACTION FORM

DATE SUBMITTED: February 24, 2017

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Tiffany Haynes

SOC. SEC. NO.: \_\_\_\_\_

POSITION: Certified Telecommunicator

DEPT.: 911 Communications

NEW EMPLOYEE EFFECTIVE DATE: 03/01/2017

GRADE: 62 STEP: 1 SALARY: \$13.34 / hour

ENDING DATE OF PROBATIONARY PERIOD: \_\_\_\_\_

CURRENT: GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

\_\_\_\_\_  
Date      DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND  
RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_  
Date      DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP  
RAISE. (YEAR      2      3      4)  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_  
Date      DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBA-  
TIONARY PERIOD.

\_\_\_\_\_  
Date      RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: \_\_\_\_\_ PER THE COUNTY PERSONNEL POLICY.

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DEPARTMENT RECOMMENDATION

[Signature]

DATE: February 24, 2017

COUNTY MANAGER APPROVAL

[Signature]

DATE: 2-27-17

FINANCE OFFICER

\_\_\_\_\_

DATE: \_\_\_\_\_



EMPLOYMENT ACTION FORM

DATE SUBMITTED: February 24, 2017

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Vivian Long

SOC. SEC. NO.: \_\_\_\_\_

POSITION: Certified Telecommunicator

DEPT.: 911 Communications

NEW EMPLOYEE EFFECTIVE DATE: 03/01/2017

GRADE: 62 STEP: 11 SALARY: \$35,418

ENDING DATE OF PROBATIONARY PERIOD: \_\_\_\_\_

CURRENT: GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

\_\_\_\_\_ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS. GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4) GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. Date GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: \_\_\_\_\_ PER THE COUNTY PERSONNEL POLICY.

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DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]

[Signature]

DATE: February 24, 2017

DATE: 2-27-17

FINANCE OFFICER

\_\_\_\_\_

DATE: \_\_\_\_\_

EMPLOYMENT ACTION FORM

DATE SUBMITTED: February 24, 2017

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Hazelene Miller

SOC. SEC. NO.: \_\_\_\_\_

POSITION: Certified Telecommunicator

DEPT.: 911 Communications



NEW EMPLOYEE EFFECTIVE DATE: 03/01/2017

GRADE: 62 STEP: 2 SALARY: \$ 13.67 / hour

ENDING DATE OF PROBATIONARY PERIOD: \_\_\_\_\_

CURRENT: GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_



JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)



Date

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.

GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_



Date

DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR      2      3      4)

GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_



Date

DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.



RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date      GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: \_\_\_\_\_ PER THE COUNTY PERSONNEL POLICY.

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DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]

[Signature]

DATE: February 24, 2017

DATE: 2-27-17

FINANCE OFFICER

\_\_\_\_\_

DATE: \_\_\_\_\_

EMPLOYMENT ACTION FORM

DATE SUBMITTED: February 24, 2017

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Steven Pyle

SOC. SEC. NO.: \_\_\_\_\_

POSITION: Certified Telecommunicator

DEPT.: 911 Communications

NEW EMPLOYEE EFFECTIVE DATE: 03/01/2017

GRADE: 62 STEP: 4 SALARY: \$14.36 / hour

ENDING DATE OF PROBATIONARY PERIOD: \_\_\_\_\_

CURRENT: GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

\_\_\_\_\_ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS. GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

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\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. Date GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: \_\_\_\_\_ PER THE COUNTY PERSONNEL POLICY.

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DEPARTMENT RECOMMENDATION

[Signature]  
DATE: February 24, 2017

COUNTY MANAGER APPROVAL

[Signature]  
DATE: 2-27-17

FINANCE OFFICER

\_\_\_\_\_  
DATE: \_\_\_\_\_

EMPLOYMENT ACTION FORM

DATE SUBMITTED: February 24, 2017

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Naomi Twine

SOC. SEC. NO.: \_\_\_\_\_

POSITION: Certified Telecommunicator

DEPT.: 911 Communications

NEW EMPLOYEE EFFECTIVE DATE: 03/01/2017

GRADE: 62 STEP: 5 SALARY: \$14.71 / hour

ENDING DATE OF PROBATIONARY PERIOD: \_\_\_\_\_

CURRENT: GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

\_\_\_\_\_ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS. GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4) GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. Date GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: \_\_\_\_\_ PER THE COUNTY PERSONNEL POLICY.

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DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]

[Signature]

DATE: February 24, 2017

DATE: 2-27-17

FINANCE OFFICER

\_\_\_\_\_

DATE: \_\_\_\_\_

EMPLOYMENT ACTION FORM

DATE SUBMITTED: February 24, 2017

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Crystal Wright

SOC. SEC. NO.: \_\_\_\_\_

POSITION: Certified Telecommunicator

DEPT.: 911 Communications

NEW EMPLOYEE EFFECTIVE DATE: 03/01/2017

GRADE: 62 STEP: 5 SALARY: \$30,595

ENDING DATE OF PROBATIONARY PERIOD: \_\_\_\_\_

CURRENT: GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

\_\_\_\_\_ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS. GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR      2      3      4) GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. Date GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: \_\_\_\_\_ PER THE COUNTY PERSONNEL POLICY.

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DEPARTMENT RECOMMENDATION  
[Signature]  
DATE: February 24, 2017

COUNTY MANAGER APPROVAL  
[Signature]  
DATE: 2-27-17

FINANCE OFFICER  
\_\_\_\_\_  
DATE: \_\_\_\_\_

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 2/17/17

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Kristin Gordon

SOC. SEC. NO.

POSITION: IMC II

DEPT.: Social Services

EMPLOYEE EFFECTIVE DATE:

GRADE:                                      STEP:                                      SALARY: \$

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE:                                      STEP:                                      SALARY:

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

                                     DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND

Date

GRADE:      STEP:                                      SALARY: \$

**X**                                      3-1-2017                                      DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP

Date

RAISE. (YEAR      2      3      4)

GRADE: 63      STEP:      3                                      SALARY: \$ 30,448.00

                                     \_\_\_\_\_                                      DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

Date

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE:

Date:                                      GRADE:                                      STEP:                                      SALARY: \$

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: \_\_\_\_\_ PER THE COUNTY PERSONNEL POLICY.

\*\*\*\*\*

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Suzan M Chaney

Frank Heath

DATE: 2-16-2017

DATE: 2-20-17

FINANCE OFFICER

\_\_\_\_\_

DATE: \_\_\_\_\_

STATEMENT OF INTEREST TO SERVE

If you are a Perquimans County resident and would like to volunteer your time and expertise to your community, please complete and return to:

Perquimans County Board of Commissioners  
c/o Clerk to the Board  
P.O. Box 46  
Herford, NC 27944

Please list in order of preference the Boards and Commissions for which you would be willing to serve:

- 1. Senior Citizens Advisory Bd.
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

Your full name Juanita T. Bailey

Date of Birth 1956

Mailing Address 190 Weight Station Rd.

City and Zip Code Herford, N.C. 27944

Home Phone 252-264-2040

Current Job Title Retired, Extension Agent, Family & Consumer Sciences, 4-H

Company or Agency N.C. Cooperative Extension Service

Email Address \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell Phone: 252-562-3049

Do you live in the county? Yes  No

Please list the name of your Township Parkville  
(This information can be obtained from the Tax Office at (252) 426-7010)

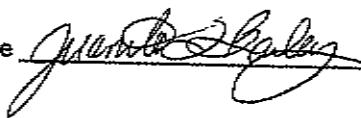
Educational Background - Perquimans County Schools-Grades 1-12- Diploma- 1973;  
-Home Economics Education, North Carolina Central Univ. - B.S. 1977;  
-Home Economics, East Carolina Univ. - M.S. 1989

Work Experience -North Carolina Cooperative Extension Service-Bertie- 1977-1979;  
North Carolina Cooperative Extension Service- Perquimans-1980-2009-Retired

Prior Board/Committee Experience: Perquimans County Planning Bd., RBC-Centura Bank Bd., Inter Agency Council, Smart Start Committee, Extension Advisory Council, Healthy Carolinians Task Force, Governor's One-On-One Bd., Northeast North Carolina Crafts Bd., North Carolina Community Foundation

*This "Statement of Interest to Serve" will remain active for two (2) years from date received in the County Manager's Office.*

If I am appointed to serve on one or more boards, I will agree by signing an Affirmation of Understanding, to attend the required number of meetings each calendar year and not to exceed unexcused absences as set forth by the by-laws or rules for that Board.

Signature  Date 01/14/17

Please feel free to attach a resume or additional information if so desired.

**BUDGET AMENDMENT**  
**PERQUIMANS COUNTY BOARD OF COMMISSIONERS**  
**GENERAL FUNDS**  
**NO. 9**

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 6th DAY OF MARCH, 2017, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2016 - 2017 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-672-140	Mentoring - Travel		2,000
10-671-142	Restitution - Travel	2,000	
10-672-330	Mentoring - Supplies		26
10-671-541	Restitution Insurance	26	
10-672-330	Mentoring - Supplies		1,271
10-671-331	Restitution - Office Supplies	1,271	
10-671-111	Restitution -Postage		200
10-672-040	Mentoring - Professional		1,800
10-671-470	Restitution Food & Provisions	2,000	
10-672-040	Mentoring - Professional		2,717
10-671-040	Restitution - Salary	2,717	
<b>EXPLANATION:</b> Amended to match the ALLIES budget to account for JCPC funds for FY16/17.			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, THIS 6th DAY OF MARCH, 2017.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 6th DAY OF MARCH, 2017.

\_\_\_\_\_  
Chairman, Board of Commissioners

\_\_\_\_\_  
Finance Officer



**BUDGET AMENDMENT**  
**PERQUIMANS COUNTY BOARD OF COMMISSIONERS**  
**E-911 FUND**  
**NO. 10**

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 6th DAY OF MARCH, 2017, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2016 - 2017 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
78-500-311	911 Grant Expenditures	176,206	
78-500-740	E-911 Capital Outlay Equipment		176,206
<b>EXPLANATION:</b> Corrects BA#6 approved on 12/5/16 to adhere to guidelines of NC911 Board - per the updated instructions we must have a separate grant expenditure line.			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, THIS 6th DAY OF MARCH, 2017.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 6th DAY OF MARCH, 2017.

\_\_\_\_\_  
Chairman, Board of Commissioners

\_\_\_\_\_  
Finance Officer

**BUDGET AMENDMENT**  
**PERQUIMANS COUNTY BOARD OF COMMISSIONERS**  
**GENERAL FUNDS**  
**NO. 11**

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 6th DAY OF MARCH, 2017, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2016 - 2017 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	State Grants - Social Services		39,156
10-610-454	Child/Daycare		39,156
<b>EXPLANATION:</b> To budget actual Daycare Funds to be received in FY 2016-17 as approved by the State.			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, THIS 6th DAY OF MARCH, 2017.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 6th DAY OF MARCH, 2017.

\_\_\_\_\_  
Chairman, Board of Commissioners

\_\_\_\_\_  
Finance Officer

**BUDGET AMENDMENT**  
**PERQUIMANS COUNTY BOARD OF COMMISSIONERS**  
**GENERAL FUNDS**  
**NO. 12**

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 6th DAY OF MARCH, 2017, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2016 - 2017 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	State Grants - Social Services		8,104
10-610-198	Low Income Energy Assistance		8,104
<b>EXPLANATION:</b> To budget actual Low Income Energy Assistance (LIEAP) funds to be received in Fy 2016-17 as approved by the State.			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, THIS 6th DAY OF MARCH, 2017.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 6th DAY OF MARCH, 2017.

\_\_\_\_\_  
 Chairman, Board of Commissioners

\_\_\_\_\_  
 Finance Officer

**BUDGET AMENDMENT**  
**PERQUIMANS COUNTY BOARD OF COMMISSIONERS**  
**GENERAL FUNDS**  
**NO. 13**

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 6th DAY OF MARCH, 2017, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2016 - 2017 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	State Grants - Social Services		5,467
10-610-192	Crisis Intervention		5,467
<b>EXPLANATION:</b> To budget actual crisis funds to be received in FY 2016-17 as approved by the State.			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, THIS 6th DAY OF MARCH, 2017.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 6th DAY OF MARCH, 2017.

\_\_\_\_\_  
Chairman, Board of Commissioners

\_\_\_\_\_  
Finance Officer

**Mary Hunnicutt**

---

**Subject:** FW: Perquimans County Commissioners--Resolution of Recognition-ARHS  
**Attachments:** Resolution of Recognition.docx

**From:** Jill Jordan  
**Sent:** Friday, January 13, 2017 11:59 AM  
**To:** [frankheath@perquimanscountync.gov](mailto:frankheath@perquimanscountync.gov); [maryhunnicutt@perquimanscountync.gov](mailto:maryhunnicutt@perquimanscountync.gov)  
**Cc:** Battle Betts; Jill Jordan  
**Subject:** Perquimans County Commissioners--Resolution of Recognition-ARHS

Mr. Heath, Mrs. Hunnicutt,

Please find attached a draft of the Resolution of Recognition. If you approve, please consider placing the Perquimans County logo at the top of the resolution. We appreciate your assistance in this matter.

Battle Betts, MPA, Health Director, would like to attend the February or March Board of Commissioners meeting to accept the resolution and to offer a few words related to Public Health.

Thank you,  
Jill

Jill C. Jordan, MAEd  
Albemarle Regional Health Services  
Health Education Director/Public Information Officer  
711 Roanoke Avenue  
Elizabeth City, NC 27909  
(252) 338-4483

*This e-mail message may contain information that is privileged, confidential, and exempt from disclosure. It is intended for use only by the person to whom it is addressed. If you have received this message in error, please do not forward or use this information in any way. Delete it immediately and contact the sender as soon as possible by the reply option. You may also report this to the ARHS Privacy/Security Officer at 252-337-6716*



MARY P. HUNNICUTT  
CLERK TO BOARD

W. FRANK HEATH, III  
COUNTY MANAGER

# PERQUIMANS COUNTY BOARD OF COMMISSIONERS

P.O. BOX 45  
HERTFORD, NORTH CAROLINA 27944  
TELEPHONE: 1-252-426-7550

T. KYLE JONES  
CHAIRMAN  
FONDELLA A. LEIGH  
VICE CHAIR  
JOSEPH W. HOFLER  
EDWARD R. MUZZULIN  
WALLACE E. NELSON  
CHARLES WOODARD  
W. HACKNEY HIGH, JR.  
COUNTY ATTORNEY

## RESOLUTION OF RECOGNITION OF 75 YEARS OF PUBLIC HEALTH SERVICE

WHEREAS, Albemarle Regional Health Services will celebrate its 75<sup>th</sup> Anniversary of service to citizens of Pasquotank, Perquimans, Camden, Chowan, Currituck, Bertie, and Gates counties; and

WHEREAS, Albemarle Regional Health Services has rendered quality care to the citizens of the Albemarle region of care during its seventy-five years of operation; and

WHEREAS, Albemarle Regional Health Services is to be commended for its seventy-five years of outstanding service;

NOW THEREFORE BE IT RESOLVED by the Perquimans County Board of Commissioners that Albemarle Regional Health Services be congratulated and offered the Board's sincerest appreciation for seventy-five successful years of dedicated service to the citizens of the Albemarle region.

Adopted this the 6<sup>th</sup> day of March 2017.

\_\_\_\_\_  
T. Kyle Jones, Chairman  
Perquimans County Board of Commissioners

Attest: \_\_\_\_\_  
Mary P. Hunnicutt, Clerk to the Board

**Mary Hunnicutt**

---

**Subject:** FW: Red Cross Proclamation  
**Attachments:** mircm-localizable-mayoral-proclamation.docx

**From:** "Self, Carolyn J." <carolyn.self2@redcross.org>  
**To:** "frankheath@perquimanscountync.gov" <frankheath@perquimanscountync.gov>  
**Sent:** 2/14/2017 10:46 AM  
**Subject:** Red Cross Proclamation

Mr. Heath,  
Could we please have this proclamation at your March 6, 2017 commissioners meeting time at 7:00 p.m.? I will be there representing the Red Cross. We appreciate your support of the American Red Cross.  
Carolyn

Carolyn Self  
Community Volunteer Leader | Greater Albemarle Area

Eastern NC Region  
1409-B Parkview Drive  
Elizabeth City, NC 27909  
Tel. (252) 335-2185  
Cell (252) 333-2588



MARY P. HUNNICUTT  
CLERK TO BOARD

W. FRANK HEATH, III  
COUNTY MANAGER

## PERQUIMANS COUNTY BOARD OF COMMISSIONERS

P.O. BOX 45  
HERTFORD, NORTH CAROLINA 27944  
TELEPHONE: 1-252-426-7550

T. KYLE JONES  
CHAIRMAN  
FONDELLA A. LEIGH  
VICE CHAIR  
JOSEPH W. HOFLER  
EDWARD R. MUZZULIN  
WALLACE E. NELSON  
CHARLES WOODARD  
W. HACKNEY HIGH, JR.  
COUNTY ATTORNEY

### AMERICAN RED CROSS MONTH 2017

#### A Proclamation

In Perquimans County, we have a long history of helping our neighbors in need. American Red Cross Month is a special time to recognize and thank our heroes – those Red Cross volunteers and donors who give of their time and resources to help community members.

These heroes help families find shelter after a home fire. They give blood to help trauma victims and cancer patients. They deliver comfort items to military members in the hospital. They use their lifesaving skills to save someone from a heart attack, drowning or choking. They enable children around the globe to be vaccinated against measles and rubella.

The American Red Cross depends on local heroes to deliver help and hope during a disaster. We applaud our heroes here in Perquimans County who give of themselves to assist their neighbors when they need a helping hand.

Across the country and around the world, the American Red Cross responds to disasters big and small. In fact, every eight minutes the organization responds to a community disaster, providing shelter, food, emotional support and other necessities to those affected. It collects nearly 40 percent of the nation's blood supply; provides 24-hour support to military members, veterans and their families; teaches millions lifesaving skills, such as lifeguarding and CPR; and through its Restoring Family Links program, connects family members separated by crisis, conflict or migration.

We dedicate the month of March to all those who support the American Red Cross mission to prevent and alleviate human suffering in the face of emergencies. Our community depends on the American Red Cross, which relies on donations of time, money and blood to fulfill its humanitarian mission.

NOW, THEREFORE, I, T. Kyle Jones, Chairman of Perquimans County Board of Commissioners, by virtue of the authority vested in me by the Constitution and laws of Perquimans County and North Carolina, do hereby proclaim March 2017 as American Red Cross Month. I encourage all Americans to support this organization and its noble humanitarian mission.

IN WITNESS WHEREOF, I have hereunto set my hand this 6th day of March, in the year of our Lord two thousand seventeen, and of Perquimans County, North Carolina.

\_\_\_\_\_  
T. Kyle Jones, Chairman  
Perquimans County Board of Commissioners

ATTEST:

\_\_\_\_\_  
Mary P. Hunnicutt, Clerk to the Board

SEAL

**Perquimans County's Vision:**  
*To be a community of opportunity in which to live, learn, work, prosper and play.*



Mary,

Anthony Dismuke will be attending your March 6th meeting as the representative for Correction Enterprises. We have the 7:20pm slot.

Can you let me know who he'll be presenting to... I'm guessing your County Commissioners and management team? How many are on that Board? And, of course, the physical address of where the meeting will be held.

Thank you, and we look forward to seeing you all on the 6th.

With personal regards,

Christie Adams  
Marketing Coordinator  
Correction Enterprises, NCDPS  
2020 Yonkers Rd., PE64  
Raleigh, NC 27699-4240  
Office: (919) 324-1342  
[christie.adams@ncdps.gov](mailto:christie.adams@ncdps.gov)  
[www.correctionenterprises.com](http://www.correctionenterprises.com)

-----Original Message-----

From: Christie Adams [mailto:[christie.adams@ncdps.gov](mailto:christie.adams@ncdps.gov)]  
Sent: Tuesday, February 14, 2017 8:31 AM  
To: [mhunnicuttt@perquimanscountync.gov](mailto:mhunnicuttt@perquimanscountync.gov)  
Subject: Perquimans County, NC: Schedule Correction Enterprises for Upcoming Meeting

This is an enquiry e-mail via <http://www.perquimanscountync.gov/> from:  
Christie Adams <[christie.adams@ncdps.gov](mailto:christie.adams@ncdps.gov)>

Mary,

My colleague Jennifer spoke with County Manager Heath yesterday, and he asked that we make contact with you about scheduling a speaking opportunity for one of our account managers at an upcoming staff or Board meeting. When might we be able to schedule a short speaking stint at your next meeting?

Thanks.

Christie Adams  
Marketing Coordinator, Correction Enterprises



107 N. Front Street  
Post Office Box 7  
Hertford, NC 27944

Phone: (252) 426-7010  
(252) 426-5564  
Fax: (252) 426-3624

**PERQUIMANS COUNTY  
TAX DEPARTMENT**

**FEBRUARY 2017-ENFORCED COLLECTIONS**

**GARNISHMENTS: \$7,325.53**

**PAYMENT AGREEMENTS: \$39,444.30**

**DEBT SETOFFS: \$0.00**

LIST OF VOLUNTEER APPLICATIONS

2/28/2017

DATE OF APPLICATION	NAME	ADDRESS	CITY	STATE	ZIP	PHONE	COMMITTEES	EXPIRATION DATE
11/21/14	Richardson, Sara	161 White Oak Avenue	Hertford	NC	27944	(252) 426-7810 (252) 333-4398	1. Adult Care Home Advisory Committee 2. 3. 4.	11/21/16
12/18/14	Smith, Jr., Lewis W.	127 Smith Cove Road lewis_smith@ncsu.edu	Hertford	NC	27944	(252) 426-7347 (252) 426-7164 (252) 331-3362	1. Planning Board 2. Agricultural Advisory Board 3. 4.	12/18/16
12/18/14	Jackson, Robert L.	186 Ainsley Road	Hertford	NC	27944	(757) 618-7569	1. Planning Board 2. 3. 4.	12/18/16
1/29/15	Finch, Jr., Johnnie	192 Cedarwood Blvd. johnnie.finchjr@gmail.com	Hertford	NC	27944	(252) 619-4037	1. Northeast Regional Workforce 2. 3. 4.	1/29/17
2/2/15	Reed, Deborah S.	1488 Center Hill Hwy deborahreed74@gmail.com	Hertford	NC	27944	(252) 331-5426	1. Board of Adjustment 2. Recreation Advisory Board 3. 4.	2/2/17
2/2/15	Hobbs, Benjamin C.	948 Pender Road hobbs@hobbsfurniture.com	Hertford	NC	27944	(252) 312-9609	1. Board of Adjustment 2. 3. 4.	2/2/17
4/10/15	Ingram, Kathleen	163 Bagley Swamp Road kathlingram@copper.net	Hertford	NC	27944	(252) 339-3754	1. Health Services 2. 3. 4.	4/10/17
4/13/15	McMullan, Philip	111 W. Camp Perry Road psmjir@hughes.net	Hertford	NC	27944	(252) 264-2021	1. Eco Tourism 2. 3. 4.	4/13/17
5/8/15	Thomas, Matthew S.	357 Camp Cale Road matt@campcale.com	Hertford	NC	27944	(252) 334-7622 (252) 264-2513 (252) 334-7622	1. Special Steering Committee 2. 3. 4.	5/8/17

LIST OF VOLUNTEER APPLICATIONS

2/28/2017

DATE OF APPLICATION	NAME	ADDRESS	CITY	STATE	ZIP	PHONE	COMMITTEES	EXPIRATION DATE
6/10/15	Layden, C. Douglas	105 Bay Branch Road Beril.layden@gmail.com	Belvidere	NC	27919	(252) 297-2158 (252) 297-2875	1. Chamber of Commerce 2. Library 3. Historians 4. Regional Landfill Authority	6/10/17
7/28/15	Felton, Joyce Ann	115 Sharp's Lane jgfelton6@yahoo.com	Hertford	NC	27944	(252) 426-5375 (252) 333-5508	1. Smart Start Board 2. Social Services Board 3. 4.	7/28/17
9/22/15 Updated	Mansfield, Evelyn L.	2275 Center Hill Highway no e-mail address	Hertford	NC	27944	(252) 426-4664	1. Adult Care Home Advisory Committee 2.	9/22/17
9/22/15 Updated	McNeal, Cathleen C.	104 New River Drive catmcneal@gmail.com	Hertford	NC	27944	(252) 426-1425 (252) 435-4743	1. Chowan Hospital Board 2. Albemarle Hospital Board 3. Historic Hertford 4. Others as needed	9/22/17
9/23/15 Updated	Layden, Dianne M. <i>She has her house for sale and is moving to Florida. She will notify me when she sells her home.</i>	177 Perry's Bridge Road diannelayden@hughes.net	Belvidere	NC	27919	(252) 297-2596	1. Board of Elections 2. Social Services Board 3. Board of Adjustment (Resigned 11/3/14) 4.	9/23/17
11/5/15 Updated	Schultz, Brooke Lee	1251 Center Hill Highway bschultz@woodforest.com	Hertford	NC	27944	(252) 335-0074 (252) 548-4783	1. Animal Control Board 2. Economic Improvement Council 3. PAWS & AWARE 4. Smart Start Board	11/5/17
11/16/15 Updated	Mathis, Lynn W.	178 Sue Lane mahitabell@gmail.com lynn.mathis@ncdenr.gov	Hertford	NC	27944	(252) 264-3901 (252) 333-6619	1. Planning Board 2. RC&D 3. Albemarle Commission 4.	11/16/17
4/29/16 Updated	McNaught, Ruth	162 Roanoke Drive Rmcnaught162@gmail.com	Hertford	NC	27944	(252) 426-5271 (252) 435-7605	1. Local Library Board 2. 3. 4.	4/29/18
5/10/16	Lennon, Alan	2349 Center Hill Highway awlennon76@gmail.com	Hertford	NC	27944	(252) 332-4951 (252) 569-3349	1. Economic Development Commission 2. Planning Board 3. Rural Planning Org. Steering Committee 4. Local Library Board	5/10/18

LIST OF VOLUNTEER APPLICATIONS

2/28/2017

DATE OF APPLICATION	NAME	ADDRESS	CITY	STATE	ZIP	PHONE	COMMITTEES	EXPIRATION DATE
5/9/16	Damron, Charlotte	1425 Harvey Point chdamron@live.com	Hertford	NC	27944	(252) 426-4653 (252) 331-3440	1. Tourism Development Board 2. 3. 4.	5/9/18
5/2/16	Aples, Archie	1126 W. Grubb Street archieaples@yahoo.com	Hertford	NC	27944	(252) 482-1033 (575) 218-0606	1. Historic Hertford, Inc. 2. Local Library Board	5/2/18
7/30/14 Updated	Burket, Stephen G.	111 Shady Circle sburket@ix.netcom.com	Hertford	NC	27944	(252) 426-3817 (252) 337-4303	1. Senior Citizen Advisory Board 2. 3. 4.	7/30/18
7/30/14 Updated	Hurdle, Pamela W.	297 Hurdletown Road townadmin@townofhertfordnc.com	Hertford	NC	27944	(252) 426-9263 (252) 426-7805 (252) 312-3774	1. Board of Adjustments 2. Economic Development Commission 3. Planning Board 4. Rural Planning Org. Steering Committee	7/30/18
7/12/16 Updated	Gordon, Nettie W.	1777 Harvey Point Road no e-mail address	Hertford	NC	27944	(252) 426-7807 (252) 426-8309	1. Adult Care Home Advisory Committee 2. 3. 4.	7/23/18
7/18/16 Updated	Simpson, Ernestine E.	398 Chapanoke Road ernestine_simpson@yahoo.com	Hertford	NC	27944	(252) 264-3284 (252) 435-7769	1. Adult Care Home Advisory Committee 2. Planning Board 3. Citizen Advisory Board 4. Senior Citizen Advisory Board	7/26/18
9/6/16	Swain, Linda E.	134 Laurel Street madeline@mediacombb.net	Hertford	NC	27944	(252) 333-0324	1. Nursing Home Advisory Committee 2. Chowan Hospital Foundation 3. Aging Advisory Council 4. Albemarle District Jail	9/6/18
9/4/16 Updated	Roberts, III, A.O.	1632 New Hope Road eureseedfarms@yahoo.com	Hertford	NC	27944	(252) 464-2037 (252) 264-3326 (252) 333-9575	1. Planning Board 2. Voluntary Ag District Committee 3. Water Management Committee 4.	9/14/18
9/5/16 Updated	Lassiter, Brenda	725 Sandy Cross Road blassiter@ggschools.org	Belvidere	NC	27919	(252) 297-2740	1. Planning Board 2. Board of Commissioners 3. 4.	9/5/18

LIST OF VOLUNTEER APPLICATIONS

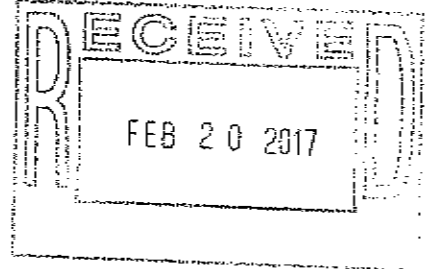
2/28/2017

DATE OF APPLICATION	NAME	ADDRESS	CITY	STATE	ZIP	PHONE	COMMITTEES	EXPIRATION DATE
9/15/16 <i>Updated</i>	Lacefield, Charles	234 Beech Point Blvd. cwlacefield@earthlink.net	Hertford	NC	27944	(252) 426-4851 (252) 619-4256	1. COA - Board of Trustees 2. Chowan Hospital Board 3. Board of Commissioners' Facilitator 4.	9/15/18
9/24/16 <i>Updated</i>	Overman, Pete	P.O. Box 105 saltpeterpete@hotmail.com	Hertford	NC	2744	(252) 426-7814 (252) 426-7117 (252) 331-9001	1. Planning Board 2. Any other as needed 3. 4.	9/24/18
8/30/12 <i>Updated</i>	Winslow, III, Lynwood C.	1209 Belvidere Road lcwiii@inteliport.com	Belvidere	NC	27919	(252) 297-6532	1. Planning Board 2. Board of Adjustments 3. 4.	8/30/18
9/15/16 <i>Updated</i>	Blanchard, Terissa J.	228 Bethany Church Road tblanchard@pcs.k12.nc.us	Belvidere	NC	27919	(252) 297-2561 (252) 426-7355 (252) 339-5973	1. Social Services Board 2. Albemarle Hospital Board of Trustees 3. COA - Board of Trustees 4. Smart Start Board	9/15/18
9/24/16 <i>Updated</i>	Page, Frank	147 Explorer Arch page3@embarqmail.com	Hertford	NC	27944	(252) 426-1149 (757) 376-2001	1. Minzies Creek Utility District 2. 3. 4.	9/24/18
8/26/14 <i>Updated</i>	Knight, Marshall	751 Body Road marshallknight751@centurylink.net	Hertford	NC	27944	(252) 264-3201	1. Board of Adjustments 2. Planning Board 3. 4.	8/26/18
10/12/16 <i>Updated</i>	Kahl, Paul	402 Woodland Church Rd. escu50viking@yahoo.com	Hertford	NC	27944	(252) 338-1144 (252) 457-5400	1. Planning Board 2. Albemarle District Jail Commission 3. 4.	10/12/18
10/12/16	Antoine J. Moore	116 Sydni Sireet ajavonmoore@gmail.com	Hertford	NC	27944	(252) 335-0582 (252) 339-1505	1. Planning Board 2. 3. 4.	10/12/18
2/14/17	Juanita T. Bailey	190 Weight Station Road	Hertford	NC	27944	(252) 562-3049	1. Senior Citizens Advisory Board 2. 3. 4.	2/14/19

**DONNA H. WINBORNE,** CPA, P.C.  
CERTIFIED PUBLIC ACCOUNTANT · ELIZABETH CITY, NC · EDENTON, NC

February 13, 2017

Perquimans County  
PO Box 45  
Hertford, North Carolina 27944



Dear Tracy,

Enclosed you will find 2 copies each of the engagement letter and contract for the 2017 audit. The engagement letter and contract should be signed and dated where indicated on both copies. In addition, the date the Board approved the contract should be input in the appropriate spaces on both contract copies. Please note that the engagement letter and the contract require your signature in addition to the signature of the board chair and the contract requires separate signatures for the Perquimans County Tourism Development Authority on the last page.

Please keep one copy for your records and return the other copy to us. We will file them electronically with Fiscal Management.

If you have any questions, please feel free to call me. I look forward to working with you in the upcoming season.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Donna H. Winborne".

Donna H. Winborne  
Certified Public Accountant

LGC-205 (Rev. 2017)

## CONTRACT TO AUDIT ACCOUNTS

Of Perquimans County  
Primary Governmental Unit  
Perquimans County Tourism Development Authority  
Discretely Presented Component Unit (DPCU) if applicable

On this 13th day of February, 2017,

Auditor: Donna H. Winborne, CPA, P.C. Auditor Mailing Address: 1880 West City Drive  
Elizabeth City, NC 27909

Hereinafter referred to as The Auditor

and the Boards (Governing Board(s)) of Perquimans County  
 (Primary Government)  
 and Perquimans County Tourism Development Authority: hereinafter referred to as the Governmental Unit(s), agree as follows:  
 (Discretely Presented Component Unit)

1. The Auditor shall audit all statements and disclosures required by generally accepted accounting principles (GAAP) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit (s) for the period beginning July 1, 2016, and ending June 30, 2017. The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion will be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).
  2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with generally accepted auditing standards. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards*, (Uniform Guidance) and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit and auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC CPA Board).
- County and Multi-County Health Departments: The Office of State Auditor will designate certain programs that have eligibility requirements to be considered major programs in accordance with OMB Uniform Guidance for the State of North Carolina. The LGC will notify the auditor and the County and Multi-Health Department of these programs. A County or a Multi-County Health Department may be selected to audit any of these programs as major.
3. If an entity is determined to be a component of another government as defined by the group audit standards - the entity's auditor will make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
  4. This contract contemplates an unqualified opinion being rendered. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.
  5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2011 revisions, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he has met the requirements for a peer review and continuing education as specified in *Government*



Contract to Audit Accounts (cont.)

Perquimans County

Primary Governmental Unit

Perquimans County Tourism Development Authority

Discretely Presented Component Units (DPCU) if applicable

*Auditing Standards.* The Auditor agrees to provide a copy of their most recent peer review report regardless of the date of the prior peer review report to the Governmental Unit and the Secretary of the LGC prior to the execution of the audit contract (See Item 22). **If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.**

If the audit engagement is not subject to Government Accounting Standards or if financial statements are not prepared in accordance with GAAP and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment..

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to the State and Local Government Finance Division (SLGFD) within four months of fiscal year end. Audit report is due on: October 31, 2017. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay must be submitted to the secretary of the LGC for approval.
7. It is agreed that generally accepted auditing standards include a review of the Governmental Unit's systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor will make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his findings, together with his recommendations for improvement. That written report must include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.
8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit until the invoice has been approved by the Secretary of the LGC. (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work must be submitted by email in PDF format to the Secretary of the LGC for approval. The invoices must be sent via upload through the current portal address: <http://nctreasurer.slgfd.leapfile.net> Subject line should read "Invoice - [Unit Name]. The PDF invoice marked 'approved' with approval date will be returned by email to the Auditor to present to the Governmental Unit for payment. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.
9. In consideration of the satisfactory performance of the provisions of this contract, the Primary Governmental Unit shall pay to the Auditor, upon approval by the Secretary of the LGC, the fee, which includes any cost the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (Federal and State grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. (Note: Fees listed on signature pages.)
10. If the Governmental Unit has outstanding revenue bonds, the Auditor shall include documentation either in the notes to the audited financial statements or as a separate report submitted to the SLGFD along with the audit report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor should be aware that any other bond compliance statements or additional reports required in the authorizing bond documents need to be submitted to the SLGFD simultaneously with the Governmental Unit's audited financial statements unless otherwise specified in the bond documents.

Contract to Audit Accounts (cont.)

Perquimans County

Primary Governmental Unit

Perquimans County Tourism Development Authority

Discretely Presented Component Units (DPCU) if applicable

11. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the client or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board as soon as practical after the close of the accounting period.
12. If the audit firm is required by the NC CPA Board or the Secretary of the LGC to have a pre-issuance review of their audit work, there must be a statement added to the engagement letter specifying the pre-issuance review including a statement that the Governmental Unit will not be billed for the pre-issuance review. The pre-issuance review must be performed prior to the completed audit being submitted to the LGC. The pre-issuance report must accompany the audit report upon submission to the LGC.
13. The Auditor shall electronically submit the report of audit to the LGC as a text-based PDF file when (or prior to) submitting the invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the SLGFD by any interested parties. Any subsequent revisions to these reports must be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings, by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and other lawful purposes of the Governmental Unit without subsequent consent of the Auditor. If it is determined by the LGC that corrections need to be made to the Governmental Unit's financial statements, they should be provided within three days of notification unless another time frame is agreed to by the LGC.

If the OSA designates certain programs to be audited as major programs, as discussed in item #2, a turnaround document and a representation letter addressed to the OSA shall be submitted to the LGC.

The LGC's process for submitting contracts, audit reports and invoices is subject to change. Auditors should use the submission process in effect at the time of submission. The most current instructions will be found on our website: <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>

14. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be varied or changed to include the increased time and/or compensation as may be agreed upon by the Governing Board and the Auditor
15. If an approved contract needs to be varied or changed for any reason, the change must be made in writing, on the Amended LGC-205 contract form and pre-audited if the change includes a change in audit fee. This amended contract needs to be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract, and then must be submitted through the audit contract portal to the Secretary of the LGC for approval. The portal address to upload your amended contract is <http://nctreasurer.slgfd.leapfile.net> No change shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.
16. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit should be attached to the contract, and by reference here becomes part of the contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract will control. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item #25 of this contract. Engagement letters containing indemnification clauses will not be approved by the LGC.

Contract to Audit Accounts (cont.) Perquimans County  
Primary Governmental Unit  
Perquimans County Tourism Development Authority  
 Discretely presented component units if applicable

17. Special provisions should be limited. Please list any special provisions in an attachment.
18. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU must be named along with the parent government on this audit contract. Signatures from the DPCU Board chairman and finance officer also must be included on this contract.
19. The contract must be executed, pre-audited, physically signed by all parties including Governmental Unit and Auditor signatures and submitted in PDF format to the Secretary of the LGC. The current portal address to upload your contractual documents is <http://nctreasurer.slgfd.leapfile.net> Electronic signatures are not accepted at this time. Included with this contract are instructions to submit contracts and invoices for approval as of November 2016. These instructions are subject to change. Please check the NC Treasurer's web site at <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx> for the most recent instructions.
20. The contract is not valid until it is approved by the LGC Secretary. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. **The audit should not be started before the contract is approved.**
21. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.
22. **E-Verify.** Auditor **shall comply** with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor **shall require** such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.
23. Contractor hereby certifies that Contractor, and all subcontractors, are not on the Iran Final Divestment List ("List") created by the North Carolina State Treasurer pursuant to N.C.G.S. 147-86.58. Contractor shall not utilize any subcontractor that is identified on the List.
25. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted: (See Item 16 for clarification).

***SIGNATURE PAGES FOLLOW***

Contract to Audit Accounts (cont.) Perquimans County  
Primary Governmental Unit  
Perquimans County Tourism Development Authority  
Discretely Presented Component Units (DPCU) if applicable

Perquimans County - FEES

Year-end bookkeeping assistance - [For audits subject to Government Auditing Standards, this is limited to bookkeeping services permitted by revised Independence Standards]

Audit \$23,250

Preparation of the annual financial Statements \$6,750

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee.

The 75% cap for interim invoice approval for this audit contract is \$ 22,500

**\*\* NA if there is to be no interim billing**

Communication regarding audit contract requests for modification or official approvals will be sent to the email addresses provided in the spaces below.

Audit Firm Signature:

Donna H. Winborne, CPA, P.C.

Name of Audit Firm

By Donna H. Winborne, CPA

Authorized Audit firm representative name: Type or print

  
Signature of authorized audit firm representative

Date February 13, 2017

donna@winbornecpa.com

Email Address of Audit Firm

Governmental Unit Signatures:

Perquimans County

Name of Primary Government

By Kyle Jones

Mayor / Chairperson: Type or print name and title

Signature of Mayor/Chairperson of governing board

Date NA

By NA

Chair of Audit Committee - Type or print name

**\*\***

Signature of Audit Committee Chairperson

Date NA

**\*\* If Governmental Unit has no audit committee, mark this section "N/A"**

Perquimans County

**PRE-AUDIT CERTIFICATE: Required by G.S. 159-28 (a)**

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act. Additionally, the following date is the date this audit contract was approved by the governing body.

By Tracy Mathews

**Primary Governmental Unit Finance Officer:**

Type or print name

Primary Government Finance Officer Signature

Date

*(Pre-audit Certificate must be dated.)*

tracymathews@perquimanscountync.gov

Email Address of Finance Officer

Date Primary Government Governing Body Approved Audit Contract - G.S. 159-34(a)

Contract to Audit Accounts (cont.) Perquimans County  
Primary Governmental Unit  
Perquimans County Tourism Development Authority  
Discretely Presented Component Units (DPCU) if applicable

**\*\* This page to only be completed by Discretely Presented Component Units \*\***

Perquimans County Tourism Development Authority FEES  
Year-end bookkeeping assistance – [For audits subject to Government Auditing Standards, this is limited to bookkeeping services permitted by revised Independence Standards] \_\_\_\_\_

Audit \$1,500

Preparation of the annual financial Statements NA

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee.

The 75% cap for interim invoice approval for this audit contract is \$ 1,125

**\*\* NA if there is to be no interim billing**

*Communication regarding audit contract requests for modification or official approvals will be sent to the email addresses provided in the spaces below.*

DPCU Governmental Unit Signatures:  
Perquimans County Tourism Development Authority  
Name of Discretely Presented Component Unit

By Edward Muzzulin  
DPCU Board Chairperson: Type or print name and title

Signature of Chairperson of DPCU governing board

Date \_\_\_\_\_

By NA  
Chair of Audit Committee - Type or print name

Signature of Audit Committee Chairperson \*\*

Date NA

**\*\* If Governmental Unit has no audit committee, mark this section "N/A"**

Perquimans County Tourism Development Authority  
**PRE-AUDIT CERTIFICATE: Required by G.S. 159-28 (a)**

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act. Additionally, the following date is the date this audit contract was approved by the governing body.

By Tracy Mathews  
**DPCU Finance Officer:**  
Type or print name

DPCU Finance Officer Signature

Date \_\_\_\_\_  
*(Pre-audit Certificate must be dated.)*

tracymathews@perquimanscountync.gov  
Email Address of Finance Officer

Date DPCU Governing Body Approved Audit Contract - G.S. 159-34(a )

# DONNA H. WINBORNE, CPA, P.C.

CERTIFIED PUBLIC ACCOUNTANT · ELIZABETH CITY, NC · EDENTON, NC

February 13, 2017

To the Members of the Board  
Perquimans County  
PO Box 45  
Hertford, NC 27944

Ladies and Gentlemen:

I am pleased to confirm my understanding of the services I am to provide Perquimans County for the year ended June 30, 2017. I will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of Perquimans County as of and for the year ended June 30, 2017. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Perquimans County's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of my engagement, I will apply certain limited procedures to Perquimans County's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge obtained during the audit of the basic financial statements. I will not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Other Postemployment Benefits – Schedule of Funding Progress
3. Other Postemployment Benefits – Schedule of Employer Contributions
4. Schedule of County's Proportionate Share of the Net Pension Liability (Asset) (LGERS)
5. Schedule of County Contributions (LGERS)
6. Schedule of County's Proportionate Share of Net Pension Liability (Asset) (ROD)
7. Schedule of County Contributions (ROD)

I have also been engaged to report on supplementary information other than RSI that accompanies

Perquimans County's financial statements. I will subject the following supplementary information to the auditing procedures applied in my audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and I will provide an opinion on it in relation to the financial statements as a whole in a report combined with my auditor's report on the financial statements:

1. Schedule of expenditures of federal and State awards.
2. Combining and individual fund statements
3. Budgetary schedules
4. Other Schedules

#### **Audit Objectives**

The objective of my audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

My audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures I consider necessary to enable me to express such opinions. I will issue written reports upon completion of the single audit. My reports will be addressed to the Members of the Board of Perquimans County. I cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for me to modify my opinions or add emphasis-of-matter or other-matter paragraphs. If my opinions are other than unmodified, I will discuss the reasons with you in advance. If, for any reason, I am unable to

complete the audit or am unable to form or have not formed opinions, I may decline to express opinions or issue reports, or I may withdraw from this engagement.

### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, my audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. I will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because I will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by me, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, I will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to my attention. I will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. I will include such matters in the reports required for a single audit. My responsibility as auditor is limited to the period covered by my audit and does not extend to any later periods for which I am not engaged as auditor.

My procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. I will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of my audit, I will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal and State awards; federal and State award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

### **Audit Procedures—Internal Control**

My audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that I consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. My tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in my report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, I will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that I consider relevant to preventing or detecting



material noncompliance with compliance requirements applicable to each major federal and State award program. However, my tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in my report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, I will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, I will perform tests of Perquimans County's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and I will not express such an opinion in my report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that I also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal and State statutes, regulations, and the terms and conditions of federal and State awards applicable to major programs. My procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Perquimans County's major programs. The purpose of these procedures will be to express an opinion on Perquimans County's compliance with requirements applicable to each of its major programs in my report on compliance issued pursuant to the Uniform Guidance.

### **Other Services**

I will also assist in preparing the financial statements, schedule of expenditures of federal and State awards, and related notes of Perquimans County in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. I will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal and State awards, and related notes services previously defined. I, in my sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

### **Management Responsibilities**

Management is responsible for (1) establishing and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal and State awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal and State statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to me in the management representation letter that the effects of any uncorrected misstatements aggregated by me during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing me of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that I report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal and State statutes, regulations, and the terms and conditions of federal and State awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal and State awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal and State awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include my report on the schedule of expenditures of federal and State awards in any document that contains and indicates that I have reported on the schedule of expenditures of federal and State awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal and State awards that includes my report. Your responsibilities include acknowledging to me in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal and State awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal and State awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to me any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal and State awards.

You are also responsible for the preparation of the other supplementary information, which I have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include my report on the supplementary information in any document that contains, and indicates that I have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes my report thereon. Your responsibilities include acknowledging to me in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior

period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to me any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to me corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on my current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal and State awards, and related notes, and any other nonaudit services I provide. You will be required to acknowledge in the management representation letter my assistance with preparation of the financial statements, schedule of expenditures of federal and State awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal and State awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

#### **Engagement Administration, Fees, and Other**

I understand that your employees will prepare all cash, accounts receivable, or other confirmations I request and will locate any documents selected by me for testing.

At the conclusion of the engagement, I will complete the appropriate sections of the Data Collection Form that summarizes my audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal and State awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. I will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

I will provide copies of my reports to the school district; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of my reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Donna H. Winborne, CPA, P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Department of Education or its designee, a federal or State agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. I will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Donna H. Winborne, CPA, P.C. personnel. Furthermore, upon request, I may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Department of Education. If I am aware that a federal or State awarding agency, pass-through entity, or auditee is contesting an audit finding, I will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.


I expect to begin my audit on approximately July 1, 2017 and to issue my reports no later than October 31, 2017. Donna H. Winborne is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

My fee for these services will be \$31,500. My invoices for these fees will be rendered as work progresses and are payable on presentation. In accordance with my firm policies, work may be suspended if your account becomes 14 days or more overdue and may not be resumed until your account is paid in full. If I elect to terminate my services for nonpayment, my engagement will be deemed to have been completed even if I have not issued my report(s). You will be obligated to compensate me for all time expended and to reimburse me for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, I will discuss it with you and arrive at a new fee estimate before I incur the additional costs.

My audit engagement ends on delivery of my audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

I appreciate the opportunity to be of service to Perquimans County and believe this letter accurately summarizes the significant terms of my engagement. If you have any questions, please let me know. If you agree with the terms of my engagement as described in this letter, please sign the enclosed copy and return it to me.

Very truly yours,



Donna H. Winborne, CPA, P.C.

RESPONSE:

This letter correctly sets forth the understanding of Perquimans County.

Management Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Governance signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Counterparty:

Donna H. Winborne, CPA, P.C.

**IRAN DIVESTMENT ACT CERTIFICATION  
REQUIRED BY N.C.G.S. 147-86.59**

As of the date listed below, the entity listed above is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 147-86.58.

The undersigned hereby certifies that he or she is authorized by the entity listed above to make the foregoing statement.

---

Donna H. Winborne 12/30/16  
Signature Date  
Donna H. Winborne President  
Printed Name Title

# Denning, Herring, Sessoms & Company, P.A.

Certified Public Accountants  
Clinton, NC 28328

J. ANTHONY SESSOMS, CPA  
BOBBY W. HERRING JR, CPA  
JULIA B. HARRISON, CPA

PAULA M. CRUMPLER, CPA

1905 SUNSET AVENUE  
P.O. BOX 2185  
(910) 592-8172  
1-800-283-8614

FAX (910) 590-2380  
[www.dhscompany.com](http://www.dhscompany.com)

## System Review Report

December 10, 2015

To the Owners of  
Donna H. Winborne, CPA, P.C.  
and the Peer Review Committee of the NCACPA

We have reviewed the system of quality control for the accounting and auditing practice of Donna H. Winborne, CPA, P.C. (the firm) in effect for the year ended August 31, 2015. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for review included an engagement performed under the *Government Auditing Standards*.

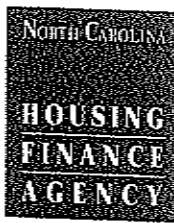
In our opinion, the system of quality control for the accounting and auditing practice of Donna H. Winborne, CPA, P.C. in effect for the year ended August 31, 2015, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Donna H. Winborne, CPA, P.C. has received a peer review rating of *pass*.

*Denning, Herring, Sessoms & Company, P.A.*

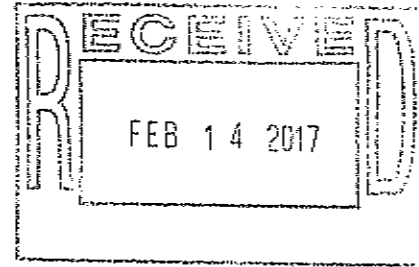
Denning, Herring, Sessoms & Company, P.A.

MEMBERS OF AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS  
AND NORTH CAROLINA ASSOCIATION OF CERTIFIED PUBLIC ACCOUNTANTS

DHS



February 8, 2017



A self-supporting  
public agency

Mr. Frank Heath, County Manager  
Perquimans County  
PO Box 45  
Hertford, NC 27944

Scott Farmer  
Executive Director

Dear Mr. Heath:

PO Box 28066  
Raleigh, NC  
27611-8066

I am pleased to inform you that your 2017 Essential Single-Family Rehabilitation Loan Pool (ESFRLP17) application proposing to serve Perquimans County has been conditionally approved by the Agency for a set-aside not to exceed \$175,000. Under ESFRLP17, those receiving conditional approval will be referred to as "ESFR Loan Pool Members" (Members) and may access additional funds from a \$2.575 million "ESFR Loan Pool" on a first come/first-served basis, after meeting certain thresholds. Applications were received from a variety of housing providers proposing to serve counties designated under ESFRLP17. Success in this competition reflects your organization's commitment and capacity to help meet the housing needs in your service area. For that we congratulate you!

3508 Bush Street  
Raleigh, NC  
27609-7509

Enclosed is the ESFRLP17 Written Funding Agreement which has been signed by Michael Handley, Manager of Housing Rehabilitation. Please have the Chief Administrative Official identified in the ESFRLP17 Application for Funding sign and return an electronic copy to the Agency no later than April 30, 2017. Keep the original for your files. Within several days, you will receive a Post Approval Documentation packet (PAD) requesting some additional information including a copy of your ESFRLP17 Assistance Policy. Please do not begin work on your project until your Program Administrator has attended the required Administrators' Implementation Workshop, the PAD has been approved and you have executed a Funding Agreement. Detailed information on the workshops will be emailed directly to the Project Administrator and Rehabilitation Manager at a later date.

Tel. 919-877-5700  
Fax. 919-877-5701  
www.ncshfa.com

An Agency staff person has been assigned to work with each Member as its single point of contact for all matters pertaining to ESFRLP17. We refer to them as "case managers" and charge each with assisting their assigned cases as needed to help ensure success in achieving the Program goals. Mike Handley, Manager, Housing Rehabilitation, will be your case manager for this project. Please do not hesitate to contact him any time you have questions, concerns or comments. His telephone number is 919-877-5628. All ESFRLP17-related correspondence should be addressed to the case manager's attention.

On behalf of the Agency, I congratulate you on your successful application.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott Farmer".

Scott Farmer  
Executive Director

cc: Brendan Nolan, The Wooten Company

**NORTH CAROLINA HOUSING FINANCE AGENCY**

**ESSENTIAL SINGLE-FAMILY  
REHABILITATION LOAN POOL  
(ESFRLP17)**

**FUNDING and WRITTEN AGREEMENT for SUBRECIPIENTS**

Member: Perquimans County

Funding Agreement Number: ESFRLP1719

Service Area: Perquimans County



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**NORTH CAROLINA HOUSING FINANCE AGENCY  
2016 ESSENTIAL SINGLE-FAMILY REHABILITATION LOAN POOL  
(ESFRLP17)**

**FUNDING AGREEMENT**

*This is a subaward of a federal grant.*

This Agreement is entered into this the 9<sup>th</sup> of February, 2017 by and between the North Carolina Housing Finance Agency ("Agency") and Perquimans County ("Subrecipient" or "Member") for the performance of the services listed below. The Agency and the Subrecipient are sometimes referred to as the "Parties".

This Agreement is funded by a federal grant from the HOME Investment Partnerships Program from the U.S. Department of Housing and Urban Development to the North Carolina Housing Finance Agency ("Federal Award"). Funds awarded under this Agreement are federal funds and must be used for the purposes for which they are intended. For the purposes of this Agreement the Agency is considered a "Pass Through Entity" as defined in 2 CFR Part 200. This Agreement is subject to the requirements in 2 CFR Part 200 and Subrecipient is required to comply with those sections specifically related to subawards to subrecipients therein.

**Part I. Federal Award Identification:**

Federal Award Identification: HOME Investment Partnerships Agreement	Subrecipient Name (which must match registered name in DUNS): Perquimans County	Subrecipient's DUNS number:  927155200
Federal Award Identification Number (FAIN): M16-SG370100	Federal Award Date (Date signed by Federal awarding Agency Official): August 12, 2016	Subaward Period of Performance: Start Date: February 9, 2017 End Date: June 30, 2020
Amount of Federal Funds Obligated by this Action: \$175,000	Total Amount of Federal Funds Obligated to the Subrecipient: \$175,000	Total Amount of Federal Award to Agency: \$175,000
Federal Award Project Description (as required by FFATA): HOME Investment CPD	Name of Federal Awarding Agency: U.S. Department of Housing and Urban Development	Pass Through Entity: North Carolina Housing Finance Agency (referred to as "Agency" or "PTE")
Contact Information for Awarding Official: Michael Handley Manager of Housing Rehabilitation NCHFA 3508 Bush Street Raleigh, NC 27609  Phone: (919) 877-5627	CFDA Number and Name: 14.239 HOME Investment Partnerships Program	Is Award R&D:  No
Subrecipient Indirect Cost Rate (or 10% de minimis): Not Applicable	Audit Verified:  Yes	Subrecipient's Cumulative Federal Awards >\$750,000:

## Part II. Agreement Documents.

This Agreement includes the following, all of which are identified by name as follows:

1. This Agreement;
2. Certifications and Assurances (Attachment 1);
3. ESFRLP Program Guidelines (Attachment 2); and,
4. Iran Divestment Act Certification (Attachment 3).

These attachments are incorporated herein by reference, constitute the entire agreement between the Parties, and supersede all prior oral or written statements or agreements and are hereinafter referred to as the "Agreement Documents".

## Part III. Definitions

1. **Agency.** The North Carolina State Housing Finance Agency, an instrumentality and public agency of the State of North Carolina.
2. **Agreement.** Refers to this Subaward Agreement and all attachments.
3. **Application.** The application submitted by the Subrecipient for Program funds.
4. **De-obligate or De-obligation of Funds.** Refers to the Agency's right to rescind its obligation to disburse funds awarded to Subrecipient based on a variety of factors, including but not limited to under performance, non-compliance, end of subaward period, breach of this Agreement, violation of state, federal, and/or local law, fraudulent or willful misconduct, or change in eligibility status.
5. **Federal Award.** Federal Award is the award identified in Section 1 of this Agreement.
6. **Funds.** The funds awarded to the Member under this Agreement
7. **HOME.** The HOME Investment Partnerships Program found at 24 C.F.R. Part 92.
8. **HUD.** The United States Department of Housing and Urban Development.
9. **Member.** The organization identified in Section 1 of this Agreement to which the Agency is making a subaward, and which is accountable to the Agency for the use of the funds provided.
10. **Program.** The Agency's Essential Single-Family Rehabilitation Loan Pool Program.
11. **Recapture.** Recapture means when the Agency takes back money awarded under this Agreement and already disbursed to Subrecipient based on such factors as, but not limited to, underperformance, non-compliance, end of subaward period, and/or fraud.
12. **ESFRLP.** The Agency's Essential Single-Family Rehabilitation Loan Pool Program.

13. **ESFRLP Funds or ESFRLP Pool.** The HOME funds awarded to Subrecipient under this Agreement.
14. **ESFRLP Program Guidelines.** The Agency's program guidelines for administering the Program which Member must adhere to in order to received funds under this Agreement.
15. **Services.** The eligible activities described in this Agreement.
16. **Subaward.** Subaward means the funds awarded to the Subrecipient under this Agreement. The Subaward consists solely of federal funds.
17. **Subrecipient.** Subrecipient the organization identified in Section 1 of this Agreement to which the Agency is making a subaward, and which is accountable to the Agency for the use of the funds provided.
18. **Supercircular.** Supercircular means 24 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Also referred to as Uniform Guidance.

#### **Part IV. Purpose**

The Agency has received a grant of federal HOME funds from HUD which the Agency uses, in part, to fund its Single-Family Rehabilitation Loan Pool Program. The ESFRLP provides an interest free, deferred-forgiven loan to Program-eligible homeowners to pay for certain rehabilitation costs of a homeowner's house. The Agency provides subawards to local organizations to utilize them in assisting in the administration of the ESFRLP. The Agency has advertised the availability of funding under the ESFRLP and the application of the Member was received, evaluated, and approved by the Agency. The Agency and the Member now wish to enter into this Agreement to provide a subaward to Member under the ESFRLP.

#### **Part V. SubAward**

The Agency hereby awards a Subaward, as described above, to Subrecipient subject to the provisions of this Agreement and any attachments hereto. The Agency shall pay the Subrecipient in the manner and in the amounts specified in the Agreement Documents. The total amount paid by the Agency to the Subrecipient under this Agreement will not exceed \$175,000 and consists entirely of federal funds. Although the Agency has approved a set-aside for a specific amount to the Member, the Member also has the opportunity to access additional funds from the ESFRLP pool (depending upon fund availability) once they have met the threshold requirements outlined in ESFRLP17 Program Guidelines 3.2.2.

#### **Part VI. Subrecipient Duties (Scope of Work)**

The Subrecipient will provide the services as described in this Agreement in accordance with the terms and conditions of the Agreement Documents. The Subrecipient will be responsible for all activities and responsibilities as defined by the ESFRLP17 Program Guidelines.

## **Part VII. Time of Performance**

- (a) The Member shall begin performance of this Agreement on the 1<sup>st</sup> day of July, 2017 and shall complete performance no later than June 30, 2020.
- (b) The Agency has approved a set-aside of up to \$175,000 of ESFRLP funds for the Member. The Member may reserve funds from this set-aside on a unit-by-unit basis in accordance with Program Guidelines (PG) 3.2.2 & 3.2.3, until December 31, 2018. Any funds from this set-aside not reserved by that date shall be De-obligated and remain in the ESFRLP pool for reallocation to those Members seeking funding for additional units.
- (c) Funds for additional units may be reserved from the ESFRLP pool, depending on availability, on a unit-by-unit, first come, first served basis in accordance with PG 3.2 up until December 31, 2019. Any funds, not committed under contract (pursuant to Section 3.12 of the Program Guidelines) to a unit as of December 31, 2019, must be withdrawn from deposit and returned to the Agency; or, de-obligated from the Member's IDIS master account. All units must be completed and closed out by June 30, 2020.
- (d) De-obligation of Funds. Upon expiration of the agreement on June 30, 2020, the Member must transfer to the Agency any HOME funds not under contract for a specific unit and any accounts receivable attributable to the use of HOME funds.

## **Part VIII. Program Funding; Management of Funds**

### **Section 1: Subaward**

The Agency has made a Subaward to the Member in the amount identified in Part V of this Agreement.

### **Section 2: Use of Funds**

- (a) ESFRLP funds shall be used to provide assistance to low-income homeowners for: the repair and rehabilitation of their principle residence; the installation of energy-efficiency measures to decrease energy use in the unit; temporary relocation of households to standard housing, at reasonable cost, if in accordance with an Agency-approved written relocation policy; and lead-based paint evaluation and remediation. ESFRLP funds shall pay for eligible hard and soft costs associated with housing rehabilitation of single-family owner-occupied dwelling units; making the units safe, decent and sanitary. ESFRLP assistance shall be in the form of a loan to the homeowner, which covers the eligible hard costs associated with the rehabilitation of the unit. ESFRLP assistance used to pay eligible soft costs associated with the rehabilitation of the unit shall be in the form of a grant to the homeowner. In order to ensure each Member is conveying certain HOME Program requirements to the eligible homeowners, the Member must use the Agency-provided loan documents listed in the ESFRLP17 Program Guidelines. Failure to do so shall constitute a material breach of this Agreement.
- (b) The Member must identify eligible units in accordance with the ESFRLP Program Guidelines. The budget for each unit assisted can be found on the Settlement Data Sheet which is referenced at PG 2.3.2 and is a part of the unit workbook.
- (c) The Member must repay the Agency for any costs deemed ineligible by the Agency in the Agency's sole discretion. The Member must also repay the Agency for any expended funds for units that do not meet the ownership and property requirements as stated in PG 4.1.3 & 4.1.4 (24CFR92.254(b)), "Qualification as affordable housing: homeownership". Any funds repaid to the Agency shall be subject to imputed interest.

**Section 3: Disbursement of Funding**

- (a) The Member cannot request disbursement of ESFRLP funds until funds are needed for actual payment of eligible costs as defined in the ESFRLP17 Program Guidelines (PG 2.2.4). The amount of the request must be limited to the actual amount needed. Any interest earned on ESFRLP funds held by the Member must be spent prior to using any other ESFRLP funds.
- (b) ESFRLP funds will be disbursed to the Member through electronic payments from the Agency and in accordance with PG 3.2.
- (c) The Member is eligible to request Program funds from the Agency only after the Agency has received this executed Agreement and a completed *Signatory Form and Certification* card ("Signatory card").
- (d) The Member must complete all work under this Agreement and disburse all ESFRLP funds in accordance with the Program Guidelines, specifically Sections 3.3 and 3.4.

**Section 4: Deposit of Funds**

- (a) The Member shall establish a master account in an FDIC-insured banking institution to hold all Program funds. All interest earned on ESFRLP funds shall be utilized in accordance with this Agreement.
- (b) All Program funds must be expended for eligible costs within twelve days of receipt. Any interest earned within the twelve-day period shall be retained as Program funds. Any interest earned on Program funds not expended for eligible costs within twelve days must be returned to the Agency.
- (c) The Agency reserves the right to require that all deposits made in the master account be available for withdrawal by the Member and the Agency. If the Agency chooses to exercise this option, an agreement for custodial accounts will be provided by the Agency.

**Section 5: Establishment and Maintenance of Accounting Records**

- (a) The Member agrees to establish an account in its own general ledger for funds received under this Agreement, and ESFRLP funds, including interest earned, shall be accounted for separately from all other monies.
- (b) The Member's financial management system shall provide for:
  - (1) Accurate, current and complete disclosure of the financial results of the Program in accordance with the reporting requirements.
  - (2) Records that identify adequately the source and application of funds for activities supported by the Program.
  - (3) Effective control over and accountability for all funds received under this Agreement.
  - (4) Comparison of actual outlays with budgeted amounts for the Program.
  - (5) Accounting records that are supported by source documentation.
  - (6) Systematic methods to assure timely and appropriate resolution of audit findings and recommendations.
- (c) The Member agrees that its records, as they relate to this agreement, shall be accessible to HUD and the Agency and their respective agents or representatives, including the North Carolina State Auditor's Office in accordance with N.C.G.S. §147.64.7(4).

**Section 6: Procurement Procedures**

The Member will have written procurement procedures that reflect the procurement standards found at 2 C.F.R. §200.318- §200.326. The Member will use written contracts with all firms providing services for rehabilitation work or professional services under the Program.

**Section 7: Recapture of Funds.**

The Agency reserves the right to recapture the Subaward from the Subrecipient. Events of recapture include, but are not limited to, Subrecipient's failure to comply with the terms and conditions of this Agreement and the Agreement Documents or if the Agency deems, in its sole discretion, that Subaward funds were misused or misapplied by the Subrecipient.

**PART IX. Program Management****Section 1: Program Guidelines**

The terms of the Agreement are subject, in all respects, to the ESFRLP17 Program Guidelines, and all defined terms used in this Agreement shall have the same meanings as used in the ESFRLP17 Program Guidelines. The Agency shall have the right from time to time, in its sole discretion, to amend all or any portion of the Program Guidelines for the purpose of providing for any and all modifications, updates, changes, amendments or supplements to applicable laws, regulations or Program changes. The Agency shall give the Member notice of such amendment not less than 30 days before the effective date of such amendment unless the Agency is obligated by law or regulation to implement such amendment in a shorter time period.

In the event the Program Guidelines are revised, the Agency will forward such revisions to the Member and, thereby, make them a part of this Agreement. Failure of the Member to comply with the terms and conditions of the ESFRLP17 Program Guidelines, as supplemented or amended shall be an event of default by the Member under this Agreement.

**Section 2: Program Documents**

Members must use loans to finance eligible repairs for participants. Each ESFRLP loan shall be evidenced by a promissory note. In order to secure the note, the Member shall require the execution and recordation of a lien (i.e. Deed of Trust) against a property being improved. The Agency shall provide prepared-standard deeds of trust and promissory notes and other ancillary loan documents to the Member. The Member is required to facilitate the loan closing, record the Deeds of Trust and submit the documents to the Agency in accordance with PG 4.5 & 4.6.

Additionally, Members must use grants to fund the soft costs (work write-ups, cost estimates, lead-based paint inspections, energy audits, pre-rehab unit inspections, etc.) associated with housing rehabilitation. The Member is responsible for facilitating the execution of the Agency-prepared Grant Agreement.

**Section 3: Member Responsibility**

- (a) Members are responsible for Project Financial Administration as outlined in Section 3 of the ESFRLP17 Program Guidelines for compliance with the Loan Processing Requirements in Section 4 of the ESFRLP17 Program Guidelines. The Agency expects the Member to be active in the management and monitoring of the activity funded with the ESFRLP funds including ensuring

Program eligibility of homeowners, facilitating loan closings, and inspecting work performed and training and supervising its staff adequately. The Agency has received and reviewed information that describes the Member's operating plan for staffing and administering its Project. The Agency has relied on the information provided by the Member in the Member's original ESFRLP17 Application for Funding in making its decision to approve the grant and execute this Agreement. The Member must notify the Agency about any material changes in its operating plan, any events that may have a significant impact on the Project, or any other changes to information provided in the Members original ESFRLP17 Application for Funding.

- (b) The Member shall execute a Written Agreement (the "Homeowner Written Agreement") with each Homeowner to be assisted, prior to disbursing any funds for the unit. The Written Agreement is provided by the Agency and complies with 24 CFR 92.504(5) (ii). The Agency will enforce the terms of the Written Agreement through a deed of trust recorded against the property using any legal remedy available, including possible foreclosure of the project, and/or any other remedy specified for breach in the loan documents.
- (c) If the Member is monitored by the Agency or an authorized representative and if a lack of proper financial or project controls is observed, the Agency reserves the right to consider this agreement breached and may hold disbursement requests from the Member until such issues are resolved.

#### **Section 4: Right to Inspect**

The Agency, HUD and the Comptroller General of the United States, or their authorized representatives or agent, shall have the right to inspect the housing rehabilitation work performed with ESFRLP17 funds provided under this Agreement for the purpose of determining if work is being carried out in accordance with the ESFRLP17 Program Guidelines and the HOME regulations. All dwelling units rehabilitated under ESFRLP17 must meet the ESFRLP17 Rehabilitation Standards in accordance with PG 2.5.

### **Part X. Reporting and Audit Requirements**

#### **Section 1: State Requirements.**

- (a) If the Member is a non-profit organization or otherwise meets the definition of a "Subgrantee" in N.C.G.S. §143C-6-23(a)(4) then it is subject to the State reporting requirements mandated by N.C.G.S. § 143C-6-23, as may be amended from time to time. Therefore, the Member is required to file annual electronic reports with the NC Office of State Budget & Management. A "Subgrantee" that receives, uses, or expends State funds and in the amount greater than five hundred thousand dollars (\$500,000) within its fiscal year (from any source) must have an audit in accordance with 09 NCAC 03M .0205. The amounts and requirements listed in the statute may change from time to time and it is the Member's responsibility to periodically check the statutes for any amendments or changes thereto.
- (b) If the Member is a unit of local government then it must comply with N.C.G.S. § 159-34, as may be amended from time to time, as referenced in the ESFRLP17 Program Guidelines, Section 3.8 *Financial Audit Requirements*.



**Section 2: Audit**

- A. The Subaward is funded with federal funds and as such any requirements applicable to recipients of federal funds will be required of Subrecipient. Note: 2 CFR Part 200.110 states, in part, that 2 CFR Part 200 supersedes the following OMB Guidance documents and regulations under Title 2 of the Code of Federal Regulations: A-87 (Cost Principles for State, Local and Indian Tribal Governments), A-102 (Grants and Cooperative Agreements with State and Local Governments), A-110 (Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profits), A-122 (Cost Principles for Non-Profit Organizations), and A-133 (Audits of States, Local Governments and Non-Profit Organizations). The Subrecipient is required to review and comply with 2 CFR Part 200 requirements related to units of local government or non-profit organizations, as may be applicable, that were previously found in the OMB Circulars.
- i. Subrecipient must permit the Agency's auditors to have access to the Subrecipient's records and financial statements as necessary, in the discretion of the Agency, to meet the requirements of 2 CFR §§200.300 Statutory and national policy requirements through 200.309 Period of performance, and 2 CFR 200 Subpart F – Audit Requirements.
  - ii. The Subrecipient will comply with 2 CFR Subpart F – Audit Requirements, as may be amended from time to time, which states, in part:
    - a. A Subrecipient that expends \$750,000 or more in federal awards during its fiscal year from any source, including federal funds passed through the State or other grantors, must obtain a single audit or program-specific audit conducted for that year in accordance with 2 CFR 200 Subpart F- Audit Requirements. (§200.501 (a))
    - b. A Subrecipient that expends \$750,000 or more during its fiscal year in Federal awards must have a single audit conducted in accordance with 2 CFR 200.514 Scope of audit except when it elects to have a program-specific audit conducted in accordance with paragraph (c) of this section. (2 CFR §200.501 (b))
    - c. An auditee that expends Federal awards under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or the terms and conditions of the Federal award do not require a financial statement audit of the auditee, the auditee may elect to have a program-specific audit conducted in accordance with 2 CFR §200.507 Program-specific audits. (2 CFR §200.501(c))
    - d. A Subrecipient that expends less than \$750,000 during its fiscal year in Federal awards is exempt from Federal Audit requirements for that year, except as noted in 2 CFR §200.503 Relation to other audit requirements, but records must be available for review or audit by appropriate officials of the Federal Agency, Pass Through Entity, and Government Accountability Office. (2 CFR 200.501(d)).

**Section 3: Reports**

- (a) The Member shall submit to the Agency Unit Completion Reports in accordance with PG 3.10.2
- (b) The Member shall submit a Certification of Completion and Final Cost form to the Agency not later than June 30, 2020.
- (c) The final certification shall contain a summary of the use of funds provided under this Agreement.

- (d) The Member shall submit to the Agency such revisions and updates of reports as may be necessary as a result of project audits or reporting errors.
- (e) All reports and audit confirmations shall be sent to:
  - North Carolina Housing Finance Agency
  - Attention: Mark Lindquist, Senior Program Compliance Coordinator
  - PO Box 28066
  - Raleigh, NC 27611-8066
  - or
  - Email Address: mwlindquist@nchfa.com

#### Section 4: Close Out:

- (a) The Member must initiate close-out procedures when the Date of Completion identified in the Funding Agreement is reached.
- (b) No new rehabilitation contracts obligating any ESFRLP funds may be executed after the Date of Completion. Contracts executed prior to the Date of Completion may be amended after that date by no more than ten percent (10%) of the original contract amount in order to accommodate necessary changes to the scope of work.
- (c) Members will be required to submit the Certification of Completion and Final Cost form (CCFC) to the Agency no later than 6 months following the Date of Completion. The Member will also be required to submit revisions and updates of the Certification that may be necessary as a result of audits or reporting errors.
- (d) All ESFRLP funds not disbursed for eligible costs associated with rehabilitation contracts executed prior to the Date of Completion, including all net Program income/interest earned, must be remitted to the Agency with the CCFC.
- (e) Members are required to submit a minimum of one (1) human interest story, with photographic documentation of before and after rehabilitation, focusing on one of the households assisted under ESFRLP17.

#### PART XI: Representations, Warranties and Covenants

The Member hereby warrants, represents and covenants that:

- (a) It is a unit of local government that reports to the Local Government Commission or it is a non-profit entity duly organized and in good standing in the State of North Carolina.
- (b) All Subaward funds must be used for purposes and activities described in this Agreement.
- (c) Housing assisted with HOME funds is subject to the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846), the Residential Lead Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851 - 4856), and the implementing regulations at 24CFR35, subparts A,B,J,K,M and R.
- (d) If the Member is a governmental body, it will comply with OMB Circular A-87 as amended or superseded by 2 C.F.R. 200, related to certain principles and standards for determining costs for Federal awards carried out through grants, cost reimbursement contracts and other agreements with State and local governments.
- (e) It will comply with the sections regarding financial management and procurement standards for the HOME program found at 24 C.F.R. §§ 85.6, 85.12, 85.20, 85.22, 85.26, 85.32-85.34, 85.36, 85.44, 85.51 and 85.52, as may be amended from time to time. If the Member is a not-for-profit organization

it will comply with OMB Circular A-122, as amended or superseded by 2 C.F.R. 200, which established principles for determining costs of grants, contracts and other agreements with non-profit organizations as well as the following sections regarding standards for financial management and procurement standards: 24 C.F.R. §§84: 84.2, 84.5, 84.13 - 84.16, 84.21, 84.22, 84.26 - 84.28, 84.30, 84.31, 84.34 - 84.37, 84.40 - 84.48, 84.51, 84.60 - 84.62, 84.72 and 84.73.

- (f) The Member must comply with 24 C.F.R. §92.351 with regards to actions taken to assure MBE/WBE are utilized when possible in the procurement of goods and services.
- (g) The Member must maintain sufficient records of affirmative marketing and MBE/WBE activity in accordance with 24 C.F.R.9§2.508 (7) (ii).
- (h) Debarred, suspended or ineligible contractors and/or participants cannot be involved in the activities of the Member for which funds are provided under this agreement.
- (i) The Member will make a good-faith effort to, on a continuing basis, maintain a drug-free workplace per the requirements of 24 C.F.R. §21 (B).
- (j) The Member and its activities must comply with all of the following Federal laws, executive orders and regulations pertaining to fair housing and equal opportunity. They are: Title VI of the Civil Rights Act of 1964, As Amended (42 U.S.C. 2000d et seq.), found in 24CFR Part 1; The Fair Housing Act (42 U.S.C. 3601-3620), found in 24CFR Part 100-115; Equal Opportunity in Housing (Executive Order 11063, as amended by Executive Order 12259), found in 24CFR Part 107; Age Discrimination Act of 1975, As Amended (42 U.S.C. 6101), found in 24CFR Part 146. The Member must describe the actions it will take in the areas of enforcement, education, and removal of barriers and impediments to affirmatively further fair housing according to applicable state and federal law. The Member certifies that it will affirmatively further fair housing, including the following: conducting an analysis to identify the effects of any impediments identified through that analysis and maintaining records reflecting the analysis and actions in this regard.
- (k) In order to assure that each Member is conveying certain HOME Program requirements to the eligible homeowners, the Member must comply with the following Program Guidelines: PG 4.1.4.2 (Homeownership Affordability). PG 2.6.1 Property Standards; and Section 15(a) of this Agreement.
- (l) It will provide a written statement completed by the Member's board of directors or other governing body stating that the Subrecipient does not have any overdue tax debts, as defined by N.C.G.S. §105-243.1, at the federal, State or local level. The written statement shall be made under oath and returned to the Agency in order for program disbursements to be made (Certification example included in Attachment 1, unless already submitted and approved).
- (m) It will sign and provide the Certification and Assurances document attached here to as Attachment 2.
- (n) It will comply with N.C. E-Verify which means the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law. If Subrecipient employs 25 or more employees in the State of North Carolina, then Subrecipient must comply with the provisions of N.C. Gen. Stat. §64-26 including verifying the work authorization of its employees through E-Verify and retaining the records of verification for a period of at least one year. All subcontractors engaged by or to be engaged by Subrecipient have or will have likewise complied with the provisions of N.C. Gen. Stat. §64-26.
- (o) None of the funds provided under this Agreement shall be used in the performance of this Agreement for any partisan political activity (24 C.F.R. §91.225), or to further the election or defeat of any candidate for public office per the requirement of 24 C.F.R. §87.

- (p) There will be no religious activities conducted in connection with the performance of this Agreement or the use of ESFRLP17 funds.
- (q) The Member will not discriminate against any person employed in the performance of this Agreement, or against any applicant for assistance under this Agreement because of race, sex, age, creed, color, physical handicap or national origin. The Member will ensure that applicants for ESFRLP17 assistance are processed, and that employees are treated during employment, without regard to race, sex, age, creed, color, physical handicap or national origin.
- (r) No employee, officer or agent of the Member shall participate in the selection, or in the award or administration of a contract funded by this Agreement if a conflict of interest, real or apparent, would be involved.
- (s) Before ESFRLP17 funds may be disbursed, any Member that is a non-profit organization must be in compliance with General Statute 143C-6-23. This statute requires that the Member submit to the Agency a notarized copy of the Member's policy addressing conflicts of interest that may arise involving any Member's management staff, board of directors or other governing body. The policy shall address situations where any of these individuals may directly or indirectly benefit, except in their official capacity, from the disbursement of State funds, and shall include actions to be taken to avoid conflicts of interest or the appearance of impropriety.
- (t) Before ESFRLP17 funds are disbursed, any entity of local government will adopt, by resolution of its board of directors, or other governing body, a notarized copy of the Member's Conflict of Interest Policy. The policy must address situations that may arise involving any Member's employees, management staff, board of directors, or other government body, where any of these individuals may directly or indirectly benefit, except in their official capacity, from the disbursement of Subaward funds, and shall include actions to be taken to avoid conflicts of interest or the appearance of impropriety.
- (u) No person providing consulting services in an employer-employee type relationship shall receive more than reasonable compensation for personal services paid with ESFRLP17 funds. In no event, however, shall such compensation exceed the limits in effect under the provisions of any applicable statute. Such services shall be evidenced by written agreements between the parties which detail the responsibilities, standards and compensation.
- (v) ESFRLP17 funds may not be used to pay for administrative expenses (PG 2.2.4.3). The Member is prohibited from charging servicing, origination, processing, inspection, or other fees for administering the ESFRLP17, HOME-funded program, except as permitted by §92.214(b)(1).

## **Part XII. Termination**

Should Member breach or fail to comply with any or part of the provisions or terms of this Agreement, continue as a going concern, become insolvent, defunct, or commence bankruptcy proceedings, or should any employee, agent, director officer or senior manager of Subrecipient engage in fraud, misconduct or negligence or misappropriate any Funds, the Agency may terminate this Agreement, and all of its obligations hereunder, immediately upon written notice, and the remaining Program Funds shall revert immediately to the Agency. This applies to all terms and conditions of the Agreement at the time the Agreement is signed and at any subsequent point if the status of the Subrecipient changes, including but not limited to, the provisions that Subrecipients receiving these Funds shall not have been indicted or employ those that have been indicted for a violation under Federal Law relating to an election for Federal office.

- A. The Subrecipient hereby agrees to remain fully informed of all laws and regulations that apply to the Subrecipient, and will give the Agency prompt notice of any action or event that may cause for suspension or termination of this Agreement and recapture Funds and/or rescind its obligation to awarded Funds to Subrecipient in the event of Subrecipient's non-compliance with the terms and conditions of the grant, as outlined in the Agreement and the Agreement Documents.
- B. The Agency may terminate, in its sole discretion, this Agreement and all of its obligations hereunder immediately upon written notice to Subrecipient, and recapture Program Funds from Subrecipient and/or rescind its obligation to disburse Funds to Subrecipient in the event Subrecipient is not in compliance with the terms and conditions of this Agreement.
- C. Either the Member or the Agency may terminate this Agreement at any time for any reason by providing 30 days prior written notice to the other party. In the event of said termination by the Member, the Agency will require the return of any disbursed, but unused funds and may require completion of any current units being rehabilitated at the time of the notice.
- D. Upon termination of this Agreement all of the Subrecipients work product, including files pertaining to this Agreement, shall become the property of the Agency if requested.
- E. In the event of termination, the Member shall not be relieved of liability to the Agency for damages sustained by the Agency by virtue of any breach of the Agreement by the Member. The Agency may withhold any reimbursement to the Member for the purpose of a set-off until such time as the exact amount of damages due the Agency from the Member is determined.
- F. In the event of a termination of this Agreement, Subrecipient must continue to comply with record retention requirements and provisions regarding confidentiality and indemnification.

### **Part XIII. Default, Remedy, Suspension and Termination of Subaward**

- A. Each of the following may be deemed an Event of Default under this Agreement:
  1. Any material failure by Subrecipient to comply with the terms and conditions of this Agreement whether stated in this Agreement, a federal statute or regulation, North Carolina statute or regulation, the Agreement Documents or any warranty or assurance by Subrecipient.
  2. Subrecipient fails to expend Funds in accordance with Program requirements.
  3. Subrecipient fails to return Funds, subject to recapture, to the Agency within the requested time frame.
  4. Subrecipient becomes the subject of a federal, state, or local investigation related to the use of federal or state funds.
  5. Subrecipient fails to continue as a going concern; becomes insolvent, defunct, or commences bankruptcy proceedings; or should any director, officer, or senior manager of Subrecipient engage in fraud, willful misconduct, and gross negligence or misappropriate any Funds.

6. Subrecipient's acts or omissions, in the sole determination of the Agency, may cause significant reputational harm to the Agency or the Program.
7. Any Subrecipient misrepresentation in its application or supporting material which, if known by the Agency, would have resulted in the Subaward not being made.

#### B. Discovery of Events

The Agency may become aware of Events of Default in any number of ways, including but not limited to:

1. Third party compliance reviews;
2. Random file reviews;
3. Reports of noncompliance by third parties such as media, government agencies, Subrecipient's clients, and/or whistle blowers; or
4. Reviews of audited financial statements and other Uniform Guidance audits.

C. Notice of Events of Default. If the Agency becomes aware of an Event or Events of Default, the Agency will give Subrecipient written notice of the occurrence and a reasonable opportunity to respond to notification or take corrective action as appropriate, if, in the discretion of the Agency the default is capable of being cured. The Agency reserves the right to send notification to Subrecipient's Board of Directors, the State of North Carolina and HUD.

D. Failure to Remedy an Event of Default. If Subrecipient is unable to cure the Event of Default to the satisfaction of the Agency, then the Agency may

1. Recover misspent or unspent Funds;
2. De-obligate awarded but undisbursed Funds;
3. Terminate the Agreement for cause. Upon termination of the Agreement, all unspent Funds (as determined by the Agency) shall revert immediately to the Agency, in either the form of recapture or de-obligation;
4. Use information learned in the process of consideration of future funding actions;
5. Recapture Funds; or
6. Take other legally available remedies.

## Part XIV. General Terms and Conditions

### Section 1: Publicity

The Member may publicize its participation in the Program and the conduct of activities under this Agreement without prior review by the Agency, provided that all communications contain the following language: *"This program was sponsored by Perquimans County, with funds provided by the N.C. Housing Finance Agency."* Copies of publications or news releases shall be furnished to the Agency.

**Section 2: Records Retention Policies**

1. The Subrecipient shall establish and comply with a records retention policy. This policy shall be made available to the Agency at its request.
2. Financial records, supporting documentation, statistical records, and all records pertinent to the subaward shall be retained for a period of five (5) years from the date of the project close out letter (PG 3.6.1). The only exceptions are as follows:
  - a. If any litigation, claim or audit is started before expiration of the five (5) year period, the records shall be retained until the litigation, claims or audit findings involving the records have been resolved and final action taken.
  - b. Records for real property and equipment acquired with grant Funds shall be retained for three (3) years after final disposition.
  - c. When the Subrecipient is notified in writing by the Federal awarding agency, cognizant agency for audit, oversight agency for audit, cognizant agency for indirect costs, or the Agency to extend the retention period.
  - d. If Subrecipient must report program income after the period of performance then it must comply with 2 C.F.R. §200.333(e).
  - e. Subrecipient will comply with 2 C.F.R. §200.333 (f) as it relates to retention of records for indirect cost rate proposals and cost allocations plans. Under this section the following types of documents and their supporting records shall be retained: indirect cost rate computations or proposals, cost allocations plans, and any similarly accounting computations of the rate at which a particular group of costs is chargeable: 1) if submitted for negotiation see 2 CFR §200.333(f)(1); if not submitted for negotiation see 2 CFR §200.333(f)(2).
3. Notwithstanding the foregoing retention policy, or any other provision of this Agreement, the Agency, the Federal Awarding Agency, and their authorized representatives, agents' and third-party contractors' will have access and a right to inspect Subrecipient's site, documents, records and personnel access for evaluation purposes for as long as records are retained.

**Section 3: Confidentiality**

The Member must maintain the confidentiality and security of records in compliance with the North Carolina Identity Theft Protection Act, the Gramm-Leach Bliley Act and other federal and state privacy laws ("Applicable Laws"). The Applicable Laws pertain to the security and privacy of personal and financial information along with identifying information such as social security numbers. The Member is responsible for compliance with the Applicable Laws. In the course of providing services hereunder, the Member may have access to an individual's confidential information. Confidential Information includes, but is not limited to, names, personal addresses, credit reports, social security numbers and other personal identifying information. Confidential Information shall be used by the Member only in conjunction with

the provision of services hereunder and shall not be disclosed to any third party. The Member agrees to hold harmless and indemnify the Agency for any cost, legal actions, or disputes of any nature whatsoever incurred if the Member violates this provision or any Applicable Law. The Member shall keep all Confidential Information secure, including without limitation, implementing physical security measures and operating procedures.

#### **Section 4: Mandatory Disclosures**

The Member must disclose to the Agency, in a timely manner, in writing, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Subaward of the Federal Award. Failure to make required disclosures can result in any of the remedies for noncompliance listed in 2 C.F.R. §200.338 including suspension or debarment (See also 2 C.F.R. part 180).

#### **Section 5: Laws and Regulations**

The Member agrees to remain fully informed of all laws and regulations that apply to the Subrecipient, and will give Agency prompt notice of any action or event that may be cause for suspension or termination of this Agreement. Failure to provide such notice will constitute a breach of this Agreement. Any and all information regarding this Subaward should be forwarded to your auditors when organizing your annual audit.

#### **Section 6: Notices**

All legal notices, reports, requests, demands and other communications under this Agreement shall be in writing and referred to each party's point of contact as listed below. All such notices under this Agreement sent to the other party shall be considered received: (a) when personally delivered; (b) when delivered by commercial overnight courier with verification receipt; or (c) three (3) days after having been sent, postage prepaid, via certified mail, return receipt requested.

To the Agency:           North Carolina Housing Finance Agency  
                                   Attn: Michael Handley, Manager of Housing Rehabilitation  
                                   PO Box 28066  
                                   Raleigh, NC 27611-8066

To the Subrecipient:   Perquimans County  
                                   Attn: Frank Heath, County Manager  
                                   PO Box 45  
                                   Hertford, NC 27944

#### **Section 7: Agreement Changes**

Any proposed changes in this Agreement shall be in writing, submitted to and approved and executed by the Agency before the performance of any work involved in the proposed change.

#### **Section 8: Assignment**

This Agreement cannot be assigned.



**Section 9: Indemnification**

The Member agrees to hold harmless and indemnify the Agency from any and all claims, loss, cost or expense, including reasonable attorney's fees, for any injury or damage, whatsoever, which may arise in connection with work performed under this Agreement or pursuant to the Member's activity, errors or omissions in connection with this Agreement.

**Section 10: Inconsistencies; No Waiver**

In case any provision of this Agreement is held to be invalid, then such provision shall be amended by the parties only to the extent necessary to be enforceable consistent with the parties' intent, and the remainder of the provisions shall remain in full force and effect. No waiver by either party of any breach or failure of compliance with respect to any provision of this Agreement shall be deemed a continuing waiver, nor shall any delay or omission by either party to exercise any right hereunder impair in any manner the exercise of any such right.

**Section 11: Governing Law**

This Agreement shall be governed by, construed and enforced in accordance with the substantive laws of the State of North Carolina. Each party expressly consents to the jurisdiction of the State of North Carolina.

**Section 12: Entire Agreement**

This Agreement and all Attachments and/or Exhibits, specifically including the ESFRLP17 Program Guidelines, constitutes the entire Agreement between the Agency and the Member.

**III. Authorization of Signature**

By signing this Agreement, the Member certifies that all representations made in its ESFRLP application are true, and in the event of any misrepresentations, the Agency has the option to rescind any obligations to Member regarding the Funds or recapture any Funds awarded or intended to be awarded to the Subrecipient. The person signing this Agreement hereby certifies that he/she is authorized to execute this agreement on behalf of the Subrecipient.

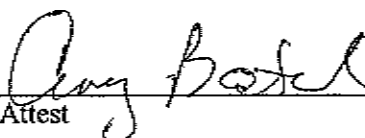
**Perquimans County**

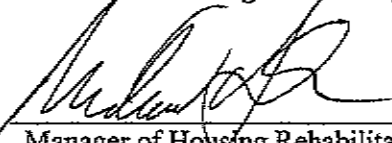
\_\_\_\_\_  
Attest

By: \_\_\_\_\_  
Its: County Manager

Date: \_\_\_\_\_

**North Carolina Housing Finance Agency**

  
Attest

By:   
Its: Manager of Housing Rehabilitation

Date: 2/8/17

## Attachment 1

**CERTIFICATIONS AND ASSURANCES**

By signing below, the authorized official of Member certifies, to the best of his/her knowledge and belief, that:

**Certification Regarding Lobbying**

- 1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Member, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or intending to influence an officer or employee of any agency, a Member of Congress, or an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Member will complete and submit a Standard Form -LLL, "Disclosure Form to Report Lobbying", to the Agency.
- 3) The Member will require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, or cooperative agreements) and that all subgrantees will certify and disclose accordingly.
- 4) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**Debarment, Suspension, and Other Responsibility Matters**

The Member certifies by signing below that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency.

**Audit and Access to Records**

The Member certifies by signing below that it complies with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R 200), will provide notice of the completion of required audits and any adverse findings which impact this subaward as required by parts 200.501-200.521, and will provide access to records as required by parts 200.336, 200.337, and 200.201 as applicable.

**English Language 2 CFR §200.111**

The Member certifies by signing below that it will comply with 2 CFR §200.111 which states, in part, that all Federal financial assistance announcements and Federal award information must be in the English language and must be in the terms of U.S. Dollars. The Subrecipient may translate the Federal award and other documents into another language. In the event of inconsistency between any terms and conditions of the Federal award and any translation into another language, the English language meaning will control. Where a significant portion of the Subrecipient's employees who are working on the Federal award/Subaward are not fluent in English, the Subrecipient must provide the Federal award/Subaward in English and the languages with which the employees are more familiar.

**Conflict of Interest 2 CFR §200.112**

The Member certifies by signing below that it will disclose in writing to the Agency any potential conflicts of interest in accordance with applicable Federal Awarding Agency policy or Agency policy.

**Mandatory Disclosures 2 CFR §200.113**

The Member certifies by signing below that it agrees to comply with 2 CFR §200.113 which states that the Subrecipient must disclose, in a timely manner, in writing to the Agency all violations of Federal criminal law involving fraud, bribery, or gratuity violations, potentially affecting the Federal Award. Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338 Remedies for noncompliance, including suspension or debarment.

---

Authorized Member Signature

Print Name:

Title:

Date:

**Attachment 2****ESFRLP Program Guidelines**

For Pool Member's convenience, ESFRLP Administrator's Manual (Program Guidelines) can now be found online at NCHFA's website at ([www.nchfa.com](http://www.nchfa.com)).

The terms of the Agreement are subject to the ESFRLP Administrator's Manual (Program Guidelines) in all respects, whether specifically referenced in this Agreement, and all defined terms used in this Agreement shall have the same meanings as used in the Program Guidelines. Your Administrator's Manual contains program guidelines along with many of the forms and documents needed to successfully manage your project under ESFRLP17. Pool Members should periodically check the website for updates

In the event the Program Guidelines are revised, the Agency will provide a 30 day notice to all Pool Members. After such notice to Pool Members all revisions are thereby made a part of this Agreement. Failure of the Recipient to comply with the terms and conditions of the Program Guidelines shall be an event of default by the Recipient under this Agreement.

## Attachment 3

**IRAN DIVESTMENT ACT CERTIFICATION  
REQUIRED BY N.C.G.S. 143C-6A-5(a)**

Name of Vendor: Perquimans County

As of the date listed below, Perquimans County warrants and certifies that Perquimans County is not identified on the Final Divestment List created by the North Carolina State Treasurer pursuant to N.C.G.S. 143-6A-4 and found at [www.nctreasurer.com/Iran](http://www.nctreasurer.com/Iran). The person signing this certification certifies that he or she is authorized by Perquimans County to make the foregoing certification. Perquimans County further agrees that it will not utilize any subcontractor that is identified on the Final Divestment List in connection with any contract or bid with the North Carolina Housing Finance Agency.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

**Notes to persons signing this form:**

N.C.G.S. 143C-6A-5(a) requires this certification for bids or contracts with the State of North Carolina, or any agency or other political subdivision of the State of North Carolina. The certification is required at the following times:

- When a bid is submitted
- When a contract is entered into (if the certification was not already made when the vendor made its bid)
- When a contract is renewed or assigned

N.C.G.S. 143C-6A-5(b) requires that contractors with the State, a North Carolina local government, or any other political subdivision of the State of North Carolina must not utilize any subcontractor found on the State Treasurer's Final Divestment List.



**PERQUIMANS COUNTY  
BOARD OF COMMISSIONERS**

P.O. BOX 45  
HERTFORD, NORTH CAROLINA 27944  
TELEPHONE: 1-252-426-7550

T. KYLE JONES  
CHAIRMAN  
FONDELLA A. LEIGH  
VICE CHAIR  
JOSEPH W. HOFLER  
EDWARD R. MUZZULIN  
WALLACE E. NELSON  
CHARLES WOODARD  
W. HACKNEY HIGH, JR.  
COUNTY ATTORNEY

MARY P. HUNNICUTT  
CLERK TO BOARD

W. FRANK HEATH, III  
COUNTY MANAGER

**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 personal property is hereby declared to be surplus to the needs of the County:

- 1 - CISCO Unified Communications 500 Series Phone System
- 14 - CISCO IP Phones – Model PC-7942G
- All equipment taken out of service February, 2017

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 6<sup>th</sup> day of March, 2017.

ATTEST:

\_\_\_\_\_  
T. Kyle Jones, Chairman

\_\_\_\_\_  
Mary P. Hunnicutt, Clerk to the Board

**NORTH CAROLINA STATE DEPARTMENT OF TRANSPORTATION  
REQUEST FOR ADDITION TO STATE MAINTAINED SECONDARY ROAD SYSTEM**

North Carolina

County of Perquimans

Road Description Riverfront Drive in Shady Oakes Subdivision

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WHEREAS, the attached petition has been filed with the Board of County Commissioners of the County of Perquimans requesting that the above described road, the location of which has been indicated in red on the attached map, be added to the Secondary Road System; and

WHEREAS, the Board of County Commissioners is of the opinion that the above described road should be added to the Secondary Road System, if the road meets minimum standards and criteria established by the Division of Highways of the Department of Transportation for the addition of roads to the System.

NOW, THEREFORE, be it resolved by the Board of County Commissioners of the County of Perquimans that the Division of Highways is hereby requested to review the above described road, and to take over the road for maintenance if it meets established standards and criteria.

**CERTIFICATE**

The foregoing resolution was duly adopted by the Board of Commissioners of the County of Perquimans at a meeting on the 6<sup>th</sup> day of March, 2017.

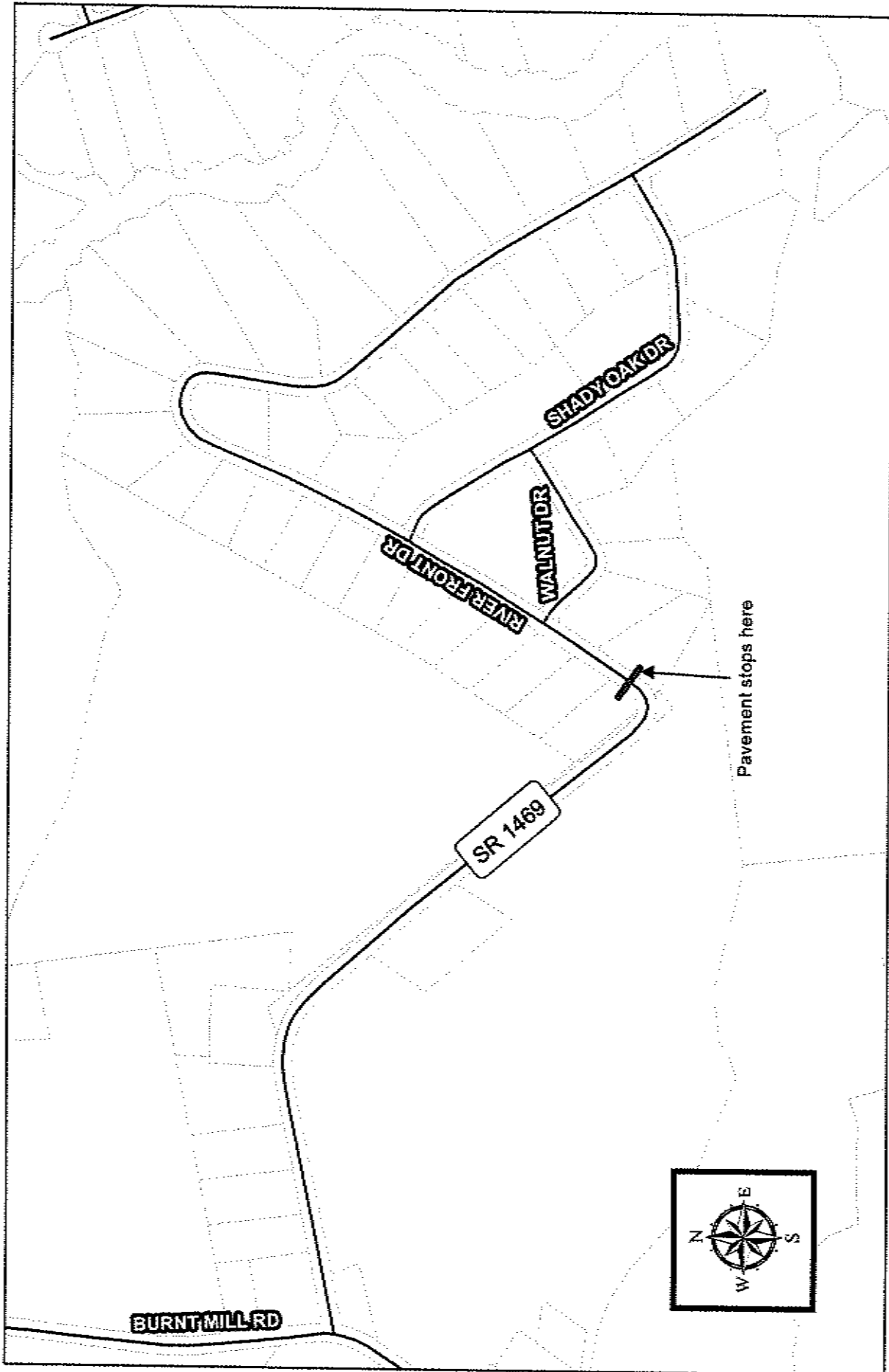
WITNESS my hand and official seal this the 6<sup>th</sup> day of March, 2017.

Clerk, Board of Commissioners  
County of Perquimans

Form SR-2 (7-77)

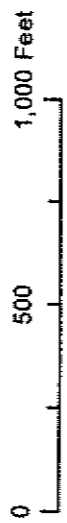
PLEASE NOTE:

Forward direct with request to the Division Engineer, Division of Highways



Disclaimer: Parcel lines are for tax purposes only. This map is NOT a substitute for a land survey or legal document. The County assumes no legal responsibility for the information contained on this map.

Map created March 1, 2017  
by Perquinans GIS





**North Carolina Department of Transportation  
Division of Highways  
Petition for Road Addition**

**ROADWAY INFORMATION:** (Please Print/Type)

County: Perquimans Road Name: Riverfront Drive  
(Please list additional street names and lengths on the back of this form.)

Subdivision Name: SHADY OAKES DRIVE Length (miles): 1/2 mile

Number of occupied homes having street frontage: 12 Located (miles): \_\_\_\_\_

miles N  S  E  W  of the intersection of Route \_\_\_\_\_ and Route \_\_\_\_\_  
(Check one) (SR, NC, US) (SR, NC, US)

We, the undersigned, being property owners and/or developers of SHADY OAKES in Perquimans County, do hereby request the Division of Highways to add the above described road.

**CONTACT PERSON:** Name and Address of First Petitioner. (Please Print/Type)

Name: Lori Knapp-Snoots Phone Number: 252-339-2543  
 Street Address: 338 Riverfront Dr., Hertford, NC 27944  
 Mailing Address: 338 Riverfront Dr., Hertford, NC 27944

**PROPERTY OWNERS**

Name	Mailing Address	Telephone
✓ Lori & Eric Snoots	338 Riverfront Dr., Hertford	252-339-2543
✓ Brenda & Mel Atkins	285 Riverfront Dr Hertford	252 619 8771 (B) 757 619 4650 (M)
✓ Don R. Auvine	337 Riverfront Dr.	426-1961
SANDRA SPERRY	342 RIVERFRONT DR.	426-6587
Leslie NARRIN	317 Riverfront Dr	426-7986 333-5594
David & Renee Sasser	231 - Riverfront Dr.	426-2198 336-3124
Larry & Elaine Varnum	242 Riverfront Dr.	252-562-2206
Floyd & Brenda Cross	152 Shady Oakes Dr.	252-426-1837

LOT OWNERS POA

Mark & Joyce Burroughs - 1449 Asheboro St. - 910-232-7958  
Supply NC 28462  
(Lot #15)

Walton Carter - P.O. Box 66  
Currituck, NC 27929 - 252-207-0483  
(Lots 1-5)

Mat Sanford - 9035 Spicewood Run  
Bel Air, MD 20611

Todie Bunn - 310 Waterlily Rd.  
7-14-18 Currituck, NC

252-453-3100  
252-453-2577

Melvin Styons Jr. - 355 Riverfront Dr. 252-441-2479  
Hertford, NC  
"Doug"  
- 302 Remele Court  
Kill Devil Hills  
27948

Additional "Property owners" - HOME  
in Accordance and in agreement for:

NC Department of Transportation  
Division of Highways  
Petition for Road Addition

Sondria "Sonnie" Hurdle - 347 Riverfront Dr. - ~~252-~~ 337-4510  
Richard & Cindy Thomas - 353 Riverfront Dr. - ~~252-~~ 435-3164  
Melvin & Dorothy Styons - 356 Riverfront Dr. - 426-4730  
333-6248

Form-SR-1 (3/2006)

**§ 143-318.11. Closed sessions.**

(a) Permitted Purposes. - It is the policy of this State that closed sessions shall be held only when required to permit a public body to act in the public interest as permitted in this section. A public body may hold a closed session and exclude the public only when a closed session is required:

- (1) To prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes.
- (2) To prevent the premature disclosure of an honorary degree, scholarship, prize, or similar award.
- (3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. If the public body has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in closed session, the terms of that settlement shall be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded.
- (4) To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations. The action approving the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session.
- (5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.
- (6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. General personnel policy issues may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge or removal shall be taken in an open meeting.
- (7) To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.
- (8) To formulate plans by a local board of education relating to emergency response to incidents of school violence or to formulate and adopt the school safety components of school improvement plans by a local board of education or a school improvement team.
- (9) To discuss and take action regarding plans to protect public safety as it relates to existing or potential terrorist activity and to receive briefings by staff members, legal counsel, or law enforcement or emergency service officials concerning actions taken or to be taken to respond to such activity.

(b) Repealed by Session Laws 1991, c. 694, s. 4.

(c) Calling a Closed Session. - A public body may hold a closed session only upon a motion duly made and adopted at an open meeting. Every motion to close a meeting shall cite one or more of the permissible purposes listed in subsection (a) of this section. A motion based on subdivision (a)(1) of this section shall also

state the name or citation of the law that renders the information to be discussed privileged or confidential. A motion based on subdivision (a)(3) of this section shall identify the parties in each existing lawsuit concerning which the public body expects to receive advice during the closed session.

(d) Repealed by Session Laws 1993 (Reg. Sess., 1994), c. 570, s. 2. (1979, c. 655, s. 1; 1981, c. 831; 1985 (Reg. Sess., 1986), c. 932, s. 5; 1991, c. 694, ss. 3, 4; 1993 (Reg. Sess., 1994), c. 570, s. 2; 1995, c. 509, s. 84; 1997-222, s. 2; 1997-290, s. 2; 2001-500, s. 2; 2003-180, s. 2; 2013-360, s. 8.41(b).)

FOR  
INFORMATION  
ONLY  
ITEMS

[Logout](#)



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## NACo Prescription Drug Discount Card Program

### PERQUIMANS COUNTY, NC

			% OF PLAN TOTAL PRICED	% OF PLAN RETAIL PRICED	% OF RETAIL PRICED	AVERAGE MEMBER COST	AVERAGE MEMBERS SUBMITTED COST	RETAIL PRICE	AVERAGE RETAIL PRICE	AVERAGE PRICE SAVINGS	% OF PRICE SAVINGS	TOTAL UTILIZERS	
<b>2017</b>													
<u>JANUARY</u>	2	1	50.00%	1	50.00%	\$ 70.80	\$ 35.40	\$ 86.28	\$ 43.14	\$ 15.48	\$ 7.74	17.94%	1
<b>2016</b>													
<u>DECEMBER</u>	2	1	50.00%	1	50.00%	\$ 57.24	\$ 28.62	\$ 77.14	\$ 38.57	\$ 19.90	\$ 9.95	25.80%	2
<u>SEPTEMBER</u>	2	0	0.00%	2	100.00%	\$ 49.55	\$ 24.78	\$ 49.55	\$ 24.78	\$ 0.00	\$ 0.00	0.00%	1
<u>AUGUST</u>	1	0	0.00%	1	100.00%	\$ 7.33	\$ 7.33	\$ 13.69	\$ 13.69	\$ 6.36	\$ 6.36	46.46%	1
<u>JULY</u>	3	2	66.67%	1	33.33%	\$ 53.24	\$ 17.75	\$ 91.05	\$ 30.35	\$ 37.81	\$ 12.60	41.53%	2
<u>JUNE</u>	2	0	0.00%	2	100.00%	\$ 49.55	\$ 24.78	\$ 49.55	\$ 24.78	\$ 0.00	\$ 0.00	0.00%	1
<u>MAY</u>	1	0	0.00%	1	100.00%	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 0.00	\$ 0.00	0.00%	1
<u>APRIL</u>	1	1	100.00%	0	0.00%	\$ 30.00	\$ 30.00	\$ 41.09	\$ 41.09	\$ 11.09	\$ 11.09	26.99%	1
<u>FEBRUARY</u>	3	1	33.33%	2	66.67%	\$ 84.56	\$ 28.19	\$ 86.25	\$ 28.75	\$ 1.69	\$ 0.56	1.96%	2
<b>2015</b>													
<u>OCTOBER</u>	4	1	25.00%	3	75.00%	\$ 90.42	\$ 22.61	\$ 127.54	\$ 31.89	\$ 37.12	\$ 9.28	29.10%	2
<u>SEPTEMBER</u>	2	0	0.00%	2	100.00%	\$ 47.93	\$ 23.97	\$ 47.93	\$ 23.97	\$ 0.00	\$ 0.00	0.00%	1
<u>JUNE</u>	5	1	20.00%	4	80.00%	\$ 78.06	\$ 15.61	\$ 101.18	\$ 20.24	\$ 23.12	\$ 4.62	22.85%	1
<u>MAY</u>	1	1	100.00%	0	0.00%	\$ 9.60	\$ 9.60	\$ 13.93	\$ 13.93	\$ 4.33	\$ 4.33	31.08%	1
<u>APRIL</u>	1	1	100.00%	0	0.00%	\$ 28.71	\$ 28.71	\$ 34.09	\$ 34.09	\$ 5.38	\$ 5.38	15.78%	1
<u>MARCH</u>	4	1	25.00%	3	75.00%	\$ 74.37	\$ 18.59	\$ 85.13	\$ 21.28	\$ 10.76	\$ 2.69	12.64%	3
<u>JANUARY</u>	5	4	80.00%	1	20.00%	\$ 104.75	\$ 20.95	\$ 201.94	\$ 40.39	\$ 97.19	\$ 19.44	48.13%	3
<b>2014</b>													
<u>DECEMBER</u>	9	7	77.78%	2	22.22%	\$ 172.04	\$ 19.12	\$ 267.10	\$ 29.68	\$ 95.06	\$ 10.56	35.59%	3
<u>NOVEMBER</u>	12	10	83.33%	2	16.67%	\$ 392.68	\$ 32.72	\$ 815.33	\$ 67.94	\$ 422.65	\$ 35.22	51.84%	5
<u>OCTOBER</u>	7	6	85.71%	1	14.29%	\$ 200.55	\$ 28.65	\$ 419.24	\$ 59.89	\$ 218.69	\$ 31.24	52.16%	4
<u>SEPTEMBER</u>	4	4	100.00%	0	0.00%	\$ 75.50	\$ 18.88	\$ 159.07	\$ 39.77	\$ 83.57	\$ 20.89	52.54%	3
<u>AUGUST</u>	12	8	66.67%	4	33.33%	\$ 436.48	\$ 36.37	\$ 789.55	\$ 65.80	\$ 353.07	\$ 29.42	44.72%	5
<u>JULY</u>	8	4	50.00%	4	50.00%	\$ 141.44	\$ 17.68	\$ 315.63	\$ 39.45	\$ 174.19	\$ 21.77	55.19%	5
<u>JUNE</u>	11	5	45.45%	6	54.55%	\$ 154.19	\$ 14.02	\$ 200.87	\$ 18.26	\$ 46.68	\$ 4.24	23.24%	5
<u>MAY</u>	10	6	60.00%	4	40.00%	\$ 388.80	\$ 38.88	\$ 692.10	\$ 69.21	\$ 303.30	\$ 30.33	43.82%	6
<u>APRIL</u>	11	6	54.55%	5	45.45%	\$ 260.41	\$ 23.67	\$ 437.49	\$ 39.77	\$ 177.08	\$ 16.10	40.48%	6
<u>MARCH</u>	13	8	61.54%	5	38.46%	\$ 454.73	\$ 34.98	\$ 621.46	\$ 47.80	\$ 166.73	\$ 12.83	26.83%	7
<u>FEBRUARY</u>	7	4	57.14%	3	42.86%	\$ 269.48	\$ 38.50	\$ 540.19	\$ 77.17	\$ 270.71	\$ 38.67	50.11%	4
<u>JANUARY</u>	12	8	66.67%	4	33.33%	\$ 249.29	\$ 20.77	\$ 410.01	\$ 34.17	\$ 160.72	\$ 13.39	39.20%	6
<b>2013</b>													
<u>DECEMBER</u>	13	10	76.92%	3	23.08%	\$ 285.55	\$ 21.97	\$ 640.79	\$ 49.29	\$ 355.24	\$ 27.33	55.44%	5
<u>NOVEMBER</u>	9	5	55.56%	4	44.44%	\$ 254.72	\$ 28.30	\$ 579.18	\$ 64.35	\$ 324.46	\$ 36.05	56.02%	7
<u>OCTOBER</u>	11	6	54.55%	5	45.45%	\$ 294.94	\$ 26.81	\$ 444.01	\$ 40.36	\$ 149.07	\$ 13.55	33.57%	3
<u>SEPTEMBER</u>	8	5	62.50%	3	37.50%	\$ 259.86	\$ 32.48	\$ 424.60	\$ 53.08	\$ 164.74	\$ 20.59	38.80%	4
<u>AUGUST</u>	12	7	58.33%	5	41.67%	\$ 355.30	\$ 29.61	\$ 780.04	\$ 65.00	\$ 424.74	\$ 35.40	54.45%	6
<u>JULY</u>	11	8	72.73%	3	27.27%	\$ 240.23	\$ 21.84	\$ 407.28	\$ 37.03	\$ 167.05	\$ 15.19	41.02%	6
<u>JUNE</u>	7	1	14.29%	6	85.71%	\$ 44.33	\$ 6.33	\$ 89.23	\$ 12.75	\$ 44.90	\$ 6.41	50.32%	3
<u>MAY</u>	14	10	71.43%	4	28.57%	\$ 453.90	\$ 32.42	\$ 796.58	\$ 56.90	\$ 342.68	\$ 24.48	43.02%	6
<u>APRIL</u>	14	5	35.71%	9	64.29%	\$ 229.20	\$ 16.37	\$ 316.32	\$ 22.59	\$ 87.12	\$ 6.22	27.54%	6
<u>MARCH</u>	5	2	40.00%	3	60.00%	\$ 51.84	\$ 10.37	\$ 89.03	\$ 17.81	\$ 37.19	\$ 7.44	41.77%	3
<u>FEBRUARY</u>	5	3	60.00%	2	40.00%	\$ 58.31	\$ 11.66	\$ 100.07	\$ 20.01	\$ 41.76	\$ 8.35	41.73%	4
<u>JANUARY</u>	7	4	57.14%	3	42.86%	\$ 147.57	\$ 21.08	\$ 273.13	\$ 39.02	\$ 125.56	\$ 17.94	45.97%	3
<b>2012</b>													
<u>DECEMBER</u>	5	2	40.00%	3	60.00%	\$ 63.00	\$ 12.60	\$ 131.13	\$ 26.23	\$ 68.13	\$ 13.63	51.96%	3
<u>NOVEMBER</u>	5	3	60.00%	2	40.00%	\$ 105.77	\$ 21.15	\$ 233.12	\$ 46.62	\$ 127.35	\$ 25.47	54.63%	4
<u>OCTOBER</u>	11	7	63.64%	4	36.36%	\$ 245.45	\$ 22.31	\$ 434.45	\$ 39.50	\$ 189.00	\$ 17.18	43.50%	6
<u>SEPTEMBER</u>	12	6	50.00%	6	50.00%	\$ 172.31	\$ 14.36	\$ 260.06	\$ 21.67	\$ 87.75	\$ 7.31	33.74%	6
<u>AUGUST</u>	11	6	54.55%	5	45.45%	\$ 196.81	\$ 17.89	\$ 334.76	\$ 30.43	\$ 137.95	\$ 12.54	41.21%	5
<u>JULY</u>	21	8	38.10%	13	61.90%	\$ 432.01	\$ 20.57	\$ 602.24	\$ 28.68	\$ 170.23	\$ 8.11	28.27%	5
<u>JUNE</u>	18	7	38.89%	11	61.11%	\$ 274.32	\$ 15.24	\$ 526.71	\$ 29.26	\$ 252.39	\$ 14.02	47.92%	8
<u>MAY</u>	16	6	37.50%	10	62.50%	\$ 203.93	\$ 12.75	\$ 278.78	\$ 17.42	\$ 74.85	\$ 4.68	26.85%	6
<u>APRIL</u>	15	6	40.00%	9	60.00%	\$ 196.88	\$ 13.13	\$ 297.28	\$ 19.82	\$ 100.40	\$ 6.69	33.77%	5
<u>MARCH</u>	17	11	64.71%	6	35.29%	\$ 324.49	\$ 19.09	\$ 681.36	\$ 40.08	\$ 356.87	\$ 20.99	52.38%	8

<u>FEBRUARY</u>	17	10	58.82%	7	41.18%	\$ 653.21	\$ 38.42	\$ 1,271.77	\$ 74.81	\$ 618.56	\$ 36.39	48.64%	5
<u>JANUARY</u>	15	7	46.67%	8	53.33%	\$ 296.17	\$ 19.74	\$ 388.23	\$ 25.88	\$ 92.06	\$ 6.14	23.71%	5
<b>2011</b>													
<u>DECEMBER</u>	24	15	62.50%	9	37.50%	\$ 444.97	\$ 18.54	\$ 677.97	\$ 28.25	\$ 233.00	\$ 9.71	34.37%	7
<u>NOVEMBER</u>	26	15	57.69%	11	42.31%	\$ 650.19	\$ 25.01	\$ 1,059.27	\$ 40.74	\$ 409.08	\$ 15.73	38.62%	7
<u>OCTOBER</u>	22	10	45.45%	12	54.55%	\$ 360.54	\$ 16.39	\$ 548.26	\$ 24.92	\$ 187.72	\$ 8.53	34.24%	6
<u>SEPTEMBER</u>	14	10	71.43%	4	28.57%	\$ 533.07	\$ 38.08	\$ 833.62	\$ 59.54	\$ 300.55	\$ 21.47	36.05%	8
<u>AUGUST</u>	10	7	70.00%	3	30.00%	\$ 179.61	\$ 17.96	\$ 328.27	\$ 32.83	\$ 148.66	\$ 14.87	45.29%	5
<u>JULY</u>	12	9	75.00%	3	25.00%	\$ 357.78	\$ 29.82	\$ 588.34	\$ 49.03	\$ 230.56	\$ 19.21	39.19%	7
<u>JUNE</u>	16	7	43.75%	9	56.25%	\$ 444.85	\$ 27.80	\$ 598.37	\$ 37.40	\$ 153.52	\$ 9.60	25.66%	9
<u>MAY</u>	23	13	56.52%	10	43.48%	\$ 302.25	\$ 13.14	\$ 546.03	\$ 23.74	\$ 243.78	\$ 10.60	44.65%	10
<u>APRIL</u>	34	20	58.82%	14	41.18%	\$	\$	\$	\$	\$	\$	\$	\$
						1,351.54	\$ 39.75	\$ 1,653.09	\$ 48.62	\$ 301.55	\$ 8.87	18.24%	7
<u>MARCH</u>	24	16	66.67%	8	33.33%	\$ 863.78	\$ 35.99	\$ 1,269.41	\$ 52.89	\$ 405.63	\$ 16.90	31.95%	9
<u>FEBRUARY</u>	15	11	73.33%	4	26.67%	\$ 468.52	\$ 31.23	\$ 653.27	\$ 43.55	\$ 184.75	\$ 12.32	28.28%	8
<u>JANUARY</u>	23	18	78.26%	5	21.74%	\$ 971.94	\$ 42.26	\$ 1,440.98	\$ 62.65	\$ 469.04	\$ 20.39	32.55%	11
<b>2010</b>													
<u>DECEMBER</u>	25	16	64.00%	9	36.00%	\$ 918.07	\$ 36.72	\$ 1,252.64	\$ 50.11	\$ 334.57	\$ 13.38	26.71%	12
<u>NOVEMBER</u>	25	19	76.00%	6	24.00%	\$	\$	\$	\$	\$	\$	\$	\$
						1,241.89	\$ 49.68	\$ 1,707.72	\$ 68.31	\$ 465.83	\$ 18.63	27.28%	14
<u>OCTOBER</u>	23	17	73.91%	6	26.09%	\$	\$	\$	\$	\$	\$	\$	\$
						1,005.50	\$ 43.72	\$ 1,272.23	\$ 55.31	\$ 266.73	\$ 11.60	20.97%	11
<u>SEPTEMBER</u>	36	19	52.78%	17	47.22%	\$	\$	\$	\$	\$	\$	\$	\$
						1,024.85	\$ 28.47	\$ 1,346.45	\$ 37.40	\$ 321.60	\$ 8.93	23.89%	14
<u>AUGUST</u>	32	22	68.75%	10	31.25%	\$	\$	\$	\$	\$	\$	\$	\$
						1,113.97	\$ 34.81	\$ 1,462.53	\$ 45.70	\$ 348.56	\$ 10.89	23.83%	12
<u>JULY</u>	31	20	64.52%	11	35.48%	\$	\$	\$	\$	\$	\$	\$	\$
						1,094.45	\$ 35.30	\$ 1,481.76	\$ 47.80	\$ 387.31	\$ 12.49	26.14%	15
<u>JUNE</u>	32	22	68.75%	10	31.25%	\$ 885.45	\$ 27.67	\$ 1,257.48	\$ 39.30	\$ 372.03	\$ 11.63	29.59%	15
<u>MAY</u>	25	18	72.00%	7	28.00%	\$	\$	\$	\$	\$	\$	\$	\$
						1,043.40	\$ 41.74	\$ 1,442.16	\$ 57.69	\$ 398.76	\$ 15.95	27.65%	14
<u>APRIL</u>	29	17	58.62%	12	41.38%	\$ 695.70	\$ 23.99	\$ 983.67	\$ 33.92	\$ 287.97	\$ 9.93	29.28%	12
<u>MARCH</u>	23	19	82.61%	4	17.39%	\$ 832.14	\$ 36.18	\$ 1,189.55	\$ 51.72	\$ 357.41	\$ 15.54	30.05%	9
<u>FEBRUARY</u>	15	13	86.67%	2	13.33%	\$ 429.41	\$ 28.63	\$ 594.23	\$ 39.62	\$ 164.82	\$ 10.99	27.74%	8
<u>JANUARY</u>	23	16	69.57%	7	30.43%	\$ 701.41	\$ 30.50	\$ 906.21	\$ 39.40	\$ 204.80	\$ 8.90	22.60%	13
<b>2009</b>													
<u>DECEMBER</u>	44	27	61.36%	17	38.64%	\$	\$	\$	\$	\$	\$	\$	\$
						1,296.18	\$ 29.46	\$ 1,588.69	\$ 36.11	\$ 292.51	\$ 6.65	18.41%	13
<u>NOVEMBER</u>	34	25	73.53%	9	26.47%	\$	\$	\$	\$	\$	\$	\$	\$
						1,451.51	\$ 42.69	\$ 1,789.48	\$ 52.63	\$ 337.97	\$ 9.94	18.89%	13
<u>OCTOBER</u>	41	27	65.85%	14	34.15%	\$	\$	\$	\$	\$	\$	\$	\$
						1,077.88	\$ 26.29	\$ 1,329.32	\$ 32.42	\$ 251.44	\$ 6.13	18.91%	14
<u>SEPTEMBER</u>	43	29	67.44%	14	32.56%	\$	\$	\$	\$	\$	\$	\$	\$
						1,201.33	\$ 27.94	\$ 1,581.39	\$ 36.78	\$ 380.06	\$ 8.84	24.03%	9
<u>AUGUST</u>	22	10	45.45%	12	54.55%	\$	\$	\$	\$	\$	\$	\$	\$
						1,101.97	\$ 50.09	\$ 1,449.33	\$ 65.88	\$ 347.36	\$ 15.79	23.97%	12
<u>JULY</u>	40	25	62.50%	15	37.50%	\$	\$	\$	\$	\$	\$	\$	\$
						1,220.48	\$ 30.51	\$ 1,525.98	\$ 38.15	\$ 305.50	\$ 7.64	20.02%	15
<u>JUNE</u>	43	25	58.14%	18	41.86%	\$	\$	\$	\$	\$	\$	\$	\$
						1,687.31	\$ 39.24	\$ 2,005.31	\$ 46.64	\$ 318.00	\$ 7.40	15.86%	12
<u>MAY</u>	27	18	66.67%	9	33.33%	\$ 505.00	\$ 18.70	\$ 676.07	\$ 25.04	\$ 171.07	\$ 6.34	25.30%	12
<u>APRIL</u>	21	12	57.14%	9	42.86%	\$ 818.43	\$ 38.97	\$ 1,001.85	\$ 47.71	\$ 183.42	\$ 8.73	18.31%	10
<u>MARCH</u>	19	16	84.21%	3	15.79%	\$ 489.88	\$ 25.78	\$ 677.12	\$ 35.64	\$ 187.24	\$ 9.85	27.65%	10
<u>FEBRUARY</u>	24	20	83.33%	4	16.67%	\$	\$	\$	\$	\$	\$	\$	\$
						1,107.28	\$ 46.14	\$ 1,433.51	\$ 59.73	\$ 326.23	\$ 13.59	22.76%	12
<u>JANUARY</u>	25	20	80.00%	5	20.00%	\$ 756.68	\$ 30.27	\$ 990.03	\$ 39.60	\$ 233.35	\$ 9.33	23.57%	9
<b>2008</b>													
<u>DECEMBER</u>	18	13	72.22%	5	27.78%	\$ 406.29	\$ 22.57	\$ 565.36	\$ 31.41	\$ 159.07	\$ 8.84	28.14%	8
<u>NOVEMBER</u>	14	11	78.57%	3	21.43%	\$ 282.75	\$ 20.20	\$ 388.32	\$ 27.74	\$ 105.57	\$ 7.54	27.19%	8
<u>OCTOBER</u>	1		1100.00%	0	0.00%	\$ 37.45	\$ 37.45	\$ 52.25	\$ 52.25	\$ 14.80	\$ 14.80	28.33%	1

PERQUIMANS COUNTY	PLAN TOTAL	PLAN %	PLAN RETAIL PRICE	PLAN RETAIL PRICE	RETAIL PRICE	% RETAIL PRICE	AVERAGE MEMBER COST	RETAIL PRICE	AVERAGE UNMITTED PRICE	AVERAGE SUBMITTED PRICE	PRICE SAVINGS	AVERAGE PRICE SAVINGS	% PRICE SAVINGS	TOTAL UTILIZERS
<b>TOTALS:</b>	1,412	884	62.61%	528	37.39%		\$ 41,231.50	\$ 29.20	\$ 59,306.05	\$ 42.00	\$ 18,074.55	\$ 12.80	30.48%	606.00

Column Headers from left to right:

1. Total Rx's: This is the total number of Rx's that were adjudicated or attempted to adjudicate through the use of the card (the explanation of the next couple of headers will help explain the necessity of this column).
2. Plan Priced Rx's: Caremark tracks all attempts to use the cards including when the pharmacy offers a lower price than the card can give. This is usually when the pharmacy sells a drug at cost or below cost to create foot traffic for the pharmacy or



- under a special purchase arrangement. This is the amount of Rx's that the card gave the best price vs. the pharmacy.
3. % Plan Priced Rx's: What percentage of the total attempted Rx's adjudicated via best price with the card.
  4. Retail Priced Rx's: How many prescriptions where the pharmacy had a lower price.
  5. % Retail Priced Rx's: Percentage of Rx's where the pharmacy had a lower price.
  6. Total Drug Cost: All prescriptions totaled together at their card discount prices.
  7. Average Drug Cost: Average Drug Cost per Rx at the card discounted price.
  8. Retail Submitted Price: What the price would have been if the prescriptions weren't filled with the card.
  9. Average Retail Submitted Price: Average Per Prescription price if the card wasn't presented at a discount.
  10. Price Savings: Total dollar savings for all Rx's filled with the card.
  11. Average Price Savings: Average price savings per prescription.
  12. % Price Savings: Percentage price savings per prescription.
  13. Total Utilizers: This is the total amount of people who represent the total amount of prescriptions *i.e.* some people fill multiple prescriptions. This gives you an indication of how many residents you are helping.

As always, if you have questions, don't hesitate to contact me. Thank you for being a member county, borough or parish and participating in this member program.

Andrew Goldschmidt  
Director, Membership/Marketing  
NACo--National Association of Counties

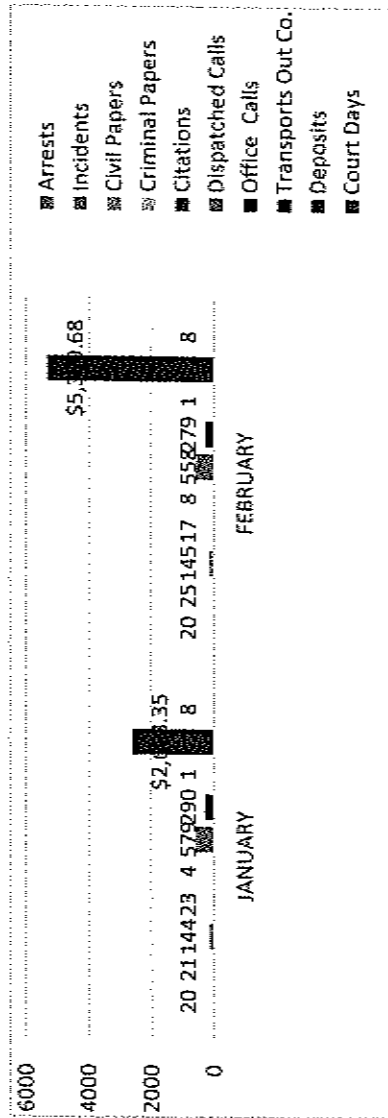
# DEPARTMENT HEAD REPORTS

PLAT REVIEW LOG - PERQUIMANS COUNTY

February 1 2017

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
Stephen Cardwell Patricia Creighton et al	✓	2/10/17	✓	Recombination Parcel # 3.0037-00020 New = 2.00 AC @ 2264 Center Hill Hwy
J. Hamill, Jr. Cynthia Nixon Mastro	✓	2/15/17	✓	3.65 AC set out from 5.0051-00210 398 New Hope Road
Stephen Cardwell Robert Hurdle	✓	2/15/17	✓	1.0 AC from 5.0034-0084A on Hurdletown Road
Stephen Cardwell Robert Evans et al	✓	2/24/17	✓	Existing Parcel 2.0085- H099.S.H. located = 120 Willow Street .38 AC
Adam Bassiter Paul Toti	✓	2/28/17	✓	14.405 AC from 1.0016-0018 on Perrys Bridge Road
Blissell PO Box 1068 Kitty Hawk, NC 27949 (252) 261-3266	S. L. Cardwell Surveying 1206 Francis Street Elizabeth City, NC 27909 338-6328	Pat McDowell PO Box 391 Elizabeth City, NC 27909 338-4161		Mark Pruden 146 Oak Grove Road Edenton, NC 27932 482-7804
Bowman Consulting Paul J Toti 131 Main Street Gatesville, NC 27938 357-1581	E.T. Hyman Surveying 133 US Hwy 158 West Ste E Camden, NC 27921 335-2913	McKim & Creed 504 E Elizabeth St Ste 1 Elizabeth City, NC 27909 338-2929		Saunders Surveying 510 Avena Road Black Mountain, NC 28711 (828) 669-2777
Charles E Brown, III 2005 Johnson Road Elizabeth City, NC 27909 335-0928	Eugene Jordan 402 Sign Fine Road Tyner, NC 27980 221-4795	J H Miller Jr. 166 Cottonwood Drive Hertford, NC 27944 339-6932		Scott Temple PO Box 422 Elizabeth City, NC 27907 330-4016
				Tony Webb PO Box 381 Edenton, NC 27932 482-3066

Perquimans County Sheriff's Office -- February 2017 Activity Report										
	Arrests	Incidents	Civil Papers	Criminal Papers	Citations	Dispatched Calls	Office Calls	Transports Out Co.	Deposits	Court Days
JANUARY	20	21	144	23	4	579	290	1	\$2,603.35	8
FEBRUARY	20	25	145	17	8	558	279	1	\$5,309.68	8



# COMMITTEE REPORTS



## PERQUIMANS COUNTY EMERGENCY SERVICES

P.O. Box 563 - 159 Creek Drive - Hertford, NC 27944

(252) 426-5646 Phone - (252) 426-3306 Fax

### 911 Communications Board Meeting

Thursday, January 26, 2017– 7:00 P.M. - Perquimans Emergency Services Building

#### MINUTES

Welcome – Provided by Jonathan Nixon followed by the blessing by Jonathan Nixon at 7pm

Minutes from October 27, 2016 Meeting –via email.

Introductions (see sign-in sheet for attendance)

#### Reports:

911 Center – Jonathan Nixon provided the following report:

#### STAFFING

- 2 New Part-Time Telecommunicators – Debbie Lyman & Tiffany Haynes
- Will be advertising for one Full-Time and several Part-Time Telecommunicators ASAP

#### TRAINING

- ITC has completed the NC Dept of Justice Training & NC DCI Training
- All Telecommunicators have attended one of three EMD Trainings between November 2016 & January 2017 – Go-Live Date is Feb 14<sup>th</sup> (Valentine's Day)
- Shift Supervisors & Director have attended a total of 5 days of admin, QA and software training for EMD implementation

#### EQUIPMENT

- Tower site continues to be visited monthly
- Generator repair at Winfall Tower
- New UPS at Rayburn Lane (TAC 4)

#### PROJECTS

- Tower Sites continue to be visited monthly by EM
- New A/C units purchased for Sandy Cross (TAC 3) and Rayburn Ln (TAC 4) tower sites
- New UPS at Durants Neck Water Tower (TAC 2)
- EM and 911 Staff continue to work with Jim McKeever of Global Communications on the County-Wide Radio Analysis.
- Back-Up 911 Center Equipment
  - Soil survey should be complete this week for the new tower location. We are also working on the RFP for this and will issue after the Feb. 1st Mandatory Workshop with 911 Board Staff.
  - Quotes are in hand for radio equipment, including state bid pricing for most equipment. Waiting for Feb. 1st Workshop before issuing PO.

- CAD server move is pending new internet service in Chowan (March/April). Server is already running using NeverFail software to communicate.
- Purchase Order issued for dedicated fiber line for phone system between Perq 911 & Chowan 911 to Century Link.
- Purchase Order to upgrade recording server has been issued to Edge One.
- Purchase Order to upgrade phone system has been issued to CenturyLink.
- Purchase Order to purchase laptop for use with CAD at Back-Up Center has been issued to Practical Computing.

### ISSUES

- Fielded the following operational complaints through:
  - Law Enforcement 1
  - Fire 3
  - EMS 2
  - Citizens 0
  - Mapping 2
  - 911 Dept. Review 3

### GIS Mapping- Rhonda Money

- Winfall annexed Smith Rd and Smith Cove Rd
- Working to get Chowan County layers to work on our maps
- Well sites and water tank sites – working on getting a more complete layer

### Law Enforcement

- ❖ Sheriff's Office - No report.
- ❖ Hertford PD - Absent.
- ❖ Winfall PD - Absent.

### Volunteer Rescue Squad

- Mark Symons-No report.

### Fire Departments

- Chief's Association
  - Asst. Chief Michael Cartwright advised that the Fire Departments are still working on finalizing FD response in regards to EMD, waiting on 1-2 more FDs to get back to them
  - Working on the Accountability SOG
  - FD *does* want to be paged when helo is put on standby
- Bethel Fire Dept – Absent.
- Belvidere Fire Dept – Cord Palmer with Chowan 911 advised they are phasing out faxing of the CAD sheets. Perquimans will continue to fax CAD sheets.
  - BBQ Chicken dinner coming up Feb 18<sup>th</sup>.
- Durants Neck Fire Dept – No report.
- Hertford Fire Dept - No report. Dual band hand held radios, and one of each in the trucks
- Inter-County Fire Dept – Inspection went smoothly. Static test (reading) and maintenance every hydrant in your county, annually, flow test every 5 years. New truck in service within the next few weeks. Dual band mobile radios in the new truck.
- Winfall Fire Dept – No report.
- NC Forestry
  - Ready to move to emailing CFS instead of faxing.
  - Full staffed for the first time in the last 12 years
  - Chowan Forestry 1 is now filled.

- Laura Fletcher – new smoke chaser, on scene and do active suppression. Fire Sonics degree from Charlotte, and with Weeksville VFD for 6 years
  - Pasquotank was contacted to help send some assistance to the Western part of the state to help with FEMA fires.
  - Cooperator's meeting – typically hosted in Gates at Merchant's Millpond but will be hosted at the Perquimans Emergency Services Building on Feb 17<sup>th</sup>, 9-12am.
- ❖ Town of Hertford - Absent.
  - ❖ Town of Winfall - Absent.
  - ❖ County Commissioner – No official appointment.
  - ❖ County Manager - Absent.
  - ❖ Emergency Services Director – Jonathan Nixon provided the following report:

### Emergency Management

- Old ambulance has been repurposed to pull the boats and is in service as Zone 4.
- Recovery after Hurricane Matthew continues for both FEMA Public Assistance and Individual Assistance.
- We are serving on a planning committee for a multi-county multi-day regional full-scale exercise hosted by ARHS. Perquimans will most likely host a De-Con component of the event, with response from the regional SMAT III hosted in Pasquotank.
- Jarvis Winslow attended the Hazard Mitigation Meeting and we will soon be offering a mitigation program for Perquimans citizens.
- Jarvis Winslow attended the fall Emergency Management conference. This meets the Emergency Management Performance Grant.
- Jarvis Winslow and Tom Ponte attend the Eastern Branch Emergency Management Forum. This meets the Emergency Management Performance Grant.
- Perquimans County Debris Site located off of Wynne Fork Road has been cleared.
- Continue to be active in the DPR I and DAWG meetings.
- Upcoming DAWG exercise in February and a statewide EM exercise (120 to Landfall).
- As of TODAY we received word that we can use \$2,000 of an LEPC Tier II Grant for the purchase of a Gas Monitor Kit. We will be talking again with the Fire Chiefs about holding a 2<sup>nd</sup> HazMat IQ Class.

### EMS

- We recently hired 5 Part-Time Fill-In EMTs, 1 EMT-I and 3 EMT-Ps. Most have completed the mandatory 36hrs of orientation and are starting to fill open shifts.
- Currently our Billing Clerk is out on medical leave and one of our two Shift Supervisors is on light duty due to a workman's comp injury.
- The Board of Commissioners accepted the resignation of Chadd Trotman earlier this month. He has chosen to pursue a career outside EMS.
- Since our last meeting we have had 3 of our 5 ambulances involved in motor vehicle accidents (2 of which were not our fault). Two of the three are repaired and the third should be finished this week.
- As a result of the accidents, we have purchased brush guards (deer guards) for the 3 newest ambulances.
- At the November BCC Meeting a 3-year contact with Colleton Software Billing Company was approved. We started the transition to the new company January 1<sup>st</sup> and expect 3-4 months of working with both the old and the new company.
- Several calls have been reviewed with Dr. Furia since we last met with appropriate action taken.



- We have mandatory documentation training on Monday night with our new billing company and reviewed the EMD program with EMS staff.
- Preliminary discussions have begun about presenting the Paramedic Program again at the upcoming budget discussions. A formal presentation is being planned for the April EMS Peer Review Committee meeting.

#### **Old Business:**

- Fire Hydrant Mapping – still in progress – waiting on info from Bethel, Hertford & Inter-County.
- County-Wide Incident Command Committee
- Texting Update - Agency Rosters
- CJLEADS & NCAWARE
- Evaluation of the Perquimans Co. 911 Communication System
- Communication Plan for December 3<sup>rd</sup> Christmas Parades
- Call Timers – Reminder from Jan. 2016 that no requests for call timers for Fire or Law have been made.
- As a result of the Hurricane Matthew response, recommendations about how to share road closures with fire departments during any storm/inclement weather was discussed during the minutes review. Suggestions included texting responders and a Google Doc maintained by 911. The fire chiefs will discuss at their next meeting.

#### **New Business:**

- \* Emergency Medical Dispatch Implementation – Presentation by Iggi with Priority Dispatch
- \* Host for April 13, 2017 Meeting – Bethel Fire Department
- \* Additional Comments / Concerns
  - Albemarle Fire Association is having its first Fireman's Ball on February 4th - \$50/couple.

**Meeting Schedule:** \*\**April 13, 2017, July 27, 2017, October 26, 2017*

#### **Adjournment**

Respectfully Submitted –Krystal Agosto, Shift Supervisor & Jonathan Nixon, Emergency Services Director

PERQUIMANS 911 COMMUNICATIONS BOARD MEETING

DATE: 1-26-17 TIME: 7pm

<u>Name</u>	<u>Agency</u>	<u>Cell Phone</u>	<u>Email</u>
Mark B. Symons	Perq Rescue		
Bobby Swayne	Inter-County		
Cindy Matthews	DNVFD		
Wallace Mownley	DNVFD		
Robert Euse	DNVFD		
Bernie Winslow	BCHVFD		
Lee Dail	BCHVFD		
Cliff DAVIS	NCFS	252 548 4730	ROBB.DAVIS@ncagr.gov
Laura Fletcher	NCFS	252 548 4179	
Rhonda Money	FIS		
Catey Martinet	Winfall FD	252-562-2088	
THOMAS R. RAL	WUFD	252-339-6611	
Anthony Johnson	Perq 911		
Shelby White	Perq SO	339-4236	
Jim McKEEVER	PERQ	340-5661	
Tommy PONTI	Perq 3	560-1190-0918	
Jarvis Winslow	EM	252-455-8118	jwinslow@perquimancounty.nc.gov
Issi Pulzard	PUC		
Dale HUNTER	Perq EMS	252 331 3758	dale1613@gmail.com
Jim Grosjean	Perq EMS		
Michael Carter, III	ICVFD	312-9504	
Kristal Agosto	Perq 911	252-340-4676	
Jonathan Nixon	Perq ES	331-9817	j.nixon@perquimanscounty.nc.gov



## PERQUIMANS COUNTY EMERGENCY SERVICES

P.O. Box 563 - 159 Creek Drive - Hertford, NC 27944

(252) 426-5646 Phone - (252) 426-3306 Fax

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### EMS Peer Review Committee

Meeting Minutes – January 26, 2017 – 5:30 pm

Those attending: Jonathan Nixon, Mark Symons, John Wilson, Stacy Pritchard, Toni Cartwright, Jim Grosjean, Marie Cuthrell, Kaili Nixon, Todd Tilley, Krystal Agosto, Ashley Stoop, Edward Muzzulin, Rob Glover

The meeting was called to order by Todd Tilley at 5:30 pm.

The minutes from the October 27, 2016 meeting were approved after motion by Ed Muzzulin and second by Dale Junter.

#### Peer Review Committee Membership

- Addition of John Wilson and Stacy Pritchard
- Resignation of Toni Cartwright
- Upon motion by Dale Hunter and second by Jim Grosjean membership changes approved.

The following reports were made:

*Dr Samantha Furia – Medical Director* – Absent but Jonathan Nixon advised Dr. Furia had no major issues at this time.

*Ed Muzzulin – County Commissioner* – Nothing to report, but requested that costs for the system going to Paramedic be included in the upcoming budget request.

*Frank Heath – County Manager* – Absent

*Mark Symons – Rescue Squad Chief* – Reported Rescue may help with EMS Paramedic funding with monitors and IO drills. September 17th the Rescue Squad will have an open house to celebrate 50 years of community service.

*Jim Grosjean – Training Officer/Shift Supervisor* – Nothing to report.

*Dale Hunter – EMS Safety Officer/Shift Supervisor* – Nothing to report.

*John Wilson – EMS Education Coordinator* – Reported COA is looking at introducing more programs; Next EMT class will be this summer; Next AEMT & Paramedic class will be this fall; COA's AEMT transition will be active February 6<sup>th</sup>.

*Ashley Stoop – District Health Department Representative* - Reported they have a new director; Influenza is entering our area; Zika virus is not off the radar and seeking extra funding from the state for monitoring; Respiratory training will be held in Elizabeth City this February for LE and EMS; Have spent \$75,000 in overdose prevention with the OD numbers being still high, but leveling off; Have 13-14 drop off boxes in the region; Working towards a possible SNS Exercise later this year.

**Stacy Pritchard & Toni Cartwright – Sentara Albemarle Medical Center Representative/Liaison** – Reported they have a new ER manager; New full time orthopedic doctor-Dr. Voe; New social worker and interviewing for ED Manager; Will be switching charting systems this summer; Have received 10 new portable vents.

**Kailli Nixon – Vidant Chowan Hospital** – Reported they will be conducting a gap analysis for IVC clinic; Received a pediatric grant for 9 month data collection and ER simulations; They are acute stroke ready and use the Cincinnati stroke screen; Received a grant to partner with EMS; Will meet with Brian Center the end of February; Still working towards ED expansion.

**Quality Assurance** – Issues identified included:

- With falls and AMS many reports do not include a glucose check
- There is little documentation for prehospital stroke screen
- Check box issues on reports – example: DOA with strong pulses
- 1st quarter topics will be Stroke/CVA, Stab/Gunshot Wound

**Emergency Services Director** – Jonathan Nixon made the following report:

### Emergency Management

- Old ambulance has been repurposed to pull the boats and is in service as Zone 4.
- Recovery after Hurricane Matthew continues for both FEMA Public Assistance and Individual Assistance.
- We are serving on a planning committee for a multi-county multi-day regional full-scale exercise hosted by ARHS. Perquimans will most likely host a De-Con component of the event, with response from the regional SMAT III hosted in Pasquotank.
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- Several calls have been reviewed with Dr. Furia since we last met with appropriate action taken.
- We have mandatory documentation training on Monday night with our new billing company and reviewed the EMD program with EMS staff.
- Preliminary discussions have begun about presenting the Paramedic Program again at the upcoming budget discussions. A formal presentation is being planned for the April EMS Peer Review Committee meeting.

**911 Communications****STAFFING**

- 2 New Part-Time Telecommunicators – Debbie Lyman & Tiffany Haynes
- Will be advertising for one Full-Time and several Part-Time Telecommunicators ASAP

**TRAINING**

- ITC has completed the NC Dept of Justice Training & NC DCI Training
- All Telecommunicators have attended one of three EMD Trainings between November 2016 & January 2017 – Go-Live Date is Feb 14<sup>th</sup> (Valentine's Day)
- Shift Supervisors & Director have attended a total of 5 days of admin, QA and software training for EMD implementation

**EQUIPMENT**

- Tower Sites continue to be visited monthly by Emergency Management.
- New A/C units purchased for Sandy Cross (TAC 3) and Rayburn Ln (TAC 4) tower sites
- New UPS at Durants Neck Water Tower (TAC 2)
- EM and 911 Staff continue to work with Jim McKeever of Global Communications on the County-Wide Radio Analysis.
- Back-Up 911 Center Equipment
  - Soil survey should be complete this week for the new tower location. We are also working on the RFP for this and will issue after the Feb. 1st Mandatory Workshop with 911 Board Staff.
  - Quotes are in hand for radio equipment, including state bid pricing for most equipment. Waiting for Feb. 1st Workshop before issuing PO.
  - CAD server move is pending new internet service in Chowan (March/April). Server is already running using NeverFail software to communicate.
  - Purchase Order issued for dedicated fiber line for phone system between Perq 911 & Chowan 911 to Century Link.
  - Purchase Order to upgrade recording server has been issued to Edge One.
  - Purchase Order to upgrade phone system has been issued to CenturyLink.
  - Purchase Order to purchase laptop for use with CAD at Back-Up Center has been issued to Practical Computing.

**ISSUES**

Fielded the following operational complaints through January 2017:

• Law Enforcement	1
• Fire	3
• EMS	2
• Citizens	0
• Mapping	2
• 911 Dept. Review	3

**Rob Glover - NCOEMS Representative** – Reported Perquimans 911 EMD application is moving forward and should be ready for the February 14<sup>th</sup> launch; The diversion plan has now become a state wide issue; Fire Department personnel may need to be entered in CIS

**Old Business**

- EMS Diversion Plan – NEREMSA has put together a subcommittee to develop a regional plan.
- EMS System Plan Revisions – The committee reviewed and approved changes to Chapter 2 Communications of the EMS System Plan, adding EMD.

**New Business**

- 4<sup>th</sup> Quarter Chute Times & Chute Times Comparison was reviewed.
- 4<sup>th</sup> Quarter Mutual Aid Requests were reviewed as follows:
  - Chowan EMS 1

- o Gates EMS 0
- o Pasquotank EMS 9
- o Nightingale 1
- o Eastcare 0

- 2016 Disposition Type reviewed.
- 2016 Call Volume by Day of the Week and Time of Day were reviewed.
- 11 Year Call Volume Data reviewed.
- Jonathan Nixon gave a short presentation on Emergency Medical Dispatch (EMD) implementation.
- Next meeting will be moved to April 13<sup>th</sup> to accommodate the upcoming budget process.

*Additional Comments / Concerns*

*Next Meeting Schedule – April 13<sup>th</sup>, July 28<sup>th</sup> and October 27<sup>th</sup>, starting at 17:30.*

*Adjournment – There being no further business a motion to dismiss was made by Ashley Stoop and 2<sup>nd</sup> by Jim Grosjean, until the next appointed meeting which is scheduled for April 13, 2017 at 17:30 pm.*

Respectfully Submitted by Jim Grosjean, Secretary and Jonathan Nixon, Emergency Services Director.

## SECTION 2 COMMUNICATIONS

### INTRODUCTION

Perquimans County 911 Communications (PCC) is the Public Safety Answer Point (PSAP) for all emergencies for in Perquimans County and its municipalities. ~~Perquimans Communications~~ PCC is operational twenty-four (24) hours per a day seven (7) days a week.

~~Perquimans Communications~~ PCC processes over 30,000 phone calls per year. Of this number, over 2,000 are EMS related calls.

~~Currently, there is no Emergency Medical Dispatch service within Perquimans County.~~

### TRAINING AND STAFFING

All staff members are trained telecommunicators in accordance with the North Carolina Sheriffs' Education and Training Standards Commission and are Emergency Medical Dispatch (EMD) certified through Priority Dispatch. Telecommunicators complete an orientation program prior to being released to operate on their own.

~~There is a minimum of two telecommunicators assigned to each eight (8) hour shift.~~

### ENHANCED 911 SYSTEM, EMERGENCY MEDICAL DISPATCH (EMD) AND COMPUTER AIDED DISPATCH

Perquimans County ~~currently~~ has an operational Enhanced 9-1-1 System. This system was put in place in July 2002 and ~~currently~~ all telecommunicator staff are trained in the operation of this system.

A copy of the memorandum for the Enhanced 9-1-1 system is located at PCC.

~~The Communication Center~~ PCC uses a Computer Aided Dispatch (CAD) System by Southern Software. This CAD System allows telecommunicators to enter calls, track times, and calls provide directions and cross streets as needed. ~~The county currently has a contract with CenturyLink to keep this system updated.~~ Telephone numbers, addresses, and all other caller information is are updated by in the system by CenturyLink.

### MOBILE RADIOS, MOBILE DATA TERMINALS AND CELL PHONES (CAD)

Perquimans County EMS uses two-way mobile radios in the ~~transporting~~ ambulances and zone vehicles. Each ~~vehicle~~ radio contains the EMS frequencies to communicate with ~~Communications~~ PCC and ~~Each vehicle also contains frequencies to communicate with the appropriate receiving hospitals.~~ Each ambulance is also equipped with a cellular phone.

~~Most~~ The mobile radios within these vehicles contain numerous channels allowing each vehicle to access frequencies for other departments within the county and the surrounding counties for mutual aid, if the needed arises.

NOTE: All radio licenses are on file with PCC.

Each ambulance will be equipped with a Mobile Data Terminal (MDT). These terminals will allow technicians to access remote data files and enhance communications capabilities using a computer and reduce radio traffic.

PCC is a North Carolina state certified Emergency Medical Dispatch (EMD) Center. PCC maintains a copy of their current certification.

Through Priority Dispatch, PCC utilizes the Medical Priority Dispatch System (MPDS) for its EMD program.

PCC utilizes a contracted language interpretation service to provide translation in over 140 different languages. If an incoming caller cannot speak English, the call is transferred to a specialized operator who in turn interprets the caller's language and gathers specific information. This information is then relayed to the telecommunicator in order for PCC to dispatch the appropriate agencies and response. Pre-hospital field providers may also be linked to the language interpretation service to assist the technician with interpreting non-English languages in the field. The language interpretation service is available to our system 24-hours a day, 7 days a week.

## DISPATCHING OF 911 CALLS AND MUTUAL AID

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All Perquimans County Emergency Services (EMS, Fire, Law Enforcement, etc.) are accessed via 9-1-1. All of these services have "routine business" numbers, but 9-1-1 is the 3-digit PSAP number assigned for emergencies.

~~Perquimans Communications~~ PCC dispatches all responding emergency departments within the county after receiving a 9-1-1 call. All calls are dispatched to the appropriate department in the order they are received.

~~Any resident, business or cell phone caller within Perquimans County dialing~~ All 9-1-1 calls in Perquimans county will be answered by ~~the Perquimans Communications Center~~ PCC in order for the appropriate services(s) to be dispatched. ~~No person will ever be.~~

All 9-1-1 calls are answered by qualified telecommunicators. Any person calling 9-1-1 will never be instructed to hang-up and dial another number or required to speak with more than two telecommunicators to request emergency assistance.

PCC provides daily dispatch of calls as outlined by the PCC Standard Operating Guidelines.

Most requests for mutual aid being received ~~and~~ or provided to other counties will go through ~~Perquimans Communications~~ PCC (See SOG #103 Mutual Aid for further information).

In the event of actual or anticipated disasters or hazards, the Emergency Operations Center (EOC) may be activated. PCC telecommunicators will work closely with various departments in the coordination and dispatching of resources in the event of a disaster or hazard in accordance with the Perquimans County Emergency Operations Plan.

## RADIO ALERT TONES AND FREQUENCIES

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~~Perquimans Communications~~ PCC has alert tones are pre-programmed in each console to alert each department of ~~a call~~ an emergency dispatch.

~~Perquimans Communications~~ PCC uses console radios with the following frequencies pre-programmed:

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AGENCY	NAME	RX	TX
<b>VHF</b>			
Perquimans Fire Dept. - Main Repeater	PERQ FIRE	154.3400	153.9200
Perquimans Fire Dept. - Tactical 1	PERQ TAC 1	155.8800	159.0000
Perquimans Fire Dept. - Tactical 2	PERQ TAC 2	155.0700	159.4050
Perquimans Fire Dept. - Tactical 3	PERQ TAC 3	155.5950	151.1300
Perquimans Fire Dept. - Tactical 4	PERQ TAC 4	151.0175	159.0150
Perquimans EMS	PERQ EMS	158.8200	153.7850
Chowan Hospital	CHOWAN HOSP	155.3400	155.3400
Albemarle Hospital	ALB HOSP	155.3400	155.3400
<b>UHF</b>			
Perquimans Law Enforcement		460.175	
<b>800 MHZ</b>			
Perquimans Emergency Management		79A	
Perquimans EMS		799	
Perquimans Fire		798	
Perquimans Law		797	
Perquimans Tactical		79B	
State Wide Call		4E1	
PERQ MA		307	

**MISDIRECTED 911 CALL PROCEDURE**

Misdirected calls into the ~~Communication Center~~ received by PCC (call intended for another 9-1-1 Center PSAP) are handled by the telecommunicators in the following manner:

- a. The 9-1-1 call is received.
- b. All information is obtained from the caller, as with any 9-1-1 call and information is entered into the CAD System. ~~This is done to ensure the caller receives appropriate help.~~
- c. The caller is patched or relayed to the appropriate ~~9-1-1 Center~~ PSAP for their telecommunicator to obtain the information.
- d. ~~Perquimans 911 PCC~~ stays on the line with the caller and the appropriate ~~Communication Center~~ PSAP until they obtain all the information they need and they disconnect with the caller. ~~Perquimans 911~~ At that point PCC will disconnect from the call.
- e. In instances where the caller is disconnected or connection is lost, the telecommunicator has the information and can relay it to the appropriate ~~9-1-1 Communication Center~~ PSAP.

**COMMUNICATIONS CENTER SOGs**

~~Perquimans Communications has their own Standard Operating Guidelines to be followed by the telecommunicators.~~

**CONTACT INFORMATION**

Contact information for the ~~Communication Center~~ PCC and its Director is attached located in the Contact Information Section of the Plan (Section 8).

**Perquimans EMS 2016 4th Quarter Chute Times**

42648294	20161326	10/10/16 01:43	162	5
43418652	20161831	12/04/16 03:17	163	5
43579967	20161898	12/16/16 05:37	162	5
43033814	20161679	11/05/16 23:38	165	5.1
42585783	20161511	10/06/16 03:23	163	5.2
42867138	20161612	10/26/16 05:58	162	5.3
42678292	20161497	10/04/16 01:39	162	5.63
43565844	20161893	12/15/16 05:52	164	7
42714314	20161558	10/14/16 19:21	165	8
43019374	20161677	11/05/16 19:37	164	8
43323809	20161740	11/18/16 09:19	164	9
43483348	20161855	12/09/16 07:24	162	12
43630441	20161786	11/26/16 03:02	164	12
42675171	20161547	10/12/16 14:37	163	16

411 4th Quarter Total Patient Care Reports

3 0.73% Calls over 10 minute chute time

14 3.41% Calls over 5 minute chute time

**4th Quarter Average Chute Time 1.91 minutes**

462 3rd Quarter Total Patient Care Reports

0 0.00% Calls over 10 minute chute time

6 1.30% Calls over 5 minute chute time

**3rd Quarter Average Chute Time 1.67 minutes**

426 2nd Quarter Total Patient Care Reports

5 1.17% Calls over 10 minute chute time

13 3.05% Calls over 5 minute chute time

**2nd Quarter Average Chute Time 1.90 minutes**

397 1st Quarter Total Patient Care Reports

1 0.25% Calls over 10 minute chute time

21 5.29% Calls over 5 minute chute time

**1st Quarter Average Chute Time 2.11 minutes**

**2016 AVERAGE CHUTE TIME 1.90 MINUTES**

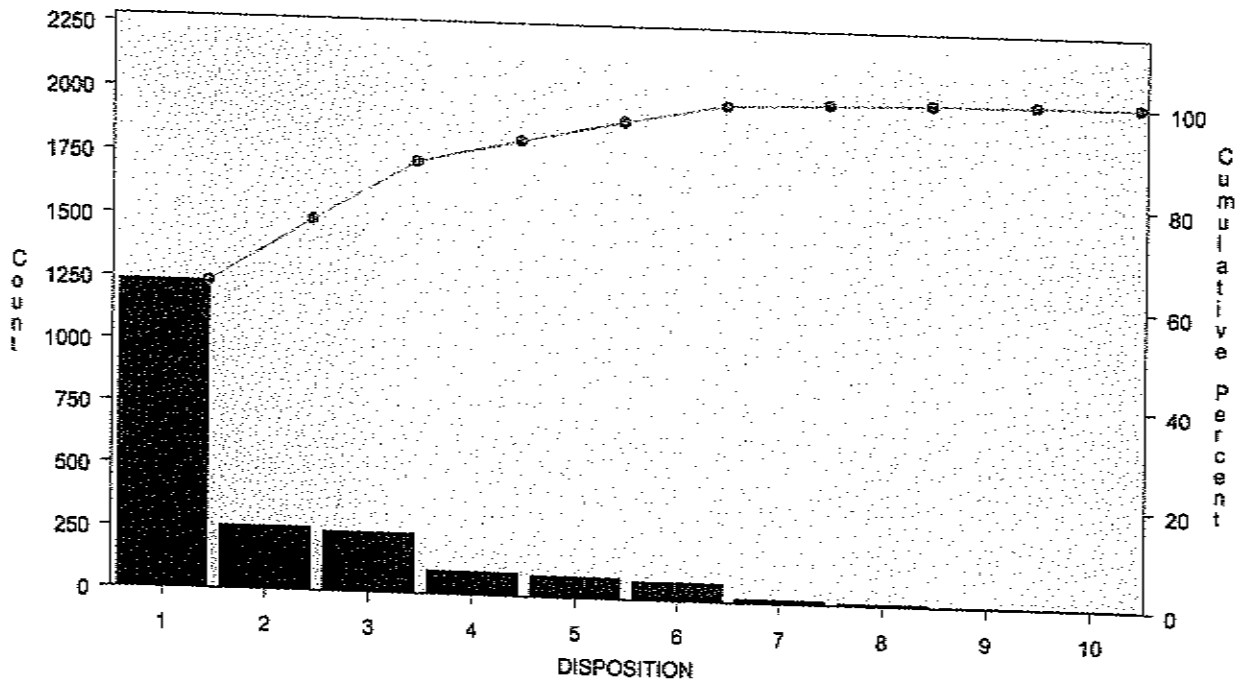
**2015 AVERAGE CHUTE TIME 2.03 MINUTES**

**2014-2016 Chute Times Comparison**

	2014	2015	2016
Calls over 10 minute chute time	48	13	9
Calls over 5 minute chute time	121	66	54

\*NOTE\* Does not include calls that were answered by Mutual Aid because no crew was available

**Confidential: Peer Review Document**  
**Perquimans County EMS & Rescue**  
**Pareto Chart - Disposition Type**  
**From 01/01/2016 To 12/31/2016**



- Categories:
- |                                  |                                   |
|----------------------------------|-----------------------------------|
| 1 TREATED, TRANSPORTED BY EMS    | 2 PATIENT REFUSED CARE            |
| 3 CANCELLED                      | 4 TREATED AND RELEASED            |
| 5 NO TREATMENT REQUIRED          | 6 NO PATIENT FOUND                |
| 7 DEAD AT SCENE                  | 8 TREATED, TRANSFERRED CARE       |
| 9 TREATED, TRANSPORTED BY PRIVAT | 10 TREATED, TRANSPORTED BY LAW EN |

Generated by Jonathan A Nixon

Report generated on: 01/20/2017

Confidential: Peer Review Document  
 Perquimans County EMS & Rescue  
 Call Volume by Day of Week and Time of Day  
 From 01/01/2016 To 12/31/2016

18:33 Friday, January 20, 2017 1

Hour/Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
00:00-00:59	6	3	5	10	3	3	2	
01:00-01:59	8	7	7	6	12	9	4	
02:00-02:59	12	3	9	4	6	4	2	
03:00-03:59	10	3	4	4	3	4	5	
04:00-04:59	6	2	5	4	6	2	5	
05:00-05:59	2	8	4	2	7	3	4	
06:00-06:59	7	5	14	8	12	8	7	
07:00-07:59	10	6	7	12	2	11	10	
08:00-08:59	13	11	20	15	13	13	13	
09:00-09:59	12	13	16	8	33	21	21	
10:00-10:59	16	9	15	18	14	16	13	
11:00-11:59	20	19	18	17	15	14	18	
12:00-12:59	20	10	19	19	13	14	23	
13:00-13:59	16	10	23	17	13	8	14	
14:00-14:59	19	13	12	11	13	8	28	
15:00-15:59	11	19	14	13	18	12	9	
16:00-16:59	19	15	9	19	16	17	21	
17:00-17:59	18	20	19	16	9	12	18	
18:00-18:59	17	15	16	23	12	21	16	
19:00-19:59	8	7	19	17	18	22	13	
20:00-20:59	16	9	23	18	21	14	22	
21:00-21:59	16	13	16	16	14	6	15	
22:00-22:59	7	15	8	10	6	10	16	
23:00-23:59	11	9	8	6	11	8	11	

# PERQUIMANS COUNTY EMERGENCY MEDICAL SERVICE

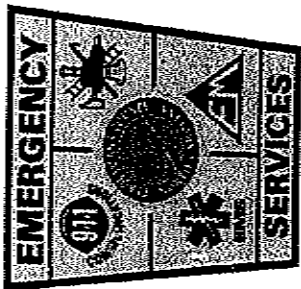


P.O. Box 563  
 159 Creek Drive  
 Hertford, NC 27944  
 (252) 426-5646  
 (252) 426-3306 FAX



## 11 Year Total Call Volume Data

<u>Year</u>	<u>Total Call Volume</u>	<u>% Increase Since 2006</u>
2000	App. 1000	
2006	1532	
2007	1610	-----
2008	1610	5.09%
2009	1584	5.09%
2010	1750	3.39%
2011	1729	14.23%
2012	1941	12.86%
2013	1991	26.70%
2014	2007	29.96%
2015	2025	31.01%
2016	1984	32.18%
		29.50%



# PERQUIMANS COUNTY EMERGENCY SERVICES

P.O. Box 563 - Hertford, NC 27944  
 159 Creek Drive  
 (252) 426-5646



## EMS

### EMS Peer Review Committee

Meeting Date 1-26-17

Position	Member	Signature	Phone
Medical Director	Dr. Samantha Furia		215-264-1059
Physician representing Albemarle Hospital	Dr. Samantha Furia		215-264-1059
Physician representing Chowan Hospital	Dr. Joe Tripp		252-333-5100
County Emergency Services Director	Jonathan Nixon		252-331-9817
EMS - Rescue Squad Chief	Mark Symons		252-333-6173
EMS Nurse Liaison	Stacy Pritchard		252-562-2888
EMS Education Coordinator	John Wilson		252-562-2888
EMS Training Officer (Secretary)	Jim Grosjean		252-312-5396
EMS Safety Officer	Dale Hunter		252-331-3758
Emergency Dept. Rep.-Albemarle Hospital	Stacy Pritchard		252-562-2888
Emergency Dept. Rep.-Chowan Hospital	Kaili Nixon		252-333-6024
County Representative	Marie Cuthrell		252-339-9524
County Representative	Todd Tilley		252-331-3767
County Representative	Sheila Winslow		252-312-5396
911 Communications Training Officer	Krystal Agosto		252-331-3697
Health Department Representative	Ashley Stoop		252-312-4852
County Commissioner	Edward Muzzulini		252-340-9860
County Gov. Official-County Manager	Frank Heath		252-337-5013

As Needed (Ad Hoc) Members

County Gov. Official-Chairman, Commissioners \* Kyle Jones  
 State NC OEMS Representative \*  
 Hospital Representatives (each hospital) \*

\* denotes non-voting member

Updated January 2017



## PERQUIMANS COUNTY SENIOR CITIZENS CENTER

1072 Harvey Point Road • P.O. Box 615  
HERTFORD, NORTH CAROLINA 27944  
TELEPHONE: (252) 426-5404 • FAX: (252) 426-1296  
EMAIL: office@pcseniors.org

February 16, 2017

To: Perquimans County Board of Commissioners  
128 North Church Street  
Hertford, N.C. 27944

Kyle Jones	Wallace Nelson
Fondella Leigh	Joseph Hoffler
Edward Muzzulin	Charles Woodard

From: Perquimans County Senior Advisory Board(PCSAB)  
1072 Harvey Point Road – P.O. Box 615  
Hertford, N.C. 27944

Re: Advisory Boards' Report for Year 2016 Activities

1. General:

All functions, building operations/environment and parking are satisfactory.

2. New Construction:

Phase 4 Alteration work: Outdoor recreation, games, sitting and viewing area work was basically completed. Minor work pending is: - painting of shuffleboard and bocce playing and foul lines, Provision of telephone, security camera clock and score boards, Re-seeding and fertilization of disturbed areas, provision of horseshoe pits, anchoring of benches and table feet to concrete slab. Provision of bocce re-surfacing tools and re-surfacing material(screening-dust)

3. Utilizations of Center:

Average daily attendance – 85 seniors  
Max. daily attendance to date – 125 seniors

4. Nutrition/Meals:

Lunch meals @Center – average daily 25- 35 seniors  
Lunch meals @Center – Max. daily – 45 seniors  
Home delivered Meals – daily 25 seniors  
Special Events/ Meals – 35 – 60 seniors

*Perquimans County's Vision:*

*To be a community of opportunity in which to live, learn, work, prosper and play.*

5. Exercise/Fitness Room:  
Popular area good utilization, equipment is sufficient and in good condition  
Light, after hours use by county employees
6. Regularly Scheduled Activities:  
Afternoon Games: Rook, Rummikub, Puzzles, Board Games, Bingo, Pinochle, Pool/Billiards, Table Tennis, Crafts, Choir, Quilting, Yarn Corner, Computer Stations, Exercise Classes, Line Dancing, Yoga, Card Parties, Bible History, i-phone & i-pad classes, Pool tournaments, Van trips, Madelyn's Music, Birthday Celebrations, Bowling, Saturday Night Socials, November annual Sale & Christmas Open House – well attended.
7. Special Activities:  
Fund Raisers  
Travel trips via van & motor coach  
Senior Games - County participants – 105  
Using equipment purchased w/grant funds to play pickleball at Rec Center  
Utilize General Purpose Grant each year  
Shadow program w/schools  
Health screenings/talks  
Annual Health Fair  
Free Tax Help via Rotary Club
8. Organizations:  
TOPS(Take Off Pounds Sensibly) meets here weekly  
Alzheimers Support Group meets at the Hertford United Methodist Church monthly
9. Employment:  
2 full time employees, 1 part-time employee, 1 part-time contract employee
10. Miscellaneous:  
Provided box fans for needy seniors through Albemarle Commission  
Provided heater for needy seniors through Albemarle Commission  
Ring Salvation Army Red Kettle Bell at Christmas

We hope the above is satisfactory and meets with your approval.

Very Truly Yours,  
Robert Emmert - Chairman PCSAB  
Delphine Madre – Secretary PCSAB

Cc Frank Heath County Manager