

**AGENDA**  
*All items are for discussion and possible action.*  
 Perquimans County Board of Commissioners  
 Commissioners' Room - Courthouse Annex Building  
**May 7, 2018**  
**6:50 p.m.**

**Board of Equalization & Review to meet in Commissioners' Room at 6:30 p.m.**

- I. Call to Order
- II. Prayer & Pledge
- III. Public Hearing
  - A. Conditional Use Permit No. CUP-18-02, requested by Percy Winslow, Jr. .... 6:50 p.m.
    - *To receive citizens' comments consider Conditional Use Permit No. CUP-18-02, requested by Percy Winslow, Jr. to operate a food concession trailer at 1225 Sandy Cross Road. Property is zoned RA, Rural Agriculture District, and is an approximately 2 acre part of Tax Parcel No. 10011-0065.*

**ACTION  
TAKEN  
LATER**

- 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.)*
  - A. Approval of Minutes: April 2, 2018 Regular Meeting & April 16, 2018 Joint Work Session with Board of Education
  - B. Tax Refund Approvals
  - C. Personnel Matters
    - 1. Appointment: Part-Time/Fill-In EMT
    - 2. Appointment: Part-Time/Fill-In at Board of Elections
    - 3. Appointment: Part-Time/Fill-In Paramedic
    - 4. Resignation: IMC I
    - 5. Resignation: Housekeeper
    - 6. Resignation: Social Worker IA&T
    - 7. Removed from EMS Roster: Paramedic
    - 8. Demotion: Part-Time/Fill-In AEMT
    - 9. Resignation: Full-Time Certified Telecommunicator
    - 10. Appointment: Part-Time/Fill-In Certified Telecommunicator
  - D. Budget Amendments No. 28
  - E. Board Appointments
    - 1. ALS Medical Director for Perquimans EMS System
  - F. Proclamations/Agreements
    - 1. Proclamation: Older Americans Month, May, 2018
    - 2. Proclamation: Vulnerable Adult & Elder Abuse Awareness Months 2018
    - 3. Independent Contractor Agreement with New Hope Concessions
    - 4. Janitorial Services Agreement – Inspections & Planning Building
  - G. Juvenile Crime Prevention Documentation
    - 1. Certification for FY 2017-18
    - 2. Inter-Agency Council Appointments for FY 2017-18
    - 3. Juvenile Crime Prevention Council County Plan for FY 2017-18

**ACTION  
REQUIRED**

**VI. Introduction of New Employees/Staff**

- A. Social Services New Employee

**VII. Scheduled Appointments**

- A. Tim Brinn 7:00 p.m.
- B. Bill Jennings, Tax Administrator 7:05 p.m.
- C. Susan Chaney, Social Services 7:10 p.m.

**NO  
ACTION  
REQUIRED**

NO  
ACTION  
REQUIRED

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

- A.
- B.

IX. **Old Business**

- A. Updates from County Manager

X. **New Business**

- A. Planning Item: Conditional Use Permit No. CUP-18-02, requested by Percy Winslow, Jr.
- B. Resolution Supporting a Statewide Referendum on a Bond Issue for School Facility Needs
- C.
- D.

ACTION  
REQUIRED

XI. **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:**

- NCACC Annual Stewardship Report
- Prescription Card Program

**DEPARTMENT HEAD REPORT:**

- Plat Log
- Building Inspector's Report – 3<sup>rd</sup> Quarter
- Sheriff's Department Report – March, 2018
- Sheriff's Department Report – April, 2018
- Code Enforcement Report

**COMMITTEE WRITTEN REPORTS:**

- Annual Child Fatality Prevention Team Report for 2017

**NOTES FROM THE COUNTY MANAGER**  
**May 7, 2018**  
**6:50 p.m.**

**Board of Equalization & Review to meet in Commissioners' Room at 6:30 p.m.**

- III.A. **Enclosures:** Public Hearing is being held regarding the following matter.
  - A. **Conditional Use Permit No. CUP-18-02, requested by Percy Winslow, Jr.** .....6:50 p.m.
    - *To receive citizens' comments consider Conditional Use Permit No. CUP-18-02, requested by Percy Winslow, Jr. to operate a food concession trailer at 1225 Sandy Cross Road. Property is zoned RA, Rural Agriculture District, and is an approximately 2 acre part of Tax Parcel No. 10011-0065.*
- 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. The following introductions will be made:
  - A. **Introduction of Employee:** Susan Chaney will introduce Caitlyn Gardner, IMC I working toward IMC II, who was appointed on April 1, 2018.
- VII.A. Tim Brinn will be discussing the Department of Agriculture's Rural Development Opportunity Grant for \$65,000 which the Tourism Development Authority wants to apply for. Board action is being requested.
- VII.B. **Enclosures.** Bill Jennings, Tax Administrator, will present his Monthly update.
- VII.C. Susan Chaney, Social Services Director, will present her monthly report.
- IX.A. County Manager Heath will present several updates to the Board.
- X.A. **Enclosures.** Rhonda Money, GIS/County Planner, will present the following item for Board action:
  - **Conditional Use Permit No. 18-02 – requested by Percy Winslow, Jr.:** A Public Hearing was held earlier to receive citizens' comments to consider Conditional Use Permit No. CUP-18-02, requested by Percy Winslow, Jr., to operate a food concession trailer at 1225 Sandy Cross Road. Property is zoned RA, Rural Agriculture District, and is an approximately 2 acre part of Tax parcel No. 10011-0065. Board action is being requested.
- X.B. **Enclosures.** As the short session of the NC General Assembly approaches, NCACC is asking commissioners to advocate for passage of HB 866/SB 542 – Public School Building Bond Act of 2017, which would put a \$1.9 billion school construction bond on the ballot this November. A draft copy of a Resolution that NCACC is asking the County Chambers of Commerce to sign is enclosed for your review along with other background information. Also enclosed is a Resolution from Randolph County and a draft Resolution for Perquimans County. Board review and action is being requested.

\*\*\*\*\*  
**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 for April 2, 2018 Regular Meeting & April 16, 2018 Joint Work Session with Board of Education – April 16, 2018 Regular Work Session was cancelled
- B. **Enclosures:** Tax Refunds – see attached list
- C. **Enclosures:** Personnel Matters

| Employee Name   | Employee Job Title                           | Action Required     | Grade/ Step | New Salary  | Effective Date |
|-----------------|--|---------------------|-------------|-------------|----------------|
| Kayley Ronca    | Part-Time/Fill-In EMT                        | Appointment         | 63/1        | \$13.94/hr. | 4/1/2018       |
| Carlie Spear    | Fill-In – Board of Elections                 | Appointment         | n/g         | \$9.09/hr.  | 4/24/2018      |
| Edward A. Smith | Part-Time/Fill-In Paramedic                  | Appointment         | 68/1        | \$17.37/hr. | 5/01/2018      |
| Donna Critcher  | IMC I working toward IMC II                  | Resignation         |             |             | 4/24/2018      |
| Mary Curry      | Housekeeper                                  | Resignation         |             |             | 4/13/2018      |
| Shannon Howell  | Social Worker IA&T                           | Resignation         |             |             | 5/01/2018      |
| Aaron Grosjean  | Part-Time/Fill-In Paramedic                  | Removed from Roster |             |             | 4/13/2018      |
| Jessica Arthur  | From Paramedic to Part-Time/Fill-In AEMT     | Demotion            | 66/1        | \$15.91/hr. | 4/13/2018      |
| Tiffany Haynes  | Full-Time Certified Telecommunicator         | Resignation         |             |             | 3/05/2018      |
| Tiffany Haynes  | Part-Time/Fill-In Certified Telecommunicator | Appointment         | 62/1        | \$13.34/hr. | 4/01/2018      |

- D. **Enclosure:** Budget Amendment No. 28 is presented for Board action.

E. **Enclosures:** The following Board appointment is for Board action:

| NAME           | BOARD  | ACTION      | TERM      | EFFECTIVE DATE |
|----------------|--|-------------|-----------|----------------|
| James Wilson   | ALS Medical Director for Perquimans EMS System | Appointment | Unlimited | 6/30/2018      |
| Samantha Faria | ALS Medical Director for Perquimans EMS System | Resignation |           | 6/30/2018      |

F. **Enclosures:** The Board will need to consider the enclosed Proclamation and Agreements:

1. **Proclamation – Older Americans Month, May 2018:** The Board will need to take action on the enclosed Proclamation proclaiming May, 2018 as Older Americans Month. Board action is being requested.
2. **Proclamation – Vulnerable Adult & Elder Abuse Awareness Months:** The Board will need to take action on the enclosed Proclamation proclaiming May & June, 2018 Vulnerable Adult & Elder Abuse Awareness Months. Board action is being requested.
3. **Independent Contractor Agreement with New Hope Concessions:** Board will need to consider the enclosed Independent Contractor Agreement between New Hope Concessions and the County of Perquimans to handle the Concession Sales at the Perquimans County Recreation Center. Board action is being requested.
4. **Janitorial Services Agreement:** The Board will need to consider the enclosed Janitorial Service Agreement between Rebecca T. Corprew and Perquimans County to provide janitorial services at the Perquimans County Inspections & Planning Building. Board action is being requested.

G. **Enclosures:** The Board needs to take action on the following Juvenile Crime Prevention Council (JCPC) documents for FY 2018-19

1. **Certification for FY 2018-19:** This is to certify the funding through JCPC for FY 2018-19.
2. **Inter-Agency Council Appointment for FY 2018-19:** This is to certify the Inter-Agency Council Members for FY 2018-19.
3. **Juvenile Crime Prevention Council County Funding Plan for FY 2018-19:** This breaks down the funding of \$72,980 for FY 2018-19



May 1, 2018

Perquimans County Commissioners:

The Perquimans County Board of E&R will convene at the May 7<sup>th</sup> meeting and adjourn at the June 4<sup>th</sup> meeting. I will be handing out the Board of E&R Oath prior to the meeting to be signed. One person has made an appointment to be heard. The information regarding this appointment is in your packet.

Bill Jennings  
Perquimans County Tax Administrator

## PUBLIC NOTICE

**The Perquimans County Board of County Commissioners will hold a quasi-judicial public hearing at their next public meeting on Monday, May 7, 2018 at 6:50 PM** 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, next door to the Historic County Courthouse, to consider Conditional Use Permit No. CUP-18-02, requested by Percy Winslow, Jr. to operate a food concession trailer at 1225 Sandy Cross Road. Property is zoned RA, Rural Agriculture District, and is an approximately 2 acre part of Tax Parcel No. 1-0011-0065.

Property owners, residents and other interested parties may review this item during normal business hours before the quasi-judicial public hearing at the Perquimans County Planning & Zoning Office, at 104 Dobbs Street, Hertford, NC, or call 252-426-2027 or email [rhondamoney@perquimanscountync.gov](mailto:rhondamoney@perquimanscountync.gov) for more information.

**Publish in Perquimans Weekly on April 25, 2018**

**Perquimans County Planning & Zoning Staff Report  
By Rhonda Money, Planner  
For BCC Meeting May 7, 2018**

**SUBJECT:** Conditional Use Permit No. CUP-18-02, requested by Percy Winslow, Jr. to operate a food concession trailer at 1225 Sandy Cross Road. Property is zoned RA, Rural Agriculture District, and is an approximately 2 acre part of Tax Parcel No. 1-0011-0065.

## Project Description/ Research & Analysis

### Proposed Plan:

Mr. Winslow is seeking approval to operate a food concession trailer (8' X 16') at 1225 Sandy Cross Road on an approximately 2 acre portion of a 135+ acre tract of land that he owns a life estate in. Mr. Winslow earned a ServSafe Certification in February of 2016 that will expire February 2021. This will be a temporary endeavor, intended to determine if a viable business can be run in the Belvidere/Whiteston area. It is proposed to be 2 years at most, then a determination can be made on whether to move across the street into a longer term situation worthy of making capital improvements. Albemarle Regional Health Services (ARHS) requires a commercial kitchen, not necessarily on-site, and a septic system to use for food prep and disposal. Mr. Winslow is proposing to hook-up the concession trailer to a newly installed septic system at the house he owns (but does not live in) at 1225 Sandy Cross Road. It will remain permanently on-site for the 2 year test period. Currently Mr. Winslow intends to be the only employee and plans to be open Monday through Saturday from 11am to 6pm. Menu items will include hot dog, hamburger and barbeque sandwiches, etc. cooked to order. Drinks will be offered by vending machine except tea, which will be made fresh daily. Commercial grade refrigerator and freezers will be inside the trailer along with a commercial grade food prep unit. As an employee, Mr. Winslow will use the house bathroom; ARHS does not require a bathroom for customers if no seated areas are provided for eating. Because the house is for sale, a condition has been added to Proposed CUP-18-02 notating that the conditional use permit will expire 2 years from Board of County Commissioner (BCC) approval or the date the house sells to an owner other than Percy Winslow, Jr. and wife, whichever comes first.

**Setbacks:** Zoning Ordinance Section 704. Table of Area, Yard and Height Requirements list setbacks in an RA zone as 30 ft front and rear and 15 ft on the sides.

**Parking:** Zoning Ordinance Section 1909 'Minimum Parking Requirements' requires one parking space for each two seats at counters or bars plus one parking space for each two employees of a restaurant. 9 ft by 18 ft is the size of an average parking space. 45° angle parking requires a 14 ft aisle; 60° angle requires a 18 ft aisle; and 90° parking requires a minimum of a 24 ft aisle.

By this standard only one parking space is required, which is unrealistic. 10 to 17 spaces will fit into the parking area available on the proposed site plan and still have room for backing, turning and staying clear of the driveway.

## Regulations and Procedure

**Potential Schedule for Public Hearing(s):** March 8, 2018 Percy Winslow, Jr.'s final application package was received by the Planning & Zoning Office and was found to be substantially complete as a conceptual plan. Public notices were sent to adjacent property owners and published in the Perquimans Weekly in accordance with Section 2302 of the County's Zoning Ordinance. Pursuant to Section 902, Procedures, the Planning Board did not require additional information or time, so their action at the regular monthly meeting on April 10<sup>th</sup> allows the case to be scheduled before the Board of County Commissioners (BCC) on May 7<sup>th</sup>.

**Recommendation Procedure:** Perquimans County Zoning Ordinance Section 903 provides for the Planning Board to consider the proposed Conditional Use Permit (CUP) at a public meeting and to make a recommendation to the BCC. In considering the request, the Planning Board and BCC shall use as a guide Sections 903(a) thru (d) as summarized in the Table of Findings.

**Consideration of CUP Criteria and Proposed Conditions:** This request for a CUP requires consideration of the Draft Conditional Use Permit, which includes suggested conditions for the proposed site. The Applicant's Site Plan and Statement are formal parts of the CUP. If approved, Percy Winslow, Jr. will need to record the executed CUP in a timely fashion in the Register of Deeds office. Later, the recorded CUP will be attached to the Applicant's Zoning Permit and then be used by Planning & Zoning staff to determine zoning compliance. Reference is made to the attached Draft Conditional Use Permit, with suggested conditions for the County Commissioner's consideration. If approved, the Draft CUP will be executed by the Applicant and the BCC Chair and recorded by the Applicant in Perquimans County Register of Deeds along with the site plan.

**Consistency with 2015 Land Use Plan Update:** According to the Projected Future Land Use map Exhibit IX-B, page IX-36 of CAMA's 2015 Land Use Plan Update, the subject area is zoned **Residential Agricultural**. The Land Use Plan Update may be viewed in its entirety on the County website at [www.PerquimansCountyNC.gov](http://www.PerquimansCountyNC.gov) (click on "Departments" then "Planning and Zoning" then scroll to the bottom of the page and click on "Perquimans County 2015 Joint CAMA Land Use Plan Update-Recertified 4-26-2017").

General Land Use Plan Objectives on page II-17 of the CAMA Land Use Plan are stated as follows: *"The land use plan should help the County: preserve its rural character; protect and preserve the natural environment; provide adequate public facilities and services; achieve support and consensus for County initiatives; promote unity in its residential and commercial communities; and, make infrastructure improvements that compliment but do not duplicate existing systems."*

## Recommendations

No public comments were offered at the public meeting of the Planning Board on April 10, 2018. Planning Board recommended approval of CUP-18-02 and found it to be consistent and in harmony with the existing development pattern around 1225 Sandy Cross Road. Planning Board also added condition (C)(6) on page 2 of the proposed CUP-18-02 regarding temporary seating. Planning Staff believes that the proposed concession trailer business may be developed in compliance with Perquimans County Zoning.

**Suggested Motions – Recommendations – Actions:** The Draft CUP, if adopted by the Board of County Commissioners, must contain conditions included by the BCC's motion, if so moved.



The BCC is requested to consider using one of the following sets of scripts to form the desired motion for approval or denial of each proposed CUP, as follows:

**TWO (2) SUGGESTED ACTIONS TO APPROVE:**

- 1) **CONSISTENCY STATEMENT:** Motion to find proposed Conditional Use Permit No. CUP-18-02 to be **CONSISTENT** and in **HARMONY** with the existing development pattern around 1225 Sandy Cross Road, Belvidere, NC;
  
- 2) **MOTION TO APPROVE:** Motion to approve Conditional Use Permit No. CUP-18-02, to operate a food concession trailer at 1225 Sandy Cross Road on an approximately 2 acre part of Tax Parcel No. 1-0011-0065 (“as drafted” or *conditioned upon: revise, add or delete from list of conditions contained in the DRAFT Conditional Use Permit*), adopting Findings to support the motion (see Table, below).

**TWO (2) SUGGESTED ACTIONS TO DENY:** Motions to deny Application No. CUP-18-02, and adopting Findings to support the motion would utilize both of the above-noted motions stated in the negative tense.

| <b>TABLE OF FINDINGS for CUP No. CUP-18-02: Percy Winslow, Jr.’s Food Concession Trailer</b>  |   |
|---|---|
| <b>Motion to recommend approval finds:</b>  | <b>Motion to recommend denial finds:</b>  |
| 1) That the CUP will <u>not</u> materially endanger the public health or safety if located according to the plan submitted and approved.  | 1) That the CUP <u>will</u> materially endanger the public health or safety if located according to the plan submitted and approved.  |
| 2) That the use <u>meets</u> the required conditions and specifications.  | 2) That the use does <u>not</u> meet the required conditions and specifications.  |
| 3) That the use will <u>not</u> substantially injure the value of adjoining or abutting property, or that the use is a public necessity.  | 3) That the use <u>will</u> substantially injure the value of adjoining or abutting property, or that the use is not a public necessity.  |
| 4) That the location and character of the use, if developed according to the plan as submitted and approved, <u>will</u> be in harmony with the area in which it is to be located and in general conformity with the Perquimans County Land Use Plan. | 4) That the location and character of the use, if developed according to the plan as submitted and approved, <u>will not</u> be in harmony with the area in which it is to be located and will not be in general conformity with the Perquimans County Land Use Plan. |

ATTACHMENTS: 1) Applicant’s CUP Application and Site Plan;  
 2) Draft Conditional Use Permit No. CUP-18-02



**Perquimans County, North Carolina**  
**APPLICATION FOR CONDITIONAL USE PERMIT REQUEST**  
 Case No. CUP - 18 - 02

|   |                              |
|---|------------------------------|
| This section to be completed by County:                               |                              |
| Date received: <u>3-8-2018</u>  | Received by: <u>R. Money</u> |
| Date completed: _____   | Confirmed by: _____          |
| Subject Property Tax Map No(s): <u>1-0011-0065</u>                    |                              |
| Subject Property Zoning District(s): _____                            |                              |
| Will proposed Conditional Use require site improvements? _____        |                              |
| Will proposed Conditional Use require review by other agencies? _____ |                              |

**Applicant's Information**

Name(s) of Owner(s): Percy Winslow Jr.  
 Street Address: 1069 Sandy Cross Rd  
 City/State/Zip Code: Belvidere, NC 27919  
 Phone Number(s) (252) 312-6923 Fax: \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
 Applicant (if different from Owner): \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City/State/Zip Code: \_\_\_\_\_  
 Phone Number(s): \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
 Person to receive comments and correspondence: \_\_\_\_\_

**Description of Property**

Address(es) of Subject Property: 1225 Sandy Cross Rd Belvidere  
 Property Appraiser's Parcel Nos.: 1-0011-0065  
 Location: This property is located on the west side of + SR 1001 Road,  
 approximately \_\_\_\_\_ feet \_\_\_\_\_ of Directly Across from Turnpike Road.  
 Township/Region: 1 Subdivision: 0011 Block - Lot Nos.: 0065  
 Size of Property: 135.41 acres. Lot width: 3,000' + feet. Lot depth: 3,000' +.  
 Flood Plain: \_\_\_\_\_ Community Panel No.: \_\_\_\_\_

1) I (We), the undersigned, do hereby respectfully make application and request the Planning Board and Board of Commissioners to consider a proposed Conditional Use Permit to make use of the subject property as follows: temporary food concession trailer. The subject property is zoned RA, Rural Agriculture District. The subject property is owned by Percy L. Winslow & wife Teresa E. Winslow as evidenced by deed recorded in Real Estate Book 471, Page 708 OR Will File Number \_\_\_\_\_ in the Perquimans County Register of Deeds. Applicant has Life Estate to the property.

**Application for Conditional Use Permit Request**  
Case No. CUP - 18 - 02

- 2) The following is from the most recent County Tax Office listing and contains all of the individuals, firms, or corporations owning properties involved in the Conditional Use Permit request as well as the owners of all properties any portion of which is within one-hundred fifty (150) feet of the subject property. This includes any property owner who is adjacent to the subject property (to the side, rear or front) and across the street.

| Name  | Address  |
|---|--|
| a. <u>Percy Winslow, Jr "Lot"</u>                                 | <u>1069 Sandy Cross Rd</u><br><u>Belvidere, NC 27919</u>       |
| b. <u>Faye W. Lassiter</u>  | <u>1140 Sandy Cross Rd</u><br><u>Belvidere, NC 27919</u>       |
| c. <u>L. Edward Winslow, III</u>                                  | <u>1293 Schoolhouse Rd.</u><br><u>Elizabeth City, NC 27909</u> |
| d. <u>W. S. Winslow, Inc</u>                                      | <u>1208 Sandy Cross Rd.</u><br><u>Belvidere, NC 27919</u>      |
| e. <u>Iona W. Baker Estate</u>                                    | <u>1218 Sandy Cross Rd.</u><br><u>Belvidere, NC 27919</u>      |
| f. <u>James and Nancy Baker</u>                                   | <u>163 Turnpike Rd</u><br><u>Belvidere, NC 27919</u>           |
| g. <u>Barbara Faye White</u>                                      | <u>189 Hickory Cross Rd</u><br><u>Belvidere, NC 27919</u>      |
| h. <u>David Glenn and Annette Williams</u>                        | <u>295 Hickory Cross Rd</u><br><u>Belvidere, NC 27919</u>      |
| i. <u>Ronald Hollowell</u>  | <u>411 Darden Drive</u><br><u>Kinston, NC 28504</u>            |
| j. <u>J. Quincy and<br/>Lessie S. Riddick % Philip Riddick</u>    | <u>172 Craney Island Rd.</u><br><u>Belvidere, NC 27919</u>     |
| k. <u>Jesse D. &amp; Veronica B. Roundtree</u>                    | <u>553 Turnpike Rd</u><br><u>Belvidere, NC 27919</u>           |
| l. <u>Lane/lot Delton Winslow<br/>&amp; wife Cindy M. Winslow</u> | <u>495 Crooked Run Rd</u><br><u>Elizabeth City, NC 27909</u>   |
| m. <u>Todd Winslow</u>  | <u>1309 Fernham Lane</u><br><u>Chesapeake, VA 23322</u>        |

Application for Conditional Use Permit Request  
Case No. CWP-18-02

Use an additional sheet of paper if necessary.

3) Statement of the nature of the proposed use: \_\_\_\_\_

I will offer hot dogs, hamburgers and barbeque sandwiches cooked to order. I will serve tea from trailer and drinks will be offered by vending machine. Cold sandwiches will be available later. I will be open 6 days a week 11am - 6pm Mon.-Sat

A New food prep unit will be installed in trailer. Cold storage refrigeration and freezing will be inside food trailer. The trailer is approximately 15.5 feet by 8.5 feet. The septic system will provide the septic system for the food trailer and employees. This is a brand new septic system installed last year. The food trailer will be hooked to it.

I am certified ServSafe food protection manager accredited by the American National Standards Institute. I will be a one person operator.

Application for Conditional Use Permit Request  
Case No. CUP - 18 - 02

Attach the following:

- Completed Application.
- Letter addressed to the Perquimans County Board of Commissioners explaining your intentions in detail. The Applicant is advised to address any general and specific conditions and finding required by the Zoning Ordinance, Sections 903(a), (b), (c) and (d), 905, and 907A through X.
- Proof of Ownership. (471/708)
- NA Owner's Authorization for Agent, if applicable.
- Legal Description(s) and/or boundary survey(s) to be used as an exhibit to the proposed Conditional Use Permit. *Plot book 1, page 336*
- Site plan prepared in accordance with Section 509 and Article IX of the Perquimans County Zoning Ordinance.
- Two self-addressed stamped envelopes and two sets of stamped pre-addressed envelopes of all property owners of subject, adjacent and nearby properties within 150 feet and/or across the street (as per current Tax Office listings), to whom notice of public meeting and hearing must be sent. Said notices will be sent by the Planning & Zoning Office in envelopes provided by Applicant.
- Filing Fee of \$300 made payable to Perquimans County. *check # 014358*

\_\_\_\_\_ Additional information needed by Planner, Technical Review Committee or County Officials:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

APPLICATIONS WILL NOT BE SCHEDULED FOR PUBLIC MEETING UNTIL COMPLETE

I (We), the undersigned, do hereby respectfully apply for a Conditional Use Permit on the property described herein. I (We) affirm that this application form and attached materials are true and accurate to the best of my (our) knowledge.

*Perry L. Winkler Jr* \_\_\_\_\_ *2-5-18*  
 Signature of Owner or Authorized Applicant Date

(This Application must be submitted to the Planning and Zoning Administrator no less than 25 days prior to the Planning Board's meeting and, where deemed necessary, additional time may be required for review by Technical Review Committee member[s]).

Dear Perquimans County Commissioners,

I am writing to request a conditional use permit for a food stand at the intersection of SR1001 and SR1204 serving hot dogs, hamburgers and daily specials. My name is Lot Winslow and a resident of Perquimans County my entire life. I have retired as an Assistant professor in the Community College System for 30 years and also run the family farm for 40 years. I also ran a country store in the county for many years.

I own the subject property which is zoned RA and the property around the subject property is owned by me as well. I have talked to a number of citizens who believe there is a need for food service in this part of the county. I realize that starting a business has many risks and, therefore, I'm asking you to help me give this a try.

I own the home on this property which is currently vacant. I propose to use the septic system on this property which was newly installed in 2017. I am working with the health department, building inspector and soil conservation offices, all of whom have agreed to work with me in opening this food stand.

If this business proves viable, I will eventually move the food stand to another location nearby And put in a new septic system at that location.

Thank you very much for your time in considering this request. I look forward to your decision.

Sincerely,

Percy (Lot) Winslow

This document presented and filed:  
12/22/2017 10:33:27 AM

*Anna St. Phelps, Asst.*

JACQUELINE S. FRIERSON, PERQUIMANS CO. NC  
Excise Tax: \$0.00

BOOK 471 PAGE 708 (2)

416108



STATE OF NORTH CAROLINA

|  |          |
|--|----------|
| 17.656                                 |          |
| PERQUIMANS COUNTY<br>LAND TRANSFER TAX |          |
| AMOUNT \$                              | 0.00 b/w |
| PAID \$                                | 0.00 P   |

COUNTY OF PERQUIMANS

INSTRUMENT PREPARED BY: JEFFREY W. WINSLOW, ATTORNEY AT LAW

NO TITLE SEARCH REQUESTED // NONE PERFORMED

PARCEL ID NO.: 1-0011-0065

**DEED OF GIFT**

THIS DEED made and entered into this 20<sup>th</sup> day of December, 2017, by and between PERCY LANCELOT WINSLOW, JR. and wife, TERESA EURE WINSLOW, of 1069 Sandy Cross Road, Belvidere, North Carolina 27919, hereinafter referred to as GRANTORS; to LANCELOT DELTON WINSLOW, of 495 Crooked Run Road, Elizabeth City, North Carolina 27909, hereinafter referred to as GRANTEE:

**WITNESSETH:**

THAT SAID GRANTORS, in consideration of natural love and affection and the sum of ONE DOLLAR (\$1.00) to them in hand paid, BUT SUBJECT TO A LIFE ESTATE IN THE LAND HEREINAFTER DESCRIBED, WHICH IS HEREBY RESERVED BY AND FOR THE GRANTORS FOR THEIR NATURAL LIVES, do hereby grant, bargain and convey unto the said GRANTEE, his heirs and assigns, all of their right, title and interest in and to those certain lots or parcels of property, lying and being in the Belvidere Township, Perquimans County, North Carolina, and being more particularly described as follows:

Bounded on the East by E.A. Perry, on the North by Robert Riddick, on the West by J.D. Winslow, and on the South by A.N. Winslow, containing 140 acres, more or less, and known as the B.S. Riddick lands. There is excepted from the said 140 acres the small parcels heretofore conveyed to Elmer and Faye Lassiter and Jasper Winslow, but includes all the said B.S. Riddick land formerly owned by Leanna R. Winslow. For further reference and chain of title, see deed recorded in Deed Book 64, page 567 of the Perquimans County Public Registry, on which this parcel is described as Ninth Parcel..

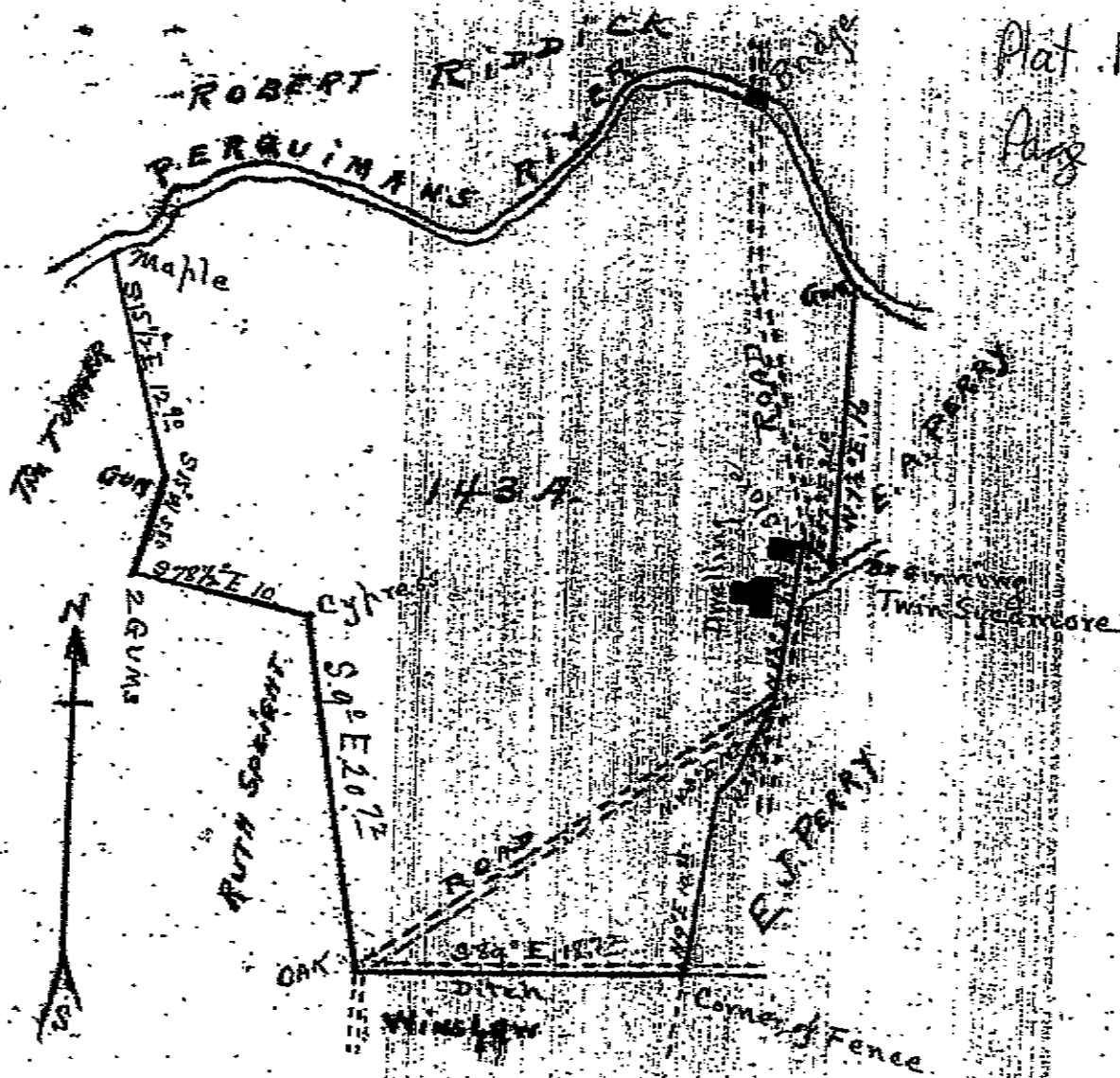
THE SAID GRANTEE DOES COVENANT and agree that neither he nor his immediate heirs or devisees will make any sale and/or conveyance of the aforesaid realty without first giving to his brothers, Lancelot Todd Winslow and Lancelot Terence Winslow, or their heirs or assigns, the first opportunity to purchase the property at the same price and payment terms as stated in a bona fide offer to purchase by any other party in a proposed sale and conveyance.

This conveyance is made solely to the Grantee in his position as the legal heir of the Grantors.

336

B. S. Kiddick's Land

Plat Book  
Page 336



B. S. Kiddick's Land,

Belvidere Township,

Perquimans County, N. C.

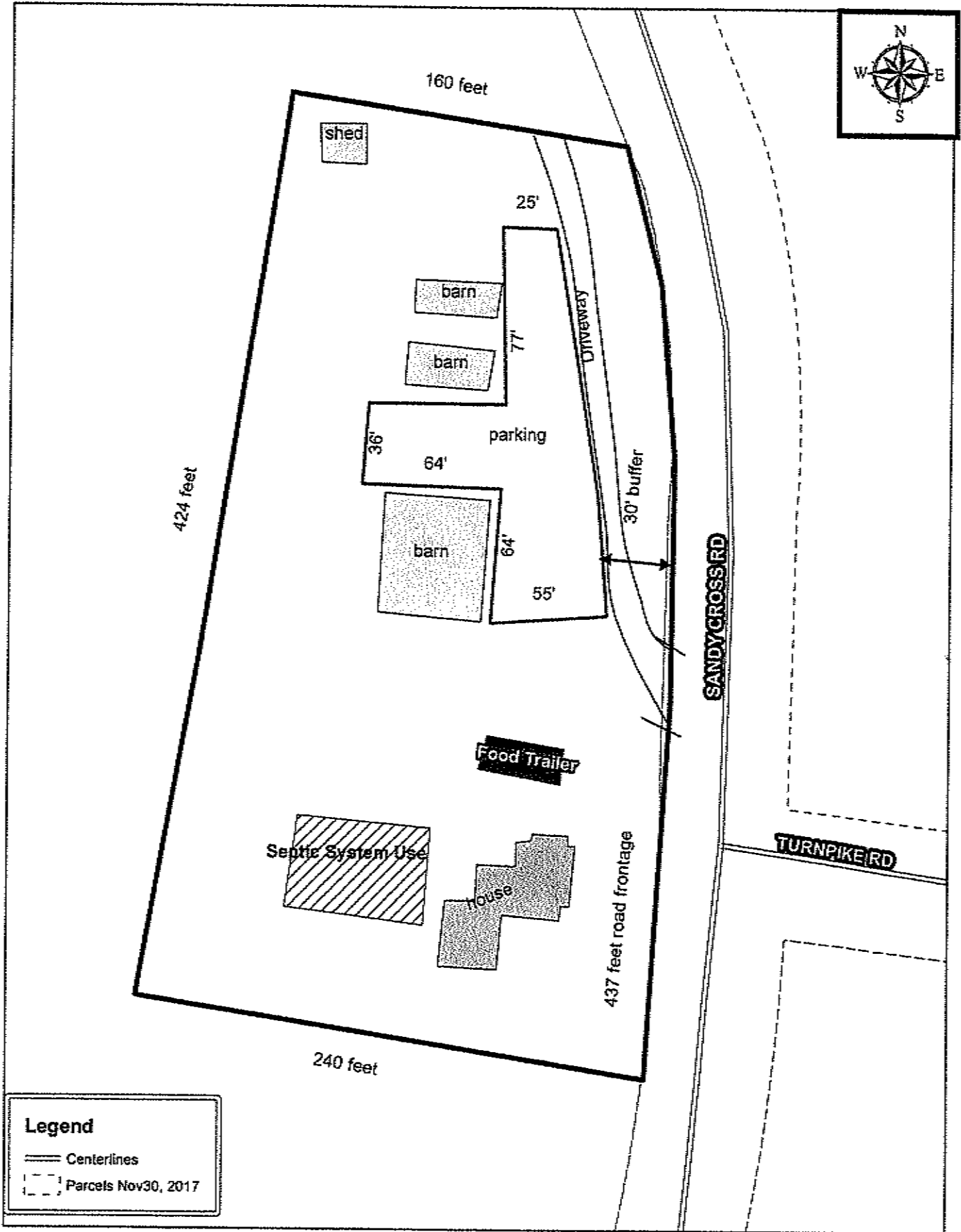
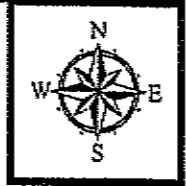
143 Acres.

Oct. 1st. 1907.

Scale 10 chains to 1 inch.

David Cox, Surveyor.





Map created March 23, 2018  
 by Perquimans GIS  
 1 inch = 60 feet

Proposed CUP-18-02 Site Plan

COPY

**ServSafe**  
National Restaurant Association

# ServSafe® CERTIFICATION

**LOT WINSLOW**

for successfully completing the standards set forth for the ServSafe® Food Protection Manager Certification Examination, which is accredited by the American National Standards Institute (ANSI) - Conference for Food Protection (CFP).

13233407

CERTIFICATION NUMBER

5127

EXAM FORM NUMBER

2/3/2016

DATE OF EXAMINATION

2/3/2021

DATE OF EXPIRATION

Local laws apply. Check with your local health department for recertification requirements.



#0655

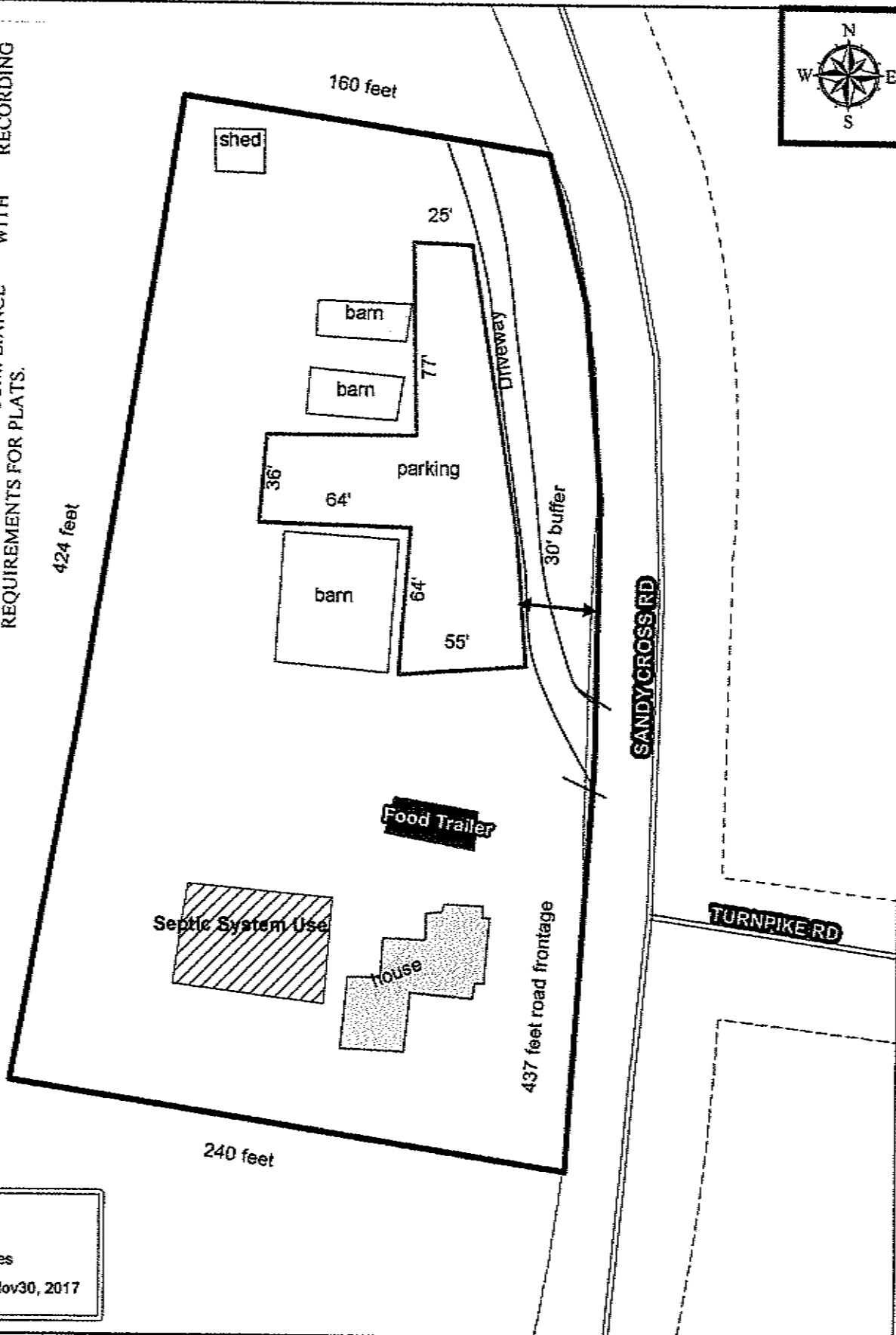
In accordance with Maritime Labour Convention, 2006  
©2015 National Restaurant Association  
National Restaurant Association

*Lot Winslow*  
Sheri [Signature]





THIS MAP MAY NOT BE A CERTIFIED SURVEY AND HAS NOT BEEN REVIEWED BY A LOCAL GOVERNMENT AGENCY FOR COMPLIANCE WITH ANY APPLICABLE LAND DEVELOPMENT REGULATIONS AND HAS NOT BEEN REVIEWED FOR COMPLIANCE WITH RECORDING REQUIREMENTS FOR PLATS.



**Legend**

- Centerlines
- Parcels Nov30, 2017

Map created March 23, 2018  
by Perquimans GIS  
1 inch = 60 feet

### Proposed CUP-18-02 Site Plan

DRAFT

Do **NOT** record this page

-Beginning of Proposed Conditional Use Permit CUP-18-02  
to be recorded by Percy Winslow, Jr.

**Operation of Food Concession Trailer**

At 1225 Sandy Cross Road, Belvidere

Applicant: Percy Winslow, Jr.

***Change to this document made by Planning Board April 10th:  
On page 2 of 4, added Site Consideration (C)(6) about Temporary  
Seating***

Do **NOT** record this page

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## DRAFT

## CONDITIONAL USE PERMIT No. CUP-18-02

Page 1 of 4

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

**Applicant/Owner(s):** Percy Winslow, Jr.  
1069 Sandy Cross Rd  
Belvidere, NC 27919

**Site Location:** 1225 Sandy Cross Road, Belvidere, NC 27919

**Tax Parcel No:** 1-0011-0065

**Zoning District:** RA, Rural Agriculture District

**Proposed Use of Property:** To operate a food concession trailer at 1225 Sandy Cross Road on an approximately 2 acre portion of Tax Parcel No. 1-0011-0065 in the vicinity of an existing house and barns.

**Meeting & Hearing Dates:** Planning Board on 4/10/2018 & Board of Commissioners on 5/7/2018.

Having heard all the evidence and argument presented at the hearing(s), the Board of County Commissioners finds that the application is complete, that the application complies with all of the applicable requirements of the Perquimans County Zoning Ordinance for the development proposed, and that therefore the application to make use of the above-described property for the purpose indicated is hereby approved, subject to all applicable provisions of the Zoning Ordinance pertaining to Food Concession Trailers and other conditions, as follows:

DRAFT

## DRAFT

## CONDITIONAL USE PERMIT No. CUP-18-02

## Page 2 of 4

- A. Applicant, owners, heirs and assigns shall conduct operations in accordance with the plans and application materials submitted to and approved by the Board of Commissioners (BCC), a copy of which is contained in the County Planning & Zoning Office and filed with Register of Deeds office. Any major modification proposed to the approved plans shall require reapplication and approval by the BCC. "Major Modification" is defined as: "Any significant change in land use, and/or change in the project boundary and/or change that results in an increase in the density or intensity of the project, as shown and described in the approved Conditional Use Permit and Site Plans." However, it is understood that the conceptual layout of the food trailer and parking area as shown on the proposed site plan may require adjustments in the exact locations within the boundaries of the subject property. All required site improvements must be made and shall comply with minimum setbacks, and all screening, buffering, landscaping and parking requirements must be met prior to the County's issuance of Certificate of Zoning Compliance, in accordance with applicable sections of the Zoning Ordinance.
- B. The Conditional Use Permit is approved and recorded with the applicant's statement of the nature of the proposed use and conceptual Site Plan, to become the basis for the Zoning Permit issued by the Planning & Zoning Office. If the Conditional Use Permit is not recorded in the Register of Deeds (ROD) Office by the Applicant within three (3) months from the date of BCC approval, the BCC may revoke the Conditional Use Permit.
- C. Site Considerations:
- (1) This permit expires May 7, 2020, two years from the date of Board of County Commissioner approval or on the date the house sells to an owner other than Percy Winslow, Jr. and wife, whichever comes first.
  - (2) Applicant may leave concession trailer on-site when not in use at night and on Sundays.
  - (3) Applicant must remove trash and litter from food site each day and maintain cleanliness of site during hours of operation. A minimum of one trash receptacle must be for use by patrons.
  - (4) All equipment associated with the concession trailer, except table and chairs, must be located within 3 feet of the concession trailer.
  - (5) 30 foot setbacks along the road right-of-way shall be roped off or fitted with a rigid barrier to prevent patrons from parking in that area. Maximum sight-distance shall be maintained from the entrance/exit driveway at all times.
  - (6) Temporary seating is allowed based on compliance with Albemarle Regional Health Services regulations.
- D. If any of the conditions affixed hereto or any part thereof shall be held invalid or void, then the permit shall be void and of no effect.

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CONDITIONAL USE PERMIT No. CUP-18-02

Page 3 of 4

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.

\_\_\_\_\_  
Wallace Nelson, Chair, Board of Commissioners Date

Attest:

\_\_\_\_\_  
Mary P. Hunnicutt, Clerk to the Board Date (Seal)

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

\_\_\_\_\_  
Percy Winslow, Jr., Applicant Date

-----  
The State of North Carolina  
Perquimans County

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

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

\_\_\_\_\_  
Notary Public

My Commission expires:  
\_\_\_\_\_

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CONDITIONAL USE PERMIT No. CUP-18-02

Page 4 of 4

Insert Here Site Plan(s) no larger than 8.5" X 14"  
which bear(s) the following statement:

*"THIS MAY NOT BE A CERTIFIED SURVEY  
AND HAS NOT BEEN REVIEWED BY A  
LOCAL GOVERNMENT AGENCY FOR  
COMPLIANCE WITH ANY APPLICABLE  
LAND DEVELOPMENT REGULATIONS AND  
HAS NOT BEEN REVIEWED FOR COMPLIANCE  
WITH RECORDING REQUIREMENTS FOR PLATS."*

DRAFT



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End of Proposed Conditional Use Permit CUP-18-02  
to be recorded by Percy Winslow, Jr.

**Operation of Food Concession Trailer**

At 1225 Sandy Cross Road, Belvidere

Applicant: Percy Winslow, Jr.

***Change to this document made by Planning Board April 10th:  
On page 2 of 4, added Site Consideration (C)(6) about Temporary  
Seating***

Do **NOT** record this page

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WORK SESSION  
March 19, 2018  
7:00 p.m.

The Perquimans County Board of Commissioners met in a Work Session on Monday, March 19, 2018, at 7:00 p.m. in the Commissioners Room located on the first floor of the Perquimans County Courthouse Annex.

- MEMBERS PRESENT: Wallace Nelson, Chairman                      Fondella Leigh, Vice Chair  
Joseph W. Hoffer    T. Kyle Jones  
Edward R. Muzzulin
- MEMBERS ABSENT: Charles Woodard
- OTHERS PRESENT: Frank Heath, County Manager                      Mary P. Hunnicutt, Clerk to the Board

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

**STAN DIXON & ED EMORY, NC COOPERATIVE EXTENSION**

Mr. Dixon stated that he had distributed copies of the "Perquimans County Agricultural Development Plan" that he along with Ed Emory had prepared. He gave some background information on the plan and explained that they would appreciate the Board placing it on the April Agenda for acceptance.

**RESOLUTION OPPOSING SUNDAY HUNTING OF WATERFOWL**

Chairman Nelson mentioned that several individuals had contacted him about this matter. He had been talking with County Manager Heath and it will be on the April Agenda for action. The Commissioners asked that a copy of the proposed Resolution be provided to them prior to the meeting. Mr. Heath said that he would make sure they received a copy.

**ADJOURNMENT**

There being no further comments or business to discuss, the Work Session was adjourned at 7:25 p.m. on motion made by Fondella A. Leigh and seconded by Edward R. Muzzulin.

\_\_\_\_\_  
Wallace E. Nelson, Chairman

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

\*\*\*\*\*

REGULAR MEETING  
April 2, 2018  
6:50 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, April 2, 2018, at 6:50 p.m. in the Commissioners Room located on the first floor of the Perquimans County Courthouse Annex.

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

After the Chairman called the meeting to order, he explained that the first item of business was to hold the public hearing to receive comments on the Animal Control Ordinance Amendment.

**PUBLIC HEARING**

**Animal Control Ordinance Amendment**

Chairman Nelson opened the Public Hearing stating that the purpose of this public hearing is to receive public comments on the proposed amendment to the Perquimans County Animal Control Ordinance to establish regulations on tethering of animals. The proposed amendment is as follows:

**SECTION TWO  
HUMANE TREATMENT OF ANIMALS**

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

- Animal: Includes dogs, cats or other domesticated animals.
- Outside Enclosure: A structure, built of chain link or comparable material with a solid roof, used to house an animal and protect it from the weather. The structure must be large enough that the shelter provided within the enclosed area shall not exceed more than twenty five percent (25%) of the enclosed area.
- Tethering: The act of tying, chaining or restraining a dog to a fixed object with a rope, chain or other device in order to keep the dog confined. This term does not include restraining a dog on an attended leash.

**2.02 Responsibilities of Owners**

- A. Owners of dogs kept outside shall provide an outside enclosure that ensures humane and sanitary shelter from heat, cold, rain, wind and snow and shall provide food and water adequate to keep the dog in good health and comfort.
- B. Animals shall not be kept on any lot unless the owner or keeper of the animal occupies the property where the animal is kept. The provisions of this subsection shall not apply to animals involved in the activities described in N.C.G.S. 14-360(c)(1) and (c)(2a).
- C. Pursuant to N.C.G.S. 14-361.1, no person shall willfully and without justifiable excuse abandon or cause to be abandoned any animal and such statute is incorporated herein.

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

**2.04 Tethering.** Permanent tethering of dogs is prohibited. No dog shall be permanently tied, chained, fastened or otherwise tethered to any inanimate stationary object as a means of confinement of the dog to property.

**2.06 Violations.** Any violations of this section shall be considered a Class III Violation as outlined in Section One and civil penalties shall be levied accordingly. Violations shall subject the violator to all other remedies provided by law.

There were thirty-seven (37) people present. The following comments were made:

- > **Ryan Woodell:** Mr. Woodell expressed his opposition to several parts of this amendment and cited those concerns and feels that these matters are covered in the N.C. General Statutes. He urged the Board to vote down this amendment.
- > **Henri McClees:** Ms. S. Henri McClees, McClees Consulting, Inc., explained that she is a lobbyist for the N.C. Sporting Dog Association and she expressed her opposition of this amendment. She also cited examples of why she was opposing this amendment.
- > **Bobby Harris:** Mr. Harris explained why he was in opposition of this proposed amendment to the Animal Control Ordinance.
- > **Phil Riddick:** Mr. Riddick explained why he opposed this this proposed amendment.
- > **Mary Vidauri:** Ms. Vidauri thanked the Board for their diligence in preparing this proposed amendment and spoke in support of this amendment.
- > **Daniel Farquhanson:** Mr. Farquhanson expressed his opposition to the proposed amendment.

There being no further questions or comments from the public or from the Board of Commissioners, Chairman Nelson closed the public hearing at 7:08 p.m. and proceeded with the regular meeting. Mr. Nelson asked Commissioner Leigh to give the invocation and Commissioner Hoffer to lead the Pledge of Allegiance.

**AGENDA**

Edward R. Muzzulin made a motion to approve the Agenda. The motion was seconded by Charles Woodard and unanimously approved the Agenda.

**CONSENT AGENDA**

The following items were considered to be routine and were unanimously approved on motion made by Fondella A. Leigh, seconded by Joseph W. Hoffer.

1. Approval of Minutes: March 5, 2018 Regular Meeting & March 19, 2018 Joint Work Session with Board of Education Work Session.

2. Tax Refund Approval:

**PERQUIMANS COUNTY TAX REFUND:**

Solley, Wayne Brown \_\_\_\_\_ \$176.32  
 Vehicle was sold. 16-month refund. Account No. 0038839043.

3. Personnel Matters:

| Employee Name   | Employee Job Title                               | Action Required     | Grade/Step | New Salary   | Effective Date |
|-----------------|--|---------------------|------------|--------------|----------------|
| Caitlyn Gardner | IMC I working toward IMC II                      | Appointment         | 61/3       | \$26,556     | 4/09/2018      |
| Donna Crutcher  | IMC I working toward IMC II                      | Appointment         | 61/3       | \$26,556     | 4/09/2018      |
| Katherine Weiss | Certified Part-Time/Fill-in Telecommunicator     | Promoted            | 62/2       | \$13,677/hr. | 4/01/2018      |
| Darlene Lind    | Certified Part-Time/Fill-in Telecommunicator     | Promoted            | 62/2       | \$13,677/hr. | 4/01/2018      |
| Katie Speight   | Part-Time/Fill-In Non-Certified Telecommunicator | Declined Job Offer  |            |              | 3/03/2018      |
| Patricia Sawyer | Part-Time/Fill-In EMT                            | Declined Job Offer  |            |              | 3/08/2018      |
| DeeDee Barrera  | Part-Time/Fill-In Paramedic                      | Declined Job Offer  |            |              | 3/08/2018      |
| Chris Duty      | Part-Time/Fill-In Paramedic                      | Removed from Roster |            |              | 3/19/2018      |

4. Merit Increases:

| Employee Name   | Employee Job Title                   | Grade/Step | New Salary | Effective Date |
|-----------------|--------------------------------------|------------|------------|----------------|
| Sue Ann Cestaro | Full Time Certified Telecommunicator | 62/2       | \$28,443   | 4/01/2018      |
| C.J. Wilson     | Full-Time EMT-I                      | 66/5       | \$36,486   | 4/01/2018      |
| Rebecca Corpsew | IMS II                               | 67/4       | \$37,221   | 4/01/2018      |

5. Budget Amendments:

**BUDGET AMENDMENT NO. 21  
 TOURISM DEVELOPMENT AUTHORITY FUNDS**

| CODE NUMBER   | DESCRIPTION OF CODE   | AMOUNT   |          |
|---|-----------------------|----------|----------|
|   |                       | INCREASE | DECREASE |
| 45-385-003  | Riverbush Fund Raiser |          |          |
| 45-682-332  | Riverbush Supplies    | 1,000    |          |
| EXPLANATION: To budget funds for the Riverbush celebration - (they are doing fundraiser selling yard signs . . . Any funds raised will go into planning/preparing for the event.) |                       |          |          |

**BUDGET AMENDMENT NO. 24  
 GENERAL FUNDS**

| CODE NUMBER  | DESCRIPTION OF CODE            | AMOUNT   |          |
|--|--------------------------------|----------|----------|
|  |                                | INCREASE | DECREASE |
| 10-348-033   | State Grants - Senior Medicare | 2,000    |          |
| 10-615-146   | SHIP Funds                     | 2,000    |          |
| EXPLANATION: To budget additional SHIP funding for FY17/18. (SHIP - Senior Health Insurance Information Program) |                                |          |          |

**BUDGET AMENDMENT NO. 25  
 GENERAL FUNDS**

| CODE NUMBER  | DESCRIPTION OF CODE                     | AMOUNT   |          |
|--|---|----------|----------|
|  |   | INCREASE | DECREASE |
| 10-672-040   | Mentoring Focus - Professional Services |          | 1,400    |
| 10-672-110   | Mentoring Focus - Postage               |          | 189      |
| 10-672-141   | Mentoring Focus - Travel Services       |          | 3,743    |
| 10-690-915   | Education Program OJJ/SOP Program       | 5,332    |          |
| EXPLANATION: To transfer unused/unallocated funds from the mentoring program to the school program. This is to show line item adjustment to match the state Abiles system for FY17/18. |   |          |          |

6. Board Appointments: The following Board reappointments were unanimously approved by the Board:

| NAME            | BOARD  | ACTION      | TERM      | EFFECTIVE DATE |
|-----------------|--|-------------|-----------|----------------|
| Winslow, Jewel  | Agricultural Advisory Board - ex officio (Extension) | Removed     |           | 4/01/2018      |
| Libby, Dylan    | Agricultural Advisory Board - ex officio (Extension) | Appointment | Unlimited | 4/01/2018      |
| Alons, Scott    | Agricultural Advisory Board - ex officio (NCRA/SWCD) | Removed     |           | 4/01/2018      |
| Soyner, Caitlyn | Agricultural Advisory Board - ex officio (NCRA/SWCD) | Appointment | Unlimited | 4/01/2018      |
| Roberts, A.O.   | Agricultural Advisory Board - Farm Bureau            | Removed     |           | 4/01/2018      |
| Onley, Aubrey   | Agricultural Advisory Board - Farm Bureau            | Appointment | 3 yrs.    | 4/01/2018      |
| Perry, Gene     | Agricultural Advisory Board - Hertford               | Removed     |           | 4/03/2018      |

| NAME              | BOARD   | ACTION        | TERM   | EFFECTIVE DATE |
|-------------------|---|---------------|--------|----------------|
| Nixon, Ed         | Agricultural Advisory Board - Hertford            | Appointment   | 3 yrs. | 4/01/2018      |
| Moore, Michael    | Agricultural Advisory Board - FSA                 | Reappointment | 3 yrs. | 4/01/2018      |
| Chappel, Laurence | Agricultural Advisory Board - New Hope            | Reappointment | 3 yrs. | 4/01/2018      |
| Yates, Fred       | Tourism Development Authority - Winfall Appointee | Reappointment | 3 yrs. | 4/01/2018      |
| Muzzulin, Edward  | Tourism Development Authority - Commissioner      | Reappointment | 3 yrs. | 4/01/2018      |

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

> Resolution Opposing Sunday Hunting of Waterfowl: The Board adopted the following Resolution opposing Sunday hunting of waterfowl:

**RESOLUTION OPPOSING SUNDAY HUNTING OF WATERFOWL**

WHEREAS, the coastal areas of northeastern North Carolina are desirable for hunting of migratory waterfowl; and

WHEREAS, waterfowl hunting is a vital part of the life, heritage, and culture of the region and contributes to the State's economy, promotes tourism, and provides recreational opportunities; and

WHEREAS, House Bill 559 and Senate Bill 624 introduced in the North Carolina legislature would empower the North Carolina Wildlife Resources Commission to adopt permanent rules regarding Sunday hunting of migratory birds; and

WHEREAS, the proposed legislation to allow Sunday waterfowl hunting would have serious adverse consequences on the coastal areas of northeastern North Carolina by significantly reducing the total number of hunting weeks and severely impacting North Carolina's waterfowl resource; and

WHEREAS, Sunday hunting for waterfowl is not comparable to Sunday hunting for other game species due to their migratory nature; and

WHEREAS, States that do not allow Sunday hunting receive Compensatory Days from the U.S. Fish and Wildlife Service to bring the State up to the same number of allowed hunting days; and

WHEREAS, if Sunday hunting were permitted, North Carolina would lose these important Compensatory Days thereby significantly reducing the total number of waterfowl hunting weeks and decreasing the time-frame of its waterfowl season; and

WHEREAS, Sunday hunting will intensify hunting impact in a reduced timeframe causing serious consequences on the resource by taking away a rest period that is vital to the migratory waterfowl that frequent North Carolina's coastal areas; and

WHEREAS, allowing Sunday hunting will severely reduce access to our waterfowl resource, cause economic harm to coastal counties, and jeopardize the future of waterfowl hunting in North Carolina.

NOW THEREFORE BE IT RESOLVED that the Perquimans County Board of Commissioners opposes any legislation that would allow Sunday hunting of migratory waterfowl in North Carolina.

Adopted this the 2<sup>nd</sup> day of April, 2018.

Wallace E. Nelson, Chairman  
Perquimans County Board of Commissioners

ATTEST:

SEAL

Mary P. Hunnicutt, Clerk to the Board

> Resolution: Spring Litter Sweep 2018: The Board adopted the following Resolution proclaiming April 14 - April 28, 2018 as Spring Litter Sweep in Perquimans County:

**RESOLUTION  
LITTER SWEEP SPRING 2018  
IN PERQUIMANS COUNTY**

WHEREAS, the North Carolina Department of Transportation organizes an annual Spring statewide roadside cleanup to ensure clean and beautiful roads in North Carolina; and

WHEREAS, the Spring 2018 "Litter Sweep" roadside cleanup will take place April 14 - April 28, 2018, and encourages local governments and communities, civic and professional groups, businesses, churches, schools, families and individual citizens to participate in the Department of Transportation cleanup by sponsoring and organizing local roadside cleanups; and

WHEREAS, Adopt-A-Highway volunteers, Department of Transportation employees, Department of Correction inmates and community service workers, local government agencies, community leaders, civic and community organizations, businesses, churches, schools, and environmentally concerned citizens conduct annual local cleanups during "Litter Sweep" and may receive certificates of appreciation for their participation; and

WHEREAS, the great natural beauty of our State and a clean environment are sources of great pride for all North Carolinians, attracting tourists and aiding in recruiting new industries; and

WHEREAS, the cleanup will increase awareness of the need for cleaner roadsides, emphasize the importance of not littering, and encourage recycling of solid wastes; and

WHEREAS, the 2018 LITTER SWEEP cleanup will celebrate the 30<sup>th</sup> Anniversary of the North Carolina Adopt-A-Highway program and its over 5,760 volunteer groups that donate their labor and time year round to keep our roadsides clean.

WHEREAS, the LITTER SWEEP cleanup will be a part of educating the children of this Great State regarding the importance of a clean environment to the quality of life in North Carolina;

NOW, THEREFORE, BE IT RESOLVED that the Perquimans County Board of Commissioners do hereby proclaim April 14 - April 28, 2018, as "SPRING LITTER SWEEP" time in Perquimans County and encourage its citizens to take an active role in making our community cleaner and more beautiful.

ADOPTED the 2<sup>nd</sup> day of April, 2018.

Wallace E. Nelson, Chairman  
Perquimans County Board of Commissioners

ATTEST:

SEAL

Mary P. Hunnicutt, Clerk to the Board

**INTRODUCTION OF NEW EMPLOYEES**

The following employees were introduced to the Board:

1. **Frank Heath:** County Manager Heath introduced Caitlin Joyner, newly appointed District Technician for Chowan/Perquimans Soil & Water Conservation, who replaced Scott Alons on February 1, 2018.
2. **Frank Heath:** County Manager Heath introduced Holly Hunter newly promoted Supervisor of Board of Elections who replaced Sydni Banks on January 29, 2018.

Chairman Nelson welcomed them to the County.

SUSAN CHANEY, SOCIAL SERVICES DIRECTOR

Ms. Chaney presented her monthly report.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

There were no Commissioner's concerns or committee reports.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- > Library Project: Mr. Heath reported that the Library Project has been completed and that the Open House was held on March 22, 2018.
- > Board Retreat: The Commissioners' Board Retreat was held on March 27, 2018 and a summary of the meeting will be prepared soon.
- > Budget: Mr. Heath reported that the Budget Requests from the department heads have been turned in and the budget presentations to the Board will begin this week.

PERQUIMANS COUNTY AGRICULTURAL DEVELOPMENT PLAN

County Manager Heath explained that at the Board's March 19, 2018 Work Session, Stan Dixon and Ed Emory, retired Extension County Directors from Mount Olive University, presented the Perquimans County Agricultural Development Plan for the Board to review. They asked that the Board accept the development plan at their next regular meeting. On motion made by T. Kyle Jones, seconded by Charles Woodard, the Board unanimously approved the Agricultural Development Plan as presented on March 19, 2018.

ANIMAL CONTROL ORDINANCE AMENDMENT

Chairman Nelson opened up the meeting for any Board questions or comments. T. Kyle Jones stated that he opposed the proposed Animal Control Ordinance Amendment but would make a motion to approve the amendment for Board discussion and questions. Edward R. Muzzulin seconded the motion. Chairman Nelson opened up for questions and discussion. The following comments/questions were made:

- > Charles Woodard: Mr. Woodard said that they have heard from the public and feels that we need to take more time to discuss and address these concerns presented tonight.
- > Joe Hoffer: Mr. Hoffer also feels that the Board needs more time to discuss it and that he feels they need to come up with a compromise.
- > Kyle Jones: Mr. Jones said that, as a prosecutor, no change or time will make this Ordinance any more enforceable than it is now. This is a very hard issue to enforce and he feels that the State General Statutes already address this issue.
- > Fondella Leigh: Ms. Leigh felt that the Board also needed more time to discuss the matter further.
- > Chairman Nelson: Mr. Nelson said that, when they met and deliberated over this proposed Ordinance, they had no intention to hurt hunting animals. There are issues that need to be addressed and we have concerns from both sides.

Edward R. Muzzulin made a motion to table the motion on the proposed amendment to the Perquimans County Animal Control Ordinance until a future date. Joseph W. Hoffer seconded the motion which passed by a vote of five (5) to one (1) with Commissioner Jones voting against the motion.

BOARD OF EDUCATION'S REQUEST - BUDGET AMENDMENT NO. 23

Chairman Nelson recognized Mr. James Davison who explained what had happened to get them to the point where they need to replace the HVAC System at the Perquimans Central School and the Perquimans Grammar School. The costs will be \$56,329.19. Commissioner Jones asked several questions about why they did not request the lottery funds for this expense. Commissioner Muzzulin asked several questions about the types of equipment they are using. Joseph W. Hoffer made a motion to approve this emergency funding request and approve the following Budget Amendment No. 23:

BUDGET AMENDMENT NO. 23  
GENERAL FUNDS

| CODE NUMBER  | DESCRIPTION OF CODE       | AMOUNT   |          |
|--|---------------------------|----------|----------|
|  |                           | INCREASE | DECREASE |
| 10-399-000   | Fund Balance Appropriated | 56,330   |          |
| 10-510-062   | Capital Outlay (County)   | 56,330   |          |
| EXPLANATION: To budget funds for emergency replacement of HVAC system at Perquimans Central & Grammar Schools. |                           |          |          |

The motion was seconded by Edward R. Muzzulin and the motion was passed by a vote of five (5) to one (1) with Commissioner Jones voting against the motion.

PUBLIC SCHOOL BUILDING CAPITAL FUND NORTH CAROLINA EDUCATION LOTTERY / BUDGET AMENDMENT NO. 26

Mr. James Davison explained the Lottery Fund Application for \$125,229 for the purchasing and installing of the LED lighting system for the new Charles H. Ward football field at the Nixon Athletic Complex. County Manager Heath said that a corrected application was at their seats tonight. Edward R. Muzzulin made a motion to approve the following lottery application and to authorize the Chairman to sign the Budget Amendment for this funding:

APPLICATION  
PUBLIC SCHOOL BUILDING CAPITAL FUND  
NORTH CAROLINA EDUCATION LOTTERY

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

County: PERQUIMANS  
LEA: 720 - Perquimans County  
Address: P.O. Box 45 Hertford, NC 27944

Contact Person: Tracy Matthews  
Title: Finance Officer  
Phone: (252) 426-8484

Project Title: Purchase and install LED lighting system at new football field  
Location: South Edenton Road St. Hertford, NC  
Type of Facility: Nixon Athletic Complex (Perquimans County High School)

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

- (3) No county shall have to provide matching funds. . .
- (4) A county may use monies in this Fund to pay for school construction projects in local school administrative units and to retire indebtedness incurred for school construction projects.

(5) A county may not use monies in this Fund to pay for school technology needs.  
 As used in this section, "Public School Buildings" shall include only facilities for individual schools that are used for instructional and related purposes, and does not include central administration, maintenance, or other facilities. Applications must be submitted within one year following the date of final payment to the Contractor or Vendor.

Short Description of Construction Project: The intent of this project is to assist in purchasing and installing a LED lighting system for the new Charles H. Ward football field at the Nixon Athletic Complex.

Estimated Costs:

|                              |       |                      |
|------------------------------|-------|----------------------|
| Purchase of Land             | _____ | \$ _____             |
| Planning and Design Services | _____ | _____                |
| New Construction             | _____ | 125,229.00           |
| Additions / Renovations      | _____ | _____                |
| Repair                       | _____ | _____                |
| Debt Service / Bond Payment  | _____ | _____                |
| <b>TOTAL</b>                 | _____ | <b>\$ 125,229.00</b> |

Estimated Project Beginning Date: 05/01/2018 Est. Project Completion Date: 08/01/2018

We, the undersigned, agree to submit a statement of state monies expended for this project within 60 days following completion of the project. The County Commissioners and the Board of Education do hereby jointly request approval of the above project, and request release of \$ 125,229.00 from the Public School Building Capital Fund (Lottery Distributions). We certify that the project herein described is within the parameters of G.S. 175-C-546.

(Signature – Chair, County Commissioners) 04/02/2018  
 (Date)  
Arry G. Spangh  
 (Signature – Chair, Board of Education) 03/30/2018  
 (Date)

The motion was seconded by Edward R. Muzzulin. Commissioner Jones restated his concerns about approving these requests and feels that the Board will be pushing themselves back into a corner which, during his tenure on this Board, has not done. There being no further comments or questions, the motion was passed by a vote of five (5) to two (2) with Commissioners Leigh and Jones voting against the motion.

**SALE OF SURPLUS EQUIPMENT/VEHICLE**

County Manager Heath reported that, with the help of Tracy Mathews and Helen Hunter, we have sold more surplus equipment on GovDeals. The highest bidders were as follows:

| BUYER        | ITEM                     | VIN No. | DATE SURPLUSED | START BID | SOLD AMOUNT      | GOVDEALS FEE | NET RESULTS |
|--------------|--------------------------|---------|----------------|-----------|------------------|--------------|-------------|
| No bids      | 10 Nortel/Norstar Phones |         | 9/05/2017      |           | Received no bids |              |             |
| No bids      | 7 Nortel/Norstar Phones  |         | 9/05/2017      |           | Received no bids |              |             |
| No bids      | 7 Nortel/Norstar Phones  |         | 9/05/2017      |           | Received no bids |              |             |
| Jamaal Dance | 2011 Dodge Charger       | 9344    | 11/06/2017     | \$500     | \$3,051.00       | \$152.55     | \$2,898.45  |
| Eric Koss    | 2012 Dodge Charger       | 6240    | 11/06/2017     | \$500     | \$4,016.00       | \$200.80     | \$3,815.20  |

On motion made by Edward R. Muzzulin, seconded by Charles Woodard, the Board unanimously authorized Mr. Heath to proceed with the sale of the two vehicles and to declare the phones to be functionally outdated and authorized him to dispose of the phones.

**RESOLUTION TO ADD HERTFORD COUNTY TO ALBEMARLE REGIONAL HEALTH SERVICES**

Chairman Nelson explained that Hertford County has requested that they be included under Albemarle Regional Health Services. In order to approve this request, each entity under Albemarle Regional Health Services needs to adopt the following resolution approving the request. After answer several questions, Chairman Nelson asked for a motion. On motion made by Charles Woodard, seconded by Edward R. Muzzulin, the Board unanimously adopted the following Resolution to approve Hertford County's request to join Albemarle Regional Health Services:

**HEALTH DEPARTMENT WITH ALBEMARLE REGIONAL HEALTH SERVICES  
 WHICH INCLUDES THE COUNTIES OF PASQUOTANK, PERQUIMANS,  
 CAMDEN, CHOWAN, CURRITUCK, BERTIE, AND GATES**

- WHEREAS, the Pasquotank County Health Department was established in 1942; and
- WHEREAS, Pasquotank, Perquimans and Camden County Health Departments joined together in 1942 to form a District Health Department; and
- WHEREAS, in 1949 Chowan County Health Department joined the Pasquotank, Perquimans, Camden Health Department to form the Pasquotank, Perquimans, Camden, Chowan District Health Department (PPCC); and
- WHEREAS, in 1999, Currituck County Health Department joined PPCC to form Albemarle Regional Health Services; and
- WHEREAS, in 2002, Bertie County Health Department joined Albemarle Regional Health Services; and
- WHEREAS, in 2004, Gates County Health Department joined Albemarle Regional Health Services; and
- WHEREAS, after due and diligent consideration, the Hertford County Board of Commissioners desire to take action to join Albemarle Regional Health Services, which will create the Albemarle Regional Health Services, consisting of Pasquotank, Perquimans, Camden, Chowan, Currituck, Bertie, Gates and Hertford Counties.

NOW THEREFORE BE IT RESOLVED, that the Perquimans County Board of Commissioners in session duly convened, by adoption of this resolution does hereby create Albemarle Regional Health Services consisting of Pasquotank, Perquimans, Camden, Chowan, Currituck, Bertie, Gates, and Hertford Counties.

**ARTICLE I**

The name shall be Albemarle Regional Health Services, which will include Pasquotank, Perquimans, Camden, Chowan, Currituck, Bertie, Gates and Hertford Counties.

**ARTICLE II  
 MISSION**

The respective counties recognize that a unified purpose and direction of the public health system is necessary to ensure that all citizens in their jurisdictional areas have equal access to essential public health services. The Pasquotank, Perquimans, Camden, Chowan, Currituck, Bertie, Gates and Hertford County Boards of Commissioners declare that the mission of Albemarle Regional Health Services is to promote and contribute to the highest level of health possible for the people that they serve.

ARTICLE III  
DISTRICT BOARD OF HEALTH

The policy-making body of Albemarle Regional Health Services shall be a District Board of Health composed of 18 members in accordance with North Carolina General Statute 130A-37.

ARTICLE IV  
ADOPTION OF ORDINANCES

The Albemarle Regional Health Services Board of Health agrees to adopt and assumes responsibility for the enforcement of any and all existing local health ordinances or rules, previously adopted as Albemarle Regional Health Services and any ordinances or rules previously adopted by the Hertford County Board of Health that are not consistent therewith.

ADOPTED, this the 2<sup>nd</sup> day of April, 2018.

\_\_\_\_\_  
Wallace Nelson, Chair  
Perquimans County Board of Commissioners

ATTESTED:

\_\_\_\_\_  
Mary P. Hunicutt, Clerk to the Board  
Perquimans County Board of Commissioners

PUBLIC COMMENTS

There being no public comments, Chairman Nelson proceeded with the Closed Session.

CLOSED SESSION: ATTORNEY-CLIENT CONSULTATION & CLOSED SESSION MINUTES

Pursuant to NC General Statute 143-318.11(3), Fondella A. Leigh made a motion to go into Closed Session to consult with the County Attorney and to approve closed session minutes. The motion was seconded by Joseph W. Hoffer and unanimously approved by the Board.

The Closed Session was adjourned and the Regular Meeting reconvened on motion made by T. Kyle Jones, seconded by Fondella A. Leigh, and unanimously approved by the Board. There was no action needed following the Closed Session.

BOARD OF ELECTIONS APPOINTEES

Commissioner Hoffer expressed his concerns that the newspaper article had listed names to be appointed to the Perquimans County Board of Elections that were unknown to Perquimans County residents and leadership. They checked on-line where these individuals lived and it was determined that they live in Pamlico County. The Board asked County Manager Heath to check into it and report back to the Board via email.

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned at 8:37 p.m. on motion made by Edward R. Muzzulin, seconded by Charles Woodard.

\_\_\_\_\_  
Wallace E. Nelson, Chairman  
Clerk to the Board

\*\*\*\*\*  
DEPARTMENTAL BUDGET PRESENTATIONS

April 4, 2018

5:00 p.m.

The Perquimans County Board of Commissioners met to receive the Departmental Budget Presentations on Monday, April 4, 2018, at 5:00 p.m. in the Commissioners Room located on the first floor of the Perquimans County Courthouse Annex.

MEMBERS PRESENT: Wallace Nelson, Chairman Joseph W. Hoffer  
Kyle Jones Edward R. Muzzulin  
Charles Woodard

MEMBERS ABSENT: Fondella Leigh, Vice Chair

OTHERS PRESENT: Frank Heath, County Manager/Deputy Clerk to the Board  
Tracy Mathews, Finance Officer

DEPARTMENTAL BUDGET PRESENTATIONS

The following department supervisors presented their budget requests for FY 2018-19:

- > 5:00 p.m. – Bill Jennings Tax Department
- > 5:30 p.m. – Caitlyn Joyner – Soil Conservation
- > 6:00 p.m. – Nick Lories – Water Department
- > 6:45 p.m. – Virgil Parrish – Inspections
- > 7:15 p.m. – Beverly Gregory – Senior Center

ADJOURNMENT

After the last Departmental Budget Presentation, the meeting was adjourned.

\_\_\_\_\_  
Wallace E. Nelson, Chairman  
Deputy Clerk to the Board

\*\*\*\*\*  
DEPARTMENTAL BUDGET PRESENTATIONS

April 5, 2018

5:00 p.m.

The Perquimans County Board of Commissioners met to receive the Departmental Budget Presentations on Monday, April 5, 2018, at 5:00 p.m. in the Commissioners Room located on the first floor of the Perquimans County Courthouse Annex.

- MEMBERS PRESENT:** Wallace Nelson, Chairman  
Joseph W. Hoffer  
Edward R. Muzzulin
- Fondella Leigh, Vice Chair  
Kyle Jones  
Charles Woodard
- MEMBERS ABSENT:** None
- OTHERS PRESENT:** Frank Heath, County Manager/Deputy Clerk to the Board  
Tracy Mathews, Finance Officer

**DEPARTMENTAL BUDGET PRESENTATIONS**

The following department supervisors presented their budget requests for FY 2018-19:

- 5:00 p.m. – Howard Williams – Recreation Department
- 5:30 p.m. – Jewel Winslow – Cooperative Extension
- 6:00 p.m. – Jackie Frierson – Register of Deeds
- 6:30 p.m. – Shelby White – Sheriff's Department
- 7:00 p.m. – Holly Hunter – Board of Education
- 7:30 p.m. – Jonathan Nixon – EMS/Emergency Management/Communications

**ADJOURNMENT**

After the last Departmental Budget Presentation, the meeting was adjourned.

\_\_\_\_\_  
Wallace E. Nelson, Chairman

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

\*\*\*\*\*

**JOINT WORK SESSION**

April 16, 2018

5:00 p.m.

The Perquimans County Board of Commissioners met in a Joint Work Session with the Perquimans County Board of Education on Monday, April 16, 2018, at 5:00 p.m. at the Board of Education's Central Office located at 411 Edenton Road Street, Hertford, NC 27944.

**BOARD OF COMMISSIONERS**

- MEMBERS PRESENT:** Wallace Nelson, Chairman  
Joseph W. Hoffer
- Fondella Leigh, Vice Chair  
Edward R. Muzzulin  
Charles Woodard
- MEMBERS ABSENT:** Kyle Jones

**BOARD OF EDUCATION**

- MEMBERS PRESENT:** Amy Spough, Chair  
Russell Lassiter  
Arlene Yates
- Anne White, Vice Chair  
Leary Winslow
- MEMBERS ABSENT:** Ralph Hollowell

**OTHERS PRESENT**

- Frank Heath, County Manager  
Matthew Cheeseman, Superintendent  
James Bunch, Assistant Superintendent  
James Davison, Director of Maintenance  
Martha Nixon, Director of Technology
- Mary Hunnicutt, Clerk to the Board  
Candy Tiley, Finance Officer  
Jeffrey Miller, Director of Transportation  
Mary Kaye Peele, Administrative Assistant

Chair Amy Spough called the meeting to order and turned it over to Superintendent Cheeseman. Mr. Cheeseman explained that they had provided a revised 2018-2019 Capital Outlay Budget sheet which had been placed at each member's seat.

**SCHOOL FUNDING: 2018-2019**

Superintendent Cheeseman explained that their budget requests falls into three categories: Safety; Personnel; and Construction. He reviewed each section with the Board citing these items and the Boards discussed each item individually:

**SAFETY**

- Desire four SRO Officers
- Increase Budget for Metal Detectors for schools & school events = cost \$16,000
- Explore the possibility of using part-time retired personnel to fill SRO positions

**PERSONNEL**

- Get Classified Staff to 80% = cost \$120,000
- Other Staff = increase teacher supplements to 4% = cost \$90,000
- Discussed need for greater funding for health/science teachers

**CONSTRUCTION**

- Reviewed the Capital Outlay Request sheet = cost \$991,900

The biggest discussion was on the Safety of our schools. The two Boards had an open forum discussion.

**ADJOURNMENT**

After answering several questions, Chair Spough adjourned the meeting at 6:45 p.m.

\_\_\_\_\_  
Wallace E. Nelson, Chairman

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

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WORK SESSION

April 16, 2018

7:00 p.m.

Due to a lack of business to discuss, the Perquimans County Board of Commissioners Work Session on April 16, 2018 was cancelled.

\*\*\*\*\*



P.O. Box 7  
Hertford, N.C. 27944

Phone: (252) 426-7010  
(252) 426-5564  
Fax: (252) 426-4034

## PERQUIMANS COUNTY TAX DEPARTMENT

May 1, 2018

**Tax Refunds: (Perquimans County)**

|                              |          |
|------------------------------|----------|
| Christopher Allen Richardson | \$139.66 |
| Vehicle was turned in        |          |
| Account #: 0040922177        |          |
| <br>                         |          |
| Gary Christopher Martin      | \$105.79 |
| Vehicle was sold             |          |
| Account #: 0023217200        |          |

EMPLOYMENT ACTION FORM

DATE SUBMITTED: April 13, 2018

COUNTY OF PERQUIMANS  
PART-TIME EMS/RESCUE EMPLOYEES

NAME: Kayley Dawn Ronca

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

POSITION: EMT

EMS: X

RESCUE: \_\_\_\_\_

NEW EMPLOYEE EFFECTIVE DATE: April 1, 2018

GRADE: 63 STEP: 1 SALARY: \$13.94 per hour

Complete following information only if for new employee.

ADDRESS: 135 Happy Landing Drive

CITY/STATE/ZIP: Maple, NC 27956

PHONE NUMBER: (252)340-2728

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE RAISE DUE TO  
Date CERTIFICATION (PER ATTACHED STATE CERTIFICATE OF COMPLETION).

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

\*\*\*\*\*

EMS DEPARTMENT RECOMMENDATION  
MANAGER APPROVAL

RESCUE SQUAD RECOMMENDATION

[Signature]

\_\_\_\_\_

DATE: 4-16-18

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

COUNTY MANAGER APPROVAL

FINANCE OFFICER

[Signature]

\_\_\_\_\_

DATE: 5/2/18

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

EMPLOYMENT ACTION FORM

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

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Carlie Spear

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

POSITION: Deputy

DEPT.: Board of Elections

NEW EMPLOYEE EFFECTIVE DATE: 4-24-2018

GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \$9.09

ENDING DATE OF PROBATIONARY PERIOD: 4-24-2019

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.

4-24-18 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  
[Signature]  
DATE: 4-23-18

COUNTY MANAGER APPROVAL  
[Signature]  
DATE: 5/2/18

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

EMPLOYMENT ACTION FORM

DATE SUBMITTED: May 1, 2018

**COUNTY OF PERQUIMANS**  
**~~PART TIME~~ EMS/RESCUE EMPLOYEES**

NAME: Edward A. Smith

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

POSITION: Paramedic

EMS: X

RESCUE: \_\_\_\_\_

NEW EMPLOYEE EFFECTIVE DATE: May 1, 2018

GRADE: 68 STEP: 1 SALARY: \$17.37per hour

Complete following information only if for new employee.

ADDRESS: 5280 NC Hwy 32 North

CITY/STATE/ZIP: Roper, NC 27970

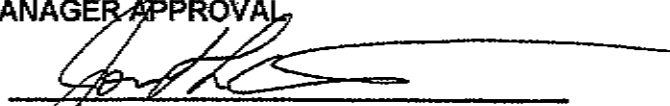
PHONE NUMBER: 252.217.8175

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE RAISE DUE TO  
Date CERTIFICATION ~~(PER ATTACHED STATE CERTIFICATE OF COMPLETION)~~.

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

\*\*\*\*\*

EMS DEPARTMENT RECOMMENDATION  
MANAGER APPROVAL



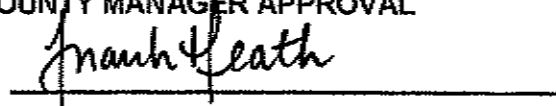
DATE: May 1, 2018

RESCUE SQUAD RECOMMENDATION

\_\_\_\_\_

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

COUNTY MANAGER APPROVAL



DATE: May 1, 2018

FINANCE OFFICER

\_\_\_\_\_

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

PERQUIMANS COUNTY  
DEPARTMENT OF SOCIAL SERVICES  
P.O. BOX 107  
Hertford, North Carolina 27944

SOCIAL SERVICES BOARD  
Terissa J. Blanchard, Chair  
Dianne M. Layden  
Charles Woodard

252-426-7373 - Fax 426-1240

DIRECTOR  
Susan M. Chaney

April 24, 2018

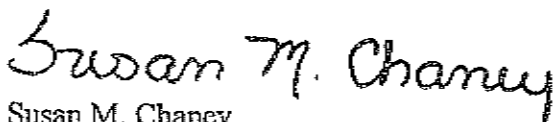
Ms. Donna Critcher  
176 Red Maple Ave  
Hertford, NC 27944

Dear Ms. Critcher,

I received your letter dated April 24, 2018 formally notifying me of your resignation from the Perquimans County Department of Social Services. This letter is to inform you that I accept your resignation as an Income Maintenance Caseworker. As per our conversation earlier, you will be responsible for repayment of \$429.12 of the salary paid to you for the month of April 2018. Please write this check payable to Perquimans County. Your resignation will be effective, today, April 24, 2018 at 5:00 pm.

On behalf of the entire agency, I wish you well.

Sincerely,



Susan M. Chaney

Director

cc: personnel file

Donna M. Critcher  
176 Red Maple Ave.  
Hertford, N.C. 27944  
252-333-7017  
[dcritcher@roadrunner.com](mailto:dcritcher@roadrunner.com)

April 24, 2018

Mrs. Susan Chaney  
103 Charles Street  
Hertford, N.C. 27944

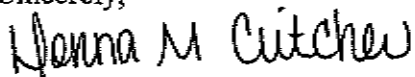
Dear Mrs. Chaney,

I am writing to formally notify you that I am resigning from my position as Income Maintenance Caseworker at Perquimans County Department of Social Services. As per our conversation on April 24, 2018, as of 5:00 pm, today will be my last day working. I agreed to pay Perquimans County \$429.12 for reimbursement for not working April 25 through April 30, 2018.

I want to thank everyone for being helpful and supportive throughout the last few weeks. I greatly appreciate everyone's kindness. Unfortunately, sitting at a desk all day is extremely hard for me and I have realized how much I miss working with children. I will never forget how friendly the staff was to me during my time at Perquimans County DSS.

I appreciate the opportunities I have been given at Perquimans County Department of Social Services and your professional guidance and support. I wish you and the company success in the future.

Sincerely,



Donna M. Critcher

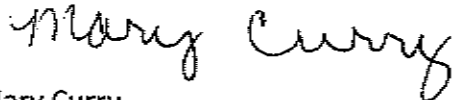
March 26, 2018

Dear Mr. Robin Trueblood,

It has truly been nice working as part of your team. Many happy years have passed by while cleaning our County offices and working with friendly co-workers. Regretfully, due to my health, I need to resign. April ~~6<sup>th</sup>~~<sup>13<sup>th</sup></sup> will be my last working day.

May God bless you all and keep you safe.

Sincerely,

A handwritten signature in cursive script that reads "Mary Curry".

Mary Curry



PERQUIMANS COUNTY  
DEPARTMENT OF SOCIAL SERVICES

P.O. BOX 107  
Hertford, North Carolina 27944

SOCIAL SERVICES BOARD  
Terissa J. Blanchard, Chair  
Dianne M. Layden  
Charles Woodard

252-426-7373 – FAX 426-1240

DIRECTOR  
Susan M. Chaney

MEMORANDUM

Date: April 2, 2018

To: Frank Heath, County Manager  
Tracy Mathews, County Finance  
Mary Hunnicutt, Clerk to the Board of County Commissioners  
Nicole Elliott, DSS Fiscal Officer

From: Susan Chaney *Susan Chaney*

Subject: Employee Resignation

The Perquimans County Department of Social Services has received and I have accepted a letter of resignation effective May 1, 2018 for Shannon Howell. As you are aware, Ms. Howell was a Social Worker IA & T with the Department and has been out of work for several months due to severe medical conditions.

If you have any questions or concerns do not hesitate to contact me at 426-7373 ext. 128.

**Perquimans County's Vision**

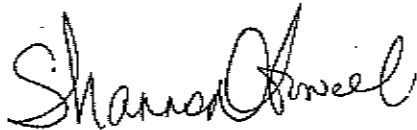
To be a community of opportunity in which to live, learn, work, prosper and play.

April 2, 2018

To Whom It May Concern:

It is with my deepest regret that I am resigning from position as a Social Worker IA/T with that Perquimans County Department of Social Services effective May 1, 2018, due to my severe medical condition. I would like to thank the entire Social Services staff for their continued concerns, support and prayers throughout my absence. I would like to thank the director, Susan Chaney, and my supervisor, Angela Jordan for their personal assistance and support. I will miss working with the staff and the relationships that I have formed over the past 5 ½ years. Thank you for the employment opportunity and all of the experience and knowledge that I gained during my employment.

Sincerely,

A handwritten signature in black ink that reads "Shannon Howell". The signature is written in a cursive style with a large initial "S" and a long, sweeping underline.

Shannon Howell

**Mary Hunnicutt**

---

**From:** Jonathan Nixon <jnixon@perquimanscountync.gov>  
**Sent:** Friday, April 13, 2018 5:21 PM  
**To:** Mary Hunnicutt; Frank Heath; 'Tracy Mathews'  
**Cc:** emsadmin@perquimanscountync.gov  
**Subject:** Aaron Grojean

This email is to advise that Aaron Grosjean has been removed from the EMS System Roster.

Let me know if you have any questions,

**Jonathan A. Nixon**, Director  
**Perquimans County Emergency Services**  
911 Communications – EMS – Emergency Management  
159 Creek Drive - PO Box 563  
Hertford, NC 27944  
252-426-5646 ext 105  
252-426-1875 Fax  
252-331-9817 Cell

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

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 04-13-2018

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Jessica L. Arthur SOC. SEC. NO.: \_\_\_\_\_

POSITION: Part-time Fill-in AEMT DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: \_\_\_\_\_  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_  
ENDING DATE OF PROBATIONARY PERIOD: \_\_\_\_\_

CURRENT: GRADE: 68 STEP: 1 SALARY: \$17.37

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: \_\_\_\_\_

04-13-2018 DATE OF EMPLOYEE DEMOTION DUE TO LOSS OF CERTIFICATION.

04-13-2018 RECOMMENDATION AND EFFECTIVE DATE FOR SALARY CHANGE.  
Date GRADE: 66 STEP: 1 SALARY: \$15.91 per hour

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  
[Signature]

DATE: 04-13-2018

COUNTY MANAGER APPROVAL  
[Signature]

DATE: 5/2/18

FINANCE OFFICER  
\_\_\_\_\_

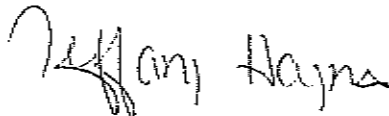
DATE: \_\_\_\_\_

To Jonathan, Krystal, Anthony and all of Perquimans co.

I wanted to thank you for giving me the opportunity to work with Perquimans Co 911. My job means the world to me I love the fact knowing that I can make a difference in my community. These past few months for my family have been a struggle. My husband works for a company that calibrates tools for the military and with his job comes travel. The travel is normally not an issue because our family helps us tremendously, however my mother in law is our primary babysitter, she comes to our house around 11 and sleeps and then takes my kids to school. Recently she has taken ill and for the past few months has been showing signs of dementia. For example, she fell asleep behind the wheel with my daughter in the car, and she was lost for about 4 hours trying to find my house until I was able to locate her. I have struggled with my current schedule because as a mother I can not have my children in the car with her, and more than likely she is about to lose her license. This past month my kids have been staying at different houses everyday of the week. My son has autism borderline but still needs a set schedule. Yesterday I received a call from Sentara hospital offering me a position working full time only Friday, Saturday and Sunday. I have prayed and took time and discussed this opportunity with my husband and we both agreed because his schedule is not looking like it is going to change, this is the best fit for our family. As of right now my orientation will start March 5<sup>th</sup> 2018. I am struggling with this decision because I really enjoy the job I do and working with Perquimans co. My hopes are that I will be able to stay on fill in / part time and keep my certifications up to date. Again, I want to thank you for the opportunity to strive in a career that I love. Thank you for all the understanding and hopefully I can remain part of such an amazing team that has made such an impact in Perquimans co.

Sincerely

Tiffany Haynes



EMPLOYMENT ACTION FORM

DATE SUBMITTED: May 3, 2018

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Tiffany Haynes SOC. SEC. NO.: \_\_\_\_\_

POSITION: Part-Time Certified Telecommunicator DEPT.: 911 Communications

NEW EMPLOYEE EFFECTIVE DATE: 04/01/2018

GRADE: 62 STEP: 1 SALARY: \$13.34

ENDING DATE OF PROBATIONARY PERIOD: 04/01/2019

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.

DEPARTMENT RECOMMENDATION

[Signature]  
DATE: May 3, 2018

COUNTY MANAGER APPROVAL

[Signature]  
DATE: 5/3/18

FINANCE OFFICER

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

**BUDGET AMENDMENT**  
**PERQUIMANS COUNTY BOARD OF COMMISSIONERS**  
**GENERAL FUND/COUNTY CONSTRUCTION FUND**

**NO. 28**

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 7th DAY OF MAY, 2018, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2017 - 2018 BUDGET.

| CODE NUMBER  | DESCRIPTION OF CODE                    | AMOUNT   |          |
|--|--|----------|----------|
|  |  | INCREASE | DECREASE |
| 50-000-742   | Capital - Library Construction         |          | 25,000   |
| 50-000-920   | Transfer to General Fund               | 25,000   |          |
| 50-000-920   | Transfer to General Fund               |          | 25,000   |
| 10-397-009   | Transfer from County Construction Fund | 25,000   |          |
| 10-397-009   | Transfer from County Construction Fund |          | 25,000   |
| 10-500-150   | Building - Maintenance/Repair          | 25,000   |          |
|  |  |          |          |
| <b>EXPLANATION:</b> To transfer \$25,000 from County Construction Fund to the General Fund for Maintenance/Repair of Building projects for FY 17/18. |  |          |          |
|  |  |          |          |
|  |  |          |          |

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, 7th DAY OF MAY, 2018.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 7th DAY OF MAY, 2018.

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

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

April 6, 2018

James Wilson, MD  
Sentara Albemarle Medical Center  
1144 North Road Street  
Elizabeth City, NC 27909

Perquimans County Board of Commissioners  
159 Creek Drive  
P.O. Box #563  
Hertford, NC 27944

To Whom It May Concern:

I am submitting my request to be appointed as ALS Medical Director for the Perquimans EMS System. I will be replacing Dr. Samantha Furia, who will be leaving this position on June 30, 2018. I have met with the Administrative Staff of Perquimans EMS, along with Dr. Furia, in order to ensure a smooth transition.

I will be joining the staff of Sentara Albemarle Medical Center and overseeing the Wound Care Clinic, as well as working as an Emergency Physician within the SAMC Emergency Department. I feel that I have the skills, abilities and self-motivation needed to help guide this EMS System into the future.

If you have any questions, please do not hesitate to contact me.

Sincerely,



James Wilson, M.D.





# PERQUIMANS COUNTY BOARD OF COMMISSIONERS

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

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

MARY P. HUNNICUTT  
CLERK TO BOARD

W. FRANK HEATH, III  
COUNTY MANAGER

## Older Americans Month 2018 A PROCLAMATION

Whereas, Perquimans County includes countless older Americans who enrich and strengthen our community; and

Whereas, Perquimans County is committed to engaging and supporting older adults, their families, and caregivers; and

Whereas, we acknowledge the importance of taking part in activities that promote physical, mental, and emotional well-being—no matter your age; and

Whereas, Perquimans County can enrich the lives of individuals of *every age* by:

- promoting home- and community-based services that support independent living;
- involving older adults in community planning, events, and other activities; and
- providing opportunities for older adults to work, volunteer, learn, lead, and mentor.

Now therefore, we, the Perquimans County Board of Commissioner, do hereby proclaim May 2018 to be Older Americans Month. The Perquimans County Board of Commissioners urges every resident to take time during this month to recognize older adults and the people who serve them as vital parts of our community.

ADOPTED the 7<sup>th</sup> day of May, 2018.

\_\_\_\_\_  
Wallace E. Nelson, Chairman  
Perquimans County Board of Commissioners

ATTESTED:

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

(SEAL)

**Perquimans County's Vision:**

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



# PERQUIMANS COUNTY BOARD OF COMMISSIONERS

P.O. BOX 45  
HERTFORD, NORTH CAROLINA 27944  
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COUNTY ATTORNEY

MARY P. HUNNICUTT  
CLERK TO BOARD

W. FRANK HEATH, III  
COUNTY MANAGER

## Vulnerable Adult and Elder Abuse Awareness Months Proclamation 2018

**WHEREAS**, North Carolina joins the world in recognizing World Elder Abuse Awareness Day every June 15; and

**WHEREAS**, protecting North Carolina's vulnerable and older adults is a community responsibility, and all citizens are charged under state law to report suspected abuse, neglect, or exploitation to their local County Department of Social Services; and

**WHEREAS**, North Carolina's vulnerable and older adults of all social, economic, racial, and ethnic backgrounds may be targets of abuse, neglect, or exploitation which can occur in families, long-term care settings, and communities; and

**WHEREAS**, in state Fiscal Year 2017, there were 27,483 reports of abuse, neglect, or exploitation of vulnerable and older adults made to North Carolina's 100 County Departments of Social Services; and

**WHEREAS**, national and international research shows that abuse, neglect, and exploitation of vulnerable and older adults is grossly underreported; and

**WHEREAS**, the State of North Carolina enacted the nation's first elder abuse law, and recognizes the need for a comprehensive system of protection for vulnerable and older adults; and

**WHEREAS**, Mother's and Father's Days are national holidays intended to honor, respect, and promote the dignity and well-being of our older citizens;

**NOW, THEREFORE**, we, the Perquimans County Board of Commissioners, do hereby proclaim Mother's Day through Father's Day, May 13 – June 17, 2018, as "**VULNERABLE ADULT AND ELDER ABUSE AWARENESS MONTHS**" in Perquimans County, and commend observance to all citizens.

\_\_\_\_\_  
Wallace E. Nelson, Chairman  
Perquimans County Board of Commissioners

**ATTESTED:**

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

(SEAL)

Contract # \_\_\_\_\_

Requisition # \_\_\_\_\_

## INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT is made the \_\_\_ day of \_\_\_\_\_, 20\_\_\_ between the  
**County of Perquimans and New Hope Concessions, Contractor.**

### RECITALS

County is a body corporate and politic of the State of North Carolina with the duties and powers set forth in Chapter 153A of the North Carolina General Statutes.

Contractor represents that it is duly qualified to perform business, and otherwise to transact business in North Carolina.

IT IS THEREFORE AGREED as follows:

1. Scope of Work. Contractor agrees to perform the following services for County:  
Provision, Operation, and Maintenance of Concessions Sales at the Perquimans Community Center and Athletic Fields.  
Provide the required concession operations, as well as required maintenance and upkeep of the facilities and grounds as related to Contractors services.
2. Compensation. Contractor agrees to pay a percentage each month of service from sales and related revenues on or before the last day of each month, Operating Table as follows:  
Operating Year 2018 Monthly Percentage of 17.5 % of gross revenue and Operating Year 2019 Monthly Percentage of 17.5 % of gross revenue.  
In addition to services required in the Management Agreement, Contractor agrees to the following additional services to the Public:  
Payment in the form of a check made payable to Perquimans County on or before the last day of each month.

**Be willing to be available to be open for any and all events outside of Parks and Recreation games with notice prior to events.**

3. Contractor's Freedom to Contract. Contractor may employ assistants at its sole expense and discretion as may be necessary to fulfill Contractor's obligations under this Agreement. Contractor agrees that anyone to whom it delegates any or all of the Services called for by this contract will be competent, qualified and capable of performing the work without any supervision, contact or assistance by County's employees. Any such assistant will be employed only by Contractor, and will not be an employee of the County while performing services under this contract.

4. Expenses. County shall not be liable to Contractor for any expenses which Contractor incurs, nor shall Contractor be liable to County for office help or expenses. Contractor shall have no authority to bind County by any promise or representation, unless specifically authorized by the County Manager in writing to do so.

5. Term. This Agreement may be terminated by either party at any time upon 30 Days written notice to the other party. Upon the termination of this Agreement, Contractor shall prepare and provide to County a list of all pending unfinished business involving Contractor. Contracted Services under the terms of this agreement shall terminate upon completion of the Services which shall in no event exceed 12 Months for completion of the Services. **Terms of the agreement be for a period of time not less than One Year, with the ability to enter into two additional years.**

6. Nature of Relationship. Contractor understands that it is an independent contractor and is not an employee, subcontractor, agent, servant, partner nor joint venturer of

County. Contractor understands that it has the right to use its best judgment and efforts to fulfill the terms and obligations of this Agreement. Contractor further understands and acknowledges the following:

- a. That it will receive no compensation other than as outlined in this Agreement and is not subject to nor eligible for any benefits which may be offered by County to its employees, such as vacation pay, sick leave, insurance coverage or retirement plan participation.
- b. Its Services provided in accordance with this Agreement are an independent calling or occupation.
- c. Contractor is expected to use its own skill, judgment and expertise to fulfill the obligations of this Agreement, and is not supervised, directed or controlled by County as to the means or methods it should employ.
- d. Contract is not required to perform tasks in any particular order or sequence.
- e. Contractor needs no training from County as to how to fulfill its duties and responsibilities.
- f. Contractor may determine its own daily schedule and those of its own employees or servants without prior approval of County.
- g. Contractor is not required to devote any particular percentage of its time or resources to perform the Services required hereunder.
- h. Contractor furnishes its own equipment and supplies and is expected to maintain its business office somewhere other than at the County's office.

i. To the extent Contractor must procure or maintain any insurance, license, certification or trade membership, it must do so at its own cost.

j. This Agreement shall not prevent Contractor from performing other services for other parties. Contractor may engage in other business endeavors or projects of any kind or nature.

7. Taxes. Contractor assumes exclusive liability for payment of all federal, state or other governmental division taxes and contributions for social security, Medicare/Medicaid, etc., now or hereafter required, incurred or assessed by law. Contractors providing equipment, materials, parts or supplies shall provide a breakdown of labor, materials, parts or supplies and sales tax by County or a sales tax report approved by the County Finance Department with the invoice. Contractor agrees to indemnify and hold harmless the County from any claims for taxes as described in this Section.

8. Insurance. Contractor understands and agrees that neither it nor its employees are subject to workers' compensation or general liability coverage maintained by the County for its employees.

9. Indemnity. Contractor shall and does hereby agree to indemnify, save harmless and defend County from the payment of any sum or sums of money to any person whomsoever on account of claims or suits growing out of injuries to persons, including death, or damage to property caused by Contractor, its employees, agents or subcontractors in any way attributable to the performance of the Services, including (but without limiting the generality of the foregoing), all claims for service, labor performed, materials furnished, provisions and supplies, injuries to person or damage to property, liens, garnishments, attachments, claims, suits, costs, attorneys'

fees, costs of investigation and of defense. It is the intention of this paragraph to hold the Contractor responsible for the payment of any and all claims, suits, or liens, of any nature and character, in any way attributable to or asserted against County or against Contractor and County, or which the County may be required to pay. In the event the liability of the Contractor shall arise by reason of the sole negligence of County and/or the sole negligence of County's employees, agents or servants, then and only then, Contractor shall not be liable under the provisions of this paragraph.

10. Arbitration. Any controversy or claim arising out of, or relating to this Agreement, or its breach, shall be settled by arbitration in Perquimans County, North Carolina in accordance with the provisions of the North Carolina Revised Uniform Arbitration Act, (the "Act"). The parties to this Agreement understand that this arbitration provision shall expressly apply to this Agreement in accordance with the Act. Judgment upon the award rendered may be entered and enforced in any court of competent jurisdiction.

11. E-Verify. Contractor shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, if Contractor utilizes a subcontractor, Contractor shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.

12. Iran Divestment. Contractor certifies that, as of the date listed above, it is not on the Final Divestment List as created by the State Treasurer pursuant to N.C.G.S. §147-86.58. In compliance with the requirements of the Iran Divestment Act and N.C.G.S. §147-86.58, Contractor shall not utilize in the performance of the contract any subcontractor that is identified

on the Final Divestment List. The undersigned hereby certifies that he or she is authorized by the vendor or bidder listed above to make the foregoing statement.

13. Notices. Any notice, request or report given by one party to the other shall be in writing, deposited in the United States Mail (postage prepaid) or hand delivered and properly addressed as follows:

If the notice is to County:  
County of Perquimans  
PO Box 538  
Hertford, NC 27944

If the notice is to Contractor:  
New Hope Concessions  
145 Godfrey's Lane  
Hertford, NC 27944

14. Non-Waiver. Nothing set forth herein is intended nor shall be construed as a waiver of any immunity available to County, its governing board or employees.

15. Headings. The headings, subheadings and captions in this Agreement and in any exhibit hereto are for reference purposes only and shall not affect the meaning or interpretation of this Agreement.

16. Amendments. This Agreement may not be amended except by written instrument duly executed by or on behalf of all of the parties hereto.

17. Complete Agreement. This Agreement constitutes the entire Agreement between County and Contractor pertaining to its subject matter and supersedes all prior and



contemporaneous negotiations, agreements and understandings of either or both parties in connection therewith.

18. Governing Law. The validity, interpretation and performance of this Agreement and of its provisions shall be governed by the laws of the State of North Carolina.

The undersigned have read the entire Agreement and accept the terms and conditions as shown by their signatures below.

ATTEST:

COUNTY OF PERQUIMANS

By: \_\_\_\_\_  
Clerk to the Board of Commissioners

By: \_\_\_\_\_(SEAL)  
Wallace Nelson, Chairman of the Board of  
Commissioners

New Hope Concessions

By: \_\_\_\_\_(SEAL)  
New Hope Concessions

**JANITORIAL SERVICES AGREEMENT**  
**PERQUIMANS COUNTY INSPECTIONS AND PLANNING BUILDING**

THIS AGREEMENT executed this 1<sup>st</sup> day of May, 2018, between PERQUIMANS COUNTY, NC, Post Office Box 45, Hertford, NC 27944, hereinafter referred to as OWNER and REBECCA T. CORPREW, 111 Yeopim Drive, Hertford, NC 27944, hereinafter referred to as CONTRACTOR, in consideration of the mutual covenants and conditions contained herein, OWNER and CONTRACTOR contract and agree as follows:

1. **SCOPE OF WORK:** CONTRACTOR shall provide services as outlined in the attached Exhibit "A". These services encompass all janitorial needs for the Perquimans County Inspections and Planning Building.
2. **COMPENSATION:** The OWNER agrees to pay the CONTRACTOR a total of \$500.00 per month. The OWNER agrees to pay the CONTRACTOR monthly. This monthly charge is based on the CONTRACTOR providing all supervision, labor, cleaning equipment and cleaning chemicals and no consumables (the following is supplied by the OWNER: toilet tissue, multi-fold paper towels, trash can liners and hand soap) as required to satisfactorily perform the janitorial services described in the stated cleaning specifications. The contractor will provide cleaning services for four hours each day, Monday through Friday excluding State holidays.
3. **RISK:** All work performed by CONTRACTOR under this agreement shall be performed entirely at the CONTRACTOR's risk. CONTRACTOR shall indemnify OWNER for any and all liability, loss, claim, or demand arising out of or resulting from the CONTRACTOR's performance under this agreement.
4. **INDEPENDENT CONTRACTOR:** The OWNER and CONTRACTOR intend that an Independent Contractor relationship is created by this agreement. CONTRACTOR shall not be considered an agent or employee of the OWNER, for any purpose, and the OWNER shall not be liable to carry unemployment compensation insurance or worker's compensation insurance on the CONTRACTOR or his employees. The CONTRACTOR will obtain a workers compensation and personal liability policy for themselves in coordination with requirements determined by the Perquimans County Manager. The OWNER shall not withhold any taxes or Social Security from compensation paid to the CONTRACTOR. The OWNER shall not use the CONTRACTOR exclusively and the CONTRACTOR shall be free to contract with other persons for similar or other services while under contract with the OWNER.
5. **TERM:** This agreement shall continue for a period of one year, and may be automatically renewed in successive one year periods. However, this agreement may be terminated by either party by giving 30 days written notice to the other party. In the event the OWNER becomes dissatisfied with the work of the CONTRACTOR, ten (10) days written notice of the deficiencies shall be given to the CONTRACTOR. If not correct after the ten (10) day notice, the OWNER may terminate this agreement at any time thereafter.

Being duly executed this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

Perquimans County  
Wallace Nelson, Chairman  
OWNER

Rebecca T. Corprew  
CONTRACTOR

\_\_\_\_\_

"Exhibit A"

## CLEANING SPECIFICATIONS FOR PERQUIMANS COUNTY INSPECTIONS AND PLANNING BUILDING

DAILYOffices, Open Areas and Meeting Rooms

- Clean inside/outside of glass doors, partitions and wipe frames
- Sweep outside walkways
- Vacuum/sweep/mop walk off mats
- Empty all trash containers replacing liners as necessary
- Clean and sanitize drinking fountains
- Dust mop and spot mop all VCT or hard surface floors
- Spot vacuum all carpeted areas
- Dust and spot clean furniture and horizontal surfaces

Restrooms

- Clean and disinfect all fixtures. (seats, sinks, toilets, urinals, dispensers)
- Empty trash containers and replace liners
- Re-stock paper products and hand soaps
- Clean mirrors
- Spot clean doors, walls and partitions
- Dust/damp wipe horizontal surfaces and partition tops
- Sweep/ dust mop floors then wet mop with a disinfectant cleaner
- Disinfect/ sanitize door handles and push plates.

WEEKLYOffices, Open Areas and Meeting Rooms

- Extensively clean VCT and hard surface floors
- Sweep exterior entrances and porch canopies for dirt, dust, bugs and cobwebs
- Detail and power vacuum all carpeted areas
- Dust pictures, furniture and office equipment
- Spot clean desks and counter tops
- Remove all cobwebs
- Spot clean walls
- Dust desks, file cabinet and credenzas/ bookshelves...move pictures and nicknacks (5 rule)
- Clean door frames, kick plates, light switches, fire extinguisher cabinets and like items
- Dust under phones and around computers. Do not move wires or move stacks of papers or files
- Wipe down ventilation grills
- Wipe down chair railings and baseboards
- Dust blinds



NC Department of Public Safety
Juvenile Crime Prevention Council Certification

Fiscal Year: 2018 - 2019

County: Perquimans

Date: 5/1/18

CERTIFICATION STANDARDS

STANDARD #1 - Membership

- A. Have the members of the Juvenile Crime Prevention Council been appointed by county commissioners? yes
B. Is the membership list attached? yes
C. Are members appointed for two year terms and are those terms staggered? yes
D. Is membership reflective of social-economic and racial diversity of the community? yes
E. Does the membership of the Juvenile Crime Prevention Council reflect the required positions as provided by N.C.G.S. §143B-846? yes
If not, which positions are vacant and why?
No students until school starts; defense attorney and police chief are vacant as well.

STANDARD #2 - Organization

- A. Does the JCPC have written Bylaws? yes
B. Bylaws are [ ] attached or [X] on file (Select one.)
C. Bylaws contain Conflict of Interest section per JCPC policy and procedure. yes
D. Does the JCPC have written policies and procedures for funding and review? yes
E. These policies and procedures [ ] attached or [X] on file. (Select one.)
F. Does the JCPC have officers and are they elected annually? yes
JCPC has: [X] Chair; [X] Vice-Chair; [X] Secretary; [ ] Treasurer.

STANDARD #3 - Meetings

- A. JCPC meetings are considered open and public notice of meetings is provided. yes
B. Is a quorum defined as the majority of membership and required to be present in order to conduct business at JCPC meetings? yes
C. Does the JCPC meet bi-monthly at a minimum? yes
D. Are minutes taken at all official meetings? yes
E. Are minutes distributed prior to or during subsequent meetings? yes

STANDARD #4 - Planning

- A. Does the JCPC conduct an annual planning process which includes a needs assessment, monitoring of programs and funding allocation process? yes
B. Is this Annual Plan presented to the Board of County Commissioners and to DPS? yes
C. Is the Funding Plan approved by the full council and submitted to Commissioners for their approval? yes

**STANDARD #5 - Public Awareness**

- A. Does the JCPC communicate the availability of funds to all public and private non-profit agencies which serve children or their families and to other interested community members? ( RFP, distribution list, and article attached) \_\_\_\_\_ yes
- B. Does the JCPC complete an annual needs assessment and make that information available to agencies which serve children or their families, and to interested community members? \_\_\_\_\_ yes

**STANDARD #6 - No Overdue Tax Debt**

- A. As recipient of the county DPS JCPC allocation, does the County certify that it has no overdue tax debts, as defined by N.C.G.S. §105-243.1, at the Federal, State, or local level? \_\_\_\_\_ yes

Briefly outline the plan for correcting any areas of standards non-compliance.

Having complied with the Standards as documented herein, the Juvenile Crime Prevention Council may use up to \$15,500 of its annual Juvenile Crime Prevention fund allocation to cover administrative and related costs of the council. *Form JCPC/OP 002 (b) JCPC Certification Budget Pages* detailing the expenditure budget must be attached to this certification. The JCPC Certification must be received by June 30, 2018.

**JCPC Administrative Funds  
SOURCES OF REVENUE**

|   |         |
|---|---------|
| <b>DPS JCPC</b>   |         |
| Only list requested funds for JCPC Administrative Budget. | _____ 0 |
| <b>Local</b>  | _____   |
| <b>Other</b>  | _____   |
| <b>Total</b>  | _____ 0 |

JCPC Chairperson \_\_\_\_\_ Date

Chairman, Board of County Commissioners \_\_\_\_\_ Date

DPS Designated Official \_\_\_\_\_ Date

Perquimans

County

FY 2018-19

Instructions: N.C.G.S. § 143B-846 specifies suggested members be appointed by county commissioners to serve on local Juvenile Crime Prevention Councils. In certain categories, a designee may be appointed to serve. Please indicate the person appointed to serve in each category and his/her title. Indicate appointed members who are designees for named positions. Indicate race and gender for all appointments.

| Specified Members   | Name                | Title                     | Designee                            | Race | Gender |
|---|---------------------|---------------------------|-------------------------------------|------|--------|
| 1) School Superintendent or designee  | James Bunch         | Asst. Superintendent      | <input type="checkbox"/>            | w    | m      |
| 2) Chief of Police  | n/a                 |                           | <input type="checkbox"/>            |      |        |
| 3) Local Sheriff or designee  | Shelby White        | Sheriff                   | <input type="checkbox"/>            | w    | m      |
| 4) District Attorney or designee  | n/a                 |                           | <input type="checkbox"/>            |      |        |
| 5) Chief Court Counselor or designee  | Ed Hall             | CC Supervisor             | <input checked="" type="checkbox"/> | b    | m      |
| 6) Director, AMH/DD/SA, or designee   | Tracey Webster      | SOC Coord                 | <input type="checkbox"/>            | b    | f      |
| 7) Director DSS or designee   | Susan Chaney        | Director                  | <input type="checkbox"/>            | w    | f      |
| 8) County Manager or designee   | Frank Heath         | Manager                   | <input type="checkbox"/>            | w    | m      |
| 9) Substance Abuse Professional   | Ashley Waters       | Pride in N. Carolina      | <input type="checkbox"/>            | w    | f      |
| 10) Member of Faith Community   | Rev Ann Vaughan     | Minister                  | <input type="checkbox"/>            | b    | f      |
| 11) County Commissioner   | Kyle Jones          | Commissioner and Asst DA  | <input type="checkbox"/>            | w    | m      |
| 12) Two Persons under age 18 (State Youth Council Representative, if available) | TBD                 |                           | <input type="checkbox"/>            |      |        |
|   | TBD                 |                           | <input type="checkbox"/>            |      |        |
| 13) Juvenile Defense Attorney   | n/a                 |                           | <input type="checkbox"/>            |      |        |
| 14) Chief District Judge or designee  | Hon. Meader Harriss | District Court Judge      | <input type="checkbox"/>            | w    | m      |
| 15) Member of Business Community  | Deb Burroughs       | APRC                      | <input type="checkbox"/>            | w    | f      |
| 16) Local Health Director or designee   | Rebecca Cook        | Triple P                  | <input type="checkbox"/>            | w    | f      |
| 17) Rep. United Way/other non-profit  | Gail White          | Dir. Housing              | <input type="checkbox"/>            | w    | f      |
| 18) Representative/Parks and Rec.   | Howard Williams     | Director                  | <input type="checkbox"/>            | w    | m      |
| 19) County Commissioner appointee   | Starr Gordon        | District Social Worker    | <input type="checkbox"/>            | b    | f      |
| 20) County Commissioner appointee   | Wonder Lewis        | Librarian                 | <input type="checkbox"/>            | b    | f      |
| 21) County Commissioner appointee   | Michelle Lawrence   | Librarian                 | <input type="checkbox"/>            | w    | f      |
| 22) County Commissioner appointee   | Shatasha Leary      | Youth Dev. Program Coord. | <input type="checkbox"/>            | b    | f      |
| 23) County Commissioner appointee   | Markeeta Littlejohn | Court Counselor           | <input type="checkbox"/>            | b    | f      |
| 24) County Commissioner appointee   | Eva Anderson        | Court Counselor           | <input type="checkbox"/>            | b    | f      |
| 25) County Commissioner appointee   |                     |                           | <input type="checkbox"/>            |      |        |

## Perquimans County NC DPS - Community Programs - County Funding Plan

Available Funds: \$ 64,160 Local Match: \$ 8,820 Rate: 10%

DPS JCPC funds must be committed with a Program Agreement submitted in NC Allies and electronically signed by authorized officials.

| #              | Program Provider   | DPS-JCPC Funding | LOCAL FUNDING     |                  |               | OTHER State/Federal | OTHER Funds | Total | % Non-DPS-JCPC Program Revenues |
|----------------|--|------------------|-------------------|------------------|---------------|---------------------|-------------|-------|---------------------------------|
|                |  |                  | County Cash Match | Local Cash Match | Local In-Kind |                     |             |       |                                 |
| 1              | Perquimans County Youth Development - STOP, Restitution & Teen Court | \$64,160         |                   |                  | \$8,820       |                     | \$72,980    | 12%   |                                 |
| 2              |  |                  |                   |                  |               |                     |             |       |                                 |
| 3              |  |                  |                   |                  |               |                     |             |       |                                 |
| 4              |  |                  |                   |                  |               |                     |             |       |                                 |
| 5              |  |                  |                   |                  |               |                     |             |       |                                 |
| 6              |  |                  |                   |                  |               |                     |             |       |                                 |
| 7              |  |                  |                   |                  |               |                     |             |       |                                 |
| 8              |  |                  |                   |                  |               |                     |             |       |                                 |
| 9              |  |                  |                   |                  |               |                     |             |       |                                 |
| 10             |  |                  |                   |                  |               |                     |             |       |                                 |
| 11             |  |                  |                   |                  |               |                     |             |       |                                 |
| 12             |  |                  |                   |                  |               |                     |             |       |                                 |
| 13             |  |                  |                   |                  |               |                     |             |       |                                 |
| 14             |  |                  |                   |                  |               |                     |             |       |                                 |
| 15             |  |                  |                   |                  |               |                     |             |       |                                 |
| 16             |  |                  |                   |                  |               |                     |             |       |                                 |
| 17             |  |                  |                   |                  |               |                     |             |       |                                 |
| 18             |  |                  |                   |                  |               |                     |             |       |                                 |
| <b>TOTALS:</b> |  | \$64,160         |                   |                  | \$8,820       |                     | \$72,980    | 12%   |                                 |

The above plan was derived through a planning process by the Perquimans County Juvenile Crime Prevention Council and represents the County's Plan for use of these funds in FY 2018-19.

Amount of Unallocated Funds \_\_\_\_\_

Amount of funds reverted back to DPS \_\_\_\_\_

Discretionary Funds added \_\_\_\_\_

\_\_\_\_\_  
Chairperson, Juvenile Crime Prevention Council (Date)

check type  initial plan  update  final

---DPS Use Only---

Reviewed by \_\_\_\_\_  
Area Consultant Date

Reviewed by \_\_\_\_\_  
Program Assistant Date

Verified by \_\_\_\_\_  
Designated State Office Staff Date

\_\_\_\_\_  
Chairperson, Board of County Commissioners (Date)  
or County Finance Officer

## Notes for the County Funding Plan form

This form will calculate and display the amount of unallocated funds in the county if any.

\*NOTE: if a negative number appears on the Amount of Unallocated Funds line, it indicates over-allocation of DPS-JCPC funds and correction is required.

Cells with zero "0" values will always display blank even if a zero is typed into the cell.

### Available Funds Line

\*Enter the county allocation for the year.

\*Verify that this amount is correct for the given county.

\*Do not adjust this amount by adding discretionary funds or subtracting reverted funds.

### Discretionary Funds Line

If Discretionary Funds are included in one or more program's revenues, indicate the total amount of these funds on the designated line in the lower left hand portion of the form. If there are no discretionary funds, leave that line blank.

### Reverted Funds Line

If any DPS-JCPC funds are reverted back to DPS by one or more programs or JCPC administration, show the total amount of the reverted funds on the designated line in the lower left hand portion of the form. If no funds are reverted, leave that line blank.

### Check Type Boxes

Please indicate at the lower left whether the funding allocation page is the initial one for the year, an update, or if it is the final one for the year.





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**

**Enforced Collections- April 2018**

**GARNISHMENTS: \$6070.78**

**PAYMENT AGREEMENTS: \$24,363.08**

**DEBT SETOFFS: \$1074.91**

## Recommendations

No public comments were offered at the public meeting of the Planning Board on April 10, 2018. Planning Board recommended approval of CUP-18-02 and found it to be consistent and in harmony with the existing development pattern around 1225 Sandy Cross Road. Planning Board also added condition (C)(6) on page 2 of the proposed CUP-18-02 regarding temporary seating. Planning Staff believes that the proposed concession trailer business may be developed in compliance with Perquimans County Zoning.

**Suggested Motions – Recommendations – Actions:** The Draft CUP, if adopted by the Board of County Commissioners, must contain conditions included by the BCC’s motion, if so moved.

The BCC is requested to consider using one of the following sets of scripts to form the desired motion for approval or denial of each proposed CUP, as follows:

**TWO (2) SUGGESTED ACTIONS TO APPROVE:**

- 1) **CONSISTENCY STATEMENT:** Motion to find proposed Conditional Use Permit No. CUP-18-02 to be **CONSISTENT** and in **HARMONY** with the existing development pattern around 1225 Sandy Cross Road, Belvidere, NC;
- 2) **MOTION TO APPROVE:** Motion to approve Conditional Use Permit No. CUP-18-02, to operate a food concession trailer at 1225 Sandy Cross Road on an approximately 2 acre part of Tax Parcel No. 1-0011-0065 (“as drafted” or conditioned upon: revise, add or delete from list of conditions contained in the DRAFT Conditional Use Permit), adopting Findings to support the motion (see Table, below).

**TWO (2) SUGGESTED ACTIONS TO DENY:** Motions to deny Application No. CUP-18-02, and adopting Findings to support the motion would utilize both of the above-noted motions stated in the negative tense.

| <b>TABLE OF FINDINGS for CUP No. CUP-18-02: Percy Winslow, Jr.’s Food Concession Trailer</b>  |   |
|---|---|
| <b>Motion to recommend approval finds:</b>  | <b>Motion to recommend denial finds:</b>  |
| 1) That the CUP will <u>not</u> materially endanger the public health or safety if located according to the plan submitted and approved.  | 1) That the CUP <u>will</u> materially endanger the public health or safety if located according to the plan submitted and approved.  |
| 2) That the use <u>meets</u> the required conditions and specifications.  | 2) That the use does <u>not</u> meet the required conditions and specifications.  |
| 3) That the use will <u>not</u> substantially injure the value of adjoining or abutting property, or that the use is a public necessity.  | 3) That the use <u>will</u> substantially injure the value of adjoining or abutting property, or that the use is not a public necessity.  |
| 4) That the location and character of the use, if developed according to the plan as submitted and approved, <u>will</u> be in harmony with the area in which it is to be located and in general conformity with the Perquimans County Land Use Plan. | 4) That the location and character of the use, if developed according to the plan as submitted and approved, <u>will not</u> be in harmony with the area in which it is to be located and will not be in general conformity with the Perquimans County Land Use Plan. |

**From:** Lacy Pate [mailto:lacy.pate@ncacc.org]

**Sent:** Tuesday, April 17, 2018 10:54 AM

**To:** Alisa Cobb; Mary Hunnicutt

**Subject:** RE: Resolution Supporting a Statewide Referendum on a Bond Issue for School Facility Needs

Hi Mary,

### Background

NCACC joined a coalition to help pass the bill during the short session, which consists of representatives from NCACC, NC School Boards Association, NC Association of Educators, NC Association of School Administrators, Public School Forum of NC, NC Justice Center, NC PTA, Carolinas Association of General Contractors, and the American Institute of Architects North Carolina, among others. As a founding member of the coalition, NCACC developed the tools described below to help commissioners get involved in efforts to pass the school construction bond bill.

To learn more about the coalition and the school bond, visit the coalition's website at [www.ncschoolbond.com](http://www.ncschoolbond.com) for more information.

As the short session of the NC General Assembly approaches, NCACC is asking commissioners to advocate for passage of HB 866/SB 542 – Public School Building Bond Act of 2017, which would put a \$1.9 billion school construction bond on the ballot this November. We appreciate your Chair's willingness to help build awareness among constituents throughout the state about the need for a statewide school construction bond. Attached are some templates to support advocacy on this issue:

- 1) Talking points on the need for a school bond in your county that you can use during any discussions you have with the media, and for speaking to local community and business groups (such as local chambers of commerce, local workforce development boards, rotary clubs, local Councils of Government, local committees of 100, etc.).
- 2) A letter to the editor template to assist you, perhaps in conjunction with local school board members, in submitting opinion pieces about this issue to local papers.
- 3) A draft resolution for your local chamber of commerce to consider adopting.
- 4) A "leave behind" informational flyer to share with any local groups.
- 5) An example of a county resolution - passed by Randolph County - in support of the bond legislation.

We also recommend you consider, in conjunction with the local school board, to invite your local state legislators and/or local media to tour your county's school facilities to see the needs of your county firsthand.

If you have any questions about the materials or need help with next steps, please don't hesitate to email me at [lacy.pate@ncacc.org](mailto:lacy.pate@ncacc.org). Please share any feedback you receive during your efforts to advocate for the school bond.

Thank again!

Lacy

**RESOLUTION  
SUPPORTING A STATEWIDE REFERENDUM  
ON A BOND ISSUE FOR SCHOOL FACILITY NEEDS**

**WHEREAS**, based on information from the school districts and counties, the Department of Public Instruction reported in 2016 that North Carolina's public schools need about \$8.1 billion to pay for new school facilities, maintenance and renovations; and

**WHEREAS**, the 2016 report, also known as the Statewide Facility Needs Survey, found that 118 new schools are needed across North Carolina. Fifty are needed immediately, and sixty-eight are needed in three to five years; and

**WHEREAS**, besides new construction, 1,560 schools need renovations to comply with safety and building code requirements and to address deferred maintenance, 459 schools need additions for new classrooms; and

**WHEREAS**, a priority goal of the North Carolina Association of County Commissioners is to support legislation to provide state assistance to meet school construction needs caused by increased enrollment and mandated reduction in class size, through a statewide referendum on a bond issue; and

**WHEREAS**, the Statewide Facility Needs Survey also showed that construction costs are increasing, from a base of \$136 per square foot in 2005 to \$194 per square foot in 2015 and interest rates and construction costs are still rising; and

**WHEREAS**, deteriorating facilities, which distract from learning, impacts achievement and we need to ensure public school facilities are conducive to study; and

**WHEREAS**, counties in both urban and rural areas are faced with high costs for renovations and repairs to update and make the older buildings safe; and

**WHEREAS**, counties have limited options to raise revenue to pay for school construction; and

**WHEREAS**, because counties lack sufficient sources of funding for school facilities, the state has responded in the past by approving statewide school construction bonds to address needs nearly once per decade; and

**WHEREAS**, a statewide bond is urgently needed to help address the staggering shortfall in funding for construction, repairs, and renovations at public school facilities throughout North Carolina because outstanding needs are estimated to exceed \$8.1 billion; and

**WHEREAS**, Randolph County has school capital needs of over \$89 million; and

**WHEREAS**, it is estimated that Randolph County could receive \$33,750,458 toward the shortfall of school capital needs; and

**WHEREAS**, the NC School Bond - HB 866/SB542- would invest \$1.9 billion to begin addressing these critical needs all across the state.

**NOW, THEREFORE BE IT RESOLVED**, the Randolph County Board of Commissioners urges the North Carolina General Assembly to call for a statewide referendum on the November 2018 ballot which is referred to as the Public School Building Bond Act (HB866/SB542) so that school districts across North Carolina are better able to meet urgent facility needs.

**FURTHER BE IT RESOLVED** that copies of this resolution be transmitted to the members of the General Assembly representing Randolph County and to all 100 counties in North Carolina

Adopted this the 19<sup>th</sup> day of March 2018.

ATTEST:

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

\_\_\_\_\_  
Wallace E. Nelson, Chairman  
Perquimans County Board of Commissioners

**DRAFT**

# Building North Carolina's Foundation

## The NC School Bond - HB 866/SB 542

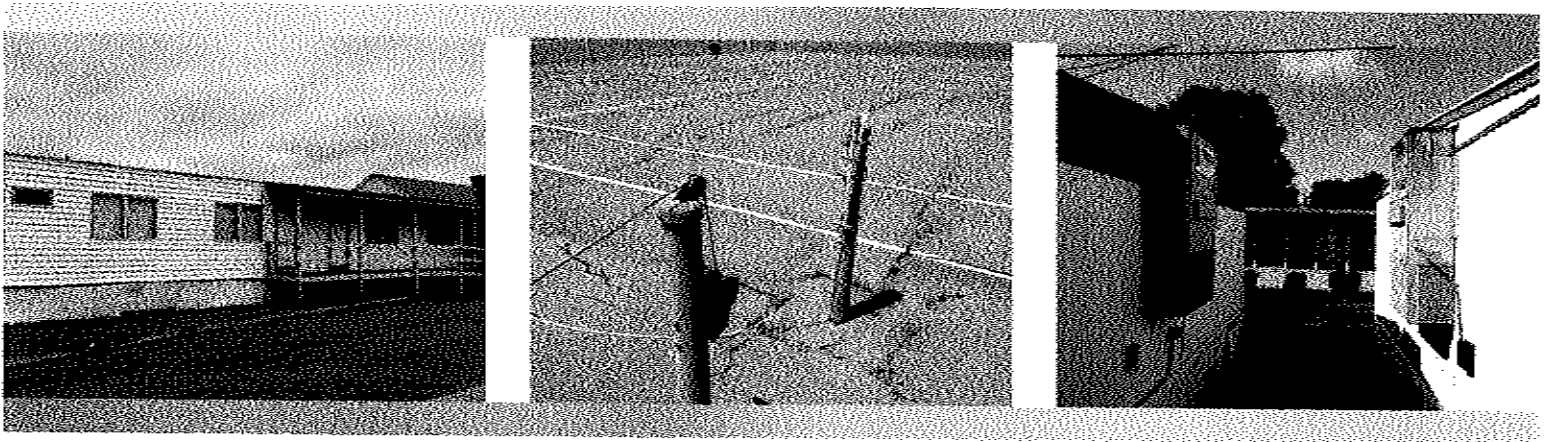
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Please ask legislators to support the Public School Building Bond Act (HB 866/SB 542), which would get a statewide school construction bond on the ballot in November 2018. Counties urgently need a bond to address over \$8.1 billion in needs for new facilities and renovations at public schools throughout North Carolina.

### A statewide school construction bond would:

**Address the \$8.1 Billion Backlog** – Based on information from the school districts and counties, the North Carolina Department of Public Instruction reported in 2016 that public schools throughout the state need about \$8.1 billion to pay for new school facilities, maintenance and renovations. Public school capital needs will continue to soar as school districts implement the new mandate to lower class sizes in grades kindergarten through third grade over the next four years. If the bond is approved by voters, it will provide \$1.9 billion for public school facility grants to all 100 counties. Funds can be used to make facility upgrades to address school safety, and help counties meet new state requirements to reduce class size, among other things.

**Enable Digital Learning** – The school construction bond can help modernize school facilities to support the state's transition to digital learning, ensuring that North Carolina students have the tools to complete in the workforce of the future.



**Train Skilled Workers** – The bond can help increase offerings for Career and Technical Education (CTE), which require modern learning environments. Expanding facilities that can support CTE training can help reduce NC's skilled worker shortage.

**Save Money** – Now is the time to act because interest rates are low and North Carolina currently has the debt capacity to support a \$1.9 billion bond. This means no tax increase is necessary for the state to meet its debt obligations under this proposed bond. Moreover, delaying construction and renovation projects won't make the problem go away, it only causes costs to rise over time. According to a recent Statewide Facility Needs Survey, construction costs are increasing from a base of \$136 per square foot in 2005 to \$194 per square foot in 2015.

**Promote Economic Growth** – The Associated General Contractors of America found that an investment of \$1 billion in nonresidential construction produces 28,600 jobs.

**Give Counties a Much-Needed Boost** – All counties have limited options to raise revenue to pay for school construction. Many counties have no room to raise property taxes and are seeing no growth in their sales and property tax bases. Counties are also spending more on operational costs for schools, providing more funding for principals, assistant principals, teachers, teacher assistants and professional instructional support personnel. This results in less available funding for school construction.

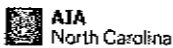


**Address Changing Demographics** – The traditional public school population has grown 24.3% since the last bond passed in 1996. Historically, statewide school bonds have boosted construction every ten years, but the last one was over twenty years ago.

**Fill Gaps in Lottery Funding** – When the education lottery was first established in 2005, 40% of the proceeds was designated for school construction. However, over time, the lottery funds have been diverted for other education-related expenses. From 2012-2017, the legislature provided a lump sum appropriation every year in the amount of \$100 million statewide to be shared among 100 counties for school construction. This equates to roughly 17% of the lottery proceeds. And, between 2011 and 2015, nearly 75% of the lottery funds allocated to counties were spent to pay off capital debt rather than for new construction or renovations.

**Let Voters Decide** – Passage of this bill is necessary to give voters the opportunity to decide this important issue in the 2018 general election this November.

**#ncschoolbond | www.ncschoolbond.com**





## RANDOLPH COUNTY BOARD OF COMMISSIONERS

Randolph County Office Building ■ 725 McDowell Road  
Asheboro, North Carolina 27205 ■ Telephone 336-318-6300

David Allen, Chairman  
Darrell Frye, Vice Chairman  
Stan Haywood  
Kenny Kidd  
Maxton McDowell

# Resolution

## SUPPORTING A STATEWIDE REFERENDUM ON A BOND ISSUE FOR SCHOOL FACILITY NEEDS

**WHEREAS**, based on information from the school districts and counties, the Department of Public Instruction reported in 2016 that North Carolina's public schools need about \$8.1 billion to pay for new school facilities, maintenance and renovations; and

**WHEREAS**, the 2016 report, also known as the Statewide Facility Needs Survey, found that 118 new schools are needed across North Carolina. Fifty are needed immediately, and sixty-eight are needed in three to five years; and

**WHEREAS**, besides new construction, 1,560 schools need renovations to comply with safety and building code requirements and to address deferred maintenance, 459 schools need additions for new classrooms; and

**WHEREAS**, a priority goal of the North Carolina Association of County Commissioners is to support legislation to provide state assistance to meet school construction needs caused by increased enrollment and mandated reduction in class size, through a statewide referendum on a bond issue; and

**WHEREAS**, the Statewide Facility Needs Survey also showed that construction costs are increasing, from a base of \$136 per square foot in 2005 to \$194 per square foot in 2015 and interest rates and construction costs are still rising; and

**WHEREAS**, deteriorating facilities, which distract from learning, impacts achievement and we need to ensure public school facilities are conducive to study; and

**WHEREAS**, counties in both urban and rural areas are faced with high costs for renovations and repairs to update and make the older buildings safe; and

**WHEREAS**, counties have limited options to raise revenue to pay for school construction; and

**WHEREAS**, because counties lack sufficient sources of funding for school facilities, the state has responded in the past by approving statewide school construction bonds to address needs nearly once per decade; and



**WHEREAS**, a statewide bond is urgently needed to help address the staggering shortfall in funding for construction, repairs, and renovations at public school facilities throughout North Carolina because outstanding needs are estimated to exceed \$8.1 billion; and

**WHEREAS**, Randolph County has school capital needs of over \$89 million; and

**WHEREAS**, it is estimated that Randolph County could receive \$33,750,458 toward the shortfall of school capital needs; and

**WHEREAS**, the NC School Bond - HB 866/SB542- would invest \$1.9 billion to begin addressing these critical needs all across the state.

**NOW, THEREFORE BE IT RESOLVED**, the Randolph County Board of Commissioners urges the North Carolina General Assembly to call for a statewide referendum on the November 2018 ballot which is referred to as the Public School Building Bond Act (HB866/SB542) so that school districts across North Carolina are better able to meet urgent facility needs.

**FURTHER BE IT RESOLVED** that copies of this resolution be transmitted to the members of the General Assembly representing Randolph County and to all 100 counties in North Carolina.

Adopted this the 19<sup>th</sup> day of March 2018.



\_\_\_\_\_  
David Allen, Chairman  
Randolph County Board of Commissioners

ATTEST:



\_\_\_\_\_  
Amanda Varner  
Clerk to the Board

WHEREAS, historically the primary responsibility for funding capital and infrastructure needs for public school districts in North Carolina has rested with localities, with the State providing important supplemental dollars through various measures, including statewide bond issues; and

WHEREAS, many localities across the state, including \_\_\_\_ County, are dealing with serious challenges in generating the local dollars to keep pace with the needs for new school buildings and upgrading/modernizing/enhancing existing school facilities; and

WHEREAS, State financial support for public school capital has dwindled over the past two decades, as a statewide bond for school capital has not been issued since 1996 and a corporate tax earmark for school capital was eliminated in 2009; and

WHEREAS, counties were promised 40% of the proceeds from the NC Education Lottery when it was established in 2005; localities planned school projects and construction budgets around this promise, but the lottery construction money has been cut by more than half of what was promised, with the money diverted to other areas of the State budget; and

WHEREAS, the combination of growing student population averaging \_\_\_\_ over the past \_\_\_\_ years in \_\_\_\_ County, rising construction costs and decreased State financial support has led to delayed school construction projects; the five-year backlog of needed school capital projects has reached \$8.1 billion statewide, according to DPI's most recent survey; and

WHEREAS, in \_\_\_\_ County, the backlog of school capital needs is \_\_\_\_ and the average age of school buildings is \_\_\_\_; and

WHEREAS, this backlog has resulted in students in \_\_\_\_ County being taught in overcrowded classrooms, deteriorating school buildings, and \_\_\_\_ modular units; and

WHEREAS, in addition to negatively impacting student learning, this backlog of school construction needs also harms economic development and housing prices in \_\_\_\_ County; and

WHEREAS, even if the NC Education Lottery allocation were fully restored to 40%, it would still take approximately 30 years to generate enough funding through the lottery to pay down the backlog of school capital needs across the state; and

WHEREAS, the new K-3 class size requirements will add to this backlog, as \_\_\_\_ County will have to construct \_\_\_\_ new classrooms to meet the K-3 class size requirements; and

WHEREAS, on average every 10 years the State assisted localities with school construction needs through a statewide school bond issue, but a statewide school bond issue has not occurred since 1996; and

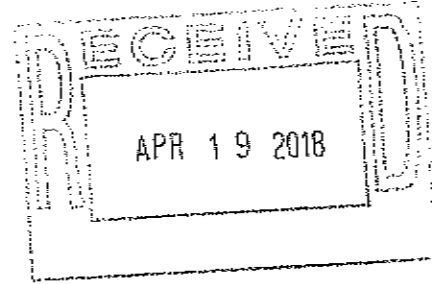
WHEREAS, HB 866/SB 542 would place a \$1.9 billion statewide school construction bond on the November 2018 ballot, including \_\_\_\_ for new school construction money for \_\_\_\_ County; and

WHEREAS, HB 866/SB 542 would provide a significant one-time infusion of dollars to kickstart school construction and renovation/repair projects, creating jobs in every county and spurring economic development; and

WHEREAS, \_\_\_\_\_ County's students, as well as all North Carolina students, deserve to be educated in modern 21<sup>st</sup> century facilities.

NOW, THEREFORE, BE IT RESOLVED, the \_\_\_\_\_ Chamber of Commerce respectfully requests that the NC Chamber ask the General Assembly to pass HB 866 allowing a statewide school construction bond to be placed on the November 2018 ballot.

FOR  
INFORMATION  
ONLY  
ITEMS



April 16, 2018

Mr. Frank Heath  
 County Manager  
 Perquimans County  
 P.O. Box 45  
 Hertford, North Carolina 27944-0045

Dear Frank,


The enclosed annual stewardship report outlines some of the financial benefits and additional member services available through your membership in the NCACC Governmental Risk Pools. We encourage you to share this report with your Commissioners and are including enough copies for you to do so.

As this year's budget cycle is again upon us, it is important to also note this will mark the seventh consecutive year your NCACC Governmental Risk Pool Board of Trustees has elected to not increase the base renewal rates for both the Workers Compensation and Liability & Property Pools. Without any doubt, one of the primary reasons for this most favorable continued result is the consistent renewal of our membership.

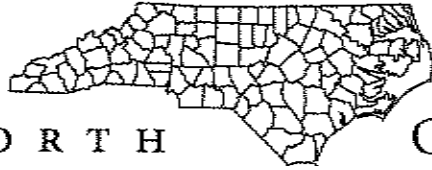
Please call me with any questions, and remember your membership participation matters to us. It is one of the primary reasons for the long-term continued success of the NCACC Governmental Risk Pools.

Sincerely,

Michael A. Kelly, CPCU, CIC, CRM, ARM-P, ARe  
 Risk Management Director

*See you soon Frank.*  


Encls.



N O R T H                      C A R O L I N A  
A S S O C I A T I O N   O F   C O U N T Y   C O M M I S S I O N E R S

**RISK MANAGEMENT POOLS**  
*Covering the Counties that Cover our State*

# **Perquimans County**

## **2018 Annual**

### **Stewardship Report**

## **An Overview**



**A Report to our Members**

Each year this stewardship report is developed and distributed to highlight some of the included value-added services that are available to members of the NCACC Governmental Risk Pools. In reviewing this report, please pay attention to any areas that reflect a "Not Applicable" response where there typically would be an amount of dollar savings. These may point to dollars left on the table and opportunities available to you as a member that are being lost or overlooked. In addition, if you are a member of both the Pools, the value of your multi-pool discount and safety credit shown are dollars saved year after year.

Recent new risk control services continue to be developed, initiated and expanded. In particular this year, members who have maintained their multi-pool status for five or more years become "Super Members" and will receive a new **Longevity Bonus** – equal to a 0.5-1.5 percent of their total annual Pool contributions. Further, members may double this bonus by actively interacting and engaging with available NCACC Risk Management Services, for a maximum discount of 3.0 percent.

Also new this year, the hiring of **Law Enforcement Risk Control Specialist Bill Halliburton** has further focused risk control services to county sheriffs and jail administrators. Bill is available to assist county law enforcement statewide in addressing their risk control issues and law enforcement-based exposures.

Members also continue to enjoy access free of charge to the following resources:

- The **Human Resources Legal Helpline** provides specific legal advice when employment-related decisions with legal implications need to be made in a timely manner.
- The **Cyber Liability Portal** acts as both a vehicle to report and quickly get help when a data breach occurs, and also serves as a valuable information source on all aspects of cyber risk.
- Our online training management program, **CountyCollege**, has been expanded to give Members free access to more than 300 online courses, while simultaneously providing a platform for county management to assign, evaluate and track all employee training.
- Members continue to enjoy free access to all NCACC risk control resources, including 150+ **CountyFlix** videos and an online library of **Best Practices** handouts, training presentations, policy manuals, and policy templates.
- Our Risk Control Specialists can conduct on-site training on a wide range of risk control issues, as well as inspect and evaluate each member's premises and safety initiatives.

In summary, know that we appreciate your continued participation in the Pools. NCACC Risk Management Pools' staff is dedicated to providing you with superior service, coupled with sound risk management advice. As such, please consider us an extension of your own staff, and do not hesitate to ask for our assistance.

Michael A. Kelly, CPCU, CIC, CRM, ARM-P, ARe  
Risk Management Director

# PERQUIMANS COUNTY

## NCACC RISK MANAGEMENT SERVICES 2018 ANNUAL STEWARDSHIP REPORT FOR COVERAGE YEAR JULY 1, 2016-JULY 1, 2017

**Pool-specific Savings:**

- Safety Audit Credit: \$15,360
- Multi-Pool Member Incentive (\$35/employee) \$3,605

**Value Added Services:**

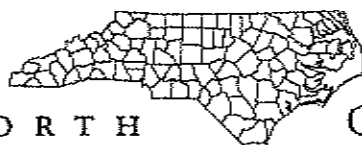
- Property Appraisals \$4,440
- Human Resources Helpline Not applicable
- Cyber Liability Portal \$672
- On-site Risk Control Services (number of hours x \$140/hr.) \$3,360
- Streaming Video Program Not applicable
- Online Training Management Program \$13,640
- Specialty Risk Control Services Not applicable

**Total County-Specific Savings and Value-added Services: \$41,077**

**Claim Administration Statewide Pool Savings Passed along to Members:**

- Sedgwick Managed Care Programs (Pharmacy Network, Medical Bill Review, Telephonic Case Management, etc.) \$5,570,524
- Recoveries from third parties on behalf of the membership \$5,050,677





N O R T H                      C A R O L I N A

ASSOCIATION OF COUNTY COMMISSIONERS

**RISK MANAGEMENT POOLS**

*Covering the Counties that Cover our State*

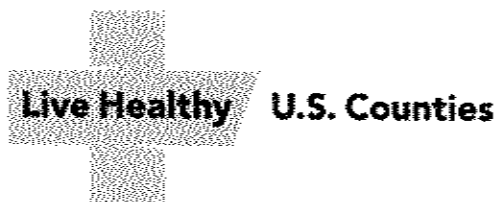
353 E. Six Forks Road, Suite 300 • Raleigh NC 27609-7887

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# NACo Live Healthy Prescription Discount Program



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PRESCRIPTION, DENTAL AND HEALTH DISCOUNT PROGRAMS FOR RESIDENTS

## PERQUIMANS COUNTY, NC

|                  |    | % OF PLAN TOTAL | % OF PLAN RETAIL PRICE | % OF RETAIL PRICE | AVERAGE MEMBER COST | AVERAGE RETAIL PRICE | AVERAGE RETAIL PRICE | AVERAGE PRICE SAVINGS | % OF PRICE SAVINGS | % OF UTILIZERS | TOTAL    |        |   |
|------------------|----|-----------------|------------------------|-------------------|---------------------|----------------------|----------------------|-----------------------|--------------------|----------------|----------|--------|---|
| <b>2017</b>      |    |                 |                        |                   |                     |                      |                      |                       |                    |                |          |        |   |
| <u>DECEMBER</u>  | 2  | 0               | 0.00%                  | 2100.00%          | \$ 51.55            | \$ 25.78             | \$ 51.55             | \$ 25.78              | \$ 0.00            | \$ 0.00        | 0.00%    | 1      |   |
| <u>SEPTEMBER</u> | 2  | 0               | 0.00%                  | 2100.00%          | \$ 51.55            | \$ 25.78             | \$ 51.55             | \$ 25.78              | \$ 0.00            | \$ 0.00        | 0.00%    | 1      |   |
| <u>JUNE</u>      | 2  | 0               | 0.00%                  | 2100.00%          | \$ 51.55            | \$ 25.78             | \$ 51.55             | \$ 25.78              | \$ 0.00            | \$ 0.00        | 0.00%    | 1      |   |
| <u>MAY</u>       | 1  | 0               | 0.00%                  | 1100.00%          | \$ 8.00             | \$ 8.00              | \$ 8.00              | \$ 8.00               | \$ 0.00            | \$ 0.00        | 0.00%    | 1      |   |
| <u>MARCH</u>     | 3  | 1               | 33.33%                 | 2                 | 66.67%              | \$ 88.46             | \$ 29.49             | \$ 93.90              | \$ 31.30           | \$ 5.44        | \$ 1.81  | 5.79%  | 1 |
| <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%                  | 2100.00%          | \$ 49.55            | \$ 24.78             | \$ 49.55             | \$ 24.78              | \$ 0.00            | \$ 0.00        | 0.00%    | 1      |   |
| <u>AUGUST</u>    | 1  | 0               | 0.00%                  | 1100.00%          | \$ 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%                  | 2100.00%          | \$ 49.55            | \$ 24.78             | \$ 49.55             | \$ 24.78              | \$ 0.00            | \$ 0.00        | 0.00%    | 1      |   |
| <u>MAY</u>       | 1  | 0               | 0.00%                  | 1100.00%          | \$ 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%                  | 2100.00%          | \$ 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% | 3 |
| <u>OCTOBER</u>   | 11 | 6               | 54.55%                 | 5                 | 45.45%              | \$ 294.94            | \$ 26.81             | \$ 444.01             | \$ 40.36           | \$ 149.07      | \$ 13.55 | 33.57% | 7 |
| <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,<br>NC | TOTAL | PLAN%<br>PRICE | PLAN<br>PRICE | RETAIL<br>PRICE | RETAIL<br>PRICE | % | MEMBER<br>COST | AVERAGE<br>MEMBERSUM<br>COST | RETAIL<br>SUBMITTED<br>PRICE | RETAIL<br>SUBMITTED<br>PRICE | AVERAGE<br>PRICE | SAVINGS<br>SAVINGS | PRICE<br>SAVINGS | TOTAL<br>UTILIZERS |
|-------------------|-------|----------------|---------------|-----------------|-----------------|---|----------------|------------------------------|------------------------------|------------------------------|------------------|--------------------|------------------|--------------------|
|                   |       |                |               |                 |                 |   |                |                              |                              |                              |                  |                    |                  |                    |

|                |       |            |            |    |           |              |          |    |           |        |        |
|----------------|-------|------------|------------|----|-----------|--------------|----------|----|-----------|--------|--------|
| <b>TOTALS:</b> | 1,422 | 885 62.24% | 537 37.76% | \$ | \$ 29.17  | \$ 59,562.60 | \$ 41.89 | \$ | \$ 12.71  | 30.35% | 611.00 |
|                |       |            |            |    | 41,482.61 |              |          |    | 18,079.99 |        |        |

Column Headers from left to right:

1. Total Rxs: This is the total number of Rxs 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 Rxs: 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 Rxs that the card gave the best price vs. the pharmacy.
3. % Plan Priced Rxs: What percentage of the total attempted Rxs adjudicated via best price with the card.
4. Retail Priced Rxs: How many prescriptions where the pharmacy had a lower price.
5. % Retail Priced Rxs: Percentage of Rxs 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 Rxs 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.

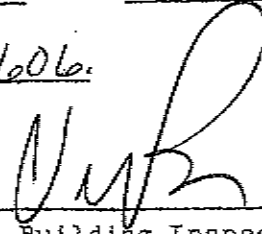
# DEPARTMENT HEAD REPORTS

PLAT REVIEW LOG - PERQUIMANS COUNTY

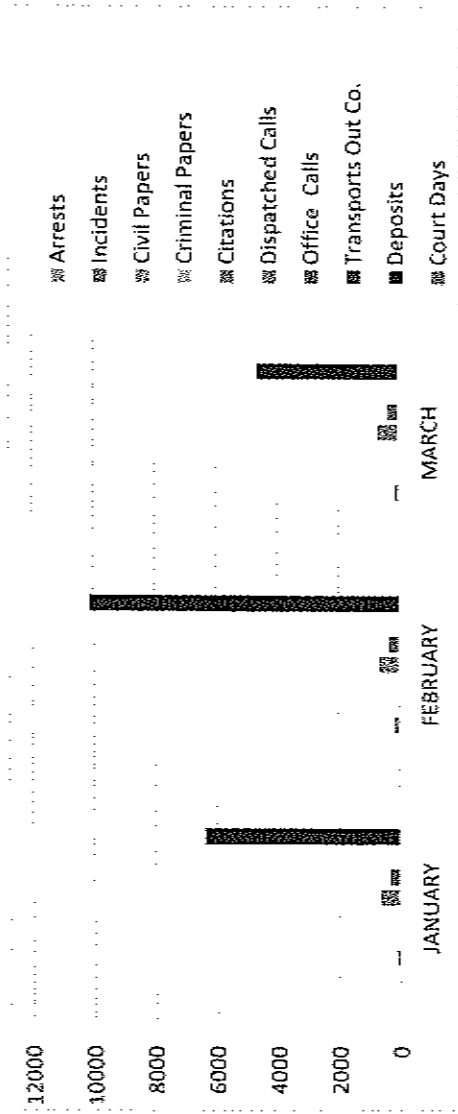
| SURVEYOR'S NAME<br>PLAT TITLE   | SURVEYOR'S PHONE #<br>ADDRESS   | DATE IN<br>DATE OUT   | APPROVAL<br>YES/NO | COMMENTS  |
|---|---|---|--------------------|---|
| Billy R. Lessert<br>Serge & Veronica Leonard<br>Sherrill Drive, Wake                    | ✓   | 4/4/18  | ✓                  | Proposed property line and access<br>agreements 1-0007-0003   |
| JH Nalley<br>William<br>Mark & Deborah  | ✓   | 4/6/18  | ✓                  | Boundary Survey born 2-0007-0040  |
| Josiah H. Webb III<br>Patricia H Vance<br>ET HYMAN<br>Paul McColson                     | ✓   | 4/10/18   | ✓                  | Survey of existing Parcel<br>1-0017-0095A 38.26 acres<br>Subdivision of land 1.50 acres<br>born 4-0044-0054 |
| MARK D PRUDEN<br>Wilburn & Jennifer Bury  | ✓   | 4/24/18   | ✓                  | Survey of existing Parcel<br>3-0030-00017 7.33 acres  |
| Blasell<br>PO Box 1068<br>Kitty Hawk, NC 27949<br>(252) 261-3266                        | S. L. Cardwell Surveying<br>1206 Francis Street<br>Elizabeth City, NC 27909<br>338-6328 | Pat McDowell<br>PO Box 391<br>Elizabeth City, NC 27909<br>338-4161                |                    | Mark Pruden<br>146 Oak Grove Road<br>Edenton, NC 27932<br>482-7804  |
| Bowman Consulting<br>Paul J Toti<br>131 Main Street<br>Gatesville, NC 27938<br>357-1581 | E.T. Hyman Surveying<br>133 US Hwy 158 West Ste E<br>Camden, NC 27921<br>335-2913       | McKim & Creed<br>504 E Elizabeth St Ste 1<br>Elizabeth City, NC 27909<br>338-2929 |                    | Scott Temple<br>PO Box 422<br>Elizabeth City, NC 27907<br>330-4016  |
| Charles E Brown, III<br>2005 Johnson Road<br>Elizabeth City, NC 27909<br>335-0928       | Eugene Jordan<br>402 Sign Pine Road<br>Tyner, NC 27980<br>221-4795                      | J H Miller Jr.<br>166 Cottonwood Drive<br>Hertford, NC 27944<br>339-6932          |                    | Tony Webb<br>PO Box 381<br>Edenton, NC 27932<br>482-3056  |

July, Aug., Sept. Oct., Nov, Dec.  Jan., Feb., Mar. Apr., May., June

|  | COUNTY            | HERTFORD        | WINFALL      |
|--|-------------------|-----------------|--------------|
| I. No. of Building Permits Issued      | <u>27</u>         | <u>2</u>        | <u>1</u>     |
| II. No. of Plumbing Permits Issued     | <u>24</u>         | <u>3</u>        |              |
| III. No. of Mechanical Permits Issued  | <u>45</u>         | <u>4</u>        | <u>1</u>     |
| IV. No. of Electrical Permits Issued   | <u>36</u>         | <u>7</u>        | <u>1</u>     |
| V. No. of Insulation Permits Issued    | <u>10</u>         |                 | <u>1</u>     |
| VI. No. of Mobile Homes Permits Issued | <u>2</u>          |                 |              |
| TOTAL NUMBER OF PERMITS ISSUED         | <u>164</u>        |                 |              |
| VII. Fees Collected                    | <u>21,229.</u>    |                 |              |
| VIII. No. of Inspections Performed     | <u>408</u>        |                 |              |
| IX. Value of Construction              |                   |                 |              |
| A. New Residential                     | <u>425,500.</u>   | <u>76,850.</u>  |              |
| B. New Commercial                      |                   |                 |              |
| C. Additions                           | <u>259,532</u>    | <u>9,000.</u>   |              |
| D. Remodeling                          | <u>114,329.</u>   | <u>596,501.</u> |              |
| E. Accessory Building                  | <u>68,125.</u>    |                 |              |
| F. Mobile Homes                        | <u>157,000.</u>   |                 |              |
| G. Modular Homes                       |                   |                 |              |
| H. Other                               | <u>640,831.</u>   | <u>316,438.</u> | <u>4500.</u> |
| TOTAL VALUE.                           | <u>1,665,317.</u> |                 | <u>4500.</u> |
| GRAND TOTAL.                           | <u>2,168,606.</u> |                 |              |

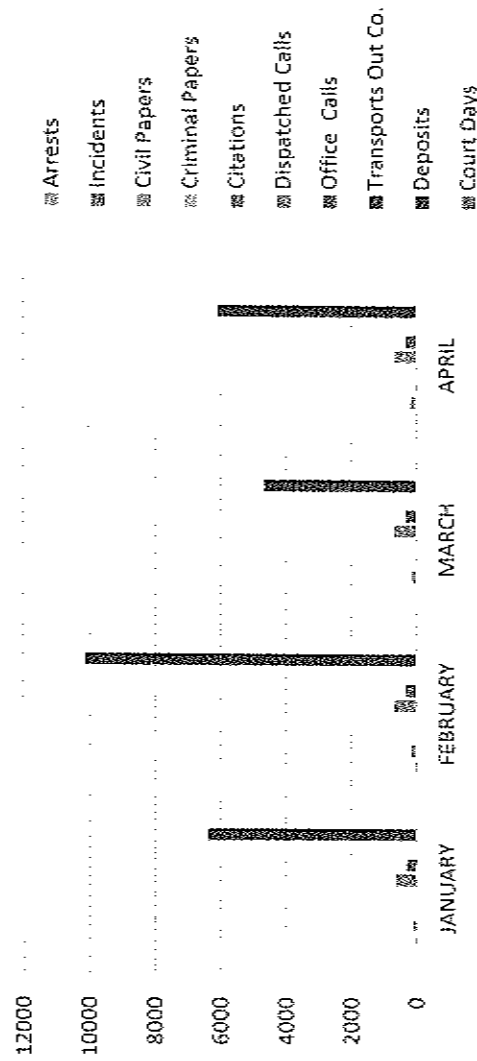
Signed:  Building Inspector

| Perquimans County Sheriff's Office --- March 2018 Activity Report |         |           |              |                    |                  |              |                    |             |            |
|---|---------|-----------|--------------|--------------------|------------------|--------------|--------------------|-------------|------------|
|   | Arrests | Incidents | Civil Papers | Criminal Citations | Dispatched Calls | Office Calls | Transports Out Co. | Deposits    | Court Days |
| JANUARY   | 18      | 30        | 111          | 24                 | 5                | 316          | 3                  | \$6,366.54  | 9          |
| FEBRUARY  | 25      | 31        | 175          | 24                 | 11               | 329          | 3                  | \$10,117.28 | 8          |
| MARCH   | 18      | 22        | 120          | 16                 | 11               | 336          | 0                  | \$4,635.50  | 7          |





| Perquimans County Sheriff's Office - April 2018 Activity Report |         |           |              |                    |                  |              |                    |          |             |   |
|---|---------|-----------|--------------|--------------------|------------------|--------------|--------------------|----------|-------------|---|
|   | Arrests | Incidents | Civil Papers | Criminal Citations | Dispatched Calls | Office Calls | Transports Out Co. | Deposits | Court Days  |   |
| JANUARY   | 18      | 30        | 111          | 24                 | 5                | 631          | 316                | 3        | \$6,366.54  | 9 |
| FEBRUARY  | 25      | 31        | 175          | 24                 | 11               | 658          | 329                | 3        | \$10,117.28 | 8 |
| MARCH   | 18      | 22        | 120          | 16                 | 11               | 671          | 336                | 0        | \$4,635.50  | 7 |
| APRIL   | 28      | 28        | 169          | 29                 | 23               | 657          | 329                | 3        | \$6,052.65  | 6 |



SUBJ-ADDRESS 943 Holidat Island Rd.  
 ORDINANCE VIOLATED Solid Waste  
 NOTES 4/13/18 checkup compliant and pics in file  
 RRR letter sent and subsequent clean up  
 Neat and clean yard with stack of debris bags next to front stoop  
 DISPOSITION file closed  
 DISPOSITION DATE 4/13/2018

SUBJ-ADDRESS 172 Gregory's Lane  
 ORDINANCE VIOLATED solid Waste  
 NOTES collapsed manufactured home and additions - refer to AMH  
 DISPOSITION communicating  
 DISPOSITION DATE 3/29/2018

SUBJ-ADDRESS 158 Gregory's Ln.  
 ORDINANCE VIOLATED solid waste  
 NOTES collapsed house  
 DISPOSITION pending  
 DISPOSITION DATE 4/4/2018

SUBJ-ADDRESS Tract 3/ Oak Point (2 houses)  
 ORDINANCE VIOLATED  
 NOTES DILAPIDATED houses - may be fixing  
 DISPOSITION watching  
 DISPOSITION DATE 4/4/2018

SUBJ-ADDRESS 265 Old US 17 Road  
 ORDINANCE VIOLATED autos  
 NOTES 5 pick ups in back yard  
 DISPOSITION pending letter  
 DISPOSITION DATE 3/29/2018

SUBJ-ADDRESS 100 Discovery Ct.  
 ORDINANCE VIOLATED  
 NOTES Debris about the yard / may be temporary  
 DISPOSITION watching  
 DISPOSITION DATE 3/29/2018

SUBJ-ADDRESS 291 Holliday Island Rd.  
 ORDINANCE VIOLATED  
 NOTES dilap garage and vacant s/w  
 DISPOSITION processing  
 DISPOSITION DATE 3/29/2018

SUBJ-ADDRESS parcel 2-0071-0015  
 ORDINANCE VIOLATED  
 NOTES abandoned s/w - refer to AMH ??  
 DISPOSITION processing  
 DISPOSITION DATE 3/29/2018

SUBJ-ADDRESS 414 Snug Harbor Rd.  
 ORDINANCE VIOLATED AMH  
 NOTES s/w in back/side yard & 3rd unit on one parcel  
 DISPOSITION processing  
 DISPOSITION DATE 4/4/2018

SUBJ-ADDRESS 116 Deep Creek Rd.  
 ORDINANCE VIOLATED zone  
 NOTES under auto and junk ords- mowyers would be personal property,  
 therefore non applicable, but zone ord would list them as retail sales or  
 accessory use. Will discuss possible actions with Rhonda.  
 4/10/18 pics appx. 30 mowers in yard and shelter built with probably  
 no permits.  
 complaint about concerns of a car lot possibility in residential area  
 DISPOSITION refered to zone  
 DISPOSITION DATE 4/10/2018

SUBJ-ADDRESS 1580 Ocean Highway S (17)  
 ORDINANCE VIOLATED  
 NOTES 4/11/18 no tags on van & 1 car / family member spends time in shed on same property and works on cars / no business advertising and does not have the appearance of a business.  
 DISPOSITION processing  
 DISPOSITION DATE 4/11/2018

SUBJ-ADDRESS 210 Inlet Circle  
 ORDINANCE VIOLATED 53 abandoned cars removed  
 NOTES 4/24/18 sent 1st class to Mr. Haste explaining the county's position by ordinance.  
 4-18-18 I investigated a complaint from Mr. T. Erie Haste about a vehicle left abandoned on a rental property that he owns. Honda abandoned on rental property owned by T. Erie Haste, who wants it removed.  
 DISPOSITION preparing options  
 DISPOSITION DATE 4/24/2018

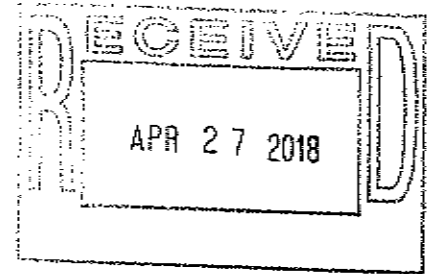
SUBJ-ADDRESS 1546 Ocean Highway (17-N)  
 ORDINANCE VIOLATED  
 NOTES send RRR final notice & email 4/9/2018  
 9/25/17 no improvement  
 seeking storm assistance - no word yet  
 phone 1-23-17 with Ms. Mankin - sent additional assistance info via email - new owner is trying to improve situation  
 address change - daughter - POAc/o deed changed 2016  
 call from Ms. Mankin-seeking help to clean up - letter sent  
 letters sent 12/1/16  
 hurricane damage reduced d/w to solid waste  
 Wendell ref. cea15-10-4, 15-11-3, 16-2-9, 16-8-5, 16-11-4  
 DISPOSITION send final notice and remove  
 refered from cea 2016-11-4  
 DISPOSITION DATE 4/9/2018

SUBJ-ADDRESS 105 Spindrift Ln  
ORDINANCE VIOLATED solid waste  
NOTES 3/15/18 letter delivered and signed  
3/12/18 RRR letter  
1st class ltr  
badly dilapidated s/w  
DISPOSITION filed for research  
DISPOSITION DATE 4/5/2018

# COMMITTEE REPORTS



ALBEMARLE REGIONAL HEALTH SERVICES  
Partners in Public Health



**MEMORANDUM**

**TO:** ARHS County Commissioners and Board of Health  
(Bertie, Camden, Chowan, Currituck, Gates, Pasquotank, and Perquimans counties)

**FROM:** Sara Davidson, Bertie County CFPT Chairperson  
Walter Meads, Camden County CFPT Chairperson  
Anita LaFon, Chowan County CFPT Chairperson  
Anne Cooke, Currituck County CFPT Chairperson  
Karen Riddick, Gates County CFPT Chairperson  
Kathleen Foreman, Pasquotank County CFPT Chairperson  
Susan Chaney, Perquimans County CFPT Chairperson

**Pasquotank**

**Perquimans** **SUBJ:** ARHS 2017 Annual Child Fatality Prevention Team Report to the  
County Commissioners and Board of Health

**Camden** **DATE:** April 25, 2018

**Chowan** Local Child Fatality Prevention Teams (CFPT) review medical examiner reports, death transcripts,  
law enforcement reports, and other records for deceased county residents under age 18 whose  
fatalities are not due to abuse and neglect. Members discuss outcomes of services and  
circumstances surrounding the child's death and make recommendations as needed.

**Currituck**

**Bertie** The purposes of the local CFPTs are to:

**Gates**

- identify deficiencies in the delivery of services to children and families by public agencies;
- make and carry out recommendations for changes that will prevent future child deaths; and
- promote understanding of the causes of child deaths.

The North Carolina statute and the CFPT Agreement Addenda with our local Health Department requires each local to submit in writing recommendations, if any, and advocate for system improvements and needed resources where gaps and deficiencies may exist annually to the board of county commissioners and the local board of health.

Attached for your review is the ARHS 2017 Annual Child Fatality Prevention Team Report to the County Commissioners and Board of Health for your review. Please feel free to contact the chairperson indicated for your respective county should you have any questions regarding this report.

**Attachment**

**cc:** Scott T. Sauer, Bertie County Manager  
Ken Bowman, Camden County Manager  
Kevin Howard, Chowan County Manager  
Daniel F. Scanlon, II, Currituck County Manager  
Natalie Rountree, Gates County Manager  
Sparty Hammett, Pasquotank County Manager  
W. Frank Heath, Perquimans County Manager

\\FILES\RD\Documents\VP\CD\Adm\1677\ARR\BU Reporting to CC's BEH\0425E Memo-2017 CFPT Annual Report to BCC & Counties.doc



R. Battle Betts, Jr., MPA, Health Director

P.O. Box 189 • 711 Roanoke Avenue • Elizabeth City, North Carolina 27907-0189  
Tel: 252-338-4400 • Fax: 252-338-4449 • www.arhs-nc.org





**ALBEMARLE REGIONAL HEALTH SERVICES**  
Partners in Public Health

**Albemarle Regional Health Services  
2016 Annual Child Fatality Prevention Team Report  
to the  
County Commissioners and Board of Health**  
(Bertie, Camden, Chowan, Currituck, Gates, Pasquotank, and Perquimans counties)

**I. Introduction**

Pasquotank

Perquimans

In 1993, the North Carolina General Assembly established a network of local Child Fatality Prevention Teams (CFPT) across the state to confidentially review medical examiner reports, death certificates, and other records of deceased residents under age 18. Each local team consists of representatives of public and nonpublic agencies in the community such as Law Enforcement, EMS, Guardian Ad Litem, Department of Social Services, Health Department, Head Start (or daycare), School Superintendent designee, and parent of a deceased child, among others, who provide services to children and their families.

Camden

Chowan

The purpose of this report is to give a summary of the causes of death, the number of cases reviewed, recommendations for prevention, if any, that have been made, and to share local team activities and accomplishments.

**II. Role of the County Commissioners and Board of Health**

Currituck

Bertie

- Receive annual reports which contain recommendations, and advocate for system improvements and needed resources, if requested.
- Appoint members of the local team as identified by the membership.

**III. Child Deaths by Cause, System Problems Identified, Recommendations for Prevention and Proposed Action**

Gates

In the ARHS district, CFPT teams reviewed fourteen child deaths and identified three potential system problems and recommendations for future prevention efforts, as indicated on page 6 of this report.

**CFPT Activities and Accomplishments**

**All ARHS Teams**

- A report for each child death reviewed was completed by the local Review Team Coordinator and forwarded to the State Coordinator.
- The 2017 CFPT Focus Topic concentrated on education and prevention of substance use and abuse for children and youth under the age of 18. CFPT team members throughout the region participated on the Albemarle Overdose Prevention Coalition. The coalition is currently comprised of 77 members, 29 of which are CFPT members representing teams throughout the district. CFPT members participating on the coalition received e-mails, attended meetings as schedules permitted, and provided updated information at CFPT meetings throughout 2017.
  - Various members throughout the district viewed the movie, "Generation Found," shown at a local theater on March 28, 2017.
  - Approximately 18 members from various teams throughout the district participated in Opiate / Meth Awareness trainings held October 2017.

\\FILES\NF\Documents\APCC-103.Adsin\CFPT\ANNUAL (Reporting To CC & BOH)\2017\2017 CFPT Annual Report To BOH & County Commissioners.docx

**R. Battle Betts, Jr., MPA, Health Director**

P.O. Box 189 • 711 Roanoke Avenue • Elizabeth City, North Carolina 27907-0189

Tel: 252-338-4400 • Fax: 252-338-4449 • www.arhs-nc.org





- All CFPT teams in the district collaborated together on the selection of "Drugs and the Body - It Isn't Pretty" flyer (©2002 by Scholastic Inc. Printed in U.S.A.) for distribution to students; additional information regarding Mobile Crisis, National Suicide Prevention LifeLine, NAMI Albemarle Helpline, Trillium Health Resources, and bullying resources was provided on the reverse side of the flyer (see attached). ARHS printed more than 12,000 flyers which were distributed to schools prior to the beginning of the 2017-2018 school year. Flyers were placed in orientation packets and/or at school fairs; additional information per county is indicated below.
- Emails received from the State Coordinator regarding webinars, trainings, etc., were forwarded to all CFPT chairpersons and team members. Chairpersons/members viewed webinars as schedules permitted and shared information at CFPT meetings. Webinar topics included: Youth Suicide Prevention NC: Data, Support and Recommendations and Policy Perspectives: Addressing the Impact of Prescription Drug Abuse on Children, as well as a webinar regarding the updated 2017 CFPT Confidential Reporting Form.
- Various team members throughout the district participated in and/or shared information regarding the April 29, 2017 National Take Back and the October 28, 2017 Regional Take Back day events.

Pasquotank

Perquimans

**Additional individual team information:****Bertie CFPT**

- Camden
  - The annual CFPT 2017 Activity Summary was completed and submitted on-line by the date requested (March 28, 2018).
- Chowan
  - Bertie CFPT Chairperson submitted information for this report to the County Commissioners and Board of Health.
- Currituck
  - Drugs and the Body It Isn't Pretty Flyers:
    - 1,300 flyers provided to Bertie middle, high/STEM schools
    - Provided to and posted at DSS office and YMCA
    - Available at the September Suicide Walk
- Bertie

Gates

**Camden CFPT**

- The annual CFPT 2017 Activity Summary was completed and submitted on-line by the date requested (March 28, 2018).
- Camden CFPT Chairperson submitted information for this report to the County Commissioners and Board of Health.
- Drugs and the Body It Isn't Pretty Flyers:
  - 1,350 flyers provided to Camden schools, grades 4-12

**Chowan CFPT**

- The annual CFPT 2017 Activity Summary was completed and submitted on-line by the date requested (March 28, 2018).
- Chowan CFPT Chairperson submitted information for this report to the County Commissioners and Board of Health.
- Drugs and the Body It Isn't Pretty Flyers:
  - 1,100 flyers provided to middle and high schools
  - Provided to and posted at Chowan Recreational Department, Boys and Girls Club, and EIC.
- In collaboration with Chowan DSS and the Community Child Protection Team, a few CFPT members participated in a Pin Wheel Ceremony on April 13, 2017 to support Child Abuse Prevention.



- Members review quarterly Vidant Chowan Emergency Room non-identifying data in an effort to identify potential trends in the youth of Chowan County.

#### Currituck CFPT

- The annual CFPT 2017 Activity Summary was completed and submitted on-line by the date requested (March 28, 2018).
- Currituck CFPT Chairperson submitted information for this report to the County Commissioners and Board of Health.
- Drugs and the Body It Isn't Pretty Flyers:
  - 2,100 flyers provided to middle and high schools

#### Gates CFPT

- The annual CFPT 2017 Activity Summary was completed and submitted on-line by the date requested (March 28, 2018).
- Gates CFPT Chairperson submitted information for this report to the County Commissioners and Board of Health.
- A parent of a deceased child member (required by statute) was appointed to the team.
- Drugs and the Body It Isn't Pretty Flyers:
  - 1,000 flyers provided to middle and high schools

Pasquotank

Perquimans

Camden

Chowan

Currituck

Bertie

Gates

#### Pasquotank CFPT

- The annual CFPT 2017 Activity Summary was completed and submitted on-line by the date requested (March 28, 2018).
- Pasquotank CFPT Chairperson submitted information for this report to the County Commissioners and Board of Health.
- Pasquotank CFPT reviewed NC Detect Emergency Room statistics and State Health statistics (as available) in an effort to identify potential trends in the youth of Pasquotank County.
- Drugs and the Body It Isn't Pretty Flyers:
  - 3,000 flyers provided to middle and high schools
  - 25 flyers provided to Albemarle YMCA/Elizabeth City
  - 50 flyers provided to New Life Academy
  - 75 flyers provided to Albemarle (Academy) School
  - 360 flyers provided to NEAAAT

#### Perquimans CFPT

- The annual CFPT Activity Summary was completed and submitted on-line by the date requested (March 28, 2018).
- Perquimans CFPT Chairperson submitted information for this report to the County Commissioners and Board of Health.
- Drugs and the Body It Isn't Pretty Flyers:
  - 1,800 flyers provided at to middle and high schools at the Back to School Bash
  - Flyers provided at the Perquimans Resource Fair, serving 334 students



**Conclusion**

Thank you to the members of the ARHS Board of Health and County Commissioners for the opportunity to share with you the successes and dedicated work of the local teams as teams continue to review child fatalities, make recommendations, and take actions to prevent future child deaths. All CFPT teams continue to strive for the enhancement of resources and services to improve the lives of children and families in this area. The teams are committed to addressing the issues of safety and at risk concerns which will increase protection and proper care for children.

Please feel free to contact the Health Director or the CFPT Chairperson, respectively, should you have any questions about this report.

*R. Battle Betts, Jr.*

R. Battle Betts, Jr., Health Director  
(252) 338-4405; [rbetts@arhs-nc.org](mailto:rbetts@arhs-nc.org)

*4-18-18*

Date

*Sara Davidson, RW*

Sara Davidson, Bertie Chairperson  
(252) 794-6230; [sdavidson@arhs-nc.org](mailto:sdavidson@arhs-nc.org)

*4-18-18*

Date

Pasquotank

Perquimans

Camden

Chowan

Currituck

Bertie

Gates



**Conclusion**

Thank you to the members of the ARHS Board of Health and County Commissioners for the opportunity to share with you the successes and dedicated work of the local teams as teams continue to review child fatalities, make recommendations, and take actions to prevent future child deaths. All CFPT teams continue to strive for the enhancement of resources and services to improve the lives of children and families in this area. The teams are committed to addressing the issues of safety and at risk concerns which will increase protection and proper care for children.

Please feel free to contact the Health Director or the CFPT Chairperson, respectively, should you have any questions about this report.

R. Battle Betts, Jr.  
R. Battle Betts, Jr., Health Director  
(252) 338-4405; [bbetts@arhs-nc.org](mailto:bbetts@arhs-nc.org)

4.18.18  
Date

Pasquotank

Walter Meads  
Walter Meads, Camden Chairperson  
(252) 335-1524; [meadsw@co.pasquotank.nc.us](mailto:meadsw@co.pasquotank.nc.us)

04/23/2018  
Date

Perquimans

Camden

Chowan

Currituck

Bertie

Gates



Conclusion

Thank you to the members of the ARHS Board of Health and County Commissioners for the opportunity to share with you the successes and dedicated work of the local teams as teams continue to review child fatalities, make recommendations, and take actions to prevent future child deaths. All CFPT teams continue to strive for the enhancement of resources and services to improve the lives of children and families in this area. The teams are committed to addressing the issues of safety and at risk concerns which will increase protection and proper care for children.

Please feel free to contact the Health Director or the CFPT Chairperson, respectively, should you have any questions about this report.

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*4-23-18*

Date

Pasquotank

Perquimans

Camden

Chowan

Currituck

Bertie

Gates



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*4-18-18*

Date

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**Conclusion**

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04/23/18  
Date

Perquimans

Camden

Chowan

Currituck

Bertie

Gates



| Cause of Death   | Bertie   | Camden   | Chowan   | Currituck | Gates    | Pasquotank | Perquimans |
|--|----------|----------|----------|-----------|----------|------------|------------|
| Accidental poisoning by and exposure to other and unspecified drugs, medicants, and biological substances; mental and behavioral disorders due to multiple drug use and use of other psychoactive substances; poisoning by other opioids; poisoning by other synthetic narcotics |          |          |          | 1*        |          |            |            |
| Accidental poisoning by and exposure to other and unspecified drugs, medicants, and biological substances; poisoning by other antihypertensive drugs, not elsewhere classified   |          |          |          |           | 1*       |            |            |
| All-terrain or other off-road motor vehicle (unspecified occupant of) injured in non-traffic accident; fracture of neck, part unspecified  |          |          |          |           |          |            | 1          |
| Birth defects: atresia of foramina of Magendie and Luschka; hydrocele, unspecified   |          |          | 1        |           | 1        |            |            |
| Deformities of the brain; other infantile cerebral palsy   |          |          | 1*       |           |          |            |            |
| Drowning and submersion while in swimming pool   |          |          |          |           |          |            |            |
| Ill-defined (other) and unspecified causes of mortality; unknown cause of mortality  |          |          |          |           |          | 1          |            |
| Malignant neoplasm of prostate   |          |          |          |           |          | 1          |            |
| Passenger injured in collision with other and unspecified motor vehicles in traffic accident   |          |          |          | 1         |          |            |            |
| Pedal cyclist (unspecified) injured in collision with other and unspecified motor vehicles in traffic accident; unspecified multiple injuries  |          |          |          | 1**       |          |            |            |
| Perinatal condition; intracranial (nontraumatic) hemorrhage of newborn, unspecified; birth asphyxia, unspecified   |          |          |          |           |          | 1          |            |
| Perinatal conditions; newborn (twins) affected by other forms of placental separation and hemorrhage   | 2        |          |          |           |          |            |            |
| Renal failure, unspecified   |          |          |          |           |          | 1          |            |
| <b>TOTAL</b>   | <b>2</b> | <b>1</b> | <b>1</b> | <b>3</b>  | <b>2</b> | <b>4</b>   | <b>1</b>   |

Chowan: \*Fatality occurred in non-ARHS neighboring county; General Statute requires fatalities to be reviewed in the county of residence.

Currituck: \*Fatality held over from 2017 fourth quarter meeting for review of additional information; recommendation to be made at 2018 first quarter meeting following final review.

\*\*Recommendation that toxicology reports should be ordered on a pedestrian or bicyclist, including but not limited to those under the age of 18, in order to determine whether or not alcohol or drugs/medication may have been a contributing factor.

Gates: \*Recommendation made and action taken to send a letter to CHKD administration (mailed February 2017, copy attached), providing names and phone numbers of local agencies available to assist any family with a discharged medically fragile child.

Note: An ongoing identified problem occurs when a child dies out of state (i.e., CHKD), as the team is unable to obtain information across state lines, and in some instances, is unable to review the case, identify any gaps or system problems, and therefore no recommendations are made and no actions taken.

# HEADS UP REAL NEWS ABOUT DRUGS AND YOUR BODY

www.scholastic.com/HEADSUP

# Drugs and the Body—It Isn't Pretty

Nicotine. Heroin. Cocaine. Marijuana. Inhalants. Methamphetamine. Steroids. They all cause damage. Check out this diagram to find out how each part of the body is affected by drugs of abuse.

## BRAIN

**Honey, I Shrunk My Brain!**  
Inhalants can actually shrink the part of the brain that controls body movements.

**Tired and Moody**  
A chemical called serotonin helps you stay in a good mood and get enough sleep. Ecstasy messes with the serotonin in your brain.

**Bye-bye, Brain Cell!**  
Methamphetamine can damage a large number of brain cells in the limbic system (or emotional brain).

**Super Slow**  
Messages travel from your brain to your muscles at more than 200 miles per hour. Inhalants can put the brakes on quick communication.

**The Next Step?**  
A working short-term memory is required for learning and performing tasks that call for more than one or two steps. Marijuana can lower short-term memory.



## HEART

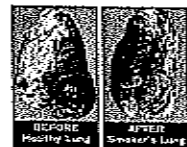
**Body Blocking**  
Steroid use can lead to blocked blood flow to the heart or brain. The result: a stroke or a heart attack.

**Fit as a...**  
Even very fit athletes can have a heart attack if they abuse cocaine or methamphetamine.

**"H Sync**  
Inhalants can disrupt normal heart rhythms, which can cause a heart attack.

## LUNGS

**Sticky Black Tar**  
Need we say more? It coats the lungs of tobacco and marijuana smokers.



**Poisoned**  
When an abuser sniffs inhalants, the toxic gas can replace oxygen in the lungs. Without oxygen, the brain and body suffocate and die.

## LIVER

**Risky Rupture**  
Steroid abuse has been associated with liver tumors and blood-filled cysts. Both the tumors and the cysts can rupture, causing internal bleeding.

## IMMUNE SYSTEM

**Sharing More Than Needles**  
Drug abusers who share non-sterile injection equipment are at risk for contracting HIV, Hepatitis B and C, and other infectious diseases.

## NOSE

**No More Nostrils**  
Snorting cocaine can create pebble-like structures that can turn into raw sores. The holes can get so big they can close and divide the nose.

## MOUTH



**Hot a Good Look?**  
Cigarette smoke dries out teeth. Smoking can also lead to gum disease and lost teeth.

**Thine Teeth**  
Ecstasy use causes involuntary teeth-clenching. Some users need to wear dental mouth guards. Others actually use pacifiers.

**A Case of the Blahs**  
All drugs of abuse can make users lose the ability to feel normal happiness and pleasure.

**How About a Mint?**  
Tar and nicotine build up on the teeth and tongue, leading to bad breath.

## SKIN

**Pizza Face**  
Steroids can cause some pimples to pop up all over the face of a user.



## BONES

**Forget About the NBA**  
Steroid use can keep bones from growing. Abusers may never reach their full adult height.

**Downs in My Bones**  
Inhalants damage the marrow inside of bones.



## KIDNEYS

**Boiling Over**  
Ecstasy users risk kidney failure when their body temperature soars and they become dehydrated.

In order additional view of the brain to poster at www.scholastic.com/HEADSUP

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**NIDA**  
goes back to school  
Science-based drug abuse education

National Institute on Drug Abuse • National Institutes of Health  
U.S. Department of Health and Human Services

# IT'S OKAY TO ASK FOR HELP!

TO BE HEALTHY  
AS A WHOLE  
MENTAL HEALTH  
PLAYS A ROLE



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Service available to individuals in the Trillium Health Resources Area



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**You are not alone.**

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**You can chat about:**

- Relationships
- Self Image
- Bullying
- Thoughts of Suicide
- Family Problems
- Whatever you need

We are here to help you.

Reach out. Get help.  
We are here to listen.



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Provided by the Trillium Health Resources Area



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Locations: Donofrio, Beattie, Cameron, Carleton, Chiswan, Cerrilback, One, Gales, Hertford, Hyde, Martin, Northampton, Onslow, Pasquotank, Perquimans, PITT, Tyrrell, Washington



## NATIONAL SUICIDE PREVENTION LIFELINE PHONE NUMBER

1-800-273-8255

Find out more on: Suicide Prevention Lifeline

<https://suicidepreventionlifeline.org>

## NAMI ALBEMARLE HELPLINE: 252-370-8090

NAMI NC Helpline: 800-451-9682

NAMI National Helpline: 800-950-6264

<https://naminc.org/>

## TRILLIUM HEALTH RESOURCES

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## BULLYING RESOURCES

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