

AGENDA

All items are for discussion and possible action.
Perquimans County Board of Commissioners
Commissioners' Room - Courthouse Annex Building
July 2, 2018
7:00 p.m.

- I. **Call to Order**
 - II. **Prayer & Pledge**
 - III. **Approval of Agenda**
 - IV. **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: June 4, 2018 Regular Meeting & June 18, 2018 Special Called Meeting/Work Session
 - B. Personnel Matters
 - 1. Appointment: IMC II (Adult Medicaid Caseworker)
 - 2. Appointment: Certified Deputy
 - 3. Resignation: Part-Time/Fill-In Telecommunicator
 - C. Step/Merit Increases
 - 1. Department Heads
 - 2. Social Services Department
 - 3. EMS Full-Time
 - 4. Inspections
 - 5. Sheriff's Department
 - 6. Tax Department
 - D. Board Appointment: Social Services Board – DSS Board Appointment
 - V. **Scheduled Appointments**
 - A. Bill Jennings, Tax Administrator 7:00 p.m.
 - B. Susan Chaney, Social Services 7:05 p.m.
 - VI. **Commissioner's Concerns/Committee Reports**
 - A.
 - B.
 - VII. **Old Business**
 - A. Updates from County Manager
 - B. Town of Hertford Letter – Basketball Courts
 - VIII. **New Business**
 - A. Amendment No. 1 – Post Employment Benefits Trust Agreement
 - B. Resolution to Support Application for Department of Commerce Grant
 - C. Annual Contracts
 - 1. Senior Nutrition Contract
 - 2. Drainage Management Contract
 - 3. Emergency Management Public Information Officer Contract
 - 4. Economic Development Consultant Contract
 - D. NCACC Annual Conference Voting Delegate
 - E. Step/Merit Increases
 - 1. EMS Part-Time/Fill In
 - 2. Water Department
 - F.
- ACTION REQUIRED** (Items I-IV, VIII)
- NO ACTION REQUIRED** (Items V-VII)

- G.
 - H.
 - I.
 - IX. **Public Comments**
(If you wish to address the Board, please state your name for the record prior to speaking)
 - A.
 - B.
 - C.
 - X. **Closed Session: Per NCGS #143-318.11(4) - Economic Development Matter & Closed Session Minutes**
 - XI. **Adjournment**
- NO ACTION REQUIRED
- ACTION REQUIRED

FOR INFORMATION ONLY:

- Thank You Note to City of Elizabeth City, NC for Donation
- Prescription Card Program

DEPARTMENT HEAD REPORT:

- Plat Log
- Code Enforcement Officer's Report
- Building Inspections Report

COMMITTEE WRITTEN REPORTS:

- Skills, Inc. Annual Report
- Community Advisory Committee Quarterly Report Ending March, 2018

NOTES FROM THE COUNTY MANAGER

July 2, 2018

7:00 p.m.

- IV. **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.*
- V.A. **Enclosure.** Bill Jennings, Tax Administrator, will present his Monthly update.
- V.B. Susan Chaney, Social Services Director, will present her monthly report.
- VII.A. County Manager Heath will present several updates to the Board.
- VII.B. During the June 18, 2018 Work Session, County Manager Heath presented a letter from the Town of Hertford stating that the Town Council had voted not to close the basketball courts and that the Hertford Police would still patrol the area. It was decided to place it on the July 2nd Agenda for discussion and possible action.
- VIII.A. **Enclosures.** On November 21, 2016, the counties of Camden, Chowan, Currituck, Dare, Hyde, Martin, Pasquotank, Perquimans, Tyrrell, and Washington created an irrevocable trust for the funds held for health benefits for the retirees of the former Albemarle & Tideland Mental Health agencies. In order for the trust to invest in the equity portion (BlackRock) of the State Treasurer's Ancillary Governmental Participant Program (AGPIP), BlackRock requires that the name of the trust exactly matches the name assigned by the IRS with the federal identification number. Rather than trying to change the trust name with the IRS, participating counties are being requested to change the trust name through the adoption of the attached amendment. Board review and action are being requested.
- VIII.B. **Enclosure.** County Manager Heath will explain the request to adopt a Resolution supporting the application for the Department of Commerce Grant for \$2.85 million. Board action will be requested.
- VIII.C. **Enclosures.** The Board will need to take action on the following annual contracts:
 1. **Senior Nutrition Contract:** This contract is between Perquimans County and Albemarle Commission to handle the Senior Nutrition Program at the Senior Center. The costs will be \$10,749.24 for 999 hours.
 2. **Water Management Contract:** This contract is between Perquimans County and Dwane Hinson to consult on the water management needs associated with Perquimans County. A copy of the contract is included in your Agenda Packet. The costs will be \$30/hour and \$53.5 cents per mile. As you will note, the terms indicate that the contract can be renewed every year. Board action will be needed to renew the contract for FY 2018-19.
 3. **Public Information Officer Contract:** This contract is between Perquimans County and Thomas M. Ponte who is our Public Information Office for Perquimans County Emergency Management. The cost is \$125 per month.
 4. **Economic Development Consultant Contract:** This contract is between Perquimans County and Dave Goss who is our Economic Development Consultant. The cost is \$1,782.02 per month for FY 2018-2019, which includes the 3% cost-of-living increase as he requested.
- VIII.D. **Enclosure.** The NCACC Annual Conference is being held on August 23-25, 2018 in Catawba County, NC. At this time, Wallace Nelson, Charles Woodard, and Joseph Hoffer have signed up to attend the Conference. The Board will need to appoint a Voting Delegate. Board action is being requested.
- VIII.E. **Enclosures.** These are a few step/merit increases that were approved for the employees but we did not receive the Employee Action Form in time to include it under Consent Agenda. Forms will be received by Monday – supervisors are out of town. Board action will be requested.

Employee Name	Employee Job Title	Grade/ Step	New Salary	Effective Date
Brian Pauli, Jr.	EMT-B	63/2	\$14,72/hr.	7/01/2018
Tracy Hunter	Technician II	60/7	\$30,301	7/01/2018
Kathy Matthews	Water Clerk	61/10	\$34,081	7/01/2018
Kelvin Roberson	Water Plant Operator	64/18	\$46,116	7/01/2018
Arnold White	Backhoe Operator	65/10	\$40,640	7/01/2018

- X. **Enclosure:** Pursuant to NC General Statute 143-318.11(4), the Board will need to go into Closed Session to discuss an Economic Development Matter and to approve Closed Session Minutes.

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 June 4, 2018 Regular Meeting & June 18, 2018 Special Called Meeting/Work Session
- B. **Enclosures:** Personnel Matters

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Deanne Smith	IMC II – Adult Medicaid Caseworker	Appointment	61/4	\$29,438	7/01/2018
Tori Arroyo	Certified Deputy	Appointment	65/1	\$32,617	8/01/2018
Debbie Lyman	Part-Time/Fill-In Certified Telecommunicator	Resignation			6/24/2018

- C. **Enclosures:** During the Budget process, these step/merit increases were approved for the employee. The following individuals are being recommended by their supervisor for step/merit increases:

Employee Name	Employee Job Title	Grade/ Step	New Salary	Effective Date
Mary Hunnicutt	Secretary/Clerk to the Board/Personnel Officer	65/10	\$40,640	7/01/2018
Helen L. Hunter	Finance/HR Specialist	61/9	\$33,247	7/01/2018
Robin Trueblood	Supervisor - Buildings & Grounds	65/8	\$38,703	7/01/2018
Howard Williams	Director	70/10	\$50,644	7/01/2018
Virgil Parrish	Chief Inspector	71/16	\$61,266	7/01/2018
Joanne Avery	IMC II	63/3	\$31,361	7/01/2018
Krystal Dozier-Bass	Public Information Assistant IV	59/4	\$26,956	7/01/2018
Angela Jordan	Social Work Supervisor III	73/5	\$51,142	7/01/2018
Caitlyn Colson	EMS Shift Supervisor (Paramedic)	70/4	\$43,749	7/01/2018
James Leicester	EMS Shift Supervisor (Paramedic)	70/7	\$47,056	7/01/2018
Debbie Proctor	Secretary	61/11	\$34,910	7/01/2018
Ray Fesperman, Jr.	Sergeant	67/7	\$41,234	7/01/2018
Kendall Harrell	Sergeant	67/9	\$43,296	7/01/2018
Quinton Jordan, Jr.	Deputy Sheriff	65/10	\$40,640	7/01/2018
Thomas Reid	Chief Deputy	70/5	\$44,815	7/01/2018
Kimberly A. Bray	Assistant Tax Administrator	66/7	\$39,459	7/01/2018
Rebecca Waterfield	Tax Clerk -Business Personal Property	61/2	\$28,037	7/01/2018

- D. **Enclosure:** Teresa Blanchard's last term of office ends on June 30, 2018. The Social Services Board needed to make the recommendation to appoint her replacement. Per the attached e-mail, they are recommending the appointment of Brenda Dillard for a three-year term effective July 1, 2018. Board action will be requested.

WHEREAS, Perquimans County has school capital needs of over \$ _____; and
 WHEREAS, it is estimated that Perquimans County could receive \$ _____ million 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 Perquimans 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 Perquimans County and to all 100 counties in North Carolina.

Adopted this the 7th day of May, 2018.

Wallace E. Nelson, Chairman
 Perquimans County Board of Commissioners

ATTEST:

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

Chairman Nelson further explained that Perquimans County could receive up to \$12.2 million for school facility needs. Currently, he knows that Pasquotank County and several other counties have adopted the resolution. He asked what the pleasure of the Board would be. County Manager Heath explained that there are several blanks on the second page that he has been trying to get the information to complete it. He further explained that the bond was for \$1.9 billion. In addition, at their seats tonight, there was an amended draft copy changing "Randolph" to "Perquimans" County. T. Kyle Jones made a motion to adopt the resolution for discussion purposes only. The motion was seconded by Edward R. Muzzulin. Chairman Nelson asked if there was any discussion. Commissioner Jones explained that the state bond is a loan that the County will have to pay back. He further explained that, considering the spending habits of the current school administration over the last year, he is against the school bond. Chairman Nelson expressed his support of the school bond and explained all the restrictions of the bond so he does not believe that they would be able to spend the funds except for the school facility needs. Commissioner Jones asked if these funds would be used for athletic fields, etc. Mr. Nelson said that he really felt that it does limit the spending to the brick and mortar buildings and repair of the building facilities. Mr. Jones completely understands the need for this funding but he is concerned how their spending habits may have caused this situation. Commissioner Woodard wanted to know who determines how the money is spent. County Manager Heath read the information on what these funds can be used for. The motion was approved by a vote of five (5) to one (1) with Commissioner Jones voting against the motion.

PERSONNEL MATTERS

The following personnel matters, which were received after Agenda Packets were mailed, were unanimously approved on motion made by T. Kyle Jones, seconded by Fondella A. Leigh:

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Anna Johnson	Full-Time Certified Telecommunicator	Appointment	62/1	\$27,751	5/01/2018
Sabrina Malfette	Part-Time/Full-Time EMT-I	Removed from Roster			5/07/2018

PUBLIC COMMENTS

The following public comment was made:

- > **Matthew Peeler:** Mr. Peeler spoke in favor of the state school bond resolution.

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned at 8:00 p.m. on motion made by Fondella A. Leigh, seconded by Charles Woodard.

Wallace E. Nelson, Chairman

Clerk to the Board

WORK SESSION

May 21, 2018
 7:00 p.m.

Due to the Chairman not being able to be at the meeting to discuss the IBX Authority item on the Agenda, the Perquimans County Board of Commissioners Work Session on April 16, 2018 was cancelled.

REGULAR MEETING

June 4, 2018
 6:30 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, June 4, 2018, at 6:30 p.m. in the Commissioners Room located on the first floor of the Perquimans County Courthouse Annex.

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

After the Chairman called the meeting to order, Commissioner Jones gave the invocation and the Chairman led the Pledge of Allegiance. The Chairman explained that the first item of business was to hold the public hearing to receive public comments on REZ-18-01, requested by Albemarle Plantation Property Owners Association, Inc.

PUBLIC HEARING

Rezoning Request No. REZ-18-01, Albemarle Plantation Property Owners Association, Inc.

Chairman Nelson opened the Public Hearing stating that the purpose of this public hearing is to receive citizens' comments to consider Rezoning Request No REZ-18-01, requested by Albemarle Plantation Property Owners Association, Inc. to rezone Tax Parcel No. 2-0082-0007 from RA-25 (Residential & Agricultural District) to RA (Rural Agriculture District) for the purpose of allowing an equestrian facility. There were thirty (30) people present. Mr. Nelson recognized Rhonda Money, Planner, who gave an overview of the request. Ms. Money explained that the Planning Board approved the request at their May 8, 2018 meeting. Mr. Nelson opened up the public hearing for Board and public comments and questions. There were no questions from the Board but the following public comments were made:

- > **Kathryn Tenenholz:** Ms. Tenenholz, President of the Albemarle Plantation Home Owners Association, Inc, spoke in support of the rezoning request.
- > **Jack Blackman:** Mr. Blackman spoke in support of the rezoning request.

There being no further comments or questions from the Board or the public, Chairman Nelson closed the Public Hearing at 7:00 p.m.

AGENDA

Edward R. Muzzulin made a motion to approve the Agenda, as amended. The motion was seconded by Fondella A. Leigh. The Board voted unanimously to approve the Agenda, as amended.

CONSENT AGENDA

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

1. Approval of Minutes: May 7, 2018 Regular Meeting. The May 21, 2018 Work Session was cancelled.
2. Personnel Matters:

Employee Name	Employer Job Title	Action Required	Grade/Step	New Salary	Effective Date
Robert Wood	Part-Time/Fill-In Non-Certified Telecommunicator	Appointment	60/1	\$12,211/yr.	5/01/2018
Aquamarie Stine	Part-Time/Fill-In Non-Certified Telecommunicator	Appointment	60/1	\$12,211/yr.	5/01/2018
Amy Felten	Social Worker I&A/T	Appointment	70/2	\$40,451	6/01/2018

3. Step/Merit Increases:

Employee Name	Employee Job Title	Grade /Step	New Salary	Effective Date
Sherry Schrodt	SW III	69/3	\$39,654	6/01/2018
Christopher Murray	Deputy Sheriff/SRO	65/3	\$33,251	6/01/2018
Tashara Gramby	Tax Clerk - Collections	58/2	\$23,854	6/01/2018

4. Board Reappointments/resignations/appointment:

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Gordon, Netie	COC - Adult Care Home Advisory Committee	Resignation		7/01/2018
Aples, Archie	Local Library Board	Reappointment	4 yrs.	7/01/2018
McNaught, Ruth	Local Library Board	Reappointment	4 yrs.	7/01/2018
Wheeler, Kathryn	Recreation Advisory Committee - At Large	Reappointment	3 yrs.	7/01/2018
White, Pete	Recreation Advisory Committee - At Large	Reappointment	3 yrs.	7/01/2018
Nixon, Chad	Recreation Advisory Committee - New Hope	Reappointment	3 yrs.	7/01/2018
Danron, Charlotte	Tourism Development Authority - Industry Rep	Resignation		7/01/2018
McDonald, Stephen	Tourism Development Authority - Industry Rep	Appointment	3 yrs.	7/01/2018

5. **2018 Memorandum of Participation for Separation Allowance Benefit:** The audit requires that the County contract with a company to prepare our disclosures required under GASB Statement No. 73 for the Special Separation Allowance for Law Enforcement Officers. Last year, we contracted with Cavanaugh MacDonald Consulting, LLC. We need to renew the contract. Tracy Mathews, County Finance Officer, recommends the renewal of the Memorandum of Participation for Separation Allowance Benefit with Cavanaugh MacDonald Consulting, LLC located in Kennesaw, GA. The Board unanimously approved Ms. Mathews' recommendation to renew the contract with Cavanaugh MacDonald Consulting, LLC.

BUDDY LAWRENCE, ALBEMARLE PLANTATION

Each year at July 4th, Albemarle Plantation holds their fireworks show. Mr. Lawrence came before the Board to request the County's approval to hold their fireworks show on July 1st. He further stated that the rain date would be July 7th. On motion made by Edward R. Muzzulin, seconded by Charles Woodard, the Board unanimously approved Mr. Lawrence's request to hold their fireworks show on July 1st.

BILL JENNINGS, TAX ADMINISTRATOR

Mr. Jennings presented his monthly report. He reported that there were nine (9) foreclosure properties which resulted in eight (8) sales.

SUSAN CHANEY, SOCIAL SERVICES DIRECTOR

Ms. Chaney presented her monthly report.

PRESENTATION OF FY 2018-2019 BUDGET

County Manager Heath presented the following FY 2018-2019 Budget Message:

June 4, 2018

To: The Honorable Chair, Board of Commissioners, and taxpayers of Perquimans County

I respectfully submit the proposed budget for Perquimans County for the Fiscal Year 2018-2019. The budget has been prepared in accordance with the North Carolina Local Government Budget and Fiscal Control Act. The budget identifies the estimated revenues and expenditures for the Fiscal Year 2018-2019.

Proposed Tax Rate

As in years past, the County's budget process calls for department heads and other agencies to submit budget requests to the County Manager. In total, the requests amounted to approximately \$18.88 million. That's over \$4 million dollars more than anticipated revenues for the upcoming fiscal year. The tax rate would have to be 88 cents to fully fund all requests of Perquimans County for the next year.

Total taxable value increased from \$1,304,892,862 to \$1,320,487,304, or 1.2%. An additional \$201,211,177 in value was added due to the Desert Wind project. After second year depreciation and the grant agreement with the County, the net gain in value would be \$71,852,280, or a five percent increase to the County's total value. I have estimated an additional \$409,557 in revenue for FY 18-19 as a result. We have also experienced gains primarily in DMV tax revenues, and this in combination with the use of fund balance allocations will allow us to propose a budget that remains at a rate of 57 cents per hundred dollars of value. Also of note is that I project that we're going to use only \$164,584 of the budgeted fund balance appropriation from last fiscal year of \$972,103. This is due to better than projected revenues, and controlling spending versus budgeted amounts for 17-18. If we utilize the full \$990,000 I project for fund balance allocations for this new budget, our fund balance would still be in the 25 percent range.

When compared to other Counties in the region, Perquimans' tax rate will remain among the lowest in eastern North Carolina:

Perquimans-	57 cents per hundred
Gates-	76 cents per hundred
Camden-	72 cents per hundred
Chowan-	74 cents per hundred
Pasquotank-	77 cents per hundred

While the tax rate is one of the lowest in the region, this budget still provides adequate funding for services that we have historically provided, enhances some services, and provides benefits for the County employees.

General Fund Budget Summary

The General Fund budget is \$15,682,196 for 2018-2019, up \$314,998 from the current year's amended budget of \$15,367,198. To enable us to maintain a significant commitment to school current expense and increased capital requests, and increased expenditures for public safety departments such as Sheriff, Fire Departments and EMS, this budget designates \$990,000 of general fund balance to be utilized. Even with this amount of fund balance used, we will still maintain a fund balance of over 25%, much more than the 8% recommended by the Local Government Commission. Perquimans has a history of controlling spending below budgeted amounts, so it is unlikely that we will have to utilize the full amount of fund balance listed.

General Fund Revenues

Property taxes account for the vast majority of general fund revenues, and I've already mentioned the conditions as it relates to real property taxation. We are projecting that motor vehicle tax collections will improve for the upcoming fiscal year.

Sales tax revenues are the second largest source of County general fund revenues. Based on collections from this fiscal year, sales tax revenues are projected to decrease by a total of \$10,000, for a total of \$1,650,000.

An additional \$375,000 is forecast to be added to Perquimans' sales tax allocation to reflect the additional services taxed by the General Assembly in 2016. In addition to the sales tax revenues, there are three other important sources of revenues that provide insight to the strength of the local county economy. They are Building Inspection Fees, Register of Deeds Fees, and Land Transfer Tax Revenues. While sales taxes reflect retail sales, these other revenues are construction and real estate based. Expected Land Transfer Tax revenues in FY 2018-19 are \$350,000, \$85,000 more than last year. Building Inspection Fees and Register of Deeds Fee revenues remain fairly level, projected at \$230,000 combined, reflecting a \$5,000 increase in revenue for these two fees for FY 2018-2019. A continuing revenue for this budget year will be a projected \$337,140 Medicaid hold-harmless allocation from the State.

General Fund Expenses

Most of the departmental operating budgets remain nearly static compared to the current budget year. By way of comparison, the five largest General Fund expenses by department or agency are as follows:

<u>Department/Agency</u>	<u>Proposed FY 18-19 Funding</u>	<u>% of Total GF Budget</u>
Perquimans County Schools	\$4,211,603	27%
Social Services	\$2,354,108	15%
Emergency Medical Services	\$1,594,473	10%
Sheriff Department	\$1,302,518	8%
Albemarle District Jail	\$796,581	5%

School Funding

As presented by the Board of Education and school staff earlier this spring, the Perquimans County School System has requested \$3,880,427 for school current expense, an increase of \$1,105,427 over last year's County appropriation of \$2,775,000. This represents a 40% requested increase from the previous fiscal year.

The proposed FY 2018-19 County budget increases the local current expense budget to \$2,900,000, an increase of \$125,000. This continues a significant commitment by the County Board of Commissioners to increase teacher supplements and classified position salary adjustments. The school capital outlay budget increases to \$475,000, an increase of \$77,500, or a 19% increase. This capital allocation will allow for the continuation of the IT technology initiative, as well as other capital outlay items presented by the Superintendent. The County is also absorbing the cost of another School Resource Officer, which represents at least another \$50,000 in costs for salary, transportation, and outfitting.

Building and Facility Initiatives

Perquimans County will engage in several new facility projects in FY 2018-19. Highlights include a new gym floor at the Perquimans Recreation Center, an addition to the Tri-County Animal Shelter, and continued improvements to the Perquimans County Courthouse. Also included are funds for an architect to provide design services for a new Social Services building.

Capital Outlay

Outside of the normal replacement of electronic items such as computers and copy machines, the major capital items included in the FY 2018-19 budget are the replacement of three Sheriff Department vehicles, portable radios, water rescue boat repair, a new EMS ambulance, continued software upgrades for the tax and finance departments, bleachers for the Winfall ball field, and additional security cameras at the Perquimans Senior Center.

Personnel

The proposed FY 2018-19 budget contains a 3 percent cost of living adjustment for County employees, and maintains merit and salary step increases for those employees who qualify. Employees received no cost of living adjustment in last fiscal year's budget.

Perquimans County participates in the State Health plan, and health insurance rates are projected to increase from \$540 per employee per month to \$583. This increase causes approximately a \$53,000 negative impact to our budget. The rate of \$583 monthly includes a projected 5% increase in rates and \$25 per month per employee that the State charges employees for the base 70-30 plan.

Retiree health coverage is becoming an increasing burden on the County. With the addition of several new retirees and the increase in costs, we are expecting that the total costs in FY 18-19 will exceed \$170,000.

The North Carolina Local Government Employees Retirement System employers' contribution will be 7.84% for FY 18-19.

This budget includes an additional School Resource Officer, meaning that each school will be staffed with an SRO. It also includes funds for a Narcotics deputy, and an Adult Services Social Worker.

\$15,450 has been allocated to the Tourism Development Authority to continue to fund our full-time tourism director, in coordination with the Towns.

Other Noteworthy Items

- Funding for the County Fire Departments increases to \$72,500 each, up from \$70,000 for each department last year.
- Funding for the Perquimans County Library increases to \$183,305.
- \$20,000 for code enforcement/Ahouse removal.
- Albemarle District Jail remains a considerable expenditure, at \$796,581.

Water Fund

Perquimans continues to make significant investment in its overall ability to provide water to its customers. Our system is an aging one, with infrastructure aged at over 30 years old in some places. This means that the County makes ongoing repairs to the lines in the system as needed throughout the year. Perquimans continues to purchase 150,000 gallons of reverse osmosis water from Pasquotank County that services customers on the Winfall plant side. The bulk water rate that Pasquotank County charges is expected to remain \$6.00 per thousand gallons. Also, Perquimans is investing on the Bethel plant side, as we have continued development of the Manley well site, and will allocate \$285,000 to finish work on that location in the upcoming fiscal year. This will ensure an adequate supply of water at the Bethel plant for many years to come. We will also allocate \$100,000 for the replacement of aging water meters throughout our system. The total water fund budget for the Fiscal Year 2018-19 is \$2,566,244. The water rates for Perquimans County will remain unchanged for the upcoming fiscal year.

Solid Waste Fund

The proposed solid waste fee for FY 18-19 is \$140, no increase from last fiscal year. This fee covers the cost of operating the five Convenience Site locations, the County's portion of the Perquimans-Chowan-Gates Transfer Station operating cost, and the tipping fee for the County's solid waste at the private landfill in Bertie County. We've made significant capital improvements to our sites, including paving and additional compactors. The total solid waste fund budget is projected at \$946,950.

Conclusion

As indicated earlier, this budget contains significant increases for school spending. We have covered increased health care costs for County employees and retirees, maintained merit and step increases for those who qualify, and included a 3 percent cost of living adjustment. We have increased funding for emergency services agencies by providing a new ambulance for our citizens and increased our funding for local volunteer fire departments. We have added an additional SRO, a narcotics deputy, and provided the capital assets needed to support these personnel.

I'd like to thank the Department Heads for their stewardship in this budget process and their consideration of the marginal increase in County revenues. I would also like to thank the Board of Commissioners for your involvement in the budget process and for making difficult, but important decisions on behalf of the citizens of Perquimans County. Finally, I'd like to thank County staff: Tracy Mathews- Finance Officer, Mary Hunnicutt- Clerk to the Board, and Bill Jennings- Tax Administrator, for their assistance and guidance in this process.

I thank each of you for your consideration of this proposal and welcome any changes the Board deems appropriate.

At the request of the Chairman and Board of Commissioners, a public hearing has been scheduled for Monday, June 18, 2018, at 7:00 p.m. in the Commissioners' Room of the Courthouse Annex for public comment and to consider adoption of the budget.

Submitted by:

W. Frank Heath, III
County Manager/Budget Officer

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:

- > Golden Leaf Grant: Mr. Heath reported that he and Dave Goss attended a meeting on May 22nd regarding the County applying for a Golden Leaf grant in the amount of \$1.5 million to finish up the basin. He provided the deadlines for the application.
- > County Assembly Day: On May 30th, Mr. Heath attended the County Assembly Day in Raleigh. He was able to meet with Rep. Bob Steinberg to discuss the basin project, the renovation to the towns, and the school bond issue.

PLANNING BOARD ITEM

Chairman Nelson stated that it was time to take action on the following Planning Board item:

Rezoning Request No. REZ-18-01, Albemarle Plantation Property Owners Association, Inc.: A Public Hearing was held earlier in the meeting to receive citizens' comments to consider Rezoning Request No. REZ-18-01, requested by Albemarle Plantation Property Owners Association, Inc. to rezone Tax Parcel No. 2-0082-0007 from RA-25 (Residential & Agricultural District) to RA (Rural Agriculture District) for the purpose of allowing an equestrian facility. T. Kyle Jones made a motion to find proposed Rezoning No. REZ-18-01 to be consistent and in harmony with the county comprehensive Land Use Plan existing development pattern because of: (1) the existence of large acreage lots that are agricultural in nature surrounding the subject parcel, (2) historical brochure literature labeling the equestrian center, and (3) the presence of equestrian street names. He further made the motion to approve Rezoning No. REZ-18-01, Tax Parcel No. 2-082-0007, from RA-25 (Residential & Agricultural District) to RA (Rural Agriculture District) adopting the following Policy Guidelines to support the motion:

- (1) The proposal will place all property similarly situated in the same category, or in
- (2) There is convincing demonstration that all uses permitted under the proposed district classification would be in the general public interest and not merely in the interest of an individual or small group.
- (3) There is convincing demonstration that all uses permitted under the proposed district classification would be appropriate in the area included in the proposed change. (When a new district designation is assigned, any use permitted in the district is allowable, so long as it meets district requirements and not merely uses which applicants state that they intend to make the property involved).
- (4) There is convincing demonstration that the character of the neighborhood will not be materially or adversely affected by any use permitted in the proposed change.
- (5) The proposed change is in accord with the Land Use Plan and sound planning principles.

The motion was seconded by Edward R. Muzzafin. The following Ordinance No. 98 and zoning map amendment was unanimously approved by the Board:

ORDINANCE NO. 98

AN ORDINANCE OF PERQUIMANS COUNTY, STATE OF NORTH CAROLINA, AMENDING THE ZONING ATLAS OF PERQUIMANS COUNTY BY REZONING LANDS AS DESCRIBED HEREINAFTER FROM THE PRESENT ZONING CLASSIFICATION OF

RA-25, RESIDENTIAL AND AGRICULTURAL DISTRICT TO RA, RURAL AGRICULTURE DISTRICT; MAKING FINDINGS OF FACT; REQUIRING RECORDATION; AND PROVIDING AN EFFECTIVE DATE.

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, NORTH CAROLINA:

WHEREAS, the development of the lands within this rezoning shall proceed in accordance with the application, dated April 6, 2018, in addition to supporting documents and statements from the applicant which are a part of File No. REZ-18-01, Albemarle Plantation Property Owners Association, Inc., as approved by the Board of County Commissioners, and incorporated by reference into and made part hereof this Ordinance. In the case of conflict between this application, the supporting documents, and the below described special provisions of this Ordinance, the below described provisions shall prevail.

SECTION 1. Upon consideration of the application, supporting documentation, statements from the applicant, correspondence received by the Planning and Zoning staff, recommendation of the Planning Board, and comments from the staff and the general public at the public hearing, finds as follows:

- 1) The proposal will place all property similarly situated in the same category, or in appropriate complementary categories.
- 2) There is convincing demonstration that all uses permitted under the proposed district classification would be in the general public interest and not merely in the interest of an individual or small group.
- 3) There is convincing demonstration that all uses permitted under the proposed district classification would be appropriate in the area included in the proposed change. (When a new district designation is assigned, and use permitted in the district is allowable, so long as it meets district requirements and not merely uses which applicants state that they intend to make the property involved).
- 4) There is convincing demonstration that the character of the neighborhood will not be materially or adversely affected by any use permitted in the proposed change.
- 5) The proposed change is in accord with the Land Use Plan and sound planning principles.

SECTION 2. Effective Date. This Ordinance shall take effect upon its passage and enactment. This Ordinance shall be recorded in a book kept and maintained by the Clerk of the Board of County Commissioners of Perquimans County, North Carolina.

PASSED AND ENACTED by the Board of County Commissioners of Perquimans County, North Carolina, this 4th day of June, 2018.

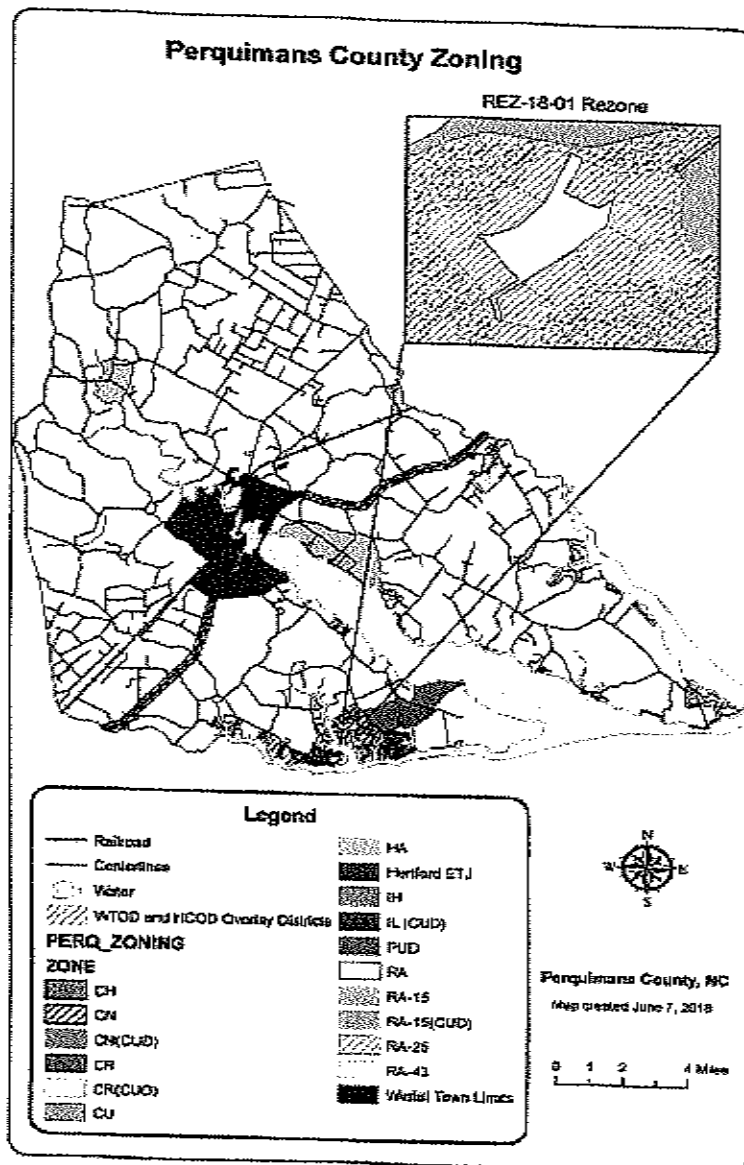
BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, NORTH CAROLINA

By: _____
Wallace E. Nelson, Chairman

ATTEST:

Mary P. Hannicutt, Clerk to the Board

Effective Date: June 4, 2018



RESOLUTION: HARBOR TOWN PROJECT – IBX AUTHORITY

Chairman Nelson presented the following resolution:

Resolution in Support of the Harbor Town Project
Albemarle Regional Tourism Development Strategy

At a meeting of the Perquimans County Board of Commissioners on Monday, June 4, 2018, the Board of Commissioners, on a motion by Charles Ward and seconded by Edward R. Muzzulin, the following resolution was adopted by a vote of 6 to 0.

Whereas, A summary of the Harbor Town Project Albemarle Regional Tourism Development Strategy has been reviewed by various members of the Perquimans County Board of Commissioners; and,

Whereas, the County agrees to be included in an Albemarle Regional Tourism Development Strategy to be coordinated by the IBX authority; a Private Non-Profit IBX 501(c)3 under the auspices of the UNC Kenan Flagler School of Business; and,

Whereas, the Board of County Commissioners understands that four other NENC counties might also be initially included: Edenton, NC, in Chowan County; Plymouth, NC, in Washington County; Columbia, NC in Tyrrell County; and Elizabeth City, NC in Pasquotank County; with other IBX regional towns and counties also welcomed to participate; and,

Whereas, the IBX authority shall apply for multiple grants to develop, coordinate, manage and implement the regional tourism strategy; and,

Whereas, the IBX shall be governed by the IBX Board of Directors; and,

Whereas, all IBX plans and budgets must be approved by the board of directors of IBX; and,

Whereas, Perquimans County shall appoint one member to the Board of Directors; and,

Whereas, the Perquimans County Board of Commissioners understands that it shall not be responsible for any funding to meet the expenses for the operations of the IBX 501(c)3, but that the operating cost for the IBX Authority shall be a part of all grants which it will be responsible for preparing and submitting.

NOW, THEREFORE, BE IT RESOLVED THAT: The Perquimans County Board of Commissioners supports efforts to secure funding from non-profits such as Golden Leaf Foundation and from federal and state funding sources as well, to fund the development of the Harbor Towns Project.

Adopted this 4th day of June, 2018.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTESTED:

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

(SEAL)

On motion made by Charles Woodard, seconded by Edward R. Muzzulin, the Board unanimously approved the above Resolution supporting the Harbor Town Project – IBX Authority.

ATHLETIC COMPLEX – LOTTERY APPLICATION

County Manager Heath explained that we just received this request from the Board of Education prior to the meeting. We sent a copy to each of you prior to the meeting and there is a copy at your seats tonight. The Board of Education is requesting Lottery Funds in the amount of \$18,635.00 to purchase and install the irrigation system for the football field. After some discussion, the Board asked Mr. Heath to contact the Board of Education to have someone here at our Special Called Meeting on June 18, 2018 to explain this request. On motion made by Edward R. Muzzulin, seconded by Joseph W. Hoffer, the Board unanimously agreed to table action on this request until the June 18, 2018 Special Called Meeting.

PUBLIC COMMENTS

There were no public comments.

CLOSED SESSION: ECONOMIC DEVELOPMENT MATTER & CLOSED SESSION MINUTES

Pursuant to NC General Statute 143-318.11(4), Fondella A. Leigh made a motion to go into Closed Session to discuss an economic development matter and to approve closed session minutes. The motion was seconded by Charles Ward 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.

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned at 8:00 p.m. on motion made by Fondella A. Leigh, seconded by Charles Woodard.

Wallace E. Nelson, Chairman

Clerk to the Board

SPECIAL CALLED MEETING

June 18, 2018

6:50 p.m.

The Perquimans County Board of Commissioners met in a SPECIAL CALLED MEETING on Monday, June 18, 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
Joseph W. Hoffer
Edward R. Muzzulin
Fondella A. Leigh, Vice Chair
Kyle Jones
Charles Woodard

MEMBERS ABSENT: None

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

Chairman Nelson called the meeting to order. Commissioner Hoffer gave the invocation and the Chairman led the Pledge of Allegiance. Chairman Nelson explained that this Special Called Meeting was scheduled to hold two Public Hearings: (a) Water Development Fee and (b) FY 2018-19 Budget.

PUBLIC HEARING – WATER DEVELOPMENT FEE

Chairman Nelson opened the Public Hearing stating that the purpose of the public hearing was to receive public comments on the proposed Water Development Fee. There were fourteen (14) people present. Mr. Nelson recognized Bill Diehl, County Engineer, who gave a history on the current Water System Facility Fee. Currently, it is \$500 per lot for up to and including four lots on main roads, six lots on secondary roads and \$2,500 per lot for any lots over four on main roads, six lots on secondary roads. This fee must be paid before the Final Subdivision Plat is recorded in the Register of Deeds' Office. On June 29, 2017, the NC General Assembly ratified Session Law 2017-138 House Bill 436 (hereinafter HB 436) which made changes to fees a local government provider of water and sewer systems could charge for what is termed a System Development Fee (SDF) by the NC General Statutes. To establish this fee, the County will have to contract with a financial professional or a professional engineer to prepare calculations following these guidelines in HB 436. Mr. Diehl has performed these calculations and determines that our current Water System Facility Fee falls in the requirements of HB 436. Therefore, he recommends that the current Water System Facility Fee be established as the Water Development Fee. The amount of the fees will remain the same just a name change is being proposed tonight. This information has been placed on the website for several months and no questions have been made about the Water Development Fee. With the completion of Mr. Diehl's comments, Chairman Nelson asked if there were any questions from the Board or the public. Commissioner Jones asked about the subdivisions already approved – would they be grandfathered in. Mr. Diehl said that they would. There being no further comments or questions from the Board or the public, Chairman Nelson closed the first Public Hearing at 7:00 p.m. and opened the second Public Hearing.

PUBLIC HEARING – FY 2018-2019 Budget

Chairman Nelson opened the second Public Hearing stating that the purpose of the public hearing was to receive public comments on the proposed FY 2018-2019 Budget. There were fourteen (14) people present. County Manager Heath stated that he had presented the Budget Message at the June 4, 2018 meeting and that he had no further comments. Mr. Nelson asked if anyone had signed up to speak. Mary Hunnicutt, Clerk to the Board, stated that no one has signed up to speak. He then asked if there were any comments or questions from the public. Candy Tiley, Board of Education Finance Officer, thanked the Board on behalf of the School Board for the funding for the School System. There being no further comments or questions, he closed the second Public Hearing at 7:04 p.m. and proceeded with the Special Called Meeting.

AGENDA

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

CONSENT AGENDA

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

1. Personnel Matters:

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Kathryn Thomas	EMS Shift Supervisor – Paramedic	Promotion	70/4	\$43,749	7/01/2018
Amanda Ward	Certified Part-Time/Fill-In Telecommunicator	Certification	62/1	\$13,347/hr.	6/01/2018

SCHOOL LOTTERY APPLICATION

Last month, the Perquimans County Board of Education presented the following Lottery Application:

APPLICATION _____ Approved: _____
 PUBLIC SCHOOL BUILDING CAPITAL FUND _____ Date: _____
 NORTH CAROLINA EDUCATION LOTTERY _____

County: PERQUIMANS _____ Contact Person: Tracy Matthews _____
 LEA: Perquimans County _____ Title: Finance Officer _____
 Address: P.O. Box 45 Hertford, NC 27944 _____ Phone: (252) 426-3484 _____

Project Title: Purchase and install irrigation 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 15C, 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-566.2 (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 purchase and install the irrigation system for the Charles H. Ward football field at the Nixon Athletic Complex using funds saved from the installation of the complex's bleacher system/press box.

Estimated Costs:

Purchase of Land	_____	\$	_____
Planning and Design Services	_____		_____
New Construction	_____		18,635.00
Additions / Renovations	_____		_____

Repair	_____
Debt Service / Bond Payment	_____
TOTAL	\$ 18,635.00

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 \$18,635.00 from the Public School Building Capital Fund (Lottery Distribution). We certify that the project herein described is within the parameters of G.S. 115-C-546.

(Signature - Chair, County Commissioners)	<u>06/18/2018</u>
	(Date)
<u>Ann G. Spang</u>	<u>03/01/2018</u>
(Signature - Chair, Board of Education)	(Date)

The Board, at the June 4, 2018 meeting, tabled action on this request until we had a representative from the School System to explain this request. County Manager Heath asked the School System to have someone here at our Special Called Meeting on June 18, 2018 to review this request. Chairman Nelson recognized Jim Davison, Director of Maintenance, who gave a brief explanation of this request. Mr. Davison explained that this was just a request to move money already approved from the sprinkler system to the irrigation system. This needs to be done per the Department of Public Instruction (DPI). There is no new money being requested. They are just moving left over money from the sprinkler project to the irrigation project. Once that was explained, County Manager Heath stated that a Budget Amendment was not necessary. Edward R. Muzzulin made a motion to approve this Lottery Application. The motion was seconded by Joseph W. Hoffer. Commissioner Hoffer asked if the field would be ready for the first game in August. Mr. Davison said that, barring any hurricanes, it would be ready. Commissioner Jones voiced his concerns again about the current spending habits of the School System. After some discussion, the Board approved this Lottery Application by a vote of five (5) to one (1) with Commissioner Jones voting against the motion.

NCDOT ANNUAL REPORT

Chairman Nelson recognized Jerry Jennings, NCDOT Division One Engineer, who introduced his staff that was present tonight: Gretchen Byrum, Division One Project Development Engineer; Jim Hoadley, County Maintenance Engineer; and Randy Midgett, PE, District Engineer. Win Bridgers is the Division One Maintenance Engineer but he was unable to be here tonight. Mr. Jennings presented a PowerPoint that explained the following:

CURRENT PROJECTS:

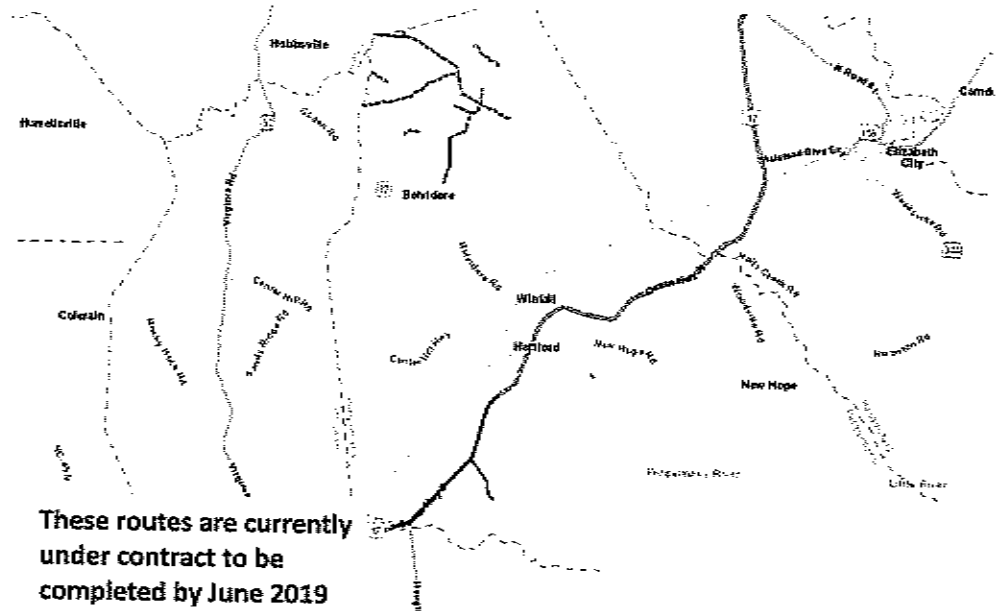
- > S-Bridge Replacement - \$56.9 million
- > New Hope widened & resurfaced - \$1,884,804
- > Replacement of Bridge #19 at Mill Creek/US 17 Business - \$1,900,505 (County Manager Heath asked Mr. Jennings to give the County a heads up on this project since it involves our EMS Department)

PROJECTS UNDER DEVELOPMENT:

- > Upgrade Roadway - Woodville Road - \$4,750,000
- > Replacement of Bridge #29 at Bethany Church Road - \$802,000
- > Upgrade Roadway - Harvey Point Road - \$6,210,000
- > S-Bridge Replacement - \$56.9 million
- > Convert at Grade Intersection to an Interchange - New Hope Road - \$11.8 million
- > Convert at Grade Intersection to an Interchange - Harvey Point Road - \$12.9 million
- > Future I-87 - Feasibility Studies are now available & the projected construction to begin in 2027
- > Mr. Jennings discussed the State Transportation Improvement Program which identifies funding and scheduling of projects which is coordinated with Albemarle RPO.

MAINTENANCE OPERATIONS:

- > Resurfacing: \$45.1 million planned for next five years (includes 92 miles)
- > Preservation: \$1.7 million planned for next five years (includes 68 miles)
- > The following map shows the routes that are currently under contract to be completed by June, 2019:



These routes are currently under contract to be completed by June 2019

Chairman Nelson opened up for comments or questions from the Board. Commissioner Muzzulin asked about Holiday Island Road in that it is very rough. Mr. Jennings said that he hopes to have some of these rough areas patched within the next week or so. Mr. Nelson thanked Mr. Jennings and his staff for providing this update.

FY 2017-2018 YEAR-END BUDGET AMENDMENTS

Mr. Heath explained that Budget Amendment numbers 30 thru 31 have been prepared to balance the current year's budget. On motion made by T. Kyle Jones, seconded by Charles Woodard, the Board unanimously approved the following Year-End Budget Amendments:

BUDGET AMENDMENT NO. 30 GENERAL FUND

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-345-008	Medicaid Hold Harmless	27,000	
10-356-000	ROD Fees	10,000	
10-301-010	DMV Taxes - Budget Year	22,500	
10-510-070	Sheriff Retirement		2,600
10-510-060	Sheriff Group Insurance		12,000
10-510-020	Sheriff Salaries	40,000	
10-510-021	Sheriff - Special Allowance	12,500	
10-510-050	Sheriff - FICA	2,600	
10-510-170	Sheriff - Maintenance/Vehicles	10,000	
10-510-310	Sheriff - Automotive Supplies	9,000	
10-511-000	Sheriff Fees	1,250	
10-510-450	Concealed Gun Permits	1,250	
10-511-030	Dispatch - PT Salaries		20,000
10-511-020	PT Salaries	20,000	
10-301-012	DMV Taxes - Prior Year	21,600	
10-592-070	EMS - Retirement		2,000
10-592-060	EMS - Group Insurance		18,000
10-592-020	EMS - FT Salaries		30,000
10-592-030	EMS - PT Salaries	70,000	
10-592-050	FICA	1,600	
10-592-070	EMS - Retirement		550
10-592-061	Retiree Hospitalization	550	
10-301-012	DMV - Prior Year	2,500	
10-600-040	Medical Examiner - Prof. Services	2,500	
10-592-740	EMS - Capital Outlay		4,500
10-592-310	Automotive Supplies	4,500	
10-301-002	Ad Valorem Taxes - Prior Years	7,510	
10-615-050	Extension - FICA		2,000
10-615-051	Extension - FICA (Med.)	410	
10-615-020	Extension - Salaries	7,000	
10-615-060	Extension - Group Insurance	500	
10-615-070	Extension - Retirement	1,600	
10-301-010	DMV Taxes - Budget Year	15,190	
10-660-020	Senior - Salaries	12,400	
10-660-030	Senior - PT Salaries	1,200	
10-660-050	FICA	550	
10-660-060	Group Insurance	1,040	
10-670-740	Soil & Water - Capital Outlay		3
10-670-050	Soil & Water - FICA	3	
10-345-001	Local Option Tax 1/2% A	10,000	
10-682-020	Capital Outlay (School) 30% of 1/2	10,000	
10-301-011	DMV - Current Year	15,000	
10-690-920	Jail - Medical	15,000	
10-348-006	Electronic Recycling Fees	20	
10-690-931	Health Dept - Electronic Fees	20	
10-690-933	Health Department T/ST/WG	8,000	
10-348-015	White Goods	6,000	
10-348-016	Scrap Tire	2,000	
10-347-000	ABC Bottle Rehab	600	
10-690-941	Mental Health Rehab	600	
10-301-011	DMV Taxes - Current Year	3,000	
10-690-935	Cost Share Program	3,000	
10-430-030	Board of Elections - Board		2,000
10-430-020	Salaries (Clerk)	2,000	
10-430-031	Board of Elections - Officers		1,200
10-430-032	Board of Elections - PT Salaries		5,500
10-430-040	Professional Services	7,700	
10-301-010	DMV Taxes - Budget Year	7,320	
10-450-260	Tax - Advertising	1,820	
10-450-280	Tax - Tax Refunds	5,000	
10-450-030	Tax - Tax Listings/Temp Clerk	500	
10-356-000	ROD Fees	15,000	
10-480-452	ROD Conveyance Tax	15,000	
10-301-012	DMV - Prior Year	21,600	
10-301-000	Ad Valorem Tax - Budget Year	50,000	
10-500-020	Building - Salaries	3,500	
10-500-031	Building - Contract Work	10,000	
10-500-110	Building - Telephone/Postage	100	
10-500-130	Building - Utilities	1,000	
10-500-150	Building - Maint/Buildings	25,000	
10-500-160	Building - Maint/Equipment	5,000	
10-500-170	Building - Maint/Vehicles	1,000	
10-500-310	Building - Automotive Supplies	1,000	
10-500-330	Building - Supplies	25,000	

EXPLANATION: General Fund year-end entry

BUDGET AMENDMENT NO. 31
WATER FUND

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
35-720-020	Water - Salaries		28,000
35-720-820	Pasquotank Water Purchase	28,000	
EXPLANATION: Water Fund year-end entry			

SYSTEM DEVELOPMENT FEE

County Manager Heath explained that there was not action needed. A change in the name was included in the Fee Schedule so that action will be taken when the FY 2018-19 Budget is approved.

FY 2018-2019 BUDGET

County Manager Heath explained that, after the Budget Work Sessions, the presentation of the Budget Message on June 4, 2018, and the Budget Public Hearing tonight, he presents the FY 2018-19 Budget for Board consideration. A copy of the Budget Ordinance was included in the Board's Agenda Packets. Edward R. Muzzulin made a motion to approve the FY 2018-2019 Budget as was presented. The motion was seconded by Fondella A. Leigh. Chairman Nelson asked if there were any questions or comments. Commissioner Jones stated that he was concerned about the School System spending and for that reason he could not vote for the proposed FY 2018-19 Budget. The motion was approved by a vote of five (5) to one (1) with Commissioner Jones voting against the motion. (see Attachment A)

ADJOURNMENT

There being no further comments or business to discuss, the Special Called Meeting was adjourned at 7:32 p.m. on motion made by Edward R. Muzzulin, seconded by Joseph W. Hoffler. Vice Chair moved on to the Regular Work Session.

Fondella A. Leigh, Vice Chair

Clerk to the Board

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ATTACHMENT A
PERQUIMANS COUNTY
BUDGET ORDINANCE
FY 2018-2019

BE IT ORDAINED THIS 18th DAY OF JUNE, 2018, BY THE BOARD OF COMMISSIONERS OF PERQUIMANS COUNTY, NORTH CAROLINA:

I. GENERAL FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the General Fund for the operation of the County Government and its activities for the fiscal year beginning July 1, 2018, and ending June 30, 2019, in accordance with the chart of account heretofore established of this County:

Governing Body	\$ 69,050
County Manager/Finance/Planning	446,256
Elections	136,720
Tax Department	488,046
Legal	25,000
Register of Deeds	268,584
Public Buildings	740,971
Albemarle Commission	9,493
Sheriff	1,302,518
Communications	615,336
Jail - Operations	562,000
Jail - Debt Service	234,581
Tax/Finance Software	29,750
Jury Commission	2,000
Fire Departments/Emergency Management	543,522
Medical Examiner	3,000
Inspections	228,613
Forestry Services	47,996
Emergency Medical Services	1,594,473
Natural Resource Conservation Service	52,845
NRCS - Cost Share Program	16,800
Extension Services	239,173
Veterans Services	9,002
Social Services	2,354,108
Albemarle Regional Health Services	52,633
Mental Health	31,406
Schools - Current Expense	2,900,000
Schools - Capital Outlay	475,000
Schools - Debt Service	836,603
Inter County Public Transportation Authority	5,978
Pettigrew Regional Library	183,305
Recreation	298,361
Albemarle RC&D	750
Various Non-Profit Contributions	34,500
Revaluation Reserve	25,000
Transportation/Scrap Tires/White Goods	18,500
Emergency Services Building Debt Service	105,936
Aquatic Weed Control	1,750
Albemarle Regional Planning	2,239
Education - OJJ Programs	64,160
College of the Albemarle	32,500
Senior Citizens	154,814
Animal Shelter Operations	50,000
Economic Development	27,500
County Drainage Study	20,000
Library Debt Service	303,974
Tourism Development Authority Contribution	15,450
Tri-County Shelter Addition	22,000
TOTAL GENERAL FUND	\$ 15,682,196

**PERQUIMANS COUNTY
BUDGET ORDINANCE
FY 2018-2019**

Section 2: REVENUES - It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019:

Ad Valorem Taxes:

Budget Year	
Current Year	\$ 8,248,245
Prior Years Summary	230,000
Penalties & Interest	130,000
	80,000

Other Taxes & Licenses:

Wine & Beer License	
Local Option Sales Tax	\$ 400
Local Option Sales Tax	420,000
Local Option Sales Tax	875,000
Local Option Sales Tax	355,000
Local Option Sales Tax	375,000

Unrestricted Intergovernmental:

Tax Collections - Municipalities	
ABC Bottle Revenue	\$ 15,000
Beer & Wine	4,500
Utility Franchise Distribution	45,000
Medicaid Hold Harmless	15,000
	337,140

Restricted Intergovernmental:

State Grants:	
Social Services	
Soil Conservation - Operating	\$ 1,573,141
Soil Conservation - Technician	3,600
Management Entity Funds	16,000
OJJ	7,000
Register of Deeds - A.E. & P.F.	64,160
Health Department - T/ST/WG	19,419
School Resource Officer - Board of Education	21,000
Senior Programs	85,000
Electronic Recycling Fees	3,647
Drainage Fees	1,065
Emergency Management Grant	8,500
DWI - DMV License Revocation	45,000
Nutrition	650
Floodplain Mapping - Register of Deeds	8,000
Register of Deeds - Dept. of Cultural Resources	5,600
Register of Deeds - State General Fund	2,500
	2,000

Permits & Fees:

Building Permits	
Register of Deeds	\$ 100,000
Recreation Fees	130,000
Ambulance Fees	20,000
	575,000

**PERQUIMANS COUNTY
BUDGET ORDINANCE
FY 2018-2019**

Sales & Services:

Officer-Sheriff Fees	
Jail Fees	\$ 51,250
Rents:	10,000
Farm	
Tower	3,720
Building Leases	9,200
Recreation/Senior Center	62,884
Investment Earnings	9,000
Miscellaneous	20,000
	20,500

Subdivision Fees	
Zoning Fees	1,500
Tower Consulting Fees	3,500
Veterans Monument Contributions	5,000
State Funds - Drug Tax	100
State Grants - Senior Medicare	12,356
Federal Drug Funds	1,664
Recreation Concessions	14,925
	1,000
Transfer from Other Funds:	
Water System	\$ 100,000
Municipal Dispatch Fees	92,030
Other Revenues:	
Land Transfer Tax Proceeds	450,000
E-911 Funds	2,000
Fund Balance Appropriated	\$ 990,000
TOTAL GENERAL FUND:	\$ 15,682,196

II. WATER DEPARTMENT

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Water System Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019.

Administration & Operations	\$ 2,045,871
Loan Principal	381,691
Loan Interest	38,682
Contribution to General Fund	100,000
TOTAL WATER SYSTEM FUND	\$ 2,566,244

Section 2: REVENUES - It is estimated that the following revenues will be available in the Water System Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019.

Investment Earnings	\$ 5,000
Sale of Water	1,950,000
Taps & Connections	55,000
Reconnections	9,500
Penalties & Interest	40,000
Rent: Towers	10,000
Miscellaneous	3,500
Water Improvement Fund	1,000
Fund Balance Appropriated	492,244
TOTAL WATER SYSTEM FUND	\$ 2,566,244

**PERQUIMANS COUNTY
BUDGET ORDINANCE
FY 2018-2019**

III. SOLID WASTE FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Solid Waste Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019.

Administration & Operations	\$ 938,950
Recycling Centers Maintenance	5,000
Solid Waste Refunds	3,000
TOTAL SOLID WASTE FUND	\$ 946,950

Section 2: REVENUES - (Solid Waste Fee: \$140.00 per Household). It is estimated that the following revenues will be available in the Solid Waste Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019.

Solid Waste Fees	\$ 940,000
Investment Earnings	450
Disposal Tax	6,500
Fund Balance Appropriated	0
TOTAL SOLID WASTE FUND	\$ 946,950

IV. REVALUATION RESERVE FUND

1. **Section 1: APPROPRIATIONS** - The following amounts are hereby appropriated in the Revaluation Reserve Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019.

Reserve for Revaluation	\$ 25,200
TOTAL REVALUATION FUND	\$ 25,200

2. **Section 2: REVENUES** - It is estimated that the following revenues will be available in the Revaluation Reserve Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019.

Investment Earnings	\$ 200
Transfer from General Fund	25,000
TOTAL REVALUATION FUND	\$ 25,200

V. COURT FACILITIES FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Court Facilities Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019.

Administration & Maintenance	\$ 24,471
District Attorney Office Expense	14,140
Fine & Forfeitures	75,000
TOTAL COURT FACILITIES	\$ 113,611

**PERQUIMANS COUNTY
BUDGET ORDINANCE
FY 2018-2019**

Section 2: REVENUES - It is estimated that the following revenues will be available in the Court Facilities Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019.

Investment Earnings	\$ 150
Facility Fees	27,500
Fines & Forfeiture Fees	75,000
Fund Balance Appropriated	10,961
TOTAL COURT FACILITIES	\$ 113,611

VI. ECONOMIC DEVELOPMENT FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Economic Development Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019.

Professional Services & Expenses	\$ 58,600
TOTAL ECONOMIC DEVELOPMENT	\$ 58,600

Section 2: REVENUES - It is estimated that the following revenues will be available in the Economic Development Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

Transfer from General Fund	\$ 27,500
Investment Earnings	50
Fund Balance Appropriated	31,050
TOTAL ECONOMIC DEVELOPMENT	\$ 58,600

VII. TOURISM DEVELOPMENT FUND - OCCUPANCY TAX

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Tourism Development Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019.

Promotions, Marketing, Operating Expenses	\$ 35,575
Fireworks Contribution	1,500
TOTAL TOURISM DEVELOPMENT	\$ 37,075

Section 2: REVENUES - It is estimated that the following revenues will be available in the Tourism Development Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

Transfer from General Fund	\$ 15,450
Occupancy Tax	7,500
Intergovernmental Transfers	14,050
Interest	75
TOTAL TOURISM DEVELOPMENT	\$ 37,075

**PERQUIMANS COUNTY
BUDGET ORDINANCE
FY 2018-2019**

VIII. EMERGENCY TELEPHONE FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Emergency Telephone Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019.

Operating Expenses	\$ 244,257
TOTAL EMERGENCY TELEPHONE FUND	\$ 244,257

Section 2: REVENUES - It is estimated that the following revenues will be available in the Emergency Telephone Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

State Grants	\$ 0
Emergency 911 Fee	244,247
Investment Earnings	10
TOTAL EMERGENCY TELEPHONE FUND	\$ 244,257

IX. COUNTY CONSTRUCTION FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the County Construction Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019.

Capital - Public Access Bathroom	\$ 35,000
Capital - Recreation, Courthouse, ARPDC	96,592
TOTAL COUNTY CONSTRUCTION FUND	\$ 131,592

Section 2: REVENUES - It is estimated that the following revenues will be available in the County Construction Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

Fund Balance Appropriated	\$ 131,592
TOTAL SCHOOL CONSTRUCTION FUND	\$ 131,592

X. OTHER PROVISIONS

Section 1: The Budget Officer is hereby authorized to transfer appropriations within a fund contained herein under the following conditions:

- a) The Budget Officer may transfer amounts between objects of expenditures within a department except salary amounts without limitation.
- b) The Budget Officer may not transfer any amount between funds nor from any contingency appropriations within any fund.

Section 2: The Board of Commissioners hereby authorizes the attached Fee Schedule for FY 2018-2019.

**PERQUIMANS COUNTY
BUDGET ORDINANCE
FY 2018-2019**

XI. TAX LEVY

Section 1: There is hereby levied a tax at the rate of 57¢ (fifty-seven cents) per one hundred dollars (\$100) valuation of property listed for taxes as of January 1, 2018 for the purpose of raising the revenue listed as "Budget Year's Taxes" in the General Fund - Part I, Section 2 of this Ordinance.

Section 2: This rate of tax is based on an estimated total valuation of property for the purpose of taxation of \$1,447,060,526 and an estimated collection rate of 97.0%.

This Budget was approved with a vote of five (5) to one (1) on June 18, 2018, by a quorum of the Perquimans County Board of Commissioners being present and all present casting a vote.

Wallace E. Nelson, Chairman
Perquimans Co. Board of Commissioners

**FEE SCHEDULE
FY 2018-2019**

There is hereby established, for the fiscal year beginning July 1, 2018, and ending June 30, 2019, the following fees for services as indicated:

Building Inspections

Construction Fees

Square Foot	\$.25/SF
Minimum Fee	\$50.00
State Fee	\$10.00
In-ground pool (Residential)	\$50.00
In-ground pool (Commercial)	\$125.00
Carports (open all 4 sides)	\$.125/SF
Daycare & ABC	\$75.00
Group/ Foster Homes	\$50.00
Storage Building 12 x 12 or less	\$25.00

Electrical Fees

Minimum Fee	\$30.00
Square Foot	\$.10/SF
Temporary Service	\$30.00
Service Repair	\$30.00
Service Charge	\$30.00
Swimming Pools	\$.30/amp
Sub panel	\$30.00
Generators	\$10.00
Baseboard Heat (per thermostat)	\$10.00
Photovoltaic/Solar	\$5 per string

Plumbing Fees

Minimum Fee	\$40.00
Per Fixture	\$5.00
Sprinklers	\$50.00
Per Head	\$5.00

Mechanical Fees

Central Heating/Air Conditioning	\$55.00
Central - Additional Unit	\$55.00
Minimum Fee	\$30.00
Hood System	\$50.00

Insulation Fees

Insulation	\$50.00
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L.P. & Natural Gas Fees

Minimum Fee	\$30.00
Per Gas Outlet	\$5.00

<u>Sign Fees</u>	
Free Standing	\$50.00
<u>Renovation Fees</u>	
1/2 New Construction	
<u>Fire Inspection Fees</u>	
Mandatory Fire Code Permits	\$50.00
Group/ Foster Homes	\$50.00
Nursing Homes and Daycares	\$75.00
<u>Manufactured Homes</u>	
Single Section	\$150.00
Multi Section	\$185.00
Electrical	\$50.00
Mechanical	\$50.00
Plumbing	\$50.00
<u>Modular Homes</u>	
All set-up	\$.25/SF
Electrical	\$.30/amp
Plumbing	\$40.00
Mechanical	\$55.00
<u>Administrative, Negligence & Reinspections</u>	
Administrative	\$50.00
Negligence	\$50.00
Re-Inspection	\$50.00
<u>Junk Car & Trash Administration</u>	\$75.00
<u>Sheriff Department Fees</u>	
Fingerprints	\$5.00/card
Gun Purchase Permits	\$5.00 each
Concealed Handgun Permits	\$90.00
Concealed Handgun Permit Renewals	\$75.00
Service Fees (civil papers)	\$30.00/service
Out of State Service Fees (civil papers)	\$100.00
Notary	\$5 per signature
<u>EMS Fees</u>	
ALS-I Emergency A0427	\$544.14
ALS-II Emergency A0433	\$787.58
ALS-I or II Treatment / No Transport A0999 (including Heto)	\$300.00
ALS-I Non Emergency A0426	\$343.67
BLS-Emergency A0429	\$458.22
BLS-Non Emergency A0428	\$286.39
Transports to Funeral Homes	\$225.00
Drag Strip Standby - 1st 2 hours	\$120.00
Drag Strip Standby - additional hours	\$50.00/hour
Attorney's Fees (patient's records)	\$12.00
Ground Mileage - ALS or BLS	\$14.33/Loaded Mileage
Specialty Care A0434	\$930.77
<u>Recreation Fees</u>	
<u>Rental Fees:</u>	
Meeting Room	\$40.00/hr (3 hr minimum)
Meeting Room/Kitchen	\$60.00/hr (3 hr minimum)
Gymnasium (1/2 day)	\$250.00
Gymnasium (full day)	\$400.00
Tennis Courts (1/2 day)	\$50.00
Tennis Courts (full day)	\$100.00
Outside Basketball (1/2 day)	\$50.00
Outside Basketball (full day)	\$100.00
Field Rental (1/2 day)	\$75.00/field
Field Rental (full day)	\$150.00/field
Lights additional	\$25.00/hour
Field Rental for practices	
Non Rec. teams	\$15.00/hour
with lights	\$25.00/hour

Deposit in addition to any rental fees. All fees are refundable if cancelled at least 72 hrs before scheduled rental day.

Recreation Fees (continued)

Registration Fees

Youth Soccer	\$20.00
Youth Basketball	\$20.00
Volleyball	\$20.00
Softball (9-16)	\$20.00
Babe Ruth (13-15)	\$20.00
Football	\$30.00
Cheerleading	\$20.00
T-Ball (4-6)	\$20.00
Coach Pitch (7-8)	\$20.00
Adult Softball	\$200.00/team
Adult Basketball	\$200.00/team
Open Gym	No charge
Skate Park	No charge

There is a maximum of \$50 per family for each activity.

Register of Deeds

All Instruments (Except Deeds of Trust)

Pages 1-15	\$26.00
Each additional page thereafter	\$4.00
Multi-instrument	\$10.00

Deed of Trust 1st thru 35th Page

Each additional page	\$64.00
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UCC

1 to 2 pages	\$38.00
3 to 10 pages	\$45.00
Over 10 pages (Plus \$2 per page over 10)	
Search per name	\$30.00
Copy per page	\$2.00

Plats

1st page	\$21.00
Each additional page	\$21.00

DOT Highway Maps

1st page	\$21.00
Each additional page thereafter	\$5.00

Copies

Plat copies	\$3.00 each
Regular copies (per page)	\$0.25

Certified copies (instruments & plats)

1st page	\$5.00
Each additional page	\$2.00

Notary

Oath	\$10.00
Commission verification	\$5.00

Marriage License

Issuance of license	\$60.00
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Vital Records

Certified copy (birth, death, marriage)	\$10.00
Delayed birth applications	\$20.00
Amendments	\$15.00
Records search from Vital Records	\$24.00
Plus payable to Vital Records	\$24.00
Legitimations	\$15.00
Plus payable to Vital Records	\$15.00

Tax Department

Copies	\$0.25
Non-aerial maps	\$0.50
Aerial maps	\$1.20

Tax Department (continued)

GIS Mapping Price List

Plotter

Size	Black & White	Image Color
8.5 x 11	\$1.00	\$2.00
11 x 17	\$2.00	\$3.00
16 x 20	\$3.00	\$5.00
22 x 34	\$5.00	\$8.00
34 x 46	\$8.00	\$10.00

Desk printer

Size	Black & White	Image Color
8.5 x 11	\$0.50	\$1.25
8.5 x 14	\$0.75	\$1.50
11 x 17	\$1.00	\$1.75

Data Layers

Entire County parcels with aerial images and ownership information \$200.00
(Available on CD & ZIP drive)

Individual Layers \$50.00 first layer
 \$25.00 each additional layer

Individual Plotter Maps

Township & Municipality Street Maps Price based on size/color
 Zoning Maps per Township/Municipality Price based on size/color
 Full County Zoning Map \$12.00
 County street maps, subdivision maps, and other maps created without image and little color same as listed under Plotter Black & White
 Flood maps, soil maps, census maps and others created with full color same as listed under Plotter Image/Color

Availability

Requests can be made Monday through Friday from 8 am to 5 pm except holidays. All efforts will be made to provide information within 5 working days

Payment

Payment is required prior to preparation of CD's, extensive copying requests, maps to be sent by mail and ftp uploads

Custom Work

A fee of \$25.00 per hour will be charged for requests for maps that we do not have the data layers for. For instance, having to go on the internet to download information.

County Manager

Zoning Ordinance	\$15.00
Subdivision Ordinance	\$10.00
Junk Ordinance	\$10.00
Junkyard Ordinance	\$10.00
Manufactured Home Park Ordinance	\$5.00
Minimum charge for copy of any other Ordinance	\$5.00
Copies	\$0.25

Water Department

Rate Schedule

WATER RATES- There is a min. charge of \$15 for the first 1000 gallons; each additional thousand

gallons will be \$7.00/1000 gal.

Tap-on Fees

Size Meter	Cost of Tap
3/4"	\$1,500.00
1"	\$2,500.00
2"	\$5,000.00
Late Payment Charge	10% of bill
Renter's Deposit	\$75.00
Reconnection Fee	\$25.00
Water Meter Test Fee	\$100.00

Seasonal Water Conservation Rates

\$9/1000 gallons for usage more than 8000 gallons per month from May 1 through October 31

Water Department (continued)

Water System Development Fee

\$500 per lot for up to and including four lots on main roads, 6 lots on secondary roads
 \$2,500 per lot for any lots over four on main roads, 6 lots on secondary roads
 System Development Fee must be paid before the Final Subdivision Plat is recorded in the Perquimans County Register of Deeds' Office.

Planning/Zoning

Zoning Permit (Residential/Home Occupation)	\$0.00
Zoning Permit (for Commercial/Industrial)	\$100.00
Certificate of Compliance (after first site visit)	\$100.00
Sign Permit	\$50.00
Certificate of Compliance (after first site visit)	\$50.00
Zoning Map Change (Re-Zoning)	\$450.00
Zoning Text Change	\$500.00
Planned Unit Development	\$600.00 + atty. & eng. Fees, i/a
Conditional Use District	\$300.00 + atty. & eng. Fees, i/a
Conditional Use Permit	\$300.00 + atty. & eng. Fees, i/a
Appeal or Interpretation	\$300.00
Zoning Variance Request	\$300.00
Variance to Subdivision Regulations	\$100.00
Subdivision Sketch Plat	\$100.00
Minor or Abbreviated Subdivision Plan	\$50.00
Preliminary Plat	\$100.00 + \$15.00 per lot
Final Plat	\$100.00 + \$15.00 per lot
Wireless Telecommunication Facility	\$500.00 County fee
	+Minimum consultant cost of \$6,500.00
	+Certificate of Zoning Compliance (after first visit): \$100.00 County Fee
Wireless Telecommunication Facility	County fee of \$500.00
<i>(eligible facilities request applications processed per NCGS 153A-349.53)</i>	+Minimum consultant cost of \$500.00
	+Certificate of Zoning Compliance (after first visit): \$100.00 County Fee
	+Certificate of Zoning Compliance (Consultant fee for verification): \$3,000.00
Wind Energy Facilities	+Initial Escrow Deposit (Medium Facility) \$50,000.00
	+Initial Escrow Deposit (Large Facility) \$50,000.00

Effective 2-1-16, Zoning Permit Fees and Escrow Deposits to be paid at the time Zoning Permit Application, Fees and detailed Site Plans are submitted for review. If Escrow Account drops below \$10,000, Applicant shall replenish to the original amount before any further action or consideration is taken on any County Permit. Remaining balance will be refunded after issuance of the Certificate of Zoning Compliance for the last remaining development component and upon approval of As-Built Drawings or if Applicant fails to complete project.

**Fees denoted for a given application do not include fees for subsequent applications and stages of review. Separate fees will apply for building and other permits.*

**PERQUIMANS COUNTY
 CAPITAL PROJECTS ORDINANCE
 COUNTY CONSTRUCTION FUND**

This Capital Projects Ordinance is being authorized for the Perquimans Library Project.

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in this County Construction Fund beginning July 1, 2018, and ending June 30, 2019

Capital: Public Access Bathroom	\$ 35,000
Capital - Recreation/Courthouse/ARPDC	96,592
TOTAL COUNTY CONSTRUCTION FUND	\$ 131,592

Section 2: REVENUES - It is estimated that the following revenues will be available for appropriation in the County Construction Fund beginning July 1, 2018, and ending June 30, 2019.

Fund Balance Appropriated	\$ 131,592
TOTAL COUNTY CONSTRUCTION FUND	\$ 131,592

Wallace E. Nelson, Chairman
 Perquimans Co. Board of Commissioners

**PERQUIMANS COUNTY
CAPITAL PROJECTS RESERVE ORDINANCE
LAND TRANSFER TAX
FOR
CAPITAL PROJECTS**

This Capital Projects Ordinance is being authorized to provide a portion of the required funds needed for the School Construction Project and for the other Capital Projects deemed appropriate by the Board of Commissioners.

The following appropriations are being made with revenues, as listed, being available for this fund.

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in this Capital Projects Ordinance beginning July 1, 2018, and ending June 30, 2019

<u>Transfer to General Fund</u>	\$ 450,000
TOTAL CAPITAL RESERVE/LAND TRANSFER TAX	<u>\$ 450,000</u>

Section 2: REVENUES - It is estimated that the following revenues will be available for appropriation in the Capital Projects Reserve Ordinance beginning July 1, 2018, and ending June 30, 2019.

<u>Land Transfer Tax</u>	\$ 350,000
<u>Investment Earnings</u>	2,000
<u>Fund Balance Appropriated</u>	98,000
TOTAL CAPITAL RESERVE/LAND TRANSFER TAX	<u>\$ 450,000</u>

Wallace E. Nelson, Chairman
Perquimans Co. Board of Commissioners

**PERQUIMANS COUNTY
CAPITAL PROJECTS ORDINANCE
FOR
NC HOUSING FINANCE AGENCY
SINGLE FAMILY REHABILITATION PROGRAM**

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in this Capital Projects Ordinance beginning July 1, 2018, and ending June 30, 2019

<u>Rehabilitation</u>	\$ 125,000
<u>Program Costs</u>	50,000
TOTAL CAPITAL RESERVE/NC HOUSING FINANCE AGENCY	<u>\$ 175,000</u>

Section 2: REVENUES - It is estimated that the following revenues will be available for appropriation in the Capital Projects Ordinance beginning July 1, 2018 and ending June 30, 2019.

<u>Single Family Rehab</u>	\$ 175,000
TOTAL CAPITAL RESERVE/NC HOUSING FINANCE AGENCY	<u>\$ 175,000</u>

Wallace E. Nelson, Chairman
Perquimans Co. Board of Commissioners

WORK SESSION

June 18, 2018

7:00 p.m.

Following the Special Called Meeting, the Perquimans County Board of Commissioners held a Work Session on Monday, June 18, 2018, at 7:32 p.m. in the Commissioners Room located on the first floor of the Perquimans County Courthouse Annex.

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

The following matter was discussed during the Work Session.

LETTER FROM THE TOWN OF HERTFORD

County Manager Heath reported to the Board that he had received a letter from the Town of Hertford regarding the basketball courts being locked up. The letter basically stated that the Hertford Town Council would still patrol the area but the gates will be open 24 hours. This is for information only. Sheriff Shelby White was present and gave some background as to why the gates were being locked at sunset. After discussion, it was suggested by Commissioner Muzzulin we should place this on the July Agenda for discussion and action. County Manager Heath is going to send a letter to the Town of Hertford asking for more information and that the Board was going to discuss it at the July 2nd meeting.

ADJOURNMENT

There being no further comments or business to discuss, the Work Session was adjourned at 8:45 p.m.

Wallace E. Nelson, Chairman

Clerk to the Board

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6/20/18

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Deanne Smith
POSITION: IMC II (Adult Medicaid)

SOC. SEC. NO.
DEPT.: Social Services

EMPLOYEE EFFECTIVE DATE: July 2, 2018

GRADE: 61 STEP: 4 SALARY: \$ 28,581.00

Ms. Smith qualifies as an IMC I (Grade 61) working against the IMC II (Grade 63) position for one year.

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

 Date DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND

GRADE: STEP: SALARY: \$

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

GRADE: STEP: SALARY: \$

 DATE OF EMPLOYEE

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE STEP 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

Suzan M Chaney

DATE: June 20, 2018

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 6/21/18

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

MEMORANDUM

Date: June 20, 2018

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

From: Susan Chaney *Susan Chaney*

Subject: New Employee

Perquimans County Department of Social Services has offered the IMC II (Adult Medicaid Caseworker) position to Ms. Deanne Smith and she has accepted the position. Ms. Smith is not fully qualified for the IMC II position (Grade 63) and will be an IMC I (Grade 61) working against the II position for a year. She will be a Grade 61 Step 4 and her annual salary will be \$ 28,581.00 prior to factoring in the 3% cost of living adjustment effective July 1, 2018. Ms. Smith will begin employment on Monday, July 2, 2018.

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.

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6-26-18

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Tori Arroyo

SOC. SEC. NO.: _____

POSITION: Deputy

DEPT.: Sheriff

NEW EMPLOYEE EFFECTIVE DATE: 8-1-18

GRADE: 65 STEP: 1 SALARY: 32,617

ENDING DATE OF PROBATIONARY PERIOD: 8-1-19

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

Shelton White
DATE: 6-26-18

COUNTY MANAGER APPROVAL

Frank Heath
DATE: 6/28/18

FINANCE OFFICER

DATE: _____

Mrs. Deborah O. Lyman
1613 New Hope Road
Hertford, NC 27944
June 23, 2018

Mr. Jonathan Nixon
Emergency Services Director
Perquimans County Emergency Management
PO Box 563
159 Creek Drive
Hertford, NC 27944

Dear Mr. Nixon:

It is with regret that I submit this letter of my resignation from my position as Perquimans County Emergency Dispatcher, effective June 24, 2018.

I feel that my experience as a dispatcher is inadequate and that I am just not a good fit for the position. I am grateful for the opportunity, experience and support given to me by my Perquimans County Emergency Management colleagues. I am so sorry for the inconvenience, and I thank you for the understanding.

Sincerely,



Deborah O. Lyman

Cc: Krystal Agosto, Supervisor
Anthony Johnson, Supervisor

EMPLOYMENT ACTION FORM

DATE SUBMITTED: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Mary P. Hunnicutt

SOC. SEC. NO.: _____

POSITION: Clerk to the Board/Personnel Director

DEPT.: County Manager

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.
Date

7/1/18 RECOMMENDATION AND EFFECTIVE DATE FOR JOB RECLASSIFICATION.
Date GRADE: 65 STEP: 10 SALARY: \$40,640

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Frank Heath

DATE: _____

DATE: 6/28/18

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Helen Hunter

SEC. NO.: _____

POSITION: Finance/HR Specialist

DEPT.: County Manager

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

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.
Date

7/1/18 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE PROMOTION.
Date GRADE: 61 STEP: 9 SALARY: \$33,247

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

DATE: _____

Frank Heath

DATE: 6/28/18

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Robin Trueblood

SOC. SEC. NO.: _____

POSITION: Supervisor - Buildings & Grounds

DEPT.: Buildings & Grounds

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.
Date

7/1/18 RECOMMENDATION AND EFFECTIVE DATE FOR MERIT INCREASE.
GRADE: 65 STEP: 8 SALARY: \$38,703

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Frank Heath

DATE: _____

DATE: 6/28/18

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Howard Williams

SOC. SEC. NO.: _____

POSITION: Recreation Director

DEPT.: Recreation

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

Date DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

7/1/18 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 70 STEP: 10 SALARY: \$50,644

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

DATE: _____

Frank Heath

DATE: 6/28/18

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Virgil Parrish

SOC. SEC. NO.: _____

POSITION: Chief Building Inspector

DEPT.: Building Inspections

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.
Date

7/1/18 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE PROMOTION.
GRADE: 71 STEP: 16 SALARY: \$61,266

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Frank Heath

DATE: _____

DATE: 6/28/18

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6-26-18

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Joanne Avery
POSITION: IMC II (Food & Nutrition)

SOC. SEC. NO.
DEPT.: Social Services

EMPLOYEE EFFECTIVE DATE:

GRADE: STEP: SALARY: \$

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

 Date DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND

GRADE: STEP: SALARY: \$

DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP

RAISE. (YEAR 2 3 4)
GRADE: STEP: SALARY: \$

 DATE OF EMPLOYEE

X RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE STEP RAISE:

Date: 7-1-2018 GRADE: 63 STEP: 3 SALARY: \$ 31,361.00

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Swan M Chaney

Frank Heath

DATE: June 26, 2018

DATE: 6/26/18

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6/26/18

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Krystal Dozier-Bass
POSITION: Public Info. Asst. IV

SOC. SEC. NO.
DEPT.: Social Services

EMPLOYEE EFFECTIVE DATE:

GRADE: STEP: SALARY: \$

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

 Date DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND

GRADE: STEP: SALARY: \$

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

GRADE: STEP: SALARY: \$

 DATE OF EMPLOYEE

X RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE STEP RAISE:

Date: 7-1-2018 GRADE: 59 STEP: 4 SALARY: \$ 26,956.00

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

Suzan M Chaney

DATE: June 26, 2018

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 6/26/18

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: June 19, 2018

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Caitlyn Dawn Colson

SOC. SEC. NO.: _____

POSITION: EMS Shift Supervisor

DEPT.: EMS

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

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

★ **7-1-18** RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 70 STEP: 4 SALARY: \$43,749 annually

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: June 19, 2018

COUNTY MANAGER APPROVAL
[Signature]
DATE: 6/28/18

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: June 19, 2018

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: James Matthew Leicester

SOC. SEC. NO.: _____

POSITION: EMS Shift Supervisor

DEPT.: EMS

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

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.
Date

7-1-18 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 70 STEP: 7 SALARY: \$47,055 annually

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: June 19, 2018

COUNTY MANAGER APPROVAL
[Signature]
DATE: 6/28/18

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6/26/18

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: DEBBIE PROCTOR

SOC. SEC. NO.: _____

POSITION: SECRETARY

DEPT.: _____

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 61 STEP: 10 SALARY: \$ 34,001.-

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.

7-1-18 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. Date GRADE: 61 STEP: 11 SALARY: \$ 34,916.-

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: 12/17 PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]

[Signature]

DATE: 6-26-18

DATE: 6/20/18

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6-26-18

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Ray Fesperman, Jr.

SOC. SEC. NO.: _____

POSITION: Sergeant

DEPT.: Sheriff

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

CURRENT: GRADE: 67 STEP: 6 SALARY: 40,250

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: _____

7-1-18 DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4)
Date GRADE: 67 STEP: 7 SALARY: 41,234

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.
Date

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

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

DEPARTMENT RECOMMENDATION

Milton White
DATE: 6-26-18

COUNTY MANAGER APPROVAL

Frank Heath
DATE: 6/28/18

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6-26-18

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Kendall Harrell

SOC. SEC. NO.: _____

POSITION: Sergeant

DEPT.: Sheriff

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 67 STEP: 8 SALARY: 42,265

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: _____

7-1-18 DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4) GRADE: 67 STEP: 9 SALARY: 43,296

_____ 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

Shelton White
DATE: 6-26-18

COUNTY MANAGER APPROVAL

Frank Heath
DATE: 6/28/18

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6-26-18

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Quinton Jordan

SOC. SEC. NO.: _____

POSITION: Deputy

DEPT.: Sheriff

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 65 STEP: 9 SALARY: 39,647

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: _____

7-1-18 DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4) GRADE: 65 STEP: 10 SALARY: 40,640

_____ 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
Shelton White
DATE: 6-26-18

COUNTY MANAGER APPROVAL
Frank Heath
DATE: 6/28/18

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6/26/18

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Thomas Reid

SOC. SEC. NO.: _____

POSITION: Chief Deputy

DEPT.: Sheriff

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 70 STEP: 4 SALARY: 43,749

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: _____

7-1-18 DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4) GRADE: 70 STEP: 5 SALARY: 44,815

_____ 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

Shelton White

DATE: 6-26-18

COUNTY MANAGER APPROVAL

Frank Death

DATE: 6/20/18

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6-26-18

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: KIMBERLY BRAY

SOC. SEC. NO.: _____

POSITION: ASSISTANT TAX ADMINISTRATOR

DEPT.: TAX

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

CURRENT: GRADE: 66 STEP: 6 SALARY: \$38,520

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: _____

7-1-18 DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4)
Date GRADE: 66 STEP: 7 SALARY: \$39,459

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.
Date

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Bill Jennings

Frank Heath

DATE: 6-26-18

DATE: 6/29/18

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6-26-18

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: REBECCA WATERFIELD

SOC. SEC. NO.: _____

POSITION: TAX CLERK - BUSINESS PERSONAL
PROPERTY

DEPT.: TAX

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 61 STEP: 1 SALARY: \$27,353

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: _____

7-1-18 DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4)
Date GRADE: 61 STEP: 2 SALARY: \$28,031

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.
Date

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Bill Jennings

Frank Heath

DATE: 6-26-18

DATE: 6/28/18

FINANCE OFFICER

DATE: _____

Mary Hunnicutt

Subject: FW: DSS Board Member

From: Susan Chaney [<mailto:schaney@perqdss.net>]
Sent: Friday, June 29, 2018 7:32 AM
To: Mary Hunnicutt
Subject: DSS Board Member

The DSS Board nominated and unanimously voted for Brenda Dillard to be on the Board with her first term beginning July 1, 2018 and ending on June 30, 2021 as they are 3 year terms. Ms. Dillard was the Town of Winfall clerk for 18 years and is retiring as we speak. Both Charles Woodard and Terissa Blanchard said she would be a great advocate for the agency. Dianne Layden does not know her and neither do I. I will be getting with her and will forward you her information

Susan M. Chaney
Director
Perquimans Co. Dept. Social Services
P.O. Box 107
Hertford, NC 27944
252-426-7373
252-426-1240 fax



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- June 2018

GARNISHMENTS: \$4,719.90

PAYMENT AGREEMENTS: \$14,581.25

DEBT SETOFFS: \$418.51

AMENDMENT NO. ONE TO THE COUNTIES OF CAMDEN, CHOWAN, CURRITUCK, DARE, HYDE, MARTIN, PASQUOTANK, PERQUIMANS, TYRRELL and WASHINGTON OTHER POST-EMPLOYMENT BENEFITS TRUST AGREEMENT

As allowed by Section 7.2 of the Trust Agreement, the name of the Trust is changed from:

The Counties of Camden, Chowan, Currituck, Dare, Hyde, Martin, Pasquotank, Perquimans, Tyrrell and Washington Other Post-Employment Benefits Trust Agreement,

to:

Albemarle and Tideland Mental Health Retirees Health Insurance Trust.

AGREED TO AND ACCEPTED this 2nd day of July, 2018.

TRUSTEES

_____ County Manager Camden County

_____ County Manager Chowan County

_____ County Manager Currituck County

_____ County Manager Dare County

_____ County Manager Hyde County

_____ County Manager Martin County

_____ County Manager Pasquotank County

_____ County Manager Perquimans County

_____ County Manager Tyrrell County

_____ County Manager Washington County

COUNTIES

_____ Chairman Camden County

_____ Chairman Chowan County

_____ Chairman Currituck County

_____ Chairman Dare County

_____ Chairman Hyde County

_____ Chairman Martin County

_____ Chairman Pasquotank County

_____ Chairman Perquimans County

_____ Chairman Tyrrell County

_____ Chairman Washington County



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

RESOLUTION IN SUPPORT OF PERQUIMANS COUNTY'S APPLICATION TO THE NORTH CAROLINA DEPARTMENT OF COMMERCE FOR A GRANT IN THE AMOUNT OF \$2,885,000 FOR THE PERQUIMANS COUNTY MARINE INDUSTRIAL PARK BASIN

Whereas, The Perquimans County Marine Industrial Park Basin is one of the main economic development projects in Perquimans County; and

Whereas, pursuant to N.C.S.L #36.3 (the "Authorizing Legislation"), Perquimans County Marine Industrial Park is eligible for a grant of \$2,885,000 for water resource development projects. In addition to the approved purposes in NCGS 143-215.71, funding for this project may be used for basin construction; and

Whereas, the purpose of the basin project is to afford water-based construction access to marine related industries; leading to new companies relocating to Perquimans County and to new jobs being created for our citizens; and

Whereas, Perquimans County accepts the responsibilities listed on the NC Department of Commerce grant application in various bullets, including overseeing all aspects of the project, handling the application process, contracting process, reporting requirements, payments, environmental permits, etc.; and

BE IT THEREFORE RESOLVED that the Perquimans County Board of Commissioners approves of the County engaging in the application and grant process with the North Carolina Department of Commerce as detailed above; and

BE IT FURTHER RESOLVED that the Perquimans County Board of Commissioners fully supports the Perquimans Marine Industrial Park basin project.

Adopted, this 2nd day of July, 2018.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTESTED:

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

(SEAL)

**ALBEMARLE COMMISSION
SENIOR NUTRITION CONTRACT**

This Agreement entered into as of this first day of July 2018, by and between **PERQUIMANS COUNTY** (hereinafter referred to as Contractor), and the **Albemarle Commission**, (hereinafter referred to as AC), with offices located at 512 South Church St., Hertford, North Carolina, WITNESSETH THAT;

WHEREAS, AC wishes to make available certain services to elderly residents within a service area hereafter described; and,

WHEREAS, the Contractor warrants that it is capable of providing the services hereafter described; and,

WHEREAS, the Contractor desires to assist AC in this endeavor;

NOW, THEREFORE, the parties hereto do agree as follows:

1. Employment of Contractor: AC hereby agrees to engage the Contractor to perform the services hereinafter set forth.
 2. Time of Performance: The services of the Contractor are to commence on July 1, 2018, and shall be completed by June 30, 2019.
 3. Scope and location of Services: The Contractor shall do, perform, and carry out in a satisfactory and proper manner, as determined by AC, the agreements and assurances required in the Request for Proposal and the services specified in No. 35—Special Conditions.
 4. Personnel: The Contractor represents that it has, or will secure at its own expenses, all personnel required in performing the services under this Agreement. Such personnel shall not be employees of, or have any contractual relationship with AC. All personnel engaged in the work shall be fully qualified.
- It is understood and agreed that **BEVERLY GREGORY** shall represent the Contractor as Project Manager in the performance of this Agreement. Any change in such Project Manager shall be subject to approval of AC.
5. Compensation: The Contractor and AC expressly understand and agree that in no event will the total compensation and reimbursement paid thereunder by the AC exceed the maximum of **Ten Thousand Seven Hundred and Forty Nine Dollars and Twenty Four Cent (10,749.24)** for 999 hours of Nutrition Service, and shall constitute full and complete compensation for the Contractor's services hereunder.

6. Reimbursement Rate Per Unit of Service: Albemarle Commission will reimburse the Contractor \$10.76 for each hour of Nutrition Service served to eligible clients, such units of service being defined in No. 35 – Special Conditions.
7. Reprogramming of Funds: It is understood and agreed that, in the event that the amount of funds received from the North Carolina Division of Aging is reduced, AC may in turn, decrease the total compensation and reimbursement to be paid hereunder and in accordance with Paragraph 14, changes in the Scope of Services.
8. Change of Reimbursement. At its sole discretion, AC may re-negotiate the reimbursement shown in Paragraph 6 of this Agreement. However, in no case will AC increase the overall amount shown in Paragraph 5.

The parties agree they will consider increasing the reimbursement rate only under two circumstances:

- a) Upon a showing by Contractor that actual costs have increased due to factors beyond Contractor's control (e.g., increases in gasoline costs, union settlement on wages, etc.); or
- b) Upon a showing by Contractor that actual costs have increased due to a sudden increase in client load (e.g., due to a disaster). In the event that the reimbursement rate is increased, the total units of service to be delivered will be correspondingly decreased.

The parties further agree that AC shall have the right to decrease the reimbursement rate under any circumstances which show that actual costs are less than projected; including, but not limited to, circumstances in which:

- a) Overall costs of providing service are shown to be less than forecast in the Contractor's original bid for this service; or
 - b) The Contractor fails to document the required cost-sharing, such that the AC reimbursement rate exceeds 100 percent of service costs. In the event The reimbursement rates are decreased, AC may, at its option, increase The total number of units of service to be delivered.
9. Method of Payment: After the first month, Contractor shall submit a monthly report to AC on the number of service units delivered and capital cost through the end of prior month for reimbursement.
 10. Documentation of Expenses: Contractor shall maintain full and complete documentation of all expenses associated with performing the scope of work under the contract. Expenses documentation shall include: time sheets for AC clients; receipts for any supplies purchased for use on this contract; any applicable

subcontract expenditures; and such other documentation necessary to substantiate overall costs of delivering the contracted service (including Contractor contribution as well as amounts reimbursed by AC).

11. Payment by Service Recipient: No individual receiving services under the terms of this Agreement shall be required to pay any part of the cost of the service. However, recipients shall be given the opportunity by the Contractor to make some contribution for the service in a manner approved by the AC.

Contractor shall post a notice in a conspicuous place, stating that no charge is Made for the service, but that contributions will be accepted. Contractor shall furnish envelopes to all clients for confidential contributions. Contractor shall offer a locked box in a convenient location for confidential deposit of envelopes.

12. Cost Sharing: Cost Sharing is any money received by Contractor as a direct result of contract activity. Contractor shall maintain daily records of activity, Contractor shall maintain daily records of activity. Program income shall be used in the same year it is received to provide additional services.

13. Monitoring, Auditing and Reporting: The Contractor agrees to submit to audit by AC, the State of North Carolina, or the federal government for a three year period following final payment under the terms of this Agreement. The Contractor agrees to permit monitoring by AC, its staff and appropriate representatives, and to comply with such reporting procedures as may be established by AC. The Contractor further agrees that all pertinent financial records shall be made available for copying upon request by AC, the state or federal government, or their agents.

It is understood and agreed that the report procedures established by AC may include, but not be limited to, the names and addresses of individuals receiving services under the terms of this contract, with the understanding that no personal information obtained from any individual will be disclosed by AC in a form which allows identification of the individual, without the written consent of the individual.

It is understood and agreed that the report procedures established by AC may also include actual costs incurred per unit of service including both AC costs and contractor contributions.

It is further understood that the agency is responsible to AC for clarifying any audit exceptions that may arise from AC independent audit, the Department of Human Resources audit, or any federally conducted audit. AC requires the Contractor to send a copy of their audit when received from the independent auditors. In addition, contractors are responsible for paying any governmental funds that may be part of the audit exception.

14. Changes: AC may, from time to time, require changes in the Scope of Services to be performed. Such changes, including any increase or decrease in the amount of the Contractor's compensation which is mutually agreed upon between AC and the Contractor, shall be incorporated in written amendments to this Agreement.
15. Termination of Agreement for Cause: If through any cause the Contractor shall fail to fulfill in timely and proper manner its obligations under this Agreement, or if the Contractor shall violate any of the covenants, agreements or stipulations of this Agreement, AC shall thereupon have the right to terminate this Agreement by giving written notice to the Contractor of such termination and specifying the effective date thereof. The date of notice shall be at least five (5) days before the AC effective date of such termination.

In the event of termination, such data, studies, surveys, drawings, maps and reports prepared by the Contractor shall, at the option of AC, become its property and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials. Client files of the agency, developed under this contract shall become the property of the AC upon completion and/or termination of this contract.

Notwithstanding the above, the Contractor shall not be relieved of liability to AC by virtue of any breach of the Agreement by the Contractor, and AC may withhold any payments to the Contractor for the purpose of set-off until such time as the exact amount of damages due AC from the Contractor is determined.

16. Cancellation for Convenience of AC: AC may cancel this Agreement at any time by giving written notice to the Contractor of such cancellation and specifying the effective date of such cancellation. If the Agreement is canceled by AC as provided herein, the Contractor will be paid for work satisfactorily completed.
17. Disputes: Any disputes which arise in the interpretation of this contract shall be resolved in the following manner:
- a) The Contractor shall submit a letter to AC specifying the nature of the dispute asking for resolution of the dispute.
 - b) The Executive Director of the AC will meet with the Contractor to resolve the dispute. The Executive Director of the AC will document the resolution in a letter to the Project Manager.
 - c) If the Contractor is dissatisfied with the resolution of the dispute decided by the AC Executive Director, the Contractor may appeal the Executive Director's decision in writing to the AC Budget and Personnel Committee.

- d) The AC Budget and Personnel Committee will consider the appeal at its next scheduled meeting, which shall occur no less than 10 days following receipt of the written appeal request. The decision of the Budget and Personnel Committee is final.
18. Subcontracting: None of the work or service covered by this Agreement shall be subcontracted without the prior written approval of AC. All approved subcontracts must conform to the applicable requirements set forth in this Agreement and must attach and include by reference Appendix A - Scope of Services.
19. Compliance with Service Standards and Required Procedures: Contractor shall perform the services set forth in this Agreement in compliance with applicable standards and procedures specified in Appendix A - Scope of Services. Contractor further agrees to comply with applicable standards for this service which are, or may be, specified by the North Carolina Division of Aging, any other State of North Carolina agency, the Division of Aging Policy Manual, and the AC Policy Manual.
20. Service Priorities: Contractor shall give priority for service to those older people with the greatest social and economic need. Where the nature of the service allows, Contractor shall make special efforts to serve the moderately impaired, isolated and homebound elderly on a priority basis, as set out in the proposal and as indicated in the service standards established by the Division of Aging.
21. Equal Opportunity and Affirmative Action: In carrying out this contract, Contractor shall deny none of the benefits or services of the program to any eligible recipient on the grounds of age, sex, religion, race, color, handicap, or national origin.

The Contractor also agrees not to discriminate against any employee or applicant for employment because of age, race, color, religion, sex, handicap or national origin. The Contractor shall take affirmative action to insure that applicants are employed, and that employees are treated during employment without regard to their age, race, color, religion, sex, handicap, or national origin. Such action shall include, but not be limited to: employment or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

The Contractor shall, in all solicitations or advertisements for employees placed by, or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, handicap, or national origin.

It is further agreed by the Parties that the Contractor shall take affirmative action to solicit subcontractors with or purchases from minority business enterprises as defined in the Public Works Employment Act of 1977, 42 U.S.C. 6705 (f) (2),

where such subcontracting or purchasing, if any, is or may be undertaken under the terms of this Agreement.

22. Confidentiality: Any reports, recipient information, data, or other materials given to, or prepared or assembled by the Contractor under this Agreement which AC requests to be kept confidential, shall not be made available to any individual or organization by the Contractor without prior written approval of AC.
23. Identification of Documents: All reports, maps, and other documents completed as part of this Agreement, other than documents exclusively for internal use within AC, shall carry the following statement on the front cover, or a title page containing the name of AC.

THE PREPARATION OF THIS (Report, Document, Etc.) WAS FINANCED IN PART THROUGH A FEDERAL GRANT BY THE NORTH CAROLINA DEPARTMENT OF HUMAN RESOURCES, DIVISION OF AGING, UNDER THE PROVISIONS OF TITLE III, OLDER AMERICANS ACT OF 1965, AS AMENDED.

24. Licenses and Permits: Contractor shall maintain all required licenses, permits, bonds, and insurance required for carrying out the services in Appendix A. the Contractor shall notify the AC immediately if any required licenses or other permits are canceled, suspended, or otherwise ineffective. Failure to maintain proper licenses permits, bonds and insurance shall be a basis for AC disallowing all or part of payments under this contract or for termination of this agreement for cause.
25. Insurance: Notwithstanding any other insurance requirements, Contractor shall, within ten (10) days of the effective date of this Agreement, provide AC with a certificate of insurance for public liability insurance in the minimum amount of One Hundred Thousand/Three Hundred Thousand Dollars (\$100,000/\$300,000). If Contractor uses a vehicle in fulfilling its duties under this Agreement, Contractor shall also provide evidence of automobile insurance in the minimum amount of Twenty-Five Thousand/Fifty Thousand Dollars (\$25,000/\$50,000 liability insurance and Fifty Thousand Dollars (\$50,000) property insurance. Failure to provide evidence of insurance shall be deemed an automatic violation of this Agreement and could therefore lead to termination of the Agreement by AC. The Contractor shall hold AC harmless for any damages to the person or property of any individual or organization as the result of the execution of the scope of service to be performed under this Agreement.
26. Conflict of Interest: The Contractor covenants that it presently has no interest and shall not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. The Contractor further covenants that, in the performance of this Agreement, no person having any such interest shall be employed.

27. Interest of Members of AC and Others: No officer, member, or employee of AC and no member of its governing body, and no other public official of the governing body of the locality or localities in which the project is situated or being carried out who exercises any functions or responsibilities in the review or approval of this project, shall participate in any decision relating to this Agreement which affects his or her personal interest or have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.
28. Officials not to Benefit: No member of or delegate to Congress, or resident commissioner, shall be admitted to any share or part of this contract, or to any benefit that may arise therefrom.
29. Assignability: The Contract shall not assign, sublet, or transfer all or any portion of its interest in this Agreement without the prior written approval of the Agency's Executive Director or his authorized agent.
30. Resources Development: The Contractor shall investigate other agencies and resources providing services to the elderly and shall coordinate its own services to minimize overlap and duplication.
31. Disaster Assistance: In the event that elderly individuals are endangered by the occurrence of a tornado, fire, flood, severe temperature extremes, or other disaster-related situation, the Contractor shall cooperate with requests for assistance from AC on behalf of the elderly individuals.
32. Attendance at AC Meetings: The Contractor, upon request of AC, shall attend any committee or special meeting relating to the project, or staff development training.
33. Participant Input: The Contractor shall, with the assistance of AC, develop a procedure for providing elderly service recipients with an opportunity to assess and evaluate the program. This assessment shall be performed on a regular basis.
34. Applicable Laws, Rules, and Regulations: This contract shall be deemed to have been executed and performed in the State of North Carolina, and all questions of interpretation and construction shall be construed by the laws of such State. In addition, Contractor shall be governed by all applicable Federal, State, and Local rules, regulations and policies.
35. Special Conditions:

CONGREGATE NUTRITION

Service Definition:

The provision of a meal in a group setting.

Unit of Service:

One hour –four hours daily.

Service Objective:

To promote the health and well being of older people through the provision of nutritious meals and opportunities for social and recreational services and access to other services.

Service Activities:

Prepare specific congregate meal site(s) at least 5 days per week for dining.

- Set up tables, chairs, place settings, and table condiments.
- Clean up after meals, washing non-disposable items and dispose of litter and garbage.
- Welcome participants to site.
- Station staff, both paid and volunteers, to keep attendance records and to encourage donations to program.

Food Service:

- Receive meals from caterer or central kitchen, take and record temperatures of all hot and cold food items.
- Prepare food service line for serving meals.
- Supervise portioning of food onto plate by donated and volunteer staff, take food temperatures again immediately before portioning.
- Provide assistance to participants who have difficulty walking or carrying trays.
- Review and maintain records on food quality and quantity.

Coordinate Services:

- Arrange transportation to site for participants.
- Recruit and train volunteers.
- Provide grocery shopping assistance and/or education at least 2 times per month.
- Provide for nutrition education at least 2 times per month.
- Provide for health and social service information at least once per month.
- Provide an exercise program one time per week.
- Provide activities daily.
- Outreach activities will be conducted to identify and attract health impaired, socially and/or economically need persons in need of nutrition services.

Preferred Target Groups: Persons who are health impaired, and who are in need of nutritional supports or those older persons whose independent living arrangements lack

proper facilities for meal preparation. Those persons who are ambulatory, but lack sufficient health and/or motivation to prepare meals regularly.

Locale of Service:

- At an approved public or private community facility with the following characteristics.
- Has been approved by the local health department.
- Has been inspected by the local fire department and meets all local and state fire codes.
- Has been approved in writing by the Area Agency on Aging prior to opening.
- Is in compliance with 504 Regulations.
- Is located near concentrations of preferred target group persons.
- Must have at least 12-14 square feet per person excluding halls, bathrooms, kitchen areas.
- Must be a facility where all eligible persons feel free to visit and will not offend their cultural and ethnic preferences.
- Must have adequate number of tables and chairs appropriate for older adults.
- Must have at least 2 exits which are unlocked during hours of operation.
- Must have adequate parking.
- Must have a safe and appropriate place to mount and dismount from vans or other group transportation vehicles.
- Must be heated during colder months to at least 72° F, while participants are present.
- There must be a "termination of services," policy on file for each participant.

Access to Services:

- Participants will be referred to service by self, friend, neighbor, or a community resource.

Delivery Characteristics:

- Meals shall be served at least 5 days per week at the site.
 - There shall be a feedback mechanism to obtain information on menu preference of participants, and other issues at site.
 - The approved menu shall be publicized one week in advance at the site and shall be identified as the Nutrition Program for the elderly menu and shall specify serving dates.
 - Each meal shall provide at least 1/3 of the current recommended daily dietary allowances Food and Nutrition boards of the National Research Council and shall meet the following meal pattern when plated for each participant.
- a) 2 ounces cooked edible portion of meat, fish, fowl, eggs; cooked dry beans or cheese may be used for a maximum of 4 times per month as substitute for one ounce of meat; textured vegetable protein may only be used as specified in the Division of Aging Manual.

- b) Two, one-half cup servings of vegetables, fruits, and full strength fruit/vegetable juices. There must be one cold source of Vitamin C which provides at least 1/3 RDA of Vitamin C daily.
- c) One serving enriched or whole grain bread, biscuits, rolls, muffins, sandwich buns, cornbread, other hot breads or enriched or whole grain cereals or cereal products such as rice, macaroni, dumplings, pancakes, and waffles.
- d) One teaspoon of butter or fortified margarine in a packaged chip.
- e) One, one-half cup serving of dessert which may be fruit, full strength fruit juice, pudding, gelatin, ice cream, ice milk, sherbet, cake, pie, cookies and similar foods.
- f) One-half pint of fortified whole, skim, or low-fat milk, buttermilk, yogurt, or cheese (3 ozs.).
- g) Fruit or juice used as a dessert may not be counted toward the two servings of vegetables and fruits.

- Contractor shall tell the participants about agency procedures for service, confidentiality, waiting lists, service priorities, complaint and grievance, and other matters germane to the participants' decision to accept service, and about his opportunity to make a voluntary contribution to the program.
- Every effort shall be made to make the dining room and meals attractive.
- A completed calendar of site activities and programs must be posted at the beginning of the month.
- Emergency plans must be developed for each site for medical emergencies and to evacuate the site in case of fire or explosion.
- The contractor shall provide adequate staff to operate the program including a paid contract manager and a paid site manager for the site.
- The site manager may be paid from Title III funds for no more than 4 hours per day and shall be responsible for site operations.
- Must be able to work well with older adults.
- Must be able to keep accurate records.
- Must be able to supervise volunteers.
- The contractor must develop a plan to recruit, orient, train, and recognize volunteers.
- Minimum orientation and training shall include:

Contract Manager: Administrative procedures, record keeping systems, reporting, food safety.

Site Managers: Site procedures, orientation and training for specific volunteer activities.

All Staff: First aid, cardio-pulmonary resuscitation, physiology of aging, fire/disaster evacuation, shall attend all training required for specific staff categories provided by the Division of Aging and/or Area Agency on Aging.

- All foods must be stored, prepared, held and served in a manner to preserve optimum flavor and appearance, while retaining nutrients and food value.
- Staff serving food must use hygienic techniques and practices in all handling of the food.
- Food temperatures must be maintained at safe levels (hot 140° +, cold 45°-) throughout all processes from storage through serving.
- Contractor must abide by food safety practices required in 10NCAC Section of .0400.

Prohibited Services:

- Cannot provide meals to residents of long-term care facilities, guests, handicapped persons under age 60, adult day care participants and paid staff under age 60 without reimbursement of the full cost of the meal.
- Except on emergency basis, nutrition site(s) may not be closed or combined on a temporary or permanent basis without prior written approval from the Area Agency on Aging.
- May not enter into contracts with profit making organizations without prior written approval from the Area Agency on Aging.

Administrative Requirements:

- Adequate records shall be maintained to document program activities and shall include:
 - participants' intake record
 - participants' attendance records
 - meals served records
 - menu served with substitutions, dates, and justification noted
 - meal receipt/delivery slips
 - program income record
 - employment records including affirmative action documentation
- Shall follow general recognized accounting procedures outlined in CRF Part 74 of all funds including participant contributions.
- All participants' records shall be treated as confidential.
- File all required reports on time.
- Train staff to make appropriate referrals.

36. Home-Delivered

In administering the Home-Delivered Meals Program, Contractor agrees to appoint or employ a person to do the following duties:

- 1) Recruit, maintain, schedule, and supervise volunteers to deliver meals.
- 2) Order, receive, and check meals received.
- 3) Keep daily records, which will include, but not be limited to:
 - a) Daily Nutrition Service Record
 - b) Required Temperature Reports
 - c) Volunteer Hours Reports
- 4) Receive requests for meals from potential clients.
- 5) Collect all project income per the Consumer Contributions Policy and Procedures.
- 6) Report all legitimate complaints to the Albemarle Commission's Home-Delivered Meals Coordinator.

The Albemarle Commission's Home Delivered Meals Coordinator/Volunteer Administrator will be responsible for:

- a) Supervising in the daily operation of home-delivered meals activities.
- b) Providing whatever assistance and support is necessary to recruit and maintain volunteers, i.e., making presentations to civic or community groups, etc., providing printed material, etc.
- c) Processing all requests for meals, determining eligibility, and making all placements to the program.
- d) Revising and updating delivery routes to reflect additions, deletions, or other changes.

IN WITNESS WHEREOF, AC and the Contractor have executed this Agreement as of the date first above written.

(County)

Albemarle Commission

BY: _____
(Authorized Official)

BY: _____
(Executive Director)

DATE: _____

BY: _____
(Area Agency on Aging Director)

DATE: _____

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

(Commission's Finance Officer)



Dwane Hinson
Wetland and Water Management Specialist
Soil Scientist (NCT 190)

Phone: 252-482-4162

Cell: 252-337-4933

E-mail: Dwane.Hinson@mchsi.com

Perquimans County Water Management Proposal:

Water management consulting services are proposed to meet the water management needs associated with Perquimans County. This position will meet the following objectives:

- Serve as technical consultant to County Commissioners and Soil & Water Conservation District Supervisors (SWCD):
 1. Make technical presentations to citizens on behalf of the County Commissioners for addressing drainage problems.
 2. Accompany Commissioners and County Manager as needed, meeting on-site with groups and individuals to address drainage needs.
 3. Assist SWCD Supervisors with special projects as requested the Supervisors and approved by the Board of Commissioners.
- Implement Special Use Water Management Districts (SUWMD's):
 1. Provide technical presentations for public meetings in conjunction with County Commissioners for the establishment of SUWMD's.
 2. Serve as a technical advisor for a County Water Management Committee.
 3. Coordinate efforts to generate outside funding sources for project development, such as utilizing USDA-RC&D resources for grants and GIS coordination.
 4. Provide technical leadership to each SUWMD's representatives to identify, design, plan and implement projects.
 5. Assist SUWMD's representatives with creek and river maintenance programs for clearing and snagging creeks and rivers.
- Address drainage concerns of individuals or small groups of citizens:
 1. Work with County Commissioners, County Manager, and Soil & Water Conservation Districts to provide assistance to individual landowners for solving drainage problems.
 2. Coordinate potential funding mechanisms with NC Ag Cost Share Program, CAMA, NC & US Dept of Marine Fisheries, and USDA-RC&D
- Assist Perquimans County with implementing and further development of storm water ordinances and regulatory wetland laws.
 1. Review plats for commercial development and work in conjunction with the county planners and SWCD to implement storm water ordinances.
 2. Provide technical guidance for rural planning [ten acre lots, individual lots, or roadside development] that circumvents storm water guidelines for urban areas.
 3. Provide consulting assistance to the County Commissioners in conjunction with the Health Department to address drainage concerns with septic tank regulations and issues with individual lots subject to flooding or severe drainage problems.

Services, Resources & Projected Costs:**Resources Provided By the LLC To Accomplish Goals and Objectives**

- All transportation (With county mileage supplement)
- Field survey equipment,
- Computers,
- Design mapping and hydrology software for drainage evaluation
- Boats and 4-wheelers required for creek and waterway evaluations.

Cost, Hours, and "County Supplements" for Services Provided:

1. Hours and Cost:

Total hours are negotiable and adjustable as deemed necessary by County Commissioners. Base services will be provided for an average of 12 hours per week at a fee of \$30.00 per hour. Total work hours will be dictated by project activity and priorities set by the County Water Management Committee and a subsequent Plan of Work.

2. County Supplements:

- A mileage supplement of 50.5 cents per mile will be allocated for use of trucks, boats, and four-wheelers required to perform surveys, visit landowners, and perform creek analysis. An estimate of the total miles will be posted in the Plan of Work.
- Other supplements provided by the county would include a copy (under County License) of the Arc-View Program used by the county to manipulate the current GIS data base.

Management:

All activities will be dictated by weekly contact with the County Manager. The specifics for hours and supplements will be governed by the project activity generated by the County Water Management Committee, with subsequent approval by the full Board of County Commissioners. An hourly journal will be presented with billings.

Term

Unless terminated sooner, this agreement shall commence at the adoption by the Perquimans County Board of Commissioners and end on June 30, 2015, and can be renewed for one-year periods thereafter.

Adopted this the 2nd day of July, 2018.

Wallace E. Nelson, Chairman

Attest: _____

Mary Hunnicutt, Clerk to the Board

Dwane Hinson

AGREEMENT

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

- 1. Identity of Client Perquimans County Emergency Management
159 Creek Dr.
Hertford, NC 27944

- 2. Identity of Contractor Thomas Morris Ponte
111 Green Ct W
Hertford, NC 27944

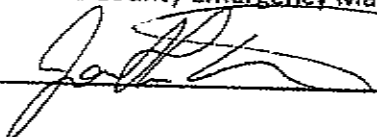
- 3. Work to be performed Contractor agrees to provide services as the Public Information Officer for Perquimans County Emergency Management on a best efforts basis. This will include serving as a media contact for planned events, emergencies and as a representative for any seminars, conferences or meetings involving Public Information for Perquimans County Emergency Management.

- 4. Terms of Payment Client shall pay the Contractor the sum of \$125.00 Per month.

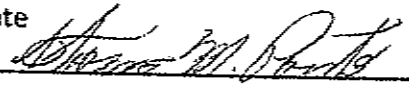
- 5. Expenses Client shall not be liable for any expenses paid or incurred by the Contractor unless agreed to in writing.

- 6. Term of agreement The effective date of this agreement shall be July 1, 2018 and will terminate on June 30, 2019 and may be renewed on a yearly basis. This contract can be terminated by either party with thirty (30) days written notice to the other party.

Client: Perquimans County Emergency Management

By:  Date: 6-19-18

Contractor: Thomas M. Ponte

 Date: 6-18-18

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

June 18, 2018

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

Dear Frank:

Described below is a proposal [for the period July 1, 2018 through June 30, 2019] for me to continue to provide economic development consulting services to Perquimans County.

Work Program

- Serve as Perquimans County's primary point of contact for perspective economic development inquiries.
- Continue to market the Perquimans County Commerce Centre to a variety of potential companies, but with a priority focus on marine, logistics/supply chain, manufacturing and entrepreneurial entities.
- Coordinate with applicable public and private entities to market the former Lansing Building. Prepare NC incentive grant applications to attract buyer(s) when applicable.
- Assist County Manager with negotiations and follow-up with potential Commerce Centre land buyers and, where applicable, support buyers in their acquisition and development processes.
- Assist County Manager in obtaining the necessary funding support for the construction of the Marine Industrial Park (MIP) inland basin. If this effort is successful, assist the County Manager in the various bidding and construction-related activities related to the basin.
- Provide staff liaison with the North Carolina Marine Industrial Park Authority [NCMIPA] in the development and marketing of the MIP.
- Develop a new Commerce Centre/MIP marketing brochure.
- Finalize the development of a site plan for Phase 2 of the Commerce Centre and start implementation of priority plan projects. [Assumes that Phase 2 can get the necessary new Notification of Jurisdictional Determination from U.S. Army Corps of Engineers.]

- In coordination with the Perquimans Chamber of Commerce and Albemarle Commission, continue to support a Small Business Resource Center at the Chamber that provides resource services to potential users of the Center to create new and/or grow existing small businesses.
- Continue to be an active participant in the regional marketing efforts of the North Carolina East Alliance.
- Assist Hertford and Winfall in their economic development initiatives, with priority focus on tourism-related opportunities.
- Where applicable, assist in the preparation of North Carolina and Federal economic development grant/loan applications for existing and potential businesses in Perquimans County.
- Assist Commerce Centre site buyers in the design and implementation of workforce development programs, if necessary, in cooperation with the Albemarle Commission, COA and ECSU's SBTDC programs.
- Present periodic oral reports to the Economic Development Commission (EDC) and Board of Commissioners.
- Have an annual review of projects and evaluation of progress and performance with the County Manager.
- Undertake special projects as requested by the County Manager and/or the EDC.

Compensation

My proposed compensation for the above Work Program would be a retainer fee of \$1,730.12 a month [current compensation] that would cover my time and travel-related costs within the region. However, if County employees are given an annual percentage cost of living increase during the 2018-19 fiscal year, I request that this monthly retainer fee be increased by the same percentage amount. Not included would be any travel-related costs outside the region, membership fees for relevant economic development-related organizations and registration fees for trade shows/economic development conferences that I have authorization to attend from the County.

I continue to appreciate and enjoy the economic development consulting relationship I have had with Perquimans County. I look forward to a continuing productive relationship over the 12-month period from July 1, 2018 through June 30, 2019.

Sincerely,



David N. Goss

Frank Heath
Perquimans County Manager



Designation of Voting Delegate to NCACC Annual Conference

I, _____, hereby certify that I am the duly designated voting delegate for _____ County at the 111th Annual Conference of the North Carolina Association of County Commissioners to be held in Catawba County, N.C., on August 23-25, 2018.

Signed: _____

Title: _____

Article VI, Section 2 of our Constitution provides:

“On all questions, including the election of officers, each county represented shall be entitled to one vote, which shall be the majority expression of the delegates of that county. The vote of any county in good standing may be cast by any one of its county commissioners who is present at the time the vote is taken; provided, if no commissioner be present, such vote may be cast by another county official, elected or appointed, who holds elective office or an appointed position in the county whose vote is being cast and who is formally designated by the board of county commissioners. These provisions shall likewise govern district meetings of the Association. A county in good standing is defined as one which has paid the current year's dues.”

Please return this form to Alisa Cobb by: **12 Noon on Friday, August 17, 2018:**

NCACC
353 E. Six Forks Road, Suite 300
Raleigh, NC 27609
Fax: (919) 733-1065
Email: alisa.cobb@ncacc.org
Phone: (919) 715-2685

§ 143-318.11. Closed sessions.

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

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

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

(c) **Calling a Closed Session.** - A public body may hold a closed session only upon a motion duly made and adopted at an open meeting. Every motion to close a meeting shall cite one or more of the permissible purposes listed in subsection (a) of this section. A motion based on subdivision (a)(1) of this section shall also state the name or citation of the law that renders the information to be discussed privileged or confidential. A motion based on subdivision (a)(3) of this section shall identify the parties in each existing lawsuit concerning which the public body expects to receive advice during the closed session.

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

FOR
INFORMATION
ONLY
ITEMS



PERQUIMANS COUNTY

Office of the Manager

P.O. BOX 45
HERTFORD, NORTH CAROLINA 27944
TELEPHONE: 252-426-8484

W. FRANK HEATH, III
COUNTY MANAGER

June 7, 2018

Hon. Mayor Bettie Parker
Hon. City Council Members
City of Elizabeth City, NC
PO Box 347
Elizabeth City, NC 27907-0347

Dear Mayor Parker and City Council Members:

Perquimans County wishes to send our sincere thanks and appreciation for the donation of 15 Panasonic Tough Book computers and 3 printers from the City of Elizabeth City to the Perquimans County Sheriff's office. This donation will enhance our capability to effectively respond to the needs of our citizens.

We'd like to offer special thanks to Rich Olson, your Finance Committee members, and particularly Chief Buffaloe for his leadership on this matter.

It is especially gratifying to see municipalities and counties working together for the benefit of their neighbors and region.

Thanks again on behalf of the citizens of Perquimans County!

A handwritten signature in black ink, appearing to read "Wallace Nelson".

Wallace Nelson, Perquimans County Chairman

A handwritten signature in black ink, appearing to read "Shelby White".

Shelby White, Perquimans County Sheriff

A handwritten signature in black ink, appearing to read "Frank Heath".

Frank Heath, Perquimans County Manager

Perquimans County's Vision:

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

Logout



NACo Live Healthy Prescription Discount Program

Live Healthy U.S. Counties

Go Back

PRESCRIPTION, DENTAL AND HEALTH DISCOUNT PROGRAMS FOR RESIDENTS

PERQUIMANS COUNTY, NC

	PLAN TOTAL	PLAN PRICED	% OF PLAN PRICED	% OF RETAIL PRICED	MEMBER COST	AVERAGE MEMBER COST	RETAIL PRICE	AVERAGE RETAIL PRICE	AVERAGE PRICE SAVINGS	% OF PRICE SAVINGS	% OF PRICE SAVINGS	TOTAL UTILIZERS
2018												
<u>MARCH</u>	2	0	0.00%	2100.00%	\$ 51.55	\$ 25.78	\$ 51.55	\$ 25.78	\$ 0.00	\$ 0.00	0.00%	1
2017												
<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
2016												
<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%	2
<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%	1
<u>JUNE</u>	2	0	0.00%	2100.00%	\$ 49.55	\$ 24.78	\$ 49.55	\$ 24.78	\$ 0.00	\$ 0.00	0.00%	2
<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	1100.00%	0 0.00%	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%	1
2015												
<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%	2
<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	1100.00%	0 0.00%	0 0.00%	\$ 9.60	\$ 9.60	\$ 13.93	\$ 13.93	\$ 4.33	\$ 4.33	31.08%	1
<u>APRIL</u>	1	1100.00%	0 0.00%	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%	1
<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
2014												
<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%	3
<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%	6
<u>FEBRUARY</u>	7	4	57.14%	3 42.86%	\$ 269.48	\$ 38.50	\$ 540.19	\$ 77.17	\$ 270.71	\$ 38.67	50.11%	7
<u>JANUARY</u>	12	8	66.67%	4 33.33%	\$ 249.29	\$ 20.77	\$ 410.01	\$ 34.17	\$ 160.72	\$ 13.39	39.20%	4
2013												
<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

2012													
DECEMBER	5	2	40.00%	3	60.00%	\$ 63.00	\$ 12.60	\$ 131.13	\$ 26.23	\$ 68.13	\$ 13.63	51.96%	
NOVEMBER	5	3	60.00%	2	40.00%	\$ 105.77	\$ 21.15	\$ 233.12	\$ 46.62	\$ 127.35	\$ 25.47	54.63%	3
OCTOBER	11	7	63.64%	4	36.36%	\$ 245.45	\$ 22.31	\$ 434.45	\$ 39.50	\$ 189.00	\$ 17.18	43.50%	4
SEPTEMBER	12	6	50.00%	6	50.00%	\$ 172.31	\$ 14.36	\$ 260.06	\$ 21.67	\$ 87.75	\$ 7.31	33.74%	6
AUGUST	11	6	54.55%	5	45.45%	\$ 196.81	\$ 17.89	\$ 334.76	\$ 30.43	\$ 137.95	\$ 12.54	41.21%	6
JULY	21	8	38.10%	13	61.90%	\$ 432.01	\$ 20.57	\$ 602.24	\$ 28.68	\$ 170.23	\$ 8.11	28.27%	5
JUNE	18	7	38.89%	11	61.11%	\$ 274.32	\$ 15.24	\$ 526.71	\$ 29.26	\$ 252.39	\$ 14.02	47.92%	5
MAY	16	6	37.50%	10	62.50%	\$ 203.93	\$ 12.75	\$ 278.78	\$ 17.42	\$ 74.85	\$ 4.68	26.85%	8
APRIL	15	6	40.00%	9	60.00%	\$ 196.88	\$ 13.13	\$ 297.28	\$ 19.82	\$ 100.40	\$ 6.69	33.77%	6
MARCH	17	11	64.71%	6	35.29%	\$ 324.49	\$ 19.09	\$ 681.36	\$ 40.08	\$ 356.87	\$ 20.99	52.38%	5
FEBRUARY	17	10	58.82%	7	41.18%	\$ 653.21	\$ 38.42	\$ 1,271.77	\$ 74.81	\$ 618.56	\$ 36.39	48.64%	8
JANUARY	15	7	46.67%	8	53.33%	\$ 296.17	\$ 19.74	\$ 388.23	\$ 25.88	\$ 92.06	\$ 6.14	23.71%	5
2011													
DECEMBER	24	15	62.50%	9	37.50%	\$ 444.97	\$ 18.54	\$ 677.97	\$ 28.25	\$ 233.00	\$ 9.71	34.37%	
NOVEMBER	26	15	57.69%	11	42.31%	\$ 650.19	\$ 25.01	\$ 1,059.27	\$ 40.74	\$ 409.08	\$ 15.73	38.62%	7
OCTOBER	22	10	45.45%	12	54.55%	\$ 360.54	\$ 16.39	\$ 548.26	\$ 24.92	\$ 187.72	\$ 8.53	34.24%	7
SEPTEMBER	14	10	71.43%	4	28.57%	\$ 533.07	\$ 38.08	\$ 833.62	\$ 59.54	\$ 300.55	\$ 21.47	36.05%	6
AUGUST	10	7	70.00%	3	30.00%	\$ 179.61	\$ 17.96	\$ 328.27	\$ 32.83	\$ 148.66	\$ 14.87	45.29%	8
JULY	12	9	75.00%	3	25.00%	\$ 357.78	\$ 29.82	\$ 588.34	\$ 49.03	\$ 230.56	\$ 19.21	39.19%	5
JUNE	16	7	43.75%	9	56.25%	\$ 444.85	\$ 27.80	\$ 598.37	\$ 37.40	\$ 153.52	\$ 9.60	25.66%	7
MAY	23	13	56.52%	10	43.48%	\$ 302.25	\$ 13.14	\$ 546.03	\$ 23.74	\$ 243.78	\$ 10.60	44.65%	9
APRIL	34	20	58.82%	14	41.18%	\$ 1,351.54	\$ 39.75	\$ 1,653.09	\$ 48.62	\$ 301.55	\$ 8.87	18.24%	10
MARCH	24	16	66.67%	8	33.33%	\$ 863.78	\$ 35.99	\$ 1,269.41	\$ 52.89	\$ 405.63	\$ 16.90	31.95%	7
FEBRUARY	15	11	73.33%	4	26.67%	\$ 468.52	\$ 31.23	\$ 653.27	\$ 43.55	\$ 184.75	\$ 12.32	28.28%	9
JANUARY	23	18	78.26%	5	21.74%	\$ 971.94	\$ 42.26	\$ 1,440.98	\$ 62.65	\$ 469.04	\$ 20.39	32.55%	8
2010													
DECEMBER	25	16	64.00%	9	36.00%	\$ 918.07	\$ 36.72	\$ 1,252.64	\$ 50.11	\$ 334.57	\$ 13.38	26.71%	
NOVEMBER	25	19	76.00%	6	24.00%	\$ 1,241.89	\$ 49.68	\$ 1,707.72	\$ 68.31	\$ 465.83	\$ 18.63	27.28%	12
OCTOBER	23	17	73.91%	6	26.09%	\$ 1,005.50	\$ 43.72	\$ 1,272.23	\$ 55.31	\$ 266.73	\$ 11.60	20.97%	14
SEPTEMBER	36	19	52.78%	17	47.22%	\$ 1,024.85	\$ 28.47	\$ 1,346.45	\$ 37.40	\$ 321.60	\$ 8.93	23.89%	11
AUGUST	32	22	68.75%	10	31.25%	\$ 1,113.97	\$ 34.81	\$ 1,462.53	\$ 45.70	\$ 348.56	\$ 10.89	23.83%	14
JULY	31	20	64.52%	11	35.48%	\$ 1,094.45	\$ 35.30	\$ 1,481.76	\$ 47.80	\$ 387.31	\$ 12.49	26.14%	12
JUNE	32	22	68.75%	10	31.25%	\$ 885.45	\$ 27.67	\$ 1,257.48	\$ 39.30	\$ 372.03	\$ 11.63	29.59%	15
MAY	25	18	72.00%	7	28.00%	\$ 1,043.40	\$ 41.74	\$ 1,442.16	\$ 57.69	\$ 398.76	\$ 15.95	27.65%	15
APRIL	29	17	58.62%	12	41.38%	\$ 695.70	\$ 23.99	\$ 983.67	\$ 33.92	\$ 287.97	\$ 9.93	29.28%	14
MARCH	23	19	82.61%	4	17.39%	\$ 832.14	\$ 36.18	\$ 1,189.55	\$ 51.72	\$ 357.41	\$ 15.54	30.05%	12
FEBRUARY	15	13	86.67%	2	13.33%	\$ 429.41	\$ 28.63	\$ 594.23	\$ 39.62	\$ 164.82	\$ 10.99	27.74%	9
JANUARY	23	16	69.57%	7	30.43%	\$ 701.41	\$ 30.50	\$ 906.21	\$ 39.40	\$ 204.80	\$ 8.90	22.60%	8
2009													
DECEMBER	44	27	61.36%	17	38.64%	\$ 1,296.18	\$ 29.46	\$ 1,588.69	\$ 36.11	\$ 292.51	\$ 6.65	18.41%	13
NOVEMBER	34	25	73.53%	9	26.47%	\$ 1,451.51	\$ 42.69	\$ 1,789.48	\$ 52.63	\$ 337.97	\$ 9.94	18.89%	13
OCTOBER	41	27	65.85%	14	34.15%	\$ 1,077.88	\$ 26.29	\$ 1,329.32	\$ 32.42	\$ 251.44	\$ 6.13	18.91%	14
SEPTEMBER	43	29	67.44%	14	32.56%	\$ 1,201.33	\$ 27.94	\$ 1,581.39	\$ 36.78	\$ 380.06	\$ 8.84	24.03%	9
AUGUST	22	10	45.45%	12	54.55%	\$ 1,101.97	\$ 50.09	\$ 1,449.33	\$ 65.88	\$ 347.36	\$ 15.79	23.97%	12
JULY	40	25	62.50%	15	37.50%	\$ 1,220.48	\$ 30.51	\$ 1,525.98	\$ 38.15	\$ 305.50	\$ 7.64	20.02%	15
JUNE	43	25	58.14%	18	41.86%	\$ 1,687.31	\$ 39.24	\$ 2,005.31	\$ 46.64	\$ 318.00	\$ 7.40	15.86%	12
MAY	27	18	66.67%	9	33.33%	\$ 505.00	\$ 18.70	\$ 676.07	\$ 25.04	\$ 171.07	\$ 6.34	25.30%	12
APRIL	21	12	57.14%	9	42.86%	\$ 818.43	\$ 38.97	\$ 1,001.85	\$ 47.71	\$ 183.42	\$ 8.73	18.31%	10
MARCH	19	16	84.21%	3	15.79%	\$ 489.88	\$ 25.78	\$ 677.12	\$ 35.64	\$ 187.24	\$ 9.85	27.65%	10
FEBRUARY	24	20	83.33%	4	16.67%	\$ 1,107.28	\$ 46.14	\$ 1,433.51	\$ 59.73	\$ 326.23	\$ 13.59	22.76%	12
JANUARY	25	20	80.00%	5	20.00%	\$ 756.68	\$ 30.27	\$ 990.03	\$ 39.60	\$ 233.35	\$ 9.33	23.57%	9
2008													
DECEMBER	18	13	72.22%	5	27.78%	\$ 406.29	\$ 22.57	\$ 565.36	\$ 31.41	\$ 159.07	\$ 8.84	28.14%	8
NOVEMBER	14	11	78.57%	3	21.43%	\$ 282.75	\$ 20.20	\$ 388.32	\$ 27.74	\$ 105.57	\$ 7.54	27.19%	8
OCTOBER	1		1100.00%	0	0.00%	\$ 37.45	\$ 37.45	\$ 52.25	\$ 52.25	\$ 14.80	\$ 14.80	28.33%	1

TOTAL PLAN% PLAN RETAIL % AVERAGE RETAIL AVERAGE PRICE AVERAGE% PRICE TOTAL

Perquimans, NC	PRICED	PRICED	PRICED	RETAIL	MEMBER	MEMBERS	MEMBERS	RETAIL	SAVINGS	PRICES	SAVINGS	UTILIZERS	
				PRICED	COST	COST	PRICES	SAVINGS		SAVINGS			
							PRICE						
TOTALS:	1,424	885	62.15%	539	37.85%	\$ 41,534.16	\$ 29.17	\$ 59,614.15	\$ 41.86	\$ 18,079.99	\$ 12.70	30.33%	612.00

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

Address

1374 Sandy Cross Rd.

Disposition

Improvements done, considering CEA or AMH, no visible improvements recently, opening communications

DispositionDate

5/25/2018

InfoNotes

May 25, 2018 AMH active / Judy Jordon called- willing but needs time/ stay in contact
preAMH registered letter sent 3/8/18

Address

226 Bethany Church Rd.

Disposition

Co-op letter sent 5/22/18 with son(officer Jordon)

DispositionDate

5/25/2018

InfoNotes

May 25, 2018 AMH active / Judy Jordon called- willing but needs time/ stay in contact

Address

498 Pender Rd.

Disposition

surveyed for AMH, dilapidation and vandal destruction ongoing, considering AMH and CEA

DispositionDate

5/25/2018

InfoNotes

Address
2412 Center Hill Hwy

Disposition
6-6-18 mailed first class preAMH deconstruction *

DispositionDate

InfoNotes

5/25/2018

Address
2414 Center Hill Hwy

Disposition
AMH active

DispositionDate

InfoNotes

5/25/2018

Address
2416 Center Hill Hwy

Disposition
AMH active

DispositionDate

InfoNotes

5/25/2018

Address
168 Mic Mac Tr.
Disposition
persuing legal process

DispositionDate

InfoNotes

6/22/2018

Address
1730 Harvey Point Road
Disposition
pending

DispositionDate

InfoNotes

6/22/2018

SUBJ-ADDRESS 1573 Ocean Highway (17)
 ORDINANCE VIOLATED cars
 NOTES 4/30/18 all vehicles gone - take pics and close
 3/20/18 heresay is people may have moved and property is almost
 clean
 7/25/17 untagged vehicles gone. Several boats left
 5/22/17 more vehicles gone and some boats
 4/17/17 multiple vehicles gone. Yard still looks cluttered
 Over 30 / still overloaded / may need legal action
 2/1/17- letter sent
 update pics 1/23/17 boat in rear seems to be parts for boat on trailer.
 Vehicles are coming and going, lic. & unlic. And trailer frame gone or
 out of sight
 pics lic & unlic veh. 12/30/16
 DISPOSITION May 2018- cleaned up- document improvement - close file 30 days
 DISPOSITION DATE 5/25/2018

SUBJ-ADDRESS 1569 Ocean Hwy (17-S)
 ORDINANCE VIOLATED 1 car
 NOTES report clutter increasing - possibly from next door 3/20/18
 1/23/17 van gone
 as/of 1-5-17 one unlic van
 DISPOSITION continuing observation and recording changes
 DISPOSITION DATE 5/25/2018

SUBJ-ADDRESS Lot 38A / Bethel Fishing Center

ORDINANCE VIOLATED permits

NOTES
 3/20/18 camper moved to back of lot w/for sale sign - no visible occupant
 Ms. Chappell came in looking for law enforcement to assist in removal of squatter and hence, violations.
 Ms.Chappell came in 8/28/17 looking for assistance achieving compliance. Camper belongs to squater, who is living in it with sewer & no septic. Also water hooked up. Her property and she wants him off. camper moved to Oliver St. lot with for sale sign. 7/25/17
 5/18/17 Ms. Chappell called and said tennant moving in with generator and water hose, and she intends to terminate the contract with camper owner
 camper moved to new location - need to check power and sewer source
 Contact from Ms. Chappell - said will take care of problem
 Camper appears to have sewage trench to ditch. Being set up for occupancy. Possible electric & plumbing & health permits needed.
 Zoning ????

DISPOSITION watch 30 days and close

DISPOSITION DATE 5/25/2018

SUBJ-ADDRESS 1347 Center Hill Hwy

ORDINANCE VIOLATED

NOTES
 6-21-18 Debbie told new owner he would be fine as long as he is doing something - Watching
 6/14/18 went to owner's house in Hobbsville, who said prop had been auctioned - new owner
 3/20/18 cave in started - declared solid waste
 delapidated house- empty

DISPOSITION posted solid waste and demo - need to create new file in new owner's name

DISPOSITION DATE 6/22/2018

SUBJ-ADDRESS 716 Bear Swamp Rd.

ORDINANCE VIOLATED solid waste

NOTES
 6/20/18 sent 1st class & RRR letters encouraging demolition / hearing scheduled
 solid waste that used to be house

DISPOSITION demo logistics

DISPOSITION DATE 6/21/2018

SUBJ-ADDRESS 135 Kennedy Dr.
 ORDINANCE VIOLATED solid waste
 NOTES received call from ms. Anonymous to reassert and amplify her complaint
 house does not appear to be occupied- deconstruction underway - hold action and watch for possible child endangerment from collapse.
 DISPOSITION investigate and CEA action
 DISPOSITION DATE 5/25/2018

SUBJ-ADDRESS 210 Inlet Circle
 ORDINANCE VIOLATED 53 abandoned cars removed
 NOTES 6-21-18 need to find VIN
 looking for liability indemnity form to proceed.
 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 6/22/2018

SUBJ-ADDRESS 1421 Hunt Club Trail
 ORDINANCE VIOLATED
 NOTES Owner called May 2018 and said container is temporary and he will see zoning asap.
 If container is permanent - needs zoning set backs - to be determined by Planning. 4/25/18- items in yard are personal property, NOT solid waste. Tags on veh. Container is NOT on state right of way. Overall does not meet Ken Ries' opinion of neat, but does not violate junkyard or solid waste ordinances.
 DISPOSITION pending
 DISPOSITION DATE 5/25/2018

SUBJ-ADDRESS 1604 Ocean Highway (17-S)
 ORDINANCE VIOLATED solid waste
 NOTES talked to owner and sent co-op form for demo
 file started February 2015, given to me 2016, notices and communication have led to final notice of demolition 5/3/2018
 DISPOSITION demo contract pending
 DISPOSITION DATE 5/25/2018

SUBJ-ADDRESS 1128 Belvidere Rd.
 ORDINANCE VIOLATED solid waste
 NOTES 6-12-18 call from Ms. Lane - Will remove themselves within 12 months.
 trying to coordnate demo of two at once to save \$
 old tenant house declared solid waste / offered to demolish if coop 5-
 10-18
 DISPOSITION pending
 DISPOSITION DATE 6/13/2018

SUBJ-ADDRESS 195 Puddin Ridge Rd.
 ORDINANCE VIOLATED ??
 NOTES call about snakes and weeds and debris
 DISPOSITION investigate
 DISPOSITION DATE 6/22/2018

SUBJ-ADDRESS HI Lot 7875-28-8939
 ORDINANCE VIOLATED
 NOTES Trash boats complaint
 DISPOSITION researching
 DISPOSITION DATE 6/7/2018

SUBJ-ADDRESS 196 Stevenson Dr.
 ORDINANCE VIOLATED
 NOTES anony complaint r/e very tall weeds and snakes
 DISPOSITION checking
 DISPOSITION DATE 6/22/2018

SUBJ-ADDRESS 762 Woodville Rd.
ORDINANCE VIOLATED cars & solid waste
NOTES 5/2018- pics porta jon on site- 5/24/18 yard flooded
3/12/18 report from health dept. confirms fecal waste in yard. Be aware of HD actions
REFERENCE cea 2015-10-2 / NEW complaint from different adjacent property owner. Recent added dog pens and dogs, sewage smell, more cars. -- Water dept says service been off since Feb. 2013. ? Health or legal or both ??
Violations are deliberately unabated and excessive. Already filed as chronic violator.
Plaintiff says smells like dumping sewage - check water service
DISPOSITION document and suggest legal
DISPOSITION DATE 5/25/2018

SUBJ-ADDRESS 1034 Snug Harbor Rd.
ORDINANCE VIOLATED
NOTES yard maintenance ongoing. Ssome items and debris leaving slowly. transferred from cea 2015-11-9
DISPOSITION watching
DISPOSITION DATE 5/25/2018

SUBJ-ADDRESS 132 Albemarle Rd.
ORDINANCE VIOLATED AMH
NOTES try contact with owners again. Then inspect for condemn or solid waste or danger
referred from cea 2015-10-10
DISPOSITION pre amh letter / referred from cea 2015-10-10
DISPOSITION DATE 5/25/2018

SUBJ-ADDRESS 749 Chapanoke Rd.
ORDINANCE VIOLATED
NOTES still watching - expect recomment with hot weather
referred from cea 2015-10-11
DISPOSITION still watching
DISPOSITION DATE 5/25/2018

SUBJ-ADDRESS 248 Muddy Creek Rd.
 ORDINANCE VIOLATED #53 - nuisance Vehicles
 NOTES April & May 2018- owner constructing storage
 9/29/17 RRR
 8/28/17 - no change vehicles coming and going. Most are licensed but more than 5 are not. Some are collector cars but nowhere to put them under cover
 continuing activity- does not seem an attempt at junkyard - still too many auto
 Some cars and parts of cars seem to be visible and present. More cars and trucks are coming and going.
 Some are licensed and some are not. First class letter out to encourage clean up. As of 1/28/2016 improvements underway. multiple nuisance vehicles but not an apparent junk yard.
 DISPOSITION building storage for cars
 REFERED from cea 2016-1-1
 DISPOSITION DATE 5/25/2018

SUBJ-ADDRESS 313 Snug Harbor
 ORDINANCE VIOLATED 50 & 53
 NOTES bought at auction, new owners say intend to demolish and clean
 9/25/17 Wayne Ward will try to put me in touch with someone who, supposedly, has approval to demolish.
 inquirey about status - need to research again and send letters to confirm deceased
 3/27/17 pics updated research heirs etc.
 still no contact- cars tagged
 6/20/16 Wayne Ward said- goto PenderRd. On Snug Harbor rd. turn left & 2nd on left is Fred McDonald who cuts grass for Alexander -
 6/14/16 condemned / not yet posted
 weather damage worsening / becoming dilapidated
 moved house, neglected, becoming solid waste & 2 abandoned vehicles. Looking 1/26/16, for contact info. Pics on file. Continue observation.
 DISPOSITION REFERED from cea 2016-1-2
 watching
 DISPOSITION DATE 5/25/2018

SUBJ-ADDRESS 1592 Ocean Highway - 17 S
 ORDINANCE VIOLATED 50
 NOTES 6/15/18 demo underway
 contract ready - waiting management approval
 prepare contract for demolition
 May 14 hearing with NO new input and no-shows. 5/23/18 hearing
 filed
 May 4, 2018 sent notice of hearing r/e Ss158A-368
 3/27/17 update pics
 m/h demolished down to floor
 slow progress by William Bowser 4/28/16
 4/6/16 clean up work underway
 watching
 declared waste - dangerous / seeking demo contractor
 Deeded to Georgia & William Bowser - RRR letter sent 4/5/2016
 Additional mobile home discovered behind 1592 (17-S) map shows as
 1594 under same ownership.
 3/15/16 met with motel maintenance man who said Mr. Bowser told
 him to remove all he could and property in process of sale.
 condemnation underway and prop for sale
 estate name on tax / find responsible party and condemn. goto 715
 Snug Harbor Rd. to see owners. Be sure to check LEGAL and statutes.

DISPOSITION REFERED from cea 2016-1-3
 demo

DISPOSITION DATE 6/15/2018

SUBJ-ADDRESS 219 Muddy Creek Rd.
 ORDINANCE VIOLATED 50
 NOTES need to contact family of owner and proceed with AMH
 11/13/17 phone call from family member who will help investigation
 phone call reopend investigation. Possible contact
 condemned / awaiting funds to remove
 accessed and condemned / not yet posted
 2 abandoned Single wides
 1 tenant & 2 empty mh on 10 acres (farmer id unknown)
 letters sent for zone, solid waste, & land use

DISPOSITION REFERED from cea 2016-1-4
 reinvestigate- promising contact

DISPOSITION DATE 5/25/2018

SUBJ-ADDRESS 958 New Hope Rd.
 ORDINANCE VIOLATED
 NOTES burn complete check for clean up
 burn approved and waiting
 3/7/18 called fire chief, who said he would follow up
 emailed chief but did not connect
 2/18 owner responded by phone - said wanted to burn
 2/1/18 first class 30 day letter sent
 schedule update pics and progress
 storage under construction with permit/ demo to follow
 DISPOSITION REFERED from cea 2016-1-9
 Fire chief investigating training burn
 DISPOSITION DATE 6/14/2018

SUBJ-ADDRESS next to 826 Snug Harbor Rd.
 ORDINANCE VIOLATED solid waste
 NOTES 6-21-18 called Forbes Realty, who called Mr. Byrum, who called me-
 and said he will clean the yard and structure is strong so he will board
 up and secure.
 letter sent 2/22/16 / no response 3-15-16 but for sale sign in front
 yard - Forbes Realty 252-426-1380
 delapidated house
 DISPOSITION watching
 DISPOSITION DATE 6/22/2018

SUBJ-ADDRESS 883 Pender Rd.
 ORDINANCE VIOLATED
 NOTES 5/18- more vehicles. CEA action pending
 3/16/18 new pics of too many vehicles
 vehicles accumulating again / pics in file 1/16/18
 5/17/16 Virgil & Ernie checked to find most cars gone and license on
 others.
 5/9/16 Virgil spoke to surviving family of owner who agreed to take
 care of it.
 check for junk cars
 DISPOSITION try logical action then recommend legal
 REFERED from cea 2016-4-2
 find new owner & send letter
 DISPOSITION DATE 5/25/2018

SUBJ-ADDRESS 1136 Belvidere Rd.

ORDINANCE VIOLATED

NOTES 6-21-18 Changed plans- he says intends to contract for a new home which will include removal of the old one. Check for confirmation in August 2018.
5/21/18- would like to hold til he can see contents in July. Says he will sign release anyway - logistics in my agenda, subject to Virgil's approval
4/30/18 visual of value depleted, declared solid waste and notified of demo intent sent
9/18/17 vegetation receding, exposing conditions
7/25/17 observed roof caving in - question tax r/e reval
investigate further-pay attention to roof condition
update pics
dilapidated / tax val = 25000 investigate further

DISPOSITION Hold for August.
REFERED from cea 2016-6-1

DISPOSITION DATE 6/22/2018

SUBJ-ADDRESS 1546 Ocean Highway (17-N)

ORDINANCE VIOLATED

NOTES refered from cea 2016-11-4
6/11/18 - VP talked to person on site, who is cleaning and moving large truck added 6/1/18
demo warning and vehicle tow after May 28, 2018. pick up and small school bus added to property
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 watching and documenting

DISPOSITION DATE 6/13/2018

SUBJ-ADDRESS 117 Spindrift Ln

ORDINANCE VIOLATED solid waste

NOTES Listed owner started cleanup but found she did not own the property.
Need to start over.
called r/e help local - pics mailed 3/29/18
replied- did not receive pics
3/19/2018 sent email w/pics attached so she can plan clean up
Received call - owner willing & needs time
RRR letter 3/12/18
1st Class Letter
Stripped s/w

DISPOSITION new research

DISPOSITION DATE 5/25/2018

PERQUIMANS COUNTY
OFFICIAL REPORT

Board of Commissioners:
Finance Officer:

Date JUNE 26, 2018

I wish to report that during the month June 2018 I received the following funds which were duly deposited in the County's depository on the dates and in the amounts as shown:

DATE	BUILDING PERMITS #	ELECTRICAL PERMITS #	PLUMBING PERMITS #	INSULATION PERMITS #	MECHANICAL PERMITS #	MOBILE HOME #	STATE TAX	MISC	TOTAL DEPOSITED
6/1/2018									\$0
6/2/2018									\$0
6/3/2018									\$0
6/4/2018	\$182	3	\$60	1					\$292
6/5/2018	\$455	3	\$20		\$110	2			\$585
6/6/2018									\$0
6/7/2018	\$3,200	4	\$35		\$110	2	\$30		\$9,985
6/8/2018									\$0
6/9/2018									\$0
6/10/2018									\$0
6/11/2018	\$976	2	\$50		\$30	1	\$10		\$1,186
6/12/2018									\$0
6/13/2018	\$540	1		\$50		\$165			\$785
6/14/2018	\$744	2	\$60	\$50	\$90	2	\$10		\$954
6/15/2018									\$0
6/16/2018									\$0
6/17/2018									\$0
6/18/2018	\$125	2	\$195	\$50					\$370
6/19/2018					\$165	3		\$75	\$240
6/20/2018	\$3,164	3	\$6,610						\$9,774
6/21/2018									\$0
6/22/2018									\$0
6/23/2018									\$0
6/24/2018									\$0
6/25/2018		1	\$30		\$220	4			\$250
6/26/2018									\$0
6/27/2018									\$0
6/28/2018									\$0
6/29/2018									\$0
6/30/2018									\$0
TOTAL	\$9,386	20	\$13,460	\$200	\$725	\$165	\$50	\$75	\$24,421

Signed: [Signature] Building Inspector

2 - Social FAREN
2 - NEW HOMES
2 - DWM H

COMMITTEE REPORTS

SKILLS, INC.

Community Rehabilitation Program
serving you since 1982

voice: 252-333-3755

307 Commerce Drive
Elizabeth City, NC 27909

skillsinc@embarqmail.com

fax: 252-333-3754

May 31, 2018

Mr. Wallace Nelson, Chairman
Perquimans County Board of Commissioners

Dear Mr. Nelson,

Skills, Inc., your non-profit community rehabilitation program, has been serving your disabled population, employers, and purchasers of products and services for 36 years. We request consideration for funding for FY2018-19 for the amount of \$500; any contribution will be gratefully accepted.

We would like to share some of our program activity and quick facts. Please take a few moments to see how Skills makes, and continues to make, a positive impact in our community and surrounding areas.

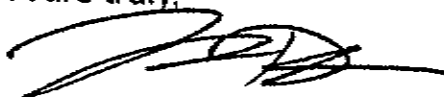
Thirty-three clients were placed in competitive employment from April 1, 2017 to March 31, 2018.

You can also help **support our mission** by being advocates for our program services, products, and custodial services; direct us to any packaging or assembly contract for the workshop.

If you know of someone who could benefit from our services in your area, please contact us or a referring agency. Please direct any product/custodial needs directly to Skills.

You and the Commissioners have a standing invitation to visit the CRP at any time. If you would like additional information or a presentation, please don't hesitate to call or contact us via e-mail.

Yours truly,



Kirk S. DeVine, Executive Director

cc: Commissioners; County Manager, County Clerk, Finance Officer

THANKS TO THE EMPLOYERS!

HIRING FOR

ABILITY

April 1, 2017
to
March 31, 2018

from

SKILLS, INC.

Clients placed in competitive employment from Skills to:

EMPLOYMENT SITES

AREA: PASQUOTANK COUNTY/
ELIZABETH CITY:

KINDRED HEALTH CARE (hired 2)

HARDEE'S (2)

MCDONALD'S

TJMaxx

WAL-MART (2)

BIG LOTS

FOOD LION

NORTHWEST GALLEY in VA

HARDEE'S in Camden Co.

SKILLS, INC. for custodial contracts (2)

BIG DADDY'S PIZZA

FARM FRESH

B & M CONTRACTORS

ELIZABETH CITY HEALTH &

REHABILITATION

APPLEBEE'S

WENDY'S

COLONY TIRE in Chowan Co.

PHASE II CONSIGNMENT

WENDY'S in Camden Co.

CHOWAN COUNTY/EDENTON:

COLONY TIRE

PERFORMANCE CHEVROLET in

Pasquotank Co.

THE LEARNING CENTER in

Perquimans Co.

CAMDEN COUNTY:

DOLLAR GENERAL

HARDEE'S in Pasquotank Co. (3)

CURRITUCK COUNTY:

HARDEE'S

GATES COUNTY:

DOLLAR GENERAL

Ask how you may obtain
OJT wage benefits
or WOTC tax credit to
benefit your business !

PERQUIMANS COUNTY/HERTFORD:

SKILLS, INC. (Pasq. Co.) for custodial
contract

33 clients served placed
into competitive
employment



Skills, Inc. is not an 'employment agency' but a rehabilitation program; our mission is to change people's lives; to maximize individual potential toward economic self-sufficiency, as well as social and personal independence through community employment and providing employment opportunities.

We are excited!!



This year we have started a 'Job Club' which is held in the community at different locations (our first was at the Hugh Cale Community Center) to serve community-based clients (for those age 24 and under). Participants will get career tips from guest speakers, meet local employers, job search/ support including resumes, applications, interview skills, individual goal planning and personal job coaching.

We are the largest employer of the area's disabled
via our service contracts:

USCG - 21 employees

Skills also employs individuals for our additional custodial contracts:

Inter-County Public Transportation Authority	
Pasquotank Ruritan Club	Albemarle Food Bank
Hugh Cale Community Center	Corinth Baptist Church
Hockmeyer Equip. Corp.	Hugh Cale Community Center
USCG Furip/Transformation Warehouse	
USCG Exchange/Store/Barbershop	USCG Hangar 7

SKILLS' WORKSHOP ACTIVITY includes:

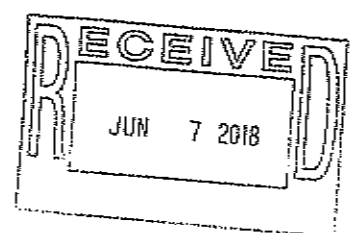
manufacturing pine & poplar GRADE STAKES & hubs. We sell retail & wholesale locally & to businesses as far as from the Outer Banks to Virginia

SHIPPING CRATES PALLETS SPECIAL PROJECTS
such as custom-order stakes, wedges / special cut lumber
strawberry crates & 7' tomato stakes for Grandy Farm Market &
Poor Boys / display shelves for Powell's Farm Market

THESE PRODUCTS ARE PROUDLY MADE
BY PERSONS WITH DISABILITIES

Community Advisory Committee² - Page 1
Quarterly/Annual Visitation Report

County <u>Duquoin</u>	Facility Type - <input type="checkbox"/> Family Care Home <input type="checkbox"/> Adult Care Home <input checked="" type="checkbox"/> Nursing Home <input type="checkbox"/> Combination Home	Facility Name <u>Brian Rehabilitation & Health Center</u>
Visit Date <u>3/23/2018</u>	Time Spent in Facility <u>hr 50 min</u>	Arrival Time <u>10:00</u> <input checked="" type="checkbox"/> am <input type="checkbox"/> pm
Name of Person Exit Interview was held with <u>Wendy Clark</u>		Interview was held <input checked="" type="checkbox"/> in-Person <input type="checkbox"/> Phone <small>(Name & Title)</small>
Committee Members Present: <u>Nellie Gordon, Dalphine Madrey, Ernie Simpson</u>		Report Completed by: <u>Ernie Simpson</u>
Number of Residents who received personal visits from committee members: <u>12</u>		
Resident Rights Information is clearly visible. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Ombudsman contact information is correct and clearly posted. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
The most recent survey was readily accessible. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <small>(Required for Nursing Homes Only)</small>		Staffing information is posted. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Resident Profile		
<ol style="list-style-type: none"> 1. Do the residents appear neat, clean and odor free? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 2. Did residents say they receive assistance with personal care activities, Ex. brushing their teeth, combing their hair, inserting dentures or cleaning their eyeglasses? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 3. Did you see or hear residents being encouraged to participate in their care by staff members? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 4. Were residents interacting w/ staff, other residents & visitors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 5. Did staff respond to or interact with residents who had difficulty communicating or making their needs known verbally? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 6. Did you observe restraints in use? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 7. If so, did you ask staff about the facility's restraint policies? <input type="checkbox"/> Yes <input type="checkbox"/> No 	Comments & Other Observations	
Resident Living Accommodations		
<ol style="list-style-type: none"> 8. Did residents describe their living environment as homelike? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 9. Did you notice unpleasant odors in commonly used areas? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 10. Did you see items that could cause harm or be hazardous? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 11. Did residents feel their living areas were too noisy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 12. Does the facility accommodate smokers? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 12a. Where? <input checked="" type="checkbox"/> Outside only <input type="checkbox"/> Inside only <input type="checkbox"/> Both inside & Outside. 13. Were residents able to reach their call bells with ease? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 14. Did staff answer call bells in a timely & courteous manner? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 14a. If no, did you share this with the administrative staff? <input type="checkbox"/> Yes <input type="checkbox"/> No 	Comments & Other Observations	
Resident Services		
<ol style="list-style-type: none"> 15. Were residents asked their preferences or opinions about the activities planned for them at the facility? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 16. Do residents have the opportunity to purchase personal items of their choice using their monthly needs funds? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 16a. Can residents access their monthly needs funds at their convenience? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 17. Are residents asked their preferences about meal & snack choices? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 17a. Are they given a choice about where they prefer to dine? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 18. Do residents have privacy in making and receiving phone calls? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 19. Is there evidence of community involvement from other civic, volunteer or religious groups? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 20. Does the facility have a Resident's Council? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Family Council? <input type="checkbox"/> Yes <input type="checkbox"/> No 	Comments & Other Observations	
Areas of Concern		
Are there resident issues or topics that need follow-up or review at a later time or during the next visit? <u>None</u>	Exit Summary	
	Discuss items from "Areas of Concern" Section as well as any changes observed during the visit. <u>None</u>	



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CR-2 - Page 2
Community Advisory Committee
Quarterly/Annual Visitation Report

County <i>Piquettes</i>		Facility Type - <input type="checkbox"/> Family Care Home <input type="checkbox"/> Adult Care Home <input type="checkbox"/> Nursing Home <input checked="" type="checkbox"/> Combination Home	Facility Name <i>Hertford Manor</i>
Visit Date <i>3/23/2018</i>		Time Spent in Facility <i>hr 30 min</i>	Arrival Time <i>11:05</i> <input checked="" type="checkbox"/> am <input type="checkbox"/> pm
Name of Person Exit Interview was held with <i>Tamara</i>		Interview was held <input checked="" type="checkbox"/> In-Person <input type="checkbox"/> Phone	
<input checked="" type="checkbox"/> Admn. <input type="checkbox"/> SIC (Supervisor in Charge) <input type="checkbox"/> Other Staff Rep		(Name & Title)	
Committee Members Present: <i>Nellie Gordon, Delphine Madu, Ernestine E Simpson</i>		Report Completed by: <i>Ernestine E Simpson</i>	
Number of Residents who received personal visits from committee members: <i>5</i>			
Resident Rights Information is clearly visible. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Ombudsman contact information is correct and clearly posted. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
The most recent survey was readily accessible. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Required for Nursing Homes Only)		Staffing information is posted. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Resident Profile		Comments & Other Observations	
1. Do the residents appear neat, clean and odor free? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 2. Did residents say they receive assistance with personal care activities, Ex. brushing their teeth, combing their hair, inserting dentures or cleaning their eyeglasses? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 3. Did you see or hear residents being encouraged to participate in their care by staff members? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 4. Were residents interacting w/ staff, other residents & visitors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 5. Did staff respond to or interact with residents who had difficulty communicating or making their needs known verbally? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 6. Did you observe restraints in use? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 7. If so, did you ask staff about the facility's restraint policies? <input type="checkbox"/> Yes <input type="checkbox"/> No		<i>Resident on Men side strong odor Women side OK</i>	
Resident Living Accommodations		Comments & Other Observations	
8. Did residents describe their living environment as homelike? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 9. Did you notice unpleasant odors in commonly used areas? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 10. Did you see items that could cause harm or be hazardous? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 11. Did residents feel their living areas were too noisy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 12. Does the facility accommodate smokers? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 12a. Where? <input checked="" type="checkbox"/> Outside only <input type="checkbox"/> Inside only <input type="checkbox"/> Both Inside & Outside. 13. Were residents able to reach their call bells with ease? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 14. Did staff answer call bells in a timely & courteous manner? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 14a. If no, did you share this with the administrative staff? <input type="checkbox"/> Yes <input type="checkbox"/> No		<i>Only men side</i>	
Resident Services		Comments & Other Observations	
15. Were residents asked their preferences or opinions about the activities planned for them at the facility? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 16. Do residents have the opportunity to purchase personal items of their choice using their monthly needs funds? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 16a. Can residents access their monthly needs funds at their convenience? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 17. Are residents asked their preferences about meal & snack choices? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 17a. Are they given a choice about where they prefer to dine? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 18. Do residents have privacy in making and receiving phone calls? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 19. Is there evidence of community involvement from other civic, volunteer or religious groups? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 20. Does the facility have a Resident's Council? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Family Council? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Areas of Concern		Exit Summary	
Are there resident issues or topics that need follow-up or review at a later time or during the next visit? <i>None</i>		Discuss items from "Areas of Concern" Section as well as any changes observed during the visit. <i>Discussed cut-off time for smoking Discussed why so many young people left transit</i>	

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Community Advisory Committee - Page 3
Quarterly/Annual Visitation Report

County <i>Perquimans</i>	Facility Type - <input checked="" type="checkbox"/> Family Care Home <input type="checkbox"/> Adult Care Home <input type="checkbox"/> Nursing Home <input type="checkbox"/> Combination Home	Facility Name <i>Winfall Manor</i>
Visit Date <i>3/23/2018</i>	Time Spent in Facility hr <i>30</i> min	Arrival Time <i>11:30</i> <input checked="" type="checkbox"/> am <input type="checkbox"/> pm
Name of Person Exit Interview was held with <i>Nesha</i>		Interview was held <input checked="" type="checkbox"/> In-Person <input type="checkbox"/> Phone
<input type="checkbox"/> Admn. <input type="checkbox"/> SIC (Supervisor in Charge) <input checked="" type="checkbox"/> Other Staff Rep <i>↓</i>		(Name & Title)
Committee Members Present; <i>Althi Gordon, Daphne Andre, Ernestine E Simpson</i>		Report Completed by: <i>Ernestine E Simpson</i>
Number of Residents who received personal visits from committee members: <i>4</i>		
Resident Rights Information is clearly visible. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Ombudsman contact information is correct and clearly posted. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
The most recent survey was readily accessible. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>(Required for Nursing Homes Only)</i>		Staffing information is posted. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Resident Profile		
<ol style="list-style-type: none"> Do the residents appear neat, clean and odor free? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Did residents say they receive assistance with personal care activities, Ex. brushing their teeth, combing their hair, inserting dentures or cleaning their eyeglasses? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Did you see or hear residents being encouraged to participate in their care by staff members? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Were residents interacting w/ staff, other residents & visitors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Did staff respond to or interact with residents who had difficulty communicating or making their needs known verbally? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Did you observe restraints in use? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If so, did you ask staff about the facility's restraint policies? <input type="checkbox"/> Yes <input type="checkbox"/> No 	Comments & Other Observations	
Resident Living Accommodations		
<ol style="list-style-type: none"> Did residents describe their living environment as homelike? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Did you notice unpleasant odors in commonly used areas? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Did you see items that could cause harm or be hazardous? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Did residents feel their living areas were too noisy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Does the facility accommodate smokers? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Where? <input checked="" type="checkbox"/> Outside only <input type="checkbox"/> Inside only <input type="checkbox"/> Both Inside & Outside. Were residents able to reach their call bells with ease? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Did staff answer call bells in a timely & courteous manner? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, did you share this with the administrative staff? <input type="checkbox"/> Yes <input type="checkbox"/> No 	Comments & Other Observations	
Resident Services		
<ol style="list-style-type: none"> Were residents asked their preferences or opinions about the activities planned for them at the facility? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Do residents have the opportunity to purchase personal items of their choice using their monthly needs funds? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Can residents access their monthly needs funds at their convenience? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Are residents asked their preferences about meal & snack choices? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Are they given a choice about where they prefer to dine? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Do residents have privacy in making and receiving phone calls? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Is there evidence of community involvement from other civic, volunteer or religious groups? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Does the facility have a Resident's Council? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Family Council? <input type="checkbox"/> Yes <input type="checkbox"/> No 	Comments & Other Observations	
Areas of Concern		
Are there resident issues or topics that need follow-up or review at a later time or during the next visit? <i>None</i>	Exit Summary	
	Discuss items from "Areas of Concern" Section as well as any changes observed during the visit.	

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