AGENDA

All items are for discussion and possible action.

Perquimans County Board of Commissioners
Commissioners' Room - Courthouse Annex Building
November 5, 2018
6:45 p.m.

I. Call to Order

II. Prayer & Pledge

ACTION TAKE LATER

III. Public Hearings

A. **Conditional Use Permit No. CUP-18-04, requested by Mildred Henry .... 6:45 p.m.**

- ➢ *To receive citizens' comments to consider Conditional Use Permit No. CUP-18-04, requested by Mildred Henry to re-establish a convenience store at 172 Bethel Fishing Center Road (SR 1356). Property is zoned CN, Neighborhood Commercial District and known as Tax Parcel No. 2-D070-0101A-BF.*

B. **Revisions to Perquimans County Flood Plan Prevention Ordinance .... 6:50 p.m.**

- ➢ *To receive citizens' comments to consider proposed revisions to Perquimans County Flood Plan Prevention Ordinance. Copies of the proposed flood maps may be viewed on line at https://fris.nc.gov/fris/ or contact the Flood Plan Administration at (252) 426-8283.*

ACTION REQUIRED

IV. Approval of Agenda

V. Consent Agenda

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

A. Approval of Minutes: October 1, 2018 Regular Meeting & October 15, 2018 Work Session Minutes

B. Tax Refund/Release Approvals

C. Personnel Matters

1. Promotion: AEMT (1)
2. Promotion: Paramedic (1)
3. Appointment: IMC I Working Toward IMC II
4. Appointment: Temporary Tax Lister

D. Step/Merit Increases

1. Social Services Department (2)
2. Recreation Department (1)
3. EMS (1)

E. Holiday Listing 2019

F. Resolutions

1. Surplus Equipment
2. Leo Higgins' Day Resolution
3. Authorizing Removal of Certain Public Records from Register of Deeds' Office

G. Board Reappointments:

1. Reappointment: Community Advisory Committee (1)
2. Appointment: Community Advisory Committee (1)
3. Reappointment: RPO Transportation Advisory Committee - Alternate

NO ACTION REQUIRED

VI. INTRODUCTION OF NEW EMPLOYEES

A. Introduction of New Employees

1. EMS Shift Supervisor
2. Permanent Part-Time Certified Telecommunicator

VII. Scheduled Appointments

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

NO ACTION REQUIRED

VIII. Commissioner's Concerns/Committee Reports

A.

B.

IX. Old Business

A. Updates from County Manager

ACTION REQUIRED

B. Board of Adjustment Appointment

X. New Business

A. Planning Item: Conditional Use Permit No. CUP-18-04, requested by Mildred Henry

B. Flood Plan Prevention Ordinance

C. 2019 Grain Bin Exercise Grant Agreement & Budget Amendment No. 7

D. Voting Delegate for Legislative Goals Conference

E.

F.

G.

NO ACTION REQUIRED

XI. Public Comments

(If you wish to address the Board, please state your name for the record prior to speaking)

A.

B.

C.

XII. Adjournment

FOR INFORMATION ONLY:
- Letter Regarding Albemarle Senior Games
- Prescription Card Program

DEPARTMENT HEAD REPORT:
- Plat Log
- Building Inspections Report
- Code Enforcement Report

COMMITTEE WRITTEN REPORTS:
- 911 Communications Board Minute Minutes

NOTES FROM THE COUNTY MANAGER
November 5, 2018
6:45 p.m.

III.A. **Enclosures:** Public Hearing is being held regarding the following matter:

A. **Conditional Use Permit No. CUP-18-04, requested by Mildred Henry .... 6:45 p.m.**

- ➢ *To receive citizens' comments to consider Conditional Use Permit No. CUP-18-04, requested by Mildred Henry to re-establish a convenience store at 172 Bethel Fishing Center Road (SR 1356). Property is zoned CN, Neighborhood Commercial District and known as Tax Parcel No. 2-D070-0101A-BF.*

B. **Revisions to Perquimans County Flood Plan Prevention Ordinance .... 6:50 p.m.**

- ➢ *To receive citizens' comments to consider proposed revisions to Perquimans County Flood Plan Prevention Ordinance. Copies of the proposed flood maps may be viewed on line at https://fris.nc.gov/fris/ or contact the Flood Plan Administration at (252) 426-8283.*

V. **Enclosures.** Items included on the Consent Agenda are enclosed. ***If you wish to discuss any of these items, please make that request during the meeting.***

VI.A. Jonathan Nixon, Emergency Services Director, will introduce the following new staff members:

1. Billy Tutwiler, EMS Shift Supervisor – Paramedic
2. Amanda Ward, Permanent Part-Time Certified Telecommunicator

VII.A. **Enclosure.** Bill Jennings, Tax Administrator, will present his Monthly update.

VII.B. Susan Chaney, Social Services Director, will present her monthly report.

IX.A. County Manager Heath will present several updates to the Board.

IX.B. With Debbie Reed replacing Pete Overman as a Board of Adjustment member, the Board will need to appoint her replacement as a Board of Adjustment Alternate. As requested by the Board in October, a letter was sent to Tom Corprew asking if he would be interested in filling this vacancy but no response has been received. Board action is being requested. Should be Tim Corprew

X.A. **Enclosure.** A public hearing was held earlier in the evening to receive public comments to consider Conditional Use Permit No. CUP-18-04, requested by Mildred Henry to re-establish a convenience store at 172 Bethel Fishing Center Road (SR 1356). Property is zoned CN, Neighborhood Commercial District and known as Tax Parcel No. 2-D070-0101A-BF. Board action is being requested.

X.B. A public hearing was held earlier in the evening to receive public comments to consider proposed revisions to Perquimans County Flood Plan Prevention Ordinance. Board action is being requested on the attached Ordinance No. 99.

X.C. **Enclosure.** Jonathan Nixon, Emergency Services Director, will present the following documents for the Homeland Security Grant #EMW-2018-SS-00053 for $10,000 for County Rescue Operations of a Grain Bin Entrapment Exercise. Board action is being requested:

1. Memorandum of Understanding & Attachments
2. Budget Amendment No. 7

X.D. **Enclosure.** The NCACC Legislative Goals Conference is being held on January 10-11, 2019 in Wake County, NC. At this time, Commissioner Hoffler is the only individual registered to attend the Conference. The Board needs to appoint a Voting Delegate to the Conference. Board action is being requested.

****

CONSENT AGENDA NOTES

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

A. **Enclosures:** Approval of Minutes for October 1, 2018 Regular Meeting & October 15, 2018 Work Session Minutes

B. **Enclosures:** Tax Refund/Release Approvals – see attached list

C. **Enclosures:** Personnel Matters

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Amy Bojo	Part-Time/Fill-In AEMT	Promotion	66/1	$16.39/hr.	10/01/2018
Wayne Jordan	Part-Time/Fill-In Paramedic	Promotion	68/1	$17.89/hr.	10/01/2018
Tameka Carter	IMC I working toward IMC II	Appointment	66/3	$28,219.	11/01/2018
Patsy Miller	Temporary Tax Lister	Appointment	n/g	$15.00/hr.	12/01/2018

D. **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
Janice Thornton	IMC II	63/3	$31,361	11/01/18
Syreeta Cullins	IMC I working toward IMC II (11/1/2018)	63/1	$29,869	11/01/18
Brenda Jackson	Buildings & Grounds	54/7	$11.19/hr.	11/01/18
Julie Solesbee	EMT-I	66/4	$17.64/hr.	11/01/18

E. **__2019 Holiday Schedule__:** Each year, the Board needs to approve the State Holiday Schedule for Social Services Department. Board action is requested for the approval of the 2019 State Holiday Schedule.

F. **Enclosures:** The Board will need to consider the enclosed Resolutions:

1. **__Resolution – Surplus Items__:** The Board will need to consider the enclosed Resolution requesting the Board to declare several items as surplus equipment to be sold on GovDeals. Board action is being requested.
2. **__Resolution – Leo Higgins' Day – November 10, 2018__:** There will be a celebration held on November 10, 2018 to honor Leo Higgins for all the work that he has done for Perquimans County over the years. The Committee for this celebration has requested that the Board of Commissioners adopt a Resolution proclaiming November 10, 2018 as "Leo Higgins' Day" in Perquimans County. Board action is being requested.
3. **__Resolution for Removal of Certain Public Record Books__:** Jacqueline Frierson, Register of Deeds, is requesting the adoption of the enclosed resolution to remove certain Public Record Books for repair, restoration, and rebinding. Board action is being requested.

G. **Enclosure:** The following Board appointment/reappointments are being presented for Board action:

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Simpson, Ernestine	Joint Community Advisory Committee	Reappointment	3 yrs.	11/01/2018
Vidaurri, Mary	Joint Community Advisory Committee *(initial term)*	Appointment	1 yr.	11/01/2018
Heath, Frank	RPO Transportation Advisory Committee - Alternate	Reappointment	2 yrs.	11/01/2018

PUBLIC NOTICE

The Perquimans County Board of County Commissioners will hold a quasi-judicial public hearing at their next public meeting on Monday, November 5, 2018 at 6:45 PM in the Commissioners' Meeting Room on the 1st floor of the Perquimans County Courthouse Annex Building located at 110 North Church Street, Hertford, NC, next door to the Historic County Courthouse, to consider: Conditional Use Permit No. CUP-18-04, requested by Mildred Henry to re-establish a convenience store at 172 Bethel Fishing Center Road (SR 1356). Property is zoned CN, Neighborhood Commercial District and known as Tax Parcel No. 2-D070-0101A-BF.

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

Publish in Perquimans Weekly on October 24, 2018

Perquimans County Planning & Zoning Staff Report
By Rhonda Money
For BCC Meeting November 5, 2018

SUBJECT: **Conditional Use Permit No. CUP-18-04**, requested by Mildred Henry to re-establish a convenience store at 172 Bethel Fishing Center Road (SR 1356). Property is zoned CN, Neighborhood Commercial District and known as Tax Parcel No. 2-D070-0101A-BF.

Project Description/ Research & Analysis

Background/Proposed Layout:

Ms. Mildred Henry is seeking approval to re-establish Bethel Fishing Center store located on a 1.21 acre parcel. The subject property is at the dead end of a state road and is surrounded on three sides by water. The structure and its previous use as a convenience store pre-date Perquimans' Zoning Ordinance; it was in operation 28 years. The existing situation is considered a 'nonconforming situation' as defined in Zoning Ordinance section 1201(g). It was closed approximately 18 months, therefore per section 1207(a) the property "may thereafter be used only for conforming purposes," hence the need for a Conditional Use Permit. Repair and maintenance are encouraged where nonconforming situations exist. Renovation, restoration, or reconstruction is allowed if the work is estimated to cost less than or equal to twenty five percent (25%) of the appraised value of the structure to be renovated, restored, or reconstructed (section 1205).

Ms. Henry would like to operate a small sandwich counter inside the store and has allowed Albemarle Regional Health Services (ARHS) staff to do a site visit to offer suggestions. ARHS staff (Jon Morgan) believes a sandwich counter may be established with minimal renovations. Based on Tax Department Property Card square footages and appraised values and the minimal renovations conveyed to me by ARHS staff, the renovation should be less than the 25% appraised value of the structure. Zoning ordinance section 907.16(B)(2) allows a maximum of 3,000 square feet of gross floor area which is met by the existing store, including its 2 decks. The applicant has 2 tables currently in the store which sit 6 and 8 people. Ms. Henry would also like to rent recreational items, like kayaks, to customers. No fuel sales will take place. In its many years of operation Ms. Henry has had no complaints from neighbors. She maintains a clean environment around the store and requires fishing boats that park there any length of time to be washed out to prevent offensive odors.

Bethel Fishing Center is the name of the store, the major residential subdivision surrounding the store, plus the name of the road the property is accessed by, thereby implying a high degree of neighborhood congruity.

Definition in the Planner's Dictionary: *Convenience Store – Any retail establishment offering for sale a limited line of groceries and household items intended for the convenience of the neighborhood.*

Zoning Ordinance Article VIII, *'Convenience Store' is listed in the Table of Uses as Conditional in the CR, CN, and CH zones.*

Zoning Ordinance 907.16 Convenience Stores (including self-service pumps), (E) Operational Considerations: *(1) The use shall be limited to providing convenience food sales and gasoline sales to the surrounding residential or agricultural area. (2) Other vehicular services, such as tire sales and service, auto repair, sale of auto accessories and supplies, etc., shall not be permitted, though an automated car wash shall be permitted. (3) No outside storage of materials shall be permitted with the exception of merchandise normally displayed or stored outside (e.g. ice, fire wood, bottled gas, Christmas trees, beverage and snack machines, newspaper stands and the like).*

Section 1201. Definitions of Nonconforming Situations Section (g) *nonconforming situation: a situation that occurs when, on the effective date of this Ordinance, an existing lot or structure or use of an existing lot or structure does not conform to one or more of the regulations applicable to the district in which the lot or structure is located. Among other possibilities, a nonconforming situation may arise because a lot does not meet minimum acreage requirements, because structures exceed maximum height limitations, because the relationship between existing buildings and the land (in such matters as density and setback requirements) is not in conformity with this Ordinance, because signs do not meet the requirements of Article XX "Signs" of this Ordinance, or because land or buildings are used for purposes made unlawful by this Ordinance;*

Section 1205. Repair, Maintenance, and Reconstruction *(a) With respect to structures located on property where nonconforming situations exist: (1) repair and maintenance are encouraged; (2) subject to the remaining provisions of this section, renovation, restoration, or reconstruction work is permissible so long as such work seeks only to refurbish or replace what previously existed and no violation of Article 9 occurs. The fact that renovation, restoration, or reconstruction work may require a permit under Article III "Administration" shall not make such work impermissible so long as the work is otherwise consistent with this section; (3) renovation, restoration, or reconstruction shall be allowed if: (a) the work is estimated to not cost more than twenty five percent (25%) of the appraised value of the structure to be renovated, restored, or reconstructed; and, (b) the need for such work is not the result of damage to the structure intentionally caused by a person with an ownership interest in such structure; or, (4) renovation, restoration, or reconstruction work estimated to cost more than twenty five percent (25%) of the appraised value of the structure to be renovated, restored, or reconstructed shall only be permissible if the permittee or property owner complies to the extent reasonably possible with all provisions of this Ordinance applicable to the existing use (except that the right to continue a nonconforming use or maintain a nonconforming level of density shall not be lost).*

Section 1207(a) Abandonment and Discontinuance of Nonconforming Situations *When a nonconforming use is discontinued for a consecutive period of one hundred eighty (180) days, the property involved may thereafter be used only for conforming purposes.* **(b)** *If the principal activity on property where a nonconforming situation other than a nonconforming use exists is* *discontinued for a consecutive period of one hundred eighty (180) days, then that property may thereafter be used only in conformity with all of the regulations applicable to the pre-existing use unless the entity with authority to issue a permit for the intended use issues a permit to allow the property to be used for this purpose without correcting the nonconforming situations. This permit may be issued if the permit issuing authority finds that eliminating a particular nonconformity is not reasonably possible (i.e., cannot be accomplished without adding additional land to the lot where the nonconforming situation is maintained or moving a substantial structure that is on a permanent foundation). The permit shall specify which nonconformities need not be corrected.*

Setbacks: Zoning Ordinance Section 704 list minimum building setbacks in a CN zone as 30 ft front, 20 ft rear, 10 ft sides and 40 ft from any waterway. The nearest corner from the structure to the bulkhead is approximately 12 ft, however the structure pre-dates the zoning ordinance.

Parking: Article XIX. Parking and Loading— For Restaurants & Cafeterias Section 1909 requires 1 space for every 4 seats at tables and 1 space for every 2 seats at counters. Retail Uses not otherwise listed require 1 space for each 400 sq. ft of gross floor area. One space is required for every 2 employees. Dimensions used to calculate regular parking spaces are 9' X 18'; a handicapped space 11' X 18'; a boat trailer space 11' X 45'. Based on 14 seats at tables, retail square footage and possibly 3 employees, staff calculated the need for 10 regular parking spaces. At least one ADA (Americans with Disabilities Act) compliant parking space will probably be needed per Building Code. Zoning section 1905(d) allows the County to require screening on the 90 foot section of property line on the subject property's northwest corner, beside 2-D070-0008-BF. Zoning section 1906(c) states parking spaces shall be appropriately demarcated with wheel stops and handicapped spaces shall be kept clearly visible and distinct.

Regulations and Procedure

Potential Schedule for Public Hearing(s): Sept. 5, 2018 Mildred Henry's final Application package was received by the Planning & Zoning Office and was found to be substantially complete as a conceptual plan. Public notices were sent to adjacent property owners and published in the Perquimans Weekly in accordance with Section 2302 of the County's Zoning Ordinance. Pursuant to Section 902, Procedures, the Planning Board did not require additional information or time, so their action at the regularly scheduled Planning Board meeting on October 9th allows the case to be scheduled before the Board of County Commissioners (BCC) on November 5th.

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

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

Consistency with 2015 Land Use Plan Update: According to the Projected Future Land Use map Exhibit IX-B, page IX-36 of CAMA's 2016 Land Use Plan Update, the subject area is zoned Residential. The Land Use Plan Update may be viewed in its entirety on the County website at www.PerquimansCountyNC.gov (click on "Departments" then "Planning and Zoning" then scroll to the bottom of the page and click on "Perquimans County 2015 Joint CAMA Land Use Plan Update-Recertified 4-26-2017").

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

Recommendations

Planning Staff believes the re-establishment of a convenience store as proposed may be developed in compliance with Section 907.16 Convenience Stores. Due to a long history of cleanliness, no complaints, and being surrounded by water on three sides, screening does not appear to be necessary. Staff feels wheel stops may be addressed best in a condition within the Conditional Use Permit. Planning Board recommended approval of proposed CUP-18-04 and found it to be consistent and in harmony with the existing development pattern around 172 Bethel Fishing Center Road. Planning Board also recommended approval of proposed Draft Conditional Use Permit No. CUP-18-04 as presented adopting Zoning Ordinance section 903 Findings (a) through (d) to support the motion.

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

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

TWO (2) SUGGESTED ACTIONS *TO APPROVE*:

1) **CONSISTENCY STATEMENT:** Motion to find proposed Conditional Use Permit No. CUP-18-04 to be consistent and in harmony with the existing development pattern around 172 Bethel Fishing Center Road, Hertford, NC;

2) **MOTION TO RECOMMEND APPROVAL:** Motion to approve Conditional Use Permit No. CUP-18-04, for re-establishment of a convenience store at 172 Bethel Fishing Center Road (SR 1356) on parcel 2-D070-0101A-BF, ("as drafted", or "conditioned upon" : ***revise, add or delete from list of conditions contained in the DRAFT Conditional Use Permit)***, adopting Findings to support the motion (see Table, below).

TWO (2) SUGGESTED ACTIONS *TO RECOMMEND DENIAL*: Motions to deny Application No. CUP-18-04, and adopting Findings to support the motion would utilize both of the above-noted motions stated in the negative tense.

TABLE OF FINDINGS for CUP No. CUP-18-04: Mildred Henry to Re-establish a Convenience Store

Motion to recommend approval finds:	Motion to recommend denial finds:
1) That the CUP will not materially endanger the public health or safety if located according to the plan submitted and approved.	1) That the CUP will materially endanger the public health or safety if located according to the plan submitted and approved.
2) That the use meets the required conditions and specifications.	2) That the use does not meet the required conditions and specifications.
3) That the use will not substantially injure the value of adjoining or abutting property, or that the use is a public necessity.	3) That the use will substantially injure the value of adjoining or abutting property, or that the use is not a public necessity.
4) That the location and character of the use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located and in general conformity with the Perquimans County Land Use Plan.	4) That the location and character of the use, if developed according to the plan as submitted and approved, will not be in harmony with the area in which it is to be located and will not be in general conformity with the Perquimans County Land Use Plan.

ATTACHMENTS: 1) Applicant's CUP Application and Site Plan
2) Draft Conditional Use Permit No. CUP-18-04

Perquimans County, North Carolina

APPLICATION FOR CONDITIONAL USE PERMIT REQUEST

Case No. CUP - 18 - 04

This section to be completed by County:

Date received: 9-5-2018 Received by: RM

Date completed: ______ Confirmed by: ______

Subject Property Tax Map No(s).: 2-D070-0101A-BF

Subject Property Zoning District(s): CN, Neighborhood Commercial

Will proposed Conditional Use require site improvements? ______

Will proposed Conditional Use require review by other agencies? ______

Applicant's Information

Name(s) of Owner(s): Mildred Henry + Terry Johnson

Street Address: 164 Bethel Fishing Center / 154 Bethel Fishing Center

City/State/Zip Code: Hertford NC 27944

Phone Number(s): 252 597 5633 MH 252 597-5434 TJ Fax: ______ E-mail Address: mhenry27944@Gmail.c

Applicant (if different from Owner): ______

Street Address: ______

City/State/Zip Code: ______

Phone Number(s): ______ Fax: ______ E-mail Address: ______

* Person to receive comments and correspondence: Mildred Henry

Description of Property

Address(es) of Subject Property: 172 Bethel Fishing Center Rd.

Property Appraiser's Parcel Nos.: 2-D070-0101A-BF

Location: This property is located on the South end ~~side~~ of +Bethel Fishing Center Road,

approximately ______ ~~feet~~ absolute end of Bethel Fishing Center Road.

Township/Region: Bethel Subdivision: Bethel Fishing Center Subdiv. Block – Lot Nos.: ______

Size of Property: 1.2 acres. Lot width: 230' +/- feet. Lot depth: 230' +/-.

Flood Plain: AE Community Panel No.: from GIS Flood Layer

1) I (We), the undersigned, do hereby respectfully make application and request the Planning Board and Board of Commissioners to consider a proposed Conditional Use Permit to make use of the subject property as follows: re-establish previous convenience store. The subject property is zoned CN, Neighborhood Commercial District. The subject property is owned by Mildred Henry and Terry Johnson as evidenced by deed recorded in Real Estate Book 466, Page 741 OR Will File Number ______ in the Perquimans County Register of Deeds.

Application for Conditional Use Permit Request
Case No. CUP - 18 - 04

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

	Name	Address
a.	Jack B., Jack P. and Aaron Rice	4228 Summerset Drive Portsmouth, VA 23703
b.	Joey & Jennie Conner	104 Happy Lane Hertford, NC 27944
c.	Jane Chavis & Cynthia Matsumoto	4200 Eggleston Court Virginia Beach, VA 23455
d.	Grace Smith	7077 Cornwall Road Oxford, NC 27565-8059
e.	James & Luwanna Sampson	151 Bethel Fishing Center Road Hertford, NC 27944
f.	Mildred Henry & Terry Johnson	160 Bethel Fishing Center Road Hertford, NC 27944
g.		
h.		
i.		
j.		
k.		
l.		

Application for Conditional Use Permit Request
Case No. CUP - 18 - 04

Use an additional sheet of paper if necessary.

3) **Statement of the nature of the proposed use:** I Mildred Henry along with my daughter Terry Johnson request your approval for our application to reopen Bethel Fishing Center. we plan on using The business to sell fishing bait, Ice, drink, snacks and Cold sandwiches. we plan on purchasing Kayaks and paddle boats That well Be available To rent. the proposed store is located on The yeopim River. There is direct water Access via an on site boat ramp. and docks for fishing. the nature of the items we wish To sell and rent durectly correlate with The location of the business And the surrounding community The proposed business will not materially endange the helth or safety of The community. the proposed food and berrage sales will meet heath Department regulatons. the proposed use of The building and land will not injure The value of The surrounding propenty. The location and character of The proposed business, if it is appruved To be used. will be in harmony with The area where iT is located

Application for Conditional Use Permit Request
Case No. CUP -18 -04

Attach the following:

✓ Completed Application.

→ same as page 3 info.
✓ Letter addressed to the Perquimans County Board of Commissioners explaining your intentions in detail. The Applicant is advised to address any general and specific conditions and finding required by the Zoning Ordinance, Sections 903(a), (b), (c) and (d), 905, and 907A through X.

✓ Proof of Ownership. 466/741

_____ Owner's Authorization for Agent, if applicable. daughter

✓ Legal Description(s) and/or boundary survey(s) to be used as an exhibit to the proposed Conditional Use Permit. 466/741

_____ Site plan prepared in accordance with Section 509 and Article IX of the Perquimans County Zoning Ordinance. add parking

✓ Two self-addressed stamped envelopes and two sets of stamped pre-addressed envelopes of all property owners of subject, adjacent and nearby properties within 150 feet and/or across the street (as per current Tax Office listings), to whom notice of public meeting and hearing must be sent. Said notices will be sent by the Planning & Zoning Office in envelopes provided by Applicant. Names on page 2 of application

✓ Filing Fee of $300 made payable to Perquimans County. chk#3849 receipt # 930643

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

_____ ____

_____ ____

_____ ____

APPLICATIONS WILL NOT BE SCHEDULED FOR PUBLIC MEETING UNTIL COMPLETE

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

Terry Jeter 9-5-2018
Mildred Henry 9-5-18
Signature of Owner or Authorized Applicant Date

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

September 5, 2018

Dear Perquimans County Commissioners,

I, Mildred Henry, along with my daughter Terry Johnson, request your approval for our application to re-open Bethel Fishing Center. We plan on using the business to sell fishing bait, ice, drinks, snacks and sandwiches. We plan on purchasing kayaks and paddle boats that will be available to rent. The proposed store is located on the Yeopim River. There is direct water access via an on-site boat ramp and docks for fishing. The nature of the items we wish to sell and rent directly correlate with the location of the business and the surrounding community.

I appreciate your consideration in this matter.

Cordially,

Mildred Henry

Mildred Henry

This document presented and filed:
08/15/2017 03:45:24 PM
Hunter G. Saterson, Deputy
JACQUELINE S. FRIERSON, PERQUIMANS CO, NC
Excise Tax $0.00

BOOK 466 PAGE 741 (5)
415242

17-394

PERQUIMANS COUNTY
LAND TRANSFER TAX
AMOUNT $ 0 .00
PAID $ 0 .00

DEED

PREPARED BY A. TRAVIS ELLIS, ELLIS LAW, PLLC, 214 SOUTH BROAD STREET, POST OFFICE BOX 275, EDENTON, NORTH CAROLINA 27932

This instrument was prepared by A. Travis Ellis, a licensed North Carolina attorney. Delinquent taxes, if any, will be paid by the closing attorney to the county tax collector upon disbursement of the closing proceeds.

MAIL AFTER RECORDING TO: A. TRAVIS ELLIS
ELLIS LAW, PLLC
POST OFFICE BOX 275
EDENTON, NORTH CAROLINA 27932

PARCEL NUMBER:
Tract 1: 2-D070-0101-BF & 2-D070-0101A-BF;
Tract 2: 2-D070-0190-BF; and
Tract 3: 2-D070-0003A-BF
TRANSFER NUMBER: ____________

***************NO TITLE SEARCH PERFORMED*****************

STATE OF NORTH CAROLINA

COUNTY OF PERQUIMANS

THIS DEED, made this the 9th day of August, 2017, by and between **MILDRED A. HENRY (ALSO KNOWN AS MILDRED ANN HENRY)**, party of the first part, to **MILDRED ANN HENRY** and **TERRY MAY JOHNSON, AS JOINT TENANTS**

WITH RIGHT OF SURVIVORSHIP, whose mailing address is 160 BETHEL FISHING CENTER ROAD, HERTFORD, NORTH CAROLINA 27944 , parties of the second part:

WITNESSETH: That for and in consideration of the sum of Ten Dollars and other considerations in hand paid by the parties of the second part to the party of the first part, receipt of which is hereby acknowledged, the said party of the first part has bargained, sold and conveyed and by these presents does bargain, sell and convey unto the said parties of the second part and their heirs and assigns, the following described land, to-wit:

Those certain tracts or parcels of land located in Bethel Township, Perquimans County and being more particularly described as follows:

*

* **TRACT ONE:** Beginning at a point at the intersection of the southern right of way of S.R. 1356 and the western right of way of S.R. 1370 and running thence South 17-26-29 East 120.10 feet to a point, a corner; running thence South 59-55-31 West 156.60 feet, South 57-22-31 West 106.50 feet, South 57-14-31 West 114.51 feet to a point at the mouth of a canal on the Yeopim River, a corner; thence along the Yeopim River the following courses and distances: North 61-39-53 West 92.94 feet, North 17-09 East 33.68 feet, North 9-18 East 27.78 feet, North 11-45 West 58.43 feet to an existing iron pipe at a point at the mouth of another canal on the Yeopim River; a corner, thence along the southeasterly side of the said canal North 33-42-08 East, 193.53 feet to a point, a corner; thence South 30-29-29 East 138.78 feet to a point on the southerly right of way line of S.R. 1356, a corner; thence along the southerly right of way line of S.R. 1356 North 59-30-31 East 217 feet to the point and place of beginning and being all of that lot or parcel of land shown on that survey prepared by Edward T. Hyman, Jr., R.L.S., dated December 23, 1986, and entitled "Property of Ernest T. Bridwell;" and also described in Plat Cabinet 3, Slide 210, Perquimans County Public Registry.

For reference see Plat Cabinet 3, Slide 210, Perquimans County Public Registry; and Deed recorded in Book 160. Page 782, Perquimans County Public Registry.

TO HAVE AND TO HOLD the aforesaid lands with all rights and privileges thereunto belonging or in anywise appertaining unto the said parties of the second part and their heirs and assigns, in fee simple forever.

And the said party of the first part for herself, her heirs and personal representatives covenants to and with the said parties of the second part and their heirs and assigns, that she is seized of said lands in fee simple and has a good right to convey the same in fee simple; that the said lands are free and clear of all encumbrances, SAVE AND EXCEPTING rights of ways for highways and public utilities and ad valorem taxes for the current year and subsequent years, and that she will forever warrant and defend the title to the same against the lawful claims of all persons whomsoever.

IN WITNESS WHEREOF, the said party of the first part has hereunto set her

{THIS SPACE IS INTENTIONALLY LEFT BLANK}

hand and seal, this the day and year first above written.

Mildred A. Henry (SEAL)
MILDRED A. HENRY
(ALSO KNOWN AS MILDRED ANN HENRY)

STATE OF NORTH CAROLINA

COUNTY OF CHOWAN

I certify that the following person personally appeared before me this day, acknowledging to me that SHE voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated:

MILDRED A. HENRY (ALSO KNOWN AS MILDRED ANN HENRY).

Date: 8-9-17

Gloria H. Layton
Notary Public
Gloria H. Layton

(OFFICIAL SEAL)

My Commission Expires: 7-2219

GLORIA H. LAYTON

ATE/2017 deeds/Henry, Mildred to Mildred Henry and Terry Johnson 17-T-141

This document presented and filed:
03/03/2015 03:00:57 PM
By: Shawnda m Eckstein Deputy
JACQUELINE S. FRIERSON, PERQUIMANS CO, NC

Cabinet 3 Slide 210

SURVEY FOR
MILDRED A. HENRY

161 & 172 BETHEL FISHING CENTER ROAD
BETHEL TOWNSHIP, PERQUIMANS COUNTY
NORTH CAROLINA

REFERENCE: DEED BOOK 180, PAGE 762
DEED BOOK 74, PAGE 230

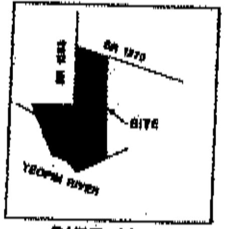
SCALE: 1 INCH = 40 FEET FEBRUARY 4, 2015

ALBEMARLE LAND SURVEYING, INC. C 3972
MARK D. PRUDEN PROFESSIONAL SURVEYOR L-3046
145 OAK GROVE ROAD, EDENTON, NC 27932

THIS PLAT IS OF A SURVEY THAT CREATES A SUBDIVISION OF LAND WITHIN A COUNTY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND

UNDERGROUND UTILITIES, IF ANY, WERE NOT LOCATED BY THIS SURVEY, FURTHER EVALUATION MAY BE REQUIRED

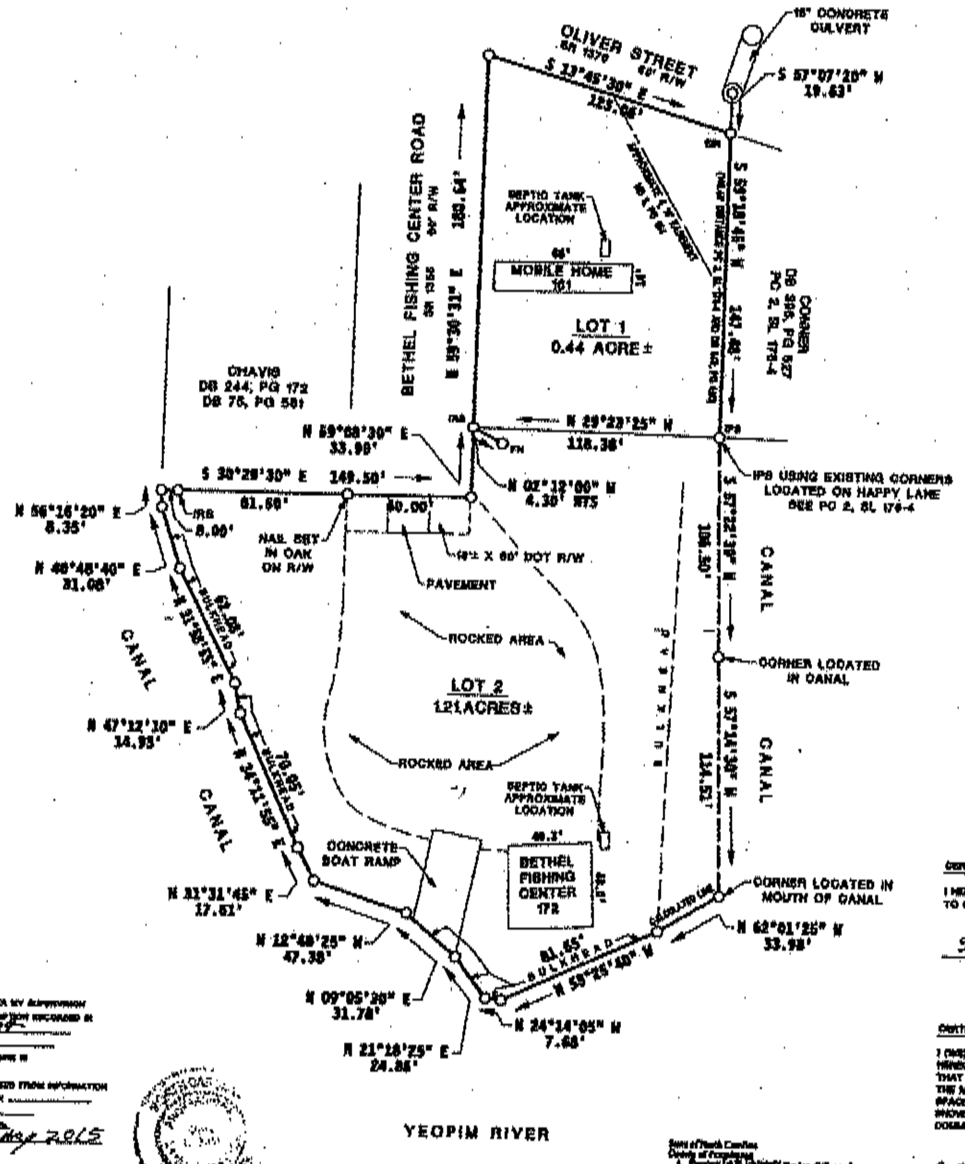
THIS SURVEY IS SUBJECT TO ANY FACTS THAT MAY BE DISCLOSED BY A FULL AND ACCURATE TITLE SEARCH


SR 1370
SR 1355
SITE
YEOPIM RIVER

SITE MAP

LEGEND:

℄	... CENTERLINE
IPS	... IRON PIPE SET
IRS	... IRON ROD SET
EIP	... EXISTING IRON PIPE
EIR	... EXISTING IRON ROD
EIB	... EXISTING IRON BAR
ERRI	... EXISTING RAIL ROAD IRON
ECM	... EXISTING CONCRETE MONUMENT
EAI	... EXISTING ANGLE IRON
R/W	... RIGHT OF WAY
DOT	... DEPARTMENT OF TRANSPORTATION
(C)	... CONTROL
N/F	... NOW OR FORMERLY
FP	... FENCE POST
PP	... POWER POLE
FH	... FIRE HYDRANT
PB	... PHONE BOX
NTS	... NOT TO SCALE
	... BROKEN LINE, NOT DRAWN TO SCALE
⊕	... SPOT ELEVATIONS


18" CONCRETE CULVERT
S 57°07'20" W 19.63'
OLIVER STREET SR 1370 60' R/W
S 33°45'30" E 123.08'
APPROXIMATE 6' W EASEMENT
S 59°18'45" W 147.48'
CONNER DB 396, PG 527 PC 2, SL 176-4
SEPTIC TANK APPROXIMATE LOCATION
60'
MOBILE HOME 161
LOT 1
0.44 ACRE ±
BETHEL FISHING CENTER ROAD SR 1355 60' R/W
N 59°30'31" E 160.64'
N 29°23'25" W 118.38'
IPS
IPS USING EXISTING CORNERS LOCATED ON HAPPY LANE SEE PC 2, SL 176-4
S 57°22'39" W 106.30'
CANAL
CORNER LOCATED IN CANAL
S 57°14'30" W 114.51'
CANAL
CORNER LOCATED IN MOUTH OF CANAL
N 62°01'25" W 33.98'
FH
N 02°12'00" W 4.30' NTS
N 59°58'30" E 33.99'
S 30°29'30" E 149.50'
61.56'
40.00'
NAIL SET IN OAK ON R/W
40' X 60' DOT R/W
PAVEMENT
CHAVIS DB 244, PG 172 DB 75, PG 581
ROCKED AREA
LOT 2
1.21 ACRES ±
ROCKED AREA
BULKHEAD
SEPTIC TANK APPROXIMATE LOCATION
48.3'
BETHEL FISHING CENTER 172
CONCRETE BOAT RAMP
N 56°16'20" E 8.35'
IRS
8.00'
N 46°48'40" E 31.06'
62.08' BULKHEAD
N 31°50'53" E
CANAL
N 47°12'10" E 14.95'
70.05' BULKHEAD
N 34°11'55" E
CANAL
N 31°31'45" E 17.61'
N 12°48'25" W 47.38'
N 09°05'30" E 31.78'
N 21°18'25" E 24.88'
81.65' BULKHEAD
N 59°25'40" W
N 24°14'05" W 7.66'
YEOPIM RIVER

NORTH REFERENCE
PC 2, SL 176-4

1.65 ACRES± TOTAL
BY COORDINATES

BUILDING SET BACK LINES
FRONT = 40'
SIDES = 20'
REAR = 20'

LOTS 1 & 2 LOCATED IN FLOOD HAZARD ZONE AE BASE FLOOD ELEVATION 6'

CERTIFICATE OF SUBDIVISION REVIEW OFFICER

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF PERQUIMANS COUNTY.

3-3-15
DATE

PERQUIMANS COUNTY SUBDIVISION REVIEW OFFICER

CERTIFICATE OF OWNERSHIP AND DEDICATION

I (WE) HEREBY CERTIFY THAT I AM (WE ARE) THE OWNER(S) OF THE PROPERTY SHOWN AND DESCRIBED HEREON, WHICH WAS CONVEYED TO ME (US) BY DEED RECORDED IN BOOK ______, PAGE ______, AND THAT I (WE) HEREBY ADOPT THIS PLAN OF THE SUBDIVISION WITH MY (OUR) FREE CONSENT, ESTABLISH THE MINIMUM BUILDING LINES, AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS, AND OTHER OPEN SPACES TO PUBLIC USE UNLESS OTHERWISE NOTED. FURTHER, I (WE) CERTIFY THAT THE LAND AS SHOWN HEREON IS WITHIN THE SUBDIVISION REGULATIONS JURISDICTION OF THE COUNTY BOARD OF COMMISSIONERS OF PERQUIMANS COUNTY.

3-3-2015
DATE

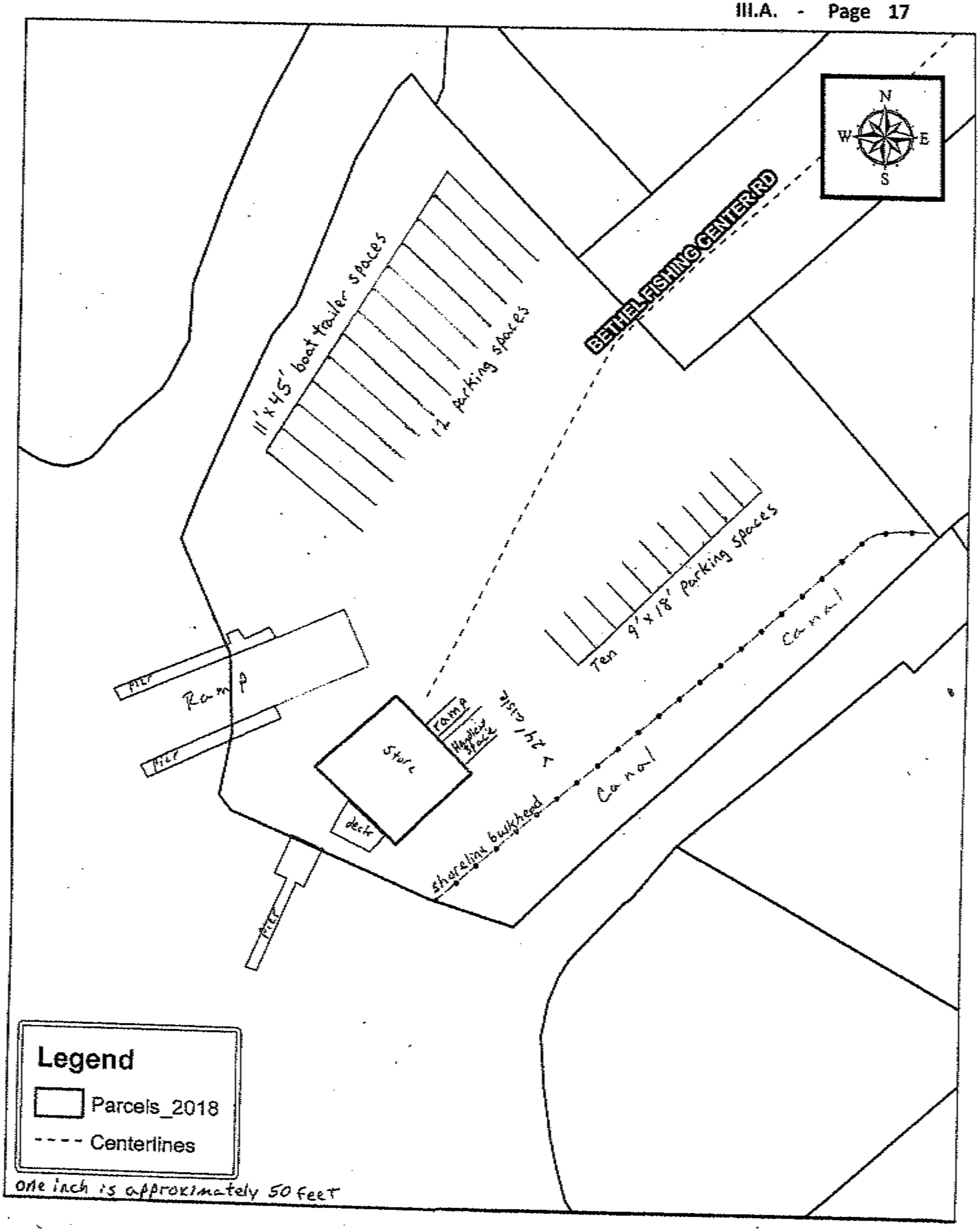
Mildred A. Henry
OWNER / CORPORATE SEAL

State of North Carolina
County of Perquimans
I, [illegible] Review Officer of [illegible]
[illegible]
Date
Review Officer

STATE OF NORTH CAROLINA - CHOWAN COUNTY

I, MARK D. PRUDEN, CERTIFY THAT THIS MAP WAS DRAWN BY ME OR UNDER MY SUPERVISION FROM AN ACTUAL SURVEY BY ME OR UNDER MY SUPERVISION, DEED DESCRIPTION RECORDED IN DEED BOOK 180 PAGE 762 DEED BOOK 74 PAGE 230 PLAT CABINET ______ SLIDE ______
THAT THE ERROR OF CLOSURE AS CALCULATED BY LATITUDES AND DEPARTURES IS 1: 10,000+
THAT THE BOUNDARIES NOT SURVEYED ARE SHOWN AS BROKEN LINES PLOTTED FROM INFORMATION FOUND IN DEED BOOK 180 PAGE 762 MAP BOOK ______ PAGE ______ PLAT CABINET ______ SLIDE ______
THAT THIS MAP WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED.
WITNESS MY HAND AND SEAL THIS 4th DAY OF February 2015

PROFESSIONAL SURVEYOR
L-3046
REG. NO.


N
W
E
S
BETHEL FISHING CENTER RD
11'x45' boat trailer spaces
12 parking spaces
Ten 9'x18' parking spaces
24' aisle
ramp
Handicap Space
Store
deck
Ramp
pier
pier
pier
shoreline bulkhead
Canal
Canal
Legend
Parcels_2018
Centerlines
one inch is approximately 50 feet

10-9-18 DRAFT

Do NOT record this page

-Beginning of Proposed Conditional Use Permit CUP-18-04
to be recorded by Mildred Henry & Terry Johnson

Re-establish a Convenience Store
At 172 Bethel Fishing Center Road (SR 1356)

Applicant: Mildred Henry

Owners: Mildred Henry & Terry Johnson

Do NOT record this page

10-9-18 DRAFT

CONDITIONAL USE PERMIT No. CUP-18-04
Page 1 of 5

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

Applicant/Owner: Mildred Henry & Terry Johnson
160 Bethel Fishing Center Road
Hertford, NC 27944

Site Location: 172 Bethel Fishing Center Road, Hertford NC 27944

Tax Parcel No: 2-D070-0101A-BF

Zoning District: CN, Neighborhood Commercial District

Proposed Use of Property: Proposed Use is to re-establish a convenience store on Bethel Fishing Center Road beside the boat ramp. Recreational equipment, such as kayak rentals, will be available and sandwiches may be prepared on site.

Meeting & Hearing Dates: Planning Board on 10/9/18 & Board of Commissioners on 11/5/2018.

Having heard all the evidence and argument presented at the hearing(s), the Board of County Commissioners finds that the application is complete, that the application complies with all of the applicable requirements of the Perquimans County Zoning Ordinance for the development proposed, and that therefore the application to make use of the above-described property for the purpose indicated is hereby approved, subject to all applicable provisions of the Zoning Ordinance pertaining to *"Convenience Stores"* (currently Section 907.16 of the Zoning Ordinance) and other conditions, as follows:

10-9-18 DRAFT

CONDITIONAL USE PERMIT No. CUP-18-04

A. Applicant, owners, heirs and assigns shall conduct operations in accordance with the plans and application materials submitted to and approved by the Board of Commissioners (BCC), a copy of which is contained in the County Planning & Zoning Office and filed with Register of Deeds office. Any major modification proposed to the approved plans shall require reapplication and approval by the BCC. "Major Modification" is defined as: "Any significant change in land use, and/or change in the project boundary and/or change that results in an increase in the density or intensity of the project, as shown and described in the approved Conditional Use Permit and Site Plans." However, it is understood that the conceptual layout of the proposed parking areas and traffic circulation pattern as shown on the proposed site plan may require adjustments in the exact locations within the boundaries of the subject property. All required site improvements must be made and shall comply with minimum setbacks, and all screening, buffering, landscaping and parking requirements must be met prior to the County's issuance of Certificate of Zoning Compliance and Certificate of Occupancy, in accordance with applicable sections of the Zoning Ordinance.

B. The Conditional Use Permit is approved and recorded with the applicant's statement of the nature of the proposed use and conceptual Site Plan, to become the basis for the Zoning Permit issued by the Planning & Zoning Office upon submittal and approval of a final Site Plan. If the Conditional Use Permit is not recorded in the Register of Deeds (ROD) Office by the Applicant within three (3) months from the date of BCC approval, the BCC may revoke the Conditional Use Permit.

C. Site Considerations: Section 907.16 of the Zoning Ordinance provides for the establishment of a convenience store but at the same time sets certain limits to the size and scope of such a business, as follows:

(1) A maximum of three thousand (3,000) square feet of gross floor area shall be permitted per establishment.

(2) Perquimans County reserves the right to require a buffer to be installed along any property line abutting property used or zoned for residential purposes. Buffer shall meet requirements of Article XVIII (Buffers and Screening) of Perquimans County Zoning Ordinance.

(3) No fuel pumps, drive-thru lanes, service windows, nor car washes are allowed.

(4) The use shall be limited to providing convenience food and sandwich sales to the surrounding residential or agricultural area.

(5) No outside storage of materials shall be permitted with the exception of merchandise normally displayed or stored outside (e.g. ice, fire wood, bottled gas, Christmas trees, beverage and snack machines, newspaper stands and the like).

10-9-18 DRAFT

(6) Outdoor recreation equipment (kayaks, paddles, life jackets, etc.) may be stored outside in a secure location.

(7) Perquimans County reserves the right to require wheel stops and parking surface upgrades if parking issues become problematic in the future.

(8) The local Coastal Area Management Agency must be consulted before any outside renovation takes place.

D. Application Requirements: The Applicant's approved Site Plan is conceptual and minor adjustments may be made pending permits and approvals by other entities.

E. If any of the conditions affixed hereto or any part thereof shall be held invalid or void, then the permit shall be void and of no effect.

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

Wallace Nelson, Chair, Board of Commissioners Date

Attest:

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

10-9-18 DRAFT

CONDITIONAL USE PERMIT No. CUP-18-04
Page 4 of 5

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

____

Mildred Henry, Applicant/Owner Date

____

Terry Johnson, Applicant/Owner Date

- -

The State of North Carolina
Perquimans County

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

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

____
Notary Public

My Commission expires:

____

(Not valid until fully executed and recorded)

The State of North Carolina
Perquimans County

I, ______________________________, a Notary Public in and for the said State and County, do hereby certify that ____ personally appeared before me this day and acknowledged the due execution of the forgoing instrument.
WITNESS my hand and notarial seal, this the ________ day of _____________, 20_____.

____
Notary Public

My Commission expires:

____

(Not valid until fully executed and recorded)

10-9-18 DRAFT

CONDITIONAL USE PERMIT No. CUP-18-04

Page 5 of 5

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

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

10-9-18 DRAFT

Do NOT record this page

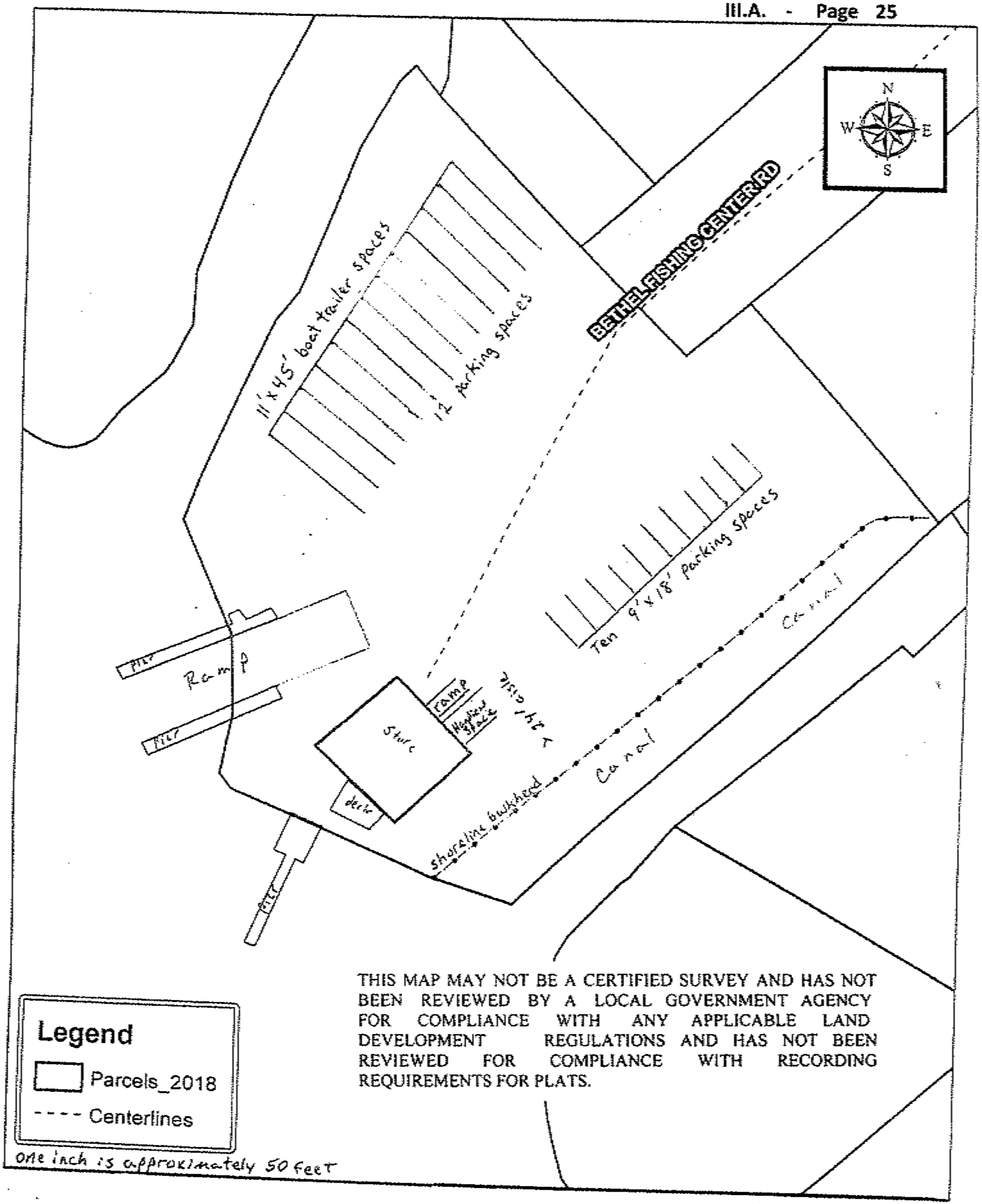
End of Proposed Conditional Use Permit CUP-18-04
to be recorded by Mildred Henry

Re-establish a Convenience Store
At 172 Bethel Fishing Center Road (SR 1356)

Applicant: Mildred Henry

Owners: Mildred Henry & Terry Johnson

Do NOT record this page


N
W
E
S
BETHEL FISHING CENTER RD
11'x45' boat trailer spaces
12 parking spaces
Ten 9'x18' parking spaces
Canal
Canal
24' aisle
ramp
Handicap space
Store
deck
shoreline bulkhead
pier
Ramp
pier
pier
Legend
Parcels_2018
Centerlines

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

One inch is approximately 50 feet

Notice is hereby given that The Perquimans County Board of Commissioners will hold a Public Hearing on November 5, 2018 at 6:50 P.M. in The Commissioners room at 110 N. Church Street, Hertford, N.C. This meeting will be concerning the proposed revisions to Perquimans County Flood Plan Prevention Ordinance.

Copies of the proposed flood maps can be viewed on line at https://fris.nc.gov/fris/.

The Perquimans County Board of Commissioners will consider all discussions during the public hearing. All interested persons are encouraged to attend.

For more information, please contact The County Flood Plan Administration at 252-426-8283

Virgil Parrish (CFM)

Chief Building Inspector

Perquimans County

PUBLIC HEARING

November 5, 2018

Adoption of FEMA Flood Maps with effective date of December 21, 2018.

Effective Date of ordinance November 5, 2018

This hearing is for discussion of changes to the county's Flood Plain Ordinance.

These changes to the ordinance only include changes to the effective dates of this ordinance and the date of the new Flood Maps approved by FEMA. At this time there are no other proposed changes to this ordinance.

These maps show less flood areas in general throughout the county.

Virgil Parrish

Chief Building Inspector (CFM)

Perquimans County

Proposed changes to Ordinance No. 49:

Page 5 – Article 3/Section B:

ARTICLE 3. GENERAL PROVISIONS

SECTION A. BASIS FOR ESTABLISHING THE SPECIAL FLOOD HAZARD AREAS.

The Special Flood Hazard Areas are those identified by the Federal Emergency Management Agency (FEMA) or produced under the Cooperating Technical State (CTS) agreement between the State of North Carolina and FEMA in its Flood Hazard Boundary Map (FHBM) or Flood Insurance Study (FIS) and its accompanying flood maps such as the Flood Insurance Rate Map(s) (FIRM) and/or the Flood Boundary Floodway Map(s) (FBFM), for Perquimans County dated ~~October 5, 2004~~ November 5, 2018, which, with accompanying supporting data, and any revision thereto, including Letters of Map Amendment or Revision, are adopted by reference and declared to be a part of this ordinance. The Special Flood Hazard Areas also include those defined through standard engineering analysis for private developments or by governmental agencies, but which have not yet been incorporated in the FIRM. This includes, but is not limited to, detailed flood data:

Page 12 – Article 6/Section A:

ARTICLE 6. LEGAL STATUS PROVISIONS

SECTION A. EFFECT ON RIGHTS AND LIABILITIES UNDER THE EXISTING FLOOD DAMAGE PREVENTION ORDINANCE.

This ordinance in part comes forward by re-enactment of some of the provisions of the flood damage prevention ordinance enacted ~~October 5, 2004~~ November 5, 2018 as amended, and it is not the intention to repeal but rather to re-enact and continue to enforce without interruption of such existing provisions, so that all rights and liabilities that have accrued thereunder are reserved and may be enforced. The enactment of this ordinance shall not affect any action, suit or proceeding instituted or pending. All provisions of the flood damage prevention ordinance of Perquimans County enacted on ~~October 5, 2004~~ November 8, 2018, as amended, which are not reenacted herein are repealed.

ORDINANCE NO. 99

AN ORDINANCE OF PERQUIMANS COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF NORTH CAROLINA, AMENDING, ADDING AND REPEALING SECTIONS OF THE PERQUIMANS COUNTY FLOOD PLAIN ORDINANCE AS ADOPTED BY ORDINANCE NO. 49, AS PREVIOUSLY AMENDED; THIS ORDINANCE AMENDS ARTICLE 3/SECTION B AND ARTICLE 6/SECTION A OF SAID FLOOD PLAIN ORDINANCE TO CHANGE EFFECTIVE DATES PER STATE REQUIREMENTS.

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

Article 3 – Section B. Perquimans County Ordinance No. 49 (Flood Plain Ordinance), as previously amended, is hereby amended by revising **Article 3/Section B** of said Flood Plain Ordinance to revise effective date; and by updating the effective date in **Article 7/Section A**. Amended Flood Plain Ordinance is attached as Exhibit A.

Section 2. Severance Clause. It is the intent of the Board of County Commissioners of Perquimans County, North Carolina, and it is hereby provided, that if any section, subsection, sentence, clause, phrase or provision of this Ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not be construed as to render invalid or unconstitutional the remaining provisions of this Ordinance; and

Section 3. 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 5th day of November, 2018.

BOARD OF COUNTY COMMISSIONERS OF
PERQUIMANS COUNTY, NORTH CAROLINA

By: ______________________________
Wallace E. Nelson, Chairman

ATTEST:

____
Mary P. Hunnicutt, Clerk to the Board

Effective Date: ______________________

ORDINANCE NO. 99

FLOOD DAMAGE PREVENTION ORDINANCE

Non-Coastal Regular Phase

ARTICLE 1. STATUTORY AUTHORIZATION, FINDINGS OF FACT, PURPOSE AND OBJECTIVES.

SECTION A. STATUTORY AUTHORIZATION.

Municipal: The Legislature of the State of North Carolina has in Part 6, Article 21 of Chapter 143; Parts 3, 5, and 8 of Article 19 of Chapter 160A; and Article 8 of Chapter 160A of the North Carolina General Statutes, delegated the responsibility to local governmental units to adopt regulations designed to promote the public health, safety, and general welfare of its citizenry.

County: The Legislature of the State of North Carolina has in Part 6, Article 21 of Chapter 143; Parts 3 and 4 of Article 18 of Chapter 153A; and Part 121, Article 6 of Chapter 153A of the North Carolina General Statutes, delegated the responsibility to local governmental units to adopt regulations designed to promote the public health, safety, and general welfare of its citizenry.

Therefore, the Board of County Commissioners of Perquimans County, North Carolina, does ordain as follows:

SECTION B. FINDINGS OF FACT.

(1) The flood prone areas within the jurisdiction of Perquimans County are subject to periodic inundation which results in loss of life, property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures of flood protection and relief, and impairment of the tax base, all of which adversely affect the public health, safety, and general welfare.

(2) These flood losses are caused by the cumulative effect of obstructions in floodplains causing increases in flood heights and velocities and by the occupancy in flood prone areas by uses vulnerable to floods or other hazards.

SECTION C. STATEMENT OF PURPOSE.

It is the purpose of this ordinance to promote public health, safety, and general welfare and to minimize public and private losses due to flood conditions within flood prone areas by provisions designed to:

(1) restrict or prohibit uses that are dangerous to health, safety, and property due to water or erosion hazards or that result in damaging increases in erosion, flood heights or velocities;

(2) require that uses vulnerable to floods, including facilities that serve such uses, be protected against flood damage at the time of initial construction;

(3) control the alteration of natural floodplains, stream channels, and natural protective barriers, which are involved in the accommodation of flood waters;

(4) control filling, grading, dredging, and all other development that may increase erosion or flood damage; and,

(5) prevent or regulate the construction of flood barriers that will unnaturally divert floodwaters or which may increase flood hazards to other lands.

SECTION D. OBJECTIVES.

The objectives of this ordinance are:

(1) to protect human life and health;

(2) to minimize expenditure of public money for costly flood control projects;

(3) to minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;

(4) to minimize prolonged business losses and interruptions;

(5) to minimize damage to public facilities and utilities (i.e. water and gas mains, electric, telephone, cable and sewer lines, streets, and bridges) that are located in flood prone areas;

(6) to help maintain a stable tax base by providing for the sound use and development of flood prone areas; and,

(7) to insure that potential buyers are aware that property is in a Special Flood Hazard Area.

ARTICLE 2. DEFINITIONS.

Unless specifically defined below, words or phrases used in this ordinance shall be interpreted so as to give them the meaning they have in common usage and to give this ordinance its most reasonable application.

"Accessory Structure (Appurtenant Structure)" means a structure which is located on the same parcel of property as the principal structure and the use of which is incidental to the use of the principal structure. Garages, carports and storage sheds are common urban accessory structures. Pole barns, hay sheds and the like qualify as accessory structures on farms, and may or may not be located on the same parcel as the farm dwelling or shop building.

"Addition (to an existing building)" means an extension or increase in the floor area or height of a building or structure.

"Appeal" means a request for a review of the floodplain administrator's interpretation of any provision of this ordinance.

"Area of Shallow Flooding" means a designated AO Zone on a community's Flood Insurance Rate Map (FIRM) with base flood depths determined to be from one (1) to three (3) feet. These areas are located where a clearly defined channel does not exist, where the path of flooding is unpredictable and indeterminate, and where velocity flow may be evident.

"Area of Special Flood Hazard" see "Special Flood Hazard Area (SFHA)"

"Basement" means any area of the building having its floor subgrade (below ground level) on all sides.

"Base Flood" means the flood having a one (1) percent chance of being equaled or exceeded in any given year.

"Base Flood Elevation (BFE)" means a determination as published in the Flood Insurance Study of the water surface elevations of the base flood.

"Building" see "Structure"

"Chemical Storage Facility" means a building, portion of a building, or exterior area adjacent to a building used for the storage of any chemical or chemically reactive products.

"Development" means any man-made change to improved or unimproved real estate, including, but not limited to, buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations, or storage of equipment or materials.

"Disposal" defined as in NCGS 130A-290(a)(6).

"Elevated Building" means a non-basement building which has its reference level raised above ground level by foundation walls, shear walls, posts, piers, pilings, or columns.

"Encroachment" means the advance or infringement of uses, fill, excavation, buildings, permanent structures or development into a floodplain, which may impede or alter the flow capacity of a floodplain.

"Existing Manufactured Home Park or Manufactured Home Subdivision" means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) was completed before the original effective date of the floodplain management regulations adopted by the community.

"Flood" or "Flooding" means a general and temporary condition of partial or complete inundation of normally dry land areas from:

(1) the overflow of inland or tidal waters; and/or,
(2) the unusual and rapid accumulation of runoff of surface waters from any source.

"Flood Boundary and Floodway Map (FBFM)" means an official map of a community, issued by the Federal Emergency Management Agency, on which the Special Flood Hazard Areas and the floodways are delineated. This official map is a supplement to and shall be used in conjunction with the Flood Insurance Rate Map (FIRM).

"Flood Hazard Boundary Map (FHBM)" means an official map of a community, issued by the Federal Emergency Management Agency, where the boundaries of the Special Flood Hazard Areas have been defined as Zone A.

"Flood Insurance" means the insurance coverage provided under the National Flood Insurance Program.

"Flood Insurance Rate Map (FIRM)" means an official map of a community, issued by the Federal Emergency Management Agency, on which both the Special Flood Hazard Areas and the risk premium zones applicable to the community are delineated.

"Flood Insurance Study (FIS)" means an examination, evaluation, and determination of flood hazard areas, corresponding water surface elevations (if appropriate), flood insurance risk zones, and other flood data in a community issued by FEMA. The Flood Insurance Study report includes Flood Insurance Rate Maps (FIRMs) and Flood Boundary and Floodway Maps (FBFMs), if published.

"Floodplain" or "Flood Prone Area" means any land area susceptible to being inundated by water from any source.

"Floodplain development permit" means any type of permit including grading, building, or any other development permit that is required in conformance with the provisions of this chapter prior to the commencement of any development activity.

"Floodplain Management" means the operation of an overall program of corrective and preventive measures for reducing flood damage and preserving and enhancing, where possible, natural resources in the floodplain, including but not limited to emergency preparedness plans, flood control works, floodplain management regulations, and open space plans.

"Floodplain Administrator" is the individual appointed to administer and enforce the floodplain management regulations.

"Floodplain Regulations" means this ordinance and other zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances, and other applications of police power which control development in flood-prone areas. This term describes federal, state or local regulations in any combination thereof, which provide standards for preventing and reducing flood loss and damage.

"Floodproofing" means any combination of structural and nonstructural additions, changes, or adjustments to structures, which reduce or eliminate risk of flood damage to real estate or improved real property, water and sanitation facilities, or structures with their contents.

"Flood Prone Area" see "Floodplain"

"Floodway" means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one (1) foot.

"Flood Zone" means a geographical area shown on a Flood Hazard Boundary Map or Flood Insurance Rate Map that reflects the severity or type of flooding in the area.

"Floor" see "Lowest Floor"

"Functionally Dependent Facility" means a facility which cannot be used for its intended purpose unless it is located in close proximity to water, such as a docking or port facility necessary for the loading and unloading of cargo or passengers, shipbuilding, or ship repair. The term does not include long-term storage, manufacture, sales, or service facilities.

"Hazardous Waste Management Facility" means a facility for the collection, storage, processing, treatment, recycling, recovery, or disposal of hazardous waste as defined in NCGS Article 9 of Chapter 130A.

"Highest Adjacent Grade (HAG)" means the highest natural elevation of the ground surface, prior to construction, next to the proposed walls of the structure.

"Historic Structure" means any structure that is:

(a) listed individually in the National Register of Historic Places (a listing maintained by the US Department of Interior) or preliminarily determined by the Secretary of Interior as meeting the requirements for individual listing on the National Register;
(b) certified or preliminarily determined by the Secretary of Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
(c) individually listed on a State inventory of historic places;
(d) individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified
    (1) by an approved state program as determined by the Secretary of Interior, or
    (2) directly by the Secretary of Interior in states without approved programs.

"Lowest Adjacent Grade (LAG)" means the elevation of the ground, sidewalk, patio slab, or deck support immediately next to the building after completion of the building. For Zone A and AO, use the natural grade elevation prior to construction.

"Lowest Floor" means the subfloor, top of slab or grade of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access, or limited storage in an area other than a basement-area is not considered a building's lowest floor provided that such an enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of this ordinance.

"Manufactured Home" means a structure, transportable in one or more sections, which is built on a permanent chassis and designed to be used with or without a permanent foundation when connected to the required utilities. The term "manufactured home" does not include a "recreational vehicle".

"Market Value" means the building value, excluding the land (as agreed to between a willing buyer and seller), as established by what the local real estate market will bear. Market value can be established by independent certified appraisal, replacement cost depreciated by age of building (Actual Cash Value) or adjusted assessed values.

"Mean Sea Level" means, for purposes of the NFIP, the National Geodetic Vertical Datum (NGVD) as corrected in 1929, the North American Vertical Datum (NAVD) as corrected in 1988 or other vertical control datum used as a reference for establishing varying elevations within the floodplain, to which Base Flood Elevations (BFEs) shown on a FIRM are referenced. Refer to each FIRM panel to determine datum used.

"New Construction" means structures for which the "start of construction" commenced on or after the effective date of the original version of this ordinance and includes any subsequent improvements to such structures.

"Nonconforming Building or Development" means any legally existing building or development which fails to comply with the current provisions of this ordinance.

"Non-Encroachment Area" means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one (1) foot as designated in the Flood Insurance Study report.

"Obstruction" includes, but is not limited to, any dam, wall, wharf, embankment, levee, dike, pile, abutment, protection, excavation, channelization, bridge, conduit, culvert, building, wire, fence, rock, gravel, refuse, fill, structure, vegetation or other material in, along, across or projecting into any watercourse which may alter, impede, retard or change the direction and/or velocity of the flow of water, or due to its location, its propensity to snare or collect debris carried by the flow of water, or its likelihood of being carried downstream.

"Post-FIRM" means construction or other development which started on or after January 1, 1975 or on or after the effective date of the initial Flood Insurance Rate Map for the area, whichever is later.

"Pre-FIRM" means construction or other development which started before January 1, 1975 or before the effective date of the initial Flood Insurance Rate Map for the area, whichever is later.

"Public Safety" and/or "Nuisance" means anything which is injurious to the safety or health of an entire community or neighborhood, or any considerable number of persons, or unlawfully obstructs the free passage or use, in the customary manner, of any navigable lake, or river, bay, stream, canal, or basin.

"Recreational Vehicle (RV)" means a vehicle, which is:

(a) built on a single chassis;
(b) 400 square feet or less when measured at the largest horizontal projection;
(c) designed to be self-propelled or permanently towable by a light duty truck; and,
(d) designed primarily not for use as a permanent dwelling, but as temporary living quarters for recreational, camping, travel, or seasonal use.

"Reference Level" is the portion of a structure or other development that must be compared to the regulatory flood protection elevation to determine regulatory compliance of such building. Within Special Flood Hazard Areas designated as zones A1-A30, AE, A, A99, AO, or AH, the reference level is the top of the lowest floor.

"Regulatory Flood Protection Elevation" means the elevation to which the reference level of all structures and other development located within the Special Flood Hazard Areas must be elevated or, if non-residential, floodproofed,. Within areas where Base Flood Elevations (BFEs) have been determined, this elevation shall be the BFE plus zero (0) feet of freeboard. In areas where no BFE has been established, all structures and other development must be elevated or, if non-residential, floodproofed, whereby the reference level is at least three (3) feet above the highest adjacent grade.

"Remedy a Violation" means to bring the structure or other development into compliance with State or Community floodplain management regulations, or, if this is not possible, to reduce the impacts of its noncompliance. Ways that impacts may be reduced include protecting the structure or other affected development from flood damages, implementing the enforcement provisions of the ordinance or otherwise deterring future similar violations, or reducing Federal financial exposure with regard to the structure or other development.

"Riverine" means relating to, formed by, or resembling a river (including tributaries), stream, brook, etc.

"Salvage Yard" means property used for the storage, collection, and/or recycling of any type of equipment whatsoever, whether industrial or noncommercial, and including but not limited to vehicles, appliances and related machinery.

"Special Flood Hazard Area (SFHA)" is the land in the floodplain subject to a one (1%) percent or greater chance of being flooded in any given year as determined in Article 3, Section B of this ordinance.

"Solid Waste Disposal Facility" means any facility involved in the disposal of solid waste, as defined in NCGS 130A-290(a)(35).

"Solid Waste Disposal Site" defined as in NCGS 130A-290(a)(36).

"Start of Construction" includes substantial improvement, and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition placement, or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure (including a manufactured home) on a site, such as the pouring of slabs or footings, installation of piles, construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading, and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of the building, whether or not that alteration affects the external dimensions of the building.

"Structure" means a walled and roofed building, a manufactured home, a gas or liquid storage tank that is principally above ground.

"Substantial Damage" means damage of any origin sustained by a structure during any one year period whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred. See definition of "substantial improvement".

"Substantial Improvement" means any combination of repairs, reconstruction, rehabilitation, addition, or other improvement of a structure, taking place during any one year period for which the cost equals or exceeds 50 percent of the market value of the structure before the "start of construction" of the improvement. This term includes structures which have incurred "substantial damage", regardless of the actual repair work performed. The term does not, however, include either:

(a) any correction of existing violations of State or Community health, sanitary, or safety code specifications which have been identified by the community code enforcement official and which are the minimum necessary to assure safe living conditions; or,

(b) any alteration of a historic structure, provided that the alteration will not preclude the structure's continued designation as a historic structure.

"Variance" is a grant of relief from the requirements of this ordinance.

"Violation" means the failure of a structure or other development to be fully compliant with the community's floodplain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in Articles 4 and 5 is presumed to be in violation until such time as that documentation is provided.

"Watercourse" means a lake, river, creek, stream, wash, channel or other topographic feature on or over which waters flow at least periodically. Watercourse includes specifically designated areas in which substantial flood damage may occur.

"Water Surface Elevation (WSE)" means the height, in relation to mean sea level, of floods of various magnitudes and frequencies in the floodplains of coastal or riverine areas.

ARTICLE 3. GENERAL PROVISIONS.

SECTION A. LANDS TO WHICH THIS ORDINANCE APPLIES.

This ordinance shall apply to all Special Flood Hazard Areas within the jurisdiction, including Extra-Territorial Jurisdictions (ETJ) if applicable, of Perquimans County and within the jurisdiction of any other community whose governing body agrees, by resolution, to such applicability.

SECTION B. BASIS FOR ESTABLISHING THE SPECIAL FLOOD HAZARD AREAS.

The Special Flood Hazard Areas are those identified by the Federal Emergency Management Agency (FEMA) or produced under the Cooperating Technical State (CTS) agreement between the State of North Carolina and FEMA in its Flood Hazard Boundary Map (FHBM) or Flood Insurance Study (FIS) and its accompanying flood maps such as the Flood Insurance Rate Map(s) (FIRM) and/or the Flood Boundary Floodway Map(s) (FBFM), for Perquimans County dated December 21, 2018, which, with accompanying supporting data, and any revision thereto, including Letters of Map Amendment or Revision, are adopted by reference and declared to be a part of this ordinance. The Special Flood Hazard Areas also include those defined through standard engineering analysis for private developments or by governmental agencies, but which have not yet been incorporated in the FIRM. This includes, but is not limited to, detailed flood data:

(1) generated as a requirement of Article 4, Section C(11 & 12) this Ordinance;
(2) preliminary FIRMs where more stringent than the effective FIRM; or
(3) post-disaster Flood Recovery Maps.

SECTION C. ESTABLISHMENT OF FLOODPLAIN DEVELOPMENT PERMIT.

A Floodplain Development Permit shall be required in conformance with the provisions of this ordinance prior to the commencement of any development activities within Special Flood Hazard Areas as determined in Article 3, Section B.

SECTION D. COMPLIANCE.

No structure or land shall hereafter be located, extended, converted, altered, or developed in any way without full compliance with the terms of this ordinance and other applicable regulations

SECTION E. ABROGATION AND GREATER RESTRICTIONS.

This ordinance is not intended to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this ordinance and another conflict or overlap, whichever imposes the more stringent restrictions shall prevail.

SECTION F. INTERPRETATION.

In the interpretation and application of this ordinance, all provisions shall be:

(a) considered as minimum requirements;
(b) liberally construed in favor of the governing body; and,
(c) deemed neither to limit nor repeal any other powers granted under State statutes

SECTION G. WARNING AND DISCLAIMER OF LIABILITY.

The degree of flood protection required by this ordinance is considered reasonable for regulatory purposes and is based on scientific and engineering consideration. Larger floods can and will occur on rare occasions. Actual flood heights may be increased by man-made or natural causes. This ordinance does not imply that land outside the Special Flood Hazard Areas or uses permitted within such areas will be free from flooding or flood damages. This ordinance shall not create liability on the part of Perquimans County or by any officer or employee thereof for any flood damages that result from reliance on this ordinance or any administrative decision lawfully made hereunder.

SECTION H. PENALTIES FOR VIOLATION.

Violation of the provisions of this ordinance or failure to comply with any of its requirements, including violation of conditions and safeguards established in connection with grants of variance or special exceptions, shall constitute a misdemeanor. Any person who violates this ordinance or fails to comply with any of its requirements shall, upon conviction thereof, be fined not more than $50.00 or imprisoned for not more than thirty (30) days, or both. Each day such violation continues shall be considered a separate offense. Nothing herein contained shall prevent Perquimans County from taking such other lawful action as is necessary to prevent or remedy any violation.

ARTICLE 4. ADMINISTRATION.

SECTION A. DESIGNATION OF FLOODPLAIN ADMINISTRATOR.

The County Manager or his or her designee, hereinafter referred to as the "Floodplain Administrator", is hereby appointed to administer and implement the provisions of this ordinance.

SECTION B. FLOODPLAIN DEVELOPMENT PERMIT AND CERTIFICATION REQUIREMENTS.

(1) **Plans and Application Requirements.** Application for a Floodplain Development Permit shall be made to the floodplain administrator on forms furnished by him or her prior to any development activities proposed to be located within flood prone areas. The following items/information shall be presented to the floodplain administrator to apply for a floodplain development permit.

(a) A plot plan drawn to scale which shall include, but shall not be limited to, the following specific details of the proposed floodplain development:

i) the nature, location, dimensions, and elevations of the area of development/disturbance; existing and proposed structures, utility systems, grading/pavement areas, fill materials, storage areas, drainage facilities, and other development;

ii) the boundary of the Special Flood Hazard Area as delineated on the FIRM or other flood map as determined in Article 3, Section B or a statement that the entire lot is within the Special Flood Hazard Area;

iii) flood zone(s) designation of the proposed development area as determined on the FIRM or other flood map as determined in Article 3, Section B;

iv) the boundary of the floodway(s) or non-encroachment area(s) as determined in Article 3, Section B;

v) the Base Flood Elevation (BFE) where provided as set forth in Article 3, Section B; Article 4, Section C(11 & 12); or Article 5, Section D;

vi) the old and new location of any watercourse that will be altered or relocated as a result of proposed development.

(b) Proposed elevation, and method thereof, of all development within a Special Flood Hazard Area including but not limited to:

i) Elevation in relation to mean sea level of the proposed reference level (including basement) of all structures;

ii) Elevation in relation to mean sea level to which any non-residential structure will be flood-proofed;

iii) Elevation in relation to mean sea level to which any proposed utility systems will be elevated or floodproofed;

(c) If floodproofing, a floodproofing certificate along with detailed back-up computations and operational plans that specify the location on a FIRM panel, and entity responsible for maintenance and operation of such plans. Floodproofing certificate and back-up computations and operational plans shall be certified by a registered professional engineer or architect to ensure that the non-residential floodproofed development will meet the floodproofing criteria in Article 5, Section B(2) and Section C(2).

(d) A Foundation Plan drawn to scale which shall include details of the proposed foundation system to ensure all provisions of this ordinance are met. These details include but are not limited to:

i) Proposed method of elevation, if applicable (i.e., fill, solid foundation perimeter wall, solid backfilled foundation, open foundation on columns/piers);

ii) Should solid foundation perimeter walls be used in floodplains, details of sufficient openings to facilitate the unimpeded movements of floodwaters in accordance with Article 5, Section B(4);

(e) Usage details of any enclosed space below the regulatory flood protection elevation.

(f) Plans and/or details for the protection of public utilities and facilities such as sewer, gas, electrical, and water systems to be located and constructed to minimize flood damage;

(g) Copy of all other Local, State and Federal permits required prior to floodplain development permit issuance (i.e. Wetlands, Erosion and Sedimentation Control, Riparian Buffers, Mining, etc.)

(h) If floodplain development permit is issued for placement of Recreational Vehicles and/or Temporary Structures, documentation to ensure Article 5, Section B(6 & 7) of this code are met.

(i) If a watercourse is proposed to be altered and/or relocated, a description of the extent of watercourse alteration or relocation; an engineering report on the effects of the proposed project on the flood-carrying capacity of the watercourse and the effects to properties located both upstream and downstream; and a map (if not shown on plot plan) showing the location of the proposed watercourse alteration or relocation.

(2) **Floodplain Development Permit Data Requirements.** The following information shall be provided at a minimum on the Floodplain Development Permit to ensure compliance with this code.

(a) A description of the development to be permitted under the floodplain development permit issuance.

(b) The Special Flood Hazard Area determination for the proposed development per available data specified in Article 3, Section B.

(c) The regulatory flood protection elevation required for the reference level and all attendant utilities.

(d) The regulatory flood protection elevation required for the protection of all public utilities.

(e) All certification submittal requirements with timelines.

(f) State that no fill material shall encroach into the floodway or non-encroachment area of any watercourse, if applicable.

(3) **Certification Requirements.**

(a) An Elevation Certificate (FEMA Form 81-31) or Floodproofing Certificate (FEMA Form 81-65) is required after the reference level is completed. Within seven (7) calendar days of establishment of the reference level elevation, or floodproofing, by whatever construction means, whichever is applicable, it shall be the duty of the permit holder to submit to the floodplain administrator a certification of the elevation of the reference level, or floodproofed elevation, whichever is applicable in relation to mean sea level. Elevation certification shall be prepared by or under the direct supervision of a registered land surveyor or professional engineer and certified by same. Floodproofing certification shall be prepared by or under the direct supervision of a professional engineer or architect and certified by same. Any work done within the seven (7) day calendar period and prior to submission of the certification shall be at the permit holder's risk. The floodplain administrator shall review the certificate data submitted. Deficiencies detected by such review shall be corrected by the permit holder immediately and prior to further progressive work being permitted to proceed. Failure to submit the certification or failure to make required corrections shall be cause to issue a stop-work order for the project.

(b) A Final As-Built Elevation Certificate *(FEMA Form 81-31)* or Floodproofing Certificate *(FEMA Form 81-65)* is required after construction is completed and prior to Certificate of Compliance/Occupancy issuance. It shall be the duty of the permit holder to submit to the floodplain administrator a certification of final as-built construction of the elevation or floodproofed elevation of the reference level and all attendant utilities. Elevation certification shall be prepared by or under the direct supervision of a registered land surveyor or professional engineer and certified by same. Floodproofing certification shall be prepared by or under the direct supervision of a professional engineer or architect and certified by same. The floodplain administrator shall review the certificate data submitted. Deficiencies detected by such review shall be corrected by the permit holder immediately and prior to Certificate of Compliance/Occupancy issuance. In some instances, another certification may be required to certify corrected as-built construction. Failure to submit the certification or failure to make required corrections shall be cause to withhold the issuance of a Certificate of Compliance/Occupancy.

(c) If a manufactured home is placed within an A, AO, AE, or A1-30 zone and the elevation of the chassis is above 36 inches in height, an engineered foundation certification is required per Article 5, Section B(3).

(d) If a watercourse is to be altered or relocated, a description of the extent of watercourse alteration or relocation; an engineering report on the effects of the proposed project on the flood-carrying capacity of the watercourse and the effects to properties located both upstream and downstream; and a map showing the location of the proposed watercourse alteration or relocation shall all be submitted by the permit applicant prior to issuance of a floodplain development permit.

(e) Certification Exemptions. The following structures, if located within A, AO, AE or A1-30 zones, are exempt from the elevation/floodproofing certification requirements specified in items (a) and (b) above:

i) Recreational Vehicles meeting requirements of Article 5, Section B(6)(a);
ii) Temporary Structures meeting requirements of Article 5, Section B(7); and
iii) Accessory Structures less than 150 square feet meeting requirements of Article 5, Section B(8).

SECTION C. DUTIES AND RESPONSIBILITIES OF THE FLOODPLAIN ADMINISTRATOR.

Duties of the floodplain administrator shall include, but not be limited to:

(1) Review all floodplain development applications and issue permits for all proposed development with in flood prone areas to assure that the requirements of this ordinance have been satisfied.

(2) Advise permittee that additional Federal or State permits (i.e., Wetlands, Erosion and Sedimentation Control, Riparian Buffers, Mining, etc.) may be required, and if specific Federal or State permits are known, require that copies of such permits be provided and maintained on file with the floodplain development permit.

(3) Notify adjacent communities and the North Carolina Department of Crime Control and Public Safety, Division of Emergency Management, State Coordinator for the National Flood Insurance Program prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Emergency Management Agency.

(4) Assure that maintenance is provided within the altered or relocated portion of said watercourse so that the flood-carrying capacity is not diminished.

(5) Prevent encroachments within floodways and non-encroachment areas unless the certification and flood hazard reduction provisions of Article 5, Section E are met.

(6) Obtain actual elevation (in relation to mean sea level) of the reference level (including basement) of all attendant utilities of all new or substantially improved structures, in accordance with Article 4, Section B(3).

(7) Obtain the actual elevation (in relation to mean sea level) to which the new or substantially improved structures and all utilities have been floodproofed, in accordance with Article 4, Section B(3).

(8) Obtain actual elevation (in relation to mean sea level) of all public utilities, in accordance with Article 4, Section B(3).

(9) When floodproofing is utilized for a particular structure, obtain certifications from a registered professional engineer or architect in accordance with Article 4, Section B(3) and Article 5, Section B(2).

(10) Where interpretation is needed as to the exact location of boundaries of the Special Flood Hazard Areas (for example, where there appears to be a conflict between a mapped boundary and actual field conditions), make the necessary interpretation. The person contesting the location of the boundary shall be given a reasonable opportunity to appeal the interpretation as provided in this article.

(11) When Base Flood Elevation (BFE) data has not been provided in accordance with Article 3, Section B, obtain, review, and reasonably utilize any Base Flood Elevation (BFE) data, along with floodway data or non-encroachment

area data available from a Federal, State, or other source, including data developed pursuant to Article 5, Section D(2)(b), in order to administer the provisions of this ordinance.

(12) When Base Flood Elevation (BFE) data is provided but no floodway nor non-encroachment area data has been provided in accordance with Article 3, Section B, obtain, review, and reasonably utilize any floodway data or non-encroachment area data available from a Federal, State, or other source in order to administer the provisions of this ordinance.

(13) When the exact location of boundaries of the Special Flood Hazard Areas conflict with the current, natural topography information at the site, the property owner may apply and be approved for a Letter of Map Amendment (LOMA) by FEMA. Maintain a copy of the Letter of Map Amendment issued from FEMA in the floodplain development permit file.

(14) Permanently maintain all records that pertain to the administration of this ordinance and make these records available for public inspection.

(15) Make on-site inspections of work in progress. As the work pursuant to a floodplain development permit progresses, the floodplain administrator shall make as many inspections of the work as may be necessary to ensure that the work is being done according to the provisions of the local ordinance and the terms of the permit. In exercising this power, the floodplain administrator has a right, upon presentation of proper credentials, to enter on any premises within the jurisdiction of the community at any reasonable hour for the purposes of inspection or other enforcement action.

(16) Issue stop-work orders as required. Whenever a building or part thereof is being constructed, reconstructed, altered, or repaired in violation of this ordinance, the floodplain administrator may order the work to be immediately stopped. The stop-work order shall be in writing and directed to the person doing the work. The stop-work order shall state the specific work to be stopped, the specific reason(s) for the stoppage, and the condition(s) under which the work may be resumed. Violation of a stop-work order constitutes a misdemeanor.

(17) Revoke floodplain development permits as required. The floodplain administrator may revoke and require the return of the floodplain development permit by notifying the permit holder in writing stating the reason(s) for the revocation. Permits shall be revoked for any substantial departure from the approved application, plans, or specifications; for refusal or failure to comply with the requirements of State or local laws; or for false statements or misrepresentations made in securing the permit. Any floodplain development permit mistakenly issued in violation of an applicable State or local law may also be revoked.

(18) Make periodic inspections throughout all special flood hazard areas within the jurisdiction of the community. The floodplain administrator and each member of his or her inspections department shall have a right, upon presentation of proper credentials, to enter on any premises within the territorial jurisdiction of the department at any reasonable hour for the purposes of inspection or other enforcement action.

(19) Follow through with corrective procedures of Article 4, Section D.

SECTION D. CORRECTIVE PROCEDURES.

(1) Violations to be Corrected: When the floodplain administrator finds violations of applicable State and local laws, it shall be his or her duty to notify the owner or occupant of the building of the violation. The owner or occupant shall immediately remedy each of the violations of law pertaining to their property.

(2) Actions in Event of Failure to Take Corrective Action: If the owner of a building or property shall fail to take prompt corrective action, the floodplain administrator shall give the owner written notice, by certified or registered mail to the owner's last known address or by personal service, stating

   (a) that the building or property is in violation of the Flood Damage Prevention Ordinance;
   (b) that a hearing will be held before the floodplain administrator at a designated place and time, not later than ten (10) days after the date of the notice, at which time the owner shall be entitled to be heard in person or by counsel and to present arguments and evidence pertaining to the matter; and,
   (c) that following the hearing, the floodplain administrator may issue an order to alter, vacate, or demolish the building; or to remove fill as appears appropriate.

(3) Order to Take Corrective Action: If, upon a hearing held pursuant to the notice prescribed above, the floodplain administrator shall find that the building or development is in violation of the Flood Damage Prevention Ordinance, he or she shall issue an order in writing to the owner, requiring the owner to remedy the violation within a specified time period, not less than sixty (60) days. Where the floodplain administrator finds that there is imminent danger to life or other property, he or she may order that corrective action be taken in such lesser period as may be feasible.

(4) Appeal: Any owner who has received an order to take corrective action may appeal the order to the local elected governing body by giving notice of appeal in writing to the floodplain administrator and the clerk within ten (10) days following issuance of the final order. In the absence of an appeal, the order of the floodplain administrator shall be final. The local governing body shall hear an appeal within a reasonable time and may affirm, modify and affirm, or revoke the order.

(5) Failure to Comply with Order: If the owner of a building or property fails to comply with an order to take corrective action for which no appeal has been made or fails to comply with an order of the governing body following an appeal, he or she shall be guilty of a misdemeanor and shall be punished at the discretion of the court.

SECTION E. VARIANCE PROCEDURES.

(1) The Board of County Commissioners as established by Perquimans County, hereinafter referred to as the "appeal board", shall hear and decide requests for variances from the requirements of this ordinance.

(2) Any person aggrieved by the decision of the appeal board may appeal such decision to the Court, as provided in Chapter 7A of the North Carolina General Statutes.

(3) Variances may be issued for:

   (a) the repair or rehabilitation of historic structures upon the determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure and that the variance is the minimum necessary to preserve the historic character and design of the structure.
   (b) functionally dependent facilities if determined to meet the definition as stated in Article 2 of this ordinance.

(4) In passing upon variances, the appeal board shall consider all technical evaluations, all relevant factors, all standards specified in other sections of this ordinance, and:

   (a) the danger that materials may be swept onto other lands to the injury of others;
   (b) the danger to life and property due to flooding or erosion damage;

(c) the susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner;

(d) the importance of the services provided by the proposed facility to the community;

(e) the necessity to the facility of a waterfront location as defined under Article 2 of this ordinance as a functionally dependent facility, where applicable;

(f) the availability of alternative locations, not subject to flooding or erosion damage, for the proposed use;

(g) the compatibility of the proposed use with existing and anticipated development;

(h) the relationship of the proposed use to the comprehensive plan and floodplain management program for that area;

(i) the safety of access to the property in times of flood for ordinary and emergency vehicles;

(j) the expected heights, velocity, duration, rate of rise, and sediment transport of the flood waters and the effects of wave action, if applicable, expected at the site; and,

(k) the costs of providing governmental services during and after flood conditions including maintenance and repair of public utilities and facilities such as sewer, gas, electrical and water systems, and streets and bridges.

(5) A written report addressing each of the above factors shall be submitted with the application for a variance.

(6) Upon consideration of the factors listed above and the purposes of this ordinance, the appeal board may attach such conditions to the granting of variances as it deems necessary to further the purposes of this ordinance.

(7) Variances shall not be issued within any designated floodway or non-encroachment area if any increase in flood levels during the base flood discharge would result.

(8) Conditions for Variances:

(a) Variances may not be issued when the variance will make the structure in violation of other Federal, State, or local laws, regulations, or ordinances.

(b) Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.

(c) Variances shall only be issued upon:

i) a showing of good and sufficient cause;

ii) a determination that failure to grant the variance would result in exceptional hardship; and

iii) a determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, or extraordinary public expense, create nuisance, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances.

(d) Any applicant to whom a variance is granted shall be given written notice specifying the difference between the Base Flood Elevation (BFE) and the elevation to which the structure is to be built and a written statement that the cost of flood insurance will be commensurate with the increased risk resulting from the reduced reference level elevation. Such notification shall be maintained with a record of all variance actions.

(e) The floodplain administrator shall maintain the records of all appeal actions and report any variances to the Federal Emergency Management Agency and the State of North Carolina upon request.

ARTICLE 5. PROVISIONS FOR FLOOD HAZARD REDUCTION.

SECTION A. GENERAL STANDARDS.

In all Special Flood Hazard Areas the following provisions are required:

(1) All new construction and substantial improvements shall be anchored to prevent flotation, collapse, or lateral movement of the structure.

(2) All new construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage.

(3) All new construction or substantial improvements shall be constructed by methods and practices that minimize flood damages.

(4) Electrical, heating, ventilation, plumbing, air conditioning equipment, and other service facilities shall be designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding. These include but are not limited to HVAC equipment, water softener units, bath/kitchen fixtures, ductwork, electric meter panels/boxes, utility/cable boxes, appliances (i.e., washers, dryers, refrigerator, etc.), hot water heaters, electric outlets/switches.

(5) All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of flood waters into the system.

(6) New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters.

(7) On-site waste disposal systems shall be located and constructed to avoid impairment to them or contamination from them during flooding.

(8) Any alteration, repair, reconstruction, or improvements to a structure which is in compliance with the provisions of this ordinance, shall meet the requirements of "new construction" as contained in this ordinance.

(9) Non-conforming structures or other development may not be enlarged, replaced, or rebuilt unless such enlargement or reconstruction is accomplished in conformance with the provisions of this ordinance. Nothing in this ordinance shall prevent the repair, reconstruction, or replacement of a building or structure existing on the effective date of this ordinance and located totally or partially within the floodway, non-encroachment area, or stream setback, provided that the bulk of the building or structure below the regulatory flood protection elevation in the floodway, non-encroachment area, or stream setback is not increased and provided that such repair, reconstruction, or replacement meets all of the other requirements of this ordinance.

(10) New solid waste disposal facilities, hazardous waste management facilities, salvage yards, and chemical storage facilities shall not be permitted in Special Flood Hazard Areas. A structure or tank for chemical or fuel storage incidental to an allowed use or to the operation of a water treatment plant or wastewater treatment facility may be located in a Special Flood Hazard Area only if the structure or tank is either elevated or floodproofed to at least the regulatory flood protection elevation and certified according to Article 4, Section B(3) of this code.

(11) All development proposals shall be consistent with the need to minimize flood damage.

(12) All development proposals shall have public utilities and facilities such as sewer, gas, electrical, and water systems located and constructed to minimize flood damage.

(13) All development proposals shall have adequate drainage provided to reduce exposure to flood hazards.

SECTION B. SPECIFIC STANDARDS.

In all Special Flood Hazard Areas where Base Flood Elevation (BFE) data has been provided, as set forth in Article 3, Section B, or Article 4, Section C(11 & 12), the following provisions are required:

(1) Residential Construction. New construction or substantial improvement of any residential structure (including manufactured homes) shall have the reference level, including basement, elevated no lower than the regulatory flood protection elevation.

(2) Non-Residential Construction. New construction or substantial improvement of any commercial, industrial, or other non-residential structure shall have the reference level, including basement, elevated no lower than the regulatory flood protection elevation. Structures located in A, AO, AE and A1-30 Zones may be floodproofed to the regulatory flood protection elevation in lieu of elevation provided that all areas of the structure below the required flood protection elevation are watertight with walls substantially impermeable to the passage of water, using structural components having the capability of resisting hydrostatic and hydrodynamic loads and the effect of buoyancy. A registered professional engineer or architect shall certify that the standards of this subsection are satisfied. Such certification shall be provided to the official as set forth in Article 4, Section B(3).

(3) Manufactured Homes.

- (a) New or replacement manufactured homes shall be elevated so that the reference level of the manufactured home is no lower than the regulatory flood protection elevation.
- (b) Manufactured homes shall be securely anchored to an adequately anchored foundation to resist flotation, collapse, and lateral movement in accordance with the State of North Carolina Regulations for Manufactured/Mobile Homes, 1995 Edition, and any revision thereto adopted by the Commissioner of Insurance pursuant to NCGS §143-143.15 or a certified engineered foundation. Additionally, when the elevation would be met by an elevation of the chassis thirty-six (36) inches or less above the grade at the site, the chassis shall be supported by reinforced piers or other foundation elements of at least equivalent strength. When the elevation of the chassis is above thirty-six (36) inches in height, an engineering certification is required.
- (c) All foundation enclosures or skirting shall be in accordance with Article 5, Section B(4).
- (d) An evacuation plan must be developed for evacuation of all residents of all new, substantially improved or substantially damaged manufactured home parks or subdivisions located within flood prone areas. This plan shall be filed with and approved by the floodplain administrator and the local Emergency Management coordinator.

(4) Elevated Buildings. For new construction or substantial improvements of elevated buildings that include enclosed areas that are below the regulatory flood protection elevation shall not be designed to be used for human habitation, but shall be designed to be used only for parking of vehicles, building access, or limited storage of maintenance equipment used in connection with the premises, be constructed entirely of flood resistant materials below the regulatory flood protection level in A, AO, AE, and A1-30 zones and meet the following design criteria:

- (a) Include measures to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. To meet this requirement, the foundation must either be certified by a professional engineer or architect or meet the following minimum design criteria:
  - i) Provide a minimum of two openings on different sides of each enclosed area subject to flooding.
  - ii) The total net area of all openings must be at least one (1) square inch for each square foot of each enclosed area subject to flooding.
  - iii) If a building has more than one enclosed area, each area must have openings on exterior walls to allow floodwater to directly enter;
  - iv) The bottom of all required openings shall be no higher than one (1) foot above the adjacent grade; and,
  - v) Openings may be equipped with screens, louvers, or other opening coverings or devices provided they permit the automatic flow of floodwaters in both directions.
  - vi) Foundation enclosures:
    - 1) Vinyl or other flexible skirting is not considered an enclosure for regulatory purposes. Therefore such skirting does not require openings as outlined above.
    - 2) Masonry or wood underpinning, regardless of structural status, is considered an enclosure and requires openings as outlined above to comply with this ordinance.
- (b) Access to the enclosed area shall be the minimum necessary to allow for parking of vehicles (garage door) or limited storage of maintenance equipment used in connection with the premises (standard exterior door) or entry to the living area (stairway or elevator). The interior portion of such enclosed area shall not be partitioned or finished into separate rooms, except to enclose storage areas.

(5) Additions/Improvements.

- (a) Additions and/or improvements to pre-FIRM structures whereas the addition and/or improvements in combination with any interior modifications to the existing structure
  - i) are not a substantial improvement, the addition and/or improvements must be designed to minimize flood damages and must not be any more non-conforming than the existing structure.
  - ii) are a substantial improvement, both the existing structure and the addition and/or improvements must comply with the standards for new construction.
- (b) Additions to post-FIRM structures with no modifications to the existing structure shall require only the addition to comply with the standards for new construction.
- (c) Additions and/or improvements to post-FIRM structures whereas the addition and/or improvements in combination with any interior modifications to the existing structure
  - i) are not a substantial improvement, the addition and/or improvements only must comply with the standards for new construction.
  - ii) are a substantial improvement, both the existing structure and the addition and/or improvements must comply with the standards for new construction.
- (d) Where a fire wall or independent perimeter load-bearing wall is provided between the addition and the existing building, the addition(s) shall be considered a seperate building and only the addition must comply with the standards for new construction.

(6) Recreational Vehicles. Recreational vehicles placed on sites within a Special Flood Hazard Area shall either:

- (a) be on site for fewer than 180 consecutive days and be fully licensed and ready for highway use (a recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and has no permanently attached additions); or
- (b) meet all the requirements for new construction, including anchoring and elevation requirements of Article 4, Section B and Article 5, Sections A and B(3).

(7) Temporary Non-Residential Structures. Prior to the issuance of a floodplain development permit for a temporary structure, the following requirements must be met:

(a) Applicants must submit to the floodplain administrator a plan for the removal of such structure(s) in the event of a hurricane, flash flood or other type of flood warning notification. The plan must include the following information:

i) a specified time period for which the temporary use will be permitted. Time specified should be minimal with total time on site not to exceed one year;

ii) the name, address, and phone number of the individual responsible for the removal of the temporary structure;

iii) the time frame prior to the event at which a structure will be removed (i.e. minimum of 72 hours before landfall of a hurricane or immediately upon flood warning notification);

iv) a copy of the contract or other suitable instrument with a trucking company to insure the availability of removal equipment when needed; and

v) designation, accompanied by documentation, of a location outside the Special Flood Hazard Area to which the temporary structure will be moved.

(b) The above information shall be submitted in writing to the floodplain administrator for review and written approval.

(8) Accessory Structures. When accessory structures (sheds, detached garages, etc.) are to be placed within a Special Flood Hazard Area, the following criteria shall be met:

(a) Accessory structures shall not be used for human habitation (including work, sleeping, living, cooking or restroom areas);

(b) Accessory structures shall be designed to have low flood damage potential;

(c) Accessory structures shall be constructed and placed on the building site so as to offer the minimum resistance to the flow of floodwaters;

(d) Accessory structures shall be firmly anchored in accordance with Article 5, Section A(1);

(e) All service facilities such as electrical and heating equipment shall be installed in accordance with Article 5, Section A(4); and

(f) Openings to relieve hydrostatic pressure during a flood shall be provided below regulatory flood protection elevation in conformance with Article 5 Section B(4)(a).

(g) An accessory structure with a footprint less than 150 square feet that satisfies the criteria outlined above does not require an elevation or floodproofing certificate. Elevation or floodproofing certifications are required for all other accessory structures in accordance with Article 4, Section B(3).

SECTION C. RESERVED.

SECTION D. STANDARDS FOR FLOODPLAINS WITHOUT ESTABLISHED BASE FLOOD ELEVATIONS.

Within the Special Flood Hazard Areas established in Article 3, Section B, where no Base Flood Elevation (BFE) data has been provided, the following provisions shall apply:

(1) No encroachments, including fill, new construction, substantial improvements or new development shall be permitted within a distance of twenty feet each side from top of bank or five times the width of the stream whichever is greater, unless certification with supporting technical data by a registered professional engineer is provided demonstrating that such encroachments shall not result in any increase in flood levels during the occurrence of the base flood discharge.

(2) The regulatory flood protection elevation shall be determined based on one of the following criteria set in priority order:

(a) If Base Flood Elevation (BFE) data is available from other sources, all new construction and substantial improvements within such areas shall also comply with all applicable provisions of this ordinance and shall be elevated or floodproofed in accordance with elevations established in accordance with Article 4, Section C(11 & 12).

(b) All subdivision, manufactured home park and other development proposals located within Special Flood Hazard Areas shall have Base Flood Elevation (BFE) data provided if development is greater than the lesser of five (5) acres or fifty (50) lots/manufactured home sites. Such Base Flood Elevation (BFE) data shall be adopted by reference per Article 3, Section B to be utilized in implementing this code.

(c) When Base Flood Elevation (BFE) data is not available from a Federal, State, or other source, the reference level, including basement, shall be elevated at least three (3) feet above the highest adjacent grade.

SECTION E. STANDARDS FOR FLOODPLAINS WITH BFE BUT WITHOUT ESTABLISHED FLOODWAYS OR NON-ENCROACHMENT AREAS.

Along rivers and streams where Base Flood Elevation (BFE) data is provided but neither floodway nor non-encroachment areas are identified for a Special Flood Hazard Area on the FIRM or in the FIS, no encroachments, including fill, new construction, substantial improvements, or other development, shall be permitted unless certification with supporting technical data by a registered professional engineer is provided demonstrating that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point within the community.

SECTION F. FLOODWAYS AND NON-ENCROACHMENT AREAS.

Located within the Special Flood Hazard Areas established in Article 3, Section B are areas designated as floodways or non-encroachment areas. The floodways and non-encroachment areas are extremely hazardous areas due to the velocity of floodwaters that have erosion potential and carry debris and potential projectiles. The following provisions shall apply to all development within such areas:

(1) No encroachments, including fill, new construction, substantial improvements and other developments shall be permitted unless it has been demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed encroachment would not result in any increase in the flood levels during the occurrence of the base flood. Such certification and technical data shall be presented to the floodplain administrator prior to issuance of floodplain development permit.

(2) If Article 5, Section F(1) is satisfied, all development shall comply with all applicable flood hazard reduction provisions of this ordinance.

(3) No manufactured homes shall be permitted, except replacement manufactured homes in an existing manufactured home park or subdivision provided the following provisions are met:

(a) the anchoring and the elevation standards of Article 5, Section B(3); and

(b) the no encroachment standards of Article 5, Section F(1) are met.

SECTION G. STANDARDS FOR AREAS OF SHALLOW FLOODING (AO ZONES).

Located within the Special Flood Hazard Areas established in Article 3, Section B, are areas designated as shallow flooding areas. These areas have special flood hazards associated with base flood depths of one (1) to three (3) feet where a clearly defined channel does not exist and where the path of flooding is unpredictable and indeterminate. The following provisions shall apply within such areas:

(1) All new construction and substantial improvements of all structures shall have the lowest floor, including basement, elevated at least as high as the depth number specified on the Flood Insurance Rate Map (FIRM), in feet, above the highest adjacent grade. If no depth number is specified, the lowest floor, including basement, shall be elevated at least to the regulatory flood protection elevation as defined for the Special Flood Hazard Areas where no BFE has been established.

(2) All new construction and substantial improvements of non-residential structures may, in lieu of elevation, be completely floodproofed together with attendant utilities and sanitary facilities at least as high as the depth number specified on the Flood Insurance Rate Map (FIRM), in feet, above the highest adjacent grade so that any space below that level is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy. If no depth number is specified, the lowest floor, including basement, shall be floodproofed at least to the regulatory flood protection elevation as defined for the Special Flood Hazard Areas where no BFE has been established. Certification is required as per Article 4, Section B(3) and Article 5, Section B(2).

ARTICLE 6. LEGAL STATUS PROVISIONS.

SECTION A. EFFECT ON RIGHTS AND LIABILITIES UNDER THE EXISTING FLOOD DAMAGE PREVENTION ORDINANCE.

This ordinance in part comes forward by re-enactment of some of the provisions of the flood damage prevention ordinance enacted November 5, 2018 as amended, and it is not the intention to repeal but rather to re-enact and continue to enforce without interruption of such existing provisions, so that all rights and liabilities that have accrued thereunder are reserved and may be enforced. The enactment of this ordinance shall not affect any action, suit or proceeding instituted or pending. All provisions of the flood damage prevention ordinance of Perquimans County enacted on November 5, 2018, as amended, which are not reenacted herein are repealed.

SECTION B. EFFECT UPON OUTSTANDING BUILDING PERMITS.

Nothing herein contained shall require any change in the plans, construction, size or designated use of any development or any part thereof for which a floodplain development permit has been granted by the floodplain administrator or his or her authorized agents before the time of passage of this ordinance; provided, however, that when construction is not begun under such outstanding permit within a period of six (6) months subsequent to passage of this ordinance or any revision thereto, construction or use shall be in conformity with the provisions of this ordinance.

SECTION C. EFFECTIVE DATE.

This ordinance shall become effective upon adoption.

SECTION D. ADOPTION CERTIFICATION.

I hereby certify that this is a true and correct copy of the flood damage prevention ordinance as adopted by the Board of County Commissioners of Perquimans County, North Carolina, on the 5th day of November, 2018.

WITNESS my hand and the official seal of Perquimans County, this the 5th day of November, 2018.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

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

- **Code Red**: The Board discussed how they could help with getting individuals to register their cell phones for the Code Red notification system.

MISCELLANEOUS ITEMS

The following items were mentioned and discussed:

- **Chairman Nelson**: Mr. Nelson discussed the fact that a number of surrounding counties would like to join together and apply for funding through the Golden Leaf Program for a ferry dock. This was for information only in case someone asked them about it. As of now, none of the counties are willing to jeopardize their funding that they are individually applying for.
- **Commissioner Leigh**: Leo Higgins Day has been postponed due to Hurricane Florence. Once the Committee meets and makes a decision on a new date, she will notify Mr. Heath so that he can complete the Resolution proclaiming that day as "Leo Higgins Day".
- **County Manager Heath**: Mr. Heath explained that several of the trees around the Courthouse needs trimming. They have contracted with a company to accomplish this but it will be done on Saturdays so that it will not interfere with the daily business of the County.
- **Commissioner Hoffler**: Mr. Hoffler asked what the status was of the old Library facility. Mr. Heath explained that, during their retreat, it was agreed that the building would be vacated after the Library removes all their items from the building. The remaining items will be put up for sale and then the building would be sold. He has talked with Michele Lawrence, Librarian, and she said that they will get the items they want and let him know when they are finished.
- **Quentin Jackson**: Mr. Jackson, Hertford Town Councilman, expressed his thanks for good work that the County Commissioners and Emergency Services staff did during Hurricane Florence. They were good about keeping the Towns informed. He also addressed Mr. Hoffler's question about notifying businesses that sell alcohol and firearms about the curfew. He said that their police went to each business within the Town limits of Hertford.

ADJOURNMENT

There being no further business to discuss, the Chairman adjourned the meeting at 7:40 p.m.

Wallace E. Nelson, Chairman

Clerk to the Board

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REGULAR MEETING

October 1, 2018
6:55 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, October 1, 2018, at 6:55 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. Hoffler Charles Woodard	Fondella A. Leigh, Vice Chair T. Kyle Jones
MEMBERS ABSENT:	Edward R. Muzzulin	
OTHERS PRESENT:	Frank Heath, County Manager Hackney High, County Attorney	Mary Hunnicutt, Clerk to the Board

The meeting was called to order by Chairman Nelson. Commissioner Woodard gave the invocation and the Chairman led the Pledge of Allegiance. Afterward, the Chairman explained that the first item of business was to hold a public hearing to receive citizens' comments to consider Conditional Use Permit No. CUP-18-03, requested by Tyler Colson to install a double-wide manufactured home in Old Neck Historic Agricultural District on Parcel No. 5-0051-0015J also known as 444 Old Neck Road, Hertford, NC.

PUBLIC HEARING

Conditional Use Permit No. CUP-18-03, requested by Tyler Colson

Chairman Nelson opened the Public Hearing restating that the purpose of this public hearing is to receive citizens' comments to consider Conditional Use Permit No. CUP-18-03, requested by Tyler Colson to install a double-wide manufactured home in Old Neck Historic Agricultural District on Parcel No. 5-0051-0015J also known as 444 Old Neck Road, Hertford, NC. There were eighteen (18) people present. Rhonda Money, Planner, presented an overview of Mr. Colson's request. She stated that the Planning Board approved the CUP-18-03 with a change in Conditional No. 3 changing the front yard setback from 30 feet to 60 feet to be more consistent with previous CUPs of double-wides placed in Historic Districts. Chairman Nelson asked if there were any questions or comments from the Board. Commissioner Jones asked if, when taking action on CUP-18-03, did we need to amend it to include this change to Condition No. 3. Ms. Money said that they would. There being no further comments or questions from the Board, Mr. Nelson asked if anyone signed up to speak and if there were any comments or questions from the public. Tyler Colson addressed the Board and explained that he was going to have the front setback at 125 feet. There being no further questions from the Board or public, Chairman Nelson closed the Public Hearing at 7:02 p.m. and proceeded with Regular Meeting.

AGENDA

T. Kyle Jones made a motion to approve the Agenda, as amended. The motion was seconded by Charles Woodard. 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 Joseph W. Hoffler.

1. **Approval of Minutes:** September 4, 2018 Regular Meeting and September 17, 2018 Work Session.

2. Tax Refund/Release Approvals:

PERQUIMANS COUNTY TAX REFUNDS – PERQUIMANS COUNTY:

Feltz, Rosetta M. —— Incorrect square footage was billed for 2017. Account No. 429527.	$238.83
Felton, Christopher T. —— Vehicle was traded in and Tag turned in. Account No. 0036893713.	$183.61

PERQUIMANS COUNTY TAX RELEASES – PERQUIMANS COUNTY:

Ward, Jonathan —— Land use was not applied for 2018 in error. Parcel 2-0068-0022A. Account No. 261279.	$330.03
Nixon, Catherine (Revocable Trust) —— 2018 acreage change causing a $22,900 difference in value. Parcel No. 5-0051-0021B. Account No. 539168.	$130.53
Lewis, Stanley & Faye —— Incorrect assessment during reval. Parcel 5-D040-0237-W. Account No. 520193.	$108.30

PERQUIMANS COUNTY TAX RELEASES – TOWN OF WINFALL:

Lewis, Stanley & Faye —— Incorrect assessment during reval. Parcel 5-D040-0237-W. Account No. 520193.	$102.60

3. Personnel Matters:

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Celia McLennan	Part-Time/Fill-In AEMT	Appointment	66/1	$16.39/hr.	10/01/2018
Alyssa Wallers	Part-Time/Fill-In AEMT	Appointment	66/1	$16.39/hr.	10/01/2018
Tabitha Martin	Part-Time/Fill-In EMT	Appointment	63/1	$13.94/hr.	10/01/2018
Sarah Patterson	Part-Time/Fill-In Non-Certified Telecommunicator	Appointment	60/1	$12.58/hr.	10/01/2018
Amanda Richardson	Part-Time/Fill-In Non-Certified Telecommunicator	Appointment	60/1	$12.58/hr.	10/01/2018
Andrea Stoner	Part-Time/Fill-in Non-Certified Telecommunicator	Appointment	60/1	$12.58/hr.	10/01/2018
Denise Stallings	IMC I working against IMC II	Appointment	61/3	$28,719	10/01/2018
Jessica Arthur	Part-Time/Fill-In Paramedic	Certification	68/1	$17.89/hr.	09/01/2018
William Tutwiler	EMS Shift Supervisor	Promotion	70/3	$42,680	10/01/2018
Amanda Ward	Permanent Part-Time Certified Telecommunicator	Promotion	62/1	$13.74/hr.	10/01/2018
Naomi Twine	Permanent Part-Time Certified Telecommunicator	Retirement			10/01/2018
Claude Morrissey	Part-Time/Fill-In Paramedic	Resignation			09/21/2018

4. Step/Merit Increases:

Employee Name	Employee Job Title	Grade /Step	New Salary	Effective Date
Diane Murray	EMS II	67/3	$37,400	10/01/2018
Jovan Ward	IMC III	65/4	$35,107	10/01/2018
Natalie Verner	IMC II	63/3	$31,361	10/01/2018
Ernest Swanner	Code Enforcement Officer	61/4	$29,438	10/01/2018
Hazelene Miller	EMT-I	66/4	$17.64/hr.	10/01/2018

5. Budget Amendments:

BUDGET AMENDMENT NO. 6
GENERAL FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-011	State Grant - EMS	47,620	
10-592-740	EMS - Capital Outlay	47,620	
EXPLANATION: To amend FY 18/19 budget to include the Firefighters Grant to purchase a new Zone 1 vehicle. Application Number: EMW-2017-FV-01906			

6. Proclamation: The following proclamation was unanimously approved by the Board:

National Long-Term Care
Residents' Rights Month 2018
Proclamation

Speak Up: Know Your Rights and How to Use Them

Whereas, there are more than 1.6 million individuals living in 16,000 nursing homes; and 1 million individuals living in 50,000 board and care/assisted living facilities in the U.S.; and

Whereas, the federal Nursing Home Reform Act of 1987 guarantees residents their individual rights in order to promote and maintain their dignity and autonomy; and

Whereas, all residents should be aware of their rights so they may be empowered to live with dignity and self-determination; and

Whereas, we wish to honor and celebrate these citizens, to recognize their rich individuality, and to reaffirm their right to vote and participate politically, including the right to have a say in their care; and

Whereas, individuals and groups across the country will be celebrating Residents' Rights Month with the theme –"Speak Up: Know Your Rights and How to Use Them"– to emphasize the importance of residents being informed about their rights; being engaged partners in achieving quality care and quality of life; and feeling confident in speaking up about what is important to them.

Now therefore, we, the Perquimans County Board of Commissioners, do hereby proclaim October 2018 as National Long-Term Care Residents' Rights Month, in Perquimans County, and encourages all citizens to join in these important observances.

ADOPTED the 1st day of October, 2018.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTESTED:

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

(SEAL)

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

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Baker, Julian	Board Trustees for Belvidere/Chappell Hill Fire Dept.	Reappointment	1 yr.	10/01/2018
Winslow, Wade	Board Trustees for Belvidere/Chappell Hill Fire Dept.	Reappointment	1 yr.	10/01/2018
Hobbs, Benjamin	Board Trustees for Bethel Fire Dept.	Reappointment	1 yr.	10/01/2018
Muzzulin, Edward	Board Trustees for Bethel Fire Dept.	Reappointment	1 yr.	10/01/2018
Chappell, Laurence	Board Trustees for Durant's Neck	Reappointment	1 yr.	10/01/2018
Nixon, Mack E.	Board Trustees for Durant's Neck	Reappointment	1 yr.	10/01/2018
Boyce, Jonathan	Board Trustees for Inter-County Fire Dept.	Reappointment	1 yr.	10/01/2018
Swayne, Robert D.	Board Trustees for Inter-County Fire Dept.	Reappointment	1 yr.	10/01/2018

PRESENTATION & INTRODUCTION OF NEW EMPLOYEES/STAFF

- **Presentation to Paul Kahl, Planning Board**: Chairman Nelson made some personal comments about serving on the Planning Board with Paul Kahl. Commissioner Jones stated that Mr. Kahl served on the Planning Board during a difficult time when the Board was considering the Timbermill Wind Farm Project. Mr. Nelson then presented Mr. Kahl with a plaque honoring him for his 13½ years of service on the Planning Board. Mr. Kahl made a few comments.
- **Introduction of Soil & Water Conservation Technician**: County Manager Heath introduced Jacob Peele to the Board. Mr. Peele replaces Caitlyn Joyner as the new Soil & Water Conservation Technician. Mr. Peele made a few comments. Chairman Nelson welcomed him to Perquimans County.

BILL JENNINGS, TAX ADMINISTRATOR

Mr. Jennings presented his monthly report. He reported that the upgraded software has been installed. They have a few snags but they are working them out.

SUSAN CHANEY, SOCIAL SERVICES DIRECTOR

Ms. Chaney was not present to give her monthly report.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

The following commissioner's concerns/committee reports were given:

- **Commissioner Hoffler**: Mr. Hoffler stated that Jackie Frierson, Register of Deeds, had contacted him about finding some way to protect the employee parking spaces around the Courthouse. Commissioner Leigh stated that she had also talked to her. County Manager Heath explained that, on court days, parking is a problem around the Courthouse. He said that he would look into it and see if there is anything that can be done.
- **Chairman Nelson**: Mr. Nelson introduced Dr. Robert Wynegar, President of College of the Albemarle, who gave an update on the College of the Albemarle.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- **Boat Ramp Restrooms**: Mr. Heath explained that the construction work is still proceeding on the Boat Ramp Restrooms.
- **Golden Leaf Grant**: Mr. Heath reported that all the paperwork has been submitted for Golden Leaf to recommend that we file our application for the Golden Leaf Grant.

PLANNING BOARD & BOARD OF ADJUSTMENT APPOINTMENTS

County Manager Heath explained that, with the retirement of Paul Kahl, the Planning Board has an opening. In addition, Pete Overman has retired from the Board of Adjustment giving it a vacancy also. This matter was discussed during the September Work Session. On motion made by T. Kyle Jones, seconded by Charles Woodard, the Board unanimously appointed John Skinner to the Planning Board for a three-year term effective October 1, 2018. In September, the Board appointed Debbie Reed as a member of the Board of Adjustment leaving a vacancy as an Alternate on the Board of Adjustment. It was the consensus of the Board to table this appointment. They asked that Mr. Tom Corprew be sent a letter asking if he would be willing to serve as an Alternate on the Board of Adjustment. The matter was tabled until next month.

Should be Mr. Tim Corprew

PLANNING ITEM: CUP-18-03, REQUESTED BY TYLER COLSON

A public hearing was held earlier in the meeting to receive citizens' comments to consider Conditional Use Permit No. CUP-18-03, requested by Tyler Colson to install a double-wide manufactured home in Old Neck Historic Agricultural District on Parcel No. 5-0051-0015J also known as 444 Old Neck Road, Hertford, NC 29744. T. Kyle Jones made a motion to approve Conditional Use Permit No. CUP-18-03 as drafted adopting these Findings to support the motion:

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

The motion was seconded by Fondella A. Leigh. The following Conditional Use Permit No. CUP-18-03 was unanimously approved by the Board:

Do **NOT** record this page

-Beginning of Conditional Use Permit document to be recorded-

DRAFT Conditional Use Permit (Case No. CUP-18-03)
Owner/Applicant Tyler Colson

for

Double-Wide Manufactured Home in Old Neck Historic Agriculture District (HA Zone)
at 444 Old Neck Road, Tax Parcel No. 5-0051-0015J

Do **NOT** record this page

Sept 18, 2018 Planning Board added the Condition:

Front Yard Setback should be 60 feet (to be more
consistent with previous DW in HA CUPs)

CONDITIONAL USE PERMIT No. CUP-18-03

Page 1 of 4

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

Owner/Applicant:	Tyler Colson 445 Old Neck Road Hertford, NC 27944
Tax Parcel No:	5-0051-0015J
Property Location/ Street Address:	444 Old Neck Road, Hertford, NC 27944
Zoning District:	HA (Historic Agriculture District)

Proposed Use of Property: To place a doublewide manufactured home as the principal use permanent residence on a newly created building lot in an HA zone.

Meeting and Hearing Dates: Planning Board on 09-18-18 & Board of Commissioners on 10-1-18.

CONDITIONAL USE PERMIT No. CUP-18-03

Page 2 of 4

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

(1) The applicant shall conduct operations strictly in accordance with the plans and narrative submitted to and approved by this Board, a copy of which is contained in the County Planning Office and filed with the Register of Deeds office. However, it is understood that the property owner may propose changes to the attached Conceptual Site Plan now or in the future, in coordination with the County Planning Office, to provide for the placement of accessory structures or a complete change in the use of the property pursuant to other land uses which are otherwise permitted outright by the Zoning Ordinance for properties zoned HA, Historic Agriculture District.

(2) If any of the conditions affixed hereto or any part thereof shall be held invalid or void, then this permit shall be void and of no effect.

(3) Placement of home (and any other accessory structures proposed in the future) to have a front yard setback that is a minimum of 60 feet from the state road right-of-way.

CONDITIONAL USE PERMIT No. CUP-18-03

Page 3 of 4

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

____
Wallace Nelson, Chair, Board of County Commissioners Date

Attest: ____ (Seal) Mary P.
Hunnicutt, Clerk to the Board Date

- -

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

__________________________ __________________________
Tyler Colson Date

- -

The State of North Carolina
Perquimans County

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

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

____
Notary Public

My Commission expires: ____________________________ (Not valid until fully executed and recorded)

- -

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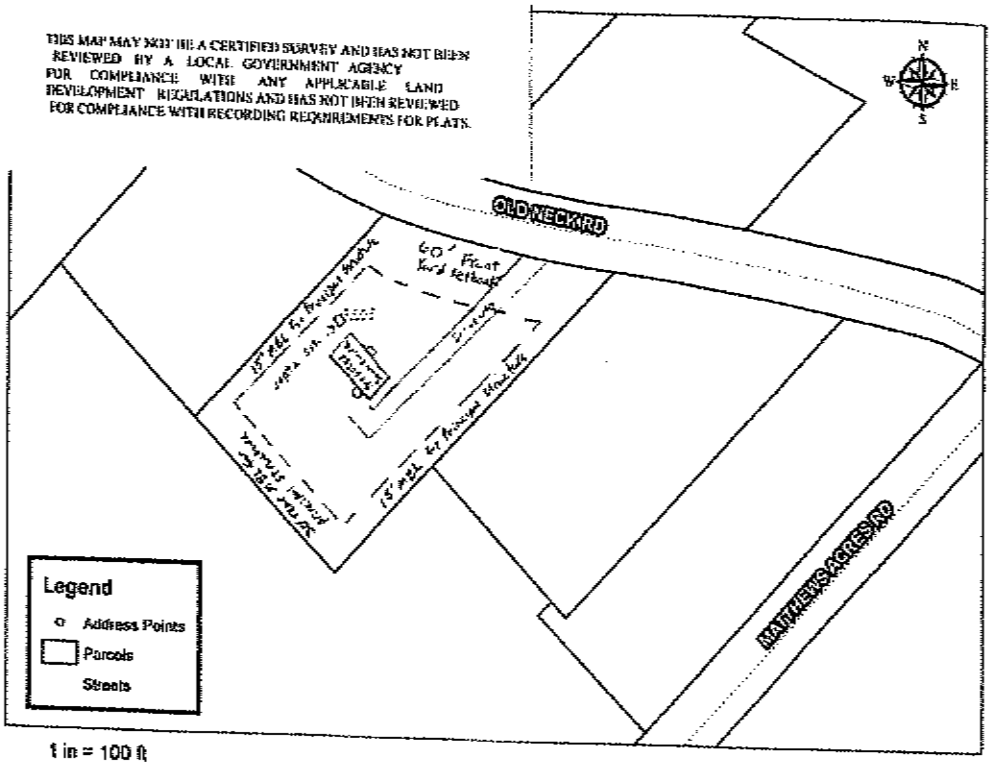
INTENTIONALLY LEFT BLANK

CONDITIONAL USE PERMIT No. CUP-18-03

Page 4 of 4


THIS MAP MAY NOT BE A CERTIFIED SURVEY AND HAS NOT BEEN REVIEWED BY A LOCAL GOVERNMENT AGENCY FOR COMPLIANCE WITH ANY APPLICABLE LAND DEVELOPMENT REGULATIONS AND HAS NOT BEEN REVIEWED FOR COMPLIANCE WITH RECORDING REQUIREMENTS FOR PLATS.
N
S
E
W
OLD NECK RD
MATTHEWS ACRES RD
60' Front Yard Setback
15' min to principal structure
15' min to principal structure
Legend
Address Points
Parcels
Streets
1 in = 100 ft

Do NOT record this page

-Beginning of Conditional Use Permit document to be recorded-

DRAFT Conditional Use Permit (Case No. CUP-18-03)
Owner/Applicant Tyler Colson

for

Double-Wide Manufactured Home in Old Neck Historic Agriculture District (HA Zone)
at 444 Old Neck Road, Tax Parcel No. 5-0051-0015J

Do NOT record this page

Sept 18, 2018 Planning Board added the Condition:

Front Yard Setback should be 60 feet (to be more consistent with previous DW in HA CUPs)

County Manager Heath explained that Sam Barrow, Planner, has returned from his military deployment and was present at the meeting tonight. Mr. Barrow made a few remarks.

PUBLIC COMMENTS

There were no public comments.

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned at 7:35 p.m. on motion made by Charles Woodard, seconded by Joseph W. Hoffler.

Wallace E. Nelson, Chairman

Clerk to the Board

* *

WORK SESSION
October 15, 2018
7:00 p.m.

The Perquimans County Board of Commissioners met in a regular Work Session on Monday, October 15, 2018, at 7:00 p.m. in the Commissioners' Room located on the first floor of the Perquimans County Courthouse Annex.

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

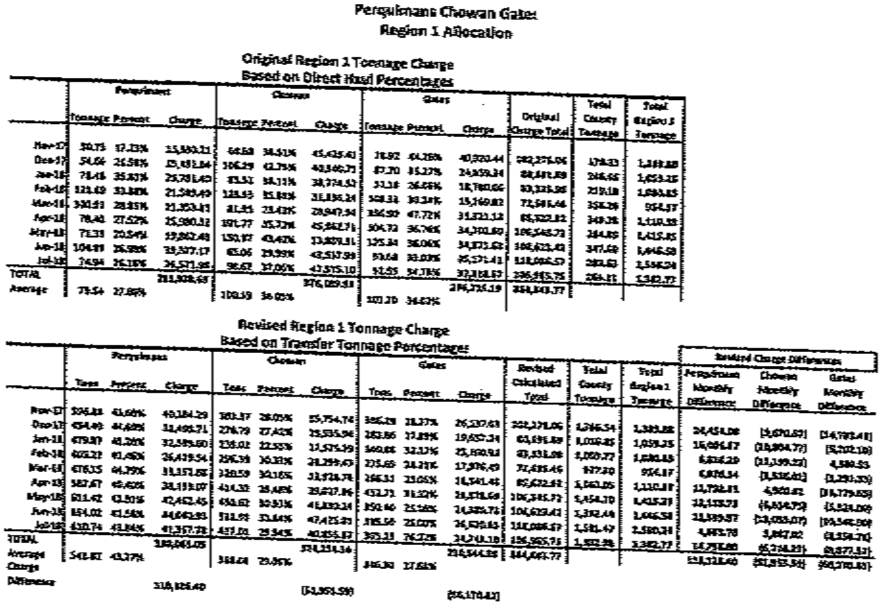
After the Chairman called the meeting to order, Chairman Nelson gave the invocation and led the Pledge of Allegiance. The following matters were discussed.

ERICK ALNES, COUNTY RANGER FOR PASQUOTANK & PERQUIMANS COUNTIES

Chairman Nelson introduced Mr. Alnes newly appointed County Ranger for Pasquotank & Perquimans Counties. Mr. Alnes provided an overview of his qualifications and then presented the annual report for N.C. Forest Service for FY 2017-18. After answering several questions, Mr. Alnes thanked the Board for the opportunity to meet and present this report.

RALPH HOLLOWELL, ALBEMARLE REGIONAL HEALTH SERVICES

Chairman Nelson recognized Mr. Hollowell who introduced the following staff members: Bonnie Rollman, Billing Clerk; and Ginger Midgett, Finance Officer. Ms. Midgett asked if the Board had received copies of their PCG Billing error explanation of the billing error. Mary Hunnicutt, Clerk to the Board, stated that they all received a copy in their Agenda Packets. During a review of the billing reports, it was discovered that there was an error in billing for the disposing of trash from the convenience sites in Perquimans, Chowan, and Gates Counties. The error occurred because they were using tonnage for direct hauls instead of the transferred tonnage. Ms. Midgett explained the following spreadsheet:



Perquimans Chowan Gates
Region 1 Allocation

Original Region 1 Tonnage Charge
Based on Direct Haul Percentages

Revised Region 1 Tonnage Charge
Based on Transfer Tonnage Percentages

After she explained this spreadsheet, she summarized the error that occurred as follows:

Beginning in November, 2017, the percentage multiplied by the total tonnage transferred was based on a percentage of direct haul tons instead of transferred tons. In August, 2018, an error was discovered creating nine months (November, 2017 – July, 2018) of incorrect percentages. It showed that Perquimans County's percentage of direct hauls to Bertie landfill was less than Chowan and Gates Counties. This was an error because the opposite is true for transferred trash. The charge difference amounted to $118,126.40 to be divided between Chowan County ($1,955.59) and Gates County ($66,170.81).

County Manager Heath asked Ms. Midgett to expound on the difference between direct hauls and transferred trash. Mr. Heath asked why there was such a wide difference in our percentages each month. Mr. Hollowell and Ms. Midgett explained how the differences occurred. Mr. Heath explained to Mr. Hollowell that the FY 2017-18 is being audited at this time and that $118,126.40 is not pocket change and asked if Albemarle Regional Health Services would be willing to have our auditors talk with them to make sure that they understand how this error occurred. Depending on the outcome of their meeting, Mr. Heath will get together with Albemarle Regional Health Services about the $118,126.40 error. Commissioner Hoffler asked about the changes to the equipment at the Center Hill Convenience site with regard to the changes in the button to compact the trash. Mr. Hollowell explained that OSHA Guidelines would not allow us to make any changes to the compact button. If we do not comply, Albemarle Regional Health Services would not be insured because we broke their requirement. Mr. Hollowell further explained that they are still looking into it.

MISCELLANEOUS ITEMS

The following items were mentioned and discussed:

- **New Orleans Work Boat Show:** Chairman Nelson explained that historically, Dave Goss, Economic Development Consultant, and Bob Peele, Wanchese Marine Park, attended the New Orleans Work Boat Show to get contacts for the boat basin. Due to a conflict in his schedule, Dave Goss will not be able to attend. Because Perquimans County has taken over the Perquimans Marine Park for grant application purposes, he asked if the Board would be willing to allow the County to pay for Bob Peele to attend the Boat Show this year so that Perquimans County will have a presence at the show. Mr. Heath explained that the funds are in the budget but Mr. Goss cannot be there. This would allow Bob Peele to go on our behalf. It was the consensus of the Board to fund Mr. Peele's trip.
- **Joint Meeting with Town of Hertford:** Chairman Nelson explained that there has been some discussion about holding a joint meeting with the Town of Hertford to talk about general issues. We have received a letter requesting this meeting. Mr. Heath added to Mr. Nelson's comments that they were very specific in their letter that they wished to discuss the old library building. He feels that the Town of Hertford is interested in that space and wishes to discuss it with the Board. Mr. Nelson and Mr. Heath asked the Board what their thoughts were about this meeting and if they would be willing to have it during their November Work Session. The following comments were made:
    - **Commissioner Jones:** Mr. Jones asked why they could not tell Mr. Heath and Mr. Nelson what they want to do and then that information would be brought back to the full Board. Mr. Jones said that this was his opinion.

- Commissioner Hoffler: Mr. Hoffler said that if they do meet with them that we would need to make sure that the only item to be discussed would be the old library property and that he did not have a problem with them discussing their intentions with the Chairman and County Manager and bringing it back to the Board.
- Commissioner Jones: Mr. Jones further explained that he understands their intent but, with the Town of Hertford being so volatile now, he would be nervous as to what it would evolve into. He further stated again that it was his opinion.
- Commissioner Leigh: Ms. Leigh stated that, if the letter mentioned the old library, the Agenda should only have that topic on it to discuss with them. She further stated that she is flexible and if they could find out more information she would be willing to do what the majority of the Board wanted to do.
- Commissioner Hoffler: Mr. Hoffler said that, if the old library was the only topic, he feels that Mr. Heath and Mr. Nelson could talk to them and let the Board know what they desire. He asked what the Town was planning on using it for. Mr. Heath said that they have not told him yet but he did give Pam Hurdle, Interim Town Manager, a tour of the building.
- Commissioner Woodard: Mr. Woodard concurred that they could discuss it with Mr. Heath and Mr. Nelson and then let the Board know. He was also willing to meet with the Town Council if this was the only item to be discussed.
- Mr. Heath: Mr. Heath said that one question they would have is if the Board would be willing to give it away and, if not, what would our price would be to sell it. The Board concurred that they would not be willing to give it away. Mr. Woodard stated that maybe Mr. Heath could figure on what it should be worth and then the Board could make a decision as to what the price would be. There are several groups that are interested in purchasing/using it. Mr. Heath said that he would come up with a price and let them know. Chairman Nelson said that he and Mr. Heath would meet with the Town of Hertford to see exactly what they are wanting. Mr. Heath would also research and see about the price to sell it for. The final decision would be presented to the Board for their approval.

> **Golden Leaf Grant Application Process:** Mr. Heath stated that he had sent the Commissioners a copy of the letter that he had received from Golden Leaf inviting the County to file an application for the grant funds.

> **Planning Board Appointments:** Chairman Nelson asked if the Board was okay with our process of appointing members to certain County Boards/Committees. The Board was okay on how it is being done now. Mr. Nelson said that he had asked Mr. Heath to check around with other counties to see how they handle their board/committee appointments.

> **Leo Higgins Day:** Commissioner Leigh stated that Leo Higgins Day was rescheduled to November 10th at the Perquimans County High School from 4:30 to 6:30 p.m.

ADJOURNMENT

There being no further business to discuss, the Chairman adjourned the meeting at 7:40 p.m.

Wallace E. Nelson, Chairman

Clerk to the Board

* * * * * * * * * * * * * * * * * * * *

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

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

PERQUIMANS COUNTY

TAX DEPARTMENT

October 30, 2018

Tax Refunds: **(Perquimans County)**

Aubrey Koltuniak $135.23
Vehicle was traded in.
Account #: 0037590261

Tax Releases: **(Perquimans County)**

Sprint Wireless $171.65
Bill was added under wrong township.
Account #: 358006

Sprint Wireless $141.54
Bill was added under wrong township.
Account #: 358006

John & Patricia Krevonick $160.74
Incorrect assessment.
Parcel 4-D053-0001-NS
Account#: 427457

Paul & Edith Owens $144.78
Assessment correction
Account#: 430387

EMPLOYMENT ACTION FORM **DATE SUBMITTED:** October 2, 2018

COUNTY OF PERQUIMANS
PART-TIME EMS/RESCUE EMPLOYEES

NAME: Amy Bojo SOC. SEC. NO.: ____________

POSITION: AEMT EMS: X RESCUE: ________

☐ NEW EMPLOYEE EFFECTIVE DATE: ____________

GRADE: __ STEP: ________ SALARY: $ per hour

Complete following information only if for new employee.

ADDRESS: ____________

CITY/STATE/ZIP: ____________

PHONE NUMBER: ____________

X 10/1/2018 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE RAISE DUE TO
Date CERTIFICATION (PER ATTACHED STATE CERTIFICATE OF COMPLETION).

GRADE: 66 STEP: 1 SALARY: $16.39 per hour

****

EMS DEPARTMENT RECOMMENDATION
MANAGER APPROVAL

DATE: 10/2/18

RESCUE SQUAD RECOMMENDATION

DATE: ____________

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 11/1/18

FINANCE OFFICER

DATE: ____________

EMPLOYMENT ACTION FORM

DATE SUBMITTED: October 2, 2018

COUNTY OF PERQUIMANS
PART-TIME EMS/RESCUE EMPLOYEES

NAME: Wayne Jordan

SOC. SEC. NO.: ____________

POSITION: Paramedic

EMS: X RESCUE: ______

☐ NEW EMPLOYEE EFFECTIVE DATE: ____________

GRADE: __ STEP: ______ SALARY: $ per hour

Complete following information only if for new employee.

ADDRESS: ____________

CITY/STATE/ZIP: ____________

PHONE NUMBER: ____________

X 10/1/2018 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE RAISE DUE TO CERTIFICATION (PER ATTACHED STATE CERTIFICATE OF COMPLETION).
Date

GRADE: 68 STEP: 1 SALARY: $17.89 per hour

****

EMS DEPARTMENT RECOMMENDATION
MANAGER/APPROVAL

DATE: 10/2/18

RESCUE SQUAD RECOMMENDATION

DATE: ____________

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 11/1/18

FINANCE OFFICER

DATE: ____________

EMPLOYMENT ACTION FORM **DATE SUBMITTED:** 10/12/18

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Tameka Carter **SOC. SEC. NO.**
POSITION: Income Maintenance Caseworker II **DEPT.:** Social Services
Ms. Carter qualifies as an IMC I (Grade 61) working against the IMC II (Grade 63) position for one year.

EMPLOYEE EFFECTIVE DATE: November 1, 2018

GRADE: 61 **STEP:** 3 **SALARY:** $ 28,719.00

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

Susan M Chaney

DATE: October 12, 2018

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 10/15/18

FINANCE OFFICER

____

DATE: ____________________

Revised 7/05

EMPLOYMENT ACTION FORM **DATE SUBMITTED:** 10-30-18

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: PATSY MILLER SOC. SEC. NO.:______

POSITION: PART-TIME TAX LISTER DEPT.: TAX

☑ NEW EMPLOYEE EFFECTIVE DATE: 12-1-18

GRADE:______ STEP:______ SALARY: $15.00 PER HOUR

ENDING DATE OF PROBATIONARY PERIOD: ______

CURRENT: GRADE: ______ STEP: ______ SALARY: ______

☐ JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

☐ ______ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

☐ ______ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
GRADE: ______ STEP: ______ SALARY: ______

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

****

DEPARTMENT RECOMMENDATION

Bill Jennings

DATE: 10-30-18

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 11/1/18

FINANCE OFFICER

______

DATE: ______

EMPLOYMENT ACTION FORM **DATE SUBMITTED:** 10/29/18

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Janice Thornton **SOC. SEC. NO.** 6849
POSITION: Income Maintenance Caseworker II **DEPT.:** Social Services

EMPLOYEE EFFECTIVE DATE:

GRADE: **STEP:** **SALARY:** $

ENDING DATE OF PROBATIONARY PERIOD:
CURRENT: GRADE: **STEP:** **SALARY:**

☐ **JOB PERFORMANCE EVALUATION**

YEAR 1 2 3 4 **(CIRCLE)**

☐ Date **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**

XXX ☐ **RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE STEP RAISE:**
Date: 11/1/2018 **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

Susan M Chaney

DATE: October 29, 2018

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 10/30/18

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: October 29, 2018

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

From: Susan Chaney Susan Chaney

Subject: Step Raises for Social Services Employee

Enclosed is an Employee Action Form for Janice Thornton who is an Income Maintenance II caseworker in Adult Medicaid.
I am recommending that she receive a step raise to a Grade 63, Step 3 effective November 1, 2018.

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

EMPLOYMENT ACTION FORM **DATE SUBMITTED:** 10/29/18

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Syreeta Cullins **SOC. SEC. NO.** 5182
POSITION: Income Maintenance Caseworker II **DEPT.:** Social Services
Ms. Cullins completed the IMC I working against the IMC II position.

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**

XXX ☐ **RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE STEP RAISE:**
Date: 11/1/2018 **GRADE:** 63 **STEP:** 1 **SALARY:** $ 29,869.00

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

Susan M Chaney

DATE: October 29, 2018

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 10/30/18

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: October 29, 2018

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

From: Susan Chaney Susan Chaney

Subject: Step Raises for Social Services Employee

Enclosed is an Employee Action Form for Syreeta Cullins who was hired in November, 2017 for an Income Maintenance II position. Ms. Cullins was not fully qualified for the IMC II position and therefore was hired as an Income Maintenance Caseworker I working against the II position for a year. Her work against year is completed and she is eligible for the IMC II position in Food & Nutrition Services.
I am recommending that she receive a step raise to a Grade 63, Step 1 effective November 1, 2018.

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

EMPLOYMENT ACTION FORM **DATE SUBMITTED:** 10/31/18

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Brenda Jackson SOC. SEC. NO.: ______

POSITION: Building & Grounds 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.

☑ 10/31/18 (Date) RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
GRADE: 54 STEP: 7 SALARY: 11.19 hr.

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

Howard Williams

DATE: 10/31/18

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 11/1/18

FINANCE OFFICER

______

DATE: ______

EMPLOYMENT ACTION FORM **DATE SUBMITTED:** October 29, 2018

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Julie Solesbee SOC. SEC. NO.:

POSITION: EMS Part-time 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 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.

X 11/1/2018 Date RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
GRADE: 66 STEP: 4 SALARY: $17.64 Per Hour

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

****

DEPARTMENT RECOMMENDATION COUNTY MANAGER APPROVAL

DATE: 10-29-118 DATE:

FINANCE OFFICER

Frank Heath

DATE: 11/1/18

PERQUIMANS COUNTY
BOARD OF COMMISSIONERS

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

MARY P. HUNNICUTT
CLERK TO BOARD
W. FRANK HEATH, III
COUNTY MANAGER

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

MEMORANDUM

TO: County Commissioners
Hackney High, Jr., County Attorney
All Department Heads:

Tax
Finance
Register of Deeds
Sheriff
Social Services
Soil Conservation
Veterans Services
Inspections
Board of Elections
Extension
County Manager
Recreation
Emergency Medical Services
Senior Citizens
Water Department
Buildings & Grounds

FROM: Mary P. Hunnicutt, Clerk to the Board

DATE: October 8, 2018

RE: **2019 HOLIDAY SCHEDULE**

Below is the holiday schedule for the year 2019. Please distribute to your department. If you have any questions, please let me know.

2019 HOLIDAY SCHEDULE

HOLIDAY	OBSERVANCE DATE	DAY OF THE WEEK
New Year's Day	January 1, 2019	Tuesday
Dr. Martin Luther King, Jr. Day	January 21, 2019	Monday
Good Friday	April 19, 2019	Friday
Memorial Day	May 27, 2019	Monday
Independence Day	July 4, 2019	Thursday
Labor Day	September 2, 2019	Monday
Veterans Day	November 11, 2019	Monday
Thanksgiving	November 28 & 29, 2019	Thursday and Friday
Christmas	December 24, 25, 26, 2019	Tuesday, Wednesday, & Thursday

PERQUIMANS COUNTY
BOARD OF COMMISSIONERS

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

MARY P. HUNNICUTT
CLERK TO BOARD

W. FRANK HEATH, III
COUNTY MANAGER

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

RESOLUTION AUTHORIZING SALE OF CERTAIN SURPLUS COUNTY PROPERTY

WHEREAS, the Perquimans County Board of Commissioners desires to dispose of certain surplus property of the County:

NOW, THEREFORE, BE IT RESOLVED by the Perquimans County Board of Commissioners that:

1. The following described property is hereby declared to be surplus to the needs of the County:

Item	**Make**	**Model**
8kw Propane Generator & Transfer Switch	Kohler	
Chuck Wagon	Honda	Serial #13DMVTXH1H5A02174A/CWII

2. The County Manager is hereby authorized and directed to proceed on behalf of the Perquimans County Board of Commissioners to sale this surplus vehicle on GovDeals.

3. The County reserves the right to reject any or all bids and decide not to sell the property at any time during this process.

4. The County Manager, in accordance with State law, shall cause a summary of this resolution to be published once in a newspaper having general circulation in the County and place it on the County's website. After not less than ten (10) days from the date of publication, the County Manager is authorized to sell the above-described property to the highest bidder.

Adopted this the 5th day of November, 2018.

Wallace E. Nelson, Chairman

ATTEST:

Mary P. Hunnicutt, Clerk to the Board

Perquimans 350th Anniversary 1668-2018

PERQUIMANS COUNTY
BOARD OF COMMISSIONERS

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

MARY P. HUNNICUTT
CLERK TO BOARD

W. FRANK HEATH, III
COUNTY MANAGER

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

RESOLUTION IN APPRECIATION OF THE SERVICE OF LEO HIGGINS; AND THE DEDICATION OF NOVEMBER 10, 2018 AS LEO HIGGINS DAY IN PERQUIMANS COUNTY

WHEREAS, Leo Higgins has decided to retire from public service; and

WHEREAS, Leo Higgins served as a Perquimans County Commissioner from 1991 through 1994; and

WHEREAS, during his years on the Perquimans County Board of Commissioners, he served on many committees and boards; and

WHEREAS, he served many years as the administrator of the Perquimans 2020 Vision Coalition including the overseer of the Perquimans Business Incubator building on Harvey Point Road; and

WHEREAS, Leo Higgins serve many years on the Perquimans County Juvenile Crime Prevention Council which works with community leaders, locally and statewide, to reduce and prevent juvenile crime;

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

1. Hereby express our appreciation for all the work that Leo Higgins performed in Perquimans County; and
2. That Saturday, November 10, 2018, has been dedicated as "LEO HIGGINS DAY" in Perquimans County, North Carolina.

This the 5th day of November, 2018.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTESTED:

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

JACQUELINE S. FRIERSON
Register of Deeds, Perquimans County
P.O. Box 74 • Hertford, N.C. 27944 • Phone (252) 426-5660 • Fax (252) 426-7443 • email: jackiefrierson@perquimanscountync.gov

RESOLUTION AUTHORIZING REMOVAL OF CERTAIN PUBLIC RECORD BOOKS KEPT BY THE REGISTER OF DEED FOR THE PURPOSE OF REPAIR, RESTORATION AND REBINDING

WHEREAS, NCGS 132-7 provides that books of public records should be copied or repaired, renovated or rebound if worn, mutilated, damaged or difficult to read; and

WHEREAS, there is identified certain books of public records maintained by the Register of Deeds in need of repair, restoration and rebinding; and

WHEREAS, Kofile Technologies is under contract to provide repair, restoration and rebinding of those certain books of public records.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS FOR PERQUIMANS COUNTY, NORTH CAROLINA, that:

Section 1. The Register of Deeds is authorized to remove or cause to be removed to the care and custody of Kofile Technologies for repair, restoration and rebinding the following books of public records:

Vital Statistics Marriage Licenses 1885-1890

Section 2. The books of public records listed in Section 1 of this resolution may remain in the care and custody of Kofile Technologies for the length of time required to repair, restore and rebind them.

Section 3. This resolution is effective upon its adoption.

ADOPTED the ____ day of ______________, 2018

____
Wallace Nelson, Chairman
Board of Commissioners

ATTEST:

____
Mary P. Hunnicutt, Clerk to the Board

From: Brandi Jordan [mailto:bjordan@accog.org]
Sent: Tuesday, October 09, 2018 11:56 AM
To: Camille Craft; Mary Hunnicutt
Subject: RE: Ernestine Simpson

Thanks Camille – I will let you know when these ladies finish their training Mary. BLJ

From: Camille Craft
Sent: Tuesday, October 09, 2018 9:21 AM
To: Mary Hunnicutt; Brandi Jordan
Subject: RE: Ernestine Simpson

only *

Hi Mary,
Ernestine is still a member and would like to continue to serve.
Brandi trained three new members a couple of weeks ago. They should complete all three phases of their training by the end of the month.

Mary Corprew
607 Gaston Drive
Hertford, NC
426-7877

Mary Vidaurri
311 N Church Street
Hertford, NC
426-7202

Gloria Cartwright
197 Gibson Road
Hertford, NC
333-6000

We do have another person that is interested in serving and is planning to attend our next training in 2019!
Please let me know if you need any additional information.
Thank you,

Camille Craft
Contract Specialist, Aging Programs,
& Ombudsman Program Assistant
Albemarle Commission
512 S. Church Street
Hertford, NC 27944
252-426-5753 ext 222
www.albemarlecommission.org

ALBEMARLE COMMISSION
REGIONAL COUNCIL OF GOVERNMENTS
Area Agency on Aging

RECEIVED
OCT 23 2018

CAMDEN
CHOWAN
CURRITUCK
DARE
GATES
HYDE
PASQUOTANK
PERQUIMANS
TYRRELL
WASHINGTON
COLUMBIA
CRESWELL
DUCK
EDENTON
ELIZABETH CITY
GATESVILLE
HERTFORD
KILL DEVIL HILLS
KITTY HAWK
MANTEO
NAGS HEAD
PLYMOUTH
ROPER
SOUTHERN SHORES
WINFALL

October 18, 2018

Dear Commissioners,

On October 16, 2018, **Mary Vidaurri** completed the Community Advisory Committee training required by G.S. 131D-32 and has been designated by the Office of the State Ombudsman to serve as a member of the Perquimans County Joint Community Advisory Committee.

I would like to recommend that she be appointed by your Board for a one year term.

Mary Vidaurri
311 North Church Street
Hertford, NC 27944

If you have questions regarding this appointment, please feel free to contact me at (252) 426-5753 ext 225 or bjordan@accog.org. Thank you in advance for your consideration.

Sincerely,

Brandi Jordan, MSW
Regional Long-Term Care Ombudsman

512 South Church Street
Hertford, NC 27944
www.albemarlecommission.org
P: 252.426.5753
F: 252.426.8482

Mary Hunnicutt

From:	Frank Heath <frankheath@perquimanscountync.gov>
Sent:	Tuesday, October 09, 2018 12:18 PM
To:	Mary Hunnicutt
Cc:	'Angela Welsh'
Subject:	Re: RPO Transportation Advisory Committee - Alternate

I will serve as needed. Thanks,

Frank Heath
Perquimans County Manager
P.O. Box 45
Hertford, NC 27944
(252)426-8484

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

From: Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>
To: Frank Heath <frankheath@perquimanscountync.gov>
Cc: 'Angela Welsh' <awelsh@accog.org>
Sent: 10/9/2018 8:57 AM
Subject: RPO Transportation Advisory Committee - Alternate

Frank & Angela,

According to my records, Frank's term as an Alternate on the RPO Transportation Advisory Committee is due to expire on November 30, 2018. First of all, Frank are you still willing to serve? If so, Angela, is he still eligible to serve? I did not know of the RPO Transportation Advisory Committee had any limitations on how long someone can serve on this Committee. Please let me know something by October 30, 2018 so that I may add this to our November Agenda.

Thanks.

Mary P. Hunnicutt
Clerk to the Board
Perquimans County
P.O. Box 45
Hertford, NC 27944
Phone: (252) 426-8484
Fax: (252) 426-4034
E-Mail: mhunnicutt@perquimanscountync.gov

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

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- October 2018

GARNISHMENTS: $2,349.35

PAYMENT AGREEMENTS: $15,805.86

DEBT SETOFFS: $0

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

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

TWO (2) SUGGESTED ACTIONS *TO APPROVE*:

1) **CONSISTENCY STATEMENT:** Motion to find proposed Conditional Use Permit No. CUP-18-04 to be consistent and in harmony with the existing development pattern around 172 Bethel Fishing Center Road, Hertford, NC;

2) **MOTION TO RECOMMEND APPROVAL:** Motion to approve Conditional Use Permit No. CUP-18-04, for re-establishment of a convenience store at 172 Bethel Fishing Center Road (SR 1356) on parcel 2-D070-0101A-BF, ("as drafted", or "conditioned upon" : ***revise, add or delete from list of conditions contained in the DRAFT Conditional Use Permit*)**, adopting Findings to support the motion (see Table, below).

TWO (2) SUGGESTED ACTIONS *TO RECOMMEND DENIAL*: Motions to deny Application No. CUP-18-04, and adopting Findings to support the motion would utilize both of the above-noted motions stated in the negative tense.

TABLE OF FINDINGS for CUP No. CUP-18-04: Mildred Henry to Re-establish a Convenience Store

Motion to recommend approval finds:	**Motion to recommend denial finds:**
1) That the CUP will not materially endanger the public health or safety if located according to the plan submitted and approved.	1) That the CUP will materially endanger the public health or safety if located according to the plan submitted and approved.
2) That the use meets the required conditions and specifications.	2) That the use does not meet the required conditions and specifications.
3) That the use will not substantially injure the value of adjoining or abutting property, or that the use is a public necessity.	3) That the use will substantially injure the value of adjoining or abutting property, or that the use is not a public necessity.
4) That the location and character of the use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located and in general conformity with the Perquimans County Land Use Plan.	4) That the location and character of the use, if developed according to the plan as submitted and approved, will not be in harmony with the area in which it is to be located and will not be in general conformity with the Perquimans County Land Use Plan.

ATTACHMENTS: 1) Applicant's CUP Application and Site Plan
2) Draft Conditional Use Permit No. CUP-18-04

Mary Hunnicutt

Subject: FW: Emailing: Please_DocuSign_FY2018_HSGP_award_letter_180.pdf
Attachments: Please_DocuSign_FY2018_HSGP_award_letter_180.pdf

---

From: Frank Heath [mailto:frankheath@perquimanscountync.gov]
Sent: Thursday, October 18, 2018 9:09 AM
To: Mary Hunnicutt
Subject: Fwd: Emailing: Please_DocuSign_FY2018_HSGP_award_letter_180.pdf

For next meeting agenda. Thanks, and see below.

Frank Heath
Perquimans County Manager
P.O. Box 45
Hertford, NC 27944
(252)426-8484

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

From: Jonathan Nixon <jnixon@perquimanscountync.gov>
To: <tracymathews@perquimanscountync.gov>
Cc: <adminem@perquimanscountync.gov>, 'Frank Heath' <frankheath@perquimanscountync.gov>
Sent: 10/18/2018 8:52 AM
Subject: Emailing: Please_DocuSign_FY2018_HSGP_award_letter_180.pdf

Tracy,

Attached is the contract for the upcoming 2019 Grain Bin Exercise at $10,000.00. Please include for the next BCC Meeting. I assume it will be credited to $10-530-338 Hazardous Materials Grant?

Thanks,

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

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

N★C DPS North Carolina Department of Public Safety
Emergency Management

Roy Cooper, Governor
Erik A. Hooks, Secretary

Michael A. Sprayberry, Director

Homeland Security Grant Program (HSGP)
CFDA #: 97.067
Fiscal Year 2018
Grant #: EMW-2018-SS-00053

SUB AWARD NOTIFICATION

Jonathon Nixon
Perquimans County
159 Creek Drive
Hertford, NC 27944

Period of Performance: September 1, 2018 to February 28, 2021
Project Title(s): County Rescue Operations of a Grain Bin Entrapment Exercise
Total Amount of Award: $10,000.00
MOA#: 1804-14

North Carolina Emergency Management is pleased to inform you that the federal Fiscal Year (FY) 2018 Homeland Security Grant Program (HSGP) has been approved for funding. In accordance with the provisions of FY 2018 HSGP award, North Carolina Emergency Management hereby awards to the foregoing sub-recipient a grant in the amount shown above. The CFDA number is 97.067 and North Carolina Emergency Management federal grant number is EMW-2018-SS-00053.

Payment of Funds: The grant shall be effective upon final approval by North Carolina Emergency Management of the grant budget and program narrative and the execution of the forthcoming Memorandum of Agreement. Grant funds will be disbursed (according to the approved project budget) upon receipt of evidence that funds have been invoiced and products received and/or that funds have been expended (i.e., invoices, contracts, itemized expenses, etc.).

Conditions: The sub-recipient shall understand and agree that funds will only be expended for those projects outlined in the funding amounts as individually listed above. Sub-recipient shall also certify the understanding and agreement to comply with the general and fiscal terms and conditions of the grant including special conditions; to comply with provisions of the 2 CFR 200 and all applicable laws governing these funds and all other federal, state and local laws; that all information is correct; that there has been appropriate coordination with affected agencies; that sub-recipient is duly authorized to commit the applicant to these requirements; that costs incurred prior to grant application approval will result in the expenses being absorbed by the sub-recipient; and that all agencies involved with this project understand that federal funds are limited to the period of performance. Sub-recipient must read and sign forthcoming Memorandum of Agreement for acceptance of the award.

Supplanting: The sub-recipients confirm that sub-grant funds will not be used to supplant or replace local or state funds or other resources that would otherwise have been available for homeland security activities. In compliance with that mandate, the sub-recipient will certify that the receipt of federal funds through North Carolina Emergency Management shall in no way supplant or replace state or local funds or other resources that would have been made available for homeland security activities.

Callion L. Maddox

Callion L. Maddox
Homeland Security Grants Branch Manager

GRANT AWARD NOTICE: THIS AWARD IS SUBJECT TO THE GRANT SPECIAL CONDITIONS AND FINAL APPROVAL BY THE DEPARTMENT OF PUBLIC SAFETY, NORTH CAROLINA EMERGENCY MANAGEMENT GRANT PROGRAM BUDGET AND NARRATIVE

North Carolina Department of Public Safety
Emergency Management

Roy Cooper, Governor
Erik A. Hooks, Secretary

Michael A. Sprayberry, Director

Homeland Security Grant Program
(HSGP)
CFDA #: 97.067
Fiscal Year 2018
Grant Award #: EMW-2018-SS-00053

MEMORANDUM OF AGREEMENT (MOA)

Between

Recipient:
State of North Carolina
Department of Public Safety
Division of Emergency Management

Sub-recipient:
Perquimans County
Tax ID/EIN #: 56-6000330-A
DUNS #: 927155200

MOA #: 1804-14
MOA Period of Performance:
September 1, 2018 to February 28, 2021
DPS Fund Code: 1502-7A38-3H18

MOA Amount:

Federal:	$	10,000.00
State:	$	0.00
Local:	$	0.00
Total:	$	10,000.00

1. **Purpose**
The purpose of this Memorandum of Agreement (MOA) is to establish responsibilities and procedures to implement the terms of the US Department of Homeland Security (DHS) HSGP Grant Program. A copy of the complete Federal grant instructions is available at www.fema.gov. This agreement is to set forth terms by which the State of North Carolina, Department of Public Safety, North Carolina Emergency Management (Recipient), shall provide HSGP funding to the Sub-recipient to fund projects related to Homeland Security Planning, Operations, Equipment purchases, Training and Exercises. For a more detailed description of the approved Scope of Work, please see Attachment 1.

2. **Program Authorization and Regulations**
This Agreement is authorized under the provisions of (1) Department of Homeland Security Appropriations Act, 2018 (Pub. L. No. 115-141); (2) The 9/11 Commission Act of 2007; (3) Public Law 107-56, (6 U.S.C. § 101 et seq.), the USA Patriot Act of 2001;(4) Public Law 107-296 as amended, the Homeland Security Act of 2002; (5) Public Law 109-295, The Post-Katrina Emergency Management Reform Act of 2006, 6 U.S.C. 752(c); (6) the implementing recommendations or regulations of each Act or Law, if any; (7) the FY 2018 HSGP Notice of Funding Opportunity Announcement (NOFOA) available at www.fema.gov (8) applicable Grants Programs Directorate (GPD) Information Bulletins available at www.fema.gov; and (9) the NC Emergency Management Act, Chapter 166A of the North Carolina General Statutes. The funds awarded under this grant must be used in compliance with all applicable state and federal laws to include compliance with N.C.G.S. §143C-6-23 and 09 NCAC 03M. By accepting this award, the Sub-recipient agrees to use these funds in a manner consistent with state laws and regulations.

3. **Projects managed by the Recipient (State) on behalf of Sub-recipient (Only)**
☐ By checking this Box I request that the Recipient retain funds effective September 1, 2018. Sub-recipient has agreed to receive grant funds from Recipient. Sub-recipient desires for the North Carolina Emergency Management to conduct activities described in Attachment 1 of this MOA, on its behalf with its allocation of $10,000.00 awarded through the FY 2018 HSGP. Sub-recipient authorizes Recipient to provide the funds to the State of North Carolina, Department of Public Safety, North Carolina Emergency Management to conduct Planning, make Equipment Purchases, and conduct

Training and Exercise activities to improve prevention, protection, preparedness, response, and recovery capabilities. See Attachment 1 for detailed Scope of Work.

4. **Compensation**

Recipient agrees that it will pay the Sub-recipient complete and total compensation for the services to be rendered by the Sub-recipient. Payment to the Sub-recipient for expenditures under this Agreement will be reimbursed after the Sub-recipient's cost report is submitted and approved for eligible scope of work activity. The original signed copy of this Award and MOA must be signed by the Official(s) authorized to sign below and returned to North Carolina Emergency Management no later than 45 days after award date. The grant shall be effective upon return of the executed Grant Award and MOA and final approval by North Carolina Emergency Management of the grant budget and program narrative. Grant funds will be disbursed (according to the approved project budget) upon receipt of evidence that funds have been invoiced and products received and/or that funds have been expended (i.e., invoices, contracts, itemized expenses, etc.) and/or that all work activities are completed.

Sub-recipients must meet all reimbursement requirements contained herein. Non-compliance may result in denial of reimbursement request(s) or revocation of equipment and/or grant funds awarded for this project.

5. **Funding Eligibility Criteria**

Federal funds administered through the State are available to local governments to assist in the cost of developing and maintaining a "Comprehensive Homeland Security Response" program. Continued HSGP funding is contingent upon completion of all HSGP funding requirements. The following eligibility criteria must be adhered to during the Grant Program:

A. Every participant must:
   i. Be established as a State, Local, or Non-Profit agency by appropriate resolution/ordinance.
   ii. Complete any procurement(s) and expenditures no later than February 28, 2021.
   iii. Provide quarterly progress reports to NCEM Grant Managers, Training and Exercise Officer(s), and Field Branch Staff, as applicable using the latest Grant Quarterly Report form by the following dates: January 15th, April 15th, July 15th and October 15th.
   iv. Submit request for reimbursement with all required documentation attached.

B. File Retention:

Sub-recipient is required to maintain records and (invoices) of this grant for three years after termination of the grant, or audit if required, or longer where required by law, as outlined below, attached and incorporated by reference. Recipient must meet the financial administration requirements in 2 CFR Part 200 and must maintain a file for each HSGP grant award. The files must be available for review by North Carolina Emergency Management staff for site visits, project closeout and future audits.

However, if a litigation, claim or audit has been initiated prior to the expiration of the three-year period and extends beyond the five-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved. Files must be available for review by North Carolina Emergency Management staff for site visits, project closeout and future audits.

Sub-recipient must include appropriate documentation in the file, including but not limited to the following:
   i. Resolution/ordinance establishing Sub-recipient a State, Local, or Non-Profit
   ii. Grant award and memorandum of agreement/memorandum of understanding and supporting appendices
   iii. Completed appropriate reports with specifications, solicitations, competitive quotes or proposals, basis for selection decisions, purchase orders, contracts, invoices and proof(s) of payment
   iv. Audit findings and corrective action plans
   v. Equipment inventory records with photo documentation of labeling

C. The political subdivision must have an acceptable local travel regulation plan or accept the state travel regulations.

6. **Conditions**

The Sub-recipient certifies that it understands and agrees that funds will only be expended for those projects outlined in the funding amounts as individually listed in the FY 2018 HSGP Application Packet, incorporated by reference herein. The Recipient certifies that it understands and agrees to comply with the general and fiscal terms and conditions of the grant including special conditions; to comply with provisions of the applicable laws, rules and policies governing these funds; that all information is correct; that there has been appropriate coordination with affected agencies; that it is duly authorized to commit the Sub-recipient to these requirements; that costs incurred prior to grant application approval will result in the expenses being absorbed by the Sub-recipient; and that all agencies involved with this project understand that all Federal funds are limited to the Federal period of performance.

7. **Supplantation**

Sub-recipients are required to provide assurance that grant funds will not be used to supplant or replace local or state funds or other resources that would otherwise have been available for homeland security activities. In compliance with that mandate, the Sub-recipient certifies that the receipt of Federal funds through North Carolina Emergency Management shall in no way supplant or replace state or local funds or other resources that would have been made available for homeland security activities.

8. **Compliance**

Sub-recipient shall comply with the applicable statutes, ordinances, regulations, licensing requirements, policies, guidelines and requirements, reporting requirements and certifications and other regulatory matters that are applicable to the conduct of its business and purchase requirements performed under this MOA, including those of Federal requirements and State and local agencies having appropriate jurisdiction and found in the applicable FY 2018 HSGP NOFO announcement. Sub-recipient shall be wholly responsible for the purchases to be made under this MOA and for the supervision of its employees and assistants. Failure to comply with the specified conditions of this MOA will result in the return of funds and/or items to North Carolina Emergency Management.

9. **Responsibilities**

Recipient:

A. The Recipient shall provide funding to the Sub-recipient to perform the work activities as described herein.

B. The Recipient shall conduct a review of the project to ensure that it is in accordance with HSGP requirements.

C. The Federal award date is September 1, 2018. Funds allocated for the performance of the work activities must be encumbered and invoices received by the North Carolina, Department of Public Safety, and North Carolina Emergency Management by February 28, 2021.

D. The recipient shall directly monitor the completion of this project.

Sub-recipient:

A. The Sub-recipient shall expend FY 2018 HSGP Grant Program funds in accordance with the applicable DHS and HSGP NOFO announcement, the Grant Application Package, and the Grant Award and Special Conditions documents, incorporated by reference herein, of this MOA for the performance of the work activities.

B. The Sub-recipient shall utilize State of North Carolina and/or local procurement policies and procedures for the expenditure of funds, and conform to applicable State and Federal law and the standards identified in the Procurement Standards Sections of 44 Code of Federal Regulations (CFR) 2 CFR Part 200. Sub-recipient must follow procurement procedures and policies as outlined in the applicable DHS and HSGP NOFO announcement and the DHS Financial Management Guide. Sub-recipient shall comply with all applicable laws, regulations and program guidance. Sub-recipient must comply with the most recent version of the funding administrative requirements, cost principles, and audit requirements. Administrative and procurement practices must conform to applicable Federal requirements. A non-exclusive list of regulations commonly applicable to DHS grants are listed below, codified in the following guidance: 2 CFR 215; 2 CFR Parts 225, 220, and 230; 15 CFR Part 24; Federal Acquisition Regulations (FAR), Part 31.2; and 2 CFR 200 Sub-part F and 44 CFR Part 14; 28 CFR Part 23 "Criminal Intelligence Systems Operating Policies,,; 49 CFR Part 1520 "Sensitive Security Information,,; Public Law 107-296, The Critical Infrastructure Act of 2002; Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000 et. seq.; Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et. seq; Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794; The Age Discrimination Act of 1975, as amended, 20

U.S.C. 6101 et. seq.; Cash Management Improvement Act (CMIA) and its implementing regulations at 31 CFR Part 205; FEMA Grant Programs Directorate, Grants Management Division, Match Guidance; Certifications and Assurances regarding Lobbying 31 U.S.C. 1352, Drug-Free Workplace Act, as amended, 41 U.S.C. 701 et. seq. and Certification Regarding Drug-Free Workplace Requirements, Debarment and Suspension Executive Orders 12549 and 12689 and 44 CFR Part 17 and Certification Regarding Debarment, Suspension and Other Responsibility Matters; Assurances as listed in SF 424B and SF 424D, 28 CFR Parts 66, 67, 69, 70 and 83; and Grant Award and Special Conditions documents.

C. Submit invoice(s) requesting reimbursement for item(s) received to the NCEM Grants Management Branch Grants Manager. Recipient will reimburse Sub-recipient for eligible costs as outlined in the applicable DHS Program Guidelines and NOFO announcements. Sub-recipient must take possession of all purchased equipment and receive any grant-eligible service prior to seeking reimbursement from the Recipient. Sub-recipient must submit request for reimbursement within 60 days of payment of invoice.

D. Sub-recipient must take possession of all purchased equipment, receive any grant-eligible service and/or complete work activities prior to seeking reimbursement from the Recipient.

E. Complete the procurement(s) process not later than February 28, 2021.

F. Provide quarterly progress reports to NCEM Grant Managers, Training and Exercise Officer(s), and Field Branch Staff, as applicable using the latest Grant Quarterly Report form by the following dates: January 15th , April 15th, July 15th and October 15th. (Attachment 2)

G. Maintain a grant management filing system as required in this MOA.

H. Provide a list at project completion phase to the Grants Manager, DPR chair, and/or Branch Office listing all items purchased through the grant.

I. Comply with the applicable Federal statutes, regulations, policies, guidelines and requirements, reporting requirements and certifications as outlined in the applicable FY 2018 HSGP NOFO announcement and Grant Award and Special Conditions documents.

J. Comply with current Federal laws, suspension and debarment regulations pursuant to 2 CFR 200 Sub-part F and OMB which states in pertinent part that "effective November 26, 2003, when a non-Federal entity enters into a covered transaction with an entity at a lower tier, the non-Federal entity must verify that the entity is not suspended or debarred or otherwise excluded. Sub-recipient shall be responsible to ensure that it has checked the Federal System for Awards Management (SAM) https://www.sam.gov/portal/public/SAM/ and the State Debarred Vendors Listing, http://www.pandc.nc.gov/actions.asp to verify that contractors or sub-recipients have not been suspended or debarred from doing business with the Federal government,,.

K. Ensure that HSGP funds are not used to support the hiring of any personnel for the purposes of fulfilling traditional public safety duties or to supplant traditional public safety positions and responsibilities.

L. Non-supplanting Requirement. Federal grant funds shall be used to supplement existing funds, and shall not replace (supplant) funds that have been appropriated for the same purpose.

M. All materials publicizing or resulting from award activities shall contain this acknowledgement: "This project was supported by a Federal award from the US Department of Homeland Security, Department of Public Safety, North Carolina Emergency Management.,, Use of the Federal program logo must be approved by DHS. Printed as a legend, either below or beside the logo shall be the words "Funded by US Department of Homeland Security.

N. The purchase or acquisition of any additional materials, equipment, accessories or supplies or completion of any work activities beyond those identified in this MOA shall be the sole responsibility of Sub-recipient and shall not be reimbursed under this MOA.

O. Sub-recipient shall have sole responsibility for the maintenance, insurance, upkeep, and replacement of any equipment procured pursuant to this Agreement unless hand receipted or transferred.

P. Maintain an effective property management system that complies with the following requirements:
   i. Recipient and Sub-recipient shall take an initial physical inventory of any equipment. Equipment is defined as tangible, non-expendable property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit. Sub-recipient may have property management guidelines that are more restrictive, requiring a unit of equipment with a value of less than $5,000 to be inventoried. If so, such equipment purchased under

this award allocation shall be included on the report submitted to Recipient. The grant summary, cost reports with backup documentation, certificate of title, and any other Sub-recipient reports or inventory reports that include information regarding the grant, vendor, invoice number, cost per item, number of items, description, location, condition and identification number may be used to meet this requirement.

ii. Sub-recipient must ensure a control system exists to ensure adequate safeguards to prevent loss, damage or theft. Sub-recipient shall be responsible for replacing or repairing equipment which is willfully or negligently lost, stolen, damaged, or destroyed. Any loss, damage or theft of the property must be investigated and fully documented, and made part of the official project records.

iii. Sub-recipient or equipment owner must ensure adequate maintenance procedures exist to keep the equipment in good condition.

iv. Disposition Procedures. Sub-recipient may dispose of the equipment when the original or replacement equipment acquired under the grant award is no longer needed for the original project or program. Items with a fair market value of less than $5,000 may be retained, transferred or otherwise disposed of with prior approval of Recipient and in accordance with disposition requirements in 2 CFR Part 200. Items with a current per unit standard Federal or fair market value in excess of $5,000 may be retained, transferred or otherwise disposed of with prior Recipient approval in accordance with disposition requirements in 2 CFR Part 200. Sub-recipient must provide documentation that includes the method used to determine current fair market value.

v. Only authorized equipment listed in the Authorized Equipment List (AEL), with appropriate grant listed are eligible for purchases from this grant. For more guidance visit www.fema.gov.

Q. No indirect or administrative costs will be charged to this allocation award.

R. Sub-recipient must utilize equipment as intended in their project application to NCEM. Any variation from this intended use must be requested in writing and approved by NCEM. Any equipment purchased under the HSGP is subject to use as a regional asset to be utilized by the DHS, North Carolina Emergency Management, or Domestic Preparedness Region partners and statewide as needed. Failure to adhere to this policy might result in revocation of funds allocated for the purchase of said equipment.

S. Sub-recipient must have a DUNS number, prior to any funds being released. DUNS numbers may be obtained from either of the following web links: www.dnb.com or http://fedgov.dnb.com/webform.

T. Each sub-recipient shall ensure their organization is registered with the System for Award Management (SAM). It is required for all applicants name, address, DUNS number and EIN are up to date in SAM and that the DUNS number used in SAM is the same one used to apply for all FEMA awards. SAM information can be found at http://www.sam.gov. Future payments will be contingent on the information provided in SAM; therefore it is imperative that the information is correct.

U. The purchase or acquisition of any additional materials, equipment, accessories or supplies, or the provision of any training, exercise or work activities beyond that identified in this MOA shall be the sole responsibility of Sub-recipient, and shall not be reimbursed under this MOA.

10. Funding

All terms and conditions of this MOA are dependent upon and subject to the allocation of funds from the DHS and NCEM for the purpose set forth, and the MOA shall automatically terminate if funds cease to be available.
Allowable costs shall be determined in accordance with the applicable DHS Program Guidelines, which include, but may not be limited to:

- the FY 2018 HSGP NOFO announcement, available at: www.fema.gov;2 CFR Parts 200 Sub-part F, 215, 220, 225, and 230;
- Federal Acquisition Regulations (FAR) Part 31.2, OMB Circulars A-21, and;
- the DHS Financial Management Guide available at www.dhs.gov.

Allowable costs are also subject to the approval of the State Administrative Agent for the State of North Carolina, the Secretary of the Department of Public Safety.

11. Taxes

Sub-recipient shall be considered to be an independent sub-recipient and as such shall be responsible for all taxes.

12. Warranty

As an independent sub-recipient, the Sub-recipient will hold the Recipient harmless for any liability and personal injury that may occur from or in connection with the performance of this Agreement to the extent permitted by the North Carolina Tort Claims Act. Nothing in this Agreement, express or implied, is intended to confer on any other person any rights or remedies in or by reason of this Agreement. This Agreement does not give any person or entity other than the parties hereto any legal or equitable claim, right or remedy. This Agreement is intended for the sole and exclusive benefit of the parties hereto. This Agreement is not made for the benefit of any third person or persons. No third party may enforce any part of this Agreement or shall have any rights hereunder. This Agreement does not create, and shall not be construed as creating, any rights enforceable by any person not a party to this Agreement. Nothing herein shall be construed as a waiver of the sovereign immunity of the State of North Carolina.

13. Audit Requirements

For all DHS grant programs, Sub-recipient is responsible for obtaining audits in accordance with 2 CFR 200 Subpart F.

14. State Property

Sub-recipient shall be responsible for the custody and care of any property purchased with HSGP funds furnished for use in connection with the performance of this Agreement and shall reimburse the Recipient for any loss or damage to said property until the property is disposed of in accordance with HSGP Program requirements. Recipient will not be held responsible for any property purchased under this MOU/MOA. Title to the property purchased with HSGP funds shall be in the Sub-recipient unless noted in section 8 of the MOA.

15. Points of Contact

To provide consistent and effective communication between Sub-recipient and the Department of Public Safety, North Carolina Emergency Management, each party shall appoint a Principal Representative(s) to serve as its central point of contact responsible for coordinating and implementing this MOA. The Department of Public Safety, North Carolina Emergency Management contact shall be, Assistant Director for Planning & Homeland Security, the NCEM Grants Management Branch Staff, and the NCEM Field Branch Staff. The Sub-recipient point of contact shall be the HSGP Program Manager or the person designated by the Sub-recipient. All confidential information of either party disclosed to the other party in connection with the services provided hereunder will be treated by the receiving party as confidential and restricted in its use to only those uses contemplated by the terms of this MOA. Any information to be treated as confidential must be clearly marked as confidential prior to transmittal to the other party. Neither party shall disclose to third parties, the other party's confidential information without written authorization to do so from the other party. Specifically excluded from such confidential treatment shall be information that:

A. As of the date of disclosure and/or delivery, is already known to the party receiving such information.

B. Is or becomes part of the public domain, through no fault of the receiving party.

C. Is lawfully disclosed to the receiving party by a third party who is not obligated to retain such information in confidence.

D. Is independently developed at the receiving party by someone not privy to the confidential information.

16. Public Records Access

While this information under Federal control is subject to requests made pursuant to the Freedom of Information Act (FOIA), 5 U.S.C. §552 et. seq., all determinations concerning the release of information of this nature are made on a case-by-case basis by the FEMA FOIA Office. This agreement may be subject to the North Carolina Public Records Act, Chapter 132 of the North Carolina General Statutes.

17. Subcontracting

If Sub-recipient subcontracts any or all purchases or services required under this Agreement, then Sub-recipient agrees to include in the subcontract that the subcontractor is bound by the terms and conditions of this MOA. Sub-recipient and any subcontractor agree to include in the subcontract that the subcontractor shall hold Recipient harmless against all claims of whatever nature arising out of the subcontractor's performance of work under this MOA. If Sub-recipient subcontracts any or all purchases or services required under this MOA, a copy of the executed subcontract Agreement must be forwarded to Recipient. A contractual arrangement shall in no way relieve Sub-recipient of its responsibilities to ensure that all funds issued pursuant to this grant be administered in accordance with all state and Federal requirements. Sub-recipient is bound by all special conditions of this grant award as set out in the Grant Application Package and the Grant Award and Special Conditions documents, incorporated by reference herein, as well as all terms, conditions and restrictions of the applicable HSGP NOFO announcement referenced herein.

18. Situs
This Agreement shall be governed by the laws of North Carolina and any claim for breach or enforcement shall be filed in State Court in Wake County, North Carolina.

19. Antitrust Laws
This Agreement is entered into in compliance with all State and Federal antitrust laws.

20. Other Provisions/Severability
Nothing in this Agreement is intended to conflict with current laws or regulations of the State of North Carolina, Department of Public Safety, North Carolina Emergency Management, or the Sub-recipient. If a term of this agreement is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this agreement shall remain in full force and effect.

21. Compliance with the law
Sub-recipient shall be wholly responsible for the purchases to be made under this MOA and for the supervision of its employees and assistants. Sub-recipient shall be responsible for compliance with all laws, ordinances, codes, rules, regulations, licensing requirements and other regulatory matters that are applicable to the conduct of its business and purchase requirements performed under this MOA, including those of Federal requirements and State and local agencies having appropriate jurisdiction and found in the FY 2018 HSGP NOFO announcement.

22. Entire Agreement
This Agreement and any annexes, exhibits and amendments annexed hereto and any documents incorporated specifically by reference represent the entire agreement between the parties and supersede all prior oral and written statements or agreements.

23. Modification
This Agreement may be amended only by written amendments duly executed by the Recipient and the Sub-recipient.

24. Certification of eligibility–Under the Iran Divestment Act
Pursuant to G.S. 147-86.59, any person identified as engaging in investment activities in Iran, determined by appearing on the Final Divestment List created by the State Treasurer pursuant to G.S, 147-86.58, is ineligible to contract with the State of North Carolina or any political subdivision of the State. The Iran Divestment Act of 2015, G.S. 147-86.55 et seq.* requires that each vendor, prior to contacting with the State certifies, and the undersigned on behalf of the Vendor does hereby certify, to the following:

A. That the vendor is not identified on the Final Divestment List of entities that the State Treasurer has determined engages in investment activities in Iran

B. That the vendor shall not utilize on any contract with the State agency any subcontractor that is identified on the Final Divestment List

C. That the undersigned is authorized by the Vendor to make this Certification

The State Treasurer's Final Divestment List can be found on the State Treasurer's website at the address: https://www.nctreasurer.com/inside-the-department/OpenGovernment/Pages/Iran-divestment-Act-resources.aspx , and is updated every 180 days. For questions about the Department of State Treasurer's Iran Divestment Policy, please call (919) 814-3852.

25. Termination

The terms of this agreement, as modified with the consent of all parties, will remain in effect until February 28, 2021. Either party upon thirty days advance written notice to the other party may terminate this agreement. Upon approval by DHS, FEMA and the issuance of the Grant Adjustment Notice, if this MOA is extended, the termination date for the extension will be the date listed in the applicable DHS, FEMA Grant Adjustment Notice, incorporated by reference herein. If DHS suspends or terminates funding in accordance with 2 CFR 200 and the 2018 HSGP NOFOA, incorporated by reference herein, the Sub-recipient shall reimburse North Carolina Emergency Management for said property and/or expenses.

26. Scope of Work

Sub-recipient shall implement the HSGP project summarized below and as described in the approved project application. That application is hereby incorporated by reference into this Agreement:

A. Scope of Work Summary
   i. Completed appropriate report forms with invoices and proof(s) of payment
   ii. Audit findings and corrective action plans
   iii. Equipment inventory records with photo documentation of labeling

B. Semi-annual summary (progress report) no later than July 15th to the NCEM Grant Manager and/or NCEM Field Planner to ensure:
   i. The project deliverables are being met.
   ii. Each grant contract is operating within budget.

C. Documentation to be provided throughout the Period of Performance of the grant:
   i. Quarterly project progress reports
   ii. Sub-recipient involved legal action that pertains to Planning, Organization, Training, Exercise and Equipment purchased with HSGP
   iii. After action report from exercise
   iv. Training course roster and description
   v. Any other documentation that would be pertinent
   vi. All legible and complete invoices and receipts detailing the expenses associated with the project.

   Receipts must contain the following information:
   - Name and address of the vendor or establishment providing the product or service.
   - Vendor/Payee invoice number, account number, and any other unique meaningful identifying number
   - Date the product or service was provided.
   - Itemized description of all products or services.
   - Unit price of products or services (if applicable).
   - Total amount charged.

   vii. Proof of payment of expenses associated with the project

27. Lobbying Prohibition

The Sub-recipient certifies, to the best of its knowledge and belief, that:

A. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person or employee of any state or Federal agency, a member of the NC General Assembly, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

B. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying,,, in accordance with its instructions.

C. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representative of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

28. Assurance of Compliance with Title VI of the Civil Rights Act of 1964

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor,,) agrees as follows:

A. Compliance with Regulations: The contractor shall comply with the Regulations relative to nondiscrimination in Federally-Assisted Programs of the 2 CFR. 200 and North Carolina regulation as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

B. Nondiscrimination: The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, sex, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

C. Solicitation for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractors obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, sex, or national origin.

D. Information and Reports: The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as my be determined by the Recipient or the Research and Special Programs Administration (RSPA) to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to the Recipient or the Research and Special Programs Administration as appropriate, and shall set forth what efforts it has made to obtain such information.

E. Sanctions for Noncompliance: In the event of the contractors noncompliance with nondiscrimination provisions of this contract, the Recipient shall impose contract sanctions as it or the Research and Special Programs Administration may determine to be appropriate, including, but not limited to:
  i. Withholding of payments to the contractor under the contract until the contractor complies.
  ii. Cancellation, termination, or suspension of the contract, in whole or in part.

F. Incorporation of Provisions: The contractor shall include the provisions of every subcontract, including procumbent of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contract shall take such action with respect to any subcontract or procurements as the Recipient or the Research and Special Programs Administration may direct as a means of enforcing such provisions including sanctions for noncompliance: Provide, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontract or supplier as a result of such direction, the contractor may request the Recipient to enter into such litigation to protect the of the Recipient and, in addition the contractor may request the United States to enter such litigation to protect the interests of the United States.

29. Assurance of Compliance with Title VI of the Civil Rights Act of 1964

Sub-recipient hereby agrees that as a condition to receiving any Federal financial assistance from the DHS it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d-42 U.S.C. 2000d-4 (hereinafter referred to as the Act) and all requirements imposed by or pursuant to 2 CFR Sub Part F , Nondiscrimination in Federally-Assisted Programs of the DHS - Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the Regulations) and other pertinent directives, to the end that in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of race, color, sex or national origin, be excluded from participation in, be denied the benefits of, or be otherwise discrimination under any program or activity for which the Sub-recipient receives Federal financial assistance from the DHS, and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This assurance is required by subsection 21.7(a) (1) of the Regulations. More specifically and without limiting the above general assurance, the Sub-recipient hereby gives the following specific assurance with respect to the project:

A. Agrees that each "program" and each "facility" as defined in subsections 21.23(e) and 21.23(b) of the Regulations, will be (with regard to a "program") conducted, or will be (with regard to ("facility") operated in compliance with all requirements imposed by, or pursuant to, the Regulations.

B. Insert the following notification in all solicitations for bids for work or material subject to the Regulations and, in adapted form in all proposals for negotiated agreements:

> In accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and 2 CFR Sub Part F issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in regard to any contract entered into pursuant to this advertisement, minority, business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex or national origin in consideration for an award.

C. Insert the clauses of this agreement in every contract subject to the Act and the Regulations.

D. This assurance obligates the Recipient for the period during which Federal financial assistance is extended to the project.

E. Provide for such methods of administration for the program as are found by the Secretary of DHS or the official to whom he delegates specific authority to give reasonable guarantee that is, other recipients, Sub-recipients, contractors, subcontractors, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations and this assurance.

F. Agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, and Regulations, and this assurance.

This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Recipient by the DHS and is binding on it, other recipients, Sub-recipients, contractors, subcontractors, transferees, successors in interest and other participants in the DHS Program. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the recipients.

30. Assurance of Compliance with Title VI of the Civil Rights Act of 1964

The following clauses shall be included in all deeds, licenses, leases, permits, or similar instruments entered into by Sub-recipient executed in expending these grant funds:

A. The [Sub-recipient, licensee, lessee, permittee, etc., as appropriate] for itself, herself/himself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this [deed, license, lease, permit, etc.] for a purpose for which a DHS program or activity is extended or for another purpose involving the provision of similar services or benefits, the Sub-recipient [licensee, lessee, permittee, etc.] shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to 2 CFR Sub Part F and as said Regulations may be amended.

B. That in the event of breach of the above nondiscrimination covenants, Sub-recipient shall have the right to terminate the [license, lease, permit, etc.] and to re-enter and repossess said land and the facilities thereon, and hold the same as if said [licenses, lease, permit, etc.] had never been made or issued.

C. That in the event of breach of any of the above nondiscrimination covenants, Sub-recipient shall have the right to re-enter said lands and facilities thereon, and the above-described lands and facilities shall thereupon revert to and vest in and become the absolute property of Sub-recipient and its assigns.

The following shall be included in all deeds, licenses, leases, permits, or similar agreements entered into by Sub-recipient:

A. The [Sub-recipient, licensee, lessee, permittee, etc., as appropriate] for herself/himself, his/her personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in case of deeds, and leases add "as a covenant running with the land"] that (1) no person on the grounds of race, color, sex, or national origin shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over or under such land and the furnishing services thereon, no person on the grounds of race, color, sex, or national origin shall be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination, and (3) that the [Sub-recipient, licensee, lessee, permittee, etc.] shall use the premises in compliance with all other requirements imposed by or pursuant 2 CFR Sub Part F Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

B. That in the event of breach of any of the above nondiscrimination covenants, Sub-recipient shall have the right to terminate the [license, lease, permit, etc.] and to re-enter and repossess said land and the facilities thereon, and hold the same as if said [license, lease, permit, etc.] had never been made or issued.

C. That in the event of breach of any of the above nondiscrimination covenants, Sub-recipient shall have the right to re-enter said land and facilities thereon, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of Sub-recipient and its assigns.

* Reverted clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of Title VI of the Civil Rights Act of 1964.

31. Assurance of Compliance with Privacy Act

The Sub-recipient agrees:

A. To comply with the provisions of the Privacy Act of 1974, 5 U.S.C. §552A and regulations adopted there under, when performance under the program involves the design, development, or operation of any system or records on individuals to be operated by the Sub-recipient, its third-party contractors, subcontractors, or their employees to accomplish a DHS function.

B. To notify DHS when the Sub-recipient or any of its third-party contractors, subcontractors, sub-recipients, or their employees anticipate a system of records on behalf of DHS in order to implement the program, if such system contains information about individuals name or other identifier assigned to the individual. A system of records subject to the Act may not be used in the performance of this Agreement until the necessary and applicable approval and publication requirements have been met.

C. To include in every solicitation and in every third-party contract, sub-grant, and when the performance of work, under that proposed third-party contract, sub grant, or sub agreement may involve the design, development, or operation of a system of records on individuals to be operated under that third-party contract, sub grant, or to accomplish a DHS function, a Privacy Act notification informing the third party contractor, or sub Recipient, that it will be required to design, develop, or operate a system of records on individuals to accomplish a DHS function subject to the Privacy Act of 1974, 5 U.S.C. §552a, and applicable DHS regulations, and that a violation of the Act may involve the imposition of criminal penalties; and

D. To include the text of Sections 30 part A through C in all third party contracts, and sub grants under which work for this Agreement is performed or which is award pursuant to this Agreement or which may involve the design, development, or operation of a system of records on behalf of the DHS.

32. Certification Regarding Drug-Free Workplace Requirements (Sub-recipients Other Than Individuals)

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988, 44 CFR Part 17, Sub Part F. The regulations, published in the January 31, 1989 Federal Register, require certification by sub- Recipient, prior to award, that they will maintain a drug-free workplace. The certification set out below is a material representation of the act upon which reliance will be placed when the agency determines to award the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government-wide suspension of debarment, (See 2 CFR Part 200).

A. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Sub-recipient's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

B. Establish a drug-free awareness program to inform employees about:
  i. The dangers of drug abuse in the workplace
  ii. The Sub-recipient's policy of maintaining a drug-free workplace
  iii. Any available drug counseling, rehabilitation, and employee assistance programs
  iv. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace

C. Require that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph A. .

D. Notifying the employee in the statement required by paragraph (A) that, as a condition of employment under the grant, the employee will:
  i. Abide by the terms of the statement.
  ii. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

E. Notifying the agency within ten days after receiving notice under subparagraph (D) (ii), from an employee or otherwise receiving actual notice of such conviction.

F. Taking one of the following actions, within 30 days of receiving notice under subparagraph (D)(ii), with respect to any employee who is convicted:
  i. Taking appropriate personnel action against such an employee, up to and including termination.
  ii. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purpose by federal, state, local health, law enforcement, or other appropriate agency.

G. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A), (B), (C), (D), (E), and (F).

33. Execution and Effective Date

This grant shall become effective upon return of this original Grant Award and MOA, properly executed on behalf of the Sub-recipient, to North Carolina Emergency Management and will become binding upon execution of all parties to the Agreement. The terms of this Agreement will become effective September 1, 2018. The last signature shall be that of Erik A. Hooks, Secretary for the North Carolina Department of Public Safety.

34. Term of this Agreement

This agreement shall be in effect from September 1, 2018 to February 28, 2021.

IN WITNESS WHEREOF, the parties have each executed this Agreement and the parties agree that this Agreement will be effective as of September 1, 2018

NC DEPARTMENT OF PUBLIC SAFETY
DIVISION OF EMERGENCY MANAGEMENT
1636 GOLD STAR DR
RALEIGH, NC 27607

PERQUIMANS COUNTY
159 CREEK DRIVE
HERTFORD, NC 27944-9402

DocuSigned by:
BY: Michael A. Sprayberry
MICHAEL A. SPRAYBERRY, DIRECTOR
NORTH CAROLINA EMERGENCY MANAGEMENT

DocuSigned by:
BY: Jonathan Nixon
F075AF117FFD49A...

APPROVED AS TO PROCEDURES:

BY: ______________________________
JAMES J. CHEROKE, CONTROLLER
DEPARTMENT OF PUBLIC SAFETY

BY: ______________________________

DocuSigned by:
BY: William Polk
WILLIAM POLK, ASSISTANT GENERAL COUNSEL
REVIEWED FOR THE DEPARTMENT OF
PUBLIC SAFETY, BY WILLIAM POLK,
DPS ASSISTANT GENERAL COUNSEL, TO FULFILL THE
PURPOSES OF THE US DEPARTMENT OF
HOMELAND SECURITY GRANT PROGRAMS

BY: ______________________________
ERIK A. HOOKS, SECRETARY
DEPARTMENT OF PUBLIC SAFETY

THIS MOA WAS PREVIOUSLY APPROVED AS TO FORM BY THE NORTH CAROLINA DEPARTMENT OF JUSTICE FOR THE FY 2018 HOMELAND SECURITY GRANT PROGRAM ONLY AND IS SUBJECT TO EXECUTION BY ERIK A. HOOKS, SECRETARY OF THE DEPARTMENT OF PUBLIC SAFETY. THIS MOU/MOA SHOULD NOT BE USED FOR OTHER MOUs/MOAs FOR THE HSGP FOR OTHER FISCAL YEARS.

Attachment 1

Home

Exercise Request

*Submitted By	Perquimans County		
*Exercise Name	Perquimans CountyRescue Operations of a Grain Bin Entrapmen		
Location	Perquimans County - Durants Neck Fire District		
Sponsoring Agency	Perquimans Emergency Management		
Military Installation			
For Official Use Only			
MOA #			
Status	Approved	Status Date	07/29/2018

***Scenario (check all that apply)**	
☐ Chemical Release or Threat	☑ Search and Rescue
☐ Nuclear Release or Threat	☐ Cyber
☐ Natural Disaster	☐ Radiological Release or Threat
☐ Explosive Detonation or Threat	☑ Agriculture
☐ Active Shooter	
Other Scenario	

***Type (check all that apply)**			
☑ Drill	☑ Full-Scale Exercise (FSE)	☑ Functional Exercise (FE)	☐ Game
☐ Planning Conference	☐ Seminar	☑ Tabletop Exercise (TTX)	☐ Workshop
***Focus (check all that apply)**			
☐ Prevention	☐ Protection	☐ Mitigation	☑ Response
☐ Recovery			
Other Focus			
***Scope (check all that apply)**			
☐ Local Only	☑ Regional (within State)	☐ Private/Corporation	☐ Multi-State
☑ VOAD (Red Cross, etc.)	☑ Local/State	☐ National Level Exercise	☑ Multi-Local
☐ Federal/State/Local			
Other Scope			

Exercise Sponsor Point of Contact Information

Organization	Perquimans County Emergency Management
County Manager	Frank Heath

County Tax ID	566000330
Contact Name	Jonathan Nixon
Address	159 Creek Dr
City/State/Zip	Hertford
Phone	2524265646
Email	jnixon@perquimanscountync.gov

***Major Participating Agencies/Organizations**

☑ County EM	☑ County Fire	☐ County Health	☑ County Rescue Squad	☐ County SAR
☑ Local Law Enforcement	☑ State Agencies			

Other:

Schedule

Provide Final Proposal to NCEM	11/01/2018
Prepare Exercise Plan	02/01/2019
Mail Notice of Exercise	
Conduct Exercise between	03/01/2019
and	05/31/2019
Complete Action Report	06/15/2019

Brief Exercise Overview:

Due to the rural farming community in Perquimans County and the large number of Grain Bins in the county the goal of this exercise is to test the response and actions of the Emergency Responders (Fire, EMS and Law Enforcement) to an emergency in which several individuals have become entrapped in a Grain Bin. It will test the counties response including Incident command, Fire personnel response to rescue the individuals, request for outside resources, security control of the scene, and EMS patient care response.

***Estimated Budget**

	Description	Cost
1	Goods and Services	1635.00
2	Mail and Postage	47.00
3	Supplies and Materials	498.00
4	Consultant Fees	7820.00
5		
	TOTAL	$10,000.00

Add Row

Attached Documents

Document		Browse...
Description		Attach
Select	**Description**	**Document**
☐	Supplemental TERMS	Perquimans TERMS Exercise Supplement V2.pdf
Delete Selected Items		

Addtional Notes

Please let us know if we can provide additional information.

NOTE: Training Costs are NOT ELIGIBLE for this grant.

Exercise Grant Core Capabilities / Gap identification / MOA Signatory

County: **Perquimans County**	MOA #:
Exercise Name: **Rescue Operations of a Grain Bin Entrapment**	

Note: Select All that Apply

Prevention

- ☑ Planning
- ☐ Public Information and Warning
- ☐ Operational Coordination
- ☐ Intelligence and Information Sharing
- ☐ Interdiction and Disruption
- ☐ Screening, Search, and Detection
- ☐ Forensics and Attribution

Mitigation

- ☑ Planning
- ☐ Public Information and Warning
- ☑ Operational Coordination
- ☐ Community Resilience
- ☐ Long-term Vulnerability Reduction
- ☑ Risk and Disaster Resilience Assessment
- ☑ Threats and Hazard Identification

Recovery

- ☐ Planning
- ☐ Public Information and Warning
- ☐ Operational Coordination
- ☐ Infrastructure Systems
- ☐ Health and Social Services
- ☐ Economic Recovery
- ☐ Housing
- ☐ Natural and Cultural Resources

Response

- ☑ Planning
- ☑ Public Information and Warning
- ☑ Operational Coordination
- ☐ Infrastructure Systems
- ☑ Critical Transportation
- ☑ Environmental Response/Health and Safety
- ☑ Fatality Management Services
- ☑ Fire Management and Suppression
- ☑ Logistics and Supply Chain Management
- ☐ Mass Care Services
- ☑ Mass Search and Rescue Operations
- ☑ On-scene Security and Protection
- ☑ Operational Communications
- ☑ Public Health, Healthcare, and Emergency Medical Services
- ☑ Situational Assessment

Protection

- ☑ Planning
- ☑ Public Information and Warning
- ☑ Operational Coordination
- ☐ Intelligence and Information Sharing
- ☐ Interdiction and Disruption
- ☑ Screening, Search, and Detection
- ☐ Access Control and Identity Verification
- ☐ Cybersecurity
- ☐ Physical Protective Measures
- ☑ Risk Management for Protection Programs and Activities
- ☐ Supply Chain Integrity and Security

Capability gap(s) as determined and identified from previous exercises, gap analysis or THIRA

Test the response, Mitigation to a Grain bin entrapment of several workers. It will include Planning, IC and demobilization of all resources.

Memorandum of Agreement (MOA) signatory (Full Name, Title, Contact Information and Email address)

Jonathan A. Nixon, Emergency Services Director, PO Box 563 - 159 Creek Dr, Hertford, NC 27944, jnixon@perquimanscountync.gov

For questions or concerns please contact NCEM at 919-825-2257 or ExerciseGrant@ncdps.gov

Save and attach to TERMs Exercise Request

Attachment 2

HOMELAND SECURITY QUARTERLY PROGRESS REPORT

FY:

SUBGRANTEE:

QUARTER: Select Quarter

MOA:

EXERCISE INFORMATIONAL UPDATES

GRANT AWARD AMOUNT: $

EXPENDED PRIOR QUARTERS: $

EXPENDED THIS QUARTER: $

EXERCISE SCHEDULED DATE:

CONCEPT & OBJECTIVE MEETING DATE:

INITIAL PLANNING MEETING DATE:

MID-PLANNING MEETING DATE:

FINAL PLANNING MEETING DATE:

MSEL DEVELOPMENT MEETING DATE:

AFTER ACTION MEETING DATE:

ACTIVITIES	CURRENT STATUS

NOTE: QUARTERLY PROGRESS REPORTS ARE DUE: JANUARY 15, APRIL 15, JULY 15 AND OCTOBER 15

Attachment 3

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Attachment 3 - EXAMPLE

Grant-Funded Typed Resource Report

Tool Instructions:

1. Each row should contain one piece of equipment purchased with or training held using grant funds for current reporting period. **Only report purchases and trainings that have already been completed and funds have been expended and drawn down.**

2. Choose from the drop-down menu whether the line is for equipment or training, the NIMS Typed Discipline, NIMS Typed Resource and NIMS Type #, as published by FEMA's National Integration Center (NIC) that the equipment supports, if NIMS Typed.

2a. If equipment or training is not NIMS Typed, choose "State/Local Other" in drop-down menu and provide State/Local typing or Community of Interest information in the Comments.

3. Choose whether the piece of equipment or training is to "Sustain Current" existing capabilities or will increase or "Add New" capability .

4. Choose the Core Capability or Capabilities that the Typed Resource supports. If more than one Core Capability is applicable, expand the columns by clicking the '+' above the 'Cost of Purchase' column to show more 'Core Capability Supported' columns.

5. Enter the cost of the equipment or training.

6. Enter additional information in the Comments, including a brief description of whether the training or equipment purchased sustains existing capabilities; adds or improves an existing capability; or builds a new capability from scratch. This Form Can be accessed at www.fema.gov/media-library/assets/documents/28973?id=6432

SUBGRANTEE:	GRANT#:	PROJECT:
Carolina County	2013-SS-00033-S01-13xx	Generators & Generator Switches

Equipment or Training	NIMS Typed Discipline or State/Local Discipline/Community of Interest Supported	NIMS Typed Resource Supported	NIMS Type #	State/Local Typed Resource Supported (if applicable)	Typed Equipment Purchased	# of Personnel Trained for Typed Teams	# of Typed Teams Trained	Sustain Current Capability/Add New Capability	Core Capability Supported	Cost of Purchase	Comments
Equipment	Fire / Hazmat	HazMat Entry Team	I	N/A	WMD Liquid Splash-Protective CPC	N/A	N/A	Add New	Environmental Response / Health and Safety	$ 90,000.00	This new PPE will increase a Type II to a Type I HazMat Entry Team by fulfilling the PPE requirements for a Type I team. This investment completes the upgrade of this team.
Training	Incident Management	Incident Management Team	III	N/A	N/A	55	3	Sustain Current	Operational Coordination	$ 150,000.00	This Training sustained policy awareness for a State and two Regional IMTs. This training maintains emergency staff awareness that would have otherwise been out-of-date within 3 months of the training.
Equipment	Public Health and Medical	State / Local Other (provide in comments section)	State / Local Other	Water Ambulance	ALS Rescue Boat	N/A	N/A	Add New	Mass Care Services	$ 100,000.00	The ALS Rescue Boat meets State typing for Water Ambulance. This equipment purchase adds a new capability to the local EMS. Teams will begin training to complete the resource.
Training	Search and Rescue	US&R Task Forces	II	N/A	N/A	63	23	Sustain Current	Mass Search and Rescue Operations	$ 75,000.00	63 Responders were trained in structural collapse to support 23 Type II USAR Teams. This training sustained current levels of staffing in anticipation of current staff retiring.

EXAMPLE

Attachment 3 **Grant-Funded Typed Resource Report**

Tool Instructions:

1. Each row should contain one piece of equipment purchased with or training held using grant funds for current reporting period. Only report purchases and trainings that have already been completed and funds have been expended and drawn down.
2. Choose from the drop-down menu whether the line is for equipment or training, the NIMS Typed Discipline, NIMS Typed Resource and NIMS Type #, as published by FEMA's National Integration Center (NIC) that the equipment supports, if NIMS Typed.
2a. If equipment or training is not NIMS Typed, choose "State/Local Other" in drop-down menu and provide State/Local typing or Community of Interest information in the Comments.
3. Choose whether the piece of equipment or training is to "Sustain Current" existing capabilities or will increase or "Add New" capability .
4. Choose the Core Capability or Capabilities that the Typed Resource supports. If more than one Core Capability is applicable, expand the columns by clicking the '+' above the 'Cost of Purchase' column to show more 'Core Capability Supported' columns.
5. Enter the cost of the equipment or training.
6. Enter additional information in the Comments, including a brief description of whether the training or equipment purchased sustains existing capabilities; adds or improves an existing capability; or builds a new capability from scratch.

SUBGRANTEE:

GRANT#:

PROJECT:

Equipment or Training	NIMS Typed Discipline or State/Local Discipline/Community of Interest Supported	NIMS Typed Resource Supported	NIMS Type #	State/Local Typed Resource Supported (if applicable)	Typed Equipment Purchased	# of Personnel Trained for Typed Teams	# of Typed Teams Trained	Sustain Current Capability/Add New Capability	Core Capability Supported	Cost of Purchase	Comments

Attachment 4

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The Department of Homeland Security Standard Terms and Conditions 2018

The FY 2018 DHS Standard Terms and Conditions apply to all new federal financial assistance awards funded in FY 2018. The DHS financial assistance awards terms and conditions flow down to subrecipients, unless a particular award term or condition specifically indicates otherwise.

Assurances, Administrative Requirements, Cost Principles, and Audit Requirements

DHS financial assistance recipients must complete either the OMB Standard Form) Standard Form 424B Assurances – Non-Construction Programs, or OMB Standard Form 424D Assurances – Construction Programs as applicable. Certain assurances in these documents may not be applicable to your program, and the DHS financial assistance office (DHS FAO) may require applicants to certify additional assurances. Applicants are required to fill out the assurances applicable to their program as instructed by the awarding agency. Please contact the DHS FAO if you have any questions.

DHS financial assistance recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at 2 C.F.R. Part 200, and adopted by DHS at 2 C.F.R. Part 3002.

DHS Specific Acknowledgements and Assurances

All recipients, subrecipients, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff.

1. Recipients must cooperate with any compliance reviews or compliance investigations conducted by DHS.
2. Recipients must give DHS access to, and the right to examine and copy, records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS regulations *and* other applicable laws or program guidance.
3. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports.
4. Recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.
5. Recipients of federal financial assistance from DHS must complete the *DHS Civil Rights Evaluation Tool* (https://www.dhs.gov/publication/dhs-civil-rights-evaluation-tool) within thirty (30) days of receipt of the Notice of Award or, for State Administering Agencies, thirty (30) days from receipt of the DHS Civil Rights Evaluation Tool from DHS or its awarding component agency. Recipients are required to provide this information once every two (2) years, not every time an award is made. After the initial submission, recipients are only required to submit updates. Recipients should submit the completed tool, including supporting materials to CivilRightsEvaluation@hq.dhs.gov. This tool clarifies the civil rights obligations and related reporting requirements contained in the DHS Standard Terms and Conditions. Subrecipients are not required to complete and submit this tool to DHS.

The United States has the right to seek judicial enforcement of these obligations.

Acknowledgment of Federal Funding from DHS	Recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.
Activities Conducted Abroad	Recipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

Age Discrimination Act of 1975	Recipients must comply with the requirements of the *Age Discrimination Act of 1975* (Title 42 U.S. Code, § 6101 *et seq.*), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.
Americans with Disabilities Act of 1990	Recipients must comply with the requirements of Titles I, II, and III of the *Americans with Disabilities Act*, which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities. (42 U.S.C. §§ 12101–12213).
Best Practices for Collection and Use of Personally Identifiable Information (PII)	Recipients who collect PII are required to have a publically-available privacy policy that describes standards on the usage and maintenance of PII they collect. DHS defines personally identifiable information (PII) as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. Recipients may also find the DHS Privacy Impact Assessments: Privacy Guidance and Privacy template as useful resources respectively.
***Civil Rights Act of 1964* – Title VI**	Recipients must comply with the requirements of Title VI of the *Civil Rights Act of 1964* (42 U.S.C. § 2000d *et seq.*), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS implementing regulations for the Act are found at 6 C.F.R. Part 21 and 44 C.F.R. Part 7.
Civil Rights Act of 1968	Recipients must comply with Title VIII of the *Civil Rights Act of 1968*, which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (See 42 U.S.C. § 3601 et seq.), as implemented by the Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units—i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)—be designed and constructed with certain accessible features. (See 24 C.F.R. § 100.201.)
Copyright	Recipients must affix the applicable copyright notices of 17 U.S.C. §§ 401 or 402 and an acknowledgement of U.S. Government sponsorship (including the award number) to any work first produced under federal financial assistance awards.
Debarment and Suspension	Recipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) 12549 and 12689, and 2 C.F.R. Part 180. These regulations restrict federal financial assistance awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.
Drug-Free Workplace Regulations	You as the recipient must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 2 CFR part 3001, which adopts the Government-wide implementation (2 CFR part 182) of sec. 5152-5158 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 8101).

Duplication of Benefits	Any cost allocable to a particular federal financial assistance award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other federal financial assistance awards to overcome fund deficiencies, to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions, or for other reasons. However, these prohibitions would not preclude recipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions.
Education Amendments of 1972 (*Equal Opportunity in Education Act*) – Title IX	Recipients must comply with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 *et seq.*), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. DHS implementing regulations are codified at 6 C.F.R. Part 17 and 44 C.F.R. Part 19
Energy Policy and Conservation Act	Recipients must comply with the requirements of The Energy Policy and Conservation Act (42 U.S.C. § 6201) which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.
***False Claims Act* and Program Fraud Civil Remedies**	Recipients must comply with the requirements of The False Claims Act (31 U.S.C. § 3729-3733) which prohibits the submission of false or fraudulent claims for payment to the federal government. (See 31 U.S.C. § 3801-3812 which details the administrative remedies for false claims and statements made.)
Federal Debt Status	Recipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. (See OMB Circular A-129.)
Federal Leadership on Reducing Text Messaging while Driving	Recipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in E.O. 13513, including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the federal government.
Fly America Act of 1974	Recipients must comply with Preference for U.S. Flag Air Carriers (air carriers holding certificates under 49 U.S.C. § 41102) for international air transportation of people and property to the extent that such service is available, in accordance with the *International Air Transportation Fair Competitive Practices Act of 1974* (49 U.S.C. § 40118) and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981 amendment to Comptroller General Decision B-138942.
Hotel and Motel Fire Safety Act of 1990	In accordance with Section 6 of the *Hotel and Motel Fire Safety Act of 1990*, (15 U.S.C. § 2225a), recipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of the *Federal Fire Prevention and Control Act of 1974*, as amended,(15 U.S.C. § 2225).
Limited English Proficiency (*Civil Rights Act of 1964*, Title VI)	Recipients must comply with the *Title VI of the Civil Rights Act of 1964* (42 U.S.C. § 2000d et seq.) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance https://www.dhs.gov/guidance-

published-help-department-supported-organizations-provide-meaningful-access-people-limited and additional resources on http://www.lep.gov.

Lobbying Prohibitions

Recipients must comply with 31 U.S.C. § 1352, which provides that none of the funds provided under an federal financial assistance award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any federal action related to a federal award or contract, including any extension, continuation, renewal, amendment, or modification.

National Environmental Policy Act

Recipients must comply with the requirements of the National Environmental Policy Act (NEPA) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which requires recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.

Nondiscrimination in Matters Pertaining to Faith-Based Organizations

It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries. Recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statues, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.

Non-supplanting Requirement

Recipients receiving federal financial assistance awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.

Notice of Funding Opportunity Requirements

All of the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the award terms and conditions. Recipients must comply with any such requirements set forth in the program NOFO.

Patents and Intellectual Property Rights

Unless otherwise provided by law, recipients are subject to the *Bayh-Dole Act*, Pub. L. No. 96-517, as amended, and codified in 35 U.S.C. § 200 et seq. All recipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from federal financial assistance awards located at 37 C.F.R. Part 401 and the standard patent rights clause located at 37 C.F.R. § 401.14.

Procurement of Recovered Materials

Recipients must comply with Section 6002 of the *Solid Waste Disposal Act*, as amended by the *Resource Conservation and Recovery Act*. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

Rehabilitation Act of 1973

Recipients must comply with the requirements of Section 504 of the *Rehabilitation Act of 1973*,(29 U.S.C. § 794), as amended, which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Reporting of Matters Related to Recipient Integrity and Performance	If the total value of the recipient's currently active grants, cooperative agreements, and procurement contracts from all federal assistance offices exceeds $10,000,000 for any period of time during the period of performance of this federal financial assistance award, the recipient must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated here by reference in the award terms and conditions.
Reporting Subawards and Executive Compensation	Recipients are required to comply with the requirements set forth in the government-wide Award Term on Reporting Subawards and Executive Compensation located at 2 C.F.R. Part 170, Appendix A, the full text of which is incorporated here by reference in the award terms and conditions.
SAFECOM	Recipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.
Terrorist Financing	Recipients must comply with E.O. 13224 and U.S. law that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Recipients are legally responsible to ensure compliance with the Order and laws.
Trafficking Victims Protection Act of 2000	Recipients must comply with the requirements of the government-wide award term which implements Section 106(g) of the *Trafficking Victims Protection Act of 2000*, (TVPA) as amended by 22 U.S.C. § 7104. The award term is located at 2 C.F.R. § 175.15, the full text of which is incorporated here by reference.
Universal Identifier and System of Award Management (SAM)	Recipients are required to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A.
USA Patriot Act of 2001	Recipients must comply with requirements of the *Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act* (USA PATRIOT Act), which amends 18 U.S.C. §§ 175–175c.
Use of DHS Seal, Logo and Flags	Recipients must obtain permission from their DHS FAO, prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.
Whistleblower Protection Act	Recipients must comply with the statutory requirements for whistleblower protections (if applicable) at 10 U.S.C § 2409, 41 U.S.C. 4712, and 10 U.S.C. § 2324, 41 U.S.C. §§ 4304 and 4310.

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Attachment 5

Required Sub-Recipient File Documentation

Sub-grantee or sub-recipient must meet the financial administration requirements in 2 C.F.R Part 200 and must maintain a file for each Homeland security grant award. The files must be available for review by the North Carolina Division of Emergency Management – Homeland Security Branch Staff for site visits, project closeout and future audits.

Sub-grantee or sub-recipient must include appropriate documentation in the file, including but not limited to the following documents:

☐ Grant Award and Memorandum of Agreement/ Memorandum of Understanding and Supporting Appendices
☐ Completed appropriate cost report forms with invoices and proof(s) of payment
☐ Audit Findings and Corrective Action Plans
☐ Equipment Inventory records with photo documentation of labeling

Non-Federal entities are required to maintain and retain the following:
☐ Backup documentation, such as bids and quotes.
☐ Cost/price analyses on file for review by Federal personnel, if applicable.
☐ Other documents required by Federal regulations applicable at the time a grant is awarded to a recipient.

FEMA requires that non-Federal entities maintain the following documentation for federally funded purchases:
☐ Specifications
☐ Solicitations
☐ Competitive quotes or proposals
☐ Basis for selection decisions
☐ Purchase orders
☐ Contracts
☐ Invoices
☐ Cancelled checks

Non-Federal entities should keep detailed records of all transactions involving the grant. FEMA may at any time request copies of purchasing documentation along with copies of cancelled checks for verification.
Non-Federal entities who fail to fully document all purchases will find their expenditures questioned and subsequently disallowed.

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 7

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 4th DAY OF NOVEMBER, 2018, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2018 - 2019 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-012	State Grant - Emergency Management	10,000	
10-592-740	Hazardous Materials Grant	10,000	

EXPLANATION: To amend FY 18/19 budget to include the Homeland Security Grant specifically for a 2019 Grain Ben Entrapment Exercise. Grant #: EMW-2018-SS-00053 CFDA #: 97.067

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, THIS 4th DAY OF NOVEMBER, 2018.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 4th DAY OF NOVEMBER, 2018.

Chairman, Board of Commissioners

Finance Officer

Voting Delegate Designation Form

Legislative Goals Conference

January 10-11, 2019 (Thursday – Friday)
Raleigh Marriott Crabtree Valley – Wake County

NOTE: Please place this action on your board meeting agenda.

Each Board of County Commissioners is hereby requested to designate a commissioner or other official as a voting delegate for the 2019 Legislative Goals Conference. Each voting delegate should complete and sign the following statement and **return it to the Association no later than Friday, December 28, 2018.**

Please return form to Alisa Cobb, Executive Assistant, by email at alisa.cobb@ncacc.org or by fax at 919-733-1065.

I, ______________________________________, hereby certify that I am the duly designated voting delegate for ____________________ County at the North Carolina Association of County Commissioners 2019 Legislative Goals Conference.

Signed:______________________________

Title:______________________________

Article VI, Section of the Association's 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."

FOR
INFORMATION
ONLY
ITEMS

Albemarle Senior Games

A Program of the Albemarle Commission Area Agency on Aging

"Fun, Fitness & Fellowship"

October 16, 2018

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

Dear Mr. Heath,

We have received Perquimans County's contribution to the 2019 Albemarle Senior Games and greatly appreciate your continued support. As previously mentioned, the ***Albemarle Senior Games (ASG)*** and ***SilverArts*** are programs of the ***Albemarle Commission Area Agency on Aging (AAA).*** Although ASG receives support from the AAA, these programs rely heavily on the generosity of our community to sponsor our efforts. Your contribution assists us with the annual program costs, so we can keep the registration fee at a minimum for our senior participants. The AAA, as well as the ASG participants and volunteers thank you for supporting our program.

This past year, 104 participants from Perquimans County joined us for friendly competition in a variety of events, with some advancing to participate in the North Carolina Senior Games. We want to acknowledge both Beverly Gregory and Penny Trueblood from the Perquimans County Senior Center, for all of their assistance, as well as the Perquimans County Parks and Recreation Department for coordinating the field events, croquet, badminton and table tennis. They did a wonderful job! Without the support of people in our community, our program would not be possible.

We have just secured the dates for 2019, the 35th Anniversary of our local game! As always, we look forward to the expansion of the program and adding new participants to our senior games family.

Thank you again for supporting the Albemarle Senior Games, and believing in the importance of ***Fun, Fitness and Fellowship*** for the seniors in our region! If you have any questions regarding the ASG program, please do not hesitate to contact me.

Sincerely,

Ashley Lamb

Ashley Lamb
Albemarle Senior Games Coordinator
Aging Program Specialist
252-426-5753 x 232
alamb@accog.org

512 South Church Street · Hertford, NC 27944 · 252-426-5753 · 252-426-8482 (fax)

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NATIONAL ASSOCIATION of COUNTIES NACo

NACo Live Healthy Prescription Discount Program

Live Healthy U.S. Counties

Go Back

PRESCRIPTION, DENTAL AND HEALTH
DISCOUNT PROGRAMS FOR RESIDENTS

PERQUIMANS COUNTY, NC

	TOTAL	PLAN PRICED	% OF PLAN PRICED	RETAIL PRICED	% OF RETAIL PRICED	MEMBER COST	AVERAGE MEMBER COST	RETAIL SUBMITTED PRICE	AVERAGE RETAIL SUBMITTED PRICE	PRICE SAVINGS	AVERAGE PRICE SAVINGS	% OF PRICE SAVINGS	TOTAL UTILIZERS
2018													
JUNE	2	0	0.00%	2	100.00%	$ 51.55	$ 25.78	$ 51.55	$ 25.78	$ 0.00	$ 0.00	0.00%	1
MARCH	2	0	0.00%	2	100.00%	$ 51.55	$ 25.78	$ 51.55	$ 25.78	$ 0.00	$ 0.00	0.00%	1
2017													
DECEMBER	2	0	0.00%	2	100.00%	$ 51.55	$ 25.78	$ 51.55	$ 25.78	$ 0.00	$ 0.00	0.00%	1
SEPTEMBER	2	0	0.00%	2	100.00%	$ 51.55	$ 25.78	$ 51.55	$ 25.78	$ 0.00	$ 0.00	0.00%	1
JUNE	2	0	0.00%	2	100.00%	$ 51.55	$ 25.78	$ 51.55	$ 25.78	$ 0.00	$ 0.00	0.00%	1
MAY	1	0	0.00%	1	100.00%	$ 8.00	$ 8.00	$ 8.00	$ 8.00	$ 0.00	$ 0.00	0.00%	1
MARCH	3	1	33.33%	2	66.67%	$ 88.46	$ 29.49	$ 93.90	$ 31.30	$ 5.44	$ 1.81	5.79%	1
JANUARY	2	1	50.00%	1	50.00%	$ 70.80	$ 35.40	$ 86.28	$ 43.14	$ 15.48	$ 7.74	17.94%	1
2016													
DECEMBER	2	1	50.00%	1	50.00%	$ 57.24	$ 28.62	$ 77.14	$ 38.57	$ 19.90	$ 9.95	25.80%	2
SEPTEMBER	2	0	0.00%	2	100.00%	$ 49.55	$ 24.78	$ 49.55	$ 24.78	$ 0.00	$ 0.00	0.00%	1
AUGUST	1	0	0.00%	1	100.00%	$ 7.33	$ 7.33	$ 13.69	$ 13.69	$ 6.36	$ 6.36	46.46%	1
JULY	3	2	66.67%	1	33.33%	$ 53.24	$ 17.75	$ 91.05	$ 30.35	$ 37.81	$ 12.60	41.53%	2
JUNE	2	0	0.00%	2	100.00%	$ 49.55	$ 24.78	$ 49.55	$ 24.78	$ 0.00	$ 0.00	0.00%	1
MAY	1	0	0.00%	1	100.00%	$ 4.00	$ 4.00	$ 4.00	$ 4.00	$ 0.00	$ 0.00	0.00%	1
APRIL	1	1	100.00%	0	0.00%	$ 30.00	$ 30.00	$ 41.09	$ 41.09	$ 11.09	$ 11.09	26.99%	1
FEBRUARY	3	1	33.33%	2	66.67%	$ 84.56	$ 28.19	$ 86.25	$ 28.75	$ 1.69	$ 0.56	1.96%	2
2015													
OCTOBER	4	1	25.00%	3	75.00%	$ 90.42	$ 22.61	$ 127.54	$ 31.89	$ 37.12	$ 9.28	29.10%	2
SEPTEMBER	2	0	0.00%	2	100.00%	$ 47.93	$ 23.97	$ 47.93	$ 23.97	$ 0.00	$ 0.00	0.00%	1
JUNE	5	1	20.00%	4	80.00%	$ 78.06	$ 15.61	$ 101.18	$ 20.24	$ 23.12	$ 4.62	22.85%	1
MAY	1	1	100.00%	0	0.00%	$ 9.60	$ 9.60	$ 13.93	$ 13.93	$ 4.33	$ 4.33	31.08%	1
APRIL	1	1	100.00%	0	0.00%	$ 28.71	$ 28.71	$ 34.09	$ 34.09	$ 5.38	$ 5.38	15.78%	1
MARCH	4	1	25.00%	3	75.00%	$ 74.37	$ 18.59	$ 85.13	$ 21.28	$ 10.76	$ 2.69	12.64%	3
JANUARY	5	4	80.00%	1	20.00%	$ 104.75	$ 20.95	$ 201.94	$ 40.39	$ 97.19	$ 19.44	48.13%	3
2014													
DECEMBER	9	7	77.78%	2	22.22%	$ 172.04	$ 19.12	$ 267.10	$ 29.68	$ 95.06	$ 10.56	35.59%	3
NOVEMBER	12	10	83.33%	2	16.67%	$ 392.68	$ 32.72	$ 815.33	$ 67.94	$ 422.65	$ 35.22	51.84%	5
OCTOBER	7	6	85.71%	1	14.29%	$ 200.55	$ 28.65	$ 419.24	$ 59.89	$ 218.69	$ 31.24	52.16%	4
SEPTEMBER	4	4	100.00%	0	0.00%	$ 75.50	$ 18.88	$ 159.07	$ 39.77	$ 83.57	$ 20.89	52.54%	3
AUGUST	12	8	66.67%	4	33.33%	$ 436.48	$ 36.37	$ 789.55	$ 65.80	$ 353.07	$ 29.42	44.72%	5
JULY	8	4	50.00%	4	50.00%	$ 141.44	$ 17.68	$ 315.63	$ 39.45	$ 174.19	$ 21.77	55.19%	5
JUNE	11	5	45.45%	6	54.55%	$ 154.19	$ 14.02	$ 200.87	$ 18.26	$ 46.68	$ 4.24	23.24%	5
MAY	10	6	60.00%	4	40.00%	$ 388.80	$ 38.88	$ 692.10	$ 69.21	$ 303.30	$ 30.33	43.82%	6
APRIL	11	6	54.55%	5	45.45%	$ 260.41	$ 23.67	$ 437.49	$ 39.77	$ 177.08	$ 16.10	40.48%	6
MARCH	13	8	61.54%	5	38.46%	$ 454.73	$ 34.98	$ 621.46	$ 47.80	$ 166.73	$ 12.83	26.83%	7
FEBRUARY	7	4	57.14%	3	42.86%	$ 269.48	$ 38.50	$ 540.19	$ 77.17	$ 270.71	$ 38.67	50.11%	4
JANUARY	12	8	66.67%	4	33.33%	$ 249.29	$ 20.77	$ 410.01	$ 34.17	$ 160.72	$ 13.39	39.20%	6
2013													
DECEMBER	13	10	76.92%	3	23.08%	$ 285.55	$ 21.97	$ 640.79	$ 49.29	$ 355.24	$ 27.33	55.44%	5
NOVEMBER	9	5	55.56%	4	44.44%	$ 254.72	$ 28.30	$ 579.18	$ 64.35	$ 324.46	$ 36.05	56.02%	3
OCTOBER	11	6	54.55%	5	45.45%	$ 294.94	$ 26.81	$ 444.01	$ 40.36	$ 149.07	$ 13.55	33.57%	7
SEPTEMBER	8	5	62.50%	3	37.50%	$ 259.86	$ 32.48	$ 424.60	$ 53.08	$ 164.74	$ 20.59	38.80%	4
AUGUST	12	7	58.33%	5	41.67%	$ 355.30	$ 29.61	$ 780.04	$ 65.00	$ 424.74	$ 35.40	54.45%	6
JULY	11	8	72.73%	3	27.27%	$ 240.23	$ 21.84	$ 407.28	$ 37.03	$ 167.05	$ 15.19	41.02%	6
JUNE	7	1	14.29%	6	85.71%	$ 44.33	$ 6.33	$ 89.23	$ 12.75	$ 44.90	$ 6.41	50.32%	3
MAY	14	10	71.43%	4	28.57%	$ 453.90	$ 32.42	$ 796.58	$ 56.90	$ 342.68	$ 24.48	43.02%	6
APRIL	14	5	35.71%	9	64.29%	$ 229.20	$ 16.37	$ 316.32	$ 22.59	$ 87.12	$ 6.22	27.54%	6
MARCH	5	2	40.00%	3	60.00%	$ 51.84	$ 10.37	$ 89.03	$ 17.81	$ 37.19	$ 7.44	41.77%	3
FEBRUARY	5	3	60.00%	2	40.00%	$ 58.31	$ 11.66	$ 100.07	$ 20.01	$ 41.76	$ 8.35	41.73%	4

JANUARY	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%	3
NOVEMBER	5	3	60.00%	2	40.00%	$ 105.77	$ 21.15	$ 233.12	$ 46.62	$ 127.35	$ 25.47	54.63%	4
OCTOBER	11	7	63.64%	4	36.36%	$ 245.45	$ 22.31	$ 434.45	$ 39.50	$ 189.00	$ 17.18	43.50%	6
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%	5
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%	8
MAY	16	6	37.50%	10	62.50%	$ 203.93	$ 12.75	$ 278.78	$ 17.42	$ 74.85	$ 4.68	26.85%	6
APRIL	15	6	40.00%	9	60.00%	$ 196.88	$ 13.13	$ 297.28	$ 19.82	$ 100.40	$ 6.69	33.77%	5
MARCH	17	11	64.71%	6	35.29%	$ 324.49	$ 19.09	$ 681.36	$ 40.08	$ 356.87	$ 20.99	52.38%	8
FEBRUARY	17	10	58.82%	7	41.18%	$ 653.21	$ 38.42	$ 1,271.77	$ 74.81	$ 618.56	$ 36.39	48.64%	5
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%	7
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%	6
SEPTEMBER	14	10	71.43%	4	28.57%	$ 533.07	$ 38.08	$ 833.62	$ 59.54	$ 300.55	$ 21.47	36.05%	8
AUGUST	10	7	70.00%	3	30.00%	$ 179.61	$ 17.96	$ 328.27	$ 32.83	$ 148.66	$ 14.87	45.29%	5
JULY	12	9	75.00%	3	25.00%	$ 357.78	$ 29.82	$ 588.34	$ 49.03	$ 230.56	$ 19.21	39.19%	7
JUNE	16	7	43.75%	9	56.25%	$ 444.85	$ 27.80	$ 598.37	$ 37.40	$ 153.52	$ 9.60	25.66%	9
MAY	23	13	56.52%	10	43.48%	$ 302.25	$ 13.14	$ 546.03	$ 23.74	$ 243.78	$ 10.60	44.65%	10
APRIL	34	20	58.82%	14	41.18%	$ 1,351.54	$ 39.75	$ 1,653.09	$ 48.62	$ 301.55	$ 8.87	18.24%	7
MARCH	24	16	66.67%	8	33.33%	$ 863.78	$ 35.99	$ 1,269.41	$ 52.89	$ 405.63	$ 16.90	31.95%	9
FEBRUARY	15	11	73.33%	4	26.67%	$ 468.52	$ 31.23	$ 653.27	$ 43.55	$ 184.75	$ 12.32	28.28%	8
JANUARY	23	18	78.26%	5	21.74%	$ 971.94	$ 42.26	$ 1,440.98	$ 62.65	$ 469.04	$ 20.39	32.55%	11
2010													
DECEMBER	25	16	64.00%	9	36.00%	$ 918.07	$ 36.72	$ 1,252.64	$ 50.11	$ 334.57	$ 13.38	26.71%	12
NOVEMBER	25	19	76.00%	6	24.00%	$ 1,241.89	$ 49.68	$ 1,707.72	$ 68.31	$ 465.83	$ 18.63	27.28%	14
OCTOBER	23	17	73.91%	6	26.09%	$ 1,005.50	$ 43.72	$ 1,272.23	$ 55.31	$ 266.73	$ 11.60	20.97%	11
SEPTEMBER	36	19	52.78%	17	47.22%	$ 1,024.85	$ 28.47	$ 1,346.45	$ 37.40	$ 321.60	$ 8.93	23.89%	14
AUGUST	32	22	68.75%	10	31.25%	$ 1,113.97	$ 34.81	$ 1,462.53	$ 45.70	$ 348.56	$ 10.89	23.83%	12
JULY	31	20	64.52%	11	35.48%	$ 1,094.45	$ 35.30	$ 1,481.76	$ 47.80	$ 387.31	$ 12.49	26.14%	15
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%	14
APRIL	29	17	58.62%	12	41.38%	$ 695.70	$ 23.99	$ 983.67	$ 33.92	$ 287.97	$ 9.93	29.28%	12
MARCH	23	19	82.61%	4	17.39%	$ 832.14	$ 36.18	$ 1,189.55	$ 51.72	$ 357.41	$ 15.54	30.05%	9
FEBRUARY	15	13	86.67%	2	13.33%	$ 429.41	$ 28.63	$ 594.23	$ 39.62	$ 164.82	$ 10.99	27.74%	8
JANUARY	23	16	69.57%	7	30.43%	$ 701.41	$ 30.50	$ 906.21	$ 39.40	$ 204.80	$ 8.90	22.60%	13
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	1	100.00%	0	0.00%	$ 37.45	$ 37.45	$ 52.25	$ 52.25	$ 14.80	$ 14.80	28.33%	1

Perquimans, NC	TOTAL	PLAN PRICED	% PLAN PRICED	RETAIL PRICED	% RETAIL PRICED	MEMBER COST	AVERAGE MEMBER COST	RETAIL SUBMITTED PRICE	AVERAGE RETAIL SUBMITTED PRICE	PRICE SAVINGS	AVERAGE PRICE SAVINGS	% PRICE SAVINGS	TOTAL UTILIZERS
TOTALS:	1,426	885	62.06%	541	37.94%	$ 41,585.71	$ 29.16	$ 59,665.70	$ 41.84	$ 18,079.99	$ 12.68	30.30%	613.00

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

PLAT REVIEW LOG - PERQUIMANS COUNTY

Oct

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
Tony Webb Donald & Susan Swinn	✓	10/2/18	✓	Plat of existing Parcel, 5-0031-0013
Tony Webb Christopher Hayden Eure	✓	10/8/2018	✓	deed of gift subdiv out of 4-0053-0084 1.98ac with 4.93ac residual with house
Paul Toti Shirley & Robert Lawrence	✓	10/23/18	✓	Boundary Survey for 1-0017-0083

Bissell
PO Box 1068
Kitty Hawk, NC 27949
(252) 261-3266

S. L. Cardwell Surveying
1206 Francis Street
Elizabeth City, NC 27909
338-6328

Pat McDowell
PO Box 391
Elizabeth City, NC 27909
338-4161

Mark Pruden
146 Oak Grove Road
Edenton, NC 27932
482-7804

Saunders Surveying
510 Avena Road
Black Mountain, NC 28711
(828) 669-2777

Bowman Consulting
Paul J Toti
131 Main Street
Gatesville, NC 27938
357-1581

E.T. Hyman Surveying
133 US Hwy 158 West Ste E
Camden, NC 27921
335-2913

McKim & Creed
504 E Elizabeth St Ste1
Elizabeth City, NC 27909
338-2929

Gloria Rogers
215 B Street
Camden, NC 27921
338-1415/333-8781

Scott Temple
PO Box 422
Elizabeth City, NC 27907
330-4016

Charles E Brown, III
2005 Johnson Road
Elizabeth City, NC 27909
335-0928

Eugene Jordan
402 Sign Pine Road
Tyner, NC 27980
221-4795

J H Miller Jr.
166 Cottonwood Drive
Hertford, NC 27944
339-6932

Robey
133 US Hwy 158 W Ste E
Camden, NC 27921
335-1888

Tony Webb
PO Box 381
Edenton, NC 27932
482-3066

Board of Commissioners:
Finance Officer:

PERQUIMANS COUNTY
OFFICIAL REPORT

Date Oct

I wish to report that during the month **Oct. 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
10/1/2018															$0
10/2/2018	$155	1	$220	1					$55	1	$35	1			$465
10/3/2018	$879	1	$70	2			$50	1	$55	1			$10		$1,064
10/4/2018															$0
10/5/2018	$1,525	3	$94	1	$45	1	$50	1					$10		$1,724
10/6/2018															$0
10/7/2018															$0
10/8/2018															$0
10/9/2018			$30	1	$70	2			$55	1	$185	1			$340
10/10/2018															$0
10/11/2018					$40	1			$275	4				$75	$390
10/12/2018	$1,262	1	$255	3			$50	1	$110	1			$10		$1,687
10/13/2018															$0
10/14/2018															$0
10/15/2018															$0
10/16/2018	$228	2	$430	1			$50	1	$110	1					$818
10/17/2018															$0
10/18/2018															$0
10/19/2018			$40	2	$175	2			$55	1					$270
10/20/2018															$0
10/21/2018															$0
10/22/2018															$0
10/23/2018	$909	1	$70	2			$50	1	$55	1			$10		$1,094
10/24/2018	$339	3	$50	1											$389
10/25/2018			$30	1	$130	1									$160
10/26/2018															$0
10/27/2018															$0
10/28/2018															$0
10/29/2018															$0
10/30/2018	$50	1					$50	1	$50	1				$50	$200
10/31/2018															$0
TOTAL	**$5,347**	**13**	**$1,289**	**15**	**$460**	**7**	**$300**	**6**	**$820**	**12**	**$220**	**2**	**$40**	**$125**	**$8,601**

Signed: ____________________ Building Inspector

expanded cea Report

Oct. 2018

SUBJ-ADDRESS	110 Hoskins Ln.
ORDINANCE VIOLATED	
NOTES	Linda Sawyer accuses neighbor across from her, of unreasonable and unsafe weeds. Says she had to call the State in to cut roadside weeds, and county manager passes there every day. Site visit - could not see a reasonable cause for complaint. Revisit.
DISPOSITION	documented and investigating
DISPOSITION DATE	9/18/2018

SUBJ-ADDRESS	192 Stevenson Drive
ORDINANCE VIOLATED	autos
NOTES	no weeds, 2 project cars / unoccupied and posted by property care co.
DISPOSITION	investigating
DISPOSITION DATE	9/17/2018

SUBJ-ADDRESS	109 Sunflower
ORDINANCE VIOLATED	
NOTES	anonymous complaint about dilapidation
DISPOSITION	looking
DISPOSITION DATE	9/18/2018

SUBJ-ADDRESS	150 Shoshone Trail
ORDINANCE VIOLATED	? Debris
NOTES	
DISPOSITION	investigating
DISPOSITION DATE	9/19/2018

SUBJ-ADDRESS	140 Shoshone Trail
ORDINANCE VIOLATED	
NOTES	
DISPOSITION	investigating
DISPOSITION DATE	9/19/2018

SUBJ-ADDRESS	142 Shoshone Trail
ORDINANCE VIOLATED	
NOTES	
DISPOSITION	investigating
DISPOSITION DATE	9/19/2018

SUBJ-ADDRESS	108 Martin Lane
ORDINANCE VIOLATED	
NOTES	complaint about 168 Martin Ln. - untagged car / 168 does not exist and 108 is not in violation.
DISPOSITION	close file
DISPOSITION DATE	9/19/2018

SUBJ-ADDRESS	213 Tranquility Ln.
ORDINANCE VIOLATED	
NOTES	
DISPOSITION	looking
DISPOSITION DATE	9/19/2018

SUBJ-ADDRESS	lots 169 & 170 Hidden Valley TR.
ORDINANCE VIOLATED	
NOTES	
DISPOSITION	looking
DISPOSITION DATE	9/19/2018

SUBJ-ADDRESS	106 W. Island Tr.
ORDINANCE VIOLATED	?
NOTES	
DISPOSITION	looking
DISPOSITION DATE	9/19/2018

SUBJ-ADDRESS	114 Treasure Ln
ORDINANCE VIOLATED	
NOTES	
DISPOSITION	looking
DISPOSITION DATE	9/19/2018

SUBJ-ADDRESS	128 Long Beach Dr.
ORDINANCE VIOLATED	
NOTES	subj. address may be plaintif address. Look at neighbors for violation.
DISPOSITION	looking
DISPOSITION DATE	9/19/2018

SUBJ-ADDRESS	129 Wildwood
ORDINANCE VIOLATED	?
NOTES	
DISPOSITION	looking
DISPOSITION DATE	9/19/2018

SUBJ-ADDRESS	188 Oliver
ORDINANCE VIOLATED	?
NOTES	
DISPOSITION	looking
DISPOSITION DATE	9/19/2018

SUBJ-ADDRESS	174 Sunset Cir.
ORDINANCE VIOLATED	??
NOTES	car and camper may be in ROW- call DOT & Sheriff
DISPOSITION	investigating
DISPOSITION DATE	10/4/2018

SUBJ-ADDRESS	219 Cartwright Swamp Rd.
ORDINANCE VIOLATED	solid waste
NOTES	
DISPOSITION	
DISPOSITION DATE	10/26/2018

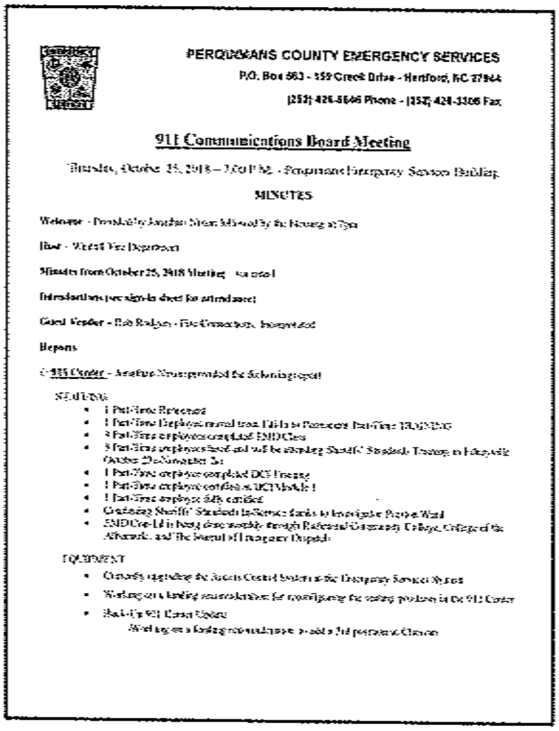
SUBJ-ADDRESS	117 Spindrift Ln
ORDINANCE VIOLATED	solid waste
NOTES	Listed owner started cleanup but found she did not own the property. Need to start over. called r/e help local - pics mailed 3/29/18 replied- did not receive pics 3/19/2018 sent email w/pics attached so she can plan clean up Received call - owner willing & needs time RRR letter 3/12/18 1st Class Letter Stripped s/w
DISPOSITION	10/2/18 xfer to AMH 2018-10-2 xfer xfer xfer
DISPOSITION DATE	10/2/2018

Address
410 Belvidere Rd.
Disposition
notification / dilapidated & dangerous / close proximity to school / NEED to expidite in childrens best interest.
DispositionDate
9/26/2018
InfoNotes
next to middle school / no tax value on building - no response or discoverable owner - dilapidated and on list for demo

Address
1236 Woodville Rd.
Disposition
Planned for demo. 10/2/18 or later / I will call her when contract time comes.
DispositionDate
9/24/2018
InfoNotes
No response to letter sent 2-12-16. / 1st class and rrr letters sent 9-20-18 with hearing date and notice of intent.

Address
117 Spindrift Ln.
Disposition
Final notice is usless due to death and tax office has noted "has no value"
DispositionDate
10/2/2018
InfoNotes
Public and final notice will be given by posting the property.

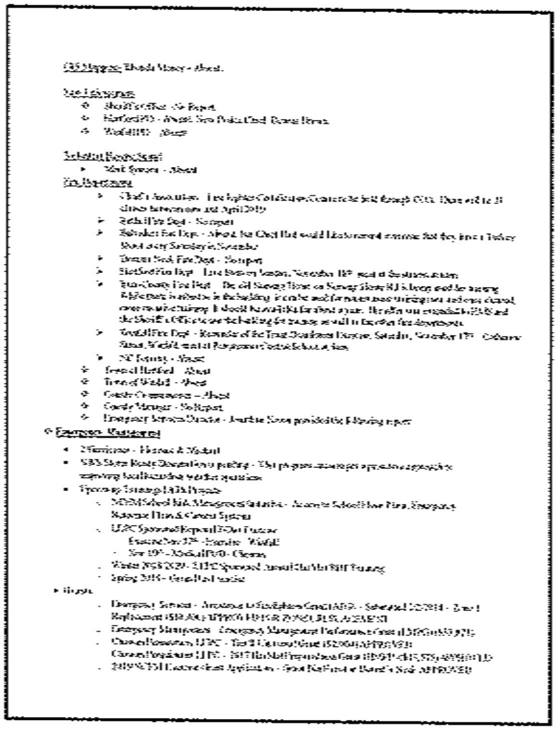
COMMITTEE
REPORTS

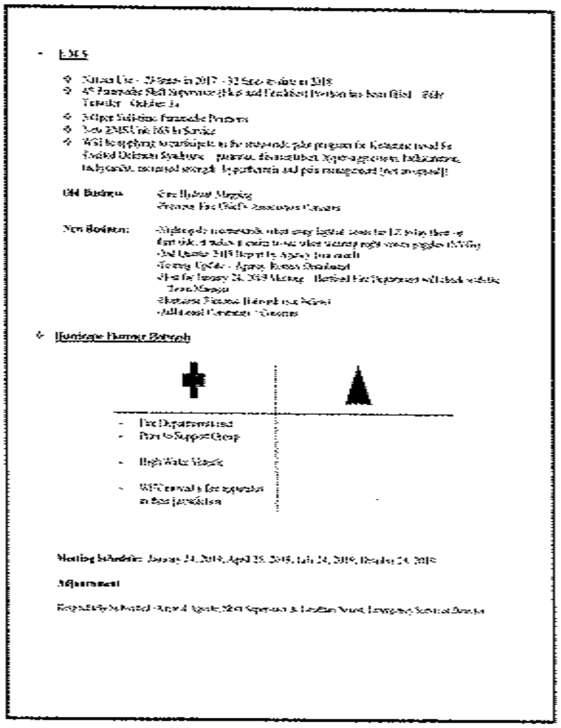


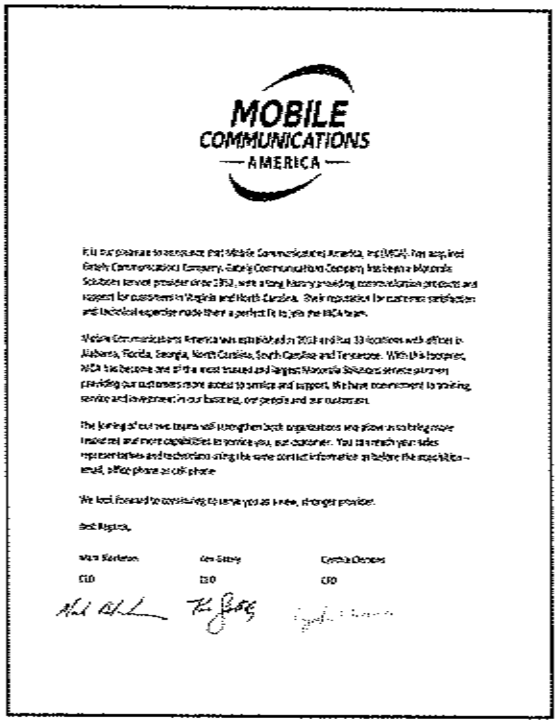
PERQUIMANS COUNTY EMERGENCY SERVICES
P.O. Box 563 - 159 Creek Drive - Hertford, NC 27944
(252) 426-5646 Phone - (252) 426-3306 Fax

911 Communications Board Meeting

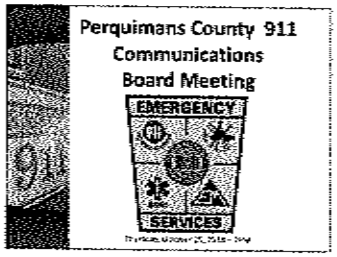
MINUTES





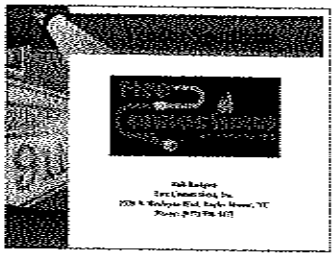


MOBILE
COMMUNICATIONS
AMERICA



Perquimans County 911 Communications Board Meeting

Thursday, October 25, 2018 – [illegible]



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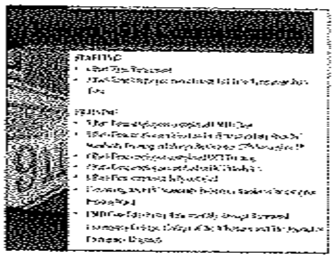
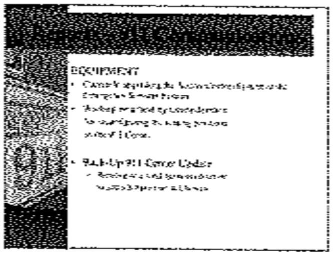


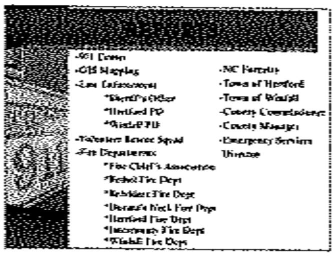
STAFFING
- [illegible]
- [illegible]

TRAINING
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]

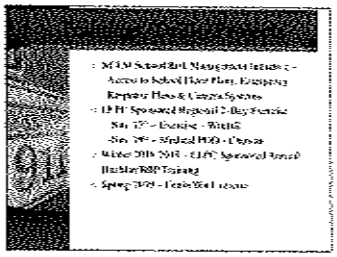


EQUIPMENT
- [illegible]
- [illegible]

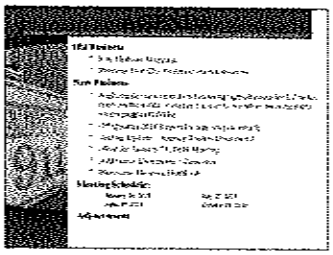
- Back-Up 911 Center Update
  - [illegible]



-911 Center
-GIS Mapping
-Law Enforcement
*Sheriff's Office
*Hertford PD
*Winfall PD
-Volunteer Rescue Squad
-Fire Departments
*Fire Chief's Association
*Bethel Fire Dept
*Belvidere Fire Dept
*Durant's Neck Fire Dept
*Hertford Fire Dept
*Intercounty Fire Dept
*Winfall Fire Dept
-NC Forestry
-Town of Hertford
-Town of Winfall
-County Commissioner
-County Manager
-Emergency Services Director



- [illegible] School Risk Management Initiative – Access to School Floor Plans, Emergency Response Plans & Camera Systems
- LEPC Sponsored Regional 2-Day Exercise
  Nov 13th – Exercise - Winfall
  -Nov 14th - Medical POD - Chowan
- Winter 2018/2019 - LEPC Sponsored Annual [illegible] Training
- Spring 2019 - [illegible]

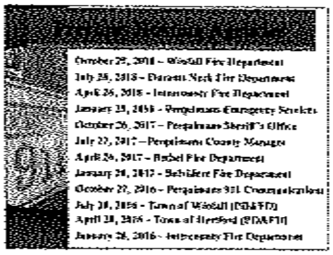


Old Business
- [illegible]
- [illegible]

New Business
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]

Meeting Schedule:
[illegible]

Adjournment

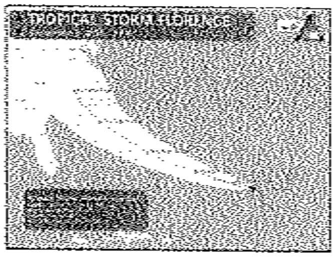


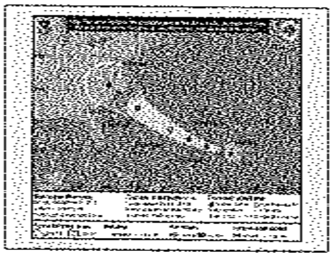
October 25, 2018 – Winfall Fire Department
July 26, 2018 – Durants Neck Fire Department
April 26, 2018 – Intercounty Fire Department
January 25, 2018 – Perquimans Emergency Services
October 26, 2017 – Perquimans Sheriff's Office
July 27, 2017 – Perquimans County Manager
April 26, 2017 – Bethel Fire Department
January 26, 2017 – Belvidere Fire Department
October 27, 2016 – Perquimans 911 Communications
July 28, 2016 – Town of Winfall (PD&FD)
April 28, 2016 – Town of Hertford (PD&FD)
January 28, 2016 – Intercounty Fire Department

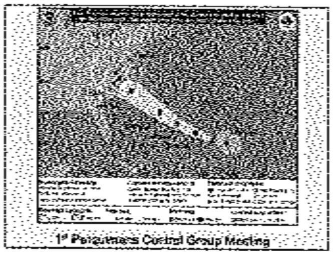
Perquimans County, NC

Hurricane Florence Hotwash

Thursday, October 25, 2018
Perquimans ES Building

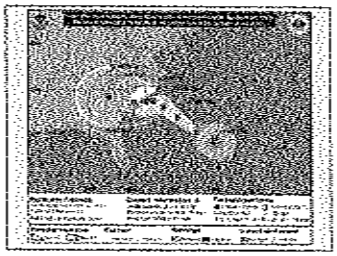


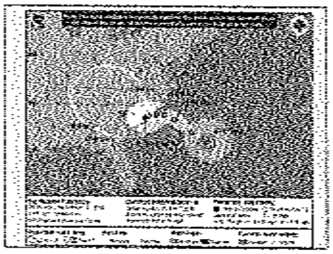




1st Perquimans Control Group Meeting

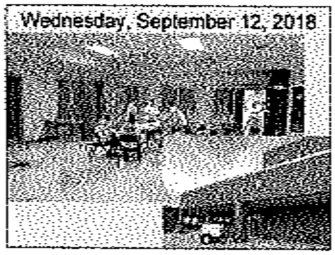
2nd Perquimans Control Group Meeting
1st Perquimans Support Group Meeting
Local State of Emergency Signed

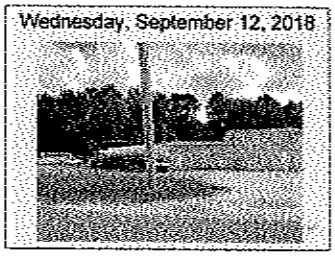




Wednesday, September 12, 2018

10/25/2018

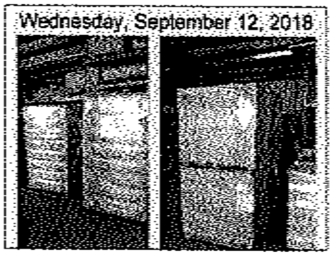

Wednesday, September 12, 2018


Wednesday, September 12, 2018

5

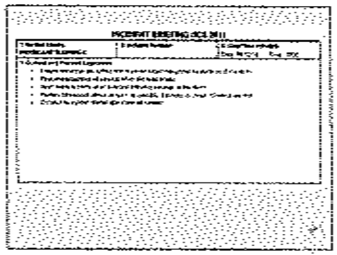
10/25/2018

Pasquotank County NC


Wednesday, September 12, 2018

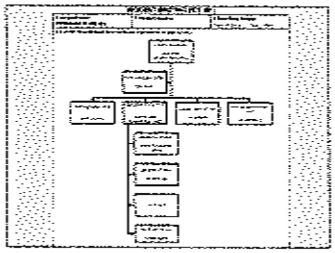
23

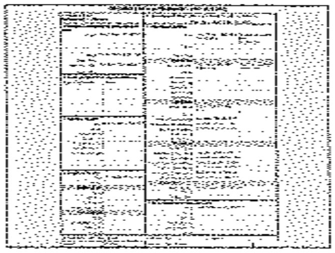
10/25/2018


INCIDENT BRIEFING (ICS 201)

32

10/25/2018





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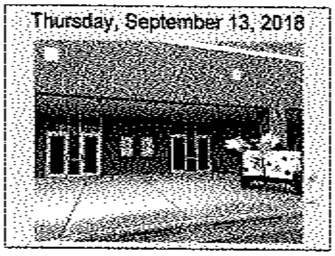
Thursday, September 13, 2018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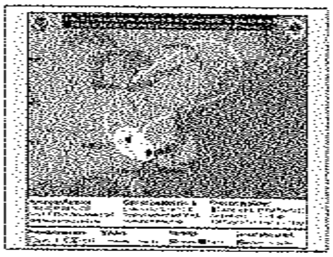
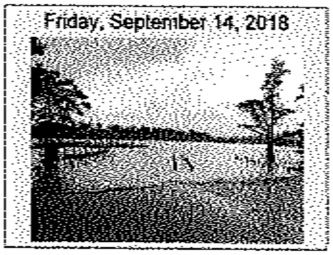
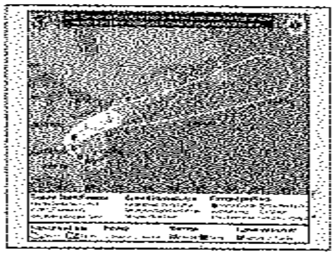
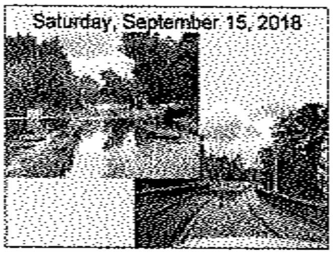
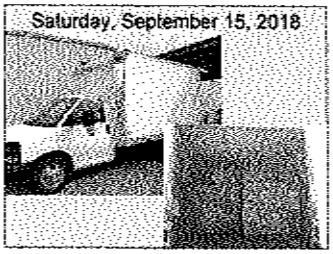



Friday, September 14, 2018



Saturday, September 15, 2018


Saturday, September 15, 2018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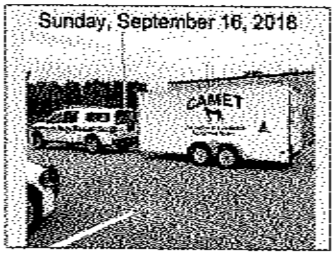
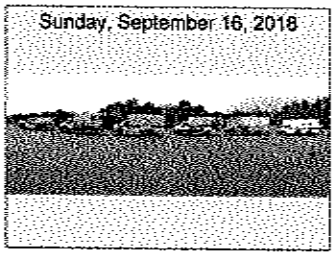
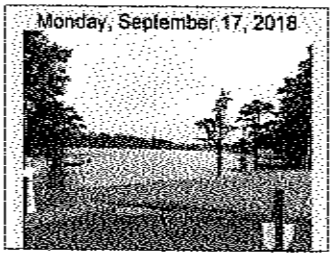

Sunday, September 16, 2018


Sunday, September 16, 2018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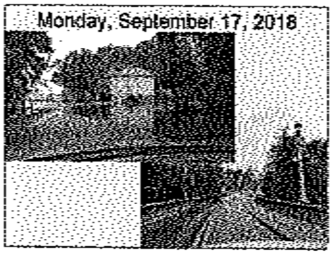
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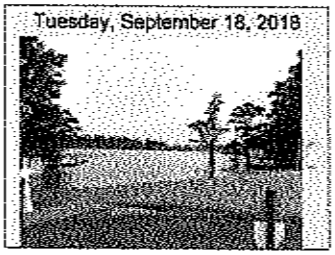
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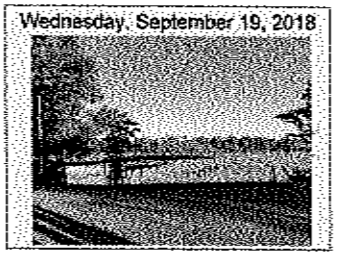
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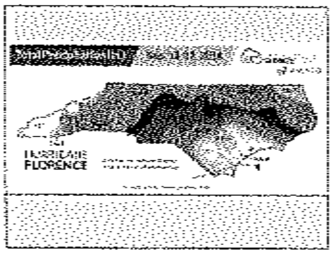
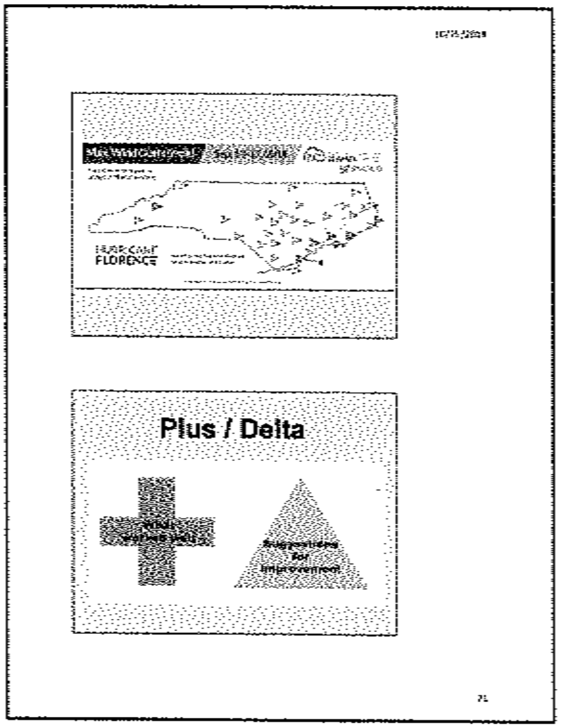
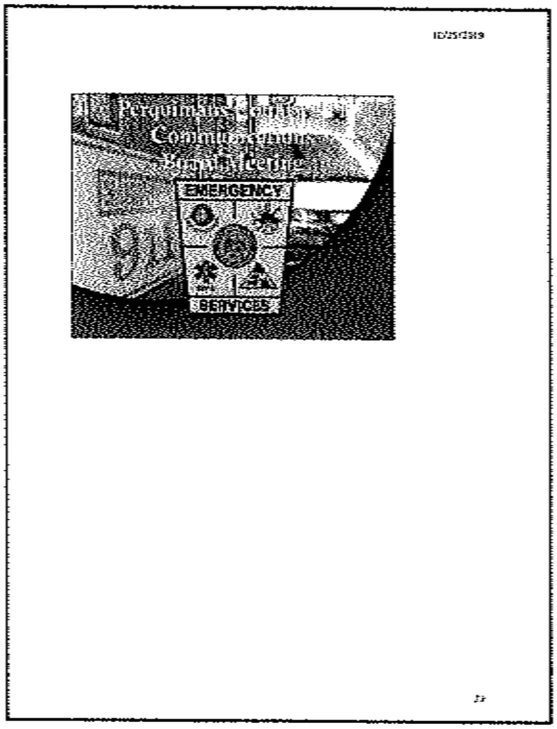

HURRICANE
FLORENCE



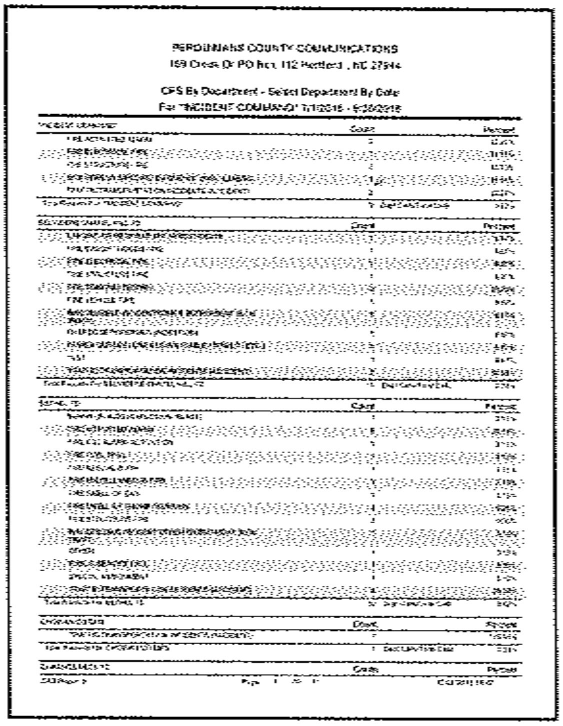
HURRICANE FLORENCE

Plus / Delta

Suggestions for Improvement



Perquimans County
Communications
EMERGENCY
SERVICES

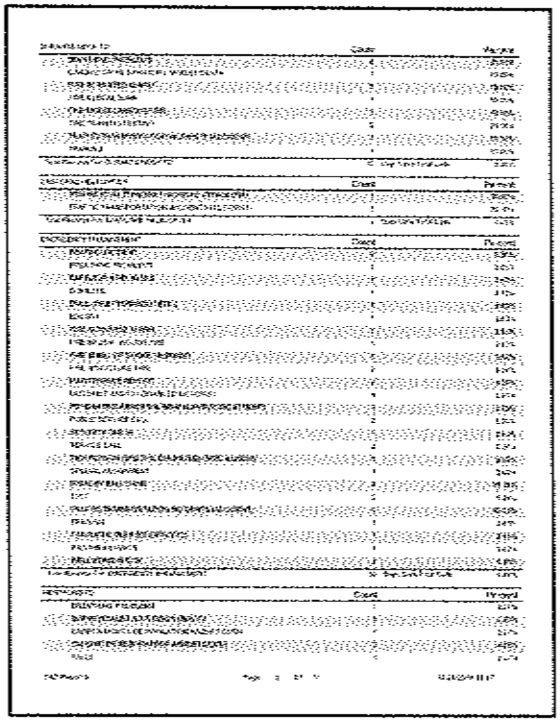


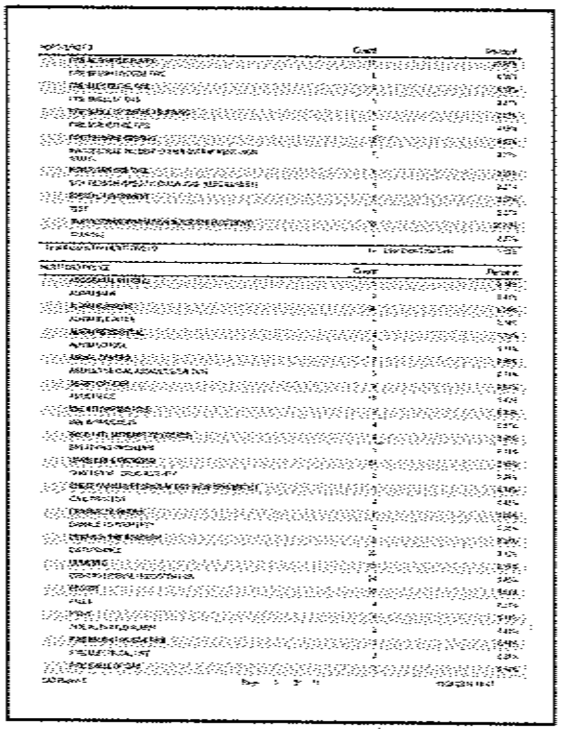
PERQUIMANS COUNTY COMMUNICATIONS

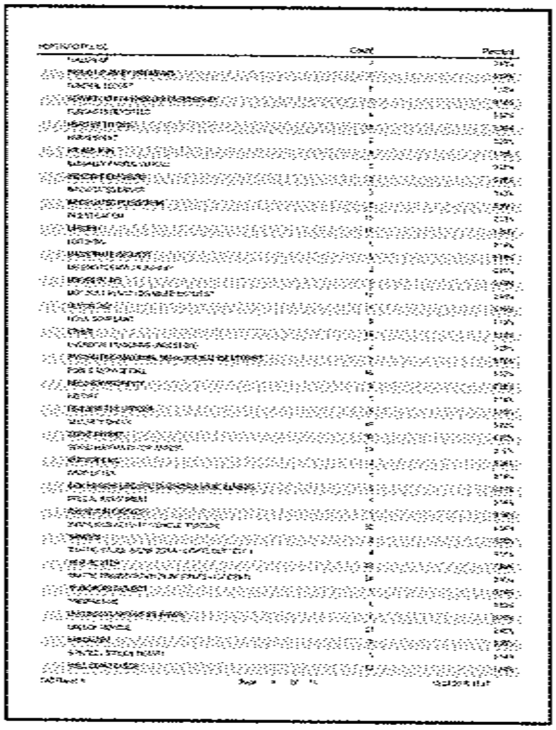
159 Creek Dr PO Box 112 Hertford , NC 27944

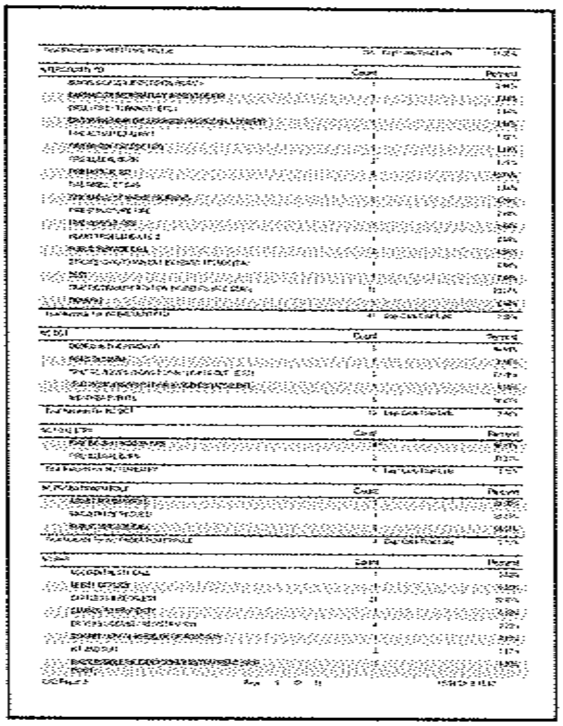
CFS By Department - Select Department By Date

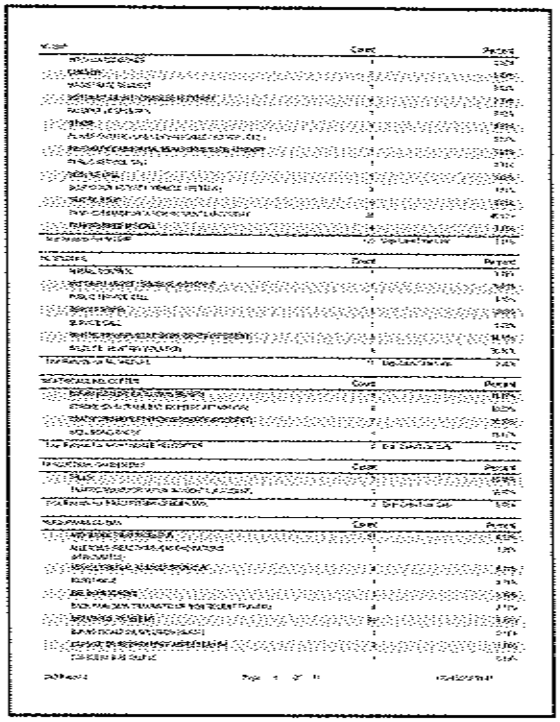
For "INCIDENT COMMAND" 7/1/2018 - 9/30/2018

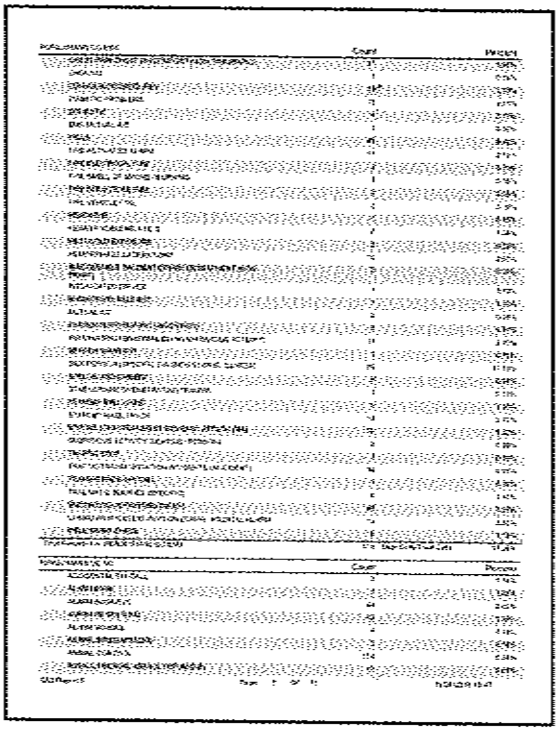


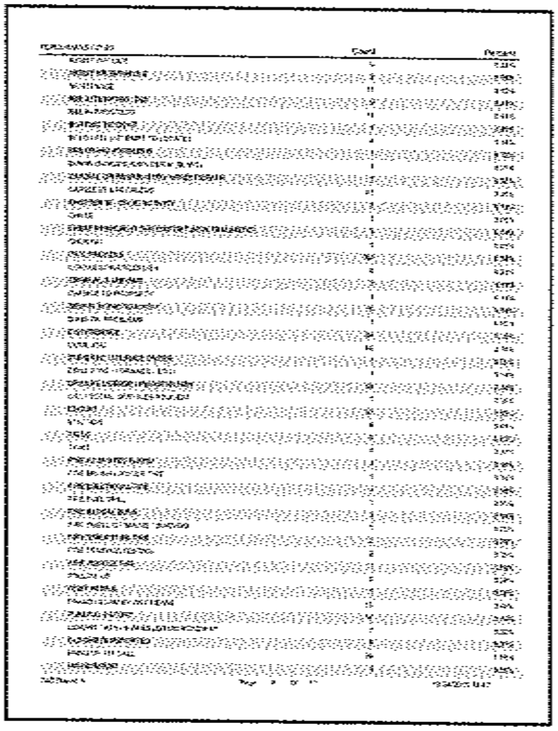


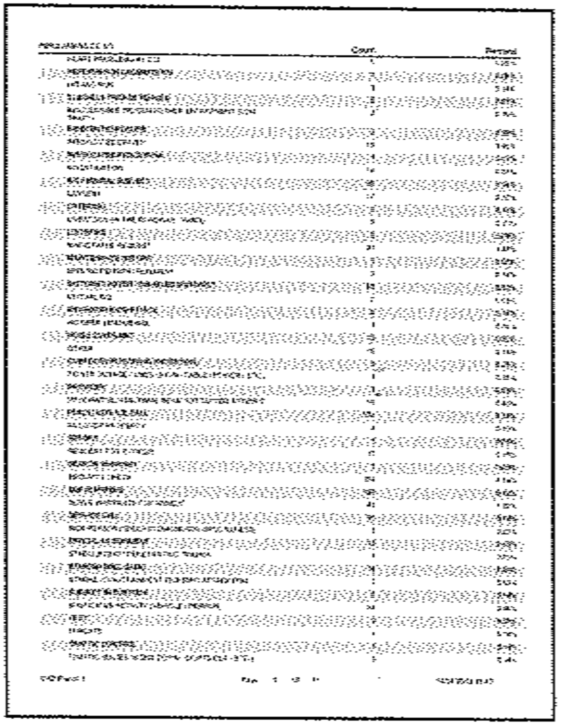


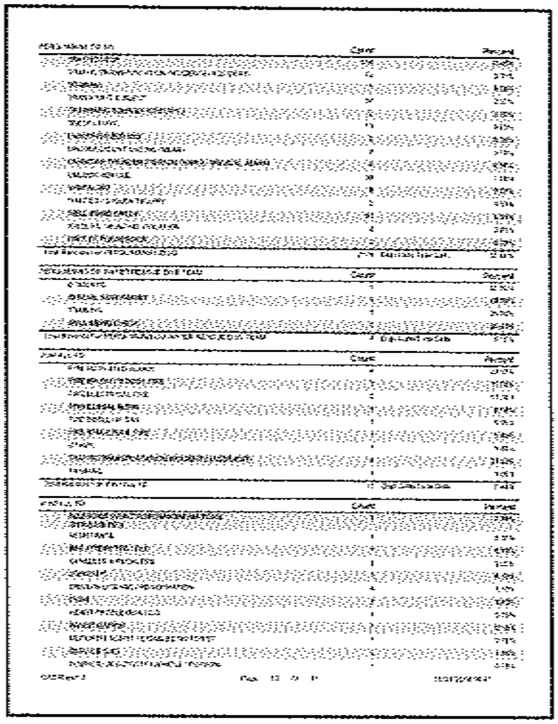


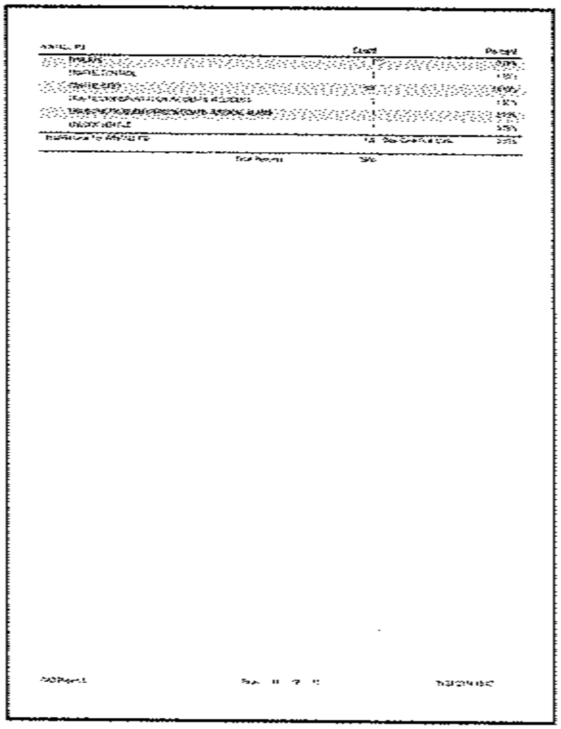
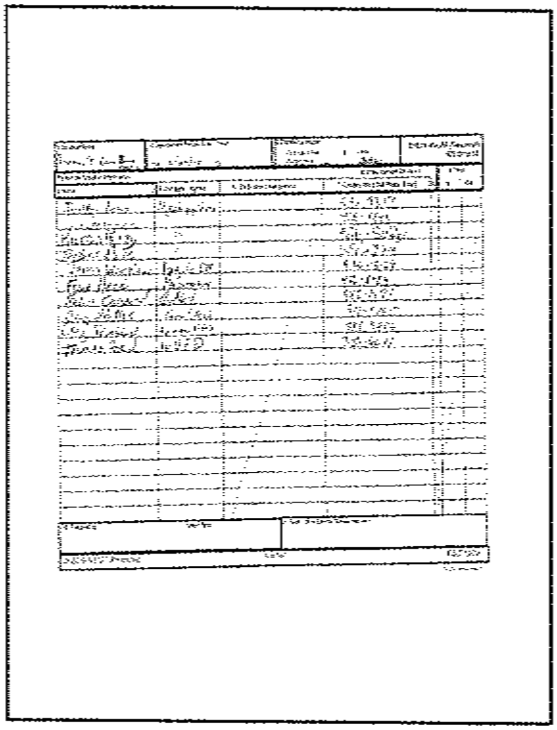










10/29/2018