

AGENDA
All items are for discussion and possible action.
 Perquimans County Board of Commissioners
 Commissioners' Room - Courthouse Annex Building
 February 4, 2019
 7:00 p.m.

- | | | | |
|-----------------------------------|------------------------------------|---|-----------|
| | I. | Call to Order | |
| | II. | Prayer & Pledge | |
| | III. | Approval of Agenda | |
| | IV. | Consent Agenda | |
| | | <i>(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.)</i> | |
| ACTION
REQUIRED | | A. Approval of Minutes: January 7, 2019 Regular Meeting & January 22, 2019 Work Session Minutes | |
| | | B. Tax Release Approvals | |
| | | C. Personnel Matters | |
| | | 1. Removed from EMS Roster – Part-Time/Fill-In EMT-B | |
| | | 2. Retirement: Part-Time Housekeeping Assistant | |
| | | 3. Certification: Water Tech I | |
| | | 4. Amend Salary Classifications | |
| | | 5. Reclassify Position: Administrative Officer I | |
| | | 6. Promotion: Income Maintenance III Lead Worker with Family & Children's Medicaid | |
| | | D. Step/Merit Increases | |
| | | 1. Telecommunications (1) | |
| | | 2. Elections (1) | |
| | E. Budget Amendment No. 10 | | |
| | F. Board Reappointments | | |
| | 1. Agricultural Advisory Board (3) | | |
| | V. | PRESENTATION & INTRODUCTION OF NEW EMPLOYEES | |
| | | A. Presentation to Roll, Drug Dog | |
| | | B. Introduction of New Employees | |
| | | 1. Office Assistant III | |
| | | 2. Part-Time Tax Lister | |
| | VI. | Scheduled Appointments | |
| NO
ACTION
REQUIRED | | A. James Bunch, Interim School Superintendent | 7:00 p.m. |
| | | B. Bill Jennings, Tax Administrator | 7:05 p.m. |
| | | C. Susan Chaney, Social Services Director | 7:10 p.m. |
| | | D. Jonathan Nixon, Emergency Services Director | 7:15 p.m. |
| | | E. | 7:30 p.m. |
| | VII. | Commissioner's Concerns/Committee Reports | |
| | | A. Commissioner Leigh | |
| | | B. | |
| | | C. | |
| | VIII. | Old Business | |
| ACTION
REQUIRED | | A. Updates from County Manager | |
| | | B. Board Appointments: | |
| | | 1. Trillium Northern Regional Advisory Board (1) | |
| | | 2. Joint Community Advisory Committee (2) | |

- ACTION REQUIRED**
 - IX. New Business**
 - A. CenturyLink Easement – Purchase Letter Agreement
 - B. Sale of Surplus Equipment & Declaration of Two Boat Trailers as “Disposable Items”
 - C.
 - D.
 - D.
 - E.
- NO ACTION REQUIRED**
 - X. Unscheduled Appointments/Public Comments**
(If you wish to address the Board, please state your name for the record prior to speaking)
 - A.
 - B.
 - C.
- XI. Adjournment**

FOR INFORMATION ONLY:

- Register of Deeds’ New Service – Property Fraud Alert
- Governor’s Proclamation – Recognition of 350th Anniversary of the Original Precincts of North Carolina 2018
- Press Release - Press Release -NC Office of EMS Chief Visit to Perquimans County

DEPARTMENT HEAD REPORT:

- Plat Log
- Code Enforcement Report
- Building Inspections Report

COMMITTEE WRITTEN REPORTS:

NOTES FROM THE COUNTY MANAGER

February 4, 2019

7:00 p.m.

- IV. **Enclosures.** Items included on the Consent Agenda are enclosed. *If you wish to discuss any of these items, please make that request during the meeting.*
- V. The following presentation and introductions will be made:
 - 1. **Presentation:** AWARE will present the County's Drug Dog, Roll, with a bullet proof vest.
 - 2. **Introduction of New Employees:**
 - Susan Chaney, Social Services Director, will introduce Courtney Shadle, Office Assistant III, who was appointed effective 12/1/2018.
 - Bill Jennings, Tax Administrator, will introduce Patsy Miller, Part-Time Tax Lister, who was appointed effective 12/1/18.
- VI.A. **Enclosure.** James Bunch, Interim School Superintendent, will present a school calendar flexibility resolution that he would like the Board to support. Board action is being requested.
- VI.B. **Enclosure.** Bill Jennings, Tax Administrator, will present his Monthly update.
- VI.C. Susan Chaney, Social Services Director, will present her monthly report.
- VI.D. Jonathan Nixon, Emergency Services Director, will hold the Public Officials Conference and introduce Jeff Orrock, Meteorologist in Charge – NOAA/NWS – Wakefield, VA, who will do a 10 minute presentation to the Perquimans County Board of County Commissioners recognizing the County for achieving the StormReady Certification.
- VII.A. Commissioner Leigh will bring a report on the Albemarle Commission.
- VIII.A. County Manager Heath will present several updates to the Board.
- VIII.B. **Enclosures.** The Board will need to discuss and appoint, if possible, representatives on the following Boards:
 - 1. **Northern Regional Advisory Board for Trillium:** The County still needs to appoint a new representative to the Northern Regional Advisory Board for Trillium. See the attached e-mail from Bland Baker. Notice has been placed on the website to receive applications for this seat but, to date, we have not received any responses. Board action may be requested.
 - 2. **Joint Community Advisory Committee:** With the resignation of Mary Vidaurri in January, this committee now has two vacancies. Notice has been posted on the website to receive applications for these seats but, to date, we have not received any responses. Board action may be requested.
- IX.A. **Enclosures.** County Manager Heath will present the proposed CenturyLink Easement and Purchase Letter Agreement for Board action.
- IX.B. The County adopted a resolution to proclaim certain County property as surplus items and to proceed to sell them on GovDeals. The bid period for the following surplus item with GovDeals will close on February 4, 2019 at 11:00 a.m. The following item has been listed with GovDeals:

BUYER	ITEM	SERIAL NO.	DATE SURPLUSED	START BID	SOLD AMOUNT	GOVDEALS FEE	NET RESULTS
	2000	Ford F-150 Truck – VIN #8223	7/6/15				

In addition, the following boat trailers, which have been assessed to be unfit to be sold, will need to be declared "Disposable Items" and direct County Manager Heath to dispose of them:

YEAR	MAKE	MODEL	VIN #	DATE SURPLUSED
1998	Load Rite	Trailer	274	7/6/2015
	Custom made	Boat Trailer	*	2013
*no information was available on trailer.				

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. **Enclosure:** Approval of Minutes – January 7, 2019 Regular Meeting & January 22, 2019 Work Session Minutes
- B. **Enclosure:** Tax Releases – see attached list

C. Enclosures: Personnel Matters

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Rachel Sawyer	Part-Time/Fill-In EMT-B	Remove from Roster			10/1/2018
Shirley Felton	Part-Time Housekeeper	Retirement			02/01/2019
Robert Elliott	Water Tech I	Certification	58/6	\$27,088	02/01/2019
Adm. Officer I	Amend Salary Classification	Amendment			02/01/2019
Nicole Elliott	Administrative Officer I	Reclassification	67/11	\$45,261	02/01/2019
Natalie Verner	IMC III Lead Worker	Promotion	65/2	\$33,434	02/01/2019

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

Employee Name	Employee Job Title	Grade/ Step	New Salary	Effective Date
Lindsey Ford	Non-Certified Telecommunicator Fill-In	60/2	12,90	2/1/19
Holly Hunter	Board of Elections Supervisor	64/4	33,593	2/1/19

E. Enclosure: Budget Amendment No. 10 is presented for Board action.

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

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Morgan, John	Agricultural Advisory Board - Parkville	Reappointment	3 yrs.	02/01/2019
Baker, Julian	Agricultural Advisory Board - Belvidere	Reappointment	3 yrs.	02/01/2019
Madre, Donald	Agricultural Advisory Board - Bethel	Reappointment	3 yrs.	02/01/2019

REGULAR MEETING

January 7, 2019
6:30 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, January 7, 2019, at 6:30 p.m. in the Commissioners Room located on the first floor of the Perquimans County Courthouse Annex.

MEMBERS PRESENT: Wallace E. Nelson, Chairman
Joseph W. Hoffer
Edward R. Muzzulin
Fondella A. Leigh, Vice Chair
T. Kyle Jones
Charles Woodard

MEMBERS ABSENT: None

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 Jones 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. REZ-18-02, Glandon Forest Equity, LLC to rezone a 2.53-acre portion of Tax Parcel No. 2-0082-0014A from RA (Rural Agricultural District) to CR (Rural Commercial District).

PUBLIC HEARING

Rezoning No. REZ-18-02, requested by Glandon Forest Equity, LLC

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. REZ-18-02, Glandon Forest Equity, LLC to rezone a 2.53-acre portion of Tax Parcel No. 2-0082-0014A from RA (Rural Agricultural District) to CR (Rural Commercial District). There were fourteen (14) people present. Rhonda Money, Planner, presented an overview of their request. She stated that the Planning Board approved the REZ-18-02 request. After her presentation, Chairman Nelson asked if there were any questions or comments from the Board. The following questions/comments were made:

> Commissioner Jones: Mr. Jones asked if the vote on the planning board was unanimously. Ms. Money said that it was. He further asked about the property previously being rezoned to PUD and wanted to know if it had expired. County Manager Heath answered his question stating that the PUD was a mixed-use permit. He also asked what makes this legislative rather than quasi-judicial. Mr. Heath stated that it is dictated by the procedures in the General Statutes and asked County Attorney High concurred with Mr. Heath's explanation.

George Venters, Developer, made a short presentation about the project to place a Dollar General on this site. After his presentation, Chairman Nelson asked if there were any questions or comments from the Board. Chairman Nelson asked if anyone signed up to speak and if there were any comments or questions from the public. At that time, no one had signed up. He explained the process and several people wanted to sign up to speak. While they were signing up, Commissioner Hoffer asked how this project came about. Mr. Venters explained the process. The following individuals signed up to speak:

- > Jim Blackman: Mr. Blackman spoke in favor of the project.
- > Robert Eshman: Mr. Eshman spoke in favor of the project because they will be cleaning up some part of the area around the building.
- > Robert Muir: Mr. Jones is the Vice President of the Albemarle Property Owners Association and he wanted the Board to know that the Association formally supports this project and appreciates the effort that this company has made by working with the Association on this project.
- > Chairman Nelson: Mr. Nelson asked Ms. Money if this rezoning only affected this parcel. Ms. Money said that was true.

There being no further questions from the Board or public, Chairman Nelson closed the Public Hearing at 7:05 p.m. and proceeded with Regular Meeting.

AGENDA

Fondella A. Leigh 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 Joseph W. Hoffer, seconded by Alan Lennon.

1. Approval of Minutes: December 3, 2018 Regular Meeting and December 17, 2018 Work Session.
2. Tax Refund/Release Approvals:

PERQUIMANS COUNTY TAX RELEASES:

Hill, Gail _____ \$133.80
House burned and is not livable. Account No. 258032.

Hill, Gail _____ \$133.00
House burned and is not livable. Account No. 258032. (For 2017)

PERQUIMANS COUNTY TAX REFUND:

Copeland, Wesley _____ \$113.80
Turned vehicle into dealership. Account No. 0044121573.

3. Personnel Matters:

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Carla Godwin	Part-Time/Fill-In Paramedic	Appointment	68/3	\$17.89/hr.	01/01/2019
Edana Hart	Certified Part-Time/Fill-In Telecommunicator	Promotion	62/1	\$13.74/hr.	12/01/2018
Ashley Mikus	Certified Part-Time/Fill-In Telecommunicator	Promotion	62/2	\$13.74/hr.	12/01/2018
Paula Cartwright	IMC III - Lead Worker	Retirement			04/01/2019
Carlie Spear	Part-Time/Fill-In for Board of Elections	Resignation			01/07/2019

4. Step/Merit Increases:

Employee Name	Employee Job Title	Grade /Step	New Salary	Effective Date
Gwen Hudson	B/C Investigator I	65/10	\$40,640	01/01/2019
Paula Cartwright	B/C III - Lead Worker	65/7	\$37,760	01/01/2019
Heather Vanscoy	Paramedic	68/4	\$40,062	01/01/2019
Louis Eason	Groundskeeper	54/8	\$23,850	01/01/2019
Faran Sawyer	Deputy Sheriff / SRO (Certified)	65/4	\$35,107	01/01/2019
Kevin Lase	Deputy Sheriff	65/4	\$35,107	01/01/2019
Wilma Robbins	Tax Clerk	58/7	\$27,749	01/01/2019
Eugene Knight	Technician II	60/11	\$33,406	01/01/2019
Valerie Price	Water Clerk	61/12	\$35,781	01/01/2019

5. Budget Amendments:

BUDGET AMENDMENT NO. 9
GENERAL FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	State Grants - Social Services	13,714	
10-610-198	DSS - Low Income Energy Assistance	13,714	
EXPLANATION: To amend FY 18/19 Budget to include the increases by State.			

6. Enclosure: The Economic Improvement Council (EIC) has applied for the Community Service Block Grant. The State requires that they present the application to each of the counties that they represent. A copy of this application was provided to Clerk to the Board, Mary P. Hunsicut, who has made it available to the Commissioners for review. Ms. Hunsicut has been asked to return the letter stating that the application was presented in Perquimans County. This is for information only.

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

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
McClennay, Martha	Recreation Advisory Board - Town of Hertford Rep.	Appointment	*	01/01/2019
Nelson, Wallace	Cowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	02/01/2019
White, Joe Towse Jr.	Extrajurisdictional Rep - Town of Hertford	Reappointment	3 yrs.	02/01/2019
Bailey, Juanita	Senior Citizens Advisory Board	Reappointment	2 yrs.	02/01/2019
Emanuel, Robert	Senior Citizens Advisory Board	Reappointment	2 yrs.	02/01/2019
Burket, Stephen	Senior Citizens Advisory Board	Reappointment	2 yrs.	02/01/2019
Holman, Lillian	Senior Citizens Advisory Board	Reappointment	2 yrs.	02/01/2019
Price, Sue	Senior Citizens Advisory Board	Appointment	2 yrs.	02/01/2019
White, Mary	Tourism Development Authority (Industry Rep.)	Resignation		02/01/2019

*Completes Archie Apley's term which expires on June 30, 2019.

JEFF ORROCK, METEOROLOGIST IN CHARGE - NOAA/NWS - WAKEFIELD, VA

Due to the Federal Government Shutdown, Mr. Orrock would not be able to attend the meeting to present the StormReady Certification. We will reschedule him for later when Government Shutdown is over.

JACK ATWELL, ALBEMARLE LOOP

Jack Atwell, Albemarle Loop, introduced himself to the Board and gave them a brief overview of the services that his company, Albemarle Loop, could provide to the County. He said that he would leave information with the Clerk to the Board.

BILL JENNINGS, TAX ADMINISTRATOR

Mr. Jennings presented his monthly report. He further stated that the software change for the Tax Department and Finance Office has been completed.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

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

- > **Commissioner Hoffer:** Mr. Hoffer asked for clarification of the Town of Hertford's representation on the Recreation Advisory Board. He is concerned about the Town of Hertford's voice on the Recreation Advisory Board. Commissioner Leigh reported that the Recreation Advisory Board held a Special Called Meeting on January 2, 2019 and voted to recommend the appointment of Martha McClennay, a resident of the Town of Hertford, to replace Archie Apley. Mr. Hoffer further explained that, after talking with the Board, he understands the process but he is very concerned that the Town of Hertford, the largest city in Perquimans County, has a voice on that Board. He talked about meeting the needs of the African-American people. There are ten (10) soccer fields at the Recreation Center but no football fields. He said that African-Americans do not play soccer. They play football. He wants to get out in front of these problems before they become major issues, like the basketball courts on King Street & Grubb Street. Thanks to a private citizen, Alan Lennon, the repairs were made to the King Street court. He just wants to make sure that the Town of Hertford would have a seat on this Board that they appoint to serve the needs of their population. He feels that there should be a change in policy. Chairman Nelson said that the Board will have to take that under advisement. Commissioner Jones asked if the Town of Hertford made a recommendation and, if so, who was that individual. County Manager Heath reported that the Pam Hardie, Hertford Town Manager, sent an e-mail stating that the Hertford Town Council made a recommendation to appoint Quintin Jackson. After receiving this e-mail, Mr. Heath and Clerk to the Board, Mary Hunsicut, looked at the By-Laws of the Recreation Advisory Board and found that, if a board member resigns or cannot complete his or her term of office, the Recreation Advisory Board will recommend a replacement for appointments to the Board of Commissioners to complete that term. When that term expires, in the past, the Town of Hertford would recommend an appointment which is subject to the Board of Commissioners' approval. This procedure is for any member that is appointed to this Board. Commissioner Woodard stated that he believes that they have Midget Football because his grandson plays on a team. County Manager Heath confirmed that and stated that the County has spent a large sum of money to begin that program. Mr. Hoffer stated that he had attended an Advisory Board meeting last year and there was an issue about a football field and football uniforms. Chairman Nelson again stated that the Board would need to review the By-Laws and discuss how they wish to proceed.
- > **Commissioner Jones:** Mr. Jones informed the Board that they have been given invitations at their seats to the unveiling of the Janice McKenzie Cole Judicial Portrait to be placed in the Courtroom located in the Courthouse Annex Building. This ceremony will be held on February 15, 2019 at 4:00 p.m. He explained that, it is common practice now, to have a portrait of a retiring judge made and hang in their local courtroom. Our first recent one will be for Janice McKenzie Cole. There is no government money involved. Be sure and notify Mr. Jones if you plan to attend.
- > **Commissioner Lennon:** Mr. Lennon stated that the Board should have received an e-mail regarding a caucus meeting that will be held at the NCAOC Legislative Goals Conference at 7:45 a.m. on Friday, January 11th, in Glenwood Ballroom, Salon IV at the Raleigh Crabtree Marriott. The purpose of this meeting is to fill the District 1 vacancy on the N.C. Association of County Commissioners Board of Directors. After his talking with Mr. Nelson, he was wondering how the Board felt about possibly placing Mr. Nelson's name on the ballot to fill this vacancy. Mr. Nelson made a few comments and stated that he is interested and we will just have to see how it goes. Commissioner Woodard concurred with Commissioner Lennon's recommendation. Commissioner Hoffer is our voting delegate so he will be attending this caucus.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- > **Recreation Center:** The gym floor has been replaced and they have completed the exterior drainage improvements around the building. They also fixed some sinkholes and soil erosion at the rear of the building.
- > **Boat Ramp Restrooms:** Mr. Heath reported that the boat ramp bathrooms are complete. All that is left now is some utility hookups for the building.
- > **Grant Updates:** Mr. Heath reported that we are still waiting to hear about the USEDA and Golden Leaf Grant decisions. He further stated that he hoped to have an answer from USEDA sometime this month or next month.

COMMISSIONER BOARD APPOINTMENTS

Chairman Nelson reported that at their December Work Session, the Board discussed the Commissioner Board appointments to replace Edward R. Muzzulin. From this discussion, the following list of board appointments was included in their Agenda Packets:

Name	Board/Committee	Term	Appt.	Expire
JOSEPH HOFFLER				
Hoffler, Joseph	Albemarle Regional Landfill Authority	4 yrs.	1/1/2019	12/31/2023
Hoffler, Joseph	Communications Advisory Board - County	2 yrs.	2/1/2017	1/31/2019
Hoffler, Joseph	Court Security Committee	unlimited	2/1/2017	unlimited
Hoffler, Joseph	Historic Heatford, Inc.	3 yrs.	1/1/2019	12/31/2022
Hoffler, Joseph	Home & Community Care Block Grant	unlimited	1/1/2019	unlimited
Hoffler, Joseph	Perquimans/Chowan/Gates Landfill Committee	indefinite	2/1/2017	indefinite
KYLE JONES				
Jones, Kyle	Court Security Committee	unlimited	1/5/2015	unlimited
Jones, Kyle	Inter-Agency Council - Commissioner	1 yr.	7/1/2018	6/30/2019
Jones, Kyle	RPO Transportation Advisory Committee	2 yrs.	1/1/2019	12/31/2021
Jones, Kyle	Water Committee	unlimited	2/1/2011	unlimited
Jones, Kyle	Albemarle District Jail Commission	2 yrs.	1/1/2019	12/31/2021
FONDELLA LEIGH				
Leigh, Fondella	Albemarle Commission	unlimited	1/1/2015	unlimited
Leigh, Fondella	Economic Development Commission - County	2 yrs.	2/1/2017	1/31/2019
Leigh, Fondella	Hoisting Committee Chairman	unlimited	1/5/2015	unlimited
Leigh, Fondella	Recreation Advisory Committee - Commissioner	3 yrs.	7/1/2017	6/30/2020
Leigh, Fondella	Senior Citizens Advisory Board	2 yrs.	2/1/2017	1/31/2019
Leigh, Fondella	Water Committee	unlimited	1/5/2015	unlimited
Leigh, Fondella	WIA/ITPA Chief Elected Official	unlimited	1/5/2015	unlimited
Leigh, Fondella	Northeastern Workforce Development Consortium	unlimited	2/1/2015	unlimited
ALAN LENNON				
Lennon, Alan	Economic Development Commission - County	2 yrs.	1/1/2019	12/31/2021
Lennon, Alan	Perquimans/Chowan/Gates Landfill Committee	indefinite	1/1/2019	indefinite
Lennon, Alan	Water Committee	unlimited	1/1/2019	unlimited
Lennon, Alan (Chairman)	Tourism Development Authority (Commissioners)	2 yrs.	1/1/2019	12/31/2021
WALLACE NELSON				
Nelson, Wallace	Albemarle Commission <i>(alternate)</i>	unlimited	9/1/2018	unlimited
Nelson, Wallace	Albemarle Regional Health Services	indefinite	1/5/2015	unlimited
Nelson, Wallace	Chowan/Perquimans Multi-County LEPC	1 yr.	1/1/2018	12/31/2018
Nelson, Wallace	COA - Board of Trustees	4 yrs.	2/1/2017	6/30/2021
Nelson, Wallace	Economic Development Commission - County	2 yrs.	2/1/2017	1/31/2019
Nelson, Wallace	EMS Advisory Board	2 yrs.	1/1/2019	12/31/2021
Nelson, Wallace	Trillium Northern Region	unlimited	5/4/2015	unlimited
CHARLES WOODARD				
Woodard, Charles	Agricultural Advisory Board - Commissioner	3 yrs.	2/1/2018	1/31/2021
Woodard, Charles	Albemarle Hospital Board of Trustees	3 yrs.	1/1/2019	12/31/2022
Woodard, Charles	Chamber of Commerce Board	unlimited	2/7/2011	unlimited
Woodard, Charles	Social Services Board <i>(as long as Commissioner)</i>	3 yrs.	7/1/2016	6/30/2019
Woodard, Charles	Tourism Development Authority (Commissioners)	2 yrs.	2/1/2017	1/31/2019
Woodard, Charles	Tri-County Shelter Advisory Committee Board	unlimited	2/1/2013	unlimited

Edward R. Muzzulin will remain on the Board Trustees for Bethel Fire Department. On motion made by Charles Woodard, seconded by Joseph W. Hoffler, the Board unanimously approved the above Commissioner Board appointments.

TRILLIUM NORTHERN REGIONAL ADVISORY BOARD

Mary Hunnicutt, Clerk to the Board, reported that an advertisement for this Board appointment was placed on the County's website. To date, we have not received any applications. Chairman Nelson explained what the Board included and asked if anyone was interested. Therefore, no action was taken at this time.

PLANNING ITEM: REZ-18-02, REQUESTED BY GLANDON FOREST EQUITY, LLC / ORDINANCE NO. 100

Rezoning No. REZ-18-02, requested by Glandon Forest Equity, LLC

A public hearing was held earlier in the meeting to receive citizens' comments to consider Rezoning Request No. REZ-18-02, requested by Glandon Forest Equity, LLC to rezone a 2.53-acre portion of Tax Parcel No. 2-0082-0014A from RA (Rural Agricultural District) to CR (Rural Commercial District). T. Kyle Jones made a motion to find proposed Rezoning No. REZ-18-02 to be consistent and in harmony with the county comprehensive Land Use Plan existing development pattern because:

- > Current RA zoning is compatible with the Land Use Plan Residential Agricultural classification which allows low intensity commercial uses.
- > Private sewer and County water are available.
- > Future Land Use Plan classification of Residential allows for mixed-use development.
- > All Development of the parcel would be subject to site plan requirements of Zoning Ordinance Article V, section 509.

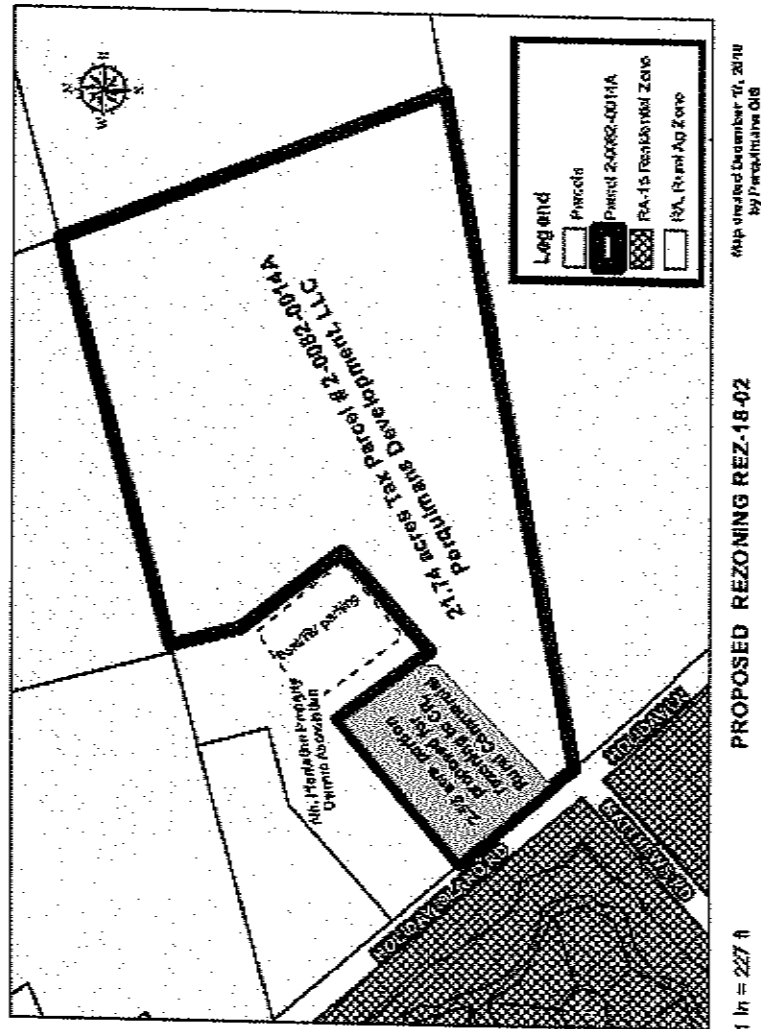
and to approve Rezoning No. REZ-18-02, to rezone a 2.53-acre portion of Tax Parcel No. 2-0082-0014A, from RA (Rural Agricultural District) to CR contingent upon:

- 1) Recording the proposed parcel's metes and bounds and recording an abbreviated subdivision plat that mimics the exhibit map for Glandon Forest Equity by Jason Mizelle, PLS dated November 30, 2018 stored in Planning Office file REZ-18-02, within 6 months, allowing an administrative extension by Planning staff.
- 2) Dollar General installing outside security cameras for the parking lot and a camera pointed to the boat trailer parking in back.

and adopting these Findings to support the motion:

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

County Attorney High explained to Commissioner Jones that, at this time, the Board is only considering the rezoning of this parcel. Therefore, he does not feel that item #2 under rezoning approval needs to be included in this motion. Commissioner Jones amended his motion by removing item #2. The amended motion was seconded by Alan Lennon. The following REZ-18-02 was unanimously approved by the Board:



Ordinance No. 100

With the above rezoning request, the Board needed to adopt the following Ordinance providing a zoning atlas amendment to the Zoning Ordinance. On motion made by T. Kyle Jones, seconded by Fordella A. Leigh, the Board unanimously approved the following Ordinance No. 100:

ORDINANCE NO. 100

AN ORDINANCE OF PERQUIMANS COUNTY, STATE OF NORTH CAROLINA, AMENDING THE ZONING ATLAS OF PERQUIMANS COUNTY BY REZONING LANDS AS DESCRIBED HEREINAFTER FROM THE PRESENT ZONING CLASSIFICATION OF RA, RURAL AGRICULTURAL DISTRICT TO CR, RURAL COMMERCIAL DISTRICT; MAKING FINDINGS OF FACT; REQUIRING RECORDATION; AND PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, the development of the lands within this rezoning shall proceed in accordance with the application, dated October 22, 2018, in addition to supporting documents and statements from the applicant which are a part of File No. REZ-18-02, by GLANDON FOREST EQUITY, LLC (applicant) for PERQUIMANS DEVELOPMENT, LLC (landowner) as approved by the Board of County Commissioners, and incorporated by reference into and made part hereof this Ordinance. In the case of conflict between this application, the supporting documents, and the below described special provisions of this Ordinance, the below described provisions shall prevail.

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

- 1) The proposal will place all property similarly situated in the same category, or in appropriate complementary categories.
- 2) There is convincing demonstration that all uses permitted under the proposed district classification would be in the general public interest and not merely in the interest of an individual or small group.

- 3) There is convincing demonstration that all uses permitted under the proposed district classification would be appropriate in the area included in the proposed change. (When a new district designation is assigned, and use permitted in the district is allowable, so long as it meets district requirements and not merely uses which applicants state that they intend to make the property involved).
- 4) There is convincing demonstration that the character of the neighborhood will not be materially or adversely affected by any use permitted in the proposed change.
- 5) The proposed change is in accord with the Land Use Plan and sound planning principles.
- 6) The proposed rezoning will be initiated upon the recordation of the proposed parcel's metes and bounds and recording of an abbreviated subdivision plat that mimics the exhibit map for Grandon Forest Equity by Jason Mizelle, PLS dated November 30, 2018 stored in Planning Office file REZ-18-02, within 6 months of this ordinance date.

SECTION 2, Effective Date. This Ordinance shall take effect upon its passage and enactment. This Ordinance shall be recorded in a book kept and maintained by the Clerk of the Board of County Commissioners of Perquimans County, North Carolina. **PASSED AND ENACTED** by the Board of County Commissioners of Perquimans County, North Carolina, this 3rd day of January, 2019.

BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, NORTH CAROLINA

By: _____
Wallace E. Nelson, Chairman

ATTEST:

Macy P. Hunicutt, Clerk to the Board

Effective Date: _____

SALE OF SURPLUS ITEMS

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

BUYER	ITEM SOLD	VIN No.	DATE SURPLUSED	START BID	SOLD AMOUNT	GOVDEALS FEE	NET RESULTS
Mark Robindolph	Honda Chuck Wagon	1J3DMVTKHEH5A02174ACWEL	11/23/2018	\$50	\$1,860.76	\$93.04	\$1,767.72

On motion made by Alan Lennon, seconded by Charles Woodard, the Board unanimously authorized Mr. Heath to proceed with the sale of the Honda Chuck Wagon.

RESIGNATION: BAILIFF

County Manager Heath reported that this resignation was received after the Agenda Packets were distributed so it could not be included in the Consent Agenda. On motion made by Charles Woodard, seconded by Joseph W. Hoffer, the Board unanimously approved the resignation of James E. Cochrane, Jr., Bailiff, effective January 3, 2019.

PUBLIC COMMENTS

There were no public comments.

CLOSED SESSION: NEGOTIATION FOR PURCHASE OF REAL ESTATE MATTER & CLOSED SESSION MINUTES

Pursuant to NC General Statute 143-318.11(5), T. Kyle Jones made a motion to go into Closed Session to discuss a negotiation for purchase of real estate matter and to approve closed session minutes. The motion was seconded by Fondella A. Leigh and unanimously approved by the Board.

The Closed Session was adjourned and the Regular Meeting reconvened on motion made by Joseph W. Hoffer, seconded by Charles Woodard, and unanimously approved by the Board. No action required from the Closed Session.

ADJOURNMENT

Prior to the adjournment, the following comments were made:

- > County Manager Heath notified the Board that he has confirmed the Retreat Date for February 18, 2019 at 2:00 p.m. in the EMS Conference Room at the Emergency Services Building.
- > County Attorney High made several comments regarding the rezoning request. He stated that he wished all the developers were as proactive as this developer was which makes his job easier and that he wanted to commend Rhonda Money, GIS Mapper/Planner, for doing a great job scripting the motions for these CUP and REZ requests. She makes them very simple to understand and to follow.

There being no further comments or business to discuss, the Regular Meeting was adjourned at 8:05 p.m. on motion made by Charles Woodard, seconded by Alan Lennon.

Wallace E. Nelson, Chairman

Clerk to the Board

WORK SESSION

January 22, 2019

7:00 p.m.

Due to a lack of business to discuss, the Perquimans County Board of Commissioners Work Session on January 22, 2019 was cancelled. The meeting would have been held on Tuesday instead of Monday due to the Martin Luther King, Jr. Holiday.

January 29, 2019

Tax Releases: (Perquimans County)

Marlin Leasing \$144.11

Double billed in error

Account #: 429942

Brown's Landscaping & Hauling \$2154.05

Taxpayer states his equipment is not in town
limits.

Account #: 258216



PERQUIMANS COUNTY EMERGENCY SERVICES

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

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

Jonathan A. Nixon, Emergency Services Director

Rachel Sawyer
115 Lomas Street
Hertford, NC 27944

October 8, 2018

Ms. Sawyer,

This letter is to inform you that according to employee expectations as outlined in SOG 114 you have not followed the following:

Section 2. Scheduling

E. Part-time staff members are in integral and important component of the Perquimans EMS System. For this reason, part-time staff are required to work a minimum of 6 shifts every 90 days. Some of these shifts can be substituted for volunteer work with the Perquimans Water Rescue Dive Team or other volunteer opportunities as approved by the Emergency Services Director.

As of October 2018 you have not submitted any time for scheduling in our organization this year. Since you have failed to communicate with us regarding your intentions, we are removing you from Perquimans EMS System Roster. You are no longer affiliated with Perquimans County Emergency Services and all uniform items should be returned immediately.

Regards,

A handwritten signature in black ink, appearing to read "Jonathan Nixon", is written over a horizontal line.

Jonathan Nixon, Director
Perquimans Emergency Services

c. Frank Heath, County Manager
EMS Shift Supervisors/Compliance Officer

January 22, 2019

I would like to retire effective February 1, 2019 due to health reasons. My last day will be January 31, 2019. Thank you for the opportunity to work for Perquimans County.

Sincerely,

Shirley Felton

** Shirley S. Felton*

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 1/11/19

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Robert Elliott

SOC. SEC. NO.: _____

POSITION: Water Tech I

DEPT.: Water

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

2/1/19 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE ^{Certification} ~~MERIT RAISE~~.
Date GRADE: 58 STEP: 6 SALARY: \$29,088

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

DEPARTMENT RECOMMENDATION
[Signature]
DATE: 1/11/19

COUNTY MANAGER APPROVAL
[Signature]
DATE: 1/22/19

FINANCE OFFICER

DATE: _____

PERQUIMANS COUNTY
DEPARTMENT OF SOCIAL SERVICES

P.O. BOX 107
Hertford, North Carolina 27944

252-426-7373 - Fax 426-1240

SOCIAL SERVICES BOARD
Dianne M. Layden, Chair
Brenda Dillard
Charles Woodard

DIRECTOR
Susan M. Chaney

January 29, 2019

Dear Chairman, Members of the Perquimans County Board of Commissioners, and County Manager,

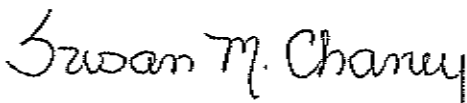
Each year the state completes fiscal monitoring of each County Department of Social Services and Perquimans' monitoring was completed in November, 2018. While there were no findings or corrections required, there was one suggestion. The Fiscal Control Act requires county checking accounts to be approved by the County Board of Commissioners. As you are aware, the Perquimans County Department of Social Services has a "collective checking account" for clients whom the agency is their Representative Payee. The Social Security or Supplemental Security Income checks are direct deposited. Ms. Nicole Elliott keeps separate ledgers on the individuals and writes out the checks for their bills. Checks are signed by both, Ms. Elliott and myself to meet fiscal guidelines.

This collective account and procedures have been in existence prior to me becoming Director and works well for the agency. During this fiscal monitoring, the question was asked if the agency had verification that the County Commissioners have approved this account and it was also stated that one of the signees has to be designated as a "Deputy County Finance Officer" if it ever comes up in a Single County Audit or State Fiscal Audit. Ms. Elliott became the Fiscal Officer for Social Services in 2015 upon the retirement of Ms. Brenda Newbern and I am not sure if Ms. Elliott was designated by the Board of County Commissioners as a Deputy County Finance Officer.

As a matter of formality, I am requesting that the Perquimans County Board of County Commissioners approve the checking account held by the Perquimans County Department of Social Services and designate Ms. Nicole Elliott as a Deputy County Finance Officer.

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

Sincerely



Susan M. Chaney
Director

PERQUIMANS COUNTY

SALARY CLASSIFICATIONS

POSITION	GRADE
County Manager	83
Secretary/Clerk to the Board/Personnel Officer	65
Finance Officer	72
Finance/HR Specialist	61
Planner	72
Supervisor - Board of Elections	64
Emergency Services Director	76
Telecommunications:	
Telecommunicator - Chief	64
Telecommunicator - Certified	62
Telecommunicator	60
911 Communications Shift Supervisor I	63
911 Communications Shift Supervisor II	64
Emergency Medical Services:	
Emergency Medical Technician (EMT)	63
Advanced EMT (AEMT)	66
Paramedic	68
EMS Compliance Officer (AEMT)	68
EMS Shift Supervisor (AEMT)	68
EMS Shift Supervisor (Paramedic)	70
Emergency Management Coordinator	67
Building Inspector:	
Chief	71
Assistant	67
Code Enforcement Officer/Safety Officer	61
Administrative Assistant	61
Recreation Department:	
Recreation Director	70
Athletic Program Supervisor	64
Administrative Assistant	58
Senior Citizens:	
Senior Citizens Coordinator	63
Secretary - Senior Citizens	60
Register of Deeds:	
Register of Deeds	70
Assistant Register of Deeds	60
Deputy Register of Deeds	58
Sheriff's Department:	
Sheriff	75
Chief Deputy	70
Deputy - Investigator	68
Patrol Sergeant	67
Sergeant of SRO's	67
School Resource Officer (SRO)	65

PERQUIMANS COUNTY

SALARY CLASSIFICATIONS

POSITION	GRADE
Deputy	65
Deputy - Uncertified	64
Animal Control	62
Animal Control Assistant	58
Baliff	54
Administrative Assistant	60
Tax Department:	
Tax Administrator	72
Assistant Tax Administrator	66
Tax Clerk I	58
Tax Clerk II	61
Mapper	68
Water Department:	
Water Supervisor	68
Water Treatment Plant Superintendent	68
Water Plant Operator	64
Backhoe Operator	65
Water Technician I	58
Water Technician II	60
Water Technician III	68
Billing/Collection Clerk	61
Buildings & Grounds:	
Maintenance Supervisor	62
Housekeepers	54
All other Secretaries with the County	57
Social Services Staff are According to State Grades:	
Director	76
Income Maintenance	
Caseworker II	63
Caseworker III	65
Investigator I	63
Supervisor II	67
Accounting Technician IV	63
Administrative Officer I	67
Office Assistant III	57
Public Information Assistant IV	59
Social Worker II	66
Social Worker III	68
Social Worker/IA&T	70
Human Services Coordinator	68
Human Resources Placement	63
Social Worker Supervisor III	72

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: January 25, 2019

To: Frank Heath, County Manager
Tracy Mathews, County Finance
Mary Hunnicutt, Clerk to the Board of Commissioners

From: Susan Chaney, Social Services Director *Susan Chaney*

Subject: Nicole Elliott

After a thorough review of the job duties and responsibilities that Ms. Nicole Elliott performs at the Perquimans County Department of Social Services, it has been determined that her current classification of Accounting Tech IV should be upgraded to Administrative Officer I per the Office of State Human Resources. Attached please find an Employee Action Form reflecting her new Classification, Grade and Step effective date of February 1, 2019. The Social Services 2018 – 2019 budget included this anticipated increase in the salary line item.

If you have additional questions, don't hesitate to contact me at 252-426-7373 ext. 128

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

EMPLOYMENT ACTION FORM

DATE SUBMITTED: Jan 25, 2019

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Nicole Elliott
POSITION: Administrative Officer I

SOC. SEC. NO. 3739
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 CLASSIFICATION CHANGE AND RATE OF PAY CHANGE DUE TO JOB RESPONSIBILITIES:

Date: 2/1/2019 GRADE: 67 STEP: 11 SALARY: \$ 45,461 .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

Suzanne M. Chaney

DATE: January 25, 2019

COUNTY MANAGER APPROVAL

Frank Heath

DATE:

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: January 30, 2019

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

From: Susan Chaney, Social Services Director *Susan Chaney*

Subject: Income Maintenance III Lead Worker Position with Family & Children's Medicaid

Attached please find an Employment Action Form for Natalie Verner who has been offered and has accepted the IMC III Lead Worker for Family & Children's Medicaid. Her new position becomes effective February 1, 2019.

If you have additional questions, don't hesitate to contact me at 252-426-7373 ext. 128.

Perquimans County's Vision

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

EMPLOYMENT ACTION FORM

DATE SUBMITTED: Jan 30, 2019

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: **Natalie Verner**
POSITION: **IMC III Lead Worker F&C Medicaid**

SOC. SEC. NO. **7656**
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 PROMOTED TO LEAD WORKER POSITION IN FAMILY & CHILDREN'S MEDICIAD UNIT

Date: **2-1-2019** GRADE: **65** STEP: **2** SALARY: \$ **33,434.00**

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

DEPARTMENT RECOMMENDATION

Suzan M Chaney

DATE: **January 30, 2019**

COUNTY MANAGER APPROVAL

Frank Heath

DATE: **1/30/19**

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: January 28, 2019

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Lindsey Ford

SOC. SEC. NO.: _____

POSITION: Certified Telecommunicator Fill-In

DEPT.: 911 Communicatians

STATUS CHANGE EFFECTIVE DATE: February 1, 2019

GRADE: 62 STEP: 2 SALARY: \$14.08 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.
Date GRADE: _____ STEP: _____ SALARY: _____

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

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

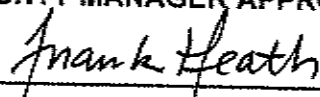
_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: _____ STEP: _____ SALARY: _____

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

DEPARTMENT RECOMMENDATION


DATE: 1/28/2019

COUNTY MANAGER APPROVAL


DATE: 1/30/19

FINANCE OFFICER

DATE: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Holly Hunter

SEC. NO.: 245-87-3264

POSITION: Director of Elections

DEPT.: Elections

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 64 STEP: 3 SALARY: \$32,773

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: _____

2/1/2019 DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4) GRADE: 64 STEP: 4 SALARY: \$33,593

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

John J. McElroy

Frank Heath

DATE: 01/29/2019

DATE: 1/30/19

FINANCE OFFICER

DATE: _____

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 10

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 4th DAY OF FEBRUARY, 2019, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2018 - 2019 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-010	State Grant - EMS/Post Overdose	30,000	
10-592-741	Perq/Pasq Post Overdose Response	30,000	

EXPLANATION: To amend FY 18/19 budget to include the Post-Overdose Response Team Grant as awarded by the State - Joint effort between Perquimans and Pasquotank Counties.

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 FEBRUARY, 2019.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 4th DAY OF FEBRUARY, 2019.

 Chairman, Board of Commissioners

 Finance Officer

From: Dylan Lilley [mailto:dtlille2@ncsu.edu]
Sent: Friday, January 11, 2019 3:44 PM
To: mhunnicut@perquimanscountync.gov
Subject: [External] Re: Agricultural Advisory Board Appointments

Mary,

Hi, my apologies on just getting back to you on this but I've contacted them and all three are willing to serve another term of three years.

Thanks!
 Dylan

From: Mary Hunnicutt <mhunnicut@perquimanscountync.gov>
Date: Thu, Dec 27, 2018 at 3:31 PM
Subject: Agricultural Advisory Board Appointments
To: Jewel Winslow <jewel_winslow@ncsu.edu>, Teresa Story <tstory@ncsu.edu>

Jewel & Teresa:

According to my records, the following Agricultural Advisory Board appointments are due for February 1, 2019:

Name	Board/Committee	Term	Appt.	Expire
Morgan, John	Agricultural Advisory Board - Parkville	3 yrs.	2/1/2016	1/31/2019
Baker, Julian	Agricultural Advisory Board - Belvidere	3 yrs.	2/1/2016	1/31/2019
Madre, Donald	Agricultural Advisory Board - Bethel	3 yrs.	2/1/2016	1/31/2019

Please let me know by Monday, December 31st, at 9:00 a.m. if these individuals are still willing to serve and are eligible to serve another term.

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: mhunnicut@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

January 29, 2019

Re: February 4, 2019 Commissioners Meeting Agenda

Mary,

I would like to introduce Patsy Miller at the meeting. She started in December as our part-time tax lister.

Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Bill Jennings".

Bill Jennings

Perquimans County Tax Administrator

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

Mary Hunnicutt

From: Frank Heath <frankheath@perquimanscountync.gov>
Sent: Friday, January 25, 2019 9:27 AM
To: Mary Hunnicutt
Cc: Wallace Nelson
Subject: Agenda item

Mary-

Please add James Bunch, Perquimans County Schools, to the agenda as a scheduled appointment. He is going to discuss a school calendar flexibility resolution. 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.

James R. Bunch
Interim Superintendent

Perquimans County Schools
P. O. Box 337
Hertford, North Carolina 27944



Board of Education
Dr. Anne White, Chair
Amy Spough, Vice-Chair
Russell Lassiter
Matt Peeler
Leary Winslow
Arlene Yates

RESOLUTION SUPPORTING LOCAL CONTROL OF SCHOOL CALENDARS

WHEREAS, the North Carolina General Statutes give local boards of education powers of supervision and control of local school systems; and

WHEREAS, local control over establishing school calendars is an integral component of school system supervision and administrative powers with which local boards of education have been vested; and

WHEREAS, in 2004 the North Carolina General Assembly seized control of setting school calendars and imposed a one-size-fits-all mandate on how school calendars are to be set; and

WHEREAS, the current one-size-fits-all school calendar start date is no earlier than the Monday closest to August 26 and the end date is no later than the Friday closest to June 11; and

WHEREAS, the State mandated late August start date means high schools do not complete the first semester until mid to late January; and

WHEREAS, the current law essentially requires high school students to take first semester exams after the winter break, which negatively impacts test scores, according to students and educators; and

WHEREAS, the second semester for high schools starts two to three weeks later than community colleges and universities; and

WHEREAS, the superintendents report that the calendar misalignment makes it nearly impossible for high school students or recent winter graduates to take courses at a nearby community college or university during the second semester; and

WHEREAS, exams for Advanced Placement and International Baccalaureate classes are given on the same day nationwide, and the current calendar law shortens the amount of time North Carolina's students have to learn the material before test day; and

WHEREAS, it is well-documented through multiple studies that children will experience a phenomenon known as summer learning loss, which has a disproportionate impact on low-income children; and

WHEREAS, long summer breaks can also negatively impact child nutrition, as low-income children who have access to regular meals at school through the free and reduced priced meal program may not have access to regular meals at home; and

WHEREAS, with little flexibility built in to the calendar, scheduling make-up days is extremely challenging; and

WHEREAS, major hurricanes and severe winter snow storms have caused Perquimans County Schools to miss 16 school days over the past three years; and

WHEREAS, fall sports and band begin August 1, schedules for extracurriculars have not changed to coincide with the State-mandated school calendar; and

WHEREAS, local boards of education are best equipped to understand the balancing act of meeting the community's needs and maximizing student success; and

WHEREAS, restoring local control of school calendars will allow local boards of education to best meet the calendar preferences of the families, educators, and businesses in our community while allowing for innovative experimental approaches to improve student achievement.

THEREFORE, be it resolved that the Perquimans County Board of Education requests that the Perquimans County Board of Commissioners pass a resolution in support of calendar flexibility.

Adopted by the Perquimans County Board of Education this 28th day of January, 2019.

Dr. Anne White, Chairperson

Mr. James R. Bunch, Interim Superintendent



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-January 2019

GARNISHMENTS: \$1526.08

PAYMENT AGREEMENTS: \$25,499.68

DEBT SETOFFS: \$0

From: Bland Baker [mailto:Bland.Baker@trilliumnc.org]
Sent: Thursday, November 08, 2018 2:31 PM
To: mhunnicut@perquimanscountync.gov
Subject: [External] FW: Advisory Board

Good afternoon Ms. Hunnicutt,

Hope you are doing well. I am reaching out to you for some help. My Northern Regional Advisory Board has a slot to fill from Perquimans County. Commissioner Nelson is the commissioner representative for Perquimans County but we also have a slot in the "other" category.

I have attached the criteria from the State Statute regarding the qualifications for the "other" position on my board for some guidance. I realize that it is hard to find someone who has the time to serve on various boards.

Someone from DSS or maybe the Health Department could be a possibility or maybe just a concerned citizen. There is a \$50.00 dollar stipend plus travel for attending the meetings. I was wondering if you could get this on your agenda in the near future.

The Advisory Board meets every other month in Ahoskie so our next meeting would be in January. It is the second Tuesday of the month at 4:00PM.

I realize that you may not be able to find someone who is willing to serve. I have a few other counties that struggle with this appointment. We'll just keep on trying.

Thanks for your help!

Bland

CRITERIA FROM THE STATE STATUTE REGARDING THE QUALIFICATIONS FOR THE "OTHER" POSITION

- (3) At least one family member of the local CFAC, as recommended by the local CFAC, representing the interests of the following:
 - a. Individuals with mental illness.
 - b. Individuals in recovery from addiction.
 - c. Individuals with intellectual or other developmental disabilities.
- (4) At least one openly declared consumer member of the local CFAC, as recommended by the local CFAC, representing the interests of the following:
 - a. Individuals with mental illness.
 - b. Individuals with intellectual or other developmental disabilities.
 - c. Individuals in recovery from addiction.
- (5) An individual with health care expertise and experience in the fields of mental health, intellectual or other developmental disabilities, or substance abuse services.
- (6) An individual with health care administration expertise consistent with the scale and nature of the managed care organization.
- (7) An individual with financial expertise consistent with the scale and nature of the managed care organization.
- (8) An individual with insurance expertise consistent with the scale and nature of the managed care organization.
- (9) An individual with social services expertise and experience in the fields of mental health, intellectual or other developmental disabilities, or substance abuse services.
- (10) An attorney with health care expertise.
- (11) A member who represents the general public and who is not employed by or affiliated with the Department of Health and Human Services, as appointed by the Secretary.

Responsibilities of the
Community Advisory Committee
Nursing Home
and
Adult Care Home

Duties of the Community Advisory Committee Volunteer members:

1. To work to maintain the intent of the Resident's Bill of Rights
2. To serve as the nucleus for increased community interaction with facilities
3. To promote communication , education, and awareness of issues affecting institutionalized elderly
4. To assist persons who have grievances with the home, and facilitate the resolution of grievances at the local level whenever appropriate.

To carry out its responsibilities the Community Advisory Committee will participate in the following activities:

1. Make official quarterly/annual unannounced visits to facilities to establish report with residents, families, staff and administrators
2. Prepare quarterly reports
3. Attend training sessions
4. Attend committee meetings
5. Receive and investigate complainants and document complaint information
6. Negotiate resolution of complaints with facility administrator
7. Do friendly visits in the facilities
8. Mobilize volunteers for facilities

Specific Duties include:

- Completion of a 15-hour training course established by the State Long Term Care Ombudsman within North Carolina Division of Aging and Adult Services
- Attend at least 10 hours of in-service training per year
- Responding to referrals from the office of the Regional Ombudsman
- Receiving and investigating complaints from residents and family members and documenting complaint information after proper training
- Negotiating resolution of complaints with facility administrators
- Reporting any serious problems immediately to the office of the Regional Ombudsman and/or appropriate governmental agency
- Asking for technical assistance when unsure of how to proceed
- Asking the office of the Regional Ombudsman staff to make collateral contacts with other government agencies including licensing divisions
- Preparing quarterly visit reports
- Completing all required paperwork accurately and on time
- Maintaining cooperative relationships with appropriate agencies, such as Adult Protective Services, Adult Home Specialist, Social Service Departments, Division of Health Service Regulations Representatives and all law enforcement agencies
- Establish rapport with residents, families, staff, and nursing/adult care home administrators
- Assisting residents and families with information and support in finding appropriate placements
- Mobilizing volunteers for facilities (i.e. Promoting community improvement in facilities)
- Promoting communications, education, and awareness of issues affecting institutionalized older adults

**For additional information, please contact the Community Advisory Committee Chairperson or the Regional Ombudsman with the Area Agency on Aging governing your county*

STATEMENT OF NECESSITY OF WORK R-4467

NCDOT has work in progress to replace the existing pivot bridge crossing the Perquimans River on North Church Street in Hertford. Centurylink currently has cable facilities that cross under the Perquimans River and rise up and onto a pole line on the west side of N Church Street to the intersection with Winfall Boulevard. NCDOT plans to remove the existing road bed along this route once the new bridge is placed in service which leaves Centurylink with no way to access this pole line in the future.

Centurylink's proposal is to remove this pole line by building a new fiber optic route under the Perquimans River on the west side of Ocean Highway (US 17) and placing a new switching center at the Perquimans county E911 Center on Creek Drive. All telephone and data lines currently working on the north side of the Perquimans River will be re-homed into the new switching center. This will allow Centurylink to not only remove the existing facilities along the road but will shorten the loops to subscribers in this area resulting improved service and higher internet speeds.

The proposed switch will be mounted on a galvanized steel platform, above the flood elevation, with a metal under penning around it's perimeter to match the E911 generator existing on the site. Landscaping and site prep will be done in a manner agreeable to the Perquimans County manager and the E911 Director.

EASEMENT PURCHASE LETTER AGREEMENT

Date: _____

Perquimans County
P.O. Box 45
Herford, NC 27944

RE: Easement Purchase Letter Agreement ("Letter Agreement")

Dear Mr. Heath:

For good and valuable consideration, the sufficiency of which is acknowledged by the parties to this Letter Agreement, *Carolina Telephone and Telegraph Company, LLC* d/b/a ("CenturyLink") and *County of Perquimans* a North Carolina Body Politic ("Owner") agree that CenturyLink may purchase an easement from Owner upon the terms and conditions set forth in this Letter Agreement.

Owner owns certain real property located in the Township of Parkville, County of Perquimans, State of North Carolina, as described in Exhibit "A" attached to and incorporated by reference into this Letter Agreement ("Property"). CenturyLink desires to purchase from Owner, and Owner desires to grant to CenturyLink, an easement upon, under, through, over and along a portion of the Property ("Easement Tract"), such easement being in form and substance substantially the same as that set forth in Exhibit "B" marked "EXAMPLE" and attached to and incorporated by reference into this Letter Agreement ("Easement"). The Easement Tract is approximately located on the Property as set forth on the sketch attached to and incorporated into this Letter Agreement as Exhibit "C."

Prior to purchasing the Easement, CenturyLink is entitled to a period of 90 days ("Review Period") during which CenturyLink, its employees, agents or contractors ("Authorized Parties") can enter upon the Property for the limited purpose of conducting any survey, title work, environmental testing or other due diligence necessary, in CenturyLink's sole discretion, for CenturyLink to determine if the Easement Tract is acceptable to CenturyLink ("Permitted Activities"). The Review Period will begin to run on the date this Letter Agreement is last signed by both Owner and CenturyLink where indicated below ("Effective Date"). Owner will make the Property and access to the Property available to the Authorized Parties during the Review Period for such Permitted Activities. Upon completion of the Permitted Activities, CenturyLink will, if applicable, at its sole cost and expense, restore the Property to substantially the same condition it was in before the Authorized Parties' entry onto the Property, except for reasonable wear and tear.

If, on or before the expiration of the Review Period, CenturyLink determines, in its sole discretion, that the Easement Tract is acceptable to CenturyLink, CenturyLink will, within a reasonable time after the expiration of the Review Period, pay \$5000.00 ("Purchase Price") to Owner. In exchange for the Purchase Price, Owner will deliver to CenturyLink an original signed and notarized Easement.

If on or before the expiration of the Review Period CenturyLink determines, in its sole discretion, that the Easement Tract is not acceptable to CenturyLink, CenturyLink will, within a reasonable amount of time after the expiration of the Review Period, communicate to Owner in writing

that it will not purchase the Easement. In that event, CenturyLink will have no further obligations under this Letter Agreement and no rights in or to Owner's Property under this Letter Agreement.

This Letter Agreement will become effective upon the Effective Date. The parties to this Letter Agreement evidence their agreement to and acceptance of the terms and conditions of this Letter Agreement by signing below where indicated.

"CENTURYLINK"

*Carolina Telephone and Telegraph Company,
LLC d/b/a/ CenturyLink*

By: _____

Printed Name: _____

Title: _____

Signature Date: _____

"OWNER"

*County of Perquimans, a North Carolina
Body Politic*

By: _____

Printed Name: _____

Title: _____

Signature Date: _____

EXHIBIT A TO EASEMENT PURCHASE LETTER AGREEMENT**DESCRIPTION OF PROPERTY**

BEGINNING at a set iron pin in the northern edge of the 100 ft. public right of way of U.S. Highway 17 Business ("Creek Drive") thence alongside property now or formerly owned by Ronald Hamlin N 02° 56' 28" W 191.20 feet to a found concrete monument; thence alongside property now or formerly owned by the Willis L. Jessup Estate N 27° 40' 39" feet W 199.85 feet to a found concrete monument; thence alongside property now or formerly owned by the Willis L. Jessup Estate N 14° 07' 25" E 186.55 feet to a found concrete monument; thence alongside property now or formerly owned by the Willis L. Jessup Estate S 54° 45' 51" E 343.94 feet to a found concrete monument; thence alongside property now or formerly owned by the Willis L. Jessup Estate S 02° 50' 48" W 57.29 feet to a found concrete monument; thence S 46° 28' 55" E 299.19 feet to a found iron pipe; thence S 05° 38' 33" E 59.13 feet to a point; thence S 88° 04' 09" E 84.00 feet to a point; thence N 68° 41' 47" E 63.00 feet to a point; thence S 86° 52' 41" E 182.00 feet to a point; thence S 04° 05' 51" W 35.00 feet to a point in the northern edge of the 100 ft. public right of way of U.S. Highway 17 Business ("Creek Drive") which said point is located N 79° 39' 00" W 144.19 feet from USCGS Mon "44 MEA"; thence alongside said right of way N 87° 39' 09" W 322.30 feet to a found iron pipe; thence alongside said right of way along a curve having coordinates of R: 2,821.56' L: 444.36' Chord: S 87° 50' 09" W 443.90 feet to the point and place of beginning.

Said parcel containing 3.757 acres more or less as more particularly shown on that certain survey by Josiah A. Webb, III, Licensed Surveyor, entitled "A Recombination Survey for the County of Perquimans, 159 Creek Drive (former AEMC Site)" dated September 15, 2011, a copy of which is recorded at Plat Cabinet 3 Page 19 Slide N/A of the Perquimans County Registry.

The parcel conveyed herein is a recombination of two parcels of land heretofore identified as Perquimans County Parcel Numbers 7940-92-5309 and 7940-92-3631 and which are the same parcels conveyed to the grantor herein by deeds recorded at Book 51 Page 275 and Book 74 Page 211 of the Perquimans County Registry.

SUBJECT to electrical power lines and power poles which serve the subject property and which are shown on the aforementioned survey.

EXHIBIT B TO EASEMENT PURCHASE LETTER AGREEMENT**EASEMENT**

Prepared by:
CenturyLink
 14111 Capital Blvd.
 Wake Forest, NC 27587

After recording please return to:
 Zach Palmer
 809 Silver Linden Lane
 Wake Forest, NC 27587

RECORDING INFORMATION ABOVE**EASEMENT AGREEMENT**

The undersigned *County of Perquimans* ("Grantor") whose address is P.O. Box 45, Herford, NC 27944 for good and valuable consideration, the receipt and sufficiency of which are acknowledged, hereby grants and conveys to *Carolina Telephone and Telegraph Company, LLC*, d/b/a CenturyLink its successors, assigns, lessees, licensees, agents and affiliates ("Grantee"), having an address of 100 CenturyLink Drive, Monroe, Louisiana 71203, Attn: Construction Service, a perpetual, non-exclusive easement ("Easement") to construct, operate, maintain, repair, expand, replace and remove a communication system that Grantee from time to time may require, consisting of but not limited to, cables, wires, conduits, manholes, drains, splicing boxes, vaults, surface location markers, equipment cabinets and associated wooden or concrete pads, aerial lines, poles and cables, and other facilities and structures, including utility service if required to operate such system, facilities and structures (collectively, the "Facilities") over, under and across the following property located in the County of Perquimans, State of North Carolina, which Grantor owns ("Easement Tract"):

SEE THE DESCRIPTION SET FORTH ON **EXHIBIT A** ATTACHED TO, AND BY THIS REFERENCE MADE A PART OF, THIS AGREEMENT

Grantor further grants and conveys to Grantee the following incidental rights:

- (1) The right of ingress and egress over and across Grantor's lands to and from the Easement Tract; and
- (2) The right to clear all trees, roots, brush and other obstructions that interfere with Grantee's use and enjoyment of the Easement Tract.

Grantor reserves the right to use and enjoy the Easement Tract so long as Grantor's use does not materially interfere with the rights granted in this Easement Agreement. Grantor will not erect any structure or plant trees or other vegetation within the Easement Tract and will not alter the surface or subsurface of the Easement Tract or the ground immediately adjacent to the Easement Tract by grading or otherwise excavating, without Grantee's written consent.

Grantor warrants that Grantor is the owner of the Easement Tract and will defend title to the Easement Tract against all claims. Grantee will have no responsibility for environmental contamination unless caused by Grantee

The rights, conditions and provisions of this Easement Agreement will run with the land and will inure to the benefit of and be binding upon Grantor and Grantee and their respective successors and assigns.

Signed by Grantor this ____ day of _____, 2018

GRANTOR: *County of Perquimans*

BY: _____
(_____)

BY: _____
(_____)

STATE OF NORTH CAROLINA)
COUNTY OF _____)

On this ____ day of _____, 2018, before me,
_____, the undersigned officer, personally appeared _____ known to me (or satisfactorily proven) to be the person(s) whose name is subscribed to the within instrument and acknowledged that they executed the same for the purposes therein contained.

In witness whereof, I hereunto set my hand and official seal.

Notary Public

My commission expires: _____

EXHIBIT A TO EASEMENT AGREEMENT

Legal Description of Easement Tract

The Easement Tract is located in the Township of Parkville, Perquimans County, North Carolina within and across a tract of land known as Parcel - PIN Number 7940-92-5309 and described in the Perquimans County, North Carolina Office of the Register of Deeds in Deed Book 391, Page 687.

**LEGAL DESCRIPTION TO BE
ATTACHED**

EXHIBIT A CONTINUED

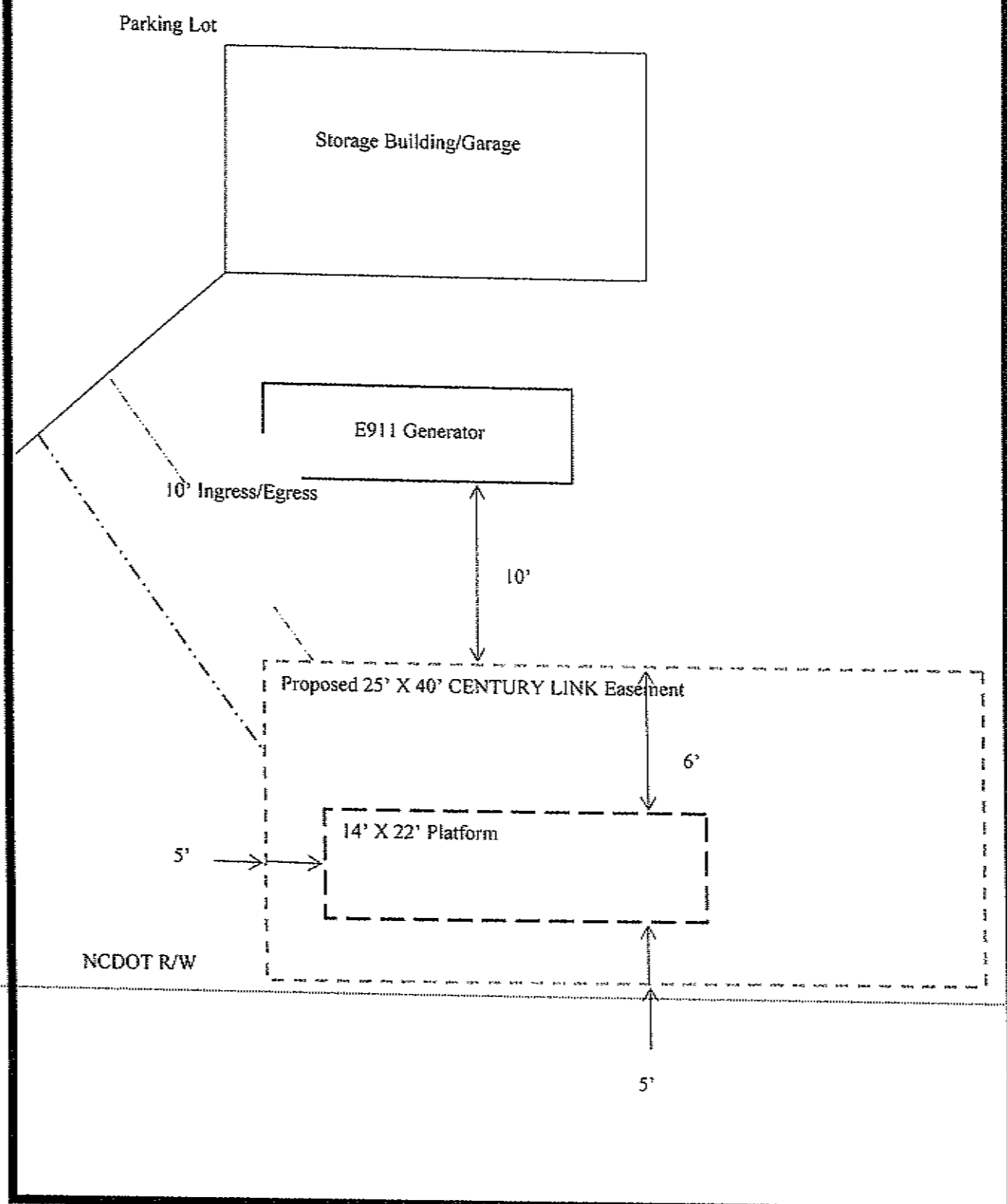
Sketch or Drawing of Easement Tract

SURVEY TO BE ATTACHED

EXHIBIT C TO EASEMENT PURCHASE LETTER AGREEMENT

SKETCH OF APPROXIMATE LOCATION OF EASEMENT TRACT

PROPOSED CENTURYLINK EASEMENT FOR SWITCH AT E911 CENTER



FOR
INFORMATION
ONLY
ITEMS

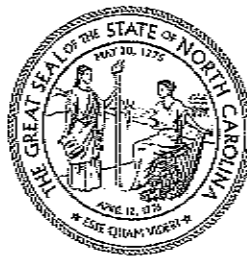


JACQUELINE S. FRIERSON
Register of Deeds, Perquimans County

P.O. Box 74 • Hertford, N.C. 27944 • Phone (252) 426-5660 • Fax (252) 426-7443 • email: jackiefrierson@perquimanscountync.gov

January 28, 2019

The Perquimans County Register of Deeds office will be offering a new service to customers. The service is called **Property Fraud Alert!** Sign up is easy and free. It will only take a few minutes to sign up and our hope is that it provides you with timely information and peace of mind. Then tell your family and friends to sign up for the Perquimans County Property Fraud Alert system too! This new feature will be available starting February 1, 2019. For further information, please do not hesitate to contact the Register of Deeds office @ 252-426-5660. Visit the website at: perquimansrod.us.



State of North Carolina

ROY COOPER
GOVERNOR

IN RECOGNITION OF THE 350th ANNIVERSARY OF
THE ORIGINAL PRECINCTS OF NORTH CAROLINA

2018

BY THE GOVERNOR OF THE STATE OF NORTH CAROLINA

A PROCLAMATION

WHEREAS, the Albemarle section or region of northeastern North Carolina was the earliest permanently settled part of the colony; and

WHEREAS, Albemarle was divided in 1668 into Chowan, Currituck, Pasquotank, and Perquimans precincts, which became the first counties of our state; and

WHEREAS, of North Carolina's 100 counties today, 16 were part of the original Albemarle region: Bertie, Camden, Currituck, Chowan, Dare, Edgecombe, Gates, Halifax, Hertford, Hyde, Martin, Northampton, Perquimans, Pasquotank, Tyrrell, and Washington Counties; and

WHEREAS, the Albemarle region has a rich history of Indigenous Peoples before European colonization and has contributed greatly to forming the social, political, and cultural ethos of our state; and

WHEREAS, the history of the Albemarle includes key events of the colonial period, including Culpeper's Rebellion in 1677, Gibbs's Rebellion in 1690, and the Cary Rebellion at the beginning of the 18th century; and

WHEREAS, throughout 2018, the 16 counties of the Albemarle have celebrated the 350th anniversary of this region and the formation of the original precincts of North Carolina; and

WHEREAS, the State of North Carolina joins in commemorating this important milestone, recognizing the rich history and heritage of the Albemarle region;

NOW, THEREFORE, I, ROY COOPER, Governor of the State of North Carolina, do hereby proclaim December, 2018, "IN RECOGNITION OF THE 350th ANNIVERSARY OF THE ORIGINAL PRECINCTS OF NORTH CAROLINA" in North Carolina, and commend its observance to all citizens.



Roy Cooper

Roy Cooper
Governor

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Great Seal of the State of North Carolina at the Capitol in Raleigh this twentieth day of December in the year of our Lord two thousand and eighteen and of the Independence of the United States of America the two hundred and forty-second.



PERQUIMANS COUNTY EMERGENCY SERVICES

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

(252) 426-5646 Phone - (252) 426-1875 Fax

Jonathan A. Nixon, Director

PRESS RELEASE

North Carolina Emergency Medical Services Chief visits Perquimans County

FOR IMMEDIATE RELEASE

January 25, 2019

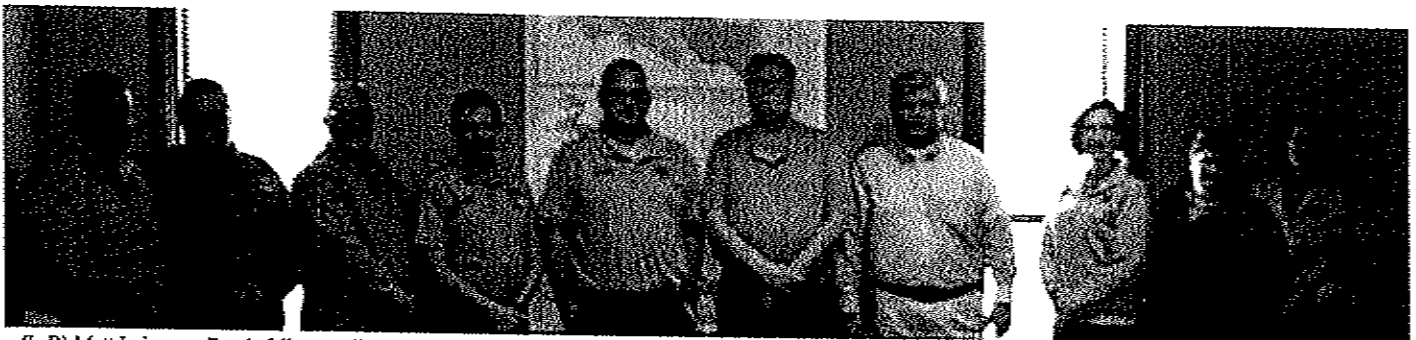
Contact: Tom Ponte
Phone: 252-426-5646

Tom Mitchell, Chief of North Carolina's Office of Emergency Medical Services, visited Perquimans County on Wednesday, January 23rd. Attending along with Mitchell were Allen Johnson and Randy Likens, staff members from the OEMS Eastern Regional Office in Kinston.

Chief Mitchell was in the County to acquaint himself with Perquimans Emergency Medical Services. Jonathan Nixon, Emergency Services Director and Shift Supervisors reviewed the history of EMS in the County, from its beginnings in 1967 as the all-volunteer Perquimans County Rescue Squad to today's Paramedic level service. Nixon noted that call volumes have increased from approximately 1000 calls in the year 2000 to 2174 calls in 2018.

Some of the discussion points included the following:

- Status of current Perquimans EMS System including Emergency Medical Dispatch & Paramedic Level EMS Service
- Recruitment/retention of Paramedics (currently have 3 open fulltime positions)
- Medicare/Medicaid reimbursements
- Potential change in education requirements
- Interest in Community Paramedicine program.



(L-R) Matt Leicester, Randy Likens, Allen Johnson, Jonathan Nixon, Billy Tutwiler, Matt Peeler, Tom Mitchell, Caitlyn Colson, Krystal Agosto, Kate Thomas

###

DEPARTMENT HEAD REPORTS

PLAT REVIEW LOG - PERQUIMANS COUNTY

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
JH Miller GA Dashed Red Survey marked Plat	✓	1/11/19	✓	Boundary survey for 2-0081-0012 S087
JH Miller GA Hazel Caydon	✓	1/15/19	✓	Subdivisions 1.05 ac. 6000 1-2022-0020
L Cardwell	✓	1/17/19	✓	Recombination for 4-0043-0105E 4-0043-0105D
Matthew Henry Ellington	✓	1/18/19	✓	Recombination in 1-0005-0050A
Robert Westley Hurdle	✓	1/22/19	✓	1-0001-0004A, 1-0006-005d Recombination 4-0075-0004-LB 4-0075-0005-LB
Josiah Alcott III Robert Anne Brown	✓	1/24/19	✓	Subdivision by wife for parcel 1-0017-0070 re-platted 1.36
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 381 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 357-1981	E.T. Hyman Surveying 133 US Hwy 168 West Ste E Camden, NC 27921 335-2913	McKim & Creed 504 E Elizabeth St Ste 1 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 138 US Hwy 168 W Ste E Camden, NC 27921 335-1888	Tony Webb PO Box 381 Edenton, NC 27932 482-3066

JAN

SUBJ-ADDRESS 238 Hunt Club Trail

ORDINANCE VIOLATED cars

NOTES
1/28/19 additional complaint - vehicle parked in middle of road. Pics show van with current tags, parked on edge of cul de sac and coming and going, not just left there. SHERIFF not concerned.
7/25/17 yard is organized and clean
5/22/17 cleaned up
Reference cea 2015-12-1, refresh file and send letters

DISPOSITION unreasonable complaint- not a "no parking" area

DISPOSITION DATE 1/28/2019

SUBJ-ADDRESS 174 Sunset Circle

ORDINANCE VIOLATED ???

NOTES
another complaint - now a travel trailer and car parked on right of way.
I contact with DOT
11/14/17 - trucks gone
11/2/17 trucks tagged for towing & chronic RRR letter and 1st class sent re-complaint by Judy Cudworth - nothing moved (confirmed 10/2/17)
recommend legal or removal
RRR sent and returned unclaimed
re-complaint by Judy Cudworth - nothing moved (confirmed 7/25/17) Need to detail any violation and communicate to owner.
tenant came in office 3/31/17 and explained- roommate left / cars gone / 2 good trucks left to be repaired asap
All other vehicles tagged. File open to observe.
found file cea 2016-10-4 letter had been sent
Complaint delivered in person by Bill Jackson, with insufficient contact info and insufficient subject location info.

DISPOSITION file reopened

DISPOSITION DATE 1/28/2019

SUBJ-ADDRESS 106 Blackfoot Tr.
 ORDINANCE VIOLATED burning
 NOTES another complaint by same plaintiff about garbage in yard. Investigation shows trash in and on trash can, coming and going.
 RRR letter prompted phone response - owner said would be cleaned and was.
 Hold letter 6/5/17 - burn put out - check for futher violations
 multiple calls starting 6/2/17 and repeat calls Saturday and Sunday
 Same address and owner listed on CEA 2016-3-2 & same complaint.
 11/2018 same complaint

DISPOSITION watching

DISPOSITION DATE 1/28/2019

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

DISPOSITION demo and clean complete

DISPOSITION DATE 1/28/2019

SUBJ-ADDRESS 219 Muddy Creek Rd.
 ORDINANCE VIOLATED 50
 NOTES 1/2019 nothing has moved and no lawyer contact
 11/5/2018 - Ms. Kindra Perry came in and explained plans which involve subdivision and atty. Herb Mullen would be in contact.
 need to contact family of owner and proceed with AMH
 11/13/17 phone call from family member who will help investigation
 phone call reopend investigation. Possible contact
 condemned / awaiting funds to remove
 accessed and condemned / not yet posted
 2 abandoned Single wides
 1 tenant & 2 empty mh on 10 acres (farmer id unknown)
 letters sent for zone, solid waste, & land use

DISPOSITION REFERED from cea 2016-1-4
 watching

DISPOSITION DATE 1/28/2019

SUBJ-ADDRESS next to 826 Snug Harbor Rd.
 ORDINANCE VIOLATED solid waste
 NOTES 1/2019 no change
 6-21-18 called Forbes Realty, who called Mr. Byrum, who called me-
 and said he will clean the yard and structure is strong so he will board
 up and secure.
 letter sent 2/22/16 / no response 3-15-16 but for sale sign in front
 yard - Forbes Realty 252-426-1380
 delapidated house
 DISPOSITION watching
 DISPOSITION DATE 1/28/2019

SUBJ-ADDRESS 167 White Oak Ave.
 ORDINANCE VIOLATED
 NOTES seeking buyer
 3/19/18 report from tax - family paid tax - need to find relatives
 3/6/18 still waiting for approval to clean up
 no word from county att
 summary to county manager 2/6/17 . Tentative contract to remove
 vehicle with no charge to county
 negotiating contract to remove vehicle
 confirmed deceased by ROD
 research further
 reported possibly deceased, vehicle with expired tag 4 years
 DISPOSITION watching
 DISPOSITION DATE 1/28/2019

SUBJ-ADDRESS 105 Spindrif Ln
 ORDINANCE VIOLATED solid waste
 NOTES deconstruction complete, processing grant reimbersment
 3/15/18 letter delivered and signed
 3/12/18 RRR letter
 1st class ltr
 badly dilapidated s/w
 DISPOSITION in process
 DISPOSITION DATE 1/28/2019

SUBJ-ADDRESS 158 Rivershore Drive
ORDINANCE VIOLATED ??
NOTES 11/7/18 first call about solid waste. 11/9/18 2nd call about
refridgerator, rusted sheds, cars in back yard
DISPOSITION looking for proof
DISPOSITION DATE 1/28/2019

SUBJ-ADDRESS Hwy 17S across from Chicken Rd.
ORDINANCE VIOLATED Solid Waste
NOTES

- A large pile of debris where a house was before
- Had been grown over excessively
- Recently cleared by logging operation
- Poses a safety threat of total collapse
- Is now open and accessible to children and undesirables
- Is now clearly visible and a distraction to Highway 17 traffic

DISPOSITION notification in progress
DISPOSITION DATE 1/28/2019

Address
498 Pender Rd.

Disposition
contracted, deconstructed and processing for grant reimbursement

DispositionDate

InfoNotes 1/28/2019

Address
2412 Center Hill Hwy

Disposition
6-6-18 mailed first class preAMH deconstruction * //RRR sent - preped for demo next round / public notice published Perq. Weekly // contract ready for deconstruction

DispositionDate

InfoNotes 1/28/2019

Address
2414 Center Hill Hwy

Disposition
AMH active // RRR sent - no response / preped for next round demo / public notice published Perq. Weekly // contract ready for deconstruction

DispositionDate

InfoNotes 1/28/2019

Address

2416 Center Hill Hwy

Disposition

AMH active // RRR sent - next round demo / public notice published Perq. Weekly // contract ready for deconstruction

DispositionDate

InfoNotes

1/28/2019

Address

167 White Oak Ave.

Disposition

Elaine Wood ready to sell. Need to get buyer in contact with her.

DispositionDate

InfoNotes

1/28/2019

Taxes paid by Elaine Wood Edey c/o Emmet Wood *estate* 24353 Walnut Street / Santa Clarita, Ca. 91321

Address

917 Ocean Highway (17-S)

Disposition

Deconstructed, in process of grant reimbursement

DispositionDate

InfoNotes

1/28/2019

transferred from cea 2016-2-4 / declared hazzard for deconstruction with amh credit to final billing. Deconstruction contract prepared. To be scheduled. Deconstruction complete. Holding billing, pending grant reimbursement amount.

Address

877 Sandy Cross Rd.

Disposition

file closed & referred to AMH 2018-7-2 Deans

DispositionDate

InfoNotes

12/28/2018

Subject D/W rests on separate parcel & addressed 885 Sandy Cross. Close this file and refer relative data to amh 2018-7-2
File closed and archived 8/27/2018. EGS

Address

885 Sandy Cross Rd.

Disposition

Deconstruction complete, in process of grant reimbersment

DispositionDate

InfoNotes

1/28/2019

address and owner change due to parcel correction / parcel map # 1-0011-0041 //

Address

406 Belvidere Rd.

Disposition

investigating

DispositionDate

InfoNotes

12/24/2018

White D/W next to Perquimans Middle School - seems to have care at times. DW seems in good condition. Letters sent.

Address

117 Spindrift Ln.

Disposition

Final notice is useless due to death and tax office has noted "has no value". Deconstruction complete. Billing pending AMH receipt. In process grant reimbursement

DispositionDate

1/28/2019

InfoNotes

Public and final notice will be given by posting the property.

**PERQUIMANS COUNTY
OFFICIAL REPORT**

Board of Commissioners:
Finance Officer:

Date ~~1/31/2019~~ *January 29, 2019*

I wish to report that during the month **Jan. 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
1/1/2018									\$0
1/2/2018									\$0
1/3/2018									\$0
1/4/2018	\$140	\$30	1	\$50	\$55	1	\$10		\$285
1/5/2018									\$0
1/6/2018									\$0
1/7/2018	\$731		1	\$50	\$110	\$185			\$1,111
1/8/2018									\$0
1/9/2018	\$100		2		\$165				\$365
1/10/2018	\$1,000	\$423	1	\$50					\$1,508
1/11/2018									\$0
1/12/2018									\$0
1/13/2018									\$0
1/14/2018									\$0
1/15/2018									\$0
1/16/2018									\$0
1/17/2018		\$481	4		\$110	2			\$646
1/18/2018									\$0
1/19/2018									\$0
1/20/2018									\$0
1/21/2018									\$0
1/22/2018	\$1,123	\$341	3	\$50	\$110	2	\$10		\$1,754
1/23/2018		\$11,050	1		\$55	1			\$11,105
1/24/2018									\$0
1/25/2018	\$1,421	\$30	3	\$50			\$10		\$1,616
1/26/2018									\$0
1/27/2018									\$0
1/28/2018	\$150	\$50	3	\$100			\$10		\$415
1/29/2018			1						\$35
1/30/2018									\$0
1/31/2018									\$0
TOTAL	\$4,665	\$12,405	12	\$350	\$605	11	\$40	\$0	\$18,840

*2 NEW SINGLE-FAMILY DWELLINGS
LARGE ADDITION REMOVE DECK FIRM
ELEC PERMITS SOURCE FROM*

Signed: *[Signature]*

Building Inspector

COMMITTEE REPORTS