

# AGENDA

All items are for discussion and possible action.  
Perquimans County Board of Commissioners  
Commissioners' Room - Courthouse Annex Building  
April 1, 2019  
7:00 p.m.

- I. **Call to Order**
  - II. **Prayer & Pledge**
  - III. **Approval of Agenda**
  - IV. **Consent Agenda**  
*(Consent items as follows will be adopted with a single motion, second and vote, unless a request for removal of an item or items is made from a Commissioner or Commissioners.)*
    - A. Approval of Minutes: March 4, 2019 Regular Meeting & March 18, 2019 Work Session Minutes
    - B. Personnel Matters
      - 1. Promotion: Certified Part-Time Telecommunicator (1)
      - 2. Removal from Roster: Part-time/Fill-In Telecommunicators (3)
      - 3. Retirement: Administrative Assistant for Building Inspections
      - 4. Retirement: Secretary – Cooperative Extension
      - 5. Appointment: Full-Time Paramedic
    - C. Step/Merit Increases
      - 1. Telecommunications (1)
      - 2. Social Services (3)
      - 3. Sheriff's Department (1)
      - 4. County Manager (1)
    - D. Budget Amendment No. 16 - 17
    - E. Board Appointments: Community Advisory Committee (2)
    - F. 2019 Memorandum of Participation for Separation Allowance Benefit
  - V. **Scheduled Appointments**
    - A. Katelyn Robertson, Director – Tri-County Animal Shelter 7:00 p.m.
    - B. Landon D. Mason, Economic Improvement Council 7:10 p.m.
    - C. Preston Spear, Veterans Services Officer 7:15 p.m.
    - D. Lillian Holman, Senior Tarheel Legislative Update 7:20 p.m.
    - E. Sharon Smith, Tourism Director 7:25 p.m.
    - F. Brian Harvill, Vidant Chowan Hospital 7:30 p.m.
    - G. Bill Jennings, Tax Administrator 7:35 p.m.
    - H. Susan Chaney, Social Services Director 7:40 p.m.
  - VI. **Commissioner's Concerns/Committee Reports**
    - A. Chairman Nelson - Trillium
    - B.
    - C.
  - VII. **Old Business**
    - A. Updates from County Manager
    - B. Board Appointment: Board of Adjustment (member)
    - C. PCG Landfill Billing Error
- ACTION REQUIRED** (indicated by a bracket on the left side of items I-IV)
- NO ACTION REQUIRED** (indicated by a bracket on the left side of items V, VI, and VII)
- ACTION REQUIRED** (indicated by an arrow pointing to item E in section V)

- VIII. New Business**
    - A. Request to Renew "No Cost" Lease Agreement with Probation/Parole
    - B. Sale of Surplus Equipment
    - C. Petition: The Shores at Lands End
    - D.
    - E.
    - F.
  - IX. Unscheduled Appointments/Public Comments**  
*(If you wish to address the Board, please state your name for the record prior to speaking)*
    - A.
    - B.
    - C.
  - X. Closed Session: Per NCGS #143-318-11(3)(5) – Consult with Attorney regarding Legal Matter/Negotiation for Sale/Lease of Real Estate Matter & Closed Session Minutes**
- ACTION REQUIRED** (next to VIII)
- NO ACTION REQUIRED** (next to IX)
- ACTION REQUIRED** (next to X)

**FOR INFORMATION ONLY:**



**DEPARTMENT HEAD REPORT:**

- Plat Log
- Cooperative Extension 2018 Perquimans County Program Impact Report
- Building Inspector's Report – February 2019
- Code Enforcement Officer Report – February 2019

**COMMITTEE WRITTEN REPORTS:**



**NOTES FROM THE COUNTY MANAGER**  
**April 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.A. **Enclosure.** Katelyn Robertson, Director of the Tri-County Animal Shelter, will present a report to the Board. A copy of Chowan County's report is enclosed.
- V.B. Landon D. Mason, Economic Improvement Council, will present a report to the Board.
- V.C. Preston Spear, Perquimans County Veterans Services Officer, will make a report to the Board.
- V.D. Lillian Holman, Senior Tarheel Legislative Delegate, will present a report from the Senior Tarheel Legislation.
- V.E. **Enclosure.** Sharon Smith, Tourism Director, will discuss an NCDOT Spring Clean Up program, Litter Sweep, and request that the Board adopt the enclosed Proclamation.
- V.F. Brian Harvill, President of Vidant Chowan Hospital, will discuss rural health care challenges.
- V.G. **Enclosure.** Bill Jennings, Tax Supervisor, will present his monthly report.
- V.H. Susan Chaney, Social Services Director, will present her monthly report.
- VI.A. Chairman Nelson will present a report from the Trillium Board.
- VII.A. County Manager Heath will present several updates to the Board.
- VII.B. **Enclosures:** With the resignation of Pamela Hurdle, we have a vacancy on the Board of Adjustment for a voting member. I have attached the Volunteer Application listing. I am in the process of following up on applications that have expired. Currently, we have Dianne Layden, Lyn Winslow, III (already serving), Marshall Knight (already serving), Debbie Reed (already serving), and Benjamin Hobbs (serving as Alternate) on the list. Board direction is being requested.
- VII.C. Per the Board's instructions. Chairman Nelson has discussed the PCG Billing Error with Battle Betts, Director of Albemarle Regional Health Services (ARHS). They are recommending that, starting in April, 2019, ARHS will be adding 1/12th of the outstanding balance of \$118,126.40 ( $\$118,126.40 \div 12 = \$9,843.87$ ) to each monthly bill until the balance is paid. For this fiscal year, it will equal 25% of the balance due. Board action is being requested.
- VIII.A. **Enclosures.** County Manager Heath will present a request from Probation/Parole for a "No Cost" Lease Agreement. A copy is enclosed for your review. Board action is being requested.
- 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 items with GovDeals will close on April 1, 2019 at 12:00 p.m. The following items have been listed with GovDeals:

BUYER	ITEM	SERIAL/VIN NO.	DATE SURPLUSED	START BID	SOLD AMOUNT
	1998 Ditch Witch	SN P0481	11/6/2017	\$2,000	
	1998 Hudson 15' Trailer	VIN 293	11/6/2017	\$500	
	2007 Undercover Bed Cover		11/6/2017	\$50	
	Mighty Mole Boring Machine M-1800	SN 95070804	11/16/2017	\$50	
	Fairbanks Weighing Scale AENL3	#E13647	11/6/2017	\$50	

Board action is being requested.

- IX.C. **Enclosure.** We have received a petition request to add the roads in The Shores at Lands End Subdivision to the NCDOT State Road Maintenance System. Board action will need to be taken to forward the request to NCDOT.
- X. **Enclosure.** Pursuant to NC General Statute 143-318.11(3)(5), the Board will need to go into Closed Session to discuss consult with their attorney regarding a legal matter, negotiate for sale/lease of real estate matter and to approve Closed Session Minutes.

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**CONSENT AGENDA NOTES**

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

- A. **Enclosure:** Approval of Minutes – March 4, 2019 Regular Meeting Minutes, March 18, 2019 Work Session Minutes
- B. **Enclosures:** Personnel Matters

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Annamarie Shine	Part-Time Certified Telecommunicator	Promotion	62/1	\$13.74/hr.	03/01/2019
Hazelene Miller	P/T F/I Certified Telecommunicator	Remove from Roster			04/01/2019
Katherine Weiss	P/T F/I Certified Telecommunicator	Remove from Roster			04/01/2019
Robert L. Wood, Jr.	P/T F/I Certified Telecommunicator	Remove from Roster			04/01/2019
Debbie Proctor	Adm. Ass't – Building Inspections	Retirement			07/01/2019
Risha Griffin	Secretary – Cooperative Extension	Retirement			04/30/2019
Cody J. Chappell	Full-Time Paramedic	Appointment	68/1	\$37,221	04/01/2019

- C. **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
Darlene Lind	Certified Telecommunicator Fill-In	62/3	\$14.43/hr.	04/01/2019
Sue Ann Cestaro	Certified Telecommunicator	62/3	\$30,011	04/01/2019
Rebecca Corprew	IMC Supervisor II	67/5	\$39,271	04/01/2019
Caitlyn Gardner	IMC II	63/1	\$29,869	04/01/2019
Stephen Chappell	Animal Control Officer	62/7	\$33,089	04/01/2019
Rhonda Money	GIS Mapper/Planner	70/12	\$53,177	04/01/2019

- D. **Enclosure:** Budget Amendment Nos. 16 – 17 are presented for Board action.
- E. **Enclosure:** The following Board appointments are being presented for Board action:

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Deborah Pfennig	Community Advisory Committee (initial appt.)	Appointment	1 yr.	04/01/2019
Walker Rayburn, Jr.	Community Advisory Committee (initial appt.)	Appointment	1 yr.	04/01/2019

- F. **Enclosures.** The audit requires that the County contract with a company to prepare our disclosures required under GASB Statement No. 73 for the Special Separation Allowance for Law Enforcement Officers. Last year, we contracted with Cavanaugh MacDonald Consulting, LLC. We need to renew the contract. Tracy Mathews, County Finance Officer, recommends the renewal of the Memorandum of Participation for Separation Allowance Benefit with Cavanaugh Macdonald Consulting, LLC located in Kennesaw, GA. Board action is being requested.

DISPATCH 911 FEES – TOWN OF HERTFORD

Chairman Nelson presented how the County has responded to the payment of the Dispatch 911 Fees after a meeting that was held with Mayor Yates of Winfall, Mayor Reid of Hertford, Hertford Town Manager Hurdle, County Manager Heath, and himself. The County is awaiting a response from the Towns.

WELLNESS CENTER

The Wellness Center in Perquimans County was discussed earlier in the meeting under the Review of Last Retreat.

TOURISM DEVELOPMENT BOARD

Commissioner Lennon brought up the current makeup of the Tourism Development Board and recommends that the Board revisit this because they are having a difficult time finding members to serve on this Board.

ADJOURNMENT

There being no further comments or business to discuss, the Mini Retreat was adjourned at 5:00 p.m.

Wallace E. Nelson, Chairman

Clerk to the Board

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WORK SESSION

February 18, 2019

7:00 p.m.

Due to a lack of business to discuss, the Perquimans County Board of Commissioners Work Session on February 18, 2019 was cancelled.

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REGULAR MEETING

March 4, 2019

6:50 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, March 4, 2019, at 6:50 p.m. in the Commissioners Room located on the first floor of the Perquimans County Courthouse Annex.

MEMBERS PRESENT:	Wallace E. Nelson, Chairman	Joseph W. Hoffer
	Alan Lennon	Charles Woodard
MEMBERS ABSENT:	Fondella A. Leigh, Vice Chair	T. Kyle Jones
OTHERS PRESENT:	Frank Heath, County Manager	Mary Hunnicutt, Clerk to the Board
	Hackney High, County Attorney	

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-19-02, requested by Marty & Sheryl Hurdle to operate a Special Events Venue as a Home Occupation at 305 Swing Gate Road; tax parcels 5-0041-0016, 5-0041-0017 and 5-0041-0017B.

PUBLIC HEARING

Conditional Use Permit No. CUP-19-02, requested by Marty & Sheryl Hurdle

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-19-02, requested by Marty & Sheryl Hurdle to operate a Special Events Venue as a Home Occupation at 305 Swing Gate Road; tax parcels 5-0041-0016, 5-0041-0017 and 5-0041-0017B. There were twenty-five (25) people present. Rhonda Money, Planner, presented an overview of their request. She stated that the Planning Board approved CUP-19-02 at their February 12, 2019 meeting. After her presentation, Chairman Nelson asked if there were any questions or comments from the Board. The following questions/comments were made:

- > Commissioner Hoffer: Mr. Hoffer asked if this was going to be for weekend events only. Ms. Money said that it was but that the CUP did not require it to only be weekends.
- > Commissioner Lennon: Mr. Lennon asked if handicap spaces were a requirement. Ms. Money said that fell under the jurisdiction of the Inspections Department.

There being no further comments/questions from the Board, Chairman Nelson asked if anyone signed up to speak and if there were any comments or questions from the public. There were three (3) people who signed up to speak. The following individuals made comments about CUP-19-02:

- > Darlene Bain: Ms. Bain lives across the street from the facility and she is in favor of the conditional use permit.
- > Jim Bain: Mr. Bain also spoke in favor of the project.
- > Bruce Hartman: Mr. Hartman also spoke in favor of the project.

There being no further questions from the Board or public, Chairman Nelson closed the Public Hearing at 7:08 p.m. and proceeded with Regular Meeting.

AGENDA

Charles Woodard made a motion to approve the Agenda, as amended. The motion was seconded by Joseph W. Hoffer. 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 Charles Woodard, seconded by Joseph W. Hoffer.

1. Approval of Minutes: February 4, 2019 Regular Meeting and February 18, 2019 Work Session (cancelled).
2. Tax Refund Approvals:

**PERQUIMANS COUNTY TAX REFUNDS:**

Layne, Melvin David \_\_\_\_\_ \$243.23  
 Plate was placed on wrong vehicle. Had to take weighted tag off and put on correct vehicle. 11-month refund.  
 Account No. 0046091768

3. Personnel Matters:

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Wilford Forbes	Part-Time/Fill-In EMT-B	Remove from Roster			02/01/2019
Bernard Joyce	Part-Time/Fill-In EMT-B	Remove from Roster			02/01/2019
Andrea Stoner	Full-Time Certified Telecommunicator	Promotion	62/1	\$28,584	03/01/2019
Carlie Spear	Fill-In at Board of Elections	Reinstatement			02/06/2019
Gary Wayne Jordan	Part-Time/Fill-In Paramedic	Salary Correction	68/3	\$18,79/hr.	10/01/2019

4. Step/Merit Increases:

Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Krystal Agosto	Certified E-911 Shift Supervisor II	64/6	\$35,272	03/01/2019
Keely Cartwright	Certified Telecommunicator	62/4	\$30,761	03/01/2019
Crystal M. Wright	Certified Telecommunicator	62/6	\$32,381	03/01/2019
Emily Harrell	Certified Telecommunicator	62/6	\$15,52/hr.	03/01/2019
Vivian Long	Certified Telecommunicator	62/12	\$37,392	03/01/2019
Kristin Gordon	Human Res. Place. Special.	63/5	\$32,931	03/01/2019
Jessica Velvin	Paramedic	68/2	\$38,153	03/01/2019
Hunter Saberon	Deputy Registrar of Deeds	58/4	\$25,796	03/01/2019
James Fowden	Investigator	68/3	\$39,883	03/01/2019
Preston Ward, Jr	Investigator	68/5	\$41,038	03/01/2019

5. Budget Amendments:

**BUDGET AMENDMENT NO. 11  
 EMERGENCY TELEPHONE SYSTEM FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
78-500-001	Emergency 911 Fees	247,970	
78-500-161	Hardware	110,822	
78-500-160	Software	66,215	
78-500-110	Telephone/Furniture	70,933	
EXPLANATION: To amend FY 18/19 budget to include FY 19 Funding Reconsideration approved by 911 Board on 2/22/19.			

**BUDGET AMENDMENT NO. 12  
 GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	State Grant - Social Services	31,594	
10-610-198	DSS - Low Income Energy Ass't	31,594	
EXPLANATION: To amend FY 18/19 budget to include an additional increase by the State.			

6. Board Appointments: The following Board appointment/resignation were unanimously approved by the Board:

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Felton, Gracie	Tourism Development - Town of Hertford	Appointment	3 yrs.	02/01/2019
Hurdle, Pam	Board of Adjustments	Resignation		02/18/2019

7. Miscellaneous Documents: The following miscellaneous documents were unanimously approved by the Board:
  - > Home & Community Care Block Grant (HCCBG) Amendment Documentation: The Board authorized the Chairman and county staff to sign the documents reflecting the changes in the HCCBG grant programs for FY 2018-19.
  - > Resolution - Surplus Vehicle: The Board adopted the following Resolution requesting the sale of certain surplus County vehicle:

**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:

Model Year	Make	Model	VIN
2008	Ford	Explorer	1FMFU73E88UA88600

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 4<sup>th</sup> day of March, 2019.

ATTEST:

Wallace E. Nelson, Chairman

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

Memorandum of Participation - Cavanaugh Macdonald Consulting, LLC: The Board approved the following contract for Cavanaugh Macdonald Consulting to perform a GASB 75 actuarial valuation of the employer's OPEB Plan:



2018 MEMORANDUM OF PARTICIPATION (MOP) FOR INTERIM (ROLL-FORWARD) GASB 75 VALUATION OF THE OTHER POSTEMPLOYMENT BENEFITS (OPEB)

ENTITY NAME: Perquimans County  
 UNIT'S RETIREMENT SYSTEM I.D. NUMBER(S): 97201  
 MAILING ADDRESS: P.O. Box 45  
 CITY: Hertford ZIP CODE: 27944  
 NAME OF PERSON TO RECEIVE REPORT:  Mr.  Ms. (choose one) Tracy Matthews  
 PHONE #: (252) 426-8484 TITLE: Finance Officer  
 E-MAIL ADDRESS: tracymathews@perquimanscountync.gov

On behalf of the employer noted above, we have agreed to engage Cavanaugh Macdonald Consulting, LLC to perform a GASB 75 actuarial valuation of the employer's OPEB Plan. I understand that we will be billed directly by Cavanaugh Macdonald Consulting, LLC and a copy of the actuarial report will be e-mailed to the person listed above by Cavanaugh Macdonald Consulting. I understand the fee structure is as follows:

GASB No. 7475 Valuations	
Base Fee	Base Fee
* Less than 20 total active and retired participants	\$5,000
* 20-49 total active and retired participants	\$6,500
* 50-99 total active and retired participants	\$7,800
* 100 or more total active and retired participants	\$8,500
	+ Plus +
Per Participant Fee	
* Less than 50 total active and retired participants	\$5.00
* 50-99 total active and retired participants	\$4.50
* 100-249 total active and retired participants	\$3.25
* 250-499 total active and retired participants	\$2.75
* 500 or more total active and retired participants	\$2.50

Interested employers must return this 2018 Memorandum of Participation indicating their desire to participate along with all requested data as outlined on the following page. The new standard requires a considerable amount of additional work. We need to receive all requested information no later than March 15, 2019.

If (1) your plan is not a single employer, defined benefit plan or (2) if your plan has discreetly presented component units or (3) if your plan has a special funding situation, additional fees may apply. Please contact us for a fee quote.

Authorized Signature \_\_\_\_\_

Signed this 4<sup>th</sup> day of March, 2019.

Should you have questions regarding the information requested in this letter, please contact the OPEB Team via email at [NCOPEB@CavMacConsulting.com](mailto:NCOPEB@CavMacConsulting.com) or via phone at (678) 388-1700.

INFORMATION COLLECTION CHECKLIST FOR OPEB REQUEST

ENTITY NAME: Perquimans County  
 UNIT'S RETIREMENT SYSTEM I.D. NUMBER(S): 97201

Please provide a completed copy of this checklist to indicate the items being sent and the work being requested. This will help us verify receipt of all information and to be sure nothing was lost in transit.

- Indicate the week being requested through this agreement (choose all that apply):
  - June 30, 2018 GASB 75 valuation report which will provide information for June 30, 2019 disclosure. This report will use the 6/30/2017 OPEB valuation prepared by Cavanaugh Macdonald as the basis. Liabilities will be re-measured and rolled forward to 6/30/2018.
  - Provide additional information related to a split of the liabilities, OPEB expense or proportionate share amounts for the component units. Additional fees will apply based on our hourly rates.
- Check the boxes below to indicate which items are included in this submission. If multiple submissions are needed because some of the information is not immediately available, please provide an updated checklist with each submission.
  - Executed 2018 Memorandum of Participation (MOP)
  - Have the plan provisions changed since the prior valuation?  Yes  No (choose one) If yes, please provide the new plan provision information detailing the new OPEB benefit eligibility conditions. Please note, the roll forward method mentioned above may not be allowed. If this is the case, we will contact you regarding a full valuation.
- Claims and/or premiums paid for the fiscal year ending June 30, 2018. We provided a template for your use in collecting this information as an attachment in the data request email. Email us at [NCOPEB@CavMacConsulting.com](mailto:NCOPEB@CavMacConsulting.com) if you need another copy. If the template is not fully completed, additional information may be requested and delays may occur.

Please note OPEB plans may provide both fully-insured and self-insured benefits. If this is the case for your plan, be sure to provide both types of contribution information. This information should be the gross amounts (total of employer and retiree paid) and receipts for retirees and their dependents (do not include amounts for active employees) for the 2018 fiscal year end.

- The calculation of OPEB Expense includes the "Administrative Cost" for the year. The Administrative Cost reported for this item, if you choose to report any, should be those costs not associated with the direct payment of benefits and not paid from the OPEB trust. Administrative Costs may include professional fees (trust fees, audit fees, actuarial fees, etc.), as well as, the cost of benefits and salaries associated with the administration of the OPEB plan. Note that expenses booked elsewhere or paid from the OPEB Trust should not be included below (to avoid double counting of such expenses). What amount should be included in the OPEB expense?  
 \$ 0 (enter 00 or the amount we should use - do not leave blank)

- Does the Employer have assets in a qualified GASB OPEB funding vehicle (i.e., a Trust or Trust like arrangement for the sole purpose of providing OPEB benefits for retirees that cannot be used to pay active health care costs or any other benefits) as of June 30, 2018?  Yes  No (choose one)
- If there were no OPEB assets as of June 30, 2018, does the Municipality plan to establish OPEB assets in a qualified GASB OPEB funding vehicle by June 30, 2019?  Yes  No  N/A (choose one)

> Resolution - Requesting Removal of Certain Record Books for Repair: The Board adopted the following Resolution requesting the removal of certain record books for repair:

**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 1891 - 1893

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 4th day of March, 2019.

\_\_\_\_\_  
Wallace Nelson, Chairman  
Board of Commissioners

ATTEST:

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

TARA TAYLOR, ALBEMARLE PLANTATION FIREWORKS

Each year at July 4<sup>th</sup>, Albemarle Plantation holds their fireworks show. Ms. Taylor came before the Board to request the County's approval to hold their fireworks show on July 6<sup>th</sup>. She further stated that the rain date would be determined at a later date. On motion made by Charles Woodard, seconded by Joseph W. Hoffer, the Board unanimously approved Ms. Taylor's request to hold their fireworks show on July 6<sup>th</sup>.

NICK LOLLIES, WATER DEPARTMENT SUPERVISOR

Mr. Lollies appeared before the Board to present the following request from North Carolina Department of Transportation (NCDOT) for a Utility Construction Agreement:

FD-807  
Form R.C. 2794



Phone: (252) 416-0129  
Fax: (252) 416-2259

**PERQUIMANS COUNTY  
WATER DEPARTMENT**

The NCDOT will be widening Woodville Rd. from the intersection of New Hope Rd. to the Northern Red Banks Rd. intersection. Once the project is completed the existing 6" watermain would be under the edge of the pavement, therefore NCDOT will be responsible for moving the existing 6" watermain. We have the option of upgrading the proposed replacement 6" watermain to an 8" watermain to improve the flow and capacity in the Woodville area for a Biderment payment to NCDOT. The Biderment payment that the County would be responsible for is the price difference between 6" and 8" PVC pipe and existing gate valves. The estimated cost for this upgrade will be \$58,030.16.

We have added additional fire hydrants, gate valves, and a directional bore to the project. We also added a stub out at the Southern Red Banks Rd. intersection for a future connection. These items will be an addition cost to the County as shown below.

(4) Fire Hydrants @ \$1,290 each = \$5,160  
826 LF of 12" Directional Bore = \$21,000  
8" stub out at Red Banks intersection = \$10,000  
(5) Gate Valves @ \$1,500 each = \$7,500  
TOTAL = \$38,360

All of the costs mentioned in this letter are estimates and the actual costs will be determined by the winning bid for the NCDOT project. The total estimated cost to the County would be \$116,530.16. Please contact me at 252-313-0266 or [nlollies@perquimanscountync.gov](mailto:nlollies@perquimanscountync.gov) if you have any questions.

Nick Lollies  
Water Dept. Supervisor

After his presentation, Chairman Nelson asked if there were any questions from the Board. The following questions were asked:

- > Commissioner Lennon: Mr. Lennon asked about the \$116,530.16 figure. Mr. Lollies explained that when they widen Woodville Road, NCDOT will need to move the 6" line. The County has the option to upgrade the proposed replacement 6" watermain to an 8" watermain to improve the flow and capacity in the Woodville area for an estimated Biderment payment of \$58,030.16. Mr. Lennon further asked that, with the 8" watermain tying into the 12" watermain on New Hope Road, would that also improve the flow and shuntle. Mr. Lollies said that it would.
- > County Manager Heath: Mr. Heath explained that this \$58,030.16 would probably be included in the FY 2019-20 budget year.

There being no further questions or comments, Chairman Nelson asked for a motion to approve the Utility Construction Agreement with NCDOT and Budget Amendment No. 15. On motion made by Alan Lennon, seconded by Charles Woodard, the Board unanimously approved the following Utility Construction Agreement with NCDOT and Budget Amendment No. 15:



**NORTH CAROLINA PERQUIMANS COUNTY**

**UTILITY CONTRACTORY AGREEMENT**

**DATE: 03/03/19**

**PROJECT: R-102**  
**WSD Contract: 18-013.1**

**PERQUIMANS COUNTY**

**THE AGREEMENT** is made and entered into on the last date hereon recited, to be between the North Carolina Department of Transportation, an agency of the State of North Carolina, hereinafter referred to as the "Department" and Perquimans County, hereinafter referred to as the "County."

**WITNESSETH**

WHEREAS, the Department has proposed and adopted plans to reconstruct, reconstruct and improve improvements under Project R-102 in Perquimans County, including various items of grading, paving and drainage along SR 1229 (Perquimans Road) from SR 1300 (New Hope Road) to SR 1211 (New Basin Road), Perquimans County, and other related items as shown on the plans of the project shown on file with the Department's office at Raleigh, North Carolina, and;

WHEREAS, the parties hereto wish to enter into an agreement for certain utility work to be performed by the Department in connection with the said improvements by the County of the said project as hereinafter set out;

**NOW, THEREFORE, it is agreed as follows:**

- The Department shall place its personnel at the construction project for Project R-102A, Perquimans County, for the purpose to inspect and observe construction. The County will reimburse the Department for the Department's cost of providing the services of its personnel as set out herein. Said work shall be accomplished in accordance with the Department's standard work order form, which shall be approved by the County. The Department shall be responsible for any and all items as set out in a attached Exhibit "A". The agreement shall be subject to the County's RFP 18-013.1 and shall be subject to the Department's Standard Agreement ID # 1417.

**REQUIREMENTS TO THE DEPARTMENT:**

- The County shall reimburse the Department for the following items:
  - Utility relocation of any existing utility, if the Department shall submit an invoice to the County for the same. If any work is to be done the actual labor and material charges shall apply.
  - Materials and labor that are used by the County in the project under this utility work shall be paid for by the County.
  - If the County shall not pay for the utility work under this agreement, the Department shall charge the County for any and all items of work under this agreement as set out in Exhibit "A".
  - Any items that are not included in the Department's standard work order form, which shall be approved by the County, shall be the responsibility of the County. The County shall reimburse the Department for the same.
  - Any items that are not included in the Department's standard work order form, which shall be approved by the County, shall be the responsibility of the County. The County shall reimburse the Department for the same.

Approved by the Board of Transportation Item ID: 1417

- Upon the satisfactory completion of the project and acceptance of the utility work covered under this Agreement, the County shall reimburse the Department for the cost of the utility work. The County shall reimburse the Department for any and all items as set out in a attached Exhibit "A". The Department shall be responsible for any and all items as set out in a attached Exhibit "A". The agreement shall be subject to the County's RFP 18-013.1 and shall be subject to the Department's Standard Agreement ID # 1417.

- The County shall be responsible for any and all items as set out in a attached Exhibit "A". The agreement shall be subject to the County's RFP 18-013.1 and shall be subject to the Department's Standard Agreement ID # 1417.

IN WITNESS WHEREOF, this Agreement has been executed, this 3rd day of March, 2019, at the County of Perquimans, North Carolina.

BY: Steve Robinson COUNTY MANAGER  
TITLE: County Manager

DATE: 03/03/19

APPROVED BY: [Signature] COUNTY MANAGER

APPROVED BY: [Signature] COUNTY MANAGER

**BUDGET AMENDMENT NO. 15  
WATER FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
35-399-400	Fund Balance Appropriated		136,000
35-720-337	Betterment Cost - Woodville Road	136,000	
<b>EXPLANATION:</b> To amend FY 18/19 budget to include the betterment cost in the Water System Budget for Woodville Road project.			

**BEVERLY GREGORY, SENIOR CITIZENS COORDINATOR**

Ms. Gregory introduced Penny Trueblood, Assistant Senior Citizens Coordinator and Lillian Holman, delegate to the Senior Tarheel Legislation, and thanked the Board for this opportunity to share what the seniors are doing at the Senior Center. Ms. Gregory then presented a slideshow of the activities that they participate in at the Senior Center. She thanked the Board for their continued support of the senior population of Perquimans County and further explained that they are always busy and are about to outgrow their site. Lillian Holman, Senior Tarheel Legislative Delegate, was also present and thanked the Board for the nice Senior Center and for their continued support of the Senior Citizens of Perquimans County. She concurred with Ms. Gregory that they are beginning to outgrow their current site. County Manager Heath explained that there is a very nice exercise room available for the seniors and Commissioner Hoffer said that he regularly visited there until he had some sickness. Chairman Nelson thanked Ms. Gregory and her staff for all that they do at the Senior Center.

**SUSAN CHANEY, SOCIAL SERVICES DIRECTOR**

Ms. Chaney had a dentist appointment and was able to present her monthly report.

**COMMISSIONER'S CONCERNS/COMMITTEE REPORTS**

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

- > **Chairman Nelson:** Mr. Nelson reported on the following concerns:
  - **College of the Albemarle (COA):**
    - ✓ **Library Renovations:** Mr. Nelson stated that the Perquimans Weekly recently reported that COA had completed the library renovations project that was going to be named after Charles Ward whose estate gave a generous donation to the college which was used to renovate the library. Mr. Ward was a great supporter of the College and his community service while serving as a Commissioner for Perquimans County. The ribbon cutting is scheduled for April 4<sup>th</sup>. More information will be provided at a later date.
    - ✓ **Bond Referendum for School Systems:** The State is looking at a Bond Referendum for School construction. This includes money for community colleges in the University System. If approved, COA plans on expanding their health science building (nursing), a Career & Tech building, and other renovation projects. He encouraged the public to support this bond referendum.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- > **Bond Referendum:** To add to Chairman Nelson's remarks about the Bond Referendum, Mr. Heath said that, in this proposed bond, the language includes a proposed \$10,000,000 Bond for Perquimans County. He further stated that he believed that was a matching amount.
- > **Golden Leaf Grant:** The County received a \$750,000 grant award and action to accept the money and documentation will be handled later in the meeting.
- > **Trash Pickup Along Roadsides:** Mr. Heath stated that the County has worked with the Albemarle District Jail in getting inmate volunteers to assist in picking up trash on roadsides. They have completed the first road which was Woodville Road. The County had received several complaints about a lot of trash on Woodville Road. We will be continuing this project as we receive complaints.
- > **Boat Ramp Restrooms:** Mr. Heath reported that the county finally received the CO for the boat ramp bathrooms. Therefore, this project has been completed.
- > **Convenient Site Hours Changing:** Due to the changing to Daylight Savings Time, the convenience sites will have new hours. They now will remain open until 7:00 p.m. effective March 10, 2019.
- > **Death of Emerson Cullings:** County Manager Heath wanted to mention to the Board that recently Emerson Cullings of Snug Harbor passed away. He was an 83 years old resident who faithfully attend our Commissioners' meetings. We called him our "Public" because there were many times that he was very respectful in his comments to the Board and was concerned about the community. Mr. Heath just wanted to make sure that we placed this in our Minutes for a permanent record. On behalf of the County Manager's Office and the County, Mr. Cullings will be missed.

BOARD APPOINTMENTS

Chairman Nelson reported that, at this time, we now have three (3) vacancies on our Boards that we need to fill. They are as follows:

1. **Northern Regional Advisory Board for Trillium:** County Manager Heath reported that we have received two applications for this appointment: Diane Layden and Freda Bonner. Mary Hunsicutt, Clerk to the Board, explained that Commissioner Leigh, who was unable to attend tonight, e-mailed her recommending the appointments of Freda Bonner. Chairman Nelson apologized and explained that Commissioner Leigh was out of town and Commissioner Jones was sick and could not be at the meeting tonight. On motion made by Alan Lennon, seconded by Joseph W. Hoffer, the Board unanimously appointed Freda Bonner to the Northern Regional Advisory Board for Trillium for an unlimited term effective March 1, 2019.
2. **Joint Community Advisory Committee:** Chairman Nelson explained that we had no applications for this Board and asked Mary Hunsicutt to give a short explanation of the Board's duties and responsibilities. After she made her comments, Chairman Nelson encouraged the people to consider volunteering for this committee. No action was taken at this time.
3. **Board of Adjustment:** Currently, there are no individuals that have applied for this Board so no action was taken at this time.

With no applications to review, the Board took no action on the last two appointments and tabled the matter until next month.

PLANNING ITEM: CUP-19-02, REQUESTED BY MARTY & SHERYL HURDLE

A public hearing was held earlier in the meeting to receive citizens' comments to consider Conditional Use Permit No. CUP-19-02, requested by Marty & Sheryl Hurdle to operate a Special Events Venue as a Home Occupation at 305 Swing Gate Road; tax parcels 5-0041-0016, 5-0041-0017 and 5-0041-0017B. Alan Lennon made a motion to find proposed Conditional Use Permit No. CUP-19-02 to be consistent and in harmony with the existing development pattern around 305 Swing Gate Road, Hertford, NC, and to approved Conditional Use Permit No. 19-02, for the Special Events Venue as a Home Occupation of a Commercial nature at 305 Swing Gate Road; approximately 36 acres, zoned RA, Rural Agriculture District, also known as Tax Parcel Numbers 5-0041-0016, 5-0041-0017, and 5-0041-0017B conditioned upon the list of conditions contained in the draft Conditional Use Permit, and adopting the following 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 Charles Woodard. Chairman Nelson asked if there were any questions or comments. There being no other questions or comments, the following Conditional Use Permit No. CUP-19-02 was unanimously approved by the Board:

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-Beginning of Proposed Conditional Use Permit CUP-19-02  
to be recorded by Marty & Sheryl Hurdle

Home Occupation of a Commercial Nature,  
Special Events Venue

At 305 Swing Gate Road, Hertford

Applicant: Do **NOT** record this page

CONDITIONAL USE PERMIT No. CUP-19-02

Page 1 of 6

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

Applicant/Owner(s): Marty & Sheryl Hurdle  
355 Swing Gate Road  
Hertford, NC 27944

Site Location: 305 Swing Gate Road, Hertford NC 27944

Tax Parcel No: 5-0041-0016, 5-0041-0017 and 5-0041-0017B

Zoning District: RA, Rural Agriculture District

Proposed Use of Property: To operate a Special Events Venue as a Home Occupation of a Commercial Nature

Meeting & Hearing Dates: Planning Board on 2/12/2019 & Board of Commissioners on 3/4/2019

In the statement of the nature of the proposed use the applicant envisions expanding beyond strictly agriculture endeavors by completely enclosing the pavilion and adding an indoor stage. The goal is to grow our customer base, provide local funds and dining with a variety of menu, continue to support the community, and provide a unique event and dining experience." Benefits to patrons include fishing, swimming, paddle boating, small concert venue for live entertainment, and wedding venue.

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 Conditional Use categories "Arenas, Assembly, Exhibition Hall, and

CONDITIONAL USE PERMIT No. CUP-19-02

Page 2 of 6

Conference Center," "House Occupation of a Commercial Nature," and "Campground, Public and Private" (currently Sections 907.5, 907.13 and 907.21 of the Zoning Ordinance) and other conditions, as follows:

- 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, the owners may propose changes to the attached Conceptual Site Plan now or in the future, in coordination with the County Planning & Zoning Office, to provide for the placement of accessory structures or site improvements to support the principle residential use of the property and/or the "Special Events Venue Home Occupation". It is understood that the conceptual layout of parking areas 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, parking, screening, fencing, lighting and operational considerations must comply with the Perquimans County Zoning Ordinance pertaining to Sections 907.5 (Arenas, Assembly, Exhibition Hall, and Conference Center) and 907.21 (Home Occupations) and 907.13 (Campground, Public and Private, including Recreational Vehicle Park) 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. If the Conditional Use Permit is not recorded in the Register of Deeds (ROD) Office by the Applicant within three (3) months from the date of BCC approval, the BCC may revoke the Conditional Use Permit.
- C. Site Considerations:
  - (1) The "Special Events Venue Home Occupation" must be clearly subordinate to the use of the principal residential structure for residential purposes as prescribed through this Conditional Use Permit [Section 907.21(B)(1)].
  - (2) The intensity of the use shall not be detrimental to adjacent properties due to traffic, parking, noise, refuse, or other factors [Section 907.5(B)(1)].
  - (3) All buildings, including accessory garages or storage buildings, shall be set back from all property lines and street rights-of-way double (2 times) the minimum required for principal buildings in the applicable district [Section 907.5(B)(2)]; and all businesses

CONDITIONAL USE PERMIT No. CUP-19-02

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- most be set back at least fifty (50) feet from any street right-of-way [Section 907.21(B)(3)]
- (4) Additional setbacks and buffering may be required by the Planning Board in the case of facilities for outdoor functions, in order to protect adjacent properties from noise, light, and glare [Section 907.5(B)(3)]; and additional restrictions regarding fencing, buffers, outdoor lighting, storage, and other appearance criteria may be added, as deemed necessary by the Planning Board and Board of County Commissioners [Section 907.21(4)].
- (5) Parking shall not be located in the required 30 foot front yard as measured from the front property line/street right-of-way line [Section 907.5(C)].
- (6) Parking, loading, and outdoor activities, such as outdoor exhibition areas, picnic areas and outdoor stages and seating areas, must be screened from view from adjacent properties. These buffers must meet the Buffers and Screening requirements (currently Article XVIII) of the County's Zoning Ordinance [Section 907.5(D)].
- (7) Outdoor lighting shall be shielded so as to prevent light from directly hitting adjacent property or any public right-of-way. The site plan shall indicate the style and location of all outdoor lighting [Sections 907.5(E) and 907.5(F)].
- (8) Wooded buffer shall be maintained on north and west side of premises.
- (9) In areas with developed campsites, separate sanitary facilities for both sexes (including showers) shall be available within four hundred (400) feet of each campsite and drinking water shall be available within one hundred (100) feet of each campsite [Section 907.13 (B)(1)].
- (10) In primitive camping areas, drinking water and sanitary facilities shall be available within twelve hundred (1,200) feet. [Section 907.13 (B)(3)].
- (11) No permanent camping shall be permitted. It is not intended that any structure, mobile or permanent, be used as a permanent residence except for the owner or operator [Section 907.13 (B)(4)].
- (12) In areas with developed campsites, each campsite shall have a minimum of parking for two (2) vehicles [Section 907.13 (B)(5)].
- (13) Adequate lighting shall be provided for all common areas, including interior lighting in any building open at night. All sanitary facilities and dumping areas, water faucets, parking areas (other than at each campsite), recreation areas, and other service buildings and general use sites shall be lit at night, either with a light mounted on the building or as a pole light. In developed camping areas, lights shall be installed along walkways to water and sanitary facilities and at roadway intersections [Section 907.13 (B)(5)].

CONDITIONAL USE PERMIT No. CUP-19-02

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- D. Operational Considerations:
  - (1) There shall be no outdoor loudspeakers or public address system other than in an outdoor arena. [Section 907.5(C)]
  - (2) Loud outdoor music shall end by 11pm.
  - (3) The owner of the business must reside on the premises on which the business is located.
  - (4) The business use shall not create any noxious fumes, odors, traffic congestion, or other nuisance factors. [Section 907.2(C)(2)]
  - (5) Additional restrictions regarding traffic circulation, operational hours and other operational criteria may be added as deemed necessary by the Planning Board and Board of County Commissioners.
  - (6) Any impervious surfaces installed in conjunction with or after expansion of the event pavilion may require the applicant to provide the County with additional permitting to ensure that storm water does not cause problems on the site or on adjacent properties. The property owners shall coordinate with and obtain approval from Perquimans County Soil & Water Conservation District on all drainage improvements.
  - (7) The applicant shall obtain all required permits from other governmental agencies (local, state, and federal) prior to commencing construction or as otherwise required by the applicable laws and regulations. Building permits shall be obtained from Perquimans County for all components of the project which are required by the North Carolina Building Code.
  - (8) In developed camping areas, an attendant will be on the site twenty-four (24) hours a day while the campground is open for business.
  - (9) A fire extinguisher shall be available at each service building and at the office. [Section 907.13(E)(3)]
  - (10) Individual campsites and general use areas shall be kept clean and free from garbage, refuse, litter, and other conditions which can lead to the transmission of disease, breeding of rodents and insects, and which may present a fire hazard or contribute to the spread of fire. [Section 907.13(E)(4)]
  - (11) All sanitary, laundry, and drinking water facilities shall be maintained in a clean, sanitary condition and kept in good repair at all times. [Section 907.13(E)(5)]
- E. Application Requirements: The Applicant's approved Site Plan is conceptual and minor adjustments may be made pending permits and approvals by other entities.
- F. 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.

CONDITIONAL USE PERMIT No. CUP-19-02

Page 5 of 6

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

Wallace Nelson, Chair, Board of Commissioners Date

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

We, Marty and Sheryl Hurdle, Applicants and Owners, 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.

Marty Hurdle, Applicant Date

Sheryl Hurdle, Applicant Date

The State of North Carolina County

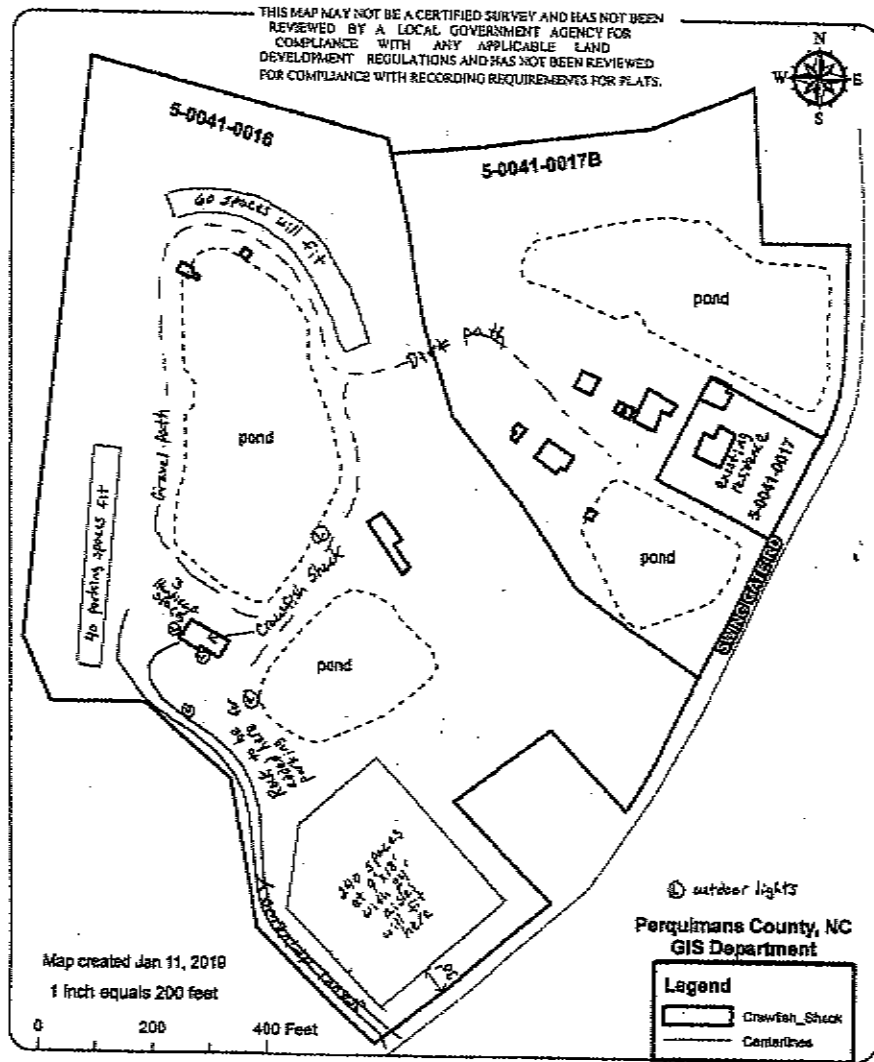
I, \_\_\_\_\_ a Notary Public in and for the said State and County, do hereby certify that \_\_\_\_\_ personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

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

My Commission expires: \_\_\_\_\_ Notary Public

CONDITIONAL USE PERMIT No. CUP-19-02

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Crawfish Shack Special Events Venue Site Plan

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End of Proposed Conditional Use Permit CUP-16-02 to be recorded Marty & Sheryl Hurdle

Home Occupation of a Commercial Nature, Special Events Venue

At 305 Swing Gate Road, Hertford

Applicant: Marty & Sheryl Hurdle

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UPDATE & EXTENSION REQUEST FOR ALPHA VALUE SOLAR, LLC'S LARGE SCALE SOLAR POWER GENERATING FACILITY, CUP-16-06 (for information purposes only)

For information purposes only, Chairman Nelson presented the following update and request for an extension for CUP-16-06, Alpha Value Solar, LLC's Large Scale Solar Power Generating Facility:

Alpha Value Solar, LLC

February 15, 2018

Perquimans County Planning & Zoning 104 Dasha Street Hertford, NC 27544

Attn: Rhonda Money, Planner

Re: Conditional Use Permit No. CUP-16-06 Extension Request

Dear Ms. Money:

On behalf of Alpha Value Solar, LLC, please allow this letter to serve as an Annual Report and Extension Request for Conditional Use Permit CUP-16-06 which was filed with Perquimans County Register of Deeds on March 7, 2017.

Under Section M in the Conditional Use Permit, notice to the Planning Board and Board of County Commissioners is requested to outline project progress along with circumstances that may result in delay if construction is expected to commence after February 6, 2018. In accordance with Section M, please find herewith a status report and progress update for the benefit of Perquimans County Board of Commissioners.

At this time, it is anticipated that Alpha Value Solar, LLC will start construction in June of 2018 subject to favorable site conditions and timely delivery of solar system equipment and materials. Critical project development agreements have been executed and executed with Dominion Energy, Power Purchase Agreement, Interconnection Agreement, IA Security Deposit, and ROW Easement Agreement for installation of electric power grid protection equipment and attachment facilities in June or July of 2018 as well. NCDOT Driveway permit has been updated and is valid for driveway construction in June or July.

Project finance due diligence for Alpha Value Solar LLC has met institutional investor review and approval for 2018 start of construction with commercial operation scheduled for early Q4 2018. Construction is expected to be completed within 4 months after material start of construction and "fast-track" site construction plans and site plans will be delivered to Perquimans County Planning & Zoning and Building Inspector for zoning, building, and electrical permit review and approval in May or June 2018.

With this Annual Report, Alpha Value Solar, LLC would like to respectfully request Perquimans County Board of Commissioners approval to commence and complete construction of Alpha Value Solar Farm this year with no further delay to secure project NTP (notice to proceed) with zoning, building, and electrical permits.

Thank you kindly for Perquimans County Board of Commissioners consideration and please do not hesitate to contact me by email at Heath.K.Laughlin@alphavaluesolar.com or on my cell at (321) 202-8600 if you have any questions or if I can be of further assistance.

With sincere regards,

Heath K. Laughlin Authorized Representative

Alpha Value Solar, LLC 176 Mike Lake Court, Suite #100, Raleigh, North Carolina, 27651

GOLDEN LEAF DOCUMENTATION

County Manager Heath presented the Grantee Acknowledgement & Agreement to accept the grant funding of \$750,000 for Phase 1 Inland Basin Construction along with Budget Amendment No. 13. Charles Woodard made a motion to approve the Grantee Acknowledgement & Agreement and Budget Amendment No. 13. The motion was seconded by Joseph W. Hoffer. Chairman Nelson asked if there were any questions or comments. Commissioner Lennon asked if there was an expiration date. Mr. Heath said that there was none listed just that it could be extended after the first eighteen (18) months. There being no further questions or comments, the Board unanimously approved the following Grantee Acknowledgement & Grantee Agreement and Budget Amendment No. 13:

The Golden Leaf Foundation (Golden Leaf) GRANTEE ACKNOWLEDGEMENT AND AGREEMENT 1. Grantee: County of Perquimans 2. Project Title: Phase 1 Inland Basin Construction 3. Purpose of Grant: The grant provides funding to Perquimans County for construction of Phase 1 Inland Basin of the Perquimans River National Park. The project will include the construction of 100,000 sq ft of parking, the project will include the construction of 100,000 sq ft of parking, the project will include the construction of 100,000 sq ft of parking. 4. Amount of Grant: \$750,000 5. Award Date: 07/2018 6. Special Terms and Conditions Applicable to Grant: 1. Release of funds is contingent on the grantee providing a project management plan (PMP) and a grantee agreement to the grantee. 2. The grantee shall provide a project management plan (PMP) and a grantee agreement to the grantee. 3. The grantee shall provide a project management plan (PMP) and a grantee agreement to the grantee. 7. Additional Conditions and Terms of Grant: 1. Release of funds is contingent on the grantee providing a project management plan (PMP) and a grantee agreement to the grantee. 2. The grantee shall provide a project management plan (PMP) and a grantee agreement to the grantee. 3. The grantee shall provide a project management plan (PMP) and a grantee agreement to the grantee.

1. Confirmation of Eligibility: The grantee certifies that it is an eligible organization as defined in Section 1702(c)(2) of the Internal Revenue Code. 2. Release of Funds: The grantee agrees to release the grant funds to the grantee in accordance with the terms of this agreement. 3. Grantee Agreement: The grantee agrees to provide a project management plan (PMP) and a grantee agreement to the grantee. 4. Grantee Agreement: The grantee agrees to provide a project management plan (PMP) and a grantee agreement to the grantee. 5. Grantee Agreement: The grantee agrees to provide a project management plan (PMP) and a grantee agreement to the grantee.



**ALBEMARLE COMMISSION AMENDMENT TO CHARTER RESOLUTION**

County Manager Heath explained that, at last month's meeting, Commissioner Leigh reported that the Albemarle Commission Board of Trustees would be asking our Board to consider adopting a Resolution to amend their Charter. Mr. Heath stated that the only changes are as follows:

- > To amend the 1997 Charter so that the terms for delegates be changed from one (1) year to two (2) year terms.
- > To reflect that the immediate past chair will serve as an ex officio, non-voting member of the Board.

On motion made by Alan Lennon, seconded by Joseph W. Hoffer, the Board unanimously adopted a Resolution approving the amendments to the Albemarle Commission Board of Trustees Charter (See Attachment A).

**FY 2018-19 AUDIT CONTRACT**

County Manager Heath explained that he and Finance Officer, Tracy Mathews, recommend that the FY 2018-19 Audit Contract be awarded to Donna Winborne in the amount of \$32,500. Last year the cost was \$35,000. Mr. Heath further explained that the contract appears to be less than last year, but they are still waiting on the final guidelines from the State regarding FY 2019 Medicaid requirements. Thus, the initial contract is less but a revised/additional contract will be needed to include the additional Medicaid audit - which will probably put us back to the contract amount last year. On motion made by Joseph W. Hoffer, seconded by Charles Woodard, the Board unanimously awarded the FY 2018-19 Audit Contract to Donna Winborne at maximum amount of \$35,000.

**JANITORIAL SERVICES AGREEMENT - COOPERATIVE EXTENSION BUILDING**

With the retirement of Shirley Carter, Housekeeper at Cooperative Extension Building, County Manager Heath and Maintenance Supervisor, Robin Trueblood, recommends the one-year contract with Rebecca Corprew at a cost of \$1,200 per month. The contract may be renewed each year on the agreement anniversary date. On motion made by Joseph W. Hoffer, seconded by Alan Lennon, the following Janitorial Services Agreement with Rebecca Corprew was unanimously approved for the Cooperative Extension Building:

**JANITORIAL SERVICES AGREEMENT  
PERQUIMANS COUNTY COOPERATIVE EXTENSION BUILDING**

THIS AGREEMENT executed this 1<sup>st</sup> day of March, 2019, between PERQUIMANS COUNTY, NC, Post Office Box 45, Hertford, NC 27944, hereinafter referred to as OWNER and REBECCA T. CORPREW, 111 Yeoplin Drive, Hertford, NC 27944, hereinafter referred to as CONTRACTOR, in consideration of the mutual covenants and conditions contained herein, OWNER and CONTRACTOR contract and agree as follows:

1. **SCOPE OF WORK:** CONTRACTOR shall provide services as outlined in the attached Exhibit "A". These services encompass all Janitorial needs for the Perquimans County Cooperative Extension Building which also includes the Board of Elections Offices and Perquimans County Soil and Water Offices.
2. **COMPENSATION:** The OWNER agrees to pay the CONTRACTOR a total of \$1200.00 per month. The OWNER agrees to pay the CONTRACTOR monthly. This monthly charge is based on the CONTRACTOR providing all supervision, labor, cleaning equipment and cleaning chemicals and no consumables (the following is supplied by the OWNER: toilet tissue, multi-fold paper towels, trash can liners and hand soap) as required to satisfactorily perform the janitorial services described in the stated cleaning specifications. The contractor will provide cleaning services for four hours each day, Monday through Friday excluding State holidays.
3. **RISK:** All work performed by CONTRACTOR under this agreement shall be performed entirely at the CONTRACTOR's risk. CONTRACTOR shall indemnify OWNER for any and all liability, loss, claim, or demand arising out of or resulting from the CONTRACTOR's performance under this agreement.
4. **INDEPENDENT CONTRACTOR:** The OWNER and CONTRACTOR intend that an independent Contractor relationship is created by this agreement. CONTRACTOR shall not be considered an agent or employee of the OWNER, for any purpose, and the OWNER shall not be liable to carry unemployment compensation insurance of worker's compensation insurance on the CONTRACTOR or his employees. The CONTRACTOR will obtain a workers compensation and personal liability policy for themselves in coordination with requirements determined by the Perquimans County Manager. The OWNER shall not withhold any taxes or Social Security from compensation paid to the CONTRACTOR. The OWNER shall not use the CONTRACTOR exclusively and the CONTRACTOR shall be free to contract with other persons for similar or other services while under contract with the OWNER.
5. **TERM:** This agreement shall continue for a period of one year, and may be automatically renewed in successive one year periods. However, this agreement may be terminated by either party by giving 30 days written notice to the other party. In the event the OWNER becomes dissatisfied with the work of the CONTRACTOR, ten (10) days written notice of the deficiencies shall be given to the CONTRACTOR. If not correct after the ten (10) day notice, the OWNER may terminate this agreement at any time thereafter.

Being duly executed this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

Perquimans County  
Wallace Nelson, Chairman  
OWNER

Rebecca T. Corprew  
CONTRACTOR

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"Exhibit A"

CLEANING SPECIFICATIONS FOR PERQUIMANS COUNTY COOPERATIVE EXTENSION BUILDING

DAILY

Offices, Open Areas and Meeting Rooms

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

Restrooms

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

WEEKLY

Offices, Open Areas and Meeting Rooms

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

ADDITIONAL SENIOR HEALTH INSURANCE INFORMATION PROGRAM (SHIP) FUNDS ACCEPTANCE & BUDGET AMENDMENT NO. 14

County Manager Heath explained that Jewel Winslow, Director of Perquimans County Cooperative Extension, notified him that they had received additional funding in the amount of \$1,072 for the Senior Health Insurance Information Program (SHIP). On motion made by Alan Lennon, seconded by Charles Woodard, the Board accepted these funds, authorized the Chairman and County Staff to sign the documents, and approved the following Budget Amendment No. 14:

BUDGET AMENDMENT NO. 14  
GENERAL FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-033	State Grants - Senior Medicare	1,072	
10-615-146	SHIP Funds	1,072	
EXPLANATION: To amend FY 18/19 budget to include FY 19 additional SHIP Funds as awarded by NC Dept of Insurance.			

2019 GENERAL SCHEDULE FOR LOCAL RECORDS

County Manager Heath reported that the NC Department of Natural and Cultural Resources has notified the County that the 2019 General Schedule for Local Records has been prepared for Board approval. The Board was able to go to General Schedule for Local Government Agencies to review the document. On motion made by Alan Lennon, seconded by Joseph W. Hoffer, the Board unanimously approved the General Schedule for Local Government Agencies.

PUBLIC COMMENTS

There following public comment was made:

- > Steven Samonsky: Mr. Samonsky, a disabled Veteran, presented the following letter for Board consideration:

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Sponsored by  
 Steven R. Samonsky  
 142 Bald Eagle Pointe Dr.  
 Havelock N.C. 27542  
 Cell phone 813 943 3729

Change needed in the regulation for the distance required when hunting and shooting firearms.

Over the years, gun ammunition has become more powerful and more deadly. Shotgunworld.com shows a drop of more than 225 yards for #2 shot from a 12 gauge shotgun. This is over 975 ft for a 12 gauge shotgun. The present regulation states each birds distance for shooting is 400ft. The wall of a home, office, car or a person as interpreted by Sheriff Sheehy while is the starting point to measure this distance. This means children playing, and others, on their own property, will be in the kill range of a hunter.

Every year, hunters and others are killed and injured in gun accidents. Not all hunters have the same knowledge, skills and experience. January 5, 2010 Daily Advance newspaper reported an accident where an out of state hunter shot at a door, missed and hit a woman in a pickup on a public highway. The distance was too close for deer hunting, yet legal at that time. Laws need to consider the less experienced person.

Federal Child Endangerment act states (CAPTA)42 U.S.C.A. "Any act or failure to act on the part of a parent or CAREGIVER which results in death or serious physical or emotional harm...or "an act or failure to act which results in death, serious physical or emotional harm...An act or failure to act which presents imminent risk of serious harm is a violation.

State, Counties, and the Federal Governmental employees are caregivers. They make laws to protect and defend all of us as well as give direct care through school and other social services.

NC 78-101, et seq states Abuses are: Inflicts or allows to be inflicted or creates substantial risk of injury...other than by accident...

Laws which are written which create substantial risk of injury are no accident.

NC 14-401-22 Reckless endangerment

Any person who recklessly engages in conduct that creates a substantial risk of serious physical injury or death to another person is guilty of a Class 1 misdemeanor. Creating laws, or failure to act to correct faulty laws which endanger the public appears to fall within these acts.

I ask that you pass legislation for Perquimans County and adjacent bodies of water to enact the following:

Hunting Law Distances for Firing a Firearm or Hunting

NO one may shoot a firearm or hunt within 700 yards (1/30<sup>th</sup>), or 1/10<sup>th</sup> of the carry distance, which ever is the greater of any ammunition for any firearm in their possession while hunting or shooting near any public or private school, any church, and all county offices, hospitals, residential subdivisions, or residences, businesses, and public or county roads, or highways.

Good laws make us safe.

Thank You

Steven R. Samonsky

He concluded his remarks by asking the Board to consider revising the law. Chairman Nelson thanked Mr. Samonsky for coming to address the Board and stated that the Board would take it under advisement.

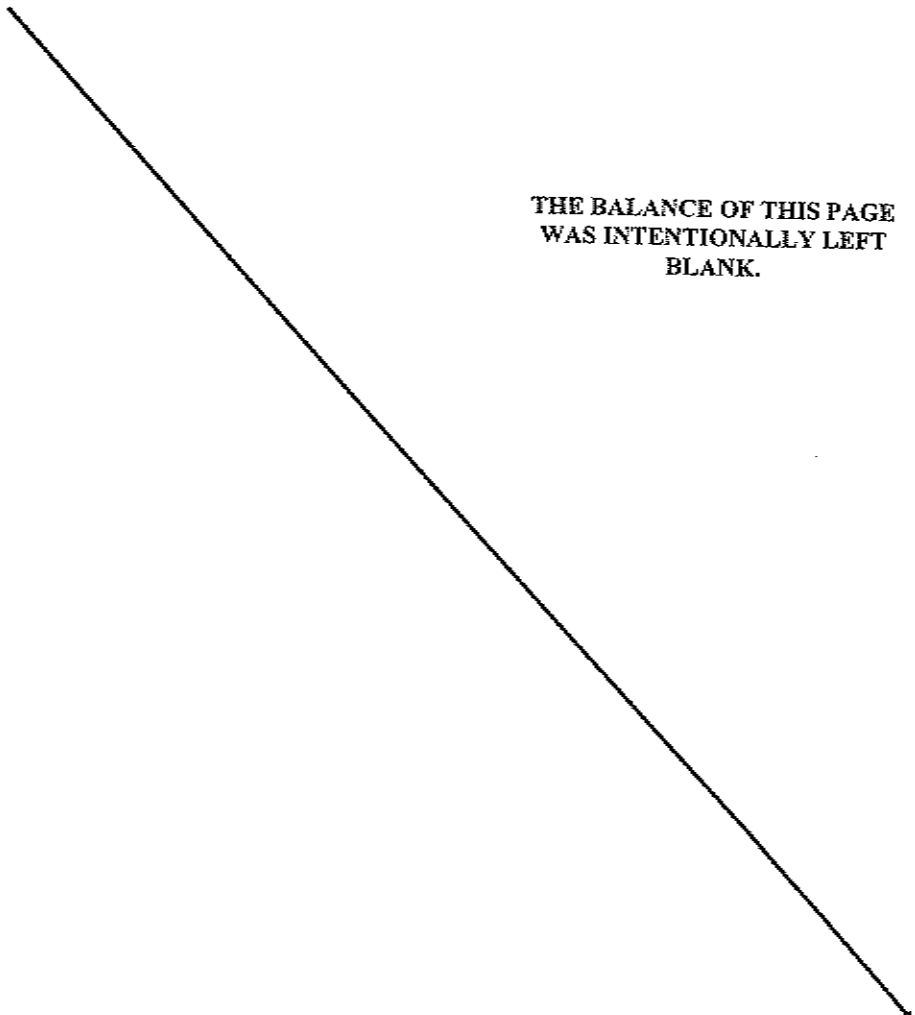
**ADJOURNMENT**

There being no further comments or business to discuss, the Regular Meeting was adjourned at 8:10 p.m. on motion made by Charles Woodard, seconded by Alan Lennon.

Clerk to the Board

Wallace E. Nelson, Chairman

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ATTACHMENT A

FIRST AMENDMENT TO 1997  
RESOLUTION MODIFYING AND  
AMENDING RESOLUTIONS CREATING  
THE REGIONAL PLANNING COMMISSION  
KNOWN AS THE ALBEMARLE COMMISSION

WHEREAS, in 1970 the Counties of Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans and Tyrrell, (the "Initial Counties"), began a regional cooperative effort by creating a regional planning and economic development commission known as the Albemarle Commission; and

WHEREAS, the County of Washington was granted membership in 1971 with unanimous consent of the Initial Counties (the Initial Counties and the County of Washington may be referred to individually as a "County" and collectively as the "Counties"); and

WHEREAS, N.C. Gen. Stat. § 153A-391 provides that the Counties may, by unanimous action, modify and amend the resolution creating the Albemarle Commission; and

WHEREAS, in 1997, the Counties unanimously modified and amended the resolution creating the Albemarle Commission by adopting that certain document entitled "Resolution Modifying and Amending Resolutions Creating the Regional Planning Commission known as the Albemarle Commission" (the "1997 Resolution"); and

WHEREAS, Article II of the 1997 Resolution provides the method for the appointment of delegates by the member Counties, including terms for such appointments, that the governing board of the Albemarle Commission has requested be changed as set forth below; and

WHEREAS, the Counties, after due and diligent consideration, desire to modify and amend the 1997 Resolution through this First Amendment to the 1997 Resolution to change the method for appointment of delegates and the terms for delegates.

**NOW, THEREFORE, BE IT RESOLVED** by each of the Boards of Commissioners

for the Counties of Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell and Washington, in separate sessions duly convened, by the adoption and enactment of this First Amendment to the 1997 Resolution by each of the Boards, do hereby modify and amend the 1997 Resolution as follows:

**Section 1.** By replacing Articles I through VIII thereof with the following:

ARTICLE I

NAME

The name of the regional planning commission shall be the ALBEMARLE COMMISSION.

ARTICLE II

ALBEMARLE COMMISSION MEMBERSHIP AND GOVERNING BOARD

A. Albemarle Commission Membership – The Counties of Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell and Washington shall be member governments of the Albemarle Commission. The Albemarle Commission shall be governed by a board of 15 members appointed as follows:

- 1) The governing board of each member government shall appoint one "Commissioner" delegate who must be a member of the member government's governing board. Commissioner delegates who no longer hold office as an elected member of their member government's governing board are unable to continue as a delegate unless they can be and are approved as an at large delegate.
- 2) Four additional "At Large" delegates who do not hold an elective office shall be initially appointed as follows:
  - (a) One delegate appointed by Camden County's governing board;
  - (b) One delegate appointed by Chowan County's governing board;
  - (c) One delegate appointed by Currituck County's governing board;
  - (d) One delegate appointed by Dare County's governing board.

The At Large delegates appointed as of the adoption of this Resolution may continue to serve the remainder of their terms as set forth below.

Successors shall thereafter be appointed by the governing board's member governments in a rotating manner which order shall be determined alphabetically until the end of the alphabet is reached and then starting over (e.g., two years after the year in which this Resolution is adopted one delegate would be appointed by each of the following counties: Gates, Hyde, Pasquotank, and Perquimans; two years thereafter, one delegate would be appointed by each of the following counties: Tyrrell, Washington, Camden, and Chowan; and the appointments would continue rotating every two years in this alphabetical manner).

- 3) The immediate past chair shall serve for one year as an ex-officio, non-voting member unless they can be and are appointed as a Commissioner Delegate or an At Large Delegate.

The member governments are encouraged to consider making appointments that will result in at least four delegates being racial minorities.

B. Terms; Removal; Vacancies – Delegates of the Albemarle Commission shall serve two-year terms. Terms shall be measured by calendar years but shall end on December 31, regardless of the date of appointment by the appointing authority. A delegate may be removed with or without cause by the appointing member government's governing board. Appointment to fill vacancies shall be made for the remainder of the

unexpired term by the respective appointing member government's governing board.

C. **Officers: Compensation** – Those officers currently serving as of the date of adoption of this resolution, shall continue serving until the next organizational meeting of the Albemarle Commission governing board.

Hereafter, the Albemarle Commission governing board shall hold an organizational meeting annually in January to elect a chair, vice-chair and secretary by simple majority vote of those delegates present and voting at a properly constituted meeting. Only Commissioner delegates, i.e., those delegates who are members of a member government's governing board, shall be eligible to hold an office, other than the non-voting office of immediate past chair.

Delegates may be compensated and reimbursed for their expenses at an appropriate mileage rate by the Albemarle Commission for attendance at meetings of the Albemarle Commission governing board.

### ARTICLE III

#### POWERS AND DUTIES

The Albemarle Commission shall possess the following powers:

- (1) Apply for, accept, receive, and disburse funds, grants, and services made available to it by the State of North Carolina or any agency thereof, the federal government or any agency thereof, any unit of local government or any agency thereof, or any private or civic agency;
- (2) Employ personnel;
- (3) Contract with consultants;
- (4) Contract for services with the State of North Carolina, any other state, the United States, or any agency of those governments;
- (5) Study and inventory regional goals, resources, and problems;
- (6) Prepare and amend regional development plans, which may include recommendations for land use within the region, recommendations concerning the need for and general location of public works of regional concern, recommendations for economic development of the region, and any other relevant matters;
- (7) Cooperate with and provide assistance to federal, state, other regional, and local planning activities within the region;
- (8) Encourage local efforts toward economic development;
- (9) Make recommendations for review and action to its member governments and other public agencies that perform functions within the region;
- (10) Exercise any other power necessary to the discharge of its duties.

ARTICLE IV

FINANCES

Funding for the Albemarle Commission's administrative and general operational requirements shall, in addition to other funds which might become available, be provided by member governments. Each member government's proportionate share shall be determined by a per capita assessment based on the most recent United States Census. Thereafter, the Albemarle Commission governing board shall develop and adopt, by simple majority vote, an annual budget for each up-coming fiscal year showing the anticipated contribution of each county which budget shall be submitted to the member governments for review and comment not later than May 1.

ARTICLE V

BUDGETARY AND FISCAL CONTROL

The Albemarle Commission budget and fiscal affairs shall comply with the procedures set forth in the Local Government Budget and Fiscal Control Act, Chapter 159, Subchapter III of the North Carolina General Statutes.

The Albemarle Commission shall cause to be made an annual audit of its books and records by an independent certified public accountant at the end of the each fiscal year and a certified copy of the audit shall be filed promptly with each member government.

ARTICLE VI

WITHDRAWAL

A member government may withdraw from the Albemarle Commission by giving at least two years' written notice to the other member governments.

ARTICLE VII

AMENDMENTS

This resolution may be amended, modified or repealed by the unanimous action of the member governments.

ARTICLE VIII

DISSOLUTION

If the Albemarle Commission is dissolved by the unanimous action of the member governments then the proceeds that may be derived from the sale of the Albemarle Commission's assets, less payment of debts and liabilities, shall be distributed among the member governments pursuant to the following formula:

$$\frac{\text{Member Government Population}}{\text{Total population of Member governments}} \times \text{Total Dollar Value of Albemarle Commission assets} = \text{Member government's Share}$$

Section 2. All provisions of resolutions creating, amending or modifying the 1997 Resolution which are not re-enacted by this resolution, are hereby repealed.

Section 3. This resolution shall take effect immediately upon its unanimous adoption by the Counties.

ADOPTED the 4th day of March 2019.

*[Signature]*  
Chairman, Perquimans County Board of Commissioners

ATTEST:

*[Signature: Mary P. Hunnicutt]*  
Clerk to the Board  
(SEAL)  
PCG Item 29935-0 Resolution Amendment (first amendment) dues

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WORK SESSION

March 18, 2019

7:00 p.m.

The Perquimans County Board of Commissioners met in a regular Work Session on Monday, March 18, 2019, 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. Hoffer  
Alan Lennon  
Fondella Leigh, Vice Chair  
T. Kyle Jones  
Charles Woodard

MEMBERS ABSENT: None

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

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

RALPH HOLLOWELL, ALBEMARLE REGIONAL HEALTH SERVICES

Chairman Nelson explained that at their October 15, 2018 Work Session, Mr. Hollowell presented a PCG Landfill Billing error that occurred in their November, 2017 Billing. At that time, it was requested that the auditors evaluate the situation and update each entity of the findings. Tonight, Mr. Nelson said that they are meeting to see if there are any further questions or comments from either party involved. Ralph Hollowell, Bonnie Rollman, and Ginger Midgett of Albemarle Regional Health Services were present. After his brief comments, Chairman Nelson asked County Manager Heath if he had any further comments. Mr. Heath explained that the Board had received the following copies in their Agenda Packets:

- > Explanation of PCG Billing Error
- > Copy of the Billing Report for the period of November, 2017 (date of error) through July, 2018 (date error was found).
- > Report from Donna Winborne, auditor for the County
- > Copy of October 15, 2018 Work Session Minutes

He further stated that Ms. Winborne's report explained the following items:

- > She thoroughly explains the billing process.
- > She explains the procedures that she was going to use to audit the reports.
- > She reports her findings.

After Mr. Heath made his comments, he asked if the Albemarle Regional Health Services (ARHS) staff had any questions or comments. After they made a few comments, County Manager Heath stated that he has a recommendation but was going to wait for the Board's direction. Mr. Hollowell apologized for the error and hopes that it will not happen again. They reported that new procedures have been put in place. Chairman Nelson asked if the Board had any questions. There being none, Mr. Nelson asked Mr. Heath if he had any comments. County Manager Heath suggested the following recommendation: authorize the Chairman and County Manager to enter a discussion with Battle Betts, ARHS Director, and Ralph Hollowell to negotiate how this money will be paid. It was the consensus of the Board to accept Mr. Heath's recommendation. Chairman Nelson thanked the staff from ARHS for coming tonight and proceeded with other matters to discuss.

FY 2019-20 BUDGET MEETING SCHEDULE

County Manager Heath presented the following proposed Budget Meeting schedule:

DATE	LOCATION/TIME
April 8th	Departmental budget presentations (Commissioners Room) 5:00 - 7:45 p.m.
April 10th	Departmental budget presentations (Commissioners Room) 5:00 - 8:30 p.m.
April 13th	Joint Work Session with School Board (6:00 p.m.)

DATE	LOCATION/TIME
May 8th	Social Services (7:00 p.m.) and Board of Education (8:00 p.m.) budget presentations (Commissioners' Room)
May 15th	Budget Work Session (7:00 p.m.) - at EMS Building - looking at revenues and County Manager recommendations
May 16th	Budget Work Session at EMS Building (7:00 p.m.)
June 3rd	Frank to present budget to the Board with budget ordinance
June 17th	Budget public hearing and vote.

After they reviewed the dates, County Manager Heath asked to provide him with some available dates as soon as possible so that he can prepare the schedule for the Budget Work Sessions.

JANICE COLE'S RECOGNITION RECEPTION

Commissioner Jones thanked all those who attended the reception for Janice Cole. The marble plaque has been corrected and should be installed shortly in the Courtroom in the old Courthouse.

ADJOURNMENT

There being no further business to discuss, the Chairman adjourned the meeting at 7:30 p.m.

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

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

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EMPLOYMENT ACTION FORM

DATE SUBMITTED: March 18, 2019

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Annmarie Shine SOC. SEC. NO.: \_\_\_\_\_

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

STATUS CHANGE EFFECTIVE DATE: 03/01/2019

GRADE: 62 STEP: 1 SALARY: \$13.74 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: \_\_\_\_\_

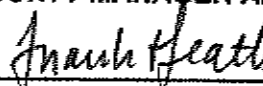
\_\_\_\_\_ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. 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: March 18, 2019

COUNTY MANAGER APPROVAL  
  
DATE: 3/26/19

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





**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

---

Hazelene Miller  
725 Happy Home Rd  
Tyner, NC 27980

March 15, 2019

Ms. Miller,

This letter is to inform you that according to employee expectations as outlined in 911 Communications Division SOG # 002 you have not met the following expectations:

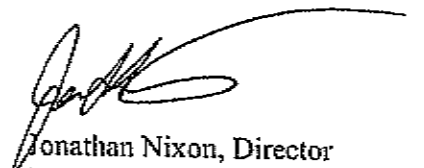
Section 4. On Duty Practices

D. Required Credentials

- Perquimans 911 Telecommunicators are required to maintain current CPR, EMD, NC Sheriff Standards Telecommunicator, and DCIN certifications. It is the employee's responsibility to provide the Training Officer with the appropriate paperwork for certifications in a timely manner. Failure to submit recertification documents could result in a lapse in certification and make the employee ineligible for county employment.

As of December 2018, you had not completed the annual Sheriffs' Standards In-Service and no longer hold a valid Emergency Medical Dispatch certification. Based on our previous conversations, we realize you have a commitment to your family that prevents you from continuing employment with the 911 Division. As a result, you are no longer affiliated with Perquimans County 911 Communications and all uniform items and headset(s) should be returned immediately.

Regards,



Jonathan Nixon, Director  
Perquimans Emergency Services

c. Frank Heath, County Manager  
911 Shift Supervisors  
Personnel File



**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**

---

Katherine Weiss  
5933 Senators Court  
Virginia Beach, VA 23464

March 15, 2019

Ms. Weiss,

This letter is regarding your affiliation with the Perquimans County 911 Communications Division.

On October 7, 2018, you sent me an email stating that you felt it was in your best interest of your family to not continue employment due to distance. After a discussion with Shift Supervisor, Krystal Agosto, you stated that you would like to maintain your certifications and that you may be able to pick up a shift or two a month. I responded to your email on October 8, 2018 and advised that based on this conversation that we would hold off on submitting the resignation and we would re-evaluate in January.

Since this email conversation you have not submitted any availability or picked up any open shifts. The last time you worked was October 19, 2018. Please let us know what your intentions are regarding employment with the 911 Communications Division.

Regards,

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

Jonathan Nixon, Director  
Perquimans Emergency Services

- c. Frank Heath, County Manager  
911 Shift Supervisors  
Personnel File



**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

---

Robert L. Wood, Jr.  
103 Kelly Drive  
Elizabeth City, NC 27909

March 15, 2019

Mr. Wood,

This letter is regarding your affiliation with the Perquimans County 911 Communications Division.

On September 3, 2018 you submitted a letter stating that you were taking a full-time position with Currituck County 911. You also stated that you would like to remain part-time with Perquimans County 911 Communications, but would need to take a leave of absence until you could determine whether Currituck would allow you to remain part-time with our agency.

Since this time, you have not had any communication with us regarding your status with our agency. Please let us know what your intentions are regarding employment with the 911 Communications Division.

Regards,

  
Jonathan Nixon, Director  
Perquimans Emergency Services

c. Frank Heath, County Manager  
911 Shift Supervisors



## INSPECTION DEPARTMENT

PERQUIMANS COUNTY

P.O. Box 462 • Hertford, N.C. 27944 • (252) 426-8283

Building, Plumbing, Electrical, Mechanical

March 5, 2019

Dear Virgil,

I have served Perquimans County as the Administrative Assistance to the Building Inspector since July 15, 1991, (28 years) and for that opportunity I thank you.

After considering numerous activities that are curtly in my life now I feel its retirement time. A time to move on and begin a new chapter for me.

I would like June 29, 2019 to be my last day of employment with Perquimans County. Thank you again for my time here and the friends that have grown to be like family.

Sincerely,

Debbie Proctor

N.C. Cooperative Extension  
Perquimans County Center  
perquimans.ces.ncsu.edu



P.O. Box 87  
601A South Edenton Road Street  
Hertford, NC 27944  
252-426-7697

March 25, 2019

Mrs. Jewel Winslow  
County Extension Director  
NC Cooperative Extension – Perquimans County Center  
P.O. Box 87  
Hertford, NC 27944

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

Dear Jewel and Frank:

I want to inform you that I will be retiring from NC Cooperative Extension effective April 30, 2019. Cooperative Extension has provided me with a great profession since January 1990. I can truly say that I have enjoyed my job. Throughout my time working, I have been fulfilled in knowing that I was working for an organization that met the needs of the community. It is rewarding to know that you are helping people to better their lives in so many ways. I will always treasure the opportunity to serve the community and the relationships I have made throughout the years. Thank you for granting me the opportunity to serve Perquimans County and neighboring counties.

Sincerely,

A handwritten signature in black ink, appearing to read "Risha F. Griffin". The signature is fluid and cursive, with the first name "Risha" being the most prominent.

Risha F. Griffin  
Extension Support Specialist



EMPLOYMENT ACTION FORM

DATE SUBMITTED: March 26, 2019

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Cody J. Chappell

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

POSITION: EMS Full-Time Paramedic

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: April 1, 2019

GRADE: 68 STEP: 1 SALARY: \$37,221 Annually

ENDING DATE OF PROBATIONARY PERIOD: April 1, 2020

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

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]

Frank Heath

DATE: 3/26/19

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

FINANCE OFFICER

\_\_\_\_\_

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

EMPLOYMENT ACTION FORM

DATE SUBMITTED: March 15, 2019

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Darlene Lind

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

POSITION: Fulltime Certified Telecommunicator

DEPT.: 911 Communications

NEW EMPLOYEE EFFECTIVE DATE: \_\_\_\_\_

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

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

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

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

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

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

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

04/01/2019 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date GRADE: 62 STEP: 3 SALARY: \$14.43 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.

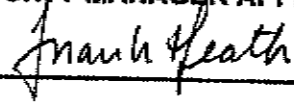
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DEPARTMENT RECOMMENDATION

  
\_\_\_\_\_

DATE: March 15, 2019

COUNTY MANAGER APPROVAL

  
\_\_\_\_\_

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

FINANCE OFFICER

\_\_\_\_\_

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

EMPLOYMENT ACTION FORM

DATE SUBMITTED: March 15, 2019

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Sue Ann Cestaro

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

POSITION: Fulltime Certified Telecommunicator

DEPT.: 911 Communications

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

04/01/2019 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date      GRADE: 62      STEP: 3      SALARY: \$30,011

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: March 15, 2019

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

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

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



EMPLOYMENT ACTION FORM

DATE SUBMITTED: March 18, 2019

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Rebecca Corprew  
POSITION: Income Maintenance Supervisor  
(FNS, Energy, Program Integrity)

SOC. SEC. NO. \_\_\_\_\_  
DEPT.: Social Services

EMPLOYEE EFFECTIVE DATE:

GRADE:                      STEP:                      SALARY: \$

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE:                      STEP:                      SALARY:

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

     Date      DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND

GRADE:      STEP:      SALARY: \$

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

GRADE:                      STEP:                      SALARY: \$

     DATE OF EMPLOYEE

XXX  RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE:

Date: 4-1-2019      GRADE: 67      STEP: 5      SALARY: \$ 39,271.00

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.

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DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Suzan M Chaney

Frank Heath

DATE: March 18, 2019

DATE: 3/18/19

FINANCE OFFICER

\_\_\_\_\_

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

EMPLOYMENT ACTION FORM

DATE SUBMITTED: March 18, 2019

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Caitlyn Gardner  
POSITION: Income Maintenance Caseworker II

SOC. SEC. NO.  
DEPT.: Social Services

EMPLOYEE EFFECTIVE DATE:

GRADE:                      STEP:                      SALARY: \$

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE:                      STEP:                      SALARY:

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

                     DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND  
Date

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 - CHANGE IN GRADE AS  
WORKER COMPLETED IMC I WORKING AGAINST THE IMC II POSITION:

Date: 4-1-2019      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.

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DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Suzanne M. Chaney

Frank Heath

DATE: March 18, 2019

DATE: 3/18/19

FINANCE OFFICER

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

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 3-11-2019

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Stephen Chappell

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

POSITION: Animal Control Officer

DEPT.: Sheriff

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

CURRENT: GRADE: 62 STEP: 6 SALARY: 32,301

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: \_\_\_\_\_

4-1-19 DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4)  
Date GRADE: 62 STEP: 7 SALARY: 33,089

\_\_\_\_\_ 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  
Shelton White  
DATE: 3-11-19

COUNTY MANAGER APPROVAL  
Frank Heath  
DATE: \_\_\_\_\_

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

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 3/19/19

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Rhonda Money

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

POSITION: GIS Mapper/Planner

DEPT.: \_\_\_\_\_

NEW EMPLOYEE EFFECTIVE DATE: \_\_\_\_\_

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

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

CURRENT: GRADE: 70 STEP: 11 SALARY: \$51,879

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

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

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

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

4/1/19 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE JOB RECLASSIFICATION. Date GRADE: 70 STEP: 12 SALARY: \$53,177

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

\*\*\*\*\*

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

\_\_\_\_\_

*Frank Heath*

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

DATE: 3/19/19

FINANCE OFFICER

\_\_\_\_\_

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

**BUDGET AMENDMENT**  
**PERQUIMANS COUNTY BOARD OF COMMISSIONERS**  
**GENERAL FUNDS**  
**NO. 16**

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 1st DAY OF APRIL, 2019, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2018 - 2019 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-023	Range Management	12,000	
10-510-336	Range Management	12,000	
<b>EXPLANATION:</b> To amend FY 18/19 budget to include range maintenance in the Sheriff's budget.			

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 1st DAY OF APRIL, 2019.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 1st DAY OF APRIL, 2019.

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

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

**BUDGET AMENDMENT**  
**PERQUIMANS COUNTY BOARD OF COMMISSIONERS**  
**GENERAL FUNDS**  
**NO. 17**

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 1st DAY OF APRIL, 2019, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2018 - 2019 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-510-740	Sheriff - Capital Outlay		6,385
10-510-160	Maintenance/Repair Equipment	2,610	
10-510-170	Maintenance/Repair Vehicles	3,775	
<b>EXPLANATION:</b> Transfer remaining capital outlay funds to cover FY 18/19 maintenance expenses.			

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 1st DAY OF APRIL, 2019.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 1st DAY OF APRIL, 2019.

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

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



CAMDEN

March 19, 2019

CHOWAN

Dear Commissioners,

CURRITUCK

On March 15, 2019, **Deborah Pfennig** 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.

DARE

GATES

HYDE

PASQUOTANK

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

PERQUIMANS

TYRRELL

**Deborah Pfennig**  
**181 Soundside Drive**  
**Hertford, NC 27944**

WASHINGTON

COLUMBIA

CRESWELL

DUCK

If you have questions regarding this appointment, please feel free to contact me at (252) 426-5753 ext 222 or [jwilson@accog.org](mailto:jwilson@accog.org). Thank you in advance for your consideration.

EDENTON

ELIZABETH CITY

GATESVILLE

Sincerely,

HERTFORD

KILL DEVIL HILLS

Jasmine Wilson  
 Aging Program & Contract Specialist  
 CAC Program Assistant

KITTY HAWK

MANTEO

NAGS HEAD

PLYMOUTH

ROPER

SOUTHERN SHORES

WINFALL



CAMDEN

March 19, 2019

CHOWAN

Dear Commissioners,

CURRITUCK

On March 15, 2019, **Walker Rayburn Jr.** 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.

DARE

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

GATES

HYDE

PASQUOTANK

PERQUIMANS

TYRRELL

**Walker Rayburn Jr.**  
**340 Rayburn Lane**  
**Hertford, NC 27944**

WASHINGTON

COLUMBIA

CRESWELL

DUCK

If you have questions regarding this appointment, please feel free to contact me at (252) 426-5753 ext 222 or [jwilson@accog.org](mailto:jwilson@accog.org). Thank you in advance for your consideration.

EDENTON

ELIZABETH CITY

GATESVILLE

Sincerely,

HERTFORD

KILL DEVIL HILLS

KITTY HAWK

**Jasmine Wilson**  
**Aging Program & Contract Specialist**  
**CAC Program Assistant**

MANTEO

NAGS HEAD

PLYMOUTH

ROPER

SOUTHERN SHORES

WINFALL





## 2019 MEMORANDUM OF PARTICIPATION FOR SEPARATION ALLOWANCE BENEFIT

UNIT: Perquimans County

MAILING ADDRESS: P.O. Box 45

CITY: Hertford

ZIP CODE: 27944

NAME: Frank Heath

TITLE: County Manager

PHONE #: ( 252 ) 426-8484

EMAIL ADDRESS: frankheath@perquimanscountync.gov

On behalf of the unit government noted above, we agree to engage Cavanaugh Macdonald Consulting, LLC to prepare the disclosures required under GASB Statement No. 73 for the Special Separation Allowance for Law Enforcement Officers.

I have read the terms listed on the cover memorandum that outlines conditions and fees of the contract related to reporting requirements under GASB Statement No. 73. Should my unit of government determine at any point that we do not want to continue our participation in the Actuarial Study Program, we will notify Cavanaugh Macdonald Consulting by letter of our desire to cancel. In order to complete the report in time for Fiscal Year 2019 reporting, CMC will need to receive all requested information no later than May 15<sup>th</sup>, 2019.

I understand that we will be billed directly by Cavanaugh Macdonald Consulting, LLC and copies of the actuarial report will be emailed to our office by Cavanaugh Macdonald Consulting by July 31, 2019.  
**DO NOT PAY CAVANAUGH MACDONALD CONSULTING, LLC IN ADVANCE.**

By signing this document I have accepted the terms and conditions outlined in the cover memorandum and agree to pay Cavanaugh Macdonald Consulting upon the completion of all work.

Signed this 1st day of April, 2019.

\_\_\_\_\_  
(SIGNATURE)

County Manager

\_\_\_\_\_  
(TITLE)

Cavanaugh Macdonald Consulting, LLC  
3550 Busbee Parkway, Suite 250, Kennesaw, GA 30144  
[NCSSALEO@CavMacConsulting.com](mailto:NCSSALEO@CavMacConsulting.com)

Animal Shelter Report to Chowan County Commissioners – February 18, 2019

- **Introduction**
  - Good evening, my name is Katelyn Robertson and I'm the director of the animal shelter. I've been a resident of Chowan County all of my life and I worked as a veterinarian technician at Chowan Animal Hospital before taking on the position of shelter director last May.
  - I am a certified veterinary assistant and since I've been at the shelter, I have received the following certifications: euthanasia by injection, CPR/First Aid for animals, rabies vaccinator, and animal sheltering for professionals.
  - I have watched countless webinars, attend classes offered through the North Carolina Animal Federation, and attended the 2018 Carolinas Unite Animal Professionals conference all to further my education and resource knowledge for the animal shelter world.
- **Goals**
  - When I began this position, I had two main goals...increase the foot traffic at the shelter and increase the number of adoptions. I am pleased to report that these goals are continually being met.
  - I have attended club meetings in Perquimans, school events in Gates, and multiple activities in Chowan to promote the shelter.
- **Statistics**
  - 2018 proved to be a good year for the shelter. We adopted out 184 more animals than 2017 and 132 more animals than 2016. We euthanized 123 less animals than 2017 and 125 less animals than 2016.
  - Our statistics for 2018 were: total intake of 1532, 211 adopted, 297 transferred to rescue, 99 returned to owner, and 889 euthanized.
  - We have made multiple new rescue and shelter partners that have taken on some of our less adoptable animals and helped us out when we've gotten close to capacity.
- **Miscellaneous**
  - I came into this position not really sure what to expect and having to learn a lot. With the help of my staff (who has been so wonderful to me), our animal control officers, our County managers, AWARE volunteers, all of our commissioners and the public, Tri County continues to improve.
  - We have been blessed with an abundance of donations, both monetary and physical, both of which we are ever so grateful for. After the hurricane we were able to send a truck bed full of dog & cat food, cat litter, treats, cleaning supplies, and toys to victims that needed it. We also were able to send donations to Coast Guard families affected by the government shutdown.
  - I'm thankful to be in this position and I hope to continue to make a difference in the lives of the people and animals we serve at Tri County.
  - My staff and I are awaiting the finishing touches on phase one so we can utilize that space to save more lives. We eagerly await phase two so we can have improved work spaces for us and living spaces for our animals.

*Perquimans County Board of Commissioners*

**PROCLAMATION**

**2019 SPRING LITTER SWEEP  
COUNTY-WIDE CLEANUP**

*April 13-27, 2019*

**NORTH CAROLINA:** At the business meeting of the Perquimans County Board of Commissioners in the Perquimans County Courthouse Annex, Hertford, North Carolina, on Monday, April 1, 2019, the following Proclamation was presented and adopted:

*Whereas, Perquimans County is rich in beauty and natural resources; and*

*Whereas, the Board of Commissioners of Perquimans County strives to improve the quality of life in our community through enhanced community awareness, education and public/private partnerships working together on projects that keep our environment clean and free of debris, beautify our neighborhoods and public spaces, and instill pride and a sense of ownership in our community; and*

*Whereas, Perquimans County citizens realize a cleanup effort is needed to display pride in our community for ourselves, our visitors, and for business prospects; and*

*Whereas, all people, regardless of race, gender, income, or geography, have a moral right to a healthy, sustainable environment with economic growth; and*

*Whereas, all residents of Perquimans County have a citizenship responsibility to protect and care for the beauty and natural resources of Perquimans County, and a countywide cleanup campaign will encourage individuals to participate in the improvement of their community's environment through the three main focus areas of litter prevention, waste reductions and recycling, and beautification;*

*Whereas, Governor Roy Cooper has proclaimed April 13-27, 2019 as Litter Sweep time in North Carolina in conjunction with the North Carolina Department of Transportation Biannual Cleanup Drive; then*

*Now, Therefore, Be It Proclaimed, that the Perquimans County Board of Commissioners proclaim April 13-27, 2019 as "2019 SPRING LITTER SWEEP COUNTY-WIDE CLEANUP" in Perquimans County, North Carolina, and encourages all communities, civic and professional groups, businesses, churches, schools, families and individual citizens to take an active role in making the communities in Perquimans County a more beautiful place to live, work and play.*

*Given under my hand this 1<sup>st</sup> day of April, 2019.*

---

*Wallace Nelson, Chairman  
Perquimans County Board of Commissioners*

---

*Frank Heath, County Manager  
Perquimans County*



# PERQUIMANS COUNTY BOARD OF COMMISSIONERS

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

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

MARY P. HUNNICUTT  
CLERK TO BOARD

W. FRANK HEATH, III  
COUNTY MANAGER

## PROCLAMATION 2019 SPRING LITTER SWEEP COUNTY-WIDE CLEANUP

*April 13-27, 2019*

**NORTH CAROLINA:** At the business meeting of the Perquimans County Board of Commissioners in the Perquimans County Courthouse Annex, Hertford, North Carolina, on Monday, April 1, 2019, the following Proclamation was presented and adopted:

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Whereas, Perquimans County citizens realize a cleanup effort is needed to display pride in our community for ourselves, our visitors, and for business prospects; and

Whereas, all people, regardless of race, gender, income, or geography, have a moral right to a healthy, sustainable environment with economic growth; and

Whereas, all residents of Perquimans County have a citizenship responsibility to protect and care for the beauty and natural resources of Perquimans County, and a countywide cleanup campaign will encourage individuals to participate in the improvement of their community's environment through the three main focus areas of litter prevention, waste reductions and recycling, and beautification;

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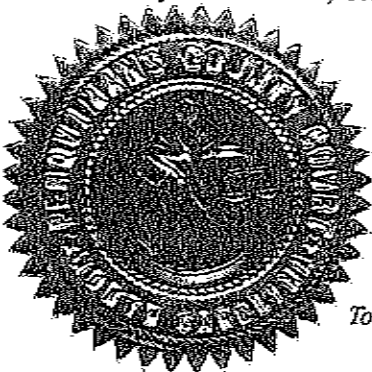
Given under my hand this 1<sup>st</sup> day of April, 2019.

**ATTEST**

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

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

\_\_\_\_\_  
Frank Heath, County Manager  
Perquimans County



**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- March 2019**

**GARNISHMENTS: \$5305.02**

**PAYMENT AGREEMENTS: \$31,870.80**

**DEBT SETOFFS: \$567.00**



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

March 26, 2019

Perquimans County Board of Commissioners:

The delinquent tax payer notice was advertised on March 13<sup>th</sup>.

We are busy sending 2<sup>nd</sup> notices to remind those who have not listed their personal property.

I am working on figures to prepare for my upcoming budget request.

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.*

Board/Committee	Meetings	Purpose
Board of Adjustments	3rd Thursday of each month at 7:00 p.m. in Commissioners' Room Contact Person: Planner [currently Rhonda Money at (252) 426-2027]	Hears & decides on appeals from any order, decision, requirement, or interpretation made by the Zoning Administrator; Applications for variances to Zoning Ordinance requirements & any other matter the Board is required to act upon according to any other county Ordinance.

## LIST OF VOLUNTEER APPLICATIONS

DATE OF APPLICATION	NAME	ADDRESS	CITY	STATE	ZIP	PHONE	COMMITTEES	EXPIRATION DATE
9/22/15	McNeal, Cathleen C.	104 New River Drive catmcneal@gmail.com	Hertford	NC	27944	(252) 426-1425 (252) 435-4743	1. Chowan Hospital Board 2. Albemarle Hospital Board 3. Historic Hertford 4. Others as needed	9/22/17
9/23/15	She has her house for sale and is moving to Florida. She will notify me when she sells her home. Layden, Dianne M.	177 Perrys Bridge Road diannelayden@hughes.net	Belvidere	NC	27919	(252) 297-2596	1. Board of Elections 2. Social Services Board 3. Board of Adjustment 4.	9/23/17
11/5/15	Schultz, Brooke Lee	1251 Center Hill Highway bschultz@woodforest.com	Hertford	NC	27944	(252) 335-0074 (252) 548-4783	1. Animal Control Board 2. Econ. Imp. Council 3. PAWS & AWARE 4. Smart Start Board	11/5/17
11/16/15	Mathis, Lynn W.	178 Sue Lane mahitabell@gmail.com lynn.mathis@ncdenr.gov	Hertford	NC	27944	(252) 264-3901 (252) 333-6619	1. Planning Board 2. RC&D 3. Albemarle Commission 4.	11/16/17
4/29/16	McNaught, Ruth	162 Roanoke Drive Rmcnaught162@gmail.com	Hertford	NC	27944	(252) 426-5271 (252) 435-7605	1. Local Library Board 2. 3. 4.	4/29/18
5/2/16	Aples, Archie	1126 W. Grubb Street archieaples@yahoo.com	Hertford	NC	27944	(252) 482-1033 (575) 218-0606	1. Historic Hertford, Inc. 2. Local Library Board 3. 4.	5/2/18
7/30/14	Burket, Stephen G.	111 Shady Circle sburket@ix.netcom.com	Hertford	NC	27944	(252) 426-3817 (252) 337-4303	1. Sr Citizen Adv. Board 2. 3. 4.	7/30/18
7/18/16	Simpson, Ernestine E.	398 Chapanoke Road ernestine_simpson@yahoo.com	Hertford	NC	27944	(252) 264-3284 (252) 435-7769	1. Comm. Adv. Committee 2. Planning Board 3. Citizen Advisory Board 4. Sr Citizen Adv. Board	7/26/18
8/1/16 Rec'd updated application 2/15/19	Harrell, Darlene G.	384 Woodland Church Rd. leneharrell@yahoo.com	Hertford	NC	27944	(252) 340-0880	1. Sr Tarheel Del. Leg. 2. 3. 4.	2/15/21
9/4/16	Roberts, III, A.O.	1632 New Hope Road eureseedfarms@yahoo.com	Hertford	NC	27944	(252) 464-2037 (252) 264-3326 (252) 333-9575	1. Planning Board 2. Vol Ag District Committee 3. Water Mgmt Committee 4.	9/14/18



LIST OF VOLUNTEER APPLICATIONS

2/22/201

DATE OF APPLICATION	NAME	ADDRESS	CITY	STATE	ZIP	PHONE	COMMITTEES	EXPIRATION DATE
9/5/16 <i>Rec'd updated application 2/22/19</i>	Lassiter, Brenda	725 Sandy Cross Road blassiter@psschools.org	Belvidere	NC	27919	(252) 297-2740	1. Planning Board 2. Board of Commissioners 3. 4.	2/22/21
9/15/16	Lacefield, Charles	234 Beech Point Blvd. cwlacefield@earthlink.net	Hertford	NC	27944	(252) 426-4851 (252) 619-4256	1. COA - Board of Trustees 2. Chowan Hospital Board 3. Bd of Comm Facilitator 4.	9/15/18
9/24/16	Overman, Pete	P.O. Box 105 saltpeterpete@hotmail.com	Hertford	NC	27944	(252) 426-7814 (252) 426-7117 (252) 331-9001	1. Planning Board 2. Any other as needed 3. 4.	9/24/18
8/30/12	Winslow, Ili, Lynwood	1209 Belvidere Road lcwiii@inteliport.com	Belvidere	NC	27919	(252) 297-6532	1. Planning Board 2. Board of Adjustments 3. 4.	8/30/18
9/15/16	Blanchard, Terissa J.	228 Bethany Church Road tblanchard@pcs.k12.nc.us	Belvidere	NC	27919	(252) 297-2561 (252) 426-7355 (252) 339-5973	1. Social Services Board 2. Albe Hosp Board of Trustees 3. COA - Board of Trustees 4. Smart Start Board	9/15/18
9/24/16	Page, Frank	147 Explorer Arch page3@embarqmail.com	Hertford	NC	27944	(252) 426-1149 (757) 376-2001	1. Minzies Creek Utility District 2. 3. 4.	9/24/18
8/26/14 <i>Rec'd call - 2/19/19 Info correct Keep on list</i>	Knight, Marshall	751 Body Road marshallknight751@centurylink.net	Hertford	NC	27944	(252) 264-3201	1. Board of Adjustments 2. Planning Board 3. 4.	2/19/21
4/28/17	McMullian, Philip	111 W. Camp Perry Road psmjir@hughes.net	Hertford	NC	27944	(252) 264-2021	1. COA - Board of Trustees 2. County Historians 3. 4.	4/28/19
10/12/16	Kahl, Paul	402 Woodland Church Rd. escu50viking@yahoo.com	Hertford	NC	27944	(252) 338-1144 (252) 457-5400	1. Planning Board 2. Albe Dist Jail Commission 3. 4.	10/12/18
10/12/16	Antoine J. Moore	116 Sydni Street ajayonmoore@gmail.com	Hertford	NC	27944	(252) 335-0582 (252) 339-1505	1. Planning Board 2. 3. 4.	10/12/18

LIST OF VOLUNTEER APPLICATIONS

2/22/2013

DATE OF APPLICATION	NAME	ADDRESS	CITY	STATE	ZIP	PHONE	COMMITTEES	EXPIRATION DATE
12/18/14 Updated 2/18/19	Smith, Jr., Lewis W.	127 Smith Cove Road lewis_smith@ncsu.edu	Hertford	NC	27944	(252) 426-7347 (252) 426-7164 (252) 331-3362	1. Planning Board 2. Agri Adv Board 3. 4.	2/1/21
2/2/17	Reed, Deborah S.	1488 Center Hill Hwy deborahreed74@gmail.com	Hertford	NC	27944	(252) 331-5426	1. Board of Adjustment 2. Recreation Adv Board 3. 4.	2/2/19
2/2/17	Hobbs, Benjamin C.	948 Pender Road hobbs@hobbsfurniture.com	Hertford	NC	27944	(252) 312-9609	1. Board of Adjustment 2. 3. 4.	2/2/19
2/14/17	Juanita T. Bailey	190 Weight Station Road	Hertford	NC	27944	(252) 562-3049	1. St Clizen Adv. Board 2. 3. 4.	2/14/19
4/12/17	Rhonda Money	412 Hurdletown Road rhondamoney@perquimanscountync.gov	Hertford	NC	27944	(252) 426-2027	1. Local Library Board 2. 3. 4.	4/12/19
4/21/17	Jennifer Poppert	106 Areneuse Creek Ct. japoppert@yahoo.com	Hertford	NC	27944	(252) 331-9368	1. Local Library Board 2. 3. 4.	4/21/19
6/5/17	April Smith	800 Lake Road aasmith12@gmail.com aasmit10@sentara.com	Hertford	NC	27944	(252) 426-3182 (252) 384-4977 (252) 312-7959	1. Recreation Adv Board 2. 3. 4.	6/5/19
12/19/18	Martina McClerney	212 Crescent Drive	Hertford	NC	27944	(252) 340-6999	1. Recreation Adv Board 2. 3. 4.	12/19/20
12/28/18	Lillian Holman	712 W. Grubb Street	Hertford	NC	27944	(252) 333-5056	1. Senior Citizens Adv. Board 2. 3. 4.	12/28/20



# North Carolina Department of Public Safety

## Purchasing and Logistics

Roy Cooper, Governor  
Erik A. Hooks, Secretary

Casandra Skinner Hoekstra, Chief Deputy Secretary  
Douglas Holbrook, Chief Financial Officer  
Joanne B. Rowland, Director

March 05, 2019

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

**RE:** County Provided Office Space Located at 110 North Church Street, Hertford, Perquimans County, North Carolina

Dear Mr. Heath,

Hope all is well! Our DPS-Probation and Parole staff has been occupying space at location indicated and the lease agreement will expire in April, 2019. With respect to §Statute 15-209 and in effort to initiate a new request, please see "no cost" lease documents attached. Upon your review and approval, kindly sign both originals of enclosed lease, have notarized and returned to me at the office address listed below. The lease will be executed by the DPS Property Office and one original will be returned to you for your records. Please leave the date on the first page blank as this will be completed by the DPS Property Office upon execution.

Should you have any questions or concerns, please feel free to contact me or Ron Moore, Real Property Officer at 919-324-6467. Thank you in advance for your assistance regarding this matter.

Sincerely,

Angela C. Conyers, Administrative Specialist II  
Phone: 919-324-6228  
Fax: 919-733-5188  
[Angela.Conyers@ncdps.gov](mailto:Angela.Conyers@ncdps.gov)

**MAILING ADDRESS:**  
4227 Mail Service Center  
Raleigh, NC 27699-4200  
[www.ncdps.gov](http://www.ncdps.gov)



*An Equal Opportunity Employer*

**OFFICE LOCATION:**  
3030 Hammond Business Place  
Raleigh, NC 27603-3666  
Telephone (919) 743-8141  
Fax (919) 715-3731

**THIS LEASE DOES NOT BECOME EFFECTIVE UNTIL EXECUTED  
BY THE NORTH CAROLINA DEPARTMENT OF PUBLIC SAFETY**

STATE OF NORTH CAROLINA

**LEASE AGREEMENT**

THIS LEASE AGREEMENT, made and entered into this the \_\_\_\_\_ day of \_\_\_\_\_, 2019, by and between COUNTY of PERQUIMANS hereinafter designated as Lessor, and the STATE OF NORTH CAROLINA, hereinafter designated as Lessee;

**WITNESSETH:**

WHEREAS, authority to approve and execute this lease agreement was delegated to the Department of Administration by resolution adopted by the Governor and Council of State on the 1<sup>st</sup> day of September, 1981; and

WHEREAS, the Department of Administration has delegated to this State agency the authority to execute this lease agreement by a memorandum dated the 18<sup>th</sup> day of January, 2017; and

WHEREAS, the parties hereto have mutually agreed to the terms of this lease agreement as hereinafter set out,

NOW THEREFORE, in consideration of the rental hereinafter agreed to be paid and the terms and conditions hereinafter set forth, Lessor does hereby let and lease unto Lessee and Lessee hereby takes and leases from Lessor for and during the period of time and subject to the terms and conditions hereinafter set out certain space in the City of Hertford, County of Perquimans, North Carolina, more particularly described as follows:

Being +/- 400 net square feet of office space located at 110 Church Street, Hertford, Perquimans County, North Carolina.

**(DEPARTMENT OF PUBLIC SAFETY-PROBATION and PAROLE)**

THE TERMS AND CONDITIONS OF THIS LEASE AGREEMENT ARE AS FOLLOWS:

1. The term of this lease shall be for a period of three (3) Years commencing on the 1<sup>st</sup> day of May, 2019 or as soon thereafter as the leased premises are ceded to the Lessee and terminating on the 29<sup>th</sup> day of April 2022.

2. The Lessee shall pay to the Lessor as rental for said premises the sum of \$1.00 Dollars per term to be payable within five (5) days from receipt of invoice in triplicate.

The Lessee agrees to pay the aforesaid rental to Lessor at the address specified, or, to such other address as the Lessor may designate by a notice in writing at least fifteen (15) days prior to the due date.

3. Lessor agrees to furnish to the Lessee, as a part of the consideration for this lease, the following services and utilities to the satisfaction of the Lessee.

- A Heating facilities, air conditioning facilities, adequate electrical facilities, adequate lighting fixtures and sockets, hot and cold water facilities, and adequate toilet facilities.
- B. Janitorial services and supplies including maintenance of lawns, parking areas, common areas and disposal of trash.
- C. All utilities except telephone.
- D. Parking as available.
- E. The lessor covenants that the leased premises are generally accessible to persons with disabilities. This shall include access into the premises from the parking areas (where applicable), into the premises via any common areas of the building and access to an accessible restroom.

4. During the lease term, the Lessor shall keep the leased premises in good repair and tenantable condition, to the end that all facilities are kept in an operative condition. Maintenance shall include, but is not limited to furnishing and replacing electrical light fixture ballasts, air conditioning and ventilating equipment filter pads, if applicable, and broken glass. In case Lessor shall, after notice in writing from the Lessee in regard to a specified condition, fail, refuse, or neglect to correct said condition, or in the event of an emergency constituting a hazard to the health or safety of the Lessee's employees, property, or invitees, it shall then be lawful for the Lessee in addition to any other remedy the Lessee may have, to make such repair at its own cost and to invoice the amount thereof to the Lessor for reimbursement. The Lessor reserves the right to enter and inspect the leased premises, at reasonable times, and to make necessary repairs to the premises.

5. It is understood and agreed that Lessor shall, at the beginning of said lease term as hereinabove set forth, have the leased premises in a condition satisfactory to Lessee, including repairs, painting, partitioning, remodeling, plumbing and electrical wiring suitable for the purposes for which the leased premises will be used by Lessee.

6. The Lessee shall have the right during the existence of this lease, with the Lessor's prior consent, to make alterations, attach fixtures and equipment, and erect additions, structures or signs in or upon the leased premises. Such fixtures, additions, structures or signs so placed in or upon or attached to the leased premises under this lease or any prior lease of which this lease is an extension or renewal shall be and remain the property of the Lessee and may be removed therefrom by the Lessee prior to the termination of this lease or any renewal or extension thereof, or within a reasonable time thereafter. The Lessee shall have no duty to remove any improvement or fixture placed by it on the premises or to restore any portion of the premises altered by it. In the event Lessee elects to remove his improvements or fixtures and such removal causes damage or injury to the demised premises, Lessee will repair only to the extent of any such damage or injury.

7. If the said premises is destroyed by fire or other casualty without fault of the Lessee, and or partial destruction or damage by fire or other casualty without fault of the Lessee, so as to render the premises untenable in whole or in part, and during such period of repair the Lessee (with concurrence of the County) shall have the right to obtain similar office space by lease at the expense of Lessee with reimbursement from the County (if the County can't provide suitable office space).

8. Lessor shall be liable to Lessee for any loss or damages suffered by Lessee which are a direct result of the failure of Lessor to perform an act required by this lease, and provided that Lessor could reasonably have complied with said requirement.

9. Upon termination of this lease, the Lessee will peaceably surrender the leased premises in as good order and condition as when received, reasonable use and wear and damage by fire, war, riots, insurrection, public calamity, by the elements, by act of God, or by circumstances over which Lessee had no control or for which Lessor is responsible pursuant to this lease, excepted.

10. The Lessor agrees that the Lessee, upon keeping and performing the covenants and agreements herein contained, shall at all times during the existence of this lease peaceably and quietly have, hold, and enjoy the leased premises free from the adverse claims of any person.

11. The failure of either party to insist in any instance upon strict performance of any of the terms and conditions herein set forth shall not be construed as a waiver of the same in any other instance. No modification of any provision hereof and no cancellation or surrender thereof shall be valid unless in writing and signed and agreed to by both parties.

12. Any hold over after the expiration of the said term or any extension thereof, shall be construed to be a tenancy from month to month, and shall otherwise be on the terms and conditions herein specified, so far as applicable; however, either party shall give not less than sixty (60) days written notice to terminate the tenancy.

13. The parties to this lease agree and understand that the continuation of this lease agreement for the term period set forth herein, or any extension or renewal thereof, is dependent upon and subject to the appropriation, allocation or availability of funds for this purpose to the agency of the Lessee responsible for payment of said rental. The parties to this lease also agree that in the event the agency of the Lessee or that body responsible for the appropriations of said funds, in its sole discretion, determines, in view of its total local office operations that available funding for the payment of rents are insufficient to continue the operation of its local offices on the premise leased herein, it may choose to terminate the lease agreement set forth herein by giving Lessor written notice of said termination, and the lease agreement shall terminate immediately without any further liability to Lessee.

14. All notices herein provided to be given, or which may be given by either party to the other, shall be deemed to have been fully given when made in writing and deposited in the United States mail, certified and postage prepaid and addressed as follows: To the Lessor at P. O. Box 45, Hertford, North Carolina 27944 and the Lessee at 3030 Hammond Business Place, 4227 Mail Service Center, Raleigh, North Carolina 27699-4227. Nothing herein contained shall preclude the giving of such notice by personal service. The address to which notices shall be mailed as aforesaid to either party may be changed by written notice.

15. "N.C.G.S. § 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization."

**[Remainder of page intentionally left blank; signatures on following pages]**

IN TESTIMONY WHEREOF, this lease has been executed by the parties hereto, in duplicate originals, as of the date first above written.

STATE OF NORTH CAROLINA

By: \_\_\_\_\_ (SEAL)  
Joanne Rowland,  
Director of Purchasing & Logistics

LESSOR:

\_\_\_\_\_ (SEAL)  
The County of Perquimans  
Frank Heath, County Manager

ATTEST:

\_\_\_\_\_  
Secretary  
(CORPORATE SEAL)



STATE OF NORTH CAROLINA  
COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, a Notary Public in and for the County and State aforesaid, do hereby certify that **Frank Heath**, personally came before me this day and acknowledged that he is the **Perquimans County Manager**, and that by authority and given as an act of and acknowledged the due execution of the foregoing instrument in its name.

WITNESS my hand and Notarial Seal, this the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

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

My Commission Expires:

STATE OF NORTH CAROLINA  
COUNTY OF \_\_\_\_\_

I, **Wanda B. Hicks**, a Notary Public in and for the County of Johnston and State aforesaid, do hereby certify that **Joanne Rowland**, personally appeared before me this date and acknowledged the due execution by her of the foregoing instrument as Director of Purchasing and Logistics of the Department of Public Safety of the State of North Carolina, for the purposes therein expressed.

WITNESS my hand and Notarial Seal, this the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

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

My commission expires August 19, 2019

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

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

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

Subdivision Name: The Shores at Lands End Length (miles): 1.06  
Number of occupied homes having street frontage: 2 Located (miles): 1.17 mi  
miles N  S  E  W of the intersection of Route 1323 and Route 1300.  
(Check one) (SR, NC, US) (SR, NC, US)

We, the undersigned, being property owners and/or developers The Shores at Lands End  
of Perquimans County, do hereby request the Division of Highways to add the above described road.

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

Name: LaVeryl Brown, President Phone Number: 252 264 2884  
Street Address: 150 Common Loon  
Mailing Address: P.O. Box 532, Hertford NC 27944

**PROPERTY OWNERS**

<u>Name</u>	<u>Mailing Address</u>	<u>Telephone</u>

**INSTRUCTIONS FOR COMPLETING PETITION:**

1. Complete Information Section
2. Identify Contact Person (This person serves as spokesperson for petitioner(s)).
3. Attach four (4) copies of recorded subdivision plat or property deeds, which refer to candidate road.
4. Adjoining property owners and/or the developer may submit a petition. Subdivision roads with prior NCDOT review and approval only require the developer's signature.
5. If submitted by the developer, encroachment agreements from all utilities located within the right of way shall be submitted with the petition for Road addition. However, construction plans may not be required at this time.
6. Submit to District Engineer's Office.

**FOR NCDOT USE ONLY:** Please check the appropriate block

Rural Road      Subdivision platted prior to October 1, 1975      Subdivision platted after September 30, 1975

**REQUIREMENTS FOR ADDITION**

If this road meets the requirements necessary for addition, we agree to grant the Department of Transportation a right-of-way of the necessary width to construct the road to the minimum construction standards of the NCDOT. The right-of-way will extend the entire length of the road that is requested to be added to the state maintained system and will include the necessary areas outside of the right-of-way for cut and fill slopes and drainage. Also, we agree to dedicate additional right-of-way at intersections for sight distance and design purposes and execute said right-of-way agreement forms that will be submitted to us by representatives of the NCDOT. The right-of-way shall be cleared at no expense to the NCDOT, which includes the removal of utilities, fences, other obstructions, etc.

General Statute 136-102.6 (see page 29 for Statute) states that any subdivision recorded on or after October 1, 1975, must be built in accordance with NCDOT standards in order to be eligible for addition to the State Road System.

<u>ROAD NAME</u>	<u>HOMES</u>	<u>ROAD NAME</u>	<u>HOMES</u>	<u>LENGTH</u>
Common Loon	0.21	Blue Heron		0.81
Stork Street	0.13	Dowitcher Drive		0.12
Willet Way	0.42	Killdeer Court		0.20
Bald Eagle Point	0.73			
Royal Tern Way	0.51			
Little Gull Lane	0.35			
Sandpiper Drive	1.06			
Pelican Court	0.44			
Egret Drive	0.33			

The  
**SHORES**  
at Lands End

PO Box 532  
Hertford, NC 27944  
Telephone: 252-264-2884  
Email: slehoa@embarqmail.com

March 26, 2019

MR. FRANK HEATH, COUNTY MANAGER  
PERQUIMANS COUNTY  
P. O. BOX 45  
HERTFORD NC 27944

Subject: Petition for Road Addition  
The Shores at Lands End  
Perquimans County, NC

Dear Mr. Heath:

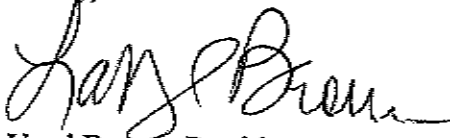
On behalf of the property owners in The Shores at Lands End Subdivision, we are requesting that the enclosed *NCDOT Petition for Road Addition* be presented to the Perquimans County Board of Commissioners at the next available meeting.

The property owners are requesting that the North Carolina Department Of Transportation accept sections of Sand Piper Drive and Blue Heron Drive.

Enclosed please find one copy of the completed *NCDOT Petition for Road Addition*.

Please contact me for any further information or questions you may have. Thank you for your assistance with this project.

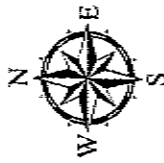
Sincerely,



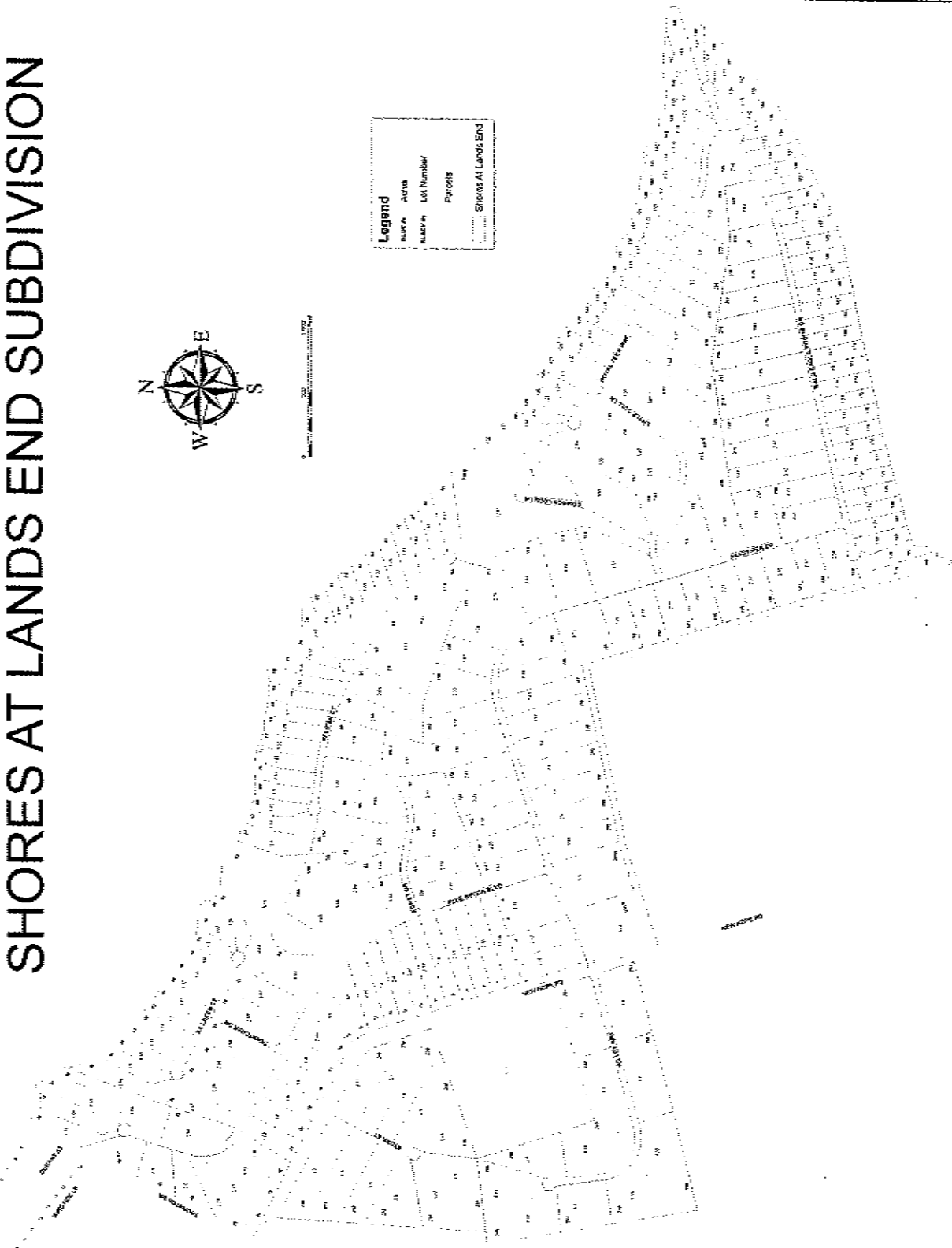
LaVeryl Brown, President  
SLEHOA Board of Directors

Enclosure

# SHORES AT LANDS END SUBDIVISION



Legend	
Area	Area
Block	Block
Lot Number	Lot Number
Parcels	Parcels
Shores At Lands End	



**§ 143-318.11. Closed sessions.**

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

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

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

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

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

FOR  
INFORMATION  
ONLY  
ITEMS

# DEPARTMENT HEAD REPORTS



PLAT REVIEW LOG - PERQUIMANS COUNTY

March

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
SL Condon Surveying Samie Lovelace	✓	3/6/19	✓	Survey for existing Parcel S-D042-S811-P17
Styons Surveying Kevin & Mike Styons Richard & Gaby Thence	✓	3/8/19	✓	Recombination Survey for 2-D019-0024-Sub 2-D-0A-0025-50 existing Parcel 4-0055-0046 0.70 ac
Steve Cardwell Bionving Palos Timmmons Group	✓	3/12/19	✓	Subdivision Plate 2.53 ac. out 06-2-0092-0014A
Glandon Forestry Group Tony Webb Robert & Hazel Eure	✓	3/21/19	✓	Subdivision 4-0054-0086-2.00 ac
Tony Webb Myron Koffer Enterprises LLC	✓	3/25/19	✓	Subdivision 4-0066-0038A-2.14 ac

Bisell 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 (928) 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 385-2913	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 133 US Hwy 158 W Ste E Camden, NC 27921 335-1888	Tony Webb PO Box 381 Edenton, NC 27932 482-3066

## 2018 Perquimans County Program Impact Report

Approved: February 5, 2019

### I. Executive Summary

North Carolina Cooperative Extension - Perquimans County Center provides non-biased, research-based information on three core areas: Farming/Food/and 4-H Youth Development. Informal teaching methods, such as on-site farm test plots; hands-on nutrition classes; and interactive youth workshops are the strategies used to “extend” timely information from the land-grant universities to the people of Perquimans County. Advisory committees targeted several objectives including:

**PROFITABLE AND SUSTAINABLE PLANT PRODUCTION** - Programs like Northeast Ag Expo, Variety Field Trials, Certification Courses, and Safety Trainings were taught regionally and locally. Reports indicated 888 agricultural professionals received training hours and saved \$526,948 by adopting Extension recommended farm management practices.

**PROFITABLE AND SUSTAINABLE ANIMAL PRODUCTION** – Programs like the Albemarle Livestock Show, Northeast Pork and Beef Conferences, Spring Equine Clinics, Pasture Renovations Demonstrations, Farm Safety Day Community Outreach Events taught better managements practices to producers and participants – saving over \$132,595 in agricultural expenses and earning a combined total of \$291,397 in additional income.

**HEALTHY EATING, PHYSICAL ACTIVITY AND CHRONIC DISEASE RISK REDUCTION** - Aging with Gusto Conference Workshops, Steps to Health Training, Expanded Foods and Nutrition Programs and Master Food Volunteer Courses reached 577 individuals – with 30% reporting making better food choices and increasing physical activity to prevent long term health illnesses.

**FAMILY FINANCIAL MANAGEMENT SKILLS** - Extension volunteers educated 430 adults saving a total of \$110,000 in health insurance costs by make better choices about coverage.

**SCHOOL TO CAREER** – programs like School Enrichment, Health Rocks Training, Farm Day Adventures Outreach and Horse Club Activities promoted life skills and decision making - with 515 youth reporting improvements in grades and increasing interest in community service.

**VOLUNTEER READINESS** - In 2018, Perquimans Extension made 11,111 direct and 25,272 indirect contacts; received \$67,855 in grants/donations and credits 362 volunteers as clocking 1,196 hours of service - reaching 2,252 contacts - for a dollar value of \$29,529.

## II. County Background

The North Carolina Cooperative Extension Service - Perquimans County Center is a branch of the local county government and proudly partners with North Carolina State University in Raleigh and A&T State University in Greensboro, to reach and teach local residents with non-biased research-based information. Our priority is to educate the community and prepare citizens to make informed decisions that benefit all families and agricultural producers. Our greatest asset is our team of professionals and volunteers that stand ready to serve the community and share knowledge in safe trusted informal settings in our area.

Perquimans is a rural county located in northeastern, North Carolina, with a population of 13,453. It consists of 329 square miles, of which 247 is land and 82 is water. Bodies of water that influence the county and stimulate the economy include the Albemarle Sound, the Perquimans River, the Little River, and the Yeopim River. The southern tip of the Great Dismal Swamp extends into the northern portion of the county. There are two incorporated towns located in the county - Hertford and Winfall.

Agriculture continues to be the primary source of income for the county. The 2012 Census of Agriculture reported Perquimans has 185 farms cultivating 80,116 acres of land. Gross farm income, not including forestry while including government payments, exceeded \$105 million in 2014. The median age of county residents is 48 years based on 2010 census data. Approximately 21% of the residents are younger than 18 years of age while 32% are 60 or older. The per capita income level is \$22,954 and 19% of residents live below the poverty level.

Through the midpoint of the last decade, the county experienced a significant increase in housing growth due to the influx of retirees from metropolitan areas of Virginia and northern states. This has resulted in increased land prices and more stress on county government to provide infrastructure to meet the needs of new residents. On the positive side, residential growth has favorably impacted the county tax base.

The Perquimans Cooperative Extension Center uses environmental scanning methods to learn about issues facing the county. Mail surveys, electronic surveys, one-on-one interviews, and focus groups are used as needs assessment. Based on feedback, issues of concern included improving health and nutrition for youth and families, improving the agricultural and food supply system in North Carolina which includes natural resources and environmental stewardship issues, and increasing leadership, personal development and citizenship skills. Stakeholders felt that these issues are within Extension's "range" of programmatic expertise.

The county advisory system is updated each year with key people that know the community and can assess the needs to be addressed. Adjustments and additions are made to programs as needed. In addition to formal feedback, Extension seeks input from its various clientele groups to make programs more responsive to local issues. Methods used to do this include program evaluation surveys, personal contact, and observation. It is our

goal to proactively meet the needs of our clientele through user-friendly educational programs.

Health and Nutrition issues that are a concern for Perquimans are: obesity of children and adults, poor diets, lack of health insurance, and issues that pertain specifically to the elderly such as proper medications and proper diet and prevention of diseases. Those identifying agriculture and food supply as a priority voiced concerns about efficiency of production agriculture in the face of soaring input costs, a balance of growth between agricultural lands and residential developments, and the need to preserve water quality. Career Development, community involvement, crime prevention, family communication and childhood health and fitness were topics that 4-H advisory members identified as the area that need to be addressed to promote Leadership, personal development, and citizenship for youth in the county.

In response to concerns about the agricultural/residential interface, Perquimans County adopted a Voluntary Agricultural District ordinance in December 2009. Extension led the way by organizing stakeholders and assisting with development of the ordinance. In 2012, landowners began to register parcels of land in this program.

In addition to the issues that will be routinely addressed, Extension partners with county government and other agencies to impact areas of need that did not arise during the environmental scan process, or were not identified by the advisory system and Extension customers.

### III. Objectives to Address the Cooperative Extension Long Range Plan

North Carolina's plant production systems will become more profitable and sustainable.

Value*	Outcome Description
510	Number of crop (all plant systems) producers increasing/improving knowledge, attitudes, and/or skills as related to: 1. Best management production practices (cultural, nutrient, and genetics) 2. Pest/insect, disease, weed, wildlife management 3. Financial/Farm management tools and practices (business, marketing, government policy, human resources) 4. Alternative agriculture, bioenergy, and value-added enterprises
22	Number of Extension initiated and controlled County demonstration test sites (new required for GLF/PSI reporting)

\* Note: Values may include numbers from multi-county efforts.

Value*	Impact Description
505	Number of crop (all plant systems) producers adopting best management practices, including those practices related to nutrient management, conservation, production, cultivars, pest management (weeds, diseases, insects), business management, and marketing
526948	Net income gains realized by the adoption of best management practices, including those practices related to nutrient management, conservation, production, cultivars, pest management (weeds, diseases, insects), business management, and marketing
158	Number of producers reporting increased dollar returns per acre or reduced costs per acre
155	Number of producers reporting reduction in fertilizer used per acre
60000	Number of acres in conservation tillage or other Best Management Practice

\* Note: Values may include numbers from multi-county efforts.

North Carolina's animal production systems will become more profitable and sustainable.

Value*	Outcome Description
121	Number of animal producers increasing/improving knowledge, attitudes,

and/or skills as related to: 1. Best management production practices (cultural, nutrient, and genetics) 2. Pest/insect, disease, weed, wildlife management 3. Financial/Farm management tools and practices (business, marketing, government policy, human resources) 4. Alternative agriculture, bioenergy, and value-added enterprises

\* Note: Values may include numbers from multi-county efforts.

Value*	Impact Description
22	Number of animal producers adopting Extension-recommended best management practices, including those practices related to husbandry, improved planning, marketing, and financial practices
132595	Net income gains by producers adopting Extension-recommended best management practices, including those practices related to husbandry, improved planning, marketing, and financial practices
18	Number of animal producers implementing Extension-recommended best management practices for animal waste management
18	Number of waste management certifications gained or maintained due to Extension education efforts

\* Note: Values may include numbers from multi-county efforts.

Agricultural producers, workers, food handlers and consumers will adopt safer food and agricultural production, handling, and distribution practices that reduce workplace and home injuries/illnesses, enhance food security, and increase the quality and safety of food that North Carolinians prepare and consume.

Value*	Outcome Description
888	Number of commercial/public operators trained
24	Number of pesticide application credit hours provided
50	Number of persons certified in Pork Quality Assurance (PQA) or Beef Quality Assurance (BQA)
12	Number of participants participating in AgriSafe personal protective equipment (PPE) selection or fit testing
5	TOTAL number of food handlers receiving food safety training and education in safe food handling practices (new required data for federal reporting)

\* Note: Values may include numbers from multi-county efforts.

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Value*	Impact Description
1	Number of participants that have adopted farm safety practices

\* Note: Values may include numbers from multi-county efforts.

Individuals and groups will acquire leadership and decision making capacities needed to guide and actively participate in local and state organizations.

Value*	Outcome Description
3	Number of adults increasing/improving knowledge, attitudes, skills, and/or aspirations regarding leadership
48	Number of youth increasing/improving knowledge, attitudes, skills, and/or aspirations regarding leadership

\* Note: Values may include numbers from multi-county efforts.

Value*	Impact Description
3	Number of adults increasing/improving knowledge, attitudes, skills, and/or aspirations regarding leadership
48	Number of youth increasing/improving knowledge, attitudes, skills, and/or aspirations regarding leadership

\* Note: Values may include numbers from multi-county efforts.

Youth and adults will address community issues and/or challenges through volunteerism.

Value*	Outcome Description
167	Number of adult participants acquiring the skills needed to serve as a volunteer
41	Number of youth participants reporting aspirations to serve in new or expanded volunteer roles in community
10	Number of adult participants reporting aspirations to serve in new or expanded volunteer roles in community
10	Number of hours adult volunteer training conducted
6	Number of hours youth volunteer training conducted
7	Number new volunteers recruited

\* Note: Values may include numbers from multi-county efforts.

Value*	Impact Description
643	Increased number of hours contributed by trained youth volunteers
40	Increased number of hours contributed by trained adult volunteers
4	Number of adult volunteers serving in new or expanded roles within Extension
3	Number of adult volunteers serving in new or expanded roles beyond Extension, including community boards and task forces
2	Number of youth volunteers recruiting and/or training new volunteers
5	Number of adult volunteers recruiting and/or training new volunteers

\* Note: Values may include numbers from multi-county efforts.

Adults and youth will apply financial management practices to increase their economic security, which include to: meet basic necessities, increase savings, reduce debt, and build long-term assets.

Value*	Outcome Description
430	Number of people gaining knowledge and/or skills to increase family economic security (such as; how to access: SNAP benefits, SHIP Medicare Part D; food cost management, cost comparison skills, shop for reverse mortgages, select long term care insurance, etc.)

\* Note: Values may include numbers from multi-county efforts.

Futures that Work: School to Career Pathways

Value*	Outcome Description
7	Number of teachers trained in 4-H STEM (Science, Technology, Engineering, Math) curriculum
125	Number of youth (students) increasing knowledge in STEM (Science, Technology, Engineering, Math)
59	Total number of female participants in STEM program
5	Number of high school age youth (students) participating as members of 4-H clubs
215	Number of youth (students) increasing knowledge of career/employability skills



\* Note: Values may include numbers from multi-county efforts.

Value*	Impact Description
9	Number of teachers using 4-H STEM (Science, Technology, Engineering, Math) curriculum in their classrooms
125	Number of youth (students) gaining knowledge in STEM (Science, Technology, Engineering, Math)
215	Number of youth (students) gaining career / employability skills

\* Note: Values may include numbers from multi-county efforts.

Consumers and communities will enhance the value of plants, animals, and landscapes while conserving valuable natural resources and protecting the environment.

Value*	Outcome Description
27	Number of participants improving knowledge, attitude, skills and aspirations regarding gardening and landscape practices including plant selection and placement, turfgrass management, soil management, growing food, water conservation and water quality preservation, storm water and erosion management, green waste management, pest and wildlife management

\* Note: Values may include numbers from multi-county efforts.

Value*	Impact Description
25	Number of participants who use extension-recommended best management practices in landscapes, turf, and gardens, including pest (insect, weed, disease) management, fertility management, water conservation, water quality preservation and pruning techniques
2888	Total cost savings from the use of extension-recommended best management practices in landscapes, turf, and gardens, including pest (insect, weed, disease) management, fertility management, water conservation, water quality preservation and pruning techniques
23	Number of participants selecting appropriate landscape plants (adapted, drought tolerant, appropriate size, etc.)
3135	Cost savings from the appropriate selection of landscape plants
15	Number of participants growing food for home consumption
1370	Value of produce grown for home consumption

2426	Costs savings from implementing extension-recommended practices to conserve water use and protect water quality
22	Number of participants implementing extension-recommended practices to conserve water use and protect water quality

\* Note: Values may include numbers from multi-county efforts.

Youth and adult program participants will make healthy food choices, achieve the recommended amount of physical activity and reduce risk factors for chronic diseases.

Value*	Impact Description
24	Number of adults increasing their fruit and vegetables consumption
148	Number of youth increasing their fruit and vegetable consumption
132	Number of participants increasing their physical activity

\* Note: Values may include numbers from multi-county efforts.

#### IV. Number of Contacts Made by Extension

Type of Contact	Number
Face-to-face*	11,111
Non face-to-face**	25,372
Total by Extension staff in 2018	36,483

\* Face-to-face contacts include contacts that Extension personnel make directly with individuals through one-on-one visits, meetings, and other activities where staff members work directly with individuals.

\*\* Non face-to-face contacts include contacts that Extension personnel make indirectly with individuals by telephone, email, newsletters, news articles, radio, television, and other means.

#### V. Designated Grants Received by Extension

Type of Grant	Amount
Contracts/Grants	\$16,310.00
Gifts/Donations	\$47,998.33
In-Kind Grants/Donations	\$3,297.50
United Way/Foundations	\$0.00
User Fees	\$250.00
Total	\$67,855.83

#### VI. Volunteer Involvement in Extension Programs

	Number of Volunteers*	Number of Volunteer Hours	Known client contacts by volunteers	Dollar Value at 24.69
4-H:	197	264	1,784	\$

				6,518.00
<b>Advisory Leadership System:</b>	0	0	0	\$ 0.00
<b>Extension Community Association:</b>	0	0	0	\$ 0.00
<b>Extension Master Gardener:</b>	0	0	0	\$ 0.00
<b>Other:</b>	165	932	468	\$ 23,011.00
<b>Total:</b>	362	1196	2252	\$ 29,529.00

\* The number of volunteers reflects the overall number of volunteers for multiple events.

## VII. Membership of Advisory Leadership System

### Advisory Council

A.O. Roberts  
Juanita Bailey  
Burt Eure  
Glenn Harris  
Julie Roberts  
Lewis Smith  
Dottie Wahlers  
Linda Layden White  
Gene Perry  
Frank Heath  
Tim Phthisic  
Pam Hurdle  
Michael Moore  
Donald Madre  
Jean Oaks  
Lee Dail  
Dena Richardson  
Sue Mitchell

### Agricultural Program Committee

Michael Moore  
Gene Perry  
Donald Madre  
Tommy Harrell  
Paul Smith  
Lewis Smith

### Feed Grains and Soybean Specialized Committee

Burt Eure  
Rick Strecker  
Gene Perry  
Marion Godfrey  
Cedric Burke  
Ricky Stallings  
Wayne Rogerson  
John Morgan  
Paul Smith

### Cotton and Peanut Specialized Committee

Robert Phthisic  
Ronnie Baker  
Julian Baker

Jeff Williams  
Walter Cartwright  
Edward Winslow

#### **Livestock Program Committee**

Fred Smith  
Lewis Smith  
Richard Lichtenwalner  
Perry Eure  
Rick Morgan  
Jim Russell  
Ed Nixon  
Jamie Stallings

#### **4-H Livestock Specialized Committee**

Jim Russell  
Jamie Stallings  
Tim Phthisic  
Fred Smith  
Dena Richardson  
Corey Parrish  
Lee Dail

#### **Family and Consumer Science Program Committee**

Peggy Dudley  
Laura Alvarico  
Beverly Gregory  
Megan Clayton  
Joyce Hill  
Nelda Stallings  
Linda Swain  
Linda Bundy  
Sue Mitchell

#### **SHHP Specialized Committee**

Nelda Stallings  
Laura Alvarico  
Delphine Madre  
Linda Swain  
Beverly Gregory  
Faith Mallette

#### **4-H and Youth Program Committee**

Linda White  
Carla Bundy  
Julie Roberts  
Brenda Dail

Teresa Beardsley  
Laura Moreland  
James Bunch  
Elizabeth Riddick

#### **Commercial Horticulture Advisory Committee**

Louis Nixon  
Jeff Smith  
Lorne Wiggins  
Greg Hughes  
Fred Smith  
Adam Bunch  
Jasper Evans

#### **Forestry Advisory Committee**

Scott Sheets  
Robbie Umplett  
J.R. Rountree  
Doug Wassum  
James Caddy  
Brian Saunders  
Matt Lowe

#### **Consumer Horticulture & Extension Master Gardener Advisory Committee**

Dotti Morrow  
Betty Onufrak  
Linda Kreugel  
Brenda Atkins  
Edna Harvey  
Lee Kapleau  
Carol Billek  
Nancy McGowan  
Nancy Dougherty  
Micki Levine

#### **Aquaculture Advisory Committee**

Jeremy McCargo  
Aubry Onley, Jr.  
Charles Weirich  
Sterling Davenport  
Doug Wassum  
Gary Sawyer  
Craig Perry  
Stephen Jackson  
Pete Anderson  
Harry Daniels  
Rob Mayo





## VIII. Staff Membership

### **Jewel Winslow**

Title: County Extension Director

Phone: (252) 426-7697

Email: jewel\_winslow@ncsu.edu

### **Nettie Baugher**

Title: Area Agent, Agriculture - Commercial Horticulture

Phone: (252) 357-1400

Email: nettie\_baugher@ncsu.edu

### **Patty Bowers**

Title: EFNEP Educator, Extension Program Assistant

Phone: (252) 482-6585

Email: patty\_bowers@ncsu.edu

### **Susan Chase**

Title: Regional Nutrition Extension Associate - Northeast EFNEP and SNAP-Ed

Phone: (919) 827-2285

Email: susan\_chase@ncsu.edu

Brief Job Description: Job Description: Provides programmatic supervision to the EFNEP program in the Northeast District

### **Candice Christian**

Title: Area Specialized Agent, Consumer and Retail Food Safety

Phone: (919) 515-9148

Email: Candice\_Christian@ncsu.edu

Brief Job Description: The overall goal of the Area Specialized Agents (ASAs) in Consumer & Retail Food Safety is to support FCS Agents in delivering timely and evidence-based food safety education and information to stakeholders in North Carolina.

### **Erin Eure**

Title: Area Specialized Agent, Agriculture - Commercial Fruits and Vegetables

Phone: (252) 357-1400

Email: erin\_eure@ncsu.edu

Brief Job Description: Provides educational opportunities and technical support to commercial fruit and vegetable growers, agents, and industry in northeastern NC.

**Steve Gabel**

Title: Area Specialized Agent, Agriculture - Aquaculture

Phone: (252) 482-6585

Email: steve\_gabel@ncsu.edu

Brief Job Description: Responsible for aquaculture educational programs for the NC NE extension district.

**Risha Griffin**

Title: County Extension Support Specialist

Phone: (252) 426-7697

Email: risha\_foreman@ncsu.edu

**Jared Harrell**

Title: Area Agent, Agriculture - Livestock

Phone: (252) 426-5428

Email: jared\_harrell@ncsu.edu

**Marissa Herchler**

Title: Area Specialized Agent, Agriculture - Animal Food Safety (FSMA Programs)

Phone: (919) 515-5396

Email: marissa\_herchler@ncsu.edu

Brief Job Description: Marissa is an Area Specialized Agent for animal food safety, with emphasis on the new Food Safety Modernization Act rules, as they apply to feed mills in North Carolina. Please contact Marissa with any FSMA related questions, or PCQI training inquiries.

**Lynette Johnston**

Title: Area Specialized Agent, Food Safety

Phone: (919) 515-0303

Email: lynette\_johnston@ncsu.edu

**Danny Lauderdale**

Title: Area Specialized Agent, Nursery and Greenhouse, Eastern Region

Phone: (252) 237-0111

Email: danny\_lauderdale@ncsu.edu

Brief Job Description: Provides programming to commercial ornamental nursery and greenhouse producers in eastern North Carolina.

**Dylan Lilley**

Title: Extension Agent, Agriculture - Field Crops

Phone: (252) 426-5428

Email: dylan\_lilley@ncsu.edu

**Bill Lord**

Title: Area Specialized Agent, Water Resources

Phone: (919) 496-3344

Email: william\_lord@ncsu.edu

Brief Job Description: Water quality education and technical assistance

**Margaret Ross**

Title: Area Specialized Agent, Agriculture - Poultry

Phone: (252) 670-8254

Email: margaret\_ross@ncsu.edu

Brief Job Description: Working with commercial poultry producers to assist in writing nutrient management plans and conducting educational programming.

**Katy Shook**

Title: Area Agent, Agriculture - Consumer Horticulture

Phone: (252) 482-6585

Email: katy\_shook@ncsu.edu

Brief Job Description: Chowan, Gates & Perquimans County Consumer Horticulture Agent & Extension Master Gardener Coordinator

**Chip Simmons**

Title: Area Specialized Agent, Agriculture - Food Safety

Phone: (919) 414-5632

Email: odsimmon@ncsu.edu

**Teresa Story**

Title: County Extension Administrative Assistant

Phone: (252) 426-5428

Email: [teresa\\_story@ncsu.edu](mailto:teresa_story@ncsu.edu)

**Scott Tilley**

Title: Area Specialized Agent, Agriculture - Field Crops

Phone: (252) 793-4428

Email: [scott\\_tilley@ncsu.edu](mailto:scott_tilley@ncsu.edu)

**Meredith Wood**

Title: Extension Agent, 4-H Youth Development

Phone: (252) 426-7697

Email: [meredith\\_wood@ncsu.edu](mailto:meredith_wood@ncsu.edu)

**Mitch Woodward**

Title: Area Specialized Agent, Watersheds and Water Quality

Phone: (919) 250-1112

Email: [mdwoodwa@ncsu.edu](mailto:mdwoodwa@ncsu.edu)

Brief Job Description: NC Cooperative Extension's Goals include: - NC's natural resources and environmental quality will be protected, conserved and enhanced. - NC will have profitable, environmentally sustainable plant, animal and food systems. Protecting our environmental resources, particularly drinking water quality, is a top priority in NC. NC Cooperative Extension is a leader in teaching, researching, and accelerating the adoption of effective water quality protection practices.

**IX. Contact Information**

Perquimans County Center  
601-A S Edenton Road St  
Hertford, NC 27944

Phone: (252) 426-5428

Fax: (252) 426-1646

URL: <http://perquimans.ces.ncsu.edu>

Board of Commissioners:  
Finance Officer:

**PERQUIMANS COUNTY  
OFFICIAL REPORT**

Date **Feb 2019** -Mar-

I wish to report that during the month **March 2019** 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
3/1/2019	\$208				\$110	2			\$318
3/2/2019									\$0
3/3/2019									\$0
3/4/2019									\$0
3/5/2019	\$140	\$50	\$50		\$50	1			\$290
3/6/2019	\$1,000	\$30	\$55	\$50	\$85	1	\$10		\$1,230
3/7/2019									\$0
3/8/2019	\$900	\$320			\$220	3			\$1,440
3/9/2019									\$0
3/10/2019									\$0
3/11/2019	\$10,592	\$110	\$50	\$300					\$11,052
3/12/2019	\$275		\$100		\$110	2	\$10		\$680
3/13/2019	\$452		\$220				\$10		\$682
3/14/2019									\$0
3/15/2019		\$200	\$45		\$160	3			\$405
3/16/2019									\$0
3/17/2019									\$0
3/18/2019	\$150	\$457			\$165	2		\$150	\$922
3/19/2019									\$0
3/20/2019		\$100	\$50		\$110	1			\$260
3/21/2019		\$140							\$290
3/22/2019	\$466	\$30	\$45	\$50	\$110	2	\$10		\$711
3/23/2019									\$0
3/24/2019									\$0
3/25/2019									\$0
3/26/2019									\$0
3/27/2019									\$0
3/28/2019									\$0
3/29/2019									\$0
3/30/2019									\$0
3/31/2019									\$0
<b>TOTAL</b>	<b>\$14,183</b>	<b>\$1,437</b>	<b>\$615</b>	<b>\$400</b>	<b>\$4,120</b>	<b>17</b>	<b>\$40</b>	<b>\$150</b>	<b>\$18,280</b>

Signed: \_\_\_\_\_ Building Inspector

*[Handwritten Signature]*

*3 New Outlets  
Nursing Home*

Address  
498 Pender Rd.  
Disposition  
contracted, deconstructed and processing for grant reimbursement  
DispositionDate  
InfoNotes 1/28/2019

Address  
2412 Center Hill Hwy  
Disposition  
2-28-19 deconstructed and removed / 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 2/28/2019  
finish up next grant cycle

Address  
2414 Center Hill Hwy  
Disposition  
deconstructed and removed / AMH active // RRR sent - no response / preped for next round demo / public notice published Perq. Weekly // contract ready for deconstruction  
DispositionDate  
InfoNotes 2/28/2019  
finish up next grant cycle

Address  
 2416 Center Hill Hwy  
 Disposition  
 deconstructed and removed / AMH active // RRR sent - next round demo / public notice published Perq. Weekly // contract ready for deconstruction  
 DispositionDate  
 InfoNotes  
 finish up next grant cycle

2/28/2019

Address  
 167 White Oak Ave.  
 Disposition  
 Elaine Wood ready to sell. Need to get buyer in contact with her.  
 DispositionDate  
 InfoNotes  
 Taxes paid by Elaine Wood Edey c/o Emmet Wood \*estate\* 24353 Walnut Street / Santa Clariga, Ca. 91321

1/28/2019

Address  
 917 Ocean Highway (17-S)  
 Disposition  
 Deconstructed, in process of grant reimbersment  
 DispositionDate  
 InfoNotes  
 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 reimbersment amount.

1/28/2019

Address  
885 Sandy Cross Rd.

Disposition  
Deconstruction complete, in process of grant reimbersment

DispositionDate

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

1/28/2019

Address  
406 Belvidere Rd.

Disposition  
Investigating

DispositionDate

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

2/5/2019

Address  
117 Spindrif Ln.

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

DispositionDate

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

1/28/2019



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 2/26/19 Cudworth called & said camper and car gone- close file  
 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 reclosed  
 DISPOSITION DATE 2/26/2019

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 further 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 135 Kennedy Dr.  
 ORDINANCE VIOLATED solid waste  
 NOTES received call from ms. Anonymous to reassert and amplify her complaint house does not appear to be occupied- deconstruction underway - hold action and watch for possible child endangerment from collapse.  
 DISPOSITION investigate and CEA action deconstruction continues  
 DISPOSITION DATE 1/28/2019

SUBJ-ADDRESS 1128 Belvidere Rd.  
 ORDINANCE VIOLATED solid waste  
 NOTES 6-12-18 call from Ms. Lane - Will remove themselves within 12 months. trying to coordnate demo of two at once to save \$ old tenant house declared solid waste / offered to demolish if coop 5-10-18  
 DISPOSITION demo and clean complete  
 DISPOSITION DATE 1/28/2019

SUBJ-ADDRESS Bethel Fishing Center  
 ORDINANCE VIOLATED Solid Waste  
 NOTES 13 complaints about 13 separate lots being used for salvaged/recycle/junk/ auto graveyards - all in plain sight, next to roads and in back & side yards, and all on private lots in a residential subdivision. Need funding for clean up project.  
 DISPOSITION organizing into clean-up project  
 DISPOSITION DATE 2/28/2019

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 DISPOSITION organizing into clean-up project  
 DISPOSITION DATE 2/28/2019

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 Spindrift Ln  
 ORDINANCE VIOLATED solid waste  
 NOTES deconstruction complete, processing grant reimbursement  
 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 117 Spindrift Ln  
 ORDINANCE VIOLATED solid waste  
 NOTES deconstruction complete, processing for grant reimbursement  
 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 processing grant

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

SUBJ-ADDRESS 406 Belvidere Rd.

ORDINANCE VIOLATED solid waste

NOTES D/W decomposing into solid waste / FD willing to burn- need fire  
 marshall approval

DISPOSITION UI

DISPOSITION DATE 1/28/2019

SUBJ-ADDRESS 249 Dogwood Dr.  
ORDINANCE VIOLATED Solid Waste  
NOTES multi hoa complaints about garbage bags in yard  
DISPOSITION deadline watching  
DISPOSITION DATE 2/27/2019

SUBJ-ADDRESS 161 Mill Rd.  
ORDINANCE VIOLATED  
NOTES trash in yard  
DISPOSITION investigate  
DISPOSITION DATE 2/28/2019

SUBJ-ADDRESS 339 Holiday Ln.  
ORDINANCE VIOLATED yard trash  
NOTES Virgil talked to owner 2/19/19 who said he would be cleaning up.  
DISPOSITION watching  
DISPOSITION DATE 2/28/2019



# COMMITTEE REPORTS