

Please note the change
in location:
159 Creek Drive
Hertford, NC 27944

A G E N D A

All items are for discussion and possible action.
Perquimans County Board of Commissioners
Auditorium at Emergency Services Building
July 6, 2020
7:00 p.m.

- | | | | |
|-----------------------------------|--------------|---|-----------|
| | I. | Call to Order | |
| | II. | Prayer & Pledge | |
| | III. | Approval of Agenda | |
| | IV. | Consent Agenda | |
| | | <i>(Consent items as follows will be adopted with a single motion, second and vote, unless a request for removal of an item or items is made from a Commissioner or Commissioners.)</i> | |
| ACTION
REQUIRED | | A. Approval of Minutes: June 1, 2020 Regular Meeting, Special Called Meeting June 15, 2020, and June 15, 2020 Work Session (cancelled) | |
| | | B. Tax Refund Approval | |
| | | C. Personnel Matters | |
| | | 1. Appointment: IMC III – Family & Children’s Medicaid | |
| | | 2. Certification: Part-time/Fill-in AEMT (2) | |
| | | 3. Resignation: Part-time/Fill-in Paramedic | |
| | | 4. Removal from Roster: AEMT | |
| | | D. Budget Amendment No. 1 | |
| | | E. Annual Contracts | |
| | | 1. Senior Nutrition Contract | |
| | | 2. Drainage Management Contract | |
| | | 3. Economic Development Consultant Contract | |
| | V. | Scheduled Appointments | |
| NO
ACTION
REQUIRED | | A. Ashley Stoop, Albemarle Regional Health Services | 7:00 p.m. |
| | | B. Susan Chaney, Social Services Director | 7:15 p.m. |
| | | C. | 7:20 p.m. |
| | | D. | 7:25 p.m. |
| | VI. | Commissioner’s Concerns/Committee Reports | |
| | | A. | |
| | | B. | |
| | | C. | |
| | VII. | Old Business | |
| ACTION
REQUIRED | | A. Updates from County Manager | |
| | | B. Board Appointments: | |
| | | 1. Local Library Board (2) | |
| | | 2. Board of Adjustments (1) | |
| | | 3. Recreation Advisory Board (1) | |
| | | 4. Community Advisory Committee (4) | |
| | | 5. Albemarle Hospital Board of Trustees | |
| | VIII. | New Business | |
| | | A. Voting Delegate to NCACC’s 113 th Annual Conference, August 6, 2020 | |
| | | B. | |
| | | C. | |

- NO ACTION REQUIRED**

IX. { **Unscheduled Appointments/Public Comments**
(If you wish to address the Board, your comments can be made in person or in writing. If you are addressing the Board in person, please state your name for the record prior to speaking. Comments are usually limited to three (3) minutes. If you wish to send something in writing, you may fax it to (252) 426-4034 or e-mail mhunnicut@perquimanscountync.gov.)

 - A.
 - B.
 - C.
- ACTION REQUIRED**

X. { **Closed Session: Per NCGS #143-318-11(3) – Consult with Attorney regarding a Legal Matter & Closed Session Minutes**
(After the Closed Session, the Board is subject to return to Open Session and may take action as needed on any items discussed during Closed Session).
- XI. {** **Adjournment**

FOR INFORMATION ONLY:



DEPARTMENT HEAD REPORT:

- Plat Log
- Building Inspector's Report
- Code Enforcement's Report
- Tax Department Report
- Fire Marshal Report, May-June, 2020
- Sheriff's Report
- EMS Report – June 2020

COMMITTEE WRITTEN REPORTS:



NOTES FROM THE COUNTY MANAGER

July 6, 2020

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. Ashley Stoop, Albemarle Regional Health Services, will present an update on the COVID-19 Pandemic.
- V.B. Susan Chaney, Social Services Director, will present her monthly report.
- VII.A. County Manager Heath will present several updates to the Board.
- VII.B. **Enclosures:** Updates on the following Board vacancies (Volunteer Listing is enclosed):
 - 1. **Local Library Board:** We currently have two vacancies and we have received six applications (copies enclosed). Michele Lawrence, Librarian, is recommending Mrs. Cooper, Mr. Lyons, or Ms. Blanchard. Board action is being requested.
 - 2. **Board of Adjustments:** On Robert Neal's application, he indicated that he would also be willing to serve on the Board of Adjustments. I have e-mailed him to see if he would be willing to serve on the Local Library Board or the Board of Adjustments Board and he stated that he would be willing to serve on either one or both. Board direction is being requested.
 - 3. **Recreation Advisory Board:** We have one vacancy on the Recreation Board for the Bethel Township representative. To date, we have not received any recommendation from the Recreation Department for Jeff Proctor's seat. Board direction is being requested.
 - 4. **Community Advisory Committee:** At the present time, we have four vacancies on this committee. I know that we had some individuals taking the training prior to COVID-19. Anne White has completed her training and is ready to be appointed for an initial one-year term, per enclosed letter. Board action is needed on her appointment and others will complete their training after the COVID-19 Pandemic.
 - 5. **Albemarle Hospital Board of Trustees:** For information purposes, the enclosed e-mail confirms that the Albemarle Hospital Board of Trustees has disbanded.
- VIII.A. **Enclosure.** The NCACC Annual Conference will be held as a virtual meeting on August 6, 2020 at 11:00 a.m. The Board will need to appoint a voting delegate for that meeting. Board action is being requested.
- X. **Enclosure.** Pursuant to NC General Statute 143-318.11(3), the Board will need to go into Closed Session to consult with their attorney regarding a legal matter and to approve Closed Session Minutes.

CONSENT AGENDA NOTES

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

- A. **Enclosure:** Approval of Minutes: June 1, 2020 Regular Meeting, Special Called Meeting June 15, 2020, and June 15, 2020 Work Session (cancelled)
- B. **Enclosure:** Tax Refund – see attached list
- C. **Enclosures:** Personnel Matters

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Tiara Riddick-Hinton	IMC III – Family & Children's Medicaid	Appointment	65/3	\$34,934	07/01/2020
Mark Montgomery	PT/FI AEMT	Certification	66/1	\$16.72/hr.	07/01/2020
Derek Blake	PT/FI AEMT	Certification	66/1	\$16.72/hr.	07/01/2020
John Wilson	PT/FI Paramedic	Resignation			06/30/2020
Michael Lane	PT/FI AEMT	Removed from Roster			06/15/2020

- D. **Enclosure.** Budget Amendment No. 1 is enclosed for your review and action.
- E. **Enclosures.** The Board will need to take action on the following annual contracts:
 - 1. **Senior Nutrition Contract:** This contract is between Perquimans County and Albemarle Commission to handle the Senior Nutrition Program at the Senior Center. The costs will be \$10,749.24 for 999 hours. Board action is being requested.
 - 2. **Water Management Contract:** This contract is between Perquimans County and Dwane Hinson to consult on the water management needs associated with Perquimans County. A copy of the contract is included in your Agenda Packet. The costs will be \$30/hour and \$53.5 cents per mile. As you will note, the terms indicate that the contract can be renewed every year. Board action is being requested.
 - 3. **Economic Development Consultant Contract:** Dave Goss has been our Economic Development Consultant since June, 2006. As was directed last year, he is still willing to work on a month-to-month basis. Board action is being requested.

MEMBERS PRESENT: Wallace Nelson, Chairman Fondella Leigh, Vice Chair
Joseph W. Hoffer Kyle Jones
Charles Woodard

MEMBERS ABSENT: Alan Lennon

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

BUDGET PRESENTATION: SOCIAL SERVICES

At 7:00 p.m., Susan Chaney, Social Services Director, presented the FY 2020-2021 Budget for Board consideration.

BUDGET PRESENTATION: BOARD OF EDUCATION

After Ms. Chaney presented the Social Services Budget, Superintendent Tanya Turner and Rube Blanchard, Finance Officer, presented the FY 2020-21 Budget to the Board.

ADJOURNMENT

There being no further business to discuss, the Chairman adjourned the meeting.

Wallace E. Nelson, Chairman

Deputy Clerk to the Board

WORK SESSION

May 18, 2020

7:00 p.m.

The Perquimans County Board of Commissioners Regular Work Session scheduled for Monday, May 18, at 7:00 p.m. was cancelled.

BUDGET WORK SESSION

May 26, 2020

7:00 p.m.

Special Notice for tonight's meeting: The Perquimans County Board of Commissioners' BUDGET WORK will be held on Tuesday, May 26, 2020, at 7:00 p.m. in the Auditorium of the Emergency Services Building located at 159 Creek Drive, Hertford, NC 27944. Because this is considered an essential meeting, the public will be able to attend but social distancing will be required. If you have any questions, please contact the County Manager's Office at (252) 426-8484.

The Perquimans County Board of Commissioners met in a Budget Work Session on Tuesday, May 26, 2020 at 7:00 p.m. in the Auditorium of the Emergency Services Building. The meeting was moved from Commissioners Room located on the first floor of the Perquimans County Courthouse Annex.

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

MEMBERS ABSENT: None

OTHERS PRESENT: Frank Heath, County Manager Tracy Mathews, Finance Officer

Chairman Nelson turned the meeting over to County Manager Heath. Mr. Heath reviewed the projected revenues for FY 2020-2021 and made recommendations for the FY 2020-2021 budget.

ADJOURNMENT

There being no further business to discuss, the Chairman adjourned the meeting. It was determined that the scheduled May 27th Budget Work Session would not be necessary so it was cancelled.

Wallace E. Nelson, Chairman

Deputy Clerk to the Board

REGULAR MEETING

June 1, 2020

6:50 p.m.

Special Notice for tonight's meeting: The Perquimans County Board of Commissioners' REGULAR MEETING will be held on Monday, June 1, 2020, at 6:50 p.m. in the Auditorium of the Emergency Services Building located at 159 Creek Drive, Hertford, NC 27944. Because this is considered an essential meeting, the public will be able to attend but social distancing will be required. In addition, public comments will be made in person or in writing, which need to be provided to the Clerk to the Board prior to 5:00 p.m. on Monday, June 1, 2020. You may deliver them to her via fax [(252) 426-4034] or e-mail at mhunnicultt@perquimanscountync.gov. If you have any questions, please contact the County Manager's Office at (252) 426-8484.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, June 1, 2020 at 6:50 p.m. in the Auditorium of the Emergency Services Building. The meeting was moved from Commissioners Room located on the first floor of the Perquimans County Courthouse Annex.

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

MEMBERS ABSENT: None

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 Jones gave the invocation and the Chairman led the Pledge of Allegiance. Afterwards, the Chairman asked if any of the Board members had any conflict of interest with this application, if the Board members had read and possibly visited the site, and if any of the Board members had discussed this matter with the applicants. There being none, Chairman Nelson explained that the first item of business was to hold a public hearing to receive citizens' comments to consider a proposed parent-to-child subdivision by William & Earnestene Howell and Jacob Wills to gift deed a 1-acre parcel to daughter/niece Patrice Leigh and husband Andrew, located directly behind 1027 New Hope Road. Proposed lot would be a portion of Tax Parcels 4-0052-0001A and 4-0052-0002. He asked direction from County Attorney High on whether or not the applicants and the witnesses had to be sworn in. Mr. High and Mr. Heath explained that several years ago the Board decided that, if it was not a controversial issue, the Board would not swear in the applicants and witnesses. He then proceeded with the Public Hearing.

PUBLIC HEARING

Parent to Child Subdivision, requested by William & Earnestene Howell

Chairman Nelson opened the Public Hearing restating that the purpose of this public hearing to consider a proposed parent-to-child subdivision by William & Earnestene Howell and Jacob Wills to gift deed a 1-acre parcel to daughter/niece Patrice Leigh and husband Andrew, located directly behind 1027 New Hope Road. Proposed lot would be a portion of Tax Parcels 4-0052-0001A and 4-0052-0002. There were fifteen (15) people present. Mr. Nelson recognized Rhonda Money, Planner/GIS, who provided the following overview of the project:

RCC Speech for NZV-20-01, Howell to Leigh Parent to Child Subdivision, Variance Request June 1, 2020 meeting

Good evening Chairman Nelson and Board members. This will make more sense if you are looking at the site plan in your agenda packet section IIIA, page 3. I'll also reference the preliminary survey on large format paper that was at your seat.

Applicants, Mr. & Mrs. Howell, would like to give their daughter, Patrice Leigh & her husband Andrew, a one acre lot behind their own home. We have 2 problems: one is that the dimensions of the existing parcel are too narrow and the second is that both of the residual lots would be non-conforming.

The subject property and its neighboring parcels are zoned rural agriculture which requires a minimum lot size of almost an acre, and a minimum width of 125 ft. The Howell's lot is 25 ft. too narrow so they are proposing to recombine 25 ft. of an uncle's lot to Patrice's proposed lot. By County Subdivision Regulations deeds of gift are only exempt for parent to child or grandparent to grandchild, not uncle to niece. Applicant request parent-to-child status since only 20% will be from an uncle. That's one variance.

In regards to the second problem of residual lots, a rear lot of over 3 acres remains that is still too narrow to be conforming so staff & Planning Board propose to add language to the survey saying the residual 3 acres is not developable until it meets County Subdivision & Zoning regulations. The language is on the top portion of the preliminary survey in front of you (in your packet). An easement to the proposed gift lot and residual rear lot is to run down the uncle's parcel.

The easement is required to be a minimum of 25 ft. wide for a flag lot, however Planning Board suggested 40 ft. wide so fire trucks would be able to make the turns in the easement.

The front lot already has the applicant's home on it and rather than force it to be an acre, the applicants request a variance to allow it to remain a half acre lot as its actual yard has been for over 27 years.

Points to consider include:

- 1) Having the water line utility easement in conjunction with an ingress/egress easement. That's already labeled on the preliminary survey.
- 2) Having drainage easement language and graphics on the survey to allow water to completely leave the crop field area. That's already labeled on the preliminary survey.
- 3) House orientation. The house is proposed to be perpendicular to New Hope Road and that idea was presented to the Planning Board, but they didn't have any comments on it, so at this point the house will face Wills Drive.

The preliminary survey in your packet does need 2 corrections. The drainage arrows need more differentiation from the course direction arrows and the access easement needs to make a right turn at its north end to actually touch the residual parcel "B" to prevent the back 3 acres from being landlocked.

Note that on the Future Land Use Map in our CAMA Land Use Plan the front 1/2 acre at the road is labeled commercial, presumably because Mrs. Howell operates a child day care there, but the rest of the 5.32 acres is residential agricultural for future land use.

Planning staff believes this case may be developed in compliance with Subdivision Regulations with additions approved by the Planning Board.

Planning Board recommended approval of an abbreviated flag lot subdivision deed of gift as proposed from William and Earnestene Howell to their daughter and son-in-law Patrice and Andrew Leigh conditioned upon establishing a minimum 40 foot wide ingress/egress access easement, adding language to the survey stating the northerly residual 3+ acre lot is not developable until it meets subdivision regulations and zoning ordinance minimums, and add language requiring a drainage easement to surround the proposed one acre and continue until water exits the field completely, adopting the Table of Findings 1 through 4 to support the motion. 4 board members were present and the motion passed unanimously.

Suggested motions are in your packets. Applicants are here in the room. Are there any questions?

The following comments and questions were made:

- > **County Manager Heath:** Mr. Heath asked if it would have a New Hope Road address. Ms. Money said that it would.
- > **Jacob Wells:** Mr. Wells said that he supported this request.
- > **William Howell:** Mr. Howell thanked the Board for considering this request and stated that they had been praying for this for a long time.

There being no further questions or comments from the public or the Board, Chairman Nelson closed the public hearing at 7:02 p.m. and proceeded with the regular meeting.

AGENDA

Chairman Nelson stated that a copy of the amended Agenda was at their seats tonight. Fondella A. Leigh made a motion to approve the Agenda, as amended. The motion was seconded by Joseph W. Hoffer and unanimously approved by the Board.

CONSENT AGENDA

The following items were considered to be routine and were unanimously approved on motion made by Alan Lennon, seconded by Charles Woodard.

1. **Approval of Minutes:** Approval of Minutes – May 4, 2020 Regular Meeting, Budget Work Sessions May 11, 26, 27, & May 18, 2020 Work Session (cancelled).

2. **Personnel Matters:**

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Sharell Kenedy	IMC I working against IMC II	Appointment	61/3	\$29,294	06/01/2020
Julie Strockengast	IMC I working against IMC II	Appointment	61/3	\$29,294	06/01/2020
LaShawnda Graham-Wells	IMC III (Lead Worker)	Appointment	65/2	\$34,102	06/01/2020
Natalie Verner	IMC III (Lead Worker)	Resignation			05/29/2020
C.W. Wilson	Paramedic	Paid Leave of Absence	4 weeks		
Tiffany Haynes	PT/FT EMT	Appointment	63/1	\$14.65/hr.	06/01/2020
Mark Montgomery	PT/FT EMT	Appointment	63/1	\$14.65/hr.	06/01/2020
Katrina Aydiets-White	PT/FT AEMT	Appointment	66/1	\$16.72/hr.	06/01/2020
Nicole Anderson	PT/FT Paramedic	Appointment	68/1	\$18.25/hr.	06/01/2020
Alexander Zubel	PT/FT Paramedic	Appointment	68/1	\$18.25/hr.	06/01/2020
Madeline Lighthill	PT/FT AEMT	Resignation			06/16/2020

3. **Step/Merit Increases:**

Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Amy Felton	Social Worker IA&T	70/4	\$44,624	06/01/2020
Faith Broughton	EMS PT/FT - AEMT	66/5	\$18.43/hr.	06/01/2020
Alyssa Walters	Paramedic	68/2	\$38,916	06/01/2020
Russell Gray, III	Certified Deputy	65/2	\$34,102	06/01/2020
Christopher Murray	Certified Deputy	65/5	\$36,682	06/01/2020
Tashara Gramby	Tax Clerk - Collections	58/4	\$26,312	06/01/2020

4. **Budget Amendments:**

**BUDGET AMENDMENT NO. 17
GENERAL FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-335-001	CARES RELIEF	469,047	
10-420-741	CARES RELIEF	469,047	
EXPLANATION: To amend FY 19/20 budget to include CARES RELIEF funds to assist with COVID-19 Expenses.			

**BUDGET AMENDMENT NO. 18
GENERAL FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	Social Services - State Grants	2,324	
10-610-198	LIEAP	2,324	
EXPLANATION: To amend FY 19/20 budget to include additional LIEAP funds as approved by the State.			

**BUDGET AMENDMENT NO. 19
GENERAL FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	Social Services - State Grants	6,000	
10-610-040	DSS - Professional Services		6,640
10-610-150	Maintenance/Repair Building	12,640	
EXPLANATION: To amend FY 19/20 budget to include funds in the DSS - Maintenance/Repair Building expense line to cover maintenance and repair of building/town care as we were made aware of ability to claim a percentage of the expense for reimbursement.			

**BUDGET AMENDMENT NO. 20
GENERAL FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-033	Senior Medicare	1,054	
10-613-146	SHIP	1,054	
EXPLANATION: To amend FY 19/20 budget to include SHIP funding as awarded by Department of Insurance.			

5. **Juvenile Crime Prevention Documentation:** The following documentation was unanimously approved by the Board to receive FY 2020-2021 funding:
 - a. **Certification for FY 2020-2021:** This is to certify the funding through JCPC for FY 2020-2021.

NC Department of Public Safety
Juvenile Crime Prevention Council Certification

Fiscal Year: 2020 -2021

County: Perquimans	Date: 5/4/2020
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CERTIFICATION STANDARDS

STANDARD #1 - Membership

- A. Have the members of the Juvenile Crime Prevention Council been appointed by county commissioners? YES
- B. Is the membership list attached? YES
- C. Are members appointed for two year terms and are those terms staggered? YES
- D. Is membership reflective of social-economic and racial diversity of the community? YES
- E. Does the membership of the Juvenile Crime Prevention Council reflect the required positions as provided by N.C.G.S. §143B-846? YES

If not, which positions are vacant and why?

No students until school starts; defense attorney and police chief are vacant as well; will continue to try to fill these positions. DA and Commissioner slots held by the same person.

STANDARD #2 - Organization

- A. Does the JCPC have written Bylaws? YES
- B. Bylaws are attached or on file. (Select one.) YES
- C. Bylaws contain Conflict of Interest section per JCPC policy and procedure. YES
- D. Does the JCPC have written policies and procedures for funding and review? YES
- E. These policies and procedures attached or on file. (Select one.) YES

- F. Does the JCPC have officers and are they elected annually?
 JCPC has: Chair; Vice-Chair; Secretary; Treasurer. YES _____
- STANDARD #3 - Meetings**
- A. JCPC meetings are considered open and public notice of meetings is provided. YES _____
- B. Is a quorum defined as the majority of membership and required to be present in order to conduct business at JCPC meetings? YES _____
- C. Does the JCPC meeting bi-monthly at a minimum? YES _____
- D. Are minutes taken at all official meetings? YES _____
- E. Are minutes distributed prior to or during subsequent meetings YES _____
- STANDARD #4 - Planning**
- A. Does the JCPC conduct an annual planning process which includes a needs assessment, monitoring of programs and funding allocation process? YES _____
- B. Is this Annual Plan presented to the Board of County Commissioners and to DPS? YES _____
- C. Is the Funding Plan approved by the full council and submitted to Commissioners for their approval? YES _____
- STANDARD #5 - Public Awareness**
- A. Does the JCPC communicate the availability of funds to all public and private nonprofit agencies which serve children or their families and to other interested community members? RFP, distribution list, and article attached) YES _____
- B. Does the JCPC complete an annual needs assessment and make that information available to agencies which serve children or their families, and to interested community members? YES _____
- STANDARD #6 - No Overdue Tax Debt**
- A. As recipient of the county DPS JCPC allocation, does the County certify that it has no overdue tax debts, as defined by N.C.G.S. §105-243 (1), at the Federal, State, or local level? YES _____

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

Will work to meet all requirements in the coming year. JCPC is managed under the Inter-Agency Council.

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

The JCPC Certification must be received by June 30, 2020.

**JCPC Administrative Funds
SOURCES OF REVENUE**

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

JCPC Chairperson	Date
Chairman, Board of County Commissioners	Date
DPS Designated Official	Date

Juvenile Crime Prevention Council Certification (cont'd)

Permanents _____ County _____ FY 2020-2021

b. Inter-Agency Council Appointment for FY 2020-2021: This is to certify the Inter-Agency Council Members for FY 2018-19.

Instructions: N.C.G.S. § 14313-846 specifies suggested members be appointed by county commissioners to serve on local Juvenile Crime Prevention Councils. In certain categories, a designee may be appointed to serve. Please indicate the person appointed to serve in each category and his/her title. Indicate appointed members who are designees for named positions. Indicate race and gender for all appointments.

Specified Members (G.S. 147-33.61)	Name	Title	Designee	Race	Gender
1) School Superintendent or designee	James Bunch	Assistant Superintendent	<input type="checkbox"/>	w	m
2) Chief of Police	n/a		<input type="checkbox"/>		
3) Local Sheriff or designee	Shelby White	Sheriff	<input type="checkbox"/>	w	m
4) District Attorney or designee	Kyle Jones	ADA	<input type="checkbox"/>	w	m
5) Chief Court Counselor or designee	Ed Hall	Chief	<input type="checkbox"/>	b	m
6) Director, AMH/DD/SA, or designee	Tracey Webster	SOC Coordinator	<input type="checkbox"/>	b	f
7) Director DSS or designee	Susan Chaney	Director	<input type="checkbox"/>	w	f
8) County Manager or designee	Frank Heath	Manager	<input type="checkbox"/>	w	m
9) Substance Abuse Professional	Tonya Johnson	Uplift	<input type="checkbox"/>	b	f
10) Member of Faith Community	Wender Lewis	Pastor	<input type="checkbox"/>	b	f
11) County Commissioner	Kyle Jones	Commissioner & Ass't DA	<input type="checkbox"/>	w	m
12) Two persons under age 18 (State Youth Council Representative, if available)	tbd		<input type="checkbox"/>		
13) Juvenile Defense Attorney	n/a		<input type="checkbox"/>		
14) Chief District Judge or designee	Hon. Meader Harriss	District Court Judge	<input type="checkbox"/>	w	m
15) Member of Business Community			<input type="checkbox"/>	w	f
16) Local Health Director or designee	Rebecca Cook	Triple P	<input type="checkbox"/>	w	f
17) Rep. United Way/other non-profit	Gail White	Dir. Housing	<input type="checkbox"/>	w	f
18) Representative/Parks and Rec.	Howard Williams	Director	<input type="checkbox"/>	w	m
19) County Commissioner appointee	Starr Gordon	District Social Worker	<input type="checkbox"/>	b	f
20) County Commissioner appointee			<input type="checkbox"/>	b	f
21) County Commissioner appointee	Michelle Lawrence	Librarian	<input type="checkbox"/>	w	f
22) County Commissioner appointee	Shatasha Leary	Youth Dev. Program Coord.	<input type="checkbox"/>	b	f
23) County Commissioner appointee	Markeeta Littlejohn	Court Counselor	<input type="checkbox"/>	b	f
24) County Commissioner appointee	Eva Anderson	Court Counselor	<input type="checkbox"/>	b	f
25) County Commissioner appointee	Ashley Waters	MH Specialist	<input type="checkbox"/>	w	f

6. **Board Reappointments/Resignations:** The following Board reappointments/resignations were unanimously approved by the Board:

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Heath, Frank	Coastal Resources Advisory Council	Reappointment	2 yrs.	07/01/2020
Lassiter, Brenda	Economic Improvement Council	*See note below		07/01/2020
Stallings, Cynthia	Local Library Board	Resignation**		07/01/2020
Ross, Bill	Local Library Board	Resignation**		07/01/2020
Lassiter, Rodney	Recreation Advisory Committee - Belvidere	Reappointment	3 yrs.	07/01/2020

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Proctor, Jeff	Recreation Advisory Committee - Bethel	Resignation**		07/01/2020
Leigh, Pondella	Recreation Advisory Committee - Commissioner	Reappointment	3 yrs.	07/01/2020
Smith, April	Recreation Advisory Committee - Parkville	Reappointment	3 yrs.	07/01/2020
Holman, Libian	Senior Tarheel Regional Advisory Board	Reappointment	1 yr.	07/01/2020
McDonald, Stephen	Tourism Development Authority (Industry Rep)	Reappointment	2 yrs.	07/01/2020

NOTES:

- * Dr. Mason of EIC sent an e-mail stating that they had modified their bylaws and will no longer be consulting with County Commissioners for this appointment.
- ** These individuals have stated they are not interested in being reappointed to these Boards/Committees.

7. **FY 2019-2020 Budget Ordinance Correction:** During the audit preparations, an error on the FY 2019-2020 Budget Ordinance under the Emergency Telephone Fund was discovered. The Board unanimously accepted the following correction:

**PERQUIMANS COUNTY
BUDGET ORDINANCE
FY 2019-2020**

VIII. EMERGENCY TELEPHONE FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Emergency Telephone Fund for the fiscal year beginning July 1, 2019, and ending June 30, 2020.

	<u>Incurrent Amount</u>	<u>Correct Amount</u>
Operating Expenses	\$ 297,051	\$ 297,051
TOTAL EMERGENCY TELEPHONE FUND	\$ 297,051	\$ 297,051

Section 2: REVENUES - It is estimated that the following revenues will be available in the Emergency Telephone Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

State Grants	\$ 0	\$ 0
Emergency 911 Fees	279,041	279,041
Investment Earnings	10	10
TOTAL EMERGENCY TELEPHONE FUND	\$ 297,051	\$ 297,051

SUSAN CHANEY, SOCIAL SERVICES DIRECTOR

Ms. Chaney presented her monthly report.

PRESENTATION OF FY 2020-2021 BUDGET

County Manager Heath presented the following FY 2020-2021 Budget Message:

June 1, 2020

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

I respectfully submit the proposed budget for Perquimans County for the Fiscal Year 2020-2021. The budget has been prepared in accordance with the North Carolina Local Government Budget and Fiscal Control Act. The budget identifies the estimated revenues and expenditures for the Fiscal Year 2020-2021.

Proposed Tax Rate

As in years past, the County's budget process calls for department heads and other agencies to submit budget requests to the County Manager. In total, the requests amounted to approximately \$23.6 million. That's over \$8 million dollars more than anticipated revenues for the upcoming fiscal year. The tax rate would have to be 60 cents higher to fully fund all requests of Perquimans County for the next year.

Total taxable value increased from \$1,329,941,994 to \$1,351,508,515, or 1.6%. This is the highest percentage growth in ad valorem taxable value in 11 years. An additional \$197,743,755 in value was added due to the Desert Wind project. After fourth year depreciation and the grant agreement with the County, the net gain in value would be \$78,425,085, or five percent of the County's total tax value. I have estimated an additional \$462,708 in revenue for FY 20-21 as a result. The negative effect of the COVID-19 epidemic cannot be overstated in relation to this year's proposed revenue calculations. Ad valorem tax revenue will be static despite a healthy increase in total taxable value, namely because the collection percentage is expected to decline due to the unsteady economy. Sales tax related revenues are expected to decrease significantly. Inspections, Recreation and Register of Deeds fees are also expected to be down. These declines in revenue will force us to enact austerity measures which I will outline later within this budget message. One positive note is that I project that we're only going to use \$234,809 of the budgeted fund balance appropriation from last fiscal year of \$872,941. This will allow us to designate \$983,000 out of fund balance for the current year's budget. The tax rate for fiscal year 20-21 will remain 59 cents per hundred dollars of value.

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

Perquimans-	59 cents per hundred
Gates-	79 cents per hundred
Camden-	74 cents per hundred
Chowan-	75.5 cents per hundred
Pasquotank-	77 cents per hundred

General Fund Budget Summary

The General Fund budget is \$16,436,012 for 2020-2021, a decrease of \$61,805 from the current year's amended budget of \$16,497,817.

General Fund Revenues

Property taxes account for the vast majority of general fund revenues, and I've already mentioned the conditions as it relates to real property taxation.

Sales tax revenues are the second largest source of County general fund revenues. Based on expected declines due to the poor economic conditions, sales tax revenues are projected to decrease by a total of \$209,369 compared to last year's budgeted amount, for a total of \$1,525,000.

\$350,000 is forecast to be added to Perquimans' sales tax allocation to reflect the additional services taxed by the General Assembly in 2016. This is a decline of \$47,008 from last fiscal year. Medicaid hold harmless payments from the State, which are tied directly to sales tax calculations, are projected at \$275,000 this year, a decrease of \$65,670. Expected Land Transfer Tax revenues in FY 2020-21 are \$380,000, the same as last year.

General Fund Expenses

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

Department/Agency	Proposed FY 20-21 Funding	% of Total GF Budget
Perquimans County Schools	\$4,211,603	26%
Social Services	\$2,499,280	15%
Emergency Medical Services	\$1,308,388	9%
Sheriff Department	\$1,359,279	8%

School Funding

As presented by the Board of Education and school staff earlier this spring, the Perquimans County School System has requested \$3,173,737 for school current expense, an increase of \$273,737 over last year's County appropriation of \$2,900,000. This represents a 9% requested increase from the previous fiscal year.

The proposed FY 2020-21 County budget maintains the local current expense budget at \$2,900,000. This continues a significant commitment by the County Board of Commissioners to fund instructional services, support services, athletics, maintenance and utilities. The school capital outlay budget maintains at \$475,000.

Building and Facility Initiatives/Capital Outlay

Due to limited revenues because of the epidemic, this budget freezes all major non-COVID related capital purchases and caps total annual capital expenditures at no more than \$10,000 per department. If revenues are better than expected later in the fiscal year, the County may be able to engage in capital projects via budget amendment.

Personnel

The proposed FY 2020-21 budget contains no cost of living adjustment, no step increases and no merit increases for employees. Included is a 1% 401k match for employees.

Perquimans County participates in the State Health plan, and health insurance rates are projected to increase to \$607 per employee per month. The rate of \$607 monthly includes a projected 5% increase in rates and \$25 per month per employee that the State charges employees for the base 70-30 plan. The health benefit alone adds a value of over \$7200 to each employee's compensation package, so it remains a significant benefit to County workers.

The North Carolina Local Government Employees Retirement System employees' contribution will increase to 10.23% from 9.05% for FY 20-21.

This budget includes no new full-time positions.

Other Noteworthy Items

- Funding for the County Fire Departments remains at \$75,000 each.
- Funding for the Perquimans County Library remains at \$187,500.
- \$20,000 for code enforcement/house removal.
- Albemarle District Jail remains a considerable expenditure, at \$701,197.

Water Fund

Perquimans continues to make significant investment in its overall ability to provide water to its customers. Perquimans will continue to purchase 150,000 gallons of reverse osmosis water from Pasquotank County that services customers on the Winfall plant side. The bulk water rate that Pasquotank County charges is expected to remain \$6.00 per thousand gallons. We will replace softener media at the Bethel plant in this budget and we'll also begin the process for a discharge relocation for the Winfall plant. We will allocate \$100,000 for the replacement of aging water meters throughout our system. The total water fund budget for the fiscal Year 2020-21 is \$2,578,376. The water rates for Perquimans County will remain unchanged for the upcoming fiscal year.

Solid Waste Fund

The proposed solid waste fee for FY 20-21 is \$140, no increase from last fiscal year. This fee covers the cost of operating the five Convenience Site locations, the County's portion of the Perquimans-Chowan-Gates Transfer Station operating cost, and the tipping fee for the County's solid waste at the private landfill in Bertie County. We've made significant capital improvements to our sites, including additional compactors. The total solid waste fund budget is projected at \$974,109.

Conclusion

The COVID-19 pandemic has caused the County to enact measures that reflect our decreased projected revenue. If the revenue picture improves or increased federal funding arrives, then we may be able to make adjustments to the budget later in the fiscal year to accomplish some needed projects. The goal, as always, is to keep the state of County financial and administrative affairs sound.

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

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

At the request of the Chairman and Board of Commissioners, a public hearing has been scheduled for Monday, June 15, 2020, at 7:00 p.m. in the EMS auditorium for public comment and to consider adoption of the budget.

Submitted by:

 W. Frank Heath, III
 County Manager/Budget Officer

Chairman Nelson explained that this Budget Message along with a copy of the proposed FY 2020-2021 Budget will be available from the County Manager's office and on the County's website at www.perquimanscountync.gov tomorrow morning. Mr. Nelson further thanked Mr. Heath for his hard work in preparing the budget during this difficult time.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

The following commissioner concerns/committee report was given:

➤ **Commissioner Hoffer:** As an African-American and an elected official, Mr. Hoffer is very concerned with what is going on in our great country of ours. He then read the following comments:

This time it was George Floyd; history suggests there will be a next time and a time after that. The same talk I gave to my 45 year old when he was 16, in Colorado Springs. I gave again to my 16 year old grandson who is visiting from Albuquerque. How to act if you are stopped by a policeman. One of the steps is, do not resist, keep your hands where the policeman can see them, follow his/her instructions and may be you can come home safely. My grandson reminded me that Mr. Floyd was not resisting.

African Americans are so regularly the victims of unjustified, unprovoked, unforgivable police violence, that it would be intentional blindness to think that a pattern so entrenched will suddenly cease.

Protest and rage have erupted in every state in the U.S. and many cities around the world, not only because a white officer cold-bloodedly cut off Mr. Floyd's air supply on his neck until life departed from him, but also because that was just one of many such frequent dehumanizing episodes. His death is a reminder of the daily shames forced on so many African Americans that their lives are cheap, and may be extinguished at anytime and anywhere by a man or woman in a uniform with a gun.

I condemn riots, looting, destruction, property theft and all means of senseless violence. But I understand the feeling that causes the riots. When I watched the video of Officer Derek Chauvin kneeling on Floyd's neck,

choking the life out of him and ignoring his cries of distress, I got sick to my stomach. When I see the video of the McMichael's father and son accosting and shooting Arbey, I get sick also. I can't help but think of my son and grandson and how, for either of them, a routine encounter with police-or run-in with self-appointed sheriffs-could be fatal. Minneapolis Mayor Frey was blunt "Being black in America should not be a death sentence."

I feel this way even though I have status in this community, an income that allows me to live comfortably, a retired senior military officer, and a county commissioner which makes my complaints and opinions heard. I wonder how I'd feel if I lacked these things, if I were powerless and voiceless. I wonder where my frustration and rage would find their outlets.

It is hoped that the land of the free and the home of the brave allow our black sons and daughters to simply grow up and live their lives into old age untouched, so that for once, black parents and relatives can get a decent night's rest.

Chairman Nelson thanked Mr. Hoffer for those comments and asked if there were any other concerns or reports. Mr. Nelson also asked Mr. Hoffer to be sure and give a copy of his comments to Mary Hunnicutt, Clerk to the Board, so that they can become part of the Minutes. There being no further comments or reports, Mr. Nelson proceeded with the rest of the meeting.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- > **COVID-19 Update:** Mr. Heath gave a report of COVID-19 cases as of May 29, 2020 within Perquimans County: 24 confirmed cases, 6 active cases, and 2 deaths.
- > **Hertford Fireworks:** Since surrounding firework shows have been cancelled, Mr. Heath reported that they felt it would be best to cancel Hertford's fireworks so that we would not have people coming from outside the county into Hertford with the chance of spreading COVID-19.
- > **Emergency Operation Center (EOC):** Mr. Heath reported that our EOC is still opened and he thanked the staff that has been manning the center and the staff/workers that have seen to it that our student body and senior residents have been fed. They thanked Jonathan Nixon, Julie Solesbee, and the EMS Shift Supervisor for their hard work.
- > **Update Governor Cooper's Mandates:** Mr. Heath explained that Governor Cooper has extended the ban on utility shut offs for another 60 days which makes it run through July 29th. The Water Department is working diligently on how to calculate that.
- > **Senior Center:** The Senior Center is closed until at least Phase III. He will be meeting with Beverly Gregory and her staff to finalize a reopening plan.
- > **CARES Funding:** Included in the Consent Agenda was a Budget Amendment to budget the CARES Funding which will be mostly used for Emergency Medical Services.

PLANNING BOARD ITEM: PARENT-TO-CHILD SUBDIVISION – REQUESTED BY WILLIAM & EARNESTENE HOWELL

Chairman Nelson explained that the public hearing was held earlier to receive public comments on the proposed parent-to-child subdivision by William & Earnestene Howell and Jacob Wills to gift deed a 1-acre parcel to daughter/niece Patrice Leigh and husband Andrew, located directly behind 1027 New Hope Road. The Planning Board did approve their request with certain conditions. He asked for a motion to approve or deny their request. Alan Lennon made a motion to find the proposed Parent-to-Child subdivision request No. NZV-20-01 to be consistent and in harmony with the existing development pattern around 1027 New Hope Road, Hertford, NC and to approve the proposed parent-to-child subdivision from William and Earnestene Howell to their daughter and son-in-law Patrice and Andrew Leigh conditioned upon the following items: (1) establishing a minimum 40 foot wide ingress/egress/utility easement, (2) keeping language on the survey stating the northerly residual 3 acre lot is not developable until it meets subdivision regulations and zoning ordinance minimums, and (3) keep language on the survey requiring a drainage easement to surround the proposed one acre and continue until water exits the crop field completely and adopting the following Findings to support the motion:

TABLE OF FINDINGS for Proposed Parent-to-Child Subdivision NZV-20-01	
Motion to recommend approval finds:	Motion to recommend denial finds:
1) That there are special circumstances or conditions affecting said property such that the strict application of the provisions of this ordinance would deprive the applicant of the reasonable use of his land.	1) That there are <u>NOT</u> special circumstances or conditions affecting said property such that the strict application of the provisions of this ordinance would deprive the applicant of the reasonable use of his land.
2) That the variance is necessary for the preservation and enjoyment of a substantial property right of the petitioner.	2) That the variance is <u>NOT</u> necessary for the preservation and enjoyment of a substantial property right of the petitioner.
3) That the circumstances giving rise to the need for the variance are peculiar to the parcel and are not generally characteristic of other parcels in the jurisdiction of this ordinance, and	3) That the circumstances giving rise to the need for the variance are <u>NOT</u> peculiar to the parcel and <u>ARE</u> generally characteristic of other parcels in the jurisdiction of this ordinance, and
4) That the granting of the variance will not be detrimental to the public health, safety, and welfare or injurious to other property in the territory in which said property is situated.	4) That the granting of the variance <u>WILL</u> be detrimental to the public health, safety, and welfare or injurious to other property in the territory in which said property is situated.

The motion was seconded by Joseph W. Hoffer. Chairman Nelson restated the motion and asked if there were any questions or comments. There being none, the motion was unanimously approved by the Board.

ALBEMARLE REGIONAL HAZARD MITIGATION PLAN RESOLUTION

County Manager Heath presented the Resolution adopting the Albemarle Regional Hazard Mitigation Plan. Chairman Nelson asked if the Board had any questions or comments. There being none, he called for a motion. On motion made by Alan Lennon, seconded by Joseph W. Hoffer, the following Resolution was adopted:

RESOLUTION ADOPTING THE ALBEMARLE REGIONAL HAZARD MITIGATION PLAN

WHEREAS, the Perquimans County is vulnerable to an array of natural hazards that can cause loss of life and damages to public and private property; and

WHEREAS, the County and participating municipal jurisdictions desire to seek ways to mitigate situations that may aggravate such circumstances; and

WHEREAS, the development and implementation of a hazard mitigation plan can result in actions that reduce the long-term risk to life and property from natural hazards; and

WHEREAS, it is the intent of the Perquimans County Board of Commissioners to protect its citizens and property from the effects of natural hazards by preparing and maintaining a local hazard mitigation plan; and

WHEREAS, it is also the intent of the Perquimans County Board of Commissioners to fulfill its obligation under North Carolina General Statutes, Chapter 166A: North Carolina Emergency Management Act and Section 322: Mitigation Planning of the Robert T. Stafford Disaster Relief and Emergency Assistance Act to remain eligible to receive state and federal assistance in the event of a declared disaster affecting the Perquimans County; and

WHEREAS, the Perquimans County actively participated in the planning process for the Albemarle Regional Hazard Mitigation Plan and has prepared a regional hazard mitigation plan update with input from the appropriate local and state officials; and

WHEREAS, the North Carolina Division of Emergency Management and the Federal Emergency Management Agency have reviewed the Albemarle Regional Hazard Mitigation Plan for legislative compliance and have approved the plan pending the completion of local adoption procedures;

NOW, THEREFORE, be it resolved that the Board of Commissioners of Perquimans County hereby:

1. Adopts the Albemarle Regional Hazard Mitigation Plan; and
2. Vests the Emergency Management with the responsibility, authority, and the means to:
 - (a) Inform all concerned parties of this action.
 - (b) Cooperate with Federal, State and local agencies and private firms which undertake to study, survey, map, and identify floodplain or flood-related erosion areas, and cooperate with neighboring communities with respect to management of adjoining floodplain and/or flood-related erosion areas in order to prevent aggravation of existing hazards.
3. Appoints the Emergency Management to assure that, in cooperation with the other participating jurisdictions, the Hazard Mitigation Plan is reviewed annually and every five years as specified in the Plan to assure that the Plan is in compliance with all State and Federal regulations and that any needed revisions or amendments to the Plan are developed and presented to the Perquimans County Board of Commissioners for consideration.
4. Agrees to take such other official action as may be reasonably necessary to carry out the objectives of the 2020 Albemarle Regional Hazard Mitigation Plan.

Adopted this 1st day of June, 2020.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

Clerk to the Board

SEAL

RENEWAL OF DEBRIS REMOVAL (CERES) AND DEBRIS MONITORING (LANDFALL STRATEGIES) CONTRACT AGREEMENTS

County Manager Heath presented these two agreements and stated that these included the Towns of Hertford and Winfall. Chairman Nelson asked if there were any questions or comments about these contracts. There being none, he called for a motion to approve or disapprove the contracts. On motion made by Charles Woodard, seconded by Fondella Leigh, the Board unanimously approved the following Agreements:

**Amendment #1 for Contract Extension
COUNTY OF PERQUIMANS, NORTH CAROLINA
TOWN OF WINFALL, NORTH CAROLINA
TOWN OF HERTFORD, NORTH CAROLINA
AND
CERES ENVIRONMENTAL SERVICES, INC.**

Contract Title: Professional Debris Removal Services
Contract Term: July 1, 2017- July 1, 2020
Renewal Number: 1
Renewal Period: July 1, 2020- July 1, 2021
Contractor: Ceres Environmental Services Inc.
 6968 Professional Pkwy II
 Sarasota FL 34240

Description of Renewal Notice:
 In accordance with the renewal provision included in the original contract, Professional Debris Removal Services, all specifications, terms and conditions are to remain the same during the contract renewal period. Should the Contractor become debarred by a Federal or State agency, this agreement shall be voided. This is the first renewal option to be used. Pursuant to this renewal agreement, the contract is hereby being extended thru to July 1, 2021.

Accepted by the following authorized representatives on behalf of the County of Perquimans and Towns of Winfall & Hertford, and the Contractor, Ceres Environmental Services Inc.

<p>CERES ENVIRONMENTAL SERVICES INC. Sign: _____ Title: <u>Corporate Secretary</u> Date: <u>5/15/2020</u></p>	<p>COUNTY OF PERQUIMANS, NORTH CAROLINA Sign: _____ Title: <u>County Manager</u> Date: _____</p> <p>TOWN OF WINFALL, NORTH CAROLINA Sign: _____ Title: <u>Mayor</u> Date: _____</p> <p>TOWN OF HERTFORD, NORTH CAROLINA Sign: _____ Title: <u>Town Manager</u> Date: _____</p>
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**DISASTER MANAGEMENT AND RECOVERY MONITORING SERVICES
AGREEMENT ADDENDUM**

Landfall Strategies, LLC and Perquimans County are parties to an agreement for Landfall Strategies, LLC to provide "Disaster Management and Recovery Monitoring Services" to the County (including the Town of Hertford and the Town of Winfall). The Parties to the Agreement, by having signed this addendum to the Agreement below, agree to amend the Agreement to include the following General Provision:

12.11 Debarment and Suspension. Contractor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from entering into this agreement by any federal agency or department, agency or political subdivision of the State North Carolina. The term "principal" for the purposes of this agreement is defined as an officer, director, owner, partner, key employee, or other person with primary management or supervisory responsibilities of a person who has a critical influence on or substantive control over the operations of the Contractor. The Agreement shall be terminated if Landfall Strategies, LLC were to become debarred with state or federal agencies, according to the terms of 2 CFR Part 180, and it shall be the responsibility of the Contractor to notify the Client in writing upon the occurrence of such event.

IN WITNESS WHEREOF, the Parties have agreed to and executed this Contract Addendum, which shall become part of the Agreement.

Party:	<u>PERQUIMANS COUNTY, NC</u>	<u>LANDFALL STRATEGIES, LLC</u>
Name:		<u>Craig Schultz</u>
Title:		<u>President</u>
Signature:		<u><i>Craig Schultz</i></u>
Date:		<u>May 19, 2020</u>
Party:	<u>TOWN OF HERTFORD, NC</u>	<u>TOWN OF WINFALL, NC</u>
Name:		
Title:		
Signature:		
Date:		



DISASTER RECOVERY SERVICES

May 18, 2020

Perquimans County Emergency Services
159 Creek Drive - PO Box 563
Hertford, NC 27944

Re: Renewal of Disaster Management and Recovery Monitoring Services Agreement

To whom it may concern,

Thank you for your interest in renewing the current agreement between Landfall Strategies, LLC and Perquimans County (including the Town of Hertford, and the Town of Winfall) for Disaster Management and Recovery Monitoring, which is scheduled to expire at the end of June 2020. Landfall Strategies, LLC is agreeable to extend the contract for another one-year period, through June of 2021, according to the renewal terms found in the agreement. If the County and its participating municipalities are likewise agreeable, please sign below to end return this renewal agreement to Landfall Strategies, LLC.

Party:	<u>PERQUIMANS COUNTY, NC</u>	<u>LANDFALL STRATEGIES, LLC</u>
Name:		<u>Craig Schultz</u>
Title:		<u>President</u>
Signature:		<u><i>Craig Schultz</i></u>
Date:		<u>May 18, 2020</u>
Party:	<u>TOWN OF HERTFORD, NC</u>	<u>TOWN OF WINFALL, NC</u>
Name:		
Title:		
Signature:		
Date:		

BUDGET AMENDMENT NO. 21 (CONTINUED)
GENERAL FUND

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-001	State Grants - OJ	14,228	
10-690-913	Ed. Program - OJ	14,228	
10-430-740	BOE - Capital Outlay		5,450
10-430-032	BOE - Salaries/PT		6,000
10-430-020	BOE - Salaries	1,800	
10-430-030	BOE - Salaries/Board	1,205	
10-430-031	BOE - Election Workers	6,000	
10-430-071	BOE - 401K Match	1,143	
10-430-140	BOE - Travel	1,300	
10-356-000	ROD Fees	23,000	
10-480-452	ROD - Conveyance Tax	23,000	
10-345-005	Local Option Sales Tax - Rural	25,500	
10-500-020	Building - Salaries		18,000
10-500-150	BLDG - Maint & Repair Bldg	25,000	
10-500-160	BLDG - Maint & Repair Equip.	4,500	
10-500-330	BLDG - Supplies	3,000	
10-500-540	BLDG - Insurance/Bonds	11,000	
10-399-000	Fund Balance Appropriated	49,195	
10-355-000	Building Permits	6,910	
10-510-062	Sheriff - Sheriff Sup. Pension		834
10-345-000	Local Option Sales Tax 1%	37,000	
10-345-002	Local Option Sales Tax 1/2%B	14,000	
10-345-005	Local Option Rural	1,500	
10-510-140	Sheriff - Travel		1,051
10-510-070	Sheriff - Retirement	39,000	
10-510-020	Sheriff - Salaries	66,000	
10-510-050	Sheriff - FICA	3,510	
10-510-450	Sheriff - Concealed Permits	2,000	
10-360-000	CARES Funds #1	21,676	
10-592-020	EMS - Salaries		6,324
10-592-043	EMS - Medicaid Utilization		10,000
10-592-042	EMS - Medical Direction		4,000
10-592-030	EMS - PT Salaries	42,000	
10-355-000	Building Permits	2,000	
10-600-040	Prof. Services - Medical Examiner	2,000	
10-347-000	ABC Bottle Revenue	750	
10-600-941	Mental Health - Alcohol Rehab	750	
10-530-020	Emerg. Mgmt. - Salaries - PM		2,400
10-530-333	Emerg. Mgmt. - PERF Grant	2,400	
10-615-050	Extension - FICA		2,000
10-615-060	Extension - Group Insurance		2,400
10-615-020	Extension - Salaries	2,000	
10-615-070	Extension - Retirement	2,400	

EXPLANATION: General Fund year-end entry

FY 2020-2021 BUDGET

County Manager Heath explained that, after the Budget Work Sessions, the presentation of the Budget Message on June 1, 2020, and the Budget Public Hearing tonight, he presents the FY 2020-2021 Budget for Board consideration. A copy of the Budget Ordinance was included in the Board's Agenda Packets. Charles Woodard made a motion to approve the FY 2020-2020 Budget as presented. The motion was seconded by Joseph W. Hoffer. Chairman Nelson asked if there were any questions or comments. There being no comments or questions, Chairman Nelson asked for a vote. The motion passed by a vote of five (5) to zero (0) with Commissioner Lennon being absent from the meeting. (see Attachment A) Commissioner Woodard and Chairman Nelson thanked Mr. Heath and his staff for a job well done considering the economic situation the country is in with the COVID-19 Pandemic.

ADJOURNMENT

There being no further comments or business to discuss, the Special Called Meeting was adjourned at 7:07 p.m. on motion made by Joseph W. Hoffer, seconded by Fondella A. Leigh. Chairman Nelson stated that the Regular Work Session scheduled for tonight was cancelled.

Wallace E. Nelson, Chairman

Clerk to the Board

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ATTACHMENT A

**PERQUIMANS COUNTY
BUDGET ORDINANCE
FY 2020-2021**

BE IT ORDAINED THIS 15th DAY OF JUNE, 2020, BY THE BOARD OF COMMISSIONERS OF PERQUIMANS COUNTY, NORTH CAROLINA:

I. GENERAL FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the General Fund for the operation of the County Government and its activities for the fiscal year beginning July 1, 2020, and ending June 30, 2021, in accordance with the chart of account heretofore established of this County:

Governing Body	\$ 68,800
County Manager/Finance/Planning	939,080
Elections	217,548
Tax Department	515,208
Legal	25,000
Register of Deeds	290,319
Public Buildings	760,923
Albemarle Commission	9,556
Sheriff	1,359,279
Communications	628,437
Jail - Operations	478,194
Jail - Debt Service	223,003
Tax/Finance Software	5,000
Jury Commission	1,975
Fire Departments/Emergency Management	612,317
Medical Examiner	5,000
Inspections	245,416
Forestry Services	58,662
Emergency Medical Services	1,508,388
Natural Resource Conservation Service	57,399
NRCS - Cost Share Program	16,800
Extension Services	214,944
Veterans Services	9,182
Social Services	2,499,280
Albemarle Regional Health Services	54,178
Mental Health	26,906
Schools - Current Expense	2,900,000
Schools - Capital Outlay	475,000
Schools - Debt Service	836,603
Inter County Public Transportation Authority	6,280
Pettigrew Regional Library	187,500
Recreation	300,807
Albemarle RC&D	750
Various Non-Profit Contributions	46,918
Revaluation Reserve	25,000
Transportation/Scrap Tires/White Goods	14,000
Emergency Services Building Debt Service	101,056
Aquatic Weed Control	2,500
Albemarle Regional Planning	2,243
Education - OJJ Programs	74,768
College of the Albemarle	32,500
Senior Citizens	168,942
Animal Shelter Operations	73,771
Economic Development	27,500
County Drainage Study	15,000
Library Debt Service	294,080
Tourism Development Authority Contribution	20,000
TOTAL GENERAL FUND	\$ 16,436,012

**PERQUIMANS COUNTY
BUDGET ORDINANCE
FY 2020-2021**

Section 2: REVENUES - It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

Ad Valorem Taxes:

Budget Year	\$	8,649,144
Current Year		245,000
Prior Years Summary		66,000
Penalties & Interest		70,000

Other Taxes & Licenses:

Wine & Beer License	\$	350
Local Option Sales Tax		400,000
Local Option Sales Tax		800,000
Local Option Sales Tax		325,000
Local Option Sales Tax		350,000

Unrestricted Intergovernmental:

Tax Collections - Municipalities	\$	15,100
ABC Bottle Revenue		3,500
Beer & Wine		45,000
Utility Franchise Distribution		15,000
Medicaid Hold Harmless		275,000

Restricted Intergovernmental:

State Grants:		
Social Services	\$	1,610,056
Soil Conservation - Operating		3,600
Soil Conservation - Technician		19,640
Management Entity Funds		6,000
OJJ		74,768
Register of Deeds - A.E. & P.F.		28,138
Health Department - T/ST/WG		14,000
School Resource Officer - Board of Education		50,000
Senior Programs		3,524
Electronic Recycling Fees		850
Drainage Fees		8,700
Emergency Management Grant		51,625
DWI - DMV License Revocation		750
Nutrition		9,500
Floodplain Mapping - Register of Deeds		5,600
Register of Deeds - Dept. of Cultural Resources		2,500
Register of Deeds - State General Fund		2,000
CARES Relief		469,047

Permits & Fees:

Building Permits	\$	110,000
Register of Deeds		130,000
Recreation Fees		10,000
Ambulance Fees		600,000

**PERQUIMANS COUNTY
BUDGET ORDINANCE
FY 2020-2021**

Sales & Services:

Officer-Sheriff Fees	\$ 45,000
Jail Fees	4,500
Rents:	
Farm	8,400
Tower	7,000
Building Leases	62,885
Recreation/Senior Center	7,500
Investment Earnings	52,500
Miscellaneous	176,827
Subdivision Fees	1,000
Zoning Fees	2,500
Tower Consulting Fees	2,000
Veterans Monument Contributions	150
State Funds - Drug Tax	15,883
State Grants - Senior Medicare	2,500
Federal Drug Funds	14,925
Recreation Concessions	1,500
Local Funds - Sheriff / Canine	50
Range Management	5,000
EMS Donations	500

Transfer from Other Funds:

Water System	\$ 100,000
Municipal Dispatch Fees	22,000
Other Revenues:	
Land Transfer Tax Proceeds	450,000
E-911 Funds	1,000

Fund Balance Appropriated	\$ 983,000
TOTAL GENERAL FUND:	\$ 16,436,012

II. WATER DEPARTMENT

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Water System Fund for the fiscal year beginning July 1, 2020, and ending June 30, 2021.

Administration & Operations	\$ 2,058,004
Loan Principal	394,838
Loan Interest	25,534
Contribution to General Fund	100,000
TOTAL WATER SYSTEM FUND	\$ 2,578,376

Section 2: REVENUES - It is estimated that the following revenues will be available in the Water System Fund for the fiscal year beginning July 1, 2020, and ending June 30, 2021.

Investment Earnings	\$ 10,000
Sale of Water	1,950,000
Taps & Connections	50,000
Reconnections	7,000
Penalties & Interest	40,000
Rent: Towers	5,400
Miscellaneous	4,000
Water Improvement Fund	1,000
Fund Balance Appropriated	510,976
TOTAL WATER SYSTEM FUND	\$ 2,578,376

**PERQUIMANS COUNTY
BUDGET ORDINANCE
FY 2020-2021**

III. SOLID WASTE FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Solid Waste Fund for the fiscal year beginning July 1, 2020, and ending June 30, 2021.

Administration & Operations	\$ 966,109
Recycling Centers Maintenance	5,000
Solid Waste Refunds	3,000
TOTAL SOLID WASTE FUND	\$ 974,109

Section 2: REVENUES - (Solid Waste Fee: \$140.00 per Household). It is estimated that the following revenues will be available in the Solid Waste Fund for the fiscal year beginning July 1, 2020, and ending June 30, 2021.

Solid Waste Fees	\$ 943,000
Investment Earnings	950
Disposal Tax	6,500
Fund Balance Appropriated	23,659
TOTAL SOLID WASTE FUND	\$ 974,109

IV. REVALUATION RESERVE FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Revaluation Reserve Fund for the fiscal year beginning July 1, 2020, and ending June 30, 2021.

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

Section 2: REVENUES - It is estimated that the following revenues will be available in the Revaluation Reserve Fund for the fiscal year beginning July 1, 2020, and ending June 30, 2021.

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

V. COURT FACILITIES FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Court Facilities Fund for the fiscal year beginning July 1, 2020, and ending June 30, 2021.

Administration & Maintenance	\$ 19,000
District Attorney Office Expense	14,140
Fine & Forfeitures	65,000
TOTAL COURT FACILITIES	\$ 98,140

PERQUIMANS COUNTY

BUDGET ORDINANCE

FY 2020-2021

Section 2: REVENUES - It is estimated that the following revenues will be available in the Court Facilities Fund for the fiscal year beginning July 1, 2020, and ending June 30, 2021.

Investment Earnings	\$	0
Facility Fees		30,000
Fines & Forfeiture Fees		65,000
Fund Balance Appropriated		3,140
TOTAL COURT FACILITIES	\$	98,140

VI. ECONOMIC DEVELOPMENT FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Economic Development Fund for the fiscal year beginning July 1, 2020, and ending June 30, 2021.

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

Section 2: REVENUES - It is estimated that the following revenues will be available in the Economic Development Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

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

VII. TOURISM DEVELOPMENT FUND - OCCUPANCY TAX

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Tourism Development Fund for the fiscal year beginning July 1, 2020, and ending June 30, 2021.

Promotions, Marketing, Operating Expenses	32,600
Fireworks Contribution	1,500
TOTAL TOURISM DEVELOPMENT	34,100

Section 2: REVENUES - It is estimated that the following revenues will be available in the Tourism Development Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Transfer from General Fund	\$	20,000
Occupancy Tax		8,000
Intergovernmental Transfers		2,000
Interest		100
Fund Balance		4,000
TOTAL TOURISM DEVELOPMENT	\$	34,100

**PERQUIMANS COUNTY
BUDGET ORDINANCE
FY 2020-2021**

VIII. EMERGENCY TELEPHONE FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Emergency Telephone Fund for the fiscal year beginning July 1, 2020, and ending June 30, 2021.

<u>Operating Expenses</u>	\$	378,449
TOTAL EMERGENCY TELEPHONE FUND	\$	378,449

Section 2: REVENUES - It is estimated that the following revenues will be available in the Emergency Telephone Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

<u>State Grants</u>	\$	0
<u>Emergency 911 Fee</u>		378,449
<u>Investment Earnings</u>		0
TOTAL EMERGENCY TELEPHONE FUND	\$	378,449

IX. COUNTY CONSTRUCTION FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the County Construction Fund for the fiscal year beginning July 1, 2020, and ending June 30, 2021.

<u>Capital - Basin</u>	\$	2,850,000
<u>Capital - Contingency</u>		40,000
TOTAL COUNTY CONSTRUCTION FUND	\$	2,890,000

Section 2: REVENUES - It is estimated that the following revenues will be available in the County Construction Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

<u>Fund Balance Appropriated</u>	\$	2,890,000
TOTAL COUNTY CONSTRUCTION FUND	\$	2,890,000

X. OTHER PROVISIONS

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

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

Section 2: The Board of Commissioners hereby authorizes the attached Fee Schedule for FY 2020-2021.

**PERQUIMANS COUNTY
BUDGET ORDINANCE
FY 2020-2021**

XI. TAX LEVY

Section 1: There is hereby levied a tax at the rate of 59¢ (fifty-nine cents) per one hundred dollars (\$100) valuation of property listed for taxes as of January 1, 2020 for the purpose of raising the revenue listed as "Budget Year's Taxes" in the General Fund - Part I, Section 2 of this Ordinance.

Section 2: This rate of tax is based on an estimated total valuation of property for the purpose of taxation of \$1,429,933,600 and an estimated collection

rate of 96%.

This Budget was approved with a vote of five (5) to zero (0) on June 15, 2020 by a quorum of the Perquimans County Board of Commissioners being present and all present casting a vote. Commissioner Lennon was not present.

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

**FEE SCHEDULE
FY 2020-2021**

There is hereby established, for the fiscal year beginning July 1, 2020, and ending June 30, 2021, the following fees for services as indicated:

Building Inspections

Construction Fees

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

Electrical Fees

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

Plumbing Fees

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

Mechanical Fees

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

Insulation Fees

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

Minimum Fee	\$50.00
Per Gas Outlet	\$5.00

Sign Fees

Free Standing	\$50.00
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Renovation Fees

1/2 New Construction

Fire Inspection Fees

Mandatory Fire Code Permits	\$50.00
Group/ Foster Homes	\$50.00

Nursing Homes and
Daycares

\$75.00

Manufactured Homes

Single Section	\$150.00
Multi Section	\$185.00
Electrical	\$50.00
Mechanical	\$50.00
Plumbing	\$50.00

Modular Homes

All set-up	\$.25/SF
Electrical	\$.30/amp
Plumbing	\$50.00
Mechanical	\$55.00

Administrative, Negligence & Re-inspections

Administrative	\$50.00
Negligence	\$50.00
2nd Negligence	\$100.00
Re-Inspection	\$50.00
<u>Junk Car & Trash Administration</u>	\$75.00

Sheriff Department Fees

Fingerprints	\$5.00/card
Gun Purchase Permits	\$5.00 each
Concealed Handgun Permits	\$90.00
Concealed Handgun Permit Renewals	\$75.00
Service Fees (civil papers)	\$30.00/service
Out of State Service Fees (civil papers)	\$100.00
Notary	\$5 per signature

EMS Fees

ALS-I Emergency A0427	\$561.26
ALS-II Emergency A0433	\$812.36
ALS-I or II Treatment / No Transport A0999 (including Helo)	\$300.00
ALS-I Non Emergency A0426	\$354.48
BLS-Emergency A0429	\$472.64
BLS-Non Emergency A0428	\$295.40
Transports to Funeral Homes	\$250.00
Ambulance Crew Standby - 1st 2 hours	\$130.00
Ambulance Crew Standby - additional hours	\$55.00
Zone Car Standby - per hour	\$45.00
Attorney's Fees (patient's records)	\$20.00
Ground Mileage - ALS or BLS	\$14.33/Loaded Mileage
Specialty Care A0434	\$960.05

Ambulance fee schedule will be adjusted January of each year at 130% minimum when updated by Medicare

Recreation Fees**Rental Fees:**

Meeting Room/Kitchen	\$60.00/hr. (3 hr. minimum)
Gymnasium (1/2 day)	\$250.00
Gymnasium (full day)	\$400.00
Tennis Courts (1/2 day)	\$50.00
Tennis Courts (full day)	\$100.00
Outside Basketball (1/2 day)	\$50.00
Outside Basketball (full day)	\$100.00
Field Rental (1/2 day)	\$75.00/field
Field Rental (full day)	\$150.00/field
Lights additional	\$25.00/hour
Field Rental for practices	
Non Rec. teams	\$15.00/hour
with lights	\$25.00/hour

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

Registration Fees

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

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

Register of Deeds**All Instruments (Except Deeds of Trust)**

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

Deed of Trust 1st thru 35th Page

Each additional page	\$64.00
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UCC

1 to 2 pages	\$38.00
3 to 10 pages	\$45.00
Over 10 pages (Plus \$2 per page over 10)	

Search per name	\$30.00
Copy per page	\$2.00
<u>Plats</u>	
1st page	\$21.00
Each additional page	\$21.00
<u>DOT Highway Maps</u>	
1st page	\$21.00
Each additional page thereafter	\$5.00
<u>Copies</u>	
Plat copies	\$3.00 each
Regular copies (per page)	\$0.25
<u>Certified copies (instruments & plats)</u>	
1st page	\$5.00
Each additional page	\$2.00
<u>Notary</u>	
Oath	\$10.00
Commission verification	\$5.00
<u>Marriage License</u>	
Issuance of license	\$60.00
<u>Vital Records</u>	
Certified copy (birth, death, marriage)	\$10.00
Delayed birth applications	\$20.00
Amendments	\$15.00
Records search from Vital Records	\$24.00
Plus payable to Vital Records	\$24.00
Legitimations	\$15.00
Plus payable to Vital Records	\$15.00
Tax Department	
Copies	\$0.25
Non-aerial maps	\$0.50
Aerial maps	\$1.20
<u>GIS Mapping Price List</u>	
Plotter	

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

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

<u>Desk printer</u>	
Entire County parcels with aerial images and ownership information (Available on CD & ZIP drive)	\$200.00
Individual Layers	\$50.00 first layer \$25.00 each additional layer
<u>Individual Plotter Maps</u>	
Township & Municipality Street Maps	Price based on size/color
Zoning Maps per Township/Municipality	Price based on size/color
Full County Zoning Map	\$12.00
County street maps, subdivision maps, and other maps created without image and little color same as listed under Plotter Black & White	
Flood maps, soil maps, census maps and others created with full color same as listed under Plotter Image/Color	
<u>Availability</u>	
Requests can be made Monday through Friday from 8 am to 5 pm except holidays. All efforts will be made to provide information within 5 working days	
<u>Payment</u>	
Payment is required prior to preparation of CD's, extensive copying requests, maps to be sent by mail and ftp uploads	
<u>Custom Work</u>	
A fee of \$25.00 per hour will be charged for requests for maps that we do not have the data layers for. For instance, having to go on the internet to download information.	

County Manager	
Zoning Ordinance	\$15.00
Subdivision Ordinance	\$10.00
Junk Ordinance	\$10.00
Junkyard Ordinance	\$10.00
Manufactured Home Park Ordinance	\$5.00

Minimum charge for copy of any other Ordinance \$5.00
 Copies \$0.25

Water Department

Rate Schedule

WATER RATES- There is a min. charge of \$15 for the first 1000 gallons; each additional thousand gallons will be \$7.00/1000 gal.

Tap-on Fees

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

Seasonal Water Conservation Rates

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

Water System Development Fee

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

Planning/Zoning

Zoning Permit (Residential/Home Occupation) \$0.00
 Zoning Permit (for Commercial/Industrial) \$100.00
 Certificate of Compliance (after first site visit) \$100.00
 Sign Permit \$50.00
 Certificate of Compliance (after first site visit) \$50.00
 Zoning Map Change (Re-Zoning) \$450.00
 Zoning Text Change \$500.00
 Planned Unit Development \$600.00 + atty. & eng. Fees, i/a
 Conditional Use Permit/District \$300.00 + atty. & eng. Fees, i/a
 Appeal or Interpretation \$300.00
 Zoning Variance Request \$300.00
 Variance to Subdivision Regulations \$100.00
 Subdivision Sketch Plat \$100.00
 Minor or Abbreviated Subdivision Plan \$50.00
 Preliminary Plat \$100.00 + \$15.00 per lot
 Final Plat \$100.00 + \$15.00 per lot
 Wireless Telecommunication Facility \$500.00 County fee
 +Minimum consultant cost of \$6,500.00
 +Certificate of Zoning Compliance (after first visit): \$100.00
 Wireless Telecommunication Facility
 (eligible facilities request applications processed per NCGS 163A-349.53) County fee of \$500.00
 +Minimum consultant cost of \$1000.00
 +Certificate of Zoning Compliance (after first visit): \$100.00 County Fee
 +Certificate of Zoning Compliance (Consultant fee for verification): \$3,000.00
 Wind Energy Facilities County Zoning Permit Fee of \$500.00
 +Certificate of Zoning Compliance (after first visit) \$100.00
 +Initial Escrow Deposit (Medium Facility) \$50,000.00
 +Initial Escrow Deposit (Large Facility) \$50,000.00

Effective 1-04-16, Zoning Permit Fees and Escrow Deposits to be paid at the time Zoning Permit Application, Fees and detailed Site Plans are submitted for review. If Escrow Account drops below \$10,000, Applicant shall replenish to the original amount before any further action or consideration is taken on any County Permit. Remaining balance will be refunded upon Applicant receiving approval of As-Built Drawings or if Applicant fails to complete project.

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

Fire Marshal's Office

Construction Permits

Automatic Fire Sprinkler System (new) \$50.00
 -Plus per sprinkler head \$1.00
 Automatic Fire Sprinkler System Renovation \$25.00
 -Existing
 Compressed Gas \$25.00
 Emergency Responder Radio Coverage System \$50.00
 Fire alarm and detection systems (new) \$50.00
 -Existing \$25.00

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

Section 2: REVENUES - It is estimated that the following revenues will be available for appropriation in the Capital Projects Reserve Ordinance beginning July 1, 2020, and ending June 30, 2021.

Land Transfer Tax	\$ 380,000
Investment Earnings	5,000
Fund Balance Appropriated	65,000
TOTAL CAPITAL RESERVE/LAND TRANSFER TAX	\$ 450,000

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

WORK SESSION
June 15, 2020
7:00 p.m.

The Perquimans County Board of Commissioners Regular Work Session scheduled for Monday, June 15, at 7:00 p.m. was **cancelled**.

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



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

PERQUIMANS COUNTY TAX DEPARTMENT

June 29, 2020

Tax Refunds: (Perquimans County)

Grace Pierce Phelps	\$105.76
Sold vehicle to dealership. 9 month refund.	
Account#: 44990591	

Perquimans County's Vision:

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

EMPLOYMENT ACTION FORM

DATE SUBMITTED: June 15, 2020

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: TIARA RIDDICK-HINTON

SOC.: SEC. NO.:

POSITION: Income Maintenance Caseworker III
Family & Children's Medicaid

DEPT.: Social Services

EMPLOYEE EFFECTIVE DATE: JULY 1, 2020

GRADE: 65

STEP: 3

SALARY: \$ 34,934.00

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 TERMINATION:

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE STEP RAISE:

Date: GRADE: STEP: SALARY: \$

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

DEPARTMENT RECOMMENDATION

Suzan M Chaney

DATE: JUNE 15, 2020

COUNTY MANAGER APPROVAL

W. Frank Heath, III

DATE: 6/15/2020

FINANCE OFFICER

DATE: _____

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

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

252-426-7373 – FAX 426-1240

DIRECTOR
Susan M. Chaney

MEMORANDUM

Date: June 9, 2020

To: Frank Heath, County Manger
Tracy Mathews – County Finance
Mary Hunnicutt – Clerk to the Board

From: Susan Chaney – DSS Director *Susan Chaney*

Subject: New Hire for Social Services

Perquimans County Social Services has offered the Income Maintenance Caseworker III, Lead Worker position in the Family & Children's Medicaid unit to Ms. Tiara Riddick-Hinton. Ms. Riddick-Hinton is fully qualified and has a number of years' experience in County Departments of Social Services. She will be classified as a Grade 65, Step 3 with an annual salary of \$ 34,934.00 and her first day of employment will be July 1, 2020.

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

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

EMPLOYMENT ACTION FORM

DATE SUBMITTED: June 29, 2020

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Derek Blake SOC. SEC. NO.: _____

POSITION: Part-Time, Fill-In AEMT DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: \$ _____ 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.

X July 1, 2020 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 66 STEP: 1 SALARY: \$16.72

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: 7/1/2020

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: June 29, 2020

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Mark Montgomery SOC. SEC. NO.: _____

POSITION: Part-Time, Fill-In AEMT DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: \$ _____ 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

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

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

July 1, 2020 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 66 STEP: 1 SALARY: \$16.72

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: 7/1/2020

FINANCE OFFICER

DATE: _____

From: adminems-owner@perquimanscountync.gov on behalf of Jonathan Nixon
To: adminems@perquimanscountync.gov; adminem@perquimanscountync.gov; admin911@perquimanscountync.gov
Subject: FW: [External] COA Program Update
Date: Thursday, May 21, 2020 1:30:25 PM

For Your Info

From: John Wilson <john_wilson52@albemarle.edu>
Sent: Thursday, May 21, 2020 11:24 AM
To: undisclosed-recipients
Subject: [External] COA Program Update

I am writing to all of you to let you know that I will be resigning from my position next month as the EMS Program Director for College of The Albemarle. My last day in this role will be June 30, 2020. Although I have immensely enjoyed my time here at COA, it is time for me to move on and take my career in a new direction.

It is my hope that you accept my deepest gratitude for what each of you have done to not only make me feel welcome when I arrived in November of 2016; but the support that each of you as an agency and/or industry EMS leader provided to the program I had the good fortune of being involved with. The assistance you've provided to me and this program and the insight you've shared in our field is invaluable to me. I consider each of you a mentor to me both on a professional and personal level, and I have learned so much while working with you.

This program is left in great hands. I hope you realize that. Walter Meads will transition over the next month and take on the responsibilities of the Program Director. If there is anything I can do to make this transition a smooth one, please let me know. All of you already have an excellent professional relationship with Walter so I don't think having a smooth transition will be too much of a problem. Everyone else will continue to maintain their current roles within the program. As I mentioned before; this program is in great hands. I have oftentimes mentioned how it runs on cruise control. I expect that to continue to be the case.

Feel free to add my personal email (y2jmedic@gmail.com) to your contact list for future networking or give me a text/call on my personal cell at 336-213-2270. Once again, thank you so much for being awesome partners in EMS and I hope you all stay in touch. If not, maybe I see you in Wilmington, Asheville, or Greensboro :)

--

John C. Wilson, NRP, BS
Director of Emergency Medical Services
Health Sciences
252-335-0821 ext. 2519
Elizabeth City Campus, FC-134

**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

Michael Lane
796 Tulls Creek Road
Moyock, North Carolina 27958


June 15, 2020

Mr. Lane,

A letter dated March 18, 2020 was sent requesting your intentions with continued employment with Perquimans County EMS. This letter is about the emails dated March 30, 2020 requesting your Medical Evaluation Questionnaire for fit testing and request for availability.

Since you have failed to communicate with us regarding your intentions (submitting availability) and we have not received the requested Medical Evaluation Questionnaire, we are removing you from the Perquimans EMS System Roster. Your past service to the community is appreciated however, you are no longer affiliated with Perquimans County Emergency Services and all uniform items and key fob should be returned immediately.

Regards,



Jonathan Nixon, Director
Perquimans Emergency Services

- c. Frank Heath, County Manager
EMS Shift Supervisors/Compliance Officer
Mary Hunnicutt, Human Resources

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 1

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 6th DAY OF JULY, 2020, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2020 - 2021 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-012	State Grants - Emergency Management	33,695	
10-530-334	EMPG-S Supplemental (COOP/COG)	12,695	
10-530-462	Water Rescue - HSGP #2	11,000	
10-530-333	Performance Grant - Emergency Management	10,000	
EXPLANATION: To amend FY 20/21 budget to include funds from three grants that have been awarded to Emergency Services.			

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 6th DAY OF JULY, 2020.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 6th DAY OF JULY, 2020.

Chairman, Board of Commissioners

Finance Officer

**ALBEMARLE COMMISSION
SENIOR NUTRITION CONTRACT**

This Agreement entered into as of this first day of July 2020, by and between **PERQUIMANS COUNTY** (hereinafter referred to as Contractor), and the **Albemarle Commission**, (hereinafter referred to as AC), with offices located at 512 South Church St., Hertford, North Carolina, WITNESSETH THAT;

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

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

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

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

1. Employment of Contractor: AC hereby agrees to engage the Contractor to perform the services hereinafter set forth.
2. Time of Performance: **The services of the Contractor are to commence on July 1, 2020, and shall be completed by June 30, 2021.**
3. Scope and location of Services: The Contractor shall do, perform, and carry out in a satisfactory and proper manner, as determined by AC, the agreements and assurances required in the Request for Proposal and the services specified in No. 35—Special Conditions.
4. Personnel: The Contractor represents that it has, or will secure at its own expenses, all personnel required in performing the services under this Agreement. Such personnel shall not be employees of, or have any contractual relationship with AC. All personnel engaged in the work shall be fully qualified.

It is understood and agreed that **BEVERLY GREGORY** shall represent the Contractor as Project Manager in the performance of this Agreement. Any change in such Project Manager shall be subject to approval of AC.

5. Compensation: The Contractor and AC expressly understand and agree that in no event will the total compensation and reimbursement paid thereunder by the AC exceed the maximum of **Ten Thousand Seven Hundred and Forty Nine Dollars and Twenty Four Cent (10,749.24)** for 999 hours of Nutrition Service, and shall constitute full and complete compensation for the Contractor's services hereunder.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Appendix A- CONGREGATE NUTRITION

Service Definition:

The provision of a meal in a group setting.

Unit of Service:

One hour –four hours daily.

Service Objective:

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

Service Activities:

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

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

Food Service:

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

Coordinate Services:

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

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

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

Locale of Service:

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

Access to Services:

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

Delivery Characteristics:

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

- b) Two, one-half cup servings of vegetables, fruits, and full strength fruit/vegetable juices. There must be one cold source of Vitamin C which provides at least 1/3 RDA of Vitamin C daily.
- c) One serving enriched or whole grain bread, biscuits, rolls, muffins, sandwich buns, combread, other hot breads or enriched or whole grain cereals or cereal products such as rice, macaroni, dumplings, pancakes, and waffles.
- d) One teaspoon of butter or fortified margarine in a packaged chip.
- e) One, one-half cup serving of dessert which may be fruit, full strength fruit juice, pudding, gelatin, ice cream, ice milk, sherbet, cake, pie, cookies and similar foods.
- f) One-half pint of fortified whole, skim, or low-fat milk, buttermilk, yogurt, or cheese (3 ozs.).
- g) Fruit or juice used as a dessert may not be counted toward the two servings of vegetables and fruits.
- Contractor shall tell the participants about agency procedures for service, confidentiality, waiting lists, service priorities, complaint and grievance, and other matters germane to the participants' decision to accept service, and about his opportunity to make a voluntary contribution to the program.
 - Every effort shall be made to make the dining room and meals attractive.
 - A completed calendar of site activities and programs must be posted at the beginning of the month.
 - Emergency plans must be developed for each site for medical emergencies and to evacuate the site in case of fire or explosion.
 - The contractor shall provide adequate staff to operate the program including a paid contract manager and a paid site manager for the site.
 - The site manager may be paid from Title III funds for no more than 4 hours per day and shall be responsible for site operations.
 - Must be able to work well with older adults.
 - Must be able to keep accurate records.
 - Must be able to supervise volunteers.
 - The contractor must develop a plan to recruit, orient, train, and recognize volunteers.
 - Minimum orientation and training shall include:

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

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

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

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

Prohibited Services:

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

Administrative Requirements:

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

Home-Delivered

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

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

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

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

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

(County)

Albemarle Commission

BY: _____
(Authorized Official)

BY: _____
(Executive Director)

DATE: _____

BY: _____
(Area Agency on Aging Director)

DATE: _____

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

(Commission's Finance Officer)



Dwane Hinson
Wetland and Water Management Specialist
Soil Scientist (NC1190)

Phone: 252-482-4162

Cell: 252-337-4933

E-mail: Dwane.Hinson@mchsi.com

Perquimans County Water Management Proposal:

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

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

Services, Resources & Projected Costs:

Resources Provided By the LLC To Accomplish Goals and Objectives

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

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

1. Hours and Cost:

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

2. County Supplements:

- A mileage supplement of 50.8 cents per mile will be allocated for use of trucks, boats, and four-wheelers required to perform surveys, visit landowners, and perform creek analysis. An estimate of the total miles will be posted in the Plan of Work.
- Other supplements provided by the county would include a copy (under County License) of the Arc-View Program used by the county to manipulate the current GIS data base.

Management:

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

Term

Unless terminated sooner, this agreement shall commence at the adoption by the Perquimans County Board of Commissioners and end on June 30, 2021, and can be renewed for one-year periods thereafter.

Adopted this the 1st day of July, 2020.

Wallace E. Nelson, Chairman

Attest: _____
Mary Hunnicutt, Clerk to the Board

Dwane Hinson

LIST OF VOLUNTEER APPLICATIONS

6/30/2020

DATE OF APPLICATION	NAME	ADDRESS	CITY	STATE	ZIP	PHONE	COMMITTEES	EXPIRATION DATE
9/23/15 2-27-19 Rec'd an updated application keep on file	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. Northern Reg Adv Bd - Trillium	2/27/21
11/16/15 3-29-19 Rec'd an updated application keep on file	Mathis, Lynn W.	178 Sue Lane mahitabell@gmail.com lynn.mathis@ncdennr.gov	Hertford	NC	27944	(252) 264-3901 (252) 333-6619	1. Planning Board 2. RC&D 3. Albemarle Commission 4.	3/29/21
5/2/16 3-29-19 Rec'd e-mail Info correct Keep on list	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. Recreation Department 4.	3/29/21
7/30/14 Rec'd call/info correct/keep on file 2/25/19	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.	2/25/21
7/18/16 Came by/ info correct/keep on file 2/19/19	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	2/19/21
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 Rec'd call/info correct/keep on file 2/25/19	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.	2/25/21
9/5/16 Rec'd updated application 2/22/19	Lassiter, Brenda	725 Sandy Cross Road blassiter@pqschools.org	Belvidere	NC	27919	(252) 297-2740	1. Planning Board 2. Board of Commissioners 3. 4.	2/22/21
9/15/16 Rec'd ltr 3/27/19 Info correct Cannot do after dark driving & primarily desk activities	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.	3/27/21
8/30/12 Rec'd ltr 3/27/19 chg e-mail address keep on list	Winslow, III, Lynwood	1209 Belvidere Road lcwiii63@gmail.com	Belvidere	NC	27919	(252) 297-6532	1. Planning Board 2. Board of Adjustments 3. 4.	3/27/21

LIST OF VOLUNTEER APPLICATIONS

6/30/2020

DATE OF APPLICATION	NAME	ADDRESS	CITY	STATE	ZIP	PHONE	COMMITTEES	EXPIRATION DATE
9/15/16 6-8-2020 - rec'd new application Keep on list	Blanchard, Terissa J.	228 Bethany Church Road tblanchard@pgschools.org	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 5. Local Library Board	6/8/22
9/24/16 Rec'd call - 3/26/19 Info correct Keep on list	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.	3/26/21
8/26/14 Rec'd call - 2/19/19 Info correct Keep on list	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 3/29/19 - Rec'd e-mail Info correct continue to serve - only on COA Board when W Nelson resigns	McMullan, Philip	111 W. Camp Perry Road psmjr@hughes.net	Hertford	NC	27944	(252) 264-2021	1. COA - Board of Trustees 2. County Historians 3. 4.	3/29/21
10/12/16 3-29-19 Rec'd updated application Info correct Keep on list	Antoine J. Moore	116 Sydni Street ajavonmoore@gmail.com	Hertford	NC	27944	(252) 335-0582 (252) 339-1505	1. Planning Board 2. 3. 4.	3/29/21
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.	2/18/21
2/2/17 Rec'd call - 2/27/19 Info correct Keep on list	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.	2/27/21
2/14/17 Rec'd call - 4/1/19 updated information Keep on list	Juanita T. Bailey	P.O. Box 3057	Eliz. City	NC	27906	(252) 562-3049	1. Sr Citizen Adv. Board 2. 3. 4.	4/1/21
4/12/17 Rec'd e-mail - 4/11/19 Information correct Keep on list	Rhonda Money	412 Hurdletown Road rhondamoney@perquimanscountync.gov	Hertford	NC	27944	(252) 426-2027	1. Local Library Board 2. 3. 4.	4/12/21
6/5/17 Rec'd e-mail - 6/19/19 Information correct Keep on list	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.	6/19/21

LIST OF VOLUNTEER APPLICATIONS

6/30/2020

DATE OF APPLICATION	NAME	ADDRESS	CITY	STATE	ZIP	PHONE	COMMITTEES	EXPIRATION DATE
12/19/18	Martina McClenney	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
2/19/19	Freda Kaye Bonner	431 Ballahack Road fbonner@pqschools.org	Hertford	NC	27944	(252) 426-5332 (252) 339-7060	1. Northern Reg Adv Bd - Trillium 2. 3. 4.	2/19/21
8/27/19	Sandra Sheehan	168 Highland Pony Road sheesetz@aol.com	Hertford	NC	27944	(540) 903-1871	1. Tourism Development Authority 2. 3. 4.	8/27/21
8/28/19	Deborah Black	100 Brace Avenue Apt 04	Hertford	NC	27944	(252) 455-4820	1. Community Advisory Comm. 2. Economic Improvement 3. Smart Start Board 4. Social Services Board	8/28/21
9/10/19	Vanora B. Brothers	1782 Harvey Point Road mrvs45@centurylink.net	Hertford	NC	27944	(252) 426-5956 (252) 333-0752	1. Local Library Board 2. 3. 4.	9/10/21
10/3/19	Guy John Simmons	105 Wando Circle guysimmons@aol.com	Hertford	NC	27944	(978) 976-3895	1. Local Library Board 2. 3. 4.	10/3/21
5/28/20	Amy Cooper	646 New Hope Road thespouseandi@gmail.com	Hertford	NC	27944	(252) 340-1543	1. Local Library Board 2. 3. 4.	5/28/22
6/9/20	Rodney D. Lyons, Sr. mailing address	407 King Street P.O. Box 27 rl Lyons@pqschools.org	Hertford Winfall	NC NC	27944 27985	(252) 426-7166 (252) 339-0671	1. Local Library Board 2. 3. 4.	6/9/22
6/3/20	Debbie Jean Parker	304 Winfall Blvd whedbeedebbie@yahoo.com	Hertford	NC	27944	(252) 619-3132	1. Local Library Board 2. 3. 4.	6/3/22

LIST OF VOLUNTEER APPLICATIONS

6/30/2020

DATE OF APPLICATION	NAME	ADDRESS	CITY	STATE	ZIP	PHONE	COMMITTEES	EXPIRATION DATE
6/3/20	Anisha N Speilman	113 Smith Acres Road anishaspellman@pqschools.org	Hertford	NC	27944	(252) 426-5778 (252) 339-2548	1. Local Library Board 2. 3. 4.	6/3/22
5/20/20	Robert Neal	201 Winfall Boulevard neal.robert@mchsi.com	Hertford	NC	27944	(252) 457-5207	1. Albemarle Commission 2. Board of Adjustments 3. Citizens Advisory Board 4. Local Library Board	5/20/22

Mary Hunnicutt

From: Michele Lawrence <mlawrence@pettigrewlibraries.org>
Sent: Tuesday, June 16, 2020 4:25 PM
To: 'Mary Hunnicutt'
Subject: [External] Library board applications
Attachments: Neal board application.pdf; Lyons0001.pdf; Spellman0001.pdf; parker0001.pdf; blanchard0001.pdf; A cooper0001.pdf

Hi Mrs. Hunnicutt,

I hope you are doing well. I have some applications for library board members! I have never before wished I had more openings.

My recommendation would be for Mrs. Cooper (I believe she is a home school parent), Mr. Lyons, or Mrs. Blanchard. It's tough – there are some great candidates!

Thank you,
Michele

Michele C. Lawrence
Librarian
Perquimans County Library
514 S. Church Street
Hertford, NC 27944
(252) 426-5319
Fax (252) 426-1556

CONFIDENTIALITY NOTICE: The contents of this email message and any attachments are intended solely for the addressee(s) and may contain confidential and/or privileged information and may be legally protected from disclosure. If you are not the intended recipient of this message or their agent, or if this message has been addressed to you in error, please immediately alert the sender by reply email and then delete this message and any attachments. If you are not the intended recipient, you are hereby notified that any use, dissemination, copying, or storage of this message or its attachments is strictly prohibited.

STATEMENT OF INTEREST TO SERVE

If you are a Perquimans County resident and would like to volunteer your time and expertise to your community, please complete and return to:

Perquimans County Board of Commissioners
 c/o Clerk to the Board
 P.O. Box 45
 Hertford, NC 27944

Please list in order of preference the Boards and Commissions for which you would be willing to serve:

1. Library Board
2. _____
3. _____
4. _____

Your full name Terissa J Blanchard

Date of Birth 7-6-62

Mailing Address 228 Bethany Church Rd

City and Zip Code Belvidere NC 27919

Home Phone 297-2561 Work Phone 426-5172 Cell Phone 339-5973

Current Job Title Assistant Principal

Company or Agency Perquimans County High School

Email Address tblanchard@pgschools.org

Do you live in the county? Yes No

Please list the name of your Township Belvidere

(This information can be obtained from the Tax Office at (252) 426-7010)

Educational Background Master's Degree in Education

Work Experience Perquimans County Schools - 20+ years as a teacher, Dean of Students, Assistant Principal

Prior Board/Committee Experience DSS, Board of Adjustments, Silent Start

This "Statement of Interest to Serve" will remain active for two (2) years from date received in the County Manager's Office.

If I am appointed to serve on one or more boards, I will agree by signing an Affirmation of Understanding, to attend the required number of meetings each calendar year and not to exceed unexcused absences as set forth by the by-laws or rules for that Board.

Terissa Blanchard
 Signature

6/8/2020
 Date

Please feel free to attach a resume or additional information if so desired.

STATEMENT OF INTEREST TO SERVE

If you are a Perquimans County resident and would like to volunteer your time and expertise to your community, please complete and return to:

Perquimans County Board of Commissioners
c/o Clerk to the Board
P.O. Box 45
Hertford, NC 27944

Please list in order of preference the Boards and Commissions for which you would be willing to serve:

- 1. W. Board
- 2. _____
- 3. _____
- 4. _____

Your full name: Amy Cooper

Date of Birth: 7-13-79

Mailing Address: 646 New Hope Rd

City and Zip Code: Hertford 27944

Home Phone: 252-340-1200 Work Phone: _____ Cell Phone: _____

Current Job Title: H.R.C.C.

Company or Agency: ELIOTN

Email Address: the spouse and i @ gmail . com

Do you live in the county? Yes No

Please list the name of your Township: Parksville
(This information can be obtained from the Tax Office at (252) 426-7010)

Educational Background: BS - Ind. Tech. Management
AS - Global Logistics

Work Experience: Customer service, collateral adjustment, lot manager, car sales, transportation management

Prior Board/Committee Experience: N/A

This "Statement of Interest to Serve" will remain active for two (2) years from date received in the County Manager's Office.

If I am appointed to serve on one or more boards, I will agree by signing an Affirmation of Understanding to attend the required number of meetings each calendar year and not to exceed unexcused absences as set forth by the by-laws or rules for that Board.



Signature

5-28-2000

Date

Please feel free to attach a resume or additional information if so desired.

Perquimans County Library Board
Candidate
Statement of Interest & Disclosure of Information

If you are interested in serving on the Perquimans County Library Board, please complete this form. The information you provide will assist the Library Board in preparing recommendations for the County Commissioners to consider in making appointments to the Library Board. Appointments are for 4 years.

Please return this form to the library no later than Wednesday, May 20, 2017

Name Amy Cooper

Address 1446 New Hope Rd
Hertford NC 27944

Mailing address (if different) _____

Phone #1 252 340 1543 Phone #2 _____

Email thespouseand@gmail.com

Are you a legal resident of Perquimans County? Yes No

Current occupation FIRO

If retired, your previous occupation(s) _____

Boards or Commissions on which you serve or have served:

n/a

Civic or other organizations in which you are or have been active:

Perquimans Women

The Library Board meets 6 times each year (the first Tuesday of even-numbered months) and may have special meetings from time to time. How will you arrange to be actively involved in the work of the Library Board?

however necessary

What assets (skills, talents, experience, knowledge) would you bring to the Library Board?

Why is a good library important to the community?

Libraries are places of knowledge, comfort and exploration. They offer programs to all residents and families, most for free. Libraries are one place where all are equal and have unlimited opportunities.

Other thoughts you would like to share?

Signature 

Date 5-28-2020

Your response to the following is optional. We ask because we seek to have the Library Board's composition reflect the diversity of the County's population.

- | | | |
|--------------|-------------------------------------|---------------------------|
| ETHNIC GROUP | <input type="checkbox"/> | AFRICAN AMERICAN |
| | <input type="checkbox"/> | ASIAN OR PACIFIC ISLANDER |
| | <input checked="" type="checkbox"/> | CAUCASIAN |
| | <input type="checkbox"/> | HISPANIC |
| GENDER | <input type="checkbox"/> | NATIVE AMERICAN |
| | <input checked="" type="checkbox"/> | FEMALE |
| | <input type="checkbox"/> | MALE |

Thank you for your interest in the Pergamans County Library Board.

STATEMENT OF INTEREST TO SERVE

If you are a Perquimans County resident and would like to volunteer your time and expertise to your community, please complete and return to:

Perquimans County Board of Commissioners
c/o Clerk to the Board
P.O. Box 45
Hertford, NC 27944

Please list in order of preference the Boards and Commissions for which you would be willing to serve:

- 1. LOCAL LIBRARY BOARD
2.
3.
4.

Your full name RODNEY DARNELL LYONS SR.

Date of Birth AUGUST 1ST, 1969

Mailing Address 407 KING ST. HERTFORD NC / P.O. BOX 27 WINFALL NC 27985

City and Zip Code HERTFORD 27944 / WINFALL 27985

Home Phone N/A Work Phone 426-7166 Call Phone 339-0671

Current Job Title 4TH GRADE TEACHER

Company or Agency PERQUIMANS COUNTY BOARD OF EDUCATION

Email Address LYONS@P0SCHOOLS.ORG

Do you live in the county? Yes [checked] No []

Please list the name of your Township PARKSVILLE
(This information can be obtained from the Tax Office at (252) 426-7010)

Educational Background GRADUATE PERQUIMANS HIGH
GRADUATE OF ELIZABETH CITY STATE UNIVERSITY BOS
MASTERS OF MATHEMATICS FROM WALDEN UNIVERSITY K-5

Work Experience 4TH GRADE MATH TEACHER AT HGS
6TH GRADE TEACHER (MATH) AT RMS
8TH GRADE TEACHER (MATH) AT RMS

Prior Board/Committee Experience

This "Statement of Interest to Serve" will remain active for two (2) years from date received in the County Manager's Office.

If I am appointed to serve on one or more boards, I will agree by signing an Affirmation of Understanding, to attend the required number of meetings each calendar year and not to exceed unexcused absences as set forth by the by-laws or rules for that Board.

Signature Rodney Lyons Sr.

Date June 9th, 2020

Please feel free to attach a resume or additional information if so desired.

STATEMENT OF INTEREST TO SERVE

If you are a Perquimans County resident and would like to volunteer your time and expertise to your community, please complete and return to:

Perquimans County Board of Commissioners
 c/o Clerk to the Board
 P.O. Box 45
 Hertford, NC 27944

Please list in order of preference the Boards and Commissions for which you would be willing to serve:

1. Local Library Board
2. _____
3. _____
4. _____

Your full name Debbie Jean Parker
 Date of Birth May 30, 1963
 Mailing Address 304 Winfall Blvd
 City and Zip Code Hertford NC 27944
 Home Phone _____ Work Phone _____ Cell Phone 252-619-3132
 Current Job Title Retired Teacher Assistant - current Bus Driver
 Company or Agency _____
 Email Address wshedbeerdebbie@yahoo.com

Do you live in the county? Yes No

Please list the name of your Township Winfall (Parksville)
(This information can be obtained from the Tax Office at (252) 426-7010)

Educational Background HS Diploma
3 1/2 yr ECSU - Study Health + Physical Education
Study Early Childhood Education
 Work Experience Teacher Assistance - 30 yrs
Bus Driver - 30 + yrs

Prior Board/Committee Experience County Precinct Chairperson, 1st Vice NAACP
Park Rec. Advisory Board, Chamber of Commerce Board -
M.G.U. - Assistant Secretary - Winfall Town Council + Mayor Pro-Tem

This "Statement of Interest to Serve" will remain active for two (2) years from date received in the County Manager's Office.

If I am appointed to serve on one or more boards, I will agree by signing an Affirmation of Understanding, to attend the required number of meetings each calendar year and not to exceed unexcused absences as set forth by the by-laws or rules for that Board.

Debbie Parker
 Signature

06/03/2020
 Date

Please feel free to attach a resume or additional information if so desired.

STATEMENT OF INTEREST TO SERVE

If you are a Perquimans County resident and would like to volunteer your time and expertise to your community, please complete and return to:

Perquimans County Board of Commissioners
c/o Clerk to the Board
P.O. Box 45
Hertford, NC 27944

Please list in order of preference the Boards and Commissions for which you would be willing to serve:

- 1. Local Library Board
2.
3.
4.

Your full name Anisha Nicole Spellman

Date of Birth March 3, 1987

Mailing Address 113 Smith Acres Rd.

City and Zip Code Hertford, NC 27944

Home Phone Work Phone (252) 426-5778 Cell Phone (252) 339-2548

Current Job Title Exceptional Children's Teacher

Company or Agency Perquimans County Schools

Email Address anishaspellman@perc.schoools.org

Do you live in the county? Yes [X] No []

Please list the name of your Township Parkville/Winfall

(This information can be obtained from the Tax Office at (252) 426-7010)

Educational Background I have a Masters degree in Elementary Education.

Work Experience I have worked with the Perc. Co school system for the past 8 years. Most current position is an EC Teacher for the past 4 years.

Prior Board/Committee Experience I served as the Secretary for the Inter-Agency Council for Perquimans County for 3 years.

This "Statement of Interest to Serve" will remain active for two (2) years from date received in the County Manager's Office.

If I am appointed to serve on one or more boards, I will agree by signing an Affirmation of Understanding, to attend the required number of meetings each calendar year and not to exceed unexcused absences as set forth by the by-laws or rules for that Board.

Anisha Spellman
Signature

6/3/2020
Date

Please feel free to attach a resume or additional information if so desired.

STATEMENT OF INTEREST TO SERVE

If you are a Perquimans County resident and would like to volunteer your time and expertise to your community, please complete and return to:

Perquimans County Board of Commissioners
c/o Clerk to the Board
P.O. Box 45
Hertford, NC 27944

Please list in order of preference the Boards and Commissions for which you would be willing to serve:

- | | |
|--------------------------------|-----------------------------------|
| 1. <u>Albemarle Commission</u> | 3. <u>Citizens Advisory Board</u> |
| 2. <u>Board of Adjustments</u> | 4. <u>Local Library Board</u> |

Your full name Robert Neal

Date of Birth 8/31/1946

Mailing Address 201 Winfall Blvd

City and Zip Code Hertford, NC 27944

Home Phone _____ Work Phone _____ Cell Phone 252-457-5207

Current Job Title Part time auditor/inspector

Company or Agency Sedgewick, Alexander & Schmidt

Email Address neal.robert@mchsi.com

Do you live in the county? Yes No

Please list the name of your Township Winfall

(This information can be obtained from the Tax Office at (252) 426-7010)

Educational Background BA in Criminal Justice and BA in Geography

Work Experience 30 years in auditing and inspecting

Prior Board/Committee Experience 2 years with Winfall Planning Board (volunteer)

This "Statement of Interest to Serve" will remain active for two (2) years from date received in the County Manager's Office.

If I am appointed to serve on one or more boards, I will agree by signing an Affirmation of Understanding, to attend the required number of meetings each calendar year and not to exceed unexcused absences as set forth by the by-laws or rules for that Board.

Robert Neal 5/20/2020
Signature Date

Please feel free to attach a resume or additional information if so desired.

Mary Hunnicutt

From: Mary Anne Keyes <makkeyes@gmail.com>
Sent: Thursday, June 04, 2020 1:12 PM
To: Mary Hunnicutt
Subject: [External] Re: Albemarle Hospital Board of Trustess

The Albemarle Hospital Authority has been disbanded. There are a few little things left but it is done.
Mary Ann Keyes

Sent from my iPhone

On Nov 13, 2019, at 11:08 AM, Mary Hunnicutt <mhunnicutt@perquimanscountync.gov> wrote:

Ms. Keyes,

I was looking ahead to my December Board appointments and I see that Charles Woodard was appointed in January, 2019 to replace Edward Muzzulin who did not seek re-election. In one place, I have that Charles Woodard was completing Edward Muzzulin's term which is due to expire on December 31, 2019 and, in another place, I have that Charles Woodard was appointed for a 3-year term which expires on December 31, 2022. To make sure my records are the same as your records, can you please let me know when Mr. Woodard's term on the Albemarle Hospital Board of Trustees is due to expire?

Thanks.

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

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



Designation of Voting Delegate to NCACC Annual Conference

I, _____, hereby certify that I am the duly designated voting delegate for _____ County at the 113th Annual Conference of the North Carolina Association of County Commissioners to be held during the **virtual*** Annual Business Session on August 6, 2020, at 11 a.m.

Voting Delegate Name: _____

Title: _____

In the event the designated voting delegate is unable to attend, _____ has been selected as _____ County's alternate voting delegate.

Alternate Voting Delegate Name: _____

Title: _____

Article VI, Section 2 of our Constitution provides:

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

Please return this form to Alisa Cobb via email by **Monday, August 3, 2020** close of business:

Email: alisa.cobb@ncacc.org

***Please note – due to the COVID-19 pandemic, the 113th NCACC Annual Conference will be held virtually with voting taking place via an electronic platform.**

FOR
INFORMATION
ONLY
ITEMS

DEPARTMENT HEAD REPORTS

PLAT REVIEW LOG - PERQUIMANS COUNTY

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
EARL RAY GODFREY	X	6-1-2020	X	BOUNDARY SURVEY FOR EARL GODFREY PROPERTY
CHARLES BROWN KOSA AMTHRA JACKSON	X	6-3-2020	X	RECOMBINATION PLAT .66AC FROM 4-0063-0009 TO 4-0063-0008
TONY WEBB DAVID BRYAN PERRY	X	6-4-2020	X	EXISTING PARCEL SURVEY FOR 2-0069-0024 37.16 ACRES
TONY WEBB EDWARD SUSAN RAYBURN	X	6-11-2020	X	RECOMBINATION PLAT FOR 2-0082-0009 & 2-0032-0008
MARK PRUDEN ARLAN & SARAH WINSLOW	X	6-15-2020	X	LINE AGREEMENT FOR PARCELS 1-0010-0059 & 1-0010-0069
CHARLES BROWN PATRICE ANDREW LEIGH	X	6-15-2020	X	SUBDIVISION FOR 4-0052-001A CREATE 1.00ACRE LOT RESIDUAL 4.32 ACRES
TONY WEBB ANTOINE & SARAH MOORE	X	6-17-2020	X	RECOMBINATION PLAT FOR 4-036A-0008C CREATE 1.50 ACRES PARCEL
J H MILLER ALLEN & LOUISE RHOADS	X	6-23-2020	X	BOUNDARY SURVEY FOR 2-D085-E011-SH

BISSELL
PO BOX 1068
KITTY HAWK, NC 27949
(252) 261-3266

J H MILLER JR
166 COTTONWOOD DRIVE
HERTFORD, NC 27944
339-6932

MCKIM & CREED
504 E ELIZABETH ST STE 1
ELIZABETH CITY, NC 27909
338-2929

ROBEY
159 US HWY 158 W EAST
CAMDEN, NC 27921
335-1888

SCOTT TEMPLE
PO BOX 422
ELIZABETH CITY, NC 27907
330-4016

BOWMAN CONSULTING
PAUL J TOTI
131 MAIN STREET
GATESVILLE, NC 27909
357-1581

EUGENE JORDAN
402 SIGN PINE ROAD
TYNER, NC 27980
221-4795

MARK PRUDEN
146 OAK GROVE ROAD
EDENTON, NC 27932
482-7804

GLORIA ROGERS
215 B STREET
CAMDEN, NC 27921
338-1415/333-8781

SL CARDWELL SURVEYING
1206 FRANCIS STREET
ELIZABETH CITY, NC 27909
338-6328

CHARLES E BROWN, III
2005 JOHNSON ROAD
ELIZABETH CITY, NC 27909
335-00928

PAT MCDOWELL
PO BOX 391
ELIZABETH CITY, NC 27909
338-4161

RACKLEY LAND SURVEYING
1015 MACEY JO CT
ELIZABETH CITY, NC 27909
(252)679-7670

SAUNDERS SURVEYING
510 AVENUE ROAD
BLACK MOUNTAIN, NC 28711
(828) 669-2777

TIMMONS GROUP
1805 W CITY DR UNIT E
ELIZABETH CITY, NC 27909
(252) 621-5030

**PERQUIMANS COUNTY
OFFICIAL REPORT**

Date: June 2020

Board of Commissioners:
Finance Officer:

I wish to report that during June 2020 I received the following funds which were duly deposited in the County's depository on the dates and in the amounts as shown:

DATE	BUILDING PERMITS	#	ELECTRICAL PERMITS	#	PLUMBING PERMITS	#	INSULATION PERMITS	#	MECHANICAL PERMITS	#	MOBILE HOME	#	STATE TAX	MISC	TOTAL DEPOSITED
6/1/2020	\$206	2	\$110	1	\$55	1	\$50	1	\$55	1					\$476
6/2/2020					\$70	1			\$110	2					\$180
6/3/2020	\$328	2	\$110	2					\$55	1					\$493
6/4/2020	\$332	1					\$50	1	\$110	2					\$492
6/5/2020	\$50	1	\$168	1	\$130	1									\$348
6/6/2020															\$0
6/7/2020															\$0
6/8/2020	\$774	1	\$30	1			\$50	1					\$10		\$864
6/9/2020			\$92	1					\$165	3				\$300	\$557
6/10/2020	\$950	2	\$30	1			\$50	1	\$165	2			\$10		\$1,205
6/11/2020	\$150	1			\$55	1									\$205
6/12/2020	\$906	2	\$30	1			\$50	1							\$986
6/13/2020															\$0
6/14/2020															\$0
6/15/2020															\$0
6/16/2020									\$55	1					\$55
6/17/2020	\$156	1							\$110	1					\$266
6/18/2020	\$800	2			\$75	1			\$55	1					\$930
6/19/2020	\$792	2					\$50	1							\$842
6/20/2020															\$0
6/21/2020															\$0
6/22/2020			\$1,221	2	\$120	1			\$330	3					\$1,671
6/23/2020	\$929	5	\$150	1			\$100	2	\$55	1			\$20		\$1,254
6/24/2020	\$224	1							\$110	2			\$10		\$344
6/25/2020	\$483	1			\$50	1	\$50	1	\$55	1					\$638
6/26/2020					\$205	2									\$205
6/27/2020															\$0
6/28/2020															\$0
6/29/2020															\$0
6/30/2020															\$0
TOTAL	\$7,080	24	\$1,941	11	\$760	9	\$450	9	\$1,430	21	\$0	0	\$50	\$300	\$12,011

Signed: _____ Building Inspector

JUNE 2020

NEW RESIDENCE	NEW COMMERCIAL			ADDITIONS			REMODEL			ACCESSORY BUILDINGS			MOBILE HOMES			SCHEDULED IMPROVEMENTS			OTHERS			DAFT Ttl
	County	Herford	Wendell	County	Herford	Wendell	County	Herford	Wendell	County	Herford	Wendell	County	Herford	Wendell	County	Herford	Wendell	County	Herford	Wendell	
6/1/2020							\$ 14,500.00															
6/2/2020													\$ 41,630.00									
6/3/2020																						
6/4/2020																						
6/5/2020																						
6/6/2020																						
6/7/2020																						
6/8/2020	\$ 225,000.00																					
6/9/2020																						
6/10/2020	\$ 162,500.00																					
6/11/2020													\$ 25,000.00									
6/12/2020	\$ 150,000.00																					
6/13/2020							\$ 8,500.00															
6/14/2020																						
6/15/2020																						
6/16/2020																						
6/17/2020																						
6/18/2020																						
6/19/2020	\$ 200,000.00																					
6/20/2020																						
6/21/2020																						
6/22/2020																						
6/23/2020																						
6/24/2020																						
6/25/2020							\$ 1,500.00															
6/26/2020																						
6/27/2020																						
6/28/2020																						
6/29/2020																						
6/30/2020																						
	\$ 737,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,000.00	\$ 41,000.00	\$ -	\$ -	\$ -	\$ 60,000.00	\$ -	\$ 287,400.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
														\$ 167,800.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
														\$ 194,305.00	\$ 45,527.00	\$ 29,346.00	\$ 1,478,978.00					

2020 QUARTER BUILDING INSPECTORS REPORT

July, Aug, Sept
 Oct, Nov, Dec
 Jan, Feb, March
 April, May, June

	COUNTY	HERTFORD	WINFALL	TOTAL PERMITS ISSUED
I. # OF BUILDING PERMITS ISSUED	42	6	2	50.00
II. # OF PLUMBING PERMITS ISSUED	20	4	1	25.00
III. # OF MECHANICAL PERMITS ISSUED	46	8	1	55.00
IV. # OF ELECTRICAL PERMITS ISSUED	22	1	0	23.00
V. # OF INSULATION PERMITS ISSUED	7	2		9.00
VI. # OF MOBILE HOMES PERMITS ISSUED	2			2.00
# OF FIRE/OTHER ISSUED	9			
TOTAL NUMBER OF PERMITS ISSUED	148	21	4	173

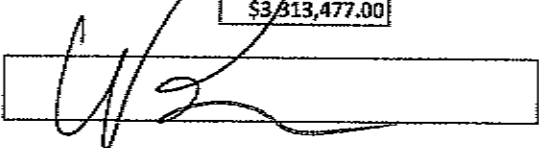
VII. FEES COLLECTED	26857			26857
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VIII. # OF INSPECTIONS PERFORMED	494
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	COUNTY	HERTFORD	WINFALL	TOTAL
A. NEW RESIDENTIAL	1159200			1159200.00
B. NEW COMMERCIAL	518000			518000.00
C. ADDITIONS	166050	42000		208050.00
D. REMODELING	62500		60000	122500.00
E. ACCESSORY BUILDING	324000	16143	4000	344143.00
F. MOBILE HOMES	108680			108680.00
G. MODULAR HOMES	158600			158600.00
H. OTHER	500622	111647	82035	694304.00

TOTAL VALUE	\$2,997,652.00	\$169,790.00	\$146,035.00	\$3,313,477.00
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GRAND TOTAL VALUE	\$3,313,477.00
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SIGNED 



Case Report

6/1/2020 - 6/26/2020

Case #	Case Date	Assigned To	Main Status	Violation	Description
43	6/26/2020	Erle Solesbee	Open	abandoned house	abandoned house
42	6/26/2020	Erle Solesbee	Open	solid waste	illegal dump site
41	6/25/2020	Erle Solesbee	Open	Solid Waste	Solid Waste

Total Records: 3

6/26/2020



107 N. Front Street
Post Office Box 7
Hertford, NC 27944

Phone: (252) 426-7010
(252) 426-5564
Fax: (252) 426-3624

**PERQUIMANS COUNTY
TAX DEPARTMENT**

Enforced Collections- June 2020

GARNISHMENTS: \$1,511.41

PAYMENT AGREEMENTS: \$22,303.58

DEBT SETOFFS: \$675.93



Perquimans County
Fire Marshal's Office
104 Dobbs Street
Hertford NC, 27944
Telephone 252-426-8283

Fire Inspections

- Open Door Child Care – Fire Alarm system
- Perquimans High School Fire Inspection
- Perquimans Middle School Fire Inspection
- Perquimans Central School Fire Inspection
- Hertford Grammar School Fire Inspection
- Perquimans County Senior Center emergency occupancy count
- Precious Gifts Daycare, Fire Inspection
- Perquimans School System Security & Safety Inspections (4 schools)
- Precious Gifts Daycare – Follow-up
- Camp Cale Sprinkler inspection
- Electrical inspection, 101 Carolina Ave.
- Holiday Island AOA – Burning permit issued

Plans Reviews

Open Door Pre-school, hood system
Albemarle Plantation Fireworks
Elain Riddick Charter School

Illegal burns

- Harvey Point Road (unknown address)

Asbestos Inspections for Fire Department Live Burns

- 300 S. Edenton Road Street

Fire Investigations

- Structure Fire, 206 Main Street, Winfall (Church Fire)
- Structure Fire, 100 Hollowell Drive (mobile home)

Miscellaneous

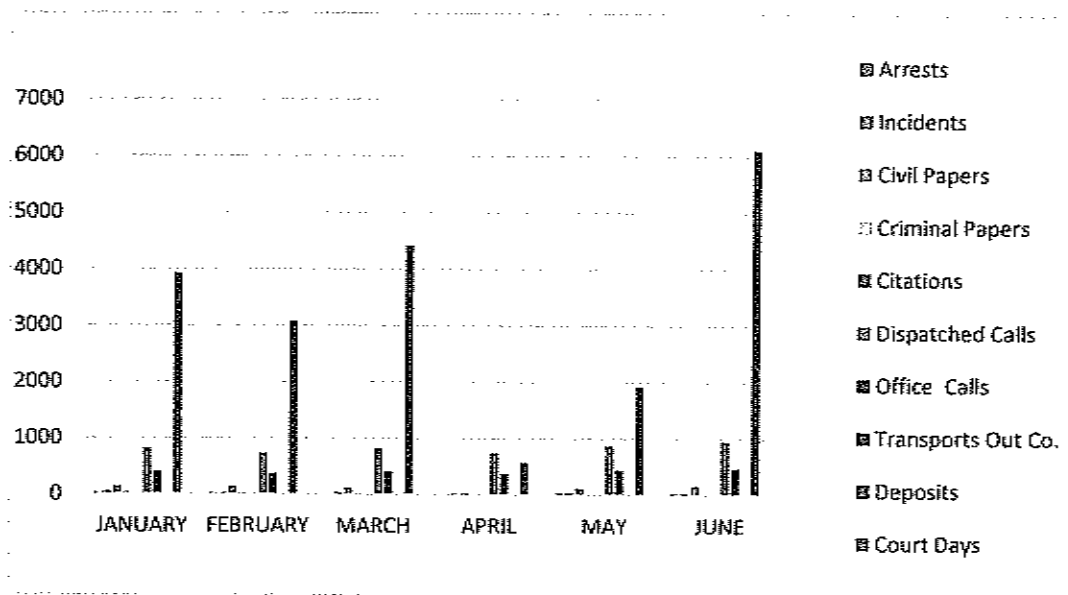
- Attended Disaster Response training
- Completed the following Law Enforcement Con Ed training classes;
 1. Legal Update
 2. Communication Strategies when encountering persons who are hard of hearing
 3. Law Enforcement Threat Assessment
 4. Long-term effects on Childhood Adversity
 5. Armed/Unarmed Security/Company: Roles and Authority
 6. Career Survival: Training and Standards Issues
- Established emergency Covid 19 occupancy counts for the following restaurants:
252 Grill, Larry's Drive-in, One-Stop, Bout Thyme, Hardees, Captain Bob's,
Tommy's Pizza, McDonald's, Story's Seafood, Crawfish Shack
- Meeting to discuss Bethel Fire District
- Meeting to discuss Fire Department District maps
- Completed County business list
- Prepared business introductory letter
- Assisted building inspections with walk-ins
- Delivered Meals on Wheels

Respectfully submitted,

Barry A Overman, Fire Marshal

Perquimans County Sheriff's Office --- June 2020 Activity Report

	Arrests	Incidents	Civil Papers	Criminal Papers	Citations	Dispatched Calls	Office Calls	Transports Out Co.	Deposits	Court Days
JANUARY	22	45	145	36	13	812	406	4	\$3,918.00	9
FEBRUARY	21	25	143	27	15	727	364	1	\$3,066.84	10
MARCH	17	31	112	17	8	819	410	2	\$4,407.00	7
APRIL	11	25	28	4	6	737	369	1	\$575.00	4
MAY	27	36	121	14	12	869	435	6	\$1,919.50	5
JUNE	27	29	167	24	17	941	470	7	\$6,100.00	6





PERQUIMANS COUNTY EMERGENCY SERVICES

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

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

Jonathan A. Nixon, Director

Emergency Services Update – June 2020

Call Volume by Department --June 2020			
Department	# of Calls	Department	# of Calls
911 CALLS RECEIVED	604	<i>NC State Highway Patrol</i>	48
<i>Belvidere Fire Dept.</i>	7	<i>NC Wildlife</i>	6
<i>Bethel Fire Dept.</i>	5	<i>Nightingale</i>	4
<i>Chowan EMS</i>	1	<i>Pasquotank-Camden EMS</i>	1
<i>Durants Neck Fire Dept.</i>	4	<i>Perq. Dept. of Social Services</i>	2
<i>Eastcare</i>	0	<i>Perq. Emergency Management</i>	13
<i>Gates EMS</i>	0	<i>Perq. EMS</i>	201
<i>Hertford Fire Dept.</i>	12	<i>Perq. Fire Marshal</i>	1
<i>Hertford Police Dept.</i>	487	<i>Perq. Sheriff's Office</i>	941
<i>Hertford Public Works</i>	4	<i>Perq. Water Department</i>	0
<i>Inter-County Fire Dept.</i>	9	<i>Perq. Volunteer Water Rescue Team</i>	1
<i>Magistrate</i>	54	<i>Winfall Fire Dept.</i>	15
<i>NC Dept. of Transportation</i>	5	<i>Winfall Police Dept.</i>	1
<i>NC Forestry</i>	1	<i>Winfall Public Works</i>	3
<i>NC Probation</i>	2		

Welcome

Nicole Anderson – Part Time Paramedic

Katrina Aydlett-White – Part Time EMT

Tiffany Haynes – Part Time EMT

Mark Montgomery – Part Time EMT

Alex Zobel – Part Time Paramedic

Completed Projects / Trainings / Community Preparedness Activities

- Virtual Public Safety Answering Point Peer Review – June 2, 2020 – We Passed!
- Hurrevac Training – June 4, 2020
- School Campus Safety Assessments – June 9, 2020
- Virtual Red Cross Sheltering Meeting – June 9, 2020
- Chowan ED Work Group Meeting – June 10, 2020
- Know Your Zone Press Conference – June 11, 2020
- Public Safety Healthcare Facility Parking Lot Visit – June 11, 2020
- School Safety Tabletop Exercise – June 16, 2020
- Atlas Virtual Meeting for Mapping – June 16, 2020
- National Weather Service Advisory Changes Webinar – June 17, 2020
- The Landings at Albemarle Tour – June 18, 2020
- Business Preparedness Virtual Exercise Session 2 – June 19, 2020
- Virtual Annual Psych Association Disaster Task Force Meeting – June 22, 2020
- Visit with Greenville Community Paramedicine Provider – June 23, 2020

In January 2020, Emergency Services Staff began participating in calls regarding COVID-19 and the impacts it could have on our community. On March 16, 2020, The Emergency Operations Center was activated and has remained open since that time, engaging in multiple calls per week with local, state, and federal officials. These officials include Albemarle Regional Health Services, NC Emergency Management, North Carolina Office of EMS, the Eastern Preparedness Healthcare Coalition, leaders from the Public Safety Answering Point, the Division of Public Health, the Department of Health and Human Services, the Association of County Commissioners, and NC Governor Cooper's Press Briefings. We continue to filter through hundreds of emails per week and compile briefings for the Control Group and the Support Group to review.

Community Emergency Response Teams (CERT)

- Albemarle Plantation CERT, Deep Creek CERT, and the Shores at Lands End CERT are all 3 active in sharing preparedness information within their communities.

Pending Projects / Trainings / Community Preparedness Activities

- Public Assistance Workshop – July 24, 2020, Backup plan for Virtual Training if needed
- Chowan-Perquimans Local Emergency Planning Committee awarded Exercise Grant through the Hazardous Material Emergency Preparedness Grant Program – Summer 2020
- The 911 Communications Division has been awarded a \$4,100 grant through the Vidant Community Benefits Grant Program to purchase a 911 Simulator Device that can be used at school and community functions as well as childcare centers and group home facilities - August 2020

- Water Search and Rescue Exercise funded through the Homeland Security Grant Program – Tabletop Event – September 3, 2020 / Full Scale Exercise – October 8, 2020
- Hazardous Materials Transportation Exercise grant has been awarded to the Local Emergency Planning Committee by the Hazardous Materials Emergency Preparedness Grant – Fall 2020
- Continuity of Operations Plan/Continuity of Government Plan funded through the Emergency Management Performance Grant-Supplemental – Fall 2020
- Active Shooter Exercise funded through the Homeland Security Grant Program - 2021

Press Releases / Public Service Announcements

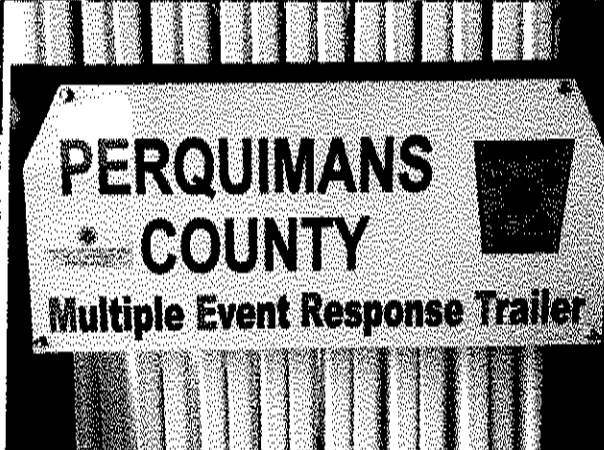
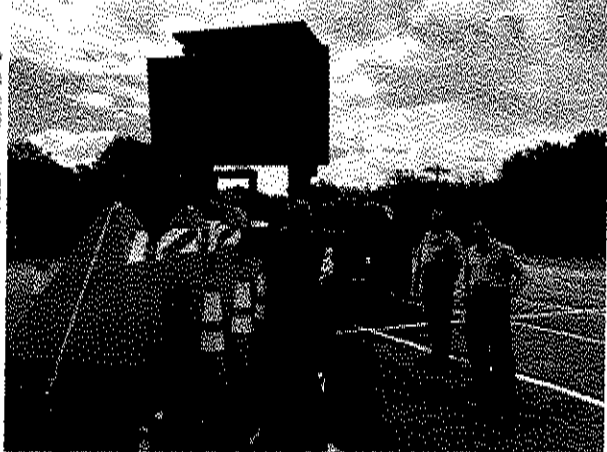
- Numerous posts regarding COVID-19 throughout the month of June 2020
- Hurricane Season begins, Know Your Zone – June 1, 2020
- Hollowell Drive Structure Fire Press Release – June 3, 2020
- Family Emergency Plan for Hurricane Season – June 3, 2020
- Posts to encourage the community to join Know Your Zone Press Conference – June 10 & 11, 2020
- ARHS to offer local COVID 19 Testing Clinics – June 12, 2020
- Perquimans County Library Reopening Plan shared – June 17, 2020
- Town of Hertford will be shutting off power to perform upgrades – June 18, 2020
- ARHS Week at a Glance – June 19, 2020
- Happy Father's Day – June 21, 2020
- ARHS Week at a Glance – June 26, 2020
- PTSD – June 27, 2020





Multiple Event Response Trailer – M.E.R.T. Funded by the Homeland Security Grant Program

- Standalone, lightweight, highly visible and rapidly deployable trailer
- Offers several traffic control options including Traffic Cones, "A" Frame Barricades, Dragon's Tooth Barriers and alternating LED lights
- Solar powered, programmable message board that is easy to use
- A great resource during an emergency event and can be used to:
 - Close roads
 - Delineate traffic
 - Post detours
 - Improve visibility at a scene in an attempt to keep personnel safe



CHECKLIST FOR DEVELOPING A REOPENING PLAN

For businesses and employers during COVID-19 to minimize transmission at facility.

Source: NC Department of Health and Human Services

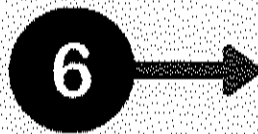


1 PRE-PLANNING

Do you have a comprehensive plan and are you aware of all executive orders and recommendations?

2 SOCIAL DISTANCING

Do you have clearly marked signage and a specific traffic flow? Have you thought about hand sanitizer and touchless payment options? What is your plan for capacity?



3 HYGIENE PROTOCOLS

Do you have a plan for routine sanitizing of high touch areas? Do you have a plan for keeping sanitizer in stock? Have you provided EPA approved against SARS-CoV-2 wipes and sprays?



4 CLOTH FACE COVERINGS

Do you have a plan for cloth face covering requirements for employees and patrons?



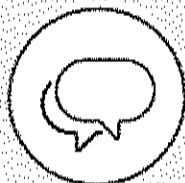
5 MONITOR EMPLOYEE HEALTH

Do you have a plan to monitor employee health each day? Have you thought about educating employees regarding the spread of COVID-19 and do you have a sick policy with revisions for those diagnosed with COVID-19?



6 ADDITIONAL RECOMMENDATIONS

Have you asked the local health department to review your plan? Does your plan provide adequate ventilation and allow a time for seniors and high-risk populations to access service?



COMMITTEE REPORTS