

Please note the change
in location:
514 S. Church Street
Hertford, NC 27944

AGENDA
All items are for discussion and possible action.
 Perquimans County Board of Commissioners
 Meeting Room at Perquimans County Library
May 3, 2021
7:00 p.m.

**Board of Equalization & Review to meet in Meeting Room at Perquimans County
 Library at 6:50 p.m.**
(See information under Department Head Reports)

- | | | | |
|-----------------------------------|--|--|-----------|
| | 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 April 5, 2021 Regular Meeting and April 19, 2021 Joint Work Session, Special Called Meeting, & Regular Work Session (cancelled) | |
| | | B. Tax Release/Refund Approvals | |
| | | C. Personnel Matters | |
| | | 1. IMC II – FMLA | |
| | | 2. EMS Part-Time/Fill-In Paramedic Certification | |
| | | 3. Retirement: Full-Time Certified Telecommunicator | |
| | | D. Budget Amendment No. 28 | |
| | | E. Miscellaneous Documents | |
| | | 1. Resolution: Surplus Vehicles | |
| | | 2. Resolution: Opposing HB401/SB349 Increasing Housing Opportunities | |
| | 3. Proclamation: Older Americans Month – May, 2021 | | |
| | V. | Presentation & Introduction of New Employees/Staff | |
| | A. | Introduction of New Employees & Staff | |
| | | 1. Sheriff's Department (3) | |
| | | 2. Social Services Department (1) | |
| | | 3. | |
| | VI. | Scheduled Appointments | |
| NO
ACTION
REQUIRED | A. | Dr. Jack Bagwell, President of COA | 7:00 p.m. |
| | B. | Mike Ervin & Sharon Smith, Albemarle Commission | 7:10 p.m. |
| | C. | | 7:20 p.m. |
| | VII. | Commissioner's Concerns/Committee Reports | |
| | A. | | |
| | B. | | |
| | C. | | |
| | VIII. | Old Business | |
| | A. | Updates from County Manager | |
| | B. | | |
| | IX. | New Business | |
| ACTION
REQUIRED | A. | Recreation Concessions Contract | |
| | B. | Sale of Surplus Vehicles | |
| | C. | | |

NO
ACTION
REQUIRED

- X. **Unscheduled Appointments/Public Comments**
(If you wish to address the Board, please state your name for the record prior to speaking)
- A.
 - B.
 - C.

ACTION
REQUIRED

- XI. **Closed Session: Per NCGS #143-318-11(4) - Consult with County Attorney regarding an economic development matter and approve 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 the closed session.)
- XII. **Adjournment**

FOR INFORMATION ONLY:

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DEPARTMENT HEAD REPORT:

- Plat Log
- Tax Department Report
- Quarterly Building Inspector's Report
- Monthly Building Inspector's Report
- Code Enforcement's Report
- Emergency Services Report – March, 2021

COMMITTEE WRITTEN REPORTS:

- EMS Peer Review Committee Minutes – October 22, 2020

NOTES FROM THE COUNTY MANAGER

May 3, 2021

7:00 p.m.

Board of Equalization & Review to meet in Meeting Room at Perquimans County Library at 6:50 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.*
- VA. We are going to start introducing our new employees to the Commissioners and we are starting with the following:
 - 1. **Sheriff White:** Mr. White will introduce Lacy Roberson, III, Certified Deputy, hired March 1, 2020; Victor Sulliban, Certified Deputy, hired November 1, 2020; and K-9 Ksanto, put into service in January, 2021.
 - 2. **Susan Chaney:** Ms. Chaney will introduce Julie Shreckengast, IMC I working against IMC II, hired June 1, 2020.
- VI.A. Dr. Jack Bagwell, President of COA, will present an update on the College of the Albemarle.
- VI.B. Mike Ervin, Executive Director, and Sharon Smith, Special Projects Administrator, of Albemarle Commission wants to come to introduce themselves to the Board and to discuss projects that the County could partner with Albemarle Commission.
- VIII.A. County Manager Heath will present several updates to the Board.
- IX.A. **Enclosures.** County Manager Heath will present the enclosed Recreation Concessions Proposal with "Owl Feed Ya" Food Trailer/Catering. Board action is being requested.
- IX.B. The County has adopted resolutions proclaiming the following County property as surplus items and to proceed to sell them on GovDeals. The bid period for the following surplus item with GovDeals will close on May 3, 2021 at 11:00 a.m. The Board will need to consider the sale of the following items which has been listed with GovDeals:

BUYER	ITEM	DATE SURPLUSED	START BID	SOLD AMOUNT
	2001 Ford Ranger, VIN 1FTYR10D41PB51272	4/5/2021	\$500.00	
	2008 Ford F150, VIN 1FTRF12228KD27235	4/5/2021	\$500.00	
	2006 Crossroad Belair Trailer, VIN 445	11/6/2017	\$200.00	

- XI. **Enclosure.** Pursuant to NC General Statute 143-318-11(4), the Board will go into closed session to discuss an economic development matter and approval of 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 April 5, 2021 Regular Meeting and April 19, 2021 Joint Work Session, Special Called Meeting & Regular Work Session (cancelled)
- B. ~~**Enclosure – Tax Release/Refund Approvals.**~~ *(did not have any – remove from Agenda)*
- C. **Enclosure.** Personnel Matters

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Caitlyn Gardner	IMC II	FMLA – 8 weeks			05/03/2021
Rebecca Cullipher	Part-Time/Fill-In Paramedic	Certification	68/1	\$18.80 per hr.	05/01/2021
Vivian Long	Full-Time Certified Telecommunicator	Retirement			07/31/2021

- D. **Enclosures.** Budget Amendment No. 28 is enclosed for your review and action.
- E. **Enclosures:** The following miscellaneous documents will need Board consideration:
 - 1. **Resolution:** The Board will need to consider the enclosed Resolution requesting the Board to declare Extension Office items as surplus to be sold on GovDeals. Board action is being requested
 - 2. **Resolution:** The Board will need to consider the enclosed Resolution opposing HB401/S349 – Increasing Housing Opportunities. Board action is being requested.
 - 3. **Proclamation:** The Board will need to consider the enclosed Proclamation declaring May as Older Americans Month. Board action is being requested.

- **Commissioner Leigh:** Ms. Leigh wanted to know about when they would hear back from Mr. A.O. Roberts. Chairman Nelson and Mr. Heath said that they hoped it would be soon. If not, they did have some back up members available to contact.
- **Commissioner Jones:** Mr. Jones said that the list was impeccable.
- **Commissioner Hoffer:** Mr. Hoffer said that he was very pleased with the group members suggested.

There being no further comments or questions on this matter, Chairman Nelson asked if the Board members any new items to discuss. Commissioner Woodard brought up the "Save the Bridge" Committee.

"SAVE THE BRIDGE" COMMITTEE

Commissioner Woodard explained the committee had come to him to present what they are trying to do. He presented drawings of moving the bridge to Missing Mill Park and using it for events. Mr. Woodard said that it would be similar to the one in Chowan County. Because the bridge is so historically important to the Town of Hertford, the Committee is doing everything they can to save it. Mr. Woodard said that the Committee is working with Rep. Goodwin on obtaining financial assistance for this project. Mr. Woodard stated that, as the Board knows, most times the State requires matching funds for any grants they would obtain. He just wanted the Board to be aware of what is being done.

BUDGET WORK SESSION SCHEDULE

County Manager Heath had forwarded the budget work session schedule to the Commissioners. He asked if there was any conflict of problems with the schedule. Commissioner Woodard stated that he may be late for the meetings that start at 5:00 p.m. due to his store not closing until 6:00 p.m. He would try to get someone to fill in for him on those dates. Commissioner Lennon stated that he may have a problem with the May 25th date. County Manager Heath stated that they may not even need that meeting if they get it completed before then. Other than those conflicts, the following Budget Work Session schedule will be used:

FY 2021-2022 Budget Meetings with the Board of Commissioners

- April 19th: Joint work session with School Board (6:30 pm) at Media Center at Perquimans County High School
- April 28th: Departmental budget presentations (EMS Auditorium) 5:00-8:00 pm
- April 29th: Departmental budget presentations (EMS Auditorium) 5:00-7:30 pm
- May 13th: Social Services (7:00 pm) and Board of Education (8:00 pm) budget presentations (EMS Auditorium)
- May 24th: Budget work session (7:00 pm) -At EMS building - Looking at revenues and County Manager recommendations
- May 25th: Budget work session at EMS building (7:00 pm)
- June 7th: Frank to present budget to the Board with budget ordinance (*wherever the regular Commissioners' meetings are being held - probably at Library*)
- June 21st: Budget public hearing and vote (*wherever the regular Commissioners' meetings are being held - probably at Library*)

ADJOURNMENT

There being no further business to discuss, the Chairman adjourned the meeting at 7:30 p.m. on motion made by Charles Woodard, seconded by Fondella A. Leigh, and unanimously approved by the Board.

Wallace E. Nelson, Chairman

Clerk to the Board

REGULAR MEETING
April 5, 2021
7:00 p.m.

Special Notice for tonight's meeting: *The Perquimans County Board of Commissioners' REGULAR MEETING will be held on Monday, April 5, 2021, at 7:00 p.m. in the Meeting Room of the Perquimans County Library located at 514 S. Church Street, 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, April 5, 2021. You may deliver them to her via fax [(252) 426-4034] or e-mail at mhunnicuttl@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, April 5, 2021 at 7:00 p.m. in the Meeting Room of the Perquimans County Library located at 514 S. Church Street, Hertford, NC 27944. 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 Lennon gave the invocation and the Chairman led the Pledge of Allegiance.

AGENDA

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

CONSENT AGENDA

Chairman Nelson asked if there were any items that the Board wished to remove from the Consent Agenda to discuss. There being none, the following items were considered to be routine and were unanimously approved on motion made by Charles Woodard, seconded by Joseph W. Hoffer.

1. **Approval of Minutes:** Approval of Minutes: March 1, 2021 Regular Meeting and March 15, 2021 Special Called Meeting & Work Session.

2. **Tax Refund Approvals:**

Hurd, Asia ----- \$172.85
 Vehicle Traded to dealership; 11-month refund. Account No. 5780647.

Conner, Jennie Bell ----- \$161.12
 Sold vehicle; 10-month refund. Account No. 51610587.

Christian, Brandy Proctor ----- \$118.59
 Sold vehicle. 13-month refund. Account No. 59498225.

Tax Release Approval:

Crouch, Alan & Nora ----- \$831.14
 Incorrect assessment. Account No. 263540.

3. **Personnel Matters:**

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Charlotte Jones	Part-Time/Trill-In for Elections	Appointment	n/g	\$9.84/hr.	03/25/2021
Terrance Brown	IMC III - Lead Worker	Promotion	63/2	\$32,166	05/01/2021
Elena Howell	Processing Assistant V	Promotion	61/1	\$28,737	04/01/2021
Holly Hunter	Director of Elections	Resignation			03/04/2021
Lisa Williams	IMC II	Resignation			03/16/2021

4. **Budget Amendments:**

**BUDGET AMENDMENT NO. 26
 WATER FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
35-720-333	Water - Radio Read Meters		7,500
35-720-993	Water - Hydraulic Modeling		20,000
35-720-710	Water - Capital Outlay/Land	27,500	

EXPLANATION: To amend FY 2021 budget to cover expenses associated with the purchase of Anglers Cove Lot.

5. **Board Appointments/Resignations:** The following Board appointments/resignations were unanimously approved by the Board:

Name	Board/Committee	Action Taken	Term	Effective Date
Winslow, Edward	Agricultural Advisory Board - Farm Bureau	Appointment	3 yrs.	05/01/2021
Nixon, Nick	Agricultural Advisory Board - Hertford	Appointment	3 yrs.	05/01/2021
Harrell, Darlene *	Senior Tarheel Regional Legislature Delegate	Appointment	Unlimited	04/01/2021
Harrell, Darlene *	Senior Tarheel Regional Legislature Advisory Board	Appointment	06/30/2021	04/01/2021
Aples, Archie	Local Library Board	Resignation		03/09/2021
Simmons, Guy	Local Library Board	Resignation		03/22/2021
Martin, Jr., Robert	Local Library Board (complete Guy Simmons' term)	Appointment	06/30/2021	04/01/2021
Spellman, Anisha	Local Library Board (complete Archie Aples' term)	Appointment	06/30/2022	04/01/2021
Bailey, Virginia**	Senior Citizens Advisory Board	Appointment	01/31/2023	04/01/2021

*Ms. Harrell will complete Lillian Hollman's term.
 **Ms. Bailey will complete Lillian Hollman's term } Ms. Hollman passed away on 3/14/2021

6. **Juvenile Crime Prevention Council (JCPC) Documentation:** The following JCPC documentation was unanimously approved by the Board:

- a. **Certification for FY 2021-2022:** This is to certify the funding through JCPC for FY 2021-2022.

NC Department of Public Safety
 Juvenile Crime Prevention Council Certification

Fiscal Year: 2021 -2022

County: Perquimans	Date: 3/11/2021
G.S. 143B-853 allows for a 2-year funding cycle for programs that meet the requirements of the statute and have been awarded funds in a prior funding cycle. Indicate below if the JCPC plans to allow for a 1-year or 2-year funding cycle. (Check 2-year if the JCPC has a mixture of 1-year and 2-year funding)	
1-Year Funding: FY	2-Year Funding: FY 21-22 and FY 22-23

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?

STANDARD #2 - Organization

- A. Does the JCPC have written Bylaws? YES
 B. Bylaws are attached or on file (Select one.)
 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.)
 F. Does the JCPC have officers and are they elected annually? YES
 JCPC has: Chair; Vice-Chair; Secretary; Treasurer.

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 meet six (6) times a year 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 a minimum of biennial planning process which includes a needs assessment, monitoring of programs and funding allocation process? YES
- B. Is this Annual or Biennial 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? (X) RFP, distribution list, and article attached) YES
- B. Does the JCPC complete a minimum of biennial 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.

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. Budget pages (sections VI and VII) printed from NCALLIES detailing the expenditure's must be attached to this certification.

The JCPC Certification must be received by DPS June 30 annually.

**JCPC Administrative Funds
SOURCES OF REVENUE**

DPS JCPC	
<small>Only list requested funds for JCPC Administrative Budget.</small>	
Local	\$0.00
Other	_____
Total	\$0.00

Sharon White JPCPC Chairperson 3/17/2021
Date

Chairman, Board of County Commissioners Date

DPS Designated Official Date

Juvenile Crime Prevention Council Certification (cont'd)

Perquimans County FY 2021-2022

b. Inter-Agency Council Appointment for FY 2021-2022. This is to certify the Inter-Agency Council Members for FY 2021-2022.

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 checked="" 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 checked="" type="checkbox"/>	w	m
5) Chief Court Counselor or designee	Ed Hall	Chief	<input type="checkbox"/>	b	m
6) Director, Local Management Entity/Managed Care Organization (LME/MCO), or designee	Tracey Webster	SOC	<input type="checkbox"/>	h	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	Wonder Lewis	Pastor	<input type="checkbox"/>	b	f
11) County Commissioner	Kyle Jones	Commissioner	<input type="checkbox"/>	w	m
12) Two persons under age 18 (State Youth Council Representative, if available)	tdb		<input type="checkbox"/>		
13) Juvenile Defense Attorney	n/a		<input type="checkbox"/>		
14) Chief District Judge or designee	Hon. Meader Harris	District Court Judge	<input type="checkbox"/>	w	m
15) Member of Business Community			<input type="checkbox"/>		
16) Local Health Director or designee	Dya' Tavia White	Triple P	<input checked="" type="checkbox"/>	b	f
17) Rep. United Way/other non-profit			<input type="checkbox"/>		
18) Representative/Parks and Rec.	Howard Williams	Director	<input type="checkbox"/>	w	m
19) County Commissioner appointee	Dr. Latonia Johnson	District Social Worker	<input type="checkbox"/>	b	f
20) County Commissioner appointee	Michele Lawrence	Librarian	<input type="checkbox"/>	w	f
21) County Commissioner appointee	Marqueta Littlejohn	Court Counselor	<input type="checkbox"/>	b	f
22) County Commissioner appointee	Eva Anderson	Court Counselor	<input type="checkbox"/>	b	f
23) County Commissioner appointee	Dr. Kanika Griffin	CAO-Student Services	<input type="checkbox"/>	b	f
24) County Commissioner appointee	Tammy Miller-White	Dean of Students - ALC	<input type="checkbox"/>	b	f
25) County Commissioner appointee			<input type="checkbox"/>		

7. Miscellaneous Documents: The following miscellaneous documents were unanimously approved by the Board:

> Resolution: Surplus Equipment: The Board adopted the following resolution declaring a couple of vehicles as surplus equipment to be sold on GovDeals:

**RESOLUTION AUTHORIZING SALE
OF CERTAIN SURPLUS COUNTY PROPERTY**

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

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

- The following described personal property is hereby declared to be surplus to the needs of the County:

Model Year	Make	Model	VIN
2001	Ford	Ranger	1FTYR10D41PB51272
2008	Ford	F150	1FTRF1228K027235

- The County Manager is hereby authorized and directed to proceed on behalf of the Perquimans County Board of Commissioners to sale these surplus items on GovDeals.

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

Adopted this the 5th day of April, 2021.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

Mary P. Hunicutt, Clerk to the Board

SEAL

- Proclamation: The Board adopted the following proclamation designating April 2021 as "North Carolina 811 Safe Digging Month":

Proclamation

Perquimans County is designating the month of April 2021 as "North Carolina 811 Safe Digging Month."

WHEREAS, as utility owners, excavators, designers, and homeowners work to keep pace with North Carolina's economic development, it is important to minimize damages to underground utility lines, danger to workers and the general public, environmental impact, and loss of utility services to the citizens of North Carolina; and

WHEREAS, North Carolina 811, a utility service notification center and leader in education celebrates its 43rd year of continuous service to the State, is key to preventing injuries and damages when excavating; and

WHEREAS, this unique service provides easy, one-call notification about construction and excavation projects that may endanger workers and jeopardize utility lines while promoting workplace and public safety, reducing underground utility damage, minimizing utility service interruptions and protecting the environment; and

WHEREAS, this vital service, which began in 1978 serves the citizens of North Carolina from the mountains to the coast, educates stakeholders about the need for excavation safety whether the project is as small as planting a tree to designing and beginning construction on a new interstate; and

WHEREAS, in 2020, the North Carolina one call system received 2.1 million notification requests and transmitted over 12.2 million requests, providing protection to utility companies infrastructure, their employees, excavators, and customers;

NOW, THEREFORE, BE IT RESOLVED, That the Perquimans County Board of Commissioners has designated the month of April 2021 as "North Carolina 811 Safe Digging Month" to encourage all excavators and homeowners of Perquimans County to contact 8-1-1 either by dialing 8-1-1 or contacting NCR11 via the webpage of NCR11.org at least three working days prior to digging in order to "Know What's Below," avoid injury, protect the environment, prevent millions of dollars in damages and to remind excavators that three working days' notice is the law, for safe digging is no accident, and that more information may be obtained by visiting www.nc811.org.

Adopted this the 5th day of April, 2021.

Wallace E. Nelson, Chairman

ATTEST:

Mary P. Hunicutt, Clerk to the Board

SEAL

- 2021 Memorandum of Participation for Separation Allowance Benefit: The Board approved the following contract for Cavanaugh Macdonald Consulting to perform a GASB 73 for separation allowance benefit:

**2021 MEMORANDUM OF PARTICIPATION
FOR SEPARATION ALLOWANCE BENEFIT**

UNIT: Perquimans County
MAILING ADDRESS: P.O. Box 45
CITY: Hertford ZIP CODE: 27944
NAME: Mr. Ms. (choose one) Frank Heath
TITLE: County Manager
E-MAIL ADDRESS: frankheath@perquimanscountync.gov

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

I have read the terms listed on the cover memorandum that outlines conditions and fees of the contract related to reporting requirements under GASB Statement No. 73. Should my unit of government determine at any point that we do not want to continue our participation in the Actuarial Study Program, we will notify Cavanaugh Macdonald Consulting by letter of our desire to cancel. I order to complete the report in time for Fiscal Year 2021 reporting, CMC will need to receive all requested information no later than May 15th, 2021.

I understand that we will be billed directly by Cavanaugh Macdonald Consulting, LLC and copies of the actuarial report will be emailed to our office by Cavanaugh Macdonald Consulting by July 31, 2021. **DO NOT PAY CAVANAUGH MACDONALD CONSULTING, LLC IN ADVANCE.**

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

Signed this 5th day of April, 2021

(Signature)

Chairman, Perquimans County Board of Commissioners
(Title)

JUDGE J.C. COLE

Judge Cole retired as a Superior Court Judge on March 31, 2021. At his retirement reception, Mr. Cole was presented with a Resolution and plaque from the Perquimans County Board of Commissioners naming the courtroom in the Historic Perquimans County Courthouse as the "J. Carlton Cole Courtroom". Mr. Cole wanted to come before the Board to personally thank them for this honor. After making several comments, he asked if he could have a picture of him and the Board receiving the plaque. Several of the commissioners thanked Mr. Cole for his service to Perquimans County and to the State of North Carolina.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

There were no commissioner's concerns/committee reports given.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- > **PORT Building Lease:** Mr. Heath reported that the Albemarle Commission did agree to the lease for the PORT Building. In addition, he reported that PORT office will not be moving into the middle section of the Inspections Building as was offered them. That section of offices will still be available for the county's use.
- > **American Rescue Plan Act of 2021:** Mr. Heath explained that the law was signed on March 11, 2021. It includes \$350 billion state and local fiscal recovery funding. How this is different from the CARES Act Funding is that we have an extended amount of time in which to spend the money. We have up until the end of 2024 to spend it. The allowed uses of the funds have still not been finalized but some suggestions include broadband and water & sewer infrastructure. When we received the CARES Act funds, the US Treasury gave us guidelines on how we could use the funds. We are still awaiting that information. He has also heard that we need to be cautious about allocating the funds too quickly because guidelines do change. There is a good possibility that the State may match the funds later on from the money they receive from the American Rescue Plan Act. That is why he is writing to allocate anything in the budget. He stated that we should get two payments: one on May 10th and one 12 months later.
- > **Rezoning Request by Albemarle Plantation Holdings II, LLC:** Mr. Heath reported that recently the Board approved this rezoning request. During the public hearing, there were several comments made about the water pressure around this area of Albemarle Plantation. He notified the Board that he had talked with the County Water Engineer, Bill Diehl, and Mr. Diehl had performed some testing in that area and the numbers were well within the required standards. Therefore he felt that the water pressure was normal and sufficient.

MONUMENT WORK GROUP

Chairman Nelson stated that the Board will need to consider the following items for Board action:

Monument Work Group Members & Facilitator:

- | | |
|--------------------|--------------------|
| Johnny Caddy | Antoine Moore |
| Brenda Lassiter | Debbie Jean Parker |
| Gwayland McCleney | Jeff Proctor |
| Tammy Miller-White | Keith Throckmorton |

Facilitator: Dr. John Stephens (UNC)
Liaison: Frank Heath, County Manager

Monument Work Group Meeting Dates:

- April 20th (organizational meeting)
- May 6th
- June 1st
- June 24th (if needed)

Monument Work Group Charge & Expectations:

Charge:
To examine all possibilities related to the location of the "Monument to the Confederate dead" currently situated on the Courthouse Green; accordingly, develop a recommendation to the Board of County Commissioners which will be considered at a future public hearing.

- Expectations:**
- > Honesty, open and respectful communication.
 - > Consensus is the goal; majority if consensus fails.
 - > There will be no public comments at these meetings. That will be reserved for a future public hearing. It is an open meeting however.
 - > County Commissioners may attend, but they will not engage the group.
 - > Procedural and factual questions/disagreements will be settled by the County Manager and Facilitator.

Commissioner Lennon asked the time and location of the meetings. Mr. Heath said that they would be held from 5:30 to 7:00 p.m. and will be held in the meeting room of the Perquimans County Library. Commissioner Leigh asked that, if there is no consensus achieved or no majority, but they have a tie, who will decide the outcome. Mr. Nelson explained that is something that should be handled by the facilitator but, should that not happen and they remain in a tie vote, the commissioners will have to make the decision. Either way, the matter will come back to the Board of Commissioners for a final decision. There being no further questions or comments, Chairman Nelson asked for a motion to approve the group members, the facilitator, the meeting dates, the charge and expectations as presented. T. Kyle Jones made the motion to approve the information presented tonight. The motion was seconded by Joseph W. Hoffer and unanimously approved by the Board.

DEBRIS & DEBRIS MONITORING CONTRACT RENEWALS

Chairman Nelson recognized Julie Solesbee, PIO/Grant Manager/AEMT, who presented the three renewable debris and debris monitoring contracts for Perquimans County and the towns of Hertford and Winfall. Ms. Solesbee also explained that these contracts will be for one year and that next year they will be required to go through the bidding process again. On motion made by Fondella A. Leigh, seconded by Charles Woodard, the Board unanimously approved the following contracts:

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LANDFALL STRATEGIES

DISASTER RECOVERY SERVICES

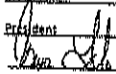
January 22, 2021

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 in 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 2021. Landfall Strategies, LLC is agreeable to extend the contract for another one-year period, through June of 2022, according to the renewal terms found in the agreement. If the County and its participating municipalities are likewise agreeable, please sign below to and return this renewal agreement to Landfall Strategies, LLC.

Party: Perquimans County, NC Landfall Strategies, LLC
 Name: _____ Bryan Elke
 Title: _____ President
 Signature: _____ 
 Date: _____ 01/22/2021

Party: Town of Hertford, NC Town of Winfall, NC
 Name: _____
 Title: _____
 Signature: _____
 Date: _____

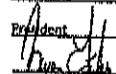
LANDFALL STRATEGIES, LLC | 218 ROUTE ROAD | HARTFORD, CT 06101 | (941) 451-7472
WWW.LANDFALLSTRATEGIES.COM | INFO@LANDFALLSTRATEGIES.COM

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 Provisions:

12.11 Debarment and Suspension. Contractor certifies that it nor its principals are presently debarred, suspended, proposed or 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 or 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 the 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: Perquimans County, NC Landfall Strategies, LLC
 Name: _____ Bryan Elke
 Title: _____ President
 Signature: _____ 
 Date: _____ 01/22/2021

Party: Town of Hertford, NC Town of Winfall, NC
 Name: _____
 Title: _____
 Signature: _____
 Date: _____

**Amendment #2 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, 2021
 Renewal Number: 2
 Renewal Period: July 1, 2021- July 1, 2022
 Contractor: Ceres Environmental Services Inc.
 6988 Professional Pkwy E
 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 delinquent by a Federal or State agency, this agreement shall be voided. This is the second renewal option to be used. Pursuant to this renewal agreement, the contract is hereby being extended thru to July 1, 2022.

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.

CERES ENVIRONMENTAL SERVICES INC.	COUNTY OF PERQUIMANS, NORTH CAROLINA
Sign: _____ Tia Larrick, Corporate Secretary	Sign: _____ County Manager
Date: _____	Date: _____
	TOWN OF WINFALL, NORTH CAROLINA
	Sign: _____ Mayor
	Date: _____
	TOWN OF HERTFORD, NORTH CAROLINA
	Sign: _____ Town Manager
	Date: _____

RECREATION PART F GRANT APPLICATION

Chairman Nelson recognized Howard Williams, Recreation Director, who explained that he was applying for the PART F Grant in the amount of \$65,600. This requires a County match of \$65,600 making the total project cost of \$131,200. The County has three years to complete the project. The funds are going to be used to construct two tennis courts at the Recreation Center. Chairman Nelson asked if there were any questions from the Board. The following questions were asked:

- > **Commissioner Leigh:** Ms. Leigh asked what would happen to the tennis courts located in the town. Mr. Heath stated that we would keep them there until the lease with the Town of Hertford expires.
- > **Commissioner Woodard:** Mr. Woodard asked how long it would take to complete the project. Mr. Williams stated it would be three years. Mr. Woodard also asked if these will be used by the High School. Mr. Williams said that this was the plan.

There being no further questions or comments, Chairman Nelson asked for a motion. Fondella A. Leigh made a motion to proceed with the PART F Grant application for \$65,600. Joseph A. Hoffer seconded the motion which was unanimously approved by the Board. After the approval, Mr. Williams updated the Board on the recent activities at the Recreation Center during the COVID-19 Pandemic. Commissioner Jones asked if there were any unusual events that took place at the Recreation Center lately. Mr. Williams stated that they held the Jury Selections for Superior Court in the gymnasium, the Food Bank distributed food during the pandemic, the Children's Festival, and they held the COVID-19 Vaccination Clinics.

DR. LANDON MASON, EXECUTIVE DIRECTOR OF ECONOMIC IMPROVEMENT COUNCIL

Dr. Mason arrived at the meeting so Chairman Nelson asked him to make his report. Dr. Mason presented his annual report from EIC. He reported the following services for Perquimans County residents:

Programs	Customers Served	Total Revenue
Head Start	40	368,296.40
Early Head Start	16	128,000.00
Section 8 HV	104	615,528.00
CSBG	6	27,597.67
Weatherization	8	32,901.50
Totals	174	1,172,323.57

In addition to his update, Dr. Mason talked about an upcoming event that was happening in Perquimans County on May 25th. He further asked that, if any of the commissioners or the county would be interested in assisting financially in this event, he would greatly appreciate it. After answering several questions from the Board, Chairman Nelson thanked Dr. Mason for coming tonight and for all that they do for Perquimans County.

SALE OF SURPLUS EQUIPMENT

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

BUYER	ITEM	DATE SURPLUSED	START BID	SOLD AMOUNT
Alecia Campbell	13 - RAM Tough Tray Mounts	3/1/2021	\$50.00	\$60.05

BUYER	ITEM	DATE SURPLUSED	START BID	SOLD AMOUNT
Yuriy Kizimenko	Motorola Hand-held radios, chargers, lapel mics, & ear piece mics	3/1/2021	\$200.00	\$378.29
Donald Parker	7 Motorola Handheld Radios & accessories	3/1/2021	\$200.00	\$408.32

Mr. Heath recommends the sale of these items. On motion made by Alan Lennon, seconded by Fondella A. Leigh, the Board unanimously approved the sale of this equipment on GovDeals.

BUDGET AMENDMENT NO. 27

County Manager Heath reported that this Budget Amendment was requested after the Agenda Packets were distributed. This is to amend the FY 2020-2021 Budget to include Albemarle Community Grant funds that were awarded to our Fire Marshal. These funds will be used to purchase smoke alarms and educational supplies. On motion made by Joseph W. Hoffer, seconded by Fondella A. Leigh, the Board unanimously approved the following Budget Amendment No. 27:

**BUDGET AMENDMENT NO. 27
GENERAL FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-360-003	Fire Marshal - ACT Grant	1,000	
10-530-343	Fire Marshal - ACT Grant	1,000	
EXPLANATION: To amend FY 2019-2020 budget funds to include an agreement between Perquimans and Bertie County regarding transport service.			

PUBLIC COMMENTS

The following public comments were made:

> **Terry Swope:** Mr. Swope read the following statement:

Yesterday marks 53 years since Dr. Martin Luther King, Jr. was murdered. The most famous line, of his most famous speech reads:

I have a dream that my four little children will one day live in a nation where they will not be judged by the color of their skin, but by the content of their character.

3 weeks ago during the work session, throughout that entire night, the work group members were referred to as just that, "Members". Chairman Nelson also stated there was a lot of discussion about members of the work group. They were always called "Members", EXCEPT once. While not recorded in your now approved minutes for that night, Chairman Nelson took the very unusual step of announcing the racial profile of the work group. Since Perquimans County is nearly 75% white folks and less than 25% black folks, one would expect all other things being equal, 6 white members and 2 black members just as random chance would have it.

Since the extraordinarily rare announcement of racial makeup, combined with the enormous deviation from the county's racial profile, I felt compelled to ask EACH AND EVERY commissioner if this 4 black and 4 white was by design, or simply how the cards were dealt. Not one commissioner responded to my query - not a one.

I dug deeper into this and listened more intently. When Chairman Nelson referred to the work group it consisted of "Members", yet the phraseology changed ONCE, when he announced it's makeup. I quote:

"It will be a group of 8 people. There will be 4 white representatives and 4 African American representatives."

In that one sentence, they were no longer members, they were racial representatives. I think this sheds light on the biggest mistake this board is making, viewing a soldier's memorial in racial terms. This monument is not a racial symbol! I beg the board not to lose sight of the very fact that this is a monument to war dead. It is inscribed as such, it was described as such by the County Commissioners on Mar 4th 1912 when they approved it, and it was celebrated as such on June, 12th 1912 at the dedication ceremony. There is no evidence that this is a racial monument, yet the Perquimans County Board of Supervisors seems to be falling into that trap.

If this board feels four white people represent me because I too am white, or four African Americans represent Joe Blow because he's African American also, then we are not any closer to Dr. King's dream more than 50 years on, and I for one find that shameful.

Please set the racial politicking aside, let the dead rest in peace, and their memorial stand.

-Terry Swope-

> **Eric Perry:** Mr. Perry comes before the Board tonight supporting Commissioner Woodard's position on the placement of the monuments. He further stated that we have the opportunity to do something that very few counties can do. Currently we have a Veteran's monument on the Courthouse lawn. We now have the opportunity to move the monument from King Street and place it next to the Monument for the Confederate dead so that all of our war dead will be together to live in harmony. This is the right, reasonable, and customary thing to do.

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned at 9:21 p.m. on motion made by Fondella A. Leigh, seconded by Charles Woodard.

Wallace E. Nelson, Chairman

Clerk to the Board

JOINT WORK SESSION

April 18, 2021

6:30 p.m.

Special Notice for tonight's meeting: The Perquimans County Board of Commissioners' will hold a Joint Work Session with the Perquimans County Board of Education on Monday, April 19, 2021, at 6:30 p.m. in the Media Center of the Perquimans County High School located at 305 S Edenton Road Street, Hertford, NC 27944. 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 Joint Work Session with the Perquimans County Board of Education on Monday, April 19, 2021, at 6:30 p.m. in the Media Center located at the Perquimans County High School, 305 S. Edenton Road Street, Hertford, NC 27944.

BOARD OF COMMISSIONERS:

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

MEMBERS ABSENT: T. Kyle Jones

BOARD OF EDUCATION:

MEMBERS PRESENT: Anne White, Chair
 Russell Lassiter
 Leary Winslow (via Zoom)
 Amy Spaug, Vice Chair
 Matthew Peeler (arrived at 7:25 p.m.)
 Arlene Yates (via Zoom)

MEMBERS ABSENT: None

OTHERS PRESENT

Frank Heath, County Manager
 Tracy Mathews, County Finance Officer
 James Bunch, Assistant Superintendent
 Jamie Johnson, Director of Maintenance
 Martha Nixon - Chief Technology Officer
 Mary Hunnicutt, Clerk to the Board
 Tanya Turner, Superintendent
 Rube Blanchard, Finance Officer
 Mary Kaye Peele, Administrative Assistant

Board of Education Chair Anne White called the meeting to order. Arlene Yates led the pledge and Russell Lassiter gave the invocation. Dr. White asked for a motion to approve their Agenda. On motion made by Arlene Yates, seconded by Amy Spaug, the Agenda for tonight's meeting was unanimously approved by the Board. After approving the Agenda, Dr. White welcomed everyone and made a few remarks. Mr. Nelson made a few comments as Chairman of the Board of Commissioners. Dr. White then introduced Tanya Turner, School Superintendent. Dr. White continued by say that Ms. Turner was elected Citizen of the Year by The Perquimans Weekly and Executive of the Year by the Perquimans County Chamber of Commerce.

SCHOOL FUNDING: 2021-2022

Ms. Turner made a few opening remarks and then asked Jamie Johnson, Maintenance Director, to presented the following spreadsheets:

- | | |
|--|---|
| Capital Outlay Budget Highlights FY 2020-2021 | FY 2020-2021 Capital Outlay Funding Sources |
| A Review of Their Capital Outlay | Pictures of their repairs |
| FY 2021-2022 Capital Outlay Prioritized Needs | Pictures of the FY 2021-2022 Needs |
| FY 2021-2022 Capital Outlay Prioritized Needs* | Pictures of the FY 2021-2022 Needs* |
| Future Capital Outlay Projects | FY 2021-2022 Technology Request/Need |
| FY 2021-2022 Total Capital Outlay Request | |
- *Projects to possibly complete using ESSER (COVID) Funding

Mr. Blanchard presented the following Current Expense Requests for FY 2021-2022:

- | | |
|---|---|
| Chart of Projected ADM No. of Students for FY 2021-2022 | Proposed Budget for 2021-2022 (pie chart) |
| Local Revenues from FY 2013 through FY 2021 | Historical Unassigned Fund Balance |
| Expenditures that Impact Their Local Budget | Expenditures Impacting Local Budget |
| 2021-2022 Local Current Expense Request | 2021-2022 Local & Capital Outlay Request |

CLOSING REMARKS AND QUESTIONS

Dr. White thanked Ms. Turner, Mr. Johnson, and Mr. Blanchard for their fine job presenting the Board of Education's budget requests for FY 2021-2022. They answered a few questions from the Board of Commissioners

ADJOURNMENT

There being no further questions or comments, Dr. White thanked the Board of Education and Board of Commissioners for coming tonight and adjourned the meeting at 7:30 p.m.

Wallace E. Nelson, Chairman

Clerk to the Board

SPECIAL CALLED MEETING

April 19, 2021

8:00 p.m.

Special Notice for tonight's meeting: The Perquimans County Board of Commissioners' SPECIAL CALLED MEETING will be held on Monday, April 19, 2021, at 8:00 p.m. in the Meeting Room of the Perquimans County Library located at 514 S. Church Street, 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 SPECIAL CALLED MEETING on Monday, April 19, 2021, at 8:00 p.m. in the Meeting Room of the Perquimans County Library located at

514 S. Church Street, Hertford, NC 27944. 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 Alan Lennon
Charles Woodard

MEMBERS ABSENT: T. Kyle Jones

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

Chairman Nelson called the meeting to order. Commissioner Leigh gave the invocation and the Chairman led the Pledge of Allegiance. Chairman Nelson explained that the purpose of this Special Called Meeting was to discuss and take action on a replacement committee member for one who withdrew his name from the Monument Committee.

AGENDA

Chairman Nelson stated that a copy of the Agenda was at their seats tonight. Fondella A. Leigh made a motion to approve the Agenda. The motion was seconded by Charles Woodard and unanimously approved by the Board.

MONUMENT COMMITTEE MEMBERSHIP

Chairman Nelson informed the Board that Keith Throckmorton had declined to serve on the Monument Committee. Mr. Nelson and Ms. Leigh are recommending that Robert Jackson replace Mr. Throckmorton. Chairman Nelson presented some background on Mr. Jackson. On motion made by Fondella A. Leigh, seconded by Joseph W. Hoffer, the Board unanimously approved the appointment of Robert Jackson to replace Keith Throckmorton on the Monument Committee.

MISCELLANEOUS ITEMS

NENC African American History Trail: County Manager Heath presented information on the NENC African American History Trail. This is a region Tourism Development Authority event. Mr. Heath is asking that the Board approve our participation in this event and authorize him to sign any documents that they require. The County's contribution will be \$2,000. Commissioner Lennon thanked Mr. Heath for his help in preparing for this event and thanked Commissioner Hoffer for making them aware of this so that we could participate in it. Commissioner Hoffer also thanked County Manager Heath for his work in preparing for this event. On motion made by Joseph W. Hoffer, seconded by Alan Lennon, the Board unanimously approved for the County to participate in the NENC African American History Trail and to authorize Mr. Heath to sign whatever documents would be required.

Water Regionalization Study: County Manager Heath notified the Board that there is a joint work session with Chowan County Board of Commissioners and Town of Edenton Town Council on April 21, 2021 at 4:00 p.m. to receive a report on the Preliminary Regionalization Feasibility Study and to discuss any future steps. It will be a virtual meeting so Mr. Heath explained that the instructions to join the meeting was e-mailed to each member and was on the County's website and Facebook page. He further explained that the feasibility study recommends that a Reverse Osmosis Plant be built in Chowan County at a cost of \$51 million. It is Mr. Heath's recommendation to have Perquimans County purchase bulk water from Chowan County like we do from Pasquotank County.

ADJOURNMENT

Prior to the adjournment of the meeting, Chairman Nelson explained that Commissioners Jones was absent due to illness. There being no further comments or business to discuss, the Special Called Meeting was adjourned at 8:10 p.m. on motion made by Charles Woodard, seconded by Fondella A. Leigh.

Wallace E. Nelson, Chairman

Clerk to the Board

WORK SESSION
April 19, 2020
8:00 p.m.

The Perquimans County Board of Commissioners Work Session on April 19, 2021 was cancelled.

EMPLOYMENT ACTION FORM

DATE SUBMITTED: April 19, 2021

COUNTY OF PERQUIMANS
~~PART-TIME~~ EMS/RESCUE EMPLOYEES

NAME: Rebecca Cullipher SOC. SEC. NO.: _____

POSITION: EMS Part-Time, Fill-In Paramedic RESCUE: _____

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: STEP: SALARY: \$ per hour

Complete following information only if for new employee.

ADDRESS: _____

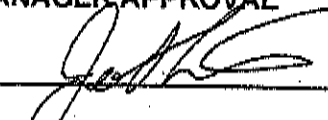
CITY/STATE/ZIP: _____

PHONE NUMBER: _____

X May 1, 2021 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE RAISE DUE TO
Date CERTIFICATION ~~(PER ATTACHED STATE CERTIFICATE OF COMPLETION)~~

GRADE: 68 STEP: 1 SALARY: \$18.80 per hour

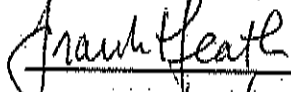
EMS DEPARTMENT RECOMMENDATION
MANAGER APPROVAL


DATE: April 16, 2021

RESCUE SQUAD RECOMMENDATION

DATE: _____

COUNTY MANAGER APPROVAL


DATE: 4/29/21

FINANCE OFFICER

DATE: _____

Vivian Long
442 Pender Rd
Hertford, NC 27944
April 29, 2021

Jonathan Nixon
Perquimans County Emergency Services
159 Creek Dr
Hertford, NC 27944

Dear Jonathan Nixon

This letter is my official notification to you and to Perquimans County that my last day of work at Perquimans County Communications will be July 31, 2021, as I intend to retire.

I want to take this opportunity to thank you for the many wonderful years I have been employed with Perquimans County and I will greatly miss the exceptional people I have worked with. It has truly been a pleasure being a dispatcher for my county. I wish you and all of my coworkers nothing but the best for the future.

Also, I am interested in returning part-time.

Sincerely,

A handwritten signature in cursive script that reads "Vivian B Long". The signature is written in black ink and is positioned above the typed name.

Vivian B Long

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 28

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 3rd DAY OF MAY, 2021, 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	18,000	
10-530-343	Emergency Management - HMEP Grant	18,000	
EXPLANATION: To amend FY 20/21 budget to HMEP Grant awarded to Emergency Management. (HMEP = Hazardous Materials Emergency Preparedness)			

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, 3rd DAY OF MAY, 2021.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 3rd DAY OF MAY, 2021.

Chairman, Board of Commissioners

Finance Officer



PERQUIMANS COUNTY BOARD OF COMMISSIONERS

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

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

MARY P. HUNNICUTT
CLERK TO BOARD

W. FRANK HEATH, III
COUNTY MANAGER

RESOLUTION AUTHORIZING SALE OF CERTAIN SURPLUS COUNTY PROPERTY

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

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

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

- 1 – ViewSonic LED Model VS1543 Computer Monitor – Serial #TST14055148
- 1 – ViewSonic LED Model VS1543 Computer Monitor – Serial #TST14055149

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

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

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

Adopted this the 3rd day of May, 2021.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

Mary P. Hunnicutt, Clerk to the Board

SEAL

Perquimans County’s Vision:

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



PERQUIMANS COUNTY

BOARD OF COMMISSIONERS

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

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

MARY P. HUNNICUTT
 CLERK TO BOARD

W. FRANK HEATH, III
 COUNTY MANAGER

A Resolution of the Board of Commissioners of Perquimans County, North Carolina in Opposition to HB401/SB349, Increasing Housing Opportunities

WHEREAS, the Increasing Housing Opportunities, Senate Bill 349, was filed on March 24, 2021 and an identical bill, House Bill 401, was filed on March 24, 2021. These pieces of legislation are collectively referred to as the Bill; and

WHEREAS, the stated purpose of the Bill is to provide reforms to local government zoning authority to increase housing opportunities and to make various changes and clarifications to the zoning statutes; and

WHEREAS, Part 1 and Part 2 of the Bill propose significant changes to Chapter 160D (local planning and development regulation) of the General Statutes that significantly reduce the autonomy of local governments in establishing and enforcing local zoning and land use regulation; the state-wide regulations proposed in the Bill would obstruct a local government's ability to thoughtfully plan for growth and evaluate development proposed in a community; and

WHEREAS, Sections 1.1-1.4 of the Bill eliminates single-family zoning by allowing for middle housing types (defined as residential duplexes, triplexes, quadplexes, and townhouses) in areas zoned for residential use and mandating the allowance of accessory dwelling units in all residential zones; while such mandates would increase housing supply statewide there is no guarantee of housing quality, affordability or neighborhood compatibility; and

WHEREAS, Sections 2.1, 2.4, 2.6 of the Bill significantly alters the development review and development appeals process to the disadvantage of a local authority; specific examples include: precluding using traffic as a basis for denying a development permit; barring local governments from conditioning the acceptance or processing of a permit application unless specifically statutorily authorized; and authorizing a court to award reasonable attorneys' fees and costs to a party successfully challenging the actions of a local government; and

WHEREAS, Section 1.5 of the Bill directs local governments to adopt land use ordinances and regulations or amend their comprehensive plans to implement the provisions of Part 1 of the Bill by October 1, 2021; local governments are investing significant time and resources to comply with new Chapter 160D requirements recently enacted by the General Assembly (S.L. 2020-25). The proposed Bill would significantly alter those ongoing planning processes, waste governments resources, and erode public trust; and

WHEREAS, if the intent of the Bill is to increase the statewide housing supply, then there should be a rigorous analysis of the local fiscal, environmental, health and service impacts, both positive and negative, and reasonable solutions, including funding, included in the Bill to mitigate impacts; and

WHEREAS, Albemarle Commission, is one of sixteen regional Councils of Government established by the State of North Carolina at the direction of the General Assembly. Albemarle Commission is a public organization that serves local governments across a ten-county region, coordinates regional planning, and delivers services; and

WHEREAS, the Board of Delegates of Albemarle Commission unanimously adopted a Resolution in opposition to the Bill at its April 2021 Board Meeting;

NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners of Perquimans County, NC opposes HB401/SB349, The Increasing Housing Opportunities Bill as proposed. The NC General Assembly is encouraged to directly engage with regional councils, counties, and local governments to consider strategies that increase housing supply and affordability without compromising the authority of North Carolina's local governments.

Adopted this the 3rd day of May, 2021, in Perquimans County, North Carolina.

ATTEST

Mary P. Hunnicutt, Clerk to the Board

Wallace E. Nelson, Chairman
 Perquimans County Board of Commissioners

Perquimans County's Vision:

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



PERQUIMANS COUNTY BOARD OF COMMISSIONERS

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

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

MARY P. HUNNICUTT
CLERK TO BOARD

W. FRANK HEATH, III
COUNTY MANAGER

Older Americans Month 2021 A PROCLAMATION

Whereas, Perquimans County includes a growing number of older Americans who have built resilience and strength over their lives through successes and difficulties; and

Whereas, Perquimans County benefits when people of all ages, abilities, and backgrounds are included and encouraged to share their successes and stories of resilience; and

Whereas, Perquimans County recognizes our need to nurture ourselves, reinforce our strength, and continue to thrive in times of both joy and difficulty; and

Whereas, Perquimans County can foster communities of strength by:

- creating opportunities to share stories and learn from each other;
- engaging older adults through education, recreation, and service; and
- encouraging people of all ages to celebrate connections and resilience.

Now, therefore, we the Perquimans County Board of Commissioners do hereby proclaim May 2021 to be Older Americans Month. We urge every resident to recognize older adults and the people who support them as essential contributors to the strength of our community.

ADOPTED the 3rd day of May, 2021.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTESTED:

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



COMMUNITIES OF STRENGTH: MAY 2021

(SEAL)

Perquimans County's Vision:

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

2021 Perquimans Rec Center Concession Proposal

Owl Feed Ya Food Trailer/Catering

We are offering our services to the Perquimans County Recreation Department for the 2021 ball season, including concessions in both the Herford and Winfall location until the end of the season. We also will provide concessions for any all-star tournaments that may be held at either location. We agree to pay the county a total of 17% of our monthly income.

Thanks so much for your local support,

"Owl Feed Ya" Food Trailer/Catering

Signed:



Dated:

4-21-21

Contract # _____

Requisition # _____

INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT is made the 21ST day of April, 2021 between the County of Perquimans and YOUR BUSINESS NAME HERE, Contractor.

RECITALS

County is a body corporate and politic of the State of North Carolina with the duties and powers set forth in Chapter 153A of the North Carolina General Statutes.

Contractor represents that it is duly qualified to perform business, and otherwise to transact business in North Carolina.

IT IS THEREFORE AGREED as follows:

1. Scope of Work. Contractor agrees to perform the following services for County:
Provision, Operation, and Maintenance of Concessions Sales at the Perquimans Community Center and Athletic Fields.

Provide the required concession operations, as well as required maintenance and upkeep of the facilities and grounds as related to Contractors services.

2. Compensation. Contractor agrees to pay a percentage at the end of each playing season from sales and related revenues, Operating Table as follows: Operating Year 2019 Monthly Percentage of 17% of gross Revenue and Operating Year 2020 Monthly Percentage of 17% of gross revenue.

In addition to services required in the Management Agreement, Contractor agrees to the following additional services to the Public.

Payment in the form of a check made payable to Perquimans County on or before the last day of each month.

Be willing to be available to be open for any and all events within the Recreation Department games with notice prior to events.

3. Contractor's Freedom to Contract. Contractor may employ assistants at its sole expense and discretion as may be necessary to fulfill Contractor's obligations under this Agreement. Contractor agrees that anyone to whom it delegates any or all of the Services called for by this contract will be competent, qualified and capable of performing the work without any supervision, contact or assistance by County's employees. Any such assistant will be employed only by Contractor, and will not be an employee of the County while performing services under this contract.

4. Expenses. County shall not be liable to Contractor for any expenses which Contractor incurs, nor shall Contractor be liable to County for office help or expenses. Contractor shall have no authority to bind County by any promise or representation, unless specifically authorized by the County Manager in writing to do so.

5. Term. This Agreement may be terminated by either party at any time upon 30 Days written notice to the other party. Upon the termination of this Agreement, Contractor shall prepare and provide to County a list of all pending unfinished business involving Contractor. Contracted Services under the terms of this agreement shall terminate upon completions of the Services which shall in no event exceed 12 months for completion of the Services. Terms of the agreement be for a period of time not less than One Year, with the ability to enter into two additional years.

6. Nature of Relationship. Contractor understands that it is an independent contractor and is not an employee, subcontractor, agent, servant, partner nor joint venturer of County. Contractor understands that it has the right to use its best judgment and efforts to fulfill

the terms and obligations of this Agreement. Contractor further understands and acknowledges the following:

- a. That it will receive no compensation other than as outlined in this Agreement and is not subject to nor eligible for any benefits which may be offered by County to its employees, such as vacation pay, sick leave, insurance coverage or retirement plan participation.
- b. Its Services provided in accordance with this Agreement are an independent calling or occupation.
- c. Contractor is expected to use its own skill, judgment and expertise to fulfill the obligations of this Agreement, and is not supervised, directed or controlled by County as to the means or methods it should employ.
- d. Contract is not required to perform tasks in any particular order or sequence.
- e. Contractor needs no training from County as to how to fulfill its duties and responsibilities.
- f. Contractor may determine its own daily schedule and those of its own employees or servants without prior approval of County.
- g. Contractor is not required to devote any particular percentage of its time or resources to perform the Services required hereunder.
- h. Contractor furnishes its own equipment and supplies and is expected to maintain its business office somewhere other than at the County's office.
- i. To the extent Contractor must procure or maintain any insurance, license, certification or trade membership, it must do so at its own cost.

j. This Agreement shall not prevent Contractor from performing other services for other parties. Contractor may engage in other business endeavors or projects of any kind or nature.

7. Taxes. Contractor assumes exclusive liability for payment of all federal, state or other governmental division taxes and contributions for social security, Medicare/Medicaid, etc., now or hereafter required, incurred or assessed by law. Contractors providing equipment, materials, parts or supplies shall provide a breakdown of labor, materials, parts or supplies and sales tax by County or a sales tax report approved by the County Finance Department with the invoice. Contractor agrees to indemnify and hold harmless the County from any claims for taxes as described in this Section.

8. Insurance. Contractor understands and agrees that neither it nor its employees are subject to workers' compensation or general liability coverage maintained by the County for its employees.

9. Indemnity. Contractor shall and does hereby agree to indemnify, save harmless and defend County from the payment of any sum or sums of money to any person whomsoever on account of claims or suits growing out of injuries to persons, including death, or damage to property caused by Contractor, its employees, agents or subcontractors in any way attributable to the performance of the Services, including (but without limiting the generality of the foregoing), all claims for service, labor performed, materials furnished, provisions and supplies, injuries to person or damage to property, liens, garnishments, attachments, claims, suits, costs, attorneys' fees, costs of investigation and of defense. It is the intention of this paragraph to hold the Contractor responsible for the payment of any and all claims, suits, or liens, of any nature and character, in any way attributable to or asserted against County or against Contractor and

County, or which the County may be required to pay. In the event the liability of the Contractor shall arise by reason of the sole negligence of County and/or the sole negligence of County's employees, agents or servants, then and only then, Contractor shall not be liable under the provisions of this paragraph.

10. Arbitration. Any controversy or claim arising out of, or relating to this Agreement, or its breach, shall be settled by arbitration in Perquimans County, North Carolina in accordance with the provisions of the North Carolina Revised Uniform Arbitration Act, (the "Act"). The parties to this Agreement understand that this arbitration provision shall expressly apply to this Agreement in accordance with the Act. Judgment upon the award rendered may be entered and enforced in any court of competent jurisdiction.

11. E-Verify. Contractor shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, if Contractor utilizes a subcontractor, Contractor shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.

12. Iran Divestment. Contractor certifies that, as of the date listed above, it is not on the Final Divestment List as created by the State Treasurer pursuant to N.C.G.S. §147-86.58. In compliance with the requirements of the Iran Divestment Act and N.C.G.S. §147-86.58, Contractor shall not utilize in the performance of the contract any subcontractor that is identified on the Final Divestment List. The undersigned hereby certifies that he or she is authorized by the vendor or bidder listed above to make the foregoing statement.

13. Notices. Any notice, request or report given by one party to the other shall be in writing, deposited in the United States Mail (postage prepaid) or hand delivered and properly addressed as follows:

If the notice is to County:
County of Perquimans
PO Box 538
Hertford, NC 27944

If the notice is to Contractor:
YOUR BUSINESS INFO HERE

14. Non-Waiver. Nothing set forth herein is intended nor shall be construed as a waiver of any immunity available to County, its governing board or employees.

15. Headings. The headings, subheadings and captions in this Agreement and in any exhibit hereto are for reference purposes only and shall not affect the meaning or interpretation of this Agreement.

16. Amendments. This Agreement may not be amended except by written instrument duly executed by or on behalf of all of the parties hereto.

17. Complete Agreement. This Agreement constitutes the entire Agreement between County and Contractor pertaining to its subject matter and supersedes all prior and contemporaneous negotiations, agreements and understandings of either or both parties in connection therewith.

18. Governing Law. The validity, interpretation and performance of this Agreement and of its provisions shall be governed by the laws of the State of North Carolina.

The undersigned have read the entire Agreement and accept the terms and conditions as shown by their signatures below.

ATTEST:

COUNTY OF PERQUIMANS

By: _____
Clerk to the Board of Commissioners

By: _____ (SEAL)
Frank Heath, County Manager

YOUR BUSINESS NAME HERE

By: Cow/Feed Ya Ford Trailer / Catering (SEAL)
YOUR BUSINESS NAME HERE

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

By: _____
Authority Finance Officer

§ 143-318.11. Closed sessions.

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

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

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

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

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

FOR
INFORMATION
ONLY
ITEMS

DEPARTMENT HEAD REPORTS

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
TIMMONS GROUP	X	4-5-2021	X	RECOMBINATION FROM
SHARON G MEIGGS				4-0076-0043 / SHOULD BE 3 PARCELS
J H MILLER JR	X	4-7-2021	X	RECOMBINATION 3-0040-AD810-H
GREGORY BENTON				3.67 ACRES 2-LOTS + RESIDUAL
TONY WEBB	X	4-12-2021	X	RECOMBINATION SURVEY 4-0065-0072C,
JAMES G SAWYER				4-0065-0072 & 4-0065-0072D
MARK PRUDEN	X	4-14-2021	X	RECOMBINATION 1-0023-0043
DARIO & CANDICE				1 ACRE
RUVAVCC				
MARK PRUDEN	X	4-16-2021	X	3-0037-00030 7.35 ACRES
JACK KENNETH DAIL				PLAT OF EXISTING PARCEL
TIMMONS GROUP	X	4-16-2021	X	RECOMBINATION OF 4.88 ACRES
SICARIO PROPERTIES				5-0052-0035B & 5-0052-0035C
TIMMONS GROUP	X	4-16-2021	X	BOUNDARY SURVEY ORDINANCES 4-0064-0032
RENEWABLE GREEN INC				TRACT 1
ALBEMARLE LAND	X	4-21-2021	X	EXCEPTION SUBDIVISION 1-0023-0041A,
SURVEY				
DEAN & SHARON LANE				1-0023-0044B, 1-0023-0045 170.17 ACRES
BISSELL PO BOX 1068 KITTY HAWK, NC 27949 (252)261-3266	J H MILLER JR. 166 COTTONWOOD DRIVE HERTFORD, NC 27944 339-6932	PAT MCDOWELL PO BOX 391 ELIZABETH CITY, NC 27909 338-4161		GLORIA ROGERS 215 B STREET CAMDEN, NC 27921 338-1415/333-8781
BOWMAN CONSULTING PAUL J TOTI 131 MAIN STREET GATESVILLE, NC 27938 357-1581	EUGENE JORDAN 402 SIGN PINE ROAD TYNER, NC 27980 221-4795	MCKIM & CREED 504 E ELIZABETH ST STE1 ELIZABETH CITY, NC 27909 338-2929		SCOTT TEMPLE PO BOX 422 ELIZABETH CITY, NC 27907 330-4016
CHARLES E BROWN, III 2005 JOHNSON ROAD ELIZABETH CITY, NC 27909 335-0928	MARK PRUDEN 146 OAK GROVE ROAD EDENTON, NC 27932 482-7804	RACKLEY SURVEYING 1015 MACEY JO COURT ELIZABETH CITY, NC 27909 (252)679-7670		TONY WEBB PO BOX 381 EDENTON, NC 27932 482-3066
TIMMONS GROUP 1805 WEST CITY DRIVE ELIZABETH CITY NC 27909 (252)679-5000				SAUNDERS SURVEYING 510 AVENA ROAD BLACK MOUNTAIN, NC 28711 (828)669-2777
				S.L. CARDWELL SURVEYING 1206 FRANCIS STREET ELIZABETH CITY, NC 27907 338-6328
				ROBEY 150 US HWY 158 W EAST CAMDEN, NC 27921 335-1888

PLAT REVIEW LOG - PERQUIMANS COUNTY

APRIL

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
J H MILLER JR TA NEWBOLD MILLER	X	4-21-2021	X	SUBDIVISON OF 2-0061-0076A 4 LOTS

BISSELL PO BOX 1068 KITTY HAWK, NC 27949 (252)261-3266	J H MILLER JR. 166 COTTONWOOD DRIVE HERTFORD, NC 27944 339-6932	PAT MCDOWELL PO BOX 391 ELIZABETH CITY, NC 27909 338-4161	GILGIA ROGERS 215 B STREET CAMDEN, NC 27921 338-1415/333-8781	SCOTT TEMPLE PO BOX 422 ELIZABETH CITY, NC 27907 330-4016
BOWMAN CONSULTING PAUL J TOTI 131 MAIN STREET GATESVILLE, NC 27938 367-1581	EUGENE JORDAN 402 SIGN PINE ROAD TYNER, NC 27980 221-4795	MCKIM & CREED 504 E ELIZABETH ST STE1 ELIZABETH CITY, NC 27909 338-2929	SAUNDERS SURVEYING 510 AVENA ROAD BLACK MOUNTAIN, NC 28711 (828)669-2777	TONY WEBB PO BOX 381 EDENTON, NC 27932 482-3066
CHARLES E BROWN, III 2005 JOHNSON ROAD ELIZABETH CITY, NC 27909 335-0928	MARK PRUDEN 146 OAK GROVE ROAD EDENTON, NC 27932 482-7804	RACKLEY SURVEYING 1015 MACEY JO COURT ELIZABETH CITY, NC 27909 (252)679-7670	S.L. CARDWELL SURVEYING 1206 FRANCIS STREET ELIZABETH CITY, NC 27907 338-6328	ROBEY 150 US HWY 158 W EAST CAMDEN, NC 27921 335-1888
TIMMONS GROUP	1805 WEST CITY DRIVE	ELIZABETH CITY, NC 27909	(252)621-5030	



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

4/27/2021

Perquimans County Board of Commissioners:

The Board of Equalization and Revue will convene during the Commissioner's meeting in May. I have no appointments for anyone to be heard at this time.

The expected adjournment date for the Board of Equalization and Revue is June 7, 2021.

Thank you.

Sincerely,

Bill Jennings
Perquimans County
Tax Administrator

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



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

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

**PERQUIMANS COUNTY
TAX DEPARTMENT**

Enforced Collections-April 2021

GARNISHMENTS: \$6,690.07

PAYMENT AGREEMENTS: \$21,154.90

DEBT SETOFFS: \$1,487.00

2021 QUARTERLY 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	59	8	2	69.00
ii. # OF PLUMBING PERMITS ISSUED	30	5	3	38.00
iii. # OF MECHANICAL PERMITS ISSUED	48	8	2	58.00
iv. # OF ELECTRICAL PERMITS ISSUED	48	21	4	73.00
v. # OF INSULATION PERMITS ISSUED	2	1	0	3.00
vi. # OF MOBILE HOMES PERMITS ISSUED	3	0	0	3.00
# OF FIRE/OTHER ISSUED	3	0	0	3.00
TOTAL NUMBER OF PERMITS ISSUED	193	43	11	247.00


vii. FEES COLLECTED	27476	5420	305	33201
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viii. # OF INSPECTIONS PERFORMED 574

ix. VALUE OF CONSTRUCTION

A. NEW RESIDENTIAL	3232742			3232742.00
B. NEW COMMERCIAL		2000		2000.00
C. ADDITIONS	131315	500000		631315.00
D. REMODELING	300159	140250	31375	471784.00
E. ACCESSORY BUILDING	171153		18000	189153.00
F. MOBILE HOMES	212501			212501.00
G. MODULAR HOMES	148321		1500	149821.00
H. OTHER	525216	208495	5500	739211.00
TOTAL VALUE	\$4,721,407.00	\$850,745.00	\$56,375.00	\$5,628,527.00

grand total value \$5,628,527.00

SIGNED 

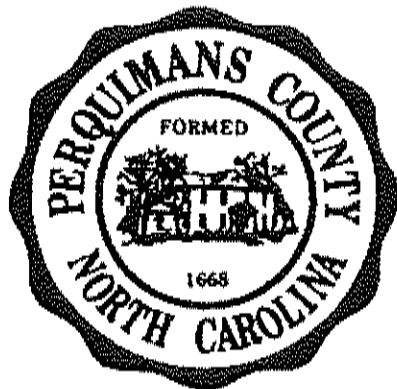
PERQUIMANS COUNTY
OFFICIAL REPORT

Date: APRIL 2021

Board of Commissioners:
Finance Officer:

I wish to report that during APRIL 2021 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
4/1/2021					\$60	1			\$55	1					\$115
4/2/2021															\$0
4/3/2021															\$0
4/4/2021															\$0
4/5/2021	\$80	1					\$50	1	\$165	2			\$10		\$305
4/6/2021	\$130	1	\$334						\$275	3					\$464
4/7/2021									\$55	1					\$275
4/8/2021									\$55	1					\$55
4/9/2021	\$903	1	\$50		\$60	1	\$50	1	\$55	1			\$10		\$1,108
4/10/2021															\$0
4/11/2021															\$0
4/12/2021	\$220	2	\$410	6	\$185	3			\$105	2					\$920
4/13/2021	\$155	1			\$280	3			\$165	3					\$606
4/14/2021					\$80	1			\$55	1					\$602
4/15/2021	\$188	2			\$120	1									\$308
4/16/2021	\$80	1													\$80
4/17/2021															\$0
4/18/2021	\$50	1													\$0
4/19/2021	\$165	1	\$545	1											\$560
4/20/2021	\$155	2	\$350	2	\$55	1	\$50	1							\$730
4/21/2021															\$540
4/23/2021															\$0
4/24/2021															\$0
4/25/2021															\$0
4/26/2021															\$0
4/27/2021															\$0
4/28/2021															\$0
4/29/2021															\$0
4/30/2021															\$0
TOTAL	\$2,146	13	\$2,166	13	\$820	11	\$150	3	\$930	14	\$0	0	\$20	\$0	\$6,252



Case Detail Report

4/1/2021 - 4/27/2021

Case #	Case Date	Parcel Address	Violation	Description	Main Status	Assigned To
64	4/5/2021	249 DOGWOOD DR	Solid Waste	Solid Waste	Closed	Erle Solesbee

Total Records: 1

4/27/2021



Case Activity Report

4/1/2021 - 4/27/2021

Activity Date	Case #	Parcel Address	Violation	Description	Activity Type	Description
4/26/2021	25	1034 SNUG HARBOR RD	Solid Waste/AMH	Solid Waste/AMH	Inspection	Property cleaned up by SHPOA. No longer a solid waste issue, will still monitor as an AMH
4/26/2021	64	249 DOGWOOD DR	Solid Waste	Solid Waste	Inspection	Property has been cleaned up
4/20/2021	8	762 WOODVILLE RD	Nuisance Vehicle	Nuisance Vehicle	Inspection	No new junk vehicles have been brought in.
4/15/2021	49	136 RED MAPLE AVE	Unauthorized junkyard	Unauthorized junkyard	Inspection	Inspected property, appears some vehicles have been removed. Will continue to monitor
4/13/2021	61	113 OLD US 17 RD	junk vehicles	3 junk vehicles in front yard	Inspection	No change after letter sent, vehicles still in yard
4/8/2021	16	114 POPLAR CIR	Nuisance Junk Vehicles #53	nuisance not tagged three vehicles & trash piled up in back of truck	Inspection	Vehicles continue to be moved around, no clear violations at this time

Activity Date	Case #	Parcel Address	Violation	Description	Activity Type	Description
4/7/2021	64	249 DOGWOOD DR	Solid Waste	Solid Waste	Inspection	Found items in yard as described. Spoke with property owner and advised them to remove items ASAP.

Total Records: 7

4/27/2021



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 – March 2021

<i>Call Volume by Department – March 2021</i>			
<i>Department</i>	<i># of Calls</i>	<i>Department</i>	<i># of Calls</i>
<i>911 CALLS RECEIVED</i>	<i>599</i>	<i>NC State Highway Patrol</i>	<i>55</i>
<i>Belvidere Fire Dept.</i>	<i>10</i>	<i>NC Wildlife</i>	<i>0</i>
<i>Bethel Fire Dept.</i>	<i>5</i>	<i>Nightingale</i>	<i>4</i>
<i>Chowan EMS</i>	<i>0</i>	<i>Pasquotank-Camden EMS</i>	<i>0</i>
<i>Durants Neck Fire Dept.</i>	<i>9</i>	<i>Perq. Dept. of Social Services</i>	<i>2</i>
<i>Eastcare</i>	<i>0</i>	<i>Perq. Emergency Management</i>	<i>13</i>
<i>Gates EMS</i>	<i>0</i>	<i>Perq. EMS</i>	<i>231</i>
<i>Hertford Fire Dept.</i>	<i>17</i>	<i>Perq. Fire Marshal</i>	<i>2</i>
<i>Hertford Police Dept.</i>	<i>204</i>	<i>Perq. Sheriff's Office</i>	<i>749</i>
<i>Hertford Public Works</i>	<i>5</i>	<i>Perq. Water Department</i>	<i>1</i>
<i>Inter-County Fire Dept.</i>	<i>19</i>	<i>Perq. Volunteer Water Rescue Team</i>	<i>0</i>
<i>Magistrate</i>	<i>58</i>	<i>Winfall Fire Dept.</i>	<i>10</i>
<i>NC Dept. of Transportation</i>	<i>5</i>	<i>Winfall Police Dept.</i>	<i>2</i>
<i>NC Forestry</i>	<i>7</i>	<i>Winfall Public Works</i>	<i>3</i>
<i>NC Probation</i>	<i>0</i>		

Welcome

Fantasia Corprew – Non-Certified Part Time Telecommunicator

Congratulations

Na'Kindra Downing – Successfully completed the Sheriff's Standards Telecommunicator Course

Billy Tutwiler – EMS Shift Supervisor and Volunteer Firefighter for Winfall Fire Department – Obtained his NC Firefighter 1 and 2 Certification along with his NC HazMat Operations Certification

April Birthdays

Lisa Whidbee – April 1st

Jared Turner – April 7th

Jerry Newell – April 10th

Amy Bojo – April 11th

John vonRosenberg – April 19th

James Davenport – April 20th

Completed Projects / Trainings / Community Preparedness Activities

- Eastern Healthcare Preparedness Coalition Meeting – March 1, 2021
- COVID-19 Vaccination Clinic Presentation for Hertford Rotary Club – March 2, 2021
- Meeting with Trillium – March 2, 2021
- NCDHHS COVID-19 Healthcare Coalition Meeting – March 3, 2021
- First and Second Dose COVID-19 Vaccination Clinic – March 4, 2021
- PALS Class – March 5, 2021
- NC Severe Weather Awareness Week – March 7 – 14, 2021
- Eastern Healthcare Preparedness Coalition Meeting – March 8, 2021
- Second Dose COVID-19 Vaccination Clinic – March 9, 2021
- First and Second Dose COVID-19 Vaccination Clinic – March 10, 2021
- Statewide Tornado Drill – March 10, 2021
- American Red Cross Virtual Open House – March 10, 2021
- Albemarle Work Group Meeting – March 11, 2021
- First and Second Dose COVID-19 Vaccination Clinic – March 16, 2021
- Sentara Albemarle ED and EMS Meeting – March 16, 2021
- First and Second Dose COVID-19 Vaccination Clinic – March 17, 2021
- EMS Admin Team Meeting – March 19, 2021
- Eastern Healthcare Preparedness Coalition Meeting – March 22, 2021
- Continuing Medical Education – March 22, 2021
- MSAG Webinar – March 24, 2021
- NC Association of EMS Administrators – March 24, 2021
- First and Second Dose COVID-19 Vaccination Clinic – March 24, 2021
- 2022 Public Safety Answering Point Grant Workshop – March 25, 2021
- COVID-19 EMS, Public Health, and Hospitals Monthly Coordination Call – March 25, 2021
- Eastern Healthcare Preparedness Coalition Meeting – March 29, 2021
- Orion Damage Assessment Training – March 29, 2021
- CPR Instructor Workshop Training – March 30, 2021
- RACE-CARS Meeting – March 30, 2021
- Second Dose COVID-19 Vaccination Clinic – March 31, 2021
- ES Admin Team Meeting – March 31, 2021

It has been a year since Emergency Services Staff began participating in calls regarding COVID-19 and the impacts it could have on our community. The Emergency Operations Center was activated on March 16, 2020, and remains engaged with local, state, and federal officials. We continue to perform Antigen testing for staff which is a measure we have taken to ensure we have public safety personnel available 24/7/365 to respond to the needs of the community. To date, 4,131 first dose and 3,228 second dose COVID-19 vaccinations have been administered in Perquimans County.

Community Emergency Response Teams (CERT)

- Albemarle Plantation CERT, Deep Creek CERT, and the Shores at Lands End CERT continue to be an invaluable resource for the COVID Vaccination Clinics. These volunteer members can be found helping with vaccination preparation, the preregistration process, and post vaccination monitoring, as well as anything else that is needed.

Pending Projects / Trainings / Community Preparedness Activities

- Multiple ARHS Second Dose COVID-19 Vaccination Clinics
- Continuity of Operations Plan/Continuity of Government Plan funded through the Emergency Management Performance Grant-Supplemental – Completion anticipated Early 2021
- Mini Sheltering Exercise funded through the Homeland Security Grant Program – April 9, 2021
- Perquimans County Schools Tabletop and Full-Scale Reunification Drills – April and May 2021
- Coast Guard Boom Deployment Exercise – April 30, 2021
- Crop Duster/Transportation Hazmat Response Workshop and Full-Scale Exercise funded through the Hazardous Materials Emergency Preparedness Grant – May 25, 2021 and June 9, 2021
- Hurricane/Tornado Tabletop and Full-Scale Exercise funded through the Homeland Security Grant Program – June 2, 2021 and June 30, 2021
- Active Shooter Exercise funded through the Homeland Security Grant Program – Winter 2021
- Hazmat Shipping Exercise funded through the Homeland Security Grant Program – Spring 2022

Press Releases / Public Service Announcements

- Birthday Shout Out to staff with March Birthdays – March 1, 2021
- National Severe Weather Preparedness Week Post – March 1 – 5, 2021
- NCDOT along with McLean Contracting announce S-Bridge Closure – March 1, 2021
- NCDOT along with McLean Contracting announce S-Bridge Closure – March 4, 2021
- American Red Cross Virtual Open House – March 5, 2021
- COVID-19 Vaccination Clinic Announcement – March 8, 2021
- Reminder of COVID-19 Vaccination Clinic - March 9, 2021
- Statewide Tornado Drill – March 10, 2021
- Press Release – Multiple Fire Calls – March 11, 2021
- Spring Forward – March 13, 2021
- COVID-19 Vaccination Clinic Announcement – March 16, 2021
- Severe Weather Briefings from the National Weather Service – March 17 – 19, 2021
- One Year COVID Anniversary – March 19, 2021
- COVID-19 Vaccination Clinic Announcement – March 22, 2021
- The Shores at Lands End CERT Awarded AARP Grant – March 22, 2021
- Preparing Makes Sense for Pet Owners – March 23, 2021
- American Diabetes Association Alert Day – March 23, 2021
- Shared Road Closure Post from Belvidere-Chappell Hill Fire Department – March 25, 2021
- Epilepsy Awareness Day – March 26, 2021
- Bethel Baptist Women on Mission and Captain Bob's honor ES Staff with complimentary breakfast – March 26, 2021
- Potential of Severe Weather – March 27, 2021
- Second Dose COVID-19 Vaccination Clinic Announcement – March 30, 2021

COMMITTEE REPORTS



PERQUIMANS COUNTY EMERGENCY SERVICES

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

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

EMS Peer Review Committee

Meeting Minutes – October 22, 2020 – 5:00 pm

Those attending: Dr. Wilson, Jonathan Nixon, Jim Grosjean, Krystal Agosto, Caitlyn Colson, Julie Solesbee, Frank Heath, and Elaine Grosjean

The meeting was called to order by Jonathan Nixon at 5:00 pm.

The minutes from the July 30, 2020 meeting were approved motioned by Frank Heath and 2nd by Krystal Agosto.

The following reports were made:

Dr Wilson – Medical Director

- Nothing new to report, things are going smooth from his respective.

Frank Heath – County Manager

- Nothing to report

Julie Solesbee – Rescue Squad

- Partnership with FEDEX and donating items (Damaged packages, food, toilet paper) able to push items out to any needs in the community due to Rescue Squad being non-profit. Able to set up a donation management program.
- Able to provide multiple residents with item relief during COVID

Jim Grosjean – Compliance Officer –

- 637 calls for this quarter
- Increase in calls from the last 90 days compared to last year
- Calls over 3 minutes: 7 calls
 - Numerous 3rd call, 4th calls, 5th calls, Mutual aid, and radio operator error contributed
 - Shoot times averaging 1:12
 - Average scene time around 20 minutes
 - Temperature checks still on-going at the courthouse
 - Tropical storm Isais
 - QA calls and coaching forms active
 - No new hires or advancements
 - 1 person removed from the EMS roster
 - 1 fulltime MES employee resigned and moved to part-time, job announcement out for fulltime employment
 - Assigned letter to part time employees not meeting their monthly requirements
 - Several part time employees in AEMT through COA

Krystal Agosto – 911 Training Officer/Shift Supervisor –

- EMD compliance – staying constant with high compliance at 79%, out of 75 cases
 - 59 calls high compliant
 - 10 calls compliant
 - 4 calls partial compliant
 - 0 calls low complaint
 - 2 call non-compliant
- Case entry for EMD seems to be the issues, showing minor deviations which add up
- 2021 QA for EMD will be updated using Eventide Software. Able to build questions for law, fire and EMS to get a better picture for every discipline
- 1 new hire completely certified
- 3 additional TC's this month
- Virtual DCI training scheduled for November 17th, 18th, and 19th
- Sheriff Standards through COA in December/January
- TBD EMD Training

Caitlyn Colson – EMS Training Officer/Shift Supervisor –

- No EMS renewals
- Trainings active for this quarter
 - Stroke, Bundle Branch Blocks, CPR, PALS, and Sepsis
- 88% success rate on airway, 100% with BIAD
- Increase in IV success rates
- Extended scene time showed increase due to call with 2 patients for mutual aid in Gates County
- No medication errors
- No high risks procedures
- No STEMI patients
- 100% on FSBS for stroke patients

Jonathan Nixon - Emergency Services Director

- Update on COVID cases in the county
 - 13 active cases, 218 recovered, 1 death
- Spoke on the upcoming exercises the rest of 2020 and into 2021 (see below)
- EMPG Grant - \$20,000 in funding. Using for HAZMAT, Active Shooter, Mini Shelter, and Water Rescue
- 911 Simulator device was approved with Chowan Hospital
- 911 Console equipment, application for \$5,000,000
- PORT continues. Seeking approval for new SOG
- Considering Duke Endowment Grant in 2021
- Narcan Pilot Program is active
- Ketamine has been approved as an optional program; Perquimans will continue. New reporting requirements
- EMS were present at the schools for initial screenings on opening day

Pending Projects / Trainings / Community Preparedness Activities

- PCHS Graduation – Friday, July 31, 2020 – 5:30pm
- Vidant Community Benefit Grant to be awarded for the purchase of a 911 Simulator Device – August 2020
- 911 Center Phone Migration to ESINet – August 26, 2020
- Continuity of Operations Plan/Continuity of Government Plan being compiled now – completion anticipated by October 2020.
- Water Search and Rescue Exercise funded through the Homeland Security Grant Program – Tabletop Exercise September 3, 2020 and Functional Exercise October 8, 2020
- Chowan-Perquimans Local Emergency Planning Committee awarded Exercise Grant through the Hazardous Material Emergency Preparedness Grant Program – October/November 2020

- Active Shooter Exercise funded through the Homeland Security Grant Program – Spring/Summer 2021
- Shelter Mini-Exercise – Cancelled in 2020 due to COVID – Rescheduled Spring 2021
- EMD Training – hosted by COA – August 17-19, 2020
- Awarded Grants Pending (\$64,072):
 - 2019 EMPG – EM Ops \$20,625
 - 2019 HMEP – HazMat Response Exercise (Chowan/Perquimans LEPC) \$10,000
 - 2019 HSGP #1 – Active Shooter \$10,000
 - 2019 HSGP #2 - Water Rescue Exercise \$11,000
 - EMPG-S – COOP/COG and Vulnerable Population \$6,347
 - 2020 VCH Foundation – 911 Simulator Device \$4,100
 - 2020 LEPC Tier II – LEPC Ops \$2,000
- Applications Pending (\$6,103,179):
 - AFG 2019 – Dual Band Radios for EMS and 6 Fire Depts. \$1,000,000
 - 911 PSAP Grant – Upgraded 911 Console Equipment and Towers \$4,944,145
 - AFG-S – PPE Equipment and Supplies \$88,884
 - 2020 EMPG – EM Ops \$20,625
 - 2020 HSGP #1 – Confined Space Awareness and Stabilization \$9,975
 - 2020 HSGP #2 – COOP \$12,000
 - 2020 HSGP #3 – DAWG EOC Overhead Team Functional Exercise \$9,550
 - 2020 HMEP – LEPC Transportation Exercise \$18,000

New Business

- Community Paramedic SOG
- Updated Rehab SOG
 - Motion by Frank Heath to approve the new SOG, and changes to Rehab SOG, 2nd by Julie Solesbee

Quality Assurance – 4th quarter topics will be Patient Refusals.

Additional Comments / Concerns

Next Meeting Schedule – January 21 2021, starting at 17:00.

Adjournment – There being no further business a motion to dismiss was made and 2nd by, until the next appointed meeting which is scheduled for January 21, 2021 at 5:00 pm.

Respectfully Submitted by Caitlyn Colson, EMS Training Officer and Jonathan Nixon, Emergency Services Director.