

AGENDA

All items are for discussion and possible action.
Perquimans County Board of Commissioners
Meeting Room at Perquimans County Library
December 6, 2021
7:00 p.m.

- I. **Call to Order**
- II. **Prayer & Pledge**
- III. **Approval of Agenda**
- IV. **Consent Agenda**
(Consent items as follows will be adopted with a single motion, second and vote, unless a request for removal of an item or items is made from a Commissioner or Commissioners.)
 - A. Approval of Minutes November 1, 2021 Regular Meeting and November 15, 2021 Special Called Meeting & Work Session (cancelled)
 - B. Tax Refund Approval
 - C. Personnel Matters
 - 1. Certification: Part-time/Fill-In Paramedic
 - 2. Appointment: Full-Time Certified Deputy
 - 3. Appointment: Part-Time/Fill-in Certified Telecommunicator
 - 4. Appointment: Seasonal Tax Lister
 - 5. Resignation: Permanent Part-Time Certified Telecommunicator
 - 6. Appointment: Part-Time/Fill-In Certified Telecommunicator
 - 7. Removal from Roster: Part-Time/Fill-In AEMT
 - 8. Retirement: Backhoe Operator
 - 9. Termination: Public Information Assistant IV
 - D. Step/Merit Increases
 - 1. Department Heads (2)
 - 2. Sheriff's Office (2)
 - E. Budget Amendment No. 12 - 13
 - F. Board Appointments
 - 1. Trillium Northern Regional Advisory Board
 - 2. Chowan/Perquimans Multi-County LEPC
 - G. Reduction in Sheriff's Salary Due To Election
 - H. NC Forest Service FY 2020-2021 Report
- V. **Introduction of New Employees**
 - A. Planning Department
 - B. Sheriff's Office
 - C.
- VI. **Scheduled Appointments**
 - A. Donna Winborne, Auditor
 - B.
 - C.
- VII. **Commissioner's Concerns/Committee Reports**
 - A.
 - B.
 - C.
- VIII. **Old Business**
 - A. Updates from County Manager
 - B.

ACTION
REQUIRED

NO
ACTION
REQUIRED

ACTION
REQUIRED

NO
ACTION
REQUIRED

7:00 p.m.
7:20 p.m.
7:25 p.m.

- ACTION REQUIRED**

IX. New Business

 - A. Election of Chairman/Vice Chairman
 - B. Belvidere Convenience Site Lease Agreement & Memorandum of Lease
 - C. Bank Resolution & Signature Stamp, if necessary
 - D.
- 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(3)(4) - The purpose of the Closed Session is to consult with the county attorney, to discuss an economic development matter, and to 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:

DEPARTMENT HEAD REPORT:

- Plat Log
- Building Inspector's Reports
- Code Enforcement's Report
- Tax Department Report
- Sheriff's Report – November, 2021
- Sheriff's Report – October, 2021 *(e-mailed to Commissioners on 11/4/2021)*
- EMS Report – November, 2021
- EMS Report – October, 2021 *(e-mailed to Commissioners on 11/3/2021)*

COMMITTEE WRITTEN REPORTS:

NOTES FROM THE COUNTY MANAGER
December 6, 2021
7:00 p.m.

- IV. **Enclosures:** Items included on the Consent Agenda are enclosed. *If you wish to discuss any of these items, please make that request during the meeting.*
- V. The following new employees will be introduced to the Commissioners:
 - 1. **Rhonda Repanshek:** Rhonda Repanshek, Planner, will introduce Trevor Miles, Planning Assistant, who was hired on November 1, 2021.
 - 2. **Sheriff Shelby White:** Sheriff White will introduce William Phillip Lane, III who was appointed tonight as a Certified Deputy at Grade 65/Step 5 effective 12/1/2021.
- VI.A. Donna Winborne, Auditor, will present the FY 2020-2021 Audit. Board action will be requested. **An electronic copy of the audit was forwarded to you at the same time your Agenda Packet was sent to you. Ms. Winborne will probably provide a hard copy to you at the meeting.**
- VIII.A. County Manager Heath will present several updates to the Board.
- IX.A. **Enclosure.** County Attorney, acting as Temporary Chairman, will hold the election of the Chairman and the Vice Chairman of the Board of Commissioners.
- IX.B. **Enclosure.** The County currently leases the Belvidere Convenience site property from L. Clinton Winslow, Jr. and Catherine Goodwin Winslow who are now deceased. The heirs of the property, Lynwood Winslow and Anna E. Winslow Sanders are willing to continue this lease agreement. The Board will need to consider and take action on the enclosed Lease Agreement & Memorandum of Lease for the Belvidere Convenience site property. Board action is being requested
- IX.C. If there is a change in Chair(man), the Board would need to authorize the new Chair(man) and County staff to sign the Bank Resolution and to authorize the use of the Chair(man)'s stamp for the PNC Account. Board action is being requested, if necessary.
- XI. **Enclosure.** Pursuant to NC General Statute 143-318-11(3)(4), the Board will go into closed session to consult with the county attorney, to discuss an economic development matter, and to approve Closed Session Minutes.

CONSENT AGENDA NOTES

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

- A. **Enclosures:** Approval of Minutes November 1, 2021 Regular Meeting and November 15, 2021 Special Called Meeting & Work Session (cancelled)
- B. **Enclosure:** Tax Refund Approval – see attached listing.
- C. **Enclosure:** Personnel Matters

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Taralyn Fowler	Part-Time/Fill-In Paramedic	Certification	68/1	\$19.55/hr.	11/01/2021
William Phillip Lane, III	Certified Deputy	Appointment	65/6	\$40,276	12/01/2021
Vivian Long	Part-Time/Fill-In Certified Telecommunicator	Appointment	62/6	\$16.97/hr.	12/01/2021
Deborah Davis	Seasonal Tax Lister	Appointment	n/g	\$15.00/hr.	12/06/2021
Annamarie Shine	Permanent Part-Time Certified Telecommunicator	Resigned			12/01/2021
Annamarie Shine	Part-Time/Fill-In Certified Telecommunicator	Reclassification	62/2	\$15.39/hr.	12/01/2021
Tiffany Haynes	Part-Time/Fill-In AEMT	Removed from Roster			11/09/2021
Arnold White	Backhoe Operator	Retirement			03/01/2021
Marquitta Foreman	Public Information Assistant IV	Terminated			11/04/2021

- D. **Enclosures:** During the Budget process, the following step or merit increases were approved for the employees. The following individuals are being recommended by their supervisor for step or merit increases:

Employee Name	Employee Job Title	Grade/ Step	New Salary	Effective Date
Susan Chaney	Director	79/10	\$82,236	12/01/2021
Beverly Gregory	Senior Citizen Coordinator	63/11	\$41,653	12/01/2021
Robert Farrar	Deputy Sheriff	65/9	\$43,319	12/01/2021
Brian Watson	Deputy Sheriff / SRO (Certified)	65/4	\$38,358	12/01/2021

- E. **Enclosures:** Budget Amendment Nos. 12 - 13 are enclosed for your review and action.

F. **Enclosures:** The following Board reappointments will need Board consideration and action:

Name	Board/Committee	Action Taken	Term	Effective Date
Mathis, Lynn	Trillium Northern Regional Advisory Board	Reappointment	Unlimited	12/01/2021

The Board will need to consider the following Board appointments/reappointments for the Chowan/Perquimans LEPC 2022 Roster:

NAME	SPECIALTY	NAME	SPECIALTY
Bass, Billy	Fire	Nelson, Wallace	Elected Official (Perquimans)
Beachboard, Leslie	Press	Nixon, Jonathan	EM/EMS/911
Brewster, Sue	CERT (Shores at I.E)	Overman, Barry	Fire
Brittingham, Richard	EM/Fire/RRT-1	Palmer, Cordell	EM/I.E
Cartwright, Michael	Fire	Perquimans SO Rep.	Law
Chancy, Susan	DSS	Ponte, Tom	EM
Chowan SO Rep	Law	Smith, Lewis	Owner/Operator (Parkway Ag)
Hollowell, Ralph	Environmental	Solesbec, Julie	EM/Press
Kehayes, Alex	Elected Official (Chowan)	Spruill, Mary	Volunteer
Lafon, David	Fire/Law	Stoop, Ashley	Health Dept.
Levine, Miki	CERT (Albemarle)	Ward, Paul	NCDA (Environmental)
Long, Rick	Fire (NC Forestry)	Williams, Tonya	Hospital
McKeever, Jim	CERT (Deep Creek)	Winn, Billy	NCEM
NCHP Rep	Law	Winslow, Jarvis	EM

G. **Enclosure.** Resolution for Salary Reduction due to upcoming election:

- Whenever the Sheriff runs for office, the Board normally passes a similar motion as follows for two reasons: (1) filing fees and (2) if a new person actually is elected, the Board may adjust their salary based on qualifications.

Pursuant to G.S. 153A-92, the Board of County Commissioners adopted this Resolution reducing the Sheriff's salary from \$83,422 (Grade 76, Step 16) to \$55,348 (Grade 75, Step 1) to become effective December 1, 2022. This action is taken in compliance with General Statute 153A-92 in reference to compensation of County officers in the General Election. A motion to approve the above was made by _____, seconded by _____. Motion unanimously passed.

H. **Enclosure.** NC Forest Service FY 2020-2021 Report:

- Forest Ranger Robert Lacy provided the Board with their written report for FY 2020-2021.

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

BUYER	ITEM	DATE SURPLUSED	START BID	SOLD AMOUNT
Timothy Beaton	2010 Ford Explorer, VIN 1FMEU7DE6AUA65756	9/7/2021	\$500	\$2,675.00

Mr. Heath recommends the sale of this item. On motion made by Alan Lennon, seconded by Charles Woodard and unanimously approved by the Board.

RESIGNATION: CERTIFIED DEPUTY

County Manager Heath explained that this personnel matter was received after the Agenda Packets were distributed. On motion made by Alan Lennon, seconded by Charles Woodard, the Board unanimously approved the resignation of Joshua Reed effective September 30, 2021.

PUBLIC COMMENTS

The following public comment was made:

> Pete Perry: Mr. Perry discussed the possibility of having a Public Safety Building for our Sheriff's Department and/or a County Complex for Perquimans County. He said that, looking at the Dare County and Currituck County complexes, you have to say that Perquimans County needs to move into the 21st Century with new buildings. He recommends not starting financing this until the year 2026. He further recommends that, if they decide to build these complexes, we should build it on property that the County already owns. He encourages the Board to do preliminary planning as A and B. A would be for what we need – a Public Safety Building for the Sheriff, Magistrate, and Probation & Parole. B would be the Government Complex. He said to put it on the Agenda, to have a non-binding vote in the next election for county commissioners, and to allow all the Perquimans County residents to have an opportunity to vote for or against the projects. He said that the County would probably need to hold public hearings and possibly have a bond issue but they are hard to put out. If you remove the county offices out of the Town of Hertford, you will be nailing nails in the coffin of Town of Hertford. The Town of Hertford would die completely. That completed his remarks.

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned at 7:40 p.m. on motion made by Charles Woodard, seconded by Alan Lennon.

Fondella A. Leigh, Vice Chair

Clerk to the Board

WORK SESSION

October 18, 2021

7:00 p.m.

The Perquimans County Board of Commissioners Work Session on October 18, 2021 was cancelled.

REGULAR MEETING

November 1, 2021

7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, November 4, 2021, at 7:00 p.m. in the Meeting Room of the Perquimans County Library located at 514 S. Church Street, Hertford, NC 27944.

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

MEMBERS ABSENT: Alan Lennon

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

The meeting was called to order by Chairman Nelson. Commissioner Jones gave the invocation and Chairman Nelson led the Pledge of Allegiance.

AGENDA

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

CONSENT AGENDA

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: October 4, 2021 Regular Meeting and October 18, 2021 Work Session (cancelled) were approved.

2. Tax Refund (Perquimans County) Approval:

Colou, II, Jose Luis ----- \$154.81
Plate was charged for Town and County; vehicle is not located in the city limits. Account No. 6106R062

3. Personnel Matters:

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Debbie Stallings	Fill-In - Senior Center	Appointment	56/6	\$13,01/hr.	12/01/2021
Jennifer T. Coppersmith	Permanent Part-Time Nutrition Site Manager	Appointment	NG	\$12.11/hr.	01/01/2022
Trevor Allen Miles	Planning & Zoning Technician	Appointment	61/2	\$30,633	11/01/2021
Ryan Cappel	Certified Deputy	Appointment	65/2	\$36,531	11/01/2021

Employee Name	Employer Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Spencer Wentz	Certified Deputy	Appointment	65/1	\$33,638	11/01/2021
Fantasia Saunders	Full-Time Certified Telecommunicator	Promotion	62/1	\$31,231	11/01/2021
Tantina Copeland	Part-time/Fill-in AEMT	Certification	66/1	\$17.91/hr.	10/01/2021
Nellie Sawyer	Permanent Part-Time Nutrition Site Manager	Resignation			12/31/2021

4. **Step/Merit Increases:**

Employee Name	Employee Job Title	Grade/ Step	New Salary	Effective Date
Jennifer Ayers	PT/FI Certified Telecommunicator	62/2	\$15,39/hr.	11/01/2021
Victor Sullivan	Certified Deputy/SRO Officer	65/2	\$36,831	11/01/2021
Lisa Layden	Tax Clerk - DMV	58M	\$28,186	11/01/2021

5. **Budget Amendment:**

BUDGET AMENDMENT NO. 9
GENERAL FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-397-002	Municipal Dispatch Fees	20,000	
10-516-170	Sheriff - Maintenance/Repair Vehicles	20,000	
EXPLANATION: To amend FY 21/22 budget to include additional funds to cover FY 21/22 expenses.			

6. **Enclosures:** The following board reappointments & resignations were approved by the Board:

Name	Board/Committee	Action Taken	Term	Effective Date
Simpson, Ernestine	Community Advisory Committee	Reappointment	3 yrs.	12/01/2021
Heath, Frank	Highway 17/64 Association Board of Trustees	Reappointment	1 yr.	12/01/2021
Layden, Doug	Local Library Board	Resignation		08/11/2021
Poppen, Jennifer	Local Library Board (complete Doug Layden's term)	Appointment		11/01/2021

7. **Enclosures:** The following miscellaneous documents were approved by the Board:

- a. **Recreation Concessions Contract:** The Recreation Concessions contract with "New Hope Concessions" was presented and approved by the Board.
- b. **Records Retention Schedules:** The Division of Archives & Records notified the County the Records Retention Schedules have been amended effective October 1, 2021. The Board unanimously approved the following two Records Retention Schedules. To view these schedules, go to:
 - > 2021 General Records Schedule: Local Government Agencies Change Log
 - > 2021 Program Records Schedule: Local Government Agencies Change Log

INTRODUCTION OF NEW EMPLOYEES

The following employees were introduced to the Board:

1. **Frank Heath:** Jonathan Nixon, Emergency Services Director, could not attend the meeting tonight because his son's soccer team had a championship game. Therefore, Frank Heath introduced Andrea Stamer who was promoted to 911 Shift Supervisor on July 1, 2021. He also introduced Nicole Anderson and Rebecca Colphier, Full-Time Paramedics, who was promoted from Part-Time/Fill-in Paramedics on September 1, 2021. The Chairman and Commissioners made a few comments to them.
2. **Sheriff White:** Sheriff White introduced Sharon Twine-Goodwin, Administrative Assistant in the Sheriff's Office, who was hired on September 20, 2021. In addition, he introduced the two certified deputies who were appointed tonight: Ryan Cappel & Spencer Wentz. He further invited the Board to come by their newly renovated offices. His staff is really enjoying the extra space. Commissioner Hoffer asked Sheriff White how the transition with the Town of Hertford Police Department was going. Mr. White provided a brief update.
3. **Nick Lofies:** Nick Lofies, Water Supervisor, explained that two of his Water Clerk will be retiring next June and September. The Board was kind enough to allow him to hire a new Water Clerk to learn the procedures before these clerks retire next year. He was pleased to introduce Maribeth Harris, Water Clerk I, who was hired on October 1, 2021.

On behalf of the Commissioners, Chairman Nelson welcomed the new employees to Perquimans County.

COUNTY MANAGER HEATH

Mr. Heath explained to the Board about Budget Amendment No. 10 and No. 11. After briefly reviewing these budget amendments, Mr. Heath recommends the approval of Budget Amendment Nos. 10 and 11. On motion made by Joseph W. Hoffer, seconded by Charles Woodard, the Board unanimously voted to approve the following Budget Amendments Nos. 10 and 11:

BUDGET AMENDMENT NO. 10
EMERGENCY TELEPHONE FUND

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
78-399-000	Fund Balance Appropriated - PSAP	230,683	
78-500-161	PSAP - Hardware Maintenance	230,683	
78-350-001	Emergency 911 Fees	140,796	
78-500-161	PSAP - Hardware Maintenance	140,796	
EXPLANATION: To amend FY 21/22 budget to include all State funds/fund balance as approved by the 911 Board.			

BUDGET AMENDMENT NO. 11
GENERAL FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-397-002	Municipal Dispatch Fees	39,956	
10-511-160	Dispatch - Hardware (local)	39,956	
EXPLANATION: To amend FY 21/22 budget to include additional funds to cover expenses for FY 21/22.			

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

The following update was provided:

- > **Chairman Nelson:** Mr. Nelson updated the Board and public on the Monument of the Confederate Dead. He explained that County Manager Heath, Vice Chair Leigh, and himself are in the process of obtaining recommendations for the wording to be added to the monument as requested by the Board at their September meeting. They are making progress on this matter.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- > COVID Updates: Mr. Heath announced that the Albemarle Regional Health Services will hold a Moderna Booster Clinic on November 8, 2021 from 9:00 a.m. to 3:00 p.m. at the Recreation Center. If it has been six months since you received the original Moderna shots, you are eligible to get this booster.
- > Perquimans County Museum: Mr. Heath informed the Board that they are continuing to work on the building that will house the Perquimans County Museum. They are in the process of painting the inside and in the process of prepping the outside to be painted. He is planning to have a grand opening sometime in November if everything moves smoothly through the renovations. More information will be up and coming.
- > Basin Permit: Mr. Heath explained that he had forwarded an application to the Division of Coastal Management to renew the basin permit for another two years. We are awaiting the approval of the State Budget to see what it would contain to proceed with this project.

BOARD APPOINTMENT: TRILLIUM NORTHERN REGION ADVISORY BOARD

We still have no new applications but Vice Chair Leigh stated that she had talked with someone and they are supposed to be forwarding an application to Mary Hunnicutt tomorrow requesting consideration for this appointment. No action was taken at this time.

PUBLIC COMMENTS

There were no public comments.

ADJOURNMENT

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

Wallace E. Nelson, Chairman

Clerk to the Board

SPECIAL CALLED MEETING

November 15, 2021
7:00 p.m.

The Perquimans County Board of Commissioners met in a SPECIAL CALLED MEETING on Monday, November 15, 2021 at 7:00 p.m. in the Perquimans County Library located at 514 S. Church Street, Hertford, NC 27944.

- | | | |
|------------------|---|--|
| MEMBERS PRESENT: | Wallace E. Nelson, Chairman
Joseph W. Hoffer
Alan Lennon | Fondella A. Leigh, Vice Chair
Kyle Jones
Charles Woodard |
| MEMBERS ABSENT: | None | |
| OTHERS PRESENT: | Frank Heath, County Manager
Willi Crowe, County Attorney
Dave Goss, Economic Development Consultant | Mary Hunnicutt, Clerk to the Board |

Chairman Nelson called the meeting to order. Commissioner Lennon gave the invocation and the Chairman led the Pledge of Allegiance. Chairman Nelson explained that the purpose of this Special Called Meeting to go into Closed Session to discuss an economic development matter and to approve the Closed Session Minutes.

CLOSED SESSION: TO DISCUSS AN ECONOMIC DEVELOPMENT MATTER AND CLOSED SESSION MINUTES

Chairman Nelson stated that, pursuant to NC General Statute 143-318.11(4), the Board will need to go into Closed Session to discuss an economic development matter and closed session minute approval. On motion made by Alan Lennon, seconded by Charles Woodard, the Board unanimously voted to go into Closed Session.

The Closed Session was adjourned and the Special Called Meeting reconvened on motion made by Charles Woodard, seconded by Joseph W. Hoffer, and unanimously approved by the Board.

No action was required from the Closed Session.

ADJOURNMENT

There being no further comments or business to discuss, the Special Called Meeting was adjourned at 7:43 p.m. on motion made by Joseph W. Hoffer, seconded by Charles Woodard.

Wallace E. Nelson, Chairman

Clerk to the Board

WORK SESSION

November 15, 2021
7:00 p.m.

The Perquimans County Board of Commissioners Work Session on November 15, 2021 was cancelled.

November 30, 2021

Tax Refunds: (Perquimans County)

Chelsi Diana Gregory \$142.74

Vehicle sold; 7-month refund

Account#: 60883956

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 11/2/2021

COUNTY OF PERQUIMANS

~~PART-TIME~~ EMS/RESCUE EMPLOYEES

NAME: Taralyn N. Fowler 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: _____

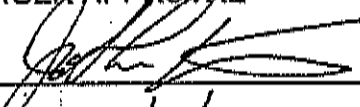
PHONE NUMBER: _____

X 11/1/2021 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE RAISE DUE TO
Date CERTIFICATION (~~PER ATTACHED STATE CERTIFICATE OF COMPLETION~~).

GRADE: 68 STEP: 1 SALARY: \$19.55 per Hour

EMS DEPARTMENT RECOMMENDATION
MANAGER APPROVAL

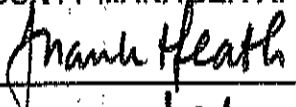
RESCUE SQUAD RECOMMENDATION


DATE: 11/01/21

DATE: _____

COUNTY MANAGER APPROVAL

FINANCE OFFICER


DATE: 11/16/21

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 12-1-21

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: William Lane

SOC. SEC. NO.: _____

POSITION: Deputy

DEPT.: Sheriff's office

NEW EMPLOYEE EFFECTIVE DATE: 12-1-21

GRADE: 65 STEP: 6 SALARY: \$40,276

ENDING DATE OF PROBATIONARY PERIOD: 11-30-22

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

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

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

DEPARTMENT RECOMMENDATION
[Signature]
DATE: 12-1-21

COUNTY MANAGER APPROVAL
[Signature]
DATE: 12-1-21

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: July 1, 2021

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Vivian Long SOC. SEC. NO.: _____

POSITION: Certified Telecommunicator PART-TIME FILL IN DEPT.: 911 Communications

NEW EMPLOYEE EFFECTIVE DATE: September 1, 2021

GRADE: 62 STEP: 6 SALARY: \$16.97 per hour

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: July 1, 2021

[Signature]
DATE: 11/16/21

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 11/29/2021

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: DEBORAH DAVIS

SOC. SEC. NO.: _____

POSITION: SEASONAL TAX LISTER

DEPT.: TAX

NEW EMPLOYEE EFFECTIVE DATE: 12/6/2021

GRADE: _____ STEP: _____ SALARY: # 15.00 PER HOUR

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Bill [Signature]

Paul Heath

DATE: 11/29/2021

DATE: 11/29/21

FINANCE OFFICER

DATE: _____

COPY

FW: Stepping Down

Jonathan Nixon <jnixon@perquimanscountync.gov>

Wed 12/1/2021 5:16 PM

To: amshine71@gmail.com <amshine71@gmail.com>

Cc: Frank Heath <frankheath@perquimanscountync.gov>; Casey Winn <caseywinn@perquimanscountync.gov>; Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>; Admin 911 <admin911@perquimanscountync.gov>; Tracy Mathews <tracymathews@perquimanscountync.gov>

Ms. Shine,

Congratulations on your new position with ECPPS!! We are sorry that you will be stepping down from Permanent Part-time with the 911 Division but are pleased that you will remain with us as a Part-time Fill-in employee. By way of this email, I am copying both the Finance and Human Resources Departments. Your Grade and Step will remain the same, the only change will be the earning of sick and annual leave. Please let us know if you need us to send a summary of your sick leave over to someone at ECPPS, so that it can be transferred.

Have a good evening,

Jonathan A. Nixon, Director

Perquimans County Emergency Services

911 Communications – EMS - Emergency Management

159 Creek Drive - PO Box 563

Hertford, NC 27944

252-426-5646 Ext 105

252-426-1875 Fax

252-331-9817 Cell

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

----- Original message -----

From: annmarie shine <amshine71@gmail.com>

Date: 11/23/21 12:49 (GMT-05:00)

To: Krystal Tutwiler <ktutwiler@perquimanscountync.gov>

Subject: Stepping Down

12/1/2021

To Whom It May Concern

I, Annmarie Shine, am stepping down from my Permanent Part Time position at Perquimans County Emergency Services as of December 1, 2021. I will stay on and keep up with my certifications and will do it as a regular part time employee. I have taken a full time position at ECPPS as the Speech and Language Facilitator. Thank you and please let me know if you have any questions.

Annmarie Shine

EMPLOYMENT ACTION FORM

DATE SUBMITTED: December 1, 2021

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Annmarie Shine

SOC. SEC. NO.: _____

POSITION: Certified Telecommunicator PART-TIME FILL IN

DEPT.: 911 Communications

STATUS CHANGE EFFECTIVE DATE: December 1, 2021

GRADE: 62 STEP: 2 SALARY: \$15.39 per hour

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

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

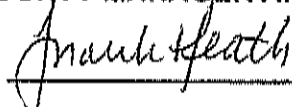
THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: _____ PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION



DATE: 12-1-2021

COUNTY MANAGER APPROVAL



DATE: 12-2-21

FINANCE OFFICER

DATE: _____

COPY



PERQUIMANS COUNTY EMERGENCY SERVICES

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

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

Jonathan A. Nixon, Emergency Services Director

Tiffany Haynes
110 Hope Drive
Hertford, NC 27944

November 9, 2021

Ms. Haynes,

This letter is to inform you that according to employee expectations as outlined in Emergency Services SOG 001 you have not followed the following:

Section 2. Scheduling

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

According to my records you have not submitted any time for scheduling in our organization since June. It is noted that you have picked up a couple of shifts during the 7 months of not submitting any time, however it falls short of what is expected. You also have not completed your AEMT orientation therefore, I am removing you from Perquimans EMS System Roster. Your past service to the community is appreciated however, you are no longer affiliated with Perquimans County Emergency Services and all uniform items and key fob should be returned immediately.

Regards,

Jonathan Nixon, Director
Perquimans Emergency Services

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

October 28,2021

Charles Lories
Perquimans County Water Department
P.O. Box 7
Hertford, NC 27944

Dear Charles:

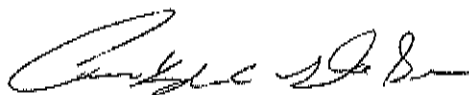
This letter represents my official notice of retirement from my position with Perquimans County Water Department be made final on February 28, 2022.

I am excited about my impending retirement but wanted to take this opportunity to say, it has been a great pleasure to be alongside the individuals at Perquimans County Water Department and I will always appreciate the experience and knowledge I gained during my time here.

Please let me know what I can do to help you with the transition of my work to another employee. I plan to work right up until my retirement date and will be happy to help you make a smooth transition.

Please feel free to contact me if you need additional information. I will be meeting with HR shortly to finalize the details of my retirement, learn about any benefits that extend beyond retirement and identify any assistance that I can provide in transitioning my job to another employee.

Sincerely,



Arnold J. White Sr.

EMPLOYMENT ACTION FORM

DATE SUBMITTED: November 16, 2021

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Marquitia Foreman
POSITION: Public Information Assistant IV

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

EMPLOYEE EFFECTIVE DATE:

GRADE: STEP: SALARY:
THIS IS A PART TIME TEMPORARY POSITION.

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND

Date
GRADE: STEP: SALARY: \$

DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP

RAISE. (YEAR 2 3 4)
GRADE: STEP: SALARY: \$

DATE OF EMPLOYEE TERMINATION: November 4, 2021

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE STEP/MERIT RAISE:

Date: GRADE: STEP: SALARY: \$

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Suzan M Chaney

DATE: November 16, 2021

DATE: _____

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 11/19/21

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Susan Chaney
POSITION: Director

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

EMPLOYEE EFFECTIVE DATE:

GRADE: STEP: SALARY:
THIS IS A PART TIME TEMPORARY POSITION.

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND

Date
GRADE: STEP: SALARY: \$

DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP

RAISE. (YEAR 2 3 4)
GRADE: STEP: SALARY: \$

DATE OF EMPLOYEE TERMINATION:

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE STEP/MERIT RAISE:
Date: 12/1/2021 GRADE: 79 STEP: 10 SALARY: \$ 82,235.00

DEPARTMENT RECOMMENDATION
Teressa Blanehard, DSS Board Chair

COUNTY MANAGER APPROVAL *(for budget purposes only)*
Frank Heath
DATE: 11/19/21

DATE: November 18, 2021

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Beverly Gregory

SOC. SEC. NO.: _____

POSITION: Senior Citizens Coordinator

DEPT.: Senior Citizens

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 63 STEP: 10 SALARY: \$40,661

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

12/1/21 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE PROMOTION.
GRADE: 63 STEP: 11 SALARY: \$41,653

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

DATE: _____

Frank Heath

DATE: 11/10/21

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 11-10-21

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Robert Farrar

SOC. SEC. NO.: _____

POSITION: Deputy

DEPT.: Sheriff

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

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

12-1-21 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. GRADE: 65 STEP: 9 SALARY: \$43,319
Date

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]

[Signature]

DATE: 11-10-21

DATE: 11/19/21

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 11-10-21

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Brian Watson

SOC. SEC. NO.: _____

POSITION: Deputy

DEPT.: Sheriff

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

12-1-21 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. GRADE: 65 STEP: 4 SALARY: \$38,358

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Shelton Whit

Frank Heath

DATE: 11-10-21

DATE: 11/19/21

FINANCE OFFICER

DATE: _____

COPY

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 12

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 6th DAY OF DECEMBER, 2021, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2021 - 2022 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	State Grants - Social Services	25,645	
10-610-202	Low Income Water Assistance (LIHWAP)	25,645	
EXPLANATION: To amend FY 21/22 budget to include additional funds for Low Income Water Assistance as approved by the State.			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, THIS 6th DAY OF DECEMBER, 2021.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 6th DAY OF DECEMBER, 2021.

Chairman, Board of Commissioners

Finance Officer

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 13

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 6th DAY OF DECEMBER, 2021, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2021 - 2022 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-017	Emergency Management - DPR Grant	71,647	
10-530-343	DPR Grant	71,647	
EXPLANATION: To amend FY 21/22 budget to include additional funds awarded with DPR Grant (Disaster Preparedness Region Grant) for UTV project.			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, THIS 6th DAY OF DECEMBER, 2021.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 6th DAY OF DECEMBER, 2021.

 Chairman, Board of Commissioners

 Finance Officer

Fw: Trillium Northern Regional Advisory Board

From: lynn mathis <lwm27@yahoo.com>
Sent: Tuesday, November 9, 2021 8:46 AM
To: Frank Heath <frankheath@perquimanscountync.gov>
Subject: Re: Trillium Northern Regional Advisory Board

Yes, that would be great. Thank you.

Just let me know what I need to do.

On Monday, November 8, 2021, 02:52:24 PM EST, Frank Heath <frankheath@perquimanscountync.gov> wrote:

Lynn-

It appears that the candidate for the Board has backed out. Are you interested in serving on this Board?

W. Frank Heath, III MPA
Perquimans County Manager
128 N. Church Street
Hertford, NC 27944
(252)426-8484

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



PERQUIMANS COUNTY EMERGENCY SERVICES

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

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

Jonathan A. Nixon, Emergency Services Director

To: Mary Hunnicutt
Clerk to the Board

From: Jonathan A. Nixon
Emergency Services Director

Date: November 17, 2021

Re: Chowan/Perquimans LEPC 2022 Roster

Please add this roster to the December 2021 Perquimans County Commissioner's Meeting Agenda for Board reappointment of the Chowan/Perquimans Local Emergency Planning Committee.

NAME	SPECIALTY
Bass, Billy	Fire
Beachboard, Leslie	Press
Brewster, Sue	CERT (Shores at LE)
Brittingham, Richard	EM/Fire/RRT-1
Cartwright, Michael	Fire
Chaney, Susan	DSS
Chowan SO Rep	Law
Hollowell, Ralph	Environmental
Kehayes, Alex	Elected Official (Chowan)
Lafon, David	Fire/Law
Levine, Miki	CERT (Albemarle)
Long, Rick	Fire (NC Forestry)
McKeever, Jim	CERT (Deep Creek)
NCHP Rep	Law
Nelson, Wallace	Elected Official (Perq)
Nixon, Jonathan	EM/EMS/911
Overman, Barry	Fire
Palmer, Cordell	EM/LE
Perq SO Rep	Law
Ponte, Tom	EM
Smith, Lewis	Owner/Operator(Parkway Ag)
Solesbee, Julie	EM/Press
Spruill, Mary	Volunteer
Stoop, Ashley	Health Dept
Ward, Paul	NCDA (Environmental)
Williams, Tonya	Hospital
Winn, Billy	NCEM
Winslow, Jarvis	EM

Re: Chowan/Perquimans Multi-County LEPC

Wallace Nelson <unc.rph@gmail.com>

Fri 11/12/2021 5:54 AM

To: Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>

Cc: Jonathan Nixon <jnixon@perquimanscountync.gov>

Yes, I would be glad to.

W

On Tue, Nov 9, 2021 at 5:01 PM Mary Hunnicutt <mhunnicutt@perquimanscountync.gov> wrote:
Your term on the Chowan/Perquimans Multi-County LEPC is due to expire on 12/31/2021. Are you willing to continue to serve on this committee?

Thanks.

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

Perquimans County's Vision:

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

--
Sent from Gmail Mobile

§ 153A-92. Compensation.

(a) Subject to the limitations set forth in subsection (b) of this section, the board of commissioners shall fix or approve the schedule of pay, expense allowances, and other compensation of all county officers and employees, whether elected or appointed, and may adopt position classification plans.

(b) In exercising the authority granted by subsection (a) of this section, the board of commissioners is subject to the following limitations:

- (1) The board of commissioners may not reduce the salary, allowances, or other compensation paid to an officer elected by the people for the duties of his elective office if the reduction is to take effect during the term of office for which the incumbent officer has been elected, unless the officer agrees to the reduction or unless the Local Government Commission pursuant to Chapter 159, Article 10, orders a reduction.
- (2) During the year of a general election, the board of commissioners may reduce the salary, allowances, or other compensation of an officer to be elected at the general election only in accordance with this subdivision. The board of commissioners shall by resolution give notice of intention to make the reduction no later than 14 days before the last day for filing notice of candidacy for the office. The resolution shall set forth the reduced salary, allowances, and other compensation and shall provide that the reduction is to take effect at the time the person elected to the office in the general election takes office. Once adopted, the resolution may not be altered until the person elected to the office in the general election has taken office. The filing fee for the office shall be determined by reference to the reduced salary.
- (3) If the board of commissioners reduces the salaries, allowances, or other compensation of employees assigned to an officer elected by the people, and the reduction does not apply alike to all county offices and departments, the elected officer involved must approve the reduction. If the elected officer refuses to approve the reduction, he and the board of commissioners shall meet and attempt to reach agreement. If agreement cannot be reached, either the board or the officer may refer the dispute to arbitration by the senior resident superior court judge of the superior court district or set of districts as defined in G.S. 7A-41.1 in which the county is located. The judge shall make an award within 30 days after the day the matter is referred to him. The award may extend for no more than two fiscal years, including the fiscal year for which it is made.
- (4) The board of commissioners shall fix their own salaries, allowances, and other compensation in accordance with G.S. 153A-28.
- (5) The board of commissioners shall fix the salaries, allowances and other compensation of county employees subject to the North Carolina Human Resources Act according to the procedures set forth in Chapter 126. The board may make these employees subject to a county position classification plan only as provided in Chapter 126.

(c) In counties with a county manager, the manager is responsible for preparing position classification and pay plans for submission to the board of commissioners and for administering the pay plan and any position classification plan in accordance with general policies and directives adopted by the board. In counties without a county manager, the board of commissioners shall appoint or designate a personnel officer, who shall then be responsible for administering the pay plan and any position classification plan in accordance with general policies and directives adopted by the board.

(d) A county may purchase life insurance or health insurance or both for the benefit of all or any class of county officers and employees as a part of their compensation. A county may provide other fringe benefits for county officers and employees. In providing health insurance to county officers and employees, a county shall not provide abortion coverage greater than that provided by the State Health Plan for Teachers and State Employees under Article 3B of Chapter 135 of the General Statutes. (1927, c. 91, s. 8; 1953, c. 1227, ss. 1-3; 1969, c. 358, s. 1; c. 1017; 1973, c. 822, s. 1; 1987 (Reg. Sess., 1988), c. 1037, s. 122; 2013-366, s. 2(b); 2013-382, s. 9.1(c).)



Steven W. Troxler
Commissioner

North Carolina Department of Agriculture
and Consumer Services
N.C. Forest Service



Scott Bissette
Assistant Commissioner

November 29, 2021

Dear Perquimans County Commissioners and County Manager Heath:

This letter highlights the North Carolina Forest Service's annual accomplishments in Perquimans County for fiscal year 2020-2021. I have accepted the position of Area Ranger for Pasquotank and Perquimans Counties as Jared Tardiff the former Area Ranger has transferred to a job at our District Office. I have been with the Forest Service since July of 2015, starting as the Smokechaser then moving to Assistant County Ranger in October of 2016. Aiden Owens has joined the team as our new temporary Smokechaser. Aiden comes to us having been a member of Weeksville Volunteer Fire Department since May of 2019, where he has excelled as a fire fighter. We hope to fill the position of Assistant County Ranger as quickly as possible. We have worked to meet citizens' needs in all program areas despite the continued threat of COVID-19.

Fire Control and Emergency Response

This past year stayed relatively wet with brief intermittent dry periods, this kept fire activity mild throughout the fire season. The total number of fires reported and wildfires requiring suppression was below average.

The NC Forest Service responded to 24 fire calls in the fiscal year 20-21. Twelve of these were reportable wildfires, burning less than 24 acres which includes several farm fields. Most of our fires were caused by either debris burning, machine use, or road vehicles. These wildfires did not damage or destroy any structures.

The Volunteer Fire Departments continue to be a tremendous asset in wildfire suppression. Their quick initial attacks minimize fire damage and keep fires small. Through our Volunteer Fire Assistance Program, a grant that offers up to \$5,000 in matching funds to help purchase wildland fire fighting equipment, we were able to help Durants Neck and Bethel fire departments. This past year between the two departments, \$5,191.26 dollars were awarded from the grant and used it to purchase equipment.

Forest Management

FY20-21 was good year for forest management in Perquimans County. We prepared 4 management plans covering 454 acres. These plans help landowners meet financial and personal objectives for their timberland. Typical plans address timber resources, wildlife, aesthetics, water quality, soil protection, and/or recreation opportunities. We also assisted 2 landowners with our cost share program to plant a total of 146 acres of new forest. The total acres replanted for the year were 637 acres in Perquimans county.

Water Quality Protection

The NCFS is committed to recommending and practicing environmentally responsible forestry operations. All forestry activities must adhere to Forest Practice Guidelines and Best Management Practices. These laws and regulations protect water quality and enable us to utilize forest resources in a sustainable manner. This past fiscal year we conducted inspections on 11 forest harvesting activities for 1,075 acres and found no violations.

Information and Education

Informational and educational programs are a vital and popular part of our work here in Perquimans. Each year, the NC Forest Service conducts educational programs on the environment, fire safety, fire prevention, tree identification, and forest

stewardship. These programs are given to a broad audience, including school children, Ruritans, Future Farmers of America, senior groups, and others. Due to Covid restrictions we were unable to complete a lot of the scheduled events with the schools or festivals. Despite these cancelations in 2020-2021, we conducted 14 educational programs in the county.

Urban Assistance and Pest Control

In FY20-21, we investigated 2 potential pest outbreaks on shade trees, yard trees, and windbreaks. Urban assistance will continue to be a priority as the population increases and more land is developed.

In an effort to protect urban and forested areas, each year we conduct aerial and ground surveys for forest pest outbreaks. We did not find any significant insect activity this past year. We continually work with cooperative agencies, including the NC Department of Agriculture, to monitor forest pest movements.

Conclusion

The NC Forest Service had a very successful 2020-2021 here in Perquimans. We provided all Perquimans landowners with expert wildfire control, forest management, water quality protection, information and education, urban assistance, and pest control. We achieved this success with support and cooperation from the Volunteer Fire Departments and many other county agencies. The NC Forest Service will continue to provide the best service possible to all of Perquimans County.

If you have questions, need assistance, or would like to discuss our program in more depth, feel free to contact me at 426-5551 (Office) or 312-3008 (Cell Phone).

Thank you,

Robert Lacy

Area Ranger

ELECTION – CHAIRMAN/VICE CHAIR

1. Open the floor for nominations for Chair/Chairman of the Board:

_____ nominated _____
_____ nominated _____

2. Ask for a motion and a second to close the nominations for Chair/Chairman.
3. Call for a vote for Chair/Chairman.

1. Open the floor for nominations for Vice Chair/Chairman of the Board:

_____ nominated _____
_____ nominated _____

2. Ask for a motion and a second to close the nominations for Vice Chair/Vice Chairman.
3. Call for a vote for Vice Chair/Vice Chairman.

NORTH CAROLINA

LEASE AGREEMENT

PERQUIMANS COUNTY

THIS AGREEMENT, made this the 6th day of December, 2021, by and between Lynwood Winslow and Anna E. Winslow Sanders, with an address of 1209 Belvidere Road, Belvidere, NC 27919, Lessor and PERQUIMANS COUNTY, a body politic and corporate of the State of North Carolina, whose address is PO Box 45, Hertford, NC 27944, Lessee;

WITNESSETH

THAT WHEREAS, the Lessor is the owner of the property hereinafter described and wishes to lease said property to the Lessee as a site for a Solid Waste Collection and recycling Center; and

WHEREAS, this site is located in Belvidere Township, Perquimans County, North Carolina and is to be made available for the collection of solid waste at such times as the Lessee shall deem appropriate; and

WHEREAS, Perquimans County plans to build and maintain the same, including, but not limited to, the addition of marl, cement slabs for roll-off containers and compactors, fencing with green stripping and the planting of shrubbery along the perimeter of the fence for screening purposes only, except at the entrance along the road and where screening is deemed to be unnecessary by the Lessee.

NOW THEREFORE, the Lessor, subject to the terms and conditions hereinafter set forth, does hereby let and lease unto the Lessee, the following described property in Belvidere Township, Perquimans County, North Carolina.

- 1) The 28,383.5898 square foot lot shown on the plat of Edward T. Hyman, Jr., Reg. surveyor, entitled "Property Being Conveyed to Perquimans County, Belvidere Township, Perquimans County, Belvidere Township, Perquimans County, NC," dated March 26, 1993, a copy of which is recorded at Book 151 Page 5 of the Perquimans County Registry.
- 2) A right of way 30 feet in width extending from the western edge of the right of way of Sandy Cross Road (S.R. 1001) to the eastern boundary of the above-described lot and being shown on the aforesaid plat as "30' R/W (15' on Center). This right of way shall be for the benefit of the Lessee, its agents, assigns and such other persons as the Lessee shall allow to use it. The Lessors shall retain the right to use the 15 foot wide area in the front of, that is, on the eastern side of the Solid Waste Center site for the purpose of ingress and egress to the property adjoining said site and the Lessors shall have right to enter their property through the 30 foot wide right of way referred to above.

The terms and conditions of this lease are as follows:

1. **TERMS.** The term of this lease shall be for 10 years, beginning December 1, 2021 and extending through December 1, 2031.
2. **RENT.** The Lessee shall pay to the Lessor as rent for the above described lot the sum of \$1,562.50 per year on December 1 of each year of this lease beginning December 1, 2021. The first year's rent under this agreement has already been advanced to the Lessor on 10-8-2021.
3. **CONSTRUCTION.** The Lessee shall maintain a fence at least 6 feet high with green stripping and shall plant shrubbery, as screening, around the outer perimeter of the fence, except at the road entrance or entrances and where the Lessee deems screening unnecessary. The Lessee shall have the right to install marl or asphalt of depth deemed sufficient by the Lessee for traffic usage, to install cement pads as it deems appropriate and to install or construct all other facilities, structures and equipment which it deems necessary or appropriate in order to operate and maintain a Solid Waste Collection and Recycling Center.
4. **PURPOSE.** The lessee shall use the above described tract only as a site for Solid Waste Collection and Recycling Materials Collection. All items above will be taken to a permanent disposal or recycling site.
5. **OPERATION AND AVAILABILITY.** The Lessee shall have the right to operate or cause to be operated by a third party contractor the aforesaid Solid Waste Collection and Recycling Center and to make it available to such persons, upon such terms and at such hours as the Lessee deems appropriate.
6. **MAINTENANCE.** The Lessee shall provide all maintenance required in order to keep said site in a presentable condition.
7. **TERMINATION.** The Lessor shall have the right to terminate this lease if the lessee defaults as to any of the terms of this agreement and if written notice is given to the Lessee of the Lessee's default under the terms of this agreement and the Lessee does not cure the default within 90 days immediately after such notice. The Lessee shall have the right to terminate this lease upon 90 days written notice to the Lessor and upon such termination shall have no obligation to pay rent for additional years remaining on the lease.
8. **OPTION TO EXTEND.** The Lessee shall have the option to extend the lease granted herein for an additional term of 10 years upon the same terms as set out herein, except there shall be no option to extend beyond the additional term and except for the amount of rent which shall be \$1,953.13 per year for each year of the additional term. This option may be exercised by the payment of the first year's rent under the extended term, by written notice to the Lessee of such exercise prior to the end of any term or by continuing to operate the center following the end of a term.

9. **RETURN OF PROPERTY.** If the Lessor shall within the 30 days immediately following the termination of the lease granted herein or within 30 days of the termination of any extension thereof, deliver to the Lessee a written request to restore the property described above to approximately the same condition in which it was received at the beginning of this lease, the Lessee shall, within 120 days immediately after receipt of such written request of the Lessor, comply with such request. If such request is not made within the 30 day period immediately following the termination of the lease or of an extension thereof, the Lessor shall be deemed to have waived their rights to have the property returned to the said condition. No such request may be made while the lease or any extension thereof is in effect.

10. **LIABILITY.** The Lessee shall indemnify and hold the Lessor harmless of and from all liability for property damage and personal injury arising from the acts of the lessee, its agents or employees, at the above-described site.

11. **NOTICES.** All notices and correspondence between the Lessor and the lessee shall be deemed sufficient if addressed as follows:

A. To the Lessor:
1209 Belvidere Road
Belvidere, NC 27919

B. To the Lessee:
County Manager
PO Box 45
Hertford, NC 27944

12. **PARTIES.** This agreement shall be binding upon and shall inure to the benefit of the Lessor, the Lessee and their heirs, successors and assigns.

IN WITNESS WHEREOF, the Lessor and the Lessee have caused this instrument to be executed in duplicate, originals, one of which shall be retained by the Lessor and one of which shall be retained by the Lessee.

Lynwood Winslow, Lessor

Anna E. Winslow Sanders, Lessor

Perquimans County, Lessee

Chairman, Board of Commissioners
Of Perquimans County

Clerk to the Board of Commissioners

STATE OF NORTH CAROLINA
COUNTY OF _____

I, _____, a Notary Public of the County and State aforesaid,
certify that _____ personally appeared
before me this day and acknowledged the execution of the foregoing instrument.
Witness my hand and official stamp or seal, this ____ day of _____, 202_.

Notary Public

My Commission Expires: _____

STATE OF NORTH CAROLINA
COUNTY OF _____

I, _____, a Notary Public of the County and State aforesaid,
certify that _____ personally appeared before me this day and
acknowledged that she is Clerk to the Board of the Commissioners of Perquimans
County, and that by authority duly given and as the act of said Board, the foregoing
instrument was signed in its name by its Chairman, sealed with its corporate seal and
attested by her as its Clerk..

Witness my hand and official stamp or seal, this ____ day of _____, 201_.

Notary Public

My Commission Expires: _____

Memorandum of Lease

This Memorandum of Lease is entered into by and between Lynwood Winslow and Anna E. Winslow Sanders, with an address of 1209 Belvidere Road, Belvidere, NC 27919, Lessor and PERQUIMANS COUNTY, a body politic and corporate of the State of North Carolina, whose address is PO Box 45, Hertford, NC 27944, Lessee;

DEMISE. By a certain lease dated 12/6/2021 (the "Lease") between Lessor and Lessee, Lessor has leased to Lessee, and Lessee has leased from Lessor, the Premises described as follows:

- 1) The 28,383.5898 square foot lot shown on the plat of Edward T. Hyman, Jr., Reg. surveyor, entitled "Property Being Conveyed to Perquimans County, Belvidere Township, Perquimans County, Belvidere Township, Perquimans County, NC," dated March 26, 1993, a copy of which is recorded at Book 151 Page 5 of the Perquimans County Registry.
- 2) A right of way 30 feet in width extending from the western edge of the right of way of Sandy Cross Road (S.R. 1001) to the eastern boundary of the above-described lot and being shown on the aforesaid plat as "30' R/W (15' on Center). This right of way shall be for the benefit of the Lessee, its agents, assigns and such other persons as the Lessee shall allow to use it. The Lessors shall retain the right to use the 15 foot wide area in the front of, that is, on the eastern side of the Solid Waste Center site for the purpose of ingress and egress to the property adjoining said site and the Lessors shall have right to enter their property through the 30 foot wide right of way referred to above.

All provisions of the Lease are incorporated herein by reference.

1. **TERM.** The term of the Lease is for a period of ten years, commencing on December 1, 2021 and ending on December 1, 2031.

2. **OPTION TO RENEW.** Upon the expiration of the initial term, Lessee has the right and option to renew the Lease. If so renewed by Lessee, the Lease term shall extend to December 1, 2041.

IN WITNESS WHEREOF, this Memorandum of Lease is executed under seal on the _____ day of _____, _____.

LESSOR

(Seal)
Lynwood Winslow

(Seal)
Anna E. Winslow Sanders

ATTEST: _____

Clerk to the Board of Commissioners of
Perquimans County, North Carolina

LESSEE

Perquimans County

(Seal)
Chairman, Board of
Commissioners of Perquimans
County, North Carolina

STATE OF _____

COUNTY OF _____

In _____, on the _____ day of _____, _____, before me, a Notary Public in and for the above state and county, personally appeared _____, known to me or proved to be the person named in and who executed the foregoing instrument, and being first duly sworn, such person acknowledged that he or she executed said instrument for the purposes therein contained as his or her free and voluntary act and deed.

NOTARY PUBLIC

My Commission Expires: _____

(SEAL)

STATE OF _____

COUNTY OF _____

In _____, on the _____ day of _____, _____, before me, a Notary Public in and for the above state and county, personally appeared _____ and acknowledged that she is the Clerk to the Board of Commissioners of Perquimans County, and that by authority duly given and as the act of said Board, the foregoing instrument was signed in its name by its Chairman, sealed with its corporate seal and attested by her as its Clerk.

NOTARY PUBLIC

My Commission Expires: _____

(SEAL)

After recording, return to: Perquimans County Manager, PO Box 45, Hertford, NC 27944

§ 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

NOVEMBER

PLAT REVIEW LOG - PERQUIMANS COUNTY

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
TONY WEBB	X	11-1-2021	X	30 FT RIGHT AWAY FOR PARCEL 2-D069-7407-RFP
JOANN N JORDAN				
TA STOKLEY	X	11-1-2021	X	SUBDIVISION INTO 2 LOTS 4-D053-0002-WA LOT 4 1.65 ACRES & LOT 5 1.53 ACRES
DOUGLAS & RITA CHAPPELL				
PAUL J TOTI	X	11-10-2021	X	SUBDIVISION 4-0036-0088F LOT 1 2.719 ACRES
SYLVIA J WHITEHEAD				
PAUL J TOTI	X	11-10-2021	X	RECOMBINATION OF 3-0059-00035, 3-0059-00031 & 3-0059-00026 8.987 ACRES
JERNIGAN PROPERTIES				
TA STOKLEY	X	11-15-2021	X	BOUNDARY SURVEY 2-0060-0010 6.51 ACRES
HATTIE B WELLS HEIRS				
BISELL SURVEYING PO BOX 168 KITTY HAWK, NC 27949 (252)261-3266	J H MILLER JR. 166 COTTONWOOD DRIVE HERTFORD, NC 27944 339-6932	MCKIM & CREED 504 E ELIZABETH ST STE 1 ELIZABETH CITY, NC 2790 338-2929		ROBEY 215 B STREET CAMDEN, NC 27921 335-1888
BOWMAN CONSULTING PAUL J TOTI 131 MAIN STREET GATESVILLE, NC 279 357-1581	EUGENE JORDAN 402 SIGN PINE ROAD TYNER, NC 27980 221-4795	MARK PRUDEN 146 OAK GROVE ROAD EDENTON, NC 27932 482-7804		GORIA ROGERS 215 B STREET CAMDEN, NC 27921 338-1415/333-8781
CHARLES E BROWN, III 2005 JOHNSON ROAD ELIZABETH CITY, NC 27909 335-0928	PAT MCDOWELL PO BOX 391 ELIZABETH CITY, NC 27909 338-4161	RACKLEY SURVEYING 1015 MACEY JO COURT ELIZABETH CITY, NC 27909 (252)679-7670		SALDERS SURVEYING 510 AVENURE ROAD BLACK MOUNTAIN, NC 28711 (828) 669-2777
TONY WEBB PO BOX 381 EDENTON, NC 27932 (252)482-3066				SCOTT TEMPLE PO BOX 422 ELIZABETH CITY, NC 27907 303-4016
				SL CARDWELL SURVEYING 1206 FRANCIS STREET ELIZABETH CITY, NC 27909 338-6328
				TIMMONS GROUP 1805 W CITY DR UNIT E ELIZABETH CITY, NC 27909 (252)621-5030

11/30/2021

PERQUIMANS COUNTY
OFFICIAL REPORT

Date: NOVEMBER 2021

Board of Commissioners:
Finance Officer:

I wish to report that during November 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
11/1/2021	\$75	1	\$179	1	\$160	1									\$414
11/2/2021		1	\$80	1	\$110	1									\$160
11/3/2021	\$2,300	2	\$120	1	\$110	2	\$150	2					\$20		\$2,700
11/4/2021	\$75	1	\$50	1		1	\$75	1							\$200
11/5/2021		3	\$1,575	3	\$815	4			\$225	3					\$2,615
11/6/2021															\$0
11/7/2021															\$0
11/8/2021															\$0
11/9/2021	\$50	1	\$50	1	\$105	2									\$205
11/10/2021	\$180	1	\$260	3											\$160
11/11/2021	\$195	1	\$100	1											\$295
11/12/2021	\$75	1	\$200	2					\$55	1					\$330
11/13/2021															\$0
11/14/2021															\$0
11/15/2021	\$180	1	\$50	1					\$375	3					\$605
11/16/2021			\$144	1	\$130	2									\$254
11/17/2021	\$575	3		4	\$285	4	\$75	1							\$935
11/18/2021	\$751	6	\$70	1	\$50	1	\$75	1					\$10		\$956
11/19/2021			\$264	4											\$264
11/20/2021															\$0
11/21/2021															\$0
11/22/2021	\$75	1		1	\$200	1	\$75	1	\$150	2					\$500
11/23/2021															\$0
11/24/2021															\$0
11/25/2021															\$0
11/26/2021															\$0
11/27/2021															\$0
11/28/2021															\$0
11/29/2021															\$0
11/30/2021															\$0
TOTAL	\$4,451	19	\$3,112	21	\$1,945	18	\$450	6	\$605	9	\$0	0	\$30	\$0	\$10,793

Signed: _____ Building Inspector



Case Detail Report

11/1/2021 - 11/23/2021

Case #	Case Date	Parcel Address	Violation	Description	Main Status	Assigned To
77	11/2/2021	720 OLD NECK RD	junk vehicles	junk vehicles	Open	Erle Solesbee

Total Records: 1

11/23/2021



Case Activity Report

11/1/2021 - 11/23/2021

Activity Date	Case #	Parcel Address	Violation	Description	Activity Type	Description
11/22/2021	8	762 WOODVILLE RD	Nuisance Vehicle	Nuisance Vehicle	Inspection	No change to property since we removed vehicles from it, no new junk cars have been added
11/22/2021	61	113 OLD US 17 RD	junk vehicles	3 junk vehicles in front yard	Inspection	1 junk vehicle remains on property
11/18/2021	49	136 RED MAPLE AVE	Unauthorized junkyard	Unauthorized junkyard	Inspection	Vehicles continue to be removed from property.
11/16/2021	2	109 TREASURE LN	solid waste/nuisance vehicle	Solid Waste/Nuisance Vehicle	Inspection	Property has shown no improvement. Was informed property is in foreclosure

Activity Date	Case #	Parcel Address	Violation	Description	Activity Type	Description
11/12/2021	61	113 OLD US 17 RD	junk vehicles	3 junk vehicles in front yard	Inspection	Inspected property with owner. Only 1 vehicle on property falls under the junk vehicle ordinance. Owner advised they would get that vehicle removed.
11/9/2021	66	207 UNION HALL RD	Abandoned Mobile Home	Abandoned Mobile Home	Inspection	Appears that trailer has been empty for some time. Will send letter to owner to see about having it removed.
11/3/2021	47	3138 NEW HOPE RD	Grass, possible Abandoned Mobile Home	Grass, possible Abandoned Mobile Home	Inspection	Property still appears to be an abandoned mobile home. Will send letter to owner of property

Total Records: 7

11/23/2021



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-November 2021

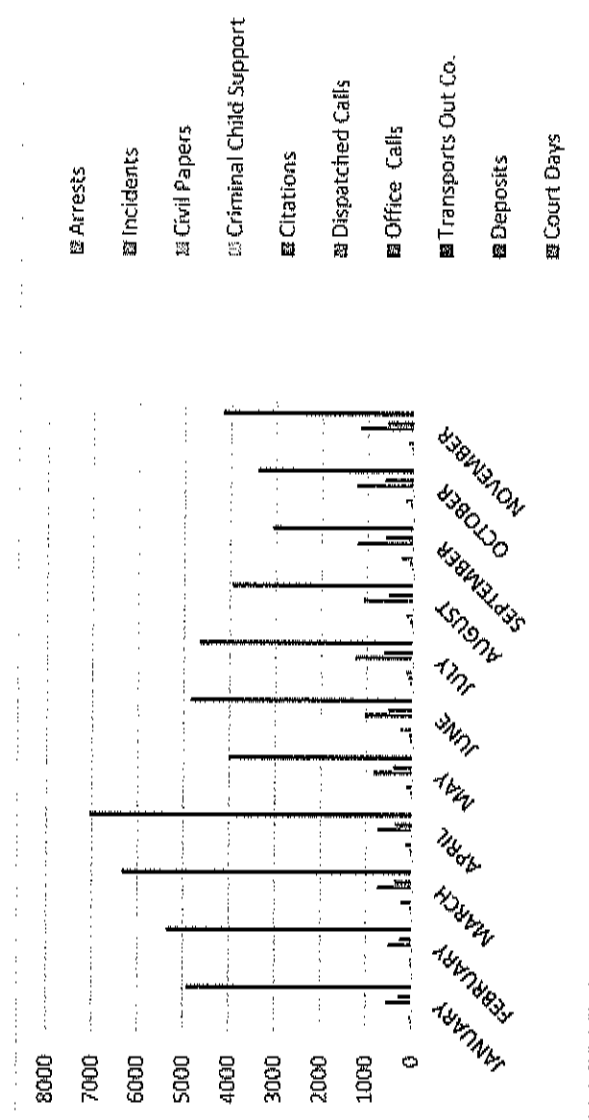
GARNISHMENTS: \$1,463.69

PAYMENT AGREEMENTS: \$6,733.03

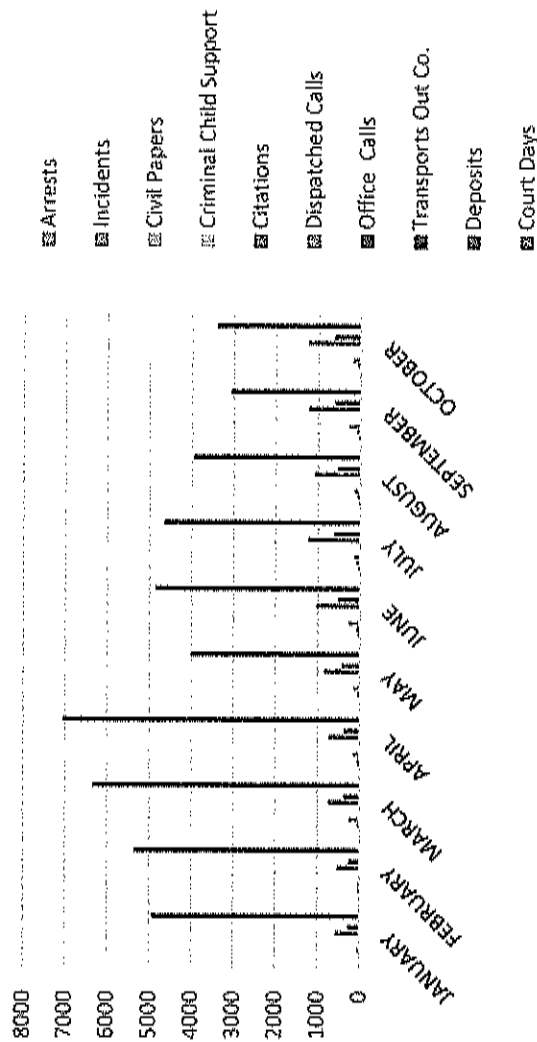
DEBT SETOFFS: \$0

Perquimans County Sheriff's Office --- November 2021 Activity Report

	Arrests		Incidents		Civil		Criminal		Citations		Dispatched		Office		Transports		Deposits		Court	
					Papers	Child Support					Calls	Calls	Out Co.	Calls	Out Co.			Days	Days	
JANUARY	22	26	57	1	9	564	282	3	\$4,925.00	5										
FEBRUARY	14	30	46	1	8	518	259	5	\$5,360.00	8										
MARCH	24	42	250	2	12	749	375	4	\$6,337.00	13										
APRIL	34	51	155	1	12	735	368	4	\$7,055.25	9										
MAY	19	42	142	0	6	842	421	5	\$4,005.00	9										
JUNE	50	73	266	0	4	1044	522	2	\$4,849.50	8										
JULY	54	93	152	0	15	1250	625	6	\$4,650.00	9										
AUGUST	39	69	152	1	14	1077	539	1	\$3,946.50	13										
SEPTEMBER	27	86	278	0	19	1218	609	7	\$3,068.50	9										
OCTOBER	24	69	179	2	22	1241	621	2	\$3,400.50	7										
NOVEMBER	27	49	133	3	18	1166	583	5	\$4,163.00	8										



Perquimans County Sheriff's Office --- October 2021 Activity Report												
	Arrests	Incidents	Civil		Criminal Child Support	Citations	Dispatched Calls	Office		Transports Out Co.	Deposits	Court Days
			Papers	Child Support				Calls	Calls			
JANUARY	22	26	57	1	9	564	282	3	\$4,925.00	5		
FEBRUARY	14	30	46	1	8	518	259	5	\$5,360.00	8		
MARCH	24	42	250	2	12	749	375	4	\$6,337.00	13		
APRIL	34	51	155	1	12	735	368	4	\$7,055.25	9		
MAY	19	42	142	0	6	842	421	5	\$4,005.00	9		
JUNE	50	73	266	0	4	1044	522	2	\$4,849.50	8		
JULY	54	93	152	0	15	1250	625	6	\$4,650.00	9		
AUGUST	39	69	152	1	14	1077	539	1	\$3,946.50	13		
SEPTEMBER	27	86	278	0	19	1218	609	7	\$3,068.50	9		
OCTOBER	24	69	179	2	22	1241	621	2	\$3,400.50	7		





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 – November 2021

Call Volume by Department – November 2021			
Department	# of Calls	Department	# of Calls
911 CALLS RECEIVED	539	NC State Highway Patrol	64
Belvidere Fire Dept.	6	NC Wildlife	3
Bethel Fire Dept.	9	Nightingale	1
Chowan EMS	3	Pasquotank-Camden EMS	2
Durants Neck Fire Dept.	9	Perq. Dept. of Social Services	7
Eastcare	1	Perq. Emergency Management	15
Gates EMS	0	Perq. EMS	205
Hertford Fire Dept.	17	Perq. Fire Marshal	0
Hertford Public Works	2	Perq. Sheriff's Office	1,166
Inter-County Fire Dept.	15	Perq. Water Department	1
Magistrate	55	Perq. Volunteer Water Rescue Team	1
NC Dept. of Transportation	3	Winfall Fire Dept.	12
NC Forestry	2	Winfall Police Dept.	1
NC Probation	0	Winfall Public Works	0

Welcome

Kylie Felton – Part Time Certified Telecommunicator

Kelly Johnson – Part Time Telecommunicator

Kendall Miller – Part Time Telecommunicator

Congratulations

Derek Blake – Transition from Part-Time AEMT to Paramedic

Amy Bojo – Transition from Part-Time AEMT to Paramedic

Tantina Copeland – Transition from Part-Time EMT Basic to AEMT
 Zach Hudgins – Transition from Part-Time AEMT to Paramedic
 Celia McClennan – Transition from Part-Time AEMT to Paramedic
 Dustin Winslow – Transition from Part-Time AEMT to Paramedic

November Birthdays

Tara Fowler – December 2nd
 Wayne Jordan – December 3rd
 Keely Cartwright – December 3rd
 Fantasia Saunders – December 5th
 Martin Surface – December 6th
 Michaela Madden – December 14th
 Brian Hickman – December 17th
 Derek Blake – December 30th
 Alex Zobel – December 31st

Completed Projects / Trainings / Community Preparedness

Activities

- NCEM Eastern Branch Office Virtual Meeting – November 1, 2021
- Active Shooter Planning Meeting – November 3, 2021
- EMS Crews visit the Senior Center – November 3, 2021
- EM 101 Virtual Class – November 3 – 5, 2021
- COVID-19 Moderna Booster Dose Clinic – November 8, 2021
- USCG Virtual Meeting – November 9, 2021
- Eastern Healthcare Preparedness Coalition Meeting – November 10, 2021
- 911 Shift Supervisors attend AQUA Training – November 12, 2021
- RISE Regional Resilience Portfolio Program – November 15, 2021
- Albemarle Regional Health Services Overdose Meeting – November 16, 2021
- Local Emergency Planning Committee Meeting – November 16, 2021
- RACE-CARS Trail 911 Agencies Intervention Call – November 16, 2021
- 911 Center Staff Meeting – November 17, 2021
- 911 Center New Employee Orientation – November 17, 2021
- EMS Peer Review Committee Meeting – November 18, 2021
- Active Shooter Planning Meeting – November 23, 2021

Pending Projects / Trainings / Community Preparedness Activities

- Intro to SARTopo Class – January 7, 2021
- Water Response Workshop and Sonar Rodeo – March 2-3, 2022
- 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

- Press Release – Tar Circle Incident – November 2, 2021
- COVID-19 Moderna Booster Dose Clinic – November 5, 2021
- Time Change – November 6, 2021
- Veteran’s Day Post – November 11, 2021

- COA to offer EMT and AEMT Classes - November 18, 2021
- First Responder's Toy Drive - November 22, 2021
- Practice safe cooking this Thanksgiving - November 23, 2021
- Happy Thanksgiving - November 25, 2021
- Statewide Burn Ban in Effect - November 29, 2021



PERQUIMANS COUNTY EMERGENCY SERVICES

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

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Jonathan A. Nixon, Director

Emergency Services Update – October 2021

<i>Call Volume by Department – October 2021</i>			
<i>Department</i>	<i># of Calls</i>	<i>Department</i>	<i># of Calls</i>
<i>911 CALLS RECEIVED</i>	<i>581</i>	<i>NC State Highway Patrol</i>	<i>41</i>
<i>Belvidere Fire Dept.</i>	<i>11</i>	<i>NC Wildlife</i>	<i>2</i>
<i>Bethel Fire Dept.</i>	<i>13</i>	<i>Nightingale</i>	<i>2</i>
<i>Chowan EMS</i>	<i>0</i>	<i>Pasquotank-Camden EMS</i>	<i>0</i>
<i>Durants Neck Fire Dept.</i>	<i>6</i>	<i>Perq. Dept. of Social Services</i>	<i>5</i>
<i>Eastcare</i>	<i>1</i>	<i>Perq. Emergency Management</i>	<i>22</i>
<i>Gates EMS</i>	<i>0</i>	<i>Perq. EMS</i>	<i>232</i>
<i>Hertford Fire Dept.</i>	<i>22</i>	<i>Perq. Fire Marshal</i>	<i>0</i>
<i>Hertford Public Works</i>	<i>0</i>	<i>Perq. Sheriff's Office</i>	<i>1241</i>
<i>Inter-County Fire Dept.</i>	<i>16</i>	<i>Perq. Water Department</i>	<i>1</i>
<i>Magistrate</i>	<i>64</i>	<i>Perq. Volunteer Water Rescue Team</i>	<i>4</i>
<i>NC Dept. of Transportation</i>	<i>4</i>	<i>Winfall Fire Dept.</i>	<i>22</i>
<i>NC Forestry</i>	<i>4</i>	<i>Winfall Police Dept.</i>	<i>0</i>
<i>NC Probation</i>	<i>2</i>	<i>Winfall Public Works</i>	<i>1</i>

Congratulations

Fantasia Saunders – Transition to Full Time Telecommunicator

Taralyn Fowler – Transition from Part-Time EMT Basic to Paramedic

November Birthdays

Heather Miller – November 1st

Billy Tutwiler – November 2nd

Sonia Davenport – November 4th

Krystal Agosto – November 4th
 Jennifer Ayers – November 10th
 Zeb Daneker – November 11th
 Matthew Ward – November 14th

Completed Projects / Trainings / Community Preparedness

Activities

- Staff CPR Class – October 1, 2021
- Fire Prevention Week – October 3 – 9, 2021
- EMS Crews to the Senior Center – October 6, 2021
- Albemarle Sound Sailing Association Regatta – October 8 – 10, 2021
- PCMS Fitness Center Grand Opening – October 11, 2021
- Childcare Worker's Fire Safety Training – October 12, 2021
- AQUA Emergency Medical Dispatch Class – October 15, 2021
- Regional EMS Protocol Committee Meeting – October 19, 2021
- ES Admin Meeting – October 20, 2021
- Northeast Regional EMS Administrators Meeting – October 21, 2021
- Perquimans Central School Trunk or Treat – October 25, 2021
- Disaster Preparedness Region 1 Virtual Meeting – October 26, 2021
- ARHS Overdose CRT Meeting – October 27, 2021
- Duke Endowment Meeting – October 27, 2021
- Drone and Public Aircraft & the Law Explained – October 27, 2021
- Methodist University Virtual Meeting – October 28, 2021
- COA EMS Advisory Meeting – October 28, 2021
- Chamber of Commerce Downtown Trick or Treating – October 29, 2021
- Belvidere Day – October 29, 2021

Pending Projects / Trainings / Community Preparedness Activities

- Chowan-Perquimans Local Emergency Planning Committee Annual Meeting – November 16, 2021
- Water Response Workshop and Sonar Rodeo – March 2-3, 2022
- 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

- Fire Prevention Week – October 4 – 8, 2021
- Shared Albemarle Regional Health Services Mind Your "Health" Flyer – October 9, 2021
- Press Release – Woodland Church Road Structure Fire – October 19, 2021
- Wynne Fork Road Closure has been removed and the road is now open – October 22, 2021
- Press Release – Dobbs Street Structure Fire – October 25, 2021
- Severe Weather Briefing – October 28, 2021
- Woodville Road Closure – October 31, 2021

COMMITTEE REPORTS