

AGENDA

All items are for discussion and possible action.
Perquimans County Board of Commissioners
Meeting Room at Perquimans County Library
February 7, 2022
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 January 3, 2022 Regular Meeting and January 18, 2022 Work Session (cancelled)
- B. Tax Refund & Release Approvals
- C. Personnel Matters
 - 1. Appointment: Income Maintenance Worker I working toward Income Maintenance Worker II
 - 2. Promotion: Income Maintenance Caseworker III ~ Lead Worker in Adult Medicaid
 - 3. Promotion: Public Information Assistant IV
 - 4. Resignation: IMC I Working Toward IMC II
 - 5. Removed from Roster: Part-Time/Fill-In EMT
- D. Step/Merit Increases
 - 1. Telecommunications (1)
- E. Budget Amendment Nos. 17 - 21
- F. Board Appointment/Reappointments: Agricultural Advisory Board (3)
- G. Miscellaneous Document:
 - 1. Trillium Fiscal Monitoring Report for 2021
 - 2. Maximus Contract

ACTION
REQUIRED

V. Introduction of New Employees

- A. Jonathan Nixon
- B. Nick Lories

NO
ACTION
REQUIRED

VI. Scheduled Appointments

- A. Kathy Treiber, Director of Board of Elections
 - 1. CARES ACT Supplemental Grant
 - 2. Personnel Matter: Elections Deputy Director

ACTION
REQUIRED

7:00 p.m.

B.

7:10 p.m.

VII. Commissioner's Concerns/Committee Reports

- A.
- B.
- C.

VIII. Old Business

- A. Updates from County Manager
- B. Commissioners' Board Appointments
- C.

NO
ACTION
REQUIRED

IX. New Business

- A. Gates/Perquimans MOU
- B. Recreation PARTF Grant Update

ACTION
REQUIRED

- | | | |
|--------------------------|---|---|
| ACTION
REQUIRED | } | C. Proclamation: 50 th Anniversary of the National Senior Nutrition Program
D. Budget Amendment No. 22 – Medical Costs |
| NO
ACTION
REQUIRED | } | X. Unscheduled Appointments/Public Comments
<i>(If you wish to address the Board, please state your name for the record prior to speaking)</i>
A.
B.
C. |
| ACTION
REQUIRED | } | XI. Closed Session: Per NCGS #143-318-11(3) - The purpose of the Closed Session is to consult with the county attorney and to approve Closed Session Minutes.
<i>(After the Closed Session, the Board is subject to return to Open Session and may take action as needed on any items discussed <u>during the closed session.</u>)</i> |
| | } | XII. Adjournment |

FOR INFORMATION ONLY:



DEPARTMENT HEAD REPORT:

- Plat Log
- Tax Department Report
- Building Inspector's Reports
- Code Enforcement Reports
- Sheriff's Report
- EMS Monthly Report – December, 2021 *(e-mailed on 1/5/2022)*
- EMS Monthly Report – January, 2022

COMMITTEE WRITTEN REPORTS:

NOTES FROM THE COUNTY MANAGER

February 7, 2022

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. **Jonathan Nixon:** Mr. Nixon, Emergency Services Director, will introduce Fantasia Saunders who was appointed as a Full-Time Certified Telecommunicator at Grade 62/Step 1 effective 11/1/2021.
 - 2. **Nick Lofies:** Mr. Lofies, Water Department Supervisor, will introduce Vincent Bockelman who was appointed as a Water Technician I at Grade 58/Step 2 effective 1/1/2022.
- VI.A. **Enclosures:** Kathy Treiber, Director of Elections, and Vera Murrill, Board of Elections Chairman, are coming to the Board for two actions:
 - 1. **CARES ACT Supplemental Grant:** The first action concerns the supplemental Subgrant of the 2020 CARES Act in the amount of \$16,000. Because some of the expenditures processed to this subgrant, the State Board of Elections is requesting reimbursement for these funds. For more information, see the enclosed letter from the Perquimans County Board of Elections. Board action is being requested.
 - 2. **Personnel Matter:** The second action concerns the Perquimans County Board of Elections need for a full-time Deputy Director position due to the upcoming elections and the pending retirement of Ms. Treiber as Director of Elections. Board action is being requested.
- VIII.A. County Manager Heath will present several updates to the Board.
- VIII.B. **Enclosure.** Last month, each of the Commissioners received a copy of the enclosed Board/Committee listing for the Commissioners. If any Commissioner wishes to make changes, please contact the Chairman prior to the Commissioner is meeting so that we know what needs to be changed. Action will be taken on the revised list.
- IX.A. **Enclosure.** During the January meeting, County Manager Heath and Jonathan Nixon explained the situation with staffing problems at the Gates County Telecommunications and how Perquimans County assisted them during this situation. Mr. Heath mentioned that, after conversations with the Gates County Manager and some of their commissioners, they were going to work on preparing an Interlocal Agreement for Backup PSAP. A copy of that Agreement has been prepared and is being presented tonight for Board action.
- IX.B. **Enclosure.** The enclosed NC Department of Natural & Cultural Resources press release shows that Perquimans County Recreation Department is due to receive a PARTF Grant in the amount of \$65,600 to install tennis courts at the Recreation Center. Board action is being requested.
- IX.C. **Enclosures:** Laura Rollinson, Administrative & Volunteer Coordinator for the Albemarle Commission Senior Nutrition Program, has requested that the Board consider adopting the enclosed Proclamation proclaiming March 2022 as the 50th Anniversary of the National Senior Nutrition Program. She also invited the Commissioners to participate in the delivery of meals during the annual March for Meals Week, March 21st – March 25th. Board action is being requested.
- IX.D. **Enclosures:** County Manager Heath and Commissioners Jones will explained the purpose of Budget Amendment No. 22. Board action is being requested.
- XI. **Enclosure.** Pursuant to NC General Statute 143-318-11(3), the Board will go into closed session to consult with the county attorney 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 January 3, 2022 Regular Meeting and January 18, 2022 Work Session (cancelled)
- B. **Enclosure:** Tax Refund & Release Approvals – see attached listing.
- C. **Enclosure:** Personnel Matters

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Kanisha Walston	IMC I Working Against IMC II	Appointment	61/3	\$31,381	02/01/2022
Alicia Kim White	IMC III Lead Worker – Adult Medicaid	Promotion	65/1	\$35,638	02/01/2022

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Denise W. Stallings	Public Information Assistant IV	Promotion	59/2	\$28,051	02/01/2022
Krystal Dozier-Bass	IMC I Working Against IMC II	Resignation			01/21/2022
Chelsea Dum	EMT	Removed from Roster			02/02/2022

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
Lindsey Stevens	Certified Telecommunicator	62/4	\$16.15/hr.	02/01/2022

E. **Enclosures:** Budget Amendment Nos. 17 – 21 are enclosed for your review and action.

F. **Enclosure.** The following board appointment/reappointments were approved by the Board:

Name	Board/Committee	Action Taken	Term	Effective Date
Morgan, John	Agricultural Advisory Board - Parkville	Declined Reappointment		02/01/2022
Roach, Thomas	Agricultural Advisory Board -- Parkville	Appointment	3 yrs.	02/01/2022
Baker, Julian	Agricultural Advisory Board - Belvidere	Reappointment	3 yrs.	02/01/2022
Madre, Donald	Agricultural Advisory Board - Bethel	Reappointment	3 yrs.	02/01/2022

G. **Enclosures:** Miscellaneous document for the Board to review and possibly take action:

1. **Enclosures:** The State requires that the Fiscal Monitoring Reports be presented to the Board for information only. The reports for the period ending December 31, 2021 are enclosed for your review.
2. **Enclosure:** The Board will need to consider the enclosed three-year contract with Maximus to develop a central services cost allocation plan at \$2,900 per year.

Chairman Nelson stated that, pursuant to NC General Statute 143-318.11(3)(4), the Board went into Closed Session to discuss an economic development matter, consult with our attorney, and closed session minute approval. On motion made by Fondella A. Leigh, seconded by Alan Lennon, the Board unanimously voted to go into Closed Session.

The Closed Session was adjourned and the Regular Called Meeting reconvened on motion made by Charles Woodard, seconded by Fondella A. Leigh, 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 Regular Meeting was adjourned at 9:10 p.m. on motion made by Alan Lennon, seconded by Charles Woodard.

Wallace E. Nelson, Chairman

Clerk to the Board

WORK SESSION

December 20, 2021

7:00 p.m.

The Perquimans County Board of Commissioners Work Session on December 20, 2021 was cancelled.

REGULAR MEETING

January 3, 2022

7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, January 3, 2022, 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. Hoffler 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

Chairman Nelson called the meeting to order. 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. Joseph W. Hoffler made a motion to approve the Agenda, as amended. The motion was seconded by Charles Woodard 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 Alan Lennon, seconded by Joseph W. Hoffler.

1. **Approval of Minutes:** December 6, 2021 Regular Meeting and December 20, 2021 Work Session (cancelled) were approved.

2. **Tax Refund Approvals:**

McCaeth, Joseph Lee ----- \$103.01
Vehicle sold; 9-month refund. Account No. 56557495.

Wagamon, Lisa Bryan ----- \$176.08
Sold vehicle to dealership; 9-month refund. Account No. 62294173.

Wyatt, Robert Tony ----- \$109.17
Vehicle sold; 5-month refund. Account No. 60936294.

Sharrow, Gerald Andrew ----- \$167.17
Vehicle sold; 5-month refund. Account No. 58810666.

Tax Release Approvals:

Lee, Christopher ----- \$246.98
Moved to Florida. No longer in County. Account No. 265081.

Lee, Christopher ----- \$217.78
Moved to Florida. No longer in County. Account No. 265081.

3. **Personnel Matters:**

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Kendall Miller	Non-Certified Part-Time/Fill-In Telecommunicator	Appointment	60/1	\$13.75/hr.	12/01/2021
Kylie Felton	Certified Part-Time/Fill-In Telecommunicator	Appointment	62/2	\$15.39/hr.	12/01/2021
Logan Hooge	Certified Permanent Part-Time Telecommunicator	Promotion	62/1	\$15.01/hr.	12/01/2021
Amy Boio	Part-Time/Fill-In Paramedic	Certification	68/1	\$19.55/hr.	01/01/2022
Celin M. McLennan	Part-Time/Fill-In Paramedic	Certification	68/1	\$19.55/hr.	01/01/2022
Derek Blake	Part-Time/Fill-In Paramedic	Certification	68/1	\$19.55/hr.	01/01/2022
Dustin Whistlow	Part-Time/Fill-In Paramedic	Certification	68/1	\$19.55/hr.	01/01/2022
Zachery Hudgins	Part-Time/Fill-In Paramedic	Certification	68/1	\$19.55/hr.	01/01/2022
Jennifer Coppersmith	Permanent Part-Time Nutrition Site Manager	Appointment	n/g	\$12.11/hr.	01/01/2022
Frances Myers	Fill-In - Senior Center	Appointment	n/g	\$12.11/hr.	01/01/2022
Vincent Boeckhman	Water Technician I	Appointment	58/2	\$26,845	01/01/2022
Kelly Johnson	Part-Time/Fill-In Non-Certified Telecommunicator	Resignation			12/16/2021
Alyssa Sylvester	(MC I Working Toward MC II)	Resignation			12/31/2021

4. Step/Merit Increases:

Employee Name	Employee Job Title	Grade/ Step	New Salary	Effective Date
Gwen Hudson	IMC Investigator III	65/11	\$45,487	01/01/2022
Bethany Bullman	BMS Full-Time Paramedic	70/3	\$22,42/hr.	01/01/2022
Christopher Prince	Custodian	56/4	\$25,812	01/01/2022
Louis Eason	Groundskeeper	34/9	\$26,683	01/01/2022
Wilma Robbins	Tax Clerk	58/8	\$31,076	01/01/2022

5. Budget Amendments:

BUDGET AMENDMENT NO. 14
GENERAL FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	State Grants - Social Services	359	
10-610-198	Low Income Energy Assistance (LIEAP)	359	
EXPLANATION: To amend FY 21/22 budget to include additional funds for LIEAP as approved by the State.			

BUDGET AMENDMENT NO. 15
GENERAL FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-331-001	Sheriff - Grants	23,177	
10-510-420	Sheriff - Grants	23,177	
EXPLANATION: To amend FY 21/22 budget to include additional grant funding to be used to purchase and install 11 mobile radios for sheriff vehicles.			

BUDGET AMENDMENT NO. 16
GENERAL FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	State Grants - Social Services	99,577	
10-610-203	DSS - LIEAP - ARPA	99,577	
EXPLANATION: To amend FY 21/22 budget to include additional LIEAP/ARPA funding.			

6. Miscellaneous Document: The following miscellaneous document was unanimously approved by the Board:

- > Economic Improvement Council - Community Services Block Grant 2022 Application: The Economic Improvement Council (EIC) has applied for the Community Service Block Grant. The State requires that they present the application to each of the counties that they represent. A copy of this application was provided to Clerk to the Board, Mary P. Hunicutt, who has made it available to the Commissioners for review. Ms. Hunicutt has been asked to return the letter stating that the application was presented in Perquimans County. This is for information only.

INTRODUCTION OF NEW EMPLOYEE

The following employee was introduced to the Board:

1. Sheriff Shelby White: Sheriff White introduced William Phillip Lane, III who was appointed as a Certified Deputy effective December 1, 2021. Sheriff White stated that this puts his department fully staffed for the County and Town. Mr. Lane made a few comments. Commissioner Hoffer asked Mr. White to give a breakdown of his staff. He also asked if Mr. White had recalled having an armed robbery in Hertford before this week. Mr. White said that he did. Mr. White explained that this was still under investigation and that the results of their investigation will be made public soon. The Chairman and Board welcomed Mr. Lane to Perquimans County.

MOFFATT & NICHOL ENGINEERING

County Manager explained that their representatives were possibly hindered in making the meeting tonight because of the inclement weather so he presented their request. Mr. Heath distributed a copy of the proposed Agreement with Moffatt & Nichol Engineering for their engineering professional services for the marine basin project. After Mr. Heath reviewed the conditions of the Agreement, Dave Goss, County Economic Development Consultant, made comments stating that he recommended the engineering firm. Chairman Nelson also made a few comments. There being no further comments or questions, Mr. Heath stated that what he was asking the Board to do tonight was to receive the Board's authorization to utilize Moffatt & Nichol Engineering to provide engineering services on the marine basin project as listed in the Agreement and authorized the Chairman and County Staff to execute the Agreement. On motion made by T. Kyle Jones, seconded by Alan Lennon, the Board unanimously authorized the Chairman & County Staff to execute the Agreement with Moffatt & Nichol Engineering to provide engineering services on the marine basin project.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- > Mutual Aid with Gates County 911 Center Update: Mr. Heath explained that a Memorandum of Agreement will be brought to the Board sometime in the future to assist Gates County 911 Center whenever they have problems. He further explained that he has been having several phone conversations about this situation and that they will be signing a Memorandum of Agreement soon. Mr. Heath asked Jonathan Nixon, Emergency Services Director, to provide an update on the situation. After his comments, Commissioner Hoffer asked what caused the problem. Mr. Nixon & Mr. Heath explained that there was a shortage in personnel. Commissioner Lennon asked how many staff members they lost. Mr. Nixon said that it was three full-time staff members, which represented one-half of their full-time staff, but he was not sure of the part-time staff. County Manager Heath informed the Board that he had heard from the County Manager and a Commissioner who wanted to thank our staff for assisting them in this incident. Chairman Nelson also thanked County Manager Heath and Mr. Nixon for what they had done and explained that he had heard from several of the Gates County Board of Commissioners thanking them for our assistance.
- > First Responder Exercise: Mr. Heath explained that sometime around 1:00 p.m. on February 4, 2022, the first responders will hold First Responder Exercise at the Courthouse downtown. The purpose of this training is to give real world experience for how to handle an armed intruder that comes into an office. The businesses within Hertford have been provided flyers so that they would be aware of what was happening. He explained that an observation area will be set up out front of the courthouse if the Board would like to come watch. More details will be forwarded to the Commissioners as it is finalized. The departments will hold a tabletop exercise on January 18, 2022 at 5:30 p.m. at the Recreation Center to plan the event. The Commissioners are invited to attend.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

The following commissioners' concerns and committee reports were provided:

- > Chairman Nelson: Mr. Nelson explained that last month he mentioned about revisiting the current Rules & Procedures and consider adopting them every year, especially in the years that there is an election of new commissioners. He further stated that Mary Hunicutt had placed a copy of the UNC Publication entitled, "Suggested Rules of Procedure for the Board of County Commissioners" by Trey Allen, and a copy of our current Board Procedures. He asked the members to review them so that they

could discuss them at a future Work Session. County Manager Heath stated that we would need to update the location of our meetings. At this time, that was the only change he saw.

COMMISSIONER BOARD APPOINTMENTS

Chairman Nelson reported that Mary Hunicutt, Clerk to the Board, had provided the following copy of the Commissioner's Board Appointment list in their Agenda Packets:

Name	Board/Committee	Term	Appt.	Expire
JOSEPH HOFFLER				
Hoffler, Joseph	Albemarle Regional Landfill Authority	4 yrs.	2/1/2021	1/31/2024
Hoffler, Joseph	Communications Advisory Board - County	2 yrs.	2/1/2021	1/31/2023
Hoffler, Joseph	Court Security Committee	unlimited	2/1/2017	unlimited
Hoffler, Joseph	Historic Hertford, Inc.	3 yrs.	7/1/2020	6/31/2023
Hoffler, Joseph	Home & Community Care Block Grant	unlimited	12/3/2012	unlimited
Hoffler, Joseph	Perquimans/Chowan/Gates Landfill Committee	indefinite	2/1/2017	indefinite
KYLE JONES				
Jones, Kyle	Albemarle District Jail Commission	2 yrs.	2/1/2021	1/31/2023
Jones, Kyle	Court Security Committee	unlimited	1/5/2015	unlimited
Jones, Kyle	Inter-Agency Council - Commissioner	1 yr.	7/1/2021	6/30/2022
Jones, Kyle	RPO Transportation Advisory Committee	2 yrs.	2/1/2021	1/31/2023
Jones, Kyle	Water Committee	unlimited	2/1/2019	unlimited
FONDELLA LEIGH				
Leigh, Fondella	Albemarle Commission	unlimited	1/1/2015	unlimited
Leigh, Fondella	Economic Development Commission - County	2 yrs.	2/1/2021	1/31/2023
Leigh, Fondella	Housing Committee Chairman	unlimited	1/5/2015	unlimited
Leigh, Fondella	Recreation Advisory Committee - Commissioner	3 yrs.	7/1/2020	6/30/2023
Leigh, Fondella	Senior Citizens Advisory Board	2 yrs.	2/1/2021	1/31/2023
Leigh, Fondella	Water Committee	unlimited	1/5/2015	unlimited
Leigh, Fondella	Northern Workforce Development Consortium	unlimited	2/1/2015	unlimited
ALAN LENNON				
Lennon, Alan	Economic Development Commission - County	2 yrs.	2/1/2021	1/31/2023
Lennon, Alan	Perquimans/Chowan/Gates Landfill Committee	indefinite	2/1/2019	indefinite
Lennon, Alan	Water Committee	unlimited	2/1/2019	unlimited
Lennon, Alan (Chairman)	Tourism Development Authority (Commissioners)	2 yrs.	4/1/2020	3/31/2022
WALLACE NELSON				
Nelson, Wallace	Albemarle Commission (alternate)	unlimited	9/1/2018	unlimited
Nelson, Wallace	Albemarle Regional Health Services	indefinite	1/5/2015	unlimited
Nelson, Wallace	Chowan/Perquimans Multi-County LEPC	1 yr.	1/1/2021	12/31/2021
Nelson, Wallace	COA - Board of Trustees	4 yrs.	7/1/2021	6/30/2025
Nelson, Wallace	Economic Development Commission - County	2 yrs.	2/1/2021	1/31/2023
Nelson, Wallace	BMS Advisory Board	2 yrs.	2/1/2021	1/31/2023
Nelson, Wallace	Trillium Northern Region Advisory Board	unlimited	5/4/2015	unlimited
CHARLES WOODARD				
Woodard, Charles	Agricultural Advisory Board - Commissioner	3 yrs.	2/1/2021	1/31/2024
Woodard, Charles	Chamber of Commerce Board	unlimited	2/7/2011	unlimited
Woodard, Charles	Social Services Board (as long as Commissioner)	3 yrs.	7/1/2019	6/30/2022
Woodard, Charles	Tourism Development Authority (Commissioners)	2 yrs.	2/1/2021	1/31/2023
Woodard, Charles	Tri-County Shelter Advisory Committee Board	unlimited	2/1/2013	unlimited

Chairman Nelson asked the Board to review the list this month and let him know before the February meeting if they wanted any changes in their appointments. Action will be taken on these appointments at the February meeting.

PETITION: SMITH ACRES SUBDIVISION

County Manager Heath explained that Herbert T. Mullen, Jr., Attorney for the Smith Acres Subdivision, has presented the petition to request that NCDOT add Smith Acres Road and Mullen Court to the NC Highway System. On motion made by Charles Woodard, seconded by Joseph W. Hoffer, the Board unanimously approved to forward the petition to add Smith Acres Road and Mullen Court in Smith Acres Subdivision to NCDOT State Maintenance System.

RESOLUTION SUPPORTING THE RELOCATION & PRESERVATION OF THE S-BRIDGE TRUSS

County Manager Heath explained that the County has already forwarded a Letter of Support for this project but the N.C. Department of Transportation has asked that the County adopt a formal resolution supporting this project. On motion made by Joseph W. Hoffer, seconded by Charles Woodard, the Board unanimously approved the following Resolution supporting the relocation and preservation of the S-Bridge Truss:

RESOLUTION IN SUPPORT OF FUNDING TO NCDOT FOR THE RELOCATION AND PRESERVATION OF THE HISTORIC S-BRIDGE TRUSS

WHEREAS, the Perquimans County S-Bridge was constructed in 1929; and
 WHEREAS, due to functional obsolescence, the bridge is currently being replaced; and
 WHEREAS, the bridge has served as a center piece of our county, even appearing on Town and County logos throughout the years; and
 WHEREAS, recently the Town of Hertford approved a waterfront revitalization plan along the Perquimans River with the S-Bridge truss being incorporated as a focal point; and
 WHEREAS, the S-Bridge truss would be located in the Missing Mill Park area as an integral part of the bike and pedestrian paths on the water; and
 WHEREAS, this relocation and preservation would accommodate the proposed commercial and residential development along the waterfront and around the bridge.
 NOW THEREFORE, BE IT RESOLVED, that the Perquimans County Board of Commissioners requests that the funding for NCDOT to save this important piece of history be granted.
 ADOPTED this 3rd day of January, 2022.

ATTEST:

Mary P. Hunicutt
 Clerk to the Board of Commissioners

Wallace E. Nelson, Chairman
 Perquimans County Board of Commissioners

(SEAL)

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 Charles Woodard, seconded by Joseph W. Hoffler.

Wallace E. Nelson, Chairman

Clerk to the Board

WORK SESSION
January 18, 2022
7:00 p.m.

The Perquimans County Board of Commissioners Work Session on January 18, 2022 was cancelled.

January 20, 2022

Tax Refunds: (Perquimans County)

PNC Equipment Finance/LLC	\$294.64
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Item had been double billed.
Account#: 260718

Howard Wayne Hurcle	\$802.76
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Numbers in total were transposed.
Account#: 506780

Michael Stephen Wise	\$186.26
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Vehicle sold; 11-month refund.
Account#: 59169921

Aubrey Alezander Koltuniak	\$177.61
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Vehicle sold; 10-month refund.
Account#: 55742131

David Sanders	\$103.51
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Item had been double billed.
Account#: 527064

Thomas Musial Copeland	\$184.84
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Item had been double billed.
Account#: 64547133

Karen Stone Votava	\$122.64
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Vehicle sold: 4-month refund.
Account #: 59578862

Tax Releases: (Perquimans County)

Pamela Midget & Pamela Coltrain	\$146.84
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Became exempt property
when donated to the County.
Account#: 265954

Rebecca Hamill	\$469.70
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Billed in error.
Account#: 520195

EMPLOYMENT ACTION FORM

DATE SUBMITTED: Jan 6, 2022

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Kanisha Walston SOC.: SEC. NO.:
POSITION: Income Maintenance Caseworker II DEPT.: Social Services

EMPLOYEE EFFECTIVE DATE: February 1, 2022 - **Ms. Walston is not fully qualified as an IMC II; therefore is an IMC I working against the II position for a year.

GRADE: 61 STEP: 3 SALARY: \$ 31,380.00

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND

Date
GRADE: STEP: SALARY: \$

DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP

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

DATE OF EMPLOYEE RESIGNATION:

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE STEP/MERIT RAISE:

Date: GRADE: STEP: SALARY: \$

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Susan M Chaney

Frank Heath

DATE: January 6, 2022

DATE: 1/6/22

FINANCE OFFICER

DATE: _____

COPY

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

SOCIAL SERVICES BOARD
Terissa J. Blanchard, Chair
Brenda Dillard
Charles Woodard

252-426-7373 -- FAX 426-1240

DIRECTOR
Susan M. Chaney

MEMORANDUM

Date: January 6, 2022

To: Frank Heath, County Manager
Tracy Mathews, County Finance
Mary Hunnicutt, Clerk to the Board
Casey Winn, County Human Resources
Nicole Elliott, Fiscal Officer

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

Subject: New Employee

Perquimans County Department of Social Services has offered an Income Maintenance Caseworker II position in the Family & Children's Medicaid unit to Ms. Kanisha Walston and she has accepted the position. Ms. Walston is not considered fully qualified as an IMC II as she has not completed this work for a year, therefore, she will be an Income Maintenance Caseworker I working against the II position for a year. She will be considered a Grade 61, Step 3. Her first date of employment will be February 1, 2022. I have attached an Employment Action Form
If you have any questions, please do not hesitate to contact me at 426-7373, ext. 128.

Perquimans County's Vision

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

EMPLOYMENT ACTION FORM

DATE SUBMITTED: Jan 11, 2022

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Alicia Kim White
POSITION: Income Maintenance Caseworker III

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

* EMPLOYEE EFFECTIVE DATE: FEBRUARY 1, 2022 - MS. WHITE WILL BE PROMOTED TO AN INCOME MAINTENANCE CASEWORKER III LEAD WORKER IN ADULT MEDICAID
GRADE: 65 STEP: 1 SALARY: \$ 35,638.00

ENDING DATE OF PROBATIONARY PERIOD:
CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND
Date
GRADE: STEP: SALARY: \$

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

DATE OF EMPLOYEE RESIGNATION:

COPY

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE STEP/MERIT RAISE:
Date: GRADE: STEP: SALARY: \$

DEPARTMENT RECOMMENDATION

Susan M Chaney

DATE: January 11, 2022

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 1/13/22

FINANCE OFFICER

DATE:

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

SOCIAL SERVICES BOARD
Terissa J. Blanchard, Chair
Brenda Dillard
Charles Woodard

252-426-7373 -- FAX 426-1240

DIRECTOR
Susan M. Chaney

MEMORANDUM

Date: January 11, 2022

To: Frank Heath, County Manager
Tracy Mathews, County Finance
Mary Hunnicutt, Clerk to the Board
Casey Winn, County Human Resources
Nicole Elliott, Fiscal Officer

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

Subject: Employee Promotion

Perquimans County Department of Social Services has offered an Income Maintenance Caseworker III Lead Worker position in the Adult Medicaid unit to Ms. Alicia Kim White and she has accepted the position. Ms. White will be a Grade 65, Step 1 with a salary of \$ 35,638.00. February 1, 2022 will be the effective date in her new position. I have attached an Employment Action Form
If you have any questions, please do not hesitate to contact me at 426-7373, ext. 128.

Perquimans County's Vision

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

EMPLOYMENT ACTION FORM

DATE SUBMITTED: Jan 19, 2022

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Denise W. Stallings
POSITION: Public Information Assistant IV

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

EMPLOYEE EFFECTIVE DATE: FEBRUARY 1, 2022

GRADE: 59 STEP: 2 SALARY: \$ 28,051.00

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND

Date
GRADE: STEP: SALARY: \$

DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP

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

DATE OF EMPLOYEE RESIGNATION:

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE STEP/MERIT RAISE:

Date: GRADE: STEP: SALARY: \$

DEPARTMENT RECOMMENDATION

Suzanne M Chaney

DATE: January 19, 2022

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 1/20/22

FINANCE OFFICER

DATE: _____

COPY

PERQUIMANS COUNTY
DEPARTMENT OF SOCIAL SERVICES

P.O. BOX 107
Hertford, North Carolina 27944

SOCIAL SERVICES BOARD

Terissa J. Blanchard, Chair
Brenda Dillard
Charles Woodard

252-426-7373 -- FAX 426-1240

DIRECTOR

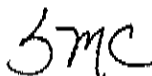
Susan M. Chaney

MEMORANDUM

Date: January 19, 2022

To: Frank Heath, County Manager
Tracy Mathews, County Finance
Mary Hunnicutt, Clerk to the Board
Casey Winn, County Human Resources
Nicole Elliott, Fiscal Officer

From: Susan Chaney, Social Services Director



Subject: New Employee

Perquimans County Department of Social Services has offered the Public Information Assistant IV position to Ms. Denise Stallings. Ms. Stallings has worked with the Energy Programs as a temporary part time staff member for the past several years and we are excited to have her join us on a full time basis. Ms. Stallings' position is classified as a Grade 59 and she will begin as a Step 2 with a salary of \$ 28,051. February 1, 2022 will be her effective date.

I have attached an Employment Action Form

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

Perquimans County's Vision

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

EMPLOYMENT ACTION FORM

DATE SUBMITTED: Jan 20, 2022

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Krystal Dozer-Bass
POSITION: IMC I working toward the IMC II
Position in Food & Nutrition

SOC.: SEC. NO.: 2909
DEPT.: Social Services

EMPLOYEE EFFECTIVE DATE:

GRADE: STEP: SALARY: \$

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR . 1 2 3 4 (CIRCLE)

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND

Date
GRADE: STEP: SALARY: \$

DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP

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

DATE OF EMPLOYEE RESIGNATION: Last day of work with Perquimans Social Services will be January 21, 2022.

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE STEP/MERIT RAISE:

Date: GRADE: STEP: SALARY: \$

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Suzan M Chaney

Frank Heath

DATE: January 20, 2022

DATE: 1/24/22

FINANCE OFFICER

DATE: _____

COPY

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

SOCIAL SERVICES BOARD
Terissa J. Blanchard, Chair
Brenda Dillard
Charles Woodard

252-426-7373 – FAX 426-1240

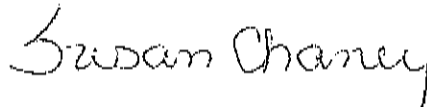
DIRECTOR
Susan M. Chaney

MEMORANDUM

Date: January 20, 2022

To: Frank Heath, County Manager
Tracy Mathews, County Finance
Mary Hunnicutt, Clerk to the Board
Casey Winn, County Human Resources
Nicole Elliott, Fiscal Officer

From: Susan Chaney, Social Services Director



Subject: Employee Resignation

Perquimans County Department of Social Services employee, Krystal Dozier-Bass has submitted a letter of resignation. Her last day of employment with the County is Friday, January 21, 2022. I have attached an Employment Action Form.

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

Perquimans County's Vision

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



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

Chelsea Dunn
284 Pond Road
Shawboro, NC 27973

February 2, 2022

Ms. Dunn,

This letter is to inform you that according to the North Carolina Office of EMS your EMT credential (P124319) has expired. You are therefore being removed from the Perquimans County EMS & Rescue 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.

If you think there is an error, please contact the North Carolina Office of EMS as soon as possible.

Regards,

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

Jonathan Nixon, Director
Perquimans Emergency Services

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

Expired Employee North Carolina EMS Certification Expiration Reminder

Continuum <noreply_emspic@emspic.org>
Tue 2/1/2022 2:25 AM

To: Jim Grosjean

James Grosjean P062233,

This is official notification that the EMT EMS credential held by Chelsea Elaine Dunn P124319 has expired. This person is currently employed at Perquimans County EMS & Rescue.

This individual must cease functioning in any approved practice setting utilizing their EMS credential, until the credential is properly renewed through the North Carolina Office of Emergency Medical Services. Should you have any questions regarding this email, please contact the Educational Liaison in the appropriate Regional Office.

The Continuum Team
<https://continuum.emspic.org>

Please do not reply to this email as this email address is not monitored.

For support in North Carolina, please call (919) 855-3935

EMPLOYMENT ACTION FORM

DATE SUBMITTED: February 1, 2022

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Lindsey Stevens SOC. SEC. NO.: _____

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

STATUS CHANGE EFFECTIVE DATE: _____
GRADE: _____ STEP: _____ SALARY: _____
ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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


_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBA-
Date TIONARY PERIOD.

2-1-22 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 62 STEP: 4 SALARY: \$16.16 per hour

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL



DATE: 2-1-2022

DATE: _____

FINANCE OFFICER

DATE: _____

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

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 7th DAY OF FEBRUARY, 2022 PASSED THE FOLLOWING AMENDMENTS TO THE FY 2021 - 2022 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-012	State Grants - Emergency Management	3,000	
10-530-462	Water Rescue	3,000	
EXPLANATION: To amend FY 21/22 budget to include additional funds as awarded by the State for Water Rescue.			

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, 7th DAY OF FEBRUARY, 2022.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 7th DAY OF FEBRUARY, 2022.

 Chairman, Board of Commissioners

 Finance Officer

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUND
NO. 18

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 7th DAY OF FEBRUARY, 2022 PASSED THE FOLLOWING AMENDMENTS TO THE FY 2021 - 2022 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-356-000	Register of Deeds Fees	61,200	
10-480-452	Register of Deeds Conveyance Tax	60,000	
10-480-449	Register of Deeds - NC DAVE	1,200	
EXPLANATION: To amend FY 21/22 budget to include additional funding for NC DAVE (online process - death/birth certificate request/retrival system) as well as to cover 21/22 expenses.			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, 7th DAY OF FEBRUARY, 2022.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 7th DAY OF FEBRUARY, 2022.

Chairman, Board of Commissioners

Finance Officer

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 19

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 7th DAY OF FEBRUARY, 2022 PASSED THE FOLLOWING AMENDMENTS TO THE FY 2021 - 2022 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-345-005	Local Sales Tax - Rural	75	
10-514-000	Jury Commission - Contract Work	75	
EXPLANATION: To amend FY 21/22 budget to cover expenses for FY 21/22.			

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, 7th DAY OF FEBRUARY, 2022.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 7th DAY OF FEBRUARY, 2022.

Chairman, Board of Commissioners

Finance Officer

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 20

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 7th DAY OF FEBRUARY, 2022 PASSED THE FOLLOWING AMENDMENTS TO THE FY 2021 - 2022 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-345-000	Local Option Sales Tax 1%	47,305	
10-610-191	Nutritional Program (NPA)	47,305	
EXPLANATION: To amend FY 21/22 budget to include funding for NPA program.			

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, 7th DAY OF FEBRUARY, 2022.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 7th DAY OF FEBRUARY, 2022.

Chairman, Board of Commissioners

Finance Officer

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 21

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 7th DAY OF FEBRUARY, 2022 PASSED THE FOLLOWING AMENDMENTS TO THE FY 2021 - 2022 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-345-005	Local Sales Tax - Rural	29,000	
10-420-040	County Manager - Professional Services	29,000	
EXPLANATION: To amend FY 21/22 budget to cover expenses for FY 21/22.			

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, 7th DAY OF FEBRUARY, 2022.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 7th DAY OF FEBRUARY, 2022.

Chairman, Board of Commissioners

Finance Officer

Re: Agricultural Advisory Board

Teresa Story <teresa_story@ncsu.edu>

Thu 12/29/2021 12:01 PM

To: Mary Hunnicutt <mhunnicut@perquimanscountync.gov>

Mary,

You did not miss the e-mail. I had forgotten. Julian Baker and Donald Madre will stay on another term. Take John Morgan off and replace him with Thomas Roach.

Thanks

Teresa S. Story, County Administrative Assistant
North Carolina State University
College of Agriculture and Life Sciences
North Carolina Cooperative Extension
Perquimans County Center
Email: teresa_story@ncsu.edu

601-A South Edenton Road Street
PO Box 87
Hertford, NC 27944
Phone: 252-426-5428
Fax: 252-426-1646
Internet: www.perquimans.ces.ncsu.edu

Agricultural Advisory Board Appointments

Mary Hunnicutt <mhunnicut@perquimanscountync.gov>

Tue 12/21/2021 11:08 AM

To: Teresa Story <teresa_story@ncsu.edu>

Teresa, the following members of the Agricultural Advisory Board are serving terms that expire on January 31, 2022. Can you please check with them to see if they are still willing to serve and also check to see if they are still eligible to serve:

Name	Board/Committee	Term	Appt.	Expire
JANUARY, 2022				
Morgan, John	Agricultural Advisory Board - Parkville	3 yrs.	2/1/2019	1/31/2022
Baker, Julian	Agricultural Advisory Board - Belvidere	3 yrs.	2/1/2019	1/31/2022
Madre, Donald	Agricultural Advisory Board - Bethel	3 yrs.	2/1/2019	1/31/2022

If they are still willing and eligible to serve, just send me an e-mail stating that they are and we will add them to our January Agenda for approval for another 3 years. I need this by Tuesday, December 28th, at 9:00 a.m.

Thanks.

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

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

Quarterly Fiscal Monitoring Report - DMHDDSAS

LME / MCO NAME: Trillium Health Resources FOR THE PERIOD ENDING: 12/31/2021

of months in the fiscal year (July = 1, August = 2, . . . , June = 12) =====> 6

1. REPORT OF BUDGET VS. ACTUAL

ITEM	Basis of Accounting:		PRIOR YEAR		CURRENT YEAR		ANNUALIZED PERCENTAGE **	
	(check one)		BUDGET	ACTUAL	BUDGET	ACTUAL YR-TO-DATE		
REVENUE								
Service Fees from LME-Delivered Services								
Medicaid Pass Thru			3,000	2,547		1,332	(1,332) #DIV/0!	
Interest Earned			300,000	380,003	800,000	38,228	760,772 9.81%	
Rental Income			150,750	72,247	500,000	35,214	464,786 14.08%	
Budgeted Fund Balance			3,984,655		10,151,796		10,151,796	
Other Local			500,000	319,462	150,750	769	149,981 1.02%	
Total Local Funds			4,938,405	774,259	11,602,546	76,543	11,526,003 1.32%	
County Appropriations (by county, includes ABC Funds):								
Beaufort County			177,000	184,657	177,000	49,768	127,232 56.24%	
Bertie County			49,390	49,390	49,390	24,695	24,695 100.00%	
Brunswick County			250,443	250,443	250,443	62,611	187,832 50.00%	
Camden County			24,246	28,798	24,246	12,728	11,518 104.99%	
Carteret County			528,000	528,000	528,000	114,000	414,000 43.15%	
Chowan County			33,925	36,156	33,925	16,380	17,545 96.57%	
Columbus County			70,000	80,237	75,000	28,287	46,713 75.43%	
Craven County			384,827	388,467	384,827	190,629	194,198 99.07%	
Currituck County			58,996	68,591	66,012	45,539	20,473 137.97%	
Dare County			411,040	411,040	411,040	36,520	375,520 17.28%	
Gates County			30,000	31,148	30,500	14,000	16,500 91.80%	
Hertford County			87,750	88,307	87,750	34,925	52,825 79.60%	
Hyde County			12,714	13,393	12,714	4,333	8,381 68.16%	
Jones County			23,906	23,961	23,906	11,807	12,099 98.78%	
Martin County			51,982	58,422	51,982	24,231	27,731 93.26%	
Nash County			174,000	188,589	200,000	60,000	140,000 60.00%	
New Hanover County			1,648,367	1,766,348	950,000	462,666	487,334 97.40%	
Northampton County			81,614	81,614	81,614	38,808	42,806 95.10%	
Onslow County			500,000	500,000	500,000	186,664	333,336 66.67%	
Pamlico County			36,200	34,481	36,200	17,721	18,479 97.91%	
Pasquotank County			92,506	97,945	96,506	47,831	48,675 99.13%	
Pender County			92,900	102,035	94,000	26,395	67,605 56.16%	
Perquimans County			30,406	31,340	30,406	15,469	14,937 101.75%	
Pitt County			595,500	686,616	677,500	326,557	350,943 96.40%	
Tyrell County			9,906	9,906	9,906	4,953	4,953 100.00%	
Washington County			30,000	30,000	30,000	15,000	15,000 100.00%	
Total County Funds			5,485,598	5,787,881	4,812,847	1,851,517	3,061,330 75.37%	
LME Systems Admin. Funds (Cost Model)								
DMH/DD/SAS Administrative Funds (% basis)								
DMH/DD/SAS Risk Reserve Funds (% basis)								
DMH/DD/SAS Services Funding			97,147,552	86,184,691	74,004,914	40,824,164	33,380,750 109.79%	
DHB Capitation Funding			493,079,048	493,079,048	501,446,769	272,912,065	228,534,704 108.85%	
DHB Risk Reserve Funding			10,062,737	10,062,737	10,233,808	5,588,633	4,663,975 108.85%	
All Other State/Federal Funds			22,223,488	21,084,979	820,000	1,965,965	(1,145,965) 479.50%	
Total State and Federal Funds			622,512,825	610,411,425	586,505,291	321,071,627	265,433,464 109.48%	
TOTAL REVENUE			632,936,828	616,973,565	603,020,684	322,999,887	280,020,797 107.13%	
EXPENDITURES:								
System Management/Administration/Care Coordination			75,873,434	62,640,946	73,772,185	33,545,072	40,227,113 90.94%	
LME Provided Services								
Provider Payments			552,822,207	553,203,964	526,408,699	260,325,095	266,083,604 99.09%	
Merger Expenses								
MCO Start-Up Expenses								
All Other			4,241,187	3,772,665	3,639,800	2,072,371	1,767,429 107.94%	
TOTAL EXPENDITURES			632,936,828	619,617,575	603,020,684	295,942,538	307,078,146 98.15%	
CHANGE IN CASH BALANCE				(2,644,010)		27,057,349		
Beginning Unrestricted Fund Balance				24,180,881		5,500,902		
Balance in DMH/DD/SAS Risk Reserve								
Balance in DHB Risk Reserve				68,292,192		73,915,942		
Current Estimated Unrestricted Fund Balance and percent of budgeted expenditures			0.87%	5,500,902	4.62%	27,846,352		
2. CURRENT CASH POSITION			(1)	(2)	(3)	(4)	(5)	Allowance for Uncollectible Receivables
			30 DAYS	60 DAYS	90 DAYS	OVER 90 DAYS	TOTAL	
Accounts Payable (Accrual Method)								
Account Receivable (Accrual Method)								
Current Cash in Bank				150,781,042				

Trillium Health Resources
Persons Served by County July 2021-December 2021

County	Annual County General Funding	Rank	Population	Rank	Disability Area *			Total Persons Served*	Rank	Value of Services Provided	Rank
					Mental Health	I/DD	Substance Abuse				
Beaufort	\$ 157,000	8	47,400	10	1,235	218	421	1,691	8	\$ 12,655,012	7
Bertie	\$ 44,590	17	19,496	17	313	60	107	421	15	\$ 4,260,801	13
Brunswick	\$ 250,443	7	147,644	4	2,249	375	936	3,100	4	\$ 15,781,224	5
Camden	\$ 20,000	24	10,575	23	98	36	408	157	23	\$ 1,406,397	23
Carveret	\$ 498,000	2	71,382	7	1,266	229	535	1,796	7	\$ 8,751,621	10
Chowan	\$ 29,925	19	14,114	18	209	66	90	318	21	\$ 3,067,848	17
Columbus	\$ 60,000	14	56,002	9	931	246	403	1,409	10	\$ 8,896,446	9
Craven	\$ 349,827	6	103,016	5	1,826	413	635	2,589	5	\$ 15,822,322	4
Currituck	\$ 49,012	15	28,048	13	284	65	96	408	16	\$ 2,579,195	18
Dare	\$ 367,040	5	38,027	12	392	97	212	651	13	\$ 4,071,359	14
Gates	\$ 28,000	20	11,908	22	101	49	14	145	24	\$ 1,182,926	24
Hertford	\$ 77,750	11	23,720	14	365	106	104	509	14	\$ 4,016,405	15
Hyde	\$ 10,914	25	5,119	25	76	12	10	91	25	\$ 423,355	26
Jones	\$ 20,306	23	10,067	24	214	64	56	295	22	\$ 2,297,035	22
Martin	\$ 48,462	16	22,904	15	541	103	167	718	12	\$ 5,829,384	12
Nash	\$ 120,000	9	96,669	6	1,346	349	435	1,901	6	\$ 13,993,179	6
New Hanover	\$ 850,000	1	235,231	1	4,551	990	2,079	6,413	1	\$ 39,242,431	1
Northampton	\$ 77,614	12	20,054	16	282	54	82	380	17	\$ 3,838,315	16
Onslow	\$ 400,000	4	210,056	2	2,999	558	704	3,781	3	\$ 20,196,134	3
Pamlico	\$ 31,000	18	13,277	20	246	42	79	341	19	\$ 2,320,957	20
Pasquotank	\$ 85,506	10	39,952	11	709	206	258	1,041	11	\$ 6,546,765	11
Pender	\$ 75,000	13	63,949	8	1,112	219	386	1,476	9	\$ 8,945,575	8
Perquimans	\$ 26,906	22	13,807	19	240	62	73	340	20	\$ 2,312,047	21
Pitt	\$ 487,500	3	183,285	3	3,287	907	1,048	4,552	2	\$ 36,719,887	2
Tyrrell	\$ 8,814	26	3,767	26	61	9	17	80	26	\$ 639,357	25
Washington	\$ 27,000	21	12,039	21	283	63	61	363	18	\$ 2,517,398	19
Other Counties***					252	17	251			\$	
Total	\$ 4,200,609		1,501,478		25,468	5,615	9,298	34,966		\$ 229,546,522	

* Total is unduplicated; since a single individual may receive services in more than one category, the columns do not sum across

SOURCES:

Persons Served Data Source: CHClaims: Claims by Service Definition

Value of Services Data Source: CS: Claims: Claims by Service Definition (Approved/Adjudicated Claims)

Population Data Source: NC Office of State Budget and Management (OSBM) website. https://files.nc.gov/ncosbm/demog/countytable_popdata/ncosbm.csv. July 2020 population. Downloaded: Dec 2022

MAXIMUS

January 5, 2022

Tracy Mathews
Finance Officer
128 N. Church Street
Hertford, NC 27944

Dear Tracy Mathews:

Maximus US Services, Inc. is pleased to submit the attached contract. You may return the contract by e-mail or USPS. Instructions for both are provided below.

E-mail Return

Scan the signed contract to ConsultingContracts@maximus.com. We will return a fully executed scan to the e-mail address from which it was received, or an alternate provided by the Client.

USPS

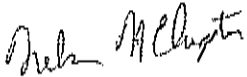
If you require an original hard copy of the fully executed contract sign and return via regular mail to:

Maximus US Services, Inc.
Shared Services Center
CONTRACTS
808 Moorefield Park Drive, Suite 205
Richmond, VA 23236

Maximus will return the document to the address noted in the contract unless otherwise instructed. Please provide a contact name to receive the package.

We look forward to continuing our work with Perquimans County, North Carolina.

Sincerely,



Nelson H. Clugston
Vice President
Maximus US Services, Inc.

NHC/dak

Attachment - Contract

SERVICE AGREEMENT

This Service Agreement, (this "Agreement"), is entered into this January 11, 2022 (the "Effective Date"), by and between Maximus US Services, Inc., ("Contractor" or "Maximus"), and Perquimans County, North Carolina, ("Client"). In consideration of mutual promises and covenants, the parties agree as follows:

1. Scope of Services

Contractor will perform in a professional manner the Services detailed in Exhibit A.

2. Term

This Agreement commences on the Effective Date and remains in effect until the later of April 15, 2025 or completion of, and payment in full for, the Services specified in Exhibit A. Or, if earlier terminated in accordance with Section 4. The parties may mutually agree to extend this Agreement for two additional one year periods, pursuant to an amendment duly signed by both parties.

3. Compensation.

Client will pay Contractor the fees for services rendered as set forth in Exhibit A, incorporated herein by reference as if fully set forth as part of this Agreement.

4. Termination.

- a. Termination for Cause. Upon material breach of the terms of this Agreement, the non-breaching party will provide written notice to the breaching party specifying the nature of the breach. The breaching party will have 30 days (or a longer period if the parties mutually agree) from the date of receipt to cure any the default prior to the effective date of termination. Notice of default must be delivered by certified mail or overnight courier.
- b. Termination for Convenience. Either party may terminate this Agreement without cause upon 60 days prior written notice to the other. In the event the Agreement is so terminated by Client, Client will reimburse Contractor for all reasonable costs incurred by Contractor due to such early termination.
- c. Rights Upon Termination. Upon termination for whatever reason and regardless of the nature of the breach (if any), Client agrees to pay Contractor in full for all goods and/or services provided to Client under this Agreement, or any amendment thereto, as of the effective date of termination of the Agreement.

5. Invoicing and Payment.

Client will pay Contractor a fee for Services rendered as set forth in Exhibit A. Unless stated otherwise in Exhibit A, Client will pay all invoices in full within thirty (30) days of the invoice date. Client agrees to at all times remain current on all amounts charged for the Services and acknowledges and agrees that any breach of the foregoing shall constitute a material breach under this Agreement entitling Contractor to pursue any and all remedies available at equity or at law including the suspension or termination of the Services provided hereunder.

6. Data Accuracy.

Contractor will guide the Client to determine the data required. Client represents that all financial and statistical information provided to Contractor by Client, its employees and

agents is accurate and complete to the best of its knowledge. Client further acknowledges and agrees that Contractor is entitled to rely upon the accuracy and completeness of the data to perform the Services. Client will provide all data in a timely manner sufficient to allow Contractor to provide the Services. Contractor has no liability to Client for Client's provision of incomplete, inaccurate or untimely data.

7. Records and Inspections.

Contractor will maintain full and accurate records with respect to all matters covered under this Agreement for 6 years after the completion of the Services. During such period, Client will have the right to examine and audit the records and to make transcripts therefrom. Client will provide 30 days' prior written notice of its intent to inspect or audit any such records and will conduct such inspection or audit only during Contractor's normal business hours and no more than once every six months. Any employee, Contractor, subcontractor or agent of Client granted access to such records will execute a non-disclosure agreement prior to being granted access.

8. Warranties.

Contractor warrants that it will perform the services in a manner consistent with the standards typically practiced by similarly situated companies in the same industry. Contractor specifically disclaims and the Client waives, all other express or implied standard, guarantees and warranties, including but not limited to Implied warranties of merchantability, or fitness for a particular purpose, custom or usage, or otherwise as to and good or services under this Agreement.

9. Client Representations & Warranties.

Client represents and warrants to Contractor that its use of the Services shall comply with all applicable laws, statutes, ordinances, codes, rules, regulations, orders, judgments, decrees, standards, requirements or procedures enacted, adopted, applied, enforced or followed now or in the future by any federal or state governmental bodies or agencies. Client further represents and warrants to Contractor that it has obtained all necessary consents, rights and permissions to enter into this Agreement and use the Services in accordance with the terms of this Agreement.

10. Ownership of Intellectual Property.

All work, reports, writings, ideas, designs, methods, computer software (both object and source code) and data recorded in any form that exist and are owned by Maximus prior to this Agreement, or that are created, developed, written, conceived or made by Maximus or any third party (whether solely or jointly with others) as a result of, or relating specifically to this Agreement, or in the performance of the Services under this Agreement (collectively or separately, "Intellectual Property") are and shall be the exclusive property of Maximus and ownership shall vest in Maximus immediately upon creation. Nothing herein shall be deemed to grant Client any rights to the Intellectual Property except as explicitly stated in this Agreement.

11. Compatible Platforms/Hardware.

To the extent applicable to the Services that will be provided by Contractor, notwithstanding any initial set-up and/or implementation services provided by Maximus at the commencement of the Term, Client is responsible for obtaining, installing and maintaining an appropriate operating environment, including all connectivity and equipment as well as the necessary hardware, operating system software and other items

required to access and use the Services (the "Operating Environment"). Maximus will not be responsible for any incompatibility between the Service and Client's Operating Environment or for Client's use of any third party software, hardware, browsers or other products not specifically recommended or approved by Maximus for Client's use with the Services. Maximus will make written compatibility recommendations available to Client at Client's request, but, for clarity, Client is ultimately responsible for the compatibility and operation of its Operating Environment.

12. Copyright for Contractor's Proprietary Software.

To the extent that the Services provided by Contractor are generated by Contractor's proprietary software, nothing contained herein is intended nor will it be construed to require Contractor to provide such software to Client. Client agrees that it has no claims of ownership, including copyright, patents or other intellectual property rights to Contractor's software. Nothing in this Agreement will be construed to grant Client any rights to Contractor's materials created prior to the execution of this Agreement. All of the deliverables prepared by Contractor for Client included in the Services are specifically set out in Exhibit A.

13. Contractor Liability if Audited.

Contractor will, upon notice of audit, make work papers and other records available to the auditors. Contractor's sole responsibility under an audit will be to provide reasonable assistance to Client through the audit and to make changes to the work product required as a result of the audit. Contractor will not be liable for any audit disallowances or any missed or lost revenue associated with, or related to, the Services, regardless of cause.

14. Indemnification.

To the extent allowed by law, each party (an "Indemnifying Party") will defend, indemnify and hold harmless the other party (an "Indemnified Party") from and against any and all third-party claims and resulting proven direct damages, liabilities and costs (including reasonable attorney fees) to the extent proximately caused by the negligent actions or willful misconduct of the Indemnifying Party, its employees or agents. The Indemnifying Party will not be responsible for any damages, liabilities or costs resulting from the negligence or willful misconduct of the Indemnified Party, its employees, Contractors, or agents or any third party.

15. Limitation of Liability.

Client agrees that Contractor's total liability to Client for any and all damages whatsoever arising out of, or in any way related to, this Agreement from any cause, including but not limited to negligence, errors, omissions, strict liability, breach of contract or breach of warranty will not, in the aggregate, exceed USD \$ 8,700.00.

In no event will Contractor be liable for indirect, special, incidental, economic, consequential or punitive damages, including but not limited to lost revenue, lost profits, replacement goods, loss of technology rights or services, loss of data, or interruption or loss of use of software or any portion thereof regardless of the legal theory under which such damages are sought even if Contractor has been advised of the likelihood of such damages, and notwithstanding any failure of essential purpose of any limited remedy.

Any claim by Client against Contractor relating to this Agreement must be made in writing and presented to Contractor within one (1) year after the date on which Contractor completes performance of the services specified in this Agreement.

16. Notices.

Any notices, bills, invoices, or reports required by this Agreement will be sufficient if sent by the parties in the United States mail, postage paid, to the address noted below:

For Maximus:	For: Perquimans County, North Carolina
Jason Jennings	Tracy Mathews
Director	Finance Officer
808 Moorefield Park Drive, Suite 205, Richmond, VA 23236	128 N. Church Street, Hertford, NC 27944
Phone: 804.323.3535	252.426.8484
Fax: 703.251.8240	Fax:
Email: jasonjennings@maximus.com	Email: tracymathews@perquimanscountync.gov

Any notice sent by certified mail will be deemed to have been given five (5) days after the date on which it is mailed. All other notices will be deemed given when received. No objection may be made to the manner of delivery of any notice actually received in writing by an authorized agent of a party.

17. Changes.

The terms and scope of Services of this Agreement may be changed only by written agreement signed by both parties.

18. Miscellaneous.

- a. There are no third-party beneficiaries to this Agreement and nothing in this Agreement will be construed to provide any rights or benefits to any third-party.
- b. If Contractor is requested by Client to produce deliverables, documents, records, working papers, or personnel for testimony or interviews with respect to this Agreement or any services provided hereunder for any third party matter, litigation or otherwise, then Client and Contractor will execute a change order or new services agreement for the sole purpose of setting forth any payment and the terms associated with Contractor's response and related to the reasonable fees of Contractor in responding. The foregoing does not: (1) diminish or negate Contractor's obligation to negotiate and defend all cost allocation plans and State mandated cost claims as specifically provided for under this Agreement; or (2) apply in the event Contractor is compelled by subpoena from a third party to provide Contractor deliverables, documents, records, working papers, or personnel for testimony or interviews.
- c. The parties intend that Contractor, in performing the Services specified in this Agreement will act as an independent contractor and will have full control of the work and the manner in which it is performed. Contractor and Contractor's employees are not to be considered agents or employees of Client for any purpose.

- d. In the event that any provision of this Agreement is held to be invalid, illegal or unenforceable for any reason, this Agreement will continue in full force and effect without said provision, the validity, legality and enforceability of the remaining provisions will not in any way be affected or impaired thereby, and this Agreement will be interpreted to reflect the original intent of the parties insofar as possible.
- e. The titles of the sections, subsections, and paragraphs set forth in this Agreement are inserted for convenience of reference only and will be disregarded in construing or interpreting any of the provisions of this Agreement.
- f. This Agreement and any additional or supplementary document or documents incorporated herein by specific reference contain all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof will have any validity or bind any of the parties hereto. This shall include any purchase order submitted or provided by Client, whether prior to or upon execution of this Agreement, which shall be for Client's internal purposes only. Consultant rejects, and in the future is deemed to have rejected, any purchase order's terms to the extent they add to or conflict in any way with this Agreement or the applicable Scope of Services, and such additional or conflict terms will have no effect.
- g. Neither party will be liable hereunder by reason of any failure or delay in the performance of its obligations hereunder on account of strikes, shortages, riots, insurrection, fires, flood, storm, explosions, earthquakes, acts of God, war, governmental action, labor conditions, material shortages or any other cause which is beyond the reasonable control of such party.
- h. Each individual signing this Agreement certifies that (i) he or she is authorized to sign this Agreement on behalf of his or her respective organization, (ii) such organization has obtained all necessary approvals to enter into this Agreement, including but not limited to the approval of its governing board, and (iii) when executed, this Agreement is a valid and enforceable obligation of such organization.
- i. Waiver by either party of a breach of any provision of this Agreement or the failure by either party to exercise any right hereunder will not operate or be construed as a waiver of any subsequent breach of that provision or as a waiver of that right.

IN WITNESS WHEREOF, the parties have executed this Agreement through their duly authorized representatives.

Maximus US Services, Inc.

Perquimans County, North Carolina

By:

By:

Name:

Name:

Title:

Title:

Date:

Date:

EXHIBIT A
Compensation & Scope of Services
NC CO Perquimans CAP 21-23
SCOPE OF SERVICES:

Contractor represents that it has, or will secure at its own expense, all personnel required in the performance of Services under this Agreement. All of the Services required hereunder will be performed by Contractor or under its supervision, and all personnel engaged in the work will be fully qualified to perform the services described herein. Contractor reserves the right to subcontract for Services hereunder.

Description of Services:

- a) Development of a central services cost allocation plan, which identifies the various cost incurred by the client to support and administer programs that provide services directly to citizens. This plan will contain a determination of the allowable cost of providing each supporting services such as purchasing, legal counsel, disbursement processing, etc.
- b) Prepare indirect cost proposals for federal grants as necessary.
- c) Negotiation, of the completed cost allocation plan, with the representatives of the State or federal government, whichever is applicable.

COMPENSATION:

For Services provided as set forth above, in this Exhibit A, Client agrees to pay Contractor compensation in the amount of USD \$ 8,700.00.

Contractor will render to Client one or more invoices for the fees specified herein, with payment due thirty (30) days after the invoice date.

The fee breakdown is as follows:

Fiscal Year 2021	\$2,900
Fiscal Year 2022	\$2,900
Fiscal Year 2023	\$2,900



Perquimans County Board of Elections

601 A South Edenton Road Street

PO Box 336

Hertford, N.C. 27944

Phone: 252.426.5598

Fax: 252.426.5068

Perquimans County Board of Commissioners

P.O. Box 45 / 128 N. Church Street

Hertford, NC 27944

January 7, 2022

Dear Chairman Wallace Nelson

Vice Chair Fondella Leigh

Commissioner Joseph Hoffler

Commissioner Kyle Jones

Commissioner Alan Lennon

Commissioner Charles Woodard:

In 2020, during the height of both the General Election and Covid-19, the Director of Perquimans County Board of Elections applied and received a supplemental Subgrant of the 2020 CARES (Coronavirus Aid, Relief, and Economic Security) Act in the amount of \$16,000. This Supplement Grant was issued with a separate set of guidelines and uses. The budget period was July through December 31, 2020 with funds received and processed by Perquimans County in late October 2020.

Unfortunately, the Director of Elections did not make the Perquimans County Board of Elections aware of her actions, nor did she provide any documentation to the Board explaining how the funds were used.

Kathryn Treiber, current Director of Elections for Perquimans County (hire date 05/10/21), was notified October 13, 2021 that Perquimans County had not submitted any of the four subgrant reports required from November 2020 through February 2021 for the Supplement funds received. As the 2021 Municipal Election was in progress,

the State Board of Elections' (SBE) Legal and Accounting teams suggested we address this issue after the State Canvass was completed on November 23, 2021. Using information, invoices and spreadsheets gathered from various departments, Ms. Treiber sent the information to the accountant at the SBE on December 28, 2021. A discussion with the SBE Legal and Accounting Teams resulted in Ms. Treiber submitting a grant report for the reported use of the \$16,000 supplement grant on Thursday, December 30, 2021.

Wednesday, January 5, 2022, Ms. Treiber received a telephone call from Rosilyn Mosley, the Accounting Manager in charge of the Supplemental CARES Act Subgrant. Ms. Mosley informed Ms. Treiber that the majority of the expenditures processed to the subgrant were not permissible charges according to the terms of the Subgrant. As Ms. Treiber was not present during the 2020 election and was unfamiliar with the terms of the subgrant, she requested a copy of the Subgrant and any additional information that would have been supplied to the Perquimans County Board of Elections office in 2020 when the grant was awarded. Ms. Mosely sent a highlighted copy of the Subgrant Notice and assured Ms. Treiber that each director, at the time of submission, was repeatedly instructed on the use of the Subgrant via Huddle Meetings (bi-weekly SBE meetings), correspondence and instruction.

Per the award letter received by Perquimans County BOE, the subgrant was divided into two sections. Election Day Covid Costs in the amount of \$10,000 and Pollworker Bonus in the amount of \$6,000. The permissible uses for the Subgrant Election Day Covid Costs are as follows: *Expenditures incurred to prevent, prepare for, and respond to the coronavirus pandemic during the 2020 federal election cycle which are incurred for Election Day voting.* The permissible uses for the Pollworker Bonus funds are as follows: *Provide \$100.00 supplemental pay to each of 60 pollworkers working on November 3, 2020.* Only 40 pollworkers were employed on November 3.

After reviewing the award letter and the subsequent expenditures, it was determined by the SBE that funds were not spent according to permissible uses. In their opinion, the Director had misinterpreted or misunderstood the terms of the Supplemental CARES Act Supplemental Subgrant. As a result, the State Board of Elections is requiring a reimbursement as follows:

Award Amount	\$16,000.00
-Less 40 workers @\$100	\$ 4,000.00
-Less Allowable Expenses	<u>\$ 1,571.33</u>
Required reimbursement	\$10,428.67

A check request is being made by the Board of Elections to the Perquimans County Finance Department for the total amount listed above. Unfortunately, Perquimans County will be required to absorb the costs not covered by the 2020 CARES Act Supplement Grant.

Sincerely,

Perquimans County Board of Elections



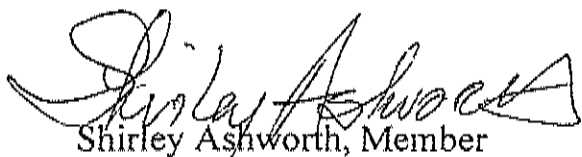
Vera Murrill, Chair



Ella Fields-Bunch, Secretary



Bobby Siller, Member



Shirley Ashworth, Member



Victoria Butler, Member

Attachments: 2020 CARES Act Supplement Award Notice
Processed Check
2020 CARES Act Supplement Report

Name	Board/Committee	Term	Appt.	Expire
JOSEPH HOFFLER				
Hoffler, Joseph	Albemarle Regional Landfill Authority	4 yrs.	2/1/2021	1/31/2025
Hoffler, Joseph	Communications Advisory Board - County	2 yrs.	2/1/2021	1/31/2023
Hoffler, Joseph	Court Security Committee	unlimited	2/1/2017	unlimited
Hoffler, Joseph	Historic Hertford, Inc.	3 yrs.	7/1/2020	6/31/2023
Hoffler, Joseph	Home & Community Care Block Grant	unlimited	12/3/2012	unlimited
Hoffler, Joseph	Perquimans/Chowan/Gates Landfill Committee	indefinite	2/1/2017	indefinite
KYLE JONES				
Jones, Kyle	Albemarle District Jail Commission	2 yrs.	2/1/2021	1/31/2023
Jones, Kyle	Court Security Committee	unlimited	1/5/2015	unlimited
Jones, Kyle	Inter-Agency Council - Commissioner	1 yr.	7/1/2021	6/30/2022
Jones, Kyle	RPO Transportation Advisory Committee	2 yrs.	2/1/2021	1/31/2023
Jones, Kyle	Water Committee	unlimited	2/1/2019	unlimited
FONDELLA LEIGH				
Leigh, Fondella	Albemarle Commission	unlimited	1/1/2015	unlimited
Leigh, Fondella	Economic Development Commission - County	2 yrs.	2/1/2021	1/31/2023
Leigh, Fondella	Housing Committee Chairman	unlimited	1/5/2015	unlimited
Leigh, Fondella	Recreation Advisory Committee - Commissioner	3 yrs.	7/1/2020	6/30/2023
Leigh, Fondella	Senior Citizens Advisory Board	2 yrs.	2/1/2021	1/31/2023
Leigh, Fondella	Water Committee	unlimited	1/5/2015	unlimited
Leigh, Fondella	Northeastern Workforce Development Consortium	unlimited	2/1/2015	unlimited
ALAN LENNON				
Lennon, Alan	Economic Development Commission - County	2 yrs.	2/1/2021	1/31/2023
Lennon, Alan	Perquimans/Chowan/Gates Landfill Committee	indefinite	2/1/2019	indefinite
Lennon, Alan	Water Committee	unlimited	2/1/2019	unlimited
Lennon, Alan (Chairman)	Tourism Development Authority (Commissioners)	2 yrs.	4/1/2020	3/31/2022
WALLACE NELSON				
Nelson, Wallace	Albemarle Commission (<i>alternate</i>)	unlimited	9/1/2018	unlimited
Nelson, Wallace	Albemarle Regional Health Services	indefinite	1/5/2015	unlimited
Nelson, Wallace	Chowan/Perquimans Multi-County LEPC	1 yr.	1/1/2021	12/31/2021
Nelson, Wallace	COA - Board of Trustees	4 yrs.	7/1/2021	6/30/2025
Nelson, Wallace	Economic Development Commission - County	2 yrs.	2/1/2021	1/31/2023
Nelson, Wallace	EMS Advisory Board	2 yrs.	2/1/2021	1/31/2023
Nelson, Wallace	Trillium Northern Region Advisory Board	unlimited	5/4/2015	unlimited
CHARLES WOODARD				
Woodard, Charles	Agricultural Advisory Board - Commissioner	3 yrs.	2/1/2021	1/31/2024
Woodard, Charles	Chamber of Commerce Board	unlimited	2/7/2011	unlimited
Woodard, Charles	Social Services Board (<i>as long as Commissioner</i>)	3 yrs.	7/1/2019	6/30/2022
Woodard, Charles	Tourism Development Authority (Commissioners)	2 yrs.	2/1/2021	1/31/2023
Woodard, Charles	Tri-County Shelter Advisory Committee Board	unlimited	2/1/2013	unlimited

FRANK HEATH				
Name	Board/Committee	Term	Appt.	Expire
Heath, Frank	Chowan/Perquimans Smart Start Partnership	unlimited	unlimited	unlimited
Heath, Frank	Coastal Resources Advisory Council	2 yrs.	2/1/2020	6/30/2022
Heath, Frank	Highway 17/64 Association Board of Trustees	Review Every Yr	12/1/2021	11/30/2022
Heath, Frank	Home & Community Care Block Grant	unlimited	11/1/2005	unlimited
Heath, Frank	Inter-Agency Council - County Manager	1 yr.	7/1/2021	6/30/2022
Heath, Frank	RPO Rural Technical Coordinating Committee		4/5/2010	unlimited
Heath, Frank	RPO Transportation Advisory Committee - Alternate	2 yrs.	12/1/2020	11/30/2022
Heath, Frank (alternate)	Albemarle Regional Landfill Authority	4 yrs.	2/1/2021	1/31/2025
Heath, Frank (ex officio)	Economic Development Commission	<i>Appointed by County</i>		
Heath, Frank W.	Senior Citizens Advisory Board	2 yrs.	2/1/2024	1/31/2023

**STATE OF NORTH CAROLINA
COUNTY OF GATES & COUNTY OF PERQUIMANS
INTERLOCAL AGREEMENT FOR BACKUP PSAP**

This Agreement, made this _____ day of _____, 2022, by and between the County of Gates (herein Gates) and the County of Perquimans (herein Perquimans), for the purpose of insuring a functional Backup Public Safety Answering Point (PSAP) for Gates;

WITNESSETH:

WHEREAS, Gates and Perquimans are both bodies corporate and political existing pursuant to the laws of the State of North Carolina; and

WHEREAS, Gates and Perquimans are currently engaged in operating and maintaining respective county-wide “911 communications system”; and

WHEREAS, Gates and Perquimans are desirous of insuring that any citizen utilizing the “Emergency 911” system in Gates County or Perquimans County have their call answered as promptly and efficiently as possible; and

WHEREAS, during times of natural disaster and other unpredictable events, a county’s 911 communications system may be temporarily disabled; and

WHEREAS, the parties desire to set forth in this Agreement the terms by which Gates may utilize the Perquimans 911 emergency communications center for the benefit of the people of Gates County; and

NOW, THEREFORE, in consideration of the terms, conditions, and covenants expressed therein, the parties agree as follows:

1. PURPOSE OF AGREEMENT

The purpose of this Agreement is to confirm the understanding of the parties’ responsibilities and obligations whereby Gates utilizes Perquimans as its Backup 911 Center, currently located at 159 Creek Drive in Hertford, NC, during such times as Gates may experience failure of its primary 911 Center, subject to the terms of this Agreement as set forth below.

2. RESPONSIBILITIES OF GATES

2.1 Gates agrees to give the Perquimans 911 Director as much advance notice as practicable under the then existing circumstances of its need and intent to operate within the Perquimans facility.

2.2 Gates agrees to keep confidential any information received, held or transmitted which is defined as confidential under state or federal law.

3. RESPONSIBILITIES OF PERQUIMANS

3.1 Perquimans agrees to provide a physical location for placement and use of equipment needed for Gates to function as their 911 Center. Perquimans agrees to provide one (1) workstation.

3.2 Perquimans agrees to provide antenna space for Gates to install necessary radio equipment.

3.3 Perquimans agrees to provide space in its recording system to capture all telephone and radio traffic associated with Perquimans during a Gates failure at Gates' expense.

3.4 Perquimans agrees to provide data connectivity (internet) at the Perquimans location for Gates data use.

3.5 Perquimans agrees to maintain its 911 Center facility operationally functional and up to date as possible.

3.6 Perquimans agrees to provide key or other methods of access to Gates so that Gates will have access should a failure occur in Gates.

3.7 Perquimans agrees to process all Gates calls during a catastrophic failure until which time Gates personnel can reach the backup 911 Center and resume operations.

3.8 Perquimans agrees to work with Gates to help train Gates tele-communicators in dispatch methods for Perquimans.

3.9 Perquimans agrees to keep confidential any information received, held or transmitted which is defined as confidential under state or federal law.

3.10 Perquimans agrees, for a singular period not to exceed 90 days, to host Gates 911 staff at the Perquimans 911 Center. During this period, Gates will pay Perquimans the equivalent of one fulltime telecommunicator, along with other operational expenses, as agreed upon and documented by the county managers of both counties. During this time there will be weekly progress meetings between both counties. A time extension may be negotiated by the respective county managers.

4. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the internal laws of the State of North Carolina, without reference to any conflict or choice of laws provision which would operate to make the internal laws of any other jurisdiction applicable.

5. WARRANTY

The parties hereto warrant and represent that they have full authority under applicable law to participate fully in this Agreement and all of its several provisions.

6. MODIFICATION

This Agreement shall only be modified, amended or supplemented, by a written instrument signed by both parties to this Agreement.

7. SEVERABILITY

If any provision, paragraph or subparagraph of this Agreement is adjudged by any court of law to be void or unenforceable, in whole or in part, such adjudication shall not be deemed to affect the validity of the remainder of the Agreement, including any provision, paragraph, or subparagraph. Each provision, paragraph and subparagraph of this Agreement is declared to be separate from every other provision, paragraph and subparagraph and constitutes separate and distinct covenant.

8. HEADINGS

The headings in this Agreement are inserted for convenience only and shall not be considered in interpreting the provisions hereof.

9. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the parties with respect so the subject matter hereof. This Agreement supersedes any and all other agreements, whether oral or in writing, between the parties with respect to the subject matter hereof.

10. TERM

The term of this Agreement shall commence upon execution by both parties on the ____ day of _____, 2022 or sooner if facilities, equipment, and staff are ready and will continue for a period of five (5) years. If either party is prepared to engage in their responsibilities as set forth in this Agreement prior to ____ day of _____, 2022, said shall notify the other party of the intent to engage in the Agreement in writing.

11. TERMINATION

Either party may terminate this Agreement by delivering to the other party a notice of its intent to terminate twelve months prior of the end of the noticing party's fiscal budget year.

12. NOTICES

All notices shall be given in writing and sent registered or certified mail, return receipt requested, and shall be addressed as follows:

Gates County Emergency Management Director
308 US 158 West
Gatesville, NC 27938

Perquimans County Emergency Services Director
PO Box 563
Hertford, NC 27944

13. BINDING EFFECT

This Agreement shall be binding upon and inure to the benefit of the parties and their successors and assigns.

14. NON-DISCRIMINATION

Neither party hereto shall discriminate on the basis of race, religion, creed, color, gender or national origin.

15. OTHER AGREEMENTS

Nothing herein shall prevent either party to this Agreement from entering into other agreements or memoranda of understanding with other counties or local governmental entities in relation to the same subject matter herein.

16. REMEDIES

This Agreement shall be enforceable by each party by all remedies available at law or in equity. Failure or delay to exercise any right, remedy or privilege hereunder shall not operate as a subsequent enforcement.

This instrument has been pre-audited in the manner required by the local government budget and fiscal control act.

Gates County Finance Officer Date Time

This instrument has been pre-audited in the manner required by the local government budget and fiscal control act.

Perquimans County Finance Officer Date Time

IN WITNESS WHEREOF, Gates and Perquimans have caused this Agreement to be approved or ratified in the manner prescribed by law, and have authorized execution by the officers below.

{SIGNATURES AND ACKNOWLEDGEMENTS ON FOLLOWING PAGE}

GATES COUNTY

Dr. Althea Riddick, Chairman

ATTEST:

Joletha Chestnutt Clerk

[seal]

NORTH CAROLINA
_____ COUNTY

I, _____, a Notary Public in and for the aforesaid County and State, do hereby certify that _____ (insert name of person attesting above) personally appeared before me this day and acknowledged that she is Clerk of _____ County (for example), a North Carolina municipal corporation, and that by authority duly given and as the act of the County of _____, the foregoing instrument was signed in its corporate name by its Manager, sealed with its corporate seal, and attested by herself as Clerk (if that's the title the one attesting is).

Witness my hand and Notarial Seal, this _____ day of _____, 2022.

My Commission expires: _____

Notary Public

PERQUIMANS COUNTY

Wallace Nelson, Chairman

ATTEST:

Mary Hunnicutt Clerk

[seal]

NORTH CAROLINA
_____ COUNTY

I, _____, a Notary Public in and for the aforesaid County and State, do hereby certify that _____ (insert name of person attesting above) personally appeared before me this day and acknowledged that she is Clerk of _____ County (for example), a North Carolina municipal corporation, and that by authority duly given and as the act of the County of _____, the foregoing instrument was signed in its corporate name by its Manager, sealed with its corporate seal, and attested by herself as Clerk (if that's the title the one attesting is).

Witness my hand and Notarial Seal, this ____ day of _____, 2022.

My Commission expires: _____

Notary Public

Parks and Recreation Trust Fund Grants Will Fund Projects Across North Carolina

RALEIGH

Jan 14, 2022

The North Carolina Department of Natural and Cultural Resources announced that the N.C. Parks and Recreation Trust Fund (PARTF) Authority has approved \$28.6 million in capital improvement projects and land acquisitions for state parks and an additional \$13.6 million in grants to fund 41 local parks and recreation projects across the state.

The second round of local grants this fiscal year was made possible in November with the recently enacted state budget's allocation of an additional \$101 million to PARTF to support state and local parks projects, for a total of \$135 million over two years. The North Carolina Parks and Recreation Trust Fund Authority had previously approved an initial 14 local grants for the year in September 2021 using its recurring annual appropriation.

"The new state budget's increased funding for parks and recreation will make more recreational opportunities available across the state," said Reid Wilson, secretary of the N.C. Department of Natural and Cultural Resources. "As we've seen since the beginning of the pandemic, North Carolina families need more parks, trails, greenways, and facilities to get outside and active."

Local communities applied for the grants to fund land acquisition and development and renovation of public park and recreation areas. The maximum grant awarded for a single project under the program was \$500,000. Awardees must match funds at least dollar-for-dollar for the awarded amount.

"These grants will help us continue making outdoor recreation opportunities available to more people in all areas of the state," Wilson continued. "Outdoor activity produces important physical and mental health benefits that are essential for quality of life. The members of the Parks and Recreation Trust Fund Authority and State Parks staff did excellent work in delivering these benefits to communities so soon after the budget became law."

The Parks and Recreation Trust Fund is administered through the state's Division of Parks and Recreation.

At the Jan. 6 meeting, \$23.1 million was approved for capital and maintenance projects at Kerr Lake and Fort Fisher Recreation Areas and Hammocks Beach, Morrow Mountain, Medoc Mountain, Eno River, Mayo River, Carvers Creek, Chimney Rock and Stone Mountain State Parks.

The Authority also approved \$5.5 million for land acquisitions at Baker's Lake State Natural Area and Elk Knob, Eno River, Hanging Rock, Mount Mitchell, Morrow Mountain, Stone Mountain, and William B. Umstead State Parks.

The projects include:

- \$90,000 for fishing pier restoration and repairs at Carvers Creek State Park (Cumberland County)
- \$400,000 for restroom renovations at Chimney Rock State Park (Rutherford County)
- \$250,000 for beach access boardwalk repairs at Fort Fisher State Recreation Area (New Hanover County)
- \$1 million to fund Recreational Trails Program projects (statewide)

Land acquisitions include:

- \$1.1 million for lands west of the peak area at Elk Knob State Park (Watauga County)
- \$700,000 for a western addition to Morrow Mountain State Park (Stanly County)
- \$850,000 for a large ridge that dominates the vista from the campground at Stone Mountain State Park (Wilkes and Alleghany counties)
- \$553,000 for a tract in Orange County to join Eno River State Park

Nov. 19, 2021 PARTF meeting local grant recipients and amounts are as follows:

Grantee	County	Project Name	Funds Awarded
Asheboro	Randolph	Zoo City Sportsplex	\$500,000
Beaufort County	Beaufort	Wright's Creek Phase II	\$249,895
Belmont	Gaston	Belmont Recreation Center	\$500,000
Blowing Rock	Watauga	Memorial Park Enhancement	\$500,000
Bogue	Carteret	Bogue Town Park	\$263,000
Cabarrus County	Cabarrus	Rob Wallace Park Expansion	\$100,000
Canton	Haywood	Chestnut Mountain Park	\$500,000
Clay County	Clay	Clay County Sports Complex	\$500,000
Concord	Cabarrus	Marvin Caldwell Park	\$400,000
Denton	Davidson	Harrison Park Community Center with Amenities	\$400,000
Elk Park	Avery	Jumping Pillow & Basketball Renovation (Lucille Winters Park)	\$26,136
Fair Bluff	Columbus	Riverside Park Acquisition	\$392,500
Forest City	Rutherford	Park Square Depot	\$450,000
Forsyth County	Forsyth	Belews Lake Park	\$500,000
Greenville	Pitt	Wildwood Park	\$481,350
Henderson	Vance	Williams & Montgomery Street Park	\$357,497
High Point	Guilford	City Lake Park Phase I Renovations	\$500,000
Hildebran	Burke	New Town Park Development	\$289,700
Jacksonville	Onslow	City of Jacksonville Marina	\$110,000
Jones County	Jones	Brock Mill Pond Enhancement	\$400,000

Lawndale	Cleveland	Lawndale Park	\$415,000
Lee County	Lee	Kiwanis Children's Park Phase II	\$209,000
Lumberton	Robeson	Pennington Complex - Phase III	\$400,000
Madison	Rockingham	Madison River Park	\$241,440
Mooreville	Iredell	Liberty Park Renovation	\$500,000
Oak Ridge	Gulford	Whitaker Park	\$490,000
Ocean Isle Beach	Brunswick	Town Center Park Phase II	\$395,289
Perquimans County	Perquimans	Perquimans Recreation Park Tennis Courts	\$65,600 *
Ramseur	Randolph	Deep River State Trail and Blueway	\$128,922
Randleman	Randolph	Stout Street Park Improvements	\$354,991
Rowan County	Rowan	Woodleaf Community Park Phases I & II	\$354,346
Shalotte	Brunswick	Price Park Landing at Mulberry Park	\$500,000
Shelby	Cleveland	Shelby Rail Trail Depot Park Segment - Phase I	\$420,000
Simpson	Pitt	Simpson Walking Trail Improvements	\$22,500
Spruce Pine	Mitchell	Brad Ragan Park Improvements	\$100,000
Tabor City	Columbus	Tabor City Athletic Complex	\$500,000
Wake County	Wake	Beech Bluff County Park	\$425,000
Waynesville	Haywood	Richland Creek Park and Greenway	\$232,750
Wilkes County	Wilkes	Bathhouse and Picnic Shelter (River's Edge Park)	\$191,194
Wilkesboro	Wilkes	Cub Creek Park Expansion	\$256,250
Youngsville	Franklin	Luddy Park Renovation	\$29,223
		Total	\$13,651,583

About the North Carolina Department of Natural and Cultural Resources

The N.C. Department of Natural and Cultural Resources (NCDNCR) is the state agency with a vision to be the leader in using the state's natural and cultural resources to build the social, cultural, educational and economic future of North Carolina. NCDNCR's mission is to improve the quality of life in our state by creating opportunities to experience excellence in the arts, history, libraries and nature in North Carolina by stimulating learning, inspiring creativity, preserving the state's history, conserving the state's natural

NCDNCR includes 27 historic sites, seven history museums, two art museums, three science museums, three aquariums and Jennette's Pier, 41 state parks and recreation areas, the N.C. Zoo, the N.C. Symphony Orchestra, the State Library, the State Archives, the N.C. Arts Council, the African American Heritage Commission, State Preservation Office and the Office of State Archaeology, and the Division of Land and Water Stewardship. For more information, please visit www.ncdcr.gov
(<https://uridefense.com/v3/> [This press release is related to:](https://u7061146.ct.sendgrid.net/ls/click?upn=TeZUXWpUy-2B6TCY38pVl_o9hEF3YyDcLHQyd6JpKKQFmg-3DvFO7_DC4y3DdDCeFScwRgaDHqvS-2FqMx-2BgJxb3HJXAFGYL-2F9fngchFCNDt6F5lque7hE9H08Eh6EPN6GYQfWNqK4wGDCpdEevhBhPYPWa65eS5jtz7ciZtLUoigyhn4cq11v7roJkaUvrDaDyCTPmVlyQUumu-2Fvblw8XlIPtrsGkMQN6QtPWWrv3Nak2DOWZ72yKrCaZtryOM3BCfm7ASqd1btHxAtDk84EzWuUh-2BQl7BS9x9ebKwuDrpsRzn5X0ilHSM7byR6WWkceW3yh1QBWLUnk-2BE4wSytugaDIDCoSrfCVD2BxV39psHXNRNRoxoNdLHi21mHVRE828CCobDXDK72-2BDfvtRvpDlyXkw8i9me8H94-3D...ilHYmSTooJWMSR9g3I5AWoAWRfU9LDeE4AXVl29pm37VCdd_r8PAK7rGL1OwjFaa7OnK3gJURErXWIAS).)</p></div>
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Across DNCR

(</agencydepartment/across-dncr>)

Grants and Gifts

(/news/press-releases?field_press_release_terms_target_id=2823)

Historic Preservation

(/news/press-releases?field_press_release_terms_target_id=2852)

<https://www.ncdcr.gov/news/press-releases/2022/01/14/parks-and-recreation-trust-fund-grants-will-fund-projects-across-north-carolina>

Proclamation and Invitation March for Meals 2022

Laura Rollinson <lrollinson@accog.org>

Wed 1/26/2022 3:15 PM

To: Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>

Cc: Laura Rollinson <lrollinson@accog.org>

1 attachments (3 MB) Perquimans County Proclamation.docx;

Good afternoon, I have attached the 2022 March for Meals Proclamation. I am requesting that the proclamation be included in the next Board of Commissioners Meeting packet for concertation. If approved, please mail a signed copy back to me.

I am also extending an invitation to each commissioner to participate in the delivery of meals during the annual March for Meals Community Champion week, March 21st - March 25th, 2022. If they would like to participate, they can email me at lrollinson@accog.org or call at 252-404-7091 to schedule their date and route. We are currently delivering meals on Mondays, Wednesdays and Fridays. Meals are picked up at 10:45 am and each route takes about an hour to complete.

Thank you in advance for the board's consideration and your assistance of signing the proclamation and participating in this year's March for Meals campaign. Please reach out to me should you have any questions.

Best regards,

Laura Rollinson

Administrative & Volunteer Coordinator

Albemarle Commission Senior Nutrition Program

512 S Church Street

Hertford, NC 27944

(252)404-7091 P

(252)426-7649 F

lrollinson@accog.org E

<https://albemarlecommission.org/area-agency-on-aging/senior-nutrition/volunteer-with-senior-nutrition/>



50th Anniversary of the National Senior Nutrition Program, 2022
PERQUIMANS COUNTY – A PROCLAMATION

Whereas, since 1972, the National Senior Nutrition Program has funded local agencies and organizations to serve home-delivered and congregate meals that help to ensure older adults have opportunities to stay healthy, independent, and connected; and

Whereas, more than 10 million older Americans face hunger and isolation each year; and

Whereas, local senior nutrition programs help older adults access healthy foods; nutrition screening, education, and counseling; social opportunities; and other supports that encourage well-being; and

Whereas, the Albemarle Commission Area Agency on Aging Senior Nutrition Program is an integral part of Perquimans County – providing sustenance and so much more to our older community members, especially those most vulnerable to hunger, chronic health concerns, isolation and

Whereas, the Albemarle Commission Area Agency on Aging Senior Nutrition Program is having a positive impact on our community and its senior population.

Now, therefore, Perquimans County does hereby proclaim March 2022 to be the 50th anniversary of the National Senior Nutrition Program. We urge every resident to recognize older adults and the people who support them through nutrition services as essential contributors to the strength of our community.

OFFICIAL SIGNATURE _____

SEAL

DATE _____ WITNESSING _____

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 22

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 7th DAY OF FEBRUARY, 2022 PASSED THE FOLLOWING AMENDMENTS TO THE FY 2021 - 2022 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-399-000	Fund Balance Appropriated	192,000	
10-690-920	Jail	190,000	
10-690-921	Juvenile Detention	2,000	
EXPLANATION: To amend FY 21/22 budget to cover expenses for FY 21/22.			

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, 7th DAY OF FEBRUARY, 2022.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 7th DAY OF FEBRUARY, 2022.

Chairman, Board of Commissioners

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

PLAT REVIEW LOG - PERQUIMANS COUNTY

JANUARY

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
JOSIAH A WEBB III WALLACE E & FRANK G NELSON	X	1-4-2022	X	RECOMBINATION SURVEY 5-D051-0005-CH & 5-0051-0006-CH 1.491 SQ FT
JOSIAH A WEBB III DARLENE & THOMAS JONES	X	1-14-2022	X	SUBDIVISION INTO 2 PARCELS 4-0044-0041 28.24 ACRES & 21.99 ACRES
MARK D PRUIDEN ANTONIO D OVERTON	X	1-19-2022	X	SUBDIVISION 1-0017-0004 1.00 ACRE
MARK D PRUIDEN STEPHEN P & HEATHER & MONICA COPELAND	X	1-20-2022	X	RECOMBINATION OF PARCELS 1-0029-0008H & 1-0029-0008D
BISSELL 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 PRUIDEN 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		TIMMONS GROUP 1805 W CITY DR UNIT E ELIZABETH CITY, NC 27909 (252)621-5030
TONY WEBB	PO BOX 381 EDENTON, NC 27932	(252)482-3066		



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

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

**PERQUIMANS COUNTY
TAX DEPARTMENT**

Enforced Collections-January 2022

GARNISHMENTS: \$1,204.92

PAYMENT AGREEMENTS: \$5,677.74

DEBT SETOFFS: \$0

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	58	6	4	68.00
II. # OF PLUMBING PERMITS ISSUED	32	2	2	36.00
III. # OF MECHANICAL PERMITS ISSUED	39	1	1	41.00
IV. # OF ELECTRICAL PERMITS ISSUED	52	7	4	63.00
V. # OF INSULATION PERMITS ISSUED	3	0	0	3.00
VI. # OF MOBILE HOMES PERMITS ISSUED	4	0	1	5.00
# OF FIRE/OTHER ISSUED				0.00
TOTAL NUMBER OF PERMITS ISSUED	188	16	12	216.00

VII. FEES COLLECTED	36905	2167	1130	40202
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VIII. # OF INSPECTIONS PERFORMED

732

IX. VALUE OF CONSTRUCTION

A. NEW RESIDENTIAL	3164482	0	0	3164482.00
B. NEW COMMERCIAL	857800	1200	0	859000.00
C. ADDITIONS	109970	35000	0	144970.00
D. REMODELING	25800	163305	0	189105.00
E. ACCESSORY BUILDING	246730	0	27600	274330.00
F. MOBILE HOMES	200902	0	152800	353702.00
G. MODULAR HOMES	0	0	0	0.00
H. OTHER	395776	15108	38000	448884.00
TOTAL VALUE	\$5,001,460.00	\$214,613.00	\$218,400.00	\$5,434,473.00

GRAND TOTAL VALUE

\$5,434,473.00

SIGNED 



Case Activity Report

01/01/2022 - 01/31/2022

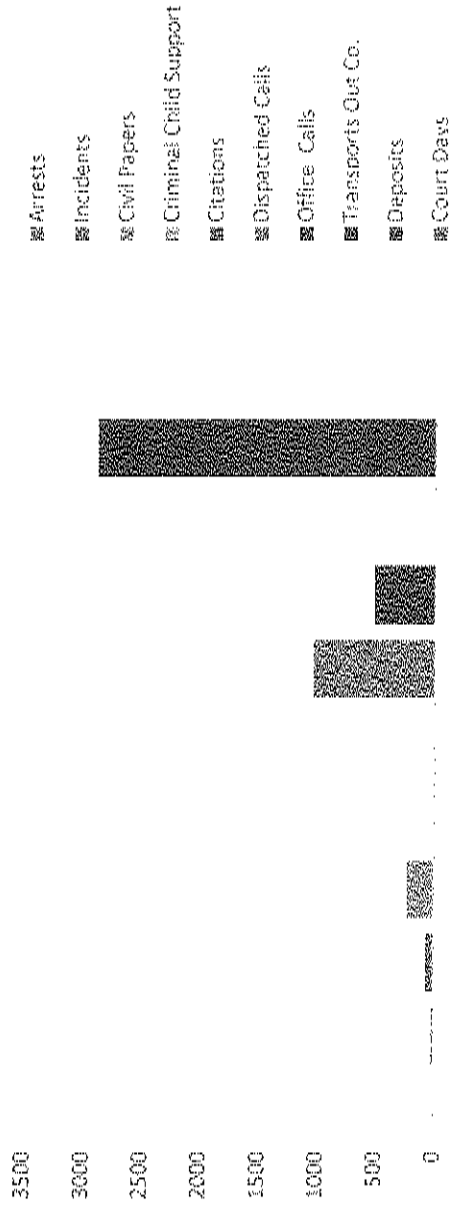
Activity Date	Case #	Parcel Address	Violation	Description	Activity Type	Description
1/26/2022	80	371 WOODLAND CHURCH RD	Abandoned house	Abandoned house	Inspection	Property owners have started actively demo-ing the house
1/25/2022	76	112 BUCK HORN CT	junk vehicles	junk vehicles	Inspection	2 of the 3 junk vehicles have been removed. 1 still remains
1/20/2022	2	109 TREASURE LN	solid waste/nuisance vehicle	Solid Waste/Nuisance Vehicle	Inspection	All junk vehicles have been removed from property
1/6/2022	79	249 DOGWOOD DR	Solid Waste	Solid Waste	Inspection	Trash has been removed
1/5/2022	74	248 MUDDY CREEK RD	junk vehicles	junk vehicles	Inspection	No change to property, still apparent junk vehicles in yard
1/5/2022	75	332 MUDDY CREEK RD	junk vehicles	junk vehicles	Inspection	No change to property, still apparent junk vehicles in yard

Total Records: 6

2/1/2022

Perquimans County Sheriff's Office --- January 2022 Activity Report

Arrests	Incidents	Civil Papers	Criminal Child Support	Citations	Dispatched Calls	Office Calls	Transports Out Co.	Deposits	Court Days
JANUARY	17	64	231	1	8	1037	519	8	\$2,885.00





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 - December 2021

Call Volume by Department - December 2021			
Department	# of Calls	Department	# of Calls
911 CALLS RECEIVED (Perquimans & Gates)	758	NC State Highway Patrol	49
Belvidere Fire Dept.	7	NC Wildlife	3
Bethel Fire Dept.	18	Nightingale	2
Chowan EMS	2	Pasquotank-Camden EMS	2
Durants Neck Fire Dept.	6	Perq. Dept. of Social Services	6
Eastcare	1	Perq. Emergency Management	10
Gates EMS	0	Perq. EMS	245
Hertford Fire Dept.	31	Perq. Fire Marshal	1
Hertford Public Works	2	Perq. Sheriff's Office	1,123
Inter-County Fire Dept.	19	Perq. Water Department	0
Magistrate	69	Perq. Volunteer Water Rescue Team	1
NC Dept. of Transportation	2	Winfall Fire Dept.	9
NC Forestry	9	Winfall Police Dept.	2
NC Probation	1	Winfall Public Works	1

Congratulations

Bethany Buttram - Graduated with a Bachelor of Science in Emergency Medical Care

Anna Johnson - Graduated with a Bachelor of Science in Criminal Justice

January Birthdays

Jim Grosjean - January 15

Anna Johnson - January 18

Rebecca Cullipher - January 25

Completed Projects / Trainings / Community Preparedness Activities

- Child Fatality Prevention Meeting - December 2, 2021

- CPR Class – December 3, 2021
- Visit Church Street businesses regarding upcoming exercise – December 3, 2021
- Grand Illumination – December 3, 2021
- Christmas Bizarre & 5K Run at the Recreation Center – December 4, 2021
- Christmas Parade – December 4, 2021
- Family Appreciation Dinner – December 5, 2021
- Virtual Pesticide Training – December 7 & 8, 2021
- Regional EMS Protocol Meeting – December 8, 2021
- National Weather Service Winter Weather Workshop – December 8, 2021
- Disaster Awareness Workgroup Meeting – December 9, 2021
- Eastern Healthcare Preparedness Coalition Communications Exercise – December 9, 2021
- NC 911 Board Priority One Collaboration Grant Workshop – December 9, 2021
- Special Events Meeting – December 10, 2021
- Sentara Albemarle Medical Center Mobile Integrated Health Meeting – December 10, 2021
- College of the Albemarle's Paramedic Graduation and Coining Ceremony – December 10, 2021
- Active Shooter Exercise Final Planning Meeting – December 14, 2021
- HazMat Shipping Exercise Planning Meeting – December 14, 2021
- Emergency Services Administration Meeting – December 15, 2021
- COVID-19 Vaccination Booster Clinic – December 16, 2021
- CPR Class for Community Emergency Response Teams (CERT) – December 20, 2021

Pending Projects / Trainings / Community Preparedness Activities

- Intro to SARTopo Class - January 7, 2022
- Water Response Workshop and Sonar Rodeo - March 2-3, 2022
- Active Shooter Tabletop and Full-Scale Exercise funded through the Homeland Security Grant Program - January 18, 2022 and February 4, 2022
- Hazmat Shipping Exercise funded through the Homeland Security Grant Program - Spring/Summer 2022

Press Releases / Public Service Announcements

- Grand Illumination and Toy Drive – December 3, 2021
- Holiday Fire Safety post shared – December 7, 2021
- Winter Weather Preparedness Week post shared – December 7, 2021
- COVID-19 Vaccination Booster Clinic – December 14, 2021
- Shared post for Blood Drive hosted by Belvidere-Chappell Hill Fire Department – December 15, 2021
- Shared post by College of the Albemarle regarding an Emergency Medical Dispatcher Course – December 21, 2021
- Press Release from Gates County regarding temporary relocation of the 911 Center – December 22, 2021
- Shared post from Holiday Island Civic League – December 23, 2021
- SANTA BOLO (Be On the Lookout) – December 24, 2021
- Shared Sheriff's Office Press Release regarding Family Dollar Armed Robbery – December 28, 2021
- NC Department of Transportation announces that Woodville Road is open to traffic – December 29, 2021
- Happy New Year – December 31, 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 - January 2022

Call Volume by Department - January 2022			
Department	# of Calls	Department	# of Calls
911 CALLS RECEIVED (Perquimans & Gates)	968	NC State Highway Patrol	36
Belvidere Fire Dept.	7	NC Wildlife	4
Bethel Fire Dept.	10	Nightingale	2
Chowan EMS	1	Pasquotank-Camden EMS	4
Durants Neck Fire Dept.	9	Perq. Dept. of Social Services	3
Eastcare	1	Perq. Emergency Management	6
Gates EMS	0	Perq. EMS	258
Hertford Fire Dept.	21	Perq. Fire Marshal	0
Hertford Public Works	5	Perq. Sheriff's Office	1,037
Inter-County Fire Dept.	14	Perq. Water Department	0
Magistrate	47	Perq. Volunteer Water Rescue Team	0
NC Dept. of Transportation	3	Winfall Fire Dept.	3
NC Forestry	5	Winfall Police Dept.	4
NC Probation	0	Winfall Public Works	0

Congratulations

Alyssa Walters - Obtained Emergency Medical Dispatch Certification

Heather Miller - Obtained Emergency Medical Dispatch Certification

January Birthdays

Sue Ann Cestaro - February 2

Cody Chappell - February 2

Morgan Lilly - February 4

Mark Montgomery - February 9

Logan Hogge - February 18

Amanda Ward - February 25

Completed Projects / Trainings / Community Preparedness Activities

- EMS crews visit the Senior Center – January 5, 2022
- Duke Endowment Grant Meeting with Vidant – December 6, 2022
- SARTopo Overview Class – January 7, 2022
- Emergency Medical Dispatch Class – January 11 – 13, 2022
- Meeting with Cycle NC and Perquimans County Tourism – January 12, 2022
- COVID-19 Healthcare Partner Update – January 12, 2022
- EMS Standby for controlled burn – January 13, 2022
- Special Events Organizational Meeting – January 13, 2022
- Meeting with Perquimans County High School Staff for Intern Program – January 14, 2022
- CMS Data Collection Webinar – January 18, 2022
- Public Open House for Flood Risk and Resilience in Hertford – January 18, 2022
- Active Shooter Tabletop Exercise – January 18, 2022
- Northeast NC Winter Storm Call – January 19 – 21, 2022
- 911 Center Staff Meeting – January 20, 2022
- DCI Training – January 25, 2022
- Albemarle Region, Regional Resilience Portfolio Project Meeting – January 26, 2022
- COVID-19 Healthcare Partner Update – January 26, 2022
- Northeast NC Winter Storm Call – January 26 – 28, 2022
- EMS Peer Review Meeting – January 26, 2022
- 911 Advisory Board Meeting – January 26, 2022
- DCI Training – January 27, 2022
- Risk Management Conference Call – January 31, 2022
- NCEM Debris Management Meeting – January 31, 2022
- Continuing Medical Education – January 31, 2022

Pending Projects / Trainings / Community Preparedness Activities

- Active Shooter Full-Scale Exercise funded through the Homeland Security Grant Program – February 4, 2022
- Water Response Workshop and Sonar Rodeo funded through the Homeland Security Grant Program and sponsored by NC Emergency Management – March 2-3, 2022
- Hazmat Shipping Exercise funded through the Homeland Security Grant Program – June 4, 2022

Press Releases / Public Service Announcements

- COA Fire & EMS Offering EMS Officer 1 Class – January 4, 2022
- COA offering Emergency Medical Dispatcher Training Course – January 4, 2022
- National Law Enforcement Appreciation Day – January 9, 2022
- Active Shooter Exercise Flyer – January 10, 2022
- Harvey Point Road temporarily closed – January 17, 2022
- Press Release – Fatal Accident on Harvey Point Road – January 18, 2022
- Perquimans EMS partnering with Perquimans CTE – January 18, 2022
- Winter Weather Briefings – January 20 – 23, 2022
- Winter Weather Briefings – January 26 – 28, 2022

COMMITTEE REPORTS