

AGENDA

All items are for discussion and possible action.
Perquimans County Board of Commissioners
Meeting Room at Perquimans County Library
March 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 February 7, 2022 Regular Meeting and February 14, 2022 Work Session (cancelled)
 - B. Tax Refund & Release Approvals
 - C. Personnel Matters
 - 1. Appointment: IMC I working toward IMC II
 - 2. Job Reclassification: Equipment Operator
 - 3. Resignation: PT/FI Certified Telecommunicator
 - 4. Resignation: Water Plant Operator
 - 5. Resignation: Business Personal Property Clerk
 - 6. Retirement: Administrative Officer I
 - 7. Retirement: Water Clerk
 - D. Step/Merit Increases
 - 1. Sheriff (1)
 - E. Budget Amendment Nos. 25 - 29
 - F. Board Resignation: Trillium Northern Region Advisory Board
 - G. Miscellaneous Documents:
 - 1. Resolution: Surplus Equipment
 - V. Scheduled Appointments
 - A. Steve Lane, IntelIPort 7:00 p.m.
 - B. Jonathan Nixon, Emergency Services Director 7:10 p.m.
 - 1. Annual Public Officials Conference
 - 2. Distribution of Gates Funding
 - C. Tanya Turner & James Bunch, Board of Education 7:30 p.m.
 - VI. Commissioner's Concerns/Committee Reports
 - A.
 - B.
 - C.
 - VII. Old Business
 - A. Updates from County Manager
 - B. Request for Deputy Director of Elections
 - C.
 - VIII. New Business
 - A. Planning Item: Preliminary Plat Review of Albemarle Preserve - Phase 1A
 - B. Perquimans County Digital Inclusion Plan
- ACTION REQUIRED** (indicated by a bracket on the left side of items I-IV)
- NO ACTION REQUIRED** (indicated by a bracket on the left side of items V-VII)
- ACTION REQUIRED** (indicated by an arrow pointing to item VII.B)
- ACTION REQUIRED** (indicated by a bracket on the left side of item VIII)

- ACTION REQUIRED { C. CenturyLink MOU-GREAT Grant
- { D. Hertford Grant Match Request
- { E. Documentation for Recreation PARTF Grant
- { F.
- { G.
- { H.
- NO ACTION REQUIRED { IX. **Unscheduled Appointments/Public Comments**
- { *(If you wish to address the Board, please state your name for the record prior to speaking)*
- { A.
- { B.
- { C.
- ACTION REQUIRED X. { **Adjournment**

FOR INFORMATION ONLY:

- NC Parks & Recreation Trust Fund Letter Awarding the PARTF Grant
- Governor Cooper's Letter Regarding Parks & Recreation Trust Fund Award
- Robert L. Decker Letter dated February 28, 2022

DEPARTMENT HEAD REPORT:

- Plat Log
- Tax Department Report
- Building Inspector's Reports
- Code Enforcement Reports
- Sheriff's Report

COMMITTEE WRITTEN REPORTS:

NOTES FROM THE COUNTY MANAGER

March 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.A. **Enclosure:** Steve Lane, President & Founder of IntelliPort, wished to address the Board to request the Board to consider allowing him to collaborate with the County to provide Broadband Internet to areas within Perquimans County.
- V.B. **Enclosures:** Jonathan Nixon, Emergency Services Director, will present the following information to the Board:
 - 1. **Public Officials Conference:** Jonathan Nixon, Emergency Services Director, will hold the Public Officials Conference. The Hertford & Wintfall Town Councils, Town Mayors, and Hertford Town Manager were invited to attend the meeting.
 - 2. **Distribution of Gates County Funding:** Mr. Nixon will discuss the enclosed memo and request that the Board take action on his request.
- V.C. Tanya Turner, School Superintendent, and James Bunch, Assistant School Superintendent, will discuss a needs based school capital outlay grant that they are interested in applying for.
- VII.A. County Manager Heath will present several updates to the Board.
- VII.B. **Enclosure:** Last month, the Board of Elections requested that the Board consider hiring a Deputy Director for the Board of Elections by April 1, 2022. The current director, Kathryn Treiber, will be leaving the position in November 2022 and the Board of Elections wants to make sure that they have a smooth transition. Board action is being requested.
- VIII.A. **Enclosures:** Rhonda Repanshek will be presenting the Preliminary Plat Review of Albemarle Preserve Phase 1A, subdivision section north of Harvey Point Road approximately 1 mile east of the Halsey Bay Road/Harvey Point Road intersection on tax parcel numbers 2-0073-0022, 2-0073-0022A, 2-0073-0022B, and 2-0073-0029. This is part of (PUD)REZ-19-01 with associated special use permit [a.k.a. conditional use permit (CUP)] recorded in Register of Deeds book 494, page 775. Board action is being requested.
- IX.B. **Enclosure.** The detailed action plan to bring broadband connectivity & digital equity to Perquimans County is enclosed for Board review and action. Board action is being requested.
- IX.C. **Enclosures:** At your February 21, 2022 Work Session, CenturyLink made a presentation to assist the County to obtain funding for Broadband service to certain areas of Perquimans County. They are requesting that the County approve the enclosed Memorandum of Understanding supporting their efforts. Board action is being requested.
- IX.D. **Enclosures:** At your February 21, 2022 Work Session, representatives from the Town of Hertford updated the Board on their waterfront plan and an EDA Grant. During that presentation, they requested that the County assist them with the paying the match for this grant. Board action is being requested.
- IX.E. **Enclosures:** At your February 7, 2022 meeting, the Board was notified that the Recreation Department had been awarded the PARTF Grant to build tennis courts at the Recreation Center. The required documentation is enclosed for your review and approval. Board action is being requested.

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 February 7, 2022 Regular Meeting and February 21, 2022 Work Session
- 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
Christina Turner	IMC I Working Against IMC II	Appointment	61/3	\$31,381	03/01/2022
Robert Elliott	Equipment Operator	Job Reclassification	58/16	\$37,775	03/01/2022
Jennifer Ayers	Part-Time/Pill-In Certified Telecommunicator	Resignation			02/08/2022
Chris Wharton	Water Plant Operator	Resignation			02/28/2022
Casey Forward	Business Personal Property Clerk	Resignation			02/28/2022
Nicole Elliott	Administrative Officer I	Retirement			05/01/2022
Kathy Matthews	Water Clerk	Retirement			06/30/2022

D. **Enclosures:** During the Budget process, the following merit increase was approved for the employee. The following individual is being recommended by their supervisor for merit increase:

Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
James Fowden	Investigator	68/5	\$44,839	03/01/2022

E. **Enclosures:** Budget Amendment Nos. 25 – 29 are enclosed for your review and action.

F. **Enclosure.** The following board resignation was approved by the Board:

Name	Board/Committee	Action Taken	Term	Effective Date
Lynn Mathis	Trillium Northern Region Advisory Board	Resignation		02/10/2022

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

1. **Resolution:** The Board will need to consider the enclosed Resolution requesting the Board to declare Emergency Services Department's items as surplus to be sold on GovDeals. Board action is being requested

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 Dunn	EMT	Removed from Roster			02/02/2022

4. Step Increase:

Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Lindsey Stevens	Certified Telecommunicator	62/4	\$16,154/yr.	02/01/2022

5. Budget Amendments:

BUDGET AMENDMENT NO. 17
GENERAL FUNDS

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.			

BUDGET AMENDMENT NO. 18
GENERAL FUNDS

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/retrieval system) as well as to cover 21/22 expenses.			

BUDGET AMENDMENT NO. 19
GENERAL FUNDS

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.			

BUDGET AMENDMENT NO. 20
GENERAL FUNDS

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 cover expenses for FY 21/22.			

BUDGET AMENDMENT NO. 21
GENERAL FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-345-005	Local Sales Tax - Rural	29,000	
10-420-030	County Manager - Professional Services	29,000	
EXPLANATION: To amend FY 21/22 budget to cover expenses for FY 21/22.			

6. Board Appointment/Reappointments: The following board appointment and board 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
Rouch, 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

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

- > Quarterly Fiscal Monitoring Reports: The State requires that the Quarterly Fiscal Monitoring Report be presented to the Board for review. The report for period ending on December 31, 2021 was presented.
- > Maximus Contract: The Board approved the three-year contract with Maximus to develop a central services cost allocation plan for Social Services at \$2,900 per year.

INTRODUCTION OF NEW EMPLOYEE

The following employees were introduced to the Board:

1. Jonathan Nixon: Mr. Nixon, Emergency Services Director, introduced Fantasia Saunders who was appointed as a Full-Time Certified Telecommunicator at Grade 62/Step 1 effective 11/1/2021.
2. Nick Lotties: Mr. Lotties, Water Department Supervisor, introduced Vincent Bockelman who was appointed as a Water Technician I at Grade 58/Step 2 effective 1/1/2022.


After each employee made a few comments, Chairman Nelson welcomed them to Perquimans County.

KATHY TREIBER & THE PERQUIMANS COUNTY BOARD OF ELECTIONS

Chairman Nelson recognized Kathy Treiber, Elections Supervisor, who introduced Bobby Siller to present their requests. After Mr. Siller explained that Ms. Murrill, Chair of the Board of Elections, was unable to attend due to her husband's illness, he introduced Victoria Butler who was also present from the Board of Elections. Mr. Siller explained that they had two matters to discuss with the Board of Commissioners: (1) reimbursement of CARES Funds to the State; and (2) the hiring of a Deputy Director. Mr. Siller then explained how the first matter occurred:

Reimbursement of CARES Funds to the State:

Mr. Siller explained that the following letter was forwarded to the Board of Commissioners from the Board of Elections on January 7, 2022:


Perquimans County Board of Elections
 601 A South Eleventh Road Street
 PO Box 306
 Hertford, N.C. 27944
 Phone: 252.426.5528 Fax: 252.426.5058

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 Fordella Leigh
 Commissioner Joseph Hoffer
 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 \$14,000. This Supplement Grant was issued with a separate set of guidelines and rules. 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 05/04/21), was notified October 12, 2021 that Perquimans County had not submitted any of the four subgrant reports required from November 2020 through February 2021 for the Supplement Grant received. At 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 \$14,000 supplement grant on Thursday, December 30, 2021.

Wednesday, January 5, 2022, Ms. Treiber received a telephone call from Roslyn Mostey, the Accounting Manager in charge of the Supplemental CARES Act Subgrant. Ms. Mostey 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. Mostey sent a highlighted copy of the Subgrant Notice and assured Ms. Treiber that each director, at the time of administration, was repeatedly instructed on the use of the Subgrant via Public Meetings (bi-weekly SBE meetings), correspondence and instruction.

Per the award letter received by Perquimans County (OCB), the subgrant was divided into two sections. Election Day Covid Costs in the amount of \$10,000 and Pollworker Bonus in the amount of \$4,000. The permissible uses for the Subgrant Election Day Covid Costs are as follows: *Expenditures required 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 all pollworkers working on November 3, 2020. Only 40 pollworkers were employed on November 3.*

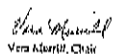
After reviewing the award letter and the subsequent expenditures, it was determined by the SBE that funds were not spent according to permissible uses. In their opinion, the Director had misinterpreted or misunderstood the terms of the Supplemental CARES Act Supplemental Subgrant. As a result, the State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

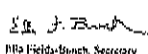
Award Amount	\$14,000.00
-Less 40 workers @ \$100	\$ 4,000.00
-Less Allowable Expenses	2,131.22
Required reimbursement	\$10,428.67

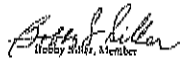
A check request is being made by the Board of Elections to the Perquimans County Finance Department for the total amount listed above. Unfortunately, Perquimans County will be required to absorb the costs not covered by the 2020 CARES Act Supplement Grant.


Sincerely,


Perquimans County Board of Elections


 Vera Merrill, Chair


 W. J. Bunch, Secretary


 Robby Siller, Member


 Shelley Agnew, Member


 Victoria Butler, Member

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

Mr. Siller stated that the letter was self-explanatory and that the Board of Elections is requesting that Board of Commissioners authorize the Finance Officer to prepare a check in the amount of \$10,428.67 to reimburse the CARES funds to the State and that Perquimans County would be required to absorb the costs not covered by the 2020 CARES Act Supplement Grant.

Personnel Matter – Elections Deputy Director:

Mr. Siller explained that, from the beginning, Ms. Treiber accepted this position until November, 2022. The Board feels that they need to have a Deputy Director appointed by April 1, 2022. In August, 2022, the Board of Elections wishes to switch positions and appoint Kathy Treiber as the Deputy Director and the newly hired Deputy Director as the Director. He then asked Ms. Butler to explain their process of determining the job description and salary for this new position. Ms. Butler explained that the Board of Elections did their own salary study for the Deputy Director position in the Board of Elections' office. She provided the Board with a copy of the following information on salaries for Director and Deputy Director of the Board of Elections' Office that she received:

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Department: Board of Election
 Position: Director
 County Salary Study

	County 1	County 2	County 3	County 4	County 5	County 6	County 7	County 8	County 9	County 10	County 11	County 12
County	Berrie	Camden	Chowan	Currituck	Dare	Gates	Hertford	Hyde	Pasquotank	Perquimans	Tyrell	Washington
County Population	19,380	10,867	13,708	26,400	36,915	11,598	24,012	5,810	40,563	13,463	4,407	11,923
Actual Salary		\$46,962	\$41,248	\$52,901	\$73,549	\$40,525	\$49,038	\$39,324	\$52,171	\$37,600	\$34,850	\$42,810
Starting Salary	\$32,995	\$42,546	\$36,000	\$48,949	\$55,282	\$33,932	\$34,972	\$33,232	\$48,294	\$34,104	\$33,000	\$33,460
Maximum Salary	\$51,142	\$53,134	\$54,400	\$70,566	\$88,449	\$52,579	\$54,208	\$51,508	\$68,303	\$51,648	\$50,001	\$49,653
# of Years in Position	10 yrs.	R/S/2021	3.0 yrs.	3 yrs.	2 yrs.		23 yrs.	9 yrs.	2 yrs.	1 yr.	2 yrs.	17 yrs.
Other Information	comp 1.5	comp straight	Salary with Comp	none	none		comp 1.5	comp 1.5	none	OT	comp 1.5 after 40	OT

NOTES: Comp is earned as needed with approval from the Election Board. Earned on an hour for hour basis. Used as soon as possible and used first instead of other leave

Department: Board of Election
 Position: Deputy Director
 County Salary Study

	County 1	County 2	County 3	County 4	County 5	County 6	County 7	County 8	County 9	County 10	County 11	County 12
County	Berrie	Camden	Chowan	Currituck	Dare	Gates	Hertford	Hyde	Pasquotank	Perquimans	Tyrell	Washington
County Population	19,380	10,867	13,708	26,400	36,915	11,598	24,012	5,810	40,563	13,463	4,407	11,923
Title of Position	Office Assistant	Election Specialist	2 @ Deputy Director of Elections	Deputy Director of Election	Senior Election Specialist	Deputy Director of Election	Receptionist	Deputy Director of Election	Deputy Director of Election	Part-time Assistant	Deputy Director of Election	Election Specialist
Actual Salary	\$11.78/hr	Perm PT \$13.55/hr	\$10,490.49 per PT Staff	\$16,849.98	\$48,189.00	\$13,037/hr	\$10346/hr	\$12.16/hr	\$39,515.00	\$9,500/hr		\$11,070/hr
Starting Salary	\$11.07/hr	\$12.85/hr	\$16.00/hr	\$33,401.73	\$33,917.00	\$12.52/hr	\$10,420/hr	\$28,728.00	\$37,544.00	\$9,500/hr		\$10,000/hr
Maximum Salary	\$13,000/hr	\$16,100/hr	\$13,000/hr	\$48,038.08	\$54,302.00	\$14,131/hr	\$10,420/hr	\$36,779.00	\$52,797.00	N/A		N/A
# of Years in Position	1 yr	1 yr. 3 mos.	13 yrs 8 mos.	2 yrs	Since 2005 in position	7 yrs	10 yrs	1 yr. 9 mos	1 yr. 8 mos	0		1 yr
Other Information	PT/comp 1.5	FT/comp	Two 999	OT	Comp 1.5 over 40	500	999	PT/comp 1.5	FT/comp	999		999

NOTES: Permanent part time worker. 999 limit per calendar year. Hours worked are as needed to complete the election work. He/She is the Worker to give relief to the Director when needed.

Included in the packet was a job description for the Director and Deputy Director's position along with Ms. Treiber's resume. After she made her presentation, Ms. Butler explained that the Board of Elections understands that this request comes outside the budget parameters but time is critical since Ms. Treiber is leaving in November, 2022. The Board of Elections highly recommends that the Deputy Director have at least a two-year degree. For Fiscal Year 2021-2022, there will be no increase in the budget since they are able to transfer funds from other places to cover this salary. They will be requesting that this will be a permanent position that will be included in Fiscal Year 2022-2023. Mr. Siller asked if there were any questions from the Board. County Manager Heath restated the Board of Elections' requests:

- > The first request is to approve the reimbursement of the CARES money that was spent but not allowed under the CARES grant. This reimbursement will come from the fund balance unless they find the money elsewhere. On motion made by T. Kyle Jones, seconded by Joseph W. Hoffer, the Board unanimously approved the Board of Elections request to reimburse the CARES funds to the State in the amount of \$10,428.67 and to approve Budget Amendment No. 23.

BUDGET AMENDMENT NO. 23
 GENERAL FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-399-000	Fund Balance Appropriated	10,429	
10-430-035	Board of Elections - CARES Payback	10,429	
EXPLANATION: To amend FY 21/22 budget to include funds to cover the required payback of 2020 BOE/CARES funding as required by the State and as approved at the 2/7/2022 Commissioners' Meeting.			

- > The second request was for a full-time Deputy Director to be hired on April 1, 2022. After answering several questions from the Board regarding salaries and starting dates, Chairman Nelson asked if there were any further comments or questions. County Manager Heath recommended that, per the Board's Policies & Procedures, the Board usually waits to take action on these matters until the next Regular Meeting of the Commissioners, which will be on March 7, 2022. The Board agreed and asked Mary Hunicutt, Clerk to the Board, to place the item on the March 7, 2022 Agenda for action.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

There were no commissioners' concerns and committee reports.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- > Tributes to Individuals Who had Passed Away: Mr. Heath reported that former Commissioner who served from 2010 to 2018, Edward Muzzulin, passed away in Colorado on January 31, 2022. He further explained that, while serving as a Commissioner, Mr. Muzzulin served on many Board and Committees. One such Board was the Albemarle District Jail Board. While serving there, he served as Chairman through some financial difficulty times. He was instrumental in the construction of the new Perquimans County Library, Senior Center, and activities at the Recreation Center. He was also involved in the Solid Waste Board. There will be a Celebration of His Life at Holy Trinity Episcopal Church tomorrow at 11:00 a.m. Mr. Heath wanted to pay tribute to Mr. Muzzulin and make it part of the Commissioners' Minutes. In addition, Mr. Heath reported that Charles Laceyfield passed away on January 9, 2022. Mr. Laceyfield acted as a facilitator for many of the Board Retreats and did a fine job. He wanted to give tribute to Mr.

Department: Board of Election
 Position: Director
 County Salary Study

	County 1	County 2	County 3	County 4	County 5	County 6	County 7	County 8	County 9	County 10	County 11	County 12
County	Berle	Camden	Chowan	Currituck	Dare	Gates	Herford	Hyde	Pasquotank	Perquimans	Tyrrell	Washington
County Population	19,380	10,867	13,708	26,400	16,915	11,588	34,012	5,810	40,563	13,163	4,407	11,922
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Starting Salary	\$32,995	\$42,546	\$38,000	\$48,949	\$55,282	\$33,952	\$34,972	\$33,232	\$48,294	\$34,104	\$33,009	\$33,460
Maximum Salary	\$51,142	\$53,134	\$54,400	\$70,560	\$86,440	\$52,370	\$54,208	\$51,205	\$68,703	\$51,648	\$50,001	\$49,634
# of Years in Position	10 yrs	05/2021	3.6 yrs	3 yrs	2 yrs		25 yrs	9 yrs	2 yrs	1 yr.	2 yrs	17 yrs
Other Information	comp 1.5	comp straight	Salary with Comp	none	none		comp 1.5	comp 1.5	none	OT	comp 1.5 after 40	OT

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Department: Board of Election
 Position: Deputy Director
 County Salary Study

	County 1	County 2	County 3	County 4	County 5	County 6	County 7	County 8	County 9	County 10	County 11	County 12
County	Berle	Camden	Chowan	Currituck	Dare	Gates	Herford	Hyde	Pasquotank	Perquimans	Tyrrell	Washington
County Population	19,380	10,867	13,708	26,400	16,915	11,588	34,012	5,810	40,563	13,163	4,407	11,922
Title of Position	Office Assistant	Election Specialist	2 @ Deputy Director of Elections	Deputy Director of Elections	Senior Election Specialist	Deputy Director of Elections	Receptionist	Deputy Director of Elections	Deputy Director of Elections	Part-time Assistant	Deputy Director of Elections	Election Specialist
Actual Salary	\$11,780/hr	From PT \$13,550/hr	\$10,499.40 per PT Staff	\$16,849.88	\$48,189.00	\$13,020/hr	\$10,490/hr	\$12,180/hr	\$19,515.00	\$9,500/hr		\$11,070/hr
Starting Salary	\$11,070/hr	\$12,890/hr	\$10,000/hr	\$13,101.73	\$33,937.00	\$12,520/hr	\$10,490/hr	\$28,728.00	\$17,544.00	\$9,500/hr		\$10,000/hr
Maximum Salary	\$13,000/hr	\$16,100/hr	\$13,000/hr	\$48,036.00	\$54,301.00	\$14,130/hr	\$10,490/hr	\$36,779.00	\$32,797.00	N/A		N/A
# of Years in Position	1 yr.	7 yr. 3 mos	13 yrs 8 mos	2 yrs	Since 2004 = 18 yr position	7 yrs	10 yrs	1 yr. 9 mos	1 yr 8 mos	0		5 yrs
Other Information	PT/comp 1.5	PT/comp	Two 999	OT	Comp 1.5 over 40	999	999	PT/comp 1.5	FL/OT	999		999

NOTES: Permanent part time worker. 999 limit per calendar year. Hours worked are as needed to complete the election work. The \$999 is the Worker to give relief to the Director when needed.

Included in the packet was a job description for the Director and Deputy Director's position along with Ms. Treiber's resume. After she made her presentation, Ms. Butler explained that the Board of Elections understands that this request comes outside the budget parameters but time is critical since Ms. Treiber is leaving in November, 2022. The Board of Elections highly recommends that the Deputy Director have at least a two-year degree. For Fiscal Year 2021-2022, there will be no increase in the budget since they are able to transfer funds from other places to cover this salary. They will be requesting that this will be a permanent position that will be included in Fiscal Year 2022-2023. Mr. Siller asked if there were any questions from the Board. County Manager Heath restated the Board of Elections' requests:

- > The first request is to approve the reimbursement of the CARES money that was spent but not allowed under the CARES grant. This reimbursement will come from the fund balance unless they find the money elsewhere. On motion made by T. Kyle Jones, seconded by Joseph W. Hoffer, the Board unanimously approved the Board of Elections request to reimburse the CARES funds to the State in the amount of \$10,428.67 and to approve Budget Amendment No. 23.

BUDGET AMENDMENT NO. 23
 GENERAL FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-399-000	Fund Balance Appropriated		10,429
10-130-035	Board of Elections - CARES Payback		10,429
EXPLANATION: To amend FY 21/22 budget to include funds to cover the required payback of 2020 BOE/CARES funding as required by the State and as approved at the 2/7/2022 Commissioners' Meeting.			

- > The second request was for a full-time Deputy Director to be hired on April 1, 2022. After answering several questions from the Board regarding salaries and starting dates, Chairman Nelson asked if there were any further comments or questions. County Manager Heath recommended that, per the Board's Policies & Procedures, the Board usually waits to take action on these matters until the next Regular Meeting of the Commissioners, which will be on March 7, 2022. The Board agreed and asked Mary Hunnicutt, Clerk to the Board, to place the item on the March 7, 2022 Agenda for action.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

There were no commissioners' concerns and committee reports.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- > Tributes to Individuals Who had Passed Away: Mr. Heath reported that former Commissioner who served from 2010 to 2018, Edward Muzzulin, passed away in Colorado on January 31, 2022. He further explained that, while serving as a Commissioner, Mr. Muzzulin served on many Board and Committees. One such Board was the Albemarle District Jail Board. While serving there, he served as Chairman through some financial difficulty times. He was instrumental in the construction of the new Perquimans County Library, Senior Center, and activities at the Recreation Center. He was also involved in the Solid Waste Board. There will be a Celebration of His Life at Holy Trinity Episcopal Church tomorrow at 11:00 a.m. Mr. Heath wanted to pay tribute to Mr. Muzzulin and make it part of the Commissioners' Minutes. In addition, Mr. Heath reported that Charles Laceyfield passed away on January 9, 2022. Mr. Laceyfield acted as a facilitator for many of the Board Retreats and did a fine job. He wanted to give tribute to Mr.

Lacefield in the Board's minutes. Chairman Nelson agreed with County Manager Heath and asked the Board to have a moment of silence in their memories.

- > **Atlantic Telephone Membership Corporation (ATMC) Grant Application:** Mr. Heath updated the Board on the ATMC grant application to extend broadband services to residents of Perquimans County concentrating on the Belvidere and New Hope areas. The grant application was not approved. They would like to work with the County on the next round of grants entitled GREAT Grants, which are capped at \$4 million. This one does require a county match. CenturyLink has contacted Mr. Heath asking to speak to the Board during one of their Work Sessions to discuss Lumen and the GREAT Grants too. He wants to use the one with the strongest application. He said that it was his recommendation to not choose a winner just yet but to hear all the proposals and decide on which one to work with. He also mentioned that some APR grants allow the funds to be used for broadband, which could be used for the matching part of one of these grants. The guidance for the APR funds have changed which now includes the county matches for broadband services. Chairman Nelson mentioned that Albemarle Commission is also looking into this matter for the entire region. Mr. Heath agreed that they are working on this.
- > **First Responder Exercise:** After stating that he will ask Mr. Nixon to talk about the First Responder Exercise later in the meeting, Mr. Heath did want to state that Chairman Nelson and himself participated in the First Responder Exercise on Friday, February 4, 2022. They felt that it was a success and all the first responders and employees did a great job. We were able to find our strengths and our weaknesses. A printed report will be prepared for the County Manager, Emergency Services Director, and Sheriff's Office to use to improve our weaknesses.
- > **Employee Health Insurance Premiums:** Mr. Heath reported that there is a proposed increase in the Blue Cross/Blue Shield health insurance rates. It will be approximately \$90 per month per employee. The Board will be addressing this as the fiscal year moves forward and determine if our revenues will be able to cover that increase.
- > **Pasquotank Water Committee:** Mr. Heath attended a Pasquotank Water Committee meeting where they discussed the water study that they had prepared. This report recommends an increase from \$6.00 per 1,000 gallons to \$7.77 per 1,000 gallons, which is about a \$7,000 increase per year, which they will be presenting to the Pasquotank County Board of Commissioners at their next meeting. This affects Perquimans County because we purchase water from their plant on Foreman Bundy Road. We have had a good relationship with the Pasquotank County Water Department so we will have to absorb this increase. It has been eight years since their last rate adjustment.
- > **Harbortown Ferry Meeting:** Mr. Heath reported that last month he has attended a couple of planning meetings for the Harbortown Ferry project. They are discussing how they will be using the \$5 million grant funds awarded to them this year. More details will be provided at a later date.
- > **Cooperative Extension Director:** Mr. Heath informed the Board that he sat in on the three interviews for the Cooperative Extension Director and a recommendation has been provided to the State. We are awaiting their approval.
- > **Monument for the Confederate Dead:** Wallace Nelson, Fondella Leigh, and Frank Heath met with Dr. Boyd Harris from the College of the Albemarle. Mr. Harris is an historian and has worked on monuments in other states and they are asking him to assist with the signage around the Monument for the Confederate Dead.
- > **Auditor:** Mr. Heath reported to the Board that our current auditor, Donna Winborne, would be unable to serve as our auditor for FY 2021-2022 due to staffing issues. Mr. Heath and Finance Officer, Tracy Mathews, has prepared an RFP for bids to be received and awarded at our April meeting.

COMMISSIONER BOARD APPOINTMENTS

Chairman Nelson reported that he had not received any request for changes to the following Commissioner Board appointments. Therefore, he is asking that the Board approve the following Commissioner Board appointments:

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	6/30/2023
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 (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	EMS Advisory Board	2 yrs.	2/1/2021	1/31/2023
Nelson, Wallace	Triham 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

On motion by Joseph W. Hoffler, seconded by Charles Woodard, the Board unanimously approved the above Commissioner Board appointments.

GATES/PERQUIMANS MEMORANDUM OF UNDERSTANDING

Chairman Nelson recognized Jonathan Nixon, Emergency Services Director, who presented the following County of Gates & County of Perquimans Interlocal Agreement for Backup PSAP:

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 to 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.

PROCLAMATION: 50TH ANNIVERSARY OF THE NATIONAL SENIOR NUTRITION PROGRAM

At the request of Albemarle Commission Senior Nutrition Program, Fondella A. Leigh made a motion to adopt the following proclamation:



**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 _____

The motion was seconded by Joseph W. Hoffer and unanimously approved by the Board. In addition, Mr. Heath encouraged the Board to participate in the delivery of meals during the annual March for Meals Community Champion week, March 21st – March 25th.

BUDGET AMENDMENT NO. 22 – MEDICAL COSTS

County Manager Heath and Commissioner Jones explained to the Board that Perquimans County has a detainee at the Albemarle District Jail awaiting trial that has accumulated \$192,000 medical costs. Because she was arrested in Perquimans County, we are responsible for these medical costs, which is now overspent. Therefore, Mr. Heath is recommending the approval of Budget Amendment No. 22 to cover these medical costs. After answering several questions, T. Kyle Jones made a motion, which was seconded by Fondella A. Leigh, the Board unanimously approved the following Budget Amendment No. 22:

**BUDGET AMENDMENT NO. 22
GENERAL FUNDS**

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.

PUBLIC COMMENTS

The following public comment was made:

- **Eric Perry:** Mr. Perry began his comments with the statement that elections do make a difference. He further stated that he stands in awe of the Hertford Town Council we have today. There has been no news of name-calling or arguments at the meetings. What he really likes is that they are opening their government up for people to ask questions and promise to have answers within 30 days. Mr. Perry really likes that one thing. Elections do make a difference - if and when we have another election within our County, he plans on asking each candidate what they are planning to do to open this Board up to more discourse with the public.

CLOSED SESSION: TO DISCUSS CONSULT WITH OUR ATTORNEY AND CLOSED SESSION MINUTES

Chairman Nelson stated that, pursuant to NC General Statute 143-318.11(3), the Board went into Closed Session to consult with our attorney. Mary Hunicutt, Clerk to the Board, stated that she did not have the copies of the closed session minutes so that will be removed from the closed session. On motion made by Charles Woodard, seconded by Joseph W. Hoffer, 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 Joseph W. Hoffer, and unanimously approved by the Board.

No action was required from the Closed Session.

ADJOURNMENT

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

Wallace E. Nelson, Chairman

Clerk to the Board

- **Residential Rehabilitation:** They are looking at rehabbing as many existing dwellings as possible and to assist families financially in upgrading their properties. Looking at vacant lots to see what they can do to fix them up.
- **Further Housing Possibilities:** Looking at vacant lots to see what they can do to fix them up and put them to good use.
- **Community Plan – Downtown Area:** Assisting business in downtown area with fixing up their storefronts.
- **Riverfront Development Plan:** Projects included under this plan: placing the S-Bridge Truss at Missing Mill Park to be used as a fishing pier or other events at Missing Mill Park; install an elevated walkway along the riverbank; install an inland retaining wall to assist flooding in that area; etc.
 - **What is the potential results of this project:** An economic feasibility study shows that, at the end of this project, the town would have an additional 110,000 square footage property; add \$11.5 million to their tax base; add \$130,000 to their revenues annually; and increase their sales tax revenues.
 - **Implementation of this Plan:** The Hertford Town Council approved The Plan last year. Town of Hertford leadership met with County leadership last week and talked about going to Raleigh to advocate for the project as a whole. They are in the planning stages right now. They are looking for other grant funding for items like infrastructure in the town, etc.
 - **Building the Retaining Wall:** This is the main purpose of this grant. We cannot proceed with further development until this wall is built.

After reviewing their time chart and showing where they are at this moment, Mr. Hodges explained the purpose of his meeting with the Board of Commissioners tonight was to request assistance with the match for this grant to build the retaining wall. The match is 20% match which should be somewhere around \$120,000 to \$130,000. County Manager Heath stated that the Town of Hertford is asking the County for one-half of the match for the construction of the wall, which is around \$120,000. The following questions were asked:

- **Commissioner Lennon:** Mr. Lennon asked Mr. Hodges if he roughly knew what their grant matches are. Mr. Hodges stated that they had budgeted \$87,000 for grant matches this fiscal year.
- **Town Manager Janice Cole:** Ms. Cole stated that they had applied for DEQ grant that they have used for the studies on this project required a match \$15,000. Mr. Hodges stated that with the DEQ grant match and the \$60,000 for this match, their matching funds would pretty well use \$87,000 budgeted for matching grant funds.
- **County Manager Heath:** Mr. Heath asked if Mr. Hodges had a timeline as to any future matching grants. Mr. Hodges stated that he did not know because there are many variables included in this project process.
- **Chairman Nelson:** Mr. Nelson asked about their timeline for this grant. Town Manager Cole stated that she did not have an idea but at least, if we know the commitment from the County is there, they can proceed with the project because they know that the matching funds are available.

County Manager Heath stated that the Board will take action on this request at their March 7, 2022 Regular meeting. Chairman Nelson thanked the Town of Hertford for their update.

ALAN LENNON

Commissioner Lennon said that he had some bittersweet news to report to the Board. He notified the Board that he had committed to a job outside the state, which would require him and his family to move. Therefore, he would have to resign his seat on the Board of Commissioners because he will no longer be a County resident shortly. He thanked the Board for the opportunity to serve with them and gained much knowledge while serving on the Board. He also wanted to thank Perquimans County for giving him the opportunity to serve the County as a Commissioner. After his comments, each commissioner made comments and thanked Mr. Lennon for his faithful service on the Board and on the Tourism Development Authority especially on the new Perquimans County History Museum. Chairman Nelson stated that he hated to move forward with the meeting to discuss appointment of his replacement but we are on a timetable to get this handled. Because Mr. Lennon had informed Mr. Nelson that he was leaving, Mr. Nelson asked County Manager Heath and County Attorney High to discuss the procedure to fill Commissioner Lennon's vacant seat. Chairman Nelson turned the meeting over to County Attorney High to explain the process. Mr. High explained that NC General Statute 153A-27 addresses the filling of vacancies on the Board of Commissioners which states:

§ 153A-27. Vacancies on the board of commissioners.

- (a) If a vacancy occurs on the board of commissioners, the remaining members of the board shall appoint a qualified person to fill the vacancy. If the number of vacancies on the board is such that a quorum of the board cannot be obtained, the chairman of the board shall appoint enough members to make up a quorum, and the board shall then proceed to fill the remaining vacancies. If the number of vacancies on the board is such that a quorum of the board cannot be obtained and the office of chairman is vacant, the clerk of superior court of the county shall fill the vacancies upon the request of any remaining member of the board or upon the petition of any five registered voters of the county. If for any other reason the remaining members of the board do not fill a vacancy within 60 days after the day the vacancy occurs, the clerk shall immediately report the vacancy to the clerk of superior court of the county. The clerk of superior court shall, within 10 days after the day the vacancy is reported to him, fill the vacancy.
- (b) If the member being replaced was serving a two-year term, or if the member was serving a four-year term and the vacancy occurs later than 60 days before the general election for county commissioner held after the first two years of the term, the appointment to fill the vacancy is for the remainder of the unexpired term. Otherwise, the term of the person appointed to fill the vacancy extends to the first Monday in December next following the first general election for county commissioner held more than 60 days after the day the vacancy occurs; at that general election, a person shall be elected to the seat vacated, either to the remainder of the unexpired term or, if the term has expired, to a full term.
- (c) To be eligible for appointment to fill a vacancy, a person must (i) be a member of the same political party as the member being replaced, if that member was elected as the nominee of a political party, and (ii) be a resident of the same district as the member being replaced, if the county is divided into electoral districts. The board of commissioners or the clerk of superior court, as the case may be, shall consult the county executive committee of the appropriate political party before filling a vacancy, but neither the board nor the clerk of the superior court is bound by the committee's recommendation.

Mr. High explained the General Statutes as follows:

- The Board of Commissioners shall appoint a successor.
- It requires that the vacancy be filled within 60 days of the date that Mr. Lennon resigned which will be February 21, 2022.
- The person appointed must be the same party as the party Mr. Lennon was elected on which was Libertarian.
- In most cases, the County would contact the party committee to make a recommendation but, since we do not have a Libertarian Committee, we cannot do that. The General Statute does give the Board the option not to accept their recommendation.
- Since there is no Committee, the Board will have to see a qualified person who is a Libertarian to appoint to replace Mr. Lennon.
- A replacement needs to be appointed 60 days after Mr. Lennon announced his resignation. If this does not happen, then the Clerk of Court will appoint the replacement within 10 days from the date that they were notified the replacement has not been made.

County Manager Heath made these comments:

- Mr. Heath has contacted the State Board of Elections to determine if we have a Libertarian Committee in Perquimans County. They informed us that we did not have an organized Libertarian Committee. Since a Libertarian Committee does not exist, the Board does not have to follow this recommendation. There are 54 registered Libertarian voters in Perquimans County.
- The County will need to advertise and request that, if there are any Libertarians interested in being appointed to the Board of Commissioners to complete Mr. Lennon's term, please provide the County Manager's Office with a letter of intent giving their qualifications.

- In order to shall appoint a successor by the deadline, we will need to have the applicants to return their letter of intent by March 14, 2022.
- County Manager Heath will bring the applications back to the Board for action. We will possibly have to hold a Special Called Meeting.

It was the consensus of the Board to move forward to advertise for the vacancy, receive the letters of intent, review the letters and/or applications, and have a Special Called Meeting to review them and to take action on appointing Mr. Lennon's replacement on March 21, 2022.

UPCOMING DATE FOR BOARD RETREAT

County Manager Heath asked the Board to check their calendars to see if April 20 or April 21 would be available for their Board Retreat. He asked that they let him know as soon as possible so that he could arrange a facilitator.

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned at 8:05 p.m. on motion made by Joseph W. Hoffler, seconded by Charles Woodard.

Wallace E. Nelson, Chairman

Clerk to the Board

February 28, 2022

Tax Refunds: (Perquimans County)

Kathy Suntato \$174.05
Sold vehicle; 12-month refund
Account#: 51282379

Tax Releases: (Perquimans County)

Christine Camilleri \$289.57
Incorrect assessment.
Account#: 263846

Chad White \$156.16
Billed in error. Out of business in 2021
Account#: 247079

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 2/21/2022

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Robert Elliott

SOC. SEC. NO.: _____

POSITION: Water Tech I / Equipment Operator

DEPT.: Water

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

3-1-22 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE ^{reclassification raise.} ~~MERIT RAISE~~.
Date GRADE: 58 STEP: 16 SALARY: \$ 37,775

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

DEPARTMENT RECOMMENDATION
[Signature]
DATE: 2/21/2022

COUNTY MANAGER APPROVAL
Frank Heath
DATE: 2/23/22

FINANCE OFFICER

DATE: _____

COPY

RE: Resignation

Jonathan Nixon <jnixon@perquimanscountync.gov>

Thu 2/10/2022 1:18 PM

To: jennayers@earthlink.net <jennayers@earthlink.net>

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

Mrs. Ayers,

I am sorry that you have chosen to resign from the 911 Division and appreciate your past service to the citizens and visitors of Perquimans County. By way of this email I am notifying the Human Resources Department of your decision. Should you choose to become reengaged in 911 Telecommunicator work or have an interest in part-time EMS work, please do consider Perquimans Emergency Services.

Best wishes,

Jonathan A. Nixon, Director

Perquimans County Emergency Services

911 Communications – EMS - Emergency Management

159 Creek Drive - PO Box 563

Hertford, NC 27944

252-426-5646 Ext 105

252-426-1875 Fax

252-331-9817 Cell

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

From: Jennifer Ayers <jennayers@earthlink.net>

Sent: Tuesday, February 8, 2022 10:59 AM

To: Jonathan Nixon <jnixon@perquimanscountync.gov>

Cc: Krystal Tutwiler <ktutwiler@perquimanscountync.gov>; Andrea Stoner <astoner@perquimanscountync.gov>

Subject: Resignation

At this time, regretfully I have to resign as a 911 Telecommunicator for Perquiman's County. Thank you for the time you allowed me to serve Perquimans County.

Respectfully,
Jennifer Ayers

February 18, 2022

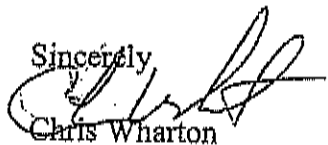
Chris Wharton
285 Riverwood Drive
Hertford, NC 27944
252-340-1162
retsatdiver@gmail.com

Mr. Heath
Perquiman's County Manager
PO BOX 45
Hertford, NC 27944

Mr. Heath,

I would like to thank you for allowing me to work with your team in the Water Department. I have accepted a position with the Town of Edenton as their Public Works Director. It was a difficult decision, but at the same time it was not. Working with Nick and his crew has kept me motivated to continue in this line of work. Now I will be in the neighboring county with the ability to assist Perquiman's County however we can in the future. Again, Thanks for allowing me to be a part of your team. My last day will be February 28, 2022.

Sincerely



Chris Wharton

Casey L. Forward
891 Beech Springs Road
Hertford, NC 27944
252-619-7942
caseylforward@gmail.com

February 15, 2022

Frank Heath
County Manager, Perquimans County
128 N Church Street
Hertford, NC 27944

Dear Mr. Heath,

Please accept this letter as formal notice of my resignation from the position of Business Personal Property Clerk at the Perquimans County Tax Department, effective (2) weeks from today, making my last day of employment February 28, 2022.

After careful consideration, I have made the decision to resign in order to further my career in the legal field. I greatly appreciate the opportunity that you provided me with by hiring me for the tax office.

I wish you the absolute best and hope for the continued growth and advancement of Perquimans County.

Sincerely,


Casey L. Forward

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

SOCIAL SERVICES BOARD
Teresa Blanchard - Chair
Charles Woodard
Brenda Dillard

252-426-7373 - Fax 426-1240

DIRECTOR
Susan M. Chaney

February 23, 2022

Ms. Nicole Elliott
317 Lake Road
Hertford, NC 27944

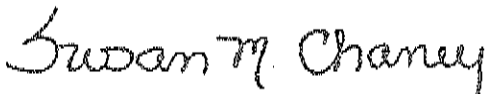
Dear Ms. Elliott,

I received your email formally notifying the County of your intention to retire through the Disability Retirement System from the Perquimans County Department of Social Services effective May 1, 2022. Your letter also stated that April 30, 2022 is your last working day.

It is truly with mixed emotions that I accept your letter of resignation as Administrative Officer I position with our agency. I have enjoyed working with you for the past 12 years.

On behalf of the Perquimans County Department of Social Services, I wish you all the best in your future.

Sincerely,



Susan M. Chaney

Director

cc: personnel file

From: Frank Heath <frankheath@perquimanscountync.gov>
Sent: Tuesday, February 22, 2022 8:00 AM
To: nellcott@perqdss.net <nellcott@perqdss.net>
Cc: schaney@perqdss.net <schaney@perqdss.net>; Tracy Mathews <tracymathews@perquimanscountync.gov>; Casey Winn <caseywinn@perquimanscountync.gov>; Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>
Subject: Re: Disability Retirement

Nicole,

While I fully support your efforts in seeking Disability Retirement, I see no provision in the personnel policy that would continue health insurance coverage. We will fill out page 2 of Form 7 after Board approval with the effective dates shown in your email. Thanks,

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

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

From: Nicole Elliott <nellcott@perqdss.net>
Sent: Monday, February 21, 2022 11:09 AM
To: Frank Heath <frankheath@perquimanscountync.gov>
Cc: schaney@perqdss.net <schaney@perqdss.net>
Subject: Disability Retirement

GoodMorning Frank.

I have truly enjoyed working for Perquimans County for the last 12 years but due to health issues I have filed a form 7A with the retirement system for Disability Retirement because of all my health issues and prescriptions I am requesting for the county to continue paying my health insurance. I also need to get the county to fill out page 2 of Form 7 that was requested by the retirement system. I have requested for my last day to be 04/30/2022 with an effective date of 05/01/2022

February 14, 2022

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

Dear Nick:

This letter represents my official notice of retirement from my position with Perquimans County Water Department be made on June 30, 2022.

I am very excited about my impending retirement but wanted to take the opportunity to say, it has been a pleasure to be working with such great Co-workers who I consider friends over the past 30 years. I appreciate the experience and knowledge I gained during my time here.

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

Please feel free to contact me if you need additional information. I will be meeting with HR shortly to finalize the details of my retirement.

Thank you for letting me be apart of a wonderful county to work for.

Sincerely,

A handwritten signature in cursive script that reads "Kathy S. Matthews". The signature is written in black ink and is positioned to the right of the word "Sincerely,".

Kathy S. Matthews

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 2-18-22

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: James Fowden

SOC. SEC. NO.:

POSITION: Investigator

DEPT.: Sheriff's Office

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

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

Y JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

X 3/1/22 DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP
Date RAISE. (YEAR 2 3 4)
GRADE: 68 STEP: 5 SALARY: \$44,839

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

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

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

DEPARTMENT RECOMMENDATION
[Signature]

COUNTY MANAGER APPROVAL

DATE: 2-17-22

DATE: _____

FINANCE OFFICER _____

DATE: _____

COPY

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 25

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

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-362-000	Senior Center Donations	1,500	
10-660-331	Senior Center Donations	1,500	
EXPLANATION: To amend FY 21/22 budget to include senior center donations.			

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 MARCH, 2022.

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

Chairman, Board of Commissioners

Finance Officer

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 26

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

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-351-003	NCDPS - Law Enforcement Allocation	84,270	
10-510-430	NCDPS - Law Enforcement Allocation	84,570	
EXPLANATION: To amend FY 21/22 budget to include NCDPS grant allocation for law enforcement to be used by the Sheriff's Office for law enforcement 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 MARCH, 2022.

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

Chairman, Board of Commissioners

Finance Officer

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 27

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 7th DAY OF MARCH, 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	10,000	
10-530-339	EM - Drills/Exercises	10,000	

EXPLANATION: To amend FY 21/22 budget to include grant funding for emergency training/exercises - this one is specific to the Active Shooter Drill at the Courthouse/Annex Buildings.

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 MARCH, 2022.

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

Chairman, Board of Commissioners

Finance Officer

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

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

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-359-000	RACE - CARS Trail	7,300	
10-592-744	RACE - CARS Trail	7,300	

EXPLANATION: To amend FY 21/22 budget to include RACE - CARS Trail funds. (Randomized Cluster Evaluation of Cardiac Arrest Systems) Funds to be used for training/treating cardiac patients.

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 MARCH, 2022.

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

Chairman, Board of Commissioners

Finance Officer

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 29

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

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-335-000	Misc. Revenue	28,616	
10-500-130	Building - Utilities	552	
10-511-020	Dispatch - FT Salaries	13,500	
10-511-030	Dispatch - PT Salaries	14,564	
EXPLANATION: To amend FY 21/22 budget to include Gates County 911 reimbursement for the 911 Center.			

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 MARCH, 2022.

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

Chairman, Board of Commissioners

Finance Officer

Fw: Trillium Board

Frank Heath <frankheath@perquimanscountync.gov>

Thu 2/10/2022 11:37 AM

To: Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>

FYI

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

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

From: Lynn Mathis <mahitabell@gmail.com>

Sent: Thursday, February 10, 2022 11:32 AM

To: Jacqueline Waller <Jacqueline.Waller@trilliumnc.org>; Frank Heath <frankheath@perquimanscountync.gov>; Bland.Baker@trilliumnc.org <Bland.Baker@trilliumnc.org>

Subject: Trillium Board

Good Morning All:

My apologies for the late notice, but I have just realized a scheduling conflict with the Trillium Board Meetings. Ruritan member dinners are on the second Tuesday of each month as are the Trillium meetings. While this may not be an issue for a regular member, as the President it would not be appropriate for me to miss member meetings.

I had been somewhat concerned that I would not have the necessary knowledge to be the best fit and hope you are able to locate a more suitable replacement. My good friend, Dr. Holly Glenn, former Headmaster of Albemarle School and the former Director of Exceptional Children /Student Services at Elizabeth City-Pasquotank Schools mentioned Andrea Morris (Andrea Morris Counseling Services in Elizabeth City) as a possible person to reach out to. She is a resident of Perquimans County.

I do not know if she would be considered as having a conflict of interest as a Trillium affiliated provider, but she too may be a source for finding a Perquimans resident that will be a good fit for the Board.

Again my profound apologies.

Lynn Mathis



PERQUIMANS COUNTY

BOARD OF COMMISSIONERS

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

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

MARY P. HUNNICUTT
 CLERK TO BOARD

W. FRANK HEATH, III
 COUNTY MANAGER

RESOLUTION AUTHORIZING SALE OF CERTAIN SURPLUS COUNTY PROPERTY

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

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

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

- 1 – Siemon 1066 Telephone Punch Panel
- 2 – Spectracom Antenna Radio Wire
- 6 – Intrado Phone Equipment & Various Wires – Model No. 220P000080-401
- 2 – Unity Rectifier Power Supplies – Rack Mount – Model No. UR48-3
- 2 – Blackbox RJ-11 Data Broadcast Unit – Model No. TL159A
- 3 – West Telephone Gateway Shell Enclosure – Model No. 912800

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

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

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

Adopted this the 7th day of March, 2022.

 Wallace E. Nelson, Chairman
 Perquimans County Board of Commissioners

ATTEST:

 Mary P. Hunnicutt, Clerk to the Board

SEAL

Perquimans County's Vision:

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



Monday, February 21, 2022

Mr. Frank Heath
Perquimans County Manager

Re: Perquimans County Partnership request

Dear Mr Heath,

InteliPort is requesting a partnership with Perquimans County in order to provide Broadband Internet to areas in the county that are currently unserved and or under served as outlined in the NC Great Grant Program.

We respectfully request to meet in front of the commissioners at the next regular meeting to be held on March 7, 2022. If you have others presenting prior to InteliPort we would like to go last in the schedule process if we can. We would need a total of 10 minutes for our presentation plus any questions.

Sincerely,

Stephen M. Lane

Stephen M. Lane
President \ Founder



103 North Church Street, Hertford, NC 27944 - 252.426.4600 voice 252.426.3026 fax



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

To: Frank Heath, County Manager
 From: Jonathan Nixon, Emergency Services Director
 Date: February 28, 2022

Re: Gates County 911 Revenue Disbursements

We have received the 1st reimbursement check from Gates County for the 911 Center and submitted the 2nd invoice for payment. The 1st invoice was \$20,769.84 and the 2nd invoice \$7,846.38, for a total of \$28,616.22 for the two months we hosted/provided support for them at our 911 Center.

Below are my recommendations for how to disburse these revenues, to offset the expenses/work associated with hosting Gates 911:

Utilities: Appropriate \$552.54 to line 510-500-130 Utilities (based on invoiced amounts)

Payroll: Appropriate \$13,500.00 to line 10-511-020 Full-time Salaries and \$14,563.68 to line 10-511-030 Part-time Salaries

Included with this appropriation would be a one-time stipend (to be paid to staff in their April payroll) for all 911 Division employees that worked during the time we hosted Gates (Dec 17, 2021 – Feb 17, 2022):

- There were 2 shifts where there were no Gates Telecommunicators (TCs) and we provided a 3rd TC to backfill their open spot
- There were multiple shifts where there was no EMD certified Gates TC
- During the 2 winter events we staffed up a 3rd TC
- The 2 911 Shift Supervisors and Grants Manager were instrumental behind the scenes to make the equipment work, coordinate with Gates, and coach our staff
- The bulk of the call-taking and dispatching was absorbed by the TCs on shift

	Number of Employees	Stipend Request	Total Amount
Full Time TC's, 911 Supervisors, & Grants Manager	9	\$500.00	\$4,500.00
Perm. Part Time TC's	2	\$250.00	\$500.00
Part Time TC's	9	\$200.00	\$1,800.00
Total			\$6,800.00

Finally, National Public Safety Telecommunications Week is April 10-16, 2022. I would like to encourage the Board of Commissioners to invite our Telecommunicators to their April meeting, to be recognized for their hard work and be formally notified of the one-time stipend for their support during the time we hosted Gates 911.

Let me know if I can provide additional information and thanks for your consideration.

**Perquimans County Planning & Zoning Staff Report
by Rhonda Repanshek
For BCC Meeting March 7, 2022:**

Preliminary Plat Review of Albemarle Preserve phase 1A, subdivision section north of Harvey Point Road approximately 1 mile east of the Halsey Bay Rd./Harvey Point Rd. intersection on tax parcel numbers 2-0073-0022, 2-0073-0022A, 2-0073-0022B, and 2-0073-0029. This is part of (PUD)REZ-19-01 with associated special use permit [a.k.a. conditional use permit (CUP)] recorded in Register of Deeds book 494, page 775.

PROCEDURAL ISSUES

Potential Schedule for Review: Planning Board Reviewed the preliminary plat February 8th which allows it to go to the Board of County Commissioners March 7, 2022. *(Subdivision Regs. Sec 305.3) Unless otherwise provided herein, the Perquimans County Planning Board shall have the sole authority to review and approve or disapprove all plats presented under this ordinance prior to their submission to the Perquimans County Board of Commissioners.... The Board of Commissioners shall approve or disapprove the preliminary plat. (NC General Statutes Ch. 160D-801) Decisions on approval or denial of preliminary or final plats may be made only on the basis of standards explicitly set forth in the subdivision or unified development ordinance.*

PROJECT REVIEW

North Carolina General Statutes Chapter 160D, Article 8 governs Subdivision Regulations. This review uses Perquimans County Subdivision Regulations amended September 7, 2021.

Background

This preliminary plat is for the first 46 lots of an approximately 1,500 acre Planned Unit Development. As noted on the plat cover sheet, total area of lots is 66.28 acres, common space is 60.06 acres, and right-of-way is 7.49 acres. Only residential housing is proposed for this phase.

Location of Preliminary Plat Requirements: Subdivision Regulations, Section 305 through 305.4 relate to preliminary plat review. Section 305.1 and 306.7 are checklists. Special Use Permit for (PUD)REZ-19-01 recorded in Deed Book 494, page 775 in Perquimans County Register of Deeds lists several items to be completed specifically prior to Preliminary Plat approval. Please check over the attached Albemarle Preserve Phase 1A Preliminary Plat for compliance with the Subdivision Regulation Preliminary Plat checklists and its Special Use Permit conditions.

Per Subdivision Regulations section 305.4 "A preliminary plan of subdivision must not be approved unless the Board of Commissioners determine that the proposed subdivision will not exceed the county's ability to provide adequate public facilities, including, but not limited to, schools, fire and rescue, law enforcement, and other county facilities."

Note that Subdivision Regulations sec. 701 Waterfront Subdivision is satisfied by a water access lot east of lot number 33 with upland entrance off a half cul-de-sac and the remainder of the lot being estuarine available for a boardwalk.

Technical Review Committee (TRC) Comments (as of 11am 1-25-2022)

Applicant responses are in bold italics below each TRC member comment.

Mr. Erin Nye, USPS (Fri. 1-7-2022, 6:53am) emailed-- CBU information guide for builders & developers entitled "Builder and Developer Information Packet for the use and installation of Cluster Box Units (CBU's)" [created by Greensboro District].

A CBU will be provided that meets these requirements

Mr. David Otts, NCDOT (Fri 1-7-2022, 7:42am) emailed-- NCDOT Policy for Placement of Mail Cluster Box Units in Subdivisions.

A CBU will be provided that meets these requirements

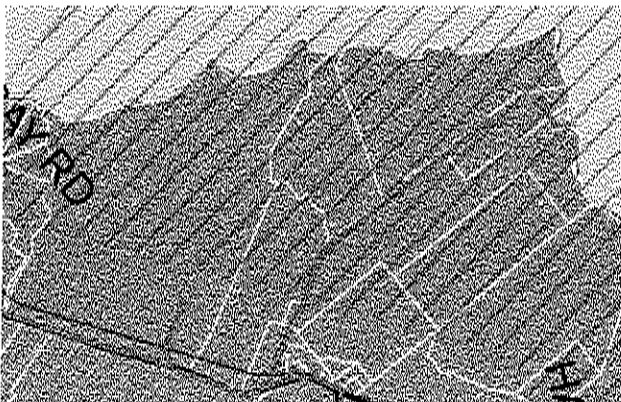
Sheriff Shelby White (1-7-2022 phone call at 10:15am)-- asked will it be gated during construction? He's wondering about larceny of building materials left on site.

No gates are planned during construction. The developer plans to secure materials as needed.

Kevin Heath, Manager of Engineering, Albemarle EMC (Fri. 1-7-2022 at 10:48am) emailed -- "For this particular phase the majority of the development is in Dominion Powers service territory. Technically lots 1 - 13 are in open territory and the developer can chose which power provider (AEMC or Dominion) they prefer to serve that area, so if for some reason they would prefer AEMC to serve that we could do that but otherwise this phase would be all Dominion. Since the total development crosses service territories between AEMC and Dominion attached to this E-mail I have provided a screen shot of the service territory lines that can be shared with the developers to possibly help them moving forward with planning the other phases. The attachment shows the area where Dominion's territory is located (in the burgundy colored cross hatch area) which as far as the total development goes is basically everything approximately 1500' north-east of Harvey Point road. Everything else will be in AEMC territory (teal cross hatch area) or that small section of open (unassigned area) between our territories where the developer can choose."

The developer plans to work with both service providers to determine the best solution. This is anticipated to occur during the infrastructure construction phase.

Picture from Kevin Heath, AEMC Fri. 1-7-2022 Shows Dominion Territory in red crosshatch, unassigned in blank swath and AEMC in blueish gray crosshatch to the bottom of the picture. Tax parcel property lines changed between creation of this picture and now, but it is the same area.



R. Josh Simpson, Coordinator-Electric Distribution Design, Dominion Energy NC (Mon. 1-10-2022 at 10:28am) emailed

Randall Wright has retired, and he no longer works with Dominion Energy. I have replaced his role as the Coordinator Electric Distribution Design in our Elizabeth City service territories. Please do not hesitate to contact me with any questions or concerns. I look forward to working with you. Thank you.

R. Josh Simpson
Coordinator - Electric Distribution Design
Power Delivery Group
Dominion Energy North Carolina
(252) xxx-xxxx
OK

Ralph Hollowell with ARHS (Sat 1/8/2022 9:40pm) emailed 'If this site will consist of public sewer- it will go thru the DWQ/DEQ office – whatever they are now. The only thing I suggest is that if it does become a sewer treatment plant that we (depending on commissioners) be involved as a "middle man" to make sure the operator stays on cue.'

Please see response to Comment F2 above on page 3 [F2 is on page 6 of this P&Z staff report]

Charlan Owens, District Planner, Division of Coastal Management (Thur. 1-13-2022, 10:11am) emailed--

DCM has the following comments on the **Albemarle Preserve Phase 1A – Preliminary Plat** application:

- Note: The project includes 14 lots and a Phase 1A Public Water Access Lot along the Perquimans River. There is a 75 foot Area of Environmental Concern (AEC) along the Perquimans River and its connecting tributary at this location, and within the AEC a 30 foot Public Trust Shoreline buffer. The project area may also include Coastal Wetlands AEC.

Understood. No infrastructure improvements are planned within CAMA's 75' AEC

Any water or non-water dependent development, including grading or tree root removal, within a CAMA AEC associated with the creation of the subdivision will require the submittal of a CAMA Major Permit application for review. Please contact Cynthia Rountree, DCM Field Representative, for further information. She can be reached at 252-264-3901.

Understood. No infrastructure improvements are planned within CAMA's 75' AEC

- On Plat Page 1, note 10. indicates that "a 20 foot wide permanent vegetated buffer shall be provided along all exterior boundaries..." and note 11. Indicates that "built upon area shall be greater than 50 feet from surface waters".

-Question: Does the applicant intend for individual waterfront property owners to build shoreline improvements? If so, clarification should be provided concerning the allowance of water access improvements in the buffer and within 50 feet of surface waters.

The applicant intends for individual property owners to build their own shoreline improvements. Notes 10 and 11 are standards prescribed by the County and NCDEQ, respectively. If necessary, an additional note clarifying that water dependent structures will be allowed subject to an approval by CAMA.

- Concerning the 1.65 acre Phase 1 A Water Access lot that contains 1.49 acre of wetlands and .16 acre of upland, what is the intended water access to be provided given that there is no upland shoreline area? *There are no plans at this time. It is understood, however, that CAMA and Army Corps permits may be necessary if improvements are desired in the future.*
- On the Preliminary Plat Cover Page, concerning the "Certificate of Applicability of the Coastal Area Management Act" with signature block, the note should be removed since DCM will not be able to provide a signature. *This certificate has been removed from the cover sheet.*

On January 6, 2021 area local governments were contacted by email and advised that the Division would no longer provide a signature for plat certification statements concerning Areas of Environmental Concern (AECs) with a signature block to be completed by the Division of Coastal Management. We asked that local governments review their ordinance for a certification statement and, if they did have it, to amend the ordinance to remove the statement.

An alternative note, though not required, was suggested. As an alternative, the Division is willing to provide a signature on the following plat note concerning the disclosure of AECs:

"The area designated hereon may be wholly or in part located within an Area of Environmental Concern. Prior to initiating development activities, the Division of Coastal Management should be contacted to ensure that any necessary Coastal Area Management Act permits are acquired by the subdivider."

The alternative note can be included in the local Subdivision Ordinance or Unified Development Ordinance as a plat requirement at the discretion of the local government.

Jacob Peele, District Soil and Water Technician (Fri. 1-14-2022 at 12:17 pm): My only comment is it needs to be stressed to DOT to maintain the culvert that goes underneath Harvey Point Road because this drains a big portion of what is going to be developed. More impervious surfaces (roofs, roads, driveways, etc.) is going to result in more concentrated flows, especially during storm events. I know a soils investigation was done, primarily for wastewater disposal. Like it was mentioned, it is a wet soil type. Water table level can be 12" to natural ground level. It doesn't appear to have swales planned between lots, unless I'm just not seeing that. I feel like that helpful with getting water to the main swales along the proposed road. *It is understood that culvert maintenance is important and requires an ongoing relationship with NCDOT. Property line swales are planned, however, are not shown on the preliminary plat for clarity. They will be shown on construction drawings.*

Just out of curiosity, I'd like to know the culvert size that is going to control the level of the pond (where it drains to the south, going to Harvey Point Road). *Outlet control structures within the ponds are being designed to achieve pre and post development standards. The structures and culverts will be provided on the construction drawings.*

Nick Lories, County Water Dept. (Mon. 1-24-2022 at 12:40pm): Asked Bissell Professional Group for the hydraulic grade line for T-1 (Rayburn Tank) and questioned the possibility that the elevations for J-55 and J-58 through J-63 are 0.00. *The water system models are still being scrutinized and adjusted for final design. Copies of the revised models will be provided for County review and approval ahead of permitting with the State.*

Virgil Parrish, Chief Building Inspector (Tues. 1-25-2022 office conversation) How many

houses are anticipated to be built this year in Albemarle Preserve and in what time frame?
It is too early to say. Sales will be driven by the market at time of home construction.

Analysis

Planning Staff Comments for Albemarle Preserve phase 1A Preliminary Plat Review of 46 lots

- Applicant needs original "Owner's Authorization Form" with Robert 'Bobby' Masters original signature prior to Board of County Commissioner meeting.

Comparison based on CUP list of conditions recorded at Register of Deeds (ROD) book 494, page 775

Applicant responses are in bold italics below each staff comment.

A7) setbacks issue

➤ Clarify setbacks; 2 sets are needed -- The Conditional/Special Use Permit only specifies setbacks for lots less than 15,000 ft² OR less than 90 ft. wide. The smallest size on this preliminary plat is reported to be 21,730 ft², which is greater than 15,000 ft², however most waterfront lots are less than 90 ft. wide. Lots 24 and 28 are 90.x ft. wide and need their setback version clarified and approved during preliminary plat voting. RA-15 setbacks are the smallest in the zoning ordinance so that is what would be used for lots >15,000 ft² or > 90 ft. wide.

- F.Y.I. NOTE: The setbacks for lots < 90 ft. wide or < 15,000 ft.² are listed in the CUP at (A)(7) and are 15' front and rear yards, 10' side yards, 10' secondary front yards which abut a side street at a corner with the exception of 5' side yards on lots 50 ft. wide or less. Also, any lot with less than 10' setback will require fire protection measures in consultation with the County Fire Marshal. RA-15 setbacks are 25 ft. front, 20 ft. rear and 12 ft. sides.

Lot widths measured at the 15' front setback are 89.18' on Lot 24 and 89.61' on Lot 28. Meaning Lots 20 – 32 fall into the <90' category and have the related setbacks specified in the Master Plan CUP. Setbacks for the (2) categories have been clarified under Note 6 on the Cover Sheet.

C1) Helicopter Landing Zone to be assigned close to Harvey Point Rd in coordination with Planning/GIS and Emergency Services. ***A location for a possible Helicopter Landing Zone has been added along Harvey Pt Rd adjacent to an existing farm road access. See Sheet 3.***

D1) NCDOT report needed. Traffic impact analysis (TIA) shall be reviewed by NCDOT and a report provided for BCC prior to preliminary plat. [Still waiting for NCDOT comments on ANY of the phase 2.] ***A final TIA for the entire Phase II PUD was submitted to NCDOT on 10-10-2019. No comments were ever received. We will reach out to NCDOT and request a response, however, based on recent interactions, we believe it will take considerable time.*** [P&Z staff reached out to NCDOT recently also with no success]

D4) Applicant needs an NCDOT Driveway Permit for the entrance on the north side of Harvey

Pont Road. *A driveway permit will be obtained from NCDOT during the construction drawing & permitting phase. A copy will be provided to the County prior to the roadway connection.*

E1) Need proof County & State approved all water lines. *An Authorization to Construct the water main extension needed to serve Phase 1A will be obtained from the State during the construction drawing & permitting phase. The County's water department is involved in this process and will receive a copy of the permit prior to the water main installation.*

E2) Hydrants are 1,000 ft. apart and no more than 500 ft. from any lot. [P&Z staff had questioned how to measure the distances, via road or line of sight? Applicant and County Water Dept. explained that for major subdivisions a 500 ft. radius circle is drawn around each proposed hydrant and the road frontage of every lot should fall within a circle.]

E3) Is applicant able to install 6 inch diameter line that will supply minimum 500 gallons per minute at 20 psi residual pressure to each hydrant? [1,000 gallons per minute at 20 psi if setbacks are less than 10 ft.] Setbacks requested on the cover sheet of the current preliminary plat have a 5 ft version next to side property lines.....why?
Side setbacks have been modified to 10', or more. Water system modeling is being performed with preparation of construction drawings and permitting to ensure 500 GPM @ 20 psi is provided at the most remote fire hydrant.

F1) Has developer provided the County Attorney a copy of Articles of Incorporation for POA or HOA and Restrictive Covenants for Albemarle Preserve? Need County Attorney approval prior to preliminary plat approval. *These documents will be provided prior to Commissioner's meeting.* [P&Z staff received a copy from the applicant Monday, February 14th, forwarded it to the County Attorney, who reviewed and commented on it the same day. The County Attorney responded that this POA document is well written as it requires the POA to be established at the very beginning and is required to maintain the common areas from the very beginning, thus eliminating any gap in the responsibilities for maintenance of the common areas that may otherwise occur if a developer were maintaining those areas until a certain number of lots were sold. P&Z staff read the document in full also and is of the opinion it is a very detailed, well written document.]

F2) No separate fee at this time for 3rd party professional engineering services, BUT applicant needs to send Planning Office sewer system plans ASAP so the County can forward them to a 3rd party engineer for review. *The sewer plan for Phase 1A includes a typical gravity collection system with a lift station that pumps effluent to an on-site treatment and disposal system capable of serving the 46 lots in the phase. The location, type and size of a larger treatment and disposal system capable of serving all, or part of the Albemarle Preserve development is being studied. In the future, it is possible that effluent from the Phase 1A lift station will be redirected to this larger system and the treatment & disposal systems installed for the 46 lots abandoned. A permit for the Phase 1A sewer system will be obtained during the construction drawing & permitting phase. An Engineer Option Permit is anticipated that will be processed through ARHS under the NCDHHS rules. This gives ARHS an opportunity to be involved.* [Staff points out that CUP condition (F)(2) requires the Developer to pay a fee accompanying an application for preliminary plat approval "to allow the County to retain professional engineering services to review the adequacy of plans and installation of water system, wastewater system, roads, stormwater drainage and other required infrastructure". This implies that something is available for an engineer to review.]

Section 306.7 Plat Requirement Checklists requires these items, which are not present:

- Street names
- Plans for utility layouts including sanitary sewers or sewerage disposal systems, water distribution lines and electric service
- Letter of tentative approval of water supply and sewage disposal plans by appropriate county and state authorities
- Letter of applicability of a Stormwater Drainage Plan from NC DEQ
- Certificate of approval from NCDOT as to proposed roadway alignment and construction
- Letter from NC DEQ Division of Energy, Mineral and Land Resources approving the Sedimentation and Erosion Control Plan

Compliance with CAMA Land Use Plan

County Subdivision Regulations section 108 requires proposed subdivisions to comply with “the locally adopted Coastal Resources Commission ratified Land Use Plan.”

Future Land Use Compatibility Matrix on page IX-35 of the current CAMA Land Use Plan list 2 residential dwelling units per acre average density as generally consistent for future land use and a special note at its bottom clarifies that PUDs may contain any combination of uses, permitted and conditional, listed in the Zoning Ordinance Table of Uses.

Some CAMA Land Use Compatibility Policies:

LUC #2: Perquimans County, Hertford, and Winfall, as part of a subdivision request, shall review the land suitability analysis map included in this plan as a source of information for determining the general suitability of land for the proposed development. ...

[Staff referenced the Land Suitability Analysis Map Exhibit VII-C, p. VII-5 and found that most of proposed phase 1A is in a ‘moderate suitability for development’ area, but the east side is in a ‘low suitability for development’ area most likely due to poor soils.]

LUC #3: Perquimans County, Hertford, and Winfall shall encourage cluster- or traditional-type residential subdivision development throughout their jurisdictions in order to preserve farmland and rural open space.

LUC #11: Perquimans County, Hertford, and Winfall support subdivision developments and planned unit developments that are in harmony with adjoining land uses and will require such developments to provide buffering between dissimilar uses and will require building setbacks that are comparable to those of the use located on the adjacent properties.

LUC #32: Perquimans County, Hertford, and Winfall support the development of subdivisions with lots fronting on internal streets (as opposed to State road frontage lot subdivisions) and will encourage, as appropriate, the creation of cluster- or traditional type subdivision developments as a means of creating pedestrian friendly neighborhoods or walkable communities that may be comprised of a variety of housing types and densities, and....

SUGGESTED MOTIONS – RECOMMENDATIONS – ACTIONS:

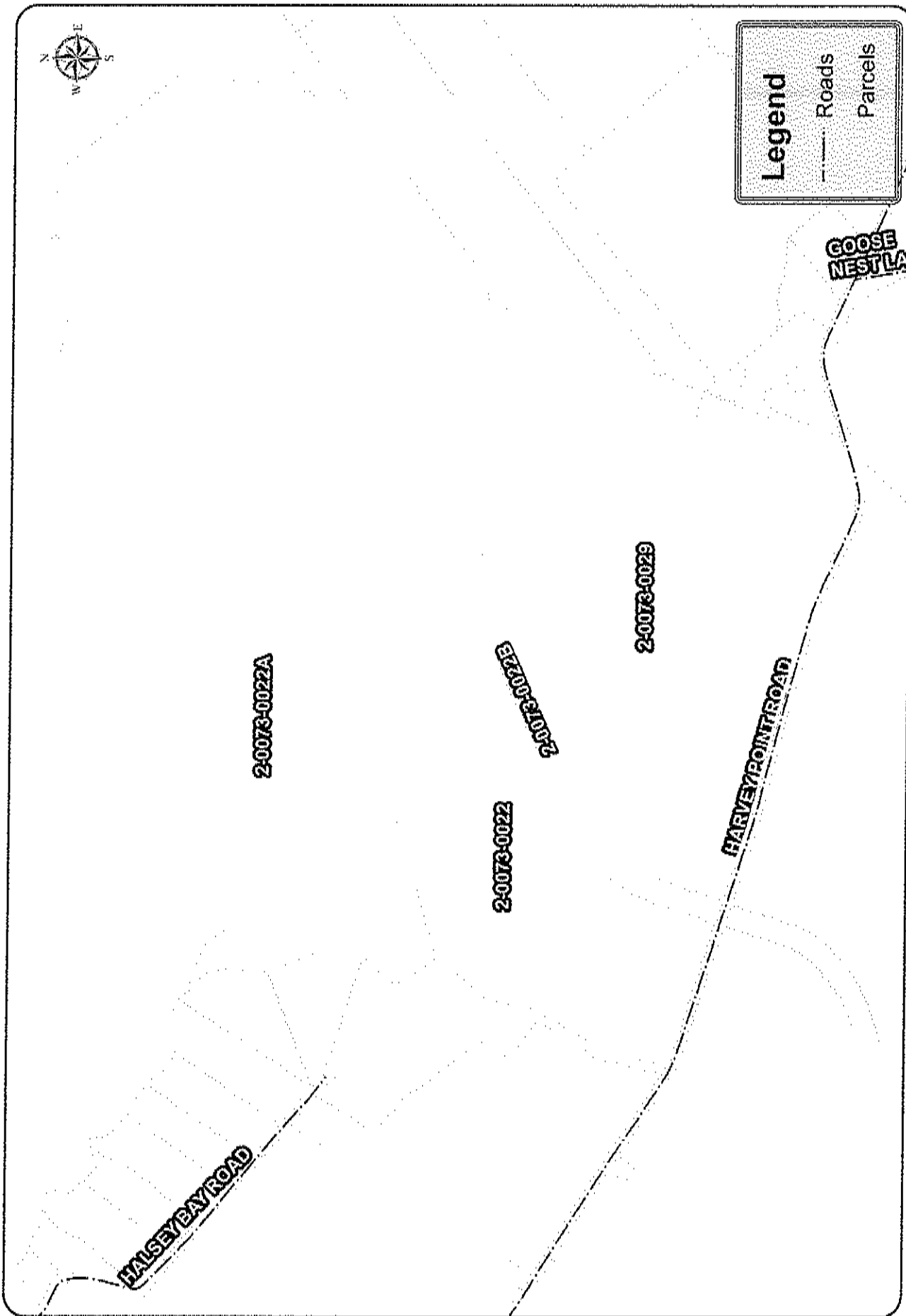
Planning Board unanimously approved the plat with two conditions. One Condition was that our County Attorney would have 3 weeks prior to the Board of Commissioners meeting to review all documents relating to Restrictive Covenants and the Articles of Incorporation for the Property Owners Association. That did occur. The 2nd condition was to recommend that to completely satisfy the Subdivision Regulation section 701 requirement for a Water Access Lot, the applicant should construct a boardwalk prior to the first issuance of a zoning permit for a principal residential structure.

SUGGESTED MOTION TO APPROVE: Motion to approve Preliminary Plat Phase 1A of Albemarle Preserve (with the condition _____,) and to approve its consistency with the County CAMA Land Use Plan.

SUGGESTED MOTION TO DENY: Motion to deny Preliminary Plat Phase 1A of Albemarle Preserve due to _____.

ATTACHMENTS:

- 1) GIS General Location Map



1 inch equals 900 feet
 Map created Jan. 3, 2022, by R.R.
 Perquimans County, NC

Disclaimer: Parcel lines are for tax purposes only. This map is NOT a substitute for a land survey or legal document. The County assumes no legal responsibility for the information contained on this map.



Perquimans County, North Carolina
APPLICATION FOR MAJOR SUBDIVISION

This section to be completed by County:		
Date Received: <u>12/17/21</u>	Received by: <u>R.F.</u>	Date Completed: _____
Confirmed by: _____	Tax Parcel Map Nos.: _____	
Proposed number of lots: <u>46</u> (including residual parcel, if any).		
Remind applicant to request ARHS's preliminary approval of any residual lot when applying for septic tank permit for proposed lot(s).		

Proposed Major Subdivision Name: Albemarle Preserve - Phase IA
 Location/Street Address: Harvey Point Road
 Tax Map Number(s): 2-0073-0022, 2-0073-0022A, 2-0073-0022B, 2-0073-0029
 Size of Property (Acreage): 338.5 Ac.
 Dimensions of Property: Please refer to attached boundary survey
 Zoning District Designation(s): PUD
 Future Land Use Map Designation(s): Residential
 Proposed number of lots: 46
 Type of water system proposed: Extension of County Water System
 Type of sewage system proposed: Central sewer system to On-site Disposal
 Ownership of the property is evidenced by attached deed recorded in Real Estate Book 495, Page 149 OR Will File Number _____ in the Perquimans County Registry.

I HEREBY CERTIFY THAT ALL INFORMATION IS CORRECT:

Robert F. Masters

12/17/21

Printed Name and Signature of Owner or Authorized Applicant* _____ Date _____
 for Perquimans Holdings, LLC

Printed Name and Signature of Owner or Authorized Applicant* _____ Date _____

Mailing Address: 11675 Rainwater Dr., Ste. 220, Alpharetta, GA 30009

Home Phone: (910) 742-6716 ; Fax: (252) 261-1760 ; E-mail: bmasters@preservecommunities.com

*Owner's Authorization Form must be attached if Applicant is not the Owner

NAME AND ADDRESS OF PERSON TO RECEIVE ALL CORRESPONDENCE
REGARDING THIS APPLICATION:

Name: Robert Masters, Mark Brambell, Bissell Professional Group mbrambell@preservecommunities.com

Mailing Address: 7900 Flipflop Lane, Wilmington, NC 28409 davek@bissellprofessionalgroup.com

Phone: (910) 742-6716 ; Fax: (252) 261-1760 ; E-mail: bmasters@preservecommunities.com

PAGE 2: CHECKLIST OF INFORMATION AND ITEMS NEEDED

The number of Preliminary Plats and specific Construction Drawings will be determined by Planning & Zoning staff prior to Applicant's submittal of Application Form and other materials. To demonstrate compliance with the Perquimans County Subdivision Regulations, attach all information stipulated in Article III for the applicable stage of review (Sketch Plan Review, or Preliminary Plats/Construction Plan Review, or Final Plat Review), together with the following materials, information and fees:

- Application Form and Owner's Authorization Form (if applicable).
- Boundary Survey with appropriate Certification Statements (and references to residual parcels, if any - see Note #1, below).
- My (our) ownership of parent tract is evidenced by attached deed recorded in Real Estate Book 495, Page 149 OR Will File Number _____.
- My (our) parent tract is known as Township No. _____, Map No. _____, Parcel No. _____.
- Size of Parent Tract: _____ acres; Linear footage width (street frontage): _____; and depth (from front property line to rear property line) of parent tract: _____.
- Proposed water system improvements: waterline extension
Water availability: Perquimans County
- Proposed sewage system: Albemarle Utility Company (per Section 402B)(4), attach copy of approvals issued by Albemarle Regional Health Services (ARHS) or letter of availability for public sewer as applicable; include review of any "residual" parcel;
- Proposed drainage improvements: Series of ponds, culverts and swales
(attach applicable permits to construct issued by other agencies).
- Disclosure statement referencing Section 402(11)f, (19) and (20) of the Perquimans County Subdivision Regulations regarding grading, drainage and erosion control.

This section to be completed by County:

Review and consultation with Technical Review Committee scheduled on _____.

Other (specify): _____

Applicable fees due at the time of plan submittal: \$100.00 + \$15.00 per lot. *check 22596 for \$790.00*
12/28/2021 *receipt # 930730*

Applicable fees due before plat recordation: \$2,500 per lot for Major Subdivision Lots.

NOTES:

- (1) Any lot of less than 10 acres, including any residual parcel, must obtain a certificate from the Health Department stating whether or not septic systems may be approved for the lot(s); and
- (2) All lots subdivided from a tract since December 31, 1998 shall be included in determining when the four lot maximum has been reached under the Minor Subdivision process, and when the Major Subdivision procedures apply. The construction or installation of infrastructure requires processing as a Major Subdivision even when there are less than four lots being created from the parent tract.
- (3) See County Subdivision Regulations, Article III, Section 306.7, for information required on (1) Sketch Design Plat and (2) Preliminary Plat / Construction Drawings and (3) Final Plat.

OWNER'S AUTHORIZATION FORM

NOTE: IF THE APPLICANT(S) REQUESTING A MAJOR SUBDIVISION FOR A PARTICULAR PIECE OF PROPERTY IS/ARE NOT THE ACTUAL OWNER OF THE PROPERTY, THE ACTUAL OWNER MUST COMPLETE THIS FORM. IF THE PERSON WHO IS REQUESTING A MAJOR SUBDIVISION IS THE OWNER, PLEASE DISREGARD THIS FORM.

Bissell Professional Group is hereby authorized TO ACT AS AGENT ON BEHALF OF Perquimans Holdings, LLC, the Owner(s) of those lands described within the attached Application, and as described in the attached deed or other such proof of ownership as may be required, in applying to Perquimans County, North Carolina, to appear with my (our) consent before the Perquimans County Board of Commissioners and Planning Board in order to request a Major Subdivision at this location. If there are any questions, I may be contacted at address: 7900 Flip Flop Lane, Wilmington, NC 28409 or by telephone at (910) 742-6716.

BY: Robert F. Masters 12/17/21
Signature of Owner Date
Robert F. Masters
Print Name

Signature of Owner Date
Print Name

State of North Carolina
County of Dare

Signed and sworn before me on this 17th day of December, 2021

BY: Robert F. Masters

Identification Verified: Known

Oath sworn: Yes No

Marcie R Respass
Notary Signature

My Commission expires: 10/27/2024

MARCIE R RESPASS
NOTARY PUBLIC
Dare County
North Carolina
My Commission Expires 10/27/2024

APPLICABLE FEES

At the TIME of APPLICATION to the PLANNING & ZONING OFFICE:

Sketch Design Plan: \$100

Preliminary Plat/Construction Plans: \$100 + \$15 per lot

Final Plat: \$100 + \$15 per lot

DUE BEFORE PLAT RECORDATION:

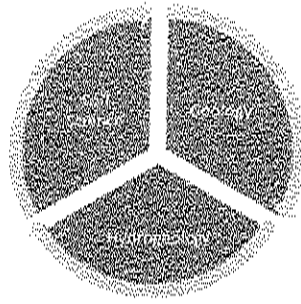
Water Facility Fees:

Up to and including four (4) to six (6) Abbreviated or Minor Lots per parent tract (depending on street type): \$500 each; and \$2,500 per lot for any parent tract over the four to six maximum. All lots subdivided from a tract since December 31, 1998 shall be included in determining when the four (4) to six (6) lot maximum has been reached and when the full review procedure shall be required.

REVIEW FEES are DUE with SUBMITTAL of APPLICATION FORM and SKETCH PLAT or PRELIMINARY PLAT/CONSTRUCTION PLANS or FINAL PLAT WATER FACILITY FEES are DUE PRIOR to APPROVAL of FINAL PLAT BEFORE RECORDATION in the REGISTER OF DEEDS OFFICE.

Form revised 12-11-15

Work documents/Zoning Applications/Major Subdivision application



4114 Laurel Ridge Drive
Raleigh, North Carolina 27612

Protocol Sampling Service, Inc.
"Experts in Environmental Compliance"
(919) 210-6547

Protocolsampling@yahoo.com
Environmentalservicescnc.com

December 17, 2021

Mr. Mark Bissell, P. E.
Bissell Professional Group, Inc.
Post Office Box 1068
Kitty Hawk, North Carolina 27949

Re: **Soil Inspection/ Drainage Investigation**
Albemarle Preserve – Phase A – River Lot
Bethel Township, Perquimans County, North Carolina
Protocol Job No.21-185

Dear Mr. Bissell:

On Thursday September 30, 2021 Protocol Sampling Service, Inc. personnel inspected the southeast portion of the tract for suitability for on-site waste water disposal systems. The tract is primarily cleared for agricultural use, adjacent to Harvey Point Road and surrounded by interior drainage ditches one of which runs through the study area that is 30-inches deep. The ditches direct surface and ground water towards a wetland pocket and to the south of the tract. Surface elevations range from 2.0 to 7.0-feet mean sea level across the tract.

The tract was found to be unsuitable for conventional on-site waste water disposal systems due to soil wetness, unsuitable clay structure and expansive mineralogy, but provisionally suitable for sand-backfilled trench (SBT) disposal systems. The southeast portion of the tract was found to be convex in shape with positive surface drainage to the existing ditch through this portion the tract with wetness increasing away from the ditches. The soil on the tract matched the Gertie and Tomotley soil series. The apparent seasonal high-water table was found below a depth of 12-inches due to the influence of the ditches and the depth to free water was found at depths ranging from 60 to >60-inches below existing grade depending on proximity to the nearest ditch.

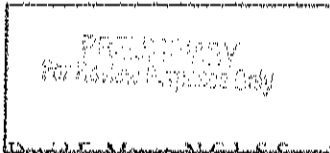
A permeable layer (fine loamy sand to sand) was encountered at a depth ranging from 53 to 70-inches below land surface and since some portions of the existing interior and perimeter drainage ditches do not intersect this layer, pretreatment to TS-1 standards with pressure dispersal will be necessary. The tract should be considered provisionally suitable for SBT waste water disposal systems to be installed no closer than 25-feet from the existing drainage ditches. Prior to installing the drain lines the existing soil should be removed down to at least 6-inches into the permeable layer. The excavation should be filled with clean loamy sand (Type I) that closely replicates the texture of the existing subsurface layer. A two-foot mound of Type I soil should be used for the drain field. The long-term acceptance rate (LTAR) on the tract should not exceed 0.25 gallons-per-day-per-square-foot (gpd/ft²) for a typical SBT system.

Drainage swales should be installed around the drain fields to carry storm water away from the drain fields to the closest drainage ditch. Existing drainage ditches will need to be cleaned-out of all existing vegetation

to maintain positive surface flow and regularly maintained. By artificially raising the drain field area with an additional 2.0-feet of suitable fill material, installing the drain lines at a minimum of 1-foot above the original soil surface elevation, adhering to the recommended LTAR, crowning the mound to at least a 1% slope to shed rain water and using proper engineering controls, a 24-inch aerobic effluent treatment zone should be maintained below the drain field trenches.

In addition, prior to any disposal system installation the depth to the permeable layer should be determined to ensure the excavated drain lines intersect the layer for proper system functioning.

Please call me at (919) 210-6547 if you have any questions or need further assistance.



David E. Meyer, N.C.I.S.S.
Soil Scientist/President

Albemarle Utility Company
1 Plantation Drive
Hertford, NC 27944

December 23, 2021

Albemarle Plantation Holdings II LLC
11675 Rainwater Dr., Ste 220
Alpharetta, GA 30009

RE: Albemarle Preserve – Phase 1A
Sanitary Sewer Utility, Willingness to Serve Letter

To Whom It May Concern,

Albemarle Utility Company is willing to provide sanitary sewer utility service to Phase 1A of the Albemarle Preserve subdivision.

Upon approval to construct and operate the wastewater system that will serve this part of the development, Albemarle Utility Company will be willing and able to operate and maintain the sanitary sewer utility needs for the above referenced project for 46 dwelling units with a total allocation of 7,280 gallons per day.

Should you have any questions, please do not hesitate to contact me.

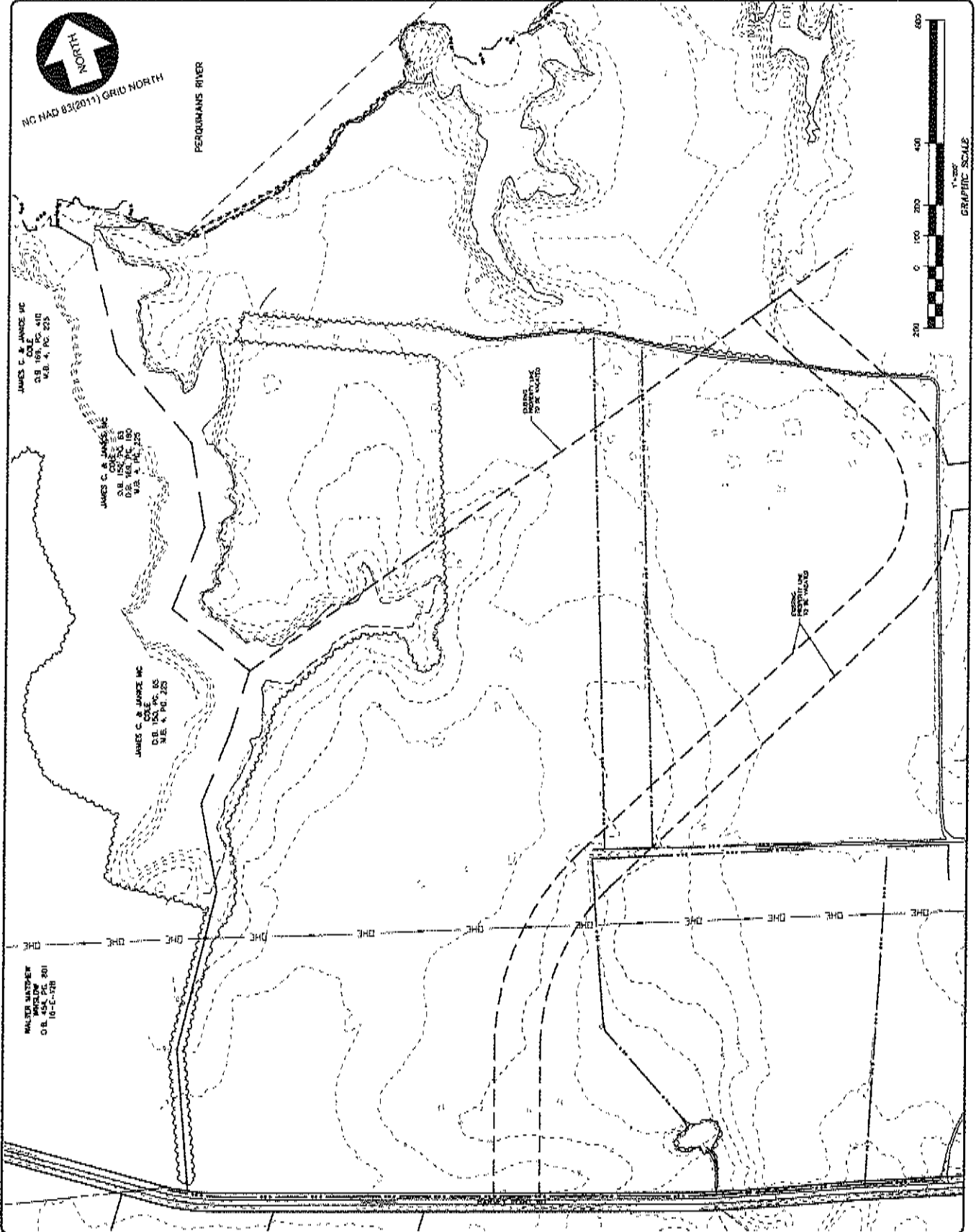
Thank you for your attention to this matter.

Sincerely,
Albemarle Utility Company

Robert Masters

Robert Masters

RUSSELL ENGINEERS, PLANNERS, SURVEYORS AND ENVIRONMENTAL SCIENTISTS 1217 MAIN STREET, SUITE 200 FAYETTEVILLE, NC 28404 PHONE: (704) 782-1200 FAX: (704) 782-1200	ALBEMARLE PRESERVE PHASE 1A		PERQUIMANS COUNTY NORTH CAROLINA	PRELIMINARY PLAT - EXISTING CONDITIONS
	REVISIONS			
DATE: 11-13-12 DRAWN BY: JAC CHECKED BY: JAC SCALE: AS SHOWN SHEET: 2 OF 7	PROJECT NO.: 3477PH/A/PP1		PROJECT AC.: 3471	

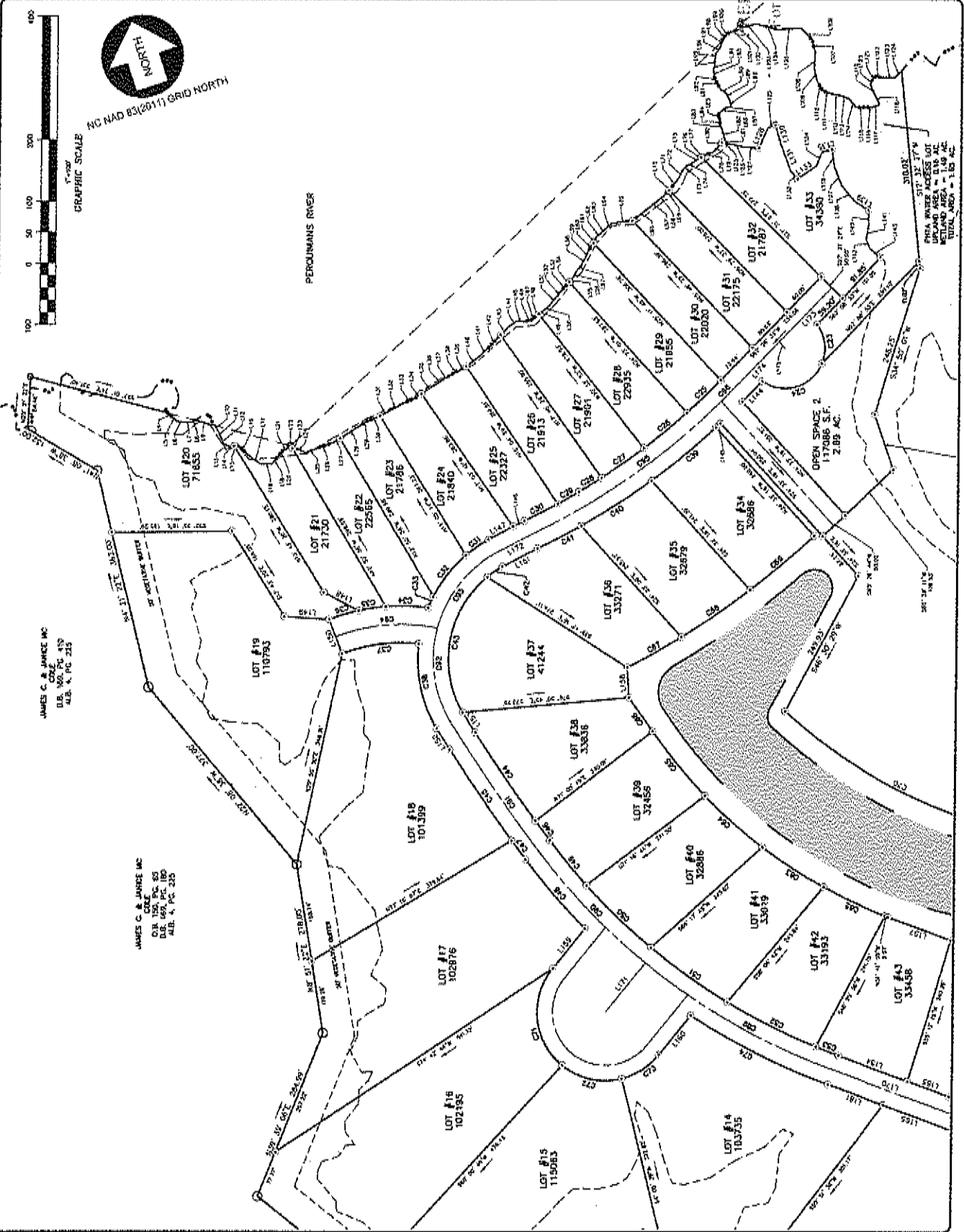


PRELIMINARY PLAT
 For Review Purposes Only

<p>RUSSELL Robert Professional Group 2017 North Central Expressway Suite 100 Dallas, Texas 75241 Tel: (972) 281-2000 Fax: (972) 281-1700 www.russell-engineers.com</p>	<p>ALBEMARLE PRESERVE PHASE 1A PRELIMINARY PLAT BETHEL TOWNSHIP BERKSHIRE COUNTY NORTH CAROLINA</p>	<p>REVISIONS</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>NO.</th> <th>DATE</th> <th>DESCRIPTION</th> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>	NO.	DATE	DESCRIPTION																												<p>PRELIMINARY P For Review Purposes Only</p>	<p>5 of 7 3471PH01APP1 08/20/2023</p>	<p>3471</p>
NO.	DATE	DESCRIPTION																																	



RUSSELL Engineers, Planners, Surveyors and Environmental Specialists 2015 Lenoir Street Raleigh, NC 27601 Tel: (919) 881-1340 Fax: (919) 881-1340 Email: russell@russellnc.com	ALBEMARLE PRESERVE PHASE 1A PRELIMINARY PLAN NORTH CAROLINA		REVISIONS NO. DATE DESCRIPTION BY	
	HIGHLAND TOWNSHIP PERQUIMANS COUNTY NORTH CAROLINA		PRIMARY PLAN Review Purposes Only	
6 of 7 3471PH1A001 PROJECT NO.			3471	



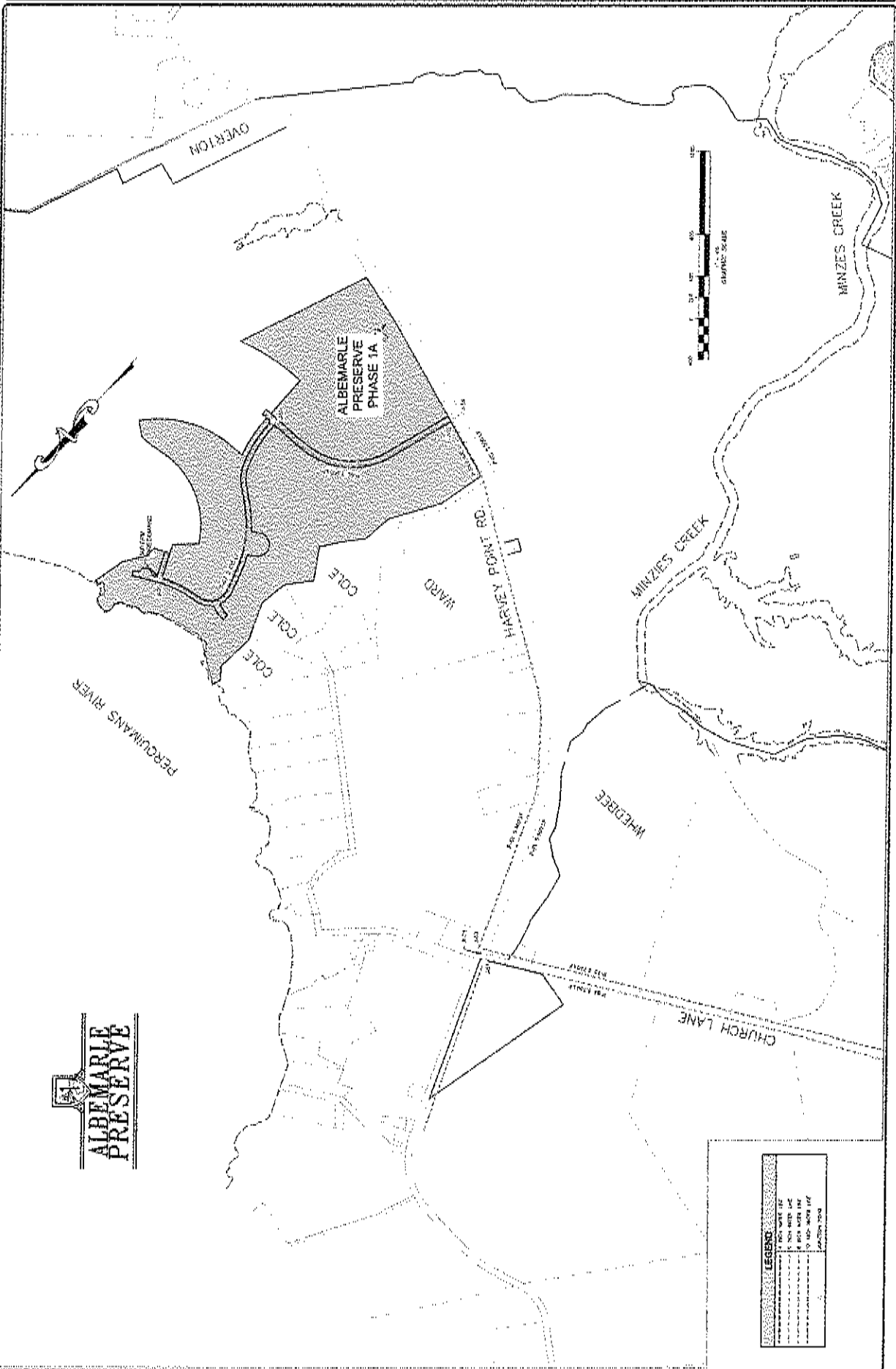
GRAPHIC SCALE
 1" = 400'
 0 50 100 200 300 400
 NORTH
 NC NAD 83(2011) GRID NORTH

JAMES C. & JANICE MC
 CRE
 DBA: JCMC, P.C. 437
 A.L.B. 4, P.C. 235

JAMES C. & JANICE MC
 CRE
 DBA: JCMC, P.C. 437
 A.L.B. 4, P.C. 235

LOT #33 34330
 LOT #34 30886
 LOT #35 32079
 LOT #36 33271
 LOT #37 41244
 LOT #38 33836
 LOT #39 37455
 LOT #40 32886
 LOT #41 33079
 LOT #42 33953
 LOT #43 33438

PHASE 1A WATERLINE EXTENSION ANALYSIS PROJECT NUMBER: _____ NORTH ARROW: _____		REVISIONS NO. DATE BY DESCRIPTION	
1	11/11/11	PHIL & JERON	INITIAL DESIGN
2	11/11/11	PHIL & JERON	REVISED DESIGN
3	11/11/11	PHIL & JERON	FINAL DESIGN



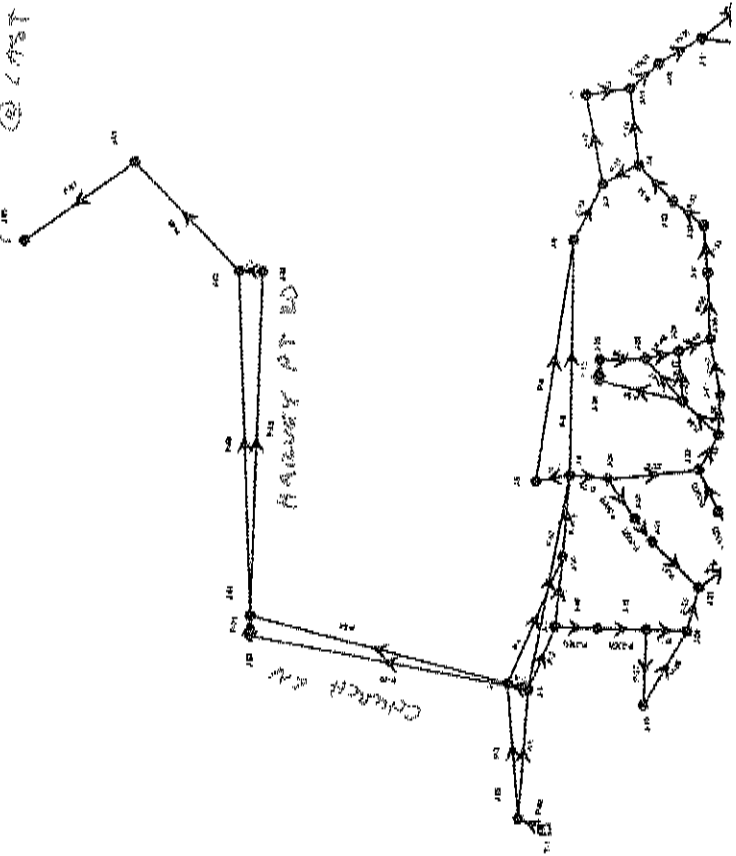
PHIL & JERON
 ENGINEERS
 10000 W. 10th Street, Suite 100
 Denver, Colorado 80202
 Phone: 303.751.1000
 Fax: 303.751.1001
 www.philjeron.com

ALBEMARLE PRESERVE
 PHASE 1A WATERLINE EXTENSION ANALYSIS

DATE	11/11/11
BY	PHIL & JERON
CHECKED	PHIL & JERON
DATE	11/11/11
BY	PHIL & JERON
CHECKED	PHIL & JERON

Scenario: Base

500 gpm FIRE
@ LAST HYDRANT



FlexTable: Pipe Table

Label	Start Node	Stop Node	Diameter (in)	Hazen-Williams C	Flow (gpm)	Velocity (ft/s)	Headloss Gradient (ft/ft)	Length (User Defined) (ft)
P-2	J-1	J-3	8.0	130.0	392	2.50	0.003	1,361
P-5	J-1	J-2	6.0	130.0	171	1.94	0.003	35
P-7	J-4	J-5	8.0	130.0	208	1.33	0.001	66
P-8	J-5	J-6	8.0	130.0	207	1.32	0.001	2,278
P-9	J-4	J-6	6.0	130.0	99	1.13	0.001	2,248
P-10	J-6	J-7	6.0	130.0	36	0.41	0.000	641
P-11	J-7	J-8	6.0	130.0	-19	0.21	0.000	225
P-12	J-7	J-9	6.0	130.0	52	0.59	0.000	1,505
P-13	J-9	J-10	6.0	130.0	43	0.49	0.000	559
P-14	J-10	J-8	6.0	130.0	-73	0.82	0.001	1,048
P-16	J-11	J-12	6.0	130.0	34	0.39	0.000	1,295
P-17	J-12	J-15	6.0	130.0	19	0.21	0.000	1,862
P-18	J-15	J-16	6.0	130.0	13	0.14	0.000	313
P-19	J-16	J-17	6.0	130.0	4	0.04	0.000	604
P-20	J-12	J-13	6.0	130.0	2	0.02	0.000	662
P-21	J-13	J-14	6.0	130.0	24	0.27	0.000	546
P-22	J-11	J-13	6.0	130.0	31	0.35	0.000	1,532
P-24	J-18	J-20	6.0	130.0	96	1.09	0.001	303
P-25	J-20	J-21	6.0	130.0	122	1.38	0.002	328
P-26	J-21	J-22	8.0	130.0	125	0.80	0.000	645
P-27	J-18	J-19	6.0	130.0	35	0.40	0.000	525
P-28	J-19	J-20	6.0	130.0	30	0.34	0.000	1,940
P-29	J-4	J-24	8.0	130.0	155	0.99	0.001	502
P-31	J-25	J-21	6.0	130.0	14	0.16	0.000	1,167
P-32	J-24	J-23	8.0	130.0	125	0.80	0.000	1,184
P-34	J-22	J-36	8.0	130.0	73	0.47	0.000	1,162
P-35	J-36	J-37	8.0	130.0	63	0.40	0.000	1,369
P-36	J-37	J-38	8.0	130.0	53	0.34	0.000	882
P-37	J-38	J-39	8.0	130.0	49	0.31	0.000	678
P-38	J-39	J-40	8.0	130.0	39	0.25	0.000	874
P-39	I-40	I-41	8.0	130.0	36	0.23	0.000	474
P-40	J-41	J-42	8.0	130.0	22	0.14	0.000	387
P-41	J-42	J-43	8.0	130.0	15	0.10	0.000	592

WaterCAD
[10.03.04.05]
Page 1 of 3

Bentley Systems, Inc. Haestad Methods Solution Center
76 Waiertown Road, Suite 2D Thomaston, CT 06787 USA +1-203-755-1668

Albemarle Preserve Phase 1A MID+F at node J-60.wtg
1/28/2021

FlexTable: Pipe Table

Label	Start Node	Stop Node	Diameter (in)	Hazen-Williams C	Flow (gpm)	Velocity (ft/s)	Headloss Gradient (ft/ft)	Length (User Defined) (ft)
P-42	J-43	J-44	8.0	130.0	11	0.07	0.000	375
P-43	J-44	J-45	8.0	130.0	7	0.04	0.000	1,921
P-45	J-23	J-26	8.0	130.0	170	1.09	0.001	384
P-46	J-26	J-27	8.0	130.0	96	0.61	0.000	547
P-47	J-27	J-28	8.0	130.0	31	0.20	0.000	403
P-48	J-28	J-29	8.0	130.0	34	0.22	0.000	627
P-49	J-29	J-30	8.0	130.0	70	0.45	0.000	232
P-50	J-30	J-31	8.0	130.0	129	0.82	0.000	387
P-51	J-31	J-32	8.0	130.0	120	0.76	0.000	533
P-52	J-32	J-33	6.0	130.0	103	1.17	0.001	356
P-53	J-33	J-8	6.0	130.0	91	1.04	0.001	522
P-54	J-27	J-34	8.0	130.0	16	0.10	0.000	1,071
P-55	J-34	J-35	8.0	130.0	11	0.07	0.000	307
P-56	J-35	J-28	8.0	130.0	7	0.05	0.000	734
P-57	J-27	J-29	8.0	130.0	40	0.25	0.000	731
P-58	J-45	J-47	8.0	130.0	-14	0.09	0.000	405
P-59	J-47	J-26	8.0	130.0	-74	0.47	0.000	985
P-60	J-47	J-30	8.0	130.0	59	0.38	0.000	534
P-15(1)	J-10	J-48	6.0	130.0	97	1.10	0.001	859
P-15(2)	J-48	J-11	6.0	130.0	78	0.88	0.001	1,038
P-33(1)	J-23	J-46	8.0	130.0	-45	0.29	0.000	505
P-33(2)	J-46	J-22	8.0	130.0	-52	0.33	0.000	854
P-23(1)	J-3	J-49	6.0	130.0	143	1.63	0.002	693
P-23(2)	J-49	J-18	6.0	130.0	137	1.55	0.002	943
P-30(1)	J-24	J-50	6.0	130.0	27	0.31	0.000	632
P-30(2)	J-50	J-25	6.0	130.0	22	0.25	0.000	356
P-60	T-1	J-55	12.0	130.0	1,128	3.20	0.003	250
P-1	J-55	J-1	12.0	130.0	1,069	3.03	0.003	1,612
P-3	J-55	J-2	4.0	130.0	59	1.50	0.003	1,690
P-62	J-1	J-4	6.0	130.0	158	1.79	0.002	3,276
P-6	J-3	J-56	8.0	130.0	247	1.58	0.001	632
P-6(1)	J-3	J-4	8.0	130.0	305	1.95	0.002	1,325
P-4	J-56	J-2	4.0	130.0	57	1.46	0.003	1,921

WaterCAD
[10.03.04.06]
Page 2 of 3

Bentley Systems, Inc. HazenB Method Solution Center
76 Watertown Road, Suite 2D Thomaston, CT 06787 USA +1-203-765-1886

Albansite Preserve Phase 1A.MD+P at node J-60.wtg
12/28/2021

FlexTable: Pipe Table

Label	Start Node	Stop Node	Diameter (In)	Hazen-Williams C	Flow (gpm)	Velocity (ft/s)	Headloss Gradient (ft/ft)	Length (User Defined) (ft)
P-64	J-2	J-61	6.0	130.0	164	1.86	0.003	6,700
P-65	J-61	J-58	4.0	130.0	71	1.81	0.004	5,500
P-67	J-59	J-60	8.0	130.0	513	3.27	0.005	2,435
P-68	J-61	J-62	8.0	130.0	441	2.82	0.004	5,460
P-69	J-62	J-58	8.0	130.0	-71	0.45	0.000	40
P-70	J-1	J-63	8.0	130.0	348	2.22	0.003	6,740
P-71	J-63	J-61	8.0	130.0	348	2.22	0.003	40
P-66	J-62	J-59	8.0	130.0	513	3.27	0.005	1,965

FlexTable: Junction Table

ID	Label	Elevation (ft)	Zone	Demand Collection	Hydraulic Grade (ft)	Pressure (psi)	Demand (gpm)
31	J-1	10.00	<None>	<Collection: 0 items>	108.58	43	0
32	J-2	10.00	<None>	<Collection: 1 items>	108.49	43	8
33	J-3	10.00	<None>	<Collection: 1 items>	104.20	41	1
34	J-4	10.00	<None>	<Collection: 0 items>	100.65	39	0
35	J-5	10.00	<None>	<Collection: 1 items>	100.58	39	1
36	J-6	10.00	<None>	<Collection: 1 items>	98.33	38	271
37	J-7	10.00	<None>	<Collection: 1 items>	98.23	38	3
38	J-8	10.00	<None>	<Collection: 0 items>	98.24	38	0
39	J-9	10.00	<None>	<Collection: 1 items>	97.76	38	9
40	J-10	10.00	<None>	<Collection: 1 items>	97.63	38	19
41	J-11	10.00	<None>	<Collection: 1 items>	96.11	37	13
42	J-12	10.00	<None>	<Collection: 1 items>	95.93	37	13
43	J-13	10.00	<None>	<Collection: 1 items>	95.93	37	10
44	J-14	10.00	<None>	<Collection: 1 items>	95.89	37	24
45	J-15	10.00	<None>	<Collection: 1 items>	95.84	37	6
46	J-16	10.00	<None>	<Collection: 1 items>	95.83	37	9
47	J-17	10.00	<None>	<Collection: 1 items>	95.83	37	4
70	J-18	10.00	<None>	<Collection: 1 items>	101.03	39	6

FlexTable: Junction Table

ID	Label	Elevation (ft)	Zone	Demand Collection	Hydraulic Grade (ft)	Pressure (psf)	Demand (gpm)
71	J-19	10.00	<None>	<Collection: 1 items>	100.95	39	6
72	J-20	10.00	<None>	<Collection: 1 items>	100.74	39	4
73	J-21	10.00	<None>	<Collection: 1 items>	100.25	39	11
74	J-22	10.00	<None>	<Collection: 1 items>	99.99	39	1
75	J-23	10.00	<None>	<Collection: 0 items>	99.90	39	0
76	J-24	10.00	<None>	<Collection: 1 items>	100.36	39	3
77	J-25	10.00	<None>	<Collection: 1 items>	100.28	39	7
78	J-26	10.40	<None>	<Collection: 1 items>	99.64	39	1
79	J-27	11.20	<None>	<Collection: 1 items>	99.50	38	9
80	J-28	11.20	<None>	<Collection: 1 items>	99.49	38	5
81	J-29	10.50	<None>	<Collection: 1 items>	99.47	38	4
82	J-30	10.20	<None>	<Collection: 0 items>	99.44	39	0
83	J-31	10.00	<None>	<Collection: 1 items>	99.28	39	9
84	J-32	10.00	<None>	<Collection: 1 items>	99.09	39	17
85	J-33	10.00	<None>	<Collection: 1 items>	98.70	38	11
86	J-34	12.20	<None>	<Collection: 1 items>	99.50	38	5
87	J-35	11.80	<None>	<Collection: 1 items>	99.49	38	4
88	J-36	10.00	<None>	<Collection: 1 items>	99.63	39	11

FlexTable: Junction Table

ID	Label	Elevation (ft)	Zone	Demand Collection	Hydraulic Grade (ft)	Pressure (psf)	Demand (gpm)
89	J-37	10.00	<None>	<Collection: 1 items>	99.68	39	9
90	J-38	10.00	<None>	<Collection: 1 items>	99.61	39	4
91	J-39	10.00	<None>	<Collection: 1 items>	99.56	39	10
92	J-40	10.00	<None>	<Collection: 1 items>	99.52	39	3
93	J-41	10.00	<None>	<Collection: 1 items>	99.50	39	14
94	J-42	10.00	<None>	<Collection: 1 items>	99.50	39	7
95	J-43	10.00	<None>	<Collection: 1 items>	99.49	39	4
96	J-44	10.00	<None>	<Collection: 1 items>	99.49	39	5
97	J-45	10.00	<None>	<Collection: 1 items>	99.49	39	20
134	J-47	10.00	<None>	<Collection: 1 items>	99.49	39	1
138	J-48	10.00	<None>	<Collection: 1 items>	96.79	38	19
141	J-46	10.00	<None>	<Collection: 1 items>	99.93	39	6
144	J-49	10.00	<None>	<Collection: 1 items>	102.79	40	7
148	J-50	10.00	<None>	<Collection: 1 items>	100.30	39	5
153	J-55	0.70	<None>	<Collection: 0 items>	113.21	49	0
158	J-56	10.00	<None>	<Collection: 0 items>	103.33	40	0
163	J-58	0.00	<None>	<Collection: 0 items>	69.08	30	0
164	J-59	0.00	<None>	<Collection: 0 items>	58.66	25	0

FlexTable: Junction Table

ID	Label	Elevation (ft)	Zone	Demand Collection	Hydraulic Grade (ft)	Pressure (psi)	Demand (gpm)
165	J-60	0.00	<None>	<Collection: 1 items>	45.77	20	513
166	J-61	0.00	<None>	<Collection: 0 items>	91.01	39	0
171	J-62	0.00	<None>	<Collection: 0 items>	69.07	30	0
174	J-63	0.00	<None>	<Collection: 0 items>	91.11	39	0

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Perquimans County Planning Board
MINUTES

Tuesday, February 8, 2022

The Perquimans County Planning Board held its regular monthly meeting on Tuesday, February 8, 2022 at 7:00 PM in the Community Meeting Room of the Perquimans County Library.

MEMBERS PRESENT: Antoine (A.J.) Moore, Chair
Lewis Smith, Vice Chair
Teresa Blanchard
A.O. Roberts
John Skinner

MEMBERS ABSENT: N/A

OTHERS PRESENT: Rhonda Repanshek, Planner
Trevor Miles, Planning and Zoning Technician
Woody Perry, Applicant
Mark Brambell, Applicant
Dave Klebitz, Engineer

Planning Board Chair, Antoine Moore, called the meeting to order at 7:00 pm and opened with prayer by A.O. Roberts.

Agenda Item I, Approval of Agenda: Mr. Smith made a motion, seconded by Mr. Skinner, to approve the agenda as presented. The motion passed unanimously.

* * * *

Agenda Item II, Consent Agenda/Approval of Draft Minutes of Previous Planning Board Meetings: *Attached draft of August 10, 2021 regular meeting minutes.*

Mr. Roberts made a motion, seconded by Ms. Blanchard, to approve minutes of the regular meeting on August 10, 2021 as presented. The motion passed unanimously.

* * * *

Agenda Item III, Business Item A: Preliminary Plat Review of Albemarle Preserve Phase 1A, subdivision section north of Harvey Point Road approximately 1 mile east of the Halsey Bay Rd./Harvey Point Rd. intersection on tax parcel numbers 2-0073-0022, 2-0073-0022A, 2-0073-0022B, and 2-0073-0029. This is the first phase of (PUD) REZ-19-01 with associated special use permit (a.k.a. conditional use permit) recorded in Register of Deeds book 494, page 775. Planner Repanshek explained this is an administrative review of the first 46 lots and if this preliminary plat was approved, it would proceed to the County Commissioners. She then stated that the postmaster and NCDOT both responded during technical review committee (TRC) review to express concern about the cluster box mailbox for the proposed subdivision however, NCDOT has not responded to any inquiries regarding the Traffic Impact Analysis (TIA) for the PUD, despite the information having been submitted in 2019.

Planner Repanshek then summarized comments from all other TRC members, including Albemarle Regional Health Services request to stay involved to police any hybrid soil/sewer system and the County Water Department having

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questions about some numbers being presented. It was also noted that CAMA had a page of comments regarding the preliminary plat.

Mr. Skinner then inquired as to why they should approve the preliminary plat if all things in the checklist are not present. Planner Repanshek replied that Mr. Klebitz would explain, and that the items in the list did not always make sense depending on the project and the order in how those items are obtained. Mr. Skinner then inquired about modifying the ordinances so they have better consistency.

Planner Repanshek stated that the developer had not yet provided a copy of the articles of incorporation or restrictive covenants to the county attorney, but the documents would be provided prior to the Commissioners meeting. Differences in checklists and which checklists the Board is responsible for was discussed.

Planner Repanshek explained the role of the CAMA land use plan and the compatibility of the proposed subdivision. Mr. Skinner questioned the meaning of low suitability in reference to Exhibit VII-C of the CAMA land use plan. Ms. Repanshek explained that the low suitability is most likely in reference to the soils found throughout the county. Elevation of the area was also discussed.

Mr. Skinner also brought up the community having waterfront access and stated that he felt the conditions were not met. Planner Repanshek stated that by the language of the regulations, the conditions were met with the proposal from the developer. It was also explained that the developers had dedicated a lot at the end of the subdivision to house a boardwalk to meet the requirements, but that it was their intention to eventually include more expansive waterfront access in later phases of the PUD.

Mr. Skinner brought up the items missing that were required by the checklist. Mr. Klebitz then explained that the preliminary plat was to show the layout of the subdivision, ensure compliance with the applicable ordinance and conditional zoning of the PUD. He also explained the process behind the creation of the preliminary plat, and the preliminary layouts of sewer and water, and that it was preliminary because it was subject to change. Mr. Klebitz also explained the process by which the permits and reports and analyses which were being required in the checklists would be obtained, and how typically these would be obtained after the approval of the preliminary plat. He reminded the Board that during the creation of the Cole Tract they received preliminary plat approval prior to the obtaining of the state stormwater permit, erosion control permit, DOT permit, water line permit and sewer permit. Mr. Klebitz then explained that most of the missing items on the checklist, while important, were ultimately subject to approval by state and county authorities only after numerous hours of designing and planning, and as such it should not worry the Board that the items are not present for the preliminary plat approval, because no construction can begin before those items are obtained. Mr. Klebitz then assured the Board that the articles of incorporation and restrictive covenants will be provided to the county attorney with ample time for the attorney to review them prior to the Board of Commissioners meeting.

Mr. Klebitz then elaborated that the TIA submitted to DOT in 2019, while still waiting for DOT to comment, was completed by a licensed traffic engineer, in hopes of assuaging concerns from the board. Planner Repanshek also stated that DOT had originally commented in 2019 that the main DOT office in Raleigh would also look at the TIA. Mr. Klebitz noted that the preliminary plat is less dense than what was approved on the PUD. Mr. Skinner inquired about lot size. Mr. Smith then inquired about sewer treatment, to which Mr. Klebitz responded that a gravity collection system would be used which incorporates a phased pre-treatment system and traditional LPP (low pressure pipe) disposal in a designated area shown on the preliminary plat. Mr. Skinner also mentioned the possibility of this subdivision being in a flood plain, to which Mr. Klebitz and Mr. Perry both stated that it did not sit in a floodplain.

Mr. Skinner then inquired about the process of updating the ordinances; Planner Repanshek explained the process. Board members decided that the issue would be discussed next month after staff researched possible text changes.

Mr. Skinner made a motion, seconded by Mr. Smith, to recommend approval of the preliminary plat to the Board of County Commissioners (BCC) with two conditions: that the covenants and articles of incorporation be given to the

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County Attorney 3 weeks prior to the BCC meeting and that a boardwalk be constructed prior to the first issuance of a zoning permit for a principal residential structure. The motion passed unanimously.

* * * *

Agenda Item IV, Other Items A: Status Report on Previous Board Recommendations:

NCGS Chapter 160-D Text Amendments and Restructuring

Planner Repanshek informed Board members that all text amendments were approved September 7, 2021 to update the Zoning Ordinance, Subdivision Regulations, and Manufactured Home Park Ordinance to NCGS Chapter 160D standards.

* * * *

Agenda Item IV, Other Items B: Chair's signature on approved minutes.

* * * *

Meeting adjourned at 8:37 p.m.

Minutes approved this _____ day of _____, 2022.

Chairperson

Recorder

Attachments: A (Sign-In Sheet)

This document presented and filed:
12/23/2019 11:00:17 AM

Jacqueline S. Frierson, ROP
JACQUELINE S. FRIERSON, PERQUIMANS CO, NC

BOOK 494 PAGE 775 (10)

420684



CONDITIONAL USE PERMIT No. (PUD) REZ-19-01
Page 1 of 10

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

Authorized Applicant: Perquimans Development, LLC
c/o Robert Masters
11675 Rainwater Drive, Suite 210
Alpharetta, GA 30009

Property Owners: Perquimans Development, LLC
11675 Rainwater Drive, Suite 210
Alpharetta, GA 30009

Site Location: Approximately 1,497 acres extending northeast from Holiday Lane, crossing Harvey Point Road, continuing northeast to the Perquimans River; all of which is southeast of Church Lane and Halsey Bay Road and west/northwest of Goose Nest Lane

Tax Parcel Nos: 2-0073-0022, 2-0073-0029, 2-0073-0003C, 2-0073-0001, 2-0073-0021, 2-0073-0020B, 2-0073-0020A, 2-0073-0020, 2-0082-0012, 2-0082-0013888, 2-0082-0013AAA, 2-0082-0013A, and 2-0082-0014A

Zoning District: PUD (CU), Planned Unit Development Conditional Use District

Proposed Use of Property: A form of development usually characterized by a unified site design for a number of housing units, clustering buildings, providing common open space, density increases, with a potential mix of building types and land uses. As stated by the Applicant in the CUD Rezoning Request Application Statement of the Nature of the Proposed Use:

"The goal of Albemarle Plantation Phase 2 is to build a community that has a creative design, providing a mix of different residential uses in close proximity to one another, while at the same time providing an efficient use of open space that promotes an active lifestyle and a strong sense of community. A high level

CONDITIONAL USE PERMIT No. (PUD) REZ-19-01

Page 2 of 10

of amenities is proposed to meet the needs of the residents....The river front facility is expected to include a marina with boat launch, docks and pier, a boutique hotel, a clubhouse with bar and grill and café, an event lawn for outdoor events and an outdoor terrace. The amenity area south of Harvey Point Road is proposed to include a crystal lagoon, a tennis complex, a club house with activity room, meeting areas and offices, a second bar/grill and café area, and an additional outdoor lawn and event space. Higher density condominium and townhome areas are proposed to be near to the amenity areas."

Meeting & Hearing Dates: Planning Board on 10-8-2019 ; & Board of County Commissioners on 11-4-2019

Now therefore be it resolved that the Perquimans County Board of Commissioners approves the application for Perquimans Development, LLC case number (PUD) REZ-19-01, subject to the following conditions:

Having heard all the evidence and argument presented at the hearing, the Board finds that the application is complete, that the application complies with all of the applicable requirements of the Perquimans County Zoning Ordinance for the development proposed, and that therefore the application to make use of the above-described property for the purpose indicated is hereby approved, subject to all applicable provisions of the Zoning Ordinance pertaining to *Planned Unit Development* and other conditions as follows:

A. General Land Use:

- 1) Perquimans County (County) has the right to limit the number of lots and housing for each section/phase based on water availability.
- 2) County may limit lots less than 15,000 square feet based on the conceptual Master Plan as presented (Bissell Professional Group, July 30, 2019 last revision; stamped by County Planning as received Aug 2, 2019. Rendered Master Plan prepared by Koontz Jones Design); Maximum quantities of each lot width (35' to 75') shall be restricted to maximum proposed amounts of each lot type/width category presented on the previously noted conceptual Master Plan.
- 3) The developer must obtain approval for all sections and/or phases by the Planning Board and Board of Commissioners for approval under the normal review and approval process of the Subdivision Regulations.
- 4) Each section and/or phase must adhere to the current Subdivision Regulations and State Regulations in effect at the time that particular phase is approved, including, among others, subject to any water capacity or availability restrictions that are in place at the time of approval.
- 5) Up to 80 rooms cumulative allowed in the proposed hotel. Hotel shall have a maximum of 3 stories and/or 35 feet in height.
- 6) A minimum 50 foot vegetative buffer is required on properties adjacent to agricultural land, residential land and properties owned by the Department of Defense.

CONDITIONAL USE PERMIT No. (PUD) REZ-19-01

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- 7) Principle structure and accessory structure yard setbacks for lots less than 15,000 square feet or less than (ninety) 90 feet wide shall be: (fifteen) 15 feet for front and rear yards, (ten) 10 feet for side yards and 10 feet on secondary front yards which abut a side street at a corner. Exceptions of (five) 5 foot side yard setbacks may be made on lots (fifty) 50 feet wide or less. Any lot with less than 10 foot setbacks will require fire protection measures such as fire retardant walls and/or a sprinkler system in consultation with the County Fire Marshal.
- 8) Maximum number of single-family residential lots shall be based on the conceptual Master Plan as presented.
- 9) Per County Zoning Ordinance Section 1503(h), At least 150 acres of the development shall be set aside as common area or open space. Of this 150, a maximum of 75 acres may be areas covered by water. In addition, a maximum of 75 acres may be covered by structures clearly ancillary to the recreation or common use area. Such structures may include tennis courts, pro shops, swimming pools, and the like. Common area/open space shall be designated on the development plats as such and be held in separate ownership for the use and benefit of the residents of the PUD.
- 10) Public beach/common water access for all PUD property owners shall be established.
- 11) No ABC store allowed.
- 12) General retail/commercial space is allowed.

B. Drainage/Stormwater Improvements:

The terrain is rolling with many low depressions; therefore drainage problems can be significant if a drainage plan is not provided. Major creeks and drain-ways are being crossed in the expansion. Evaluations must be made to insure that drainage problems do not develop up-stream as a result of these crossings. These changes are not reflected on the soils maps because they are classified as inclusions and are not shown on the scale of map used.

- 1) A topographic survey on one foot contours shall be used for development.
- 2) A drainage plan, predicting surface water elevations occurring throughout the subdivision for various storms shall be presented to the County prior to final plat approvals by Planning Board.
- 3) All living space floor-level elevations should be based on the surface water profile predictions, with special emphasis placed on any slab construction.

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- 4) All drainage ditches, and major drain-ways should be protected by easements. Major ditches that are traversing platted areas should have side slopes as determined by county staff, to allow mowing and to prevent landowners from filling and obstructing ditches.
- 5) Prior to Final Plat an Engineered drainage plan with one-foot contours, ditch or swale layouts with pipe, and showing the flow rates, shall be provided by Applicant and reviewed by County.
- 6) The Applicant, heirs and assigns shall submit a NC Department of Environmental Quality Stormwater Permit prior to Final Plat approval.
- 7) Applicant heirs and assigns shall provide a NC Department of Environmental Quality letter of approval for an Erosion and Sedimentation Control Plan prior to Final Plat approval.

C. Emergency Services:

- 1) An additional Helicopter Landing Zone shall be assigned close to Harvey Point Road to serve that side of the development and surrounding areas. The Landing Zone shall be large enough to accommodate Coast Guard helicopters as well. Exact location can be determined at a later time in coordination with Perquimans County Planning/GIS staff and Emergency Services staff.
- 2) A water source shall be provided for fire protection of boats at the marina.
- 3) Alleyways need to meet NC DOT minimum width of an unobstructed 12-14 feet. Residents shall not be allowed to park in alleys; no water utilities shall be located in the alleyways; proper ingress/egress for emergency vehicles shall be designed for, including proper turn-arounds (if not a "thru street") in coordination with County Emergency Services staff.
- 4) Commercial multi-story buildings that have an elevator shall have an elevator large enough to accommodate a stretcher.
- 5) Height of Commercial buildings limited to 35 feet and/or three (3) stories.
- 6) If a bridge is built over Minzie's Creek it shall be constructed to NC DOT standards and shall accommodate fire trucks.
- 7) Applicant, heirs and assigns shall accommodate and support and hold training sessions for emergency service personnel if requested by the Emergency Services Director with adequate advanced notice.

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D. Transportation:

- 1) A traffic impact analysis shall be reviewed by NCDOT and a report provided to be considered by the Board of County Commissioners prior to Preliminary Plat Approval. Any necessary adjustments to the Conditional Use Permit, site Plan and/or offsite improvements as needed to abate impacts to public facilities will be the responsibility of the Developers, their heirs and assigns, with the County determining the timing of such improvements.
- 2) All roads will be designed and constructed in accordance with NCDOT subdivision standards with no road less than 20 feet wide, exclusive of shoulders per NC Fire Code. Fire apparatus access roads must meet weight capacity requirements of NC Fire Code. Commercial cul-de-sacs shall have a minimum 96 ft. diameter per NC Fire Code. Diameter may be adjusted by Fire Marshal at preliminary plat submittal based on equipment and construction.
- 3) No on-street parking allowed. Each residence will be required to have enough off street parking for at least 2 vehicles.
- 4) Prior to accessing SR 1336, Harvey Point Road, or SR 1347, Holiday Island Road, or SR 1429, Holiday Lane a Driveway Permit must be approved by NC DOT.
- 5) Per County Zoning Ordinance Section 1503(c), Points of ingress and egress shall be approved by the Board of County Commissioners and minimize traffic hazards, inconvenience, and congestion.
- 6) Per County Zoning Ordinance Section 1503(f), Parking areas shall have a parking surface meeting the standards of Article XIX "Parking and Loading" and all parking areas and traffic lanes shall be clearly marked.

E. Utilities:

- 1) All water lines must be approved by both the State of North Carolina and Perquimans County.
- 2) Hydrant locations shall be every 1,000 feet and no more than 500 feet from any lot. All hydrants must be supplied with a 5 inch storz adapter on the steamer connection or other suitable connection determined after consultation with the local fire department prior to installation.
- 3) The applicant will need to install a water line at least 6 inches in diameter that will supply a minimum of 500 gallons per minute at 20 psi residual pressure to each hydrant. Applicant shall supply a minimum of 1,000 gallons per minute at 20 psi residual for commercial areas, marina areas, and areas with side setbacks less than (ten) 10 feet.

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- 4) The design and estimated construction cost of any additional elevated water tanks that Perquimans County deems may be needed shall be paid for by the developer prior to final plat approval of additional lots that the elevated tank may service. Construction estimates and actual tank design shall be performed by Perquimans County and in consultation with the developer.
- 5) The existing Perquimans County Water System will be tested and/or modeled by Perquimans County to determine if any upgrades to the water mains or other parts of the existing water system need to be made to provide domestic and fire flow capabilities to Albemarle Plantation Phase 2 planned unit development. Modeling of the proposed water system within Albemarle Plantation Phase 2 will be the responsibility of the developer and shall be submitted to Perquimans County for approval. All improvements to the existing county water system deemed necessary by Perquimans County, and in consultation with the developer, to provide domestic and fire flow capabilities shall be made by Perquimans County and paid for by the developer.
- 6) Any water distribution system within Albemarle Plantation Phase 2 will be constructed by the developer at the developer's expense in accordance with the approved model described in item 5 above, Perquimans County standard specifications and applicable regulatory agencies. Water will be provided by Perquimans County Water System in accordance with available capacity which is not committed at this time. Any commercial or residential irrigation systems initially or in the future in this Albemarle Plantation Phase 2 PUD shall be constructed in accordance with all applicable North Carolina General Statutes and Perquimans County Policies.
- 7) Wastewater System -- Detailed engineering drawings and an appropriate description of the proposed wastewater collection, treatment and disposal systems will be submitted by the Applicant with the Final Plat for review and approval. Any operational and maintenance agreements with the Developer's or the Homeowners Association's operator or other contracted operator will be submitted for review and approval by the County prior to Final Plat approval. Proof of an appropriate security bond for wastewater infrastructure submitted to the State Utility Commission will be required prior to Final Plat approval.
- 8) Perquimans Development, LLC/Applicant/Developer will be responsible for the installation of a community sewer collection system and treatment and disposal facilities in accordance with applicable regulatory agencies. Albemarle Utility Company will be responsible for operation and maintenance of the community sewer collection system and treatment and disposal facilities. Any ownership transfer of the system or facilities will be in accordance with applicable regulatory agencies and approved by the Board of County Commissioners.
- 9) Approval/permits as required by NCDEQ for central wastewater treatment plant and disposal system shall be provided.
- 10) All utilities will be underground.

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F. Plat Approvals & Master Plan Amendments:

- 1) Prior to approval of a Preliminary Plat, the Developer shall obtain County Attorney approval of the Articles of Incorporation for the Property Owners Association or Homeowners Association and Restrictive Covenants for Albemarle Plantation Phase 2 PUD. Property Owners Association documents shall include provisions for (a) the organizational and operational structure of the Property Owners Association; (b) that all owners of property within the development share automatic membership rights and assessment obligations for the maintenance of commonly owned areas (including but not limited to common areas, areas for infrastructure, recreation areas, private roads and parking lots). The automatic membership rights and assessment obligations of all property owners within Albemarle Plantation Phase 2 PUD shall be so covered by covenants running with the land and other contractual provisions so as to ensure the property maintenance of all commonly owned areas, and shall include provisions for liens against individual property owners within the development.
- 2) Accompanying an Application for Preliminary Plat approval, the Developer shall make a payment to Perquimans County, in an amount determined to be appropriate by the County Manager, to allow the County to retain professional engineering services to review the adequacy of plans and installation of water system, wastewater system, roads, stormwater drainage and other required infrastructure. Also the Developer shall pay the County a System Development Fee as shown in the Perquimans County fee schedule upon each phase's lot recordation.
- 3) The Property Owners Association shall be established prior to approval of the Final Plat and shall be registered/chartered by the Secretary of State with official Articles of Incorporation. In addition, official Bylaws and the organizational/operational structure shall be recorded simultaneous to the Final Plat.
- 4) Prior to issuance of the first building permit for construction of any structure in Albemarle Plantation Phase 2 PUD, all infrastructure (roads, water, sewer, drainage, with the exception of asphalt pavement) located within the boundaries of a given phase shall be complete and in place.
- 5) Per County Zoning Ordinance Section 1508, Planning Board approval is required for the following: (a) Changes in major infrastructure features referred to the Board of County Commissioners by the Planning Director. (b) Changes to the Master Plan that result in increased density. (c) Significant changes in land use.
- 6) Annual Reports: The Planning Board and Board of County Commissioners hereby acknowledge the Applicant's intent to start construction of the PUD in 2021. During construction of the project, the Applicant, heirs and assigns shall provide the County with annual reports outlining progress to date along with circumstances that may result in delays. In the event start of construction will be delayed beyond December 31, 2021, the Applicant, heirs and assigns shall formally request an extension be granted by the Board of County Commissioners (BCC); otherwise the BCC may revoke the Conditional Use Permit.


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- 7) No commercial development is allowed on the parcels adjoining the intersection of Church Lane and Harvey Point Road, specifically adjacent to the New Haven Baptist Church and any historical properties located adjacent.

If any of the conditions affixed hereto or any part thereof shall be held invalid by a court or void without remedy, then this permit shall be void and of no effect.

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

[Signature] 12/19/19
Wallace Nelson, Chair, Board of Commissioners Date
Attest: Mary P. Hunnicutt 12/19/19
Mary P. Hunnicutt, Clerk to the Board Date


I (We), Perquimans Development, LLC authorized Applicant(s) of the above identified property, do/does hereby acknowledge receipt of this Conditional Use Permit. The undersigned does further acknowledge that no work may be done pursuant to this permit except in accordance with all of its conditions and requirements and that this restriction shall be binding on them and their successors in interest.

Perquimans Development, LLC 12-6-19
Perquimans Development, LLC Date
By: Robert Masters Its Auth. Agent

The State of NC
New Hanover County

I, Andrew C. Lasater, a Notary Public in and for the said State and County, do hereby certify that Robert Masters, Agent for Perquimans Development LLC personally appeared before me this day and acknowledged the due execution of the forgoing instrument.

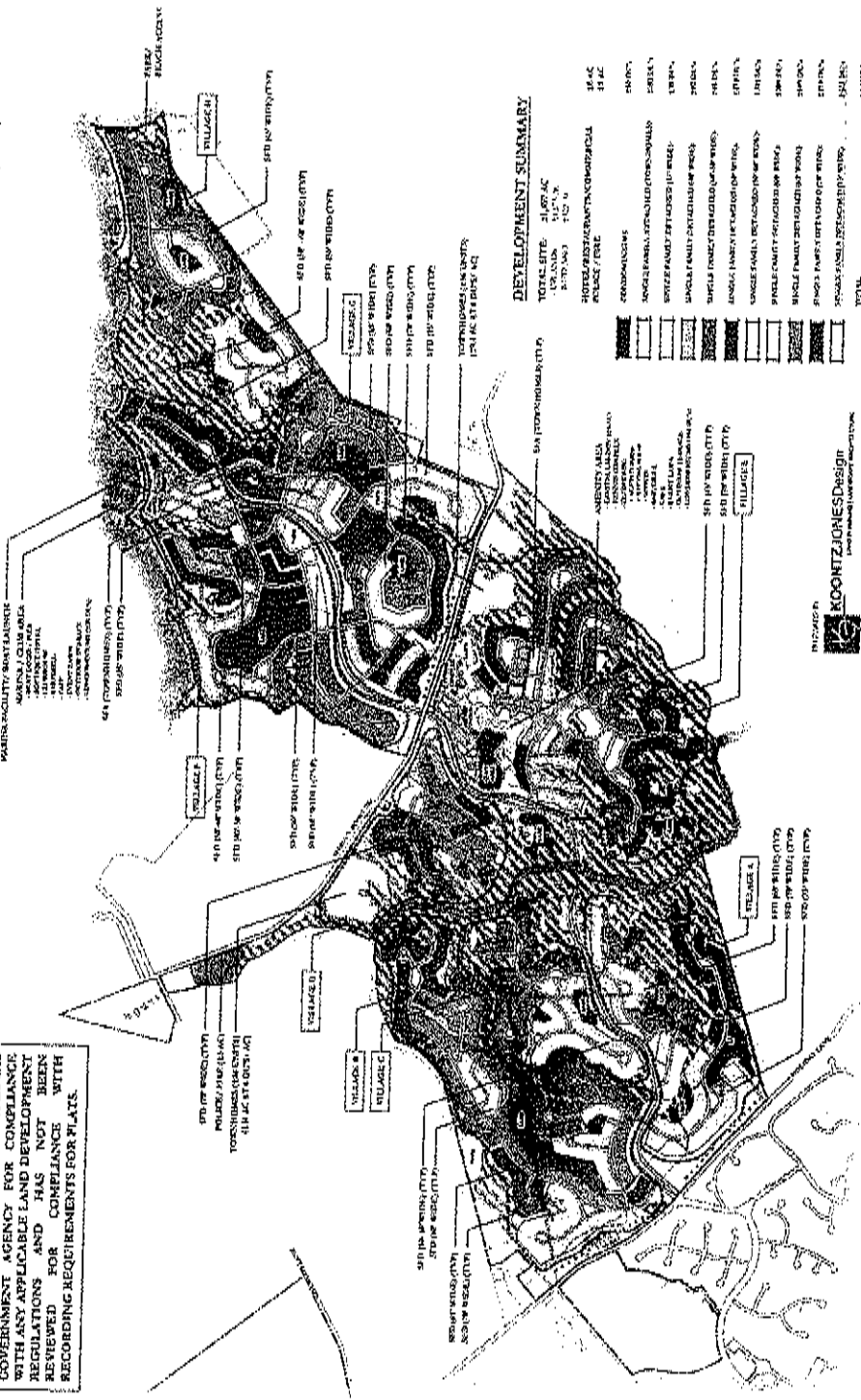
WITNESS my hand and notarial seal, this the 6 day of December, 2019.

Andrew C. Lasater
Notary Public
My Commission expires: 7/17/2020
(Not valid until fully executed and recorded)



PERMITTED NORTH CAROLINA
JUNE 14, 2019

THIS MAP MAY NOT BE A CERTIFIED SURVEY AND HAS NOT BEEN REVIEWED BY A LOCAL GOVERNMENT AGENCY FOR COMPLIANCE WITH ANY APPLICABLE LAND DEVELOPMENT REGULATIONS AND HAS NOT BEEN REVIEWED FOR COMPLIANCE WITH RECORDING REQUIREMENTS FOR PLATS.



DEVELOPMENT SUMMARY

TOTAL SITE	21.07 AC
TOTAL DEVELOPMENT	11.75 AC
TOTAL PARKING	1.12 AC
TOTAL TRAIL	1.12 AC
TOTAL ROAD	1.12 AC
TOTAL OPEN SPACE	1.12 AC
TOTAL UTILITIES	1.12 AC
TOTAL OTHER	1.12 AC
TOTAL	21.07 AC



306.6 Approval of Amended Subdivision Map:

- A) Minor changes to a subdivision map which has received plat approval by the Board of County Commissioners are permissible and the Subdivision Administrator may authorize such minor changes. A change is minor if it has no discernible impact of neighboring properties or the general public. Examples of minor changes are reduction in minimum building setbacks which meet or exceed the minimum requirements in this ordinance and in the Zoning Ordinance, slight lot line realignments, and the combination of previously approved lots. This is not intended to be an all-inclusive list.
- B) Major changes to a subdivision map which has received final plat approval by the Board of County Commissioners must be resubmitted to the Board of County Commissioners. The Board of County Commissioners shall approve or disapprove the amended map. Examples of major changes are an increase in the number of lots, major shifting of lot lines, and major shifting of streets. This is not intended to be an all-inclusive list.

306.7 Plat Requirement Checklists

<u>INFORMATION REQUIRED</u>	<u>Sketch Plat</u>	<u>Preliminary Plat</u>	<u>Final Plat</u>
The name of the subdivision	X	X	X
A sketch vicinity map showing the relationship between the proposed subdivision and surrounding area at an appropriate scale		X	X
Total acreage of tract to be subdivided with the location of previously subdivided lots within the tract		X	X
A topographic map showing vertical contours every two (2) feet or less (only 25 lots or more)		X	X
Name of township, county and state in which the subdivision is located	X	X	X
Corporate limits, township boundaries, county lines, if on the subdivision tract	X	X	X

<u>INFORMATION REQUIRED</u>	<u>Sketch Plat</u>	<u>Preliminary Plat</u>	<u>Final Plat</u>
The names and addresses, of all owners, registered surveyors, land planners, and professional engineers responsible for the subdivision		X	X
The registration numbers and seals of the professional engineers and registered surveyors			X
Date of survey plat preparation		X	X
Scale denoted both graphically and numerically		X	X
An accurately positioned north arrow tied into the North Carolina Grid System if within 2,000 feet of a monument		X	X
The exact boundary lines of the tract to be subdivided, fully dimensioned by lengths and bearings, and the location of existing boundary lines of adjoining lands			X
The names of adjoining property owners	X	X	X
The boundaries of the tract or portion thereof to be subdivided distinctly and accurately represented with all bearings and distances shown		X	X
The names of any adjoining subdivisions of record or proposed and under review		X	X
Minimum building setback lines		X	X
Sufficient data to determine readily and reproduce on the ground the location, bearing and length of every street line, lot line, boundary line, block line, and building whether curved or straight. This should include the radius central			

<u>INFORMATION REQUIRED</u>	<u>Sketch Plat</u>	<u>Preliminary Plat</u>	<u>Final Plat</u>
angle, and tangent distance for the center line of curved streets and curved property lines that are not boundaries of curved streets. All dimensions shall be measured to the nearest one-tenth of a foot and all angles to the nearest minute.			X
The blocks numbered consecutively throughout subdivision and the lots numbered consecutively throughout each block, square feet of each lot so indicated	X	X	X
Wooded areas, wetlands, rock outcrops, ponds or lakes, streams or stream beds and any other natural features affecting the site, including the location of known areas subject to flooding	X	X	X
Proposed roadways, existing and platted streets on adjoining properties and in proposed subdivision, right-of-way, pavement widths, approximate grades, design and engineering data for all corners and curves and typical street cross sections		X	X
Street names		X	X
The location and dimensions of all rights-of-way, utility or other easements		X	X
The plans for utility layouts including sanitary sewers, storm sewers, water distribution lines, natural gas, telephone and electric service or plans for individual water supply systems and sewerage disposal systems		X	X
Provide maintenance of street guarantees until acceptance by NCDOT			X
Benchmark elevation established on the top of all fire hydrants within the subdivision and noted on the drainage plan.			X

<u>INFORMATION REQUIRED</u>	<u>Sketch Plat</u>	<u>Preliminary Plat</u>	<u>Final Plat</u>
Payment for plat application fees		X	X
Letter of tentative approval of water supply and sewage disposal plans by appropriate county and state authorities		X	
Improvement Certificate of approval for water and sewage systems by appropriate county and state authorities			X
Letter of applicability of a Storm Water Drainage Plan from the Division of Environmental Management		X	
Certificate of approval from the Department of Transportation as to proposed roadway alignment and construction		X	
Certificate of approval from the Department of Transportation stating whether the new roadway is constructed to appropriate state standards			X
A copy of any deed restrictions or similar covenants, including, but not limited to, road maintenance requirements		X	X
The accurate locations and descriptions of all monuments, markers, and control points			X
Any other information considered by either the subdivider, Subdivision Review Officer, Planning Board or Board of Commissioners to be pertinent to the review of the plat		X	X
Letter from the Land Quality Section, Division of Land Resources approving the Sedimentation and Erosion Control Plan if required by state law		X	X

305.1 Preliminary Plat Requirements

The Preliminary Plat shall depict or contain the following information:

- 1) The preliminary plat shall be at a scale of one hundred feet to one inch or larger and will be drawn in ink on a sheet of drafting film which is 16 ¾" x 20" in size.
- 2) The location of existing and platted property lines, streets, buildings, water courses, railroads, transmission lines, sewer, bridges, culverts and drainpipes, water mains, city and county lines (if adjoining) and any public utility easements.
- 3) Boundaries of tract shown with bearings and distances.
- 4) Wooded areas, marshes, and any other conditions affecting the site.
- 5) Names of adjoining property owners or subdivisions.
- 6) Zoning classification, if any, both on the land to be subdivided and on adjoining land.
- 7) Proposed streets, street names, rights-of-way, roadway widths, and approximate grades.
- 8) The plans for proposed utility layouts (sewer, water, gas, electricity) showing connections to existing systems or plans for individual water supply, sewage disposal, storm drainage, etc.
- 9) Other proposed rights-of-way or easements; locations, widths, and purposes.
- 10) Proposed lot lines, lot and block or section numbers or letters, and approximate dimensions.
- 11) Proposed minimum building setback lines.
- 12) Contour lines with elevation intervals of two feet. Contours of less than two feet may be required by the Planning Board. The 100 year flood plain contour shall be labeled and clearly indicated with a bolder thicker line.
- 13) Proposed parks, school sites, or other public open spaces, if any.
- 14) Title, date, north point and graphic scale.
- 15) Name of owner, surveyor or land planner.

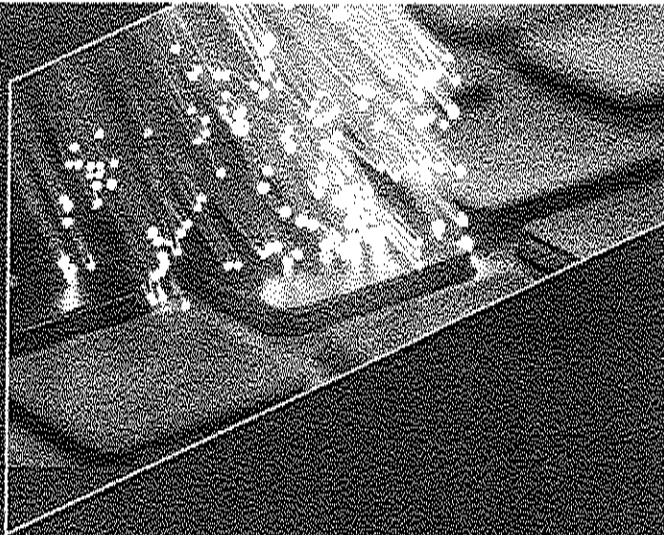
- 16) Site data
- a) Acreage in total tract
 - b) Acreage in parks or other land usage
 - c) Total number of lots
 - d) Lineal feet in streets
- 17) Sketch vicinity map showing relationship between subdivision and surrounding area, adopted thoroughfare plan, 100-year flood plain, areas of environmental concern, and land classification map. (Note: Information pertaining to the last four items may be obtained from the Tax Supervisor's Office.)
- 18) Environmental Impact Statement
- Pursuant to Chapter 119 of the North Carolina General Statutes, the Planning Board may require the subdivider to submit an environmental impact statement with his preliminary plat if:
- a) The development exceeds 10 acres in area, and
 - b) If the Board deems it necessary due to the nature of the land to be subdivided, or peculiarities in the proposed layout.

305.2 Public Water Service Requirements

All subdivisions (minor or major) that front or abut on a public road or street shall be required to connect to a public water system.

In the case of major subdivisions, the subdivider shall construct a water system and connect it to the system owned and operated by Perquimans County, subject to the following conditions:

- 1) Construction plans for the proposed system shall be prepared by a registered engineer, materials and construction to be in accordance with the specifications for the Perquimans County Water System as prepared by the County Engineer and submitted with the preliminary plat for approval by the Planning Board, County Water Supervisor and the appropriate State Agencies.
- 2) The cost of the construction, connection and approval of the subdivision water system shall be paid by the subdivider.
- 3) All water mains, laterals, meter box and easement shall be dedicated to the County Water system. Water lines shall be installed on the street right-of-way where possible.
- 4) All water mains constructed to serve the subdivision will be a minimum of 6" diameter, unless specified otherwise by the County Engineer.



PERQUIMANS COUNTY DIGITAL INCLUSION PLAN

DETAILED ACTION PLAN TO BRING BROADBAND CONNECTIVITY
AND DIGITAL EQUITY TO PERQUIMANS COUNTY

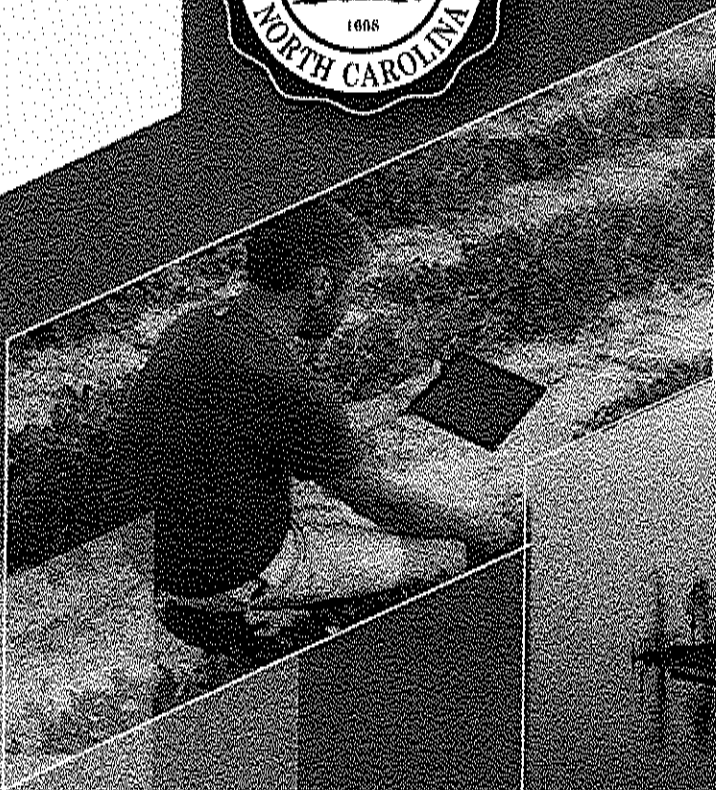


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I. Introduction

High-speed internet is now a necessary utility in the 21st century world that we live in. The internet connects people to jobs, students to schools, and families to loved ones, yet there are many Perquimans County residents that still do not have access to reliable, high-speed internet. The COVID-19 pandemic highlighted the increasing need for high-speed internet when many were asked to work from home and complete schoolwork at home. More than ever, those without connectivity are falling further and further behind in the digital divide.

Perquimans County leadership recognizes the need for access to broadband as a priority for the county and through collaboration with community leaders is working to form the Perquimans County Broadband Committee and has adopted this Digital Inclusion Plan which will help guide the county to a more connected future. The County Manager, along with Perquimans County Commissioners, will spearhead efforts to create a committee, and utilize survey responses to gather information on resources, and put together a comprehensive plan for Perquimans County. The initial committee will be comprised of the Board of Commissioners and the County Manager.

As part of the process of putting together a Digital Inclusion Plan for Perquimans County, Perquimans County created a broadband survey which was distributed throughout unincorporated areas in the county. The survey responses, along with data provided by local Internet Service Providers, will help to determine target areas in the county where access to high-speed internet is limited or completely unavailable. Using this information, the committee can create specific recommendations and actions that will help expand high-speed internet to all areas of the county.

While the plan considers availability, access and adoption, many underserved residents also struggle with affordability as they are consistently paying more for internet that cannot keep up with modern demands. Information was gathered on available resources in the county where residents could either use their devices at a place that offered free Wi-Fi or have access to a public computer. In addition, programs that provide digital literacy were catalogued. This information was recorded, and gaps were assessed in what is currently being provided and what programs could further benefit residents in the area.

A. *About Perquimans County*

Perquimans County is located in the northeastern Coastal Plain region of North Carolina and is designated as rural by the Office of Rural Health Policy and the USDA. According to World Population Review, Perquimans County has a population of 13,627 and has experienced a population increase of 1.09% since 2010.

Perquimans County has been designated by the State of North Carolina as a Tier 2 Economically Distressed County. Data shows that 15.0% of the county's residents live at or below the poverty level. Perquimans County is currently ranked 59th out of 100 counties in North Carolina for Health Factors, measuring factors such as food insecurity, access to healthcare, and education/income rates. Perquimans County has a high school dropout rate of 13.1%.

Perquimans County is one of the smallest counties in North Carolina by geographical size at 329 square miles. It's population of 13,627 makes it the 11th least populated county in the state according to World Population Review. Perquimans County is home to the town of Hertford, the county seat, which was first incorporated in 1758. Hertford thrived as a lumber town thanks to the Perquimans River in the early 20th century.

Hertford and Winfall are the only two municipalities in Perquimans County. Many other rural areas are

referenced throughout the plan when considering where resources are available. Residents living in rural communities, which have more barriers to internet access, make up a majority of the county's population.

Municipalities

Perquimans County Municipalities & Towns	
Town/Municipality	Population
Hertford	1,934
Winfall	555

Source: US Census Bureau

B. Perquimans County Demography

Many rural areas of Perquimans County have been faced with connectivity challenges for years. Deficiencies in cellular service and lack of access to high-speed internet has impacted the county negatively and impeded its ability to attract, grow and retain industry and commerce. Without a suitable connection, many rural workers have been unable to take advantage of online education opportunities, work remotely and are limited in their ability to take advantage of modern-day technologies. The full impact of this insufficiency was exposed in 2020 by the COVID-19 pandemic, when schools closed, in-person medical services were limited, and workers were forced to work from home. Many were forced to find drive-up Wi-Fi hotspots where they could do schoolwork from their car. Low-income families, especially, were unable to work, learn or receive essential services without a reliable internet connection.

World Population Review reports that Perquimans County has a population of approximately 13,627 residents. A majority of the county is considered rural, with less than 2,500 residents living in the county's incorporated municipalities. While Perquimans County has grown 1.09% since 2010, that number is largely deceiving due to the county's already low population. Perquimans County has only seen an increase of 129 residents since 2010.

According to the World Population Review, the ratio of females is 51.36% and males fall slightly below at 48.64%. Perquimans County's median age is 49.8, significantly higher than the state average of 39. The overall marriage rate is 59.5%. Married families also have the highest median income with \$71,444 being the median. The median income drops to \$25,957 for non-families. The average household size is 2.25.

There are approximately 281 businesses in Perquimans County employing 2,231 residents based on data from Access NC. Most employees, 45%, are made up of the service industry, 32% are considered white-collar and the remaining 23% represent the blue-collar workforce. The leading occupations in Perquimans County are Accommodation and Food Services (14.8%) and Public Administration (13.9%).

C. Perquimans County Economy

In 2021, based on data from the North Carolina Department of Commerce, Perquimans County shifted from classification as a Tier 1 county to a Tier 2 county. The county's economic distress rank is #62, moving it in a more favorable direction from when it was #37 in 2020. This positive shift was largely driven by a change in the county's unemployment rate rank, which went from #19 last year to #55 in 2021. However, while the data seems promising on the surface, the county's population has been largely stagnant. There could be several reasons for this, one of which is driven by lack of opportunity when trying to attract new people to the area. According to data from NCDIT, only 5.86% of the population has access to Fiber Technology, and just 87.79% have access to 25 mbps download speeds. Both figures are considerably lower than the statewide averages.

Perquimans County is located beside the Perquimans River and Albemarle Sound, which stretches out to the Outer Banks. U.S. Route 17, which is a north-south highway on the East Coast, runs through the middle of the county and allows businesses in Perquimans County to easily distribute their product from Florida to Virginia. While there are no major cities close by, Norfolk, Virginia is only an hour away on U.S. Route 17. Greenville, North Carolina is around one and one-half hours traveling southeast, while Raleigh, North Carolina is just over two hours away traveling westbound.

Workforce

Largest Employers: Perquimans County	
Company/Organization	Employees
Perquimans County Schools	250-499
County of Perquimans	100-249
Guest Services Inc	100-249

Source: NC Department of Commerce: Labor & Economic Analysis

Statistics provided by Access NC indicate that annually Perquimans County provides jobs for 1,910 workers residing in the county. Adversely, as many as 3,338 worked commute out of Perquimans County for employment. As shown above, the largest employers in the county are the county school system and local government. There is a lack of large employers in non-essential fields. Improvements in broadband availability would allow for rural businesses to participate in e-commerce and allow more workers to seek jobs that would allow them to work from home.

There are no post-secondary education campuses in Perquimans County. However, College of The Albemarle is located in bordering Pasquotank and Chowan Counties, which offers several career opportunities for students in Perquimans County. Additionally, Elizabeth City State University and Mid-Atlantic Christian University are located in the Pasquotank County town of Elizabeth City, which is a short 20-mile drive from the county seat of Hertford. Other nearby colleges include Roanoke-Chowan Community college, Beaufort County Community College, and Martin Community College.

II. Collective Vision for Digital Inclusion in Perquimans County

In recognition that broadband infrastructure and the resources and capabilities it can support is increasingly vital for communities, Perquimans County supports the goal that digital equity be achieved throughout the county. For this reason, the committee has outlined a plan that can be carried out to provide resources and support of expansion of broadband accessibility as well as digital equity.

A. Vision Statement

To provide current and future residents as well as businesses in Perquimans County with the knowledge, tools and accessibility to fully participate in the digital society through accessible, affordable and sustainable connections to broadband.

B. Mission Statement

To empower all providers, community leaders, local governments, organizations, and other stakeholders seeking to solve digital accessibility and inclusion challenges across Perquimans County with the network, tools, and information needed to reach their goals.

C. Values

Accessibility – We believe fast, reliable, and sustainable broadband should be accessible by all residents and businesses in Perquimans County.

Affordability – We believe adequate broadband service should be made available at prices that are affordable to all citizens.

Adoption - We will strive toward providing education and tools to ensure that Perquimans County residents and businesses know the benefits of broadband.

Community Alliance – The committee along with community stakeholders will strive to work together to make this collective vision for digital inclusion a reality.

D. Goals

County Broadband Goals

Goal 1: Improve broadband connectivity and access throughout the county.

- *Objective 1a:* Gather relevant data to assess current broadband infrastructure and analyze data gathered and include stakeholder input as well as identify priority areas in the county. This includes data from the FCC 477, NC DIT Broadband survey results and county surveys.

- *Objective 1b:* Seek to connect over 95% of Perquimans County homes to broadband speeds which deliver 100 Mbps download and at least 10 Mbps upload speeds by December 31st, 2024.
- *Objective 1c:* Set a mandate that broadband providers offer a 50 Mbps sub- \$25 broadband option with eligibility verified through the FCC's Lifeline Broadband Discount Program to address affordability concerns for low-income households.

Goal 2: Improve digital literacy skills among various communities in the county.

- *Objective 2a:* Inventory all anchor institutions and relevant organizations with access to fast internet and devices that could be positioned to host digital literacy workshops and/or provide public access to devices and internet.
- *Objective 2b:* List any current literacy programs available throughout the county. This could include efforts by schools, nonprofits, senior centers, libraries, etc.
- *Objective 2c:* Partner with stakeholders involved in digital literacy or skill training to draft a plan that identifies additional curriculum, locations used, frequency of offerings and volunteers/instructors available to conduct trainings.

Goal 3: Integrate digital inclusion strategies into community and economic development efforts.

- *Objective 3a:* Realign economic development efforts to provide support to existing businesses and their online presence and competitiveness to ensure that the future workforce has relevant digital skills.
- *Objective 3b:* Partner with stakeholders/apply for grant funding to install free Wi-Fi hotspots in strategic community areas: parks, town halls, community centers. Create a map that shows locations throughout county that offer free Wi-Fi, include restaurants, parks, stores etc.
- *Objective 3c:* Support precision agriculture among community farmers through support of broadband initiatives.

Digital Inclusion Plan Goals

- Identify and map unserved and underserved areas of Perquimans County that lack access to fast, affordable, high-speed internet access for the purpose of seeking state and federal grant funds required to bring fast internet service to these areas.
- Serve as a resource for stakeholders across Perquimans County in addressing broadband availability, sustainability, access, and adoption challenges.
- Encourage Perquimans County government and Internet Service Providers, who are already working to expand broadband connectivity to the county's underserved areas, to also focus on broadband affordability, access, adoption, and other digital inclusion priority areas.
- Provide a foundation for area stakeholders to develop digital inclusion strategies and programs.

III. Current State of Digital Inclusion and Digital Divide in Perquimans County

A. Asset Inventory

Fixed and Mobile Broadband

World Population Review reports that Perquimans County has a population 13,627 with 5,936 households and an average of 2.25 persons per household. Data from the US Census Bureau states that 72.6% of Perquimans County households subscribe to an internet connection, leaving more than a quarter of the county's households without a reliable internet connection. From a broadband availability perspective, the county currently has six internet service providers that provide internet service to the county. These include Lumen, Mediacom, Altice and the following fixed wireless providers Inteliport, JCCM Ventures and LocalLoop.

As represented in the map on Figure 5, Lumen provides telephone service to an estimated 56.8% of the Perquimans County landmass. According to the 477 Report, Lumen offers gigabit service over fiber optics to only one census block in the city of Hertford. In all other areas where Lumen provides service, it is provided via digital subscriber line (DSL). In most rural areas where Lumen offers service, speeds are typically 10/1 Mbps. While FCC 477 data and the Lumen website shows that broadband speeds up to 80 Mbps are available in certain areas of Perquimans County, no speed test results from our broadband survey support this claim. As much as 72% of Lumens total service area is also reported as being served by Mediacom.

Mediacom provides broadband service to 56% of the Perquimans County land mass. Like Lumen, the 477 report indicates that the provider serves one census block in the city of Hertford with fiber optics. Survey responses also show that Mediacom serves portions of a subdivision called Albemarle Plantation along the Yeopim River with fiber optic delivery internet service. In other areas where Mediacom offers service, the service is provided over cable modem and is reportedly capable of offering speeds up to 940 Mbps. All households subscribing to Mediacom service would be considered a served address. Mediacom's service area is outlined on the map in Figure 4.

Inteliport is a fixed wireless broadband provider providing service to areas scattered throughout Perquimans County. Inteliport also provides fiber service specifically to the Albemarle Plantation neighborhood. Based on FCC 477 reports, Inteliport provides symmetrical speeds of up to 80/80 Mbps. These speeds have not been verified in all coverage locations by our broadband survey. Their coverage area is shown in Figure 7.

JCCM Ventures is a fixed wireless broadband provider that provides fixed wireless speeds to only a few census blocks in Perquimans County. According to 477 data, they offer fixed wireless service with speeds of up to 25/3Mbps. Their coverage area is shown in Figure 6.

According to the 477 Report, Altice provides cable modem service with speeds of up to 400 Mbps upload and 40 Mbps download to one census block in a commercial area near the city of Hertford.

LocalLoop is a fixed wireless broadband provider that provides service to approximately 22% of the Perquimans County land mass. According to 477 data, LocalLoops offers fixed wireless service with speeds of up to 4Mbps. Because speeds that are provided by LocalLoop are less than 25 Mbps up and 3 Mbps down, we will not consider addresses that are served by LocalLoop as served addresses. Their coverage area is shown in Figure 8.

Methodology for Determining Broadband Availability:

The methodology used to identify and determine underserved and unserved addresses presented in this plan is based on research conducted using the FCC 477 fixed broadband map, a check of Perquimans County broadband provider website service availability tools, drive tests, Google Maps searches, public information found on the NC DIT mapping tool, and survey results from the Perquimans County Broadband Survey. While there is no single source that can definitively identify all areas that are served or unserved, by combining information from these various sources, we believe this study effectively identifies unserved and underserved areas in Perquimans County.

Perquimans County conducted a county-wide broadband survey beginning in the summer of 2021 for the purpose of identifying broadband availability, affordability, and digital literacy needs. Respondents were asked to take a survey by going online at the Perquimans County website or complete the survey by mail. Respondents were asked a variety of questions regarding availability of high-speed internet, speed package availability, affordability, and digital literacy. Respondents were also asked to take a speed test if internet is available to them. Survey information for the Perquimans County survey and the NC One survey has been analyzed and included in this Digital Inclusion Plan.

Additionally, median Ookla speeds from the NTIA's Broadband Indicators of Needs Map report that the entirety of Perquimans County does not meet qualifying broadband speeds of 25 Mbps upload and 3 Mbps download. Findings from the NTIA Broadband Indicators of Needs Map can be found in Figure 1.

Areas where Rural Digital Opportunity Fund (RDOF) funding has been provided have also been identified within the Perquimans maps shown in Figures 2 & 3, but these areas do not have a build out requirement within 18 months. To determine served versus unserved areas in Perquimans County, a process of elimination was used based on varying data sources.

- **STEP 1:** Checked Perquimans County GIS address points for service availability using the service availability function on the websites of Lumen, and Mediacom. Address points that returned availability of qualifying broadband were identified as *served*. Address points that showed no availability of broadband service or showed availability of broadband speeds less than 25/3 Mbps, were identified as *unserved*.
- **STEP 2:** All remaining unserved address points, as well as all areas reported by the FCC as having access to LocalLoop, JCCM Ventures, and Inteliport, were plotted on a map to identify clusters of unserved areas throughout the county. Inteliport & JCCM Ventures address points were considered unserved because survey responses to the Perquimans County survey could not confirm that reliable service at qualifying speeds was available from this provider.
- **STEP 5:** Responses from the Perquimans County Broadband Survey will be compared to the address data map. Responses where no internet service was available or where responses where availability of broadband service was less than 25/3 Mbps will be plotted on the map.

Summary:

The totality of the data available from the broadband providers offering broadband service in the county coupled with first-hand feedback from residents gives an excellent indication of areas that will remain unserved in Perquimans County. These areas are located in rural areas around the county are located outside the cities of Winfall and Hertford.

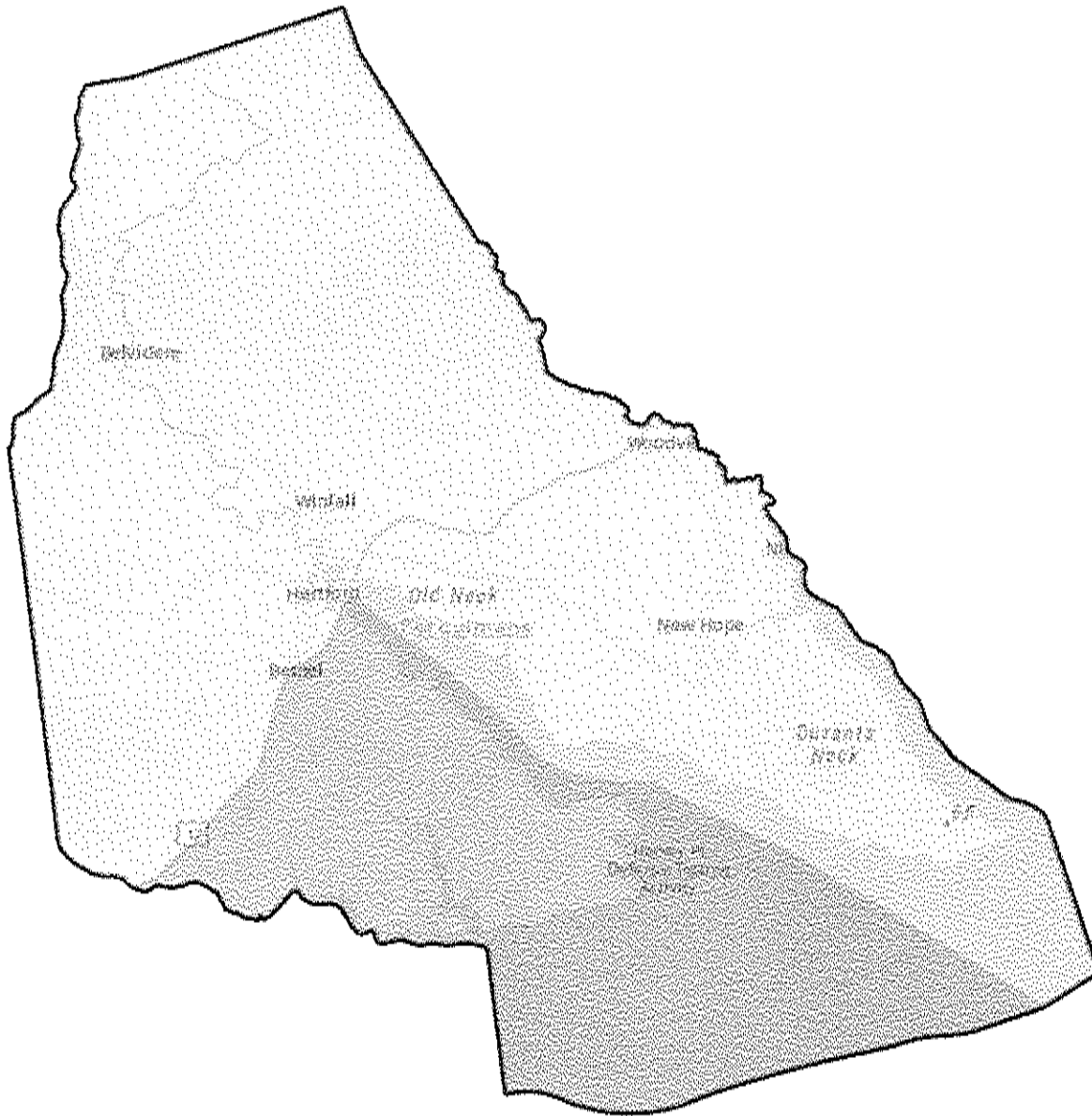
Provider	Tech Type	Max Advertised Speed
Lumen	Fiber	Gigabit
Lumen	DSL	80 Mbps
400Mediacom	Fiber	Gigabit
Mediacom	Cable Modem	940 Mbps
Inteliport	Fixed Wireless	80 Mbps
Altice	Cable Modem	400 Mbps
JCCM Ventures	Fixed Wireless	25 Mbps
LocalLoop	Fixed Wireless	4 Mbps

It is important to emphasize that the maximum advertised speeds are not available to all subscribers/customers, and often actual speeds are less than advertised.

**Information as of July 2021.*

Figure 1 – NTIA Broadband Indicator of Needs Map – Ookla Data

Perquimans County - Ookla Median Speeds



Ookla Median Speeds (Census Tract Level) - Download / Upload

- 9.8 / 3.2
- 20.2 / 3.5
- 20.7 / 4.7

Esri, HERE, Garmin, SafeGraph, METI/NASA, USGS, EPA, NPS, USDA, Esri, NASA, NGA, USGS

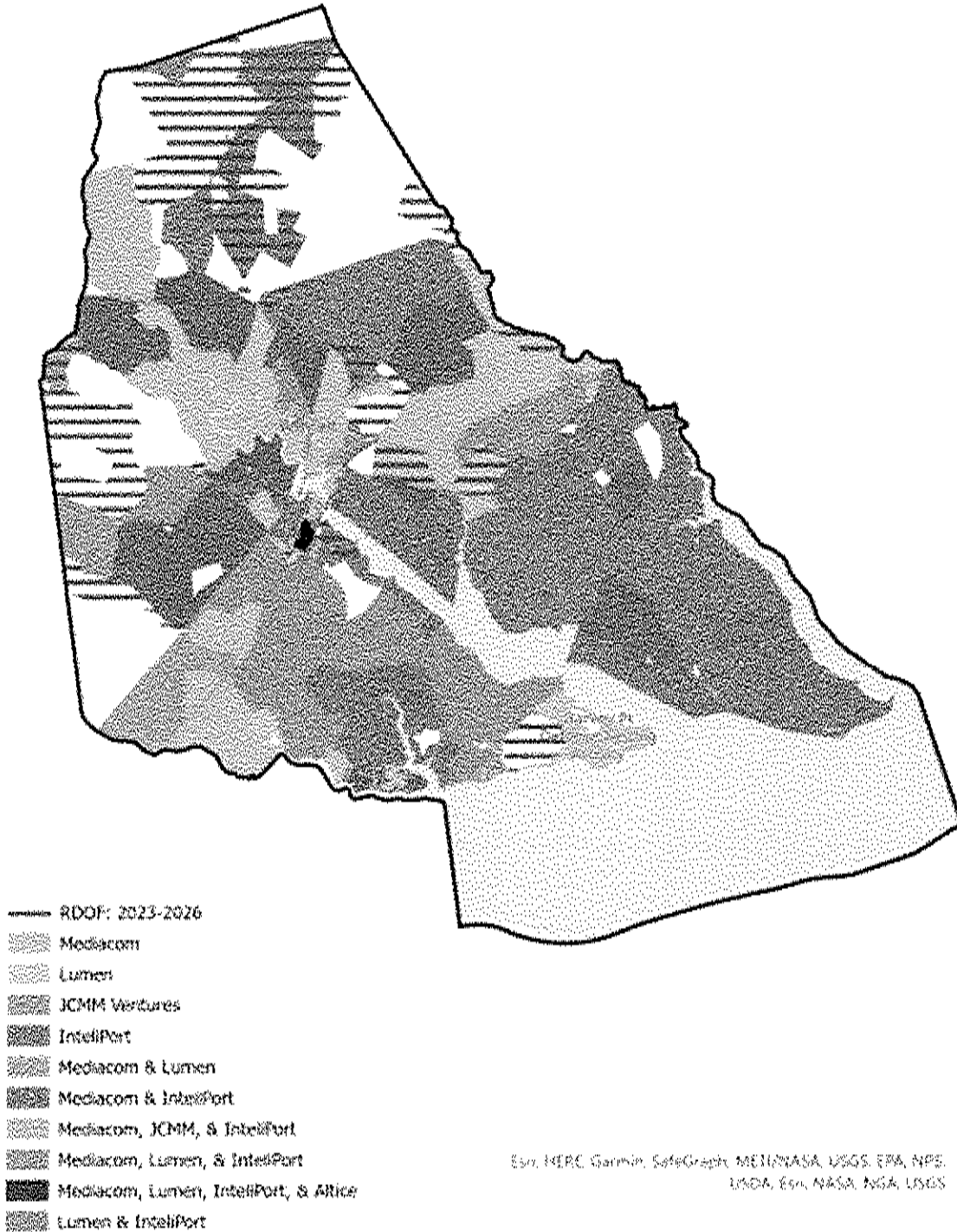
*Map formed based on NTIA Broadband Indicator of Needs Map Data.

Service Provider Maps

Figure 2 – All Service Providers with Service Greater Than 25/3 Mbps

The map below displays information as reported by providers on the 477 Report and does not guarantee that qualifying service is available.

Perquimans County - All Providers: 25/3 or Greater with RDOF

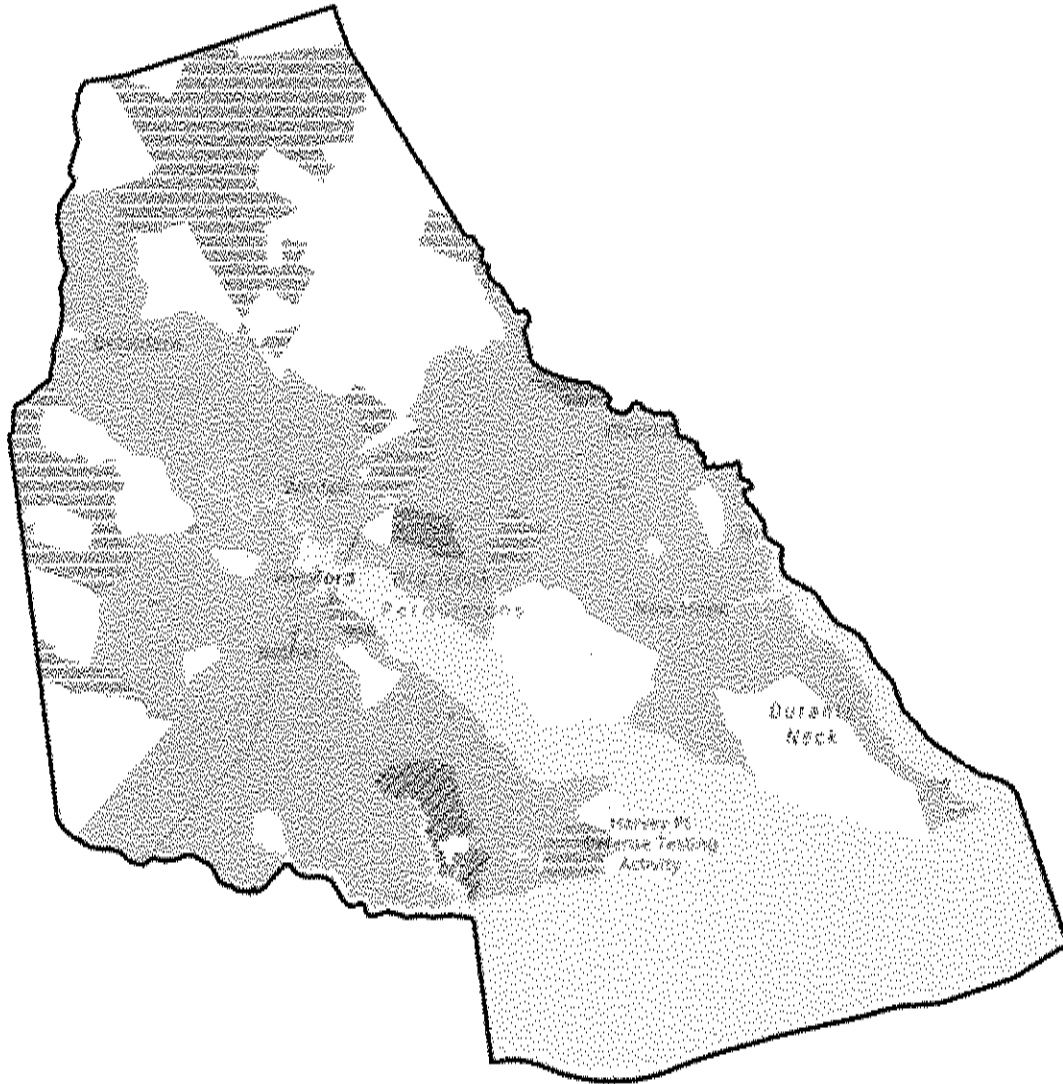







*Maps formed based on FCC 477 fixed broadband map, a check of Perquimans County broadband provider website service availability tools, drive tests, Google Maps searches, NC DIT mapping tool, plant record information submitted by Perquimans County broadband providers and public information. Information as of July 2021.

Figure 3 – All providers with service of 100/20 Mbps or Greater

The map below displays information as reported by providers on the 477 Report and does not guarantee that qualifying service is available.

Perquimans County - All Providers: 100/20 or Greater with RDOF



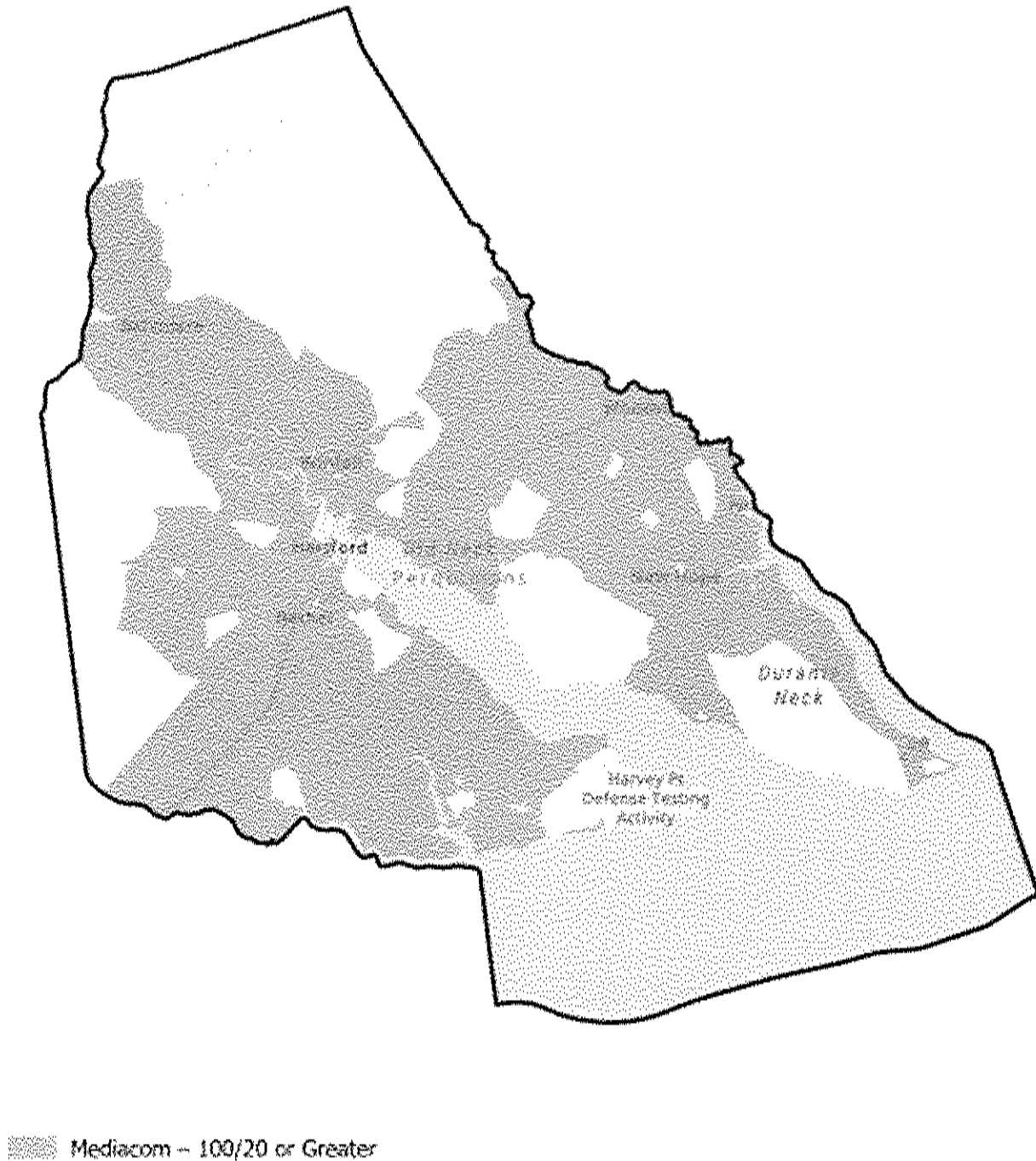
-  RDOF: 2023-2026
-  Mediacom
-  IntelliPort
-  Mediacom & Lumen
-  Mediacom, Lumen, & IntelliPort

Exp. NERE, Garmin, SubGraph, MET/NASA, USGS, EPA, NPS, USDA, Exp, NASA, NOAA, USGS, FEMA

*Maps formed based on FCC 477 fixed broadband map, a check of Perquimans County broadband provider website service availability tools, drive tests, Google Maps searches, NC DIT mapping tool, plant record information submitted by Perquimans County broadband providers and public information. Information as of July 2021.

Figure 4 – Mediacom Coverage

Perquimans County - Mediacom: All Speeds

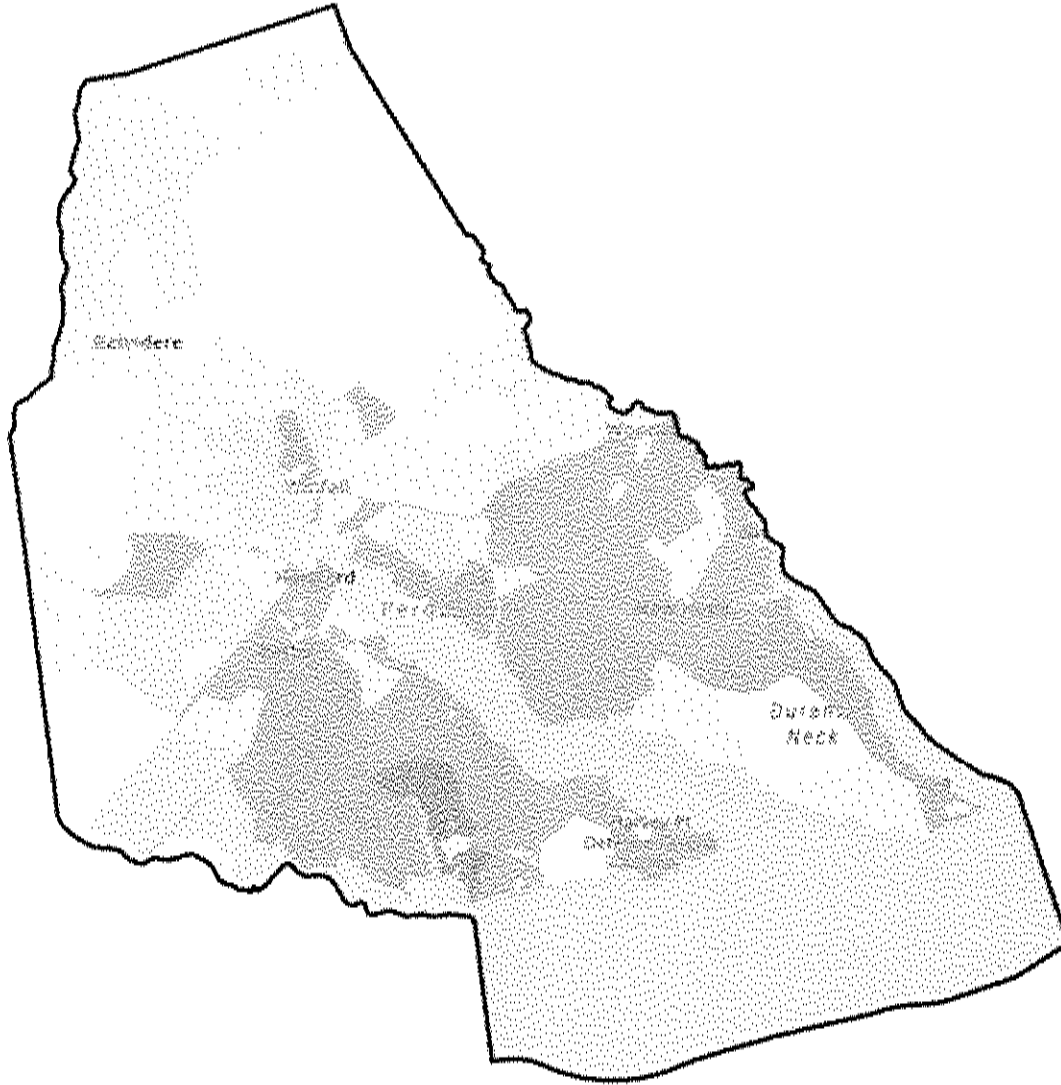





Esri, HERE, Garmin, SafeGraph, METI/NASA, USGS, EPA, NPS, USDA, Esri, NASA, NGA, USGS, FEMA

**Maps formed based on FCC 477 fixed broadband map, a check of Perquimans County broadband provider website service availability tools, drive tests, Google Maps searches, NC DIT mapping tool, plant record information submitted by Perquimans County broadband providers and public information. Information as of July 2021.*

Figure 5 – Lumen/CenturyLink Coverage

Perquimans County - Lumen: All Speeds



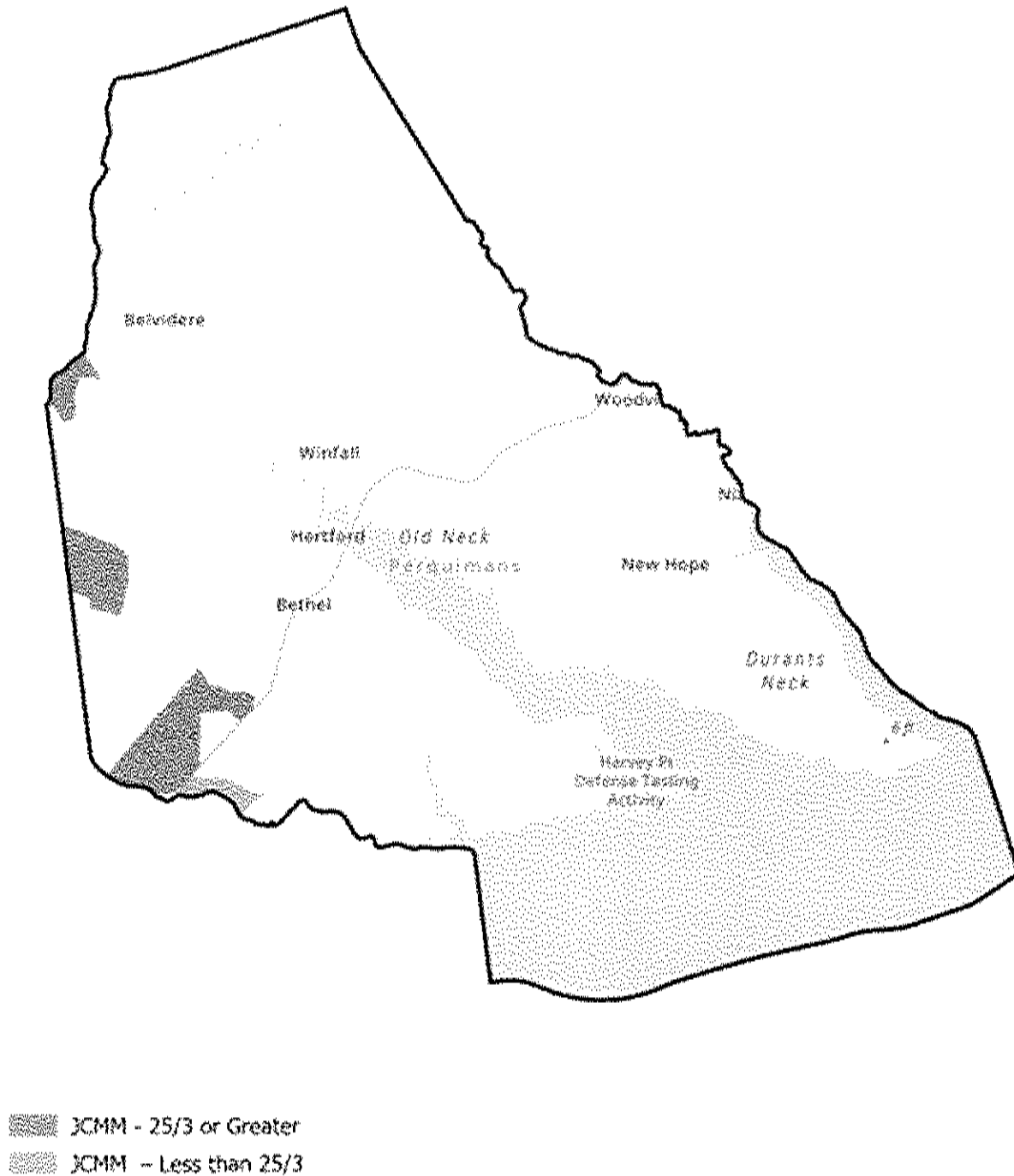
-  Lumen – 100/20 or Greater
-  Lumen – 25/3 or Greater
-  Lumen – Less than 25/3

Esri, HERE, Garmin, SafeGraph, METI/NASA, USGS, EPA, NPS, OSDB, Esri, NASA, NSA, USGS, FEMA

**Maps formed based on FCC 477 fixed broadband map, a check of Perquimans County broadband provider website service availability tools, drive tests, Google Maps searches, NC DIT mapping tool, plant record information submitted by Perquimans County broadband providers and public information. Information as of July 2021.*

Figure 6 – JCMM Coverage

Perquimans County - JCMM Ventures: All Speeds

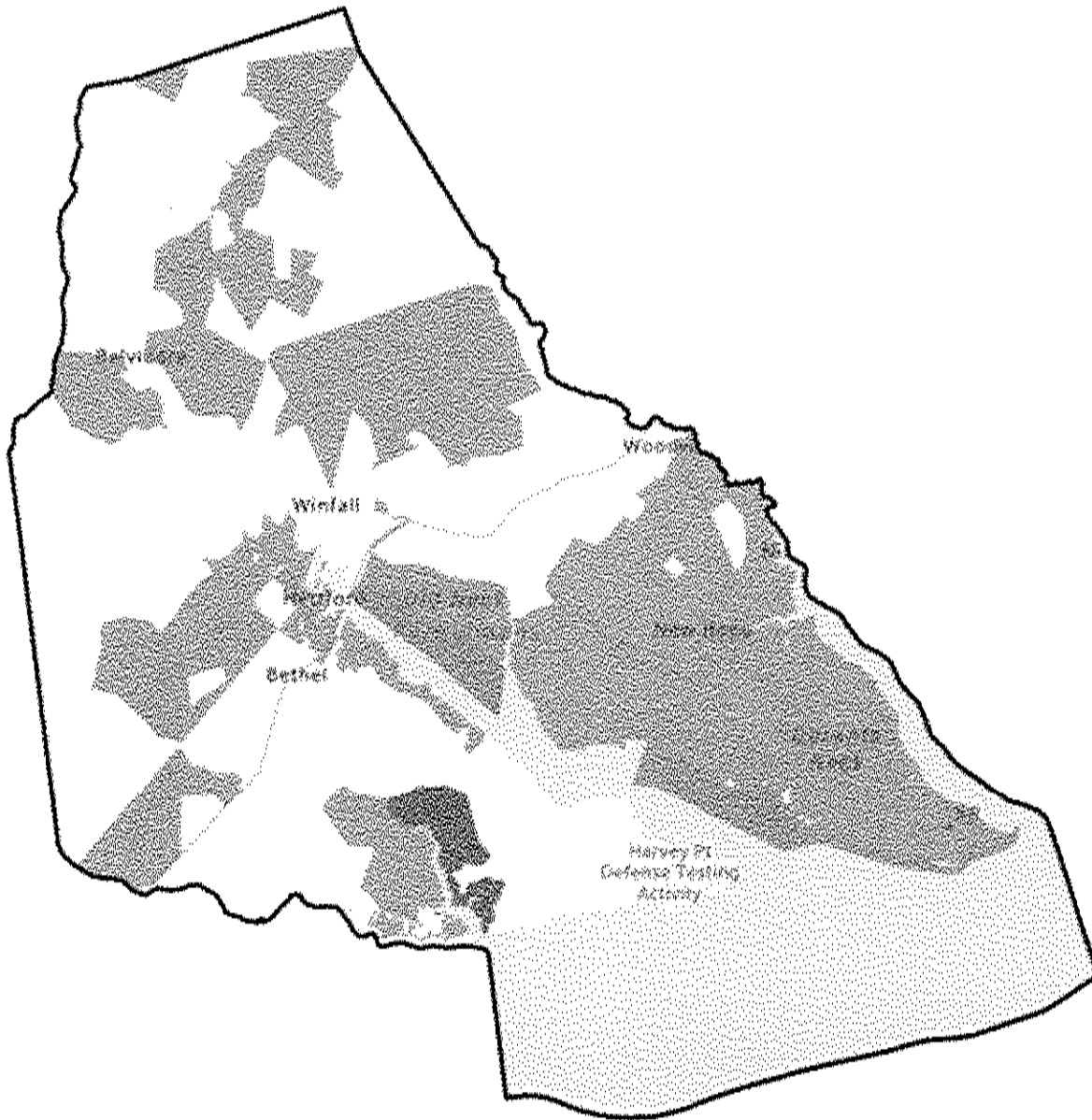


Esri, HERE, Garmin, SafeGraph, METI/NASA, USGS, EPA, NPS, USDA, Esri, NASA, NGA, USGS, FEMA

*Maps formed based on FCC 477 fixed broadband map, a check of Perquimans County broadband provider website service availability tools, drive tests, Google Maps searches, NC DIT mapping tool, plant record information submitted by Perquimans County broadband providers and public information. Information as of July 2021.

Figure 7 – Inteliport Coverage

Perquimans County - InteliPort: All Speeds



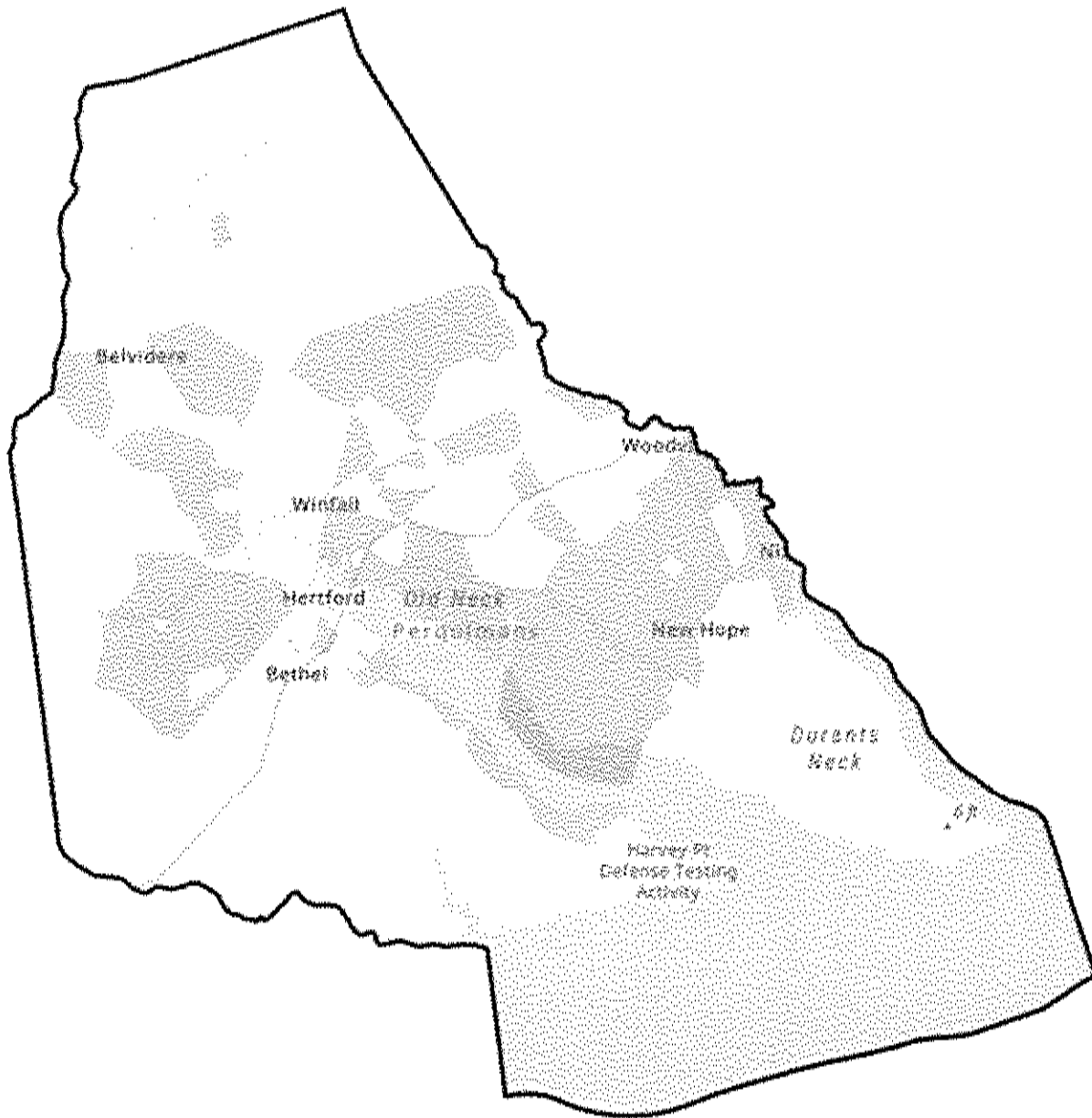
- InteliPort – 100/20 or Greater
- InteliPort – 25/3 or Greater

Esri, HERE, Garmin, SafeGraph, METI/NASA, USGS, EPA, NPS, USDA, Esri, NASA, NGA, USGS

**Maps formed based on FCC 477 fixed broadband map, a check of Perquimans County broadband provider website service availability tools, drive tests, Google Maps searches, NC DIT mapping tool, plant record information submitted by Perquimans County broadband providers and public information. Information as of July 2021.*

Figure 8 – LocalLoop

Perquimans County - LocalLoop: All Speeds



 LocalLoop -- Less than 25/3

Exr. HERE, Garmin, SafeGraph, METI/NASA, USGS, EPA, NPS, LISDA, Fari, NOAA, NGA, USGS, FEMA

**Maps formed based on FCC 477 fixed broadband map, a check of Perquimans County broadband provider website service availability tools, drive tests, Google Maps searches, NC DIT mapping tool, plant record information submitted by Perquimans County broadband providers and public information. Information as of July 2021.*

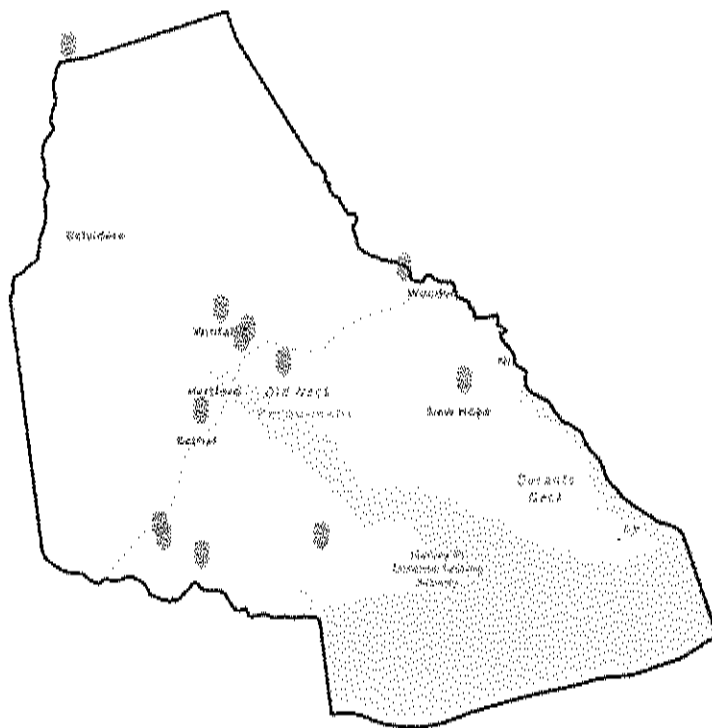
Figure 9 – Mobile Internet / Cell Providers

With inadequate broadband coverage in several areas of the county, many residents rely on mobile/cell phone access to connect to the internet. More data is needed to understand how widespread the use of smart phones is and the availability of cell service and its efficiency. Cellular dead zones prevent many from connecting as well.

Mobile Internet/Cell Providers	
Provider	Max Advertised Speed
AT&T	LTE
T-Mobile	LTE
Verizon	LTE

Figure 10 - Cell Tower Locations

Perquimans County - Antenna Structures



 Antenna Structure Location

File: 0822 - County Satellite.mxd, 10/17/2011 12:07:07 PM, EPS, 10PS
 Unit: Feet, 1454, NGA, 11010

Figure 11 - Demographic and Broadband Data Comparisons between NC and Perquimans County

	North Carolina	Perquimans	Population
Population	10,488,084	.0013	13,627
% With Broadband Access > 25 mbps/3 mbps	95.53	87.79	11,963
% With A Broadband Subscription	80.7	72.6	9,893
% Not Subscribing To Broadband	19.3	27.4	3,734
% Households Without Computers	10.9	16.5	2,248
% Unemployment (July 2021)	4.6	5.0	681
% Poverty	13.6	15.0	2,044
Age ≥65	16.7	27.3	3,720
< High School Education	12.2	13.1	1,785
% African Americans	22.2	22.7	3,093
% Hispanics	9.8	2.7	364
<i>Source: US Census Bureau, US Bureau of Labor Statistics, NCDIT and World Population Review</i>			

Discount/Low-Cost Offer Lending Programs and Wi-Fi Mobile Hotspot Lending Programs

Many of the area's internet service providers offer discounted services for qualifying families. CenturyLink participates in the Lifeline program (www.lifelinesupport.org/) for customers that meet the qualifications.

There are no mobile lending programs available currently in the county. However, Perquimans County Schools provided mobile Wi-Fi hotspots on school buses that drove out to rural, unserved areas. These Wi-Fi hotspots were created to help students connect during the COVID-19 pandemic.

Figure 12 - Public Wi-Fi Access Points

City	Location
Hertford	Downtown Hertford Drive Up Hotspot, 126 W. Grubb St
Hertford	Perquimans County Library, 514 S Church St
Hertford	Downtown Hertford Drive Up Hotspot, 101 E. Market St
Hertford	Downtown Hertford Drive Up Hotspot, 103 N. Church St
Hertford	Hertford Boat Ramp Parking Area, 310 Granby St
Hertford	Hertford Grammar School, 603 Dobbs St
Hertford	Hertford Housing Authority, 104 White St
Hertford	Meads Trailer Park, 103 Meads Cir
Hertford	Missing Mill Park Parking Lot, 300 W. Grubb St
Hertford	Perquimans Basketball Court, 302 King St
Hertford	Perquimans High School, 305 Edenton Road St
Hertford	Town Hall Parking Lot, 201 Punch Alley
Hertford	Stricks Family Campground, 168 Hertford Beach Rd
Hertford	Albemarle Electric Corporation, 125 Cooperative Way
New Hope	Drive Up Hotspot, Long Beach Dr
New Hope	Drive Up Hotspot, Winslow Rd
Winfall	Perquimans Central School, 181 Winfall Blvd

City	Location
Winfall	Perquimans Middle School, 312 W. Main St

Digital Literacy/Skills Opportunities

The organization listed below offers programs for digital literacy for children and/or adults. More information about programs, times and dates can be found at the web address listed below.

- [NC Kids Digital Library](#)
- [College of the Albemarle Basic PC Literacy Course \(Chowan County\)](#)

Individual Support

In addition to digital literacy training, new adopters often require assistance in setting up and using their devices. Perquimans County is in the process of identifying those in the community that could serve as digital navigators. Digital navigators are individuals who provide the information, skills and resources needed to bring non-adopters up to speed on digital inclusion. For example, a digital navigator would be someone who understands the issues and needs of seniors to help them access the most relevant and compelling applications, while navigators working with immigrant families would need to be able to communicate with them and guide them to language-appropriate digital literacy and online assistance resources. This sort of assistance is not readily available or has not been identified in Perquimans County at this time.

Public Computer Access Points

Public service agencies including the one listed below often have computers available for use by their clients and visitors. Although not included in this list, there are also several retail locations that provide Wi-Fi as a service to their customers.

Perquimans County Library – <https://pettigrewlibraries.libguides.com/PRL/PCL>

Perquimans County Library

514 S Church St
 Hertford, NC 27944
 Phone: 252-426-5319
 Fax: 252-426-1556
 Hours: Mon-Fri 10-4

Computers/Devices

According to US Census data, 16.5% of Perquimans County households do not have a computer in the home. There are state and national programs that Perquimans County can help better promote that offer refurbished devices at a reduced cost. One of these programs is PCsforPeople (www.pcsforpeople.org). The Kramden Institute (www.kramden.org) in Durham also offers refurbished computers and partners with local non-profits to get devices in homes where they are needed.

B. Needs Inventory

As shown on the maps provided in the Asset Inventory Section there are areas of need in areas of the county that currently do not have access to high-speed internet and do not have grant funding or future plans for broadband expansion. Perquimans County also conducted research by performing speed checks on all area providers using county address data and found that the NC DIT office also provides an index on broadband availability and quality, however, data collected by the county suggests that much of the NC DIT's information is overstated in terms of availability.

There is a need for an expanded centralized list of public Wi-Fi locations and public computer access points that can be provided to Perquimans County citizens by local government. The broadband committee can work toward expanding current information to include other entities that provide either access to free Wi-Fi or access to computers by listing churches, restaurants, parks, and community centers that also offer these resources.

C. Partner Identification

At a minimum, the digital inclusion planning efforts from this point forward should involve leaders from the following Perquimans County sectors:

- Social Services
- Libraries
- Senior Centers
- Local/Municipal Governments
- Business Community
- K-12 Schools
- College of The Albemarle
- Local Internet Service Providers
- Healthcare
- Cooperative Extension
- Non-profit Organizations
- Chambers of Commerce
- Utility Cooperatives

D. Gap Assessment

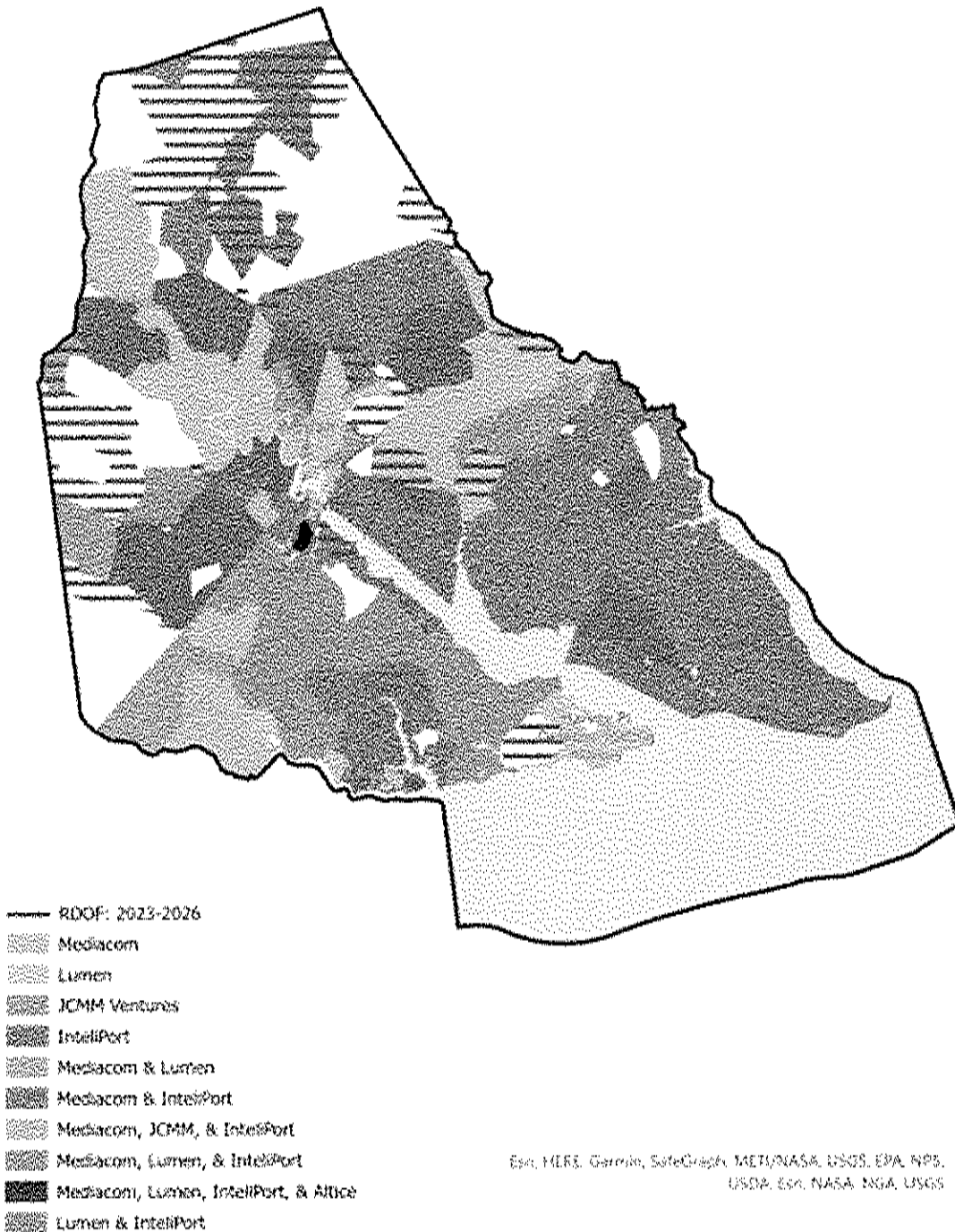
As mentioned in the Needs Assessment Section, the map shown below in Figure 13 indicates areas on the 477 Report that are underserved and unserved. When you consider that the new definition of qualifying broadband speed is 100 Mbps by 20 Mbps an even greater need for sufficient access can be seen and is shown in Figure 14. Through additional survey information from residents and businesses in this area as well as speed checks from area providers, information can be gathered to verify that many of the areas reported to the FCC 447 as served, are in fact unserved/underserved. These are the areas that need to be targeted for future provider expansion and/or overbuild through grant opportunities or county funding.

From the information gathered, it is noted that access is more of a geographical problem in Perquimans County than a demographical issue. However, there are pockets of the population that face additional barriers to digital literacy and affordability, even if the service is offered in their neighborhood. These barriers include language barriers, resource barriers, age barriers and more. These barriers should be considered when planning for digital literacy and adoption programs in the future.

Figure 13 – Perquimans County -All Service Providers with Service Greater Than 25/3 Mbps

The map below displays information as reported by providers on the 477 Report and does not guarantee that qualifying service is available.

Perquimans County - All Providers: 25/3 or Greater with RDOF

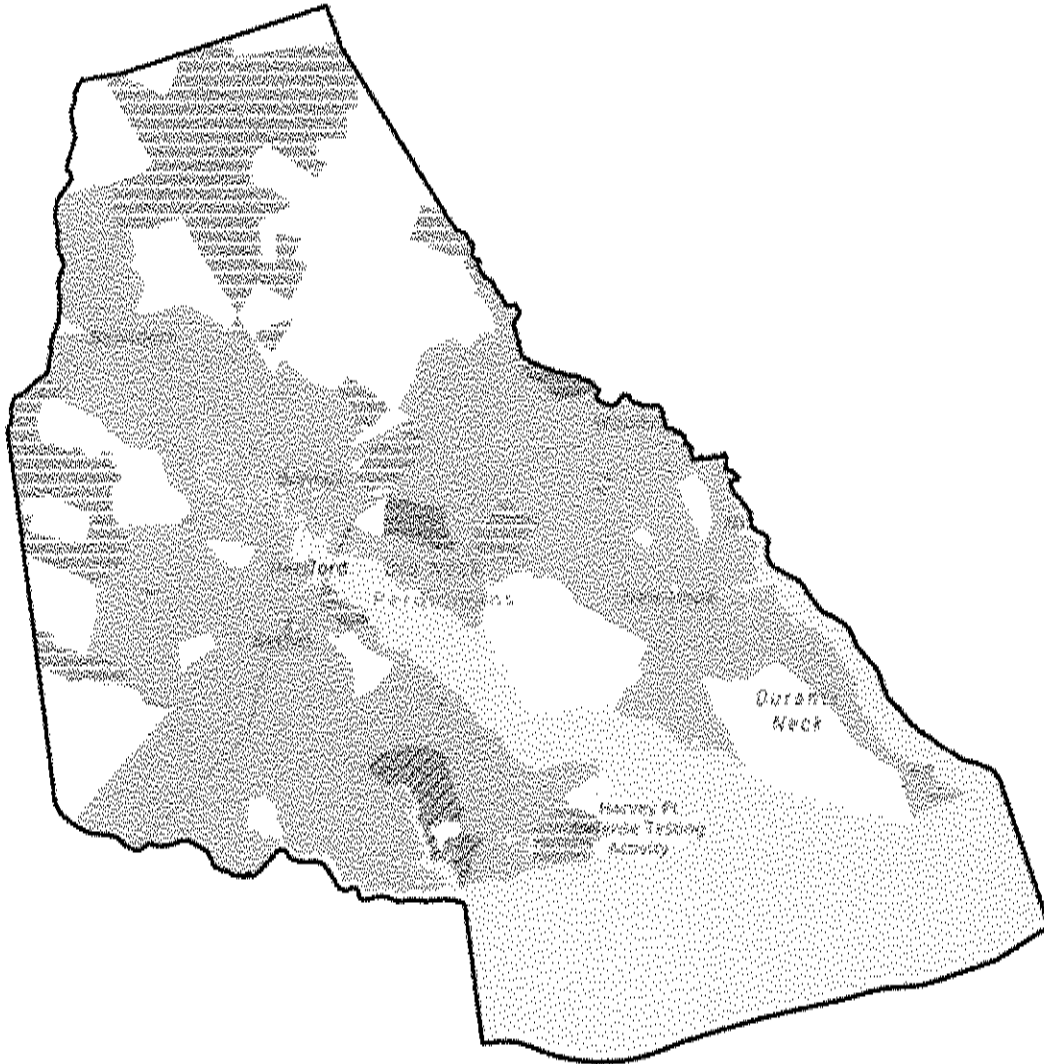


*Maps formed based on FCC 477 fixed broadband map, a check of Perquimans County broadband provider website service availability tools, drive tests, Google Maps searches, NC DIT mapping tool, plant record information submitted by Perquimans County broadband providers and public information. Information as of July 2021.

Figure 14 – Perquimans County -All Service Providers with Service Greater Than 100/20 Mbps

The map below displays information as reported by providers on the 477 Report and does not guarantee that qualifying service is available.

Perquimans County - All Providers: 100/20 or Greater with RDOF



-  RDOF: 2023-2026
-  Mediacom
-  IntelPort
-  Mediacom & Lumen
-  Mediacom, Lumen, & IntelPort

Env. HERE, Garmin, SideGraph, METI/NASA, USGS, EPA, NPS, USDA, Env. NASA, NGA, USGS, FEMA

**Maps formed based on FCC 477 fixed broadband map, a check of Perquimans County broadband provider website service availability tools, drive tests, Google Maps searches, NC DIT mapping tool, plant record information submitted by Perquimans County broadband providers and public information. Information as of July 2021.*

Gaps Being Filled

Research and input from many community representatives that contributed to this planning effort pointed out the need for short and long-term actions to address digital challenges in Perquimans County. A number of resources and tools for addressing the digital literacy challenge were considered and listed below. Each of these tools represents a gap that is already identified and being addresses in some manner. There are still many more tools and resources that could be implemented to further enhance digital literacy in the county.

Figure 15 – Tools Used to Enhance Digital Inclusion

Tools Being Used to Enhance Digital Inclusion in Perquimans County	
Digital Inclusion Tool	Status/Stakeholder
Demand aggregation studies/surveys	Ad hoc, not countywide
Subsidies for access	Underutilized, application assistance not centralized, limited availability depending upon provider
Public Access Centers	Libraries, Schools, random public buildings
Public Wi-Fi	Libraries; Schools; Social Services; Parking lots for some community anchor institutions, e.g., fire stations, some private businesses such as restaurants.
Hot Spot Lending	Schools, Libraries
Guided use of applications such as telemedicine and job searches	Social Services, NCWorks, Libraries, College of The Albemarle – Edenton-Chowan
Technical Assistance	NCWorks, Libraries, College of The Albemarle – Edenton-Chowan
Digital Literacy Instruction	Senior Centers, College of The Albemarle – Edenton-Chowan
Refurbished/Discounted Devices	Some state and federal programs the county could benefit from
Expansion of Broadband	ISP's building fiber into more areas

IV. Implementation: Achieving a Collective Digital Inclusion Vision in Perquimans County

A. Strategies for Digital Inclusion

Digital inclusion is a critical piece for community and business growth in Perquimans County. Through putting together this plan and gathering information via the survey and resources provided, the committee recognizes the gaps for the three areas of digital inclusion – Availability, Access and Adoption. Access to high-speed internet is necessary for schools to provide adequate education, for students to be able to research and turn in homework assignments, for healthcare facilities to utilize telehealth and telemedicine, for small businesses to participate in e-commerce and for local government to be able to best serve their constituents. For all of these reasons and more, Perquimans County has the opportunity to implement many of the necessary steps to improve digital inclusion which will make the county a more desirable place to live, visit or do business in.

Leadership

The committee listed below with the oversight of county management will lead the initiatives in this plan.

Member	Organizational Affiliation
Frank Heath	Perquimans County Manager
Wallace Nelson	Perquimans Board of Commissioners
Fondella Leigh	Perquimans Board of Commissioners
Charles Woodard	Perquimans Board of Commissioners
Kyle Jones	Perquimans Board of Commissioners
Joseph Hoffler	Perquimans Board of Commissioners

Through research mentioned in this Digital Inclusion Plan and surveying county residents, the committee will be able to identify the areas in the county that are most at need for high-speed internet. This information will allow the committee to identify areas that qualify for state and federal broadband grants.

Once areas of need are identified, the county can work with the committee and internet service providers to find opportunities for broadband funding and expansion. These can be combined efforts with the goal of bringing high-speed internet to the maximum number of residents and businesses in the county.

Sustainability and a Holistic Response

In order for this plan to be sustainable, the committee will need to stay organized and compliant with the timeline. The county will need to make broadband expansion and equity a priority that aligns with current county and economic goals. The Perquimans County Commissioners recognize digital inclusion as a priority and have chosen to be a part of the solution moving forward.

In addition, the committee will need to continue to consider and support digital inclusion opportunities that can bring more resources to the area. This includes working with Internet Service Providers to research and apply for grant funds through local, state and federal funding programs that help provide both large scale and smaller scale solutions to the issues identified. Digital inclusion in Perquimans County can be sustained by creating more awareness of the positive impacts that collaborative and strategic investments can have.

Prioritization

The first priority of the digital inclusion plan is to find ways to bring high-speed internet to areas of Perquimans County that are still unserved or underserved. Once this has been accomplished, the committee can focus their efforts on broadband adoption and digital literacy. This can be done by creating partnerships with College of The Albemarle, Perquimans County Schools, the Perquimans County Library System and local non-profits to better promote what programs for digital literacy are currently being offered and how the committee can better promote the programs in place. In addition, as previously mentioned, the committee can help identify resources such as grants that bring more opportunities for digital literacy programs, devices or hotspot programs and internet affordability programs that can be a benefit to residents.

Necessary Resources

Once more rural areas have access to broadband, the committee can consider expanding digital literacy programs to community centers, local churches and schools. The committee will seek to apply for grants that would provide public use computers and devices in areas that may be more rural and further from resources provided in the incorporated town of Hertford.

*B. Timeline***Short-Term Goals**

1. By the end of August 2022, establish a broadband committee to help carryout broadband needs identification within the county. (Completed)
2. By the end of August 2022, use FCC 477 data and existing service provider data to determine areas within the county that do not meet minimum 25/3 federal broadband standards. Include areas as served when broadband funding is committed to those areas to be built at a speed faster than 25/3 before December 31, 2023. (Completed)
3. By the end of September 2022, create and conduct an online and mailed broadband survey to help identify broadband gaps within the county. (Completed)
4. By March 28, 2022, the committee plans to report survey findings to NC DIT office.

Near-Term Goals

1. Begin plans for digital literacy programs with county stakeholders, i.e., library system, school system, senior resource centers, and College of The Albemarle.
2. Continue promotion of county broadband survey through public information outlets, i.e., local radio stations, TV spots, community meetings and events, public bulletin boards, etc.

Long-Term Goals

1. Connect over 95% of Perquimans County homes to broadband speeds which deliver 100 Mbps download and at least 10 Mbps upload speeds by December 31st, 2023.
2. Establish programs that provide low-income families with affordable options for connectivity, i.e., the Lifeline Match program.

V. Executive Summary & Recommendations

Perquimans County, recognizing that affordable, high-speed internet is vital to the county's growth and wellbeing of their citizens, has made digital inclusion a priority by creating a broadband committee and collaborating to create this Digital Inclusion Plan. Perquimans County Broadband Committee will soon begin surveying county residents to find out more information on access to high-speed internet, adoptability, and affordability. The survey will be promoted on the county's website, through local media outlets, available in public libraries and senior centers, and promoted in specific communities by County Commissioners.

In order to move forward and provide Perquimans County with better access, adoption and affordable high-speed internet options, additional information is required to develop a clearer picture of where broadband infrastructure is needed and where existing infrastructure needs to be enhanced or replaced. While efforts to address digital inequalities exist, they tend to be limited and mostly operate as stand-alone initiatives which is why a holistic approach, and this inclusion plan is important for addressing current issues. There is also a need to develop a more comprehensive understanding of the nature and scale of digital literacy programming that helps address gaps for non-adapters. Finally, there is a need to continue to recruit more leaders throughout the county who will help move these goals forward for the betterment of Perquimans County.

Listed below are specific tasks and recommendations that can help the county move the needle toward digital inclusion in the context of Availability, Access and Adoption.

Availability

1. Perquimans County should create and maintain/update a map showing locations in the county where broadband is unavailable, which data is necessary to recruit Internet Service Providers (ISPs) and to pursue grants.
2. Perquimans County should utilize federal American Rescue Plan funds in a way that will allow the county to maximize its investment in broadband infrastructure by taking advantage of state and federal grant programs which target expansion of broadband in unserved areas through programs which require a matching contribution.
3. Maintain a map that shows where public Wi-Fi spots are throughout the county.

Access

1. Public Wi-Fi access locations should be expanded in the county, and existing sites should be enhanced.
2. County stakeholders should work to increase access to devices through innovative partnerships and computer refurbishment programs.
3. County agencies and other organizations should expand awareness of, and assist clients with access to, programs offering subscription subsidies and reduced cost devices to qualifying low-income families and seniors.

Adoption

1. Perquimans County, in partnership with the Department of Aging Services, should expand digital literacy training for senior citizens.
2. The Perquimans County Broadband Committee should coordinate efforts to enhance and expand digital literacy instruction for all county citizens.
3. The Perquimans County Broadband Committee, in collaboration with College of The Albemarle – Edenton-Perquimans and NC Works, should prioritize workforce development training and skills

development to create information technology programs that meet the growing demand for those workforce skills and to provide more citizens with basic digital skills.

4. Perquimans County Department of Social Services should develop a digital literacy program targeted to English-as-a Second Language populations in the County, the largest group of which are Hispanic.
5. In the coming school year, Perquimans County Schools should form a study to determine gaps in digital access from students in the public schools and take actions to help close the “homework gap” among families with varying levels of broadband adoption.
6. Encourage local broadband providers to provide a 50 Mbps sub- \$25 broadband option with eligibility verified through the FCC’s Lifeline Broadband Discount Program to address affordability concerns for low-income households.

Leadership, Sustainability and Community Building

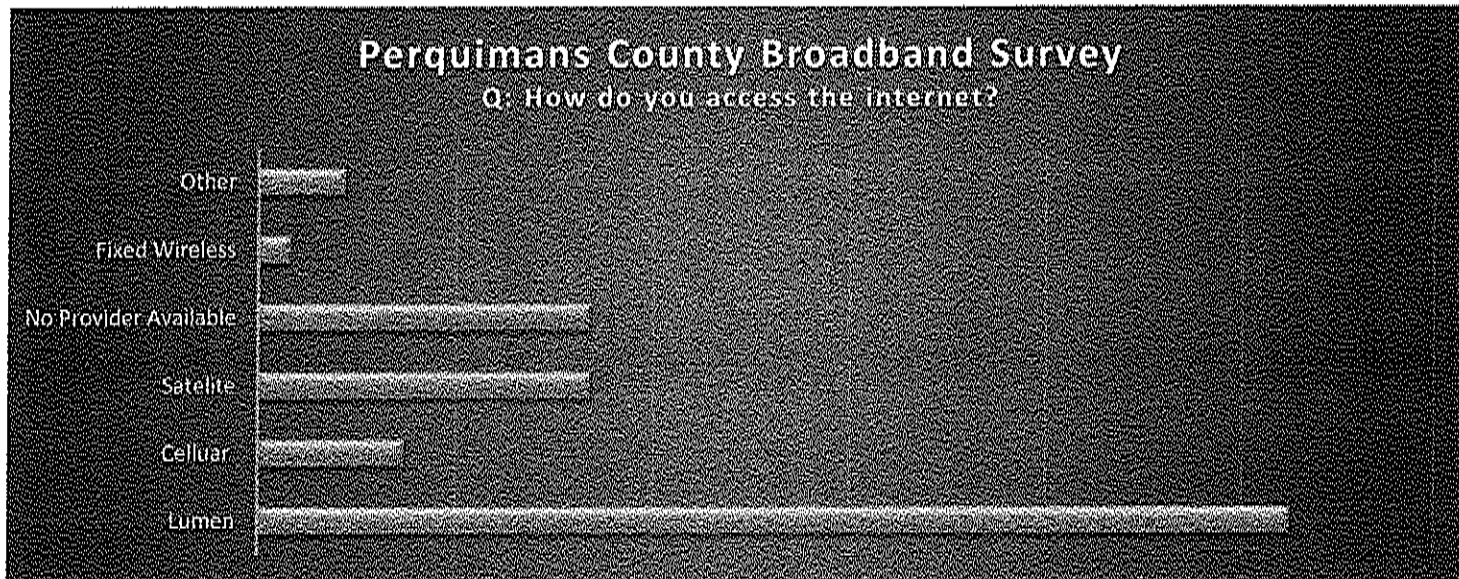
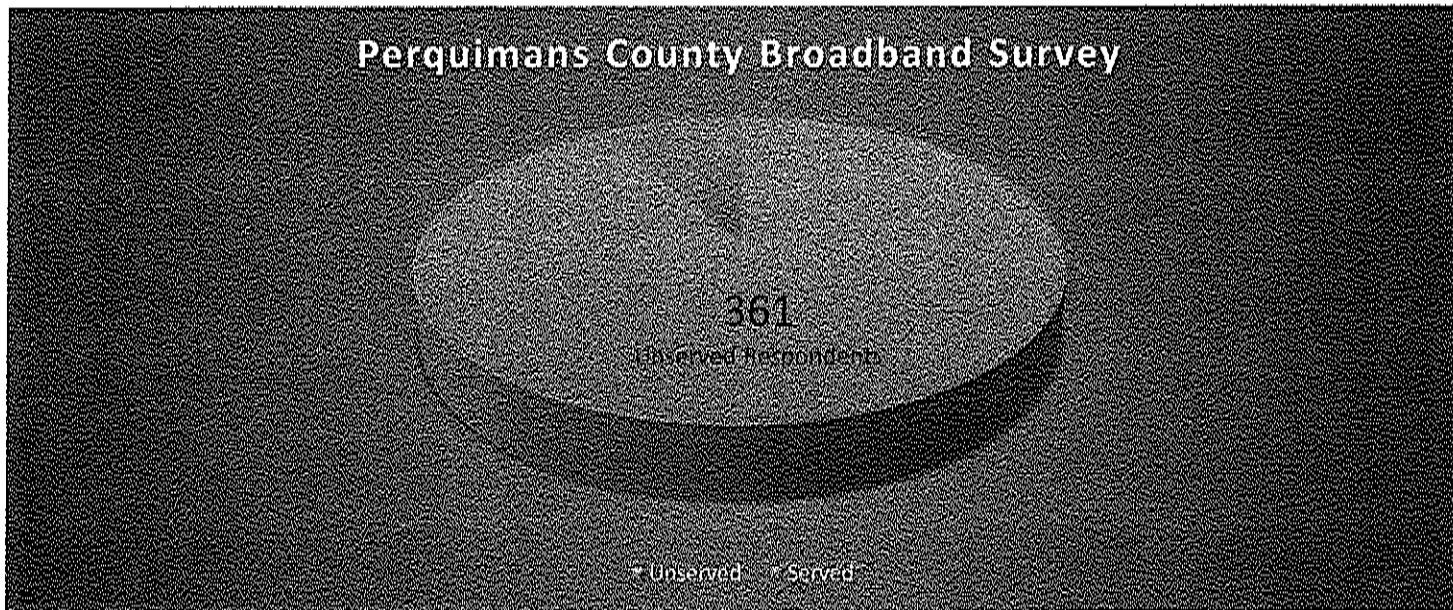
1. The Perquimans County Broadband Committee should sustain its digital inclusion leadership role by helping to coordinate countywide broadband activities in the future.
2. Partners in digital inclusion efforts should publicize and share their efforts and success stories to enhance public awareness of the needs for, and benefits of, digital inclusion.
3. The County should have a centralized place on their website as well as contact information for access to digital resources in the county.

Each of these recommendations, if implemented, will help improve digital inclusion in Perquimans County. Many of these recommendations require minimal investment and are simple partnerships that can help make a significant difference. Some are more expensive or time-consuming but can bring long-term value to Perquimans County. With strong leadership and a community commitment to this initiative, these recommendations can be implemented in Perquimans County. If implemented, Perquimans County will be able to improve their economy and quality of life for many residents.

I. Survey Results

To determine areas of the county that are unserved, the Perquimans County government conducted a broadband survey to better understand the broadband needs of Perquimans County. The survey was mailed to residents living in the rural areas and was available online at the county website. In total 395 residents responded to the survey. Of those respondents, 361 reported that they did not have access to internet service or that they received speeds of less than 25 Mbps up and 3 Mbps down from their current provider.

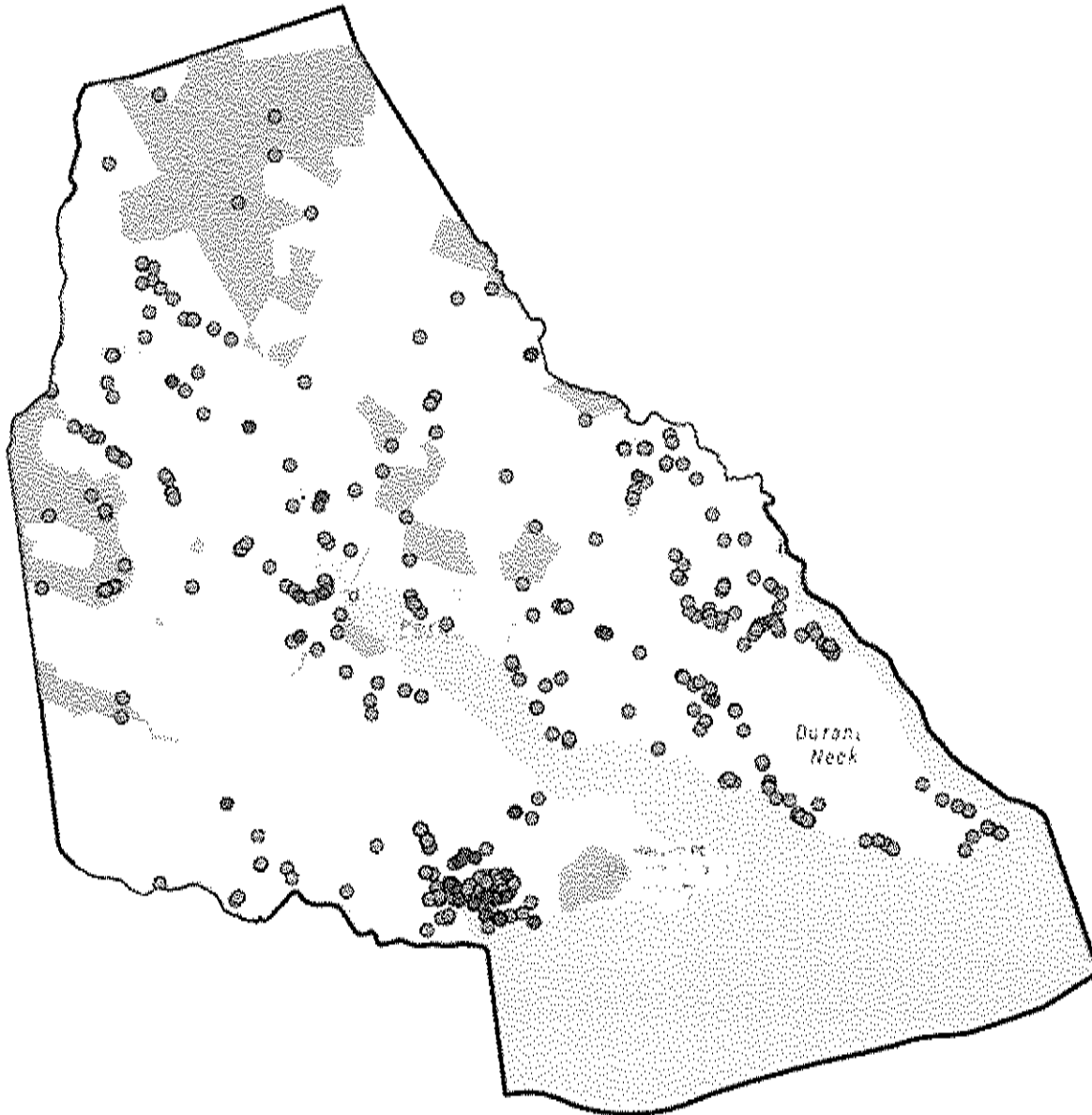
A copy of the survey is provided in the appendix section on pages 36 -37.



Survey results were plotted on a map and are shown below in Figure 16. Although the areas shaded in yellow on the map are reportedly served with speeds of 25/3 Mbps or greater, Perquimans County residents overwhelmingly reported that the areas are in fact unserved.

Figure 16 – Perquimans County Broadband Survey Results

Perquimans County Broadband Survey



▨ RDOF: 2023-2026

Current Speeds 25/3 or Greater (FCC Form 477)

Perquimans County Broadband Survey

- SERVED
- ⊙ UNSERVED

Etri, HERE, Garmin, SafeGraph, MET/NASA, USGS, EPA, NPS, USDA, Esri, NASA, NGA, USGS, FEMA

The county also utilized data from the NC One Map, which is an ongoing survey administered by the North Carolina Department of Information Technology to determine areas of North Carolina without access to high-speed internet. The survey was heavily promoted online by the county, the school system, local non-profits and was featured in several media outlets. In total, 231 Perquimans County residents responded to the survey.

Survey results were plotted on a map and are shown in Figure 17 and demonstrates areas in Perquimans County that are still most at need for high-speed internet.

Out of those surveyed, the majority of the respondents were in rural areas outside of Hertford and Winfall. Of the total 231 total respondents, only 15 respondents cited having access to high-speed internet through CenturyLink or Mediacom. Another 216 respondents were considered unserved, with 55% of them reporting that they had no access to wireline internet service at all. A copy of the survey is provided in the appendix section on page 38.

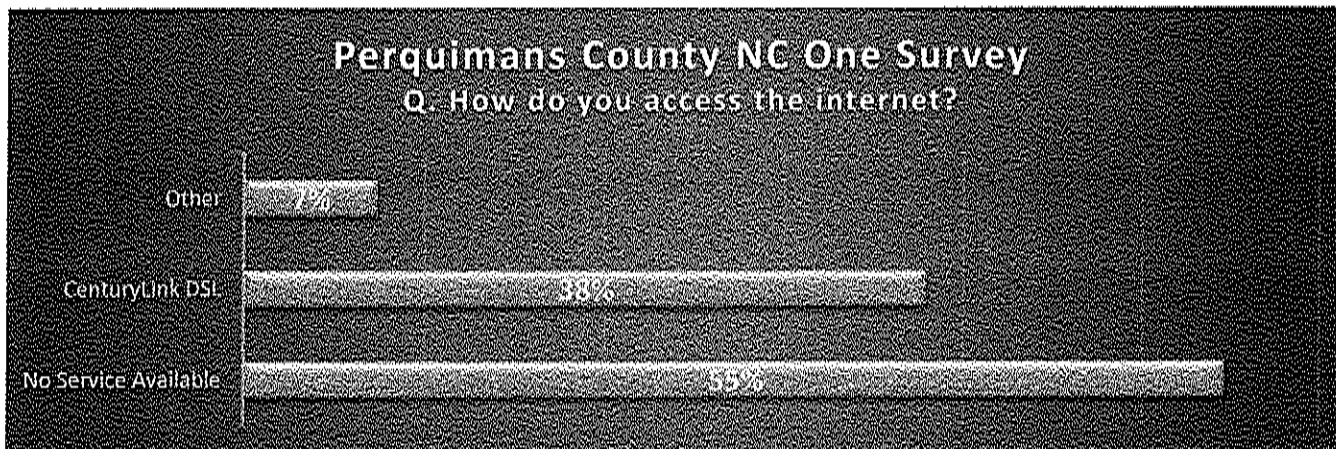
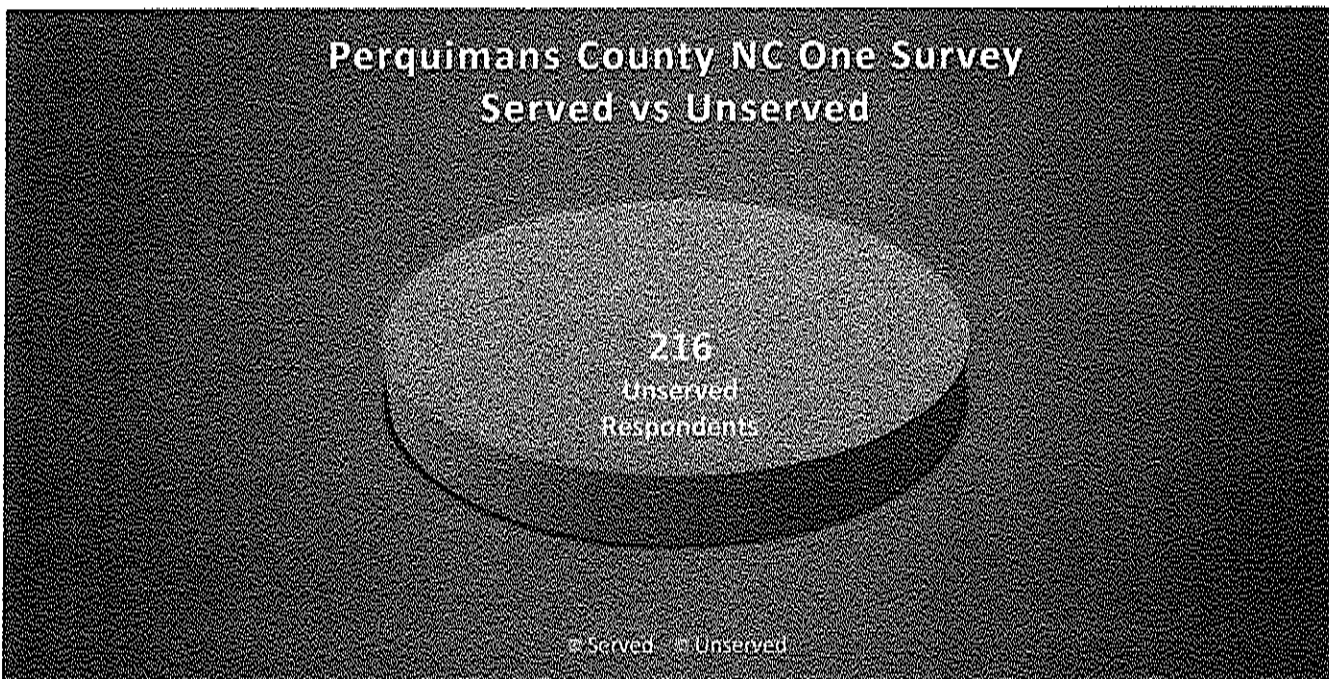
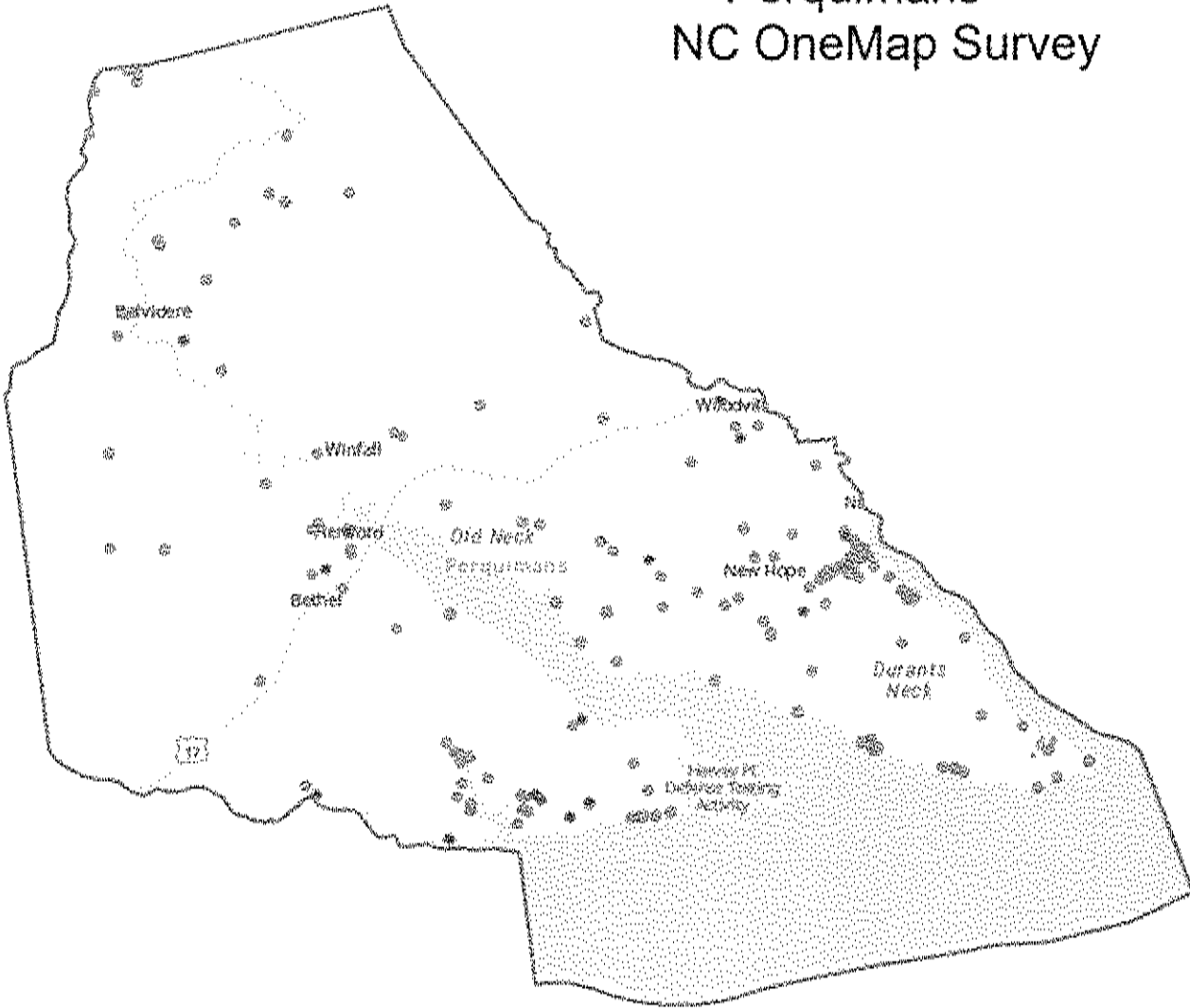


Figure 17 – NC One Results for Perquimans County

Perquimans NC OneMap Survey



- * Served (Greater Than 25/3)
- Underserved (Less Than 25/3)

Source: <https://www.nconemap.gov/>

Int. DfW, Census, SafeGridd, NCEM/NASA, USGS, EPA, NPS, USDA, Int. NASA, NCA, USGS, FEMA

*Map information based on data from the Perquimans County Broadband Survey. Information as of August 2021.

References:

Access NC - <https://accessnc.nccommerce.com/>

CenturyLink- www.centurylink.com (aka Lumen)

College of the Albemarle – Edenton-Chowan - <https://www.albemarle.edu/for-the-community/locations/edenton-chowan-campus/>

ESRI - <https://www.esri.com/en-us/home>

Kramden Institute - www.kramden.org

Lifeline Support - www.lifelinesupport.org/

Mediacom www.mediacomcable.com/

NC DIT – www.it.nc.gov

NC Hometown Locator - <https://northcarolina.hometownlocator.com/nc/perquimans/>

Office of Rural Health - <https://www.ncdhhs.gov/divisions/orh>

PCS for People - www.pcsforpeople.org

Perquimans County - <https://www.perquimanscountync.gov/>

Perquimans County Public Library System – <https://pettigrewlibraries.libguides.com/PRL/PCL>

Perquimans County Senior Centers – <http://pcseniors.org/>

Town Charts - www.towncharts.com/North-Carolina/Education/Perquimans-County-NC-Education-data.html

US Census - www.census.gov/quickfacts/Perquimanscountynorthcarolina

USDA - <https://www.usda.gov/>

World Population Review - <https://worldpopulationreview.com/us-counties/nc/Perquimans-county-population>

Appendix 1 – Perquimans County Broadband Survey

Purpose

This survey is part of Perquimans County's Broadband Initiative to determine the internet/broadband needs for all residents of Perquimans County. The primary goal is to identify underserved areas and work to attract internet service providers offering expanded service and higher speed options.

Terms of Use and Privacy Statement

FOCUS Broadband will be applying for grants to expand its internet service to areas of Perquimans County. Please take this survey to help us gauge your interest and determine your Internet needs.

By taking this survey and providing your contact information, we will be able to better identify areas where faster Internet speeds are most needed. You are under no obligation to buy, but you do authorize FOCUS Broadband to contact you if our services become available to you.

Q1. Please select any internet providers that are available for your home or business.

- Spectrum
- CenturyLink
- Mediacom
- HughesNet
- Viasat
- None of these providers are available to me
- Other (please specify)

Q2. Who is your current internet service provider?

- Spectrum
- CenturyLink
- Mediacom
- I use satellite delivered internet service
- I use cellular data but could get internet service from one of the above
- I do not subscribe to internet service
- No internet providers are available at my home/business
- Other (please specify)

Q3. How fast is your current internet connection?

- It's less than 10 Mbps
- 11 – 25 Mbps
- Greater than 26 Mbps
- I don't have internet, or I use cellular data

Q4. Do you subscribe to the fastest internet speed offered by your current internet service provider?

- Yes
- No

Q5. If FOCUS Broadband were to expand it's fiber optic network into Perquimans County, what services would you be interested in receiving?

Check all that interest you.

- High Speed Internet with speeds up to 1Gig
- Reliable Home Telephone
- Home Security with Home Automation

Q6. Do you own a business and/or a farm?

- Business

Appendix 2 – NC DIT Broadband Survey

Purpose

Through utilization of NC DIT's NC Broadband Survey Onslow County's Broadband Initiative was able to determine the internet/broadband needs for residents of Onslow County. The primary goal is to identify underserved areas and work to attract internet service providers offering expanded service and higher speed options. Questions included in the survey are listed below:

1. Which best describes the location you are reporting (home/farm/business)?
2. Is this home used for a business (Excluding work-from-home for a company)?
3. If this is a business, how many employees work at this location?
4. What is the address of the home you are reporting?
5. Do you use cellular service at this location (e.g. Verizon, T-Mobile, AT&T, US Cellular, Spring, etc.)?
6. Excluding cellular, what is the primary type of internet service used at this location?
7. How satisfied are you with your primary internet service at this location?
8. What is your current internet speed?
9. Which age groups live in this home (under 18, 19-64, 65+)?
10. Do any students live at this home?
11. What is your household's highest level of school completed?
12. Please rate your skills regarding the following online activities: using a desktop or laptop computer, saving/opening downloaded files, knowing which words to use for online searches, knowing what information is safe to share online, installing apps on my mobile device, creating something new from images/music/video.
13. If you have additional brief comments about connectivity, please share them below.

MEMORANDUM OF UNDERSTANDING

The parties to this Memorandum of Understanding (“MOU”) are Perquimans County, North Carolina (“Perquimans County”) and Carolina Telephone & Telegraph Company LLC d/b/a CenturyLink (“CenturyLink”). The purpose of this MOU is to establish a commitment by the parties to partner in the North Carolina Growing Rural Economies with Access to Technology (“GREAT”) program established by the North Carolina Broadband Infrastructure Office (“Broadband Office”). Although a partnership between Perquimans County and CenturyLink has not yet been formalized for the CenturyLink - Perquimans County Fiber Project (“Project”), which Project is described more specifically below, both parties are anticipating to collaborate on a contract (“Contract”) to be executed if the Broadband Office awards a GREAT Grant to CenturyLink for the Project during the supplemental round of applications due on April 4, 2022. The Contract would require CenturyLink to complete the Project and would require Perquimans County to pay CenturyLink a portion of the costs associated with the Project. Neither party would be under any obligation to the other: (1) if CenturyLink is not awarded the Project by the Broadband Office; or (2) if, in CenturyLink’s sole discretion, CenturyLink chooses not to submit an application to the Broadband Office for the Project; or (3) if the change in control of the holding company ownership of CenturyLink to Connect Holding, LLC, expected to close in the third quarter of 2022, fails to close. The various obligations in the Contract contemplated by the parties are summarized below:

If CenturyLink is awarded the Project by the Broadband Office, CenturyLink would commit to:

- a. Execute a five-year service agreement with the Broadband Office for the Project, which will deploy fiber-to-the-home service to approximately 2,648 locations with a total Project cost of approximately \$7,130,000;
- b. Draft and submit to Perquimans a draft Contract once advised by the Broadband Office of a successful application and anticipated award.
- c. Execute a Contract with Perquimans County to formalize a partnership whereby CenturyLink, under the ownership of Connect Holding, LLC will complete the Project and Perquimans County will pay a portion of the Project costs as described below and in the Contract;
- d. Complete all Grant Activities to be described in the Contract;
- e. Provide a copy of any required Progress Report to Perquimans County on the status of the Project;
- f. Notify Perquimans County if its assistance is needed with the Project;
- g. Submit requests for payment Perquimans County when the Project is completed, or earlier at the request of Perquimans County;
- h. Complete all Project work within the required timeframe;
- i. Provide Perquimans County information on the locations where broadband had been enabled as part of the Project;
- j. Prepare and execute any required nondisclosure agreements related to the Project; and
- k. Include this MOU in its application to the Broadband Office for the Project.

Perquimans County would commit to:

- a. Execute a Contract with CenturyLink, if CenturyLink is awarded the Project by the Broadband Office. The Contract will formalize a partnership whereby CenturyLink will complete the Project and Perquimans County will remit \$250,000 to CenturyLink at the conclusion, as addressed in this MOU and the Contract;
- b. Include, as part of the remittance of the \$250,000, any American Rescue Plan Act ("ARPA") funding;
- c. Obtain all necessary approvals to enter the Contract and remit \$250,000 to CenturyLink at the conclusion of the Project;
- d. Process requests for payment for the Project pursuant to the Contract in a timely manner;
- e. Provide assistance with the Project in accordance with the Contract within the scope of Perquimans County's authority;
- f. Execute any necessary non-disclosure agreement related to the Project;
- g. Provide information about the Project on the Perquimans County Broadband Initiative website;
- h. Assist in publicizing the Project to Perquimans County residents; and
- i. Allow CenturyLink to include this MOU in its application to the Broadband Office for the Project.

Carolina Telephone & Telegraph
Company LLC d/b/a CenturyLink

PERQUIMANS COUNTY

Name (printed): _____

Name (printed): _____

Title: _____

Title: _____

Signature: _____

Signature: _____

Date: _____

Date: _____



North Carolina Division of Parks and Recreation

Governor Roy Cooper

Secretary D. Reid Wilson

February 15, 2022

Mr. Howard Williams
 Director of Parks and Recreation
 Perquimas County
 PO Box 538
 Hertford, NC 27944

Dear Mr. Williams:

Perquimas County has received a grant from the N.C. Parks and Recreation Trust Fund (PARTF) for the Perquimans Recreation Park Tennis Courts project. I am writing to you as the County's contact person to provide information about administering the grant.

The first step is to execute a contract between Perquimas County and the N.C. Department of Natural and Cultural Resources (DNCR). Enclosed are two copies of the contract. Please have your chief elected official sign and return both copies to me at the address below within 45 days. A representative of DNCR will then sign the contracts and return a copy of the executed contract. Please do not begin work on the PARTF project until you receive the signed contract.

PARTF grants are paid on a reimbursement basis. A local government must first spend its own funds on the project and then be reimbursed. The enclosed PARTF Grant Manual provides further information about accounting and grant administration. The manual is also available at www.ncparks.gov/partf under "For Grant Recipients". It is very important that your finance officer and project manager are familiar with this information. In addition, a series of progress inspections for your project will be conducted by your regional consultant. A copy of the inspection forms is enclosed.

Your local government may have received additional funds from other sources for this project. If PARTF funds are no longer needed, please notify me to withdraw this grant.

Sincerely,

Chris Schmidt

Christine Schmidt
 Acting Manager, Grants and Outreach Program

Enclosures

cc: Brittany Shipp, Recreation Resources Service Regional Consultant

Dwayne Patterson, Director
 NC Division of Parks and Recreation
 1615 MSC - Raleigh, NC 27699-1615
 919.707.9300 / ncparks.gov

NORTH CAROLINA STATE PARKS
Naturally Wonderful

STATE OF NORTH CAROLINA

CONTRACTOR'S FEDERAL I.D.

COUNTY OF WAKE

566000330

N.C. Parks and Recreation Trust Fund Project AgreementGrantee: Perquimans CountyProject Number: 2022 - 983Project Title: Perquimans Recreation Park Tennis CourtsPeriod Covered by This Agreement: 2/1/2022 to 1/31/2025

Project Scope (Description of Project): Development including tennis courts, accessible routes, and site amenities.

Project Costs: PARTF Amount \$ 65,600Local Government Match \$ 65,600**Conditions**

The North Carolina Department of Natural and Cultural Resources (hereinafter called the "Department") and County of Perquimans (hereinafter referred to as "Grantee") agree to comply with the terms, promises, conditions, plans, specifications, estimates, procedures, project proposals, maps, and assurances described in the North Carolina Parks and Recreation Trust Fund (PARTF) administrative rules and grant application which are hereby by reference made a part of the PARTF grant contract and which are on file with the Division of Parks and Recreation. In addition, the Department and the Grantee agree to comply with the State of North Carolina's Terms and Conditions as listed in "Attachment A" to this contract.

Now, therefore, the parties hereto do mutually agree as follows:

Upon execution of this grant agreement, the Department hereby promises, in consideration of the promises by the Grantee herein, to obligate to the Grantee the grant amount shown above. The Grantee hereby promises to efficiently and effectively manage the funds in accordance with the approved budget, to promptly complete grant assisted activities described above in a diligent and professional manner within the project period, and to monitor and report work performance.

The parties to this contract agree and understand that the payment of the sums specified in this contract is dependent and contingent upon and subject to the appropriation, allocation and availability of funds for this purpose to the Department.

Section I. Eligible Project Costs and Fiscal Management

1. The PARTF grant amount must be matched on at least a dollar-for-dollar basis by the Grantee. To be eligible, project costs must be incurred during the contract period, be documented in the grant application, and described in the project scope of this agreement, and initiated and/or undertaken after execution of this agreement by the Grantee and the Department.
2. PARTF assistance for land acquisition will be based on the fair market value of real property or the sales price, whichever is less. Value must be based upon an independent appraisal by a licensed appraiser holding a general or residential certification from the North Carolina Appraisal Board. The Department shall review the appraisal as to content and valuation. Approval of appraised amounts rests with the Department. The Grantee agrees to begin development on PARTF acquired land within five (5) years of the date this contract is signed by the Department and Grantee in order to allow general public access and use.
3. Payment shall be made in accordance with the contract documents as described in the Scope of Work (Attachment B). Payment for work performed will be made upon receipt and approval of invoice(s) from the Grantee documenting the costs incurred in the performance of work under this contract. Invoices may be submitted to the Contract Administrator quarterly. Final invoices must be received by the Department within forty-five (45) days after the end of the contract

period or contract completion, whichever occurs first. Accounting records should be based on generally accepted local government accounting standards and principles. Records shall be retained for a period of five (5) years following project completion, except those records shall be retained beyond five (5) year period if audit findings have not been resolved. All accounting records and supporting documents will clearly show the number of the contract and PARTF project to which they are applicable. The State Auditor shall have access to persons and records as a result of all contracts and grants entered into by state agencies and or political subdivisions in accordance with General Statute 147-64.7.

4. The Grantee agrees to refund to the Department, subsequent to audit of the project's financial records, and costs disallowed or required to be refunded to the Department on account of audit exceptions.

Section II. Project Execution

1. The Grantee may not deviate from the scope of the project without approval of the Department. When one of the conditions in the contract changes, including but not limited to the project scope, a revised estimate of costs, a deletion or additions of items, or need to extend the contract period, the Grantee must submit in writing a request to the Department for approval.
2. The Grantee shall be considered to be an independent contractor and as such shall be wholly responsible for the work to be performed and for the supervision of its employees. The Grantee represents that it has, or will secure at its own expense, all personnel required in performing the services under this agreement. Such employees shall not be employees of, or have any individual contractual relationship with the Department.
3. In the event the Grantee subcontracts for any or all of the services covered by the contract:
 - a. The Grantee is not relieved of any of the duties and responsibilities provided in this contract;
 - b. The subcontractor agrees to abide by the standards contained herein or to provide such information as to allow the Grantee to comply with these standards, and;
 - c. The subcontractor agrees to allow state and federal authorized representatives access to any records pertinent to its role as a subcontractor.
4. In accordance with Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, the grantee agrees not to subcontract with any vendors debarred or suspended by the State of North Carolina and shall not knowingly enter into any lower tier covered transactions with a person or vendor who is debarred, suspended or declared ineligible.
5. The Grantee shall not substitute key personnel assigned to the performance of this contract without prior approval by the Department's Contract Administrator. Mr. Howard Williams is designated by the Grantee as key personnel for purposes of this contract. The Department designates, Ms. Chris Schmidt, Grant Administrator as the Contract Administrator for the contract.

Department Contract Administrator	Grantee Contract Administrator
NC Department of Natural and Cultural Resources Division of Parks and Recreation Attention: Ms. Chris Schmidt, Contract Administrator 1615 Mail Service Center Raleigh, NC 27699-1615 Telephone 919-707-9370 Email: chris.schmidt@ncparks.gov	Perquimas County Attention Howard Williams PO Box 538 Hertford, NC 27944 Telephone: 252-426-5695 Email: Hwilliams@perquimanscountync.gov

6. The Grantee agrees to comply with all applicable federal, state and local statutory provisions governing purchasing, construction, land acquisition, fiscal management, equal employment opportunity and the environment including but not limited to the following:

Local Government Budget and Fiscal Control Act (G.S. 159-7 to 159-42); Formal Contracts, Informal Contracts and Purchasing (including but not limited to G.S. 44A-26, G.S. 87-1 to 87.15.4, G.S. 133.1 to 133-40, G.S. 143-128 to G.S.143-135; Uniform Relocation Assistance Act (G.S. 133-5 to 133-18); Conflict of Interest (G.S. 14-234); Contractors

Must use E-Verify (G.S. 143-48.5); Americans With Disabilities Act of 1990 (P.L. 101-336) and ADA Accessibility Guidelines; N.C. State Building Code; and the North Carolina Environmental Policy Act (G.S. 113A-1 to G.S. 113A-12), and Sales Tax Refund (G.S. 105-164.14(c)).

7. The Grantee agrees it provides a drug-free workplace in accordance to the requirements of the Drug-Free Workplace Act of 1988 (43 CFR Part 12, Subpart D).
8. The Grantee agrees to permit periodic audits and site inspections by the Department to ensure work progress in accordance with the approved project, including a close-out inspection upon project completion. After project completion, the Grantee agrees to conduct grant contract compliance inspections at least once every five (5) years and to submit a Department provided inspection report to the Department.
9. The Grantee agrees land acquired with PARTF assistance shall be dedicated in perpetuity as a recreation site for the use and benefit of the public, the dedication will be recorded in the deed of said property and the property may not be converted to other than public recreation use without approval of the Department. The Grantee agrees to maintain and manage PARTF assisted development/ renovation projects for public recreation use for a minimum period of twenty-five (25) years after project completion.
10. The Grantee agrees to operate and maintain the project site so as to appear attractive and inviting to the public, kept in reasonably safe repair and condition, and open for public use at reasonable hours and times of the year, according to the type of facility and area.
11. The Grantee shall agree to place utility lines developed with PARTF assistance underground.
12. If the project site is rendered unusable for any reason whatsoever, the Grantee agrees to immediately notify the Department of said conditions and to make repairs, at its own expense, in order to restore use and enjoyment of the project by the public.
13. The Grantee agrees not to discriminate against any person on the basis of race, sex, color, national origin, age, residency or ability in the use of any property or facility acquired or developed pursuant to this agreement.
14. The Grantee certifies that it:
 - (a) Has neither used nor will use any appropriated funds for payment to lobbyists;
 - (b) Will disclose the name, address, payment details, and purposes of any agreement with lobbyists whom Grantee or its sub-tier contractor(s) or sub-grantee(s) will pay with profits or non-appropriated funds on or after December 22, 1989; and,
 - (c) Will file quarterly updates about the use of lobbyists if material changes occur in their use.

Section III. Project Termination and Applicant Eligibility

1. The Grantee may unilaterally rescind this agreement at any time prior to the expenditure of funds on the project described in this contract.
2. If through any cause, the Grantee fails to fulfill in a timely and proper manner the obligations under this contract, the Department shall thereupon have the right to terminate this contract by giving written notice to the Grantee of such termination and specifying the reasons thereof. In that event, the Grantee shall be entitled to receive just and equitable compensation for any satisfactory work completed in an amount which bears the same ratio to the total compensation as the services actually performed bear to the total services of the Grantee covered by this contract.
3. Failure by the Grantee to comply with the provisions and conditions set forth in the formal application, PARTF administrative rules and this agreement shall result in the Department declaring the Grantee ineligible for further participation in PARTF, in addition to any other remedies provided by law, until such time as compliance has been obtained to the satisfaction of the Department.

Section IV. Attestation and Execution

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

In witness whereof, the Department and the Grantee have executed the Agreement in duplicate originals, one of which is retained by each of the parties.

Perquimans County	
Name of Grantee (Local Government)	Signature of Grantee (Chief Elected Official)
Typed or Printed Name of Official	Title of Official

(Notary Public Completes)

State of North Carolina

County of

On this _____ day of _____, 20____, _____

personally appeared before me the said named _____, to me known and known to me to be the person described in and who executed the foregoing instrument, and he (or she) acknowledged that he (or she) executed the same and being duly sworn by me, made oath that the statements in the foregoing instrument are true.

My commission expires: _____, 20_____.

Signature of Notary Public

(Seal Here)


North Carolina Department of Natural and Cultural Resources
D. Reid Wilson, Secretary

By: _____ Title

Department Head or Authorized Agent
for Secretary Wilson

General Terms and Conditions
Governmental Entities
May 1, 2011

DEFINITIONS

Unless indicated otherwise from the context, the following terms shall have the following meanings in this Contract. All definitions are from 9 NCAC 3M.0102 unless otherwise noted. If the rule or statute that is the source of the definition is changed by the adopting authority, the change shall be incorporated herein.

- (1) "Agency" (as used in the context of the definitions below) means and includes every public office, public officer or official (State or local, elected or appointed), institution, board, commission, bureau, council, department, authority or other unit of government of the State or of any county, unit, special district or other political sub-agency of government. For other purposes in this Contract, "Agency" means the entity identified as one of the parties hereto.
- (2) "Audit" means an examination of records or financial accounts to verify their accuracy.
- (3) "Certification of Compliance" means a report provided by the Agency to the Office of the State Auditor that states that the Grantee has met the reporting requirements established by this Subchapter and included a statement of certification by the Agency and copies of the submitted grantee reporting package.
- (4) "Compliance Supplement" refers to the North Carolina State Compliance Supplement, maintained by the State and Local Government Finance Agency within the North Carolina Department of State Treasurer that has been developed in cooperation with agencies to assist the local auditor in identifying program compliance requirements and audit procedures for testing those requirements.
- (5) "Contract" means a legal instrument that is used to reflect a relationship between the agency, grantee, and sub-grantee.
- (6) "Fiscal Year" means the annual operating year of the non-State entity.
- (7) "Financial Assistance" means assistance that non-State entities receive or administer in the form of grants, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other assistance. Financial assistance does not include amounts received as reimbursement for services rendered to individuals for Medicare and Medicaid patient services.
- (8) "Financial Statement" means a report providing financial statistics relative to a given part of an organization's operations or status.
- (9) "Grant" means financial assistance provided by an agency, grantee, or sub-grantee to carry out activities whereby the grantor anticipates no programmatic involvement with the grantee or sub-grantee during the performance of the grant.
- (10) "Grantee" has the meaning in G.S. 143-6.2(b): a non-State entity that receives a grant of State funds from a State agency, department, or institution but does not include any non-State entity subject to the audit and other reporting requirements of the Local Government Commission. For other purposes in this Contract, "Grantee" shall mean the entity identified as one of the parties hereto. For purposes of this contract, Grantee also includes other State agencies such as universities.
- (11) "Grantor" means an entity that provides resources, generally financial, to another entity in order to achieve a specified goal or objective.
- (12) "Non-State Entity" has the meaning in N.C.G.S. 143-6.2(a)(1): A firm, corporation, partnership, association, county, unit of local government, public authority, or any other person, organization, group, or governmental entity that is not a State agency, department, or institution.
- (13) "Public Authority" has the meaning in N.C.G.S. 143-6.2(a)(3): A municipal corporation that is not a unit of local government or a local governmental authority, board, commission, council, or agency that (i) is not a municipal corporation and (ii) operates on an area, regional, or multiunit basis, and the budgeting and accounting systems of which are not fully a part of the budgeting and accounting systems of a unit of local government.
- (14) "Single Audit" means an audit that includes an examination of an organization's financial statements, internal controls, and compliance with the requirements of Federal or State awards.
- (15) "Special Appropriation" means a legislative act authorizing the expenditure of a designated amount of public funds for a specific purpose.
- (16) "State Funds" means any funds appropriated by the North Carolina General Assembly or collected by the State of North Carolina. State funds include federal financial assistance received by the State and transferred or disbursed to non-State entities. Both Federal and State funds maintain their identity as they are sub-granted to other organizations. Pursuant to N.C.G.S. 143-6.2(b), the terms "State grant funds" and "State grants" do not include any payment made by the Medicaid program, the Teachers' and State Employees' Comprehensive Major Medical Plan, or other similar medical programs.
- (17) "Sub-grantee" has the meaning in G.S. 143-6.2(b): a non-State entity that receives a grant of State funds from a grantee or from another sub-grantee but does not include any non-State entity subject to the audit and other reporting requirements of the Local Government Commission.

(18) "Unit of Local Government has the meaning in G.S. 143-6.2(a)(2): A municipal corporation that has the power to levy taxes, including a consolidated city-county as defined by G.S. 160B-2(1), and all boards, agencies, commissions, authorities, and institutions thereof that are not municipal corporations.

Relationships of the Parties

Independent Contractor: The Grantee is and shall be deemed to be an independent contractor in the performance of this Contract and as such shall be wholly responsible for the work to be performed and for the supervision of its employees. The Grantee represents that it has, or shall secure at its own expense, all personnel required in performing the services under this agreement. Such employees shall not be employees of, or have any individual contractual relationship with, the Agency.

Subcontracting: To subcontract work to be performed under this contract which involves the specialized skill or expertise of the Grantee or his employees, the Grantee first obtains prior approval of the Agency Contract Administrator. In the event the Grantee subcontracts for any or all of the services or activities covered by this contract: (a) the Grantee is not relieved of any of the duties and responsibilities provided in this contract; (b) the subcontractor agrees to abide by the standards contained herein or to provide such information as to allow the Grantee to comply with these standards, and; (c) the subcontractor agrees to allow state and federal authorized representatives access to any records pertinent to its role as a subcontractor.

Sub-grantees: The Grantee has the responsibility to ensure that all sub-grantees, if any, provide all information necessary to permit the Grantee to comply with the standards set forth in this Contract.

Assignment: The Grantee may not assign the Grantee's obligations or the Grantee's right to receive payment hereunder. However, upon Grantee's written request approved by the issuing purchasing authority, the Agency may:

- (a) Forward the Grantee's payment check(s) directly to any person or entity designated by the Grantee, or
- (b) Include any person or entity designated by Grantee as a joint payee on the Grantee's payment check(s).

Such approval and action does not obligate the State to anyone other than the Grantee and the Grantee remains responsible for fulfillment of all contract obligations.

Beneficiaries: Except as herein specifically provided otherwise, this Contract insures to the benefit of and is binding upon the parties hereto and their respective successors. It is expressly understood and agreed that the enforcement of the terms and conditions of this Contract, and all rights of action relating to such enforcement, are strictly reserved to the Agency and the named Grantee. Nothing contained in this document shall give or allow any claim or right of action whatsoever by any other third person. It is the express intention of the Agency and Grantee that any

third person receiving services or benefits under this Contract is an incidental beneficiary only.

Indemnity

Indemnification: In the event of a claim against either party by a third party arising out of this contract, the party whose actions gave rise to the claim is responsible for the defense of the claim and any resulting liability, provided that a party may not waive the other party's sovereign immunity or similar defenses. The parties agree to consult with each other over the appropriate handling of a claim and, in the event they cannot agree, to consult with the Office of the Attorney General.

Default and Termination

Termination by Mutual Consent: Either party may terminate this agreement upon thirty (30) days notice in writing from the other party. In that event, all finished or unfinished documents and other materials, at the option of the Agency, shall be submitted to the Agency. If the contract is terminated as provided herein, the Grantee is paid in an amount which bears the same ratio to the total compensation as the services actually performed bear to the total services of the Grantee covered by this agreement; for costs of work performed by subcontractors for the Grantee provided that such subcontracts have been approved as provided herein; or for each full day of services performed where compensation is based on each full day of services performed, less payment of compensation previously made. The Grantee repays to the Agency any compensation the Grantee has received which is in excess of the payment to which he is entitled herein.

Termination for Cause: If, through any cause, the Grantee fails to fulfill in timely and proper manner the obligations under this agreement, the Agency thereupon has the right to terminate this contract by giving written notice to the Grantee of such termination and specifying the reason thereof and the effective date thereof. In that event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared by the Grantee, at the option of the Agency, be submitted to the Agency, and the Grantee is entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials. The Grantee is not relieved of liability to the Agency for damages sustained by the Agency by virtue of any breach of this agreement, and the Agency may withhold payment to the Grantee for the purpose of set off until such time as the exact amount of damages due the Agency from such breach can be determined.

Waiver of Default: Waiver by the Agency of any default or breach in compliance with the terms of this Contract by the Grantee is not a waiver of any subsequent default or breach and is not a modification of the terms of this Contract unless stated to be such in writing, signed by an authorized representative of the Agency and the Grantee and attached to the contract.

Availability of Funds: The parties to this Contract agree and understand that the payment of the sums specified in this Contract is dependent and contingent upon and subject to the appropriation, allocation, and availability of funds for this purpose to the Agency.

Force Majeure: Neither party is in default of its obligations hereunder if and it is prevented from performing such obligations by any act of war, hostile foreign action, nuclear explosion, riot, strikes, civil insurrection, earthquake, hurricane, tornado, or other catastrophic natural event or act of God.

Survival of Promises: All promises, requirements, terms, conditions, provisions, representations, guarantees, and warranties contained herein shall survive the contract expiration or termination date unless specifically provided otherwise herein, or unless superseded by applicable federal or State statutes of limitation.

Intellectual Property Rights

Copyrights and Ownership of Deliverables: Any and all copyrights resulting from work under this agreement shall belong to the Grantee. The Grantee hereby grants to the North Carolina Department of Environment and Natural Resources a royalty-free, non-exclusive, paid-up license to use, publish and distribute results of work under this agreement for North Carolina State Government purposes only.

Compliance with Applicable Laws

Compliance with Laws: The Grantee understands and agrees that is subject to compliance with all laws, ordinances, codes, rules, regulations, and licensing requirements that are applicable to the conduct of its business, including those of federal, state, and local agencies having jurisdiction and/or authority.

Equal Employment Opportunity: The Grantee understands and agrees that it is subject to compliance with all federal and State laws relating to equal employment opportunity.

Confidentiality

Confidentiality: As authorized by law, the Grantee keeps confidential any information, data, instruments, documents, studies or reports given to or prepared or assembled by the Grantee under this agreement and does not divulge or make them available to any individual or organization without the prior written approval of the Agency. The Grantee acknowledges that in receiving, storing, processing or otherwise dealing with any confidential information it will safeguard and not further disclose the information except as otherwise provided in this Contract or without the prior written approval of the Agency.

Oversight

Access to Persons and Records: The State Auditor and the using agency's internal auditors shall have access to persons

and records as a result of all contracts or grants entered into by State agencies or political subdivisions in accordance with General Statute 147-64.7 and Session Law 2010-194, Section 21 (i.e., the State Auditors and internal auditors may audit the records of the contractor during the term of the contract to verify accounts and data affecting fees or performance). The Contractor shall retain all records for a period of three years following completion of the contract or until any audits begun during this period are completed and findings resolved, whichever is later.

Record Retention: The Grantee may not destroy, purge or dispose of records without the express written consent of the Agency. State basic records retention policy requires all grant records to be retained for a minimum of five years or until all audit exceptions have been resolved, whichever is longer. If the contract is subject to Federal policy and regulations, record retention may be longer than five years since records must be retained for a period of three years following submission of the final Federal Financial Status Report, if applicable, or three years following the submission of a revised final Federal Financial Status Report. Also, if any litigation, claim, negotiation, audit, disallowance action, or other action involving this Contract has started before expiration of the five-year retention period described above, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular five-year period described above, whichever is later.

Time Records: The Grantee will maintain records of the time and effort of each employee receiving compensation from this contract, in accordance with the appropriate OMB circular.

Miscellaneous

Choice of Law: The validity of this Contract and any of its terms or provisions, as well as the rights and duties of the parties to this Contract, are governed by the laws of North Carolina. The Grantee, by signing this Contract, agrees and submits, solely for matters concerning this Contract, to the exclusive jurisdiction of the courts of North Carolina and agrees, solely for such purpose, that the exclusive venue for any legal proceedings shall be Wake County, North Carolina. The place of this Contract and all transactions and agreements relating to it, and their situs and forum, shall be Wake County, North Carolina, where all matters, whether sounding in contract or tort, relating to the validity, construction, interpretation, and enforcement shall be determined.

Amendment: This Contract may not be amended orally or by performance. Any amendment must be made in written form and executed by duly authorized representatives of the Agency and the Grantee.

Severability: In the event that a court of competent jurisdiction holds that a provision or requirement of this Contract violates any applicable law, each such provision or requirement shall continue to be enforced to the extent it is not in violation of law or is not otherwise unenforceable and all other provisions and requirements of this Contract shall remain in full force and effect.

Headings: The Section and Paragraph headings in these General Terms and Conditions are not material parts of the agreement and should not be used to construe the meaning thereof.

Time of the Essence: Time is of the essence in the performance of this Contract.

Care of Property: The Grantee agrees that it is responsible for the proper custody and care of any State owned property furnished him for use in connection with the performance of his contract and will reimburse the State for its loss or damage.

Ownership of equipment purchased under this contract rests with the Agency. Upon approval of the Agency Contract Administrator, such equipment may be retained by the Grantee for the time the Grantee continues to provide services begun under this contract.

Travel Expenses: All travel, lodging, and subsistence costs are included in the contract total and no additional payments will be made in excess of the contract amount indicated in above. Contractor must adhere to the travel, lodging and subsistence rates established in the Budget Manual for the State of North Carolina.

Sales/Use Tax Refunds: If eligible, the Grantee and all sub-grantees shall: (a) ask the North Carolina Department of Revenue for a refund of all sales and use taxes paid by them in the performance of this Contract, pursuant to G.S. 105-164.14; and (b) exclude all refundable sales and use taxes from all reportable expenditures before the expenses are entered in their reimbursement reports.

Advertising: The Grantee may not use the award of this Contract as a part of any news release or commercial advertising.

Recycled Paper: The Grantee ensures that all publications produced as a result of this contract are printed double-sided on recycled paper.

Sovereign Immunity: The Agency does not waive its sovereign immunity by entering into this contract and fully retains all immunities and defenses provided by law with respect to any action based on this contract.

Gratuities, Kickbacks or Contingency Fee(s): The parties certify and warrant that no gratuities, kickbacks or contingency fee(s) are paid in connection with this contract, nor are any fees, commissions, gifts or other considerations made contingent upon the award of this contract.

Lobbying: The Grantee certifies that it (a) has neither used nor will use any appropriated funds for payments to lobbyist; (b) will disclose the name, address, payment details, and purpose of any agreement with lobbyists whom the Grantee or its sub-tier contractor(s) or sub-grantee(s) will pay with

profits or non-appropriated funds on or after December 22, 1989; and (c) will file quarterly updates about the use of lobbyists if material changes occur in their use.

By Executive Order 24, issued by Governor Perdue, and N.C. G.S. § 133-32: It is unlawful for any vendor or contractor (i.e. architect, bidder, contractor, construction manager, design professional, engineer, landlord, offeror, seller, subcontractor, supplier, or vendor), to make gifts or to give favors to any State employee of the Governor's Cabinet Agencies (i.e., Administration, Commerce, Correction, Crime Control and Public Safety, Cultural Resources, Environment and Natural Resources, Health and Human Services, Juvenile Justice and Delinquency Prevention, Revenue, Transportation, and the Office of the Governor). This prohibition covers those vendors and contractors who:

- (1) have a contract with a governmental agency; or
- (2) have performed under such a contract within the past year; or
- (3) anticipates bidding on such a contract in the future.

For additional information regarding the specific requirements and exemptions, vendors and contractors are encouraged to review Executive Order 24 and G.S. Sec. 133-32.

Executive Order 24 also encouraged and invited other State Agencies to implement the requirements and prohibitions of the Executive Order to their agencies. Vendors and contractors should contact other State Agencies to determine if those agencies have adopted Executive Order 24."

Scope of Work

North Carolina Division of Parks and Recreation Parks and Recreation Trust Fund – Grants Program for Local Governments

Grantee: Perquimans County

Title of Project: Perquimans Recreation Park Tennis Courts

Project Number: 983

Contract Number: 2022-983

Amount of Grant: \$ 65,600

Amount of Match: \$ 65,600

Contact Person for Project: Howard Williams

Title: Director of Parks and Recreation
Perquimas County

Address: PO Box 538
Hertford, NC 27944

Telephone: 252-426-5695

Contact email address: Hwilliams@perquimanscountync.gov

Scope of Project: Development including tennis courts, accessible routes, and site amenities.

Length of Project: 36 months (2/1/2022 – 1/31/2025)

Schedule for Reimbursements: Grantee may submit bills quarterly after a significant portion of work has been completed on the project element(s). Not more than 90% of the grant will be reimbursed until the grantee completes the project elements specified in the grant (refer to detailed budget submitted with grant application).

The County of Perquimans grant application and support documentation are, by reference, part of the contract. The administrative rules of the N.C. Parks and Recreation Trust Fund are, by reference, a part of the contract.

FOR
INFORMATION
ONLY
ITEMS



North Carolina Parks & Recreation Trust Fund

February 14, 2022

Mavis Gragg, Chairperson

Amber Brown

Chad Brown

Beth Helle

Lewis Ledford

Neil Lewis

Margaret Newbold

Barnes Sutton

Cynthia Tart

The Honorable Wallace Nelson
Chairman, Board of Commissioners
Perquimans County
Post Office Box 45
Hertford, North Carolina 27944

FEB 22 2022

Dear Chairman Nelson:

As Chairperson of the North Carolina Parks and Recreation Authority, I am pleased to congratulate you and the citizens of Perquimans County on being selected to receive a grant from the Parks and Recreation Trust Fund.

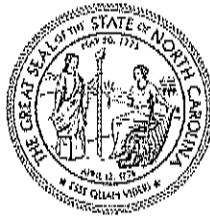
Perquimans County will receive a grant for \$ 65,600 to fund the Perquimans Recreation Park Tennis Courts project. The Division of Parks and Recreation will be sending additional details regarding the PARTF grant shortly.

We are excited about the potential of this project and look forward to working with you to make these resources available to your community. Parks and recreation contribute to healthier lifestyles, stronger communities and the quality of life that makes North Carolina a great place to live. Again, congratulations!

Sincerely,

Mavis Gragg, Chairperson
N.C. Parks and Recreation Authority

cc: Dwayne Patterson, Director, N.C. Division of Parks and Recreation

STATE OF NORTH CAROLINA
OFFICE OF THE GOVERNOR

FEB 24 2022

ROY COOPER
GOVERNOR

February 17, 2022

Chairman Wallace Nelson
Board of Commissioners
Perquimans County
Post Office Box 45
Hertford, North Carolina 27944

Dear Chair Nelson:

Thank you for your efforts to make Perquimans County as well as North Carolina a better place to live. Parks and recreation provide many benefits for our people, including better health, cleaner air and water, and more opportunities for families and communities to spend time together.

I am pleased to announce that the North Carolina Parks and Recreation Authority has approved a matching grant in the amount of \$ 65,600 from the Parks and Recreation Trust Fund for the Perquimans Recreation Park Tennis Courts project. Ms. Mavis Gragg, Chairperson of the Parks and Recreation Authority, will contact you with his congratulations as well as information about how to begin the project.

We look forward to assisting you in meeting the park and recreation needs in your community.

With kind regards, I am

Very truly yours,

A handwritten signature in black ink that reads "Roy Cooper".
Roy Cooper

cc: Mavis Gragg, Chairperson, Parks and Recreation Authority

Robert H. Decker
258 Pine Point Road
Hertford, NC 27944

February 28, 2022

Mr. Kenny White, Road Maintenance Supervisor
NCDOT, Perquimans County Maintenance Yard
427 Ocean Highway N.
Hertford, NC 27944

MAR 3 2022

Subject: Appreciation for Excellence

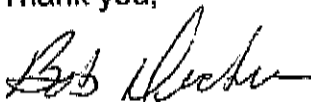
Dear Mr. White,

I am writing this letter to express my appreciation for the excellent service and response of the NC Department of Transportation Perquimans County Maintenance Yard. At approximately 11:30 AM on Thursday, February 24, 2022, I called the Perquimans County Maintenance Yard to report a road sign was down on Poor Hill Road. The sign warns drivers of a dangerous sharp left-hand turn. On Wednesday night as I came home from a meeting the road was covered in fog and I realized that if I did not know the road I would have ended up in the ditch even when driving at under twenty miles per hour.

When I called the maintenance yard the gentleman who answered the phone was extremely polite, double checked that he had the information correct, and assured me that he would report this immediately. I wish I knew his name because I would like to thank him personally for his courtesy and attention. However, the excellence did not stop with him. When I came home later that day your organization had already replaced the sign. To say the least I was very pleasantly surprised at the speed with which your shop took care of this problem. It is obvious you are serious about dangerous situations that are reported by citizens.

Too often people complain about government service and more often they do not give credit when it is due for a job well done. You and your people deserve a compliment, and I am thankful to have you supporting us in Perquimans County.

Thank you,



Bob Decker

cf:

Mr. J. Eric Boyette, Transportation Secretary
Mr. Wallace Nelson, Chairman, Perquimans County Board of Commissioners
Ms. Earnell Brown, Mayor, Hertford, NC

DEPARTMENT HEAD REPORTS

PLAT REVIEW LOG - PERQUIMANS COUNTY

FEBRUARY

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
S.L. CARDWELL	X	2-4-2022	X	SUBDIVISION OF 41,709 SF 5-0034-0016
JAMES & SHIRLEY L BROTHERS				
MARK D PRUDEN STEPHEN P, HEATHER T & MONICA G COPELAND	X	2-8-2022	X	CORRECTED SURVEY
RACKLEY LADONNA LAMB STEVENSON	X	2-11-2022	X	SUBDIVISION 5-0020-0023 2.18 ACRES
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 PRUDEN 146 OAK GROVE ROAD EDENTON, NC 27932 482-7804		SCOTT TEMPLE PO BOX 422 ELIZABETH CITY, NC 27907 303-4016
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		SL CARDWELL SURVEYING 1206 FRANCIS STREET ELIZABETH CITY, NC 27909 338-6328
TONY WEBB PO BOX 381 EDENTON, NC 27932 (252)482-3066				TIMMONS GROUP 1805 W CITY DR UNIT E ELIZABETH CITY, NC 27909 (252)621-6030

3/28/2022



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- FEBRUARY

Payment Plans: \$23,838.02

Garnishments: \$1,336.18

Debt Setoff: \$0

PERQUIMANS COUNTY
OFFICIAL REPORT

Board of Commissioners:
Finance Officer:

Date: FEBRUARY 2022

I wish to report that during February 2022 I received the following funds which were duly deposited in the County's depository on the dates and in the amounts as shown:

DATE	BUILDING PERMITS	#	ELECTRICAL PERMITS	#	PLUMBING PERMITS	#	INSULATION PERMITS	#	MECHANICAL PERMITS	#	MOBILE HOME	#	STATE TAX	MISC	TOTAL DEPOSITED
2/1/2022	\$204	1	\$1,144	2											\$1,348
2/2/2022															\$0
2/3/2022															\$0
2/4/2022	\$325	2	\$70	1	\$70	1	\$75	1	\$150	2					\$690
2/5/2022															\$0
2/6/2022															\$0
2/7/2022	\$900	1	\$50	1	\$50	1	\$75	1	\$360	3			\$10		\$1,655
2/8/2022	\$288	1	\$880	1	\$245	2			\$150	1					\$1,318
2/9/2022															\$0
2/10/2022	\$1,596	3	\$50	1			\$75	1	\$130	1			\$10		\$220
2/11/2022															\$1,861
2/12/2022															\$0
2/13/2022															\$0
2/14/2022	\$185	1	\$120	1											\$0
2/15/2022	\$1,014	4					\$300	4							\$305
2/16/2022	\$313	1	\$180	2	\$50	1			\$205	3			\$10		\$1,324
2/17/2022	\$1,509	1	\$50	1											\$748
2/18/2022	\$300	1	\$50	1			\$75	1							\$1,844
2/19/2022															\$350
2/20/2022															\$0
2/21/2022	\$150	1	\$100	2	\$160	3			\$75	1					\$0
2/22/2022															\$0
2/23/2022	\$1,160	1	\$396	1			\$75	1	\$130	2					\$485
2/24/2022			\$412	1					\$75	1					\$130
2/25/2022			\$260	4	\$660	4			\$260	2					\$1,706
2/26/2022															\$412
2/27/2022															\$1,180
2/28/2022	\$75	1			\$55	1									\$0
TOTAL	\$8,019	19	\$3,762	19	\$1,300	13	\$675	9	\$1,810	17	\$0	0	\$48	\$0	\$15,806

Signed:  Building Inspector



Case Activity Report

02/01/2022 - 02/28/2022

Activity Date	Case #	Parcel Address	Violation	Description	Activity Type	Description
2/28/2022	49	136 RED MAPLE AVE	Unauthorized junkyard	Unauthorized junkyard	Inspection	2 more vehicles have been removed from property.
2/28/2022	81	136 RED MAPLE AVE	abandoned mobile home	Property has 2 old swmh	Inspection	Trailer has been torn down, but debris is just piled up on property, would be a solid waste issue at this time. Will monitor to ensure property is cleaned up.
2/28/2022	82	167 WHITE OAK AVE	AMH/junk vehicle	abandoned mobile home and 1 junk vehicle	Inspection	Property at the end of White Oak. Appears to be an abandoned mobile home with a silver van in yard.
2/28/2022	83	144 SHOSHONE TRL	Abandoned Mobile Home	Abandoned Mobile Home	Inspection	Trailer has been removed and property cleaned up

Activity Date	Case #	Parcel Address	Violation	Description	Activity Type	Description
2/16/2022	74	248 MUDDY CREEK RD	junk vehicles	junk vehicles	Send Letter	Sent Notice of Violation
2/16/2022	75	332 MUDDY CREEK RD	junk vehicles	junk vehicles	Send Letter	Sent Notice of Violation
2/11/2022	77	720 OLD NECK RD	junk vehicles	junk vehicles	Inspection	Spoke with property owner's son, who is running the auto repair business. He stated he knew that too many vehicles had built up on the property and he had started calling owners of the vehicles to come get them. Most of them do not appear to actually be junked or nuisance vehicles, but we did not get into specifics on vehicles at this time. Plan is to review the property in 2 weeks and see how many vehicles remain.
2/10/2022	75	332 MUDDY CREEK RD	junk vehicles	junk vehicles	Inspection	No change to property, still several junk vehicles in yard. Will send letter

Activity Date	Case #	Parcel Address	Violation	Description	Activity Type	Description
2/10/2022	74	248 MUDDY CREEK RD	junk vehicles	junk vehicles	Inspection	No obvious change to property, still several junk vehicles on property. Will send letter to owner
2/3/2022	49	136 RED MAPLE AVE	Unauthorized junkyard	Unauthorized junkyard	Inspection	Property is down to 6 or 8 vehicles from having approximately 25 at one point. 4 or 5 have been removed in the last month. Will continue to monitor
2/3/2022	81	136 RED MAPLE AVE	abandoned mobile home	Property has 2 old swmh	Inspection	Property has 2 old swmh on it. One has begun to be torn down.
2/1/2022	79	249 DOGWOOD DR	Solid Waste	Solid Waste	Inspection	Property has 2 or 3 black trash bags by front steps in yard. Will monitor to make sure it does not build up again.
2/1/2022	83	144 SHOSHONE TRL	Abandoned Mobile Home	Abandoned Mobile Home	Inspection	Spoke with property owner, trailer is beyond repair. Gave him names of companies that can remove it.



Case Detail Report

02/01/2022 - 02/28/2022

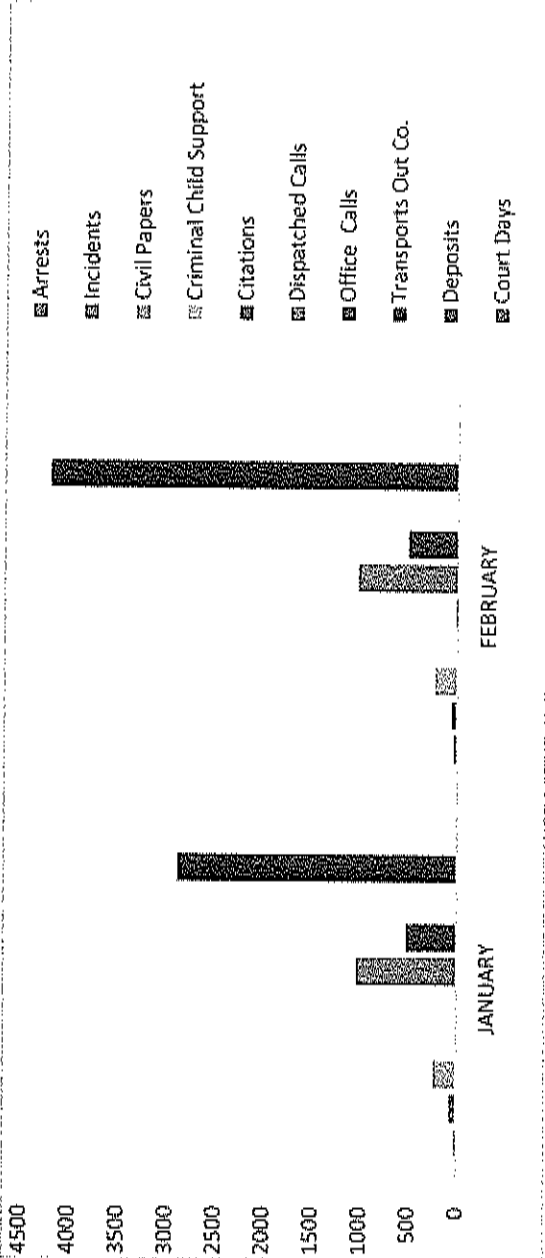
Case #	Case Date	Parcel Address	Violation	Description	Main Status	Assigned To
83	2/1/2022	144 SHOSHONE TRL	Abandoned Mobile Home	Abandoned Mobile Home	Closed	
82	2/28/2022	167 WHITE OAK AVE	AMH/junk vehicle	abandoned mobile home and 1 junk vehicle	Open	Erle Solesbee
81	2/4/2022	136 RED MAPLE AVE	abandoned mobile home	Property has 2 old swmh	Open	Erle Solesbee

Total Records: 3

3/1/2022

Perquimans County Sheriff's Office --- February 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	8
FEBRUARY	39	58	232	0	13	1031	516	2	\$4,205.50	9



COMMITTEE REPORTS